



## CITY COUNCIL WORK SESSION

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho  
Tuesday, December 05, 2023 at 4:30 PM

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## Agenda

### VIRTUAL MEETING INSTRUCTIONS

To join the meeting online: <https://us02web.zoom.us/j/81095276712>

Or join by phone: 1-669-900-6833

Webinar ID: 810 9527 6712

### ROLL CALL ATTENDANCE

\_\_\_ Joe Borton

\_\_\_ Liz Strader

\_\_\_ Brad Hoaglund

\_\_\_ John Overton

\_\_\_ Jessica Perreault

\_\_\_ Luke Cavener

\_\_\_ Mayor Robert E. Simison

### ADOPTION OF AGENDA

#### CONSENT AGENDA [Action Item]

1. [Approve Minutes of the November 14, 2023 City Council Work Session](#)
2. [Approve Minutes of the November 21, 2023 City Council Work Session](#)
3. [Approve Minutes of the November 21, 2023 City Council Regular Meeting](#)
4. [Chipotle Sanitary Sewer and Water Main Easement No. 1 \(ESMT-2023-0136\)](#)
5. [Idak Short Plat Water Meter Easement No. 1 \(ESMT-2023-0169\)](#)
6. [Meridian Home2 Suites Sanitary Sewer Easement No. 1 \(ESMT-2023-0172\)](#)
7. [Meridian Home2 Suites Water Main Easement No. 1 \(ESMT-2023-0173\)](#)
8. [Records Apartments Sanitary Sewer and Water Main Easement No. 2 \(ESMT-2023-0170\)](#)
9. [Shafer View Terrace Water Main Easement \(ESMT-2023-0166\)](#)
10. [Skybreak Subdivision No. 3 Sanitary Sewer and Water Main Easement No. 1 \(ESMT-2023-0171\)](#)

11. [The Oaks North Subdivision No. 13 Pedestrian Pathway Easement \(ESMT-2023-0164\)](#)
12. [Final Plat for Pinedale Subdivision \(FP-2023-0014\) by Ackerman-Estvold, generally located at the east terminus of W. Newland St. in the Chesterfield Subdivision](#)
13. [Final Plat for Skybreak Subdivision No. 3 \(FP-2023-0017\), by Conger Group, generally located in the southeast 1/4 of the northwest 1/4 of Section 4, T.2N., R.1E \(Parcel# S1404233662\)](#)
14. [Final Order for Aviation Subdivision \(FP-2023-0013\) by Jadon Schneider, Bronze Bow Land, located near the northeast corner of N. Black Cat Rd. and W. Franklin Rd., to the north and northeast of Compass Public Charter School](#)
15. [Final Order for Sagarra Subdivision No. 2 \(FP-2023-0016\) by Sagarra Phase 1, LLC., generally located at the southeast corner of N. Bergman Ave. and W. Orchard Park Dr.](#)
16. [Final Order for The Oaks North Subdivision No.13 \(FP-2023-0015\) by Kyle Prewett, Toll Brothers, located near the intersection of W. Gondola Dr. and N. Black Cat Rd.](#)
17. [Final Order for TM Center No. 2 \(FP-2023-0018\) by Brighton Development, Inc., located at the northwest corner of S. Vanguard Way and S. Wayfinder Ave.](#)
18. [Findings of Fact, Conclusions of Law for I-84 and Meridian Road \(H-2021-0099\) by Hawkins Companies, generally located at the northwest corner of S. Meridian Rd. and I-84](#)
19. [Findings of Fact, Conclusion of Law for Tanner Creek Subdivision \(H-2022-0048\) by Engineering Solutions, LLP., generally located 1/4 mile west of S. Meridian Rd. on the south side of W. Waltman Ln.](#)
20. [Approval of Task Order 11230 with Brown and Caldwell for Services During Construction to Wastewater Resource Recovery Facility Aeration Basins 1-4 Retrofit & 9-10 Upgrades for the Not-to-Exceed amount of \\$1,958,470 \(3 fiscal years\), including a Fiscal Year 2024 total of \\$789,229.00](#)
21. [Approval of Task Order for Design, Fabrication, and Delivery of Discovery Park Artwork: Peregrine Bike Racks Between Colin Selig LLC and the City of Meridian for a Not-to-Exceed Amount of \\$9,950](#)
22. [Fiscal Year 2024 Net-Zero Budget Amendment in the amount of \\$70,000.00 for Ada County Highway District Fivemile Creek Pathway Transfer of Reimbursed Funds for Pathway Construction](#)
23. [Resolution No. 23-2426: A Resolution of the City Council of the City of Meridian Signifying Final Acceptance of "Wildlife Benches" Art Installation by Colin Selig Sculpture LLC and Providing an Effective Date](#)
24. [Resolution 23-2427: A Resolution of the Mayor and the City Council of the City of Meridian, Directing the City Clerk to Enter in Meridian City Council Meeting](#)



[Minutes the Tabulation of Votes and Election Results for Meridian City Mayor and Meridian City Council Seats 2, 3, and 5, Pursuant to Idaho Code Section 50-412; and Providing an Effective Date](#)

25. [Resolution 23-2428: A Resolution Amending the City of Meridian Records Retention Schedule; and Providing an Effective Date](#)
26. [City of Meridian Financial Report - October 2023](#)

**ITEMS MOVED FROM THE CONSENT AGENDA** [Action Item]

**DEPARTMENT / COMMISSION REPORTS** [Action Item]

27. [Community Development Block Grant Consolidated Annual Performance Evaluation Report](#)
28. [Linder Road, Pine to Ustick Concept Report Update](#)
29. Light My Fire Check presentation
30. Meridian Stars Awards

**ADJOURNMENT**



## AGENDA ITEM

ITEM **TOPIC:** Approve Minutes of the November 14, 2023 City Council Work Session

A Meeting of the Meridian City Council was called to order at 4:30 p.m. Tuesday, November 14, 2023, by Mayor Robert Simison.

Members Present: Robert Simison, Joe Borton, Brad Hoaglund, Luke Cavener, Jessica Perreault, Liz Strader and John Overton.

**ROLL-CALL ATTENDANCE**

<input checked="" type="checkbox"/> Liz Strader	<input checked="" type="checkbox"/> Joe Borton
<input checked="" type="checkbox"/> Brad Hoaglund	<input checked="" type="checkbox"/> John Overton
<input checked="" type="checkbox"/> Jessica Perreault	<input checked="" type="checkbox"/> Luke Cavener
<input checked="" type="checkbox"/> Mayor Robert E. Simison	

Simison: Council, we will call the meeting to order. For the record it is Tuesday, November 14th, 2023, at 4:30 p.m. We will begin this afternoon's work session with roll call attendance.

**ADOPTION OF AGENDA**

Simison: Next item up is the adoption of the agenda.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: A couple changes for our agenda this afternoon. Under our Department/Commission Reports we are going to move Item 13 just before Item 11. So, we will have discussion of park fees before the public hearing. And, then, on our Consent Agenda we are going to remove Item 6 and 7 and move them down to our Department/Commission Reports and that order down there will be -- where we move them we are going to move Item 17 first of these four -- 17, then six that we are moving from the Consent Agenda and Item No. 16 and, then, Item No. 7 from the Consent Agenda, just so we follow along with that. So, with those changes, Mr. Mayor, I move adoption of the agenda as amended.

Borton: Second.

Simison: I have a motion and a second. Do I have discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the agenda is adopted as changed.

MOTION CARRIED: ALL AYES.

**CONSENT AGENDA [Action Item]**

1. **Dutch Bros. at Eagle and Ustick Water Main Easement No. 1 (ESMT-2023-0142)**
2. **Dutch Bros. at Eagle and Ustick Water Main Easement No. 2 (ESMT-2023-0143)**
3. **Final Plat for The Oaks North Subdivision No. 13 (FP-2023-0015) by Kyle Prewett, Toll Brothers, located near the intersection of W. Gondola Dr. and N. Black Cat Rd.**
4. **Final Plat for TM Center No. 2 (FP-2023-0018) by Brighton Development, Inc., located at the northwest corner of S. Vanguard Way and S. Wayfinder Ave.**
5. **Final Order for Poiema Subdivision (MFP-2023-0002) by Clint Hansen, Land Solutions, located at 3727 E. Lake Hazel Rd.**
8. **Approval of Blanket Purchase Order #24-0081 to Ferguson Enterprises for FY24 Sensus Water Meters and Related Equipment for the Not-To-Exceed Budget Amount of \$1,084,949.00**
9. **Approval of Sole Source for Backflow Assembly Device Testing by Pacific Backflow, LLC.**
8. **Approval of Sole Source for Generator Maintenance and Repair, and Generator Load Testing Services by Power Systems West**

Simison: Okay. So, we will move on. There were no items moved from the Consent Agenda -- well, there were, but they were moved to another place. So, we will move on to Department/Commission Reports. First item up is discuss -- oh, did -- did we? I thought we did just pass it. Did we pass it? Okay. All in favor signify by saying -- I thought we made a motion. Oh, the Consent Agenda. I'm sorry. Next item up is the Consent Agenda.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we approve the Consent Agenda as amended and for the Mayor to sign and Clerk to attest.

Borton: Second.

Simison: Motion and second to approve the Consent Agenda as amended. Is there any discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have and the Consent Agenda is agreed to.

MOTION CARRIED: ALL AYES.

**ITEMS MOVED FROM THE CONSENT AGENDA [Action Item]**

**DEPARTMENT / COMMISSION REPORTS [Action Item]**

**13. Discussion of Proposed New Park Fees**

Simison: So, we move on to Department/Commission Reports. The first item up is discussion of the proposed new park fees. Turn this over to Mr. White.

White: Mr. Mayor, Members of Council, thanks for having me tonight. I'm here to talk to you and just discuss and kind of get some feedback, if any. On three fees, two of which are brand new fees and one is a fee that's been in place for about ten to 12 years that we are looking to update. So, with that I will jump into it. The first one is the ball field prep closet. This is a request we get from so many different tournament organizers, coaches, all the above, trying to have a game, tournament, whatever and looking for field equipment. It's extremely hard to find a bag of chalk -- just one bag of chalk or even two bags of chalk here at local stores. So, we wanted to offer this based on past requests from these coaches and for them to have prep -- prep equipment for ball fields -- for softball fields, baseball fields, stuff like that. In that it's a 50 dollars per day and 53 dollars after tax. Includes all the stuff you would need to drag a field, prep a field. The second one is ball field temporary fencing. Again, 50 dollars per day per field, 53 dollars with tax. This is something that -- if you have a youth tournament or a senior tournament it just brings the fence into 200 feet from 300 feet, if that makes any sense. To make sure our fields are dual use in that. So, those are the two brand new fees. Pretty simple. All based on past requests we get from other coaches and tournament organizers. The third one I'm here to talk about is the pickleball, tennis court hourly reservation fee. It's currently at \$2.50. It's pretty reasonable. After taxes 2.65. We are proposing to move it to 4.72 or after tax an even five dollars. Worked with Finance on this and how to calculate all this stuff and when it comes to time, staff time, all that kind of thing, so they are in support of this fee as well. So, with that I will stand for questions.

Simison: Thank you, Garrett. Council, any questions for staff?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Garrett, are the -- the ball field prep closet and the ball field temporary fencing, are those add-ons, meaning a tournament organization would have to request those? So, it's an option to pick, it's not something that if you are doing a tournament we are going to add this fee on in addition to?

White: Mr. Mayor, Councilman Cavener, that's correct. It's not an automatic add-on. If they request it we have it available for them. Trying to make it easier from the host tournaments. And, really, it's based on Discovery Park when we have a tournament.

Cavener: Great.

White: Thanks for the question.

Borton: Mr. Mayor?

Simison: Councilman Borton.

Borton: So, if they don't pay the fee, though, is the closet empty?

White: It will be locked up. So -- so, yeah, if they want it they can pay that fee. If not it's locked up on site ready to go. So, it won't sort of be empty. We still have some equipment in there. If our staff needs to jump in there to get something they could.

Borton: Does that apply to the Settlers Park fields as well?

White: Right now it's only at Discovery, just to -- because that's the tournament complex we have. When it comes to prep in Settlers fields that's -- Meridian's youth baseball typically does all those for -- on their own. Those types of things with their coaches or their staff. But yeah.

Simison: Council, any additional questions for staff? Okay.

White: Thank you. Appreciate it.

## **11. Public Hearing for Proposed Winter/Spring 2024 Fee Schedule of the Meridian Parks and Recreation Department**

Simison: Thank you very much. Don't go very far. Next up is a public hearing for the proposed winter-spring 2024 fee schedule of the Meridian Parks and Recreation Department. We will begin this public hearing for -- with staff comments.

White: Mr. Mayor, Council, thank you for having me again. In front of you are the fees for our next activity guide. Seventy-thirty split with instructors and kind of the standard procedure to be here. So, if you have any questions I'm happy to answer.

Simison: All right. Thank you. Council, questions?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Garrett, when -- when do you need this resolution approved by? Is this something tonight? If it's next week, couple weeks out? I know that once these are approved, then, you go and print the activity guide and so can you give us a little calendaring about what your deadline is to get that printed?

White: Yeah. Mr. Mayor, Councilman Cavener, we would love to release it tomorrow. It's already ready to go. It's all digital. So, we do print some copies. So, we would have those available for the public. But we would like to do it tomorrow and, then, start doing registrations as of Friday morning --

Cavener: Okay.

White: -- if at all possible.

Cavener: Okay. Thanks, Garrett.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: I think in the future it would be very helpful if we had the previous fee in a table with the new fee, so we could easily compare them.

White: Sure.

Strader Thank you.

Borton: Mr. Mayor?

Simison: Councilman Borton.

Borton: One process question, just so we all put it on the record as far as input you got on the changes, anything positive, negative. Did you get feedback from any organizations that caused you to change it a little bit more one way or the other?

White: For the proposed change fees for the -- Mr. Mayor and Councilman Borton, no, we have kind of made some comments to others, like other organizations, the tennis organizations, pickleball organizations, like, hey, this is probably going to be coming. It's been in place for ten to 12 years. We are working with Finance and just doing the calculations of what it should be. We are not trying to make money on any of them, it's more just to cover our staff cost based on our current cost recovery. So, to answer your question, some feedback, but not -- not a lot.

Simison: Any other questions for staff? Thank you, Garrett.

White: Thank you.



Simison: Mr. Clerk, do we have anybody signed up on this item?

Johnson: Mr. Mayor, we did not.

Simison: Okay. No one signed up. Is there anybody present or online who would like to provide testimony on this item? If you are online you can use the raise your hand feature. Seeing no one raising their hand online or coming forward, have a motion to close the public hearing, unless most staff would like to make any final comments.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Mr. Mayor, I make a motion that we close the public hearing.

Borton: Second.

Simison: Have a motion and second to close public hearing. Is there any discussion?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: I think real quick -- earlier this year I was alerted from a couple of citizens who were concerned about the taxes being assessed on classes that we are offering in the city. Finances has tried to engage with the state to kind of true some of that out. It has to deal with that we don't charge a -- a facility fee. Goods are taxed in Idaho. Services aren't. But we are essentially taxing often services. I think potentially inappropriately. It's not a huge amount of money, but it -- I think it's important for us to be correct about this. I know that part of it is working with the state to get some better direction. So, I'm cautiously supportive of the motion that's before us tonight, but I would like at a -- at a later point in time an update from Finance, maybe the Parks Department, about are we appropriate collecting taxes? Do we need to address how we charge for a facility usage to make sure that they are uniform and correct for the classes that we offer.

Simison: Is there further discussion on the motion to close the public hearing? Okay. All in favor signify by saying aye. Opposed nay? The ayes have it and the public hearing is closed.

MOTION CARRIED: ALL AYES.

**12. Resolution No. 23-2424: A Resolution Adopting the Winter/Spring 2024 Fee Schedule of the Meridian Parks and Recreation Department; Authorizing the Meridian Parks and Recreation Department to Collect Such Fees; and Providing an Effective Date A**

Simison: Next up is Resolution No. 23-2424. Ask the clerk -- we don't have to read -- we don't need to read a resolution by title.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Move that we approve Resolution No. 23-2424, a resolution adopting the winter-spring 2024 fee schedule for the Meridian Parks and Recreation Department, authorizing Meridian Parks and Recreation Department to collect such fees and providing an effective date.

Borton: Second.

Simison: Have a motion and a second to approve Resolution No. 23-2424. Is there a discussion?

Borton: Mr. Mayor?

Simison: Councilman Borton.

Borton: Councilman Cavener's points are mutually exclusive. I think that concern certainly can run parallel with approval of fees to make sure that comes back to us and -- and Garrett and the team, the way you -- you establish these fees on a cost recovery consistent with our policies is really important. I know you do the due diligence to make sure that they are appropriate and not any greater than necessary to recapture those costs. So, for those reasons I'm certainly supportive of the resolution.

Simison: Thank you. Any other comments? If not, Clerk call the roll.

Roll Call: Hoaglund, yea; Borton, yea; Cavener, yea; Perreault, yea; Strader, yea; Overton, yea.

Simison: All ayes. Motion carries and the resolution is agreed to. Thank you very much.

MOTION CARRIED: ALL AYES.

#### **14. Solid Waste Program Recommended Changes to Bulky Items Pickup Program**

Simison: Next item up is solid waste program recommended changes to bulky items pickup program and it's Laurelei.

McVey: All right. It wouldn't be Public Works without a presentation, so we have got one. Maybe. All right. Thanks, Mayor and Council. So, I'm excited to bring program

improvements to you today for our bulky item pickup. So, this is sort of our first thing coming out of the solid waste master plan, one of the first items that we looked at. So, before we get into the specific program changes, I just wanted to remind everyone in the public about all of the special programs that we have throughout the year. So, we have many special seasonal based events, like Recycle the Fall. We do Christmas tree recycling. Trash for Treasure. As well as several programs that are available year around for residents at the transfer station. Squishy water bottles, glass, household hazardous waste and dropping off bicycles for recycle a bike -- recycle a bicycle. So, this discussion today is specifically about two of our seasonal events. So, extra trash week and our spring clean-up event. So, both of those two events are bulky item pickup events that occur over individual weeks twice per year. So, important to note as I talk about these program changes, we are not looking to change any of the other programs on this slide, just those two. So, what are bulky items? So, these are items that are too big to fit in your standard curbside trash cans. So, they could be things like a dishwasher, a couch, a chair, a mattress, an extra bundle of garbage. There are a few things that we don't accept as bulky items simply because they are too large, hazardous or require special disposal. So, things like boats, hot tubs, tires, you can't set them out on the curb. So, twice per year currently today residents can call -- you have to call ahead and schedule bulky item pick up. The first is the last week of December and, then, the second one is the last week of May. So, currently there is no charge for these pickups. Again, the resident calls in, schedules, let's Republic Services know that they have items. They are allowed up to seven bulky items on these weeks and I'm happy to report -- so, there is no charge to the city or the customer for these pickups. I'm happy to report that these programs have been a huge success. So, you know, one of the good things to come and report is we are having problems because we are doing such a good job at it. We have seen participation grow significantly with the events over the past few years as we have improved outreach and communication. So, for example, our spring cleanup event, we saw an increase of about 1,500 items picked up a couple years ago to over 5,700 items this last year. So, unfortunately, with the success and program growth there comes some challenges. It really becomes too big of a thing for Republic Services to be able to go around to these -- all the city residents that request pickup in a single week. So, what that ends up is it leaves customers frustrated, because their pickup doesn't happen on the day that they think it's going to happen. It's hard for Republic. They have to have a bunch of extra labor, staff time to try to get it all done in one week. So, what we did is the city worked with Republic Services to come up with a solution that would work for everyone. So, we are proposing to move to a year around bulky item pickup program. So, essentially, what this would do is it would take -- rather than just those two weeks per year that you get bulky item pickup and it would spread that out through the whole year. So, any time of the year each resident would get ten free pickups. They have to -- would have to call and schedule, just like they do today. The pickups are automatically tracked through their account. So, it's not like there is a special sticker system or, you know, some of the other programs that exist. So, really easy tracking, similar to a system that the city of Boise implemented, which has worked great for their residents. We actually think it's going to increase program participation, because people don't have to wait around to have their items disposed of. If you have, you know, an old mattress or a desk or you rearrange, you are

not saving that throughout the year for those -- those two weeks. Important to note, like I mentioned, it's not going to impact the other seasonal programs that we do. We will still do fall leaf recycling. We will still do Christmas tree recycling. We will still do Trash for Treasure. This just expands the bulky item to year around, which we think is a win for everybody. So, visually what does that look like? Extra trash week and spring cleanup go away and it now becomes free bulky item pickup is in the year around events. So, what would this look like next step? So, we would still have extra trash week this December because we are still in 2023, everyone is anticipating that. So, we are not looking to take that away. So, that would occur. We would -- hopefully if you guys approve the resolution this evening we would memorialize the changes that would go into place in 2024. The new program would start in 2024, which is when we would kick off communication and outreach. So, we would update our website to let people know about this. The calendar magnets that Republic Services sends out would have it. We would do some social media, some utility billing inserts. The good news about this is no one's anticipating any of this until spring; right? So, we have some time to educate the public about -- about this program. We also have asked for Republic Services to help us track the usage of this over the next several years, so that we can help decide, you know, how many households participate? Is ten pickups the right number? How many households are exceeding ten? We really think ten is -- is going to be an adequate number for most residents, but we are definitely going to be tracking and can adjust that in the future if there is -- there is issues. Residents can still call for pickup of some of those other items or if they exceed their ten you can, for a charge, you would still be able to call and get a pickup or take things to the transfer station as well. So, none of that is changing. So, with that stand for any questions.

Simison: Thank you. Council, questions?

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: Thanks, Laurelei. Appreciate the reasoning behind the change. How will customers sign up for the program? Will they need to call? Will there be a form on the website? What do you expect?

McVey: So, Council Woman Strader, so everybody will be automatically enrolled. So, if you have a trash account with City of Meridian -- and I should say a residential trash account. So, this -- this only applies for residential. But you will automatically be -- there is no enrollment, you just call and your account details that Republic Services has will track your numbers throughout the year.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: So, you need to call to schedule --

McVey: Pickup.

Strader: -- a pickup. Okay. Was there any thought around trying to do a form on the website as an alternative, just because I have heard of people trying to call and it taking time not connecting.

McVey: So, I can pass that information along. It's -- it's through Republic Services, so it's -- it's on their -- their side of it, but I can definitely pass that suggestion along.

Strader: Okay.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: I would also reiterate, just I think making it easier for our citizens to -- I appreciate Republic and recognize that a lot of requests for bulky items we also get -- Republic gets a lot of requests. I do think that the -- the whole time the delays can lead to an unsatisfactory experience for our ratepayers. I love this. So, kudos to Republic, you, for bringing this forward. I think this is great. I -- I did have a couple of just quick questions. So, the Cavener family loves the unlimited collection during the Christmas week. It allows us to get rid of all the stuff from the stuff that we got. Where that's going away, if my youngest gets a clubhouse or something like that, there is -- that's bulky, do I call Republic to collect that and -- and, then, what happens for the families that have extra bags that don't typically fit in their trash can that week, are those, then, bulky or how are we going to handle that extra collection that isn't quite a bulky item, but is more than they anticipated that particular week?

McVey: So, Councilman Cavener, that's a good question. So, I would tell people to kind of put their -- if it's those smaller bags into a container and, then, that container would count as one. Republic Services won't take that container, so if it's a larger trash can or larger box, but each of those would count as -- as a -- an item or a pickup.

Cavener: Mr. Mayor, follow up.

Simison: Councilman Cavener.

Cavener: We have got some time on this; right? Because we are good for this Christmas. Really, the first time is kind of spring cleaning time. I would encourage you -- maybe it's an opportunity to talk with Republic. I -- I think that continuing those extra bag pickups, the stuff that we put next to our bin during that spring week and during the holiday week is -- is crucial and this is I think a big step forward in meeting our neighbors who have those bulkier items, but I -- I hope it wouldn't come as an expense as to what they think is built-in expectation from our ratepayers that, hey, I don't have to worry about where I'm going to put these extra two or three bags of clinical garbage this

week until I maybe have more space next week or over a couple of weeks. Certainly with the spring cleaning collection I know that's feedback that I get a lot.

McVey: I will definitely pass that.

Simison: And if I can piggyback on that, you know, if -- if residents have to call in their extra trash in a -- you know. Yeah, it's probably not going to be the outcome.

McVey: And I think, you know, speaking somewhat for Republic Services, I think on occasion if there is a couple of extra bags I believe their drivers most of the time just pick those up as part of the route and don't count those or track those. I think this is the bigger items that take the bigger specialized trucks to -- to manage. So, I believe they would for the most part still pick those up.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: I think if there was a way to better differentiate between, you know, just extra bags of regular garbage, like extra regular size trash bags, compared to a bulky item, that might really help with the program implementation and to Councilman Cavener's point, I think if there was a way to maintain extra pickup of regular sized trash bags during the last week of December I think that would be ideal. It wouldn't be an issue, of course, this December, but I think we want to think going forward -- I do think people have kind of an expectation. I -- I agree with him that there is kind of an expectation around that. I don't think people would expect, you know, a huge item to be picked up, though, if they understood that the program was changing.

Simison: Just to reiterate on those points, I think the numbers -- if you could -- you know, would have the usage so far that, you know, ten homes and at the numbers, you know, you could be talking, you know, 400,000 bulky items under the program, which we know that's not getting used to that, so trading out the bag pickup for 400,000 bulky items potential -- probably work with the numbers on Republic to scale back to keep some of those things, if that's what the outcome -- that people would think is more likely to be used by all residents. The ones accepted.

McVey: And just for clarification for the resolution that's on next, so that is a list that we took the opportunity when the service provider changed from SSC to Republic Services to memorialize a lot of these -- what we call donated services. So, things like trash pickup in the parks, trash pickup at city facilities, a couple of special events. So, what that resolution does is it cleans up a lot of those rather than listing out. It was a pretty crazy spreadsheet. It just memorializes -- the intent is all city facilities, city events, a couple of these special -- specialties and just memorializes that Republic Services intends to donate those services to the city.

Simison: So, would you like to take this back to SWAC or would you like to have Republic come back and have a conversation based upon this feedback? I don't know that -- what I'm not hearing is overall support for giving away the changes right now and starting a communications plan and, then, coming back and having another conversation about modifications.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Thank you. I -- I agree with my fellow Council Members regarding the communication and -- and the not removing the two weeks a year that are already in place. A lot of folks I know count on those for Christmastime and spring cleaning and whatnot. I just wanted to further encourage something that Council Woman Strader had said regarding scheduling the pickups. I know I myself and probably all of you have been stuck on the phone with Republic Services waiting for someone to answer or no one answers. So, I would -- I would prefer for them to come in and share with us what they might be able to do as far as communication with the public at this -- it's, obviously, a significant increase if folks can go from -- from two times a year to ten times a year and the number of calls would be much much greater. So, whether they plan on having additional staff set aside for that communication or they are able to modify the website to allow folks to schedule that, I -- I would like to hear that information first before officially bringing -- just my two cents.

McDannel: Mr. Mayor, Members of the Council, my name is Konrad McDannel with Republic Services. 2130 West Franklin Road. At the transfer station there that's where our office is. I -- I believe the idea is to -- as Laurelei said, it's gained so much popularity, this program, and Meridian's grown so much since 2012, probably at a rate of five percent a year, that when we have these events we operationally just get suffocated with requests, which is great. People are used to these -- these time periods to -- to do the spring clean out, replace their holiday dressings and -- and things of that nature and -- and, sure, totally understand that. What we would like to do, as Councilman Cavener said, you know, reduce the frustration during those two weeks where we see every day 500 requests for pickups on a route that's normally built for 40 pickups a day and so by spreading it out throughout the year it -- it helps alleviate that pressure and, sure, we will still see a surge, especially for the first few years we will see that big surge continue in the spring and after the holiday season, but what you will see as time goes on is people will get used to those special events now being, instead, just a two week special event. It's really a year around program. So, they will start to adjust and they will put out the mattress in July. They will put out the swing set in November, you know, that -- that -- that will help alleviate the pressure of the two programs and -- and maybe we take a look at, for the first year or two, taking extra bags during the holiday season, the third week in May or the first week in May. I -- I can't decide on that right now, but that's a really good point. If -- if people are used to putting out extra trash bags and trash containers, maybe we do need to go back and address that a little bit deeper. As it currently stands customers can do that with an extra Republic Services



cart and they can have that cart year around and it's picked up every week and they certainly don't have to put it out every week. But, generally, we don't accept any trash outside of Republic Services carts year around, aside from those two weeks. Even if you called it in and said, hey, I have my own 32 gallon trash can, would you pick it up? That's not a bulky item and we don't pick that up outside those two weeks.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: I appreciate you being here and coming up and I -- I think you kind of touched on it's -- it's two separate issues in -- in one hand. Really appreciate the expansion of the bulky item pickup and I think these ten items I think spreads that peanut butter for the most part out over a 12 month period. You still are going to have people during that spring cleanup week and during the holiday week they are going to continue to request for bulky item collection, because that flows with the -- the seasonality of it. The second piece, though, is that expectation from our citizens about that extra trash that they have accumulated, particularly that last week of December. They are conditioned that that's going to be picked up and I -- I -- I don't think this is what Republican is intending and -- but it's starting to at least look a little bit like we are -- we are giving up that extra collection that comes during the holiday week and which I think the vast majority of our community uses in exchange for ten bulky items and I -- and I worry that we -- unintentionally Republic and the city is going to create a scenario where the citizens believe that this extra trash is going to be picked up and it's just not and so I guess I would encourage you guys maybe to go back, take the feedback from the Council, make sure that this is the mousetrap that you want to present and that it's -- it's -- it's accomplishing everything that you all are intending, while also meeting the expectations of our city.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: Yeah. Another suggestion I think would help you and would help other customers would be if there was a form on the website and someone could just request a bulk pickup, understanding that you need to manage the flow of those requests, you could potentially get back to them and schedule them. Here is your date that we are coming to do your bulk pickup; right? So, people make their request and, then, Republic gets back to them via e-mail, here is your date. I just think an approach like that might be better, because I'm anticipating like if -- if someone tries to call now toward the end of December you are going to be inundated with calls and that also operationally for you will be challenging, where if people do a request on the website, maybe that just gives a cue to work through and you can kind of get back to people and manage that. It's just -- I don't want to tell you how to run your business, but it's just a suggestion of maybe a way that -- that would be a better approach than having people on hold.

McDannel: Mr. Mayor, Council Woman Strader, thank you. That -- that is really good feedback. In fact, we -- we have a process similar in place during spring cleanup, which is kind of married to Trash to Treasure in the past few years where there would be an online form that could submit and -- and we -- we could keep track on a spreadsheet and prepare for -- for the route there. I can't speak for Meridian City's Website and -- and what they are willing to prepare, but Republic Services does offer a customer service e-mail [csidaho@republicservices.com](mailto:csidaho@republicservices.com) and -- and that's certainly an option for customers to e-mail in. We would just request their -- their name, their address, a phone number and the number and description of bulky items and we could get that entered.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. To that point, you know, you have a dumpster rental guide, order now, place your order online, schedule your delivery, everything's there. It's a communication process. So, it's just a matter of how you guys want to do that. But regarding the bulky, is it bulky and extra trash pickup is -- maybe that's what we are talking about from a communication standpoint to get that --

McVey: Yeah. So, your items could count as either. So, it could be ten bulky items or it could be eight bulky items and two extra bags of trash or -- it's -- it's ten -- ten items. And, then, you know, I think we -- we can definitely go back and talk to Republic Services. The one, you know, piece that I have to say is that these are -- they are donated services, so, you know, I think we are trading one program for another program. I'm not sure where the flexibility comes in of asking them to do both or do both for the long term could be a little bit challenging, but we couldn't -- and certainly if there is not consensus to -- to continue it forward we can have some more discussion.

Simison: I mean on a personal level I -- I'm fine with like five per household if it allows you to put out the extra trash at Christmas. That's to me when you generate the most trash in your household is during that time of year. I could be wrong. But you know --

McVey: And people certainly can still use their ten pickups on that last week of the year. It's not their -- you know, their ten aren't -- it's not, you know, prorated through the year or -- you know. So, if you are -- the only time you put out big items is around Christmas, then, your ten could be that last week.

Simison: And I think the challenge is are we asking people to -- every time they put out an extra bag during the holidays to make that request. Is that what we think is the right approach? And I think -- you guys know your business more. When -- when do people put out the most bags outside of leaf collection? Is it Christmas or is it during spring?

McDannel: Mr. Mayor, I would say it is during spring and the early growing months of summer with the grass clippings and -- and yard debris that gets cleaned up.

Simison: Okay. Well, we look forward to at least taking this back and having a conversation before moving -- coming back. I think the general -- what I'm hearing is people like the concept. There is a few things that maybe need a little bit more work before moving it forward. And as you mentioned, we have time. Stuff isn't changing right away, so --

McVey: The only -- the only constraint is if we want it on the Republic magnets, but we will -- we will likely miss that -- that boat. Which is fine, but --

Borton: Mr. Mayor?

Simison: Councilman Borton.

Borton: Laurelei, when do you want this back -- have that conversation and be back before us, so we can make a final decision on these program elements and move forward?

McVey: I mean we will -- we will get with Republic Services, you know, this -- later this week and -- and see if we can -- what we can figure out. So, I would anticipate in the next couple of weeks. We will probably miss magnet printing, but we could talk about just leaving those off or -- that's just a little bit of the tricky -- is what -- Republic for next year, but --

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. Just looking ahead, Laurelei, if your discussions -- is that something we can discuss next week? Does that get it into the magnet if a decision is made?

McDannel: Ideally we would like to print the -- or have the magnets ready to print by December 1st, so they are ready to go out to the houses by January. But we could always work around that, as Laurelei mentioned.

**15. Resolution 23-2425: A Resolution Accepting the Donations of Services and Programming Offered by Republic Services of Idaho: Updating Republic Services' Address for Notice Under the Solid Waste Collection and Disposal Services Franchise Agreement; Superseding Sections 2 and 3 of Resolution 12-844, as well as Exhibit A and the Addendum Thereto; and Providing an Effective Date**

Simison: See what we can do in a week. Okay. All right. Thank you. With that we won't do Item 15.

Simison: And we will move on to Item 17, which is fiscal year 2012 budget amendment in the amount of 800,978 dollars for the Hunter Lateral relocation project. I will turn this over to Mr. Miles.

Miles: Good afternoon, everybody. So, knowing that this is the item for the construction contract, but we had several questions from last week, I propose that we address some of those questions with this item and maybe just have a high level discussion on where we are at as a Council on the concept of moving the Hunter Lateral relocation forward. So, I do have a few slides, because -- to address some of the questions that were discussed last week. First and foremost, there was a question about the square footage of the lateral and the site. So, you can see up on the main site -- on the main PowerPoint there -- what you see is roughly -- you have got city-owned land and MDC owned land. Now, in these layers there is a couple of things going on, but what I call the north -- the top piece of the property is the city-owned land in sort of that orange. Down below that's behind the -- the layer behind it's actually green is the MDC-owned land. So, you have got about 34,000 square feet of city-owned land, 23,000 and a half square feet of MDC-owned land and, then, on top of that you have got sort of the gray hue, which shows what the River Caddis proposed development footprint was inside of both of those. Then you have got the lateral easement. You can see running south and west development was roughly 53,000 square feet of that. Total combined I think it's like 57,000 and square -- change of square foot -- of property owned by the city and MDC. And the lateral easement is about 10,300. So, roughly 20 percent. It's a little shy of 20 percent. I think it was like 19.8 or something like that. That's the area that the easement takes up on the River Caddis proposed development footprint. There was also a question about kind of pros and cons. So, we put together just a quick list of pros and cons. What you got is -- if we relocate the Hunter Lateral today versus if we just held the Hunter Lateral and pros and cons of each of those. Primarily you will get the updated infrastructure land that's unencumbered at least from the lateral structure. There has -- there was a question about whether or not MDC would consider reimbursement. MDC is here, so I will let them speak to that, but there has been an indication that they would be willing to consider that and do that. So, if there is questions to MDC that -- we can have them come up. Likely have an improved assessment on the value of the land. Again, without having an actual assessment on the land it's tough to say what that would be, whether it would be a plus or minus and how much it would be. But I know that was a question. We currently do have a favorable bid and, then, there is also coordinating with the other projects that are scheduled over the next several months on Idaho Ave, which includes water relocation, sewer line, as well as ACHD in the paving that they are proposing. There is kind of the -- the main pros that we saw acting on the Hunter Lateral now, aside from the efforts of the economic development of the property and the project that was talked about by you all and MDC several times over the last couple of years. If we were to hold the project and not move forward certainly there is a possibility that any new development that came along or any new contractor that came along could propose to relocate the Hunter Lateral as part of whatever they proposed and you would probably still have the acceptance of MDC to consider reimbursement, but there are, in my opinion, several cons to not moving the project forward, whether that's -- you would have to go back out

to bid again and who knows what that bid price would be likely higher. Can't say that for certain, but that's sort of -- philosophically that's what we have seen. Don't know who you would get or what they would propose. Certainly would be a delay in the development. There is irrigation season to contend with, so if you don't do it now you are pushed out at least until the next November irrigation off cycle and, then, you still have this restriction on the property in the lateral as well. And last there was a question about sort of timeline and we didn't get from the contractor a specific timeline schedule yet. They haven't delivered that. They were projecting to deliver that at the end of the week. But we do know under contract there is a 60 day to substantial completion, 90 days to final completion and so if you sort of walk the math backwards and start 60 days from the irrigation schedule and 90 days from the irrigation schedule, you get to a no later than start date -- or notice to proceed in January. That's probably the best we can do for a timeline right now and I think those were the main questions that we had last week in regards to the philosophy of whether or not to move this project forward. So, maybe I will stop there. We have got -- the engineering department is here. Warren. Got MDC here. So, if there are questions that I can't answer that they want to address we can invite them up.

Simison: Council, questions for staff at this point?

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: The coordination with Idaho Avenue, that's interesting. Can you tell me a little bit more about that or is there someone that could address that? Is there a synergy between those two projects? Like how -- what benefit is there from coordinating those?

Miles: Mr. Mayor and Council Woman Strader, I will ask Warren come up and address the timing of that project and what that looks like and certainly there will be a -- they happen at the same time, so there will be less disruption overall.

Stewart: Mayor, Members of the Council, Council Woman Strader, both of those projects are planned to basically -- well, this one's gone out to bid, plans to start construction sometime in January. We are in the process of trying to finalize the plans for the Idaho Street project. We had to add in the roadway improvements that they decided that they wanted to do and that those plans -- relatively soon. So, essentially, they overlap. There is a section -- there is a section of them that overlap and we will coordinate -- they are both -- they will both be going on at the same time. So, we will coordinate the construction, because we have got -- we are managing both projects and we will coordinate the construction with those contractors, so that we can coordinate road closures and things like that, so that it's efficient and we don't have, you know, people getting upset, because we complete one project and come back in immediately and do the next project and so forth. But they are planned to, essentially, have the same construction window. This work for the Hunter Lateral is actually outside of the footprint of the anticipated construction for the water and sewer project. It, essentially,

is to the south. They only overlap on the Idaho Street section and this is on the south side water and sewer will be further out into the roadway. So, they are not necessarily stepping on top of each other. I don't know if that's your question or what.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: Yeah. No. That's really helpful. It's actually a significant benefit that we hadn't really covered in a lot of detail. So, I think that's interesting. I guess minimal disrupt -- I mean just disrupting at one time to the downtown, as opposed to, you know, multiple projects. So, that's interesting and I appreciate you kind of walking us through that. Thanks.

Simison: Council, any additional questions at this point in time?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: I don't have any more questions for our staff. I don't know if Ashley or Dave are available for some questions from the MDC standpoint.

Simison: Get them both.

Squyres: Good afternoon. Ashley Squyres, administrator for Meridian Development Corporation.

Winder: Dave Winder, the current chairman of the MDC board.

Cavener: Thanks. Mr. Mayor, if I may?

Simison: Councilman Cavener.

Cavener: Thanks. Appreciate you both being here this afternoon. So, in Dave's presentation he talked about reimbursement from MDC as urban rural district taking an action solidifying that. Is this just a general consensus based on conversations? Help me understand kind of where your body is at.

Squyres: Mayor and Council -- Councilman Cavener, we have had a general conversation about reimbursement to the city should that be desired. We will take that up at our December 13th board meeting. Officially we needed to see what you all wanted to do in regards to the Hunter Lateral first, but we are certainly willing to have that conversation and I think certainly willing to entertain an idea of reimbursing you.

Cavener: Great. Appreciate that. Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Just maybe a question for -- for Mr. Nary then. We have got some action before us tonight. At least part of my decision is based on the willingness of MDC to reimburse, but that decision hasn't been made. Can we -- I think it's a resolution that's before us -- approve that with the conditions that MDC would reimburse? Walk me through that where we don't have a letter, we don't have an MOU from them. I believe both the -- I believe the -- administrator Squyres and the chair, that that's what MDC is going to do, I just want to make sure from a process standpoint that the action that we take correctly follows that.

Nary: So, Mr. Mayor, Members of the Council, I -- I think to be fair to both MDC and the Council -- that has always been the conversation, that has always been the discussion between both the city and MDC on this project, regardless of who the third party might have been. So, will that likely change? Realistically, no, I don't can't foresee that changing. But to be fair to both MDC and the city, if the sole purpose of agreeing to do this in your mind is only because MDC will reimburse the city, then, I wouldn't recommend that you -- that you do it. If that's the only reason you would consider it. Only because I can't -- they can't guarantee today that they will do that. The likelihood they are going to do that, the likelihood MDC is going to do that, in my opinion and -- and Ms. Squyres opinion are probably going to be fairly high, but -- but neither of us could give you that level of assurance. So, to be fair to them and to the city, if that's your only purpose to agree to it, then, I would suggest that that's probably not -- that's not there. But is it likely to happen? Yes. Is it going to happen? I don't know. So, I -- I want to be fair to you and -- and to the Council and -- and the MDC. You know, there isn't that in -- in writing today. I think it will happen, but it hasn't happened.

Cavener: Okay.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: I feel very strongly that the reimbursement agreement is important to me. I guess a question for Legal. Would it be possible to give like a provisional? Because I -- I realized that what's driving this is there is a bid that's going to expire. So, would it be possible to maybe dial it on when does that bid expire exactly and is it possible to firm this up by then -- maybe with an ad hoc meeting of the MDC or something along those lines?

Simison: And Keith is behind you if you want him to answer that question.

Watts: The current bid that we have -- Mayor and Council Members, Council Woman Strader, it -- it does expire Friday -- this Friday. So, they will hold their bid until Friday. It will be another discussion. If we have to -- I can't guarantee the second highest bid, just



to remind you, is roughly 200,000 dollars higher and the third highest is double. So, that's just for your consideration.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: Yeah. I mean it sounds like it's a high likelihood that it will be approved. So, I -- I don't know. I don't -- I don't really want the perfect to be the enemy of the good, but it would be very hard to take future actions like this if -- if that didn't come through, if that makes sense. Just from a -- just relationship perspective. But I -- I have faith that that will come through if it's important. But it's a mystery. There is not any other way of having a special meeting or even like a -- are they allowed to do like a signature approval if it's public record or something along those lines?

Nary: Mr. Mayor, Members of the Council, Council Member Strader, yeah, I mean even under the rules to -- to notice up a meeting and put them under that gun to have a decision and, then, again, to get back to the -- I -- I try to be fair to everybody. I think that's -- that's pretty ambitious. I would agree with your -- your last statement. Is the likelihood of it to happen? Yes. Again, I can't guarantee it. Certainly Ms. Squyres can't guarantee it. But certainly I don't foresee any change in the relationship that's existed on this project. I mean -- and not looking at even the relationship with the city with MDC's board, but on this particular project on this particular location, it's always been the conversation between the city and MDC that reimbursement would occur, either from the developer or from MDC as part of the tax increment, whether it went through the developer to the city directly -- that was always the intent.

Strader: Yeah. Thank you.

Simison: Council, any additional questions at this time? Okay. Thank you.

Miles: Mayor and Council, I think really to that point I think, again, Mr. Nary makes a valid point, whether or not the reimbursement is the only criteria that people are looking at to say that's the reason to do this project now, we as staff feel that there are multiple reasons to move forward with the relocation of the lateral. An additional component, speaking to the valuation -- I think somebody asked a question about what value would we see by removing the lateral and without -- we don't have a -- a new appraisal, but we did ask a land broker for some feedback and they reiterated that we were on the right track, that, yes, you would improve the value of the land. They provided some numbers that are based in what the value of the land was at the time of the purchase and sale agreement -- would increase that value by about 60,000 dollars. You would need to do a new -- a new appraisal on a vacant piece of land with no encumbrance to say what is the true value today. But that was the value back then and the increase to that value at the time be about 60 grand. Again, with the economic development mindset and looking at what does this do to a piece of land to help further the discussion about the next steps of this property I think is an important component as well. With that, then,

the remaining actions on this item -- or this project are sort of contingent and up to you. Happy to answer any questions.

Simison: Thank you, Dave. Council, additional questions, comments?

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Just like some clarification on the reimbursement timing and are we waiting until there is tax increment that's coming from a development on this property specifically or what does that look like in terms of how long the city will front those funds until we were reimbursed?

Squyres: Again, Ashley Squyres with Meridian Development Corporation. Mayor, Council Woman Perreault, it will be tied most likely to this property in terms of when TIF is generated, which, then, encourages us to move forward with a project as quickly as possible to generate that TIF. We have financial agreements for the Union 93 property and we also have financial agreements with some of the properties that are included in the block bounded by Broadway, Idaho, Main Street and 2nd Street. So, most of the TIF is going to have to come from this site specifically. We can reimburse as it comes to us. It typically takes 18 to 24 months after a project is complete to actually generate any real TIF, but that's how it usually works.

**16. Fiscal Year 2024 Budget Amendment in the Amount of \$800,970.00  
for the Hunter Lateral Relocation Project**

Simison: Okay. Well, Council, you do have before you the fiscal year 2024 budget amendment for your consideration. And you will be abstaining from this vote? Council -- Councilman Hoaglund?

Hoaglund: Yes. I would move approval of the fiscal year 2024 budget amendment in the amount of 800,970 dollars for the Hunter Lateral relocation project.

Overton: Second.

Simison: I have a motion and a second for approval of the budget amendment. Is there discussion?

Miles: Mr. Mayor, are we on Item 17 for the approval of the construction contract?

Simison: We are in the budget amendment 17. Is that the right order? I think it should be.

Strader: Mr. Mayor?

Simison: Council Woman Strader.

Strader: Yeah. Just -- were you opening it up for discussion?

Simison: Yeah. We are in discussion.

Strader: Okay. I do have a couple thoughts. So, I -- I agree that it -- it looks like this improvement is necessary no matter how this property moves forward to make it a usable piece of land and maximize its value. The reimbursement agreement I think is an important driver of it, but I do want to sort of put a caveat out there, especially for MDC, so they understand my thinking and we are not considering putting this out for bid again at this time, but I'm going to be very -- in the future if we open up this property for development I'm going to be pretty -- I'm going to scrutinize it a lot, as I think we should and I hope a future council will take a hard look at what our objectives are with it. I think that's really important. So, I -- I wouldn't take my approval today as an indication that I would be on board in the future. Not that I wouldn't be, but I'm just really going to be -- because of the market conditions in my view not improving and because we have had a couple of -- maybe speed bumps is putting it lightly, but I think we have to be really thoughtful and deliberate about what we are looking to get out of this property in the future if we put it out to bid again. So, I just wanted to put that out there.

Simison: Are there further items for discussion on the motion? Okay. With that Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, abstain; Cavener, no; Perreault, yea; Strader, yea; Overton, yea.

Simison: Four ayes. One no. One abstain. The budget amendment is agreed to.

MOTION CARRIED: FOUR AYES. ONE NAY. ONE ABSTAIN.

**6. Purchase and Sale Agreement Between City of Meridian and River Caddis Development, LLC Concerning Plans for the Hunter Lateral Relocation Project**

Simison: With that we will move on to Item 6, which is purchase and sale -- well, move on to purchase and sale agreement between City of Meridian and River Caddis Development concerning plans for the Hunter Lateral relocation project.

Miles: Mr. Mayor and City Council, again, this action is related to the previous discussion where under the MOA the city has the authority to purchase the plans to affect the construction to move forward. So, happy to take any questions.

Simison: If not do I have a motion?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we approve the purchase and sale agreement between the City of Meridian and River Caddis Development, LLC, considering plans for the Hunter Lateral relocation project.

Overton: Second.

Simison: I have a motion and second to approve the purchase sale agreement. Is there discussion? If not, all in favor signify by saying aye. Opposed nay? And, then, those that abstain -- Mr. Borton. So, all ayes, no nays, and abstain.

MOTION CARRIED: FIVE AYES. ONE ABSTAIN.

**17. Approval of Construction Contract to LaRiviere, Inc. for the Hunter Lateral Relocation – NE 3rd Street, Broadway to Idaho project for the Not-To-Exceed amount of \$617,502.00**

Simison: Next item up is approval of construction contract to LaRiviera, Inc., for the Hunter Lateral relocation.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we approve the construction contract to LaRiviera, Inc., for the Hunter Lateral relocation for a not to exceed amount of 617,502 dollars.

Overton: Second.

Simison: Have a motion and a second to approve the construction contract. Is there discussion? If not, all in favor signify by saying aye. It's not -- we don't need a roll? All those in favor signify by saying aye. Opposed nay?

Cavener: No.

Simison: Any abstains? All ayes. One nay.

MOTION CARRIED: FIVE AYES. ONE NAY.

**7. Termination of Memorandum of Agreement Civic Block Development Proposal Between City of Meridian, Meridian Development Corporation, and Meridian River, LLC**

Simison: And last item up on this round is the termination of the -- oh. Item is agreed to -- is the termination of MOU with the civic block development proposal between the City of Meridian, Meridian Development Corporation and River Caddis, LLC.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Just to comment before I make the motion -- and I appreciate the Council's diligence in trying to work with River Caddis and the market conditions just did not work out favorably and it's just one of those things that this business decision was reached by all parties. So, time to move forward and, then, see what happens in the future. So, with that comment, Mr. Mayor, I move that we terminate the memorandum of an agreement, a civic block development proposal between City of Meridian, Meridian Development Corporation and River Caddis, LLC.

Perreault: Second.

Simison: I have a motion and a second to approve the termination of the MOU. Is there any discussion? If not, all in favor signify by saying aye. Opposed nay? And one abstain. All ayes, no nays and one abstain, Councilman Borton.

MOTION CARRIED: FIVE AYES. ONE ABSTAIN.

## **18. Update on American Rescue Plan Act (ARPA) Projects**

Simison: Okay. Thank you very much for those that were here for that portion and look forward to continuing to moving that project forward. With that we will move on to Item 18, update on the American Rescue Plan Act projects. Mr. Miles.

Miles: I believe there a slide show for this one. So, Council, just to recap, sort of catch up on the ARPA, American Rescue Plan Act funds that the City of Meridian received based on the pandemic from two years ago. I feel like it's been a while since we have been here. There has been progress being made. We thought it would be a good time to come back and talk to you about an update. We will go through sort of a reminder of funding, where we stand on some projects and, then, the additional projects that we have talked about, but haven't moved forward waiting for direction on those. Did want to just reiterate our -- the policy perspective that we have talked about in the past, consider the staffing impacts, consider projects that reduce operating costs over the long term, consider projects that reduce capital costs over the long term. Those that will benefit the community in the long run, as well as -- I already mentioned that one. Staffing impact. A high level reminder, roughly a 350 billion dollar program. Idaho received a little more than one billion dollars. Meridian's allocation was 12.8 million dollars. Timeline of the grant program. Projects have to be -- funds have to be obligated for projects by December 31st of 2024. So, 13 months from now. Have to expend funds by December 31st of 2026. We are currently going through the reporting

process with projects that are in progress, so things like the Wood Rose Apartments have been expended. Reported on the Jesse Tree allocation. The consultant fees, as well as some of the design costs for the Public Works projects have been moving forward. There is, if you recall the 12.8 million dollars has a sort of a breakdown of -- there is a revenue loss category that funds can be attributed to up to ten million dollars. I think it's important to remember that that's an up to. It's not that you have to allocate ten million dollars. If you did that would leave roughly 2.8 million dollars remainder. There is the sort of project philosophies that we have reiterated over the last few times we have been in front of Council, get projects that are addressing one-time capital cost, because this is one time money. Look at those that help us on the operational side and the capital facilities, along with, again, staff impacts allowing the least amount of reportability risk, along with flexibility. Have been some of our goals. So, as you can see there what we have are sort of the projects that this group has considered in the past. We have got the consultant services, which has moved forward. You can see from left to right what the estimated costs were that we brought to you, what was obligated and, then, what's been expended so far. You have got the emergency housing assistance. That's the Jesse Tree funds that were expended over the last year. The Wood Rose Apartment assistance. You have got the Biosolids. We did show the bio gas, because that was a project that was discussed, along with -- we talked about the public safety facilities and some fiber projects. That was -- those were the projects that were -- we discussed the last time we were in front of you. To date, again, we have moved forward with the consulting services to help us keep us in track, make sure we are doing this program correctly. We have completed the Jesse Tree expenditure of 250,000 dollars to Wood Rose Apartment. The Biosolids drying has moved forward. We got the estimates and Laurelei and Public Works were here in front of you a couple weeks ago talking about that estimate. Came in about 4.6 million dollars. They have expended so far roughly 65,000 dollars of the obligated. I'm going to call it 300,000 dollars for a round number. That's on the design side of things. That is nearing a hundred percent completion on the design side. And, then, the bio gas utilization came off the board. We did have some expenditures obligated on the engineering side, because we had to do the -- that preliminary engineering to get those preliminary costs. Leaving you with roughly a remainder of 11.6 million on the obligation side that's available and so, really, to the meat of the conversation is what do we do going forward and if we consider the program's goals of capital costs, applying money to capital projects, lowering operational costs, averting the risk on the reporting side of things, considering the staff impacts as well, we have already had the -- as I understand the head nods from you all from Laurelei's presentation on the bio gas, so that project is moving forward. There is roughly 5.1 by .2 million dollars on the Fire Station No. 8 and roughly 2.8 on the police station up in the northwest. And, then, you have got eight separate fiber projects, which we can go through the specifics of those if you would like. They all total about 645,000 dollars. So, if you do the math you are over that 11.6 million dollars and I think from a staff perspective at least, looking for guidance from you and approval -- head nods from you that moving forward with reimbursing the revenue loss side on funding the fire station and the police precinct, along with the Public Works biosolids drying project and shaking out those in terms of where the buckets of money fit under the ARPA guidance, you have to put some of the money for the Public Works

project in the Public Works infrastructure category and it's really going to balance how much of the -- call it 7.9 million dollars of fire station and police station funds available go towards -- go and pay that back through ARPA -- sort of indicates how much you are going to pay on the Public Works project in which bucket. That's the ask, really, is does Council agree that we pay 11.6 million dollars to these top three projects as they shake out and move forward, allowing the city and you all to, then, have a policy discussion on do you want to fund fiber projects through city revenues that are paying -- paying back through the revenue loss side of things that are now city funds, because the revenues are there through the ARPA funding being paid to the city directly versus getting into the reporting nightmare of going through eight different fiber projects and reporting on each and every single one of those in three different categories across the projects and, then, getting a remainder amount of money on the fiber and police station -- fire and police stations, saying how much is left there that can apply to that and, then, breaking apart the Public Works project or are there other projects that the Council is looking at saying I want to do something completely different. And, again, we as staff looked at it from a reportability standpoint, having the prior direction of sort of focusing on these projects as these were the ones that everybody was sort of in alignment saying, yes, that's where this money should be spent. Using the ARPA funds to pay for these. Through the revenue loss much of that money comes back to the city and, then, the Council can discuss what it wants to do with those funds. Separate conversation. That's been the -- the mindset of where we have come and that's the recommendation before you is to expense the remaining 11.6 million dollars between the three projects of Biosolids, Fire Station 8 and --

Borton: Mr. Mayor?

Simison: Councilman Borton.

Borton: Get it and I agree with your recommendation a thousand percent. Get in, get out, spend it all on those one time top three capital expenditures. Secondary discussion. How we spend the city revenue of equivalent value on other items without our restraints. Do that and be done.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Lots of heads are nodding on that. It makes sense to do it that way and Councilman Borton has good -- good advice there.

Miles: Mayor and Council, appreciate the head nods and --

Simison: Is -- is there anything that we need to do to effectuate that result, so we can feel comfortable moving forward?



Miles: So, Mr. Mayor and Council, from my perspective at least -- each of these projects, again, when there is a transaction, will come back at least in my mind, unless Bill says otherwise on the consent agenda when there is contracts and payments to be made, unless there is something else that we need to do in your mind.

Simison: The projects are wrapped up at the police and fire. I think the question is do we want to effectuate that here in the next month working with the team roughly to what we think the other one will cost? Let's work with Todd and see what -- if there is anything we can do directly, as complete compared to waiting for their conversation, so --

Miles: Thank you. Appreciate the time.

- 19. per Idaho Code 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.**

Simison: With that we will move on to Item 19.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we go into Executive Session per Idaho Code 74-206(1)(f).

Borton: Second.

Simison: Motion and a second to go into the session. Is there any discussion? If not, Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, yea; Cavener, yea; Perreault, yea; Strader, yea; Overton, yea.

Simison: All ayes. Motion carries and we will move into Executive Session.

MOTION CARRIED: ALL AYES.

EXECUTIVE SESSION: (5:41 p.m. to 5:56 p.m.).

(Motion to come out of Exec Session and second: Hoaglund/Borton)

(Motion to adjourn: Hoaglund.)

MEETING ADJOURNED AT 5:57 P.M.

(AUDIO RECORDING ON FILE OF THESE PROCEEDINGS)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MAYOR ROBERT SIMISON      DATE APPROVED

ATTEST:

\_\_\_\_\_  
CHRIS JOHNSON - CITY CLERK



## AGENDA ITEM

ITEM **TOPIC:** Approve Minutes of the November 21, 2023 City Council Work Session

## **Meridian City Council Work Session**

**November 21, 2023.**

A Meeting of the Meridian City Council was called to order at 4:32 p.m. Tuesday, November 21, 2023, by Mayor Robert Simison.

Members Present: Robert Simison, Brad Hoaglund, Luke Cavener, Jessica Perreault, and John Overton.

Also Present: Chris Johnson, Bill Nary, Laurelei McVey, Kyle Radek, Shawn Harper, Kris Blume, Joe Bongiorno and Dean Willis.

### **ROLL-CALL ATTENDANCE**

<input type="checkbox"/> Liz Strader	<input type="checkbox"/> Joe Borton
<input checked="" type="checkbox"/> Brad Hoaglund	<input checked="" type="checkbox"/> John Overton
<input checked="" type="checkbox"/> Jessica Perreault	<input checked="" type="checkbox"/> Luke Cavener
<input checked="" type="checkbox"/> Mayor Robert E. Simison	

Simison: Council, we will call the meeting to order. For the record it is November 21st, 2023, at 4:32 p.m. We will begin this afternoon's work session with roll call attendance.

### **ADOPTION OF AGENDA**

Simison: Next item up is adoption of the agenda.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Move adoption of the agenda as published.

Overton: Second.

Simison: Have a motion and a second to adopt the agenda as published. Is there any discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the agenda is adopted.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

### **CONSENT AGENDA [Action Item]**

- 1. Approve Minutes of the November 8, 2023 City Council Work Session**
- 2. Apex Northwest Subdivision No. 4 Pedestrian Pathway Easement (ESMT-2023-0148)**

- 3. Apex Northwest Subdivision No.4 Sanitary Sewer and Water Main Easement No. 1 (ESMT-2023-0160)**
- 4. Centerville Subdivision No. 1 Sanitary Sewer and Water Main Easement No. 1 (ESMT-2023-0167)**
- 5. Lake Hazel Rd. Sewer and Water Project Sanitary Sewer and Water Main Easement No. 2 (ESMT-2023-0161)**
- 6. Lake Hazel Rd. Sewer and Water Project Sanitary Sewer and Water Main Easement No. 3 (ESMT-2023-0162)**
- 7. Shafer View Terrace Sanitary Sewer and Water Main Easement (ESMT-2023-0165)**
- 8. SWIG Lost Rapids Subdivision Water Main Easement (ESMT-2023-0163)**
- 9. Final Order for Prariefire Subdivision (FP-2023-0023) by Kent Brown Planning Services, located at 3539 N. Locust Grove Rd., near the northwest corner of E. Ustick Rd. and N. Locust Grove Rd.**
- 10. Final Plat for Sagarra Subdivision No. 2 (FP-2023-0016) by Sagarra Phase 1, LLC., generally located at the southeast corner of N. Bergman Ave. and W. Orchard Park Dr.**
- 11. Final Plat for Aviation Subdivision (FP-2023-0013) by Jadon Schneider, Bronze Bow Land, located near the northeast corner of N. Black Cat Rd. and W. Franklin Rd., to the north and northeast of Compass Public Charter School.**
- 12. Development Agreement (Petsche Rezone H-2023-0039) Between City of Meridian and Tammy Petsche for Property Located at 1508 N. Meridian Rd.**
- 13. Development Agreement (Ringneck Place Subdivision H-2023-0009) Between City of Meridian and WFG Investments, LLC for Property Located at 2315 E. Ustick Rd. (Parcel #S1105212448 and S1105212449)**

Simison: Next is the Consent Agenda.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move approval of the Consent Agenda and for the Mayor to sign and Clerk to attest.

Overton: Second.

Simison: Have a motion and a second to approve the Consent Agenda. Is there any discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the Consent Agenda is agreed to.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

### **ITEMS MOVED FROM THE CONSENT AGENDA [Action Item]**

Simison: There are no items removed from the Consent Agenda.

### **DEPARTMENT / COMMISSION REPORTS [Action Item]**

#### **14. Meridian Fire Department: Fiscal Year 2024 Budget Amendment in the Amount of \$100,000.00 for Darkhorse Data Analytics and Predictive Modeling Software**

Simison: So, we will move on to Department/Commission Reports and first item up is Item 14, which is the Meridian Fire Department fiscal year 2024 budget amendment in the amount of 100,000 dollars for Darkhorse Data Analytics. Chief Blume.

Blume: Good evening, Mr. Mayor and Members of City Council. Right off the bat I should disabuse anybody with the illusion that dark horse is anything that might be special operations or something nefarious. On the heels of Meridian Fire Department being recommended from the Center for Public Safety Excellence of being the first and only accredited fire department in the state of Idaho, we looked retrospectively at what we are doing as an agency and more importantly what opportunity do we have to look into the windshield and look forward for what we intend to do and need to do in a fiscally responsible manner for the community of Meridian and in doing so -- and this goes back about two years ago -- we looked at -- at -- at multiple platforms that are predictive analytic modeling tools. The one that came out head and shoulders above any of the competitors was Darkhorse Analytics and we actually sent staff members to two cities in neighboring states to evaluate it and say, hey, is this something that we would benefit from? Is this something that we can utilize? Will we -- will we gain or glean information from this. And unequivocally the research that we did over the past nine months was a resounding, yeah, this is absolutely what you need to do to move an organization forward and when I say moving an organization forward in that fiscally responsible manner it lends itself to the questions of how many stations do we need? What does our staffing model look like? What does the deployment of those resources look like? Where do we need to have our fire engines, our ladder companies, our battalions, instead of -- Meridian has moved past best guess, should move past best guess and we need to move forward with intelligent decision making models. What Darkhorse

Engineering allows us -- or Darkhorse Analytics allows us to do is -- is absolutely see what if scenarios with a very high predictable rate that that is, in fact, the outcome you are going to experience. It takes things into consideration like rooftops, roadways, construction on those roadways, hospital distribution, age of the community, age of the structures in the community. It is robust and amazing. And we weren't at a point in our FY-24 budget to put this in as a budget request and so that's why you are seeing it now. We have gotten to a point where we have identified that this is the company that we would like to pursue for this data analytics modeling and we feel that as we move forward in trying to create a reasonable and very clear CFP for not just next year, but the preceding years beyond that, that this tool is essential in -- in -- in allowing us to understand what our resource distribution and staffing should look like. So, with that, in brevity, that's -- that is Darkhorse Analytics and I would stand for any questions from Council or the Mayor.

Simison: Thank you, Chief. Council, any questions?

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Thank you, chief. Are we able to take data that is currently in the county, but in the Meridian's area of impact that will eventually be our responsibility and use that in this? Are we able to get that information from the county for the modeling or do we need to wait until we actually annex those areas?

Blume: Mr. Mayor and Council Woman Perreault, excellent question. We are -- we gain access to the entirety of the information that's available to the Treasure Valley. So, it does extend beyond the city of proper Meridian. It would include all of those rural pockets, as well as adjoining in neighboring and -- and I think you hit on something that's really important. It is important to recognize that as Meridian is a fire department that responds as a part of a larger network, it takes into consideration the resources and the opportunities that we benefit from with Boise or those relationships that we have with Eagle. It brings in all of that response data as well, so that we get a really holistic view of our response capabilities and capacity.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Chief, just one quick question when it comes to response times. Will this analytic software be able to capture and differentiate between the time a call comes into Ada County Dispatch and the amount of time it takes for Ada County Dispatch to dispatch it to your stations and that you guys can, then, respond, so we can determine which and where the lag is and how best we can address that?

Blume: Mr. Mayor, Councilman Overton, excellent question as well. Ironically with our accreditation recommendation that's been provided to us through CPSE, they also came with about 15 recommendations, which is not a large number. Most agencies receive between 30 and 40. Well, of those 15 they want us specifically to be working with the Ada County Dispatch to enhance that call handling and processing time that you -- I think you are calling out and it is, it's excessive, it's not acceptable by any standard. It's three and a half to four minutes. And certainly this software allows us to go beyond just that call handling and call processing and look at response routes, response travel times and because it's cloud based it evolves. It is an AI technology that learns and so as we see increases in response time it tries to figure out what is the most effective, most efficient response road and certainly it will give us yet another layer of understanding to why our response times are extended and gives us even a more robust argument to go back to Ada County Dispatch and say, hey, as partners how can we improve this.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Thanks, Mr. Mayor. Chief, apologies for not being there in person this evening, but I appreciate your presentation. A couple of just quick process questions to make sure I'm on the same page. The budget amendments for 100,000 -- 80,000 is for implementation, 20,000 ongoing, so 20,000 a year -- this would be a two year deal; correct? So, the price will stay at least the same for the next two years?

Blume: Councilman Cavener, that's correct.

Cavener: Okay. And, then, Mr. Mayor, just one follow up.

Simison: Councilman Cavener.

Cavener: But in this consulting service agreement it calls for a project manager chief. Is that project manager going to be somebody in the fire department? Is it somebody from IT? Who -- who will serve as the project manager for this project?

Blume: Councilman Cavener, Charlie -- Chief -- Deputy Chief Charlie Butterfield has been identified as the project manager for the Darkhorse Analytics.

Cavener: Thank you. Appreciate it.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.



Hoaglund: Real quick, chief. I'm assuming, then, IT is involved in this. As you know all our software now -- part of that is working with IT, so we are engaged with them and they are okay with this?

Blume: Councilman Hoaglund, that is correct.

Simison: Council, any additional questions, comments? Okay. Then I will just add in that I'm excited for this to be implemented and utilize it for -- tell us the next step. Maybe we need it forever. Maybe we need it for two years. You know, that's for the chief of the department to decide. But with all its moving pieces and parts, stations, Opticom, pre-alerting, lots of things that can help us plan for the future and apply it today, so with that hopefully someone will make a motion to approve.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: I move that we approve Meridian Fire Department's request for FY-2024 for a budget amendment in the amount of 100,000 dollars for Darkhorse Data Analytics and predictive modeling software.

Overton: Second.

Simison: I have a motion and a second to approve Item 14. Is there any discussion? If not, Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, absent; Cavener, yea; Perreault, yea; Strader, absent; Overton, yea.

Simison: All ayes. Motion carries and the item is agreed to.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

Blume: Thank you, Mr. Mayor and Council.

## **15. Solid Waste Program Recommended Changes to Bulky Items Pickup Program**

Simison: Thanks, chief. With that we will move on to Item 15, which is solid waste program recommend changes to bulky item pickup program and invite Laurelei back up to continue this conversation.

McVey: All right. Well, thank you, Mayor and Council, for having us back. We took your guys' feedback that we heard last week and met with Republic Services and, hopefully, have a couple of changes that will make this more agreeable for everybody. Before we get into that, though, I did just want to clarify. I think there was a little bit of

confusion around what we do today and why this change is actually going to be beneficial we think for most residents. So, you know, we think this change really is going to allow additional flexibility for residents and the reason I say that is that, essentially, today extra trash pickup is only allowed two days per year. So, it's those two weeks per year and it's on your specific trash pickup day. So, we are talking about going from two days per year to, essentially, year around. So, we feel like this is a really big improvement. So, we talked about the week of December and the first week of May. There is two components to the program. There is the bulky items, which are the bigger items. Today we allow seven of those and they do have to be called and scheduled, both in December and May. And, then, we also allow the ten extra items. So, that's where a lot of the discussion was last week was the extra smaller trash bags that can just be placed out with having -- without having to call. So, I did also want to just remind everybody, including residents, that there is a lot of other options for extra trash pickup. So, outside of the two weeks, if we weren't to change the program, you still can get extra bulky pickup. It's about 20 bucks per item if you are doing it outside of those two weeks. You can subscribe to a grass cart. Those can be used for grass and yard waste in the spring, summer and fall and, then, extra trash in the winter. You can also just get an extra trash cart. You can bring items to the transfer station at 24 dollars per cubic yard. And, then, Al did want to remind everybody that recycling drop off at the transfer station is free. So, if you have a bunch of cardboard, metal items that are more than 90 percent metal, so like barbecue or a swing set, those can be dropped off for free. Glass. Squishy water bottles. And, then, we still will do the fall curbside leaf collection, which is ten bags for each of those four weeks. That's free. And, then, also the Christmas tree recycling the first week of January will also continue to happen and also be free. So, lots of opportunities for extra -- extra pickup. I did want to just touch on real quick city of Boise's program. So, what they do is they allow six bulky pickups year around and they allow five overflow trash items and the way that they manage that is with stickers and so you get -- each resident gets five stickers in the mail and you put those out on their extra trash bags. They see a really low utilization of that. So, it's less than one percent. But, anyways, we just wanted to highlight that what Republic has agreed to do for us is, in our opinion, even more improved than Boise's program. So, the differences from last week -- so, Republic Services agreed to continue with the ten items year around pick up for free. One thing that I did want to remind everybody that they can do is you can group those smaller items into a larger container. So, if there is a certain week of the year that you have a bunch of extra trash or bags or leaves, you can put those into a bigger container and that would count as one, not each one of those. So, still ten items year around for free. We did work out an enhanced scheduling option, because we heard that that was a concern. So, we are going to create an online form on Meridian's website that will send that information to Republic Services. So, then, customers have three ways that they can do this. They can call Republic Services, e-mail Republic Services, or do an online forum on the city's website. The other thing that Republic offered to do is to continue with the extra small item -- no need to call pickup in 2024. So, it's going to continue this year in 2023, like normal, and, then, we asked can we do that extra trash week where they can put out small items -- up to five small items without needing to call an irregular trash week the last week of December and they agreed. One of the things that we don't have a lot of

data on and we have asked Republic Services -- is this year and next year we would like to track how many houses do that last week of December pickup. Once we implement the bulky item how many houses are still doing that small item set out, so that we can determine two things, one, the impact on Republic Services and, two, the participation rate in our city, because it's really hard to kind of decide should we keep or not keep a program if we don't have a lot of data around it. So, they generously agreed to do 2023 and 2024 the extra trash week in December, plus the ten item -- bulky item throughout the whole year scheduling pickups. So, we think this is really going to set us up well for this next year. So, really appreciate Republic Services coming to the table and giving us one more year of the extra trash week, allowing us to collect the data and analyze it and, then, also appreciate the team coming up with the idea, you know, listening to your guys' feedback for that online form and implementing that. So, with those changes we think this is going to be a really great change for the residents, really, essentially, moving from two days a year to all year around. When it works for you you call or go online, schedule a pickup, and you don't have to save things, wait for things, wait for, you know, two days a year. So, we are really excited about this and we definitely heard your feedback and hopefully incorporated that and would stand for any questions.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Thanks, Mr. Mayor. Laurelei, appreciate you coming back two weeks in a row to talk a little bit more about this. Again, I agree with your, appreciation to Republican and the team for -- for taking some feedback. I just have really two fine point questions I wanted to make sure I'm clear on. When we talk small trash items, I worry that could be a very subjective term. Is a small trash item like an Albertson's grocery bag full of trash? Is it a bathroom garbage bag? Is it a 35 gallon bag? What -- what constitutes a small trash item from Republic's standpoint?

Laurelei: So, I believe it's up to -- it's like a general regular trash bag size up to six -- 35 pounds -- 30 pounds. So, small item 30 pounds or under.

Cavener: Great. And, then, Mr. Mayor, just one additional question if I may.

Simison: Councilman Cavener.

Cavener: And, Laurelei, this may be for you, this may be for Republic if there is somebody in the room. So, I -- I anticipate this program is going to be successful and I like where Republic is at in trying to kind of spread out the bulky item collection to make it be more efficient. I also worry a little bit -- what happens if this program is so successful -- what is the -- from a -- from a ratepayer standpoint, what is the expected turnaround from when they call Republic for a bulky item pickup? Is it within one trash cycle? Two trash cycles? When we can get to it? We don't want to have -- or create a scenario where a ratepayer says, hey, we have got a bulky item that needs to be picked

up and it's so popular that Republic can't come out for a month or two and I don't anticipate that's going to be the issue, but I just want to get some good clarity about what our ratepayers can expect. And it's nice to see you, Rachele. Again, apologies for not being in the room tonight.

Klein: Mayor Simpson and Councilman Cavener and Council, it would be scheduled on their next collection day and we don't anticipate any service issues at all. So, right now we are trying to shoehorn everybody into, you know, spring cleanup, which is actually much more popular than post-Christmas cleanup and so we wind up -- that's where we actually have our service delays is during that one week, because I liken it to ACHD with snow plows, like for them to get all the neighborhoods in the morning after a snow, they would have to have a significant number of trucks and employees and plows and it doesn't really make sense. So, they do the best with the assets they have for the 95 percent a year or 99 percent of the year. So that's sort of like us. We are very confident maybe -- that first year we are still going to get a lot of people calling in and spring cleanup week, historically that was the week, and we expect that, but we will use that as a teaching moment saying, oh, you know, you can pick any week of the year to be your cleanup week, so -- or two weeks or three weeks until you hit the maximum number of items. So, we don't anticipate any service issues at all, to be totally honest.

Cavener: Thank you. Appreciate you being here tonight.

Klein: It's actually enhanced service. So, that's part of the reason we are working with the city to come up with some solutions.

Nary: Mr. Mayor?

Simison: Mr. Nary.

Nary: Mr. Mayor, Members of the Council, I also per Councilman Cavener's question earlier, we actually put in the resolution the specifics of the small trash bundles and the additional trash. So, the 30 pounds and the 32 gallons are in the -- are actually in the resolution, too. So, hopefully people can see that.

Cavener: Great.

Simison: So, Rachele, since you are there I may ask this question to you, because I -- I look at the December actually trash week and say what constitute -- what's the value of the data? And I mean that -- let's say five people put it out. Okay? Does Republic not want only five people to put it out versus let's say 90 percent of the community puts it out. What number do you want to determine whether or not it's -- it should remain? Because if it's five people it seems like you leave it, it has no impact. If it's 90 percent and everyone likes it, then, what do you do? So, what -- what really is the value add to collecting data or the challenge that you see?

Klein: Thank you, Mayor Simison. So, we are definitely data -- data driven. So, what we will do is put the clickers in the trucks and we will see how many people put -- basically where we are anticipating mostly being trash bags -- extra trash bags. So, we staff accordingly. Like right now, because it's a mix of bulky items and trash, we -- we have a lot of extra resources deployed that week after Christmas and so if we -- if we just count trash bags and not -- and allow people to schedule bulky items the rest of the year, then we will know, like from a resource standpoint like are we over resourcing, are we dedicating too many resources for that week and we could do something else with that time and energy. Like is it really worth it? If we have such a small number of participants -- the participants. But, you know, if I were guessing or betting I would say a lot of people put -- are going to put extra trash out, so it's a good deployment of resources. But we are going to collect two years' worth of data and see what that looks like and, you know, if we don't have many people participate, maybe we do something else after Christmas. You know, maybe we combine it with Christmas tree collection or do something totally different. We won't know until we see what's out there.

Simison: I guess my question is is there concern that you wouldn't do it on either scenario? Would you tell people -- if only a few people put it out, you say we are not -- we are not going to tell people no, even though you don't have to put out extra resources or, conversely, everyone does it and you got to double your resources, that's where I'm really like -- when you have the data, but what -- what's -- what are you -- what's the outcome that Republic is hoping for or is there no outcome that you are hoping for?

Klein: No. I mean I think that they are -- the outcome was just to provide the right level of customer service and so for us I don't see that going away. You know, I don't know what that -- I guess if we have more than expected, then, we would step up, but less than that -- I mean I don't see a scenario necessarily that it would go away. The only scenario I see long term is asking residents to put it in a trash can, just to protect the workers. Generally after Christmas it's not a lot of broken glass or, you know, thorn bushes or things like that, but they would be handling -- it's probably going to be wrapping paper and, you know, trash from Christmas parties or holiday parties or things like that. So, it seems pretty safe. But long term -- I mean handling of trash bags is definitely our highest risk factor in our industry. That's where most people get hurt. So, we would love to see those in a container -- a rigid container of some sort would be long term, but, yeah, we can -- we can take a look at that after a couple years.

Simison: And that's really where I'm kind of going to, is like what I heard was you are going to do it this year and next year, but maybe you are not going to do it anymore and if we are -- if we are rolling out a program I would hate for us to roll out a program that says ten bulky items and this and, then, next year it's a different message, because we are not going to do it after that. So, that's really kind of my question. Are we committed to the after Christmas --

Klein: Well, definitely as city partners we would -- we would ask you guys what -- we would present you guys with the data and say what do you guys want to do? You know,

like here is the data, would you rather see us do something else with these resources or keep the existing program, you know. So, we would definitely bring that back to you guys and -- I can't imagine ever a scenario where we would say, yeah, we did it two years, we are done. I mean we have been doing this for many many years, like, you know, post-holiday cleanup. So, we want to make sure everybody feels good about their trash going away after the holidays for sure.

Simison: Yeah. I just want to make sure that we are messaging appropriately to the community that we are not going to re-message again with a different change if we can avoid it. I get it, maybe it is a new message of like we will put it out, but you have a different trash can --

Klein: Yeah. Not at this point. We don't really envision any big changes.

McVey: Yeah. It might -- it might to that point be -- you have to group all of your small items into, you know, a trash can and that counts as one pickup and -- but we won't know if that's really needed until we see how much utilization of both of those programs happen.

Simison: Okay.

Perreault: Mr. Mayor?

Overton: Mr. Mayor?

Simison: Mayor Council Woman Perreault.

Perreault: Thank you. It seems like a lot of the conversation is sort of geared towards the single family homes, like we talk about extra trash cans and all the different options and as our homes have gotten really smaller, fewer -- fewer garages, smaller garages and a lot more apartment complexes, can you kind of talk us through how that looks for an apartment dweller, given they have no control over their sidewalk or the trash. Maybe their managers are not -- you know, handling it with the adjustments that need to be handled and those kinds of things.

McVey: So, Council Woman Perreault, great question. So, as -- you know, in part of our solid waste master plan dealing with multi-family and commercial is are -- on our agenda for the next couple of years, because those do have different requirements and, you know, a lot of the multi-family dwellings do end up having a recycling place on site, but it's definitely not as convenient as it is for single family. That's why we also -- one of the reasons why we want to continue to offer the drop off availability at the transfer station -- again I know not as convenient as -- as a home, but those -- those two items, multi-family and commercial, are definitely on our -- our radar.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: I use the transfer station a lot, but if I have bulky items to drop off you can't go to the transfer station and drop those off without a fee, like I could at my home. So, will that be reviewed and considered?

McVey: So, I guess -- I guess, no. So, it would be if you want it for free it would have to be at -- done at your house. I guess that does not solve the multi-family dilemma.

Perreault: Maybe just something for Republic to consider and look at given how many apartment dwellers we have in the -- in the city now. Thank you.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Right at the bottom -- I mean I appreciate how you have been willing to change this to try to make it work for our city and I see where we are going to track and analyze the program. I'm assuming what we want to do is by sometime next year you come back and show us what our level of utilization is and, hopefully, it's far greater than what we have -- you reported from the city of Boise. But that's what -- I think if we implement this now, there is no guarantees in the future that it's going to look just like it is, if parts of it are being utilized and parts of it aren't -- at least fair to say. You are looking for what gets the best utilization going forward for both you and for the residents of the City of Meridian.

McVey: Correct.

Overton: Thank you.

Hoaglun: Mr. Mayor?

Simison: Councilman Hoaglun.

Hoaglun: I'm a fan of the adage if you don't measure it you can't improve it. So, that -- that -- that works there. My question is since -- it sounds like from our last meeting if we delayed it there was talk about, oh, we are going to miss the magnet, we won't be on the magnet, that sort of thing. Okay. So, now what's the plan for getting this word out?

McVey: Sure. So, great question. So, we have the resolution next on the agenda. So, if you guys approve that, then, you know, later this week, tomorrow, next week Republic Services will generate the magnets and get those out by January 1st, which would, then, have the information of the ten items plus for 2020, the last week of December pickup and, then, internally on the city side we will update the website in the month of December to include that new form and, then, we will also work on some social media and billing inserts, too.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Just one more question that we haven't really discussed and I don't know the thinking behind the -- the weeks chosen for the fall leaf pickup. It seems to me like that it's staying warmer and warmer and there is just not a lot of trees falling in October and so I'm wondering if there is a reconsideration of changing those dates further into November and early December? And while we are discussing changes I wanted to throw that out there.

McVey: Yeah. I appreciate that. We can definitely take a look at that.

Overton: Mr. Mayor, a comment.

Simison: Councilman Overton.

Overton: I wasn't going to say this, but I'm going to. Today's my trash day. In the four weeks of leaf pickup -- ended on the 17th and in my subdivision there were at least a hundred bags of leaves out by the trash today and I noticed they weren't picked up this morning, because it ended on the 17th and I don't want to get a driver in trouble, but kudos to Republic Services. They stopped and picked up every single bag, put them into the container and, then, put them into the truck and took every bag out of our development this afternoon and it was phenomenal.

**16. Resolution 23-2425: A Resolution Accepting the Donations of Services and Programming Offered by Republic Services of Idaho: Updating Republic Services' Address for Notice Under the Solid Waste Collection and Disposal Services Franchise Agreement; Superseding Sections 2 and 3 of Resolution 12-844, as well as Exhibit A and the Addendum Thereto; and Providing an Effective Date**

Simison: Council, any further questions, comments? All right. Thank you very much. So, with that, Council, are we ready to move on to Item 16, which is Resolution 23-2425.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I would move that we approve Resolution 23-2425, resolution accepting the donation of services and programming offered by Republic Services of Idaho and updating Republican Services notice under this agreement.

Cavener: Second.



Simison: I have a motion and a second to approve Resolution 23-2425. Is there discussion? If not, all in favor signify by saying aye. Any opposed nay? All ayes and the resolution is agreed to. Thank you very much.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

Simison: And, Council, we are at the end of our meeting.

Hoaglund: Mr. Mayor, I move that we adjourn.

Simison: Motion to adjourn. All in favor signify by saying aye. Opposed nay? The ayes have it. We are adjourned.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

MEETING ADJOURNED AT 5:03 P.M.

(AUDIO RECORDING ON FILE OF THESE PROCEEDINGS)

_____	_____/_____/_____ DATE APPROVED
MAYOR ROBERT SIMISON	

ATTEST:

\_\_\_\_\_  
CHRIS JOHNSON - CITY CLERK



## AGENDA ITEM

ITEM **TOPIC:** Approve Minutes of the November 21, 2023 City Council Regular Meeting

A Meeting of the Meridian City Council was called to order at 6:00 p.m. Tuesday, November 21, 2023, by Mayor Robert Simison.

Members Present: Robert Simison, Brad Hoaglund, Luke Cavener, Jessica Perreault, and John Overton.

Members Absent: Joe Borton and Liz Strader.

Also Present: Chris Johnson, Bill Nary, Sonya Allen, Shawn Harper, Joe Bongiorno and Dean Willis.

**ROLL-CALL ATTENDANCE**

<input type="checkbox"/> Liz Strader	<input type="checkbox"/> Joe Borton
<input checked="" type="checkbox"/> Brad Hoaglund	<input checked="" type="checkbox"/> John Overton
<input checked="" type="checkbox"/> Jessica Perreault	<input checked="" type="checkbox"/> Luke Cavener
<input checked="" type="checkbox"/> Mayor Robert E. Simison	

Simison: Council, we will call the meeting to order. For the record it is November 21st, 2023. It's 6:00 p.m. We will begin tonight's regular City Council meeting with roll call attendance.

**PLEDGE OF ALLEGIANCE**

Simison: Next item up is the Pledge of Allegiance. If you would all, please, rise and join us in the pledge.

(Pledge of Allegiance recited.)

**COMMUNITY INVOCATION**

Simison: Tonight's invocation will be delivered by Joe Hiller with the Church of Jesus Christ of Latter Day Saints. If you would like to come forward. And for those in the audience if would like to join us in the community invocation or take this as a moment of silence and reflection.

Hiller: Our Dear Father in Heaven, we express gratitude at this season of Thanksgiving for the privileges that it has to live in freedom and liberty and to enjoy the opportunity to choose so many things about the way that we live. We pray for thy blessings to be upon the proceedings of this meeting and others as we participate, that thy guiding influence might be for each. We are thankful for the opportunity to seek thy hand in our lives that there may be an increasing desire. We pray for those in our community who are in need that we have eyes to see and hands to help and we pray for these things in the name of Jesus Christ.

## **ADOPTION OF AGENDA**

Simison: Next item up is the adoption of the agenda.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we adopt the agenda as published.

Overton: Second.

Simison: Have a motion and a second to adopt the agenda as published. Is there any discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the agenda is agreed to.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

## **PUBLIC FORUM – Future Meeting Topics**

Simison: Mr. Clerk, anyone signed up under public forum?

Johnson: Mr. Mayor, no.

## **ACTION ITEMS**

- 1. Public Hearing for I-84 and Meridian Road (H-2021-0099) by Hawkins Companies, generally located at the northwest corner of S. Meridian Rd. and I-84**
  - A. Request: Annexation of 18.30 acres of land with a C-G zoning district.
  - B. Request: Comprehensive Plan Future Land Use Map Amendment to change the future land use designation on 70.4+/- acres of land from Mixed Use Community (MU-C) to Commercial (34.3) acres and Medium High Density Residential (36.1+/-).
- 2. Public Hearing for Tanner Creek Subdivision (H-2022-0048) by Engineering Solutions, LLP., generally located 1/4 mile west of S. Meridian Rd. on the south side of W. Waltman Ln.**
  - A. Request: Modification to the existing Development Agreement (Inst. #108131100) to change the development plan from commercial to a mix of residential uses.

- B. Request: Rezone of 41.89 acres of land from the C-G to the R-8 (12.16 acres), R-15 (12.27 acres) and R-40 (17.46 acres) zoning districts.
- C. Request: Preliminary Plat consisting of 130 building lots (83 single-family, 45 townhome & 2 multi-family) and 20 common lots on 38.05 acres of land in the R-8, R-15 and R-40 zoning districts.
- D. Request: Conditional Use Permit for a multi-family development consisting of 280 dwelling units on 15.88 acres of land in the R-40 zoning district.

Simison: Okay. Then with that we will move on to our Action Items this evening. So, it's our intention to open up both public hearings together. I'm going to ask both applicants to, please, come forward up to the podium just to concur in that direction. So, if the applicants for Items 1 and 2 would like to come forward and just affirm that it is your intention and understanding that you are okay with opening both items together.

McKay: Becky McKay, representing Challenger Development, Inc. And, yes, Mr. Mayor I am in agreement to applications being heard together.

Simison: Thank you, Becky.

Mansfield: Mr. Mayor, I'm Ethan Mansfield representing Hawkins Companies and I, too, am in agreement with the plan tonight.

Simison: All right. Thank you very much. Then with that we will go ahead and open public hearing for I-84-Meridian Road, H-2021-0099, as well as public hearing for Tanner Creek Subdivision, H-2022-0048, and we will open these public hearings with staff comment.

Allen: Thank you, Mr. Mayor, Members of the Council. The first application before you tonight is a request for a Comprehensive Plan map amendment and an annexation. This project was heard by City Council in June of 2022. Council remanded it back to the Commission for the following reasons: The preference for this property and the abutting property to the west, known as Tanner Creek, to come in together or concurrently with a master plan for the overall area that demonstrates consistency with the existing or proposed future land use map designation of mixed use community and mixed use regional. Desire for the transportation issues to be addressed before a development plan is approved and desire for changes to be made to the concept plan to be more consistent with the general mixed use guidelines and specifically the requested mixed use regional designation. Some changes were made to the plan, but not substantive enough to be deemed consistent with the general mixed use development guidelines, the existing mixed use community, or the proposed mixed use regional guidelines and, therefore, staff recommended the applicant change their map amendment request from mixed use residential -- mixed use regional to commercial and

include the Tanner Creek project to the west in the amendment with the change from mixed use community to medium high density residential. Revisions to the conceptual development plan and associated exhibits have been amended to address previous comments in the staff report and discussion from the hearings. The property associated with the future land use map amendment consists of 70 acres of land, shown there on the map on the left, and the portion associated with the annexation on the middle zoning map, consists of 18 acres of land. The general location of the property is at the northwest corner of South Meridian Road and I-84 on the south side of Waltman Lane. The current Comprehensive Plan future land use map designation is mixed use community. The applicant is requesting an amendment to the future land use map and the Comprehensive Plan to change the land use designation on 70.4 acres of land for mixed use community to commercial, which is 34.3 acres, and medium high density residential, which is proximately 36 acres. The adopted land use map shown on the top on the left and the proposed land use map is shown on the bottom on the left. Based on the analysis in the staff report staff finds the proposed development plan is generally consistent with the requested future land use map designation of commercial for the subject property and medium high density residential for the adjacent property to the west known as Tanner Creek. Further, the proposed future land use map designations provide for a better transition and uses from existing and future residential uses to the west and northwest and are compatible with adjacent future land use map designations and land uses in the area. The applicant also proposes to annex the southern 18.3 acres of land with a C-G, general retail and service commercial zoning district, consistent with the proposed future land use map amendment to commercial. The boundary of the annexation is shown there on the exhibit on the right. The subject property is part of an enclave area surrounded by city annexed property. The original plan that you reviewed last go around is shown on the left. The revised conceptual development plan shown on the right was submitted that depicts how the property is proposed to be annexed, as well as the area currently zoned C-G is planned to develop with two big box retail stores totaling 233,800 square feet, four pads and five shops. The areas shown on the concept plan on the bottom south portion of the development area below the red line is the portion of the site currently in Ada county proposed to be annexed. The area on the top, the north portion of the development plan, is the portion of the site currently in the city and it's entitled to develop in accord with UDC standards. regardless of whether or not the proposed annexation is approved, as there is not a development agreement in effect for that property. Sole access for the development is proposed via three accesses from Waltman Lane, a collector street, in accord with UDC 11-3A-3A2, which supports limiting access points to collector streets and requires a cross-access ingress-egress easement to be granted to adjoining properties where access to a local street is not available. Staff is recommending a driveway is provided alongside the proposed pathway across the Ten Mile Creek to the west, unless otherwise waived by City Council, which will provide interconnectivity between developments and that would be in this area right here. The applicant has submitted an emergency access easement agreement with the property owner to the west for secondary emergency access to Ruddy Drive and Waltman Lane. Ruddy Drive is the stub street here at the west boundary of the proposed Tanner Creek project. At no time should construction traffic associated with the development of the site be allowed to

access the site using Ruddy Drive through the landing and Tanner Creek Subdivisions. Improvements are required to Waltman Lane, including reconstruction of the bridge over the Ten Mile Creek west of this site within the -- or with the Tanner Creek project. Improvements to the section of Waltman that abuts this site will be determined by ACHD with a future development application, since this is only an annexation request. The extension of Corporate Drive to the northwest of this site designated as a collector street on the master street map, including construction of a bridge over the Ten Mile Creek from the north to Waltman Lane -- and that is the dashed blue line here -- is proposed to be completed with the first phase of development of the Tanner Creek project prior to issuance of building permits. If the Tanner Creek project does not go forward and complete the improvements to Waltman Lane and Corporate Drive as planned, staff recommends these improvements are completed by this developer through a cooperative development agreement with ACHD as noted in the staff report. Based on the findings of the traffic impact study for the proposed project, which included the Tanner Creek project, the Meridian Road and Waltman Lane intersection would exceed ACHD's acceptable level of service thresholds. In the previous development applications for the Tanner Creek property ACHD did not recommend any mitigation -- mitigation at the intersection due to right of way constraints, impacts to adjacent businesses, and substantial intersection redesign and construction, making the recommended mitigation infeasible. A letter prepared by Six Mile Engineering, dated 1/23 of '23 in response to comments and feedback during the City Council hearing for this project was submitted to ACHD proposing phased alternative improvements at the Meridian Road and Waltman Lane intersection to address traffic impacts from these developments. A three phase concept design was proposed in which the first two designs did not require any additional right of way dedication and the final phase did. ACHD reviewed their proposal and does not recommend any modifications to the intersection, as under all design concepts these modifications would negatively impact existing operations of both the interchange and ramps. ACHD's concerns also extended to the impacts the proposed modifications would have to the Central Drive and Corporate Drive intersections at Main Street and Progress Avenue. While the proposed improvements may benefit both of these project developments in the short term, they will likely negatively impact already congested area roadways and intersections. These improvements without significant widening increase corridor travel times and interchange queue lengths, further compounding existing congestion in this area. ACHD believes there are other alternatives that may be considered, such as converting Central Drive and Waltman Lane and Corporate Drive to a one way couplet, which is anticipated to reduce both queue lengths and the impacts to the Meridian Road and the I-84 interchange system. Construction of the Linder Road overpass, three-quarters of a mile to the west, scheduled in ACHD's five year work plan for construction in 2026 and '27 should improve traffic conditions on Meridian Road by providing another north-south connection over I-84. The Commission -- excuse me. So, the City Council should consider if higher levels of traffic and congestion in this area are acceptable when acting on this application. If not, consideration should be given to the inclusion of a provision in the development agreement which limits development to the large retail -- retail one store at this time and delays the retail two building and pads three and four until such time as the Linder Road overpass is completed or other area improvements occur that

allow for an acceptable level of service to be provided as determined by ACHD. I will go through the Commission hearing. The Commission did recommend approval of this application. Summary of the Commission public hearing is as follows: Ethan Mansfield, Hawkins Companies, testified in favor of the application, along with Leah Kelsey from Six Mile Engineering. The following folks testified in opposition. Kelsee Lorcher. Joe Lorcher and Joey Lorcher. Clair Manning commented on the application. Key issues of discussion were -- they were against the project due to the impact on traffic in this area from this development and the extension of Ruddy Drive and concern pertaining to the safety of area residents with the traffic that will be generated from this development and the residential development to the west when Ruddy is extended to Waltman Lane. Key issues of discussion by the Commission were as follows: The applicant's request to not be required to provide a vehicular connection to the west across the Ten Mile Creek to the adjacent residential development and the applicant's request to not construct a driveway access to the out-parcel at the northwest corner of this site at this time. The Commission made the following changes to the staff recommendation. At staff's request they modified DA provision A-1-I to require the extension of Corporate Drive to be constructed as required by ACHD, instead of as recommend -- as recommended by staff. The Commission is not in support -- excuse me. The Commission is in support of Council granting a waiver to UDC 11-3A-3, which requires vehicular connectivity between the two projects via a cross-access easement -- to not require a connection and that is DA provision 9-A-1-C. Modify the requirement for a cross-access easement and driveway to be provided to the out-parcel, to only require an easement at this time. The easement should grant consent to the owner and developer of the out-parcel to construct the driveway on the subject property in the future at the time of development. The only outstanding issue for Council tonight is that the applicant requests a waiver to UDC 11-3A-3A2 to not be required to provide a vehicular connection and cross-access ingress-egress easement to the residential development to the west for interconnectivity. Written testimony has been received since the Commission hearing from Ethan Mansfield, Hawkins Company, the applicant's representative. He is requesting deletion of DA provision 1-C, which requires, as I mentioned, the vehicular connection and driveway to be stubbed to the residential property to the west and 23 letters of testimony have been received in opposition to this project. Concerns pertained to traffic and congestion on area roadways and at the Meridian-Waltman intersection worsening from this development. Impact on area schools and the community's quality of life and inconsistency of the proposed development plan with the mixed use community future land use map designation, commercial zoning and vision of destination downtown for this area. Staff will stand for any questions. The applicant is here tonight to present. ACHD is also available for questions from Council. Thank you.

Simison: Thank you, Sonya. Council, any questions on this application for staff?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.



Hoaglund: Just want to confirm something. The -- where it talked about entitled to develop in accordance -- in accordance with the UDC standards for the northern portion of this commercial site. I think I read in it somewhere that they are entitled to approximately 400,000 square feet of commercial already currently. I just wanted to confirm that. I can't remember who presented that -- or talked about that in the minutes, but I -- there is an entitlement to that commercial portion on the north at city -- in the city limits already. Correct?

Allen: Mr. Mayor, Councilman Hoaglund, Council, if you see on the right here on this map, everything north of the red line is currently entitled with C-G zoning. So, it's entitled to develop in accord with the zoning schedule of use for the C-G district. I'm not sure about that number you mentioned. It's not associated with this development. So, I'm not exactly sure where that came from.

Simison: If I remember this could be going way, way, way back -- is that there was a limitation placed until the extension over Corporate was put in place. You know, that -- that -- that could be going back to old City Hall days. I don't know.

Allen: Yeah. There is -- there is not an existing development agreement on that property. But I think you are right, Mr. Mayor, I think there was some ACHD requirements there associated with the size of the development. Possibly the existing DA for the Tanner Creek project.

Hoaglund: Mr. Mayor, just to wrap that up then. So, we really aren't sure about a number, if there is a number, but there is an entitlement to commercial on that.

Allen: There is. Yes. Thank you.

Hoaglund: Thank you.

Simison: Council, any additional questions for staff at this time on this project? Okay. So, I assume you want to do the next one as well before we go to the applicants.

Allen: Thank you. The next application before you is a request for a development agreement modification, rezone, preliminary plat and conditional use permit and these are for the Tanner Creek development directly west of the aforementioned project. This site consists of 38 acres of land. It's zoned C-G and is located west of South Meridian Road on the south side of Waltman Lane and north side of I-84. A little history. Two similar development applications were previously denied for this property in 2018 and 2020. The Comprehensive Plan future land use map designation is mixed use community with a request for an amendment to medium high density residential with the I-84 and Meridian Road project. The -- I should mention that the reason for the previous denials on this project were inconsistency with the Comprehensive Plan and mixed use designation at that time. We couldn't -- we couldn't guarantee and we didn't want to saddle the adjacent property to the east with all commercial uses and we couldn't determine consistency with just a residential one land use type for the mixed use

designation. So, anyway, just a little explanation on that. The applicant is requesting a modification to the existing development agreement, which allows commercial, office and hotel uses to develop on the site as shown on the concept plans here. Both of these concept plans were included in the development agreement. They want to replace it with a new development agreement, allowing a mix of residential uses, including single family residential detached and attached dwellings, townhouse dwellings and multi-family residential apartments as shown on the proposed conceptual development plan. A rezone at 41.89 acres of land is proposed from the C-G to the R-8 zoning district, which consists of 12.16 acres, the R-15 district, which consists of 12.27 acres and the R-40 district, which consists of 17.46 acres. A preliminary plat is proposed consisting of 130 buildable lots and that contains 83 single family, 45 townhome and two multi-family lots and 20 common lots on 38.05 acres of land in the R-8, R-15 and R-40 zoning districts. The plat is proposed to develop in four phases as shown on the phasing plan on the right. The applicant is requesting flexibility in the phasing to adjust the number of lots, combination of lots, the number of phases to reflect changing market conditions. Staff is amenable to this request, unless otherwise restricted in the cooperative development agreement with Ada County Highway District or as otherwise approved by City Council tonight. Because noise from I-84 will greatly affect future residents in this area, staff is recommending noise abatement in the form of a berm and wall is constructed per UDC standards in its entirety with the first phase of development as a provision in the DA. The detail on the right is of the buffer area with the wall proposed along I-84. Access is proposed via the extension of Ruddy Drive at the west boundary of the site and via two accesses to and from Waltman Lane at the northern boundary of the site. The applicant proposes to construct the extension of Corporate Drive, a collector street, off site from its current terminus north of the Ten Mile Creek to Waltman Lane as shown in the blue dashed line within existing right of way with the first phase of development. The construction of Corporate Drive will include the construction of a new bridge over the Ten Mile Creek. This will provide additional access to the site and provide for additional access while the Ten Mile Creek bridge on Waltman is being reconstructed. The roadway should be constructed as required by ACHD and completed prior to issuance of any building permits on this site. In accord with UDC 11-3A-3A2, which supports limiting access points to collector streets and requires a cross-access ingress-egress easement to be granted to adjoining properties for access if a local street is not available, staff is recommending a driveway is provided alongside the proposed pathway across the Ten Mile Creek to the east, unless otherwise waived by City Council, which will provide interconnectivity between developments and that is the pathway or connection that I mentioned earlier with the previous application in this location right here. The applicant is proposing improvements to Waltman Lane in accord with ACHD requirements with a ten foot wide detached sidewalk within the street buffer. The improvements to Waltman Lane will require reconstruction of the existing bridge over the Ten Mile Creek and should be completed as required by ACHD in a collaborative development agreement. The proposed qualified open space and site amenities meet and exceed UDC standards. Conceptual building elevations were submitted for their proposed single family residential homes and townhomes as shown. A conditional use permit is proposed for a multi-family residential development consisting of 280 residential apartment units on

15.88 acres of land in the R-40 zoning district. Private streets are required for addressing purposes within the development. Proposed qualified open space and site amenities meet and exceed UDC standards for multi-family developments. Conceptual building elevations were submitted as shown for the apartment and clubhouse buildings. As mentioned with the I-84 and Meridian Road application, the construction of the Linder Road overpass half mile to the west, scheduled in ACHD's five year work plan for construction in 2026 and '27, should improve traffic conditions on Meridian Road by providing another north-south connection over I-84. In an effort to mitigate traffic and congestion in this area, the Commission recommended inclusion of a DA provision requiring the Linder Road overpass to be completed prior to issuance of the first certificate of occupancy within the multi-family residential development. The single family residential and townhome portions of the development are allowed to develop at this time if approved. The Commission did recommend approval of these applications. The outstanding issue for City Council tonight is the applicant's request for a waiver to UDC 11-3A-3A2 to not be required to provide a vehicular connection and access easement to the residential -- excuse me -- to the commercial development to the east for greater connectivity. I got my pages swapped here. Hang on just a second. I will just go through the summary of the Commission hearing. Becky McKay testified in favor of the application, Engineering Solutions, the applicant's representative. No one testified in opposition or commented. Written testimony was received from Heath McMahon. Key issues were that they were not in support of this project due to the high density proposed and the negative impact on traffic in this area and safety of area residents with the traffic that will be generated from this development and the commercial development to the east. The key issues of discussion by the Commission -- the request for the applicant to not be required to provide a vehicular connection to the east across the Ten Mile Creek to the adjacent commercial development. The Commission was in favor of Council granting a waiver to not require connection. And concern regarding the phasing of the development in relation to construction of the Linder Road overpass. The Commission made the following changes to the staff recommendation. At staff's request they modified DA provision 1-B to require the extension of Corporate Drive to be constructed as required by ACHD. And they included a development agreement provision that requires the Linder Road overpass to be completed prior to issuance of the first certificate of occupancy within the multi-family development. As I mentioned a bit ago, the outstanding issue for Council tonight is the applicant's request for a waiver to access across the creek to the commercial development. Written testimony received since the Commission hearing was received from Becky McKay, Engineering Solutions, the applicant's representative, in response to the Commission's recommendation and she is requesting the following modifications: DA provision 1-D, to change the timing of construction of the noise abatement and wall and berm along I-84 from the first phase of development to the first phase that's plotted adjacent to I-84. Removal of DA provision 1-H, which requires the Linder Road overpass to be completed prior to issuance of the first certificate of occupancy within the multi-family residential development and deletion of preliminary plat condition 2-C, which requires a bridge to be constructed and a vehicular connection provided to the east across the Ten Mile Creek for interconnectivity with the commercial property to the east. Twenty-three letters of testimony have been received in opposition to this project.

They were the same as I noted previously. Concerns pertain to traffic and congestion on area roadways and to the Meridian-Waltman intersection worsening from this development. Impact on area schools and the community's quality of life and consistency of the proposed development plan with the mixed use community future land use designation, commercial zoning and vision of Destination Downtown for this area. Staff will stand for any questions.

Simison: Thank you, Sonya. Council, any questions for staff on this application?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Thanks. So, just one, maybe two questions. In your overview you talked about private streets. You said for addressing purposes. Can you help me understand what you meant by that?

Allen: Yes. Mr. Mayor, Councilman Cavener, Council, that was pertaining to the multi-family development for addressing purposes and wayfinding for emergency services. Public streets would be provided in the rest of the development.

Cavener: Okay. Mr. Mayor, just one follow up.

Simison: Councilman Cavener.

Cavener: Sonya, what is the update on the Corporate Drive extension? I don't recall seeing anything about that. I -- there is a lot of history on this project and so my brain is a little blurry, but can you give us any update about what the development plan is or what ACHD has planned or what anybody's planned, because I see it was depicted on one of the exhibits, but I just -- I'm not tracking with what the status is on that.

Allen: Yes. Mr. Mayor, Councilman Cavener, the applicant is proposing to extend Corporate and -- the blue dash line there -- with the first phase of development prior to issuance of any building permits.

Cavener: Okay. Thank you.

Simison: Council, any additional questions for staff at this time? Okay. Then I will invite the applicants to -- to come forward, however you want to divide up your 30 minutes. I assume you guys have collaborated on that process. So, we will be, essentially, following the same process for Planning and Zoning. Thirty minutes. And we will provide each individual six minutes for their testimony as well through this process.

Mansfield: Mr. Mayor, Council Members, I'm going to go ahead and kick it off. My name is Ethan Mansfield with Hawkins Companies. We are the developers on the

eastern portion of the site. And I will -- I will let Becky talk a little bit more about the history, since Tanner Creek was the initial applicant, you know, on this -- these two pieces of land. But I will go ahead and just kind of start by giving an overview of our proposal and how it works kind of together with Tanner Creek. So, what we are proposing is a comprehensive plan amendment to commercial on the Hawkins portion of the site. That's roughly 34 acres. And a Comprehensive Plan amendment to medium high density residential on the Tanner Creek portion, which is 36 acres. In addition, as Sonya pointed out, we are requesting annexation and a rezone to general and service commercial on the 18 acres on the southern portion of the site and I will kind of graphically depict that in just a second. So, a little bit of history about our application. This was first heard by City Council in June of 2022. Council remanded the application back to Planning and Zoning Commission and -- mainly because they wanted our application to be heard concurrently with Tanner Creek's application and after the traffic impact study was accepted by the Ada County Highway District. In June -- late June, early July, ACHD accepted the traffic impact study and drafted staff recommendations. We, then, spent the next year working with Tanner Creek and working with Sonya and the city staff to come up with a -- a site plan that we think and staff thinks works a lot better for our development and really I think complies with what we heard from Council last year. In July 2023 city staff expressed support for and accepts our updated site plans for both Tanner Creek and our proposed commercial development and, then, in October staff recommends that the commercial land use designation be applied to our section -- the medium density residential land use designation be applied to Tanner Creek and we think that works great. The site plan does not change from what we had proposed in June 2023, but the Comprehensive Plan land use designation is recommended to be commercial, medium density residential -- medium high density residential. And, then, in November 2023, as Sonya mentioned, the Planning and Zoning Commission recommends approval of this application. So, what that looks like on a map is the commercial designation on the corner reflecting the similar commercial designations of the other three corners of this interchange and, then, a transition away from commercial to medium high density residential to provide a buffer between the medium density residential further to the west. So, here is kind of an overview of the site. As Sonya mentioned, the northern portion of our piece of the site is already entitled C-G. You can see the subject of our annexation and rezone request applies to the 18 southern acres and, Council Member Hoaglund, I believe what you were referring to is that there is a current entitlement for 400,000 square feet of commercial on this western portion, but is now slated for residential development and we, frankly, think that makes a much better transition to the subdivision to the west and think it reflects a more appropriate kind of land use pattern of development than putting 400,000 square feet of commercial immediately adjacent to the single family homes. So, let's talk a little bit about how we changed the site plan. So, you can see on the left side here -- this is the old site plan. What we did is we took staff's recommendation directly from the staff report to place the big box stores on the southern end of the development, kind of tucked back in there. You know that there is a big grade change from that interchange down to the site, you know, we are going to take advantage of that grade change to kind of tuck the big box back into the site and -- and push the kind of community serving pedestrian-oriented uses up along Waltman, which was another recommendation of

staff. Another thing we did was activate the western boundary of our site to make it more pedestrian friendly, pedestrian bike friendly, and also to kind of activate it more by not just providing kind of, you know, the backs of the big box buildings. So, overall this is what the site plan looks like and I think, you know, this Ten Mile Creek serves as a really nice natural buffer between the residential and commercial uses, but also allows for the connectivity with the pedestrian pathway and just the proximity; right? You don't have to jump in a car to get between these developments and that we believe is the intent of creating both residential and commercial project -- product on -- you know, within the same vicinity. So, here is how the pedestrian and bike circulation works. You can see these open space amenities are kind of strategically placed around the site to kind of reflect where we think people will actually be and spend time. Importantly, this plaza area that connects Tanner Creek and the commercial piece is kind of a critical linkage for us. In your packet I believe there is Plaza A and Plaza B examples. So, I'm not going to spend time on those here. I have them if you would like to take a look at them. But I really want to talk mostly about the bike-ped plaza connection. So, here is some renderings about what we envision kind of connecting the two developments. There will be a ten foot bridge -- a ten foot wide pedestrian crossing. It will connect to a larger multi-use pathway on the eastern -- sorry -- western side in the Tanner Creek site. It will also connect to the shops, kind of a community serving shops building on the eastern side, and we think it really, you know, ties the development together nicely. Here is a few other views. I'm looking both into Tanner Creek and, then, into our commercial development. Notably -- and the reason that we are requesting a waiver from the requirement to provide a vehicular connection is that this is about the amount of space that a vehicular connection with associated pathways would require. As you can see it completely blows up the kind of nice pedestrian gathering space that we have created between the two developments and it does that so that we can get cars between the two developments and we think, frankly, that cars can get between the two developments using Waltman quite easily and we are also trying to encourage, as per the Comprehensive Plan principles -- multiple comprehensive plan principles, you know, pedestrian infrastructure, comfortable places for pedestrians to spend time and so we think that our plaza concept achieves that -- those principles better than a vehicular connection. Again, I just quickly want to touch on something that the Planning and Zoning Commission kind of already recommended -- is the requirement to construct a stub driveway to the edge of the property line for future development. That poses some challenges for us, mainly because of drainage. The way the grading works on this site -- you are essentially draining this hardscape kind of off into the other property and we don't particularly want to or really feel it's right to do that to the adjacent property owner, you know, at this time. We also don't -- and we are not exactly sure where that driveway is going to connect. We would like the flexibility to allow that connection where the future site plan deems it appropriate both in the site plan review phase and just for -- for economically speaking where it maybe works best per the site layout of that future development. So, we are absolutely committed to providing future cross-access. We can absolutely record an agreement -- or record kind of an acknowledgement that we will provide cross-access, but we think it's best to construct the actual, you know, piece of infrastructure at the time of development of the -- of the future -- the future development of that site and Planning and Zoning Commission did

agree with us on that. So, as you can see Planning and Zoning Commission's recommendations, which we are extremely willing to comply with, is to waive the requirement for the local roadway connection. That's where we had the pedestrian site. And, then, also to provide cross-access to the future development and allow construction of that future driveway on our site. So, I would just like to speak a little bit about the connectivity of the -- kind of the overall connectivity that will be provided when we develop this. So, you can see that we are planning to extend Corporate Drive across Ten Mile Creek to Waltman. We are planning to improve the Walton Road to a collector roadway, install a ten foot multi-use path -- multi-use pathways along the entire exterior of the site and, you know, we are planning to install transit infrastructure for a future transit stop on the corner of Waltman and Meridian Road and I should note there is a little discussion in the staff report about coordinating with ITD -- or, sorry, with Valley Regional Transit and, actually, early early on in this development when we were first site planning we -- I picked up the phone and called Stephen Hunt, who is their director of operations, and basically asked him where he wanted it and that's where he said he wanted it. So, that's why we kind of placed it up there in that northeastern corner. Again, we are happy to continue coordination with that. We think the transit -- future transit stop is going to be a great amenity for the site. So, you can see overall here kind of the sequencing of these improvements. We are proposing to complete these -- all of these improvements prior to occupancy. As we heard from Sonya, ACHD and ITD are planning to construct the Linder overpass. We checked in with them to see when that construction was going to take place. It's likely going to start in 2026 or 2027 and as you can see right now, assuming no additional -- or I should say assuming no hurdles in the development process, the estimated opening of retail one is summer 2026. So, that I think kind of helps share a little bit about our kind of anticipated timeline relative to these improvements. So, this is kind of an overall map just showing how the additional connectivity that this development provides is going to kind of change the game at this particular intersection. You can see north-south connectivity on Corporate, it really opens up that northwestern corner of the city. Not everyone has to come through Waltman to get to where they are going and I think that is a critical piece of this development. Right now it's hard to envision anyone getting here or leaving, except from Waltman and I think it's important to look beyond that and think about people coming and going from Corporate, potentially coming and going from Ruddy, you know, accessing from the -- from the quickly developing southwestern part of Meridian, you know, using that Linder overpass to get into development on Corporate. There is a lot of different ways that this development can be accessed. Once we -- once we complete these very simple strategic, you know, improvements to the transportation system. So, I will turn it over to Becky, unless there are any immediate burning questions that you have for me.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Just one question and it will probably go to both of you -- ask you individually. One of the things I heard -- I believe staff mentioned was a recommendation -- I believe

brought by ACHD as a possible solution to the traffic issues at Waltman and Meridian, with the potential to make it a one way loop coming down Waltman and, then, going back on Corporate. How does that happen if you take away the connectivity between these two projects?

Mansfield: Mr. Mayor, Council Member Overton, I -- I am unsure what you mean by connectivity. We do have connectivity between the two projects on Waltman.

Overton: If you leave that map open. I'm assuming -- and this is assuming. It's early in the evening and I'm going to be asking this again, but I'm assuming if it's one way -- if that's a possible solution to try to help with the intersection of Waltman and Meridian Road and it's made a one way street it's going to be -- Waltman Lane is going to be the one way coming in, looping around to Corporate to be the one way going out and, if so, is it the opposite way?

Mansfield: It is the opposite way, Council Member Overton.

Simison: Same principle applies. I see where you are going.

Mansfield: Right. Not to detract from the original question.

Overton: I'm just trying to figure out with the one way how everyone is getting to every other place and how -- if it's a one way how does Southeast 5th and Corporate ever become a way for traffic to get out? If we make it a one way to try to alleviate traffic, we are actually only giving them one way out now; is that correct?

Mansfield: Mr. Mayor, Council Member Overton, I think you hit on a critical challenge with creating a one-way couplet, which is the goals of connectivity are actually kind of quashed by that and as such the commercial development that we are proposing is pretty infeasible, frankly. Like we may not be able to attract tenants to a site. Very likely we could not attract tenants to a site that has that sort of transportation network, simply because of the concerns that you are bringing up now.

Overton: Mr. Mayor, follow up.

Simison: Councilman Overton.

Overton: And, again, it's early in the evening and I know this is going to be mostly directed at ACHD for advice and questions in the future, but, obviously, my biggest concern is trying to figure out how we are going to deal with all this traffic coming up on an intersection that's already overwhelmed at different parts of the day. Have -- and this goes for -- for both you and Becky and when Becky gets up, but have either of you two come up with a solution for what your best idea is for moving traffic through this area?

Mansfield: Mr. Mayor, Council Member Overton, we did come up with -- we worked with Six Mile Engineering to come up with a -- a solution that we think works really well to



help alleviate some of the -- well, the traffic concerns and we actually are pretty proud that we are able -- I'm kind of proud of Six Mile, frankly, for coming up with a solution that enabled us to do it without taking significant amounts of right of way and not widening the road, but adding lanes and so here is the schematic design. It allows for two northbound left turn lanes -- we have actually got Leah from Six Mile here to kind of explain -- to kind of walk through this. It might be a little more eloquent than me.

Kelsey: Hi. Yes. I'm Leah Kelsey with Six Mile Engineering. We worked with Hawkins and Engineering Solutions on developing these phased improvements. Just a little bit of background. We -- my firm initially worked on the design -- the analysis and design of this intersection back -- starting back in 2006. So, we are very familiar with the -- the design and the right of way constraints. So, some of the key elements that we worked into these phase improvements -- so, phase one, first thing is developing a second northbound left into Waltman Lane and, then, adding a -- widening on Waltman Lane to provide dual right turns out, so eastbound to southbound. And, then, adding a second receiving lane on Waltman Lane for that dual northbound left turn lane. So, that's phase one and that requires no right of way and the second phase also doesn't require right of way and that is restriping the northbound lanes to provide a -- an additional through lane to -- up to Corporate where it traps as a left turn lane and that just provides more capacity for that movement. So, there is more green time to redistribute to the other movements of the intersection. So, both phases one and two don't require any right of way, just restriping movements and just with phase one alone was predicted to reduce the average vehicle delay at the intersection at full build out by about half.

Overton: Thank you.

Simison: And with that I'm just going to piggyback off Councilman Overton's question. By eliminating the cross-access via Commander does it limit the ability to make future transportation decisions 30 years from now, if a one way is ever warranted or can that be rectified in the future in theory? That's really -- that's what I thought I was hearing him saying is like if one way becomes what ACHD wants to do, that is basically forcing everyone who wants to enter the one park, if they are in the apartments or down, they have got to go all the way around, because we have gotten rid of cross-access. That's what I was trying to infer what I thought he was saying. You don't have to answer that now. Someone else can answer it later. But just from that perspective if that's what ACHD wants to do with the roadways.

Bongiorno: Mr. Mayor?

Simison: Yes.

Bongiorno: Piggybacking off your piggyback, Mayor and Council, also I just want to put it on record, the -- the one way thing is the first time I have heard of this and without that cross-access they wouldn't have the proper fire access. So, it would be one way and one way out and they can't have that. They need two points of access for their development. So, if it's going to be a one way loop that won't work for the fire

department. They are going to have to have something down near the freeway that crosses -- or somewhere so we have two points of access to get to that property.

Simison: Any other questions?

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Just a quick question on the two retail sites. Staff had presented that the two box stores will total approximately 234,000 square feet. I just wanted to double check that that is -- that is the two retail stores -- that does not include the pads or the shops, that is the -- the total square footage for those two approximately 153,000 for one and 80,000 for another; is that correct?

Mansfield: Mr. Mayor, Council Member Perreault, that is correct.

Perreault: Thank you.

Simison: Any additional questions?

Harper: Mr. Mayor?

Simison: Lieutenant Harper.

Harper: I just want to also add in regards to the one way, I -- that's the first I have heard of it as well and it does bring on some significant challenges for police response into that development or into that community of Tanner Creek. I mean all it takes is -- is a lot of congestion and it's going to significantly reduce our response -- or increase our response times and challenge us to be able to provide that service.

Simison: Thank you. And just for the record, some -- is there anybody from ACHD who is here present this evening? Okay. That's -- it's hard to see with the hat on. I didn't want to make assumptions back there, so -- okay. Perfect. Thanks, Justin. All right. Thank you. And, Becky, if you want to come up and -- maybe they add back in a minute and a half to their time.

McKay: I only have a minute and a half? Can't even say my name. Becky McKay. Engineering Solutions. 1029 North Rosario, Meridian. I'm here representing Challenger Development. Before you guys this evening is a rezone, preliminary plat, conditional use permit and development agreement modification for Tanner Creek Subdivision. It's approximately 38.05 acres. As you know it's located -- as you know it's located just west of Meridian Road and south of Waltman. I inherited this project. It was not initially mine. Mr. Schultz brought the project through 2018, 2020. The Council at that time said, you know, we believe these applications are premature. We want to know what's going to happen on the property to the east. We want to see a true mixed use type

development that has a residential component, a retail component, an office component and we want to see the big picture. We don't want to just see part of it and until we know what's going to happen on both parcels, we are reluctant to approve anything at this time and -- and so it -- it was denied twice. Prior to Mr. Schultz's passing he had submitted application for a third time to the City of Meridian. It was not deemed complete. We were asked to step in, review it. So, as Ethan indicated, we spent over a year working with your staff, working with the architects, working with each other to come up with what we believe is a very well integrated plan and that kind of hits on the critical key points of this area, creating a more pedestrian friendly development, creating a multi-use pathway and as Councilman Hoaglund mentioned in 2008 this property was annexed and zoned C-G. It's commercial right now with a development agreement for 400,000 square feet of retail. Is that what we want to build? No, it's not. Could this area support the Hawkins development and another retail development? No, I do not believe it can and that's why I think the Tanner Creek is a good fit on this parcel. It's only going to generate I believe 32 percent of what was initially proposed in that 2008 annexation and development agreement. This area has always been an area of contention. Since 1992 -- I read through minutes today that Shari Stiles, who was the planning director then, printed for me and it was discussed by Commissioner -- or Councilman Tolsma what are we going to do about Waltman Lane? When are we going to get some interconnectivity? Well, this is our opportunity from a planning perspective, from a transportation perspective, to get interconnectivity. Once we have that Linder overpass that's going to take place and begin construction in 2026, anticipated completion in 2027, that's, obviously, going to give us a critical north-south way over the interstate. One of the things that we have suffered in Meridian is the fact that we are bottlenecked at our north-south connections over Interstate 84. It is a natural barrier. Before we just had Eagle Road and, then, we begged for Ten Mile. We got Ten Mile. Now we are going to get a Locust Grove overpass and now we got State Highway 16 that's in the process. So, we are finally reaching the point where we are getting that north-south interconnectivity. The extension of Corporate Drive is critical. Absolutely critical. And it is a condition of ACHD that before anything can be occupied that Corporate Drive has to be extended. ACHD already owns the right of way. We will have to construct a bridge over Ten Mile Creek. Do a no rise. Do 404 permits. We will have to -- after we complete that, then, we go reconstruct Waltman Lane, build a whole new bridge there, go through the same hoops through the state and federal agencies and local agencies. So, this is, in my opinion, an opportunity where we can have two development companies working in tandem to improve the traffic in this area. The Landing Subdivision located to the west of us is off of a dead end Locust Grove Road. There is no vehicular crossing over Ten Mile Creek. If there is blockage at Linder, there, is no way the fire department is going to get in there. There is no way in. And with the extension of Ruddy Drive into our project as a collector road, that is going to not only help our projects, but help them from an interconnection and the ability for fire protection better service as far as response times for police. You can see that the two projects and -- and we worked with the common landscape architect, so you can see what we are doing here. As far as Waltman, we are going to construct a ten foot detached sidewalk. I'm only required to have a 20 foot wide landscape berm along Waltman. We have 37 feet. So, we have added additional. We have a 50 foot landscape buffer. We will have

a nine foot high berm, a ten foot wall along I-84. We also have a ten foot multi-use pathway that's going to go east and west from the west side to the east side of our project and, then, we have to build a 14 foot multi-use pathway along Ten Mile Creek. Just kind of a blow up and as you can see we have created two plaza areas that are mirrored -- mirrored on the Hawkins side and mirrored on our side with that ten foot pathway going east and west and going north and south. So, we can accommodate bicycles and pedestrians. So, we are asking to rezone from C-G to R-40 for the multi-family component, which is transitioning from the commercial component. Then we have a townhouse -- townhome component in the middle of the project and then -- that's R-15 and, then, we have single family around the perimeter that is R-8. Oops. Sorry. As far as our single family development, our qualified open space is 17 percent. We have got a 1.7 acre park in the middle of our single family with a play structure, basketball court, pickleball court, benches and pathways. In the multi-family area we have got 21 percent qualified open space. We are going to have a full clubhouse with fitness facility, kitchen facilities, conference room, community gathering area, offices. We are going to have covered patio with barbecue and outside kitchen area. Plaza area next in our greenbelt. We will have a swimming pool. Hot tub. Cabana. Pool deck. We have a children's play structure and a picnic gazebo in the southern portion of the multi-family, along with a pickleball court. And we are going to have an indoor bicycle repair station and an indoor dog washing station, which I thought was cool. And, then, we will have EV charging stations, along with our linear parks micro paths. This kind of shows you the townhome elevations that were proposed. I will kind of go through really quick here. That shows you the alley load. We have alley load product. We have front load product. We have attached product. Detached product. So, as far as a variety, all the homes next to Interstate 84 will be single -- single story. No two story. We have a two story building that will adjoin Waltman to kind of keep that bulk and -- and wall effect down. The remainder of the multi-family buildings will be 24 unit. There will be three story. There are 11 of those and one two story. This shows you the clubhouse, the pool facility -- the pool facility and the cabanas and, then, that kind of shows your interconnectivity between Tanner Creek and the Hawkins facility. So, one of the things that's critical here is we want to embrace each other's projects and we felt that a vehicular connection would really ruin the multi-use pathway, because Ten Mile Creek multi-use pathway is -- we want it to be a pedestrian safe corridor. So, we want that east-west and that north-south connection. As far as the one way couplet, that was just thrown out there and in talking to our traffic engineers, all that would do was put pressure on other intersections and cause them to fail. I do not, in my professional opinion, nor did my discussions with the traffic engineers at Six Mile, did we believe that that is a viable option. We need to provide multiple points of access in this section. We got a section that basically has been bottled up for years and we are trying to solve that and this pedestrian interconnectivity -- these two plazas that mirror each other with planters where people can congregate, they can get in the shade, they can go get a burger, they can go get ice cream, sit down, walk, bike, whatever between the two projects -- I think is really a lot better plan than relying on vehicular connection. We have Waltman. It's a collector. That is our vehicular connection. We have Corporate Drive. That is our vehicular connection. You can see Ruddy Drive -- hold on. There we go. There is a stub street here in The Landing to nowhere. We are building a collector

with detached walks all the way up here. Then people would come on to Waltman, they could go north on Corporate or go -- ah, dammit. Sorry. I just came off of two weeks of COVID, so I'm just a little off. So, what -- what we believe here is we have addressed the primary concerns. We have got a darn good project. We have got 83 single family dwellings. Our lots range from 3,850 to 10,000 square feet. We have got 16 alley loaded, 67 front loaded. I got 40 foot lots, 50 foot lots, 60 foot lots. We got 45 townhomes. They are alley loaded. They range from 2,400 to 3,800 square feet. Our overall density in this project is 10.72 dwelling units per acre. Over in the R-8 portion we are just a smidge over four. So, we transition that density, we go from four to seven and, then, we go to the multi-family, which is 17. But our overall density is 10.72. Hang on. Let me get my -- as far as parking. We were questioned about our parking. This was designed, even though submitted prior to your updating your parking standards, this is designed with your current parking standards. The one bedrooms, which we have 94 one bedrooms, have 1.5 spaces. We have 152 two bedrooms. They have two spaces. We have 34 three bedrooms. They have three spaces. We have 28 guests parking. We are at 581 parking spaces. This is the -- the most parking I have ever provided in a multi-family project in Meridian or Boise or anywhere, where two -- I think we are 2.02 parking spaces per dwelling unit in the multi-family. You guys have sewer -- a 12 inch sewer line out here right in Waltman. You have got a 12 inch sewer line that runs along Ten Mile Creek. There is a 12 inch water line. There is an eight inch water line. These two projects and with the Corporate Drive extension will be extending water down to this area, so it's going to loop your water system. We will loop into Ruddy Drive, which is a dead-end line now. We will loop up the water to Corporate. We will make connections to Waltman. So, as far as creating or improving the infrastructure out here, the burden is upon us and we accept that burden gladly. I know there have been questions about what kind of traffic is going to go east and west and north and south. One of the questions I got from some of the neighbors -- we did have an -- I did have my own neighborhood meeting and I did go out a thousand feet and I had it here at City Hall. The -- the staff wanted me to introduce myself, because the previous neighborhood meeting had been done by Matt prior to the submittal and so I did meet with them and some of the people asked about, you know, what about people cutting through The Landing. More people are going to come from The Landing than are ever going to go from Tanner Creek into The Landing. But one thing you need to keep in mind is the trip capture that we are going to see. Right now if you live in The Landing and you want to go to Target, you got to go clear over to Chinden and Eagle Road. That's -- that's a big drive and that's a lot of -- a lot of miles on our street network. Now they can just pop down -- pop through Ruddy Drive out to Waltman, go over to the Target. It's going to be a full service Target and -- and they are excited to be there. They want to be part of -- of Meridian's downtown core and I guess one question that -- that I brought up with the Planning and Zoning Commission was if -- if -- if not this, then, what? And if not now when? You guys have been talking about this since 1993. Lastly, I wrote a letter to Council asking for deviations on three conditions of approval for the development agreement. One, I respectfully request that we build the berm whenever we build a phase adjacent to. The reason being is I got to generate a lot of material, because my fence and my berm combination has to be ten foot above the centerline elevation of I-84 and so we are working with Hawkins to try to get dirt from them. If they

have excess material when they X out their -- their big box, but I will also have to -- we are going to have to -- have to have time to get the berm built and I don't want to bring a whole bunch of gravel trucks through downtown Meridian or down Meridian Road. I don't think anybody wants that. Secondly, the Commission asks that we be limited to only building one phase and not being able to obtain any occupancies for a second phase and I guess my point to you is -- my first phase only generates 553 vehicle trips per day. My second phase is only a thousand. That's a total of 1,570 trips. That's well below existing local street threshold and I just don't think that it warrants it. At full build out we are only 22 percent of the overall traffic. And, lastly, I would ask the Council to support the -- the pedestrian connection versus the vehicular connection. Waltman should be the vehicular connection. If somebody wants to drive over to Target. We want to promote people walking, biking, skating and I think we need to not make it as convenient by making them go to Waltman. Maybe they will get on their bike and that's what I would prefer. Thank you. And I hope the Council can see to support this project.

Simison: Thank you, Becky. Council, questions? Okay. No questions at this time. Council, we could go right into public testimony or do we need breaks before we do that? All right. Then, with that, Mr. Clerk, who signed up?

Johnson: Thank you, Mr. Mayor. First one Joey Lorcher.

Simison: And as noted, if you want to come forward and state your name and address for the record and you will have six minutes to speak on both projects.

Johnson: And she's getting the presentation up.

Lorcher: Thank you. Hello. My name is Joey Lorcher and I live at 5110 Dandridge Way and I want to talk to you about the overcrowding that Tanner Creek development will cause to the West Ada School District, but more specifically Meridian Middle School and high school. Development is not only the reason why schools are -- it's not the only reason schools become overcrowded, but it's the most preventable and on this slide is the West Ada School District's formula for predicting how many school-aged children will be housed within a residential development and that formula is the number of homes times 0.8 and divided by 13, which 13 is representative kindergarten through 12th grade and I have calculated -- not just Tanner Creek, but six other developments that have already been approved in order to see an accurate impact of the reality that Meridian Middle School and high school will face the next few years and as you can see -- if you added up the estimated new students from the already approved Newkirk, Gateway, Outer Banks, Vanguard Village, Foxcroft and Mile High Pines developments, there will be 1,735 new students added to the West Ada School District and if you take that number and add the estimated students from the Tanner Creek development, which is an additional 328 students, you will get a grand total of 2,063 students added to the West Ada School District. Now, taking the mean total and dividing it by 13 for each grade level, you get 158 students per grade. Meridian Middle School has grades six through eight. So, their student population will increase by 474 students and as you can see on this slide, that, number of increased students is a big problem and if you add the

current enrollment at Meridian Middle School and add the estimated 474 students, that pushes the student population over capacity by almost 300 students. This will be a dangerous situation for not only the students, but also the faculty. West Ada School District's formula is simple math and mathematics don't lie. The fact that Meridian Middle School will be overcapacity even before Tanner Creek would be completed should be a red flag that this development it is not right for Meridian. Our schools simply cannot keep up with the estimated 2,063, new students. Our community does not desire overcrowding, which will inevitably -- inevitably diminish and compromise their children's educations and this development does not reflect our community's vision for our future children. The development also doesn't preserve the character, quality of life, livability and sustainability that the residents of Meridian are trained to hold on to and this slide shows the West Ada School District's facility plan for high schools from 2016 to 2028. This shows the running projection of the percentage of students that are over capacity in Meridian and as you can see in five years every high school in the region is projected to be over capacity. The City of Meridian has only built one high school since 2016 to combat this problem and that's simply not enough. Tanner Creek will only worsen Meridian High School's seating capacity problem and on this slide we continue the West Ada School District's facility plan for middle schools from 2016 to 2028 and as you can see in five years every middle school in Meridian is projected to be over capacity. Meridian has not built any new middle schools to combat this problem since 2016 and, again, Tanner Creek only worsen Meridian Middle School's student capacity problem. This pattern continues with this one. This is the West Ada School District facility plan for the four zones of the elementary school districts and as you can see three of the four regions will be overcapacity in the next five years and this requires five new elementary schools in the West Ada School District and only one school has been built since 2016 to combat this problem and the Tanner Creek development will, again, only make this situation worse for everybody that has a child. And on this slide we have the bonds -- timelines for West Ada School District from 2018 to 2026. Only one of the bonds has passed in the last five years and this is a big problem for West Ada School District and the City of Meridian and since the City of Meridian has a difficulty passing these bonds we are falling behind on keeping up with these new developments in neighborhoods. There are no plans of fixing this situation of which the City of Meridian has created with these density populated apartment complexes in neighborhoods and Tanner Creek will only worsen the situation, because we just can't -- Meridian schools can't keep up with the influx of people and so, in conclusion, I want to reiterate that development is not the only reason why schools become overcrowded, but it is the most preventable. As you see I have used simple mathematics to prove to you that big developments like Tanner Creek are causing overpopulation issues at all levels of primary education in the West Ada School District. The Tanner Creek development will especially affect Meridian Middle School and high school, which is already struggling with being overcrowded. The City of Meridian so far have not been able to keep up with the school bonds and buildings. The population influx that you have created with these high density residents and developments is ruining the living quality for our community. The Tanner Creek development high density plan is not right for this area. A low density neighborhood, mixed with low dense density offices and some type of community center and a bigger park would suit this area better for our community and

the City of Meridian. The Tanner Creek development does not reflect our community's values, character, quality of life, livability and sustainability. That is why I'm asking this tonight is --

Simison: Thank you, Joey. Council, any questions?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. Joey, you talked about that briefly. If you could elaborate -- you talked about better low density options. So, are you talking more just single family homes?

Lorcher: Yes. Yes. Exactly. Get rid of the apartments and just all single family homes would make the intersection better, less populated and it just -- it would be a better fit for that area.

Hoaglund: Okay. And follow up, Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: That -- that Tanner Creek location is, you know, entitled to commercial already from previous agreements.

Lorcher: Right.

Hoaglund: So, then, if we talk about the Hawkins property farther up, if that is moved over there is that -- well, what are your thoughts on the commercial side of things?

Lorcher: I wouldn't mind more commercial. As long as it wasn't another big box. You know, just office spaces, you know, dentists' buildings and stuff like that, so --

Hoaglund: Okay. Okay. Thanks, Joey.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Thank you very much for sharing this. We really appreciate it when members of the community come and they have really done their homework. It's -- it's a lot of information to gather, isn't it?

Lorcher: Yes, it is.



Perreault: I just wanted to clarify very quickly for you that the City of Meridian is -- is not the entity that attempts to pass bonds on behalf of the school district. So, just wanted to clarify that. The school district does their own work on that.

Lorcher: Okay.

Perreault: And we really don't have any involvement in it at all.

Lorcher: Okay.

Perreault: Other than maybe to offer support to them in ways that we can certainly help.

Lorcher: Right.

Perreault: So, I just wanted to give you that clarification real quick.

Lorcher: Thank you.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Mr. Lorcher, nice to see you. Appreciate you being before us tonight. I know you have been active in your testimony about different projects and different iterations in and around your property and I appreciate your patience to come before us and share some thoughts. I appreciate that you said some -- some really good written correspondence I know the Council read. You said one that was kind of similar to this presentation you gave tonight, but your -- your other letter that came to us talked a little bit more about some of the transportation challenges. I think that's -- and certainly the school issue is something that I expect we are going to be talking a little bit about later on tonight, but wanted to just give you an opportunity to maybe share your particular perspective about transportation impacts from these particular projects.

Lorcher: Well, as it is right now if you are sitting at the light at the intersection and you see a police officer or a firetruck trying to get through, they will have to sit through at least two lights just to get through the intersection and that's right now.

Cavener: Yeah.

Lorcher: And so with the increase of all these developments that will just make it worse. It doesn't matter how many other access roads you put through to Waltman Lane, they are going to try to get -- even just to get to the freeway -- like if there is a crash right off the off ramp, they are going to have to go through that intersection, it's going to take them a lot longer than it should. In fact, I actually called for -- there was a fire on the interstate -- on the interstate one time. We called it in as I was going to Waltman and we watched the fire truck go through two lights, took more than five minutes to get

through and that's not very safe in my opinion and the Tanner Creek development will just make this worse.

Cavener: Thank you, sir.

Simison: Thank you very much.

Johnson: Mr. Mayor, next to Steve McCarthy.

Simison: Good evening.

McCarthy: Hello. Oh. Hello, Council and Mayor. My name is Steve McCarthy. I'm at 10685 West Paddy Street, Boise, Idaho. I will be addressing the traffic congestion and the Linder -- oh, actually we should probably wait for you guys to get their stuff going. Okay. Yeah. As I said before, my name is Steve McCarthy. I am addressing the traffic congestion and the Linder Road overpass. We have had a lot of topics about traffic tonight, so I want to definitely talk about it a little bit more. Is this just -- okay. The arrows -- okay. On this next slide -- on the first slide, actually, I wanted to show you the COMPASS Idaho report. This map shows the top ten congested network segments in Ada county during peak periods in 2022. As you can see I-84-Meridian is number one. Franklin Road to I-84 interchange and Meridian Road is number seven. So, Meridian Road has officially passed Eagle in regards to worst levels of congestion in Ada county and to me that's pretty bad. So, I wanted to get the next slide here. This slide shows the vehicle trips per traffic impact studies from Hawkins. Hawkins shows that 10,801 daily trips are going to be happening on those interchanges. Seven hundred and forty trips per a.m. peak hour and 949 -- 950 trips per p.m. peak hour. And, then, with Tanner that will also add another 3,014 daily trips within that graph. So, who in their right minds would want to add 13,000 vehicles per day to number one and number seven congested road segments in Ada county? Moving on to Linder overpass. Linder overpass providing relief is questionable at best. In the P&Z meeting Becky brought up that Mindy Wallace from ACHD stated that the Meridian and Waltman intersection will operate better than reported in the traffic impact studies once all our connecting streets are developed. Where is the study for this? Where is the data to backup Mindy's claim? How much relief and how long would this supposed relief last? In the City Council meeting with Hawkins in 2022 Mayor Simison mentioned the Linder overpass and stated: My hope is that the Linder overpass reduces some of the traffic in this that makes some of these turning movements okay. But for how long? In regards to Linder overpass, there is no access to I-84 from Linder Road. Relief, if any, from the Linder overpass is likely temporary, lasting maybe a couple of years if at all. Ten Mile exit offered Meridian Road relief for a couple of years, but look at where we are now. Meeting Meridian Road and Meridian Road configurations probably for a couple of years, but, again, look at where we are now. What happens when the congestion returns or becomes worse after the Linder overpass has been built and these two developments have been built, what's our plan then? In regards to the neighborhood between Linder and Waltman Lane, commuters heading east would most likely cross Ruddy Drive and take Waltman to access I-84 on ramps. Driving across to Overland

and doubling back on Meridian Road seems very impractical. Stores like Winco and Home Depot across Waltman Lane will likely lead people to prefer Ruddy Drive over Linder overpass, increasing traffic at the Meridian-Waltman intersection. Now, into the Hawkins trip generation and distribution with Linder overpass built. The trip generation from the Hawkins study shows that ten percent of trips going to the Hawkins site originates from west of Franklin. Some of that ten percent would come from Linder. This will show how Linder overpass is insufficient. Even with the Linder overpass built Hawkins will still contribute 9,802 daily trips to Meridian and Waltman, including Tanner Creek -- adding Tanner Creek brings the total to 12,816 daily trips. Infrastructure will be overwhelmed. The existing infrastructure in this area is inadequate to handle this influx of traffic, even with the Linder overpass. So -- so, in conclusion, I want to summarize. The excessive traffic impact, introducing over 13,000 trips a day with over 950 cars per hour during peak hours to Ada county's most congested area is not smart growth or sustainable growth. The traffic uncertainty, the exact number of vehicles passing through Ruddy Drive from the west neighborhood to I-84 via Waltman Lane is unclear. The uncertain impacts, the potential traffic impacts of Linder overpass on Meridian in the future are unclear. The risk of uninformed decisions -- making a significant decision without adequate information is not sensible or wise approach, posing potential grave consequences to our community and our safety -- as our two guys over there definitely showed. An inappropriate location. The current area is unfit for high density residential and big box development, lacking the necessary infrastructure. Meridian deserves better. The entrance to Meridian and the well-being of our citizens deserve more thoughtful and elevated approach than what is currently proposed. Please deny both of these applications and for the sake of safety and common sense I hope all of you will listen to the data. Thank you.

Simison: Council, questions?

Hoaglun: Mr. Mayor?

Simison: Councilman Hoaglun.

Hoaglun: As to your last point on the -- talk about a more elevated and thoughtful approach, can you tell me what that means to you?

McCarthy: As an elevated thoughtful approach to which --

Hoaglun: To -- to the property.

McCarthy: Oh, to the property.

Hoaglun: It's bare ground.

McCarthy: Oh, yeah. Yeah.

Hoaglun: One portion is already entitled. What should it look like then?

McCarthy: I going to refer to kind of like what Joey said for the property, to have more office space, a little less residential, a lot more maybe the commercial idea or something, so that we don't have so much traffic going through that area constantly and creating, you know, safety hazards and so on and so forth.

Hoaglund: Thank you.

McCarthy: Yep.

Simison: Just a question for you. You mentioned your address is Boise. Do you have a connection to this property or --

McCarthy: I do. Yeah. My wife is Kelsee Lorcher.

Simison: Okay. Just wanted to make sure I understood.

McCarthy: Yes. Definitely.

Simison: Okay. All right. Thank you very much.

McCarthy: All right. Great. Thank you.

Johnson: Mr. Mayor, the computer down here is having a small meltdown, so I will be fixing that right now. We have another person with a presentation, so we are trying to get that ready.

Simison: Okay. So, why don't we go ahead and take a break, so we can try to get the computer situation figured out. So, we will take a ten minute recess.

(Recess: 7:31 p.m. to 7:43 p.m.)

Simison: All right. We will go ahead and come back from recess or you can listen to my standup routine and I'm not very funny.

Johnson: Mr. Mayor, next is Joe Lorcher.

J.Lorcher: Hello. My name is Joe Lorcher. I live at 740 Waltman Lane. My property is the farm property just north of Tanner -- oh, there it is. This property right here. Been farming it since 1975. My land is devoted to agriculture, so as long as I keep more than five acres I can't be annexed by the city, even though it seems like I'm here a lot with you guys. I am not part of the city. I wanted to stress that this Greenhead Street stub probably will never be developed, either because of me or my children that you have already heard from and will hear from. We have no plans of dividing up this property. So, that leaves Ruddy Drive as the place where everybody is going be coming through. According to Tanner Creek's traffic impact study 636 vehicles per day will go through Ruddy Drive. This does not include Hawkins projected generated trips traveling on

Ruddy Drive. That is over 636 chances a day a child, pedestrian, or bicycles will get hit or swiped by a car. As you can see on this the Ruddy Drive turns and is a blind corner right through where they just wanted to put the park and anybody who has been around on Waltman Lane for a long time, we have lots of pedestrians, lots of children, lots of small families that walk up and down Waltman Lane and I'm concerned for their safety. That's the main reason I am here. How do I get this to turn?

Johnson: The right arrow on your keypad. Keyboard.

J.Lorcher: There we go. This is the statute I was talking about that, why I am going to keep my place a farm as long as I can and not -- not join the lovely City of Meridian. I want to talk about safety. On this slide here Ruddy Drive turns and where they -- once they have the park and, then, it gets up to Waltman Lane and comes across Waltman Lane and even now we have lots of pedestrians. Obviously, if they put this many people they are going to have more pedestrians, but there is no safety crosswalks designed to go across. Right here is a walkway -- the walkway that goes behind the Haddocks, that is a pedestrian walkway along Ten Mile Creek to the north. No comments have been made about safety crossing that street to get over there and also nothing has been said about this property here that's not part of the development. The ten foot sidewalk that's supposed to be built on the side -- south side of Waltman Lane, how is that going to be built with that property not being part of the construction? The ten foot sidewalk would probably be right over their well where it is now and they probably don't want to lose their well water. Again, 636 vehicles a day going through Ruddy, working their way towards the infamous intersection up at the top of Waltman Lane and right currently The Landing Subdivision has four access points out onto Linder Road to get around over to the freeway off of Franklin and as soon as Ruddy Lane is punched through everybody in this subdivision is going to be coming through Ruddy Lane going through the park area and down Waltman Lane towards the freeway to get to Boise or to -- to Winco or to Home Depot and this is -- my main concern is just the safety. The number of vehicles going through here, working their way through the intersection that's already the number one worst intersection in Ada county and this is just going to add more to it. We talked a lot about the access going through my property. The Corporate Drive right here. I'm sure cars will come down or go through here to get up on the Corporate Drive. But eventually they are still going to drive down Corporate Drive, turn on Meridian Road and just be part of that intersection just from a different direction. It's still going to add trips per day to the worst intersection in Ada county. Talked briefly about the bus stop that was just brought up. The bus stop right now is -- they are planning to put it right on Meridian Road right after the intersection. It's kind of causing cars coming up from behind them to even congest more cars to try to get around the bus stop. If they are really going to put a bus stop in here they need to put the bus stop into the development and off of Meridian Road. In conclusion, with only one access point, all traffic coming from the west neighborhood will be concentrated at Ruddy Drive and, then, add to the development's own traffic on Waltman Lane and Corporate Drive. Safety issues for children, pedestrians and bicycles are our main concern with increased traffic going through Ruddy and on to Waltman Lane, especially because of the lack of crosswalks and location of the

proposed park. I'm not opposed to developing these 36 acres. We have been here a few times. What I'm opposed to is the density of this development. There is -- if they just did plain houses we would not be here fighting for this because of safety issues. I have lived and worked on Waltman Lane since 1975 and would love to see this gateway to city be more high -- more than high density apartments. It should be a gathering spot for entertainment and small business. Even with Linder Road overpass Waltman and Meridian will still be an F grade intersection and police and the fire departments will get stuck on Meridian Road even more. Please deny both of these applications until they can come up with a better low dense plan that better serves our community and the gateway to Meridian. Meridian deserves better than this. Thank you.

Simison: Thank you, Mr. Lorcher. Council, any questions?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Mr. Lorcher, good to see you again. We have talked a little bit -- have asked the question I want to make sure I understand. Low density I understand. But you talked about low density and mixed use development for the site. What does that mean to you?

J.Lorcher: To me it means single homes, even if they are the skinny homes that's in the R-15 section, that's fine. It's the apartments. It's the high density apartments that we just oppose. There is not enough space for that many people, that many cars to -- the acre and a half park for that many people? That's a joke. They are going to be everywhere else, except there. And so just the single family homes mainly and, then, not so much the big box store, but just smaller offices, smaller businesses, some kind of entertainment, some -- something -- a gathering spot for the city. A convention center maybe or something like that or just some kind of entertainment -- something for the city that everyone would enjoy.

Hoaglund: Okay. Thank you.

Simison: Thank you very much.

J.Lorcher: Thank you.

Johnson: Mr. Mayor, next is Kelsee Lorcher.

K.Lorcher: Kelsee Lorcher. 2099 West Snyder Drive. Before I start my presentation I wanted to point out Waltman Lane will be three lanes and -- per their proposed collector. So, it will be three lanes and when it will be finished it's going to be a level of service F per their traffic impact study and also ACHD recommends that Waltman Lane be five lanes. Also all proposed mitigations to the Waltman-Meridian intersection by traffic -- by the traffic engineer Six Mile were rejected by ACHD, because it would be a temporary

solution, but harmful long term and traffic to and from I-84 is priority, according to ACHD, and not this development. I would like to go ahead and start with a quote from the Comprehensive Plan. Without guided growth and development overcrowding congestion, safety community identity and overall deterioration of the current quality of life and living may result. I also just wanted to point out the FLUM designates this area as a mixed use community. Some agency comments. The Meridian Fire Department. They said we don't have a total response time that meet the NFPA standards. Our current City of Meridian adopted standards is a risk factor of four in which current resources would not be adequate to supply -- to supply service to this proposed project. This entails a greater risk for the occupants, as well as first responders. COMPASS comments that transportation infrastructure may not be able to support the new transportation demands. Meridian Development Corporation said very little, if any, of the vision that was laid out in the destination downtown is being accomplished. MDC does not anticipate the vision changing much for their southern gateway through their updates and, please, hold these developers to the vision. Also what was not said today during the staff report is that there is also 83 public comments that I did a survey and I put it out on social media and they had the option to say, please, deny or please approve this to you guys and I had 83 respondents say please deny and of those 83 respondents 46 expressed additional concerns in the comment box and this is in the public comments. It has been submitted. Issues and concerns from past meetings. Obviously, Borton and Strader aren't here, so I'm just going to skip over them. In regards to the three acre strip on the west side zoned as residential and floating it across the whole entire property, Council Member Cavener, you expressed your concerns and took issue to the practices of floating land use designation to setting a precedent for future developments, that this practice is okay. Council Member Hoaglund, when you were highly concerned about the -- about having only one left-hand turn lane into Waltman Lane from Meridian Road and the traffic congestion on Meridian Road and Waltman Lane. Per ACHD only one left-hand turn is going to stay and now Hawkins brings over 10,000 more vehicles per day. Again, Borton is not here, so maybe I will do your quote. Quote from the Hawkins 2022 City Council meeting. Mayor, you said we have invested a lot of money between the MDC, the city, ACHD and the road network configurations. We don't want this to turn into a traffic jam for everybody all the time, especially from 4:30 to 7:00 p.m. And, then, one thing I did want to say from Council Member Borton, he did say what I think would be helpful for me is the mixed use community designation. I see these -- they are adjacent uses. They are not mixed uses and that's a big distinction. Previous this month at the Planning and Zoning meeting Becky and Ethan -- Becky and Ethan both mentioned how both of their properties are already annexed and zoned for C-G. They said if these don't -- these plans don't get approved someone can swoop in and buy the properties and build commercial without the city's approval. While true, Corey Barton Homes and Hawkins Company know the value of this property. In addition both companies have put a lot of time, money and resources into the applications. So, let's get real, CBH Homes and Hawkins are not going anywhere. Furthermore, Becky and Ethan said that these plans are as good as it gets. I believe this is not true and, honestly, kind of a slap in the face of the comp plan and the FLUM. There is room for a permit and I believe rejecting this development -- these developments may prompt them to re -- re-evaluate their densities

and encouraging more thoughtful consideration of key issues in alignment with the FLUM and com plan. Quote from Mayor -- from Mr. Mayor, State of the City address in 2020, which I believe still holds true to this day. In 2019 the city completed a nearly two year process of updating our Comprehensive Plan. This is the growth and plan for our community that they stated they wanted for Meridian. As a city we need to let the plan be our guide and limit how often it should be amended. So, any changes can be looked at in the context of the full plan. We have spent over 200,000 dollars and countless hours of staff time engaging with community about this plan. It needs to mean something and it should not be changed much for the first five years. Please adhere to the comp plan that was carefully curated for the growth of our city. Please uphold the MUC designation from the FLUM. Please echo the same concerns and issues you have voiced in the past. Please save this area from the very inappropriate high dense development that will become detrimental for this area. These developments will cause overcrowding, will cause congestion, will compromise safety, will negatively impact the community's identity and will overall deteriorate our quality of life in Meridian. Please hold these developers to the high standards that this unique gateway to Meridian deserves. Please deny both applications. Thank you.

Simison: Thank you. Council, any questions? Thank you.

Johnson: Mr. Mayor, next is Clair Manning.

Manning: Hi. Clair Manning. 650 West Waltman Lane. So, I would ask for your careful attention and consideration of this application. This isn't another subdivision to just rubber stamp. This is kind of the flagship interest of the city and it will have massive repercussions on the entire community. So, we -- we do need real leadership here and it is tempting to buy into maybe this is a place for commercial or regional use, but the fact of the matter is that you just don't have the infrastructure to support it. You know, the developers have done a really nice job representing their clients and, you know -- but, unfortunately, what maximizes corporate profits isn't necessarily what's good for Meridian. So, you really need to represent the taxpayers that are -- elected you and make sure they are -- you know, not just say yes, because you need to put something there, make sure that the right thing goes there. Okay. So, kind of seeing a lot of this, so I won't spend too much time there. You know, you have a lot of traffic coming in from this adjacent subdivision that can only go down Waltman. You have 16 acres of R-40 and tons of R-15 that is contributing to this traffic, as well as major commercial development and don't forget the high density apartments just to the north. So, there really is kind of a problematic entrance to -- to the Waltman Lane. You can kind of see that there really isn't a lot of room on Corporate Drive here before you turn around, but the real albatross of this development is this really small sliver of a turning lane onto -- into Waltman. So, you know, the developers know this is a problem. Your staff knows this is a problem, you know, but after all the engineering and all the consultation there is zero path to improving this. Every -- I mean they have -- they have tried, but it's been rejected, so -- but if they do try and improve this it's just going to interfere with the interchange. So, this is -- this is what you are going to have to work with and that's what makes it so infeasible to actually put commercial and -- and high density there. So --



and, then, I would also say that, you know, there is a lot of talk about the Linder overpass and, you know, some -- some connectivity, but that's not going to fix this entrance. It's not going to make anything easier to get into, so don't hide behind the -- the Linder overpass, it's not going to fix the issue. So, I just want to show you like some pictures of the area, so you can see -- I'm kind of back as far as I can be, because there really isn't a lot of area -- a lot of runway here where you started -- before we start backing up cars and cutting off an entire lane into the city. You can see to the right there that doesn't take very many cars to fill it up. A better shot there. So, this is kind of looking back to the freeway. You can see it doesn't -- there is not much runway to the freeway and, you know, don't tell these guys over here, but I do massive illegal lane changes just to get to the freeway every day. And, then, you can see here that once you are on -- on here there isn't like a huge runway either. So, you are going to start backing up traffic onto this area here, so -- and, then, how about this Corporate Drive that we are going to put everything down? Here is -- here is a picture of Corporate Drive. You can clearly see this is not ready for collector traffic. It's wildly insufficient for that. So, if you are wondering what it's like today in case you don't live here, I'm pretty sure you do, this is the -- this is the commute that I see every morning. You can see even going back into this area today you are -- you are often blocked being able to even get there, because traffic's already backed up on a green light. So, you know, it really isn't a big surprise that you're at level of service level F after this. So, you know, bottom line it would be completely irresponsible to allow commercial and R-40 into the area. You know, more appropriate use will be single family homes in the Tanner area. Community level businesses. I mean ideally the next density, but in absence of that maybe some small businesses, things that aren't going to totally kill the traffic, but you probably do need some commercial there. So, I would support that. You know. And, of course, the developers are going to have a rebuttal with flowery statements about, you know, improvement area, you know, entitlements to Corporate -- to Corporate -- to -- the current entitlements, you know, connectivity. But what they are really doing is they are asking you to jump off a bridge and say I don't believe in gravity and I'm begging you don't jump.

Simison: Council, any questions?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Mr. Manning, thank you for that presentation and similar to others about where you see the property being developed. I guess my question to you, then, is there is an entitlement already on the property to the west abutting the homes that is commercial. There is -- there is a gamble here and that is that an entity comes in, no -- the name Target has been thrown out. That it goes, okay, that's where we have to go. We are going to go there. What's -- what's a better alternative? Is that the alternative that neighbors are ready to zone for?

Manning: You know, I'm in county, I'm entitled to shoot a .30-06 out my back door, but that doesn't make it any less than irresponsible. I don't think that a reasonable corporate person is going to come in and see if they can actually make that work. I think what you guys need to hold out for is single family residential in that area, lower density, so you don't like overpopulate what the -- what the commercial component of that is inevitably going to be and I recommend that you keep the commercial area, you know, a little less stringent, so, you know, essentially, getting in and out of that is going to be so problematic that you are really going to back up the traffic and you just -- infrastructure is not there. They know it. They have tried to fix it. They have been blocked. There is no path.

Simison: Okay. Thank you.

Manning: You're welcome.

Johnson: Mr. Mayor, next is Kurt Lee.

Lee: Kurt Lee. 365 West Waltman Lane. Fancy presentation. We have the last house left on the Hawkins property. It's my grandpa's old dairy. And there has been so many developers on all this land it's ridiculous. Each one tries to get something done and gets denied. That -- that land is nothing but coyote and weeds. All of it. And it's nice somebody's going to do something, but the traffic is going to be bad. The city years ago approved those two -- that huge subdivision off Franklin Road with only one outlet and they expect these developers to make the outlet and come down Waltman Lane. The Ruddy, that would stop a lot of the traffic if you don't improve the Ruddy Road coming through the Tanner project. Get another outlet onto Franklin Road from those subdivisions. It's going to help the Linder congestion and it's going to help them, because they have got to have another outlet. It's ridiculous. Thousands of homes, one outlet that the city approved years ago. I know that apartments were everybody's sore thumb. I would like to see a nursing home and a motel and single -- single homes rather than apartments also. But I know you got to have dual usage nowadays. In case one doesn't work the other one does. A nice high end restaurant in the corner where Hawkins is that would be nice. But there -- is that's got to -- I know it's going to be commercial, because it's location, location, location. Ten Mile is so far ahead of them. They tried to develop that Lane 30, 40 years ago and nothing ever gets done. Ten Mile got it done in ten years. So, they say it's the infrastructure. While you can build infrastructure, that's ACHD's job. That's all. Thanks.

Simison: Thank you. Council, any questions? All right. Thank you.

Johnson: Mr. Mayor, William Kissinger.

Kissinger: Good evening. I'm William Kissinger. 420 Waltman Lane. First of all, let me say that I appreciate our Mayor and City Council taking the time to get this important decision right. Obviously, I'm not a public speaker, so I hope you focus on what I'm saying, rather than how I'm saying it and everything else. So, I know there is very little I

can say in the next three to six minutes that will persuade this Council. You may have already made up your mind on the subject to a large extent and I certainly realize growth and development is inevitable. However, I do find it somewhat sad that what we have previously planned as a mixed use community area under the Comprehensive Plan is now being proposed as a combination commercial, high density residential project that we all agree will lead to even more traffic congestion in the area. It is also not exactly what many of us envisioned for this high profile area as the gateway symbol welcoming those to Meridian. I'm here to tell you it's not too late. So, with that in mind I humbly ask that before you vote on such an important proposal that you take the time to ensure the overall project is done right, that we do not settle for ACHD ignoring this issue with the hopes that it goes away, but, instead, hold them accountable for the necessary improvements to nearby streets, intersections, that they admittedly already rate as an F. To reconsider limiting the developer's proposed density permanently or at least until other improvements to mitigate congestion, including the completion of Linder Road overpass, happens, something already recommended I believe by ACHD. That you consider the ultimate impact that the residential component brings on our over -- already overcrowded schools, in which case a new Fred Meyer might be preferred. Not a lot of kids associated with that additionally in the area. That you hold these developers accountable for improvements to all the surrounding streets, sidewalks, and pathways, including those that were outlined in conditions of approval as drafted and previously -- drafted and proposed by Kim Warren. From what I can tell they have not. And I asked that if you have not already previously -- already previously done this, each of you take the time to visit the project area to appreciate Waltman Lane. It's not a street. It's not a road. It's a lane. To truly understand that what you are being asked to approve before you concede your authority to these developers. Therefore, we as citizens would ask that you consider denial of this request or at the very least postpone this decision until you feel you have necessary assurances that the project being proposed has been planned in the best interest of our community. Thank you.

Simison: Thank you. Council, questions?

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: I don't have a question. I just want to say that you had mentioned that -- that our minds might be made up and I have to say I -- I often come and -- I think I can speak for my colleagues -- with very much an open mind wanting to hear our community. This is a really important process and appreciate that you have noticed that we are slowing down and taking some time to do this. I would like to mention just really quickly -- and with all of the testimony that we have received a couple of things. As Council President Hoaglund has mentioned this evening, the Tanner property is already set to be commercial, which is a heavy use, and, then, the -- the Hawkins property is set for mixed use community. That's the current comp plan designation. That designation allows for apartment complexes. It allows for retail. It allows for offices. So, it's not that that isn't going to allow for commercial as well, it's just the current comp plan has it on

just a little bit smaller scale. But currently these two properties are entitled to already allow all of those uses. So, as we have heard from folks tonight about our preference being single family homes, that there is already approvals that are -- that allow these applicants with -- before this application to go ahead and make decisions that are much more intensive use than a single family home. So, I just want to clarify that for everyone, not just for you, because we do want you to understand how this decision is being made and sort of what we have to keep in mind as we go through this process. So, thank you very much.

Kissinger: If I may comment on that. I recognize that. I am -- as I said I'm sad that we didn't stay mixed use regional or mixed use community, because those would have been way less density and that's what we are really opposed to here is the density of this, not necessarily the type or the project in general. It's the fact that they are trying to cram too much into a small area.

Simison: Council Woman Perreault.

Perreault: So, the mixed use -- and you meant mixed use neighborhood. Mixed use neighborhood is the less dense -- and that's okay. I still get them -- I'm still going to be confused and I have been doing this a long time. The -- the applicant Hawkins -- excuse me. Ms. McKay with -- with Tanner had stated that their intended density is a little over ten units and -- and a mixed use community allows for six to 15, depending on -- so, I'm not saying that to -- that I'm saying in any way that I'm supporting that, I'm just clarifying for your sake that the applicant believes that they have met that, because that's what -- and it doesn't look right to have, you know, three story apartment complexes and, then, have -- and it does -- it feels like there is more density than there actually might be and so hopefully they will -- they will have a chance to address your concerns when they come up here and talk about how that density will actually work out in terms of numbers of residents, because they could potentially do all townhomes and -- and -- and -- or -- or, you know, a different design of residential and still have the same amount of density. So, they can probably share more about that, because we are hearing your concerns. I'm hearing your concerns for sure. I just want to make sure that we are all kind of speaking the same language with it. Thank you very much.

Simison: Council, additional questions? All right. Thank you.

Johnson: Mr. Mayor, the next person signed up his Ken Freeze.

Freeze: Good evening, Council Members, Mr. Mayor. My name is Ken Freeze. I live at 195 East Rosalyn Drive in Meridian. And what my concern is is that you go out Ten Mile, you go out Overland, Fairview, north of town, south of town there is building. There is building everywhere. And I'm really concerned about what all this building is going to have on the future impact of the infrastructure of all of Meridian. We have talked about this project here, some very good testimony has been given about traffic, overcrowding of schools. I would like to see this project stopped right now, but I would also like to see where all projects are stopped for a while -- for a breather to give

Meridian a chance to just sort of sit back, let all these projects that have already been approved get built, so that we can sit back and see what their impact is. I know the planning department goes through and they -- they estimate and they do a good job of estimating what the impact is going to be, but what they think it's going to be and what it turns out to be can often be two different things and I would just like to see just a little bit of -- a little bit more conservative on holding back and -- and just letting all these projects that have already been approved -- or in many cases they are -- they have been in the pipeline for years and they are approaching approval, just let's -- get those out of the way. Let's -- let's clear the board and just sit back and take a breather for a while. I think this -- this project in itself is probably not -- it looks very nice. It's probably in the wrong place in my opinion. We have got some really bad traffic problems. I will ask you Council Members, how many of you go through that intersection every day around 5:00 o'clock? You don't want to. I'm retired. I don't have to, but occasionally I get caught going through it and it's a mess. It's a real mess. And you -- we heard about how just restriping it could help that. I understand that restriping it would sacrifice the bike lane that's currently there. Frankly, I think you are crazy to try to ride a bike through there. Even in a bike lane. I see videos all the time of people getting hit in bike lanes. If I was riding a bike through there I would get up on the sidewalk and ride my bike or walk my bike. I think if -- if -- just restriping that now could alleviate a lot of the traffic problems. Maybe -- maybe these people that are testifying against it might have to look at it a little bit differently than they are today. But, again, I would just like to see the City of Meridian take a breather, let's -- let's stop approving so many of these projects. Let's let the projects that are already been approved get built and let's see what the impact is. Thank you.

Simison: Thank you. Council, questions?

Freeze: Can I answer one question that I know keeps getting asked, like what would I like to see there?

Simison: Sure.

Freeze: Yeah. Okay. Good. Actually, I would like to see a convention center of some sort. I was trying to put together a program for actually kind of a mining trade show and I had vendors who were willing to come. Two of them from Europe. I had -- I had people -- I had everything but a venue. I could not find any place in this valley that wasn't already spoken for and -- say a 20,000 foot convention center there would fit a lot of -- I think it would get a lot of use. Still have the traffic issue, though, because, you know, it's going to bring people in, but, frankly, that's what I would like to see. Thank you.

Johnson: Mr. Mayor, that was everyone that signed up in advance.

Simison: Is there anybody present -- present or online who would like to provide testimony on the item? If so, please come forward now or if you are online use the raise

your hand feature on Zoom and we can bring you in. Seeing no one coming forward, would the applicants like to come and close.

McKay: Thank you, Mr. Mayor, Members of the Council. Becky McKay. I understand Waltman Lane situation. I mean there is 210 trips a day on -- on Waltman Lane and those people who live on Waltman Lane -- it's like a dead end road, even though it's designated on the master street map as a collector. Change is hard and -- and I recognize that. Respect that. But one thing I would like to mention is some of the facts that were given to you in some of the PowerPoints are incorrect. It was stated that we will generate 327 students. This is from the West Ada School District on their current methodology for calculating student generation rate and it's .7 for a single family dwelling or townhome, .1 for multi-family. How many children will this generate? A hundred and seventeen I believe is what I have here. Hundred and eighteen. Sorry. A hundred and eighteen students. At build out 118 students or nine students per grade. So, the number of students that will be generated was overstated by 209 and this was from West Ada's own current formulas. It was talked about -- oh, well, you can do access improvements, but it's not going to -- it's really not going to make a lot of difference. It's going to make all the difference. Corporate Drive will be signed no parking. Right now they are allowing people to park on it, just like when we moved our office out off of Hickory and they were letting people -- trucks parked everywhere, because there was nothing out there. When it comes through ACHD will sign no parking, collector roadway, and Corporate does go out to Meridian Road, but you can also go north out to Franklin. So, there is a north outlet that goes to Franklin Road if you look at the vicinity maps. It was mentioned that, you know, 13,000 vehicle trips. Gosh, that's a lot. Well, these projects are phased and they are phased over long periods of time and it always depends on market. Right now we are experiencing higher interest rates, which people are saying, oh, just go build office. Well, I have heard office financing has just went poof. That there -- the banks have really tightened up. So, we need to build a project between the two of us that has mixed uses and one -- one person discounted what Mindy stated in her memo to the Council and to us and I don't think that they should have discounted it, because she, obviously, consulted with their internal traffic engineers, their design engineers, and she said the intersection or Meridian Road and Waltman is anticipated to slightly exceed ACHD's acceptable level of service thresholds. It is likely the intersection would operate better than reported in the traffic impact studies once the stub streets to adjacent neighborhoods are connected and Corporate Drive is extended to intersect with Waltman, making this a viable alternative. So, ACHD has not slammed the door, they have stated that they think these improvements and what's planned for the future with Linder overpass, with State Highway 16, is going to change our patterns in Meridian. I drive Eagle Road every day and nobody can tell me that that isn't operating at a level service F, but you know what, I got to get to -- I got to get to work and I got to get home and I live north of Beacon Light. So, I get it and I sit at those lights three times and I see your emergency services trying to get through, but it didn't stop approval of additional apartments over next to The Village with the hope of capturing traffic and getting people to live where they work and that's what we want to do here. As far as safety is concerned, Waltman Lane -- we are going to be making significant improvements and putting a ten foot

detached walk with eight foot landscaping separating that from those travel lanes. There is a four foot pathway that is north along Ten Mile Creek at Waltman. We could do some type of a pedestrian crosswalk there, so people could use our to -- our 14 foot multi-use pathway and connect to that -- and get across Waltman safely to the four foot. The density is 10.72. Council Woman Perreault made the comment with the current mixed use community you could go up to 15. So, the existing designation would allow for a higher density than what we are proposing, because we are capping it at 10.72. We could go to 12 based on the designations we are asking. We are technically downzoning this property. It was mentioned fire response time. If they went to the third page, Mr. Bongiorno indicated that there would be a four minute response time for an aerial truck and Council in 2016 adopted as their acceptable response time as five minutes. So, based on that I believe we are, obviously, going to improve the options for fire and for police to get into this area. Right -- this area for -- since the '90s has been a bottlenecked area and we have an opportunity to fix that. We are not floating our land use designations. That's why the staff asked us to do a comp plan amendment and these comp plan amendments -- if the current -- if the existing Comprehensive Plan designation and the existing C-G zones that are out there, if those were viable why was it zoned 15 years ago and approved for 400,000 square feet of commercial and nothing happened? And as the gentleman indicated, Mr. Lee, developers have come and gone and come and gone, but the one stumbling block was getting Corporate Drive built and getting connections in alternative routes and that is exactly what we are doing. I think we have a good project and as far as the number of trips, we are going to get about 1,320 possible trips coming out of The Landing coming down Waltman Lane. That's what's estimated. As far as the trips that we will be sending, it was testified that we would be sending 636 to the west. That is incorrect. Three hundred and one. Only about ten percent. As these projects take shape and evolve and phase ones are built, we get Linder Overpass, we get State Highway 16 -- like I said, it's going to change the entire trajectory of our transportation system in the City of Meridian for the better and I believe in that and I think ITD and ACHD believe that, too, and the city, because you guys have lobbied for these projects hard for so many years. Ten Mile is clear -- it was in your 1978 comp plan, the Ten Mile interchange, and how many years did it take us to get that? And I think this is an opportunity that we don't want to waste and my traffic, like I said, is significantly less than what it would be if I were any other use. They are bagging on the apartments. The apartments only generate 6.49 vehicle trips per day. Single family dwellings generate 10.57. So, when you look at the reduction in traffic, the downzoning, I think basically -- and what Hawkins is doing, I think we are going to have a good integrated project and I think that's the whole intent.

Mansfield: Mr. Mayor, Council Members, if I may, I just -- I will be really quick, if that's acceptable.

Simison: You have got 11 minutes. You take as much or as little time as you want.

Mansfield: Thank you, sir.

Simison: Only 11 minutes, though.

Mansfield: So, I would just like to address just a few really quick things. I am not sure if it's possible to bring my presentation back up, but I do have some traffic information that I think might be helpful to contextualize. While Sonya is doing that, I would like to just read a few items from the previous staff report that we really took to heart when designing this site plan and the uses on the site plan. First, the staff report notes that a large retail anchor could easily be integrated into this project, but for this site in this location it would likely need to be located along the interstate. We redesigned the site to achieve that configuration. Now, how did we do it? Well, we eliminated the office building, but we eliminated the office building at the request of the staff report. They said -- well, staff, Sonya and Brian McClure -- McClure, long range planner, said that while uses are also desired, there is a considerable amount of it being constructed elsewhere in the community and it could be rededicated and we think that's true and we acknowledge that it is extremely difficult in this economic environment to construct office. There simply is not a lot of demand for office and the demand that there is being fulfilled in other locations. So, we agree with staff here. So, we eliminated that office building and by doing that we created space for 32,000 square feet of community serving shop spaces. Those things could be space for entertainment venues. Recreation. They could be space for a dental office. Any sort of healthcare office. It could be a community serving kind of restaurant space. In addition to the shop spaces, we have a pad that we have kind of called out a space for a sit down restaurant. Of course, you know, we cannot guarantee that a sit-down restaurant will come along and say this is exactly where we want to be right here right now, but, you know, we think that that is the most likely scenario for that particular pad and that's right on the entrance corner and it's about 7,000 square feet. You know. And we have also dedicated a space, if we can find a user, for a hotel user. The gentleman speaking most recently or one of the last to testify mentioned that a motel or hotel would be a desired use. So, you know, we -- we agree and if there is a demand for a user we have space for it. So, thank you, Sonya, for pulling that up. And one more quick thing I would like to note is that staff also noted that Waltman is the ideal location for community serving users that do not need and cannot afford the visibility of the interstate and Meridian Road. The site needs to realize better clustering of nonresidential uses to frame and benefit relocated open space and, again, we took that to heart, you know, we have -- we have created a plaza area right on the entrance corner. We have created a plaza area that the shops near Tanner Creek -- closest to Tanner Creek can utilize. So, I think, you know, as far as the uses that are available here on this commercial site, we have -- you know, we have opened the door for community serving uses. Again, sometimes -- it's very difficult, but often these aren't even possible without an anchor tenant and vice-versa. So, there is kind of a symbiotic relationship between the anchor tenant and the community serving uses and that's what we are seeking to achieve with this site plan and this configuration. And, then, finally, if you will give me a few minutes to get through all my slides, I would like to just talk a little bit about trip generation. We are getting deep. I apologize. I would really like to find that and, I apologize, I may not have actually included it in this particular slideshow. However, what I can say is -- oh, it's actually here. So, this table shows trip generation based on a 382,000 square foot site plan. Our current site plan shows less. We always like to overestimate how much square footage we are going to provide, because we want to ensure that we are



providing the amount of mitigation that our maximum extent of the construction would -- would create to mitigate those impacts, just so we are not underestimating. So, the current site plan really -- based on this kind of mix -- and, again, it's not perfect, but based on this mix is roughly 9,270 trips. Now, if you took the same mix and you extended it to the entitled 400,000 square foot development, that would be 11,400 trips. So, really, the question I'm seeing is there is currently an entitlement for 11,400 trips roughly. Our current proposal generates 9,270 trips roughly. We are not -- I think -- I mean that statement I think speaks for itself. So, you have a current entitlement for something that has much higher trip generation than what we are proposing and so with that I would love to answer any questions.

Simison: All right. Thank you. Council, any additional questions for the applicants or comments?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Thank you, Mr. Mayor. So, my -- at least my first question -- and there may be some more later -- dovetails on kind of that last comment about trip generation and so maybe an easy question for you. Does your proposed project, with your transportation network improvements, does your trip generation meet, fall below or exceed ACHD's acceptable level of service at Waltman and Meridian?

Mansfield: Mr. Mayor, Council Member Cavener, it does fall below level of service with the mitigation. It may be worth noting that it currently is not operating well either. So, the improvements to the transportation network still have the potential to -- if not improve, at least kind of maintain the existing kind of state of things.

Cavener: So, Mr. Mayor, I'm going to touch on this, because I guess this -- there has been a lot of conversations and a lot of comments made about trip generation and traffic impact and -- and there have been multiple letters by ACHD, but on their letter from July ACHD says -- the study shows -- that your folks conducted shows the intersection of Waltman Lane and Meridian Road exceeds ACHD's acceptable level of service. That's reinforced in the letter in October when they say -- after getting the information ACHD does not recommend any modifications to Meridian Road and Waltman Lane intersection. What it tells me is that it already exceeds, but I have not been able to draw a correlation how your project improves the transportation network that it would lower what ACHD already says exceeds their level of service and, again, you guys are the experts, so I may need a little one on one on this, but I just -- I can't connect the dots and I'm looking to you, the experts, to do that.

Simison: And, Councilman, this is one thing I failed to do. We do have ACHD in the room. If there were questions specifically for ACHD we could call Justin up if that's something that any Council Member wants to do, just as a --

Cavener: Mr. Mayor, I appreciate that. I think -- I tend to want to understand kind of the numbers and how the applicant has drawn that conclusion first.

Mansfield: Mr. Mayor, Council Member Cavener, I -- so, the conclusion I came to is I think similar to ACHD's, which is, you know, with our mitigation we do exceed level of service thresholds. I think the important thing to understand here is that these roughly 10,000 trips are not being created out of thin air. They are not -- they are not just being created because 10,000 more people are saying I want to go out to eat somewhere.

Cavener: Correct.

Mansfield: They are being created because they are being captured from another location. As a -- as a family, right, I'm saying you guys want to go out to eat tonight and they say where do we want to go? You don't say I'm only going out to eat to this one place that's located on this one corner or I'm not going out to eat at all. So, a commercial development in that way in my mind, right, looks -- we look at a study area and we look at the increased number of trips in that study area and those trips -- again, I don't know if they simply just appear out of thin air, I mean you have to have an increase in population, which is, you know, an increase in households to actually truly increase the number of trips. That's my understanding, because -- anyway, I will leave it there.

Cavener: And, Mr. Mayor, if I may.

Simison: Councilman Cavener.

Cavener: I think what I hear you are saying, right, is -- so, I live in south Meridian; right? I need to go to the grocery store, I'm likely driving to the Walmart that's there on Meridian and Overland, which already exceeds I think ACHD's level of service. Instead of driving to Walmart I'm going to drive to the Target. So, instead of driving to one place I'm driving to another. I hear you on that. I think that we are going to have a lot of conversation about it, at least where I'm coming from, is that the roadway network already can't support the traffic that is generated in that area and so why would we want to encourage a magnet that would bring more traffic to an area that is already overtaxed?

Mansfield: Mr. Mayor, Commissioner Cavener, I think you may want to approve a development that increases connectivity throughout the area. These improvements do not occur without a development coming in to make them.

Cavener: Right. I agree with you on that. I hear you on that and I think that is a very important point of consideration for the Council to take in when rendering a decision tonight.

Simison: And maybe that might be something I would be interested to hear if Justin could comment on as -- it has been either 11,000 more trips that are happening on

Meridian Road or they are -- of all the trips happening on Meridian Road are 11,000 people making turning movements onto this network now that weren't going that direction before. I -- I don't know if there is a way to -- it -- when they do TIS's if they really make a distinction to that level of how many of them are captured from people already going that direction versus they are brand new, because they would not -- but for that there they would never have gone to that place in the first place when it comes to the numbers.

Mansfield: Mr. Mayor, I actually just checked with our traffic engineer Leah and she mentioned that the retail component there are pass-by trips that are already on the network that just make the left movement.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: On the traffic engineering portion and this might be a question for Leah, because I brought this up before. The left turn lane from -- you are on Meridian Road heading north and you want to turn left onto Waltman, is that still -- and it was brought up how short of a lane that is in photos. Is there going to be -- I was trying to remember from your report was there going to be double turn lanes going left onto Waltman as you are headed northbound on Meridian Road to turn left?

Kelsey: That was part of our phase one, two and three improvements, yes. So, the existing single turn lane has about 500 feet of storage and we were proposing doing restriping to increase that to about 475 feet.

Hoaglund: Okay. Thank you.

Kelsey: Per lane. So, that would be a total of 950.

Hoaglund: Okay.

Mansfield: Mr. Mayor, Council Member Hoaglund, if I may, I will say that Hawkins is committed to constructing phase one and two improvements and phase three improvement cannot be constructed at this time, because it requires a right of way take and a condemnation of a building, frankly. You can see in blue here what it would require. However, we are also providing space on our site plan for a future right of way take to allow that southbound lane to continue along our property. So, that is another kind of -- to go back to Council Member Cavener's question about why, you know, we are willing to create conditions for future expansion when that time comes and ACHD finds it appropriate to -- or the site across Waltman from us redevelops.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. To follow up. I have another question that's perplexing and we have this situation in other parts of our community and that's Ruddy Lane where it connects into the subdivision to the west. Waltman is designated as a collector and it would go into a subdivision that is not a collector and, like I said, we have got experience elsewhere. Does that have to -- can that be emergency access only -- and this might get a question for Deputy Chief Bongiorno. Does that have to be through? Because one of the things I see is I will -- I -- and it's been pointed out -- I think more people from that west subdivision will use going to Meridian Road that way, then, let's not make a change here if we can make that emergency access only, they continue doing what their routine is already and that makes one component of less traffic put that in place. But I don't know if that has to be emergency or if it has to be open at that Ruddy Lane connection.

Bongiorno: Yeah. I think in the other times that this has been brought through that was -- sorry, Mr. Mayor and Council, that -- that question was -- had been brought up. It needs to be open. It really does. Because anytime -- especially once we get Linder overpass through, that now gives Station 6 a route to get through there, because -- because currently right now that whole subdivision is one way in and one way out through Linder. So, for some reason if Linder gets blocked off our only other option is over off Ten Mile at Verbena to get into that subdivision to get all the way across. So, it really needs to be open.

Hoaglund: Mr. Mayor?

Simison: Council Hoaglund.

Overton: And, chief, as opposed to emergency access? I mean -- I'm just trying to figure out what -- what works for both purposes here. Not having through traffic, but having -- allowing fire trucks to get through when -- if there was an emergency.

Bongiorno: Again, I -- sorry. Mr. Mayor and Council, Councilman, I would rather see it open open, like no -- no blockage. Because, again, gates, bollards, chains, all of that causes delays and everything that we do is time sensitive and if we can just get through, then, that makes it a ton better.

Hoaglund: Okay.

Bongiorno: So, that connection, the connection to Corporate, the connection of Waltman, it's all part of the grand scheme of things to get an effective firefighting force to that area in case something happens and when we have a structure fire in a multi-family dwelling, it's all hands on deck and we need everybody there as quickly as possible.

Hoaglund: Understand.

McKay: Mr. Mayor, if I -- if I could also chime in on -- on Councilman Hogan's question. Ada County Highway District -- our -- our conditions of approval state that we shall connect to Ruddy Drive and we -- Ruddy is a collector through us. So, I have no front-on housing on Ruddy. It goes -- Ruddy goes in, turns into Kearney, it's all collector, detached walks, no front-on housing, so -- so, it would not put any burden. The other thing is -- Ethan mentioned -- if we are going to capture traffic in their commercial development and reduce the number of trips on the arterials, then, we want those people to come over to Target, instead of going to another store that may be further away, such as Fred Meyer or Albertson's, but they can come to Target, they stay on the collector network, go back in through -- so on our collector and back into their subdivision and we are reducing trips. So, I think the big issue is trip capture and I think Councilman Cavener -- you know, he is trying to wrap his mind around capacity issues and thresholds. I mean we have a lot of intersections in the City of Meridian right now that exceed ACHD's threshold during the p.m. peak or the a.m. peak. It's not unusual. Go over to the mall at Christmas. Now, that's -- that's the extreme. But -- but what I'm saying is if we can capture traffic I don't think you are going to see 10,000 additional people driving down Meridian Road to go to Target. But you are going to see people that are already on Meridian Road and going, hey, there is a restaurant, there is Target. Let's whip in. We will eat, then, we will go to Target, we will buy groceries, then, we will head south after this traffic kind of, you know, filters out. You know, we -- we are trying to balance everything and I think that's -- you know, we are -- we are -- we are mitigating and we are going to be spending -- those bridges are six or eight hundred thousand apiece and we have got to build two of them and we are building collector roadways and detached ten foot paths and 14 foot detached paths. We are doing everything we can to maximize the interconnectivity and the ability for people to come and go in this area and in this section and if we do nothing, then, I guess we have all failed I think, because this is an opportunity to do something to make this a better connected section. This section has always been problematic. Forever. As long as I can remember. So, I don't think you are -- in my personal opinion you are not just rubber stamping this saying, oh, well, I guess this is as good as it gets. We have worked our tail off to get where we are today and they are still going to be working with ACHD and on what -- you know, there are other options, other -- other things that we can do and we have hired the best person to do that. She's designed your whole Meridian downtown network, so -- so we feel confident that -- that we have got the best team put together and we will be working in tandem to mitigate. Thank you.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Don't go too far, Becky, please. Change the topic just quickly from traffic to housing. Can you share with the folks here about how you choosing -- how you chose the housing that you chose and the number of multi-family versus the townhomes and the single family and the way that you did it, so that there is understanding? And I'm asking that, because as Council President Hoaglund kindly asked all of our folks that gave testimony what they would prefer to have there, can you -- can you give a contrast

to -- to doing single family versus what you have chosen to do? And -- and the reasons? Why is it -- is it, you know, financial? It doesn't pencil? Is it -- is there something to do with, you know, vehicle trips or just -- kind of give a context for how you chose what you did, so -- so, there is some understanding for myself as well.

McKay: Madam Mayor, Council Woman Perreault, that's -- that's a good question and I -- I believe it stems from the fact that it was -- in your Comprehensive Plan it promotes a diversity of housing and especially the fact that this had been designated as a mixed use community. So, the staff -- if you read some of those definitions in your Comprehensive Plan, it talks about alley load townhomes, attached, detached single family and multi-family and so, obviously, in today's marketplace doing just single product is not wise, because we are trying to provide housing for different size families, different lifestyles and definitely different incomes and, you know, if we can do like a cottage type home on a small lot and a newlywed couple can get into that, great. If somebody can't afford that and they have to rent, then, we can provide rental. If we do all single family the trip generation goes up, because single family is like 10.57 vehicle trips per day. Whereas the multi-family and the townhomes are less, because the families are obviously smaller. We need to have sustainable developments and diversity is the key, especially if we continue to have high interest rates or we slip into a recession next year. Obviously, we want to create projects that can -- are not just another subdivision with a single product and they are all 5,000 square foot lots or 4,000 square foot lots -- something that can provide housing opportunities through different economic climates.

Simison: Council, additional questions?

Hoaglund: Mr. Mayor, I do have a question for ACHD when it comes to the -- the traffic plan as presented by the applicant's representative and problems with phase one, phase two, that they are proposing to build and get your insights into that, Justin. Thank you.

Lucas: Good evening, Mr. Mayor, Members of the Council. I apologize for my attire tonight -- although I am wearing the brand. I'm a brand ambassador. But we were doing casual week at ACHD and so I didn't -- I didn't put on a tie for you. But I have been here so many times I thought you would forgive me. My name is Justin Lucas. I'm here representing the Ada County Highway District and glad to do my best to answer any questions you may have.

Hoaglund: Mr. Mayor and Justin, the applicant is proposing a phase one and phase two that they would be funding and to make happen and say that's going to -- at least allow this development to function and we know the problems with the interchange and -- and the lack of functionality at peak times. What -- I just want ACHD's perspective on that and -- and your -- your views.

Lucas: Mr. Mayor, Council President Hoaglund, so ACHD -- and I do want to just reference the record. That's important, because I can't really go beyond the record

when it comes to ACHD's comments on this application. I will reference the letter from October 18th, 2023, where ACHD provided a response to the phase one, phase two, phase three proposal -- or concept proposal from -- from the applicant and in that response we -- we basically say, in summary, that we are not -- as part of this application recommending that the phase one, phase two, phase three improvements be part of this application. So, that's what our letter says and that's what I can represent tonight. So, although the applicant provided that information to the city, ACHD -- and I recommend you do -- if you have an opportunity to read that letter. We did not revise our staff report or our conditions of approval and we did not recommend that those improvements presented by the applicant be included as part of any conditions of approval. The basic reasons for that are outlined in the letter. The analysis provided was very targeted to the Waltman Lane intersection. As most of you are aware, this is a complicated area when it comes to transportation. We are directly adjacent to the ITD interchange. There are other intersections in very close proximity to this intersection that operate all in tandem and so we were, essentially -- based on the analysis and what was provided to us, ACHD was uncomfortable recommending that those improvements be included as a condition of approval or some type of approval -- for this approval. To be clear, I'm not saying that there may not be -- the improvements are not needed in the future at this intersection. I'm not saying that at all. What I am saying is ACHD is not recommending that the proposal as presented by the applicant be included as part of their approval.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Follow up, Justin, then. To make sure we understand the process completely, because you do have the jurisdiction of the roads and I have no idea what the Council is going to do here. I'm conflicted myself on this. But if this were to go forward and we say, yeah, we think phase one and two, that -- that really helps. What -- what -- does that put you in a bad spot? Does that -- do you say, no, you are not going to do that? Help me understand that scenario.

Lucas: Mr. Mayor, Councilman Hoaglund, I think it is -- it wouldn't be ideal to place the applicant in that position where they have presented a proposal that has, essentially, been rejected by ACHD and for the city, then, to require that, I think it places the applicant -- the -- the applicant in a difficult situation. As I said, this is -- there is -- this is kind of a nuanced response. I'm not saying that this area is operating today or will operate in the future without congestion. That's not what I'm saying. I'm just saying that the potential solutions likely fall outside of this one intersection and will be part of a larger improvement that would be looked at -- as a -- as a larger project for overall improvement in this area and that can include a broader analysis of a much larger area, including the Meridian interchange, the intersection at Overland, the intersection at Corporate, both of those intersections, and maybe even beyond that looking at widening beyond just the intersection. The proposal, as I said, was very targeted and I think ACHD is just uncomfortable allowing minor modifications with striping and things like

that, which is presented at a very high level in this document that you -- that was provided. At this time we are just not there and maybe we get there over time, but we didn't feel it was appropriate to condition that on the applicant.

Simison: Maybe Justin --

Cavener: Mr. Mayor?

Simison: -- would it be safe to say that once ACHD is aware of what's going to be built in this location at that point in time might be the most appropriate time to evaluate the full needs of this area for long term improvements?

Lucas: Mr. Mayor, Members of Council, I think so. This application -- especially the application related to -- I think what is referenced as the I-84 and Meridian Road project, is an annexation, rezone and a Comprehensive Plan amendment. At that level ACHD is basically just providing a high level feedback. You will notice that we don't provide -- when we get to a preliminary plat, something like that, ACHD kicks in a more -- a higher level of feedback when we have more information and more details. I think working with the applicant when it comes to right of way dedication, that would occur during the platting phase, not during this phase of the -- of the application and so -- and I'm specifically referencing the Meridian -- the -- I just want to make sure I say it correctly -- I-84 and Meridian Road project. So, yeah, there are going to be future opportunities to look at this, whether the applicant is directly participating or they are participating through our impact fee program, which, you know, all of development pays impact fees and maybe there is a broader improvement needed in this area. We would want all of that to be very transparent. I think we would need a deeper level of analysis, conceptual designs. I think it's not -- it would only be fair to the city for the city to see these impacts and potential changes to the -- the network out there and with this application we just didn't feel it was appropriate to require that and that's what we explained in our letter and staff report.

Simison: Sorry, Councilman Cavener, I don't know if I cut you off. If you had a follow-up question.

Cavener: Mr. Mayor, you asked the same question I was going to ask much more eloquently. So, thank you.

Simison: Okay. So, Council, any further questions for ACHD or the applicants at this time? Okay. Hate to do this everybody, but I have had a request for another recess. So, we are going to go ahead and take a ten minute recess. Does that work or -- Councilman Cavener?

Cavener: That would -- Mr. Mayor, that would be helpful. I have got a seven year old that's up a little past his bedtime, so if I can get him put down to bed, then, I won't have any more interruptions this evening.



Simison: We will try to continue at 9:15. Should give you 13 minutes.

Cavener: I should be -- I should be good for -- for that. Thank you very much.

Simison: Thank you. We stand in recess.

(Recess: 9:02 p.m. to 9:15 p.m.)

Simison: All right. Council, we will go ahead and come back from recess. If you remember correctly, we left off where Council appeared to be finished with their questions, but I will let you pick it up for whatever dialogue you would like to have or direction you would like to go from discussion, closing the public hearing, continuing to ask questions, et cetera, et cetera, et cetera.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Yeah. I think if the Council is supportive, at least leaving the meeting open for at least some initial deliberation in case a question pops up that we need maybe better clarification of the applicant or Justin or someone else in the audience. So, if there is no objections I think let's -- let's go ahead and maybe just move into deliberations.

Simison: Okay.

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: I'm happy to at least start and a couple of us I think have talked at length tonight about the amount of times we have seen different variations of, you know, an application request in this area and there have been some that I have been enthusiastically supportive of and some that I have been pretty lukewarm in supportive. I think it's a -- before maybe I even begin in my deliberations I just -- I want to thank Becky for picking up this project and trying to bring it to the finish line in light of Matt's departure. I know this was a project he was working really really hard on when we lost him and I know that this project probably carries a lot of emotional toll on Becky as well in -- in light of Matt's passing. During Becky's kind of introductory comments she asked I think a really fair question, which is, you know, if not now when and that has been the question for me that I have been struggling to answer all night long, because I have -- I have some big concerns about this project. I have traffic safety concerns. Certainly heard saying -- maybe added concerns from police and fire. I recognize I think that the impact to the schools is somewhat smaller compared to what we maybe initially thought -- what I initially thought it would be. It's still going to have an impact on our schools. But I just think that this project has a unique ability to negatively impact the quality of life

of so many of our residents and it's through no fault of the applicant. I know we say that sometimes like I love the project, I just don't love the location, but to me -- for me this is the biggest challenge with this project is not the multi-family or the single family or the commercial or the retail, all of that I think is really well thought out, which has been consistent with -- with Becky, with Hawkins' reputation -- it is just the amount of negative impact and this really cool project that will generate a lot of interest -- will have on an already exhausted corridor and so I could mirror your question of -- of the highway district to meet answers the question Becky asked, which is if not now when, and as much as it pains me, I think the when is we have a better understanding and, frankly, a funded plan from the highway district about the way we are going to circulate traffic in and around this particular project. So, it's unlikely I will be supportive of the request tonight. Not because I don't love the project, it's because I think it has the potential to be so successful that it's going to exacerbate an already glaring problem.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Just -- just some thoughts that I have kind of jotted down as this has been going on. You know, one of the things that I look at this project, you know, this is kind of part of our city core. It's -- it's right here within this main boundary and we are being asked to approve -- which anytime we have in-fill development we like to do that, because that's closest to the services, all the infrastructure is in place, that is what we want to do, we want to grow from the middle out and we take a project that is in that circle, if you will, and say, no, we are not going to do that, what we are doing, then, is taking development and pushing it out. So, that's a conundrum I have there is going, okay, we want things closer to the middle and not pushing things out, which will have an impact on that intersection. It's just we are -- we are putting it someplace else, mitigating it to some degree, because they can use Linder Road overpass one of these days and Locust Grove and different things, but if you put 20,000 people or 20,000 cars in south Meridian, there is going to be impact and some of the comments about, well, these are pass through, they are going to be going somewhere, they are doing something here, you know, there is -- that's -- so, there is that conundrum for me, pushing it to -- to the outer limits and also to that I think Councilman Cavener, you know, brings up some good points about what is the plan and we need to have that plan put in place and sometimes we have to push it to make that happen. Otherwise, it never gets done. You know, that kind of plays into it. Okay. What are we -- what do we do here? There were a couple of comments I think -- I don't know if Ken Freeze is still here. He talked about a convention center. Would love the idea. Absolutely love the idea. Where is the money coming from? We are looking at some plans for that, working with people to see what we can do for something in the future, but that's quite a ways down the road. Pausing development, take a breather he said, we looked at that as Council here a while back and talk to -- and asked counsel can you give us the tutorial on moratoriums. You know, we are governed by state code and, the Local Land Use Planning Act and that's one of the things -- we just can't arbitrarily say, oh, we are going to stop. We are going to stop, let things catch up. There is private property rights

involved. We have a Comprehensive Plan as required by the state of Idaho. We have those in place and that's why there is entitlement on that now. There is a commercial designation that someone can come in and use and, then, ACHD would get involved at a more granular level, those types of things. We don't want to have commercial right up against residential. That's why some of this plan is very attractive to have residential and have it move and get larger and, then, have the commercial end and that's kind of what the Council was looking at early on was we were trying to look at different things separately and mixed use in one -- one hand, you know, and -- but yet doing them in separate -- separate applications. So, that's why we kind of brought this together trying to figure this out and that's the thing about this Comprehensive Plan, there was a lot of mention -- single family homes. Single family homes. Doesn't meet the definition for what this FLU is for that area. That's not what it's going to be, so -- and we do want to provide a variety of housing in our community. So, those are just kind of my thoughts that I'm working through, trying to figure out what -- what does this mean for our community. Is it do nothing? Is it doing something where we add other connection and activity to? But is that the best we could do? Or is there something better? I don't know. It's -- it's one of those tough ones. Just some of my thoughts on this.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: Along that same theme, initially, just because of my background, I got caught up in looking at the traffic -- and don't smile, Justin, you know that's what I do. I understand the intersection of Waltman and Meridian. It's made of concrete with rebar. If it was just asphalt it would be pretty easy to talk about how we could reconfigure things, but we built this to last for a very long time and really not be changed. So, now we want to bring in a big development, but we don't really have that means of just changing the intersection. We don't have any extra right of way to purchase. We have got a very expensive roadway that we built and it doesn't appear that it's going to live up to the demand. The one thing I do like -- and there is several things I like and don't like. There is one thing I do like is the amount of connectivity that this brings to that area. We keep talking about Meridian and Waltman, but in reality what you are doing by turning Waltman into a collector and, then, connecting it to Corporate is you are -- you are bringing two different roadways back out to Meridian Road. You are also allowing traffic to use Southeast 5th and go straight out to Franklin Road and, then, use Ruddy to go west out to Linder. If it didn't have all that connectivity this would be a really easy decision. I wouldn't be supporting it at all. But looking at the fact that you have got four different ways out at a minimum to get through and if you use Ruddy to the west you, then, literally have four different roads out onto Linder Road and, really, in thinking about it -- I don't think this is a situation where we are going to have a lot of people from this new development driving west through those residential areas. In fact, I think we are just going to be as people from those residential areas to the west driving back through the apartments, through the single family, through the R-15, because they are going to be trying to get to the Target store. They are going to be trying to get across to the interstate to get on the interstate. They are going to be trying to get to Winco and

Home Depot. Not too many people are going to be headed west to try to get to an overpass over Linder when it's completed. I do think the Linder overpass is going to have a big significant impact, just like Locust Grove did when it was built. But none of us know what that impact is going to be. It's going to take cars off the road for those people that know that they can cross the interstate. Those are not the folks that need to get on the interstate. I watched Locust Grove. I lived right off of it when it was built. When the estimates came up for what the traffic count was going to be and they opened the doors and that thing took off, it exceeded those literally from the first week. If you build it they will come and that's what's going to happen to Linder Road overpass. I come from a subdivision where I have stood in front of this Council, as you did, and complained and worried and warned about a project coming through that was going to bring traffic through the development I live in and I commend every one of you for doing what you did and for doing the homework that you did tonight. The bottom line comes down to at some point something's going to go in there and having a project that's designed to this level, it's not huge warehouses next to the residential, but actually designed in such a way that you have got a buffer of single family next to the residential and, then, it buffers to R-15 before R-40 and still, because of all the amenities they put in place, still only has a 10.72 units per acre total development. It is pretty impressive. And I got to admit when you are making a run at how to try to fit this in and buffer that residential, I don't know that you are going to get a better option at any point in time. To, then, put the commercial next to it, it completely makes sense. I still would like to see a connecting road between the two of them, even if it was tucked back closer to the interstate. But I think these two work well. My -- my overwhelming concern I'm still struggling with is how that's going to impact that traffic on Meridian or Waltman. I have to remember -- we keep focusing on two times. We keep focusing on this window of time in a.m. and this window in time in p.m. and the day is made of 24 hours and a retail store generally does not hit that a.m., p.m. They are open all day open to close. And I think sometimes we get a little tunnel vision when we only worry about those certain amounts of time in the day and we forget about the rest of the day when those traffic numbers are well within reason and they flow well. I don't know what the long range plans for this intersection can be and, obviously, ACHD right now does not either. We can't make any promises about changes to the intersection and I think it would be improper for any of us to try to make -- even best guesses on what it will be or what it would take, but I think the way you have laid out Corporate, the way you have laid out the connectivity around that, I just don't think for the neighbors and people involved, that you are going to find a better project than what's in front of you now. I think you can continue to hold out to try to find one, but I have done that and you -- sometimes you have to understand that what you are looking at is the best project you are going to have for that area and, like I said, I'm still trying to decide what my final decision is going to be on this, but I think the developers in this case -- both of you working together, coming together, presenting together, showing how you are working together and how all this is going to work and how these roadways are going to be built has gone a long way to showing your partnership together and how you want to make this work in the community and I appreciate it.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: I really appreciate hearing from my fellow Council and their well-spoken thoughts. I echo the gratitude for having you here this evening. It -- I have never been at a public hearing -- and I have done this for seven years. Have had more well researched crowd than this one. I had the opportunity to chair the Planning and Zoning hearing for the Costco that went in on Ten Mile and even then we didn't have folks that came with -- with such great stats. So, thank you all for the time and effort. This is a dream for us to have residents come and share with us these things. We often sit in this room without much feedback making very large decisions for our -- our 135,000 residents and so thank you very much for being here and thank you to the applicants for all of the time invested to answer your questions. Sort of guessing what we were going to want to know, knowing how our Council makes decisions and trying to come as prepared as possible. I agree with Councilman Overton that it was exceptionally rare to have two -- I have never done a hearing in this many years where both of them are open at the same time, like we are doing tonight. It just doesn't happen and it doesn't happen that we have two developers with different ideas, different projects, totally different concepts to come together and work together like this. So, that is not the reason that I'm making my decision, but I just think that it's a -- it's a pretty cool thing that is -- just doesn't happen. So, myself and my fellow Council, all have different things about this project that we really appreciate and really like and things that might be challenging for us in the decision. For myself, my -- my main concern I think is the -- is the Comprehensive Plan -- plan map -- Comprehensive Plan map amendment. It's a mouthful. Anytime that we make a change to the comp plan it's a huge -- hugely important decision, because of the nature of the comp plan. I had the privilege of being involved in that at the beginning and we do take changes to those very seriously. There was a quote that was presented of our Mayor about that and he has stuck to his -- I think it was -- it was intended to maybe be a negative quote, but -- but what he said was is we were going to make it harder for comp plan amendments to happen and -- and we have. He -- he made a proposal to only allow those amendments to be made twice a year and that didn't exist before he brought that to us. So, he did -- he did hold to his promise to our community to make comp plan map amendments a more rare thing than they used to be and I kind of doubted that that would actually be -- I was concerned that that would limit our development community, but it hasn't. It's actually -- it's real work -- worked out really well. So, when we have one of those amendments before us I take it very seriously, because that document is a very clear statement of what our public has communicated to us and so to that end, moving away from the mixed use community for me is the biggest concern. I really like the designs and the concepts of both of these projects. I like the pad sites and the shops and everything about the commercial area, except for the large retail, because I think that everything else about that represents a mixed use community, except for those large retail and it's not so much even the amount of square footage. We can have 234,000 square feet of retail, but in several fewer types of -- of buildings than a large -- than a big box store. So, that's the main concern for me in regard that. That to me ties into traffic. That's where the traffic concerns come from me. All of the same concerns as my fellow Council in terms of turn lanes and actual design and ACHD's presentation, but for me the -- the driving factor in

all of that is probably the big box store style and it's -- it's nothing to do with my purse. I shopped with them. It's nothing -- I'm not like an anti-big box store person that, you know, buys everything online and not -- not one of those at all. But I think that that is the challenge for me that I'm having with this application and -- and that being the location for those. We are going to have a ton of folks coming up from Kuna to use this and they are going to cross over that Meridian Road intersection, which will be something they might not have done before, maybe they would have gone to the Walmart and stayed on the south side, and so I think that's an element we have to consider. We really can't say exactly whether people are already driving over that intersection to go to work or to go home. We don't really have a way to know that. So, I think that that -- you know, those folks that are coming from the -- from Kuna area and the south side, I absolutely believe that with a big box store, which is a store that they can't get going elsewhere, they can't -- there is not another area for them to go to get to that store than this one. Whereas if you have smaller uses, like the mixed use community design, there might be other options for those folks and that they wouldn't come to this area, because there isn't a big box store there that they have access to with other street designs that might accommodate more of the traffic. So, like Councilman Overton, I'm still thinking this through, just sharing a couple of my thoughts and the things that have been the most challenging for me, which is just really taking into account that comp plan change and being really thoughtful about that. I don't have as much concern about the annexation request. I think that that is -- is not -- really not that concerning to me to consider annexing -- or that the applicant would need the annexation without approval of the other request. I think it's -- like I said, I think it's -- it's pretty great to have these two applicants and applications be heard together, but I also think that that's created limitations for them as well in that we are not now allowed to vote separately on them, where -- where we may have -- it's my understanding that we are not permitted to vote separately on them.

Simison: I believe that we will have to take two separate votes on both of them.

Perreault: Okay. I apologize then. We will have separate votes on each one. So, we could approve one and not the other.

Simison: Correct.

Perreault: Okay. Thank you. I apologize for that misunderstanding. And really that's -- that summarizes my thoughts at this time.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. And Council Woman Perreault brings up an interesting point about the big box stores and that's the thing that troubles me, too, is there is an entitlement already in place for that western property and it is something that a retailer could come in there and say we want to be there and even though it's not up against the freeway, if

we don't annex all that, they can -- they are entitled to that and that's something I don't want to see, because we have experience with big box against residential and it's -- it's not a good thing and what control do we have over the access points and the requirements and all those types of things -- where here we have a player who is coming in with their two plans that blend together that although ACHD would be a party to this, then, they figure out the road situation and -- and there is things at play where the developer is a participant with their wallet as well. So, that kind of comes into that as well. So, it's -- everyone could lose here. You walk out, if it gets denied you think you are a winner and you end up being the loser. So, it's just one of those things that having served on Council previously as well and seeing things as they develop and what think happens doesn't happen and vice-versa, you know, we -- I want to make sure we have a project that -- that is better than what it could be -- and -- and I lean that way with something like this. So, just -- just a thought regarding that entitlement that -- because that weighs heavy on me.

Simison: So, just some thoughts because this is what's great about, quite frankly, it's a fascinating project in, you know community design, community development and what will happen versus what may or may not happen all the way around. You know, I think that we should all put our best thoughts -- maybe we did on the record in a time capsule and say 20 years who got it right in terms of what occurs. Question was asked by someone earlier who drives to the intersection at 5:00 o'clock. Well, I can tell you for the last year and change I had to. Locust Grove was closed. That's my normal route -- route home. I drove through here, along with everyone else, who normally took -- took Locust Grove. Traffic was completely different than what had previously -- previously been the two years before that and, you know, we are constantly -- constantly evolving, changing traffic patterns, because of all the road construction that's occurring throughout south Meridian, north Meridian, all over Meridian and so, yeah, I got to -- got the fun of going through that every, you know, two times a week at 5:00 o'clock when I got to go home with those hours, but at the same time, you know, it's, oh, Kuna has got to go there. Well, great. That means instead of getting off the interstate and going left and backing up the -- trying to get -- trying to get over Overland, they are going to go right and they are going to go in there to shop and I don't think that they are going to go down to Kuna, then, turn around and come back and make additional trips -- it's going to disrupt the traffic pattern. I don't know what it's going to do, that's -- but that's just -- you know, it's going to be different. That's -- it may make it so much easier for people heading south on Overland, because so many people are going right and turning in here. I don't know. But it won't be the same I can tell you that, one way or the other. If this were to occur and all these changes exist and State Highway 16 goes in and Linder Road -- for how long, that's what my statements were before, you know, it's -- you know. But that occurs on Eagle Road every day. That occurs on Locust Grove every day. I was so excited -- thank you, Justin, for two lane road down Locust Grove. Now, I -- I never used to have traffic jams on Locust Grove. Now I get them. More people are driving that road, because it's been nicely improved. So, that means that -- that means Eagle Road actually has fewer people on it right now, because people have transitioned. That's what's going to happen with all of our roads. So, if -- we are trying to outguess what's going to happen by our -- the decisions -- the road network, I don't

think we are going to be able to do it as a Council. I don't think ACHD can do it. We can predict a model. We can AI. We can darkhorse it. Whatever we want to try to figure it out. But I don't think we are going to know for a fact until each retailer goes in, until each decision point is made for this area. So, that's just one aspect of the conversation. I think my comments earlier to Justin was -- we all know -- Waltman -- I have been with the city since 2007. Waltman has always been a problem. Even when we got it reconfigured Waltman is still -- has always been a problem. That intersection. Until we know what's going to happen there I don't think that we are really going to figure out a long-term viable solution for the entire area. That's just my two cents. It may be full of concrete and rebar and they all need to be dug up and redone in five, ten years, maybe the other, because until that develops we don't know what the impacts are going to be for that area. The other element kind of going back to the Meridian Development Corporation Destination Downtown entryway to our community. I actually feel like our entryway to the community was -- has been set in stone or set in place for as long as the Corporate Park has been there on this -- on the right-hand side. I don't think you are going to create a monument destination entry point on the left-hand side -- and I'm blind on my right. So, I only have -- I only -- I only look at my left eye, you know, but I -- what I see when I drive in is what I see. I see the auto oriented district of Meridian's entrance in -- into our downtown and that's the way it was set up with the split corridor. That's the way it was -- you know, all -- all the businesses north of Franklin are designed to be driven to, not walk to. So, even as we talked about the mixed use desires for the Waltman area, it's contrary to the transportation network that was set up and designed to deliver people via cars to those areas. If it is a Target, with a Home Depot, with a Winco, with Taco Bell, all -- all the restaurants are right there and they are all there and they create the intersection that -- again, you talk about all the problems in this area, you know, try to get out Wendy's and Taco Bell out of that -- in and out of that parking lot with the -- you know, I don't know if Sonya was here, if she approved that, you know, with -- with those -- it's -- it's a mess, you know, especially during certain times of the day. Especially at lunch hour, you know. And this is just a long way of going through to say there are challenges in this area that are -- been in the making for 30 plus years. The -- the future of this area I think was set in place 30 plus years ago. We have tried to make the -- figure out the best we can. There is still changes that are going to have to evolve in this area over the next 30 years, probably, before -- hopefully it gets right and sometimes that's what it takes is you got to get everything put in place and, then, build around it how you can actually truly navigate and move through it. Kudos to the team of working together. That's -- you know, you delivered what -- what Council asked for, a picture vision and now it's just a matter of whether or not that picture vision meets their desires, their goals and the outcomes for the City of Meridian and we will see where that goes. So, thanks for letting me ramble.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Could we hear from staff or the applicant -- I assume from staff -- if one of these applications were to get approved and the other would not, all of the



improvements wanted to be done I assume by both applicant -- applicants collectively. I don't know how they had chosen to, quote, unquote, divide the responsibilities regarding infrastructure improvements. But it sounds like Corporate Lane would be required to go through whether either is approved; is that correct? And how does that look for everything else that will be required in terms of sidewalks and whatnot?

Allen: Mr. Mayor, Council Woman Perreault, Council, Tanner Creek is -- is planning to complete the improvements for the extension of Corporate. If they failed to do so, the applicant of I-84 -- the developer of I-84 and Meridian Road is on the hook for it through their development agreement. Remember that you have a comp plan map amendment for both properties associated with the -- with the I-84 and Meridian Road project. So, you can't just approve -- I don't know what you have in mind. You can't just approve the Tanner Creek without at least the map amendment for it -- for it to be in. So, they are -- they are intertwined to some degree and -- you know. And if you don't approve the map amendment, then, the proposed development isn't consistent with the long range plan. Did I miss anything, Bill?

Nary: No, I would say the same thing as Sonya stated. I mean I guess to maybe move more specific for Council Member Perreault's question, the first -- the first question really is the Comprehend Plan request. If that's not something that Council is in favor of, that does drive the -- the item number two. The annexation is, obviously, independent of that. I mean, again, you can annex the property and not agree with the comp plan amendment, but what that means it, then, would come with whatever it was currently designated on the comp plan. So, that isn't what has been requested, so -- I mean it does make it a little sticky, but certainly you have the ability to do that separately.

Allen: Just another note, if I may, Mr. Mayor. I really don't know which direction you are contemplating on this, but if you would approve a map amendment for both properties and change the land use designation, you have a development -- or if you would not approve the Tanner Creek property you have a development agreement that -- approved uses that would not be consistent with the future land use map designation as well. So, it's kind of a slippery slope if you don't move both of them forward.

Simison: What I'm hearing is either yes or no to both is the preferred way for the city's approach.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund,

Hoaglund: I was going to ask this earlier for Sonya -- for staff here. There was something in your application for the Hawkins proposal about the construction of the Linder Road overpass scheduled in their work plan -- in ITD's work plan and consideration should be given to inclusion of the provision in the DA which limits development to a large retail store at this time and delays retail two building and pads

three and four until such time as the Linder Road overpass is completed and that was something -- it was at a staff recommendation. I'm trying to remember. Did the Commission agree to that? Is that just something that we should think about?

Allen: Mr. Mayor, Councilman Hoaglund, Council, the Commission did not agree to that. That was a suggestion by ACHD of how you might mitigate some of the traffic impacts for now.

Hoaglund: And Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I might have the Hawkins representative come. Ethan. Kind of address that situation. Maybe the timing of what you have in mind.

Mansfield: Yeah. Absolutely. Mr. Mayor, Council Member Hoaglund. So, first of all, the Commission did not place -- not recommend placing any restrictions, just to clarify. Secondly, our retail one has an agreement with -- or a requirement, rather, for co-tenancy with retail two. So, we could not do this deal if there was a restriction placed on the -- frankly, the pads -- the one retail to the challenge is that, you know, we invest in the entire center and if we don't have certainty that we can bring shops, pads in with the retail one, that makes it financially unviable for us to really develop the center.

Hoaglund: And Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Follow up. And also, really, the uncertainty exists to the economy. I mean we can -- if we were to approve this and let you go at it, that -- it's not to say that it's just going to be done boom, boom, boom, so --

Mansfield: Mr. Mayor, Council Member Hoaglund, that's absolutely correct. I mean as it is now we are looking at a 2026 -- spring of 2026 completion for retail one, but if there is uncertainty at all outside -- I mean there is, obviously, economic uncertainty as you say. Additional statutory uncertainty -- or I guess additional imposition of certainty really throws another wrench in whether this deal ever gets done.

Simison: And if I could just add, you know, in perspective, I think the benefit of Linder Road overpass is that it alleviates congestion at the Meridian area overall generally. I don't know that it contributes mightily to allowing access to or from the site location long term and -- and we are going to get that 4.3 million from the state. So, one step closer to making Linder a reality.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: Glad we kept the public hearing open. Something that's still floating around in my head is this presentation by our ACHD representative here and he said that ACHD didn't approve this phase one, phase two, phase three concept as it sits and so that being said, is there any chance -- and I don't know if -- if -- who you would like to invite up here -- maybe Lucas could come up here, if that's okay with the Mayor, and let us know if there is a chance that the applicant's proposal would be denied once they officially presented plans to ACHD. So, if the applicant -- in other words, if the applicant chooses to move forward with the design that ACHD isn't saying no to right now, but hasn't said yes to, I don't know where that leaves us is essentially what I'm trying to get it. I'm not able to say yes to the -- I don't -- I'm not a traffic specialist, so I can't say, yeah, phase one, two and three will solve the problem and that's what, essentially, I feel like we are being asked to decide in our decision making.

Mansfield: Mr. Mayor, Council Woman Perreault, I think it's worth noting that -- a couple of things. Number one is that without some sort of more concrete understanding of what's going on that property, it's impossible for us to move forward towards a solution with ACHD. That's -- you know. And that's kind of what Justin and I talked about recently after he came and discussed. He came over and I said, hey, we are -- we are willing to work with you to understand what you guys need here and we understand that -- you know, that -- that you don't have enough detail here. We can provide more, but we -- we understand what we can actually construct here, what we can get close to building, because without a land use approval we can't make progress with ACHD and we are committed to -- absolutely committed to making progress with ACHD. Our -- our shopping center tenants desire these improvements and we want to deliver them. We are not simply trying to take the path of least resistance, we are trying to make this thing work and so that's my commitment to talk this commitment to making it work. We want to talk more with ACHD, but it's first without some sort of land -- you know, what we need to talk to ACHD about a specific proposal.

Simison: And to add in -- I'm going to put words in Justin's mouth, but there is also the Federal Highway Administration -- there is many other people that are going to be involved long term to figure out what would need -- what could or would be done, not just on the local roads, but the impacts to the other roads around there. So, it's a larger conversation that if this is approved I think that they are going to have to work hard to come up with something before things move forward with a better plan.

Lucas: Yeah. Mr. Mayor and Members of Council, I don't really have much more to offer, except for what's in our letter. Just to reiterate, we -- we reviewed all the information that was provided. We provided our analysis and findings to the city through our standard process and staff reports. One of the challenges with this development -- and I came to the -- the -- for Meridian development is -- is all that has been requested in front of the city today, essentially, is an annexation, rezone and Comprehensive Plan map amendment, which the detail available to ACHD is limited at that level and we don't have the ability to directly apply conditions until we get to some other type of application. So, I'm not trying to, you know, dodge the question, I'm just -- I'm just trying provide the context of how it's not always a perfect system, we -- we

provide all the information we can, but I do want to be clear both to modify Waltman Lane and Meridian Road -- as of right now are not accepted or approved by ACHD. Could the applicant provide further information and further analysis and seek some sort of subsequent approval or hardship at ACHD to do something to support their development, I think that's certainly possible and it appears that's what their intention is, but I'm not going beyond that.

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: We are talking about a concept plan.

Lucas: Right.

Perreault: And I get that. If -- if the intersection were to be altered per the proposed -- proposal tonight, the different phases, or something similar, adding an additional lane north and south at some point, additional turn lanes, do you anticipate that that would not -- that would not, I guess, benefit the future long-term decisions that need to be made in this area? In other words, if you -- if you come to an agreement with the applicant, that sounds to me -- what I heard from you before was that may or may not actually work well in the long term. Even if you come to an agreement with them once you do have more detail, that is something that -- I'm not in your shoes and I can't make that decision for you, but as we have all mentioned here tonight, it's -- this is critically important for us and so we have -- we have sat here many nights and talked about decisions that we didn't make and now we are trying to fix a problem that we had made, that we -- you know. So -- so, we can't look in the future, we are not prophets, but we can ask the right questions at the time that we are making the decisions and so if you truly believe that there is not a single type of -- I'm not putting words in your mouth, but if there is not a solution that the applicant can present in any way, shape, or form, that will benefit the future of this area for -- from the transportation department's perspective, that is important and I know you -- you can't say that, you know what's even going to happen, because you all haven't designed that. But if you have hesitation and there is concern that we are going to be redoing this intersection again or that it's going to negatively affect what might be done in this odd interaction in our community, I think it's important for us to know.

Lucas: Mr. Mayor and Council Woman Perreault, you know, once again, I -- I don't mean to do this -- to try and be evasive, but ACHD provided a letter with all of our analysis on this specific question and related to the phases and all that, so -- and I have to be careful, because when we make decisions and we are issuing these statements, this is ACHD's official position and I'm here tonight to attempt to try and clarify where I can and so I bring us back to that documentation, because in the end that is ACHD's official position and that being said, I can provide I think this context, which is sometimes -- it's easy and I think in a land use decision to connect a specific improvement at a specific intersection to a specific developer. That's -- that's easy to

do, because that's what we are here talking about tonight. But it is very fair to say that this development is one portion -- if approved is -- certainly would add more traffic to what is an area that already has a lot of traffic and so I think what the data actually does show that we have shared is that regardless of what happens with this development, ACHD, working with the City of Meridian based on your priorities and your priority lists, may need to seek improvements at this intersection regardless of what your decision is tonight. I mean I think that's a -- it's a fair -- I think it's a fair assumption based on the data that has been presented to you, because as the city continues to grow and develop there will be more growth and traffic across the city, including at this development, and I really appreciate what the Mayor said earlier as you contemplate these decisions and as you consider the traffic information, it's a growing and changing and dynamic system and the impacts of new overpasses and new highways and major projects on -- in other parts of the city, new growth to the south and to the north and to the northwest and how all of that works together, we are all, you know, in this together and it's -- it's a dynamic system and so I think that, you know, you -- you have -- your -- I don't envy your position to have to, you know, make these decisions, but we do our best to try and provide as much data as we can with the information that has been presented to us and I think there is a limiting factor in this specific case where we have provided our feedback based on the information that we have and it's -- if the city wants more than that I think we would need to -- you know, it's -- it may not be -- the applicant may not even be able to provide the answer, because the answer may fall to an analysis that goes above and beyond, you know, even the influence of this one single application as you consider all of the things that are happening in and around an interchange. It's a complex system. So, I hope I'm not -- I'm not trying to be evasive. I'm just trying to maybe put it in a little bit of context as you consider your decision. Once again, ACHD does not recommend approval or denial of applications based on traffic impacts. That's not our role. We try to explain the impacts. We have -- we call our level of service -- we call it a planning threshold, which is we want to be transparent about the increase in traffic that's occurring, but traffic in and of itself is a value judgment and a judgment call that everyone -- and there is lots of differences of opinion about what is the level of traffic that is acceptable and this is a struggle that we will continue to have as a community over these next many years as we urbanize. I grew up in southern California, I'm very familiar with traffic and I love it here and we do have certainly increased congestion during certain parts of the day in our county, there is no doubt about that. Comparative to other areas, it's a whole different ballgame and we are all just working together to try and figure this out and decide if -- if -- if it's always wider roads and increased width of the road and more lanes and there is positives and negatives to those approaches and I think that's all the kinds of things that we struggle with and with that I have probably said too much in the context of this application and I appreciate the answer to respond anything else.

Overton: Mr. Mayor?

Simison: Councilman Overton.

Overton: I beat you to the punch. Thank you, Justin. I think the problem is we are trying to ask for information months ahead of the time you guys would be able to give it to us, just because we want to have as much as we can at this moment in time to try to make the best decision. So, I understand what you are saying and we live with it.

Simison: Yeah. Thank you, Justin. And my comments earlier about Locust Grove are -- ring true and it's -- it's just a microcosm of life where I used to not go down Locust Grove at all, because it was nothing but Meridian High School students trying to get into Meridian High. You couldn't go that way. Now you can drive right past and not worry about it. Now you got to wait one traffic signal light to turn left onto Franklin in the morning. Problem is two miles down, but not really a problem, just a different -- a different experience, a different time and location. So, yeah, fix it off for us everywhere. That would be great. Council, close the public hearings? More dialogue? You need another break and order some late night snacks?

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move that we close the public hearing on H-2021-0099.

Perreault: Second.

Cavener: Second.

Simison: I have a motion and a second to close the public on H-2021-0099. Is there discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the public hearing is closed.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Yeah. This is the one that this Comprehensive Plan map amendment and the annexation portion does have one outstanding issue, requesting a waiver regarding the vehicular connection -- not providing that and just doing the pedestrian between the two. So, Mr. Mayor, after considering all staff, applicant and public testimony, I move to approve File No. H-2021-0099 as presented in the staff report for the hearing date of November 21st, 2023, and that the request for a waiver to UDC 11-3A-3A.2 be granted and that only a pedestrian experience path would be needed for that area.

Overton: Second.

Simison: I have a motion and a second. Do I have discussion? If not, Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, absent; Cavener, nay; Perreault, nay; Strader, absent; Overton, yea.

Simison: Mayor votes ayes.

MOTION CARRIED: TWO AYES. TWO NAYS. TWO ABSENT. MAYOR AYE.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: Moving on to the next one, H-2022-0048. Again these are decisions we do not make lightly. There was good testimony as brought out and trying to balance what is the best for this property and for me the entitlement that weighs on this and what that would -- how that would impact people. There are issues with the access in terms of the amount of the -- the amount that they are bringing to this project is -- is something that is good and I think the work with ACHD I think will drive a solution down the road that is much needed for what we have right now. So, with that explanation, Mr. Mayor, I would move approval of -- I will close the public hearing on H-2022-0048. That's my motion.

Overton: Second.

Simison: Have a motion and a second to close the public hearing on H-2022-0048 Is there discussion? If not, all in favor signify by saying aye. Opposed nay? The ayes have it and the public hearing is closed.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

Simison: Okay. Mr. Hoaglund.

Hoaglund: Now that we have closed the public hearing -- get into my head to much. After considering all staff, applicant and public testimony, I move to approve File No. H-2022-0048 as presented in the staff report for the hearing date of November 21st, 2023, with modifications that the construction of the noise abatement wall and berm -- could -- will be moved from the first phase of development to the first phase of development that's platted adjacent to I-84. The removal of DA condition number 1-H, which requires the Linder Road overpass to be completed first completion of occupancy -- certificate of occupancy. Sorry. Certificate of occupancy within the development and also deletion of condition of the preliminary plat number 2-C, which requires a bridge to be constructed for vehicles, but it would require the construction of a pedestrian pathway at that site.

Overton: Second.

Simison: I have a motion and a second to approve Item H-2022-0048. Is there discussion? Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, absent; Cavener, nay; Perreault, nay; Strader, absent; Overton, yea.

Simison: Mayor votes aye and the item is agreed to.

MOTION CARRIED: TWO AYES. TWO NAYS. TWO ABSENT. MAYOR AYE.

Simison: Thank you very much. Appreciate everyone's time and interest and being here on these projects.

### **ORDINANCES [Action Item]**

- 3. Ordinance No. 23-2039: An Ordinance (Petsche Rezone H-2023-0039) for rezone of a parcel of land within Block 5 of F.A. Nourse's Third Addition to Meridian (a recorded plat in Book 6 at Page 289 of Ada County records) within a portion of the northeast quarter of Section 7, Township 3 North, Range 1 East, Boise Meridian, Meridian, Ada County, Idaho, more particularly described in Exhibit "A," rezoning 0.60 acres of land from C-C (Community Business) zoning district to O-T (Old Town) zoning district in the Meridian City Code; directing city staff to alter all applicable use and area maps as well as the official zoning maps and all applicable official maps depicting the boundaries and the zoning districts of the City of Meridian in accordance with this ordinance; providing that copies of this ordinance shall be filed with the Ada County Assessor, the Ada County Treasurer, the Ada County Recorder, and the Idaho State Tax Commission, as required by law; and providing an effective date.**

Simison: With that we will move on to Item 3, Ordinances. First item up is ordinance No. 23-2039. Ask the Clerk to read this ordinance by title.

Johnson: Thank you, Mr. Mayor. It's an ordinance for the rezone of a parcel of land within Block 5 of F.A. Nourse's Third Addition to Meridian (a recorded plat in Book 6 at Page 289 of Ada County records) within a portion of the northeast quarter of Section 7, Township 3 North, Range 1 East, Boise Meridian, Meridian, Ada county, Idaho, more particularly described in Exhibit "A," rezoning 0.60 acres of land from C-C (Community Business) zoning district to O-T (Old Town) zoning district in the Meridian City Code; directing city staff to alter all applicable use and area maps as well as the official zoning maps and all official maps depicting the boundaries and the zoning districts of the City of Meridian in accordance with this ordinance; providing that copies of this ordinance shall be filed with the Ada County Assessor, the Ada County Treasurer, the Ada County Recorder, and the Idaho State Tax Commission, as required by law; and providing an effective date.



Simison: Thank you. Council, you have heard this Ordinance read by title. Is there anybody that would like it read in its entirety? If not, Clerk will call the roll.

Perreault: Mr. Mayor, we need a motion.

Simison: Oh, sorry. If not, do I have a motion?

Perreault: I'm eager to get out of here, too. Mr. Mayor, I move that we approve Ordinance No. 23-2039.

Overton: Second.

Simison: I have a motion and a second to approve Ordinance No. 23-2039. Is there any discussion? If not, Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, absent; Cavener, yea; Perreault, yea; Strader, absent; Overton, yea.

Simison: All ayes. Motion carries and the item is agreed to.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

- 4. Ordinance No. 23-2040: An ordinance (Ringneck Place Subdivision – H-2023-0009) annexing a parcel of land located in Government Lot 3 of Section 5, Township 3 North, Range 1 East, Boise Meridian, Ada County, Idaho, more particularly described in Exhibit “A;” rezoning 1.73 acres of such real property from R1 (Estate Residential) to R-8 (Medium-Density Residential) zoning district; directing city staff to alter all applicable use and area maps as well as the official zoning maps and all official maps depicting the boundaries and the zoning districts of the City of Meridian in accordance with this ordinance; providing that copies of this ordinance shall be filed with the Ada County Assessor, the Ada County Treasurer, the Ada County Recorder, and the Idaho State Tax Commission, as required by law; repealing conflicting ordinances; and providing an effective date.**

Simison: Next item up is Ordinance No. 23-2040. Ask the Clerk to read this ordinance by title.

Johnson: Thank you, Mr. Mayor. It's an ordinance annexing a parcel of land located in Government Lot 3, Section 5, Township 3 North, Range 1 East, Boise meridian, Ada county, Idaho, more particularly described in Exhibit “A;” rezoning 1.73 acres of such real property from R1 (Estate Residential) to R-8 (Medium-Density Residential) zoning district; directing city staff to alter all applicable use and area maps as well as the official zoning maps and all official maps depicting the boundaries and the zoning districts of the City of Meridian in accordance with this ordinance; providing that copies of this

ordinance shall be filed with the Ada County Assessor, the Ada County Treasurer, the Ada County Recorder, and the Idaho State Tax Commission, as required by law; repealing conflicting ordinances; and providing an effective date.

Simison: Thank you. Council, you have heard this ordinance read by title. Is there anybody who would like it read in its entirety? Then do I have a motion?

Perreault: Mr. Mayor?

Simison: Council Woman Perreault.

Perreault: I move to approve Ordinance No. 23-2040.

Overton: Second.

Simison: I have a motion and a second to approve Ordinance No. 23-2040. Is there discussion? If not, Clerk will call the roll.

Roll Call: Hoaglund, yea; Borton, absent; Cavener, yea; Perreault, yea; Strader, absent; Overton, yea.

Simison: All ayes. Motion carries and the item is agreed to.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

Simison: Council, anything under future meeting topics?

Cavener: Mr. Mayor?

Simison: Councilman Cavener.

Cavener: Not a future meeting topic, just I wanted to pass along my appreciation to you, Mayor and Council, staff and those in attendance. Apologies for the added delays tonight with me and Lincoln. Wife had something unintended that was a conflict. We didn't have childcare. So, in addition to me being thankful for you guys all year long, I was especially appreciative of you all tonight and indulging me a little bit with a couple of extra breaks. So, thank you.

Simison: Thank you, Councilman.

Hoaglund: Mr. Mayor?

Simison: Councilman Hoaglund.

Hoaglund: I move we adjourn our session.

Simison: Motion to adjourn. All in favor signify by saying aye. Opposed nay? The ayes have it. We are adjourned.

MOTION CARRIED: FOUR AYES. TWO ABSENT.

MEETING ADJOURNED AT 10:17 P.M.

(AUDIO RECORDING ON FILE OF THESE PROCEEDINGS)

_____ MAYOR ROBERT SIMISON	_____ DATE APPROVED
-------------------------------	------------------------

ATTEST:

\_\_\_\_\_  
CHRIS JOHNSON - CITY CLERK



## AGENDA ITEM

ITEM **TOPIC:** Chipotle Sanitary Sewer and Water Main Easement No. 1 (ESMT-2023-0136)

**Project Name (Subdivision):**

Chipotle

**Sanitary Sewer & Water Main Easement Number:**

1

Identify this Easement by sequential number if Project contains more than one easement of this type.  
(See Instructions for additional information).

ESMT-2023-0136

**SANITARY SEWER AND WATER MAIN EASEMENT**

THIS Easement Agreement, made this 5<sup>th</sup> day of December 20 23 between  
Smith Frazier LLC ("Grantor") and the City of Meridian, an Idaho  
Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a sanitary sewer and water main right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the sanitary sewer and water is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of sanitary sewer and water mains over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of sanitary sewer and water mains and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, it's successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor will not place or allow to be placed any permanent structures, trees, brush, or perennial shrubs or flowers within the area described for this easement, which would interfere with the use of said easement, for the purposes stated herein.

THE GRANTOR covenants and agrees with the Grantee that should any part of the right-of-way and easement hereby granted shall become part of, or lie within the boundaries of any public street, then, to such extent, such right-of-way and easement hereby granted which lies within such boundary thereof or which is a part thereof, shall cease and become null and void and of no further effect and shall be completely relinquished.

THE GRANTOR does hereby covenant with the Grantee that Grantor is lawfully seized and possessed of the aforementioned and described tract of land, and that Grantor has a good and lawful right to convey said easement, and that Grantor will warrant and forever defend the title and quiet possession thereof against the lawful claims of all persons whomsoever.

THE COVENANTS OF GRANTOR made herein shall be binding upon Grantor's successors, assigns, heirs, personal representatives, purchasers, or transferees of any kind.

IN WITNESS WHEREOF, the said parties of the first part have hereunto subscribed their signatures the day and year first herein above written.

GRANTOR:

Smith Frazier, LLC

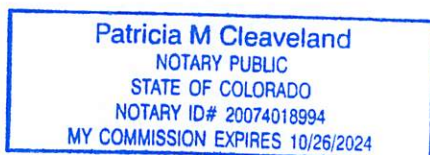


STATE OF ~~IDAHO~~ ) <sup>PC</sup> Colorado

County of ~~Ada~~ ) <sup>PC</sup> ss Montezuma

This record was acknowledged before me on 11/8/2023 (date) by Spencer Smith (name of individual), [complete the following if signing in a representative capacity, or strike the following if signing in an individual capacity] on behalf of Smith Frazier LLC (name of entity on behalf of whom record was executed), in the following representative capacity: Managing Member (type of authority such as officer or trustee)

(stamp)



Patricia Cleaveland  
Notary Signature  
My Commission Expires: Oct 26, 2024

GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor 12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk 12-5-2023

STATE OF IDAHO, )

: ss.

County of Ada )

This record was acknowledged before me on \_\_\_\_\_(date) by  
Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in  
their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature

My Commission Expires: \_\_\_\_\_

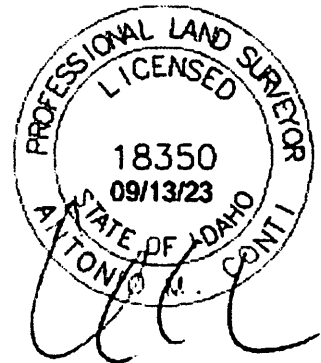
**EXHIBIT A**  
**LEGAL DESCRIPTION**

A parcel of land being a portion of Parcel E as shown on Record of Survey No. 13573, instrument No. 2022-070648 Ada County Records, in the NE 1/4 Section 24, T. 3N, R. 1W, Boise-Meridian, City of Meridian, Ada County, Idaho, more particularly described as follows:

Commencing at the Southwest corner of said Parcel E, thence on the westerly line of said Parcel E N00°00'16"W a distance of 15.47 feet to a point on the north line of a water and sewer easement as shown in Instrument Number 107141995; thence on last said north line S89°58'40"E a distance of 13.26 feet to the Point of Beginning; thence N00°01'31"E a distance of 173.42 feet; thence S89°58'29"E a distance of 19.99 feet; thence S0°01'15"W a distance of 4.27 feet; thence N89°34'07"E a distance of 20.26 feet; thence S00°01'17"W a distance of 20.00 feet; thence S89°34'07"W a distance of 20.28 feet; thence S00°01'15"W a distance of 116.90 feet; thence S89°58'38"E a distance of 27.00 feet; thence N00°01'22"E a distance of 10.00 feet; thence S89°58'38"E a distance of 20.00 feet; thence S00°01'22"W a distance of 30.00 feet; thence N89°58'38"W a distance of 47.00 feet; thence S00°01'15"W a distance of 12.25 feet thence N89°58'40"W a distance of 20.00 feet to the Point of Beginning.

The above described parcel contains 5,013 Square Feet, more or less.

**See Exhibit B, attached hereto and made part hereof.**

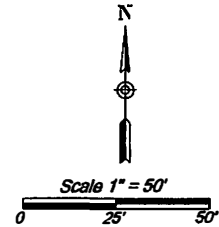




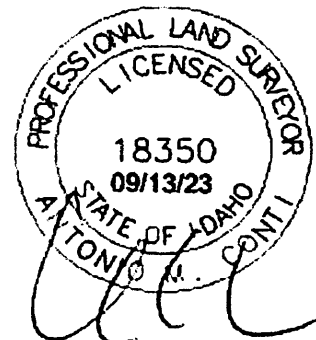
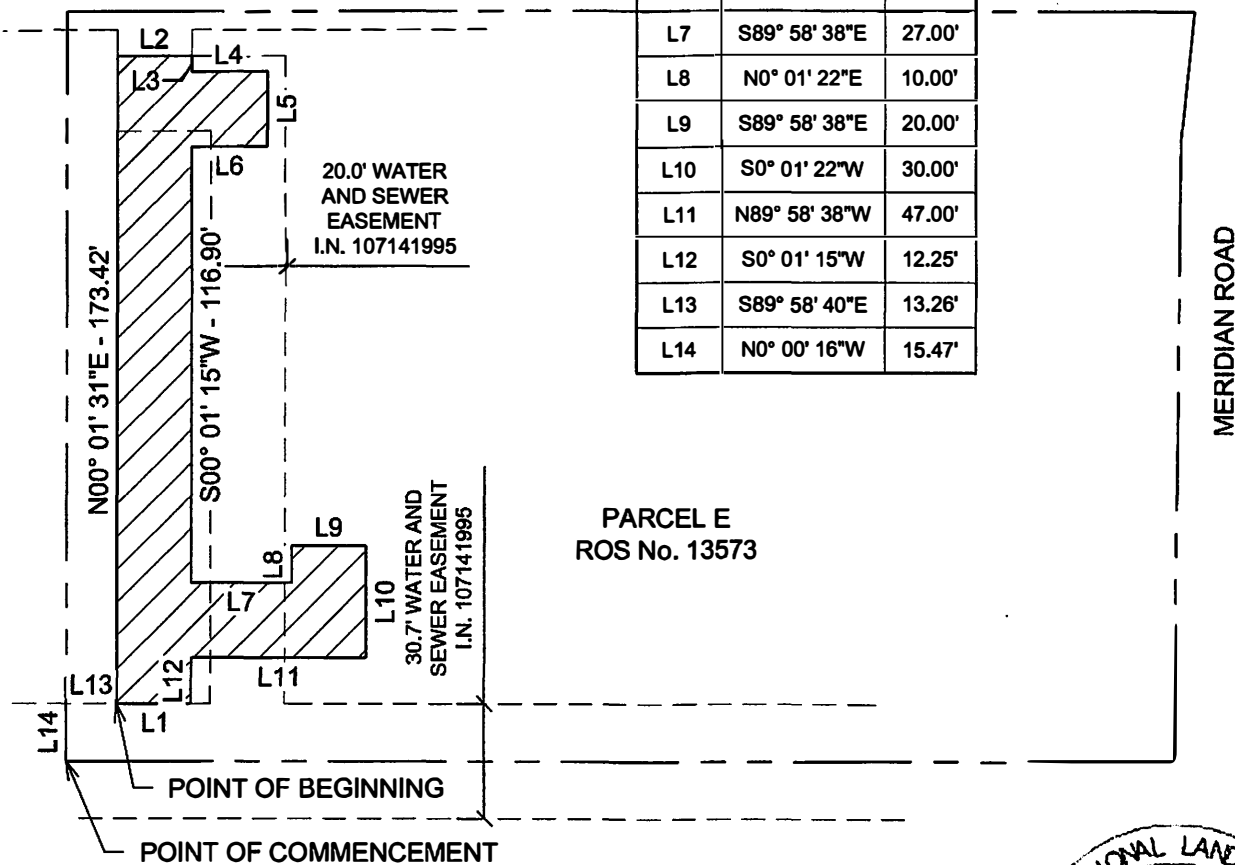
# EXHIBIT B

A PARCEL OF LAND BEING A PORTION OF PARCEL E AS SHOWN ON  
 RECORD OF SURVEY NO. 13573, INSTRUMENT NO. 2022-070648 ADA  
 COUNTY RECORDS, IN THE NE 1/4 SECTION 24, T. 3N, R.1W,  
 BOISE-MERIDIAN, CITY OF MERIDIAN, ADA COUNTY, IDAHO

Parcel Line Table		
Line #	Bearing	Length
L1	N89° 58' 40"W	20.00'
L2	S89° 58' 29"E	19.99'
L3	S0° 01' 15"W	4.27'
L4	N89° 34' 07"E	20.28'
L5	S0° 01' 17"W	20.00'
L6	S89° 34' 07"W	20.28'
L7	S89° 58' 38"E	27.00'
L8	N0° 01' 22"E	10.00'
L9	S89° 58' 38"E	20.00'
L10	S0° 01' 22"W	30.00'
L11	N89° 58' 38"W	47.00'
L12	S0° 01' 15"W	12.25'
L13	S89° 58' 40"E	13.26'
L14	N0° 00' 16"W	15.47'



BEARINGS AND DISTANCES MAY VARY FROM  
 PREVIOUS PLATS DUE TO DIFFERENT METHODS  
 OF MEASUREMENTS.





## AGENDA ITEM

ITEM **TOPIC:** Idak Short Plat Water Meter Easement No. 1 (ESMT-2023-0169)

Project Name (Subdivision):

Idak Short Plat

Water Meter Easement Number: 1

Identify this Easement by sequential number if Project contains more than one Water Meter easement.  
( See Instructions for additional information).

ESMT-2023-0169

### WATER METER EASEMENT

THIS Easement Agreement, made this 5<sup>th</sup> day of December, 2023 between Blaine R. Bergin II and Kimberlee Bergin ("Grantor"), and the City of Meridian, an Idaho Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a water meter right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the water meter is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said meter and pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of water meter and pipelines over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of water meter and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor shall not place or allow to be placed any permanent structures or obstructions within the easement area that would interfere with Grantee's use of said easement, including, but not limited to, buildings, trash enclosures, carports, sheds, fences, trees, or deep-rooted shrubs.

THE GRANTOR covenants and agrees with the Grantee that should any part of the right-of-way and easement hereby granted shall become part of, or lie within the boundaries of any

public street, then, to such extent, such right-of-way and easement hereby granted which lies within such boundary thereof or which is a part thereof, shall cease and become null and void and of no further effect and shall be completely relinquished.

THE GRANTOR does hereby covenant with the Grantee that Grantor is lawfully seized and possessed of the aforementioned and described tract of land, and that Grantor has a good and lawful right to convey said easement, and that Grantor will warrant and forever defend the title and quiet possession thereof against the lawful claims of all persons whomsoever.

THE COVENANTS OF GRANTOR made herein shall be binding upon Grantor's successors, assigns, heirs, personal representatives, purchasers, or transferees of any kind.

IN WITNESS WHEREOF, the said parties of the first part have hereunto subscribed their signatures the day and year first herein above written.

GRANTOR:



STATE OF IDAHO )

) ss

County of Ada )

This record was acknowledged before me on 11/15/2023 (date) by Blaine R Bernal (name of individual), [complete the following if signing in a representative capacity, or strike the following if signing in an individual capacity] on behalf of \_\_\_\_\_ (name of entity on behalf of whom record was executed), in the following representative capacity: \_\_\_\_\_ (type of authority such as officer or trustee)

(stamp)



Notary Signature

My Commission Expires: 11/14/2029



GRANTOR:

County of Ada

) SS

This record was acknowledged before me on 11/15/2023 (date) by Kimberlee Begia (name of individual), [complete the following if signing in a representative capacity, or strike the following if signing in an individual capacity] on behalf of \_\_\_\_\_ (name of entity on behalf of whom record was executed), in the following representative capacity: \_\_\_\_\_ (type of authority such as officer or trustee)

Rebecka Llena

My Commission Expires: 11/14/2029



GRANTEE: CITY OF MERIDIAN

Robert E. Simison, Mayor

Attest by Chris Johnson, City Clerk

STATE OF IDAHO, )

: ss.

County of Ada )

This record was acknowledged before me on \_\_\_\_\_ (date) by Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature

My Commission Expires" \_\_\_\_\_



## Sawtooth Land Surveying, LLC

2030 S. Washington Ave.  
Emmett, ID 83617  
P: (208) 398-8104  
F: (208) 398-8105

### Exhibit A

### City Of Meridian Water Easement Description

**BASIS OF BEARING** for this description is S. 89°47'34" E., between a brass cap, marking the S1/4 corner of Section 31, and an aluminum cap marking the E1/16 corner of Section 31, both in T. 4 N., R. 1 E., B.M., City of Meridian, Ada County, Idaho.

This parcel is situated in the SW1/4 of the SE1/4 of Section 31, T. 4 N., R. 1 E., B. M., City of Meridian, Ada County, Idaho, more particularly described as follows:

**COMMENCING** at a brass cap monumenting the southwest corner of said SW1/4 of the SE1/4;

Thence S. 89°47'34" E., coincident with the south line of said SW1/4 of the SE1/4, a distance of 116.38 feet;

Thence N. 00°10'26" E., 43.50 feet to a 5/8" rebar/cap PLS 8251 marking the northerly right of way of E. Ustick Rd. and the **POINT OF BEGINNING**;

Thence leaving said northerly right of way and continuing, N. 00°10'26" E., 13.00 feet;

Thence S. 89°47'34" E., parallel with said south line and said north right of way, 20.00 feet;

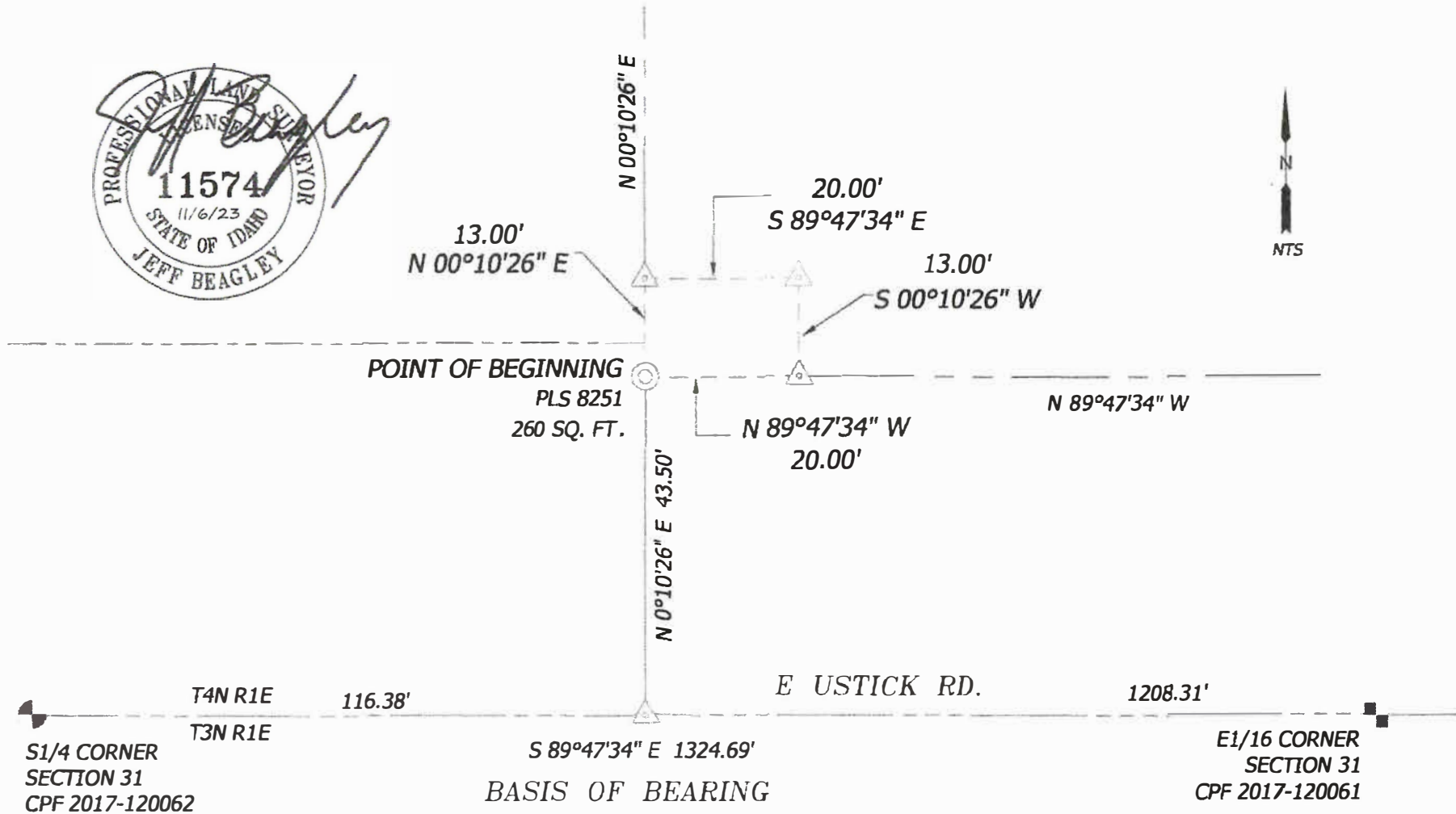
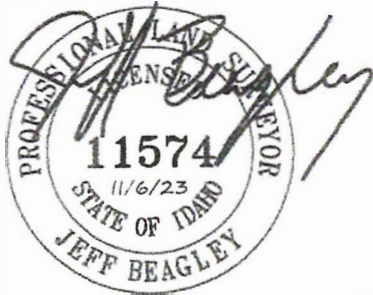
Thence S. 00°10'26" W., 13.00 feet to said northerly right of way;


Thence N. 89°47'34" W., coincident with said northerly right of way, 20.00 feet to the **POINT OF BEGINNING**.

The above described parcel contains 260 square feet, more or less.



Exhibit B



SW1/4 OF THE SE1/4 OF SECTION 31 T. 4 N., R. 1 E., B.M., CITY OF MERIDIAN, ADA COUNTY, IDAHO	PROJECT: CITY OF MERIDIAN WATER EASEMENT CITY OF MERIDIAN ADA COUNTY, IDAHO	OWNER/DEVELOPER: CONGER MANAGEMENT  DATE: 11/2023	 2030 S. WASHINGTON AVE. EMMETT, ID 83617 P: (208) 398-8104 F: (208) 398-8105 WWW.SAWTOOTHLS.COM	DWG # 121340-EX PROJECT# 121340 SHEET 1 OF 1
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## AGENDA ITEM

ITEM **TOPIC:** Meridian Home2 Suites Sanitary Sewer Easement No. 1 (ESMT-2023-0172)

**Project Name (Subdivision):**

**Meridian Home2 Suites**

**Sanitary Sewer Easement Number:** 1

Identify this Easement by sequential number if Project contains more than one sanitary sewer easement.  
( See Instructions for additional information).

ESMT-2023-0172

### **SANITARY SEWER EASEMENT**

THIS Easement Agreement, made this 5th day of December, 20 23 between GARDEN RIVER, LLC ("Grantor"), and the City of Meridian, an Idaho Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a sanitary sewer right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the sanitary sewer is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of sanitary sewer over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of sanitary sewer and allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor shall not place or allow to be placed any permanent structures or obstructions within the easement area that would interfere with Grantee's use of said easement, including, but not limited to, buildings, trash enclosures, carports, sheds, fences, trees, or deep-rooted shrubs.

Version 04/17/2023

GRANTEE: CITY OF MERIDIAN

Robert E. Simison, Mayor 12-5-2023

Attest by Chris Johnson, City Clerk 12-5-2023

STATE OF IDAHO, )

: ss.

County of Ada )

This record was acknowledged before me on \_\_\_\_\_ (date) by Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in their capacities as Mayor and City Clerk, respectively.

(stamp)

Notary Signature

My Commission Expires: \_\_\_\_\_



November 7, 2023  
Project No.: 122120

**EXHIBIT A**  
**SEWER EASEMENT**  
PORTICO – HOME 2 SUITES  
CITY of MERIDIAN

An easement located in Lot 4 of Block 2 of the plat showing Gardner – Ahlquist Gateway Subdivision No.1, as same is shown on the official plat thereof, filed in Book 100 at Page 12936, Ada County records, located in the Northwest one quarter of the Northwest one quarter of Section 16, Township 3 North, Range 1 East, Boise Meridian, City of Meridian, Ada County, Idaho, being more particularly described as follows:

**COMMENCING** at the northwest corner of said Lot 4, (from which the Northwest corner of Section 16 bears, North 61° 28' 47" West, 765.58 feet distant);  
Thence on the west boundary line of said Lot 4, South 00° 18' 54" East, 81.95 feet to the **POINT OF BEGINNING**.

Thence leaving said west boundary line, North 88° 50' 02" East, 51.73 feet;  
Thence South 01° 09' 58" East, 20.00 feet;  
Thence South 88° 50' 02" West, 52.03 feet to a point on said west boundary line;  
Thence on said west boundary line, North 00° 18' 54" West, 20.00 feet to the **POINT OF BEGINNING**.

The parcel of land contains 0.024 Acres (1,038 Ft<sup>2</sup>), more or less.

PREPARED BY:  
**The Land Group, Inc.**  
Michael Femenia, PLS



11/07/2023

S. 8 S. 9  
S. 17 S. 16

AHLQUIST GATEWAY SUBDIVISION No. 1

NW CORNER LOT 4, BLOCK 2

POB

**SEWER EASEMENT**

0.024 Acres±  
(1,038 Ft<sup>2</sup>)

GARDNER - AHLQUIST GATEWAY  
SUBDIVISION No. 1

BLOCK 2

4

# Sewer Easement for City of Meridian

Situated in a Portion of the NW 1/4 of the NW 1/4 of Section 16  
Township 3 North, Range 1 East, Boise Meridian  
City of Meridian, Ada County, Idaho  
2023

S. BROOKLYN AVE

S00°18'54"E 142.78'

L4

L3

L1

L2

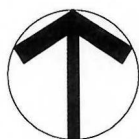


11/07/2023

E. LOUISE DR

## Line Table

LINE	BEARING	LENGTH
L1	N88°50'02"E	51.73'
L2	S01°09'58"E	20.00'
L3	S88°50'02"W	52.03'
L4	N00°18'54"W	20.00'



**Exhibit B**

Horizontal Scale: 1" = 60'



Project No.: 122120

Date of Issuance: November 7, 2023



**Sewer Easement  
Portico - Home 2 Suites  
City of Meridian**

**1 of 1**



## AGENDA ITEM

ITEM **TOPIC:** Meridian Home2 Suites Water Main Easement No. 1 (ESMT-2023-0173)



**Project Name (Subdivision):**

**Meridian Home2 Suites**

**Water Main Easement Number: 1**

Identify this Easement by sequential number if Project contains more than one Water Main easement.  
( See Instructions for additional information).

ESMT-2023-0173

### **WATER MAIN EASEMENT**

THIS Easement Agreement, made this 5<sup>th</sup> day of december, 20 23 between GARDEN RIVER, LLC ("Grantor"), and the City of Meridian, an Idaho Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a water main right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the water main is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of water mains over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of water mains and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor shall not place or allow to be placed any permanent structures or obstructions within the easement area that would interfere with Grantee's use of said easement, including, but not limited to, buildings, trash enclosures, carports, sheds, fences, trees, or deep-rooted shrubs.

THE GRANTOR covenants and agrees with the Grantee that should any part of the right-of-way and easement hereby granted shall become part of, or lie within the boundaries of any





GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor 12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk 12-5-2023

STATE OF IDAHO, )  
                          : ss.  
County of Ada     )

This record was acknowledged before me on \_\_\_\_\_ (date) by Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature

My Commission Expires: \_\_\_\_\_



November 7, 2023  
Project No.: 122120

**EXHIBIT A**  
**WATER EASEMENT**  
PORTICO – HOME 2 SUITES  
CITY of MERIDIAN

An easement located in Lot 4 of Block 2 of the plat showing Gardner – Ahlquist Gateway Subdivision No.1, as same is shown on the official plat thereof, filed in Book 100 at Page 12936, Ada County records, located in the Northwest one quarter of the Northwest one quarter of Section 16, Township 3 North, Range 1 East, Boise Meridian, City of Meridian, Ada County, Idaho, being more particularly described as follows:

**COMMENCING** at the northwest corner of said Lot 4, (from which the Northwest corner of Section 16 bears, North 61° 28' 47" West, 765.58 feet distant);  
Thence on the west boundary line of said Lot 4, South 00° 18' 54" East, 39.98 feet to the **POINT OF BEGINNING**.

Thence leaving said west boundary line, North 90° 00' 00" East, 35.83 feet;  
Thence South 00° 00' 00" West, 29.17 feet;  
Thence North 90° 00' 00" West, 35.67 feet to a point on said west boundary line;  
Thence on said west boundary line, North 00° 18' 54" West, 29.17 feet to the **POINT OF BEGINNING**.

The parcel of land contains 0.024 Acres (1,043 Ft<sup>2</sup>), more or less.

PREPARED BY:  
**The Land Group, Inc.**  
Michael Femenia, PLS



11/07/2023

S. 8 S. 9  
S. 17 S. 16

AHLQUIST GATEWAY SUBDIVISION No. 1

NW CORNER LOT 4, BLOCK 2

N61°28'47"W  
765.58'

POB

**WATERLINE EASEMENT**

0.024 Acres±  
(1,043 Ft²)

GARDNER - AHLQUIST GATEWAY  
SUBDIVISION No. 1

BLOCK 2

4

# Waterline Easement for City of Meridian

Situated in a Portion of the NW 1/4 of the NW 1/4 of Section 16  
Township 3 North, Range 1 East, Boise Meridian  
City of Meridian, Ada County, Idaho  
2023

S. BROOKLYN AVE

S00°18'54"E 175.59'





## AGENDA ITEM

**ITEM TOPIC:** Records Apartments Sanitary Sewer and Water Main Easement No. 2 (ESMT-2023-0170)

**Project Name (Subdivision):**

**Records Apartments**

**Sanitary Sewer & Water Main Easement Number:**

2  
Identify this Easement by sequential number if Project contains more than one easement of this type.  
(See Instructions for additional information).

**ESMT-2023-0170**

**SANITARY SEWER AND WATER MAIN EASEMENT**

THIS Easement Agreement, made this 5th day of December 20 23 between DWT Investments LLC and BVZ Records Village, LLC ("Grantor") and the City of Meridian, an Idaho Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a sanitary sewer and water main right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the sanitary sewer and water is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of sanitary sewer and water mains over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of sanitary sewer and water mains and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor shall not place or allow to be placed any permanent structures or obstructions within the easement area that would interfere with Grantee's use of said easement, including, but not limited to, buildings, trash enclosures, carports, sheds, fences, trees, or deep-rooted shrubs.

THE GRANTOR covenants and agrees with the Grantee that should any part of the right-of-way and easement hereby granted shall become part of, or lie within the boundaries of any public street, then, to such extent, such right-of-way and easement hereby granted which lies within such boundary thereof or which is a part thereof, shall cease and become null and void and of no further effect and shall be completely relinquished.

THE GRANTOR does hereby covenant with the Grantee that Grantor is lawfully seized and possessed of the aforementioned and described tract of land, and that Grantor has a good and lawful right to convey said easement, and that Grantor will warrant and forever defend the title and quiet possession thereof against the lawful claims of all persons whomsoever.

THE COVENANTS OF GRANTOR made herein shall be binding upon Grantor's successors, assigns, heirs, personal representatives, purchasers, or transferees of any kind.

IN WITNESS WHEREOF, the said parties of the first part have hereunto subscribed their signatures the day and year first herein above written.

[END OF TEXT; SIGNATURES TO FOLLOW]

GRANTOR:

**DWT INVESTMENTS, LLC**

an Idaho limited liability company

By: Brighton Corporation, an Idaho  
Corporation, Manager

By: \_\_\_\_\_

Robert L. Phillips, President

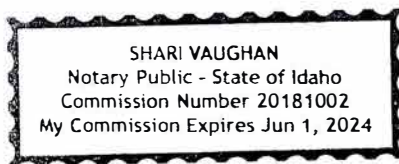
STATE OF IDAHO )

:SS.

County of Ada )

On this 7<sup>th</sup> day of November, in the year 2023, before me a notary Public of said State, personally appeared Robert L. Phillips, known or identified to me to be the President of Brighton Corporation, the Manager of DWT Investments, LLC, the company that executed the instrument or the person who executed the instrument on behalf of said company and acknowledged to me that such company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



Shari Vaughan  
Notary Public for Idaho  
My Commission Expires: 6-1-2024

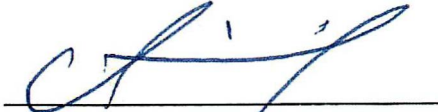


GRANTOR:

**BVZ RECORDS VILLAGE, LLC**  
an Idaho limited liability company

By: BV Management Services, Inc., an Idaho  
Corporation, Manager

By:


  
Cortney Liddiard, President

STATE OF IDAHO       )  
                                  :SS.  
County of Bonneville   )

On this 7<sup>th</sup> day of November, in the year 2023, before me a notary Public of said State, personally appeared Cortney Liddiard, known or identified to me to be the President of BV Management Services, Inc., the Manager of BVZ Records Village, LLC, the company that executed the instrument or the person who executed the instrument on behalf of said company and acknowledged to me that such company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



  
Notary Public for Idaho  
My Commission Expires: 4-12-2026

GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor      12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk      12-5-2023

STATE OF IDAHO, )  
                              : ss.  
County of Ada        )

This record was acknowledged before me on \_\_\_\_\_(date) by  
Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in  
their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature  
My Commission Expires: \_\_\_\_\_

October 17, 2022  
Project No. 21-225  
Brighton Corporation  
Sewer and Water Easement  
Legal Description

**Exhibit A**

A parcel of land situated in a portion of the Southeast 1/4 of the Southwest 1/4 of Section 4, Township 3 North, Range 1 East, Boise Meridian, City of Meridian, Ada County, Idaho and being more particularly described as follows:

Commencing at a found aluminum cap marking the South 1/4 corner of said Section 4, which bears S89°22'45"E a distance of 2659.59 feet from a found aluminum cap marking the Southwest corner of said Section 4, thence following the easterly line of the Southeast 1/4 of the Southwest 1/4 of said Section 4, N00°32'11"E a distance of 55.26 feet to a found 5/8-inch rebar on the northerly right-of-way line of E. Fairview Avenue; Thence leaving said northerly right-of-way line and following said easterly line, N00°32'11"E a distance of 241.97 feet to the **POINT OF BEGINNING**.

Thence leaving said easterly line, N89°27'49"W a distance of 14.50 feet;  
Thence N00°32'11"E a distance of 494.97 feet to a point on the southerly right-of-way line of E. Eldon Gray Street;  
Thence following said southerly right-of-way line, S89°35'58"E a distance of 14.50 feet to a found brass plug on the easterly line of the Southeast 1/4 of the Southwest 1/4 of said Section 4;  
Thence leaving said southerly right-of-way line and following said easterly line, S00°32'11"W a distance of 495.00 feet to the **POINT OF BEGINNING**.

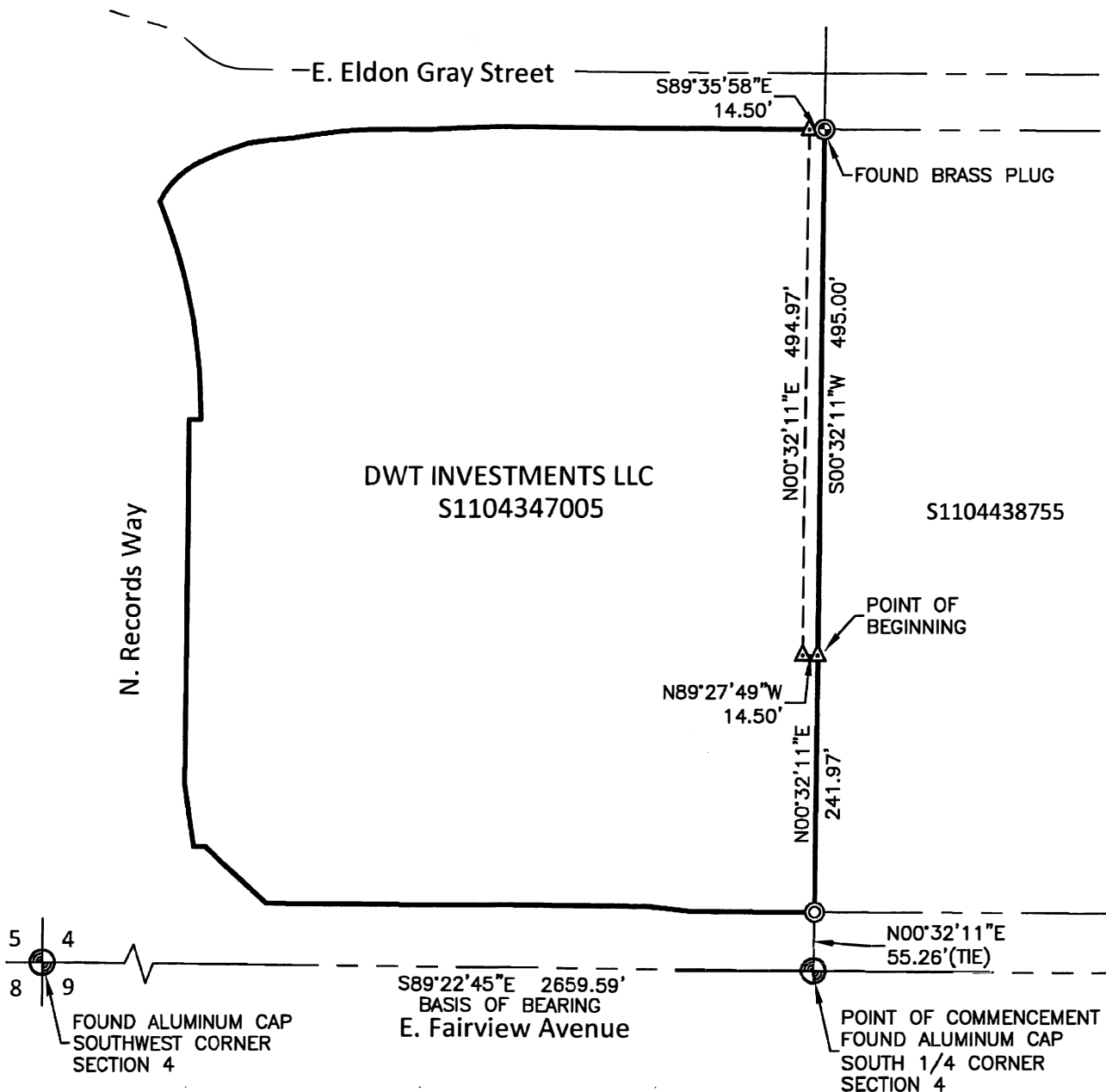
Said parcel contains 7,177 square feet, more or less, and is subject to all existing easements and/or rights-of-way of record.

All subdivisions, deeds, record of surveys, and other instruments of record referenced herein are recorded documents of the county in which these described lands are situated in.

Attached hereto is **Exhibit B** and by this reference is made a part hereof.



P:\21-225\CAD\SURVEY\EXHIBITS\21-225 SEWER AND WATER EASEMENT.DWG, AARON BALLARD, 10/17/2022, \\KMEB01DC1\KMEG.LOCAL\KYOCCERA CS 4550C1.KX, ---



**km**  
ENGINEERING  
5725 NORTH DISCOVERY WAY  
BOISE, IDAHO 83713  
PHONE (208) 639-6939  
kmengllp.com



0 150 300 450  
Plan Scale: 1" = 150'

### Exhibit B - Sewer and Water Easement Records Apartments

DATE: October 20 2

PROJECT: 21-225

SHEET:  
1 OF 1

A parcel of land situated in a portion of the SE 1/4 of the SW 1/4 of Sec. 4,  
T3N, R1E, B.M., City of Meridian, Ada County, Idaho



## AGENDA ITEM

ITEM **TOPIC:** Shafer View Terrace Water Main Easement (ESMT-2023-0166)

Project <sup>N</sup>ame (Subdivision):

Shafer View Terrace

Water Main Easement <sup>N</sup>umber:

Identify this Easement by sequential number if Project contains more than one Water Main easement.

( See Instructions for additional information).

ESMT-2023-0166

### WATER MAIN EASEMENT

THIS Easement Agreement, made this 5<sup>th</sup> day of December, 20 23, between Shafer View North LLC ("Grantor"), and the City of Meridian, an Idaho Municipal Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a water main right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the water main is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of water mains over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of water mains and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.

THE GRANTOR covenants and agrees that Grantor shall not place or allow to be placed any permanent structures or obstructions within the easement area that would interfere with Grantee's use of said easement, including, but not limited to, buildings, trash enclosures, carports, sheds, fences, trees, or deep-rooted shrubs.

THE GRANTOR covenants and agrees with the Grantee that should any part of the right-of-way and easement hereby granted shall become part of, or lie within the boundaries of any



GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor    12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk    12-5-2023

STATE OF IDAHO, )

: ss.

County of Ada    )

This record was acknowledged before me on \_\_\_\_\_ (date) by Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature

My Commission Expires: \_\_\_\_\_





### Water Easement

An easement over and across a portion of Lot 4, Block 1 of Shafer View Estates Subdivision as recorded in Book 84 of Plats at Pages 9403 and 9404, Records of Ada County, said easement is located in the North Half of the Southwest Quarter of Section 31, Township 3 North, Range 1 East of the Boise Meridian, City of Meridian, Ada County, Idaho, being more particularly described as follows:

**Commencing** at the found aluminum cap monument at the Quarter Corner common to Section 31, T3N, R1E and Section 36, T3N, R1W, from which the found brass cap at the township corner common to Township 3 North, Ranges 1 East and 1 West, and Township 2 North, Ranges 1 East and 1 West bears S 00° 05' 17" E a distance of 2669.99 feet; thence N 89° 57' 18" E along the mid-section line for a distance of 216.03 feet; thence S 00° 08' 28" W for a distance of 31.05 feet to the **POINT OF BEGINNING**;

Thence S 00° 08' 28" W for a distance of 88.90 feet;

Thence S 26° 24' 29" E for a distance of 60.99 feet;

Thence 20.15 feet along a curve to the left, said curve having a radius of 51.50 feet, a central angle of 22°24'50" and a long chord bearing S 66° 02' 43" W a distance of 20.02 feet;

Thence N 26° 24' 29" W for a distance of 64.85 feet;

Thence N 00° 08' 28" E for a distance of 93.55 feet;

Thence N 89° 57' 04" E for a distance of 20.00 feet to the **POINT OF BEGINNING**.

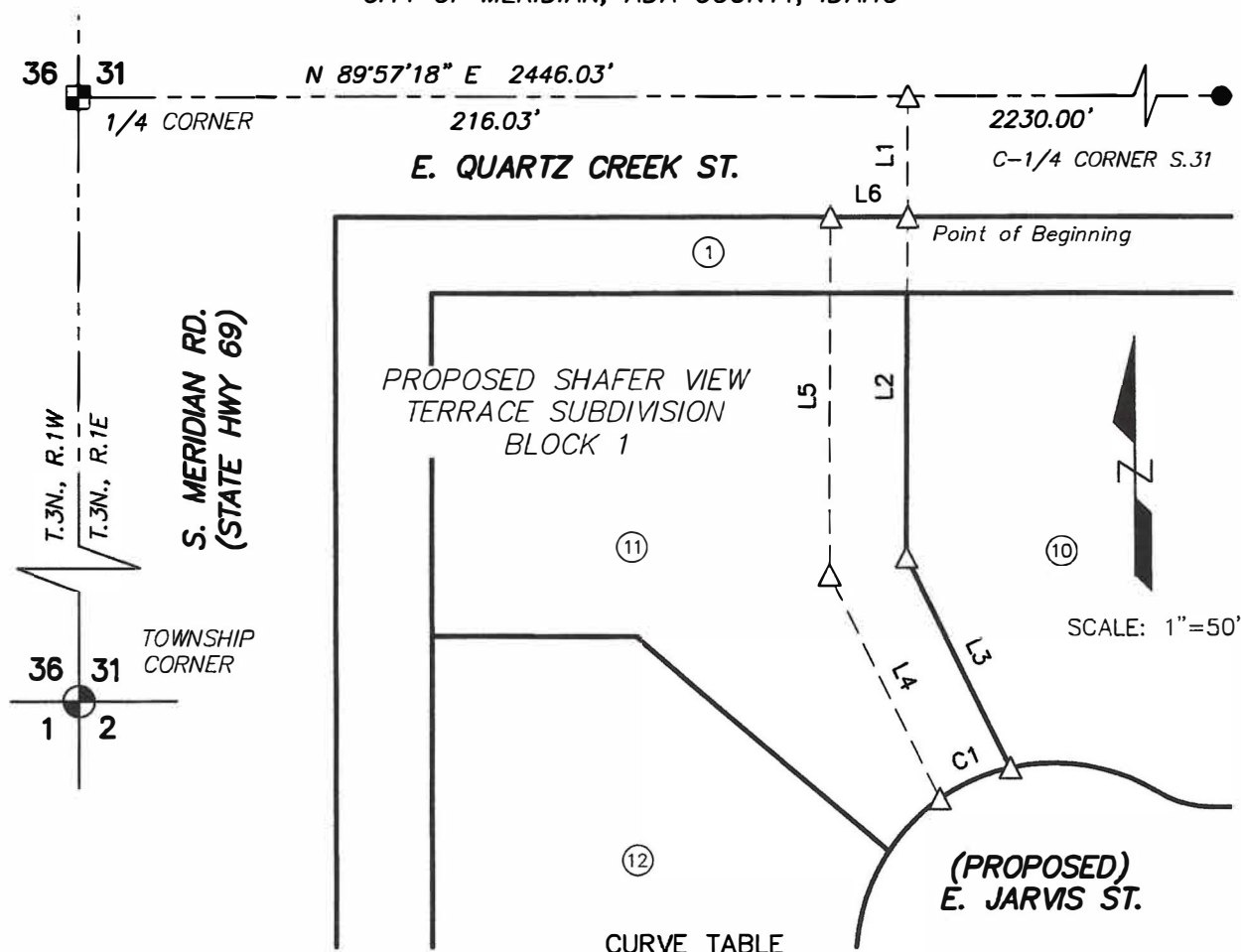
Easement contains 3,070 square feet, or 0.070 acres, more or less.



# EXHIBIT MAP

## WATER EASEMENT

OVER A PORTION OF LOT 4, BLOCK 1, SHAFER VIEW ESTATES SUBDIVISION,  
BOOK 84, PAGES 9403-9404, RECORDS OF ADA COUNTY, IDAHO,  
LYING WITHIN THE N 1/2 OF THE SW 1/4 OF SECTION 31, T.3N., R.1E., B.M.  
CITY OF MERIDIAN, ADA COUNTY, IDAHO



CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	20.15'	51.50'	22°24'50"	S 66°02'43" W	20.02'

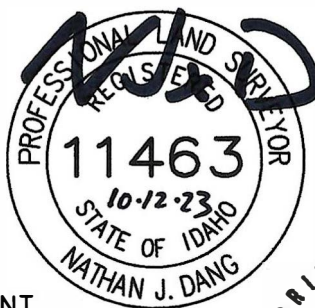
LINE TABLE

LINE	BEARING	DISTANCE
L1	S 00°08'28" W	31.05'
L2	S 00°08'28" W	88.90'
L3	S 26°24'29" E	60.99'
L4	N 26°24'29" W	64.85'
L5	N 00°08'28" E	93.55'
L6	N 89°57'04" E	20.00'

### LEGEND

- SECTION LINE
- PROPOSED LOT LINE
- EASEMENT

- ⊙ FOUND BRASS CAP MONUMENT
- ⊠ FOUND ALUMINUM CAP MONUMENT
- △ CALCULATED POINT



**ACCURATE**  
SURVEYING & MAPPING

1520 W. Washington St.  
Boise, Idaho 83702  
(208) 488-4227

[www accuratesurveyors.com](http://www accuratesurveyors.com)

DATE: OCT., 2023

JOB 20-227



## AGENDA ITEM

**ITEM TOPIC:** Skybreak Subdivision No. 3 Sanitary Sewer and Water Main Easement No. 1  
(ESMT-2023-0171)

<b>Project Name (Subdivision):</b> Skybreak Subdivision No. 3
<b>Sanitary Sewer &amp; Water Main Easement Number:</b> 1
Identify this Easement by sequential number if Project contains more than one easement of this type. (See Instructions for additional information).

ESMT-2023-0171

**SANITARY SEWER AND WATER MAIN EASEMENT**

THIS Easement Agreement, made this 5th day of December 20 23 between  
G20 LLC ("Grantor") and the City of Meridian, an Idaho Municipal  
Corporation ("Grantee");

WHEREAS, the Grantor desires to provide a sanitary sewer and water main right-of-way across the premises and property hereinafter particularly bounded and described; and

WHEREAS, the sanitary sewer and water is to be provided for through underground pipelines to be constructed by others; and

WHEREAS, it will be necessary to maintain and service said pipelines from time to time by the Grantee;

NOW, THEREFORE, in consideration of the benefits to be received by the Grantor, and other good and valuable consideration, the Grantor does hereby give, grant and convey unto the Grantee the right-of-way for an easement for the operation and maintenance of sanitary sewer and water mains over and across the following described property:

(SEE ATTACHED EXHIBITS A and B)

The easement hereby granted is for the purpose of construction and operation of sanitary sewer and water mains and their allied facilities, together with their maintenance, repair and replacement at the convenience of the Grantee, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, the said easement and right-of-way unto the said Grantee, its successors and assigns forever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that after making repairs or performing other maintenance, Grantee shall restore the area of the easement and adjacent property to that existent prior to undertaking such repairs and maintenance. However, Grantee shall not be responsible for repairing, replacing or restoring anything placed within the area described in this easement that was placed there in violation of this easement.



GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor 12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk 12-5-2023

STATE OF IDAHO, )  
                              : ss.  
County of Ada        )

This record was acknowledged before me on 12-5-2023 (date) by  
Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in  
their capacities as Mayor and City Clerk, respectively.

(stamp)

\_\_\_\_\_  
Notary Signature  
My Commission Expires: \_\_\_\_\_

L



## Sawtooth Land Surveying, LLC

P: (208) 398-8104 F: (208) 398-8105  
2030 S. Washington Ave., Emmett, ID 83617

### Sewer and Water Easement Legal Description

**BASIS OF BEARINGS** is N.  $0^{\circ}12'52''$  E. between a found aluminum cap marking the W1/4 corner and a found aluminum cap marking the northwest corner of Section 4, T. 2 N., R. 1 E., B.M., Ada County, Idaho.

An easement located in the SW1/4 of the NW1/4 of Section 4, Township 2 North, Range 1 East, Boise Meridian, Ada County, Idaho, more particularly described as follows:

**COMMENCING** at a 5/8" rebar/cap PLS 11574 marking the northwest corner of Lot 54, Block 3, Skybreak Subdivision No. 1, as shown in Book 125 of Plats, at Pages 20019-25, Ada County Records;

Thence N.  $89^{\circ}47'08''$  W., 79.50 feet to the beginning of a curve to left and the **POINT OF BEGINNING**;

Thence 47.91 feet along the arc of said curve, with a radius of 30.50 feet, a central angle of  $90^{\circ}00'00''$ , subtended by a chord bearing S.  $45^{\circ}12'52''$  W., 43.13 feet;

Thence S.  $0^{\circ}12'52''$  W., parallel with the west line of said SW1/4 of the NW1/4, a distance of 325.50 feet to a 5/8" rebar/cap PLS 11574 on the boundary of said Skybreak Subdivision No. 1;

Thence coincident with said boundary, N.  $89^{\circ}47'08''$  W., 34.00 feet to a 1/2" rebar/cap PLS 11574;

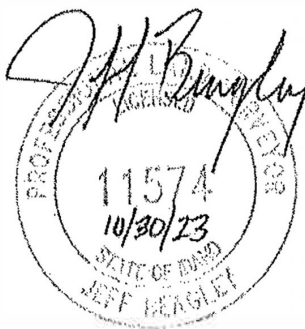
Thence leaving said boundary, N.  $0^{\circ}12'52''$  E., parallel with said west line, 325.50 feet to the beginning of a curve to the right;

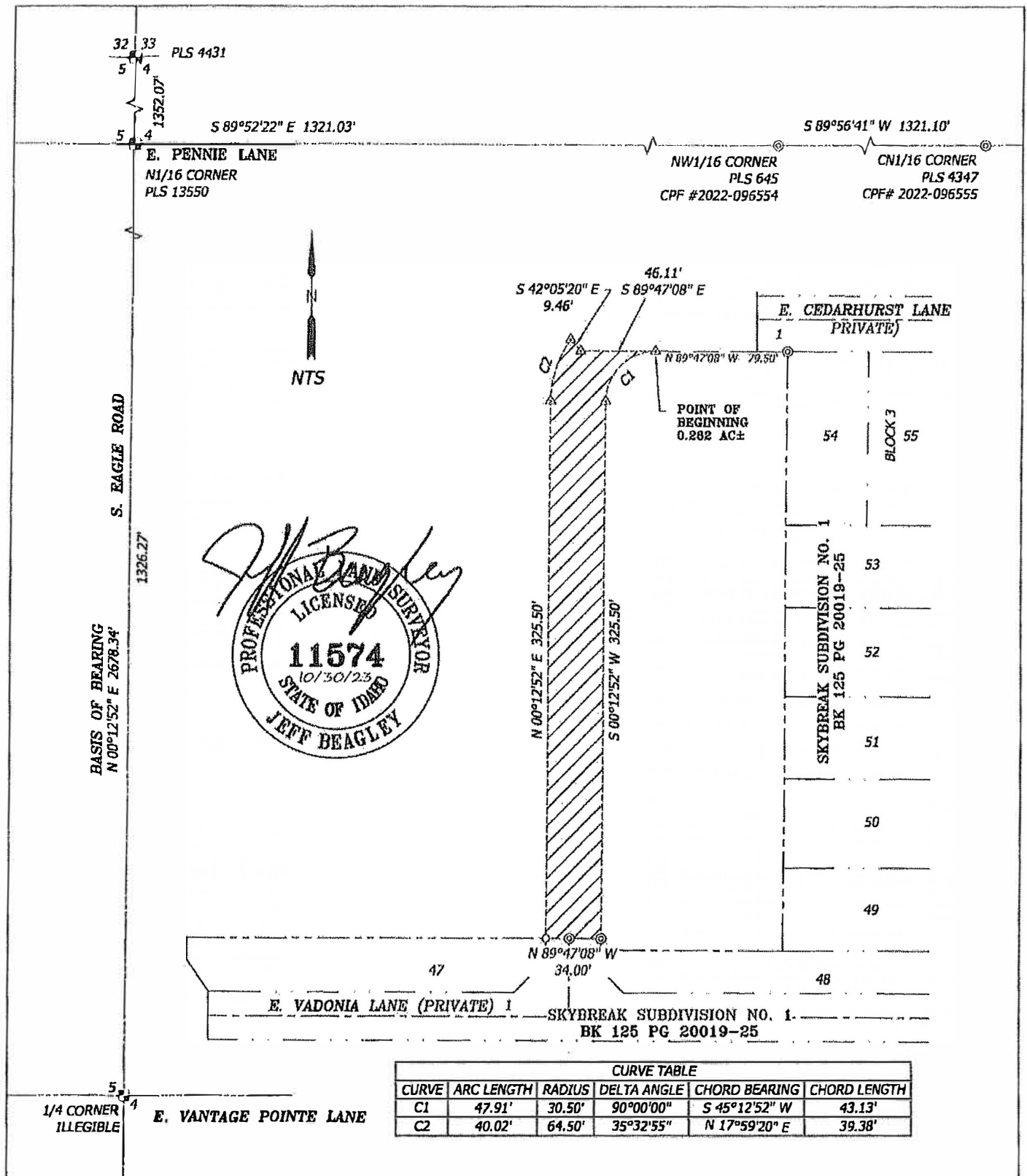
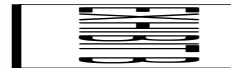
Thence 40.02 feet along the arc of said curve, with a radius of 64.50 feet, a central angle of  $35^{\circ}32'55''$ , subtended by a chord bearing N.  $17^{\circ}59'20''$  E., 39.38 feet;

Thence S.  $42^{\circ}05'20''$  E., 9.46 feet;

Thence S.  $89^{\circ}47'08''$  E., 46.11 to the **POINT OF BEGINNING**.

The above described easement contains 0.282 acres more or less.





<b>PROJECT:</b> SANITARY SEWER / WATER EASEMENT EXHIBIT THE SW1/4 OF THE NW1/4 SECTION 4, T. 2 N., R. 1 E., B.M., ADA COUNTY, IDAHO	<b>OWNER/DEVELOPER:</b>  CONGER	 <b>2030 S. WASHINGTON AVE.</b> EMMETT, ID 83617 P: (208) 398-8104 F: (208) 398-8105 <b>SAWTOOTH</b> Land Surveying, LLC WWW.SAWTOOTHLS.COM	<b>DWG #</b> 123110-EX
	<b>DATE:</b> 10/2023		<b>PROJECT#</b> 123110
			<b>SHEET</b> 1 OF 1

LB





## AGENDA ITEM

**ITEM TOPIC:** The Oaks North Subdivision No. 13 Pedestrian Pathway Easement (ESMT-2023-0164)

**Project Name (Subdivision):**

The Oaks North Subdivision No. 13  
ESMT-2023-0164

**Pedestrian Pathway Easement**

THIS AGREEMENT, made this 5th day of December, 2023, between Toll Southwest, LLC., hereinafter referred to as “Grantor”, and the City of Meridian, an Idaho municipal corporation, hereinafter referred to as “Grantee”;

**WITNESSETH:**

WHEREAS, Grantor is the owner of real property on portions of which the City of Meridian desires to establish a public pathway; and

WHEREAS, the Grantor desires to grant an easement to establish a public pathway and provide connectivity to present and future portions of the pathway; and

WHEREAS, Grantor shall construct the pathway improvements upon the easement described herein; and

NOW, THEREFORE, the parties agree as follows:

THE GRANTOR does hereby grant unto the Grantee an easement on the following property, described on Exhibit “A” and depicted on Exhibit “B” attached hereto and incorporated herein.

THE EASEMENT hereby granted is for the purpose of providing a public pedestrian pathway easement for multiple-use non-motorized recreation, with the free right of access to such facilities at any and all times.

TO HAVE AND TO HOLD, said easement unto said Grantee, its successors and assigns forever.

THE GRANTOR hereby covenants and agrees that it will not place or allow to be placed any permanent structures, trees, brush, or perennial shrubs or flowers within the area described for this easement, which would interfere with the use of said easement, for the purposes stated herein.

IT IS EXPRESSLY UNDERSTOOD AND AGREED, by and between the parties hereto, that the Grantor shall repair and maintain the pathway improvements.

THE GRANTOR hereby covenants and agrees with the Grantee that should any part of the easement hereby granted become part of, or lie within the boundaries of any public street,



GRANTEE: CITY OF MERIDIAN

\_\_\_\_\_  
Robert E. Simison, Mayor 12-5-2023

\_\_\_\_\_  
Attest by Chris Johnson, City Clerk 12-5-2023

STATE OF IDAHO, )

: ss.

County of Ada )

This record was acknowledged before me on \_\_\_\_\_ (date) by Robert E. Simison and Chris Johnson on behalf of the City of Meridian, in their capacities as Mayor and City Clerk, respectively.

\_\_\_\_\_  
Notary Signature

My Commission Expires:\_\_\_\_\_

EXHIBIT A  
Legal Description  
City of Meridian Public Access Easement  
The Oaks North Subdivision No. 13

An easement being located in the SE ¼ of the NE ¼ of Section 28, Township 4 North, Range 1 West, Boise Meridian, City of Meridian, Ada County, Idaho, and more particularly described as follows:

Commencing at a Brass Cap monument marking the northeast corner of said Section 28, from which a Brass Cap monument marking the southeast corner of the NE ¼ (E ¼ corner) of said Section 28 bears S 0°29'20" W a distance of 2638.62 feet;

Thence S 0°29'20" W along the east boundary of said NE ¼ a distance of 2209.04 feet to a point;

Thence leaving said boundary N 89°22'02" W a distance of 48.00 feet to the **POINT OF BEGINNING**;

Thence S 0°29'20" W a distance of 1.80 feet to a point;

Thence S 8°16'14" W a distance of 60.98 feet to a point of curvature;

Thence a distance of 13.31 feet along the arc of a 98.00 foot radius curve left, said curve having a central angle of 7°46'54" and a long chord bearing S 4°22'47" W a distance of 13.30 feet to a point of tangency;

Thence S 0°29'20" W a distance of 14.33 feet to point of curvature;

Thence a distance of 13.97 feet along the arc of a 98.00 foot radius curve left, said curve having a central angle of 8°10'12" and a long chord bearing S 3°35'46" E a distance of 13.96 feet to a point of tangency;

Thence S 7°40'51" E a distance of 57.45 feet to a point;

Thence S 0°29'20" W a distance of 54.02 feet to a point;

Thence N 89°21'07" W a distance of 1.43 feet to a point;

Thence N 13°17'19" W a distance of 50.44 feet to a point;

Thence N 7°39'53" W a distance of 60.55 feet to a point of curvature;

Thence a distance of 15.94 feet along the arc of a 112.00 foot radius curve right, said curve having a central angle of 8°09'13" and a long chord bearing N 3°35'17" W a distance of 15.93 feet to a point of tangency;

Thence N 0°29'20" E a distance of 14.33 feet to a point of curvature;

Thence a distance of 15.21 feet along the arc of a 112.00 foot radius curve right, said curve having a central angle of 7°46'54" and a long chord bearing N 4°22'47" E a distance of 15.20 feet to a point of tangency;

Thence N 8°16'14" E a distance of 60.92 feet to a point;

Thence S 89°22'02" E a distance of 13.88 feet to the **POINT OF BEGINNING**.

This easement contains 2,700 square feet (0.062 acres) more or less and is subject to any other easements existing or in use.

Clinton W. Hansen, PLS  
Land Solutions, PC  
October 30, 2023

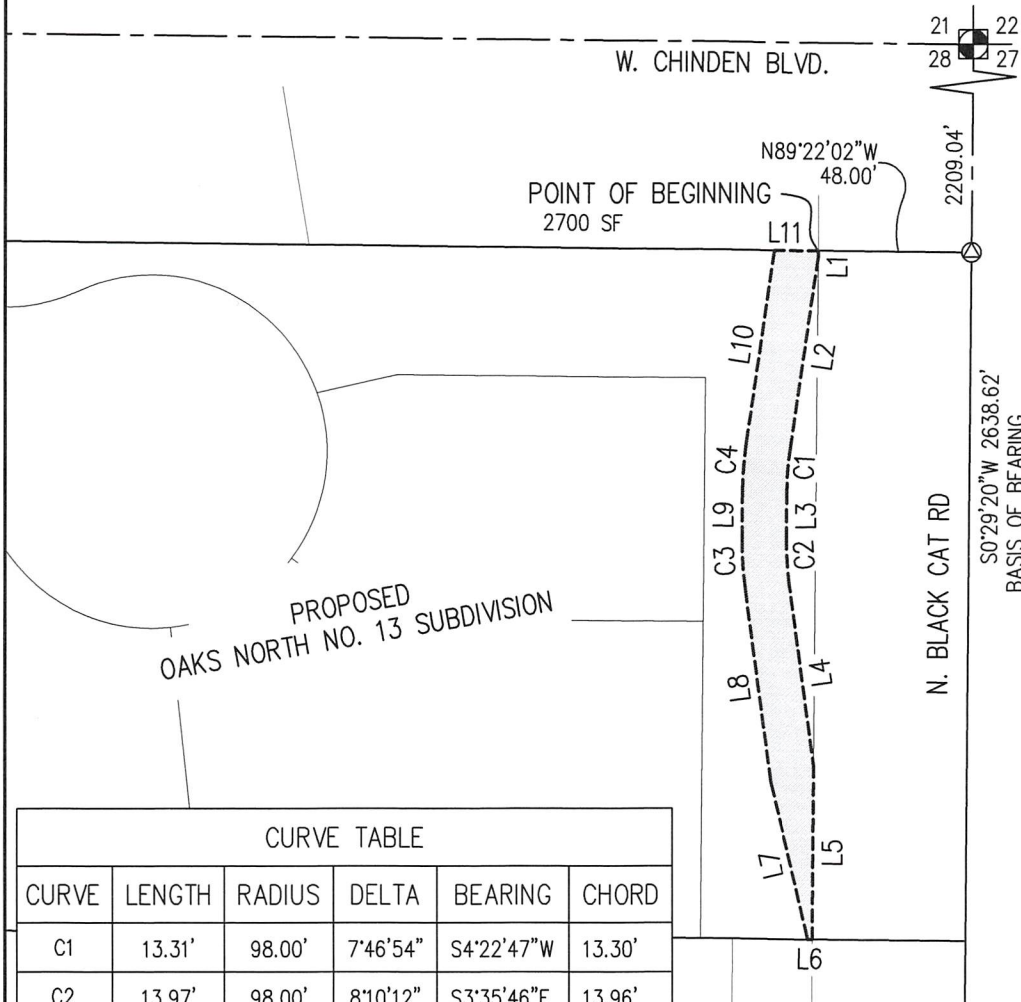


# EXHIBIT B

## CITY OF MERIDIAN PUBLIC ACCESS EASEMENT

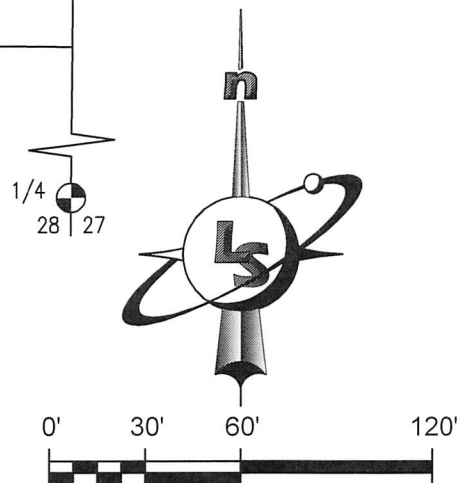
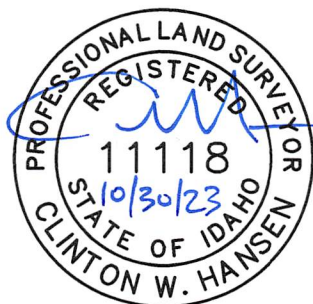
### THE OAKS NORTH SUBDIVISION NO. 13

LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 28, T4N, R1W, BM  
MERIDIAN, ADA COUNTY, IDAHO



LINE TABLE		
LINE	LENGTH	DIRECTION
L1	1.80'	S0°29'20"W
L2	60.98'	S8°16'14"W
L3	14.33'	S0°29'20"W
L4	57.45'	S7°40'51"E
L5	54.02'	S0°29'20"W
L6	1.43'	N89°21'07"W
L7	50.44'	N13°17'19"W
L8	60.55'	N7°39'53"W
L9	14.33'	N0°29'20"E
L10	60.92'	N8°16'14"E
L11	13.88'	S89°22'02"E

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	BEARING	CHORD
C1	13.31'	98.00'	7°46'54"	S4°22'47"W	13.30'
C2	13.97'	98.00'	8°10'12"	S3°35'46"E	13.96'
C3	15.94'	112.00'	8°09'13"	N3°35'17"W	15.93'
C4	15.21'	112.00'	7°46'54"	N4°22'47"E	15.20'



**LandSolutions**  
Land Surveying and Consulting

231 E. 5TH ST., STE. A  
MERIDIAN, ID 83642  
(208) 288-2040 (208) 288-2557 fax  
www.landsolutions.biz

JOB NO. 18-35



## AGENDA ITEM

**ITEM TOPIC:** Final Plat for Pinedale Subdivision (FP-2023-0014) by Ackerman-Estvold, generally located at the east terminus of W. Newland St. in the Chesterfield Subdivision



**STAFF REPORT**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

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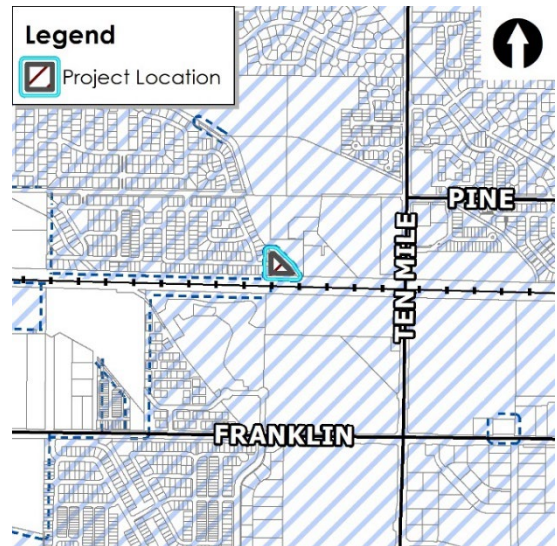
HEARING DATE: December 5, 2023

TO: Mayor & City Council

FROM: Stacy Hersh, Associate Planner  
208-884-5533

SUBJECT: FP-2023-0014  
Pinedale Subdivision - FP

LOCATION: East terminus of W. Newland Street in the Chesterfield Subdivision in the Northwest 1/4 of the Southeast 1/4 of Section 10, T.3N., R.1W.



**I. PROJECT DESCRIPTION**

The Applicant requests approval of a final plat consisting of 7 single-family residential buildable lots and 1 common lot on 1.22 acres of land in the R-8 zoning district.

**II. APPLICANT INFORMATION**

A. Applicant:

Antonio Conti, Ackerman-Estvold – 7661 W. Riverside Drive, Ste. 102, Garden City, ID 83714

B. Owner:

Bruce Hessing, Piedmont Project, LLC – 2338 W. Boulder Bar Drive, Meridian, ID 83646

C. Representative:

Same as Applicant

**III. STAFF ANALYSIS**

Staff has reviewed the proposed final plat for substantial compliance with the approved preliminary plat (H-2022-0001) in accord with the requirements listed in UDC 11-6B-3C.2.

In order for the proposed final plat to be deemed in substantial compliance with the approved preliminary plat as set forth in UDC 11-6B-3C.2, the number of buildable lots cannot increase and the amount of common area cannot decrease. Staff has reviewed the proposed final plat and the number of buildable lots and the amount of common open space area are both the same.

Staff deems the proposed final plat to be in substantial compliance with the approved preliminary plat as required.

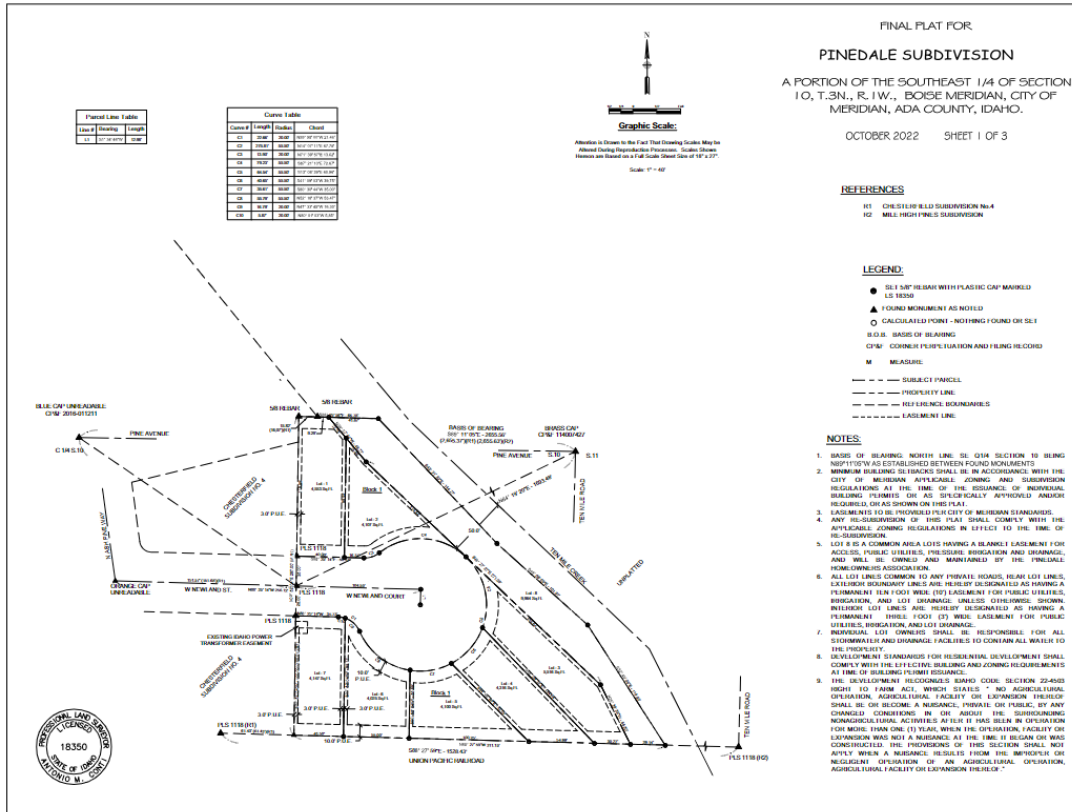
#### **IV. DECISION**

Staff recommends approval of the proposed final plat per the conditions noted in Section VI of this report.

### A. Preliminary Plat (dated: 3/15/2022)



## B. Final Plat (dated: 10/2022)



FINAL PLAT FOR  
PINEDALE SUBDIVISION  
A PORTION OF THE SOUTHEAST 1/4 OF SECTION  
10, T.3N., R.1W., BOISE MERIDIAN, CITY OF  
MERIDIAN, ADA COUNTY, IDAHO.

OCTOBER 2022 SHEET 2 OF 3

**CERTIFICATE OF OWNERS**

KNOW ALL MEN BY THESE PRESENTS, THAT WE, THE UNDERSIGNED ARE, THE OWNERS OF THE REAL PROPERTY DESCRIBED BELOW IN ADA COUNTY, IDAHO, AND THAT WE WOULD INCLUDE THE FOLLOWING DESCRIBED PROPERTY IN THIS PLAT OF PINEDALE SUBDIVISION.

A PARCEL OF LAND BEING A PORTION OF THE SE 1/4 OF SECTION 10, T.3N., R.1W., BOISE MERIDIAN, ADA COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A SURVEY PIN MARKING THE SOUTHEAST CORNER OF CHESTERFIELD SUBDIVISION NUMBER 4, THENCE ALONG THE NORTHERLY RIGHT OF WAY OF UNION PACIFIC RAILROAD SOUTH 87°07'00" EAST A DISTANCE OF 111.51 FEET TO A POINT ON THE WESTERLY EDGE OF FUMBLE CREEK, THENCE ALONG SAID WESTERLY EDGE OF FUMBLE CREEK NORTH 22°49'00" WEST A DISTANCE OF 102.21 FEET, THENCE NORTH 40°00'00" WEST A DISTANCE OF 101.07 FEET, THENCE NORTH 42°37'37" WEST A DISTANCE OF 144.27 FEET, THENCE ALONG SAID WESTERLY EDGE OF FUMBLE CREEK NORTH 80°00'00" WEST A DISTANCE OF 80.10 FEET TO A POINT ON THE EASTERLY BOUNDARY OF CHESTERFIELD SUBDIVISION NUMBER 4, THENCE ALONG SAID EASTERLY BOUNDARY OF CHESTERFIELD SUBDIVISION NUMBER 4 SOUTH 07°02'00" WEST A DISTANCE OF 205.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 1.22 ACRES, MORE OR LESS.

THE PUBLIC UTILITIES, AS SHOWN ON THIS PLAT, ARE HEREBY DEDICATED TO THE PUBLIC. THE EASEMENTS INDICATED ON THIS PLAT ARE NOT DEDICATED TO THE PUBLIC, BUT THE RIGHT TO USE SAID EASEMENTS IS PERMANENTLY RESERVED FOR PUBLIC UTILITIES AND FOR SUCH OTHER USES AS DESIGNATED HEREON, AND NO PERMANENT STRUCTURES COVER MORE THAN FOR SUCH UTILITY PURPOSES ARE TO BE ERECTED WITHIN THE LIMITS OF SAID EASEMENTS. ALL LOTS WITHIN THIS PLAT WILL BE LEGIBLE TO RECEIVING WATER SERVICE FROM THE CITY OF MERIDIAN, WHICH HAS AGREED IN WRITING TO SERVE ALL THE LOTS IN THIS SUBDIVISION PER BOUND CODE 18-1304.

BRUCE HESSING  
FURNITURE PRODUCTS, LLC

DATE:

**ACKNOWLEDGEMENT**

STATE OF IDAHO  
COUNTY OF ADA

ON THIS DAY OF 20, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED BRUCE HESSING, KNOWN TO ME TO BE THE MANAGER OF THE ABOVE NAMED LLC, THAT EXECUTED THE INSTRUMENT ON THE PRESENT WHO EXECUTED THE INSTRUMENT ON BEHALF OF SAID LIMITED LIABILITY COMPANY, AND ACKNOWLEDGED TO ME THAT SUCH LIMITED LIABILITY COMPANY EXECUTED THE SAME.

BRUCE HESSING, I HAVE RETURNED TO MY HAND AND AFFIRMED MY OF FIDELITY, THIS DAY AND YEAR IN THIS CERTIFICATE, FIRST ABOVE WRITTEN.

MY COMMISSION EXPIRES  
RESIDING AT  
NOTARY PUBLIC FOR THE STATE OF IDAHO

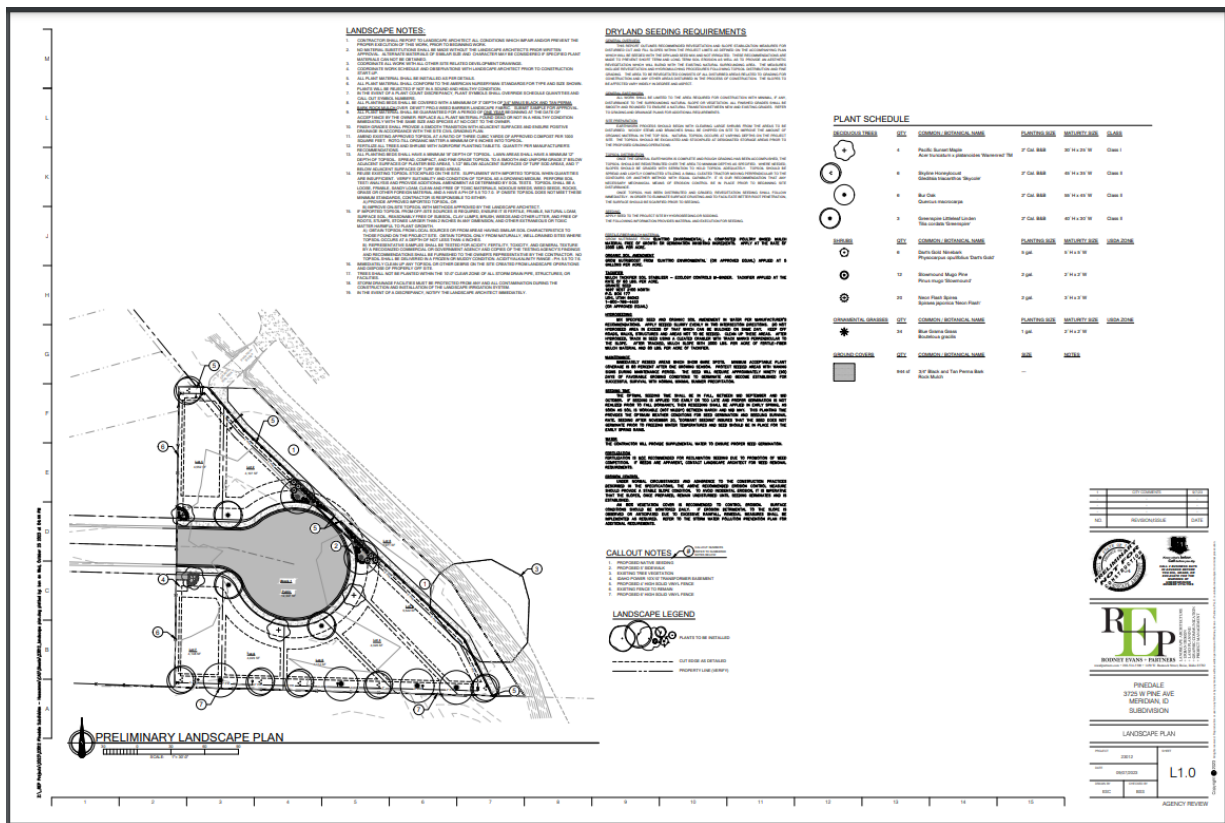
**CERTIFICATE OF SURVEYOR**

I, ANTONIO M. CONTRA, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, AND THAT THIS PLAT AS DESCRIBED IN THE "CERTIFICATE OF OWNERS" WAS DRAWN FROM THE FIELD NOTES OF A SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION AND ACCURATELY REPRESENTS THE POINTS PLATTED HEREON, AND IS IN CONFORMITY WITH THE STATE OF IDAHO CODE RELATING TO PLATS AND SURVEYS.

ANTONIO M. CONTRA, PLS 18350

18350

### C. Landscape Plan (dated: 9/7/2023)



## **VI. CITY/AGENCY COMMENTS & CONDITIONS**

### **A. Planning Division**

#### **Site Specific Conditions:**

1. Applicant shall comply with all previous conditions of approval associated with this development [H-2022-0001 (Development Agreement Inst. #2023-024580)].
2. The applicant shall obtain the City Engineer's signature on the subject final plat within two years of City Council's approval of the preliminary plat (by August 9, 2024), in accord with UDC 11-6B-7, in order for the preliminary plat to remain valid; or, a time extension may be requested.
3. Prior to submittal for the City Engineer's signature, have the Certificate of Owners and the accompanying acknowledgment signed and notarized.
4. The final plat prepared by Ackerman-Estvold stamped by Antonio M. Conti, dated: 10/2023, included in Section V.B shall be revised as follows:
  - a. The Land Surveyor shall sign and date the seal.
  - b. The Land Surveyor's business name and address shall be included on the plat.
  - c. Revise Note #2: remove any wording referencing setbacks on the plat ("OR AS SHOWN ON THIS PLAT").
  - d. Revise the final plat to include 5-foot P.U.E. interior lot lines, maintaining a 5-foot setback along each lot in accordance with the R-8 zoning district.
  - e. Revise Note #6: with "INTERIOR LOT LINES ARE HEREBY DESIGNATED AS HAVING A PERMANENT FIVE (5') WIDE EASEMENT FOR PUBLIC UTILITIES, IRRIGATION, AN LOT DRAINAGE.
  - f. Add Note #10: "The subdivision is subject to the existing Development Agreement and include the DA instrument number (DA Inst. #2023-024580)."
  - g. Revise street names on the plat per the street name approval from Ada County dated July 2, 2023.
5. The landscape plan prepared by Rodney Evans + Partners dated: 9/7/2023, included in Section V.C, shall be revised as follows:
  - a. Provide a detail of the fencing prior to City Engineer's signature on the final plat.
  - b. Depict landscaping along the pedestrian pathway in accordance with UDC 11-3B-12. A 5' wide landscape strip is required on both sides of the pathway planted with a mix of trees, shrubs, lawn and/or other vegetative ground cover.
  - c. The pedestrian pathway is required to be concrete or asphalt; gravel is not an approved surface in accordance with 11-3B-12C.3.
6. The Applicant shall work with Staff to include shared driveways where feasible to help remove the number of driveways proposed, especially for those lots taking direct access from a cul-de-sac, W. Newland Court.
7. The Applicant shall comply with all ACHD conditions of approval.
8. Future development shall be consistent with the minimum dimensional standards listed in UDC Table 11-2A-6 for the R-8 zoning district.

9. Off-street parking is required to be provided for all residential units in accord with the standards listed in [UDC Table 11-3C-6](#) based on the number of bedrooms per unit.
10. Provide a pressurized irrigation system consistent with the standards as set forth in UDC 11-3A-15, UDC 11-3B-6 and MCC 9-1-28.
11. Prior to signature of the final plat by the City Engineer, the applicant shall provide a letter from the United States Postal Service stating that the applicant has received approval for the location of mailboxes. Contact the Meridian Postmaster, Sue Prescott, at 887-1620 for more information.
12. The Applicant shall provide a recorded copy of the Termination of Easement Agreement that was submitted to the Planning Division prior to the City Engineer's signature on the final plat. This agreement terminates the existing access for the property through the vehicular bridge north of the subject site, which has been approved for conversion into a pedestrian bridge for the multi-use pathway segment in the adjacent subdivision.
13. A License Agreement must be obtained to include the pedestrian pathway in Lot 8, Block 1 with Nampa Meridian Irrigation District (NMID). NMID prohibits pedestrian facilities within their easement unless covered by this agreement.
14. A public use easement for the pedestrian pathway shall be submitted to the Planning Division prior to submittal for City Engineer's signature on the final plat(s).

**B. Public Works**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310814&dbid=0&repo=MeridianCity>

**C. Idaho Transportation Department (ITD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310831&dbid=0&repo=MeridianCity>

**D. Idaho Department of Environmental Quality (DEQ)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=311600&dbid=0&repo=MeridianCity>



## AGENDA ITEM

**ITEM TOPIC:** Final Plat for Skybreak Subdivision No. 3 (FP-2023-0017), by Conger Group, generally located in the southeast 1/4 of the northwest 1/4 of Section 4, T.2N., R.1E (Parcel# S1404233662)



# STAFF REPORT

## COMMUNITY DEVELOPMENT DEPARTMENT

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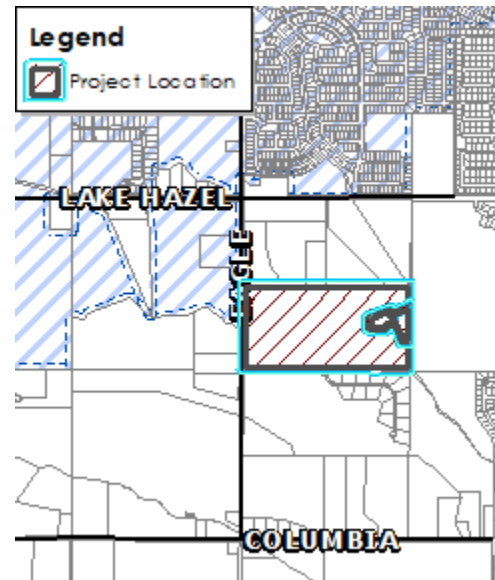
HEARING DATE: 12/5/2023

TO: Mayor & City Council

FROM: Stacy Hersh, Associate Planner  
208-489-0576

SUBJECT: [FP-2023-0017](#)  
Skybreak No. 3

LOCATION: 7050 S. Eagle Rd., in the SE ¼ of the  
NW ¼ of Section 4, T.2N., R.1E.  
(Parcel # S1404233662)



### I. PROJECT DESCRIPTION

Final plat consisting of 53 residential building lots and 6 common lots on 9.874 acres of land in the R-8 zoning district.

### II. APPLICANT INFORMATION

#### A. Applicant:

Conger Group – 4824 W. Fairview Ave., Boise, ID 83706

#### B. Owners:

C4 Land LLC – 4824 W. Fairview Ave., Boise, ID 83706

### III. STAFF ANALYSIS

In 2020, the property received approval of an annexation, zoning to R-8 and R-15, and a preliminary plat to construct 316 single family lots on 80.46 acres of land (H-2020-0127, Instr. # 2021-119175). This included approval for private streets. The first plat, for 81 single family lots and 21 common lots on 35.67 acres was approved by the Council in April of 2022 (FP-2021-0058). The second plat, for 62 buildable lots and 12 common lots (including a private road) was approved by the Council September of 2022.

Amenities approved and provided with this plat include a playground, climbing boulders, and picnic shelter on Lot 43, Block 2; a linear common space on Lot 14, Block 6; and a large open common area with a pathway segment on Lot 9, Block 3. The landscape plan indicates these amenities are landscaped as required per UDC 11-3B-12 and 11-3G.

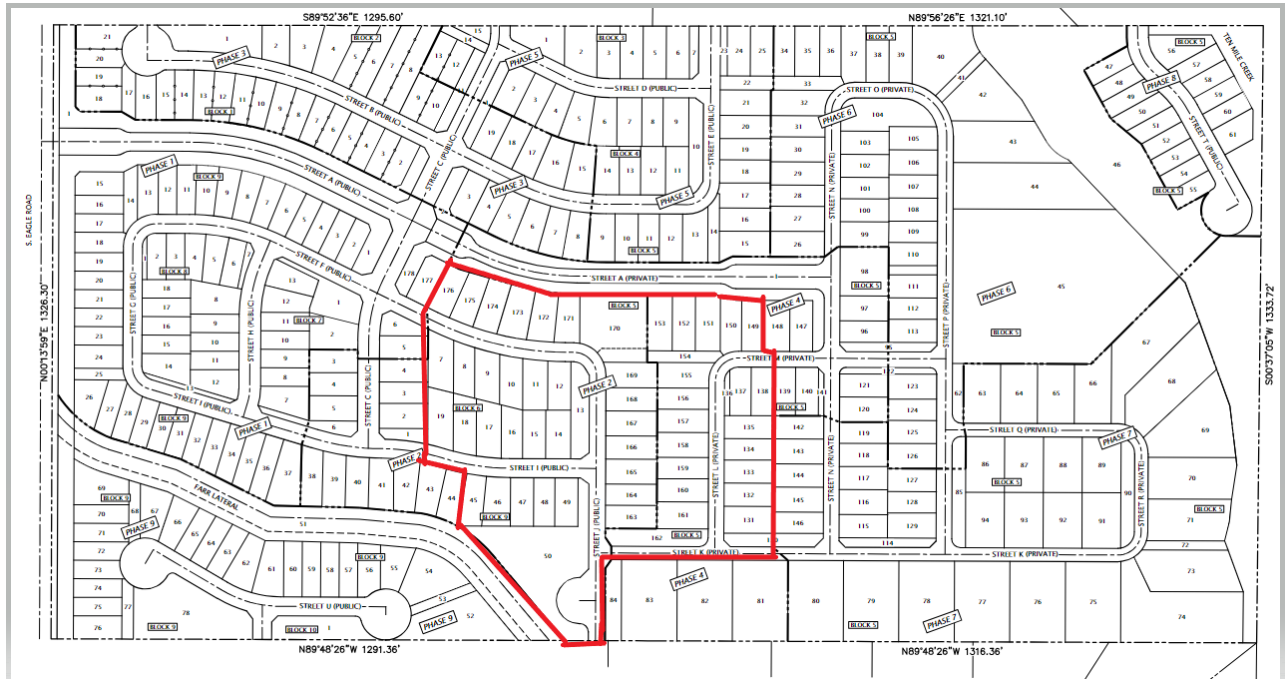
Staff has reviewed the proposed final plat for substantial compliance with the approved preliminary plat in accord with the requirements listed in UDC 11-6B-3C.2. The final plat does not increase the number of building lots or decrease the amount of qualified open space as shown on the approved preliminary plat; all lots within the development comply with the dimensional standards listed in UDC Table 11-2A-6 for the R-8 zoning district. Staff finds the proposed final plat is in substantial compliance with the approved preliminary plat as required.

#### **IV. DECISION**

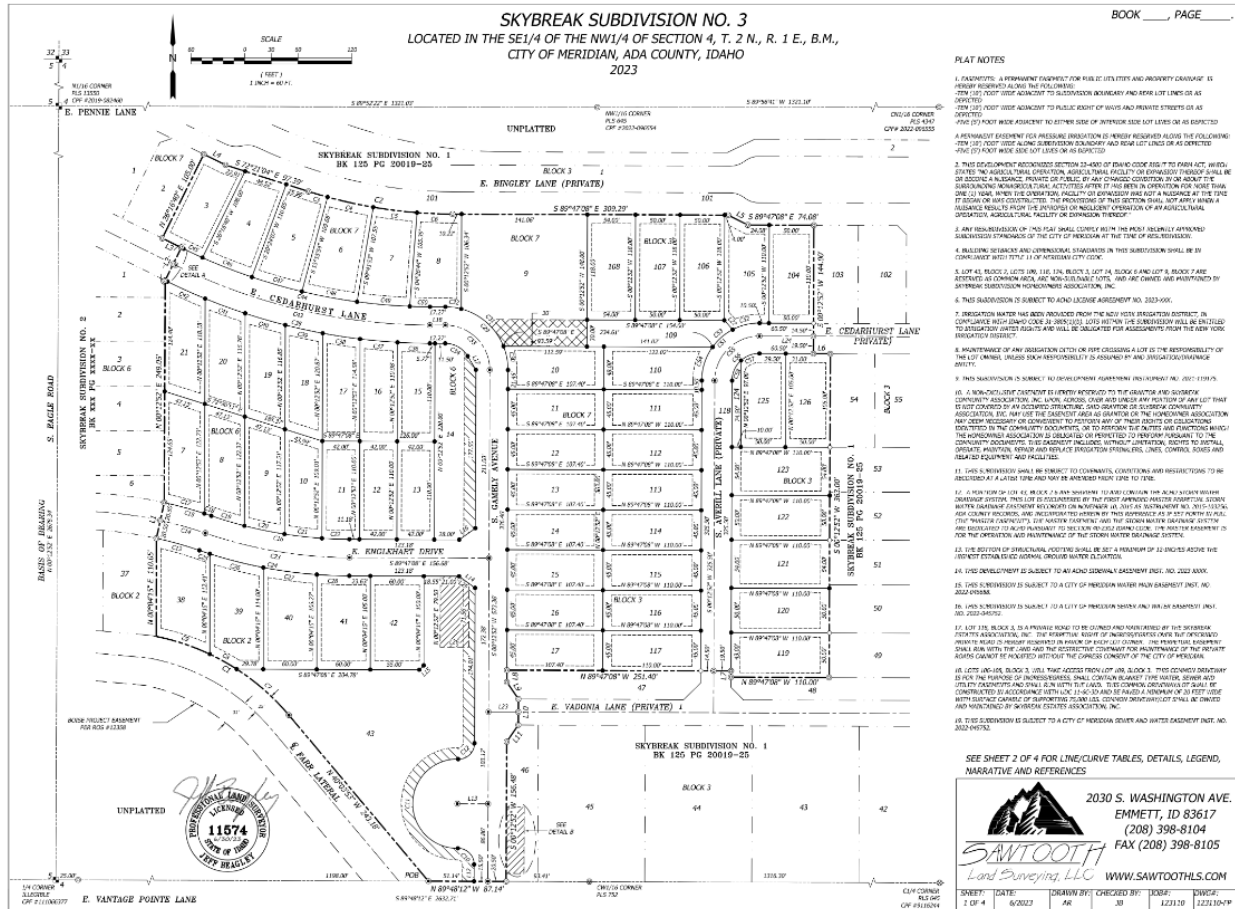
Staff recommends approval of the proposed final plat within the conditions noted in Section VI of this report.

## V. EXHIBITS

### A. Preliminary Plat red-marked to show area of Phase One (date: 6/16/2021)



### B. Final Plat (date: 6/30/2023)



**PLANT SCHEDULE**

SYN	COMMON NAME	SYN	DESCRIPTION
1	ARIZONA SAND BLANKET FLOWER	1	LAWN (BUT)
2	RED ANEMONE	2	RED ANEMONE
3	RED ANEMONE	3	RED ANEMONE
4	RED ANEMONE	4	RED ANEMONE
5	RED ANEMONE	5	RED ANEMONE
6	RED ANEMONE	6	RED ANEMONE
7	RED ANEMONE	7	RED ANEMONE
8	RED ANEMONE	8	RED ANEMONE
9	RED ANEMONE	9	RED ANEMONE
10	RED ANEMONE	10	RED ANEMONE
11	RED ANEMONE	11	RED ANEMONE
12	RED ANEMONE	12	RED ANEMONE
13	RED ANEMONE	13	RED ANEMONE
14	RED ANEMONE	14	RED ANEMONE
15	RED ANEMONE	15	RED ANEMONE
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17	RED ANEMONE	17	RED ANEMONE
18	RED ANEMONE	18	RED ANEMONE
19	RED ANEMONE	19	RED ANEMONE
20	RED ANEMONE	20	RED ANEMONE
21	RED ANEMONE	21	RED ANEMONE

**NOTE**

- REFER TO SHEET L1 FOR PLANT SCHEDULE, LANDSCAPE NOTES AND DETAILS.
- REFER TO SHEET L2 FOR LANDSCAPE PREPARATION AND INSTALLATION PERFORMANCE SPECIFICATION.

**KEY MAP**

PHASE 1  
PHASE 3

SCALE 1" = 30'

1  
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21

BLOCK 1  
BLOCK 2  
BLOCK 3  
BLOCK 4  
BLOCK 5  
BLOCK 6

E. CARMARSH DRIVE  
E. CARMARSH LANE (PVT)  
E. ENGBERG DRIVE  
E. CARMARSH DRIVE

LANDSCAPED AREA

MATCHLINE L1  
MATCHLINE L2

KEY MAP

PHASE 1  
PHASE 3

SCALE 1" = 30'

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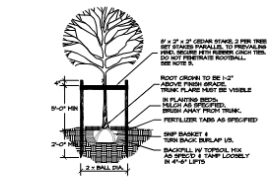
BLOCK 1  
BLOCK 2  
BLOCK 3  
BLOCK 4  
BLOCK 5  
BLOCK 6

E. CARMARSH DRIVE  
E. CARMARSH LANE (PVT)  
E. ENGBERG DRIVE  
E. CARMARSH DRIVE

LANDSCAPED AREA

MATCHLINE L1  
MATCHLINE L2

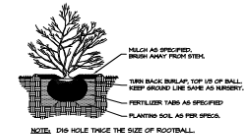




1. REMOVE ALL TREE STAKES OR BRANCHES FROM ALL TREES.  
2. REMOVE BURLAP AND THE BURLAP UP TO THE TOP OF ALL ROOT BALLS AFTER PLANTING. BURLAP SHOULD BE REMOVED TO PREVENT IT FROM COMING OFF THE TREE.  
3. REMOVE BURLAP AND THE BURLAP UP TO THE TOP OF ALL ROOT BALLS AFTER PLANTING. BURLAP SHOULD BE REMOVED TO PREVENT IT FROM COMING OFF THE TREE.  
4. REMOVE BURLAP AND THE BURLAP UP TO THE TOP OF ALL ROOT BALLS AFTER PLANTING. BURLAP SHOULD BE REMOVED TO PREVENT IT FROM COMING OFF THE TREE.

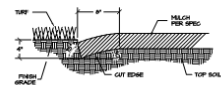
#### 1 TREE PLANTING/STAKING

NOT TO SCALE



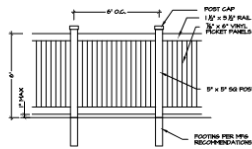
#### 2 SHRUB PLANTING

NOT TO SCALE



#### 3 PLANTER CUT BED EDGE

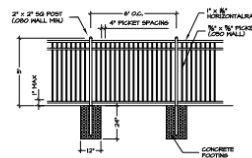
NOT TO SCALE



1. VINYL FENCE STYLE MAY VARY SLIGHTLY.  
2. FENCE TO BE SET DOWN TO 2" HEIGHT 20' FROM ROAD.  
3. IF FENCE IS TO BE SET DOWN TO 2" HEIGHT 20' FROM ROAD, THE FENCE ON COMMON LOT/LANDSCAPE BUFFER SIDE.

#### 4 VINYL PRIVACY FENCE

NOT TO SCALE



1. IRON FENCE STYLE MAY VARY SLIGHTLY. FENCE COLOR TO BE BLACK.  
2. IF FENCE IS TO BE SET DOWN TO 2" HEIGHT 20' FROM ROAD, THE FENCE ON COMMON LOT/LANDSCAPE BUFFER SIDE.

#### 5 IRON FENCE

NOT TO SCALE

### PLANT SCHEDULE

SYN. COMMON NAME	BOTANICAL NAME	SIZE
EVERGREEN TREES		
1. BURNING BUSH	EUROSA FRAXINOSA	2' CAL B&B
2. RED CEDAR	RED CEDAR	2' CAL B&B
3. RED CEDAR	RED CEDAR	2' CAL B&B
4. RED CEDAR	RED CEDAR	2' CAL B&B
5. RED CEDAR	RED CEDAR	2' CAL B&B
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13. RED CEDAR	RED CEDAR	2' CAL B&B
14. RED CEDAR	RED CEDAR	2' CAL B&B
15. RED CEDAR	RED CEDAR	2' CAL B&B
16. RED CEDAR	RED CEDAR	2' CAL B&B
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21. RED CEDAR	RED CEDAR	2' CAL B&B
22. RED CEDAR	RED CEDAR	2' CAL B&B
23. RED CEDAR	RED CEDAR	2' CAL B&B
24. RED CEDAR	RED CEDAR	2' CAL B&B
25. RED CEDAR	RED CEDAR	2' CAL B&B
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27. RED CEDAR	RED CEDAR	2' CAL B&B
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97. RED CEDAR	RED CEDAR	2' CAL B&B
98. RED CEDAR	RED CEDAR	2' CAL B&B
99. RED CEDAR	RED CEDAR	2' CAL B&B
100. RED CEDAR	RED CEDAR	2' CAL B&B

1. ALL PLANTING AREAS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF MERIDIAN CODE, REFER TO SHEET L4 - SPEC SECTION 05 10 00 - LANDSCAPE SPECIFICATIONS.  
2. ALL PLANTING AREAS TO BE INSTALLED WITH AN AUTOMATIC IRRIGATION SYSTEM, REFER TO SHEET L4 - SPEC SECTION 05 10 00 - IRRIGATION SPECIFICATIONS.  
3. LOCATE AND PROTECT ALL UTILITIES BEFORE CONSTRUCTION.  
4. TREES SHALL NOT BE PLANTED WITHIN THE 10-FOOT CLEAR ZONE OF ALL ACID STORM DRAIN PIPES, STRUCTURES, OR FACILITIES. TREES SHALL BE PLANTED WITHIN THE 10-FOOT CLEAR ZONE OF ALL ACID STORM DRAIN PIPES, STRUCTURES, OR FACILITIES. TREES SHALL BE PLANTED WITHIN THE 10-FOOT CLEAR ZONE OF ALL ACID STORM DRAIN PIPES, STRUCTURES, OR FACILITIES.  
5. NO TREES SHALL INTERFERE WITH THE 40' VISION TRIANGLE AT ALL INTERSECTIONS. NO CONSPICUOUS TREES OR SHRUBS OVER 8' HIGH SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE.  
6. TREES SHALL BE PLANTED NO CLOSER THAN 80' FROM INTERSECTION STOP SIGNS.  
7. CLASS 1 TREES AND 1 1/2" CALIBER PLANTING ON THESE LOTS OR BUFFER STRIPS TO BE COMPLETED BY OWNER. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE.  
8. PLANT LIST IS SUBJECT TO SUBSTITUTIONS OF SIMILAR SPECIES DUE TO PLANT AVAILABILITY, BURLAP AND TREE BASKETS TO BE REMOVED PRIOR TO ROOT BALL AS REQUIRED BY PLANTING SPECIFICATIONS. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE. TREES SHALL BE PLANTED WITHIN THE 40' VISION TRIANGLE.  
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### NOTES

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### LANDSCAPE CALCULATIONS

LOCATION	LENGTH	REQUIRED	PROVIDED
PARKING/OPEN SPACE	61280 SF / 8000 +	4 TREES	4 TREES
TOTAL NUMBER OF TREES		4 TREES	4 TREES

CIVIL ENGINEER  
CORINE JOHNSON P.E.  
ONE ONE WORLD, LLC  
201 E. 10TH AVE.  
BOISE, IDAHO 83702

DEVELOPER  
BRYAN, LLC  
P.O. BOX 9813  
BOISE, IDAHO 83707

Revision  
Description  
Date  
8-28-20



JOHN BRYAN  
Landscape Architecture  
One E. 10th Ave. Suite 130  
Boise, Idaho 83702  
www.johnbryan.com

SKYBREAK SUBDIVISION  
NO. 3  
FINAL PLAT LANDSCAPE  
MERIDIAN, IDAHO

Job Number: 2023

Drawn: JCB  
Checked: JCB  
Scale: AS SHOWN  
Sheet Title: LANDSCAPE DETAILS

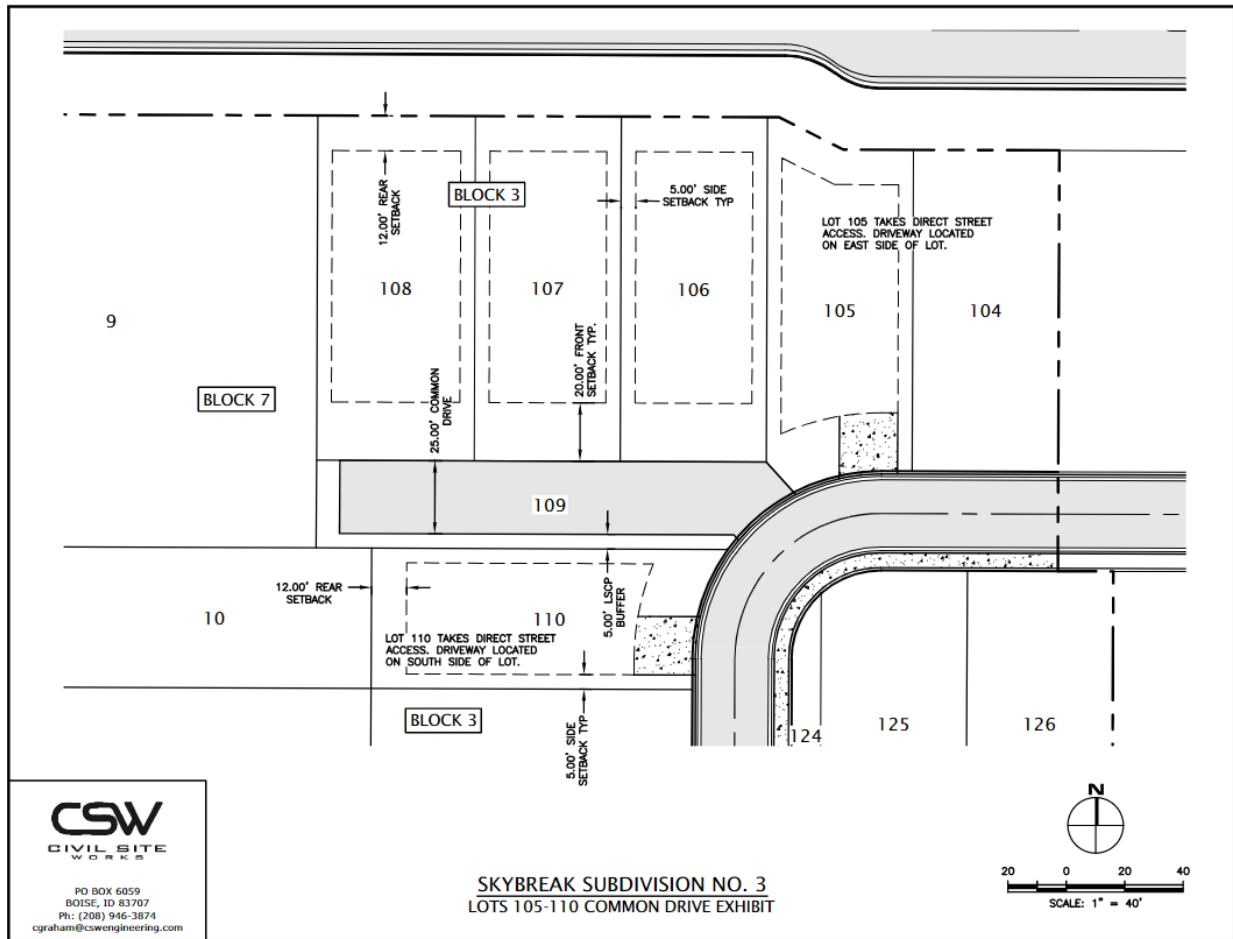
Sheet Number:  
L3  
4 of 5 Sheets



D. Approved Landscape Plan (date: 6/16/2021)



E. Common Drive Exhibit





## VI. CITY/AGENCY COMMENTS & CONDITIONS

### A. PLANNING DIVISION

1. Applicant shall meet all terms of the approved annexation and preliminary plat applications (Development Agreement - Inst. #2021-119175, AZ, PP H-2020-0127; FP-2022-0022; FP-2021-0058) approved for this site.
2. **The applicant shall obtain the City Engineer's signature on the subject final plat within two years of the City Engineer's signature on the previous phase's final plat (by August 14, 2025); or apply for a time extension, in accord with UDC 11-6B-7.**
3. Prior to City Engineer signature on the final plat, the final plat prepared by Sawtooth Land Surveying LLC stamped by Jeff Beagley, dated: 6/26/23, included in Section V.B shall be revised as follows:
  - a. Plat Note No 6 – add recorded instrument number.
  - b. Plat Note No. 12 – remove the #6 after Lot 43, Block 2.
  - c. Plat Note No. 14 – add recorded instrument number.
4. The Applicant shall comply with the submitted landscape plan included in Section V.C.
5. The development shall comply with all subdivision design and improvement standards as set forth in UDC 11-6C-3, including but not limited to driveways, easements, blocks, street buffers, and mailbox placement.
6. Developer shall comply with all ACHD conditions of approval.
7. The plat shall comply with the provisions for irrigation ditches, laterals, canals and/or drainage courses, as set forth in UDC 11-3A-6.
8. Prior to signature of the final plat by the City Engineer, the applicant shall provide a letter from the United States Postal Service stating that the applicant has received approval for the location of mailboxes. Contact the Meridian Postmaster, Sue Prescott, at 887-1620 for more information.
9. Administrative design review is required prior to submitting building permits for all attached residential structures containing two (2) or more dwelling units.
10. Staff's failure to cite specific ordinance provisions does not relieve the applicant of responsibility for compliance.

### B. PUBLIC WORKS

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310698&dbid=0&repo=MeridianCity>



## AGENDA ITEM

**ITEM TOPIC:** Final Order for Aviation Subdivision (FP-2023-0013) by Jadon Schneider, Bronze Bow Land, located near the northeast corner of N. Black Cat Rd. and W. Franklin Rd., to the north and northeast of Compass Public Charter School

**BEFORE THE MERIDIAN CITY COUNCIL**

**HEARING DATE: NOVEMBER 21, 2023**  
**ORDER APPROVAL DATE: DECEMBER 5, 2023**

**IN THE MATTER OF THE )**  
**REQUEST FOR FINAL PLAT )**  
**CONSISTING OF 48 BUILDING )**  
**LOTS AND 8 COMMON LOTS AND )**  
**1 OTHER LOT ON 9.8 ACRES OF )**  
**LAND IN THE R-15 ZONING )**  
**DISTRICT FOR AVIATION )**  
**SUBDIVISION. )**  
**)**  
**BY: JADON SCHNEIDER, )**  
**BRONZE BOW LAND )**  
**APPLICANT )**  
**)**

**CASE NO. FP-2023-0013**

**ORDER OF CONDITIONAL  
APPROVAL OF FINAL PLAT**

This matter coming before the City Council on December 5, 2023 for final plat approval pursuant to Unified Development Code (UDC) 11-6B-3 and the Council finding that the Administrative Review is complete by the Planning and Development Services Divisions of the Community Development Department, to the Mayor and Council, and the Council having considered the requirements of the preliminary plat, the Council takes the following action:

**IT IS HEREBY ORDERED THAT:**

1. The Final Plat of “PLAT SHOWING AVIATION SUBDIVISION, LOCATED IN THE SW  $\frac{1}{4}$  OF THE SW  $\frac{1}{4}$  SECTION 10, TOWNSHIP 3N, RANGE 1W, MERIDIAN, ADA COUNTY IDAHO, 2023, STAMPED BY CODY M. MCCAMMON, PLS, SHEET 1 OF 6,” is conditionally approved subject to those

ORDER OF CONDITIONAL APPROVAL OF FINAL PLAT  
FOR AVIATION SUBDIVISION FP-2023-0013

conditions of Staff as set forth in the staff report to the Mayor and City Council from the Planning and Development Services divisions of the Community Development Department dated November 21, 2023, a true and correct copy of which is attached hereto marked “Exhibit A” and by this reference incorporated herein.

2. The final plat upon which there is contained the certification and signature of the City Clerk and the City Engineer verifying that the plat meets the City’s requirements shall be signed only at such time as:
  - 2.1 The plat dimensions are approved by the City Engineer; and
  - 2.2 The City Engineer has verified that all off-site improvements are completed and/or the appropriate letter of credit or cash surety has been issued guaranteeing the completion of off-site and required on-site improvements.

## **NOTICE OF FINAL ACTION**

### **AND RIGHT TO REGULATORY TAKINGS ANALYSIS**

The Applicant is hereby notified that pursuant to Idaho Code § 67-8003, the Owner may request a regulatory taking analysis. Such request must be in writing, and must be filed with the City Clerk not more than twenty-eight (28) days after the final decision concerning the matter at issue. A request for a regulatory takings analysis will toll the time period within which a Petition for Judicial Review may be filed.

**Please take notice** that this is a final action of the governing body of the City of Meridian, pursuant to Idaho Code § 67-6521. An affected person being a person who has an

interest in real property which may be adversely affected by this decision may, within twenty-eight (28) days after the date of this decision and order, seek a judicial review pursuant to Idaho Code§ 67-52.

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By:

\_\_\_\_\_  
Robert Simison  
Mayor, City of Meridian

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon the Applicant, Planning and Development Services Divisions of the Community Development Department and City Attorney.

By:\_\_\_\_\_ Dated:\_\_\_\_\_

# EXHIBIT A

## STAFF REPORT

### COMMUNITY DEVELOPMENT DEPARTMENT



HEARING 11/21/2023

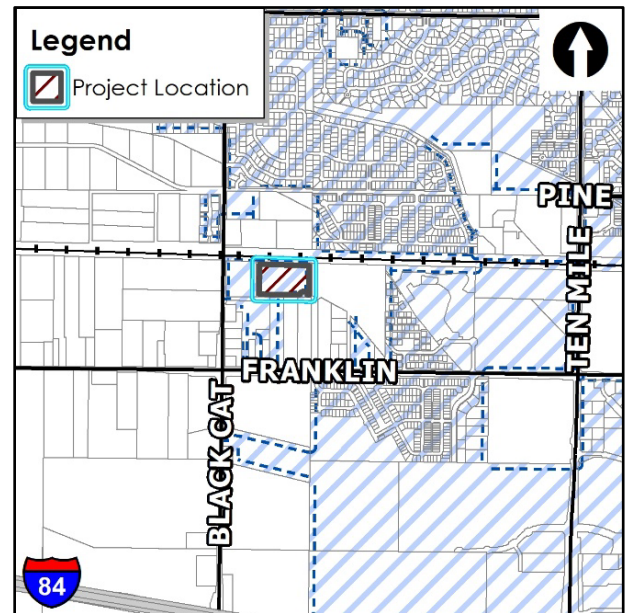
DATE:

TO: Mayor & City Council

FROM: Linda Ritter, Associate Planner  
208-884-5533

SUBJECT: Aviation Subdivision FP-2023-0013

LOCATION: The site is located near the northeast corner of N. Black Cat Rd. and W. Franklin Rd., to the north and northeast of Compass Public Charter School, in the SW ¼ of the SW ¼ of Section 10, Township 3N., Range 1W.



### I. PROJECT DESCRIPTION

Final Plat consisting of 48 buildable lots (6 single family attached lots, 31 townhomes lots 2 detached single-family, and 9 multi-family lots) 8 common lots, and 1 other lot on 9.8-acres of land in the R-15 zoning district. The Applicant also requests approval of private streets within the development (i.e. W. Director Ln.) for access to the proposed multi-family units.

### II. APPLICANT INFORMATION

#### A. Applicant:

Jadon Schneider, Bronze Bow Land – 3625 N. Carr Lane, Garden City, ID 83714

#### B. Owner

Larry Jacobson, Aviation Park LLC, 6956 W. 13700 S, Herriman, UT 84096

#### C. Applicant Representative:

Same as Applicant

### III. STAFF ANALYSIS

Staff has reviewed the proposed final plat for substantial compliance with the approved preliminary plat (H-2021-0096) as required by UDC 11-6B-3C.2. The submitted final plat is for the same number of building lots and common area as approved with the preliminary plat; therefore, the proposed plat is in substantial compliance with the approved preliminary plat as required.

## Private Streets

Staff has reviewed the application for private streets within the development as shown on the final plat. The streets are proposed to be located in common lot in the subdivision and will connect to a local street; the point of connection of the private street to the public street is subject to approval by ACHD. The Fire Dept. has approved the request contingent upon both sides of the street being signed “No Parking Fire Lane.” No gates or other obstacles are proposed or approved at the entries of the private streets. The Director has tentatively approved the request subject to completion of the tasks listed in UDC [11-3F-3B](#) within one (1) year in accord with the Findings listed in Section VII below.

## Alternative Compliance

The applicant has requested alternative compliance to the standards listed in UDC 11-3B-7C.3, which requires:

*“All required landscape buffers along streets shall be designed and planted with a variety of trees, shrubs, lawn, or other vegetative ground cover. Plant materials in conjunction with site design shall elicit design principles including rhythm, repetition, balance, and focal elements.”*

The request is for an alternate compliance for the required street buffer trees within the 20-foot buffer on the south side of the W. Aviator extension. Baron Properties, the developer to the south of the Aviator Subdivision project, is proposing to complete the landscaping improvements within the specified area as part of their own development project. They have submitted a formal letter committing to fulfilling the landscaping requirements for the southern frontage of W. Aviator Street. The argument presented in favor of this request is that Baron Properties' commitment to fulfilling this requirement would eliminate the need for duplicating efforts and could potentially achieve the intended goal of the regulation equally or even more effectively than the original requirement.

The applicant also requested an alternative compliance to the standards listed in UDC 11-3B-12-C.2 Pathway Landscaping which requires:

*“The landscape strips shall be planted with a mix of trees, shrubs, lawn, and/or other vegetative ground cover. There shall be a minimum of one (1) tree per one hundred (100) linear feet of pathway. If this calculation results in a fraction of five (5) or greater, round up to an additional tree; if the calculation results in a fraction less than five (5), round the number down.”*

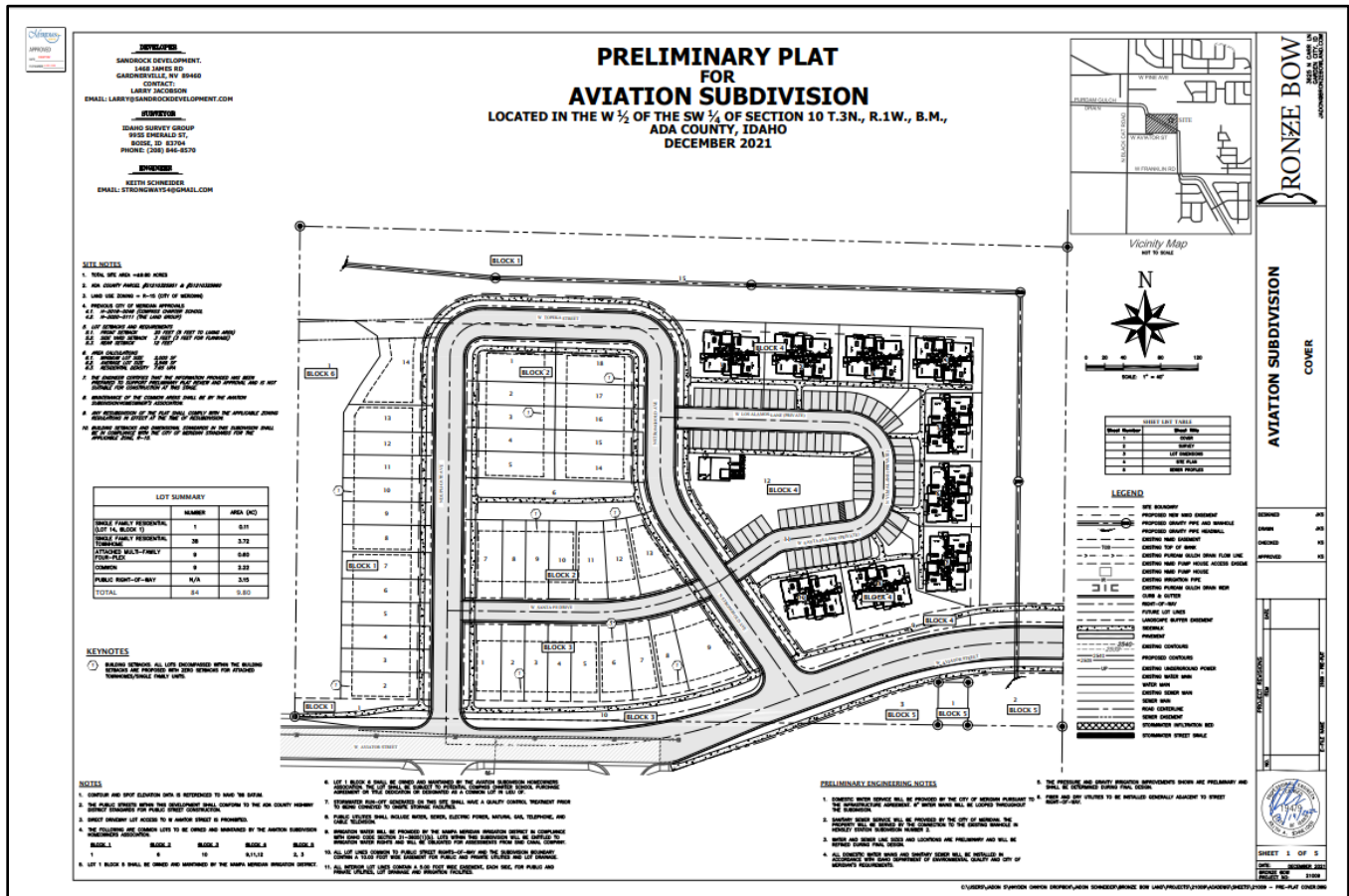
The area on the north side of West Topeka Street, within an easement granted to the Nampa & Meridian Irrigation District (NMID). Historically NMID has not permit trees within their easements. Due to this restriction, the applicant is making a request to exclude this area from the total required tree landscaping calculations. Instead, they propose utilizing it as a grassy area, which aligns with NMID's restrictions and is practical considering the historical context.

## IV. DECISION

### A. Staff:

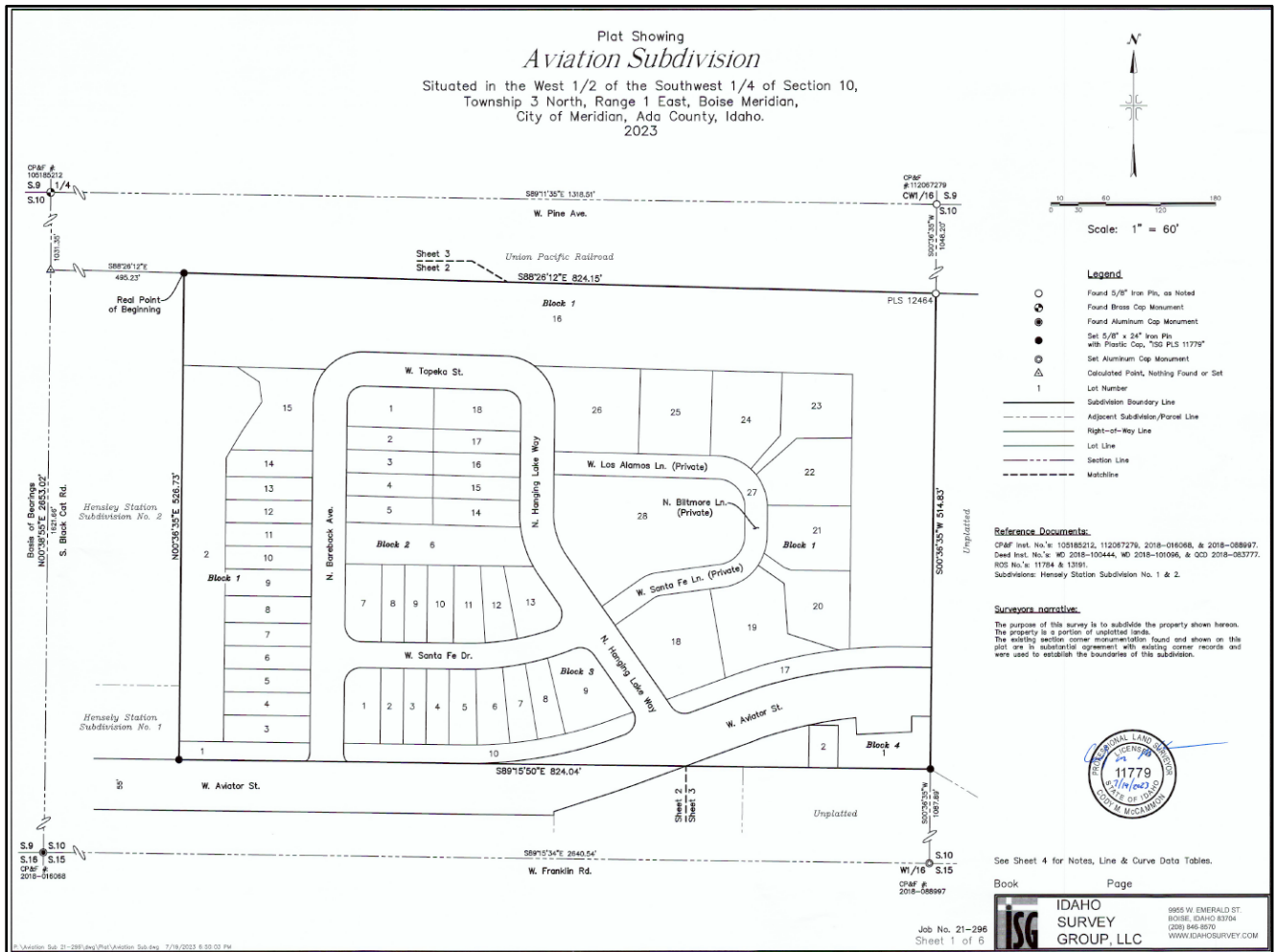
Staff recommends approval of the proposed final plat with the conditions of approval in Section VI of this report. The Director has approved the request for private streets within the development per the conditions in Section VI.

A. Preliminary Plat (date: 12/1/2021)

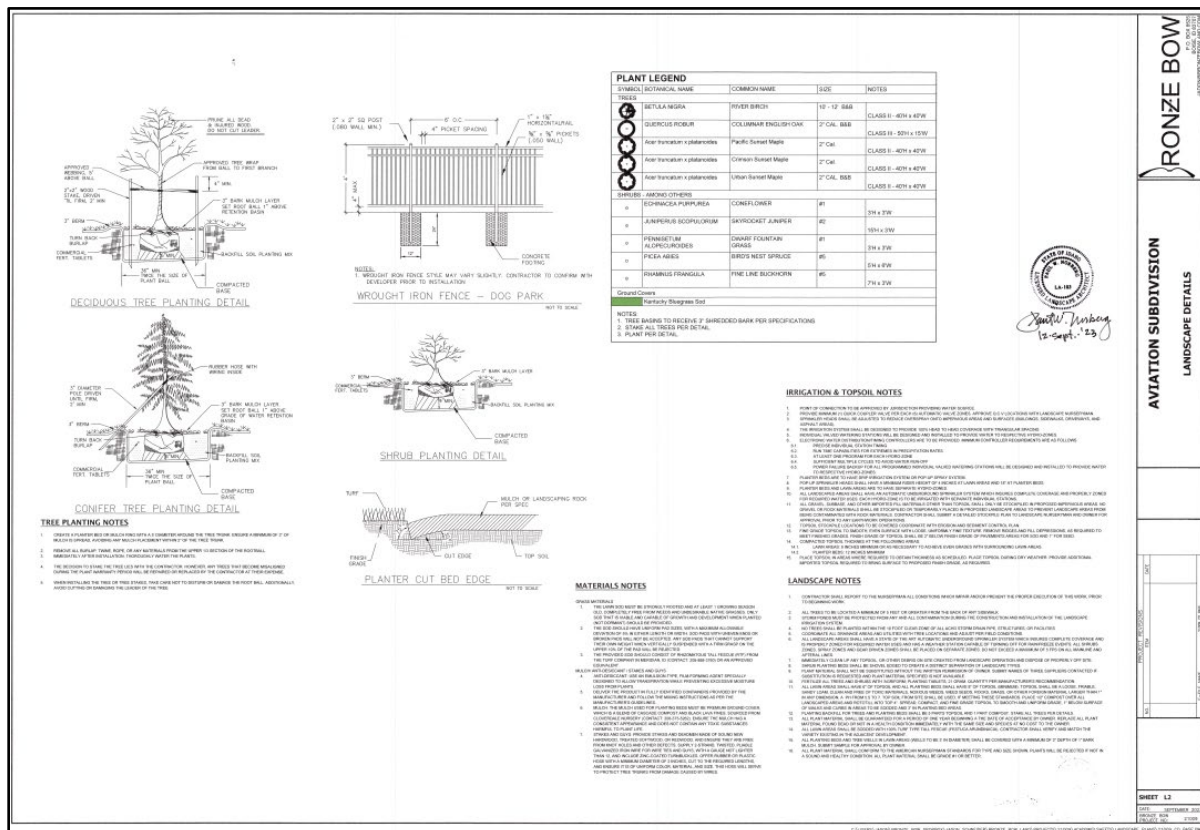
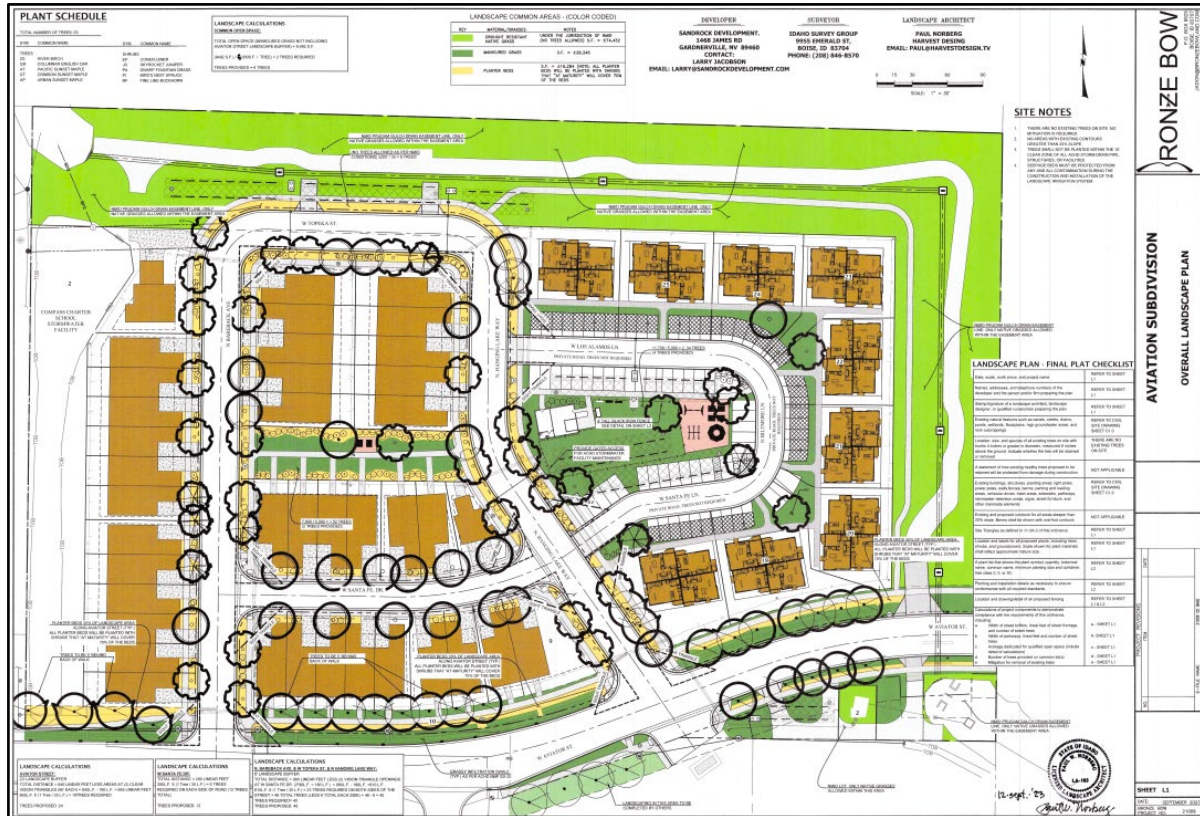




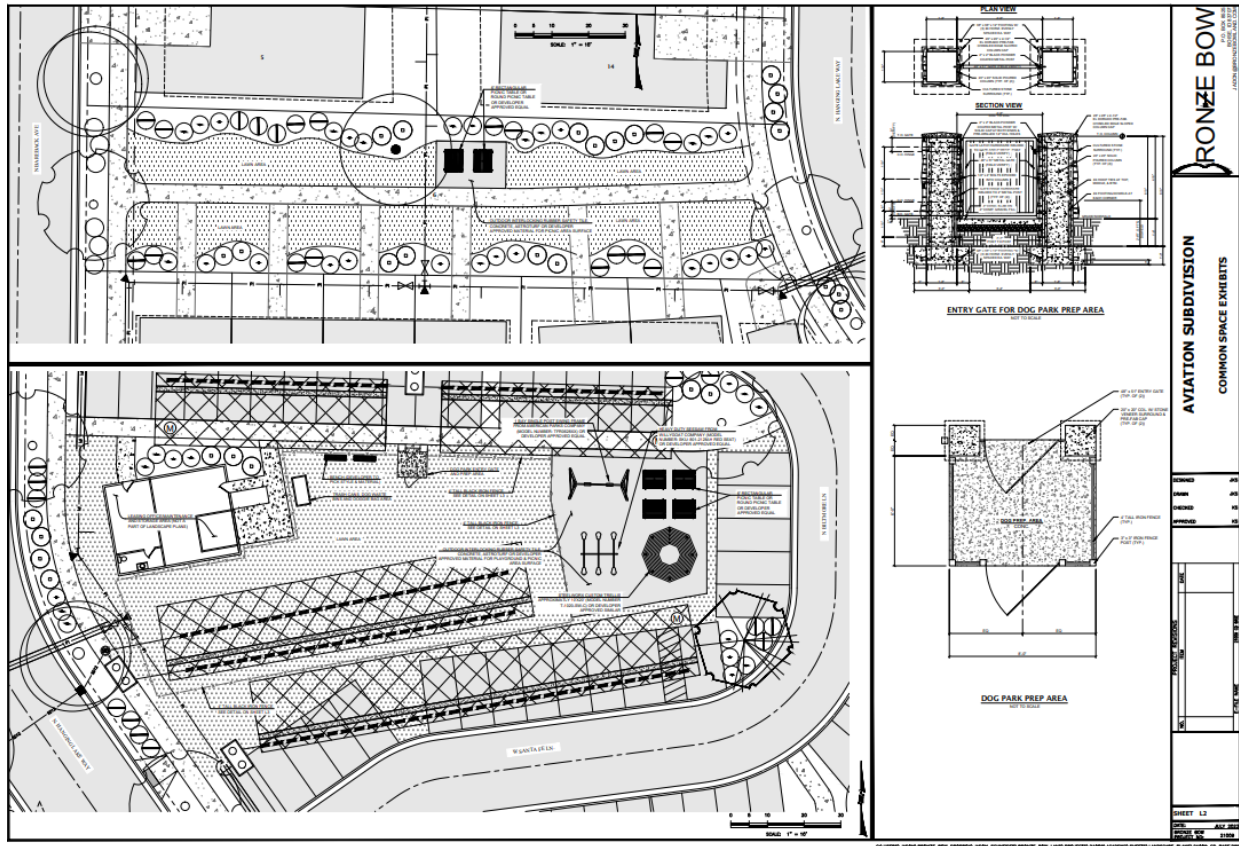
B. Final Plat (date: 9/18/2023)



### C. Landscape Plan (date: 09/12/23)

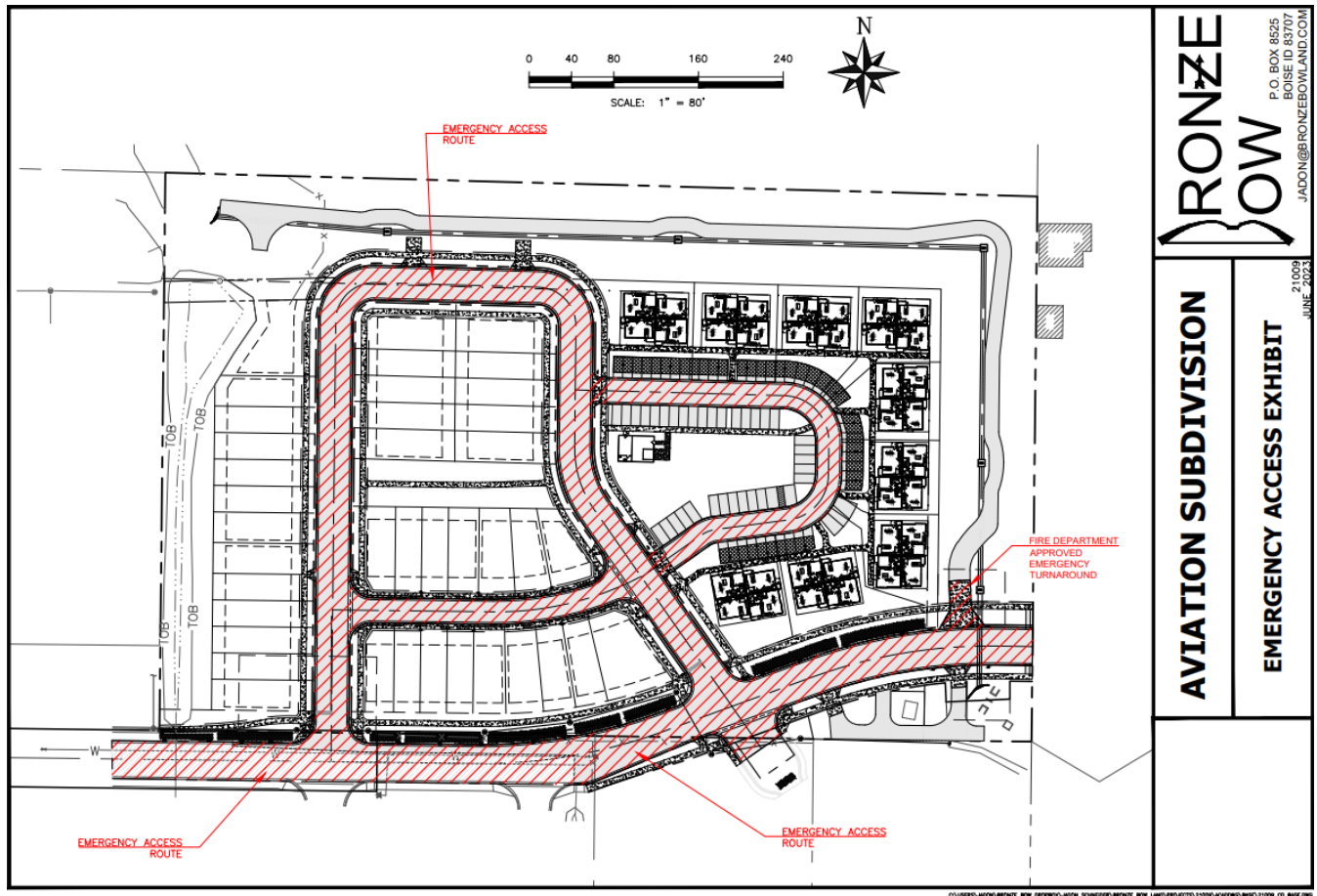


D. Common Space Exhibit (7/31/2023)





E. Emergency Access Exhibit (date: 07/31/23)



VI. CITY/AGENCY COMMENTS & CONDITIONS

A. Planning Division

Site Specific Conditions:

1. Applicant shall comply with all previous conditions of approval associated with this development: H-2021-0096 (Preliminary Plat); H-2020-0111, Aviator Sub. CPAM, MDA, RZ; DA Inst. #2021-067235).
2. The applicant shall obtain the City Engineer's signature on the final plat within two (2) years of the date of approval of the preliminary plat (i.e. by April 19, 2024), in accord with UDC 11-6B-7, in order for the preliminary plat to remain valid; or, a time extension may be requested.
3. Per City Council, no residential building permits shall be issued for the subject site until a means of secondary public road access is available to the site and approved by the Planning Division and Meridian Fire.
4. Prior to submittal for the City Engineer's signature, have the Certificate of Owners and the accompanying acknowledgement signed and notarized.

5. The final plat shown in Section V.B, prepared by Idaho Survey Group, LLC, stamped on 09/18/23 by Cody M. McCammon, shall be revised prior to signature on the final plat by the City Engineer, as follows:

Plat Notes:

- a. Note #10: Include the recorded instrument number of the ACHD permanent easement.
  - b. Note #12: Include the recorded instrument number of the Purdam Gulch Drain easement.
  - c. Note #13: Add a recorded instrument number for the City of Meridian Sanitary Sewer easement.
  - d. Note #16: Include the recorded instrument number of the ACHD temporary easement.
  - e. Note #17: Include the recorded instrument number of the ACHD bridge/culvert maintenance easement.
  - f. Note #18: Include the recorded instrument number of the City of Meridian easement.
6. Prior to the City Engineer signature on the final plat, the applicant shall submit a license agreement from the Nampa Meridian Irrigation District (NMID) and provide a copy of a separate easement for the piped ditch.
  7. Applicant shall continue working with ACHD on the extension of W. Aviator Street, the Applicant shall extend W. Aviator to the east property boundary OR construct it to terminate no greater than 150 feet east of the proposed local street and provide a road trust to ACHD for the remaining portion of Aviator.
  8. Future development shall be consistent with the minimum dimensional standards listed in UDC Table 11-2A-7 for the R-15 zoning district and those listed in the specific use standards for multi-family development, UDC 11-4-3-27.
  9. Future development shall comply with UDC 11-3A-7 and UDC 11-3A-6 for any future fencing constructed within the development.
  10. The Applicant shall comply with all ACHD conditions of approval.
  11. The Applicant shall obtain Administrative Design Review approval for the single-family attached units and townhome units prior to building permit submittal.
  12. The Applicant shall obtain Certificate of Zoning Compliance and Administrative Design Review approval for the multi-family development prior to building permit submittal.
  13. The landscape plan prepared by Paul Norberg, dated 09/12/2023, included in Section V.C, shall is approved as submitted.
  14. The private streets are approved subject to completion of the tasks listed in UDC [11-3F-3](#) within one year. Documentation of such shall be submitted to the Planning Division in order to receive final approval.
  15. The private streets within the development shall be 26-feet wide and constructed in accord with the standards listed in UDC [11-3F-4B.2](#). Gates or other obstacles restricting access are not approved.
  16. Submit documentation from ACHD that they have approved the point of connection of the private streets to the public streets as required by UDC [11-3F-4A.2](#) with submittal of the final plat for City Engineer signature.

17. “No Parking Fire Lane” signs shall be erected on both sides of the private streets within the development per requirement of the Fire Dept. and UDC [11-3F-4B.2d](#).
18. Staff’s failure to cite specific ordinance provisions or conditions from the preliminary plat and/or development agreement does not relieve the Applicant of responsibility for compliance.

**B. PUBLIC WORKS**

<https://weblink.meridiancity.org/WebLink/Browse.aspx?id=310491&dbid=0&repo=MeridianCity>

**C. IDAHO TRANSPORTATION DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=311210&dbid=0&repo=MeridianCity&cr=1>



## AGENDA ITEM

**ITEM TOPIC:** Final Order for Sagarra Subdivision No. 2 (FP-2023-0016) by Sagarra Phase 1, LLC., generally located at the southeast corner of N. Bergman Ave. and W. Orchard Park Dr.

**BEFORE THE MERIDIAN CITY COUNCIL**

**HEARING DATE: NOVEMBER 21, 2023**  
**ORDER APPROVAL DATE: DECEMBER 5, 2023**

**IN THE MATTER OF THE** )  
**REQUEST FOR FINAL PLAT** )  
**CONSISTING OF 63 BUILDING** )  
**LOTS AND 10 COMMON LOTS ON** )  
**10.39 ACRES OF LAND IN THE R-8** )  
**ZONING DISTRICT FOR** )  
**SAGARRA SUBDIVISION NO. 2.** )  
 )  
**BY: SAGARRA PHASE 1, LLC** )  
**APPLICANT** )  
\_\_\_\_\_)  
 )  
 )

**CASE NO. FP-2023-0016**

**ORDER OF CONDITIONAL**  
**APPROVAL OF FINAL PLAT**

This matter coming before the City Council on November 21, 2023 for final plat approval pursuant to Unified Development Code (UDC) 11-6B-3 and the Council finding that the Administrative Review is complete by the Planning and Development Services Divisions of the Community Development Department, to the Mayor and Council, and the Council having considered the requirements of the preliminary plat, the Council takes the following action:

**IT IS HEREBY ORDERED THAT:**

1. The Final Plat of “PLAT SHOWING SAGARRA SUBDIVISION NO. 2,  
LOCATED IN THE NW ¼ OF SECTION 25, TOWNSHIP 4 NORTH, RANGE  
1 WEST, BOISE MERIDIAN, ADA COUNTY, IDAHO, 2023,  
HANDWRITTEN DATE: 11/14/23, by ERIC HOWARD, PLS, SHEET 1 OF

ORDER OF CONDITIONAL APPROVAL OF FINAL PLAT  
FOR SAGARRA SUBDIVISION NO. 2 FP-2023-0016; A-2023-0138



10,” is conditionally approved subject to those conditions of Staff as set forth in the staff report to the Mayor and City Council from the Planning and Development Services divisions of the Community Development Department dated November 21, 2023, a true and correct copy of which is attached hereto marked “Exhibit A” and by this reference incorporated herein.

2. The final plat upon which there is contained the certification and signature of the City Clerk and the City Engineer verifying that the plat meets the City’s requirements shall be signed only at such time as:

- 2.1 The plat dimensions are approved by the City Engineer; and

- 2.2 The City Engineer has verified that all off-site improvements are completed and/or the appropriate letter of credit or cash surety has been issued guaranteeing the completion of off-site and required on-site improvements.

## **NOTICE OF FINAL ACTION**

### **AND RIGHT TO REGULATORY TAKINGS ANALYSIS**

The Applicant is hereby notified that pursuant to Idaho Code § 67-8003, the Owner may request a regulatory taking analysis. Such request must be in writing, and must be filed with the City Clerk not more than twenty-eight (28) days after the final decision concerning the matter at issue. A request for a regulatory takings analysis will toll the time period within which a Petition for Judicial Review may be filed.

**Please take notice** that this is a final action of the governing body of the City of Meridian, pursuant to Idaho Code § 67-6521. An affected person being a person who has an

interest in real property which may be adversely affected by this decision may, within twenty-eight (28) days after the date of this decision and order, seek a judicial review pursuant to Idaho Code§ 67-52.

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By:

\_\_\_\_\_  
Robert Simison  
Mayor, City of Meridian

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon the Applicant, Planning and Development Services Divisions of the Community Development Department and City Attorney.

By:\_\_\_\_\_ Dated:\_\_\_\_\_

# EXHIBIT A

## STAFF REPORT

### COMMUNITY DEVELOPMENT DEPARTMENT



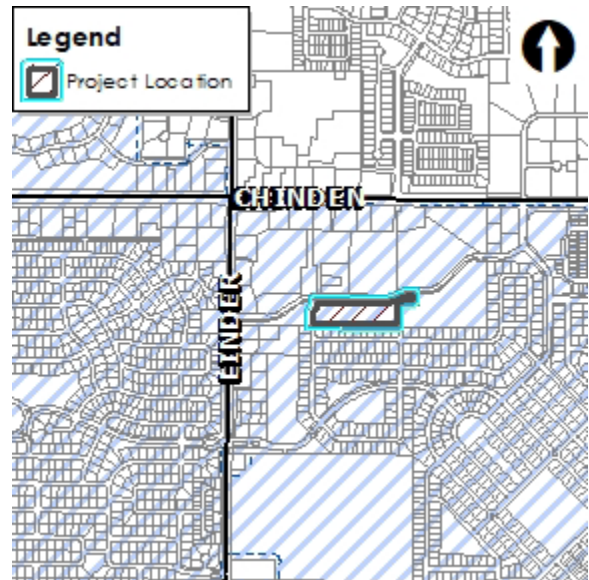
HEARING DATE: 11/21/2023

TO: Mayor & City Council

FROM: Sonya Allen, Associate Planner  
208-884-5533

SUBJECT: Sagarra Subdivision No. 2 – FP, PS  
FP-2023-0016; A-2023-0138

LOCATION: Generally located at the southwest corner of N. Bergman Ave. and W. Orchard Park Dr., in the NW 1/4 of Section 25, T.4N., R.1W.



#### I. PROJECT DESCRIPTION

Final plat consisting of 63 buildable lots and 10 common lots on 10.39 acres of land in the R-8 zoning district.

#### II. APPLICANT INFORMATION

A. Applicant:

Michael Slavin, Sagarra Phase 1, LLC – 404 S. 8<sup>th</sup> St., #300A1, Boise, ID 83702

B. Owner

Lynx Investments, LLLP – 198 N. Al Fresco Pl., Boise, ID 83712

C. Applicant Representative:

Ross Erickson, Erickson Civil, Inc. – 6213 N. Cloverdale Rd., Ste. 125, Boise, ID 83713

#### III. STAFF ANALYSIS

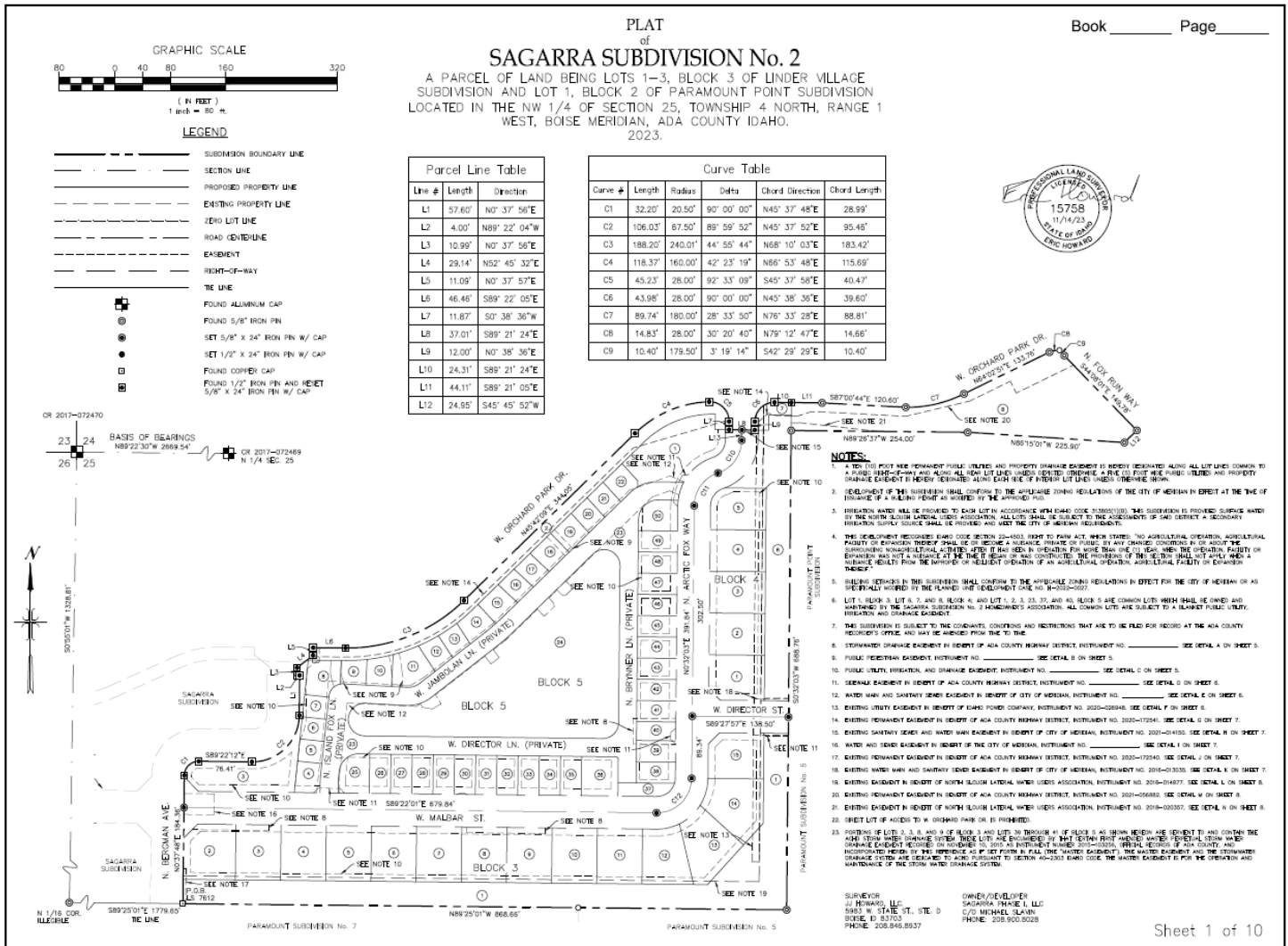
Staff has reviewed the proposed final plat for substantial compliance with the approved preliminary plat ([H-2022-0027](#)) as required by UDC 11-6B-3C.2. The submitted final plat is for the same number of building lots and common area as approved with the preliminary plat; therefore, the proposed plat is in substantial compliance with the approved preliminary plat as required.

Staff has reviewed the application for private streets within the development as shown on the final plat. The 26-foot wide streets are proposed to be located in common lots in the subdivision and will connect to local streets; the point of connection of the private streets to the public streets is subject to approval by ACHD. The Fire Dept. has approved the request contingent upon both sides of the street





## B. Final Plat (date: 11/14/2023)





# SAGARRA SUBDIVISION No. 2

Book \_\_\_\_\_ Page \_\_\_\_\_

Line #	Length	Direction
L1	57.602	N0° 37' 56"E
L2	4.007	N89° 27' 04"W
L3	10.997	N0° 37' 56"E
L4	29.14	N52° 45' 33"E
L5	11.09	N0° 37' 57"E
L6	46.487	S89° 27' 03"E
L7	11.887	S0° 38' 36"W
L8	37.027	S89° 21' 24"E
L9	13.007	N0° 38' 36"E
L10	24.317	S89° 21' 24"E
L11	44.117	S89° 21' 05"E
L12	24.985	S49° 45' 52"W
L13	15.007	N0° 37' 03"E
L14	21.988	S0° 38' 36"W
L15	20.007	S89° 21' 24"E
L16	15.007	N0° 37' 59"W
L17	15.04	N0° 37' 03"E
L18	15.007	S0° 37' 59"W
L19	32.34	S89° 21' 24"E
L20	14.987	N0° 37' 03"E
L21	20.007	S89° 21' 24"W
L22	22.007	N0° 38' 36"E
L23	40.207	N0° 37' 03"E
L24	8.537	S0° 37' 59"W
L25	17.887	N52° 45' 33"E
L26	8.957	S0° 03' 55"W
L27	11.287	N52° 45' 33"E
L28	2.027	S89° 22' 00"E
L29	55.357	S89° 22' 00"E
L30	10.887	N45° 42' 00"E
L31	37.717	S42° 42' 16"E
L32	17.447	N0° 03' 55"E
L33	19.087	N45° 42' 00"E
L34	37.987	S48° 55' 03"E
L35	28.487	N45° 41' 03"E
L36	17.787	N45° 41' 03"E
L37	15.337	N45° 41' 03"E
L38	8.007	S0° 37' 59"W
L39	8.007	N0° 37' 59"W
L40	8.007	S0° 37' 59"W

Line #	Length	Direction
L41	81.34	N89° 27' 57"W
L42	81.34	S89° 27' 57"E
L43	14.04	S7° 03' 29"W
L44	12.34	S77° 11' 08"E
L45	0.75	N89° 56' 05"W
L46	12.37	N77° 11' 08"W
L47	13.41	N3° 03' 29"E
L48	4.007	N0° 37' 29"E
L49	4.007	S36° 33' 42"W
L50	4.007	S0° 37' 03"W
L51	4.007	N39° 28' 35"W
L52	9.417	S41° 48' 45"E
L53	9.417	S79° 17' 33"W
L54	8.897	N42° 04' 35"W
L55	8.897	S43° 35' 33"W
L56	5.387	N87° 33' 58"W
L57	4.777	N89° 22' 01"W
L58	5.387	S88° 49' 54"W
L59	8.217	N48° 57' 47"W
L60	10.437	N0° 33' 29"E
L61	8.217	N50° 01' 54"E
L62	23.04	N58° 49' 18"E
L63	21.717	S86° 57' 07"E
L64	14.907	N60° 57' 57"W
L65	26.267	S70° 41' 53"W
L66	14.257	S44° 17' 51"E
L67	13.337	S49° 42' 08"W
L68	11.567	N44° 17' 51"W
L69	16.587	S49° 42' 08"W
L70	9.597	S43° 57' 17"E
L71	5.37	S14° 22' 27"E
L72	14.257	N43° 55' 29"W
L73	14.257	S30° 10' 44"E
L74	14.257	N89° 34' 27"W
L75	5.637	N31° 10' 44"W
L76	7.407	S58° 49' 18"W

Line #	Length	Direction
L82	28.057	S0° 37' 59"W
L83	10.007	N89° 27' 57"W
L84	11.857	S0° 38' 36"W
L85	4.987	N89° 21' 12"W
L86	12.967	N0° 38' 36"E
L87	17.887	S49° 25' 03"W
L88	48.907	N89° 22' 03"W
L89	3.117	N52° 45' 33"E
L90	11.097	N0° 37' 57"E
L91	5.007	S89° 21' 24"E
L92	11.827	N0° 38' 36"E
L93	19.327	N49° 43' 20"E
L94	11.247	S70° 55' 18"E
L95	21.937	S89° 21' 24"E
L96	19.157	N0° 32' 03"E
L97	24.317	N89° 21' 24"W
L98	12.007	S0° 38' 36"W
L99	3.007	S0° 38' 06"W
L100	3.017	N0° 38' 06"E
L101	4.027	S89° 25' 01"E
L102	4.027	N89° 25' 01"W
L103	24.317	S89° 21' 24"E
L104	19.157	S0° 32' 03"W
L105	9.627	S89° 21' 56"E
L106	19.447	N72° 11' 58"E
L107	15.837	S89° 21' 56"E
L108	64.857	N64° 02' 00"E
L109	19.007	S25° 58' 01"W
L110	19.097	N48° 08' 01"W
L111	10.807	N0° 32' 01"E
L112	12.907	N88° 18' 34"E

Curve #	Length	Radius	Delta	Chord Distance	Chord Length
C1	32.207	20.507	90° 00' 00"	N45° 37' 48"E	28.997
C2	106.637	67.507	89° 59' 52"	N45° 37' 52"E	95.487
C3	188.207	240.017	44° 59' 44"	N68° 10' 03"E	183.427
C4	176.377	160.007	42° 23' 19"	N65° 53' 48"E	115.697
C5	45.237	28.007	92° 35' 08"	S40° 37' 58"E	40.477
C6	43.987	28.007	90° 00' 00"	N45° 38' 36"E	39.607
C7	89.747	180.007	28° 33' 50"	N76° 33' 28"E	86.817
C8	14.837	28.007	30° 20' 40"	N79° 12' 47"E	14.687
C9	10.487	179.507	3° 19' 14"	S42° 39' 29"E	10.407
C10	62.007	50.007	71° 06' 04"	N36° 05' 05"E	58.147
C11	62.007	50.007	71° 06' 04"	S36° 05' 05"W	58.147
C12	78.637	50.007	90° 05' 56"	N49° 35' 01"E	70.777
C13	9.487	100.007	5° 25' 56"	S3° 20' 57"W	9.487
C14	7.027	74.007	5° 25' 56"	S3° 20' 57"W	7.017
C15	41.337	28.007	84° 34' 04"	S48° 20' 57"W	37.687
C16	30.377	20.007	87° 00' 00"	N49° 33' 55"E	27.537
C17	25.397	20.007	72° 43' 57"	S43° 25' 54"W	23.727
C18	4.987	20.007	14° 16' 03"	S85° 55' 04"W	4.977
C19	74.947	23.547	182° 23' 56"	N1° 50' 53"E	47.087
C20	38.637	54.007	40° 59' 24"	N72° 34' 13"E	37.817
C21	20.537	28.007	40° 59' 24"	N72° 34' 13"E	19.617
C22	202.327	258.017	44° 59' 44"	N68° 10' 03"E	197.177
C23	31.417	258.017	6° 58' 28"	N87° 08' 41"E	31.397
C24	36.117	258.017	8° 27' 40"	N79° 25' 35"E	36.077
C25	38.437	258.017	8° 32' 06"	N70° 55' 39"E	38.407
C26	32.227	258.017	7° 08' 15"	N63° 04' 58"E	32.207
C27	32.027	258.017	7° 06' 42"	N59° 56' 58"E	32.007
C28	30.137	258.017	6° 41' 28"	N49° 02' 55"E	30.117
C29	27.817	250.007	6° 22' 23"	N48° 53' 20"E	27.797
C30	16.537	250.007	3° 47' 14"	N50° 10' 54"E	16.527
C31	11.287	250.007	2° 35' 08"	N49° 59' 43"E	11.287
C32	30.707	276.007	6° 22' 23"	N48° 53' 20"E	30.687
C33	54.127	23.007	154° 48' 54"	S89° 52' 54"E	42.477
C34	41.367	53.007	44° 55' 50"	N68° 10' 04"E	40.617
C35	13.487	53.007	14° 32' 40"	S52° 59' 29"W	13.427
C36	28.117	53.007	30° 23' 10"	S76° 26' 24"W	27.787
C37	44.537	28.007	90° 05' 56"	S45° 35' 07"W	39.637
C38	91.317	73.507	71° 06' 04"	S36° 05' 05"W	86.477
C39	7.577	73.507	5° 53' 57"	S3° 29' 07"W	7.567
C40	27.267	73.507	21° 15' 07"	S19° 03' 33"W	27.117

Curve #	Length	Radius	Delta	Chord Distance	Chord Length
C41	91.217	73.507	71° 06' 04"	S36° 05' 05"W	85.477
C42	113.507	142.007	49° 47' 49"	S68° 36' 03"W	110.507
C43	91.217	73.507	71° 06' 04"	N36° 05' 05"E	86.477
C44	98.487	73.507	88° 58' 23"	N32° 01' 19"E	83.337
C45	2.757	73.507	2° 01' 39"	N70° 54' 17"E	2.757
C46	19.897	36.507	71° 06' 04"	S36° 05' 05"W	30.907
C47	115.887	73.507	90° 05' 56"	N45° 35' 01"E	104.037
C48	34.537	73.507	38° 54' 55"	N77° 10' 31"E	34.217
C49	40.537	73.507	31° 30' 30"	N47° 55' 19"E	40.027
C50	40.537	73.507	31° 30' 30"	N46° 19' 48"E	40.017
C51	41.877	26.507	90° 05' 56"	N45° 35' 01"E	37.917
C52	34.267	26.507	14° 04' 13"	N53° 35' 30"E	31.937
C53	7.417	26.507	16° 01' 13"	N8° 32' 40"E	7.397
C54	32.887	26.507	71° 06' 04"	N36° 05' 05"E	30.827
C55	7.957	22.507	20° 14' 35"	S7° 03' 48"E	7.917
C56	14.647	20.007	41° 58' 18"	S72° 05' 46"W	14.317
C57	13.257	37.507	20° 14' 35"	N7° 03' 48"W	13.187
C58	21.627	125.167	9° 53' 48"	N1° 28' 12"W	21.597
C59	23.057	304.637	4° 20' 07"	N8° 35' 08"W	23.047
C60	15.047	258.017	3° 20' 27"	N74° 51' 38"E	15.047
C61	25.347	319.637	4° 32' 29"	N8° 41' 19"W	25.337
C62	24.107	140.167	9° 51' 05"	N1° 29' 32"W	24.077
C63	40.387	85.007	28° 55' 28"	S18° 38' 48"W	39.967
C64	48.317	73.507	37° 39' 35"	S19° 21' 50"W	47.457
C65	20.087	73.507	15° 39' 23"	S20° 21' 42"W	20.027
C66	11.487	28.007	23° 29' 36"	N12° 23' 24"E	11.407
C67	15.857	28.007	32° 23' 43"	N40° 20' 08"E	15.627
C68	188.207	240.017	44° 59' 44"	N68° 10' 03"E	183.427
C69	118.377	160.007	42° 23' 19"	N65° 53' 48"E	115.697
C70	45.237	28.007	92° 35' 08"	S40° 37' 58"E	40.477
C71	188.407	253.007	44° 59' 48"	S68° 10' 03"W	183.307
C72	43.987	28.007	90° 00' 00"	S45° 38' 36"W	39.607
C73	18.877	28.007	34° 06' 38"	S73° 35' 18"W	18.427

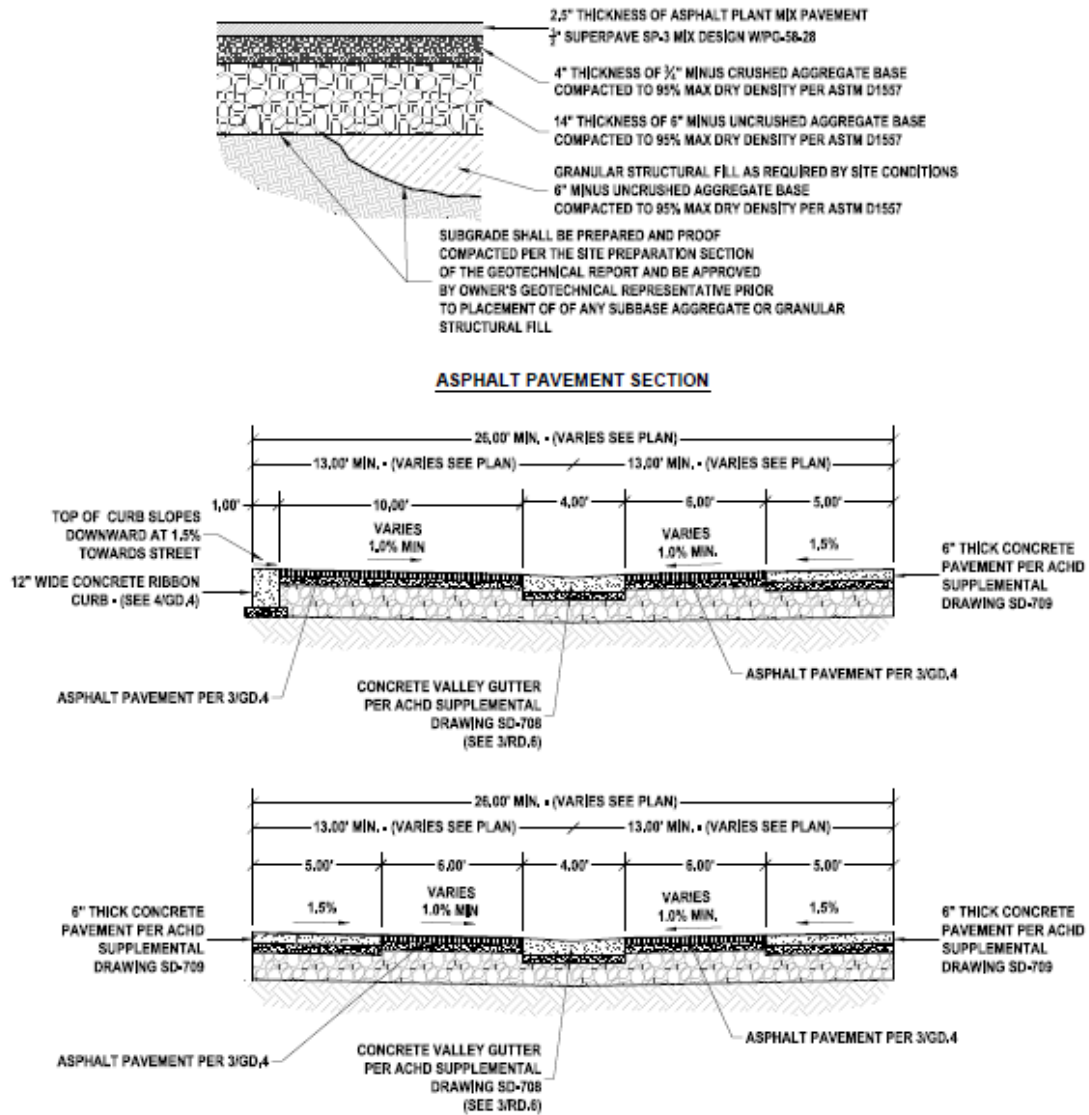








## D. Private Street Cross-Section



### NOTES

1. ALL ASPHALT PAVEMENTS AND BASE MATERIALS, AND SUB-GRADE PREPARATIONS SHALL BE PROVIDED IN ACCORDANCE WITH THE ISPMC AND THE PROJECT GEOTECHNICAL REPORT.
2. AGGREGATE BASE MATERIALS ( $\frac{3}{4}$ " MINUS CRUSHED AGGREGATE & 6" MINUS UNCRUSHED AGGREGATE) MATERIALS SHALL COMPLY WITH DIVISION 800 OF THE ISPMC.
3. ALL SUBGRADES, STRUCTURAL FILL, AND BASE MATERIAL PREPARATIONS SHALL BE APPROVED BY OWNER'S GEOTECHNICAL REPRESENTATIVE PRIOR TO COVERING UP THE WORK OR PLACING SUBSEQUENT LFTS.
4. ASPHALT PAVEMENT SHALL BE COMPACTED IN ACCORDANCE WITH THE ISPMC AND THE PROJECT GEOTECHNICAL REPORT. DENSITY TESTING SHALL BE PERFORMED RANDOMLY ACROSS THE SITE AT A FREQUENCY TO BE DETERMINED BY THE OWNER'S GEOTECHNICAL REPRESENTATIVE.

## PRIVATE STREET SECTIONS



## VI. CITY/AGENCY COMMENTS & CONDITIONS

### A. Planning Division

#### Site Specific Conditions:

1. Applicant shall comply with all previous conditions of approval associated with this development: H-2017-0088 DA Inst. #[2019-028376](#); H-2021-0034 amended DA Inst. #[2021-102392](#); [H-2022-0027](#).
2. The applicant shall obtain the City Engineer's signature on the final plat within two (2) years of the City Engineer's signature on the previous final plat phase, in accord with UDC 11-6B-7, in order for the preliminary plat to remain valid; or, a time extension may be requested.
3. Prior to submittal for the City Engineer's signature, have the Certificate of Owners and the accompanying acknowledgement signed and notarized.
4. The final plat shown in Section V.B, prepared by JJ Howard, LLC, stamped on 11/14/23 by Eric Howard, shall be revised prior to signature on the final plat by the City Engineer, as follows:
  - a. Note #8: Include the recorded instrument number ACHD stormwater drainage easement. Also include the number on Detail A on Sheet 5.
  - b. Note #9: Include the recorded instrument number of the public pedestrian easement. Also include the number on Detail B on Sheet 5.
  - c. Note #10: Include the recorded instrument number of the public utility, irrigation, and drainage easement. Also include the number on Detail C on Sheet 5.
  - d. Note #11: Include the recorded instrument number of the ACHD sidewalk easement. Also include the number on Detail D on Sheet 6.
  - e. Note #12: Include the recorded instrument number of City water and sewer easement. Also include the number on Detail E on Sheet 6.
  - f. Note #16: Include the recorded instrument number of the City water and sewer easement. Also include the number on Detail I on Sheet 7.
  - g. Note #22: Modify as follows, "Direct lot ~~of~~ access to W. Orchard Park Dr. is prohibited."
  - h. Graphically depict zero (0) lot lines on internal lot lines where single-family attached and townhome structures are proposed (i.e. where structures will span across lot lines).
  - i. Graphically depict public use easements for the micro-paths that cross private/townhome building lots.
5. The landscape plan shown in Section V.C, prepared by Stack Rock, stamped on 11/2/23, is approved as submitted.
6. Future development shall comply with the minimum dimensional standards for the R-8 zoning district listed in UDC [Table 11-2A-6](#) except as approved with the Planned Unit Development (see table in Section VII.E of the [Findings](#) for reduced standards approved with the PUD).
7. The private streets are *tentatively* approved subject to completion of the tasks listed in UDC [11-3F-3](#) within one year. **Documentation of such shall be submitted to the Planning Division in order to receive *final* approval.**

8. The private streets within the development shall be 26-feet wide and constructed in accord with the standards listed in UDC [11-3F-4B.2](#) as shown in Section V.D. Gates or other obstacles restricting access are not approved.
9. Submit documentation from ACHD that they have approved the the point of connection of the private streets to the public streets as required by UDC [11-3F-4A.2](#) with submittal of the final plat for City Engineer signature.
10. “No Parking” signs shall be depicted on the construction drawings and erected on the public streets where the “s” or 90-degree curves are located (i.e. N. Bergman Ave. and N. Arctic Fox Way) as well as on Director St.; coordinate with ACHD on the location of the signs.
11. “No Parking Fire Lane” signs shall be depicted on the construction drawings and erected on both sides of the private streets within the development per requirement of the Fire Dept. and UDC [11-3F-4B.2d](#). If a curb exists next to the drive aisle, it shall be painted red.
12. Staff’s failure to cite specific ordinance provisions or conditions from the preliminary plat and/or development agreement does not relieve the Applicant of responsibility for compliance.

**B. PUBLIC WORKS**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310475&dbid=0&repo=MeridianCity&cr=1>

**C. FIRE DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310476&dbid=0&repo=MeridianCity>

**D. PARK’S DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310468&dbid=0&repo=MeridianCity>

**E. IDAHO TRANSPORTATION DEPARTMENT (ITD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=311247&dbid=0&repo=MeridianCity>

**VII. FINDINGS**

In order to approve the application, the Director shall find the following:

- A. The design of the private street meets the requirements of this Article;

*The Director finds the design of the private streets meet the requirements of this Article as required.*

- B. Granting approval of the private street would not cause damage, hazard, or nuisance, or other detriment to persons, property, or uses in the vicinity; and

*The Director finds granting approval of the private street should not cause damage, hazard, or nuisance or other detriment to persons, property, or uses in the vicinity.*

- C. The use and location of the private street shall not conflict with the Comprehensive Plan and/or the Regional Transportation Plan.

*The Director finds the use and location of the private streets should not conflict with the Comprehensive Plan and/or the Regional Transportation Plan.*

- D. The proposed residential development (if applicable) is a new or gated development.

*This finding is not applicable.*



## AGENDA ITEM

**ITEM TOPIC:** Final Order for The Oaks North Subdivision No.13 (FP-2023-0015) by Kyle Prewett, Toll Brothers, located near the intersection of W. Gondola Dr. and N. Black Cat Rd.

BEFORE THE MERIDIAN CITY COUNCIL

HEARING DATE: NOVEMBER 14, 2023  
ORDER APPROVAL DATE: DECEMBER 5, 2023

IN THE MATTER OF THE )  
REQUEST FOR FINAL PLAT )  
CONSISTING OF 18 BUILDING )  
LOTS AND 7 COMMON LOTS ON )  
7.39 ACRES OF LAND IN THE R-4 )  
ZONING DISTRICT FOR THE )  
OAKS NORTH SUBDIVISION NO. )  
13. )  
BY: KYLE PREWETT, )  
TOLL BROTHERS LLC )  
APPLICANT )  
\_\_\_\_\_ )

CASE NO. FP-2023-0015

ORDER OF CONDITIONAL  
APPROVAL OF FINAL PLAT

This matter coming before the City Council on December 5, 2023 for final plat approval pursuant to Unified Development Code (UDC) 11-6B-3 and the Council finding that the Administrative Review is complete by the Planning and Development Services Divisions of the Community Development Department, to the Mayor and Council, and the Council having considered the requirements of the preliminary plat, the Council takes the following action:

**IT IS HEREBY ORDERED THAT:**

1. The Final Plat of "PLAT SHOWING THE OAKS NORTH SUBDIVISION NO. 13, LOCATED IN THE NE ¼ OF SECTION 28, TOWNSHIP 4N, RANGE 1W, MERIDIAN, ADA COUNTY IDAHO, 2023, STAMPED BY CLINT W. HANSEN, PLS, SHEET 1 OF 3," is conditionally approved subject to those

ORDER OF CONDITIONAL APPROVAL OF FINAL PLAT  
FOR THE OAKS NORTH SUBDIVISION NO. 13 FP-2023-0015

conditions of Staff as set forth in the staff report to the Mayor and City Council from the Planning and Development Services divisions of the Community Development Department dated November 14, 2023, a true and correct copy of which is attached hereto marked “Exhibit A” and by this reference incorporated herein.

2. The final plat upon which there is contained the certification and signature of the City Clerk and the City Engineer verifying that the plat meets the City’s requirements shall be signed only at such time as:
  - 2.1 The plat dimensions are approved by the City Engineer; and
  - 2.2 The City Engineer has verified that all off-site improvements are completed and/or the appropriate letter of credit or cash surety has been issued guaranteeing the completion of off-site and required on-site improvements.

## **NOTICE OF FINAL ACTION**

### **AND RIGHT TO REGULATORY TAKINGS ANALYSIS**

The Applicant is hereby notified that pursuant to Idaho Code § 67-8003, the Owner may request a regulatory taking analysis. Such request must be in writing, and must be filed with the City Clerk not more than twenty-eight (28) days after the final decision concerning the matter at issue. A request for a regulatory takings analysis will toll the time period within which a Petition for Judicial Review may be filed.

**Please take notice** that this is a final action of the governing body of the City of Meridian, pursuant to Idaho Code § 67-6521. An affected person being a person who has an



interest in real property which may be adversely affected by this decision may, within twenty-eight (28) days after the date of this decision and order, seek a judicial review pursuant to Idaho Code§ 67-52.

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By:

\_\_\_\_\_  
Robert Simison  
Mayor, City of Meridian

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon the Applicant, Planning and Development Services Divisions of the Community Development Department and City Attorney.

By:\_\_\_\_\_ Dated:\_\_\_\_\_

# EXHIBIT A

## STAFF REPORT

### COMMUNITY DEVELOPMENT DEPARTMENT



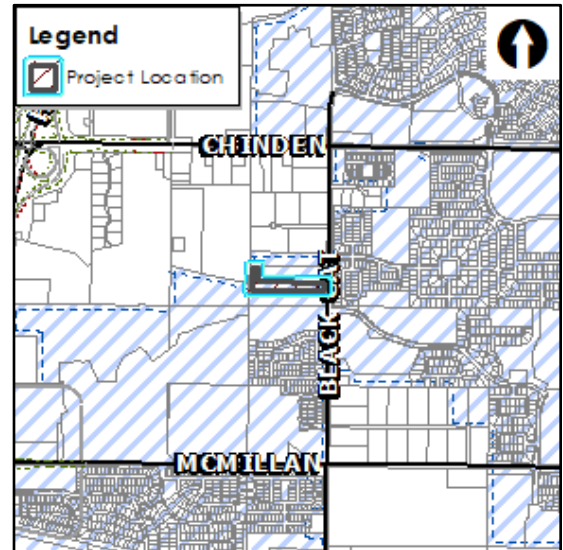
HEARING DATE: 11/14/2023

TO: Mayor & City Council

FROM: Linda Ritter, Associate Planner  
208-884-5533

SUBJECT: FP-2023-0015  
The Oaks North Subdivision No. 13

LOCATION: Near the intersection of W. Gondola Drive and N. Black Cat Road, in the NE ¼ of Section 28, Township 4N., Range 1W.



#### I. PROJECT DESCRIPTION

Final Plat consisting of eighteen (18) single family residential lots and seven (7) common lots on 7.39 acres in the R-4 zoning district

#### II. APPLICANT INFORMATION

##### A. Applicant:

Kyle Prewett  
Toll Brothers LLC  
3103 W. Sheryl Drive, Suite 100  
Meridian, ID 83642

##### B. Owner:

Ryan Hammons  
Toll Southwest LLC  
3103 W. Sheryl Drive, Suite 100  
Meridian, ID 83642

##### C. Representative:

Same as applicant

### III. STAFF ANALYSIS

Staff has reviewed the proposed final plat for substantial compliance with the approved preliminary plat (H-2018-0117) as required by UDC 11-6B-3C.2. The submitted final plat is for the same number of building lots and common area as approved with the preliminary plat; therefore, the proposed plat is in substantial compliance with the approved preliminary plat as required.

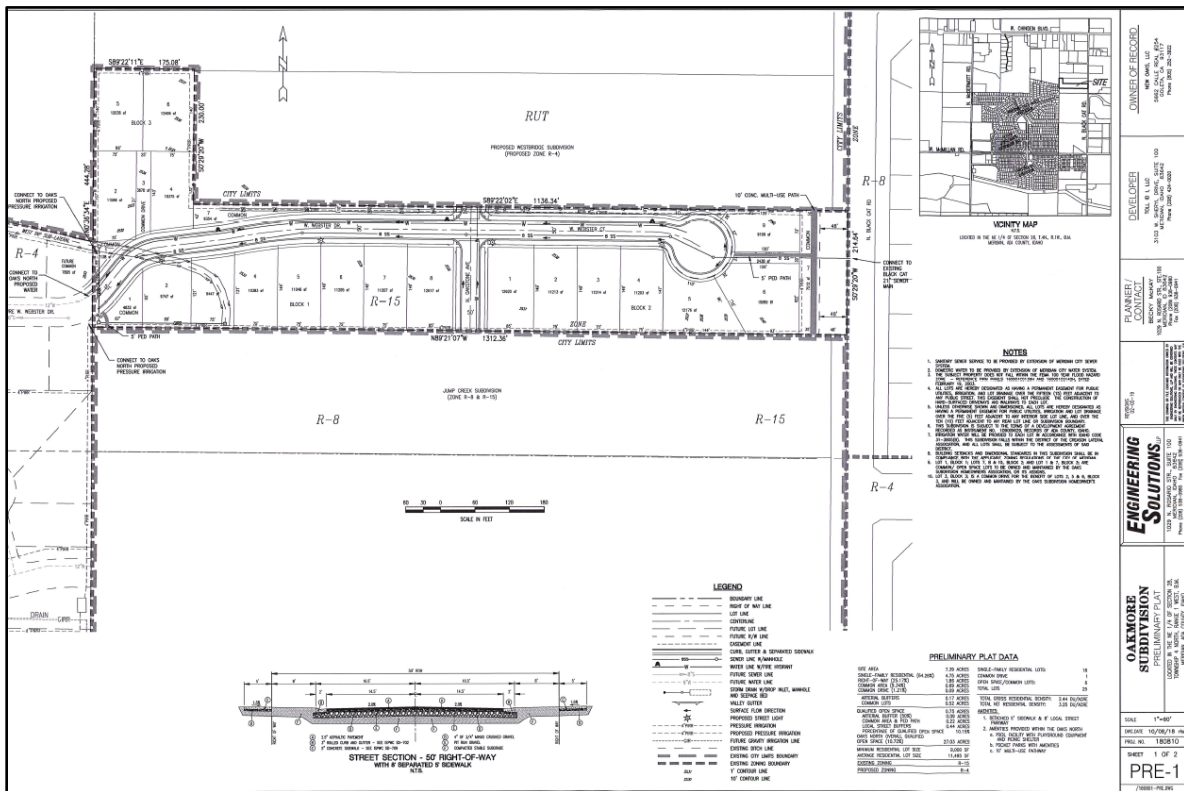
### IV. DECISION

#### A. Staff:

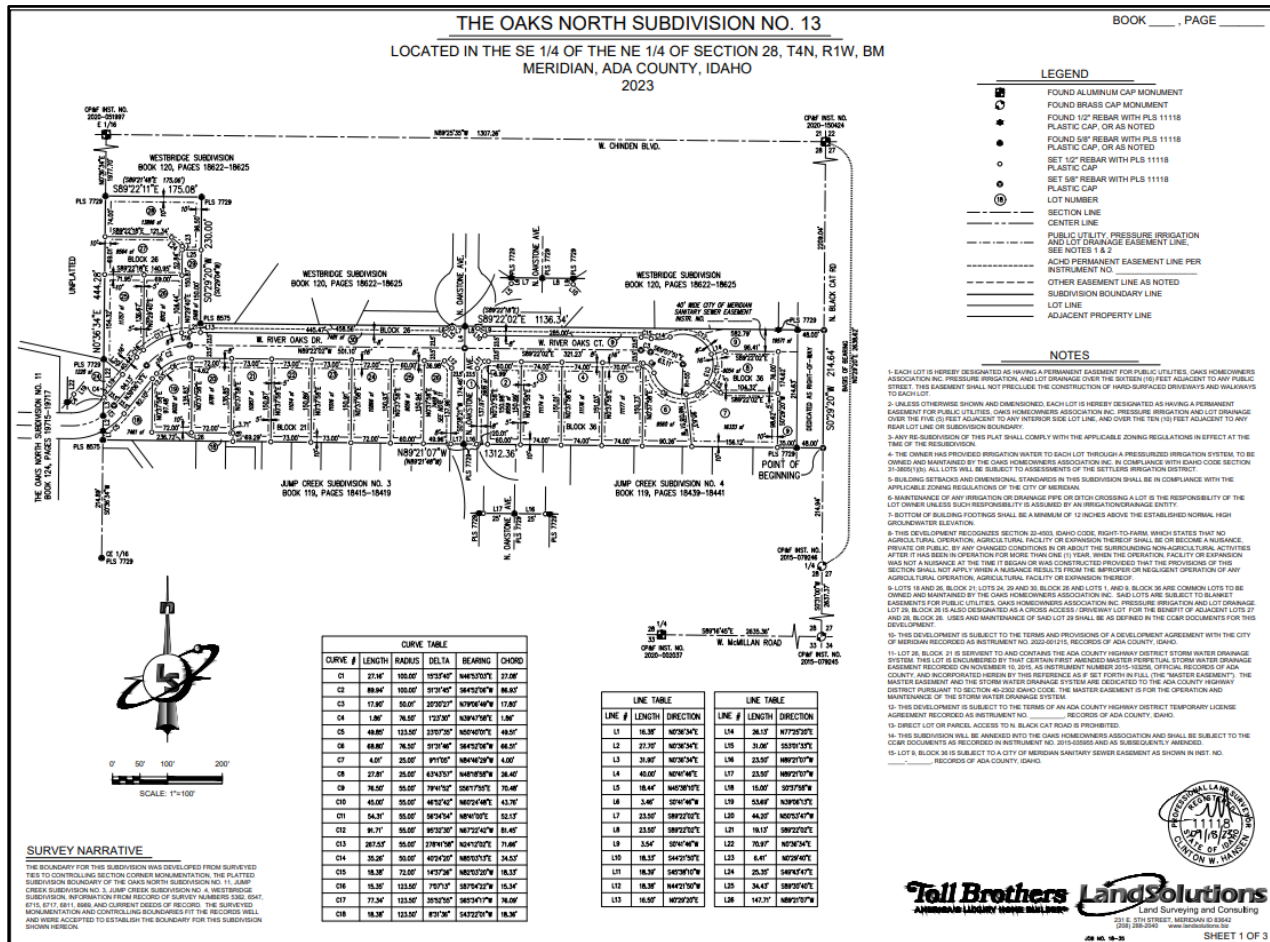
Staff recommends approval of the proposed final plat with the conditions of approval in Section VI of this report. The Director has approved the request for private streets within the development per the conditions in Section VI, in accord with the Findings in Section VII.

### V. EXHIBITS

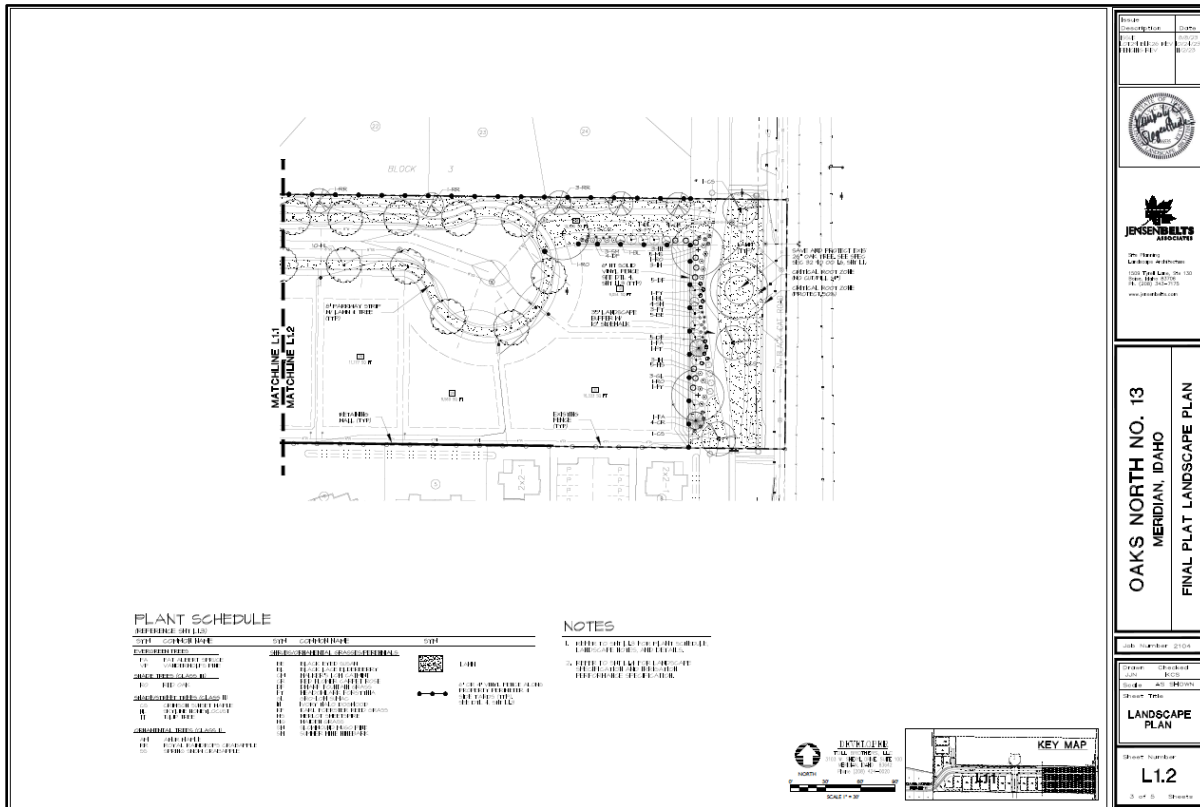
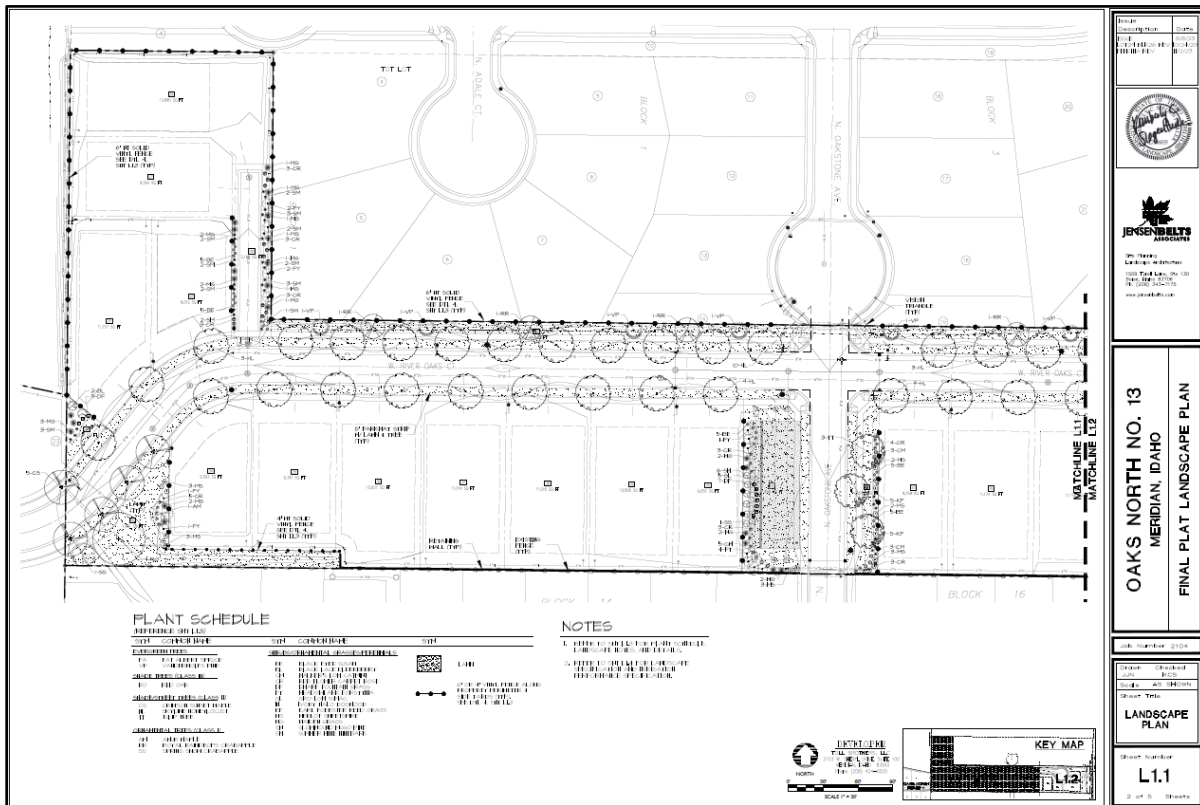
#### A. Preliminary Plat (date: 10/8/2018)



# B. Final Plat (date: 10/12/2023)



### C. Landscape Plan Final Plat (dated 11/2/23)





## VI. CITY/AGENCY COMMENTS & CONDITIONS

### A. PLANNING DIVISION

1. The applicant shall comply with all conditions of previous approvals (H-2018-0118 and MDA H-2021-0058, DA Inst. No. 2022-001215) associated with this property.
2. Prior to submittal for the City Engineer's signature, have the Certificate of Owners and the accompanying acknowledgement signed and notarized.
3. The final plat shown in Section V.B, prepared by Toll Brothers LandSolutions, stamped on 09/18/23 by Clint W. Hansen, shall be revised prior to signature on the final plat by the City Engineer, as follows:

Plat Notes:

- a. Note #12 and 15: Include the recorded instrument numbers of the license agreement with ACHD and sewer easement with the City.
4. Prior to the City Engineer signature on the final plat, the applicant shall submit a license agreement from the Settler's Irrigation District (SID) and provide a copy of a separate easement for the piped ditch.

### B. PUBLIC WORKS DEPARTMENT

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309427&dbid=0&repo=MeridianCity>

### C. PARKS DEPARTMENT

1. Prior to **City Engineer signature**, the applicant shall submit a public access easement for a detached multi-use pathway running the length of the development on the west side of Black Cat Road to the Planning Division for Council Approval and subsequent recordation. The easement shall be a minimum of 14 feet wide (10-foot pathway plus 2-feet shoulder each side) and may fall within the required landscape buffer. *Use standard city template for public access easement. Easement checklist must accompany all easement submittals.*

### D. IDAHO TRANSPORTATION DEPARTMENT

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309565&dbid=0&repo=MeridianCity&cr=1>

### E. IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309949&dbid=0&repo=MeridianCity>





## AGENDA ITEM

**ITEM TOPIC:** Final Order for TM Center No. 2 (FP-2023-0018) by Brighton Development, Inc., located at the northwest corner of S. Vanguard Way and S. Wayfinder Ave.



**BEFORE THE MERIDIAN CITY COUNCIL**

**HEARING DATE: 11/14/23  
ORDER APPROVAL DATE: 12/5/23**

**IN THE MATTER OF THE )  
REQUEST FOR FINAL PLAT )  
CONSISTING OF THREE (3) )  
BUILDING LOTS ON 4.22 ACRES )  
OF LAND IN THE C-G ZONING )  
DISTRICT FOR TM CENTER )  
SUBDIVISION NO. 2. )  
)  
**BY: BRIGHTON DEVELOPMENT, )  
INC. )  
APPLICANT )**  
\_\_\_\_\_)  
)**

**CASE NO. FP-2023-0018**

**ORDER OF CONDITIONAL  
APPROVAL OF FINAL PLAT**

This matter coming before the City Council on November 14, 2023 for final plat approval pursuant to Unified Development Code (UDC) 11-6B-3 and the Council finding that the Administrative Review is complete by the Planning and Development Services Divisions of the Community Development Department, to the Mayor and Council, and the Council having considered the requirements of the preliminary plat, the Council takes the following action:

**IT IS HEREBY ORDERED THAT:**

1. The Final Plat of “PLAT SHOWING TM CENTER SUBDIVISION NO. 2,  
LOCATED IN A PORTION OF THE WEST ½ OF THE NORTHWEST ¼ OF  
SECTION 14, TOWNSHIP 3 NORTH, RANGE 1 WEST, B.M., CITY OF  
MERIDIAN, ADA COUNTY, IDAHO, 2023, HANDWRITTEN DATE:

ORDER OF CONDITIONAL APPROVAL OF FINAL PLAT  
FOR TM CENTER NO. 2 FP-2023-0018

08/30/23, by RON WRIGHT, PLS, SHEET 1 OF 4,” is conditionally approved subject to those conditions of Staff as set forth in the staff report to the Mayor and City Council from the Planning and Development Services divisions of the Community Development Department dated November 14, 2023, a true and correct copy of which is attached hereto marked “Exhibit A” and by this reference incorporated herein.

2. The final plat upon which there is contained the certification and signature of the City Clerk and the City Engineer verifying that the plat meets the City’s requirements shall be signed only at such time as:
  - 2.1 The plat dimensions are approved by the City Engineer; and
  - 2.2 The City Engineer has verified that all off-site improvements are completed and/or the appropriate letter of credit or cash surety has been issued guaranteeing the completion of off-site and required on-site improvements.

## **NOTICE OF FINAL ACTION**

### **AND RIGHT TO REGULATORY TAKINGS ANALYSIS**

The Applicant is hereby notified that pursuant to Idaho Code § 67-8003, the Owner may request a regulatory taking analysis. Such request must be in writing, and must be filed with the City Clerk not more than twenty-eight (28) days after the final decision concerning the matter at issue. A request for a regulatory takings analysis will toll the time period within which a Petition for Judicial Review may be filed.

**Please take notice** that this is a final action of the governing body of the City of Meridian, pursuant to Idaho Code § 67-6521. An affected person being a person who has an interest in real property which may be adversely affected by this decision may, within twenty-eight (28) days after the date of this decision and order, seek a judicial review pursuant to Idaho Code§ 67-52.

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By:

\_\_\_\_\_  
Robert Simison  
Mayor, City of Meridian

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon the Applicant, Planning and Development Services Divisions of the Community Development Department and City Attorney.

By:\_\_\_\_\_ Dated:\_\_\_\_\_

## EXHIBIT A

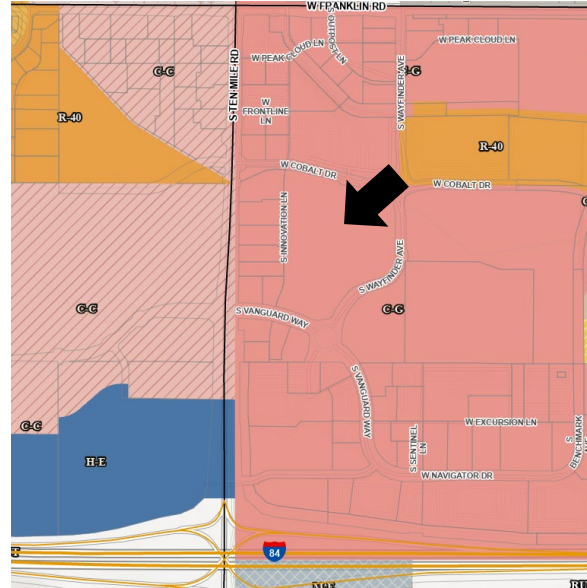
### STAFF REPORT

#### COMMUNITY DEVELOPMENT DEPARTMENT



DATE: 11/14/2023  
TO: City Council  
FROM: Sonya Allen, Associate Planner  
208-884-5533  
SUBJECT: FP-2023-0018  
TM Center No. 2

PROPERTY LOCATION:  
East of S. Ten Mile Rd. at the northwest  
corner of S. Vanguard Way and S.  
Wayfinder Ave., in the NW ¼ of Section  
14, T.3N., R.1W. (Parcel  
#S1214233700)



### I. PROJECT DESCRIPTION

Final plat consisting of three (3) building lots on 4.22 acres of land in the C-G zoning district for TM Center Subdivision No. 2.

*Note: The proposed final plat is actually the sixth phase of the TM Center Subdivision preliminary plat (H-2020-0074). [TM Creek No. 5 (1st phase FP-2021-0027); TM Crossing No. 5 (2nd phase FP-2021-0045); TM Frontline (3<sup>rd</sup> phase FP-2021-0047); TM Center Sub. 1 (4<sup>th</sup> phase FP-2022-0009); and TM Center East No. 1 (5<sup>th</sup> phase FP-2022-0009).]*

### II. APPLICANT INFORMATION

#### A. Applicant

Josh Beach, Brighton Development, Inc. – 2929 W. Navigator Dr., Ste. 400, Meridian, ID 83642

#### B. Owner:

Robert Phillips, DWT Investments, LLC – 2929 W. Navigator Dr., Ste. 400, Meridian, ID 83642

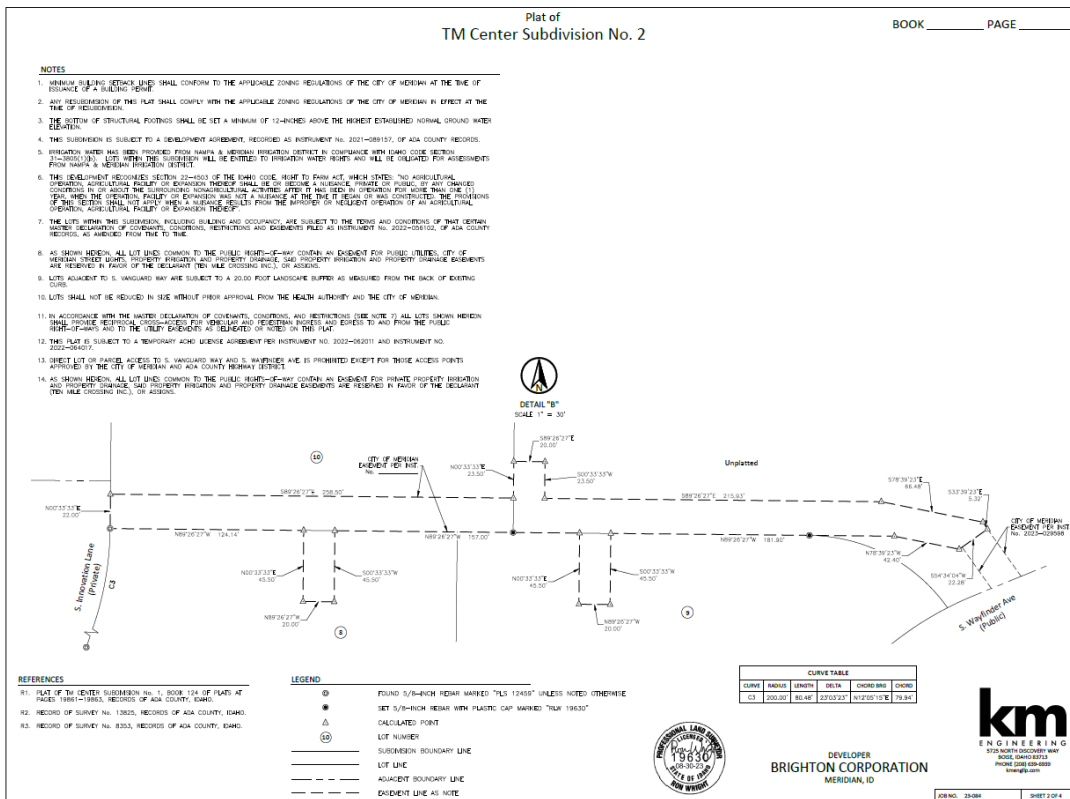
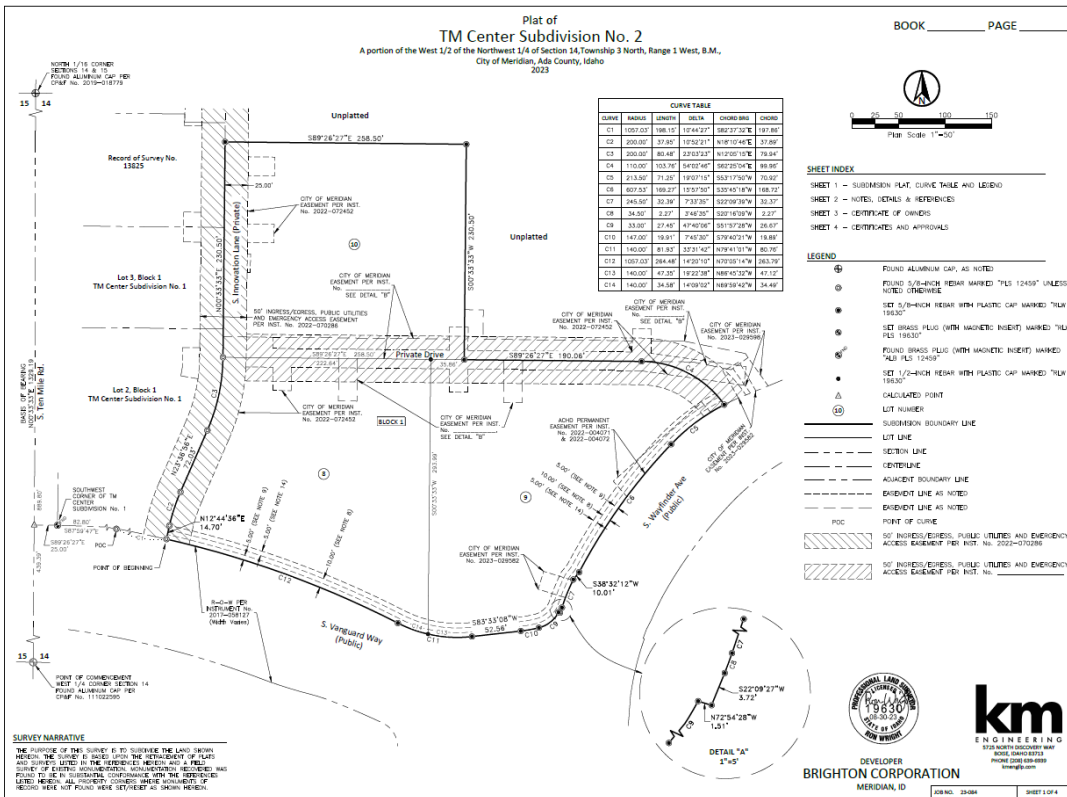
#### C. Representative:

Same as Applicant

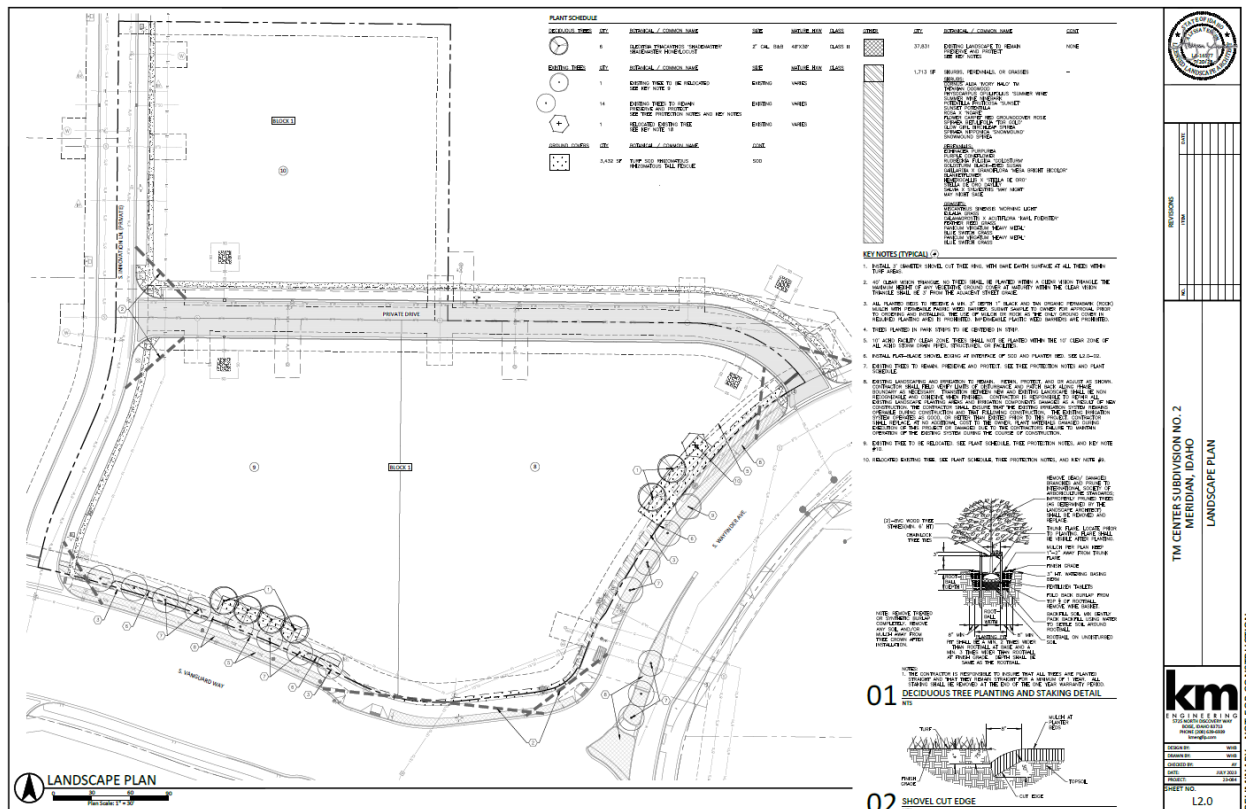
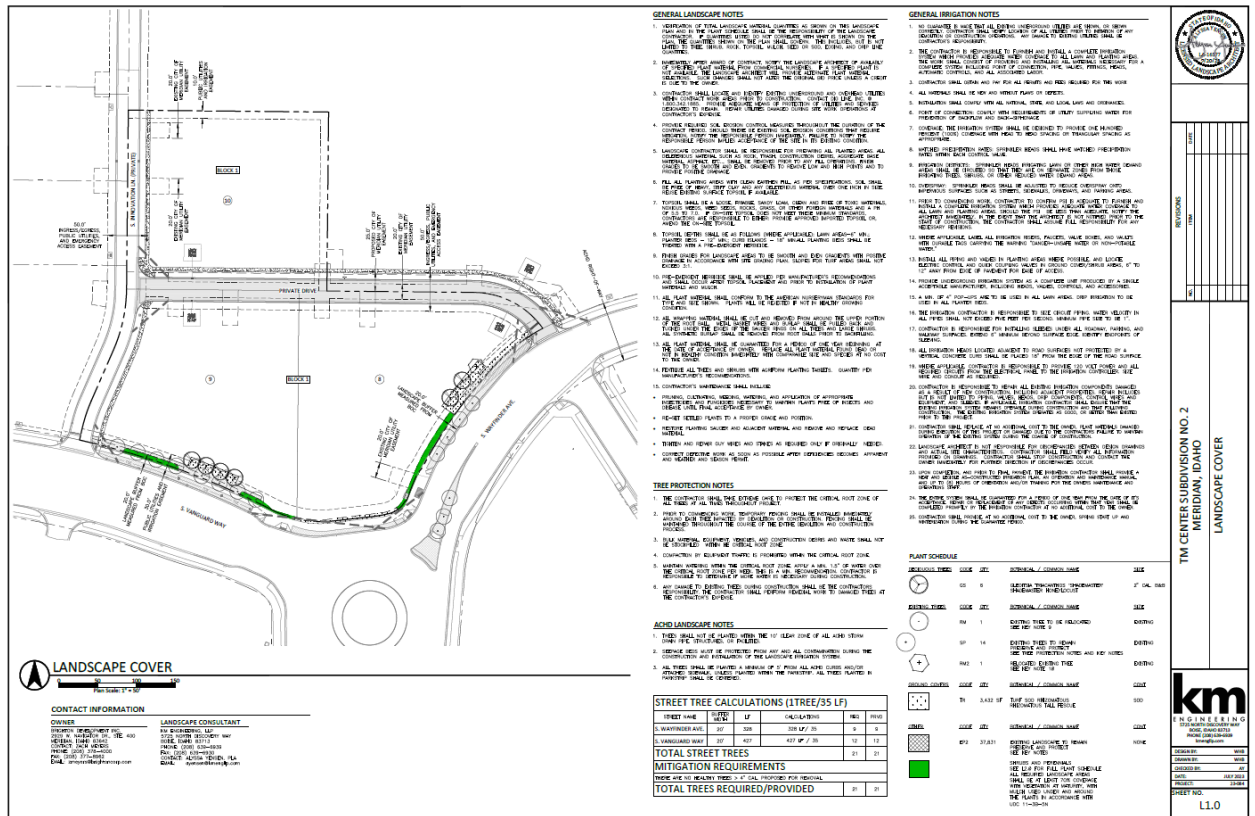
### III. STAFF ANALYSIS

Staff has reviewed the proposed final plat for substantial compliance with the preliminary plat (H-2020-0074) as required by UDC 11-6B-3C.2. The proposed final plat depicts fewer buildable lots than shown on the approved preliminary plat. Therefore, Staff finds the proposed final plat is in substantial compliance with the approved preliminary as required by UDC 11-6B-3C.





### C. Landscape Plan (dated: 7/20/23)



## **VI. CITY/AGENCY COMMENTS & CONDITIONS**

### **A. Planning Division**

#### **Site Specific Conditions:**

1. Applicant shall comply with all previous conditions of approval associated with this development [TM Center H-2020-0074, DA Inst. #[2021-089157](#)].
2. The applicant shall obtain the City Engineer's signature on the subject final plat within two years of the City Engineer's signature on the previous phase final plat, *or* apply for a time extension, in accord with UDC 11-6B-7.
3. Prior to submittal for the City Engineer's signature, have the Certificate of Owners and the accompanying acknowledgement signed and notarized.
4. The final plat prepared by KM Engineering, stamped on 8/30/23 by Ron Wright, included in Exhibit B shall be revised as follows:
  - a. Include the recorded instrument number of the City of Meridian easement depicted on Lots 8, 9 and 10, Block 1 (detail B).
  - b. In the Legend, include the recorded instrument number of the 50' ingress/egress, public utilities and emergency access easement.
  - c. Note #9: Include S. Wayfinder Ave. as it's also a collector street and subject to a 20-foot wide street buffer. Include a note stating the buffers will be maintained by the property owner or business owner's association, as applicable.
5. The landscape plan prepared by KM Engineering, dated 6/17/22 included in Exhibit C, is approved as submitted.
6. Provide an update to the City from Valley Regional Transit (VRT) on the public transit needs in this area as outlined in provision #5.1(6) in the Development Agreement.
7. The subject property shall be subdivided prior to issuance of any Certificates of Occupancy for the site per requirement of the Development Agreement.
8. Staff's failure to cite specific ordinance provisions or conditions from the preliminary plat and/or development agreement does not relieve the Applicant of responsibility for compliance.

### **B. Public Works**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309659&dbid=0&repo=MeridianCity>

### **C. Idaho Transportation Department (ITD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309705&dbid=0&repo=MeridianCity>

### **D. Department of Environmental Quality (DEQ)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309950&dbid=0&repo=MeridianCity>





## AGENDA ITEM

**ITEM TOPIC:** Findings of Fact, Conclusions of Law for I-84 and Meridian Road (H-2021-0099) by Hawkins Companies, generally located at the northwest corner of S. Meridian Rd. and I-84

**CITY OF MERIDIAN  
FINDINGS OF FACT, CONCLUSIONS OF LAW  
AND DECISION & ORDER**



**In the Matter of the Request for an Amendment to the Comprehensive Plan Future Land Use Map (FLUM) to Change the Future Land Use Designation on 70.4 Acres of Land from Mixed Use – Community (MU-C) to Commercial (34.3 Acres) and Medium High Density Residential (36.1+/- Acres); and Annexation of 18.30-Acres of Land with a C-G (General Retail and Service Commercial) Zoning District for I-84 + Meridian Road, by Hawkins Companies.**

**Case No(s). H-2021-0099**

**For the City Council Hearing Date of: November 21, 2023 (Findings on December 5, 2023)**

**A. Findings of Fact**

1. Hearing Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
2. Process Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
3. Application and Property Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
4. Required Findings per the Unified Development Code (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)

**B. Conclusions of Law**

1. The City of Meridian shall exercise the powers conferred upon it by the “Local Land Use Planning Act of 1975,” codified at Chapter 65, Title 67, Idaho Code (I.C. §67-6503).
2. The Meridian City Council takes judicial notice of its Unified Development Code codified as Title 11 Meridian City Code, and all current zoning maps thereof. The City of Meridian has, by ordinance, established the Impact Area and the Comprehensive Plan of the City of Meridian, which was adopted December 17, 2019, Resolution No. 19-2179 and Maps.
3. The conditions shall be reviewable by the City Council pursuant to Meridian City Code § 11-5A.
4. Due consideration has been given to the comment(s) received from the governmental subdivisions providing services in the City of Meridian planning jurisdiction.
5. It is found public facilities and services required by the proposed development will not impose expense upon the public if the attached conditions of approval are imposed.
6. That the City has granted an order of approval in accordance with this Decision, which shall be signed by the Mayor and City Clerk and then a copy served by the Clerk upon the applicant, the Community Development Department, the Public Works Department and any affected party requesting notice.

7. That this approval is subject to the Conditions of Approval all in the attached Staff Report for the hearing date of November 21, 2023, incorporated by reference. The conditions are concluded to be reasonable and the applicant shall meet such requirements as a condition of approval of the application.

#### C. Decision and Order

Pursuant to the City Council's authority as provided in Meridian City Code § 11-5A and based upon the above and foregoing Findings of Fact which are herein adopted, it is hereby ordered that:

1. The applicant's request for an amendment to the Future Land Use Map in the Comprehensive Plan and Annexation and Zoning is hereby approved with the requirement of a development agreement per the provisions in the Staff Report for the hearing date of November 21, 2023, attached as Exhibit A.

#### D. Notice of Applicable Time Limits

##### Notice of Development Agreement Duration

The city and/or an applicant may request a development agreement or a modification to a development agreement consistent with Idaho Code section 67-6511A. The development agreement may be initiated by the city or applicant as part of a request for annexation and/or rezone at any time prior to the adoption of findings for such request.

A development agreement may be modified by the city or an affected party of the development agreement. Decision on the development agreement modification is made by the city council in accord with this chapter. When approved, said development agreement shall be signed by the property owner(s) and returned to the city within six (6) months of the city council granting the modification.

A modification to the development agreement may be initiated prior to signature of the agreement by all parties and/or may be requested to extend the time allowed for the agreement to be signed and returned to the city if filed prior to the end of the six (6) month approval period.

#### E. Judicial Review

Pursuant to Idaho Code § 67-6521(1)(d), if this final decision concerns a matter enumerated in Idaho Code § 67-6521(1)(a), an affected person aggrieved by this final decision may, within twenty-eight (28) days after all remedies have been exhausted, including requesting reconsideration of this final decision as provided by Meridian City Code § 1-7-10, seek judicial review of this final decision as provided by chapter 52, title 67, Idaho Code. This notice is provided as a courtesy; the City of Meridian does not admit by this notice that this decision is subject to judicial review under LLUPA.

#### F. Notice of Right to Regulatory Takings Analysis

Pursuant to Idaho Code §§ 67-6521(1)(d) and 67-8003, an owner of private property that is the subject of a final decision may submit a written request with the Meridian City Clerk for a regulatory takings analysis.

G. Attached: Staff Report for the hearing date of November 21, 2023

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

COUNCIL PRESIDENT BRAD HOAGLUN VOTED\_\_\_\_\_

COUNCIL VICE PRESIDENT JOE BORTON VOTED\_\_\_\_\_

COUNCIL MEMBER JESSICA PERREAULT VOTED\_\_\_\_\_

COUNCIL MEMBER LUKE CAVENER VOTED\_\_\_\_\_

COUNCIL MEMBER TREG BERNT VOTED\_\_\_\_\_

COUNCIL MEMBER LIZ STRADER VOTED\_\_\_\_\_

MAYOR ROBERT SIMISON VOTED\_\_\_\_\_  
(TIE BREAKER)

\_\_\_\_\_  
Mayor Robert Simison

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon Applicant, Community Development Department, Public Works Department and City Attorney.

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
City Clerk's Office

# EXHIBIT A

## STAFF REPORT

### COMMUNITY DEVELOPMENT DEPARTMENT



HEARING DATE: November 21, 2023

TO: Mayor & City Council

FROM: Sonya Allen, Associate Planner  
208-884-5533

SUBJECT: H-2021-0099  
I-84 + Meridian Road – CPAM,  
AZ

LOCATION: Generally located at the northwest  
corner of S. Meridian Rd. and I-84  
on the south side of W. Waltman  
Ln., in the southeast ¼ of Section  
13, T.3N., R.1W.



*Note: Since this project was remanded back to the Commission, the Applicant has changed their CPAM request from MU-R to Commercial and included the Tanner Creek project to the west in the amendment with a change from MU-C to MHDR at the recommendation of Staff. An amended conceptual development plan and associated exhibits have also been submitted. The staff report has been updated accordingly.*

## I. PROJECT DESCRIPTION

Amendment to the Comprehensive Plan Future Land Use Map (FLUM) to change the future land use designation on ~~33.13~~33.70.4-acres of land from Mixed Use – Community (MU-C) to ~~Mixed Use – Regional (MU-R)~~ Commercial (34.3-acres) and Medium High Density Residential (MHDR) (36.1+/- acres); and annexation of 18.30-acres of land with a C-G (General Retail and Service Commercial) zoning district.

## II. SUMMARY OF REPORT

### A. Project Summary

Description	Details
Acreage	<del>33.13</del> <u>33.70</u> .4 acres (CPAM); 18.30 acres (AZ)
Future Land Use Designation (existing/proposed)	MU-C (Mixed Use – Community) (existing); Commercial (proposed on subject 34.3-acre property) & MHDR (Medium High Density Residential) (proposed on adjacent 36.1-acre Tanner Creek property)
Existing Land Use	Single-family residential and vacant/undeveloped land
Proposed Land Use(s)	Commercial
Current Zoning	R1 and RUT in Ada County; and C-G (General Retail and Service Commercial)
Proposed Zoning	C-G (General Retail and Service Commercial)
Physical Features (waterways, hazards, flood plain, hillside)	The Ten Mile Creek runs along the west boundary of the site.





### III. APPLICANT INFORMATION

A. Applicant:

Ethan Mansfield, Hawkins Companies – 855 W. Broad Street, Boise, ID 83702

B. Owner:

Hawkins Companies – 855 W. Broad Street, Boise, ID 83702

C. Representative:

Same as Applicant

### IV. NOTICING

	Planning & Zoning Posting Date	City Council Posting Date
Newspaper notification published in newspaper	4/5/2022; <u>10/17/23</u>	5/29/2022; 11/5/2023
Radius notification mailed to property owners within 300 feet	4/4/2022; <u>10/13/23</u>	5/26/2022; 11/3/2023
Public hearing notice sign posted on site	4/7/2022; <u>10/23/23</u>	6/3/2022; 11/9/2023
Nextdoor posting	4/5/2022; <u>10/17/23</u>	5/25/2022; 11/3/2023

### V. COMPREHENSIVE PLAN ANALYSIS

**EXISTING FUTURE LAND USE DESIGNATION:** This property and the adjacent property to the west totaling 70.4 acres of land is currently designated as Mixed Use – Community (MU-C) on the Future Land Use Map (FLUM) contained in the Comprehensive Plan (see map in Section VIII.A). The purpose of this designation is to allocate areas where community-serving uses and dwellings are seamlessly integrated into the urban fabric. The intent is to integrate a variety of uses, including residential, and to avoid mainly single-use and strip commercial type buildings. Non-residential buildings in these areas have a tendency to be larger than in Mixed Use Neighborhood (MU-N) areas. Goods and services in these areas tend to be of the variety that people will mainly travel by car to, but also walk or bike to (up to 3 or 4 miles). Employment opportunities for those living in and around the neighborhood are encouraged. Developments are encouraged to be designed according to the conceptual MU-C plan depicted in Figure 3C. (See pgs. 3-11 through 3-16 for more information.)

**PROPOSED FUTURE LAND USE DESIGNATION:** The proposed FLUM designation for this property is ~~Mixed Use~~ Regional Commercial (34.3 acres) and Medium High Density Residential (MHDR) (36.1 acres) for the adjacent property to the west (see map in Section VIII.A). ~~The purpose of the MU-R designation is to provide a mix of employment, retail, and residential dwellings and public uses near major arterial intersections. The intent is to integrate a variety of uses together, including residential, and to avoid predominantly single use developments such as a regional retail center with only restaurants and other commercial uses. Developments should be anchored by uses that have a regional draw with the appropriate supporting uses. The developments are encouraged to be designed consistent with the conceptual MU-R plan depicted in Figure 3D. (See pgs. 3-16 & 3-17 for more information.)~~

The Commercial designation will provide a full range of commercial uses to serve area residents and visitors. Desired uses may include retail, restaurants, personal and professional services, and office uses, as well as appropriate public and quasi-public uses. Multi-family residential may be allowed in some cases, but

should be careful to promote a high quality of life through thoughtful site design, connectivity, and amenities. Sample zoning include: C-N, C-C, and C-G.

The MHDR designation allows for a mix of dwelling types including townhouses, condominiums, and apartments. Residential gross densities should range from eight to twelve dwelling units per acre. These areas are relatively compact within the context of larger neighborhoods and are typically located around or near mixed use commercial or employment areas to provide convenient access to services and jobs for residents. Developments need to incorporate high quality architectural design and materials and thoughtful site design to ensure quality of place and should also incorporate connectivity with adjacent uses and area pathways, attractive landscaping and a project identity.

The Applicant submitted a conceptual developmet plan for the area included in the FLUM amendment (see Section VIII.D). The subject property, proposed to be designated Commercial, is proposed to develop with a mix of regional commercial/retail and restaurant uses with some neighborhood serving uses. The adjacent property to the west, proposed to be designated MHDR, is proposed to develop with a mix of residential uses, including single-family, townhome and multi-family dwellings. The proposed uses are consistent with the FLUM designations proposed for the subject property and the property to the west.

*Note: The initial FLUM amendment request for this property was from MU-C to Mixed-Use Regional (MU-R). The Commission recommended denial to City Council based on their belief the proposed use isn't consistent with the general mixed-use development guidelines, the existing MU-C or the proposed MU-R guidelines; they also felt a Traffic Impact Study (TIS) was needed. Council heard the application and remanded it back to the Commission in order to be reviewed concurrently with the Tanner Creek application in an effort to determine consistency with the Comprehensive Plan for the overall property.*

*After review of these applications, it's Staff's opinion the proposed development plans for both projects are largely inconsistent with the purpose statements and development guidelines in the Comprehensive Plan for the general mixed use and specific land uses (i.e. MU-C and MU-R) for the following reasons: 1) functional and physical integration of land uses is desired – these are two separate residential and commercial developments with only a pedestrian pathway proposed for interconnectivity – no integration of uses is proposed; 2) a mixed use project should include at least three (3) types of land uses – only two (2) are proposed [i.e. residential and commercial (includes retail, restaurants, etc.)]; 3) community serving facilities such as hospitals, clinics, churches, schools, parks, daycares, civic buildings, or public safety facilities are desired – none are proposed; 4) supportive and proportional public and/or quasi-public spaces and places, including but not limited to parks, plazas, outdoor gathering areas, open space, libraries, and schools are expected – none are proposed; 5) mixed-use areas should be centered around spaces that are well-designed and integrated public and quasi-public centers of activity that are activated and incorporate permanent design elements and amenities that foster a wide variety of interests ranging from leisure to play – no such public/quasi-public areas are proposed; 6) a mixed use project should serve as a public transit location for future park-and-ride lots, bus stops, shuttle bus stops and/or other innovative or alternate modes of transportation – no such stops or lots are proposed; 7) community-serving uses and dwellings should be seamlessly integrated into the urban fabric for an integration of a variety of uses to avoid mainly single-use and strip commercial type buildings (MU-C) – single-use developments are proposed that are not well-integrated; 8) vertically integrated structures are encouraged – none are proposed (MU-C); 9) integration of a variety of uses together, including residential as a supporting use, to avoid predominantly single use developments such as a regional retail center with only restaurants and other commercial uses (MU-R) – no residential uses are included in the proposed MU-R designated area, which creates a single use development with only commercial uses; and 10) retail commercial uses should comprise a maximum of 50% of the development area (MU-R) – most if not all of the proposed MU-R designated area consists of commercial/retail uses, no residential, office, civic or other uses are proposed.*

*For this reason, Staff recommended the Applicant change their request for a map amendment from the MU-R to the Commercial designation and include a map amendment on the adjacent property to the west*



*(Tanner Creek) from MU-C to MHDR, as agreed to by both Applicants. This change better aligns with the proposed development plans for both properties and in Staff's opinion is more compatible with adjacent existing and future residential development in the area and provides a good transition between these uses to the proposed commercial uses and is more appropriate than the existing and previously proposed MU-R designation.*

**COMPREHENSIVE PLAN POLICIES** (<https://www.meridiancity.org/compplan>):

**Goals, Objectives, & Action Items:** Staff finds the following Comprehensive Plan policies to be applicable to this application and apply to the proposed use of this property (staff analysis in *italics*):

- “Ensure development is connected to City of Meridian water and sanitary sewer systems and the extension to and through said developments are constructed in conformance with the City of Meridian Water and Sewer System Master Plans in effect at the time of development.” (3.03.03A)  
*The proposed development will be required to connect to City water and sewer systems.*
- “Maximize public services by prioritizing infill development of vacant and underdeveloped parcels within the City over parcels on the fringe.” (2.02.02)  
*The surrounding properties have all been annexed into the City; the property to the north is developed, the property to the west is proposed to develop with residential uses (i.e. Tanner Creek). Development of this infill property will result in more efficient provision of public services.*
- “Require urban infrastructure be provided for all new developments, including curb and gutter, sidewalks, water and sewer utilities.” (3.03.03G)  
*Urban sewer and water infrastructure and curb, gutter and sidewalks is required to be provided with development.*
- “Require collectors consistent with the ACHD Master Street Map (MSM), generally at/near the mid-mile location within the Area of City Impact.” (6.01.03B)  
*The MSM depicts Waltman Ln. as a collector street where it abuts the site due to the increased traffic anticipated with this development and the adjacent property to the west (Tanner Creek).*
- “Require pedestrian circulation plans to ensure safety and convenient access across large commercial and mixed-use developments.” (3.07.02A)  
*A pedestrian circulation plan was submitted for the site, included in Section VIII.F.*
- “Improve and protect creeks and other natural waterways throughout commercial, industrial, and residential areas.” (4.05.01D)  
*The Ten Mile Creek along the site's west boundary should be protected during construction.*
- “Support Valley Regional Transit's (VRT) efforts to construct multi-modal transit centers in areas of high commercial activity and employment as well as areas with transit-supportive residential densities.” (6.01.01B)  
*A bus stop is proposed within this development, which will serve residents of the residential development to the west and employees and customers of the proposed commercial development.*
- “Locate smaller-scale, neighborhood-serving commercial and office use clusters so they complement and provide convenient access from nearby residential areas, limiting access to arterial roadways and multimodal corridors.” (3.07.02B)  
*Smaller-scale neighborhood commercial uses are proposed along with two (2) larger retail buildings. A pedestrian pathway is proposed for access between the subject property and the adjacent proposed*

*residential property (Tanner Creek) to the west. For better connectivity, a more direct access, and to reduce traffic on the collector street (Waltman Ln.), Staff recommends a vehicular driveway/bridge is provided across the Ten Mile Creek between the two projects for easy access from the residential development in accord with UDC [11-3A-3A.2](#).*

- *“Slow the outward progression of the City's limits by discouraging fringe area development; encourage development of vacant or underutilized parcels currently within City limits.” (4.05.03B)*

*The proposed vacant parcels are within the City limits and the larger area is surrounded by properties already annexed into the City. The development of this property will result in better provision of City services.*

#### **LAND-USE FOCUS — ADHERENCE TO PROPOSED COMPREHENSIVE PLAN LAND-USE POLICY:**

The following analysis is specific to the request for a Mixed Use Regional (MU-R) designation, and not the merits or benefits of the project or proposed uses. Analysis for either compliance with the adopted future land use designation of MU-C, or another one, may result in very different analysis. A property designated MU-R must comply with both the general mixed use policies and the MU-R policies below.

*The purpose and intent of Mixed Use (General) is: In general, the purpose of this designation is to provide for a combination of compatible land uses within a close geographic area that allows for easily accessible and convenient services for residents and workers. The intent is to promote developments that offer functional and physical integration of land uses, to create and enhance neighborhood sense of place, and to allow developers a greater degree of design and use flexibility.*

The proposed project is comprised entirely of commercial uses, primarily high traffic generating retail (i.e. two big box retail and junior anchor retail spaces along with drive-through restaurants), along with a single dedicated office site. There are no residential or public uses proposed. The subject proposal is for a commercial project without any mixed use elements. There are no community supportive services such as locations for day cares, flex space, or small locations for doctors, dentists, or other typical community serving uses. There is also no integrated residential with or consideration for the planned project to the west. *Note: A Development Agreement modification was previously proposed to change the development plan on the adjacent property to the west from commercial to residential but was denied (i.e. [Tanner Creek](#)). The current entitlements for that property are approximately 400,000 square feet of professional office, hotel, and retail uses (for more information, see existing Development Agreement AZ-06-063 Inst. #[108131100](#)). Although a subsequent application for a residential development is planned to be submitted for that property, it has not yet been submitted as an updated Traffic Impact Study is under review by ACHD. In the pre-application meeting, Staff recommended to the Applicant that they wait and submit their application for this development at the same time as the adjacent development to the west so that the projects could be reviewed together for overall consistency with the requested map amendment but the Applicant decided to proceed forward on their own against Staff's recommendation.*

Staff finds the integration of land uses in the proposed concept is not consistent with many of the MU-R and existing MU-C policies. The proposed concept plan is more indicative of a commercial development and minimal effort have been made to address mixed use requirements. The following items are additional requirements of the general mixed use designation, the majority of which are not met with the proposed site plan:

**In reviewing development applications, the following items will be considered in all Mixed Use areas, per the Comprehensive Plan (pg. 3-13):** *(Staff's analysis in italics)*

- *“A mixed use project should include at least three types of land uses. Exceptions may be granted for smaller sites on a case-by-case basis. This land use is not intended for high density residential development alone.”*

*This is a 33 +/- acre site with only commercial and office uses proposed. This is not a "small" site and additional land use types should be included. Open space areas shown on the project site are disconnected, difficult to access, unsafe (i.e. located in or adjacent to vehicular use areas), and do not support the purpose or intent of a mixed use designation.*

- ~~"Where appropriate, higher density and/or multi-family residential development is encouraged for projects with the potential to serve as employment destination centers and when the project is adjacent to US 20/26, SH 55, SH 16 or SH 69."~~

*The subject project proposes no residential uses. The requested future land use designation does not address the land to the west, which currently contains the same MU-C designation. If approved there would be adjacent properties with different FLUM designations, design standards, and lack of integration.*

- ~~"Mixed Use areas are typically developed under a master or conceptual plan; during an annexation or rezoning request, a development agreement will typically be required for developments with a Mixed-Use designation."~~

*No master plan was submitted and the property to the west is not considered or integrated into the subject application and concept plan. The property to the west, is walled off, adjacent to loading and mechanical areas of the large and mid-box sites, and is connected only by a drive aisle that inadequately addresses safety or connectivity for bikes and pedestrians between the two sites.*

- ~~"In developments where multiple commercial and/or office buildings are proposed, the buildings should be arranged to create some form of common, usable area, such as a plaza or green space."~~

*No such arrangement is made for any of the commercial or office sites on the submitted site plan. There is no shared space for restaurants, business gatherings, or destination-oriented retail (creating third place and encouraging visitors and customers to spend time), and there is no clustering of office or commercial pad sites to make use of quiet and easily accessible open space. Open space and common area in the proposed site plan are disjointed and pedestrian connectivity is circuitous and indirect.*

- ~~"The site plan should depict a transitional use and/or landscaped buffering between commercial and existing low- or medium-density residential development."~~

*No transition or transitional uses are provided. The smaller users are located along Meridian Road and the largest proposed users and pad sites with the greatest impacts are located adjacent to multi-family residential planned to the west. The site plan does not integrate other community-serving uses close to existing or proposed residential, such as doctors' offices, flex spaces, a daycare, or smaller office pad sites that do not need as much visibility from the interstate, interchange or Meridian Road.*

- ~~"Community-serving facilities such as hospitals, clinics, churches, schools, parks, daycares, civic buildings, or public safety facilities are expected in larger mixed-use developments."~~

*The site plan does not contemplate any community-serving uses, or designate space for them to occur in the future.*

- ~~"Supportive and proportional public and/or quasi-public spaces and places including but not limited to parks, plazas, outdoor gathering areas, open space, libraries, and schools are expected; outdoor seating areas at restaurants do not count."~~

*The proposed site plan includes several areas of open space. However, these areas are in remnant locations or in the middle of a parking area with no integration and difficult/unsafe pedestrian access. No other public or quasi-public spaces are provided in alignment with the purpose and intent of the mixed-use designation.*

- “Mixed use areas should be centered around spaces that are well-designed public and quasi-public centers of activity. Spaces should be activated and incorporate permanent design elements and amenities that foster a wide variety of interests ranging from leisure to play. These areas should be thoughtfully integrated into the development and further placemaking opportunities considered.”

*See above. Uses are commercial islands separated by parking with no central feature or activity area.*

- “All mixed use projects should be directly accessible to neighborhoods within the section by both vehicles and pedestrians.”

*The site plan depicts a vehicular link to the project to the west, however the properties appear to no longer be working together to make this a safe and integrated connection. (Staff did a concurrent pre-application meeting with representatives from both projects and was under the impression they would be submitting plans that were coordinated in accordance with City policy. They have talked and coordinated, but the projects have not been master planned together despite both seeking entitlements for development). The connection to the west is a commercial drive aisle, with no pedestrian accommodation, through the middle of a multi family project that is not suitable for traffic, which will not benefit existing or proposed single family to the west without creating an attractive nuisance.*

- “Alleys and roadways should be used to transition from dissimilar land uses, and between residential densities and housing types.”

The proposed site plan does include a drive aisle located behind the large retail anchor, that in combination with a landscape buffer provides “a” transition to future residential to the west. This however is not the point of the mixed-use transition standards. As shown in the mixed-use general and mixed-use regional comprehensive plan figures (3A and 3D, below), roads are generally used to transition with fronting uses. These roads are intended to both integrate and to transition, and not to simply create a visual or physical barrier which is the antithesis of the purpose and intent of the mixed-use designation.

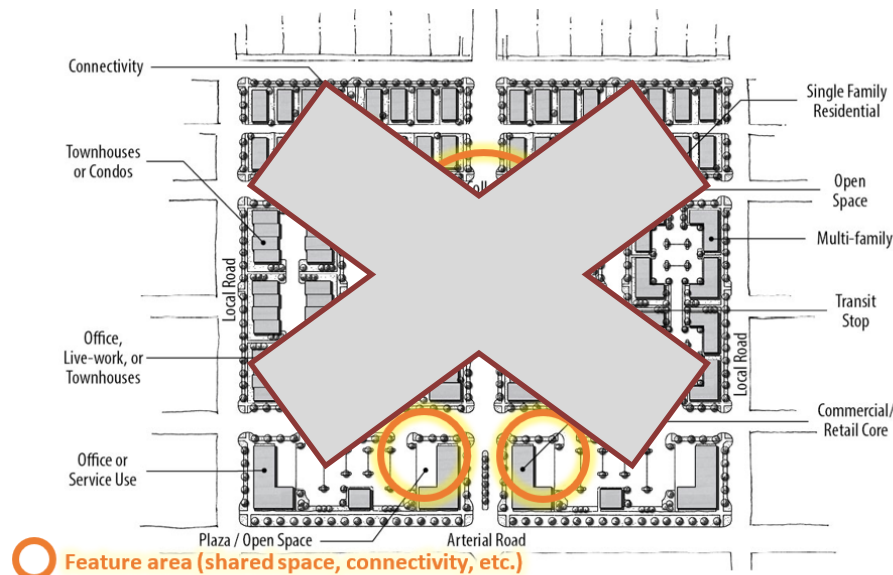


Figure 3A from City of Meridian Comprehensive Plan. Note the focus on roadway frontage that transitions and integrates uses, and the open space amenities both integrated and shared.

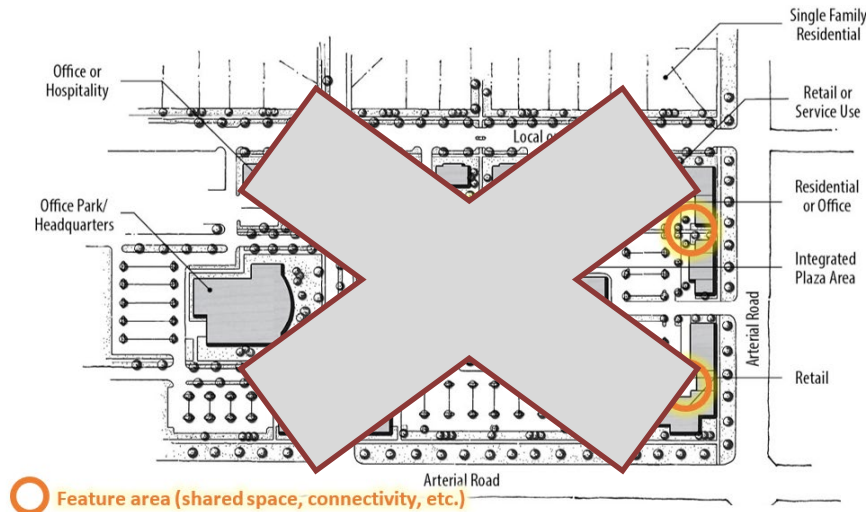


Figure 3D from City of Meridian Comprehensive Plan. Note the special focus on uses with roadway frontage, the unimpeded and direct pedestrian access without traversing frequent parking aisles, the opportunities for a variety of community serving uses (not just high visibility pad sites) and the shared amenity spaces and open space for both the large anchor and smaller pad sites and uses.

**In reviewing development applications, the following items will be considered in MU-R areas, per the Comprehensive Plan (pgs. 3-16 thru 3-17):**

- Development should generally comply with the general guidelines for development in all Mixed-Use areas:

*The project does not comply with the provisions of the general mixed-use areas, either the purpose and intent, or with the most of the specific standards. The subject application requests Mixed Use Regional for a project entirely commercial and without any of the integration required in mixed-use areas. This site and the one to the west are not integrated simply because an access point is provided; secondary access to the west would be required by staff for any modern project in the City. These connections reduce congestion, provide alternatives and redundancy, and to improve quality of life. NOTE: Staff recognizes that the Ten Mile Creek separates these two projects. However, both projects are turning their back to the Creek and not proposing to embrace it as an amenity that ties the project together. While it may be cost prohibitive to have several crossings of the Creek, it is critical that both pedestrian and vehicular crossings exist.*

- Residential uses should comprise a minimum of 10% of the development area at gross densities ranging from 6 to 40 units/acre. There is neither a minimum nor maximum imposed on non-retail commercial uses such as office, clean industry, or entertainment uses.

*No residential is proposed on this site, nor is it entitled on the adjacent property to the west. Staff would not be supportive of residential given the commercial nature and focus (site design and connectivity) of the proposed site plan, now with the lack of integration, access, and safety. Residential planned to the west is not included in the request for a mixed-use regional future land use designation; that area would follow different guidelines (likely making it impossible to meet them), and neither of the proposed projects are integrated into a cohesive design.*

- There is neither a minimum nor maximum imposed on non-retail commercial uses such as office, clean industry, or entertainment uses.

*The site is predominately retail with a single office pad. No attempts are made to include or integrate*



~~other non-commercial uses.~~

- ~~Retail commercial uses should comprise a maximum of 50% of the development area.~~

~~The proposed concept is almost entirely retail with no other community serving uses. At previous hearings for the application to the west (i.e. Tanner Creek), the applicant specifically told the City Council that community type services should occur on Waltman to the east; neither application is proposing community serving uses.~~

~~Where the development proposes public and quasi-public uses to support the development, the developer may be eligible for additional area for retail development (beyond the allowed 50%), based on the ratios below:~~

- ~~For land that is designated for a public use, such as a library or school, the developer is eligible for a 2:1 bonus. That is to say, if there is a one-acre library site planned and dedicated, the project would be eligible for two additional acres of retail development.~~
- ~~For active open space or passive recreation areas, such as a park, tot lot, or playfield, the developer is eligible for a 2:1 bonus. That is to say, if the park is 10 acres in area, the site would be eligible for 20 additional acres of retail development.~~
- ~~For plazas that are integrated into a retail project, the developer would be eligible for a 6:1 bonus. Such plazas should provide a focal point (such as a fountain, statue, and water feature), seating areas, and some weather protection. That would mean that by providing a half-acre plaza, the developer would be eligible for three additional acres of retail development.~~

~~—This guideline is not applicable as no such public/quasi-public uses are proposed.~~

#### **Additional Analysis:**

As outlined, the proposed project is a commercial development, not mixed use. There are no significant attempts to integrate any of the on-site uses or with any proposed adjacent uses.

**Internal Circulation and Pedestrian Access:** Some effort has been made to elevate the site plan to support pedestrian safety. Increased sidewalks throughout the parking areas have been provided, unlike commercial strip malls and power centers of decades past. These improvements however really only support and benefit users that arrive to the site via automobile.

The maze of parking spaces and drive aisle crossings is unsafe for users not arriving on the site via car. Pad sites have all been located on the outer edges of the site with pedestrian crossings occurring frequently throughout the interior parking areas. The uses likely most attractive to adjacent residents for repeat trips, are the pad sites along Meridian Road. These have no direct pedestrian access and require meandering through the larger parking area. The primary east-west drive aisle has a nice pedestrian spine, until it abruptly ends at no particular destination (the small retail Pad 2 site). These outer pad sites with drive throughs are not even connected to each other, and there is no perimeter circulation system around the outside of the site instead. Adding more sidewalks to a large parking area and creating token open space that is surrounded by parking with no direct access or unattractive areas (near dumpsters and loading areas) does not further mixed-use principles. Increased pedestrian access for auto users arriving to the site is positive, but that would be a standard requirement for any modern commercial project.

Besides circulation and access, the proposed uses are the primary concern. This especially when considering the planned residential development to the west, also features no community serving uses and has no integration with this site. A single drive aisle connection between the two is not integration, and is a baseline requirement for all projects in the City for access, circulation, and safety. Mixed-use areas are intended to serve neighboring communities. There are no smaller community serving uses proposed in either project. The project is laid out to attract regional automotive users and generate quick trips, without also providing

locations and uses for residents to benefit. These community services are intended and essential to reduce local trips.

Uses from the subject site require new residents to get into their cars for virtually all trips, and most of that would be funneled down Waltman and through an already problematic and congested intersection. There are no secondary areas for flex uses, arts, daycare, live/work, small office sites for therapists, doctors, dentist, attorneys, or other community services. The 4-story class A office space, is not likely to support most of these uses at an affordable price point given the scale, location, and interstate visibility. The smaller Retail 2 pad site (in the middle) may support some multi-tenant uses, but none of the listed examples are typically attracted to these types of locations given access, circulation, physical building design, and general location.

**Site Design:** To be considered a mixed-use project, an entire site redesign is very likely required. No small number of changes will resolve the underlying design issues. A large retail anchor could easily be integrated into a mixed-use project, but for this site in this location, it would likely need to be located along the interstate or Meridian Road. This is normal and typical both for sites such as this, and for major retailers, in other suburban areas of the Country. The location as designed prohibits any integration with the adjacent uses to the west, and disallows the potential for any lesser community serving commercial uses from occupying space along Waltman Lane. Waltman is the ideal location for community serving uses that do not need and cannot afford the visibility of the interstate and Meridian Road. The site needs to realize better clustering of non-residential uses to frame and benefit relocated open space, and there needs to be significantly re-thought connectivity that prioritizes pedestrians and bicyclists from the adjacent future and existing residential areas. Destination uses, both retail and community services for local residents should be efficient and safe.

The secondary mid-box (larger retail 2 along the interstate) may be difficult to integrate, and likely instead needs the square footage rededicated for better integration of community serving uses. While office space is also desired, there is a considerable amount of it being constructed elsewhere in the community and could also be rededicated. The large Retail 1 anchor could be easily provided with a central spine access from Waltman if it was relocated with the back facing the interstate. It would have greater visibility, be no less accessible, and allow much better integration for a variety of other uses. The planned residential to the west would also then not be literally walled off by the unattractive side of a large big box, and could make better use of views across the Ten Mile creek. None of the pad sites on Meridian Road need to be lost, though direct access for local bicycle and pedestrian trips should be improved.

Open space provided in the subject layout is wasteful and without significant benefit to future, potential users. Provision of open space is not a checkbox requirement that can be provided and just make a project comply with mixed-use standards. The purpose and intent of mixed-use designations is the context for all specific policy. The space behind the loading docks is unattractive and likely to be a nuisance and CPTED issue. The area surrounded by parking near office pads is a heat island, unsafe, and difficult to access, both for nearby employees and for residents. While the central open space could serve as something of an outdoor market, it does not meet the intent of the mixed-use principles and is poorly located (see above).

Finally, and as previously stated, the site lacks integrated design features for users to leisure and remain. There are no elements of destination regional, no places designed for business visits and outdoor meetings to happen, or for users to visitors to simply 'stay' and enjoy services with synergies. The site plan is standard highway commercial, designed to usher in as many vehicles as possible, and then to get them out as quickly out after.

### **TRANSPORTATION:**

Access is proposed via three (3) driveways to/from Waltman Lane, a local street, at the project's north boundary. ACHD's Master Street Map (MSM) designates Waltman Ln. abutting this site as a collector street. Improvements are required to Waltman Ln., including reconstruction of the bridge over the Ten Mile Creek,

west of this site with the Tanner Creek project. Improvements to the section of Waltman that abuts this site will be determined by ACHD with a future development application since this only an annexation request.

The extension of Corporate Drive to the northwest of this site, designated as a collector street on the MSM, including construction of a bridge over the Ten Mile Creek from the north to Waltman Lane, is proposed to be completed with the first phase of development of the Tanner Creek project prior to issuance of building permits.

**If the Tanner Creek project doesn't go forward and complete the improvement to Waltman Ln. and Corporate Dr. as planned, Staff recommends these improvements are completed by this developer through a Cooperative Development Agreement (CDA) with ACHD, as follows:**

- Extend Corporate Dr. off-site from its current terminus north of Ten Mile Creek to Waltman Ln. and construct a new bridge over the Ten Mile Creek, within existing ROW. The roadway north of the bridge should be constructed as a 40-foot wide commercial street section with vertical curb, gutter and 5-foot wide concrete sidewalk. The crossing of Ten Mile Creek will require a 58-foot wide bridge with 2-foot parapets. **Staff recommends the roadway south of the bridge to Waltman Lane is constructed as a complete street section with detached 10-foot wide multi-use pathways along both sides of the street.** These improvements should occur with the first phase of development and should be complete prior to issuance of any Certificate of Occupancy for the site..
- Construct Waltman Lane as ½ of a 36-foot wide street section with curb, gutter, an 8-foot wide planter strip/parkway and a 10-foot wide detached sidewalk within 29-feet of right-of-way (ROW) from centerline with 7-feet of the sidewalk located outside of the dedicated ROW abutting the site. All improvements are proposed to be constructed south of the existing edge of pavement for Waltman Ln., shifting the centerline 8-feet south to the south. ACHD is requiring the Applicant to construct the north side of Waltman with a minimum of 12-feet of pavement from centerline, a 3-foot wide gravel shoulder and a borrow ditch to accommodate the roadway storm run-off. Center turn lanes are required to be constructed on Waltman Ln. if determined necessary by ACHD. The improvements to Waltman Ln. will require reconstruction of the existing bridge over the Ten Mile Creek as a full 36-foot street section with curb and 5-foot wide attached concrete sidewalks. This will require a 54-foot wide bridge with 2-foot parapets. These improvements should be completed as required by ACHD and shall occur with the first phase of development and be complete prior to issuance of any Certificate of Occupancy for the site.

The proposed commercial development is estimated to generate 10,891 vehicle trips per day (VTD) (950 vehicle trips per hour in the PM peak hour). Based on the findings of the Traffic Impact Study (TIS) for the proposed project, which included the Tanner Creek project, the Meridian Rd./Waltman Ln. intersection would exceed ACHD's Acceptable Level of Service thresholds. With previous development applications for the Tanner Creek property, ACHD did not recommend any mitigation at the intersection due to right-of-way (ROW) constraints, impacts to existing businesses, and substantial intersection redesign and construction, making the recommended mitigation infeasible.

A [letter](#) prepared by Six Mile Engineering, dated 1/23/23, in response to comments and feedback during the City Council hearing for this project, was submitted to ACHD proposing phased alternative improvements at the Meridian Rd./Waltman Ln. intersection to address traffic impacts from these developments. A three-phase concept design was proposed in which the first two designs did not require any additional ROW dedication and the final phase did. ACHD reviewed their proposal and does not recommend any modifications to the intersection as under all concept designs, these modifications would negatively impact existing operations of both the interchange and ramps. ACHD's concerns also extended to the impacts the proposed modifications would have to the Central Dr. and Corporate Dr. intersections at Main St. and Progress Ave. While the proposed improvements may benefit both of these proposed developments in the short-term, they'll likely negatively impact the already congested area roadways and intersections. These



improvements without significant widening increase corridor travel times and interchange queue lengths, further compounding existing congestion in this area. ACHD believes there are other alternatives that may be considered such as converting Central Dr./Waltman Ln. and Corporate Dr. to a one-way couplet, which is anticipated to reduce both queue lengths and the impacts to the Meridian Rd. and the I-84 interchange system (see ACHD's [letter](#) for more information).

**The construction of the Linder Road overpass (3/4 mile to the west), scheduled in ACHD's IFYWP for construction in 2026-2027, should greatly improve traffic conditions on Meridian Rd. by providing another north/south connection over I-84. The Commission and City Council should consider if higher levels of traffic and congestion in this area are acceptable when acting on this application. If not, consideration should be given to the inclusion of a provision in the Development Agreement, which limits development to the large retail (Retail 1) store at this time and delays the Retail 2 building and Pads 3 and 4 until such time as the Linder Road overpass is completed or other area improvements occur that allow for an acceptable level of service to be provided, as determined by ACHD.**

#### TRANSPORTATION FOCUS – EXISTING TRANSPORTATION NETWORK CONCERNS

Staff and ACHD have concerns with the ability of the existing transportation network to support the proposed development. ~~It should be noted that a [A Traffic Impact Study](#) (TIS) was not prepared or submitted for the subject project; a [memo](#) with additional information was also submitted.~~ There are already signal timing issues at the Waltman and Meridian intersection and this development will add to the wait times and congestion.

- Northbound Left Turn from Meridian Road: There is inadequate storage for northbound left turns into the project site, onto Waltman. A dual left-turn is likely needed in this location, even with community uses occurring here, let alone regional serving uses. Further, a single left-turn lane requires longer green light time to provide the needed access for major big box retailer, mid box, and several drive throughs, ironically each rivaling the stacking capacity of this turn lane.
- Southbound Right Turn from Waltman Lane onto Meridian Road: There is inadequate southbound right turn lane capacity for all return trips originating from either the interstate or south side of the interstate. While not a direct correlation to signal timing and capacity, each retail pad site can accommodate more cars than this lane without blocking the proposed full turn access on Waltman, nearest to Meridian Road. There are multiple proposed high traffic generating pad sites, never mind the large retail anchor and variety of other pad sites.

~~The existing Meridian/Waltman intersection is made of concrete and rebar, and exceptionally complex in design. Reconfiguring the intersection to add additional travel lanes would not only eat into the proposed concept plan, which is not shown (but may support some transportation expansion), but would also need to contend with improvements that will affect intersection alignment, grading, and drainage. The southbound turn lane north of McDonalds for example, already has an exceptionally wide, partially obscured, and very awkward turning arc. Additional northbound left turn lanes onto Waltman from this light will compound existing deficiencies. Islands and signals may also need to be reset, but this project should not seek to benefit at the expense of the community identity without making equivalent or better improvements to wayfinding and community identity. This all remains unknown, and is without commitments. The very large intersection is softened substantially by the existing landscaping, and that should continue with development of this site. Anything can be engineered, but understanding the impacts of the entire area developed and operating at the worst part of the day, where traffic flow is already compromised through several intersection lights, is essential. The Meridian/Waltman intersection was not designed to accommodate the proposed impacts, in the existing conditions and with the single point urban interchange (SPUI). Timing will be further complicated by the proximity of the existing lights at Meridian and the SPUI, of existing conditions where vehicles already stack through these adjacent signals and block other directions of travel, and which is further~~

complicated by the proximity of the Overland intersection which imposes significant restrictions on traffic operations through this area.

**Other Transportation Concerns:** No frontage roads are provided to integrate the parcels in this area. All traffic, local and regional, is focused onto Waltman. A robust local network should integrate with a planned north-south Corporate Drive extension and not require east-west travel on Waltman exclusively. The east-west drive aisle proposed with this project, crossing through the middle of a planned private multi-family development, is not designed to safely accommodate higher-volume through traffic. Further, if this connection exists, the planned multi-family project on the west should not have back-out parking, should have wide detached sidewalk to accommodate bicyclists and pedestrians, and the buildings should include greater buffers from the roadway.

**Speculative Entitlement:** Staff believes that amending the Future Land Use Map as proposed, given the existing status of speculative development is unwise. It is not clear if one or both of the projects tentatively proposed for the “Waltman area” can reasonably afford or engineer improvements that adequately compensate for their impacts. Projects for the entire adopted Mixed-Use Community area need to have completed traffic impact studies, have been fully reviewed, and have considered improvements that adequately address the aggregated impacts of projects for the larger area. This is not possible when neither project has a solid and cohesive master plan, when both may still change dramatically, and when they are being reviewed and considered independently. The subject site is exceptionally unique in the Treasure Valley, not just for opportunity, but also impacts.

It is essential that analysis by both the Idaho Transportation Department and the Ada County Highway District be fully and thoroughly reviewed, and that Commission and City Council be able to consider the full array of both land use and transportation impacts before making a decision. **~~Considering approvals in silos, either iteratively through subsequent requests by different projects, or by multiple agencies in different stages of review, may cause irreparable harm to the City’s flagship and namesake interchange and entryway into the City. There should be lingering or unanswered questions, and nothing left to chance or change later given the importance of this area.~~**

**Master Street Map (MSM):** The MSM depicts W. Waltman Ln. and W. Corporate Dr. to the north, which is planned to be extended across the Ten Mile Creek to Waltman, as commercial collector streets but does not depict any collector streets across this property.

*Note: ACHD has submitted [comments](#) based on their preliminary review of the TIS, which may be considered with the future development application (see Section IX.I for more information).*

## VI. STAFF ANALYSIS

### A. COMPREHENSIVE PLAN MAP AMENDMENT (CPAM)

Based on the analysis above in Section V, Staff finds the proposed development plan is generally consistent with the requested FLUM designation of Commercial for this site and the requested designation of MHDR for the adjacent property to the west (Tanner Creek) and is compatible with adjacent existing and future land uses. Further, the proposed FLUM designations provide for a better transition in uses from existing and future residential uses to the west and northwest and are compatible with adjacent FLUM designations in this area. ***Note: If the proposed amendment to the FLUM is not approved, Staff finds the proposed development is not consistent with the existing MU-C FLUM designation for the reasons noted above.*** See above analysis in Section V for more information.

### B. ANNEXATION (AZ)

The Applicant proposes to annex 18.30-acres of land with a C-G (General Retail and Service Commercial) zoning district consistent with the proposed FLUM amendment to ~~MU-R~~ Commercial. The

subject property is part of an enclave area surrounded by City annexed property. A legal description and exhibit map for the annexation area is included in Section VIII.B.

~~The proposed C-G zoning district is consistent with both the existing FLUM designation of MU-C and the proposed FLUM designation of MU-R.~~

A revised conceptual development plan was submitted as shown in Section VIII.C that depicts how the property proposed to be annexed, as well as the area currently zoned C-G, is planned to develop with two (2) big box retail stores ~~and a junior anchor retail space~~ [Retail 1 (130,000-150,000 153,300 square feet (s.f.)) & Retail 2 (80,000-80,500+/- s.f.), ~~Retail 3/Lot 2 (20,000-30,000 s.f.)~~], ~~3 out- 4 pads, including 2 with drive-through's, and a 4-story 80,000 square foot office building~~ 5 shops. The area shown on the concept plan on the bottom (south) portion of the development area (delineated by a red line) is the portion of the site currently in Ada County proposed to be annexed; the area on the top (north) portion of the development area is the portion of the site currently in the City. The portion of the site currently in the City is entitled to develop subject to UDC [Table 11-2B-2](#) Allowed Uses in the Commercial Districts, regardless of whether or not the proposed annexation is approved, as there is not a Development Agreement in effect for that property.

As proposed by the Developer in the updated application narrative, a minimum of 10% of the total building square footage for the site will be reserved for non-retail commercial uses that may include such uses as office, clean industry, entertainment, hospitality/hotel, fitness and/ or recreation, personal services, non drive-through restaurants, health care, daycare, finance and/or banking, and educational and/or training uses.

The conceptual development plan depicts a future VRT bus stop at the northeast corner of the site along Meridian Rd., an arterial street. For safety reasons and for better accessibility from the proposed residential development to the west, Staff recommends it's relocated off the arterial street to the plaza area at Shop 1 or another location acceptable to VRT.

A vehicular connection/stub is not depicted on the revised concept plan to the property to the west for future extension across the Ten Mile creek and interconnectivity, only a pedestrian pathway is proposed. Staff recommends a driveway is provided (alongside the proposed pathway) in accord with UDC 11-3A-3A.2, which supports limiting access points to collector streets and requires a cross-access/ingress-egress easement to be granted to adjoining properties where access to a local street is not available, unless otherwise waived by City Council. The Applicant has submitted an emergency access easement agreement with the property owner to the west for secondary emergency access to Ruddy Dr. and Waltman Ln. At no time should construction traffic associated with the development of this site be allowed to access this site using Ruddy Dr. through The Landing and Tanner Creek Subdivisions.

A 10-foot wide pedestrian pathway exists along Meridian Rd. adjacent to the site. In accord with the Pathways Master Plan, a detached 10-foot wide multi-use pathway should be provided within the street buffer along Waltman Ln.; and a 10-foot wide multi-use pathway shall be provided east/west through the site with connections to the pathways along Waltman Ln. and Meridian Rd. and internal pedestrian walkways. The Applicant should coordinate the location of the pathway through the site with the Park's Department. A 14-foot wide public pedestrian easement is required for the multi-use pathways; a recorded copy of such should be submitted to the Planning Division prior to issuance of the first Certificate of Occupancy for the development. Internal pedestrian walkways should be a minimum of 5-feet wide and should be distinguished from the vehicular driving surfaces through the use of pavers, colored or scored concrete, or bricks as set forth in UDC 11-3A-19.

The City may require a development agreement (DA) in conjunction with an annexation pursuant to Idaho Code section 67-6511A. To ensure the site develops as proposed with this application, staff

recommends the provisions discussed above are included in a DA for the subject property. The entire property depicted on the conceptual development plan in Section VIII.C shall be governed by the DA as agreed upon by the Applicant. A legal description for the boundary of the property subject to the DA is included in Section VIII.G. Future development of the property should be generally consistent with the conceptual development plan in Section VIII.C. The Applicant requests flexibility in the general configuration and size of the building footprints and orientation, plaza areas and parking on the site with an allowance for up to 20% change in square footages of buildings.

As noted above in Section V, mixed use designated areas should include at least three (3) types of land uses. The proposed conceptual development plan for the annexation area (and larger area) only includes two (2) land use types—commercial retail and office. Although residential land uses are *planned* to develop on the adjacent property to the west, the property is currently entitled to develop solely with commercial uses; the previous residential development proposed for that property was denied (i.e. Tanner Creek). Reasons for denial included Council's determination that the sole residential use of the property was not consistent with the MU-C designation because a mix of uses wasn't proposed and they didn't want to burden this property with providing only the non-residential component of the mix of uses desired for this area. Hence, Staff's recommendation for this property and the adjacent property to the west to come in for review concurrently in order to ensure the overall development is consistent with the development guidelines in the Comprehensive Plan for the mixed-use designation.

In accord with Staff's analysis above, the proposed development is *not* consistent with the general mixed-use development guidelines, the existing MU-C or the proposed MU-R guidelines. Therefore, Staff is *not* in support of the requested annexation with the conceptual development plan proposed due to its inconsistency with the Comprehensive Plan.

As recommended in the pre-application meetings for this property and the adjacent property to the west, Staff recommends development applications are submitted concurrently for these properties with a master plan for the overall area that demonstrates consistency with the guidelines in the Comprehensive Plan for mixed-use developments and specifically the MU-C designation or an alternate designation if proposed. Alternatively, if submitted separately, the development plan for each property should demonstrate consistency with the Plan on its own merits. The TIS should also be updated to take into consideration the development impacts of both properties and the necessary road and intersection improvements needed in this area in order for the street network to function sufficiently with the intensity of development proposed.

## VII. DECISION

### A. Staff:

Staff recommends ~~denial~~ approval of the proposed amendment to the Future Land Use Map (FLUM) and the proposed annexation per the updated analysis above in Sections V and VI and the Findings in Section X. If City Council does *not* approve the requested amendment to the FLUM, Staff recommends denial of the annexation request based on incompatibility of the proposed development with the existing MU-C FLUM designation.

### B. The Meridian Planning & Zoning Commission heard these items on April 28, 2022. At the public hearing, the Commission moved to recommend denial of the subject CPAM and AZ requests.

#### 1. Summary of Commission public hearing:

- a. In favor: Ethan Mansfield, Hawkins Companies; Matt Schultz, Representative for Tanner Creek (to the west)
- b. In opposition: Kelsi Lorcher, Joe Lorcher
- c. Commenting: Clair Manning, Nona Haddock
- d. Written testimony: None
- e. Staff presenting application: Sonya Allen

- f. Other Staff commenting on application: Bill Parsons
  - 2. Key issue(s) of public testimony:
    - a. Public testimony in agreement with Staff's recommendation of denial due to not having a Master Plan with the Tanner Creek development to the west;
    - b. Concern pertaining to impacts on traffic in the area from the proposed development;
    - c. Testimony from the Tanner Creek developer's representative that they're in favor of the proposed development and intend to re-submit a residential development plan for the property to the west once ACHD has accepted their Traffic Impact Study (TIS).
  - 3. Key issue(s) of discussion by Commission:
    - a. Concern pertaining to the impact on traffic in this area if the proposed development plan is approved;
    - b. Desire to have the TIS reviewed & accepted by ACHD for the overall development area in order to know the impacts and transportation improvement requirements for the development;
    - c. Consistency of the proposed development plan with the Comprehensive Plan.
  - 4. Commission change(s) to Staff recommendation:
    - a. None (Commission recommended denial based on their belief the requested use is not consistent with the general mixed use development guidelines, the existing MU-C guidelines or the proposed MU-R guidelines; also need a Traffic Impact Study.)
  - 5. Outstanding issue(s) for City Council:
    - a. None
- C. The Meridian City Council heard these items on June 14, 2022. At the public hearing, the Council moved to remand the subject CPAM and AZ requests back to the Commission.
  - 1. Summary of the City Council public hearing:
    - a. In favor: Ethan Mansfield, Hawkins Companies; Matt Schultz, Representative for the Tanner Creek development to the west.
    - b. In opposition: Joe Lorcher, Kelsi Lorcher, Clair Manning; William Kissinger; Joey Lorcher
    - c. Commenting: Mike Swenson; Kristy Inselman, ACHD
    - d. Written testimony: None
    - e. Staff presenting application: Sonya Allen
    - f. Other Staff commenting on application: None
  - 2. Key issue(s) of public testimony:
    - a. Concern pertaining to traffic impact on the Meridian/Waltman intersection from the proposed development;
    - b. Against the intensity of uses proposed with the MU-R FLUM designation and resulting traffic in this area and at the Meridian/Waltman intersection;
    - c. Desire for a true mixed use project to be developed on this site as opposed to an entirely commercial development.
  - 3. Key issue(s) of discussion by City Council:
    - a. Preference for this property and the abutting property to the west to come in together or concurrently with a master plan for the overall area that demonstrates consistency with the existing or proposed FLUM designation;
    - b. Desire for the transportation issues to be addressed before a development plan is approved;
    - c. Desire for changes to be made to the concept plan to be more consistent with the general mixed use guidelines and specifically the requested MU-R designation.
  - 4. City Council change(s) to Commission recommendation:

- a. Council voted to remand this application back to the Commission for review of anticipated changes to the concept plan to be more consistent with the general mixed use guidelines and specifically the requested MU-R guidelines; and so that a master plan can be reviewed for this property and the Tanner Creek property concurrently.
- D. The Meridian Planning & Zoning Commission heard these items on (continued from October 19, 2023) November 2, 2023. At the public hearing, the Commission moved to recommend approval of the subject CPAM and AZ requests.
  - 1. Summary of Commission public hearing:
    - a. In favor: Ethan Mansfield, Hawkins Companies; Leah Kelsey, Six Mile Engineering
    - b. In opposition: Kelsi Lorcher, Joe Lorcher, Joey Lorcher
    - c. Commenting: Clair Manning
    - d. Written testimony: None
    - e. Staff presenting application: Sonya Allen
    - f. Other Staff commenting on application: None
  - 2. Key issue(s) of public testimony:
    - a. Against project due to the impact on traffic in this area from this development and the extension of Ruddy Dr.
    - b. Concerned pertaining to the safety of area residents with the traffic that will be generated from this development and the residential development to the west when Ruddy is extended to Waltman Ln.
  - 3. Key issue(s) of discussion by Commission:
    - a. The Applicant's request to *not* be required to provide a vehicular connection to the west across the Ten Mile Creek to the adjacent residential development.
    - b. The Applicant's request to *not* construct a driveway access to the out-parcel at the northwest corner of this site at this time.
  - 4. Commission change(s) to Staff recommendation:
    - a. At Staff's request, modify DA provision #A.1(i) to require the extension of Corporate Dr. to be constructed *as required* by ACHD.
    - b. The Commission is in support of Council granting a waiver to UDC 11-3A-3, which requires vehicular connectivity between the two projects via a cross-access easement, to not require a connection (DA provision #IX.A1c).
    - c. Modify the requirement for a cross-access easement and driveway to be provided to the outparcel (Parcel #S1213417320) to only require an easement at this time. The easement should grant consent to the owner/developer of the out-parcel to construct the driveway on the subject property in the future at the time of development. (DA provision #A.1d).
  - 5. Outstanding issue(s) for City Council:
    - a. None
- E. The Meridian City Council heard these items on November 21, 2023. At the public hearing, the Council moved to approve the subject CPAM and AZ requests.
  - 1. Summary of the City Council public hearing:
    - a. In favor: Ethan Mansfield, Hawkins Companies; Leah Kelsey, Six Mile Engineering
    - b. In opposition: Steve McCarthy; Clair Manning, Kelsey Lorcher; Kurt Lee; William Kissinger; Ken Freeze
    - c. Commenting: Justin Lucas, ACHD
    - d. Written testimony: Ethan Mansfield, Hawkins Companies; 23 letters of public testimony (see public record)

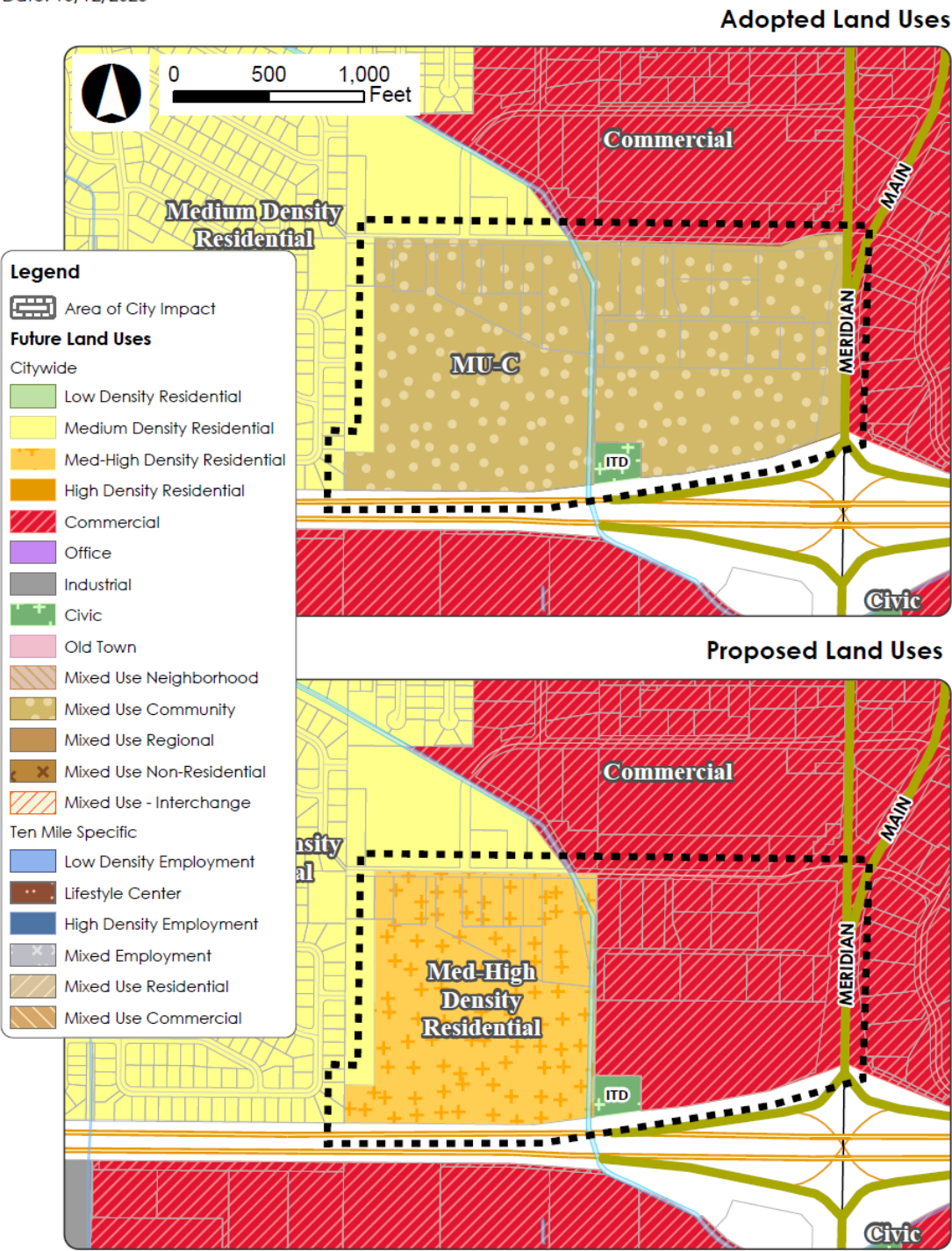


- e. Staff presenting application: Sonya Allen
  - f. Other Staff commenting on application: Joe Bongiorno, Fire Dept.; Shawn Harper, Police Dept.
- 2. Key issue(s) of public testimony:
  - a. Concern pertaining to traffic impact from this development and no access to I-84 with the Linder Road overpass;
  - b. Inconsistency of the proposed development plan with the vision of the Destination: Downtown plan and Comprehensive Plan;
  - c. Concern pertaining to pedestrian/bicycle safety with traffic coming through Ruddy Dr. to Waltman Ln. and increased traffic at the Meridian/Waltman intersection;
  - d. Preference for a lower density development plan (i.e. single-family homes, no apartments, smaller offices, entertainment uses);
  - e. Consider limiting density permanently or until there's a resolution in the future to the traffic issues in this area.
  - f. Desire for the City to take a break on approving new projects to give existing approved projects a chance to catch up and be built and see what the impacts are.
- 3. Key issue(s) of discussion by City Council:
  - a. Traffic level of service once Corporate Dr. is extended;
  - b. Questions pertaining to traffic solutions for this area posed to ACHD;
  - c. Concern pertaining to the proposed amendment to the FLUM;
- 4. City Council change(s) to Commission recommendation:
  - a. Council approved the Applicant's request for a waiver to UDC 11-3A-3 to *not* require a vehicular connection and cross-access/ingress-egress easement to the residential property (i.e. Tanner Creek) to the west (strike DA provision #A.1c).

**VIII. EXHIBITS**

**A. Future Land Use Map – Adopted & Proposed Land Uses (Amended)**

Date: 10/12/2023





B. Annexation Legal Description and Exhibit Map



February 4, 2022  
Project No.: 20-176  
I-84/Meridian Road

**Exhibit A**  
**Legal Description for Annexation and Rezone to C-G**

A parcel of land being a portion of the Northeast 1/4 of the Southeast 1/4 of Section 13, Township 3 North, Range 1 West, B.M., Ada County, Idaho being more particularly described as follows:

Commencing at a brass cap marking the East 1/4 corner of said Section 13, which bears S89°26'10"E a distance of 2,642.64 feet from a 5/8-inch rebar marking the Center 1/4 corner of said Section 13, thence following the easterly line of the Southeast 1/4 of said Section 13, S01°01'43"W a distance of 420.62 feet to the **POINT OF BEGINNING**.

Thence following said easterly line, S01°01'43"W a distance of 614.71 feet to the boundary of the City of Meridian per ordinance number 341, also known as South Gate Annexation, dated May 7, 1979;

1. Thence leaving said easterly line and following said boundary the following five (5) courses:  
N88°58'17"W a distance of 96.37 feet;
2. S71°02'14"W a distance of 373.86 feet;
3. S74°40'17"W a distance of 471.15 feet;
4. S83°28'13"W a distance of 332.84 feet;
5. N89°34'12"W a distance of 85.20 feet to the westerly line of said Northeast 1/4 of the Southeast 1/4;

Thence leaving said boundary and following said westerly line, N00°43'22"E a distance of 664.99 feet to a 5/8-inch rebar;

Thence leaving said westerly line, S89°32'05"E a distance of 968.55 feet to a 5/8-inch rebar;

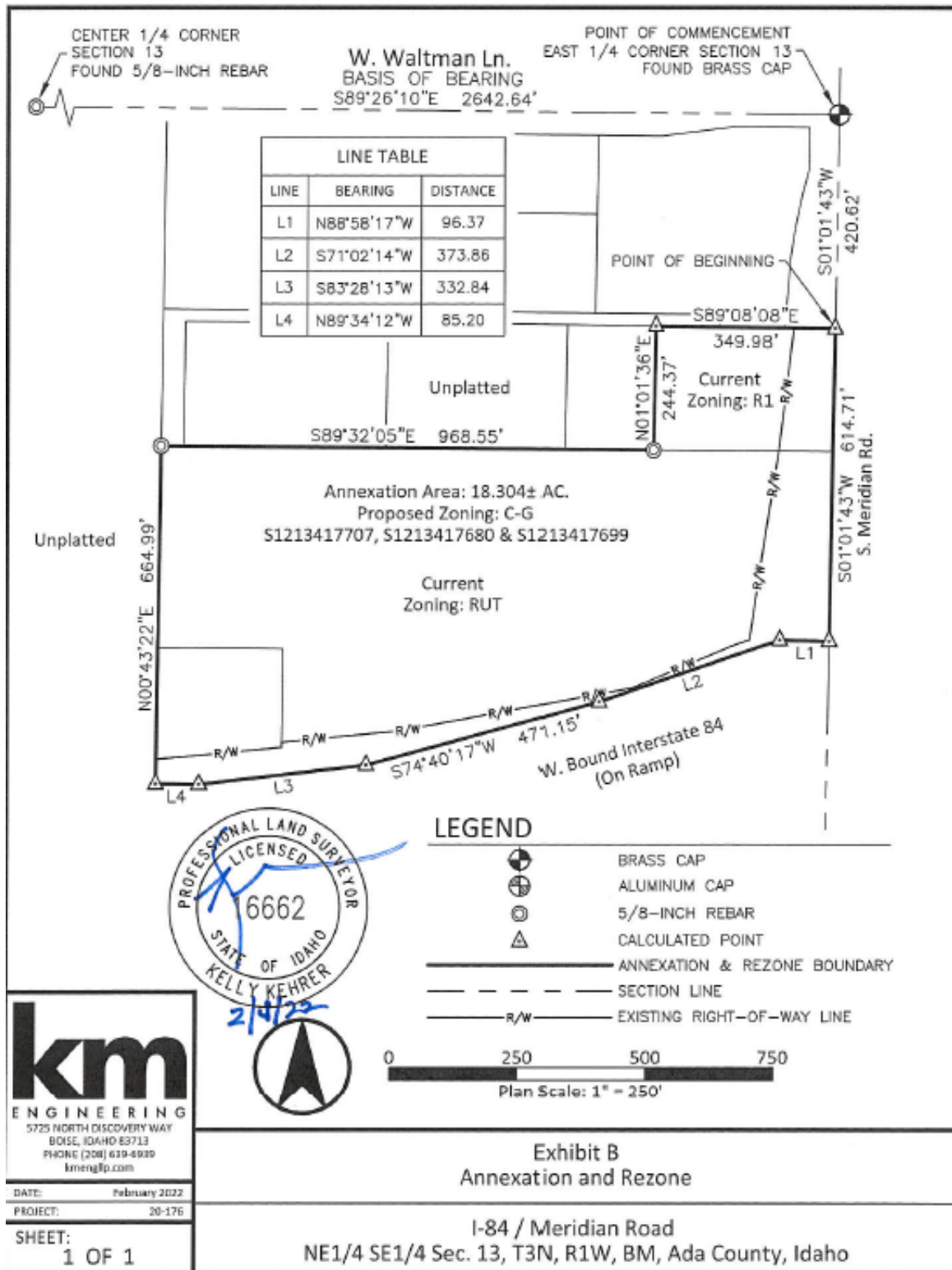
Thence N01°01'36"E a distance of 244.37 feet;

Thence S89°08'08"E a distance of 349.98 feet to the **POINT OF BEGINNING**.

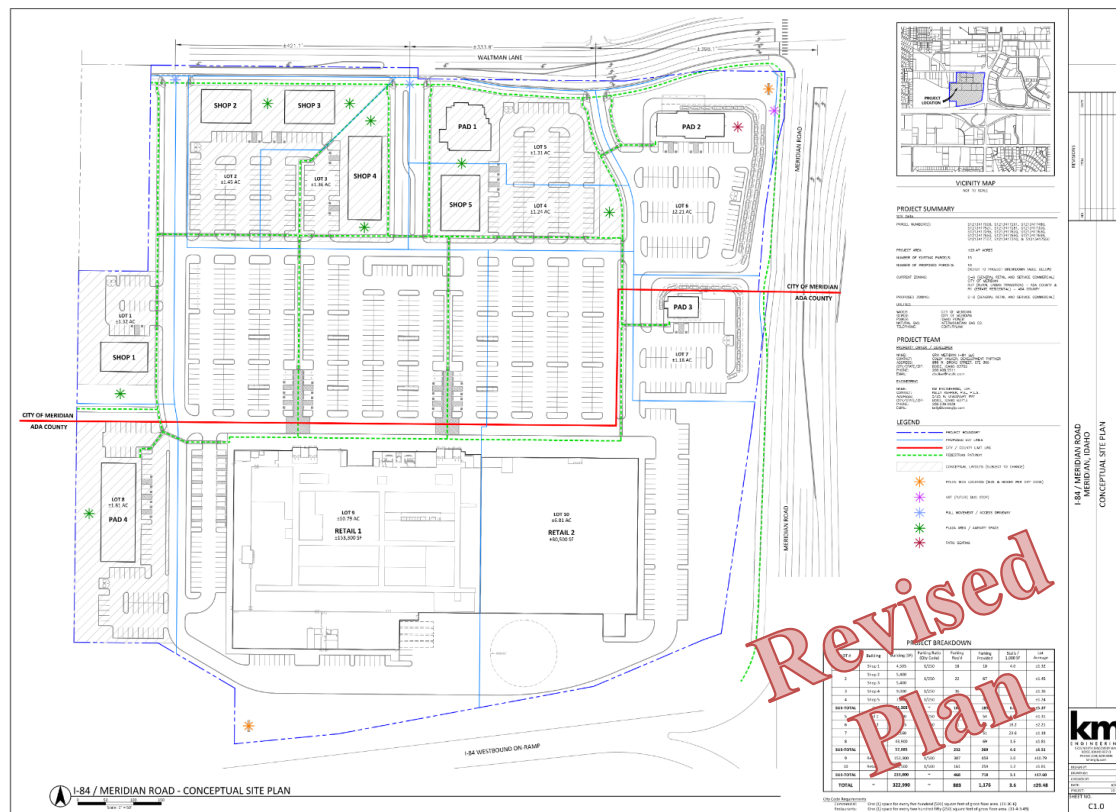
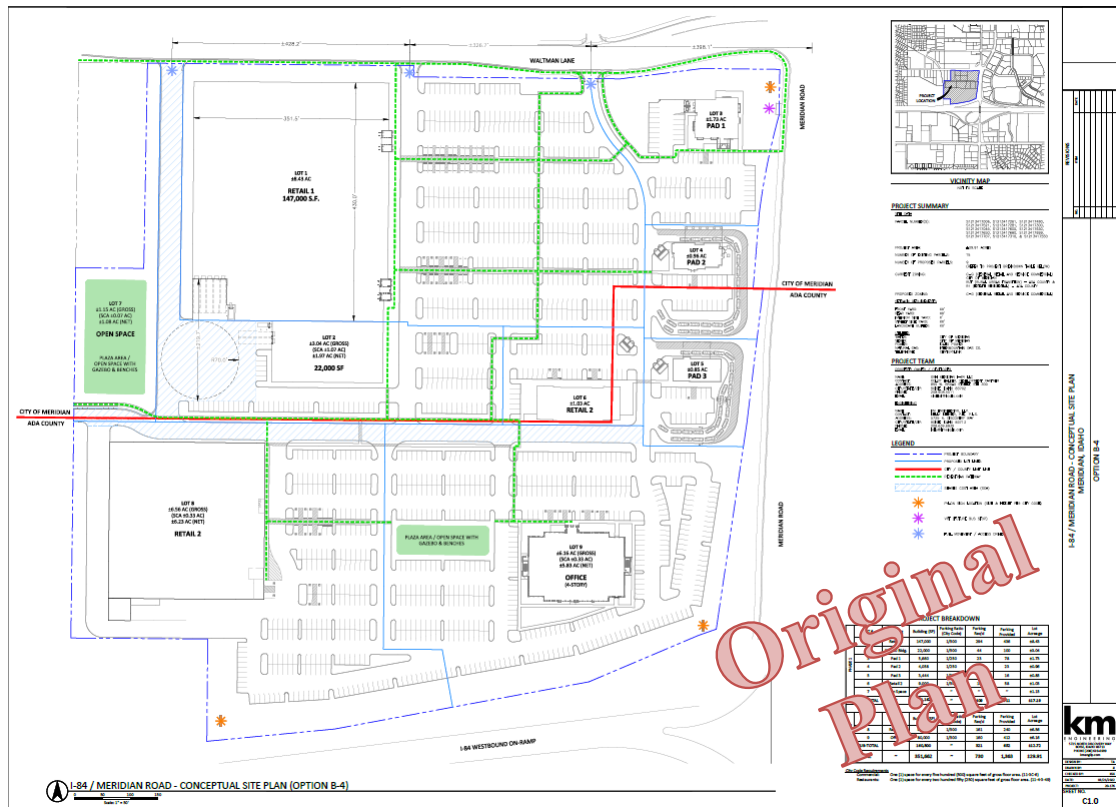
Said parcel contains a total of 18.304 acres, more or less.

Attached hereto is Exhibit B and by this reference is made a part hereof.





### C. Conceptual Development Plan (REVISED) & Renderings



# I-84 MERIDIAN DEVELOPMENT

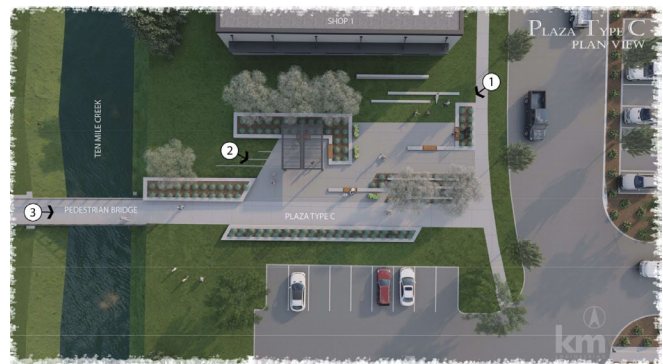
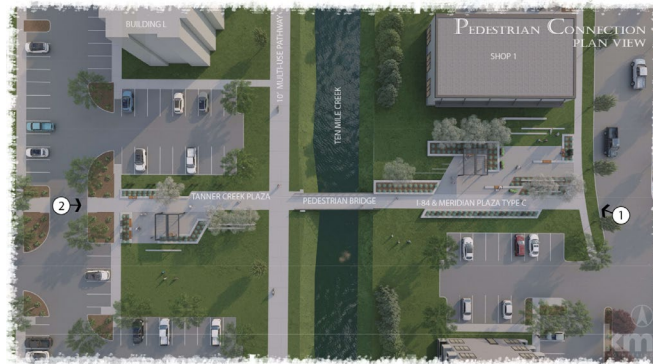
CONCEPTUAL, SUBJECT TO CHANGE













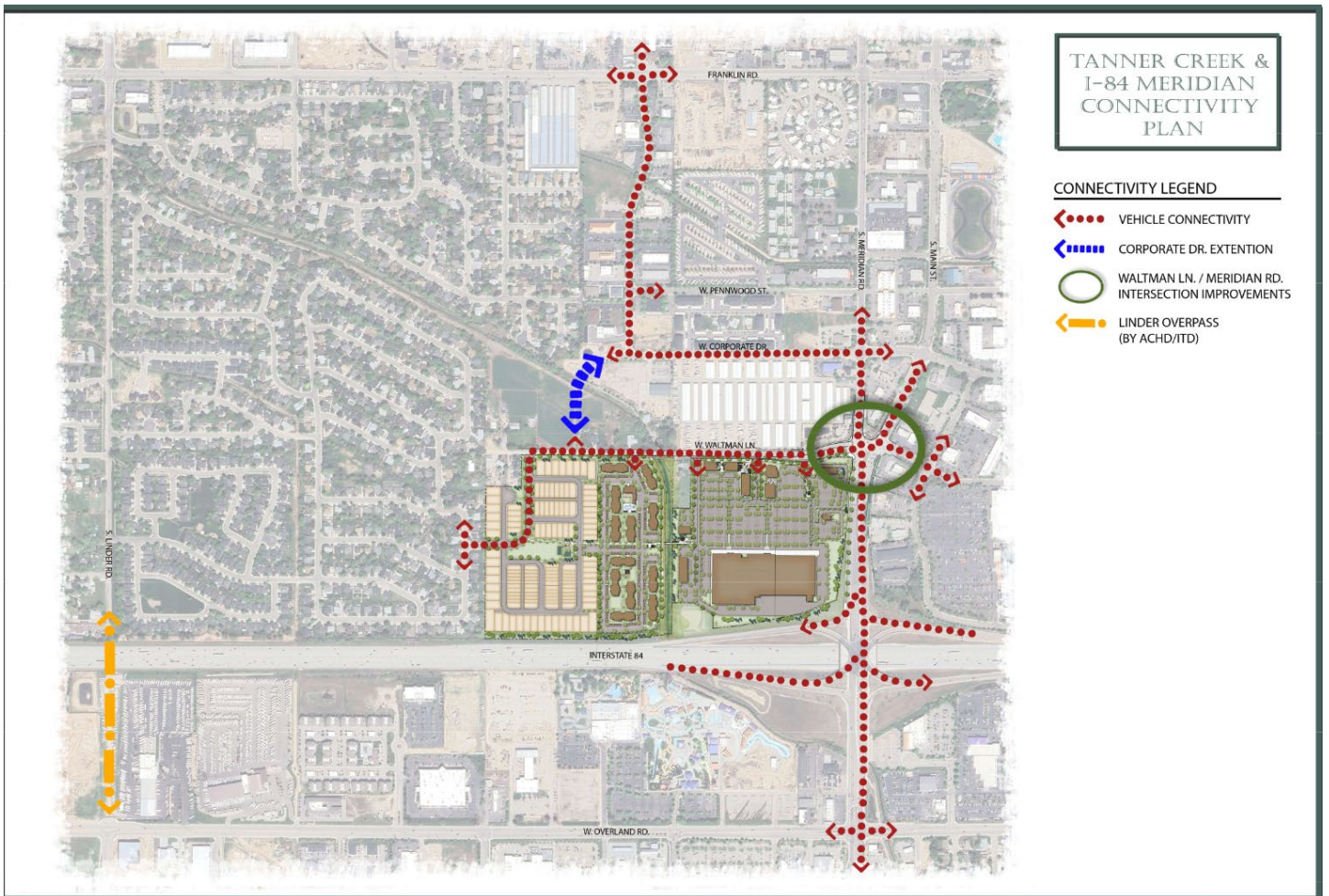


## D. Tanner Creek and I-84 & Meridian Road Conceptual Development Plan





## E. Vehicular Connectivity Plan



## F. Pedestrian Circulation Plan



G. Legal Description & Exhibit Map for Property Subject to the Development Agreement – *forthcoming, to be included in Development Agreement*

## IX. CITY/AGENCY COMMENTS

### A. PLANNING DIVISION

~~The Planning Division has no conditions on this application because the recommendation is for denial. If the Commission and/or City Council deems the application appropriate for approval, the project should be continued to a subsequent hearing in order for Staff to prepare conditions and Findings for approval.~~

1. A Development Agreement (DA) shall be required as a provision of annexation of the subject property. The DA shall be signed by the property owner(s) and returned to the City within six (6) months of City Council approval of the Findings of Fact, Conclusions of Law and Decision & Order for the Annexation request. The new DA shall include the following provisions:
  - a. Future development of this site shall be generally consistent with the conceptual development plan, renderings, pedestrian circulation plan and vehicular connectivity plan, included in Section VIII and the provisions contained herein. Flexibility in the general configuration and size of the building footprints and orientation, plaza areas and parking on the site shall be allowed with an allowance for up to 20% change in square footages of buildings.
  - b. As proposed by the Developer, a minimum of 10% of the total building square footage for the site shall be reserved for non-retail commercial uses that may include such uses as office, clean industry, entertainment, hospitality/hotel, fitness and/ or recreation, personal services, non drive-through restaurants, health care, daycare, finance and/or banking, and educational and/or training uses.
  - ~~c. A vehicular connection/driveway shall be provided to the west boundary (alongside the pedestrian pathway) of the site for interconnectivity in accord with UDC 11-3A-3A.2, unless otherwise waived by City Council. A cross access/ingress-egress easement shall be granted to the adjacent property to the west and a recorded copy of the easement submitted to the Planning Division with the first Certificate of Zoning Compliance application for the site.~~
  - d. A vehicular driveway and cross-access/ingress-egress easement shall be provided to the out-parcel (Parcel #S1213417320) at the northwest corner of the site and a recorded copy of the easement submitted to the Planning Division with the first Certificate of Zoning Compliance application for the site. The easement shall grant consent to the owner/developer of the out-parcel to construct the driveway on the subject property at the time of development.
  - e. A detached 10-foot wide multi-use pathway shall be provided within the street buffer along Waltman Ln.; and a 10-foot wide multi-use pathway shall be provided east/west through the site in accord with the Pathways Master Plan with connections to the pathways along Waltman Ln. and Meridian Rd. and internal pedestrian walkways. Coordinate the location of the pathway through the site with the Park's Department. A 14-foot wide public pedestrian easement shall be required for the multi-use pathways if located outside the public right-of-way; a recorded copy of such shall be submitted to the Planning Division prior to issuance of the first Certificate of Occupancy for the development.
  - f. Internal pedestrian walkways shall be a minimum of 5-feet wide and shall be distinguished from the vehicular driving surfaces through the use of pavers, colored or scored concrete, or bricks as set forth in UDC 11-3A-19.
  - g. A bus stop should be provided in the plaza area near Shop 1 or an alternate location acceptable to Valley Regional Transit (VRT).
  - h. At no time shall construction traffic associated with the development of this site be allowed to access this site using Ruddy Dr. through The Landing and Tanner Creek Subdivisions.



- i. If the improvements to Waltman Ln. and Corporate Dr. aren't completed by the developer of the project (Tanner Creek) to the west as planned, these improvements shall be completed by this developer through a Cooperative Development Agreement (CDA) with ACHD, as follows:
- Extend Corporate Dr. off-site from its current terminus north of Ten Mile Creek to Waltman Ln. and construct a new bridge over the Ten Mile Creek, within existing ROW. The roadway north of the bridge should be constructed as a 40-foot wide commercial street section with vertical curb, gutter and 5-foot wide concrete sidewalk. The crossing of Ten Mile Creek will require a 58-foot wide bridge with 2-foot parapets. The roadway south of the bridge to Waltman Lane shall be constructed as a complete street section with detached 10-foot wide multi-use pathways along both sides of the street as required by ACHD. These improvements shall occur with the first phase of development and shall be complete prior to issuance of any Certificate of Occupancy for the site.
  - Construct Waltman Lane as ½ of a 36-foot wide street section with curb, gutter, an 8-foot wide planter strip/parkway and a 10-foot wide detached sidewalk within 29-feet of right-of-way (ROW) from centerline with 7-feet of the sidewalk located outside of the dedicated ROW abutting the site. All improvements shall be constructed south of the existing edge of pavement for Waltman Ln., shifting the centerline 8-feet south to the south. The north side of Waltman shall be constructed with a minimum of 12-feet of pavement from centerline, a 3-foot wide gravel shoulder and a borrow ditch to accommodate the roadway storm run-off. Center turn lanes shall be constructed on Waltman Ln. if determined necessary by ACHD. The improvements to Waltman Ln. shall include reconstruction of the existing bridge over the Ten Mile Creek as a full 36-foot street section with curb and 5-foot wide attached concrete sidewalks. This will require a 54-foot wide bridge with 2-foot parapets. These improvements shall be completed as required by ACHD and shall occur with the first phase of development and be complete prior to issuance of any Certificate of Occupancy for the site.

## **B. PUBLIC WORKS**

### **Site Specific Comments**

1. No Public Works infrastructure was provided as part of this submittal, any changes must be approved by Public Works.
2. Water main must connect to the existing main in Waltman Lane at two locations.
3. Provide a water main connection to the west.
4. Ensure no permanent structures are built within a utility easement including but not limited to tree, shrubs, buildings, carports, trash enclosures, infiltration trenches, light poles, etc.).
5. Ensure no sewer services pass through infiltration trenches.

### **General Comments**

6. Applicant shall coordinate water and sewer main size and routing with the Public Works Department, and execute standard forms of easements for any mains that are required to provide service outside of a public right-of-way. Minimum cover over sewer mains is three feet, if cover from top of pipe to sub-grade is less than three feet then alternate materials shall be used in conformance of City of Meridian Public Works Departments Standard Specifications.
7. Per Meridian City Code (MCC), the applicant shall be responsible to install sewer and water mains to and through this development. Applicant may be eligible for a reimbursement agreement for infrastructure enhancement per MCC 8-6-5.

8. The applicant shall provide easement(s) for all public water/sewer mains outside of public right of way (include all water services and hydrants). The easement widths shall be 20-feet wide for a single utility, or 30-feet wide for two. Submit an executed easement (on the form available from Public Works), a legal description prepared by an Idaho Licensed Professional Land Surveyor, which must include the area of the easement (marked EXHIBIT A) and an 8 1/2" x 11" map with bearings and distances (marked EXHIBIT B) for review. Both exhibits must be sealed, signed and dated by a Professional Land Surveyor. DO NOT RECORD.
9. The City of Meridian requires that pressurized irrigation systems be supplied by a year-round source of water (MCC 9-1-28.C). The applicant should be required to use any existing surface or well water for the primary source. If a surface or well source is not available, a single-point connection to the culinary water system shall be required. If a single-point connection is utilized, the developer will be responsible for the payment of assessments for the common areas prior to receiving development plan approval.
10. Any structures that are allowed to remain shall be subject to evaluation and possible reassignment of street addressing to be in compliance with MCC.
11. All irrigation ditches, canals, laterals, or drains, exclusive of natural waterways, intersecting, crossing or laying adjacent and contiguous to the area being subdivided shall be addressed per UDC 11-3A-6. In performing such work, the applicant shall comply with Idaho Code 42-1207 and any other applicable law or regulation.
12. Any wells that will not continue to be used must be properly abandoned according to Idaho Well Construction Standards Rules administered by the Idaho Department of Water Resources. The Developer's Engineer shall provide a statement addressing whether there are any existing wells in the development, and if so, how they will continue to be used, or provide record of their abandonment.
13. Any existing septic systems within this project shall be removed from service per City Ordinance Section 9-1-4 and 9 4 8. Contact Central District Health for abandonment procedures and inspections (208)375-5211.
14. All improvements related to public life, safety and health shall be completed prior to occupancy of the structures.
15. Applicant shall be required to pay Public Works development plan review, and construction inspection fees, as determined during the plan review process, prior to the issuance of a plan approval letter.
16. It shall be the responsibility of the applicant to ensure that all development features comply with the Americans with Disabilities Act and the Fair Housing Act.
17. Applicant shall be responsible for application and compliance with any Section 404 Permitting that may be required by the Army Corps of Engineers.
18. Developer shall coordinate mailbox locations with the Meridian Post Office.
19. Compaction test results shall be submitted to the Meridian Building Department for all building pads receiving engineered backfill, where footing would sit atop fill material.
20. The design engineer shall be required to certify that the street centerline elevations are set a minimum of 3-feet above the highest established peak groundwater elevation. This is to ensure that the bottom elevation of the crawl spaces of homes is at least 1-foot above.
21. The applicants design engineer shall be responsible for inspection of all irrigation and/or drainage facility within this project that do not fall under the jurisdiction of an irrigation district or ACHD.

The design engineer shall provide certification that the facilities have been installed in accordance with the approved design plans. This certification will be required before a certificate of occupancy is issued for any structures within the project.

22. At the completion of the project, the applicant shall be responsible to submit record drawings per the City of Meridian AutoCAD standards. These record drawings must be received and approved prior to the issuance of a certification of occupancy for any structures within the project.
23. A street light plan will need to be included in the civil construction plans. Street light plan requirements are listed in section 6-5 of the Improvement Standards for Street Lighting. A copy of the standards can be found at [http://www.meridiancity.org/public\\_works.aspx?id=272](http://www.meridiancity.org/public_works.aspx?id=272).
24. The City of Meridian requires that the owner post to the City a warranty surety in the amount of 20% of the total construction cost for all completed sewer, water and reuse infrastructure for duration of two years. This surety will be verified by a line item cost estimate provided by the owner to the City. The surety can be posted in the form of an irrevocable letter of credit, cash deposit or bond. Applicant must file an application for surety, which can be found on the Community Development Department website. Please contact Land Development Service for more information at 887-2211.

**C. FIRE DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=257681&dbid=0&repo=MeridianCity>

**D. NAMPA & MERIDIAN IRRIGATION DISTRICT (NMID)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=258727&dbid=0&repo=MeridianCity>

**E. PARK'S DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=310268&dbid=0&repo=MeridianCity>

**F. COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=258617&dbid=0&repo=MeridianCity>

**G. IDAHO TRANSPORTATION DEPARTMENT (ITD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=257906&dbid=0&repo=MeridianCity>

**H. ADA COUNTY DEVELOPMENT SERVICES**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=259278&dbid=0&repo=MeridianCity>

**I. ADA COUNTY HIGHWAY DISTRICT (ACHD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=267371&dbid=0&repo=MeridianCity>

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=259453&dbid=0&repo=MeridianCity>

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309476&dbid=0&repo=MeridianCity>

**X. FINDINGS**

**A. Comprehensive Plan Map Amendment**

Upon recommendation from the Commission, the Council shall make a full investigation and shall, at the public hearing, review the application. In order to grant an amendment to the Comprehensive Plan, the Council shall make the following findings:

**1. The proposed amendment is consistent with the other elements of the Comprehensive Plan.**

*The City Council finds the proposed amendment from MU-C to Mixed Use – Regional (MU-R) Commercial and MHDR and conceptual development plan is ~~not~~ generally consistent with ~~the intent of the MU-R designation in the Comprehensive Plan in that it's predominantly a single use development (retail) and does not include any residential uses as desired, including the provision of a transition in uses and compatible uses, as noted in Section V.~~*

**2. The proposed amendment provides an improved guide to future growth and development of the city.**

*The City Council finds that the proposal to change the FLUM designation from Mixed Use – Community (MU-C) to Mixed Use – Regional (MU-R) Commercial and MHDR ~~does not provides~~ an improved guide to future growth and development of the City as the proposed development plan ~~does not include the appropriate mix of uses as desired in the MU-R designation~~ is consistent with the proposed development plan and existing and future uses in the area, as discussed in Section V above.*

**3. The proposed amendment is internally consistent with the Goals, Objectives and Policies of the Comprehensive Plan.**

*The City Council finds that the proposed amendment is ~~not~~ consistent with the Goals, Objectives, and Policies of the Comprehensive Plan for the proposed MU-R Commercial and MHDR designations as noted above in Section V.*

**4. The proposed amendment is consistent with the Unified Development Code.**

*The City Council finds that the proposed amendment is consistent with the Unified Development Code.*

**5. The amendment will be compatible with existing and planned surrounding land uses.**

*The City Council finds the proposed amendment and conceptual development plan will ~~not~~ be compatible with existing and planned surrounding land uses ~~for the reasons~~ as noted in Section V above.*

**6. The proposed amendment will not burden existing and planned service capabilities.**

*The City Council finds that the proposed amendment and development will likely burden transportation capabilities in this portion of the city even without significant improvements to ~~Waltman, and the extension of Corporate, and the Meridian/Waltman intersection.~~ Sewer and water services are available to be extended to this site.*

**7. The proposed map amendment (as applicable) provides a logical juxtaposition of uses that allows sufficient area to mitigate any anticipated impact associated with the development of the area.**

*The City Council finds the proposed map amendment provides a logical juxtaposition of uses ~~but doesn't meet many of the mixed-use guidelines for development~~ as discussed in Section V above; there should be sufficient area to mitigate any development impacts to adjacent properties.*

**8. The proposed amendment is in the best interest of the City of Meridian.**

*For the reasons stated in Section V and the subject findings above, the City Council finds that the proposed amendment is ~~not~~ in the best interest of the City.*



**B. Annexation and/or Rezone (UDC 11-5B-3E)**

Required Findings: Upon recommendation from the commission, the council shall make a full investigation and shall, at the public hearing, review the application. In order to grant an annexation and/or rezone, the council shall make the following findings:

**1. The map amendment complies with the applicable provisions of the comprehensive plan;**

*The City Council finds the proposed map amendment to the C-G zoning district and plan to develop ~~solely~~ commercial retail and ~~office~~ neighborhood serving uses on the property per the proposed conceptual development plan ~~does not~~ demonstrates consistency with the ~~general mixed use or the MU-R guidelines in the Plan~~ Commercial FLUM as noted above in Section V. (See section V above for more information.)*

**2. The map amendment complies with the regulations outlined for the proposed district, specifically the purpose statement;**

*The City Council finds the proposed map amendment to C-G and conceptual development plan generally complies with the purpose statement of the C-G district in that it will provide for the retail and service needs of the community.*

**3. The map amendment shall not be materially detrimental to the public health, safety, and welfare;**

*The City Council finds the proposed map amendment should not be detrimental to the public health, safety and welfare as the proposed commercial uses should be conducted entirely within a structure.*

**4. The map amendment shall not result in an adverse impact upon the delivery of services by any political subdivision providing public services within the city including, but not limited to, school districts; and**

*The City Council finds City services are available to be provided to this development. No residential development is proposed; therefore, enrollment at area schools shouldn't be affected.*

**5. The annexation (as applicable) is in the best interest of city.**

*The City Council finds the proposed annexation with the conceptual development plan proposed is ~~not~~ in the best interest of the City per the analysis in Sections V and VI above.*



## AGENDA ITEM

**ITEM TOPIC:** Findings of Fact, Conclusion of Law for Tanner Creek Subdivision (H-2022-0048) by Engineering Solutions, LLP., generally located 1/4 mile west of S. Meridian Rd. on the south side of W. Waltman Ln.

**CITY OF MERIDIAN  
FINDINGS OF FACT, CONCLUSIONS OF LAW  
AND DECISION & ORDER**



**In the Matter of the Request for Modification to the Existing Development Agreement (DA) (Inst. #108131100), which Allows Commercial/Office/Hotel Uses to Develop on the Site, to Replace it with a New DA Allowing a Mix of Residential Uses to Develop on the Site, including Single-Family Detached and Attached Dwellings, Townhouse Dwellings, and Multi-family Residential Apartments; Rezone of a Total of 41.89 Acres of Land from the C-G to the R-8 (12.16 Acres), R-15 (12.27 Acres) and R-40 (17.46 Acres) Zoning Districts; Preliminary plat Consisting of 130 Buildable Lots [83 Single-family, 45 Townhome and Two (2) Multi-family] and 20 Common Lots on 38.05 Acres of Land in the R-8, R-15 and R-40 Zoning Districts; and, Conditional Use Permit for a Multi-family Development Consisting of 280 Residential Apartment Units on 15.88 Acres of Land in the R-40 Zoning District for Tanner Creek Subdivision, by Engineering Solutions, LLP.**

**Case No(s). H-2022-0048**

**For the City Council Hearing Date of: November 21, 2023 (Findings on December 5, 2023)**

**A. Findings of Fact**

1. Hearing Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
2. Process Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
3. Application and Property Facts (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)
4. Required Findings per the Unified Development Code (see attached Staff Report for the hearing date of November 21, 2023, incorporated by reference)

**B. Conclusions of Law**

1. The City of Meridian shall exercise the powers conferred upon it by the "Local Land Use Planning Act of 1975," codified at Chapter 65, Title 67, Idaho Code (I.C. §67-6503).
2. The Meridian City Council takes judicial notice of its Unified Development Code codified as Title 11 Meridian City Code, and all current zoning maps thereof. The City of Meridian has, by ordinance, established the Impact Area and the Comprehensive Plan of the City of Meridian, which was adopted December 17, 2019, Resolution No. 19-2179 and Maps.
3. The conditions shall be reviewable by the City Council pursuant to Meridian City Code § 11-5A.
4. Due consideration has been given to the comment(s) received from the governmental subdivisions providing services in the City of Meridian planning jurisdiction.
5. It is found public facilities and services required by the proposed development will not impose expense upon the public if the attached conditions of approval are imposed.

6. That the City has granted an order of approval in accordance with this Decision, which shall be signed by the Mayor and City Clerk and then a copy served by the Clerk upon the applicant, the Community Development Department, the Public Works Department and any affected party requesting notice.
7. That this approval is subject to the Conditions of Approval all in the attached Staff Report for the hearing date of November 21, 2023, incorporated by reference. The conditions are concluded to be reasonable and the applicant shall meet such requirements as a condition of approval of the application.

#### C. Decision and Order

Pursuant to the City Council's authority as provided in Meridian City Code § 11-5A and based upon the above and foregoing Findings of Fact which are herein adopted, it is hereby ordered that:

1. The applicant's request for a modification to the Development Agreement, preliminary plat, rezone and conditional use permit is hereby approved per the provisions in the Staff Report for the hearing date of November 21, 2023, attached as Exhibit A.

#### D. Notice of Applicable Time Limits

##### Notice of Preliminary Plat Duration

Please take notice that approval of a preliminary plat, combined preliminary and final plat, or short plat shall become null and void if the applicant fails to obtain the city engineer's signature on the final plat within two (2) years of the approval of the preliminary plat or the combined preliminary and final plat or short plat (UDC 11-6B-7A).

In the event that the development of the preliminary plat is made in successive phases in an orderly and reasonable manner, and conforms substantially to the approved preliminary plat, such segments, if submitted within successive intervals of two (2) years, may be considered for final approval without resubmission for preliminary plat approval (UDC 11-6B-7B).

Upon written request and filed by the applicant prior to the termination of the period in accord with 11-6B-7.A, the Director may authorize a single extension of time to obtain the City Engineer's signature on the final plat not to exceed two (2) years. Additional time extensions up to two (2) years as determined and approved by the City Council may be granted. With all extensions, the Director or City Council may require the preliminary plat, combined preliminary and final plat or short plat to comply with the current provisions of Meridian City Code Title 11. If the above timetable is not met and the applicant does not receive a time extension, the property shall be required to go through the platting procedure again (UDC 11-6B-7C).

##### Notice of Conditional Use Permit Duration

Please take notice that the conditional use permit, when granted, shall be valid for a maximum period of two (2) years unless otherwise approved by the City. During this time, the applicant shall commence the use as permitted in accord with the conditions of approval, satisfy the requirements set forth in the conditions of approval, and acquire building permits and commence construction of permanent footings or structures on or in the ground. For conditional use permits that also require platting, the final plat must be signed by the City

Engineer within this two (2) year period.

Upon written request and filed by the applicant prior to the termination of the period in accord with 11-5B-6.G.1, the Director may authorize a single extension of the time to commence the use not to exceed one (1) two (2) year period. Additional time extensions up to two (2) years as determined and approved by the City Council may be granted. With all extensions, the Director or City Council may require the conditional use comply with the current provisions of Meridian City Code Title 11(UDC 11-5B-6F).

#### Notice of Development Agreement Duration

The city and/or an applicant may request a development agreement or a modification to a development agreement consistent with Idaho Code section 67-6511A. The development agreement may be initiated by the city or applicant as part of a request for annexation and/or rezone at any time prior to the adoption of findings for such request.

A development agreement may be modified by the city or an affected party of the development agreement. Decision on the development agreement modification is made by the city council in accord with this chapter. When approved, said development agreement shall be signed by the property owner(s) and returned to the city within six (6) months of the city council granting the modification.

A modification to the development agreement may be initiated prior to signature of the agreement by all parties and/or may be requested to extend the time allowed for the agreement to be signed and returned to the city if filed prior to the end of the six (6) month approval period.

#### E. Judicial Review

Pursuant to Idaho Code § 67-6521(1)(d), if this final decision concerns a matter enumerated in Idaho Code § 67-6521(1)(a), an affected person aggrieved by this final decision may, within twenty-eight (28) days after all remedies have been exhausted, including requesting reconsideration of this final decision as provided by Meridian City Code § 1-7-10, seek judicial review of this final decision as provided by chapter 52, title 67, Idaho Code. This notice is provided as a courtesy; the City of Meridian does not admit by this notice that this decision is subject to judicial review under LLUPA.

#### F. Notice of Right to Regulatory Takings Analysis

Pursuant to Idaho Code §§ 67-6521(1)(d) and 67-8003, an owner of private property that is the subject of a final decision may submit a written request with the Meridian City Clerk for a regulatory takings analysis.

#### G. Attached: Staff Report for the hearing date of November 21, 2023

By action of the City Council at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

COUNCIL PRESIDENT BRAD HOAGLUN VOTED\_\_\_\_\_

COUNCIL VICE PRESIDENT JOE BORTON VOTED\_\_\_\_\_

COUNCIL MEMBER JESSICA PERREAULT VOTED\_\_\_\_\_

COUNCIL MEMBER LUKE CAVENER VOTED\_\_\_\_\_

COUNCIL MEMBER JOHN OVERTON VOTED\_\_\_\_\_

COUNCIL MEMBER LIZ STRADER VOTED\_\_\_\_\_

MAYOR ROBERT SIMISON VOTED\_\_\_\_\_  
(TIE BREAKER)

\_\_\_\_\_  
Mayor Robert Simison

Attest:

\_\_\_\_\_  
Chris Johnson  
City Clerk

Copy served upon Applicant, Community Development Department, Public Works Department and City Attorney.

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
City Clerk's Office

# EXHIBIT A

## STAFF REPORT

### COMMUNITY DEVELOPMENT DEPARTMENT



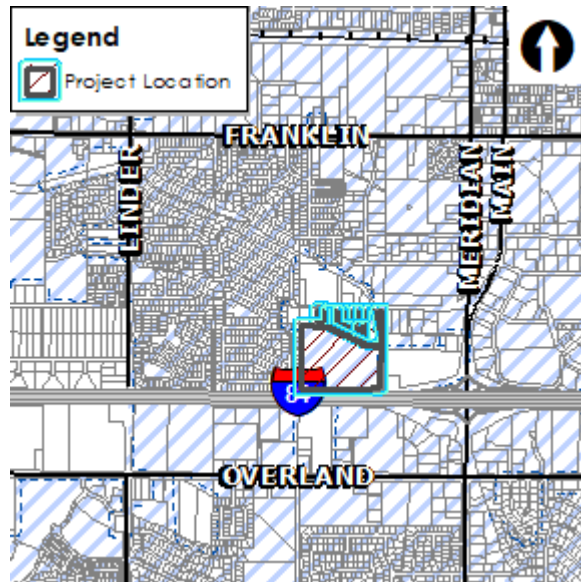
HEARING DATE: November 21, 2023

TO: Mayor & City Council

FROM: Sonya Allen, Associate Planner  
208-884-5533

SUBJECT: H-2022-0048  
Tanner Creek

LOCATION: 675 W. Waltman Ln., in the SE ¼ of  
Section 13, Township 3N., Range 1W.  
(Parcels: S1213428050;  
S1213428301; S1213428010;  
S1213427890; S1213427880;  
S1213427872; S1213427860;  
S1213428020; S1213427840)



## I. PROJECT DESCRIPTION

The Applicant has submitted applications for the following:

- Modification to the existing Development Agreement (DA) (Inst. #108131100), which allows commercial/office/hotel uses to develop on the site, to replace it with a new DA allowing a mix of residential uses to develop on the site, including single-family detached and attached dwellings, townhouse dwellings, and multi-family residential apartments;
- Rezone of a total of 41.89 acres of land from the C-G to the R-8 (12.16 acres), R-15 (12.27 acres) and R-40 (17.46 acres) zoning districts;
- Preliminary plat consisting of 130 buildable lots [83 single-family, 45 townhome and two (2) multi-family] and 20 common lots on 38.05 acres of land in the R-8, R-15 and R-40 zoning districts; and,
- Conditional use permit for a multi-family development consisting of 280 residential apartment units on 15.88 acres of land in the R-40 zoning district.

## II. SUMMARY OF REPORT

### A. Project Summary

Description	Details
Acreage	38.05
Future Land Use Designation	Medium-Density Residential (MDR) (3+/- acre strip along west boundary) & Mixed-Use Community (MU-C) on the remaining 35+/- acres of the property [Note: An application is in process (H-2021-0099 I-84 & Meridian Road) to amend the FLUM for this property from MU-C to MHDR.]

Existing Land Use	Vacant/undeveloped land (pasture)
-------------------	-----------------------------------

Proposed Land Use(s)	Residential (single-family detached/attached, townhome and multi-family apartments)
Current Zoning	C-G
Proposed Zoning	R-8 (12.16 acres), R-15 (12.27 acres) and R-40 (17.46 acres)
Lots (# and type; bldg/common)	130 buildable/20 common
Phasing plan (# of phases)	4
Number of Residential Units (type of units)	408 units [83 single-family (attached/detached), 45 townhome & 280 multi-family/apartment]
Density (gross & net)	10.72 gross (overall); 16.44 net (overall)
Open Space (acres, total [%] / buffer / qualified)	SFR - 3.66 acres (16.6%) – street buffers, parkways, internal common open space areas MFR – 4.06 acres – street buffer, linear open space, open space areas greater than 5,000 s.f. in area, areas greater than the dimensions of 20' x 20'
Amenities	Children's playground, ½ basketball court, pickleball court, pathways (SFR); clubhouse, swimming pool, playground with covered sitting area, internal pathways and a 10' wide multi-use pathway, plaza, shade structure & benches, pickleball court (MFR)
Physical Features (waterways, hazards, flood plain, hillside)	The Ten Mile Creek runs along east boundary, a small portion of the site is within the floodplain
Neighborhood meeting date	6/30/22 & 9/27/23
History (previous approvals)	AZ-06-063 (DA #108131100); PP-08-001; TE-10-028; TEC-12-008; TEC-14-005; H-2016-0008 (PP exp. 4/7/18); H-2018-0023 (CPAM, CUP, MDA, PP, RZ – denied); H-2020-0024 (CPAM, CUP, MDA, PP, RZ – denied)

## B. Community Metrics

Description	Details
Ada County Highway District	
<ul style="list-style-type: none"> <li>Staff report (yes/no)</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Requires ACHD Commission Action (yes/no)</li> </ul>	No
<ul style="list-style-type: none"> <li>TIS (yes/no)</li> </ul>	Yes
<ul style="list-style-type: none"> <li>Level of Service (LOS)</li> </ul>	The TIS in 2018 noted that all studied roadways and intersections were anticipated to operate at an acceptable level of service at build-out of the development.
<ul style="list-style-type: none"> <li>Existing Conditions</li> </ul>	Waltman Ln. is improved with 2-travel lanes, 25' of pavement & no curb, gutter or sidewalk abutting the site.
<ul style="list-style-type: none"> <li>CIP/IFYWP</li> </ul>	<b>Capital Improvements Plan (CIP)/ Integrated Five Year Work Plan (IFYWP):</b> <ul style="list-style-type: none"> <li>Linder Road is scheduled in the IFYWP to be widened to 5-lanes from Overland Road to Franklin Road with an undetermined date. This does not include funding for ITD's portion of the I-84 overpass.</li> <li>The intersection of Franklin Road and Linder Road is listed in the CIP to be widened to 6-lanes on the north leg, 6-lanes on the south, 7-lanes east, and 7-lanes on the west leg, and signalized between 2021 and 2025.</li> </ul>

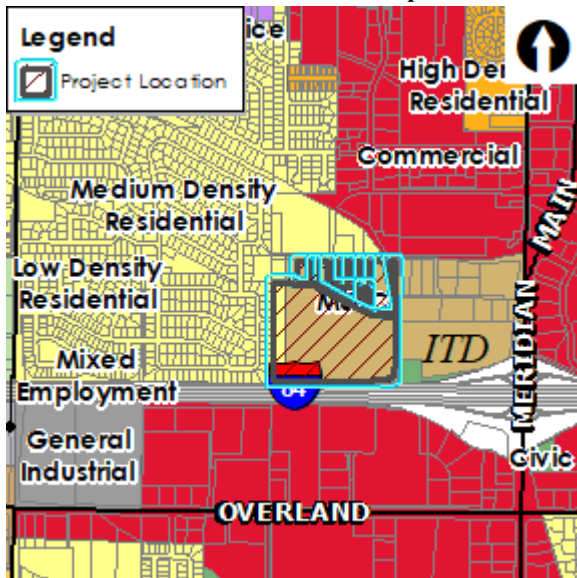
Access (Arterial/Collectors/State Hwy/Local)(Existing and Proposed)	One (1) access is proposed via Ruddy Dr., a local street stubbed at the site's west boundary; two (2) accesses (1 public street, 1 driveway) are proposed via Waltman Ln, a local street along the site's north boundary.
Proposed Road Improvements	Corporate Dr. is proposed to be extended from its current terminus north of Ten Mile Creek south to Waltman Ln. within existing right-of-way; this will include construction of a new bridge over the creek. Waltman Ln. is proposed to be widened and reconstruction



	of the bridge over the Ten Mile Creek is required. <i>See the ACHD report in Section IX.J for more info.</i>
Fire Service	
• Distance to Fire Station	1.3 miles from Fire Station #1
• Fire Response Time	
• Resource Reliability	82% (meets target goal of 80% or greater)
• Risk Identification	4 (current resources would not be adequate to supply service)
• Accessibility	Meets all required access, road widths and turnarounds as proposed
• Special/resource needs	Aerial device (can meet this need if required); hazmat event will require mutual aid; structure fire will require an additional truck company; water rescue teams would require mutual aid
• Water Supply	1,000 gallons/minute for 1-hour (maybe less for sprinklered buildings)
• Other Resources	
Police Service	
• Distance to Police Station	1.6 miles
• Police Response Time	2:46 minutes (expected); 3:58 minutes (average)
• Calls for Service	5,176 within 1-mile (6/1/21-5/31/23)
• % of calls for service split by priority	See comments
• Accessibility	See comments
• Specialty/resource needs	None
• Crimes	665 (6/1/21-5/31/23)
• Crashes	88 (6/1/21-5/31/23)
• Other Reports	
West Ada School District	<i>No comments received</i>
Wastewater	
• Distance to Sewer Services	Directly adjacent
• Sewer Shed	Ten Mile
• Estimated Project Sewer ERU's	See application
• WRRF Declining Balance	13.91
• Project Consistent with WW Master Plan/Facility Plan	Yes
• Impacts/Concerns	Flow is committed – see Public Works Site Specific Conditions
Water	
• Distance to Services	Directly adjacent
• Pressure Zone	3
• Estimated Project Water ERU's	See application
• Water Quality Concerns	None
• Project Consistent with Water Master Plan	Yes
• Impacts/concerns	See Public Works Site Specific Conditions

### C. Project Maps

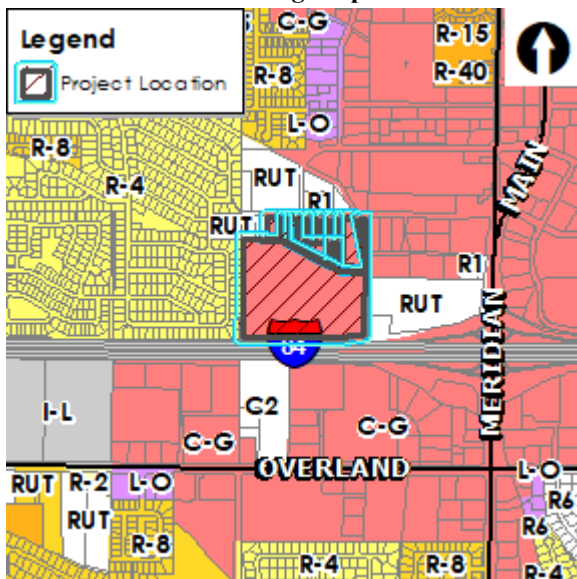
Future Land Use Map



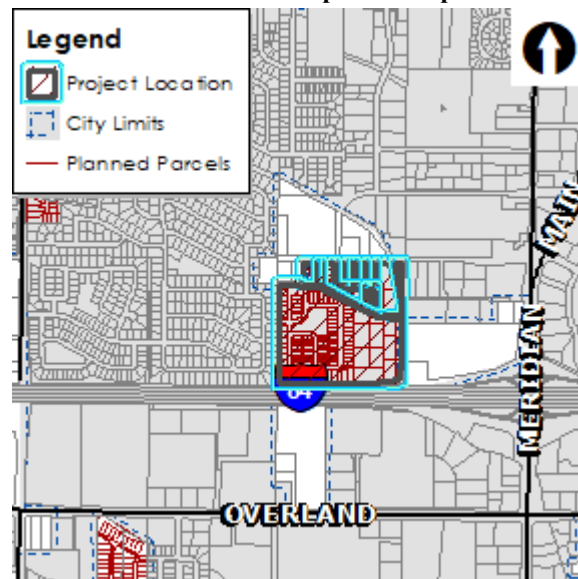
Aerial Map



Zoning Map



Planned Development Map



### III. APPLICANT INFORMATION

#### A. Applicant:

Becky McKay, Engineering Solutions, LLP – 1029 N. Rosario, Meridian, ID 83680

#### B. Owner:

Corey D. Barton – 1977 E. Overland Rd., Meridian, ID 83642

- C. Representative:  
Same as Applicant

#### IV. NOTICING

	Planning & Zoning Posting Date	City Council Posting Date
Newspaper Notification	10/3/2023	11/5/2023
Radius notification mailed to properties within 300 feet	9/29/2023	11/3/2023
Public hearing notice sign posted on site	10/7/2023	11/5/2023
Nextdoor posting	9/28/2023	11/3/2023

#### V. COMPREHENSIVE PLAN ANALYSIS (<https://www.meridiancity.org/compplan>)

##### LAND USE:

**Existing Future Land Use Map (FLUM) designations:** This property is primarily designated MU-C (Mixed Use – Community) on the FLUM with a narrow sliver of Medium Density Residential (MDR) along the western portion of the site consisting of approximately three (3) acres.

The purpose of the MU-C designation is to allocate areas where community-servicing uses and dwellings are seamlessly integrated into the urban fabric. The intent is to integrate a variety of uses, including residential, and to avoid mainly single-use and strip commercial type buildings. Non-residential buildings in these areas have a tendency to be larger than in MU-N (Mixed-Use Neighborhood) designated areas but not as large as in MU-R (Mixed Use – Regional) designated areas. Goods and services in these areas tend to be of the variety that people will mainly travel by car to but also walk or bike to (up to 3 or 4 miles). Employment opportunities for those living in and around the neighborhood are encouraged.

The MDR designation allows for dwelling units at gross densities of 3 to 8 dwelling units per acre. Density bonuses may be considered with the provision of additional public amenities such as a park, school, or land dedicated for public services.

**Proposed FLUM designations:** The I-84 and Meridian Road application ([H-2021-0099](#)), currently in process for the adjacent property to the east, requests an amendment to the FLUM from MU-C to Commercial for that property and from MU-C to Medium High-Density Residential (MHDR) for the subject property (see exhibit in Section VIII.J). *The narrow sliver of MDR is proposed to remain along the west boundary to ensure transition of uses as previously desired by the Comprehensive Plan Committee which is accounted for on the proposed plat.*

The MHDR designation allows for a mix of dwelling types including townhouses, condominiums, and apartments. Residential gross densities should range from eight to twelve dwelling units per acre. These areas are relatively compact within the context of larger neighborhoods and are typically located around or near mixed use commercial or employment areas to provide convenient access to services and jobs for residents. Developments need to incorporate high-quality architectural design and materials and thoughtful site design to ensure quality of place and should also incorporate connectivity with adjacent uses and area pathways, attractive landscaping and a project identity.

*Note: The initial FLUM amendment request for the property to the east was from MU-C to Mixed-Use Regional (MU-R). The Commission recommended denial to City Council based on their belief the proposed use isn't consistent with the general mixed-use development guidelines, the existing MU-C or the proposed MU-R*

guidelines; they also felt a Traffic Impact Study (TIS) was needed. Council heard the application and remanded it back to the Commission in order to be reviewed concurrently with the subject application in an effort to determine consistency with the Comprehensive Plan for the overall property.

After review of these applications, it's Staff's opinion the proposed development plans for both projects are largely inconsistent with the purpose statements and development guidelines in the Comprehensive Plan for the general mixed use and specific land uses (i.e. MU-C and MU-R) for the following reasons: 1) functional and physical integration of land uses is desired – these are two separate residential and commercial developments with only a pedestrian pathway proposed for interconnectivity – no integration of uses is proposed; 2) a mixed use project should include at least three (3) types of land uses – only two (2) are proposed [i.e. residential and commercial (includes retail, restaurants, etc.)]; 3) community serving facilities such as hospitals, clinics, churches, schools, parks, daycares, civic buildings, or public safety facilities are desired – none are proposed; 4) supportive and proportional public and/or quasi-public spaces and places, including but not limited to parks, plazas, outdoor gathering areas, open space, libraries, and schools are expected – none are proposed; 5) mixed-use areas should be centered around spaces that are well-designed and integrated public and quasi-public centers of activity that are activated and incorporate permanent design elements and amenities that foster a wide variety of interests ranging from leisure to play – no such public/quasi-public areas are proposed; 6) a mixed use project should serve as a public transit location for future park-and-ride lots, bus stops, shuttle bus stops and/or other innovative or alternate modes of transportation – no such stops or lots are proposed; 7) community-serving uses and dwellings should be seamlessly integrated into the urban fabric for an integration of a variety of uses to avoid mainly single-use and strip commercial type buildings (MU-C) – single-use developments are proposed that are not well-integrated; 8) vertically integrated structures are encouraged – none are proposed (MU-C); 9) integration of a variety of uses together, including residential as a supporting use, to avoid predominantly single use developments such as a regional retail center with only restaurants and other commercial uses (MU-R) – no residential uses are included in the proposed MU-R designated area, which creates a single use development with only commercial uses; and 10) retail commercial uses should comprise a maximum of 50% of the development area (MU-R) – most if not all of the proposed MU-R designated area consists of commercial/retail uses, no residential, office, civic or other uses are proposed.

For this reason, Staff recommended the Applicant of the adjacent project (i.e. I-84 & Meridian Rd.) change their request for a map amendment from the MU-R to the Commercial designation and include a map amendment on the subject property from MU-C to MHDR, as agreed to by both Applicants. This change better aligns with the proposed development plans for both properties and in Staff's opinion is more compatible with adjacent existing and future residential development in the area and provides a good transition between these uses to the proposed commercial uses to the east and is more appropriate than the existing and previously proposed designation.

**Proposed Use:** A mix of residential uses (i.e. single-family detached and attached and townhouse dwellings and multi-family apartments) is proposed at an overall gross density of 10.72 units/acre, which is consistent with the proposed MHDR FLUM designation.

Pathways and sidewalks are proposed throughout the development for internal pedestrian connectivity as well as to the multi-use pathway planned along the Ten Mile Creek and to the proposed commercial development to the east. The proposed site design provides a good transition of uses with larger lots on the periphery of the development and smaller lots internal to the development, and higher density residential uses (i.e. apartments) on the eastern portion of the site adjacent to proposed commercial uses.

#### **DESTINATION: DOWNTOWN**

The subject property is located within the downtown urban renewal district. Future development of this area is guided by the [Destination: Downtown](#) vision plan, which was adopted as part of the Comprehensive Plan. *Note: This plan is currently mid-way through an 18-month update process; however, Meridian Development Corporation (MDC) does not anticipate the vision changing much for this area.*

The subject property is part of the Southern Gateway Entertainment & Hospitality District, which consists of 260 acres generally located between Franklin Rd. and I-84. Major characteristics of this district are as follows: 1) bike paths and trails; 2) hotel and upscale restaurant uses; 3) expand and upgrade park & speedway; 4) extensive landscaping; 5) locate a multi-purpose sports facility; and 6) gateway features. Land uses desired in this area include retail/dining (25%), office (25%), light industry (25%) and roads/utilities/institutional (25%).

The proposed use of the property is not consistent with the vision of the Plan for this district. Bike/pedestrian paths and trails are proposed along the frontage of the property along Waltman Ln. and along the Ten Mile Creek as desired. While the existing conceptual development plan that was approved with annexation of the property in 2006 is largely consistent with the vision of the Plan, it doesn't seem feasible as the property has sat vacant for the past 17+ years, largely due to access and transportation issues associated with such a high intense commercial development.

Other considerations exist that have a part in contemplation of a different, less intense, land use in this area, as follows:

- The amendment to the FLUM to MU-C in 2019 supersedes the commercial elements envisioned under the Plan.
- Regional entertainment uses have instead developed south of I-84 with several major expansions (i.e. Wahooz, Pinz, Roaring Springs and the Galaxy Event Center).
- Growth in the downtown district has evolved differently than initially expected. MDC hasn't reserved funding originally planned to support large-scale public-private partnerships, and no public improvements were made in advance to incentivize development in alignment with the Plan. Additional land consolidation has also not occurred to accomplish the vision of the Plan.
- Recently, City Council showed some willingness to consider the type of development proposed when they remanded the I-84 and Meridian Rd. project back to the Commission to be heard concurrently with the subject application. The desire was for both properties to come in with a master plan for the entire area to be more consistent with the mixed use development guidelines and specifically the MU-R designation they were requesting and for the transportation issues to be addressed.
- A lesser intense land use such as residential will result in less traffic congestion in this area and will be more compatible with existing and future adjacent residential land uses.

#### **TRANSPORTATION:**

Access is proposed via Waltman Lane, a local street, at the project's north boundary and via the extension of W. Ruddy Dr., a local street, at the project's west boundary. ACHD's Master Street Map (MSM) designates Waltman Ln. as a collector street from Meridian Rd. west to the future extension of Corporate Dr. Due to the increased traffic anticipated with this development, ACHD recommends the collector street designation is extended to the west to Kearney Ave. Improvements are required to Waltman Ln., including reconstruction of the bridge over the Ten Mile Creek, with the second phase of development as outlined in the [ACHD staff report](#).

The extension of Corporate Drive, designated as a collector street on the MSM, including construction of a bridge over the Ten Mile Creek, from the north to Waltman Lane is proposed to be completed with the first phase of development prior to issuance of a building permit. This will provide additional access to the site while the bridge across the Ten Mile Creek on Waltman Lane is being reconstructed with the improvements to Waltman Ln. See [ACHD report](#) for more information.

The proposed change to the FLUM from MU-C to MHDR and development agreement modification to allow for residential uses to develop on the site instead of commercial uses as currently entitled, will greatly reduce the overall traffic impacts in this area on Waltman Ln., at the Waltman Ln./Meridian Rd. intersection and the Meridian Rd./I-84 interchange. For comparison, the ACHD report states this development is estimated to



generate 2,884 vehicle trips per day (VTD) (260 vehicle trips per hour in the PM peak hour). In the ACHD report from 2008 for the Browning Plaza preliminary plat (PP-08-001) application, the entitled commercial development was estimated to generate approximately 10,300 VTD (975 vehicle trips per hour in the PM peak hour) at buildout according to the TIS submitted at that time. **Although traffic impacts will be reduced if the proposed change to the FLUM is approved, there is still existing congestion in this area that will worsen significantly if this property and the adjacent property to the east develop at this time as proposed.**

Based on the findings of The Traffic Impact Study (TIS) for the proposed I-84 & Meridian Road project to the east, which included the subject proposed development, the Meridian Rd./Waltman Ln. intersection would exceed ACHD's Acceptable Level of Service thresholds. With previous development applications for these properties, ACHD did not recommend any mitigation at the intersection due to right-of-way (ROW) constraints, impacts to existing businesses, and substantial intersection redesign and construction, making the recommended mitigation infeasible.

A [letter](#) prepared by Six Mile Engineering, dated 1/23/23, in response to comments and feedback during the City Council hearing for the Meridian Rd. & I-84 project was submitted to ACHD proposing phased alternative improvements at the Meridian Rd./Waltman Ln. intersection to address traffic impacts from these developments. A three-phase concept design was proposed in which the first two designs did not require any additional ROW dedication and the final phase did. ACHD reviewed their proposal and does not recommend any modifications to the intersection as under all concept designs, these modifications would negatively impact existing operations of both the interchange and ramps. ACHD's concerns also extended to the impacts the proposed modifications would have to the Central Dr. and Corporate Dr. intersections at Main St. and Progress Ave. While the proposed improvements may benefit both of these proposed developments in the short-term, they'll likely negatively impact the already congested area roadways and intersections. These improvements without significant widening increase corridor travel times and interchange queue lengths, further compounding existing congestion in this area. ACHD believes there are other alternatives that may be considered such as converting Central Dr./Waltman Ln. and Corporate Dr. to a one-way couplet, which is anticipated to reduce both queue lengths and the impacts to the Meridian Rd. and the I-84 interchange system (see ACHD's [letter](#) for more information).

**The construction of the Linder Road overpass (1/2 mile to the west), scheduled in ACHD's IFYWP for construction in 2026-2027, should greatly improve traffic conditions on Meridian Rd. by providing another north/south connection over I-84. The Commission and City Council should consider if higher levels of traffic and congestion in this area are acceptable when acting on this application. If not, consideration should be given to the inclusion of a provision in the Development Agreement, which limits development to the single-family and townhome portions of the development at this time and delays the multi-family portion of the development until such time as the Linder Road overpass is completed or other area improvements occur that allow for an acceptable level of service to be provided, as determined by ACHD.**

**COMPREHENSIVE PLAN POLICIES** (<https://www.meridiancity.org/compplan>):

**Goals, Objectives, & Action Items:** Staff finds the following Comprehensive Plan policies to be applicable to this application and apply to the proposed use of this property (staff analysis in *italics*):

- “Encourage a variety of housing types that meet the needs, preferences, and financial capabilities of Meridian’s present and future residents.” (2.01.02D)  
*The proposed single-family detached/attached and townhome dwellings and multi-family apartments will contribute to the variety of housing types in the City as desired. A mix of alley- and front-loaded units are proposed for added variety in the style of the units.*
- “Improve and protect creeks and other natural waterways throughout commercial, industrial, and residential areas.” (4.05.01D)

*The Ten Mile Creek, which runs along the project's east boundary, is proposed to be re-vegetated and improved with development on the west side that lies within the subject property. The creek should also be protected during construction.*

- “Permit new development only where it can be adequately served by critical public facilities and urban services at the time of final approval, and in accord with any adopted levels of service for public facilities and services.” (3.03.03F)

*City water and sewer services are available and can be extended by the developer with development in accord with UDC 11-3A-21.*

- “Avoid the concentration of any one housing type or lot size in any geographical area; provide for diverse housing types throughout the City.” (2.01.01G)

*Four (4) different residential housing types are proposed in this development (i.e. single-family detached, single-family attached, townhome and multi-family apartments). A range of lot sizes are proposed for these units, which will accommodate a variety of housing styles consisting of 1- and 2-story units.*

- “Limit canal tiling and piping of creeks, sloughs, laterals, and drains to man-made facilities where public safety issues cannot be mitigated or are not of concern.” (4.05.01C)

*The Ten Mile Creek, which runs along the project's east boundary, is required to remain open as a natural amenity and not be piped.*

- “Encourage compatible uses and site design to minimize conflicts and maximize use of land.” (3.07.00)

*The proposed single-family, townhome and multi-family residential uses should be compatible with existing and future medium-density residential uses to the west and north. The proposed design, with larger lots for single-family detached homes on the periphery and smaller lots for single-family attached and townhomes on the interior, transitions well to existing and future adjacent residential uses and the multi-family apartments on the east side of the site adjacent, which in turn transitions well to planned commercial uses to the east. The proposed design should minimize conflicts and maximize use of land.*

- “With new subdivision plats, require the design and construction of pathway connections, easy pedestrian and bicycle access to parks, safe routes to schools, and the incorporation of usable open space with quality amenities.” (2.02.01A)

*Pedestrian pathways are proposed to the amenities in the central common area in the single-family portion of the development, which connect to pathways in the central common area in the multi-family portion of the development and extend to the multi-use pathway along the Ten Mile Creek. The large central common area in the single-family portion and the linear open space in the multi-family portion of the development provide much usable open space with quality amenities as desired.*

- “Encourage the incorporation of creek corridors as amenities in development design.” (4.05.02C)

*The Ten Mile Creek corridor is proposed to be improved as an amenity with a segment of the City's regional pathway system along the west side of the creek.*

- “Ensure development is connected to City of Meridian water and sanitary sewer systems and the extension to and through said developments are constructed in conformance with the City of Meridian Water and Sewer System Master Plans in effect at the time of development.” (3.03.03A)

*The proposed development will connect to City water and sewer systems; services are proposed to be provided to and through this development in accord with current City plans.*

- “Maximize public services by prioritizing infill development of vacant and underdeveloped parcels within the City over parcels on the fringe.” (2.02.02)

*Although there are some County zoned properties at the northwest corner and to the north of this site, the larger area is surrounded by properties that have been annexed and developed in the City. Development of this infill property will result in more efficient provision of public services. (Note: The County zoned property to the east is part of the I-84 and Meridian Road annexation application that's currently in process.)*

- “Require urban infrastructure be provided for all new developments, including curb and gutter, sidewalks, water and sewer utilities.” (3.03.03G)

*Urban sewer and water infrastructure and curb, gutter and sidewalks is required to be provided with development as proposed.*

- “Require collectors consistent with the ACHD Master Street Map (MSM), generally at/near the mid-mile location within the Area of City Impact.” (6.01.03B)

*The MSM depicts the extension of Corporate Dr. and the portion of Waltman Ln. east of Corporate Dr. to Meridian Rd. as a collector street. Due to the increased traffic anticipated with this development, ACHD recommends the collector street designation is extended to the west to Kearney Ave.*

- “Slow the outward progression of the City's limits by discouraging fringe area development; encourage development of vacant or underutilized parcels currently within City limits.” (4.05.03B)

*The proposed vacant parcels are within the City limits and the larger area is surrounded by properties already developed in the City. The development of this property will result in better provision of City services.*

Based on the analysis above, Staff finds the proposed development plan is generally consistent with the requested FLUM designation of MHDR for this site and is compatible with adjacent existing and future residential land uses. *Note: If the proposed amendment to the FLUM is not approved with H-2021-00099, Staff finds the proposed development is not consistent with the existing MU-C FLUM designation for the reasons noted above.*

## VI. STAFF ANALYSIS

### A. DEVELOPMENT AGREEMENT MODIFICATION (MDA)

The existing Development Agreement (DA) (Boise Waltman – Inst. #[108131100](#)), approved in 2008, allows for the development of commercial/office/hotel uses on this site. Because that development plan has not been viable and the property has sat vacant since that time, the Applicant proposes a change to the development plan for the site. A modification to the DA is proposed for the purpose of replacing the agreement with a new agreement allowing for the development of a mix of single-family detached and attached dwellings, townhome dwellings and multi-family residential apartments on the site consistent with the plan included in Section VIII.I.

The existing DA includes two (2) different conceptual development plans for the site as shown in Section VIII.A. These plans depict approximately 400,000 square feet of professional office, hotel, big box retail and smaller retail spaces.

The proposed development plan with single-family detached homes adjacent to existing single-family detached homes to the west in The Landing subdivision and future medium-density residential uses to the north across Waltman Ln., single-family attached and townhome dwellings internal to the development, and multi-family apartments on the eastern portion of the development provides a good transition to proposed commercial/retail uses to the east across the Ten Mile Creek with the concurrent I-84 and Meridian Road application (H-2021-0099) (see Section VIII.C).

**History:** Two (2) previous development applications for this site were denied by City Council, one in 2018 ([H-2018-0023](#)) and another in 2020 ([H-2020-0024](#)). The first, which included a request for an amendment to the



FLUM from Commercial to MHDR, was denied due to the finding that the proposed amendment wasn't in the best interest of the City for the following reasons: 1) Concern that the property will not be maintained consistently due to different ownership of the structures and associated areas; 2) Desire for the applicant to participate in the Comprehensive Plan update that's currently in process, rather than requesting an amendment to the FLUM outside of that process; 3) Preference for commercial employment type uses to develop on this property rather than residential as the original plan proposed; 4) Concern related to impact on area schools, proposed density and traffic (i.e. resulting safety hazards); and 5) Conclusion that the timing wasn't right for an amendment to the FLUM (a City initiated update to the plan was in process at that time) and the development of the property as proposed. *Note: Between the application in 2018 and the one in 2020 the FLUM designation for this property was changed from Commercial to Mixed-Use Community (MU-C) with the City's update to the Comprehensive Plan, which allowed the subsequent application to be submitted without an amendment to the FLUM.* With the second application, Council found the proposed rezone was not in the best interest of the City because the sole residential use of the property was not consistent with the MU-C designation. Further, Council didn't want to set a precedent by "floating" a FLUM designation (i.e. MDR) and burdening the adjacent property to the east with providing only the non-residential component of the mix of uses desired for this area per the Comprehensive Plan.

The proposed residential development plan is largely the same as those previously submitted for this site. However, the key difference is that a development application is concurrently in process for the 70+/- acres of land directly to the east across the Ten Mile Creek as mentioned above (i.e. I-84 & Meridian Rd. [H-2021-0099](#)) and an amendment to the FLUM is proposed to MHDR, which supports the proposed uses and is compatible with adjacent existing and future development.

Because the proposed development plan for this site has completely changed from the conceptual commercial development previously approved and the terms of the agreement are no longer applicable, Staff is supportive of the request for a new DA to replace the existing agreement based on the proposed development plan. Staff's recommended provisions for the new DA are included in Section VIII.A.1 and the development plans for the overall site are included in Section VIII. *Note: If the amendment to the FLUM proposed with H-2021-0099 is not approved, Staff is not supportive of the proposed MDA (and consequently the RZ, PP and CUP applications) per the analysis above in Section V due to inconsistency of the proposed development plan with the MU-C designation.*

## **B. REZONE (RZ)**

A rezone of a total of 41.89 acres of land, including adjacent right-of-way, from the C-G to the R-8 (12.16 acres), R-15 (12.27 acres) and R-40 (17.46 acres) zoning districts is proposed for the development of a mix of single-family detached and attached dwellings, townhouse dwellings and multi-family apartments. The proposed uses and zoning districts are consistent with the amendment to the FLUM proposed with H-2021-0099 to the MHDR designation. Legal descriptions and exhibit maps for the areas proposed to be rezoned are included below in Section VIII.B.

The Allowed Uses table in UDC [Table 11-2A-2](#) for residential districts lists single-family detached and attached dwellings and townhouse dwellings as principal permitted uses in the proposed R-8 and R-15 zoning districts; and multi-family developments as a conditional use in the R-40 zoning district, subject to the specific use standards listed in UDC [11-4-3-27](#).

The City may require a development agreement (DA) in conjunction with a rezone pursuant to Idaho Code section 67-6511A. Because a DA already exists on this property, the Applicant requests a modification to the DA (MDA) to replace the existing agreement with a new agreement consistent with the proposed development plan as discussed in Section VI.A above. **To ensure the site develops as proposed with this application, staff recommends the provisions included in Section VIII are included in a new DA for the subject property.**

### C. PRELIMINARY PLAT (PP)

A preliminary plat is proposed consisting of 130 buildable lots [83 single-family (16 alley-loaded, 67 front-loaded), 45 alley-loaded townhome and 2 multi-family] for a variety of housing types and 20 common lots on 38.05 acres of land in the proposed R-8, R-15 and R-40 zoning districts. The single-family lots range in size from 3,850 to 10,536 square feet (s.f.) with an average lot size of 5,132 s.f. A total of 16 alley-loaded homes and 67 front-loaded homes are proposed with lot widths of 40, 50 and 60 feet. A total of 45 alley-loaded townhomes are proposed with lot sizes ranging from 2,400 to 3,884 s.f. with an average lot size of 2,739 s.f. The proposed plat results in an overall gross density of 10.72 units/acre and a net density of 16.44 units/acre, which is consistent with the FLUM amendment proposed with H-2021-0099.

**Phasing:** The plat is proposed to develop in four (4) phases as shown in Section VIII.C. The Applicant requests flexibility in the phasing to adjust the number of lots, combination of lots and number of phases to reflect changing market conditions. Staff is amenable to this request unless otherwise restricted in the Cooperative Development Agreement with Ada County Highway District (ACHD) or as otherwise approved by City Council.

**Because noise from I-84 will greatly affect future residents in this area, Staff recommends noise abatement in the form of a berm and wall is constructed per the standards listed in UDC [11-3H-4D](#) in its entirety with the first phase of development as a provision of the Development Agreement. The Applicant requests these improvements be constructed with Phases 3 and 4, prior to issuance of Certificates of Occupancies within each phase.**

#### **Existing Structures/Site Improvements:**

There are several existing structures on this site that are required to be removed prior to signature on the final plat for the phase in which they are located.

#### **Dimensional Standards (UDC [11-2](#)):**

The proposed plat and subsequent development is required to comply with the UDC dimensional standards for the associated zoning districts is required, as follows: [Table 11-2A-6](#) for the R-8 zoning district; [Table 11-2A-7](#) for the R-15 zoning district; and [Table 11-2A-8](#) for the R-40 zoning district. The standards for all development in residential districts are listed in [11-2A-3](#). **Depict zero (0) lot lines where single-family attached and townhome units are proposed to span over property lines.**

#### **Access (UDC [11-3A-3](#)):**

One (1) public street access is proposed via the extension of W. Ruddy Dr., a local street, at the west boundary of the site and two (2) accesses (one public street and one driveway) are proposed via W. Waltman Ln., an existing local street to be designated a collector street from Meridian Rd. to S. Kearney Ave. with this development.

A stub street (S.W. 7<sup>th</sup> Ave.) is proposed to the out-parcel (Cooper property #S1213428090) at the northwest corner of the site for future extension and/or access.

UDC [11-3A-3A.3](#) requires all subdivisions to provide local street access to any use that currently takes direct access from a collector street unless otherwise waived by City Council. **Because the adjacent property to the east only has access via Waltman Ln., a collector street, a local street with a vehicular bridge over the Ten Mile Creek that includes a minimum 5-foot wide pedestrian walkway on at least one side, should be provided in lieu of the proposed pedestrian connection.**

Three (3) common driveways are proposed off internal public streets that are required to be constructed in accord with the standards listed in UDC [11-6C-3D](#). Exhibits for these driveways are included in Section VIII.D that demonstrate compliance with the required standards. **The landscape plan submitted with the final plat application should be revised to depict 5-foot wide landscape buffers planted with shrubs, lawn or other vegetative groundcover where solid fencing is proposed adjacent to the common driveway as set forth in UDC [11-6C-3D.5](#). A perpetual ingress/egress easement is required to be noted on the final plat, which**

**shall include a requirement for maintenance of a paved surface capable of supporting fire vehicles and equipment. Address signage should be provided at the public street for homes accessed via common driveways for emergency wayfinding purposes.**

Three (3) alleys are proposed off internal public streets that are required to comply with and be constructed in accord with the standards listed in UDC [11-6C-3B.5](#). **Include a cross-section of the typical alley on the plat.**

For addressing purposes and for wayfinding in the event of an emergency, the Fire Dept. is requesting private streets are provided within the multi-family portion of the development. **A private street application shall be submitted that demonstrates compliance with the standards listed in UDC [11-3F-4](#).**

**Road Improvements:** The Applicant proposes to construct the extension of Corporate Dr., a collector street, off-site from its current terminus north of Ten Mile Creek to Waltman Ln. within existing ROW with the first phase of development (54 building lots). The construction of Corporate Dr. will include the construction of a new bridge over the Ten Mile Creek. This will provide additional access to the site and provide for additional access while the Ten Mile Creek bridge on Waltman is being reconstructed. The roadway north of the bridge should be constructed as a 40-foot wide commercial street section with vertical curb, gutter and 5-foot wide concrete sidewalk. The crossing of Ten Mile Creek will require a 58-foot wide bridge with 2-foot parapets. **Staff recommends the roadway south of the bridge to Waltman Lane is constructed as a complete street section with detached 10-foot wide multi-use pathways along both sides of the street.** These improvements will occur with the first phase of development (54 lots) and shall be complete prior to issuance of any building permits.

The Applicant proposes to construct Waltman Lane as ½ of a 36-foot wide street section with curb, gutter, an 8-foot wide planter strip/parkway and a 10-foot wide detached sidewalk within 29-feet of right-of-way (ROW) from centerline with 7-feet of the sidewalk located outside of the dedicated ROW abutting the site. All improvements are proposed to be constructed south of the existing edge of pavement for Waltman Ln., shifting the centerline 8-feet south to the south. ACHD is requiring the Applicant to construct the north side of Waltman with a minimum of 12-feet of pavement from centerline, a 3-foot wide gravel shoulder and a borrow ditch to accommodate the roadway storm run-off. Center turn lanes are required to be constructed on Waltman Ln. at the apartment driveway. The improvements to Waltman Ln. will require reconstruction of the existing bridge over the Ten Mile Creek as a full 36-foot street section with curb and 5-foot wide attached concrete sidewalks. This will require a 54-foot wide bridge with 2-foot parapets. These improvements should be completed as required by ACHD in the Cooperative Development Agreement.

**Pathways (UDC [11-3A-8](#)):**

A 14-foot wide segment of the City's regional pathway is depicted on the Pathways Master Plan along the west side of the Ten Mile Creek. A 10-foot wide multi-use pathway is proposed consistent with the Plan with a pedestrian bridge over the creek for connectivity with the proposed commercial development to the east. **A pedestrian easement is required to be submitted to the Planning Division for this pathway in accord with Park's Dept. requirements.**

**Sidewalks (UDC [11-3A-17](#)):**

Sidewalks are required to be constructed adjacent to all public streets as set forth in UDC 11-3A-17 as proposed. The UDC requires 5-foot wide *detached* sidewalks to be constructed along all collector streets (i.e. W. Waltman Ln. and Corporate Dr.).

**Parkways (UDC [11-3A-17](#)):**

Parkways are required to be constructed and landscaped per the standards listed in UDC [11-3A-17E](#). Landscaped parkways are proposed along W. Ruddy Dr./S. Kearney Ave. and W. Waltman Ln. in accord with UDC standards.

**Landscaping (UDC [11-3B](#)):**

Street buffer landscaping is required to be provided as set forth in UDC Tables [11-2A-6](#) for the R-8 district, [11-2A-7](#) for the R-15 district and [11-2A-8](#) for the R-40 district and planted in accord with the updated standards

listed in UDC [11-3B-7C](#). Street buffers are required to be placed in a common lot or on a permanent dedicated buffer easement, maintained by the property owner or homeowner's association.

A 20-foot wide street buffer is required along W. Waltman Ln., to be designated as a collector street with this development; a 37-foot wide buffer is proposed with a 3-foot tall landscaped berm and a 10-foot wide detached sidewalk.

Common open space areas are required to be landscaped per the standards listed in UDC [11-3G-5B](#). Landscaping is proposed in these areas in *excess* of the minimum standards. **The open space landscape requirements on the Landscape Requirements table on the landscape plan should be revised to reflect the updated standard of one (1) deciduous tree for every 5,000 square feet of common open space.**

Landscaping is required to be provided along pathways per the standards listed in UDC [11-3B-12C](#). **Minimum 5-foot wide landscape strips are required along each side of all pathways planted with a mix of trees, shrubs, lawn and/or other vegetative ground cover with a minimum of one (1) tree per 100 linear feet of pathway; shrubs should be added on the west side of the pathway along the creek in accord with this standard.**

**Include mitigation information on the landscape plan submitted with the final plat application as applicable for tree preservation in accord with the standards listed in UDC [11-3B-10C](#).**

**Qualified Open Space & Site Amenities (UDC [11-3G](#)):**

The single-family and townhome portion of the development is subject to the qualified open space and site amenity standards listed in UDC [11-3G-3](#). A minimum of 15% qualified open space is required to be provided for the R-8 and R-15 zone in accord with the quality standards listed in UDC 11-3G-3A.2 and shall comply with the standards listed in UDC 11-3G-3B.

Based on the acreage of the R-8 and R-15 zoned portion of the development (i.e. 22.03-acres), a minimum of 3.30-acres of qualified open space is required. The open space exhibit included in Section VIII.G depicts 3.66-acres of qualified open space, exceeding the minimum standard by 0.36-acre. Proposed qualified areas consist of 100% of the collector street buffer along Waltman Ln. (on the single-family & townhome portion of the development), **which is required to have enhanced landscaping as set forth in UDC [11-3B-7C.3](#) for entryway corridors and comply with the standards listed in UDC [11-3G-3B.2](#).** *The multi-family portion of the development is also required to provide common open space per the standards listed in UDC 11-4-3-27C in addition to this requirement (see analysis below).*

Based on the acreage of the R-8 and R-15 zoned portion of the development (i.e. 22.03-acres), a minimum of four (4) points of site amenities are required per UDC [11-3G-4A](#); a list of qualified site amenities and associated point values are included in UDC [Table 11-3G-4](#). The following amenities and associated point values are proposed: a tot lot with benches (1 point), a half basketball court and a pickleball court with benches (i.e. paved sports court at 4 points each = 8 points), multi-use pathway along Waltman Ln. and along the Ten Mile Creek (1/4+ mile – 2 points), exceeding the minimum standard by 7 points. *The multi-family portion of the development is also required to provide site amenities per the standards listed in UDC 11-4-3-27 in addition to this requirement (see analysis below under Conditional Use Permit).*

**Fencing (UDC [11-3A-6](#), [11-3A-7](#)):**

All fencing constructed on the site is required to comply with the standards listed in UDC 11-3A-7. A combination of 6-foot tall solid vinyl fencing and 6-foot tall wrought iron fencing is proposed as shown on the landscape plan.

A 9-foot tall berm with a 6-foot tall rhino rock stamped concrete wall is proposed within the street buffer along the southern boundary of the site as noise abatement to buffer the residential uses from the traffic on I-84 in accord with UDC [11-3H-4D](#); the wall is proposed to be staggered every linear 300' in accord with UDC standards to avoid a monotonous wall (see detail in Section VIII.F). **The detail of the wall should be revised on the landscape plan submitted with the final plat application to include the centerline of the west-**

**bound travel to demonstrate compliance with the requirement for the berm/wall to be a minimum of 10 feet higher than the elevation at the centerline of the state highway.**

**Existing Easements:**

There is an existing 100-foot wide irrigation easement (50' each side of centerline) for the Ten Mile Creek held by NMID along the east boundary of the site as depicted on the plat, some of which lies on the adjacent property to the east. A 20-foot wide City sewer easement also exists along the east boundary of the site as depicted on the plat.

**Waterways:**

The Ten Mile Creek runs along the east boundary of the site and is required to be left open as a natural amenity and not be piped as set forth in UDC [11-3A-6B.1](#) as proposed.

**Flood Zone:** A portion of the site along the east boundary lies within Flood Zone “A” per FEMA Map #16001C0232H. This site is not within the floodplain.

**Utilities:**

Connection to City water and sewer services is required in accord with UDC [11-3A-21](#). Street lighting is required to be installed in accord with the City’s adopted standards, specifications and ordinances.

An existing 15-inch sewer main lies along the east half of the Waltman Ln. frontage and along the west top of bank of the Ten Mile Creek through the site. The 8-inch sewer main connection will be in Waltman Ln. and will serve the entire site via gravity sewer. An existing 12-inch water main is located in Waltman Ln. along the full frontage of the site. This subdivision will connect in Waltman at two locations and also to the existing 8” stub located at the Landing Subdivision stub street (Ruddy) at the west boundary. *See Section VIII.B below for Public Works comments/conditions.*

**Pressurized Irrigation System:**

A regional pressure irrigation pump station is proposed to be constructed with this development to NMID standards with a Ten Mile Creek takeout in the northeast corner of the site near Waltman Ln. Pressure irrigation distribution lines and individual lot services will be provided to all lots in the subdivision. Pressurized irrigation systems should comply with the standards set forth in UDC [11-3A-15](#).

**Storm Drainage:**

An adequate storm drainage system is required in all developments in accord with the City’s adopted standards, specifications and ordinances. Design and construction shall follow best management practice as adopted by the City as set forth in UDC [11-3A-18](#). A [Geotech report](#) was submitted for this development. Storm drainage is proposed to be mitigated by underground seepage beds and/or retention ponds in accord with ACHD design criteria. **Stormwater swales incorporated into required landscape areas are required to be vegetated with grass or other appropriate plant materials and designed to accommodate the required number of trees as per [UDC 11-3B-7](#) if located in a street buffer or other required landscape area.**

**Building Elevations** (UDC [11-3A-19](#) | [Architectural Standards Manual](#)):

Conceptual building elevations were submitted for the proposed residential structures on the site as shown in Section VIII.I. One and two-story single-family detached and townhome dwellings are proposed with a mix of front-loaded and alley-loaded styles in a mix of materials and colors. Single-story homes are proposed along the southern boundary adjacent to I-84 to minimize the sound impact to residents.

In the multi-family portion of the development, one (1) 2-story and 11 3-story apartment buildings are proposed containing 16-units and 24-units, respectively along with a single-story clubhouse. A mix of materials are proposed consisting of stucco and horizontal and vertical siding with stone veneer accents. The 2-story multi-family building is proposed along the northern boundary adjacent to Waltman Ln. to minimize bulk and wall effect.

**Staff recommends The rear and/or sides of new homes facing Interstate 84 and W. Waltman Ln. incorporate articulation through changes in two or more of the following: modulation (e.g. projections,**



recesses, step-backs, pop-outs), bays, banding, porches, balconies, material types, or other integrated architectural elements to break up monotonous wall planes and roof lines that are visible from the subject public streets. *Single-story structures are exempt from this requirement.*

All single-family attached, townhome and multi-family structures are required to comply with the design standards listed in the Architectural Standards Manual; single-family detached structures are exempt from this requirement. **An administrative Design Review application is required to be submitted for approval of the design of all single-family attached and townhome structures in the development prior to submittal of building permit application for those structures. An application for Certificate of Zoning Compliance is also required to be submitted along with Design Review for the multi-family portion of the development.**

#### **D. CONDITIONAL USE PERMIT (CUP)**

Conditional use permit for a multi-family development consisting of 280 residential units on 15.88 acres of land in the R-40 zoning district. A total of (94) 1-bedroom units, (152) 2-bedroom units and (34) 3-bedroom units are proposed in 12 structures on the eastern portion of the site.

**Specific Use Standards (UDC 11-4-3):** The proposed use is subject to the following standards: *(Staff's analysis/comments in italic text)*

##### 11-4-3-27: MULTI-FAMILY DEVELOPMENT:

###### **Site Design:**

Buildings shall provide a minimum setback of ten feet (10') unless a greater setback is otherwise required by this title and/or [title 10](#) of this Code. Building setbacks shall take into account windows, entrances, porches and patios, and how they impact adjacent properties. *The proposed site plan complies with this standard.*

All on-site service areas, outdoor storage areas, waste storage, disposal facilities, and transformer and utility vaults shall be located in an area not visible from a public street, or shall be fully screened from view from a public street. *The site plan depicts screened trash enclosures not visible from a public street; all proposed transformer/utility vaults and other service areas shall comply with this requirement.*

A minimum of eighty (80) square feet of private, usable open space shall be provided for each unit. This requirement can be satisfied through porches, patios, decks, and/or enclosed yards. Landscaping, entryway and other access ways shall not count toward this requirement. In circumstances where strict adherence to such standard would create inconsistency with the purpose statements of this section, the Director may consider an alternative design proposal through the alternative compliance provisions as set forth in section [11-5B-5](#) of this title. *Floor plans were submitted that depict porches or balconies for each unit in accord with this standard.*

For the purposes of this section, vehicular circulation areas, parking areas, and private usable open space shall not be considered common open space. *These areas were not included in the common open space calculations for the site.*

No recreational vehicles, snowmobiles, boats or other personal recreation vehicles shall be stored on the site unless provided for in a separate, designated and screened area. *The Applicant shall comply with this requirement.*

The parking shall meet the requirements set forth in [chapter 3](#), "Regulations Applying to All Districts", of this title. *Ninety-four (94) 1-bedroom units, (152) 2-bedroom units and (34) 3-bedroom units are proposed (parking is not required for the clubhouse). Based on the number of units proposed, a total of 575 spaces are required with 280 of those in a covered carport or garage. A total of 581 spaces are proposed with 280 of those in a covered carport or garage, which exceeds the minimum standard by six*

*(6) spaces. Based on the number of vehicle parking spaces proposed, a minimum of 23 bicycle parking spaces should be provided dispersed throughout the development.*

Developments with twenty (20) units or more shall provide the following:

- A property management office.
- A maintenance storage area.
- A central mailbox location, including provisions for parcel mail, that provide safe pedestrian and/or vehicular access.
- A directory and map of the development at an entrance or convenient location for those entering the development. (Ord. 18-1773, 4-24-2018)

*The property management office and maintenance storage area are depicted on the floor plan for the clubhouse. Central mailbox locations are proposed at the trash enclosures and a directory & map of the development is provided at the clubhouse. **The site plan submitted with the Certificate of Zoning Compliance should clearly depict the location of these items.***

### **Common Open Space Design Requirements:**

The total baseline land area of all qualified common open space shall equal or exceed ten (10) percent of the gross land area for multi-family developments of five (5) acres or more. When multi-family is approved concurrently with single-family, the minimum open space requirements in UDC 11-3G-3 shall apply to the gross land area of entire development (i.e. 15%). *Based on 15.88 acres, a minimum of 103,760 s.f. (or 2.38 acres) is required that meets the standards listed in UDC 11-4-3-27C.2, 3, 4 and 5.*

The proposed common open space areas all have direct pedestrian access, high visibility, comply with CPTED standards and support a range of leisure and play activities and uses as desired. Open space is accessible and well-connected throughout the development by pathways and visually accessible along the collector street in accord with UDC 11-4-3-27C.2.

All multi-family projects over 20 units are required to provide at least one (1) common grassy area integrated into the site design allowing for general activities by all ages, which may be included in the minimum required open space total. The minimum size of common grassy areas shall be at least 5,000 s.f. in area and is required to increase proportionately as the number of units increase and be commensurate to the size of the multi-family development as determined by the decision-making body. Where this area cannot be increased due to site constraints, it may be included elsewhere in the development. Several open grassy areas are provided that exceed 5,000 s.f. in area, which Staff feels is commensurate with the size of the development.

In addition to the baseline open space requirement, a minimum outdoor common open space is required, as follows: 250 s.f. for each unit containing more than 500 and up to 1,200 s.f. of living area (246 units x 250 s.f. = 61,500 s.f. or 1.41 acres) and 350 s.f. for each unit containing more than 1,200 s.f. (34 units x 350 s.f. = 11,900 s.f. or 0.27 acre), which equals 73,400 s.f. or 1.68 acres. With the baseline requirement (i.e. 103,760 s.f. or 2.38 acres), a minimum of 177,160 s.f. or 4.06 acres of qualified common open space is required overall. *A total of 4.37 acres is proposed to be provided as shown in Section VIII.G; however, there are a couple of areas that don't meet the standards for qualified open space as follows: the 10' wide strip along the west boundary of the site consisting of 10,196 s.f. (or 0.23 acre) is below the minimum width dimension of 20'; and the area at the northeast corner of the site on the other side of the creek consisting of 3,802 s.f. (or 0.09 acre) is not well-connected or accessible from this development except by the pathway along Waltman Ln. Without these areas, 4.05 acres is still provided, which rounded down to the whole number, meets the minimum standard.*

Common open space shall be not less than four hundred (400) square feet in area, and shall have a minimum length and width dimension of twenty feet (20') per UDC 11-4-3-27C.5. *The common open space areas depicted on the open space exhibit in Section VIII.G meet this requirement except for the linear area along the west boundary adjacent to parking as mentioned above.*

In phased developments, common open space shall be provided in each phase of the development consistent with the requirements for the size and number of dwelling units per UDC 11-4-3-27C.6. *The multi-family component of this project is proposed to be developed in two (2) phases as shown on the phasing plan in Section VIII.C and appears to comply with this standard.*

Unless otherwise approved through the conditional use process, common open space areas shall not be adjacent to collector or arterial streets unless separated from the street by a berm or constructed barrier at least four feet (4') in height, with breaks in the berm or barrier to allow for pedestrian access per UDC 11-4-3-27C.7. ***A 3-foot tall berm is proposed within the street buffer along Waltman Ln., a collector street, which should be increased to 4-feet in height.***

**Site Development Amenities:** For multi-family developments with 75 units or more, four (4) amenities are required to be provided with at least one (1) from each category listed in UDC 11-4-3-27D (i.e. quality of life, open space, recreation, multi-modal). For developments with more than 100 units, the decision-making body should require additional amenities commensurate to the size of the proposed development.

The applicant proposes amenities from each of the required categories as follows: a 5,750 s.f. clubhouse with a fitness facility, dog washing facilities, a cycle shop and tenant storage closets; a covered patio with BBQ at the clubhouse, a gazebo at the pool deck, a picnic gazebo at play area, greenbelt plaza, swimming pool & spa with changing facilities & restrooms, children's play structure/tot lot, a pickleball sports court, a bicycle repair station and charging stations for electric vehicles. Staff is of the opinion the proposed amenities are commensurate with the 280-unit apartment project proposed and meet and exceed the requirement.

**Landscaping Requirements:** Landscaping is required in accord with the standards in UDC 11-3B. All street facing elevations are required to have landscaping along their foundation as follows: the landscaped area shall be at least three feet (3') wide; for every three (3) linear feet of foundation, an evergreen shrub having a minimum mature height of twenty-four inches (24") shall be planted; and ground cover plants are required to be planted in the remainder of the landscaped area. *Landscaping is depicted along the foundation of elevations that face Waltman Ln. that appears to comply with this standard.*

**Maintenance and Ownership Responsibilities:** All multi-family developments shall record legally binding documents that state the maintenance and ownership responsibilities for the management of the development, including, but not limited to, structures, parking, common areas, and other development features. ***The Applicant shall comply with this requirement and submit a recorded copy of this document to the Planning Division prior to issuance of Certificate of Occupancy for the first structure within the development.***

**Police access under exigent circumstances:** Multifamily developments with units that take access via secured common corridors are required to install and maintain a keyless entry system, or suitable alternative, to provide police access to the common corridors under exigent circumstances. The keyless entry system or alternative shall be subject to review and approval by the Meridian Police Department.

**Private Streets:** As noted above, for addressing purposes and for wayfinding in the event of an emergency, the Fire Dept. is requesting private streets are provided within the multi-family portion of the development. **A private street application shall be submitted that demonstrates compliance with the standards listed in UDC 11-3F-4.**



## VII. DECISION

### A. Staff:

Staff recommends approval of the proposed MDA, RZ, PP and CUP applications per the provisions included in Section VIII in accord with the Findings in Section IX *if* the proposed amendment to the FLUM is approved with H-2021-0099. If the proposed amendment is *not* approved, Staff recommends denial of the proposed MDA, and consequently the RZ, PP and CUP applications per the analysis in Section V due to inconsistency of the proposed development plan with the MU-C designation as noted above.

### B. The Meridian Planning & Zoning Commission heard these items on (continued from October 19, 2023) November 2, 2023. At the public hearing, the Commission moved to recommend approval of the subject MDA, RZ, PP and CUP requests.

1. Summary of Commission public hearing:
  - a. In favor: Becky McKay, Engineering Solutions (Applicant's Representative)
  - b. In opposition: None
  - c. Commenting: None
  - d. Written testimony: Heath McMahon
  - e. Staff presenting application: Sonya Allen
  - f. Other Staff commenting on application: None
2. Key issue(s) of public testimony:
  - a. Not in support of this project due the (high) density proposed and negative impact on traffic in this area.
  - b. Safety of area residents with the traffic that will be generated from this development and the commercial development to the east.
3. Key issue(s) of discussion by Commission:
  - a. The request by the Applicant to *not* be required to provide a vehicular connection to the east across the Ten Mile Creek to the adjacent commercial development. The Commission was in favor of Council granting a waiver to *not* require a connection.
  - b. Concern regarding the phasing of the development in relation to construction of the Linder Road overpass.
4. Commission change(s) to Staff recommendation:
  - a. At Staff's request, modify DA provision #1b to require the extension of Corporate Dr. to be constructed as required by ACHD.
  - b. Include a DA provision that requires the Linder Road overpass to be completed prior to issuance of the first Certificate of Occupancy in the multi-family development (see Section IX. A.1h).
5. Outstanding issue(s) for City Council:
  - a. None

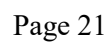
### C. The Meridian City Council heard these items on November 21, 2023. At the public hearing, the Council moved to approve the subject MDA, RZ, PP and CUP requests.

1. Summary of the City Council public hearing:
  - a. In favor: Becky McKay, Engineering Solutions; Leah Kelsey, Six Mile Engineering
  - b. In opposition: Joe Lorcher, Steve McCarthy; Joe Lorcher, Kelsey Lorcher; Clair Manning, William Kissinger; Ken Freeze
  - c. Commenting: Kurt Lee; Justin Lucas, ACHD
  - d. Written testimony: Becky McKay, Engineering Solutions (Applicant response to Commission recommendation); 23 letters of public testimony (see public record)
  - e. Staff presenting application: Sonya Allen
  - f. Other Staff commenting on application: Joe Bongiorno, Fire Dept.; Shawn Harper, Police Dept.

2. Key issue(s) of public testimony:
  - a. Concern pertaining to overcrowding of area schools if this development is approved;
  - b. Concern pertaining to traffic impact from this development and no access to I-84 with the Linder Road overpass;
  - c. Concern pertaining to pedestrian/bicycle safety with traffic coming through Ruddy Dr. to Waltman Ln. and increased traffic at the Meridian/Waltman intersection;
  - d. Preference for a lower density development plan (i.e. single-family homes, no apartments, smaller offices, entertainment uses);
  - e. Inconsistency of the proposed development plan with the vision of the Destination: Downtown plan and Comprehensive Plan;
  - f. Consider limiting density permanently or until there's a resolution in the future to the traffic issues in this area.
  - g. Desire for the City to take a break on approving new projects to give existing approved projects a chance to catch up and be built and see what the impacts are.
3. Key issue(s) of discussion by City Council:
  - a. Traffic level of service once Corporate Dr. is extended;
  - b. Questions pertaining to traffic solutions for this area posed to ACHD;
  - c. Concern pertaining to the proposed amendment to the FLUM;
4. City Council change(s) to Commission recommendation:
  - a. Council approved the Applicant's requests for a modification to DA provision #1d to change the timing of construction of the noise abatement wall & berm along I-84 from the first phase of development to the first phase that's platted adjacent to I-84; the removal of DA provision #1h, which requires the Linder Road overpass to be completed prior to issuance of the first Certificate of Occupancy within the multi-family development; and deletion of PP condition #2c, which requires a bridge to be constructed and a vehicular connection provided to the east across the Ten Mile Creek for interconnectivity with the commercial property to the east.

#### A. Conceptual Development Plans Included in Existing Development Agreement

#### A. Conceptual Development Plans Included in Existing Development Agreement



B. Rezone Legal Descriptions and Exhibit Map

**Legal Description**  
**Tanner Creek Subdivision – Zone R-8**

A parcel being located in the SE ¼ of Section 13, Township 3 North, Range 1 West, Boise Meridian, Ada County, Idaho, and more particularly described as follows:

Commencing at a 5/8 inch diameter iron pin marking the northwest corner of said SE ¼ (C ¼ Corner), from which a brass cap monument marking the northeast corner of said SE ¼ (¼ Corner) bears S 89°52'43" E a distance of 2642.71 feet;

Thence S 89°52'53" E along the northerly boundary of said SE ¼ a distance of 250.00 feet to the **POINT OF BEGINNING**;

Thence continuing along said northerly boundary S 89°52'53" E a distance of 543.81 feet to a point;

Thence leaving said northerly boundary S 0°01'45" W a distance of 196.36 feet to a point;

Thence N 89°56'05" W a distance of 129.13 feet to a point;

Thence N 88°43'36" W a distance of 59.52 feet to a point;

Thence N 89°52'43" W a distance of 305.30 feet to a point;

Thence S 0°04'14" W a distance of 331.54 feet to a point of curvature;

Thence a distance of 199.11 feet along the arc of a 125.00 foot radius curve right, said curve having a central angle of 91°15'53" and a long chord bearing S 44°25'59" W a distance of 178.72 feet to a point of tangency;

Thence N 89°56'05" W a distance of 46.97 feet to a point;

Thence S 0°01'30" W a distance of 422.85 feet to a point of curvature;

Thence a distance of 84.04 feet along the arc of a 53.50 foot radius curve left, said curve having a central angle of 90°00'13" and a long chord bearing S 44°58'37" E a distance of 75.66 feet to a point of tangency;

Thence S 89°58'43" E a distance of 427.00 feet to a point;

Thence N 88°33'04" E a distance of 56.77 feet to a point;

Thence S 89°56'05" E a distance of 129.17 feet to a point;

Thence S 0°00'04" W a distance of 301.28 feet to a point on the centerline of Interstate 84;

Thence along said centerline S 89°59'24" W a distance of 795.12 feet to a point on the westerly boundary of said SE ¼;

Thence along said westerly boundary N 0°03'55" E a distance of 1189.59 feet to a point;



Tanner Creek – R-8 Zone  
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Thence leaving said westerly boundary S 89°44'33" E a distance of 249.82 feet to a point;

Thence N 0°06'36" E a distance of 242.69 feet to the **POINT OF BEGINNING**.

This parcel contains 12.158 acres and is subject to any easements existing or in use.

Clinton W. Hansen, PLS  
Land Solutions, PC  
October 19, 2023



**Legal Description**  
**Tanner Creek Subdivision – Zone R-15**

A parcel being located in the NW ¼ of the SE ¼ of Section 13, Township 3 North, Range 1 West, Boise Meridian, Ada County, Idaho, and more particularly described as follows:

Commencing at a 5/8 inch diameter iron pin marking the northwest corner of said NW ¼ of the SE ¼ (C ¼ Corner), from which a brass cap monument marking the northeast corner of the SE ¼ (¼ Corner) of said Section 13 bears S 89°52'43" E a distance of 2642.71 feet;

Thence S 89°52'53" E along the northerly boundary of said NW ¼ of the SE ¼ a distance of 793.81 feet to a point;

Thence leaving said northerly boundary S 0°01'45" W a distance of 196.36 feet to the **POINT OF BEGINNING**;

Thence continuing S 0°01'45" W a distance of 427.80 feet to a point;

Thence N 89°58'17" W a distance of 112.70 feet to a point;

Thence S 0°06'20" E a distance of 104.81 feet to a point;

Thence S 89°59'36" E a distance of 112.51 feet to a point;

Thence S 0°00'04" W a distance of 399.65 feet to a point;

Thence N 89°56'05" W a distance of 129.17 feet to a point;

Thence S 88°33'04" W a distance of 56.77 feet to a point;

Thence N 89°58'43" W a distance of 427.00 feet to a point of curvature;

Thence a distance of 84.04 feet along the arc of a 53.50 foot radius curve right, said curve having a central angle of 90°00'13" and a long chord bearing N 44°58'37" W a distance of 75.66 feet to a point of tangency;

Thence N 0°01'30" E a distance of 422.85 feet to a point;

Thence S 89°56'05" E a distance of 46.97 feet to a point of curvature;

Thence a distance of 199.11 feet along the arc of a 125.00 foot radius curve left, said curve having a central angle of 91°15'53" and a long chord bearing N 44°25'59" E a distance of 178.72 feet to a point of tangency;

Thence N 0°04'14" E a distance of 331.54 feet to a point;

Thence S 89°52'43" E a distance of 305.30 feet to a point;

Thence S 88°43'36" E a distance of 59.52 feet to a point;



Tanner Creek – R-15 Zone  
Page 1 of 2  
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Thence S 89°56'05" E a distance of 129.13 feet to the **POINT OF BEGINNING**.

This parcel contains 12.272 acres and is subject to any easements existing or in use.

Clinton W. Hansen, PLS  
Land Solutions, PC  
October 18, 2023





**Legal Description**  
**Tanner Creek Subdivision – Zone R-40**

A parcel being located in the SE ¼ of Section 13, Township 3 North, Range 1 West, Boise Meridian, Ada County, Idaho, and more particularly described as follows:

Commencing at a 5/8 inch diameter iron pin marking the northwest corner of said NW ¼ of the SE ¼ (C ¼ Corner), from which a brass cap monument marking the northeast corner of the SE ¼ (¼ Corner) of said Section 13 bears S 89°52'43" E a distance of 2642.71 feet;

Thence S 89°52'53" E along the northerly boundary of said NW ¼ of the SE ¼ a distance of 793.81 feet to the **POINT OF BEGINNING**;

Thence continuing along said northerly boundary S 89°52'43" E a distance of 527.62 feet to a point marking the northeast corner of said NW ¼ of the SE ¼;

Thence along the easterly boundary of said NW ¼ of the SE ¼ S 0°19'27" W a distance of 1428.67 feet to a point on the centerline of Interstate 84;

Thence leaving said easterly boundary and along said centerline S 89°59'24" W a distance of 519.85 feet to a point;

Thence leaving said centerline N 0°00'04" E a distance of 700.93 feet to a point;

Thence N 89°59'36" W a distance of 112.51 feet to a point;

Thence N 0°06'20" W a distance of 104.81 feet to a point;

Thence S 89°58'17" E a distance of 112.70 feet to a point;

Thence N 0°01'45" E a distance of 624.16 feet to the **POINT OF BEGINNING**.

This parcel contains 17.458 acres and is subject to any easements existing or in use.

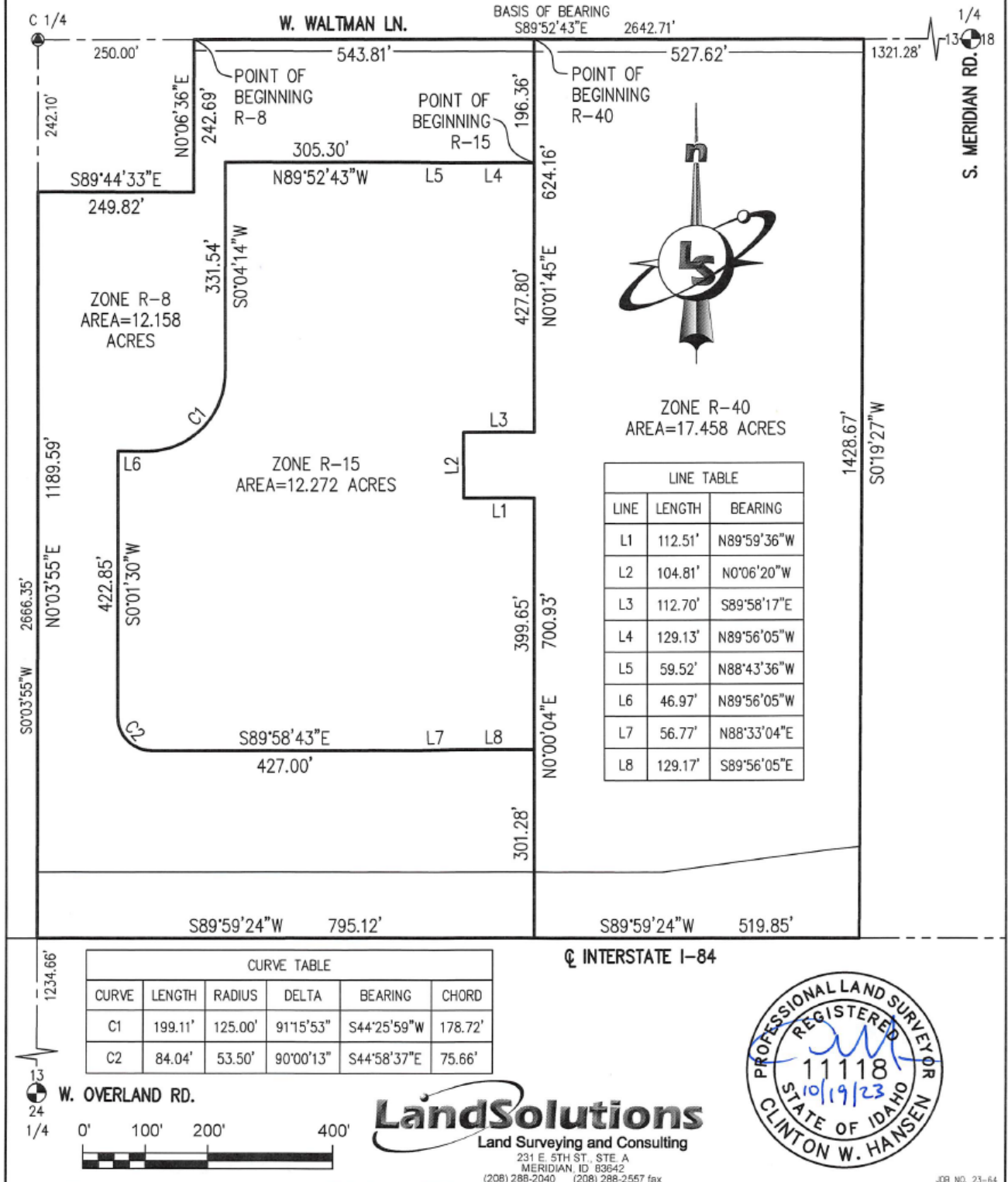
Clinton W. Hansen, PLS  
Land Solutions, PC  
October 19, 2023

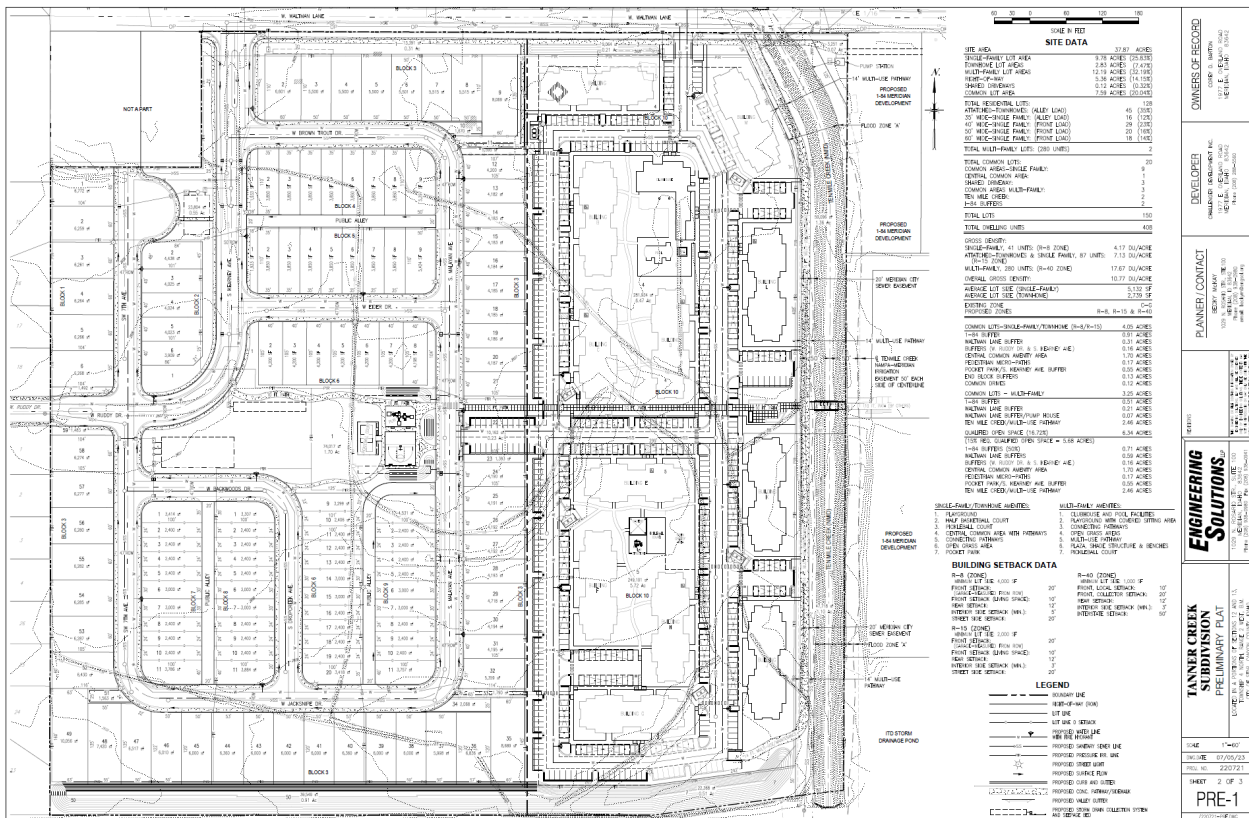


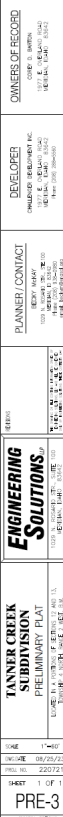


# TANNER CREEK SUBDIVISION - ZONING EXHIBIT

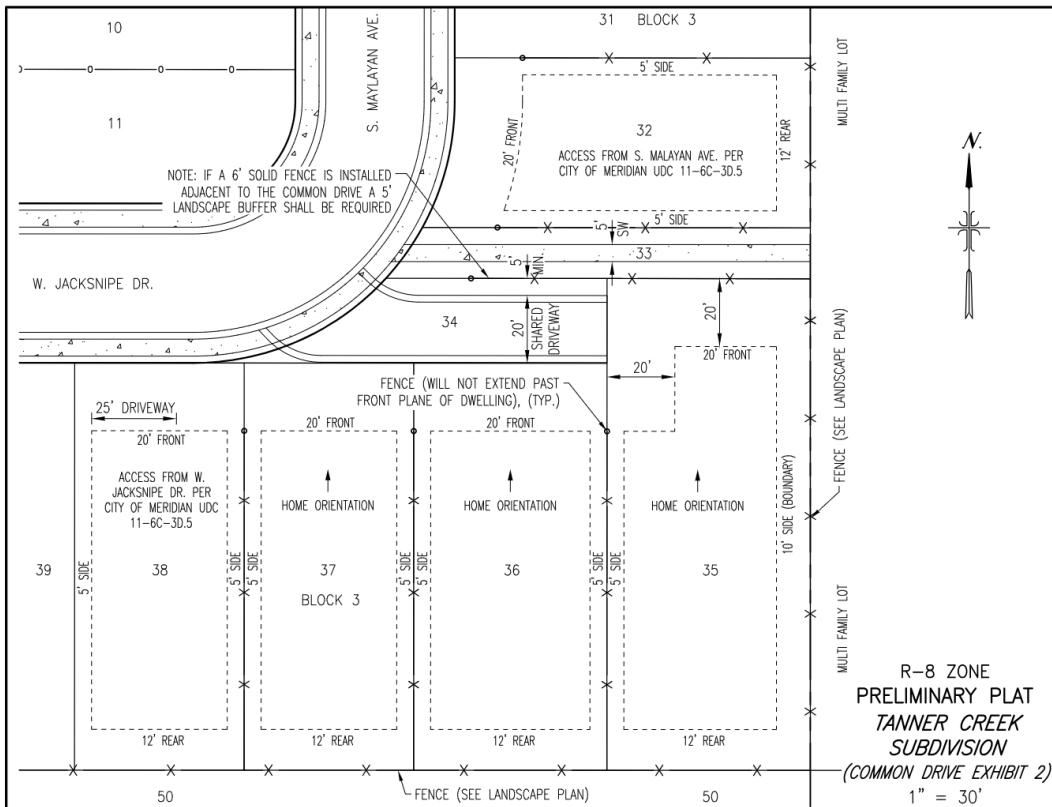
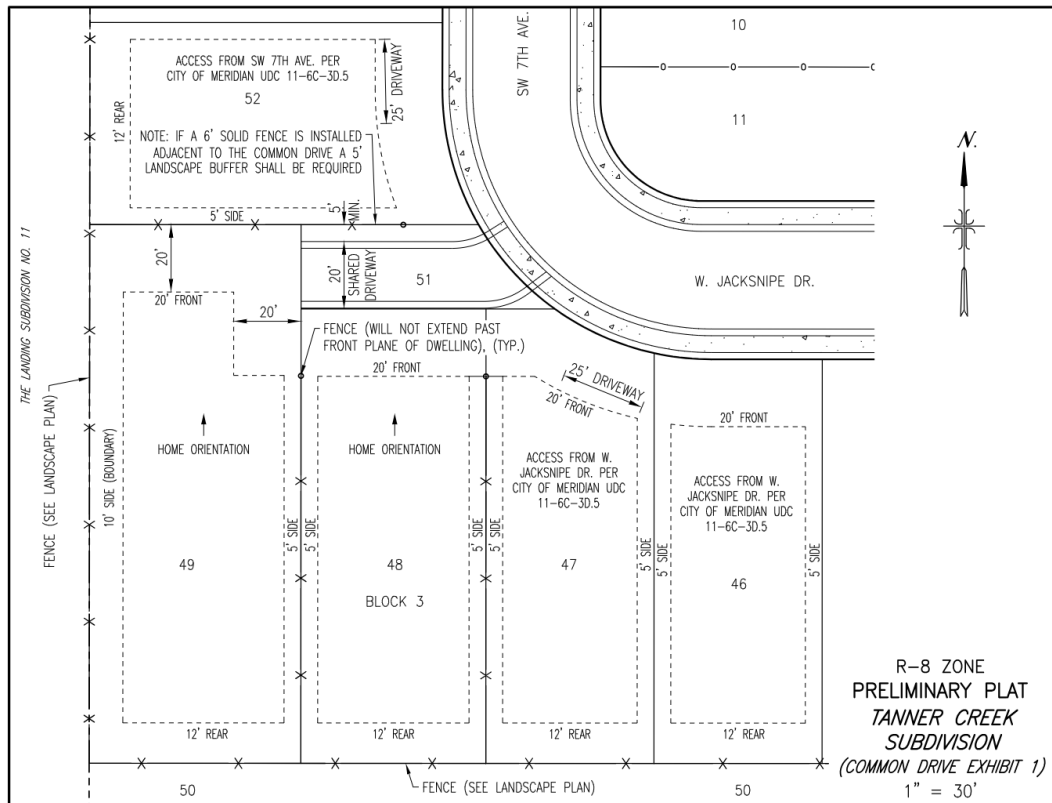
CITY OF MERIDIAN REZONE - R-8, R-15, R-40  
LOCATED IN THE SE 1/4 OF SECTION 13, T3N, R1W, BM, ADA COUNTY, IDAHO



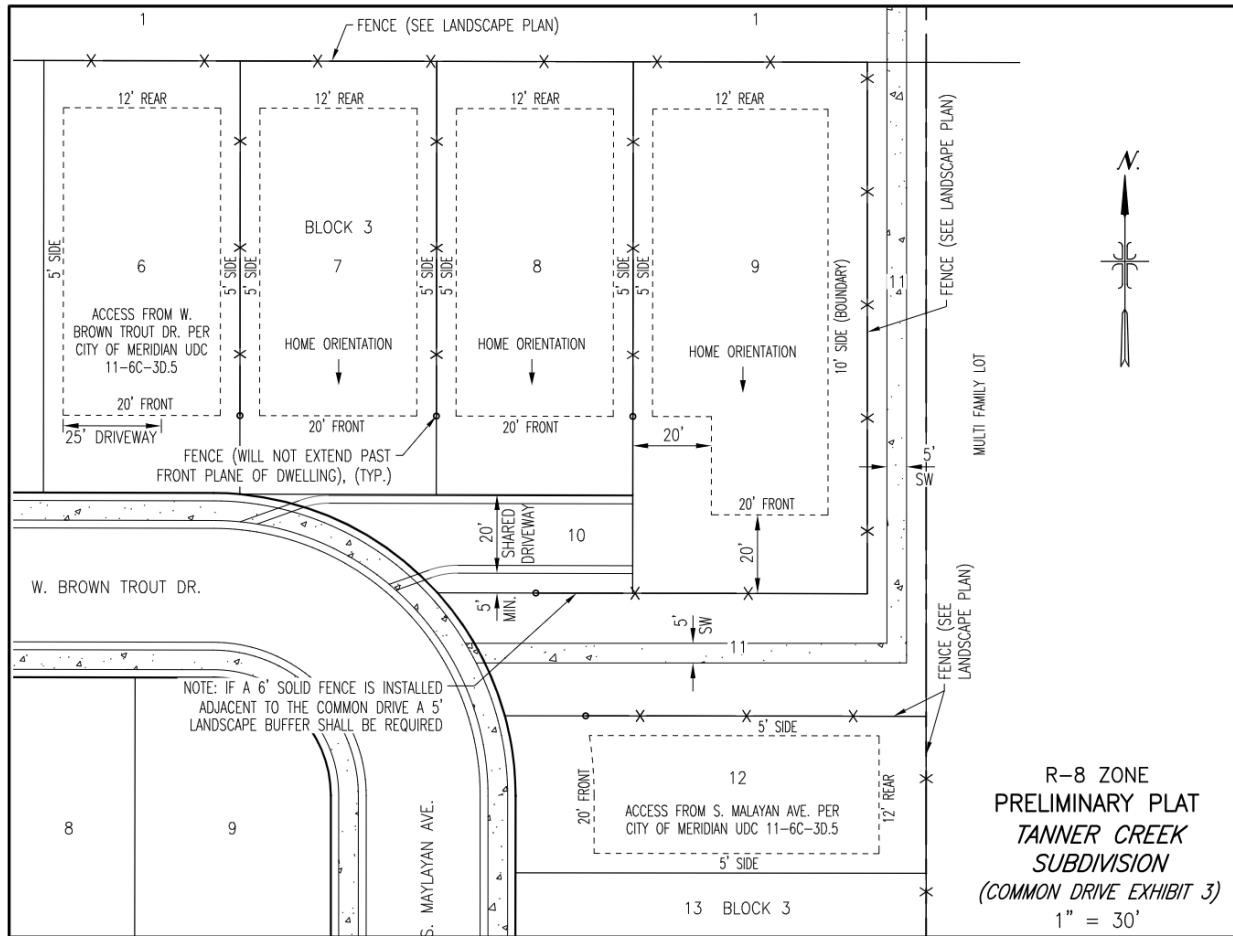
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## D. Common Driveway Exhibits







E. Preliminary Plat Legal Description & Exhibit Map/Area Subject to Development Agreement

**Legal Description**  
**Tanner Creek Preliminary Plat**

A parcel being located in the NW ¼ of the SE ¼ of Section 13, Township 3 North, Range 1 West, Boise Meridian, Ada County, Idaho, and more particularly described as follows:

Commencing at a 5/8 inch diameter iron pin marking the northwest corner of said NW ¼ of the SE ¼ (C ¼ Corner), from which a brass cap monument marking the northeast corner of the SE ¼ (¼ Corner) of said Section 13 bears S 89°52'43" E a distance of 2642.71 feet;

Thence S 89°52'53" E along the northerly boundary of said NW ¼ of the SE ¼ a distance of 250.00 feet to a point;

Thence leaving said northerly boundary S 0°06'36" W a distance of 17.74 feet to a point on the southerly right-of-way of W. Waltman Lane and the **POINT OF BEGINNING**;

Thence along said southerly right-of-way S 89°42'17" E a distance of 1071.35 feet to a point on the easterly boundary of said NW ¼ of the SE ¼;

Thence along said easterly boundary S 0°19'27" W a distance of 1260.57 feet to a point on the northerly right-of-way of Interstate 84;

Thence leaving said easterly boundary and along said northerly right-of-way the following described courses and distances:

Thence S 84°03'21" W a distance of 43.25 feet to a point;

Thence S 82°20'06" W a distance of 275.70 feet to a point;

Thence N 89°57'23" W a distance of 999.43 feet to a point on the westerly boundary of said NW ¼ of the SE ¼;

Thence leaving said northerly right-of-way and along said westerly boundary N 0°03'55" E a distance of 1082.73 feet to a point;

Thence leaving said westerly boundary S 89°44'33" E a distance of 249.82 feet to a point;

Thence N 0°06'36" E a distance of 224.95 feet to the **POINT OF BEGINNING**.

This parcel contains 38.05 acres and is subject to any easements existing or in use.

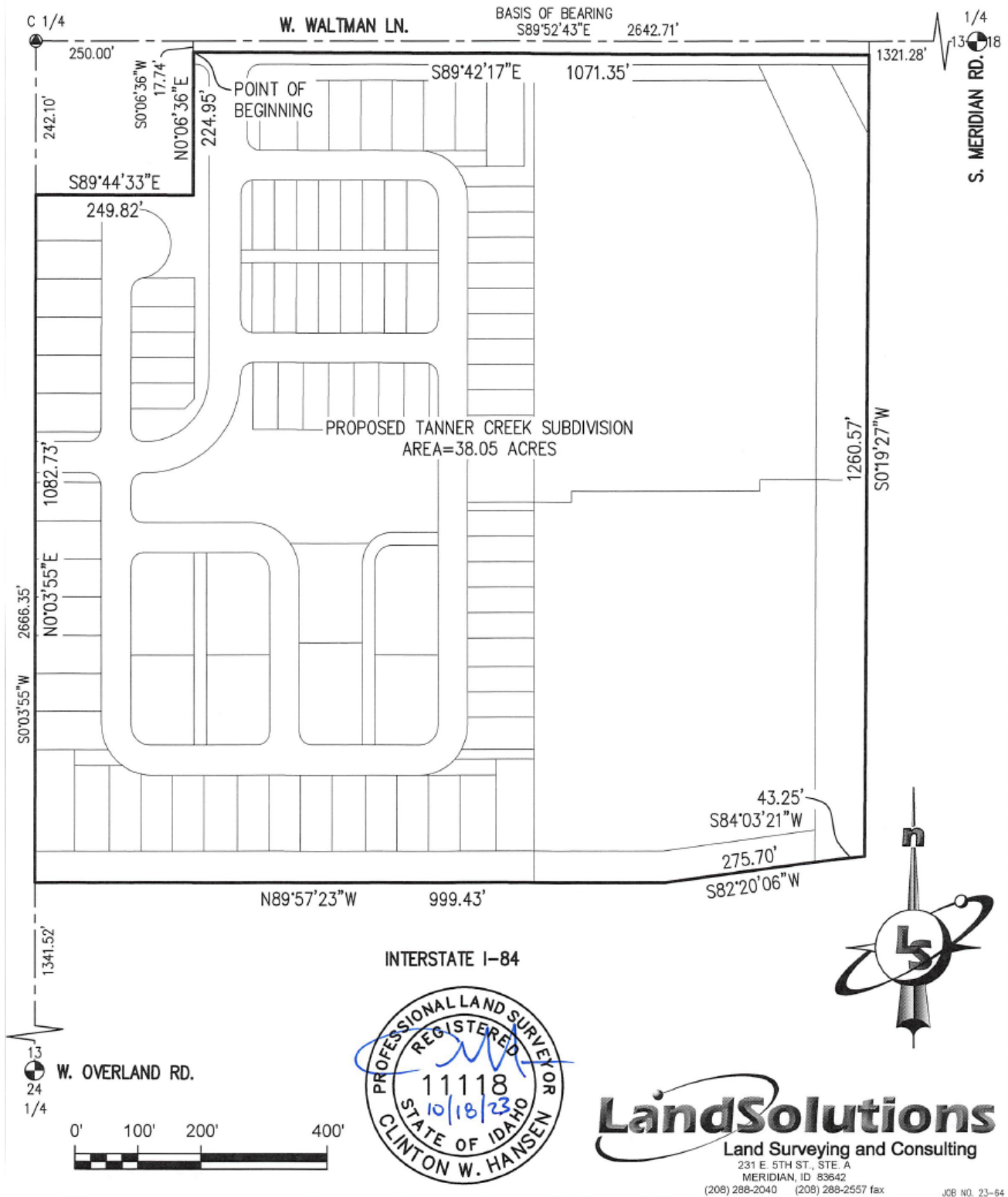
Clinton W. Hansen, PLS  
Land Solutions, PC  
October 16, 2023



Tanner Creek Preliminary Plat  
Job No. 23-64

# TANNER CREEK SUBDIVISION PRELIMINARY PLAT EXHIBIT

LOCATED IN THE NW 1/4 OF THE SE 1/4 OF SECTION 13, T3N, R1W, BM, ADA COUNTY, IDAHO



W MAIN LANE

W BROWN TROUT DR.

PUBLIC ALLEY

W EIDER DR.

W BACKWOODS DR.

SW 7TH AVE

SW 8TH AVE

SW 9TH AVE

SW 10TH AVE

SW 11TH AVE

SW 12TH AVE

SW 13TH AVE

SW 14TH AVE

SW 15TH AVE

SW 16TH AVE

SW 17TH AVE

SW 18TH AVE

SW 19TH AVE

SW 20TH AVE

SW 21ST AVE

SW 22ND AVE

SW 23RD AVE

SW 24TH AVE

SW 25TH AVE

SW 26TH AVE

SW 27TH AVE

SW 28TH AVE

SW 29TH AVE

SW 30TH AVE

SW 31ST AVE

SW 32ND AVE

SW 33RD AVE

SW 34TH AVE

SW 35TH AVE

SW 36TH AVE

SW 37TH AVE

SW 38TH AVE

SW 39TH AVE

SW 40TH AVE

SW 41ST AVE

SW 42ND AVE

SW 43RD AVE

SW 44TH AVE

SW 45TH AVE

SW 46TH AVE

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SW 51ST AVE

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SW 284TH AVE

SW 285TH AVE

SW 286TH AVE

SW 287TH AVE

SW 288TH AVE

SW 289TH AVE

SW 290TH AVE

SW 291ST AVE

SW 292ND AVE

SW 293RD AVE

REQUIRED AMENITIES		AMENITIES PROVIDED
<p>FOR ALLIATED DEVELOPERS ABOVE 100 UNITS            (200 UNITS OR LEAST) AMENITIES ARE REQUIRED.            THE DECISION MAKING BODY SHALL REVIEW            ADDITIONAL AMENITIES COORDINATED BY            THE DEVELOPER TO BE PROVIDED TO THE OWNER            OF THE FOLLOWING CATEGORIES:</p>		
<p>1. GYMNASIUM</p> <p>2. LAUNDRY</p> <p>3. STORAGE</p> <p>4. CYCLE RACK</p>	<p>5. OPEN SPACE</p> <p>6. OPEN GRASSY AREA</p> <p>7. LANDSCAPING</p> <p>8. SWIMMING POOL</p> <p>9. WATER FEATURE</p>	<p>1. Pool</p> <p>2. Gymnasium</p> <p>3. Laundry facility</p> <p>4. Storage facility</p> <p>5. Sports court</p>
PROVIDED AMENITIES		
<p>A. QUALITY OF LIFE</p> <p>1. Open space</p> <p>2. Pet park</p> <p>3. Fitness facility</p> <p>4. Picnic</p> <p>5. Recreation</p> <p>6. Storage and 2 health</p>	<p>B. OPEN SPACE</p> <p>1. Open grassy area</p> <p>2. Landscaping</p> <p>3. Pet park area</p> <p>4. Water feature</p> <p>5. 2/17 regional park</p>	<p>C. RECREATION</p> <p>1. Pool</p> <p>2. Gymnasium</p> <p>3. Picnic area</p>
		<p>D. STORAGE AND HEALTH</p> <p>1. Storage</p>
POOL SIZE REQUIREMENTS		
<p>MINIMUM POOL AREA:            (50% OF 100 UNITS)</p>	<p>RECOMMENDED POOL AREA:            (100% OF 100 UNITS PER UNIT)</p>	<p>PREPARED POOL AREA:            (50% OF 100 UNITS PER UNIT)</p>

[illegible]

<b>WATMAN LANE BUFFER</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>INTERSTATE 24 BUFFER</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>WEST HURDY DRIVE S. &amp; KEARNEY AVENUE BUFFER</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>OPEN SPACE/LANDSCAPE REQUIREMENTS</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>PARKING LOT BUFFER REQUIREMENTS</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>PATHWAY REQUIREMENTS</b>			
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
Frontage: 1.00 mi	Width: 100 ft	Area: 100,000 sq ft	Area: 2.30 ac
<b>FENCING REQUIREMENTS</b>			
FENCING TYPE: 6' WOOD POST AND RAIL			
SECTION 1: 10' WOOD POST AND RAIL	40000 L.F.	0' WOOD FENCE	
SECTION 2: 10' WOOD POST AND RAIL	10000 L.F.	0' WOOD FENCE	
SECTION 3: 10' WOOD POST AND RAIL	10000 L.F.	0' WOOD FENCE	
SECTION 4: 10' WOOD POST AND RAIL	10000 L.F.	0' WOOD FENCE	

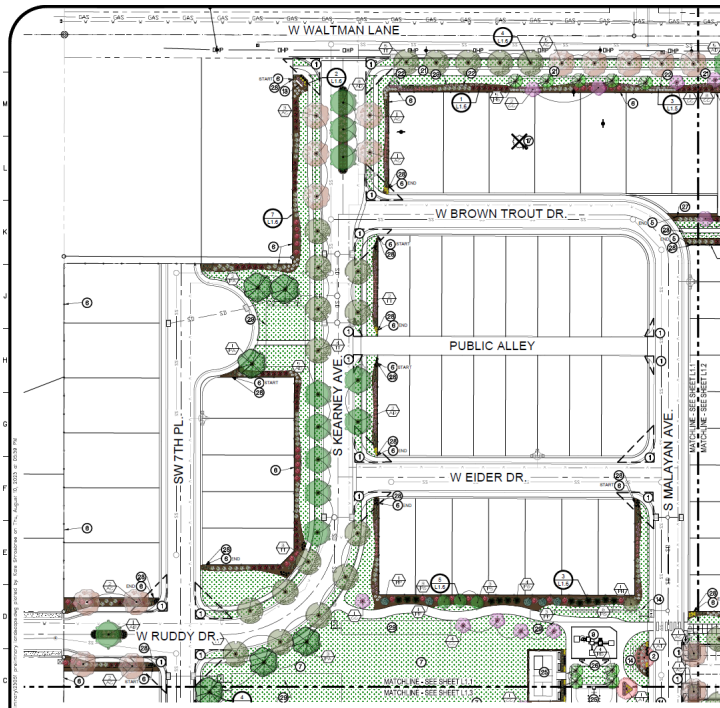
TOTAL SITE SIZE: 164440 (37.27 ACRES)  
 SINGLE-FAMILY RESIDENTIAL SITE SIZE: 98400 (22.62 ACRES)  
 NUMBER OF STREET BUFFER: 37' NADHAM LANE, 50' INTERSTATE 04  
 LINEAL FEET OF STREET FRONTAGE: 3,038'  
 NUMBER OF STREET TREES: 125  
 TOTAL NUMBER OF TREES: 370  
 TOTAL NUMBER OF TREE SPECIES: 12  
 NUMBER OF PARKING LOT PERMEABLE LANDSCAPE: 58893.3' NADHAM

LANDSCAPE NOTES:

- [illegible]

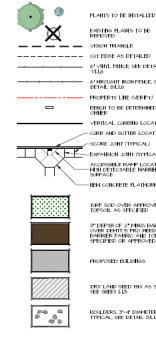
- [illegible]





LANDSCAPE PLAN - AREA ONE

LANDSCAPE LEGEND



CALLOUT LEGEND



PLANT SCHEDULE

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES (G.A.S.)
1	1	Platanus occidentalis	London Plane Tree	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	2	Quercus macrocarpa	White Oak	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	3	Prunella americana	Black Cherry	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	4	Salix alba	White Willow	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	5	Hamamelis virginica	Witch Hazel	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	6	Fraxinus americana	White Ash	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	7	Alnus incana	Common Alder	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	8	Corylus americana	Common Hickory	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	9	Juglans nigra	Black Walnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	10	Castanea dentata	American Chestnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	11	Liriodendron tulipifera	Flowering Dogwood	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	12	Asimina speciosa	Pawpaw	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	13	Hamamelis virginica	Witch Hazel	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	14	Fraxinus americana	White Ash	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	15	Alnus incana	Common Alder	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	16	Corylus americana	Common Hickory	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	17	Juglans nigra	Black Walnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	18	Castanea dentata	American Chestnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	19	Liriodendron tulipifera	Flowering Dogwood	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	20	Asimina speciosa	Pawpaw	24" DBH @ 10' TALL	PLANTED AT 10' TALL

KEY MAP

**TANNER CREEK SUBDIVISION**  
**MERIDIAN, IDAHO**  
**LANDSCAPE IMPROVEMENT PLAN**  
**LANDSCAPE PLAN - AREA ONE**

**SCALE: 1" = 20' (HORIZONTAL)**  
**SCALE: 1" = 20' (VERTICAL)**

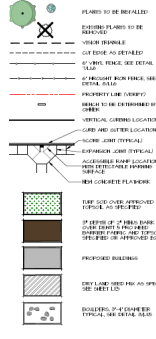
**PROJECT NO.:** 2020-001  
**DESIGN BY:** J. L. L11  
**CHECKED BY:** J. L. L11  
**DATE:** 01/15/2020

**NOTES:**  
 1. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.  
 2. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.  
 3. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.



LANDSCAPE PLAN - AREA TWO

LANDSCAPE LEGEND



CALLOUT LEGEND



PLANT SCHEDULE

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES (G.A.S.)
1	1	Platanus occidentalis	London Plane Tree	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	2	Quercus macrocarpa	White Oak	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	3	Prunella americana	Black Cherry	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	4	Salix alba	White Willow	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	5	Hamamelis virginica	Witch Hazel	24" DBH @ 10' TALL	PLANTED AT 10' TALL
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1	7	Alnus incana	Common Alder	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	8	Corylus americana	Common Hickory	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	9	Juglans nigra	Black Walnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	10	Castanea dentata	American Chestnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	11	Liriodendron tulipifera	Flowering Dogwood	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	12	Asimina speciosa	Pawpaw	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	13	Hamamelis virginica	Witch Hazel	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	14	Fraxinus americana	White Ash	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	15	Alnus incana	Common Alder	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	16	Corylus americana	Common Hickory	24" DBH @ 10' TALL	PLANTED AT 10' TALL
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1	18	Castanea dentata	American Chestnut	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	19	Liriodendron tulipifera	Flowering Dogwood	24" DBH @ 10' TALL	PLANTED AT 10' TALL
1	20	Asimina speciosa	Pawpaw	24" DBH @ 10' TALL	PLANTED AT 10' TALL

KEY MAP

**TANNER CREEK SUBDIVISION**  
**MERIDIAN, IDAHO**  
**LANDSCAPE IMPROVEMENT PLAN**  
**LANDSCAPE PLAN - AREA TWO**

**SCALE: 1" = 20' (HORIZONTAL)**  
**SCALE: 1" = 20' (VERTICAL)**

**PROJECT NO.:** 2020-001  
**DESIGN BY:** J. L. L12  
**CHECKED BY:** J. L. L12  
**DATE:** 01/15/2020

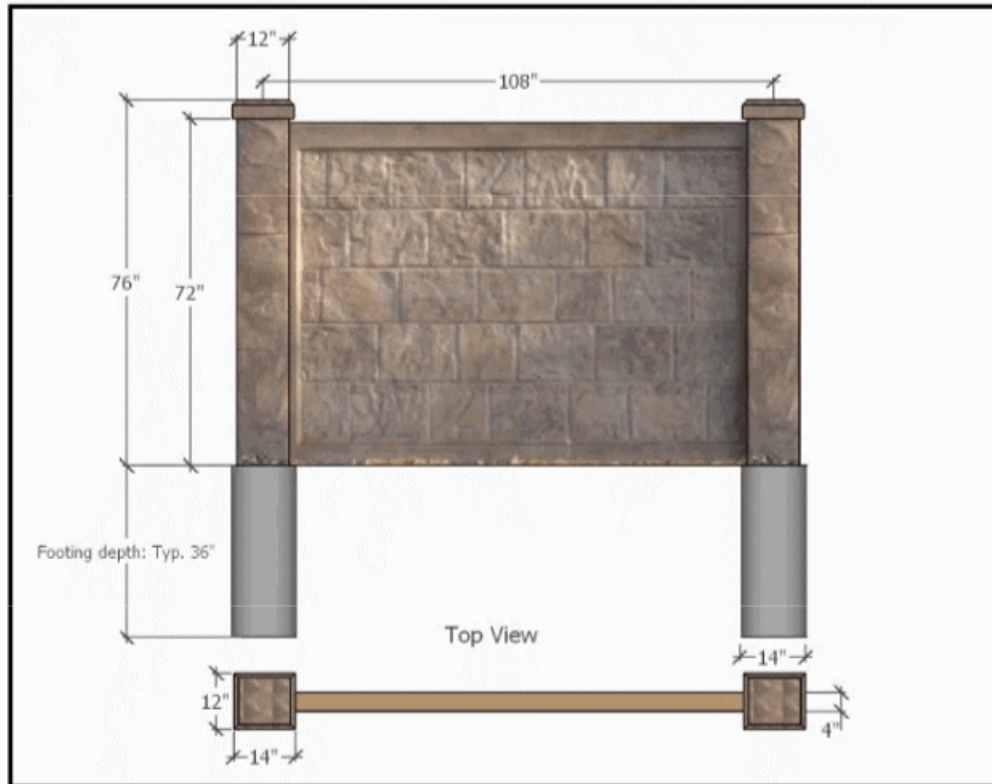
**NOTES:**  
 1. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.  
 2. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.  
 3. ALL PLANTING SHALL BE DONE BY THE END OF THE GROWING SEASON.





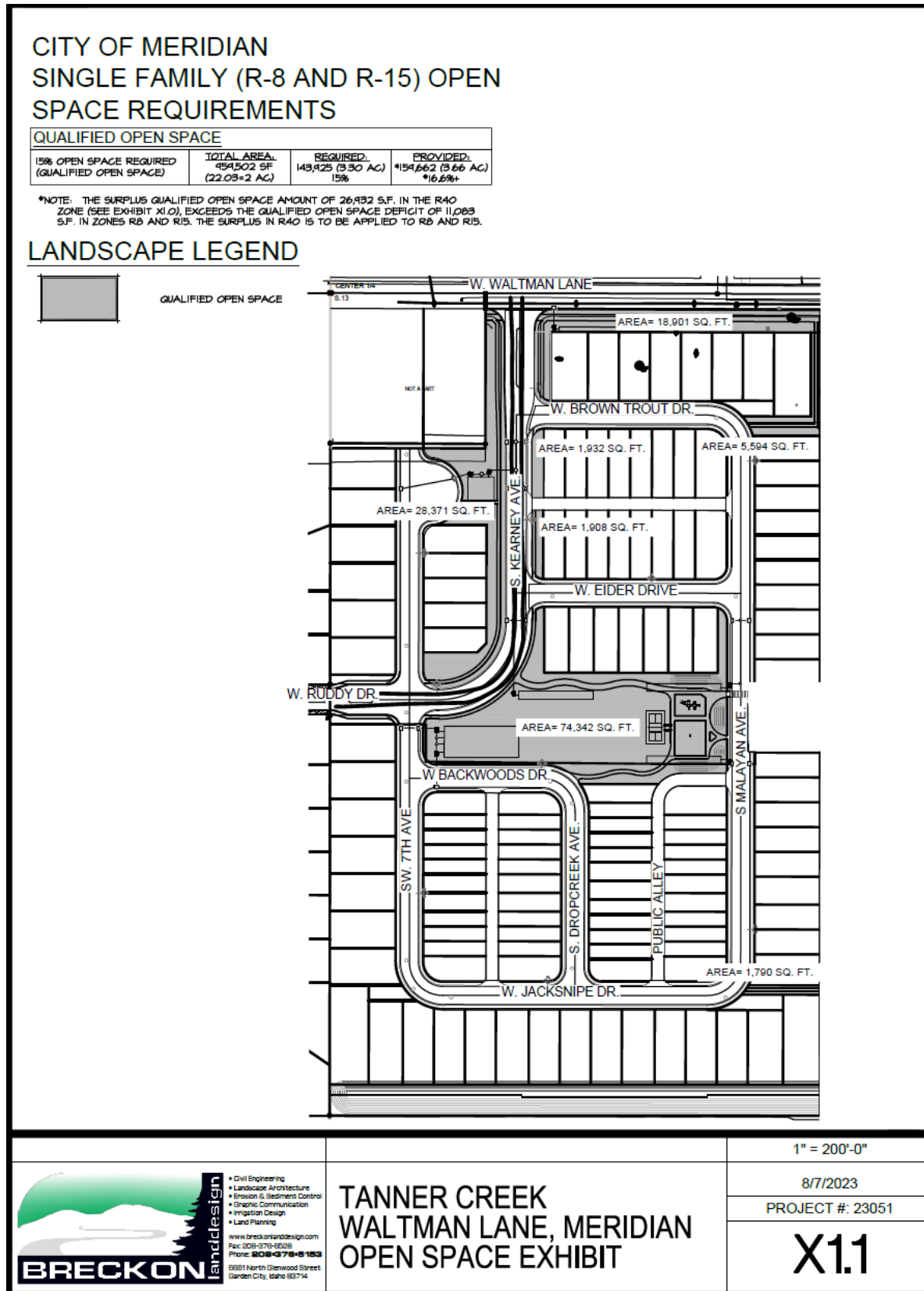


## RHINOROCK FENCE SPECIFICATIONS



TECHNICAL INFORMATION: RhinoRock Fence Panel		
Dimension of Panel	182 cm x 259 cm	72"x102"
Weight of Panel	105 Kg	230 lbs
Weight per area	21.5kg/m <sup>2</sup>	4.9lbs/ft <sup>2</sup>
Thickness of Panel	115mm	4.5"
EPS Foam Core thickness	63-95mm	2.5-3.75"
Glass fiber reinforced concrete shell thickness	9mm	5/16"
% glass fiber by volume	4-4.50%	
Compressive Strength of proprietary concrete mix design	4x10 <sup>7</sup> N/m <sup>2</sup>	5800 psi
Ultimate tensile strength of glass fiber reinforced concrete	9.6x10 <sup>6</sup> - 1.4x10 <sup>7</sup> N/m <sup>2</sup>	1400-2100 psi
Wind load capacity of panel	225 km/h	140mph with 1.6 safety factor
axial load capacity of panel	1644 kg/lineal meter	1100 lbs/lineal foot
moisture absorption of EPS foam core by total immersion	<4%	
Combustibility of glass fiber reinforced concrete shell	Non-combustible	
Freeze/thaw performance	200 freeze thaw cycles with no damage	
Derby, fungus, or mushroom attack	none	
Termite food source	none	

G. Qualified Open Space Exhibit (dated: 8/7/23) & Site Amenities





# CITY OF MERIDIAN HIGH DENSITY RESIDENTIAL (R-40) OPEN SPACE REQUIREMENTS

## COMMON OPEN SPACE

250 SF REQUIRED FOR EACH UNIT CONTAINING BETWEEN 500-1,200 SF (280 UNITS).	TOTAL AREA: 545,140 SF (12.51 AC)	REQUIRED: 81,718 (1.87 AC)
350 SF REQUIRED FOR EACH UNIT CONTAINING MORE THAN 1,200 SF (41 UNITS).		REQUIRED: 8,178 (1.87 AC)
15% OPEN SPACE REQUIRED (QUALIFIED OPEN SPACE)		REQUIRED: 81,718 (1.87 AC)
TOTAL OPEN SPACE	PROVIDED: 190,468 (4.37 AC) 35%	REQUIRED: 163,556 SF (3.75 AC) 30 %

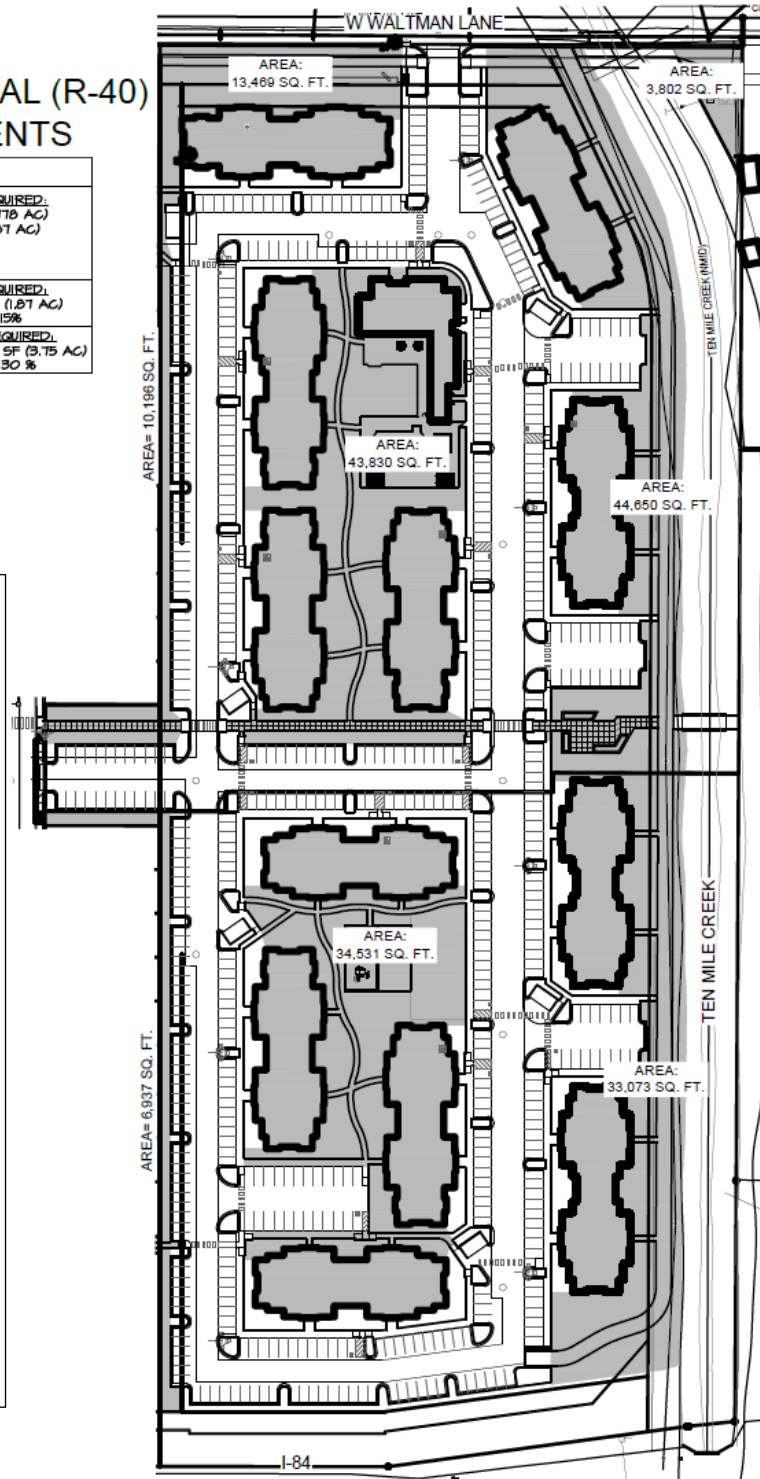
## LANDSCAPE LEGEND



QUALIFIED OPEN SPACE

**Not Approved**  
*Calc's need to be revised to reflect 246 units @ 250 s.f. & 34 units @ 350 s.f. = 4.07 acres/177,160 s.f. overall*

*Open space areas that don't meet the minimum width standard of 20' and the area at the northeast corner of the site that is not well-connected or accessible except from the pathway along Waltman should be removed from the qualified open space calc's.*



• Civil Engineering  
• Landscape Architecture  
• Erosion & Sediment Control  
• Graphic Communication  
• Irrigation Design  
• Land Planning  
www.breckonlanddesign.com  
Fax: (208) 370-6008  
Phone: (208) 370-6008  
6001 North Glenwood Street  
Garden City, Idaho 83714

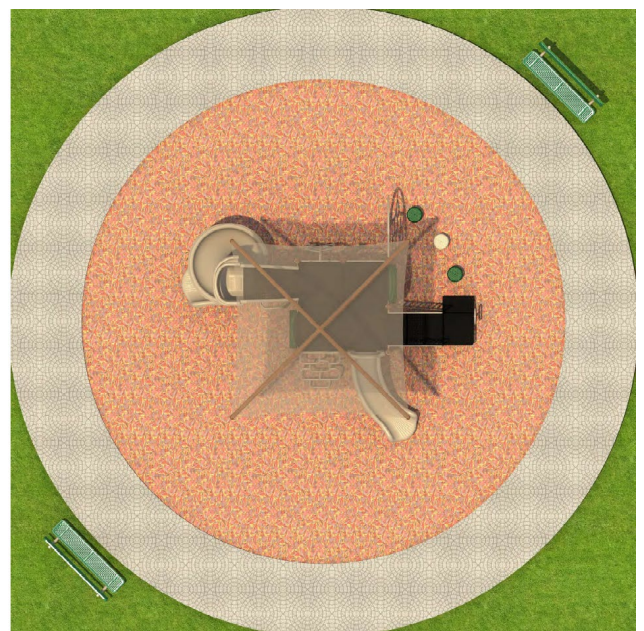
TANNER CREEK  
WALTMAN LANE, MERIDIAN  
OPEN SPACE EXHIBIT

1" = 150'-0"

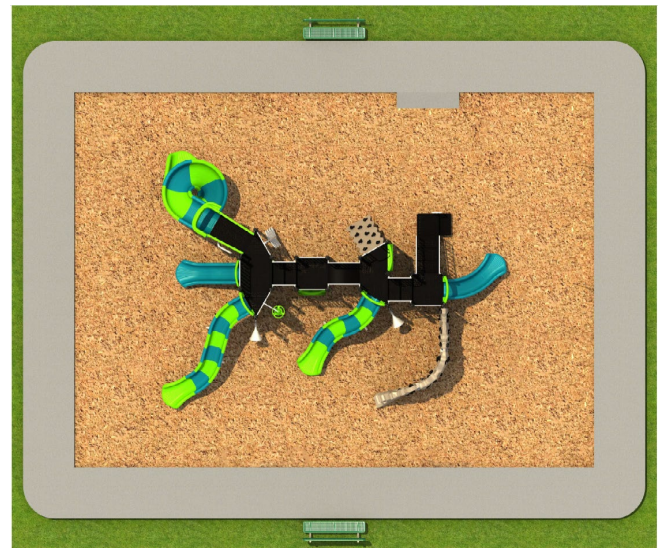
8/7/2023

PROJECT #: 23051

**X1.0**









## H. Site Plan for Multi-Family Portion of Development (date: 7/12/2023)

### TANNER CREEK APARTMENTS

WALTMAN LANE, MERIDIAN, IDAHO

DEVELOPER  
CHALLENGER DEVELOPMENT  
1977 E. OVERLAND ROAD  
MERIDIAN, IDAHO 83642

CIVIL  
ENGINEERING SOLUTIONS LLP  
1029 N ROSARIO ST., #100  
MERIDIAN, IDAHO 83642

#### SITE DATA

APARTMENT DEVELOPMENT GROSS AREA..... 680,470 S.F., 15.85 ACRES  
LOT NET AREA<sup>(1)</sup>..... 544,950 S.F., 12.51 ACRES  
CURRENT ZONING..... D-40  
PROPOSED ZONING..... R-40

R-40 ZONING:	REQUIRED	PROPOSED
STREET LANDSCAPE SETBACK (NORTH).....	25 FT.	25 FT.
INTERSTREET LANDSCAPE SETBACK (SOUTH).....	50 FT.	50 FT.
FRONT BUILDING SETBACK (NORTH).....	20 FT.	30 FT. <sup>(2)</sup>
REAR BUILDING SETBACK (SOUTH).....	12 FT.	80 FT. <sup>(2)</sup>
SIDE BUILDING SETBACK (EAST).....	3 FT.	15 FT. <sup>(2)</sup>
SIDE BUILDING SETBACK (WEST).....	3 FT.	80 FT.
PARKING SETBACK (NORTH).....	5 FT.	10 FT.
PARKING SETBACK (SOUTH).....	5 FT.	5 FT. <sup>(2)</sup>
PARKING SETBACK (EAST).....	5 FT.	10 FT.
SIDE PARKING SETBACK (WEST).....	3 FT.	10 FT. <sup>(2)</sup>

<sup>(1)</sup> LOT SIZE FROM OVERLAND CANT. LOT 25. FT. FOR COMMON USE AND 30 FT. FROM PROPERTY LINE.  
<sup>(2)</sup> MEASURED FROM REAR LOT LINE OR PROPERTY LINE.  
<sup>(3)</sup> MEASURED FROM SIDE LOT LINE OR PROPERTY LINE.  
<sup>(4)</sup> MEASURED FROM SIDE LOT LINE OR PROPERTY LINE.  
<sup>(5)</sup> DISTANCE BETWEEN ALL BUILDINGS 1 FT. FOR PERPENDICULAR PARKING DRIVEWAYS.

LANDING UNIT PER ACRES.....	ALLOWED	PROPOSED
LANDING UNIT DENSITY.....	46	12.87
MAXIMUM BUILDING HEIGHT.....	500	280
MAXIMUM BUILDING HEIGHT.....	80 FT.	45 FT.

#### VICINITY MAP

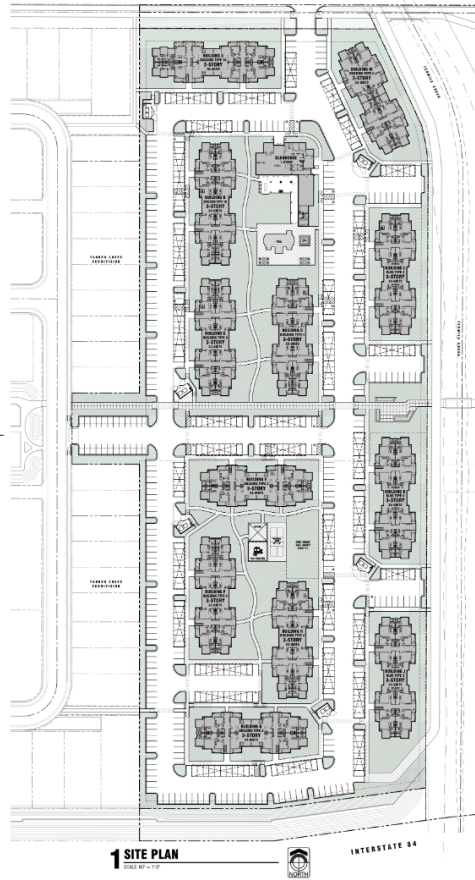


#### AERIAL MAP



#### PROJECT AMENITIES

1. SITE DESIGN INCLUDES THE FOLLOWING:
  - A. PROPERTY MANAGEMENT OFFICE AT THE CLUBHOUSE.
  - B. MAINTENANCE STORAGE AREA AT THE CLUBHOUSE.
  - C. CENTRAL WALKWAY LOCATIONS AT THE TRASH ENCLOSURES.
  - D. A DIRECTORY MAP AT THE CLUBHOUSE.
2. SITE DEVELOPMENT AMENITIES:
  - A. QUALITY OF LIFE:
    - CLUBHOUSE
    - FITNESS FACILITY
    - TENANT STORAGE CLOSETS
  - B. OPEN SPACE:
    - COVERED PATIO WITH BBQ AT CLUBHOUSE.
    - CASERO AT POOL DECK
    - PORCH DECKED AT PLAY AREA
    - GREENBELT PLAZA
  - C. RECREATION:
    - POOL
    - CHILDREN'S PLAY STRUCTURE
    - POCKETBALL PLAY COURT
  - D. ADULT-WORK AMENITY STANDARDS:
    - BICYCLE RETAIN STATION
    - CHANGING SHEDS FOR ELECTRIC VEHICLES



#### DEVELOPMENT DATA

NUMBER / AREA OF CLUBHOUSE BUILDINGS..... 1 / 5,750 S.F.  
NUMBER OF APARTMENT BUILDINGS / UNITS..... 12 / 280  
TOTAL BUILDING FOOTPRINT AREA<sup>(1)</sup>..... 152,918 S.F. (3.52) AC  
TOTAL HARD SURFACE AREA<sup>(2)</sup>..... 253,628 S.F. (5.82) AC  
TOTAL LANDSCAPE AREA<sup>(3)</sup>..... 163,967 S.F. (3.75) AC

1. BUILDING FOOTPRINT INCLUDES COVERED PATIOS AND COVERED TERRACES.  
2. PAVING AREA IS FOR NET LOT AREA.  
3. AREA DOES NOT INCLUDE AN ADDITIONAL 2,000 S.F. OF COMMON LOT LANDSCAPE.

#### APARTMENT BUILDING DATA

APARTMENT BUILDING TYPE 1	
2-STORY, 16 UNITS x 1 BUILDING = 16 UNITS	
1-BED x 1-BATH (1x1).....	4 UNITS x 1 BUILDING = 4 UNITS
2-BED x 2-BATH (2x2).....	8 UNITS x 1 BUILDING = 8 UNITS
3-BED x 2-BATH (2x2).....	4 UNITS x 1 BUILDING = 4 UNITS
APARTMENT BUILDING TYPE 2	
3-STORY, 24 UNITS x 1 BUILDING = 24 UNITS	
1-BED x 1-BATH (1x1).....	6 UNITS x 1 BUILDING = 6 UNITS
2-BED x 2-BATH (2x2).....	12 UNITS x 1 BUILDING = 12 UNITS
3-BED x 2-BATH (2x2).....	6 UNITS x 1 BUILDING = 6 UNITS
APARTMENT BUILDING TYPE 3	
3-STORY, 24 UNITS x 1 BUILDING = 24 UNITS	
1-BED x 1-BATH (1x1).....	12 UNITS x 3 BUILDINGS = 36 UNITS
2-BED x 2-BATH (2x2).....	12 UNITS x 3 BUILDINGS = 36 UNITS
APARTMENT BUILDING TYPE 4	
3-STORY, 24 UNITS x 1 BUILDING = 24 UNITS	
1-BED x 1-BATH (1x1).....	12 UNITS x 3 BUILDINGS = 36 UNITS
2-BED x 2-BATH (2x2).....	12 UNITS x 3 BUILDINGS = 36 UNITS
TOTAL UNIT MIX:	
1-BED x 1-BATH (1x1).....	34 UNITS (24%)
2-BED x 1-BATH (2x1).....	36 UNITS (13%)
2-BED x 2-BATH (2x2).....	116 UNITS (41%)
3-BED x 2-BATH (2x2).....	34 UNITS (13%)

#### PARKING ANALYSIS

PARKING REQUIRED PER PLANNING AND ZONING CODE:			
UNIT	NUMBER	PARKING	REQUIRED
TOTAL	UNITS	NEEDS	
1-BEDROOM	34	1.5 PER UNIT	51
2-BEDROOM	152	2.0 PER UNIT	304
3-BEDROOM	34	2.0 PER UNIT	68
CLUBHOUSE OFFICE	2,000 S.F.	1 PER 500 S.F.	4
TOTAL PARKING REQUIRED.....			379
PARKING TO UNIT RATIO.....			2.07 PER UNIT
TOTAL PARKING PROVIDED..... 581			
OPEN ACCESSIBLE STALLS.....	3		
OPEN VAN ACCESSIBLE STALLS.....	10		
STANDARD OPEN STALLS.....	288		
OPEN COMPACT STALLS.....	0		
ACCESSIBLE COMPACT STALLS.....	6		
STANDARD COMPACT STALLS.....	274		
PARKING TO UNIT RATIO.....			2.08 PER UNIT

#### OPEN SPACE ANALYSIS

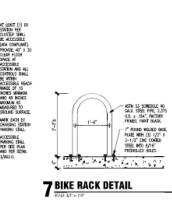
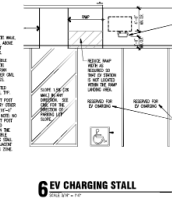
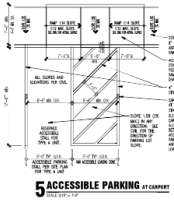
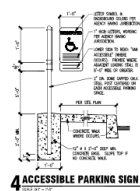
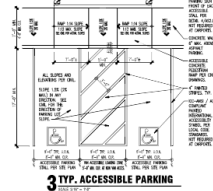
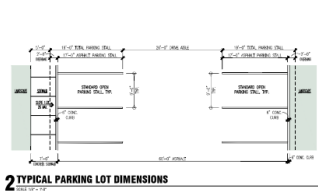
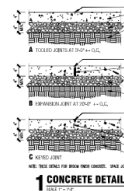
EACH DWELLING UNIT IS PROVIDED A 90 SQ. FT. MIN. PRIVATE USABLE OPEN SPACE WITH A PATIO / DECK.	
COMMON OPEN SPACE REQUIREMENTS:	
542,291 S.F. NET LAND AREA x 10%.....	54,229 S.F.
280 UNITS x 2.00 S.F. PER UNIT.....	560 S.F.
TOTAL QUALIFIED COMMON OPEN SPACE REQUIRED.....	124,259 S.F.
TOTAL QUALIFIED COMMON OPEN SPACE PROVIDED.....	147,855 S.F.
* QUALIFIED COMMON OPEN SPACE HAS A MINIMUM DIMENSION OF 30 FT. IN ANY DIRECTION. IF A MINIMUM OF 30 FT. IS NOT MET, THE SPACE SHALL BE CONSIDERED AS PRIVATE USABLE OPEN SPACE.	
MINIMUM COMMON GROUND AREA REQUIRED.....	5,000 S.F.
COMMON AREA GROUND AREA PROVIDED.....	5,000 S.F.
ILLUSTRATED OUTDOOR COMMON OPEN SPACE	20 FT. x 30 FT. MIN.



PROJECT  
**TANNER CREEK APARTMENTS**  
WALTMAN LANE  
MERIDIAN, IDAHO

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DATE: JULY 12, 2023  
BY: TAO THE ARCHITECTS OFFICE  
FOR: CHALLENGER DEVELOPMENT, LLC

ARCHITECTURAL  
**AS1.0**  
SITE PLAN



PROJECT  
**TANNER CREEK APARTMENTS**  
WALTMAN LANE  
MERIDIAN, IDAHO

PRELIMINARY  
The Architect's responsibility is to provide the owner with a preliminary design and to coordinate with the engineer and other consultants. This document is not for construction.

DATE: FEBRUARY 10, 2023  
DRAWN BY: TAO THE ARCHITECTS OFFICE  
CHECKED BY: TAO THE ARCHITECTS OFFICE  
APPROVED BY: TAO THE ARCHITECTS OFFICE

ARCHITECTURAL  
**AS2.0**  
SITE DETAILS



I. Building Elevation Photos & Renderings

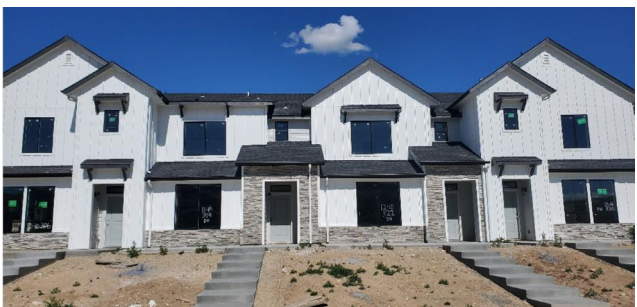
Alley-loaded single-family detached units:



Alley-loaded single-family attached units:



Alley-loaded townhome units:





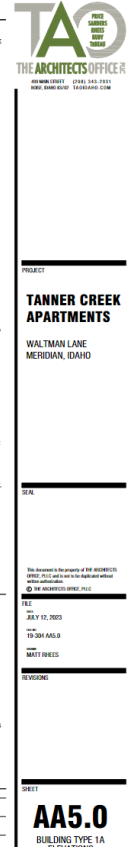
Front-loaded single-family detached units:



### Multi-Family:

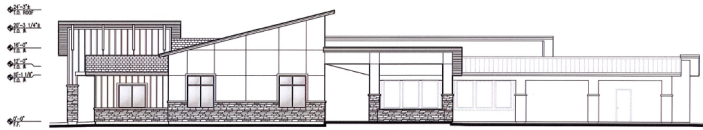




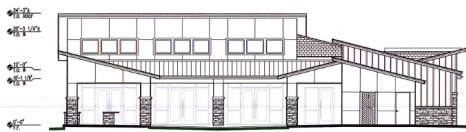




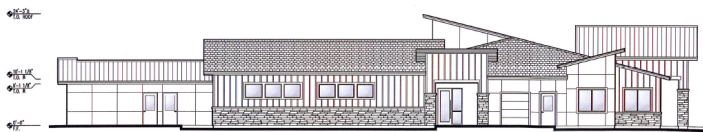
**1 BUILDING ELEVATION NORTH**  
SCALE: 1/8" = 1'-0"



**2 BUILDING ELEVATION WEST**  
SCALE: 1/8" = 1'-0"



**3 BUILDING ELEVATION SOUTH**  
SCALE: 1/8" = 1'-0"



**4 BUILDING ELEVATION EAST**  
SCALE: 1/8" = 1'-0"



**PROJECT**

**TANNER CREEK  
APARTMENTS**

WALTMAN LANE  
MERIDIAN, IDAHO

**SEAL**

**PRELIMINARY**

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**FILE**

FEBRUARY 28, 2022

**DATE**

19-204 AC5.0

**BY**

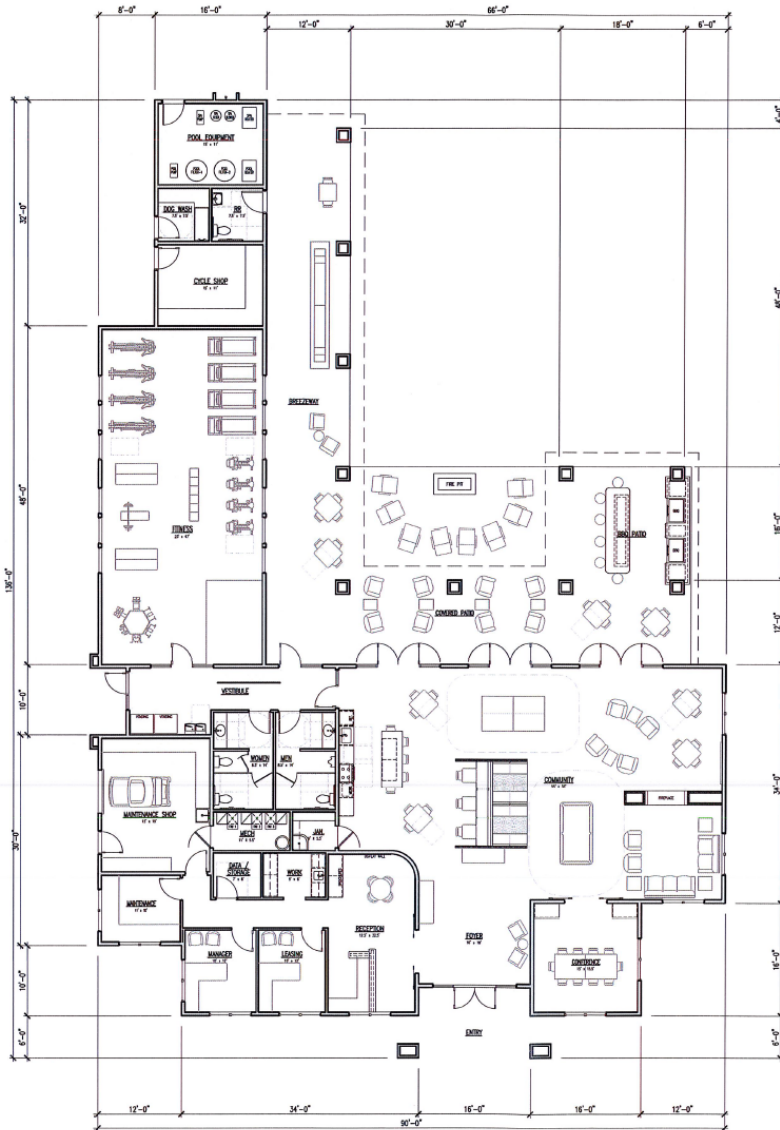
MATT RHEES

**REVISIONS**

**SHEET**

**AC5.0**  
CLUBHOUSE  
BUILDING ELEVATIONS





**1 CLUBHOUSE FLOOR PLAN**  
SCALE 1/8" = 1'-0"  
S.7501.1

PROJECT

**TANNER CREEK APARTMENTS**

WALTMAN LANE  
MERIDIAN, IDAHO

SEAL

**PRELIMINARY**

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FILE

DATE  
FEBRUARY 28, 2022

FILE NO.  
19-304 AC2.0

OWNER  
MATT RHEES

REVISIONS

SHEET

**AC2.0**  
CLUBHOUSE  
FLOOR PLAN

J. Architectural Plans/Renderings of Subject Property and I-84 & Meridian Rd. Property











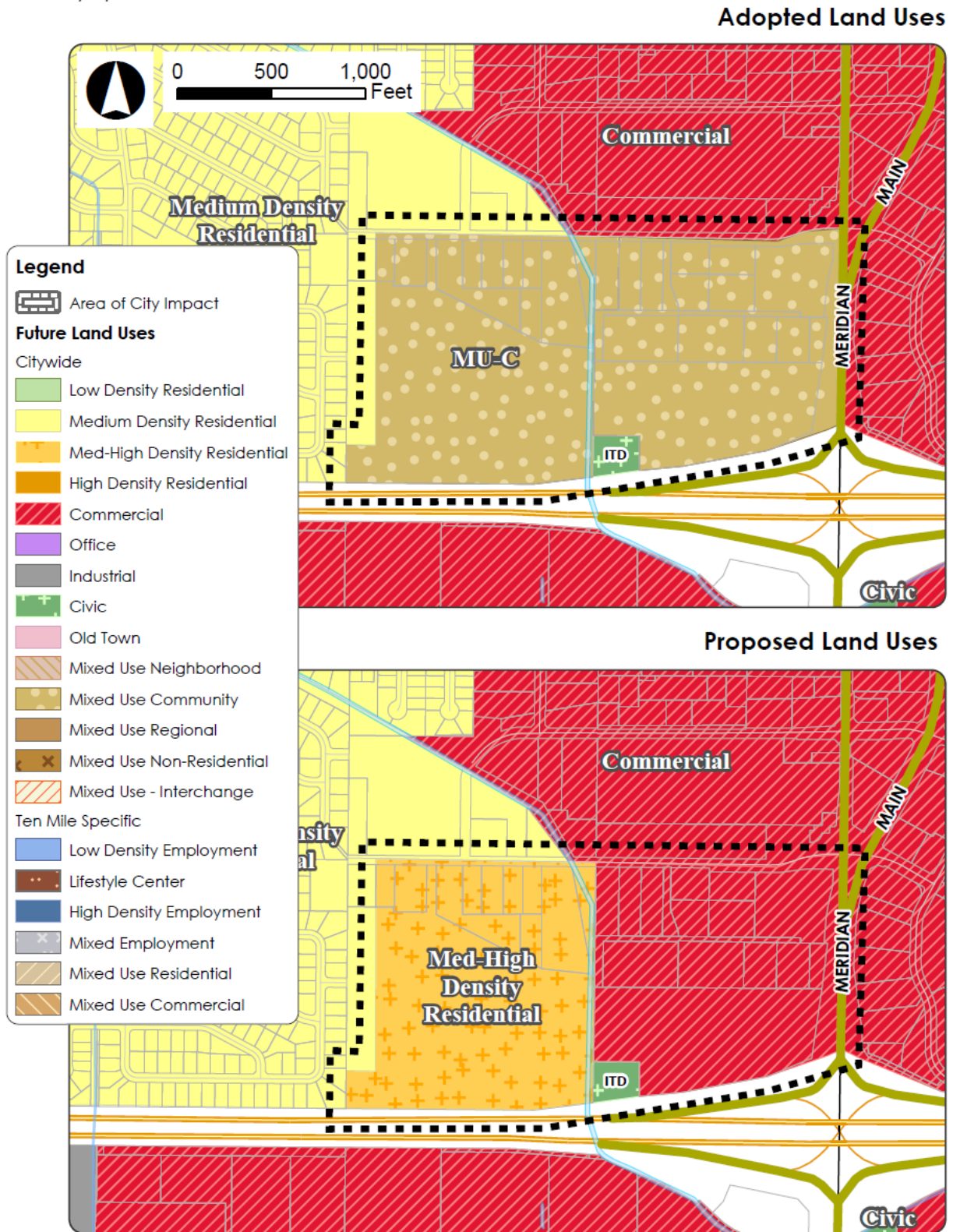






K. Proposed Change to the FLUM with the I-84 & Meridian Road Project (H-2021-0099)

Date: 10/12/2023



## IX. CITY/AGENCY COMMENTS & CONDITIONS

### A. PLANNING DIVISION

#### Development Agreement Modification:

1. The subject property shall no longer be subject to the terms of the existing Development Agreement (DA) (Inst. #108131100) upon the property owner(s) entering into a new agreement. The new DA shall be signed by the property owner(s) and returned to the City within six (6) months of City Council approval of the Findings of Fact, Conclusions of Law and Decision & Order for the Development Agreement Modification and Rezone request. The new DA shall include the following provisions:
  - a. Future development of this site shall be generally consistent with the conceptual site plan, conceptual building elevations, preliminary plat, phasing plan, landscape plan, and qualified open space exhibits included in Section VII and the provisions contained herein. Flexibility in the phasing to adjust the number of lots, combination of lots and number of phases to reflect changing market conditions is permitted unless otherwise restricted herein or in the Cooperative Development Agreement with Ada County Highway District (ACHD).
  - b. The Developer shall construct a bridge across the Ten Mile Creek and extend Corporate Drive from the north to Waltman Lane ~~as a complete street section with detached 10-foot wide multi-use pathways along both sides of the street as required by ACHD,~~ prior to issuance of any building permits within the first phase of development.
  - c. The Developer shall widen W. Waltman Lane and reconstruct and widen the bridge across the Ten Mile Creek after the Phase 1 improvements have been made, which include the Corporate Drive extension, as required in the Cooperative Development Agreement with ACHD.
  - d. Noise abatement shall be provided for residential uses adjacent to Interstate 84 in accord with the standards listed in UDC 11-3H-4D. The berm and wall in its entirety shall be constructed with the first phase of development ~~that's platted adjacent to I-84 prior to issuance of the first Certificate of Occupancy within the development.~~
  - e. The rear and/or sides of new homes facing Interstate 84 and W. Waltman Ln. shall incorporate articulation through changes in two or more of the following: modulation (e.g. projections, recesses, step-backs, pop-outs), bays, banding, porches, balconies, material types, or other integrated architectural elements to break up monotonous wall planes and roof lines that are visible from the subject public streets. *Single-story structures are exempt from this requirement.*
  - f. No building permits shall be issued for this development until the property has been subdivided.
  - g. At no time shall construction traffic associated with the development of this site be allowed to access this site using Ruddy Dr. through The Landing Subdivision.
  - ~~h. The Linder Road overpass shall be completed prior to issuance of the first Certificate of Occupancy within the multi-family development.~~

#### Preliminary Plat:

2. The final plat shall include the following revisions:
  - a. Depict zero (0) lot lines where single-family attached and townhome units are proposed to span over property lines.
  - b. Include a cross-section of the typical alley that complies with the standards listed in UDC [\*11-6C-3B.5.\*](#)
  - ~~c. Depict a local street/driveway connection from S. Malayan Ave. to the property to the east with a vehicular bridge over the Ten Mile Creek, that includes at a minimum a 5-foot wide walkway on at~~



~~least one side, as set forth in UDC [11-3A-3A.3](#), unless otherwise waived by City Council, in lieu of the pedestrian bridge proposed.~~ If City Council grants the waiver, the applicant shall construct the pedestrian bridge and connection as proposed. *Council granted a waiver to this requirement.*

3. The landscape plan included in Section VII.D shall be revised as follows:
  - a. Depict shrubs within the 5-foot wide strip of landscaping on the west side of the multi-use pathway along the creek in accord with the standards set forth in UDC [11-3B-12C](#).
  - b. Depict a driveway across Lot 1, Block 2 to the outparcel at the northwest corner of the site (i.e. Martinez property #S1213428080) in alignment with W. Brown Trout Dr. for future access.
  - c. Revise the detail of the wall along I-84 to demonstrate full compliance with the noise abatement standards listed in UDC [11-3H-4D](#), including the depiction of the centerline of the adjacent highway (i.e. I-84).
  - d. Depict 5-foot wide landscape buffers planted with shrubs, lawn or other vegetative groundcover where solid fencing is proposed adjacent to the common driveway as set forth in UDC [11-6C-3D.5](#).
  - e. The open space landscape requirements on the Landscape Requirements table shall be revised to reflect the updated standard of one (1) deciduous tree for every 5,000 square feet of common open space as set forth in UDC [11-3G-5B.3](#).
  - f. Include mitigation information as applicable for tree preservation in accord with the standards listed in UDC [11-3B-10C](#).
  - g. Stormwater swales incorporated into required landscape areas are required to be vegetated with grass or other appropriate plant materials and designed to accommodate the required number of trees as per [UDC 11-3B-7](#) if located in a street buffer or other required landscape area.
  - h. In the street buffer along Waltman Ln., depict enhanced landscaping as set forth in UDC [11-3B-7C.3f](#) for entryway corridors and comply with the standards listed in UDC [11-3G-3B.3](#).
  - i. Depict a perpetual ingress/egress easement for the common driveways on the plat and include a note with a requirement for maintenance of a paved surface capable of supporting fire vehicles and equipment as set forth in UDC 11-6C-3D.8.
4. Address signage needs to be provided at the public street for homes accessed via common driveways for emergency wayfinding purposes.
5. All alleys shall be constructed per the standards listed in UDC [11-6C-3B.5](#).
6. All common driveways shall be constructed per the standards listed in UDC [11-6C-3D](#) as depicted in the exhibits in Section VIII.D.
7. Address signage shall be provided at the public street for homes accessed via common driveways for emergency wayfinding purposes.
8. All existing structures on this site are required to be removed prior to signature on the final plat for the phase in which they are located.
9. A 14-foot wide public pedestrian easement for the multi-use pathway shall be submitted to the Planning Division for approval by City Council and subsequent recordation.
10. A private street application shall be submitted for the streets within the multi-family portion of the development. All private streets shall comply with the standards listed in UDC [11-3F-4](#).
11. The proposed plat and subsequent development is required to comply with the UDC dimensional standards for the associated zoning districts is required, as follows: [Table 11-2A-6](#) for the R-8 zoning district; [Table](#)

[11-2A-7](#) for the R-15 zoning district; and [Table 11-2A-8](#) for the R-40 zoning district. The standards for all development in residential districts are listed in [11-2A-3](#).

**Conditional Use Permit:**

12. The multi-family development shall have an ongoing obligation to comply with the specific use standards listed in UDC [11-4-3-27](#).
13. For each of the multi-family units, a minimum of eighty (80) square feet of private, usable open space shall be provided for each unit as set forth in UDC 11-4-3-27B.3. This requirement can be satisfied through porches, patios, decks, and/or enclosed yards. Floor plans with square footage noted for patios and balconies shall be submitted with the Certificate of Zoning Compliance application that demonstrate compliance with this standard.
14. The multi-family development shall record a legally binding document that states the maintenance and ownership responsibilities for the management of the development, including, but not limited to, structures, parking, common areas, and other development features as set forth in UDC 11-4-3-27F. **A recorded copy of said document shall be submitted to the Planning Division prior to issuance of the first Certificate of Occupancy for the development.**
15. The site and/or landscape plan submitted with the Certificate of Zoning Compliance shall be revised as follows:
  - a. Depict bicycle racks capable of holding a minimum of 23 bicycles dispersed throughout the development; include a detail for the bicycle rack that complies with the standards listed in UDC 11-3C-5C.
  - b. All transformer and utility vaults and other service areas shall be located in an area not visible from a public street, or shall be fully screened from view from a public street in accord with UDC 11-4-3-27B.2.
  - c. Depict a directory and map of the development at the entrance or convenient location for those entering the development; and a central mailbox location, including provisions for parcel mail, that provide safe pedestrian and/or vehicular access in accord with UDC [11-4-3-27B.7](#).
  - d. Depict landscaping along the foundations of all street facing elevations adjacent to Waltman Ln as set forth in UDC [11-4-3-27E.2](#).
  - e. The berm along Waltman Ln. shall be at least four feet (4') in height as set forth in UDC [11-4-3-27C.7](#), unless otherwise approved through the conditional use process.
16. Developments with units that take access via secured common corridors shall install and maintain a keyless entry system, or suitable alternative, to provide police access to the common corridors under exigent circumstances. The keyless entry system or alternative shall be subject to review and approval by the Meridian Police Department.

**B. PUBLIC WORKS**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=307656&dbid=0&repo=MeridianCity>

**C. FIRE DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=309297&dbid=0&repo=MeridianCity>

**D. POLICE DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=305428&dbid=0&repo=MeridianCity>

**E. PARK'S DEPARTMENT**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=305439&dbid=0&repo=MeridianCity&cr=1>

**F. COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=306794&dbid=0&repo=MeridianCity>

**G. NAMPA & MERIDIAN IRRIGATION DISTRICT (NMID)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=306844&dbid=0&repo=MeridianCity>

**H. DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=305961&dbid=0&repo=MeridianCity>

**I. IDAHO TRANSPORTATION DEPARTMENT (ITD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=305608&dbid=0&repo=MeridianCity>

**J. MERIDIAN DEVELOPMENT CORPORATION (MDC)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=308453&dbid=0&repo=MeridianCity>

**K. ADA COUNTY HIGHWAY DISTRICT (ACHD)**

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=308348&dbid=0&repo=MeridianCity>

*Traffic Impact Study (updated):*

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=308355&dbid=0&repo=MeridianCity>

*Response to Review Comments on TIS Update:*

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=308356&dbid=0&repo=MeridianCity>

*Traffic Trip Generation Study (2018) & Updated Calculations:*

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=187103&dbid=0&repo=MeridianCity>

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=308358&dbid=0&repo=MeridianCity>

**X. FINDINGS**

**A. Annexation and/or Rezone (UDC 11-5B-3E)**

Required Findings: Upon recommendation from the commission, the council shall make a full investigation and shall, at the public hearing, review the application. In order to grant an annexation and/or rezone, the council shall make the following findings:

1. The map amendment complies with the applicable provisions of the comprehensive plan;

*City Council finds the Applicant's proposal to rezone and develop the subject property with a variety of residential uses is consistent with the associated FLUM amendment to MHDR with H-2021-0099 for the property and the applicable provisions of the Comprehensive Plan as noted above in Section V above.*

2. The map amendment complies with the regulations outlined for the proposed district, specifically the purpose statement;

*City Council finds the proposed map amendment/rezone and development complies with the purpose statement of the residential districts in that it will provide for a range of housing opportunities for the community consistent with the Comprehensive Plan.*

3. The map amendment shall not be materially detrimental to the public health, safety, and welfare;  
*City Council finds the proposed map amendment/rezone should not be detrimental to the public health, safety and welfare as the proposed residential uses should be compatible with adjacent existing residential properties to the west, north and east and provide a good transition to proposed commercial uses to the east.*
4. The map amendment shall not result in an adverse impact upon the delivery of services by any political subdivision providing public services within the city including, but not limited to, school districts; and  
*City Council finds City services are available to be provided to this development. Comments were not received from West Ada School District.*
5. The annexation (as applicable) is in the best interest of city.  
*City Council finds the proposed rezone is in the best interest of the City.*

#### **B. Preliminary Plat (UDC 11-6B-6)**

In consideration of a preliminary plat, combined preliminary and final plat, or short plat, the decision-making body shall make the following findings: (Ord. 05-1170, 8-30-2005, eff. 9-15-2005)

1. The plat is in conformance with the comprehensive plan and is consistent with this unified development code; (Ord. 08-1372, 7-8-2008, eff. 7-8-2008)  
*City Council finds the proposed plat is generally in conformance with the UDC if the Applicant complies with the Development Agreement provisions and conditions of approval in Section VIII.*
2. Public services are available or can be made available and are adequate to accommodate the proposed development;  
*City Council finds public services can be made available to the subject property and will be adequate to accommodate the proposed development.*
3. The plat is in conformance with scheduled public improvements in accord with the city's capital improvement program;  
*City Council finds the proposed plat is in substantial conformance with scheduled public improvements in accord with the City's CIP.*
4. There is public financial capability of supporting services for the proposed development;  
*City Council finds there is public financial capability of supporting services for the proposed development.*
5. The development will not be detrimental to the public health, safety or general welfare; and  
*City Council finds the proposed development will not be detrimental to the public health, safety or general welfare.*
6. The development preserves significant natural, scenic or historic features. (Ord. 05-1170, 8-30-2005, eff. 9-15-2005)  
*City Council is unaware of any significant natural, scenic or historic features that need to be preserved with this development.*

#### **C. Conditional Use Permit (UDC 11-5B-6E)**

The Commission shall base its determination on the Conditional Use Permit requests upon the following:

1. **That the site is large enough to accommodate the proposed use and meet all the dimensional and development regulations in the district in which the use is located.**

*City Council finds that the subject property is large enough to accommodate the proposed use and dimensional and development regulations of the R-40 district (see Analysis, Section V for more information).*

2. **That the proposed use will be harmonious with the Meridian Comprehensive Plan and in accord with the requirements of this Title.**

*City Council finds that the proposed use is consistent with the proposed future land use map designation of MHDR and is allowed as a conditional use per UDC Table 11-2A-2 in the R-40 zoning district.*

3. **That the design, construction, operation and maintenance will be compatible with other uses in the general neighborhood and with the existing or intended character of the general vicinity and that such use will not adversely change the essential character of the same area.**

*City Council finds the proposed design of the development, construction, operation and maintenance should be compatible with the mix of other uses planned for this area and with the intended character of the area and that such uses will not adversely change the character of the area.*

4. **That the proposed use, if it complies with all conditions of the approval imposed, will not adversely affect other property in the vicinity.**

*City Council finds that if the applicant complies with the conditions outlined in this report, the proposed use will not adversely affect other property in the area. The Commission should weigh any public testimony provided to determine if the development will adversely affect other properties in the vicinity.*

5. **That the proposed use will be served adequately by essential public facilities and services such as highways, streets, schools, parks, police and fire protection, drainage structures, refuse disposal, water, and sewer.**

*City Council finds that essential public services are available to this property and that the use will be adequately served by these facilities.*



## AGENDA ITEM

**ITEM TOPIC:** Approval of Task Order 11230 with Brown and Caldwell for Services During Construction to Wastewater Resource Recovery Facility Aeration Basins 1-4 Retrofit & 9-10 Upgrades for the Not-to-Exceed amount of \$1,958,470 (3 fiscal years), including a Fiscal Year 2024 total of \$789,229.00



# MEMO TO CITY COUNCIL

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## Request to Include Topic on the City Council Agenda

**From:** Sandra Ramirez, Procurement Division      **Meeting Date:** November 16, 2023  
**Presenter:** Consent / Troy Thrall      **Estimated Time:** N/A  
**Topic:** Approval of Task Order 11230 with Brown and Caldwell for Services During Construction to WRRF Aeration Basins 1-4 Retrofit & 9-10 Upgrades for the Not-to-Exceed amount of \$1,958,470 (3 fiscal years). FY24 total \$789,229.00.

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### Recommended Council Action:

Approval of Task Order and authorize the Procurement Manager to execute Task Order and issue PO for \$789,229.00 for fiscal year 2024 services.

### Background:

This Task Order will be split between three (3) fiscal years; year one 2024 (Oct. 1, 2023-Sept. 30, 2024) \$789,229, year two 2025 (Oct. 1, 2024-Sept.30, 2025) estimated \$875,722, year three 2026 (Oct. 1, 2025-Sept.30, 2026) estimated \$293,519.





CITY OF MERIDIAN

Purchasing Department  
33 E BROADWAY AVE, STE 106  
MERIDIAN, ID 83642  
TEL: (208) 489-0417  
FAX: (208) 887-4813

SHIP TO

CITY OF MERIDIAN

Public Works

SUGGESTED  
VENDOR

Brown and Caldwell  
950 West Bannock Street  
Boise, ID 83702

Purchase Requisition

DATE OF  
REQUEST 10/17/2023

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING  
SLIPS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER

AVAILABLE BUDGET AMOUNT  
\$7,522,449.28

IS BUDGET AMENDMENT REQUIRED?

No

CASE MANAGEMENT TICKET NO.

tbd

PROJECT MANAGER	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	REQUESTOR
Troy Thrall	NET 30	PREPAID	DESTINATION	Troy Thrall

PROJECT NAME: WRRF AB 1-4 Retrofit & 9-10 Upgrades Services During Construction (SDC)

Description of Purchase		Quantity and Pricing			ACCOUNTING CODES			TOTAL AMOUNT
PART NUMBER / DESCRIPTION / COMMITMENT NAME / TASK ORDER / CONTRACT / PROJECT DESCRIPTION	QTY	UNIT	UNIT PRICE	FUND	DEPT CODE	EXPENSE OR GL ACCOUNT #	PROJECT / COMMITMENT #	
WRRF AB 1-4 Retrofit & 9-10 Upgrades SDC FY24	1	1	\$ 789,229.00	60	3590	96151	11230.1	\$ 789,229.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -

NOTES: Council Approval Date: \_\_\_\_\_

\$789,229.00

AUTHORIZED COUNCIL SIGNATURE (if required)

AUTHORIZED DEPARTMENT SIGNATURE

**City Of Meridian**  
 Statement of Revenues and Expenditures - Rev and Exp Report - Sandra  
**60 - Enterprise Fund**  
**3590 - WW Construction Projects**  
 From 10/1/2023 Through 9/30/2024

		<u>Budget with Amendments</u>	<u>Current Year Actual</u>	<u>Budget Remaining</u>
	Capital Outlay			
96101	Aeration Basin Construction	<u>14,946,959.04</u>	<u>10,050,000.00</u>	<u>4,896,959.04</u>
	Total Capital Outlay	<u>14,946,959.04</u>	<u>10,050,000.00</u>	<u>4,896,959.04</u>
	DEPT EXPENDITURES	<u>14,946,959.04</u>	<u>10,050,000.00</u>	<u>4,896,959.04</u>
	TOTAL EXPENDITURES	<u>14,946,959.04</u>	<u>10,050,000.00</u>	<u>4,896,959.04</u>

# CONTRACT CHECKLIST

I. PROJECT INFORMATION			
Date: <u>8/6/2021</u>		REQUESTING DEPARTMENT <u>Public Works Dept</u>	
Project Name: <u>WRRF AB 1-4 Retrofit &amp; 9-10 upgrades Services During Construction</u>			
Project Manager: <u>Troy Thrall</u>		Contract Amount: <u>\$1,958,470</u>	
Contractor/Consultant/Design Engineer: <u>Dave Bergdolt/B&amp;C</u>			
Is this a change order?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Change Order No. _____			
II. BUDGET INFORMATION (Project Manager to Complete)		III. Contract Type	
Fund: <u>60</u> Department: <u>3590</u> GL Account: <u>96151</u> Project Number: <u>11230.I</u>  Will the project cross fiscal years?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Budget Available (Purchasing attach report): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> FY Budget: <u>\$2,024</u> Enhancement:    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Construction <input type="checkbox"/> Task Order <input checked="" type="checkbox"/> Professional Service <input type="checkbox"/> Equipment <input type="checkbox"/> Grant <input type="checkbox"/>	
IV. GRANT INFORMATION - to be completed only on Grant funded projects			
Grant #: <u>N/A</u>	Wage Determination Received <u>N/A</u>	Wage Verification 10 Days prior to bid due date <u>N/A</u>	Debarment Status (Federal Funded) <u>N/A</u>
	Print and Attach the determination	Print, attach and amend bid by addendum (if changed)	<a href="http://www.sam.gov">www.sam.gov</a> Print and attach
V. BASIS OF AWARD			
BID		RFP / RFQ	
Award based on Low Bid		Highest Ranked Vendor Selected	
(Bid Results Attached)    Yes <input type="checkbox"/> No <input type="checkbox"/>		(Ratings Attached)    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Typical Award    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Master Agreement Category <u>2A</u>	
If no please state circumstances and conclusion: _____		Date MSA Roster Approved: <u>10/1/2023</u>	
Date Award Posted: _____		7 day protest period ends: _____	
VI. CONTRACTOR / CONSULTANT REQUIRED INFORMATION			
PW License <u>N/A</u>	Expiration Date: <u>N/A</u>	Corporation Status <u>Active Good Standing</u>	
Insurance Certificates Received (Date): <u>5.30.2023</u>	Expiration Date: <u>5.31.2024</u>	Rating: <u>A+</u>	
Payment and Performance Bonds Received (Date): <u>N/A</u>	Rating: _____		
Builders Risk Ins. Req'd:    Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, has policy been purchased? _____		
<small>(Only applicable for projects above \$1,000,000)</small>			
VII. TASK ORDER SELECTION (Project Manager to Complete)			
Reason Consultant Selected <input checked="" type="checkbox"/> 1 Performance on past projects			
<i>Check all that apply</i>			
<input checked="" type="checkbox"/> Quality of work <input checked="" type="checkbox"/> On Budget <input checked="" type="checkbox"/> On Time <input checked="" type="checkbox"/> Accuracy of Construction Est			
<input checked="" type="checkbox"/> 2 Qualified Personnel <input checked="" type="checkbox"/> 3 Availability of personnel <input checked="" type="checkbox"/> 4 Local of personnel			
Description of negotiation process and fee evaluation: The scope of the work was examined by engineering and operations personnel. The costs were reasonable when compared with the costs on similar projects such as the WRRF Liquid Stream Expansion and the WRRF Headworks Capacity Expansion.			
Clint Dolsby		8/6/2021	
Enter Supervisor Name		Date Approved	
VIII. AWARD INFORMATION			
Date Submitted to Clerk for Agenda: <u>November 16, 2023</u>		Approval Date _____ By: _____	
Purchase Order No.: _____		Date Issued: _____ WH5 submitted _____	
NTP Date: _____		<small>(Only for PW Construction Projects)</small>	

## TASK ORDER NO. 11230.i

Pursuant to the

### MASTER AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

#### **CITY OF MERIDIAN (OWNER) AND BROWN AND CALDWELL (ENGINEER)**

This Task Order is made this 9<sup>th</sup> day of November 2023 and entered into by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as "City", and accepted by BROWN AND CALDWELL, hereinafter referred to as "Engineer" pursuant to the mutual promises, covenant and conditions contained in the Master Agreement (category 2A) between the above-mentioned parties dated October 2, 2023. The Project Name for this Task Order is as follows:

#### **WRRF AERATION BASINS 1-4 RETROFIT & 9-10 UPGRADES – SERVICES DURING CONSTRUCTION**

#### **FUNDING**

Funding for this project will be split between three fiscal years; 2024 (Oct. 1, 2023 – Sept. 30, 2024) \$789,229, 2025 (Oct. 1, 2024 – Sept. 30, 2025) estimated at \$875,722, and 2026 (Oct. 1, 2025 – Sept. 30, 2026) estimated at \$293,519.

The amounts estimated beyond the 2024 fiscal year have not yet been appropriated by the City. Engineer may NOT expend more than the amount specified and approved for a specific fiscal year. Any and all additional expenditures beyond the current fiscal year MUST be approved by the City and memorialized by a written amendment or change order to this Agreement.

#### **SCOPE OF WORK**

The Project will involve improvements related to the following WRRF processes:

- ABs 1-4 retrofit treatment capacity and associated hydraulic profile modifications including the Secondary Pump Station.
- New blower building no. 1 and blowers to service ABs 1-4 and the RAS/WAS Station 2 classifying selector zone.
- ABs 9-10 new treatment capacity expansion to existing ABs 5-8.
- Elutriation water redundant supply from the Post-Aeration basin.

- Secondary Pump Station and Primary Clarifier 3/4 Splitter Box re-coating.
- Yard piping/utility, electrical, instrumentation, and site improvement upgrades in the existing ABs 5-8 area.
- New yard piping/utility, electrical/control conduits, and site improvements throughout the ABs 1-4 area.

## **Task 1 – Services During Construction**

- During this phase, Consultant will provide office and on-site engineering services in support of the City and General Contractor construction of the Aeration Basin 1-4 retrofit and 9-10 Upgrade improvements.

### **1.1 Conformed Construction Documents**

- Incorporate Addendum changes into the bidding plans and specifications and republish a single updated version of the Contract Documents for construction use. The construction parties (City, Consultant, and General Contractor) will refer to the conformed set for all construction activity for the duration of the project for consistency purposes.

#### **Deliverables**

- 10 sets of Conformed Construction Documents (specifications and 24"x36" full size drawings) will be submitted to the City.
- 10 sets of Conformed Construction Documents (drawings only – 11"x17" half size drawings) will be submitted to the City.
- An electronic format (\*.pdf) of the complete set of plans and specifications will be submitted to the City

### **1.2 Submittal Review**

- Submittals will be reviewed for general conformance with the project design concept and general compliance with the information or design requirements given in the Contract Documents. Consultant will perform these services within the duration allotted by the construction contract. Should any submittal be found to be substantially deficient, Consultant may reject the submittal without markups, while giving written examples of major deficiencies as cause for rejection.
- Submittals shall be turned around within the time frame specified in the project specifications. Submittals shall be processed through CONDOC, the City's construction document management tool.
- Submittal Review task is based on the following:
  - Consultant has allocated an average of 8 hours per submittal to review, document comments, and return submittal.
  - Consultant has estimated there could be up to 525 submittal review events (this includes a 1.5 resubmittal rate per submittal).
  - Number of submittals and hours are an estimate and may not reflect the actual number of submittals or time required for submittal review. Submittal metrics will be reviewed monthly and included in the monthly progress report.

## Deliverables

- Written responses, in the form of written comments and/or marked-up submittals, will be transmitted to the City via a submittal transmittal/comment form and supplemented by mark-ups of electronic submittal documents where required for clarity.

### 1.3 RFI/Changes

- RFIs will be reviewed for general conformance with the project design concept and general compliance with the information or design requirements given in the Contract Documents. Consultant will perform these services within the duration allotted by the construction contract. Should any RFIs generate project changes, Consultant will coordinate with the City to develop the appropriate project change documentation for the Contractor.
  - Consultant has allocated an average of 6 hours per RFI for review and response preparation.
  - Consultant has estimated there could be up to 200 RFI response events.
  - Number of RFIs and hours are an estimate and may not reflect the actual number of RFIs or time required for RFI review. RFI metrics will be reviewed monthly and included in the monthly progress report.
- Project Changes are anticipated to include both City directed changes and Contractor proposed changes. Consultant will review changes for general conformance with the project design concept.
  - Consultant has allocated an average of 40 hours per City directed change to include issuance of drawing, detail, and/or specification updates associated with the proposed change. A formal Work Change Directive (for change costs estimated greater than \$10,000) or Field Order (for change costs estimated less than \$10,000) will be issued for all City directed changes.
  - Consultant has estimated an average of 16 hours per Contractor requested change for review and response preparation. Consultant will coordinate responses with the City prior to formally responding to the Contractor on all Contractor requested changes.
  - Consultant has estimated there could be up to 50 Change response events (10 – City directed changes and 40 – Contractor requested changes).
  - Number of Changes and hours are an estimate and may not reflect the actual number of Changes and time required for Change response. Change metrics will be reviewed monthly and included in the monthly progress report.

## Deliverables

- Written responses for all City directed changes will be transmitted to the City via a Work Change Directive or Field Order transmittal form and supplemented by drawing, detail, and/or specification updates required for clarity.
- Written responses for all Contractor requested changes will be transmitted to the City via e-mail correspondence.

#### **1.4 Site Coordination/Progress Meetings**

- Participate in pre-construction conference and bi-weekly construction progress meetings for the duration of site construction. When necessary, additional Consultant staff participation in bi-weekly construction meetings will be via Microsoft Teams virtual attendance
  - Consultant has allocated an average of 4 hours per attendee for participation at the pre-construction conference for up to 5 Consultant staff members (including agenda preparation, project technical details presentation, and meeting minutes preparation).
  - Consultant has allocated an average of 6 hours per attendee for participation in bi-weekly construction meetings for up to 2 Consultant staff members (including agenda preparation, pre-meeting status updates with the City, meeting with the City and Contractor, post meeting coordination item follow-up, construction site coordination visits, and meeting minute preparation).
  - Consultant has allocated an average of 4 hours for 1 additional Consultant staff member to participate in bi-weekly construction meetings at 1 meeting per month (including pre-meeting status updates with the City, meeting with the City and Contractor, post meeting coordination item follow-up, and construction site coordination visits).
  - Consultant has estimated there could be up to 52 Site Coordination/Progress Meeting events.
  - Number of Site Coordination/Progress Meetings and hours are an estimate and may not reflect the actual number of Site Coordination/Progress Meetings required. Site Coordination/Progress Meeting metrics will be reviewed monthly and included in the monthly progress report.

#### **Deliverables**

- Pre-Construction conference meeting agenda, project technical details presentation, and meeting minutes.
- Bi-weekly construction progress meeting agenda, meeting minutes, and action items list.

#### **1.5 Field Observations**

- Review work performed by others, including testing, inspection, survey, and programming services.
- Perform site visits to observe construction work, performance, and witness testing as requested by the City.
- Develop comprehensive punch list in conjunction with the City after Substantial Completion for Contractor close-out activities.
- Structural Observations required per the International Building Code. Structural Observations performed by the Structural Engineer are different from “Special Inspections” (not included in this scope but provided by the City contracted materials testing firm).



- Consultant has included an average of 8 hours per Structural Observation event (including pre-observation coordination with the Contract, site visit observation, and summary Structural Observation Report).
- Consultant has estimated there could be up to 12 Structural Observation events, 4 each for the ABs 1-4 retrofit and ABs 9-10 upgrades (foundations prior to concrete placement; bearing wall prior to cover-up with non-structural elements; concrete masonry construction prior to grouting; and lateral force resisting element construction) and 4 for the Blower Building No. 1. To the extent possible, Structural Observations will be coordinated with bi-weekly construction meetings and concurrent Structural Observations at multiple facilities.
- Architectural/Building Mechanical site visits to review construction progress (e.g., plumbing, insulation, finishes, flashing, siding, roofing, HVAC, punch-list items etc.) at different phases of progress completion. Consultant has estimated there could be up to 8 Architectural/Building Mechanical Field Observations. To the extent possible, Architectural/Building Mechanical Field Observations will be coordinated with bi-weekly construction meetings.
- Electrical site visits to review construction progress (e.g., power supply coordination, transformers, conduit placement, wiring, panels arc-flash study, punch-list items etc.) at different phases of progress completion. Consultant has estimated there could be up to 12 Electrical Field Observations. To the extent possible, Electrical Field Observations will be coordinated with bi-weekly construction meetings.

#### Deliverables

- Structural Observation Reports
- Field Observation action items will be included in the bi-weekly construction progress meeting action items list
- Arc-Flash study and field equipment labels
- Punch-List

### 1.6 Record Drawings

- Produce final CAD drawings of project facilities constructed from mark-ups and drawings submitted to the City from the Contractor in conformance with the provisions of Specification 01 78 39.
- Working from Contractor submittals (red-line drawings or potentially pdf files or CAD mark-up drawings) and City supplemented survey data where available, Consultant will interpret drawing inconsistencies or discrepancies. Consultant may perform field investigation where needed to develop a correct representation of work constructed.

#### Deliverables

- Record Drawings in electronic format (pdf)

### 1.7 O&M Manual

- Develop an operations and maintenance (O&M) manual for the City in accordance with IDAPA 58.01.16. The manual will only be for the new or updated facilities included in this project.
- Incorporate vendor submittals and operations and maintenance guidance into the new O&M manual using the following steps:
  - Meet with City operations and maintenance staff to develop a comprehensive understanding of current O&M practices on existing flow splits based on operations of ABs 5-10 and ABs 1-4.
  - Conduct a field investigation to verify existing and new facility information including photo documentation of project improvements.
  - Collect vendor submittal data and information.
  - Submit DRAFT O&M documentation for City Review.
  - Incorporate City review comments.
  - Submit FINAL O&M documentation to City and IDEQ.

#### Deliverables

- DRAFT and FINAL versions of the O&M Manual in electronic format (MS Word and pdf).

### 1.8 Start-Up Support Services

- Assist the City and Contractor with planning and implementation of start-up, testing, and commissioning activities. This Task is divided into two areas: start-up planning and start-up/commissioning.
- Start-Up Planning
  - Lead start-up planning activities by helping develop the start-up strategy document with support by the City and Contractor.
  - Review the Contractor's written start-up plan submitted under Section 01 75 00.
  - Perform technical analyses of treatment plant issues that may be impacted by start-up activities.
  - Coordinate schedule and start-up event timing with the City and Contractor.
  - Consultant has allocated an average of 8 hours per attendee for participation at start-up planning meetings for up to 2 Consultant staff members (including agenda and meeting minutes preparation).
  - Consultant has estimated there could be up to 4 start-up planning meeting events.
- Start-Up/Commissioning
  - The City and Contractor shall conduct all testing and commissioning and shall provide testing and commissioning data to the Consultant in electronic format.
  - Consultant shall review data, meet with City staff or witness testing activities, and provide written feed-back on the completeness of testing and commissioning.

- Consultant facility leads will be present in the field for set periods of time during testing and commissioning of their respective areas of design as requested by the City.
- Commissioning will be completed during a nominal 1-month period and require multiple Consultant staff and discipline involvement.

#### Deliverables

- Agendas and minutes for Start-Up Planning meetings.
- Field notes identifying corrective actions for problems or deficiencies note during testing and commissioning.

### **1.9 Operator Training**

- Develop training content for the new aeration basins collaboratively with City staff to broaden the understanding of process features generally covering the following topics:
  - Flexibility for the new aeration basin improvements in different process configurations mode with differing flow splits.
  - Operation of new equipment associated with the project.
  - System configurations to handle various process issues.
- Consultant has estimated developing a training outline for a two-day training workshop up to 4 hours each day in length. Training will be conducted by up to 2 Consultant staff members.

#### Deliverables

- DRAFT and FINAL version of the training material content in hard copy and electronic formats.

### **Task 2 – Project Management**

- During this phase, Consultant will provide management support to the City common to all Task 1 activities.

#### **2.1 Project Management**

- Provide management, direction, coordination, and control of all work associated with Project schedule, budget, subconsultants, technical quality, and monthly progress reports and invoices for the Project.
- This task includes the following activities:
  - Develop a Project Management Plan and Quality Plan for internal use.
  - Develop a Health and Safety plan for internal use.
  - Staff technical activities to align with the Contractor critical-path schedule.
  - Prepare monthly project progress status reports. Monthly progress status reports will identify budget status, progress status, and activities of the previous month.
  - Supervise Consultant project staff and design disciplines.
  - Manage in-house budget and schedule.

- Procure, supervise, and coordinate the activities of subconsultants providing specialized or supplemental engineering services.

#### Deliverables

- Monthly progress status reports and invoices

### **ASSUMPTIONS**

While preparing our scope of services and fee schedule, we have made the following assumptions:

- All construction correspondence (RFIs, submittals, etc.) will be processed through the City's electronic construction management service (CONDOC).
- The Construction Manager role is not included in this scope of work but is covered by the City.
- To maximize the use of the City's budget, Consultant may return incomplete or unclear submittals without review or comment.
- The Consultant is responsible solely for Consultant's employees' activities on the project site. Consultant's participation on the project shall not be construed to relieve the City or any construction Contractors from their responsibilities too maintaining a safe jobsite. Neither the professional activities of the Consultant, nor the presence of the Consultant's employees and sub-consultants, shall be construed to imply the Consultant has any responsibility for means and methods of work performance, superintendence, sequencing of construction, or safety in, on, or about the jobsite.
- Contactor record drawing mark-ups are complete and accurate and Consultant's work under this task is only to convert the Contractor-supplied record drawing materials into final record drawings, and not to independently validate or correct record drawings.

### **CITY RESPONSIBILITIES**

City's Responsibilities Include:

- The Construction Manager will be provided by the City for the duration of the construction schedule.
- Oversee and inspect day-to-day construction activities and will provide all administration of the construction contract, including reviewing pay requests.
- Provide all special inspections (under a separate roster contract task order) required by the International Building Code (IBC), as well as all materials testing.
- Provide site surveying, benchmark control, and elevation verification (under a separate roster contract task order).
- Provide programming services (under a separate roster contract task order).
- Attend all project coordination meetings to provide timely input on action items.

- Review and provide comments on all deliverables listed in this Task Order.
- Provide input on content to include in the training workshop.

## **TIME OF COMPLETION and COMPENSATION SCHEDULE**

<b>COMPENSATION AND COMPLETION SCHEDULE</b>			
<b>Task</b>	<b>Description</b>	<b>Estimated Completion Date</b>	<b>Compensation</b>
<b>1</b>	Services During Construction	<ul style="list-style-type: none"> <li>▪ 26 Months after Notice to Proceed</li> </ul>	\$1,849,137
<b>2</b>	Project Management	<ul style="list-style-type: none"> <li>▪ 26 Months after Notice to Proceed</li> </ul>	\$109,333
<b>TASK ORDER TOTAL: \$1,958,470.00</b>			

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 11230.i is One million nine hundred fifty-eight thousand four hundred seventy dollars (\$1,958,470.00). No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City in the form of a Change Order. No travel or expenses will be reimbursed through this agreement. All costs must be incorporated in the individual tasks within the Compensation and Completion Schedule above.


### **CITY OF MERIDIAN**

BY: \_\_\_\_\_  
KEITH WATTS, Procurement Manager

Dated: \_\_\_\_\_

City Project Manager:  
Troy Thrall, P.E.

### **BROWN AND CALDWELL**

BY:   
DAVE BERGDOLT

Dated: November 15, 2023



## AGENDA ITEM

**ITEM TOPIC:** Approval of Task Order for Design, Fabrication, and Delivery of Discovery Park Artwork: Peregrine Bike Racks Between Colin Selig LLC and the City of Meridian for a Not-to-Exceed Amount of \$9,950

## **TASK ORDER FOR DESIGN, FABRICATION, AND DELIVERY OF DISCOVERY PARK ARTWORK: PEREGRINE BIKE RACKS**

This TASK ORDER FOR DESIGN, FABRICATION, AND DELIVERY OF DISCOVERY PARK ARTWORK: PEREGRINE BIKE RACKS (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and Colin Selig LLC, a limited liability company organized under the laws of the State of California (“Artist”). (City and Artist may hereinafter be collectively referred to as “Parties.”)

**WHEREAS**, City desires that public art will be a component of Discovery Park, and to that end, requested that Artist submit a proposal for functional bike rack artwork to be installed at Discovery Park;

**WHEREAS**, Artist and City have entered into a *Master Agreement for Professional Services: Park Identities Public Art Roster* (“Master Agreement”), which establishes the terms and conditions under which City may invite Artist to provide services including consultations, design, delivery, installation, maintenance, and repair of artwork, pursuant to separate project task order(s) setting forth specific conditions, compensation amount, and scope of work;

**WHEREAS**, Artist designed, and proposed the fabrication and delivery of *Peregrine Bike Racks*, a series of two sets of five functional powder coated steel bike racks, as generally depicted in *Exhibit A* hereto (“Artwork”);

**WHEREAS**, project stakeholders including the Meridian Parks and Recreation Department and the Public Art Committee of the Meridian Arts Commission evaluated proposals submitted and selected Artist’s proposal for recommended installation;

**WHEREAS**, on October 14, 2023, the Meridian Arts Commission reviewed the Artist’s proposal, and recommends to the Meridian City Council that Artist’s proposal be commissioned for full design, fabrication, and installation in the *Peregrine Falcon Natural Colors* scheme;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

### **I. SCOPE OF SERVICES.**

Artist shall design, fabricate, and deliver two (2) sets of five (5) powder coated bike rack hoops as described and depicted in *Exhibit A*, and shall provide all hardware and instructions to install such Artwork at Discovery Park, in Meridian, Idaho, in the specific location designated by the Meridian Arts and Culture Coordinator (“Site”). Artwork design, fabrication, and delivery shall comply in all respects with established industry and engineering standards, Idaho Standards for Public Works Construction, all established policies and ordinances of the City of Meridian, and the direction of the Meridian Arts Commission, the Meridian Parks and Recreation Department and the Arts and Culture Coordinator.



## **II. COMPENSATION.**

- A. **Total amount.** The total payment to Artist for the design, fabrication, and delivery of the Artwork shall be nine thousand nine hundred and fifty dollars (\$9,950.00). This amount shall constitute full compensation for any and all design, fabrication, delivery, and other services; travel; materials; shipping; contingency; commission; artist fee; and any and all other costs of work to be performed or furnished by Artist.
- B. **Method of payment.** Artist shall provide to City invoices for services and/or materials provided pursuant to the payment schedule set forth herein, which City shall pay within thirty (30) days of receipt. City shall not withhold any federal or state income taxes or Social Security tax from any payment made by City to Artist under the terms and conditions of this Agreement. Payment of all taxes and other assessments on such sums shall be the sole responsibility of Artist.
- C. **Payment schedule.** Artist shall be paid pursuant to the following benchmarks:
1. **City Approval of Detailed Plan:** \$4,550.00 shall be paid to Artist within thirty (30) days of the Arts and Culture Coordinator's approval of Artist's detailed plan for design, fabrication, and delivery of the Artwork, and installation of the Artwork at the Site ("Detailed Plan"). The Detailed Plan shall include:
    - a. Final Design;
    - b. Detailed project timeline;
    - c. Recommended plan for installation of footings and foundations; and
    - d. Plan for transportation of artwork for delivery.
  2. **Fabrication, Delivery of Artwork, and Final Completion:** \$5,000.00 shall be paid to the Artist within thirty (30) days of Delivery of Artwork, which shall be defined as:
    - a. Delivery of the completed Artwork, in coordination with and as confirmed by the Arts and Culture Coordinator;
    - b. Final inspection and approval of Artwork by the Arts and Culture Coordinator and Meridian Parks and Recreation Department; and
    - c. Artist's submission to the Arts and Culture Coordinator of a recommended maintenance plan for the Artwork;
    - d. Execution of a mutually agreed-upon acceptance agreement, to include Artist's indemnification of City; express waiver of Artist's right, title, or interest in the Artwork; and waivers of lien from any and all sub-contractors and major materials suppliers; which agreement shall be prepared by the City Attorney's Office and approved by Meridian City Council; and
    - e. City Council's adoption of a resolution indicating that the City accepts the delivery of the Artwork as designed, fabricated, and delivered.

### **III. TIME OF PERFORMANCE.**

**A. Timeline.** In addition to the benchmarks set forth in the timeline prepared by Artist as part of the Detailed Plan, the Parties shall meet the following deadlines:

1. **By 5:00 p.m., December 8, 2023:** Artist shall submit to the Arts and Culture Coordinator the Detailed Plan. The Arts and Culture Coordinator shall review, request modifications as necessary, and approve the Detailed Plan, either as submitted or as modified pursuant to mutual agreement, within fourteen (14) days of receipt thereof.
2. **By 5:00 p.m., March 15, 2024:** Artist shall be responsible for the delivery of Artwork to the Meridian Parks Shop at 1700 E Lanark St, Meridian, Idaho 83642. The Arts and Culture Coordinator may extend the date of delivery of Artwork for a reasonable amount of time only if such delay is due to circumstances and events beyond the control of Artist or pursuant to written mutual agreement by the Parties.
3. **By 11:59 p.m., March 29, 2024:** Provided that Artist has completed Final Completion, as provided herein, the Parties shall execute Final Acceptance of the Artwork.

**B. Time of the essence.** The Parties acknowledge that services provided under this Agreement shall be performed in a timely manner. The Parties acknowledge and agree that time is strictly of the essence with respect to this Agreement, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Agreement by the party so failing to perform.

**C. Inspection.** Upon the Arts and Culture Coordinator's request, the Artist shall provide the Arts and Culture Coordinator and/or City with reasonable opportunities to review the progress of the Artwork to ensure compliance with the timeline and the proposal as described and depicted in *Exhibit A* hereto or as otherwise mutually agreed by the Parties in writing. If during such inspection, or in the course of the approval processes required herein, the Arts and Culture Coordinator or City concludes that the Artwork or any portion or component thereof do not conform to the timeline or to the proposal as described and depicted in *Exhibit A* hereto or as mutually agreed by the Parties in writing, notice of the specific non-conformity and request for Artist to address the specified non-conformity shall be given to Artist in writing as soon as practicable. Artist shall have fourteen (14) days to address and correct any non-conformity. If, upon Arts and Culture Coordinator's re-inspection, the Arts and Culture Coordinator concludes that the Artwork or the nonconforming portion or component thereof remain nonconforming, termination procedures may commence. City's failure to disapprove in writing shall constitute presumptive approval of the Artwork as inspected.

### **IV. MAINTENANCE AND REPAIR.**

- A. **Two years following Final Acceptance.** Artist shall be fully responsible for all parts and workmanship of the Artwork for a period of two (2) years after City's Final Acceptance of the Artwork, and during such time shall replace any defective parts and/or rework any defective craftsmanship in a timely fashion at no cost to City, except that during such period Artist shall not be required to replace or repair any damage to the Artwork caused by City's employees, by vandalism, or by an act of God.
- B. **Determination of need for repair.** At all times, including in the first two years following Final Acceptance, City shall make any and all determinations regarding whether the Artwork's parts and/or craftsmanship require maintenance, restoration, or repair. Artist may be asked to provide input regarding such matters, but all decisions regarding the need for maintenance, restoration, or repair shall be made by City.
- C. **Maintenance, restoration, and repair.** City shall provide basic maintenance, restoration, and repair of the Artwork at City's cost. In the event that the Artwork is damaged or destroyed, in whole or in part, City may, at its sole election, restore the Artwork, subject to receipt of any insurance proceeds and availability of sufficient funds.

**V. CREATION, INTEGRITY, AND OWNERSHIP OF ARTWORK.**

- A. **Waiver and relinquishment of rights.** Artist expressly waives any and all right, title, or interest in artwork and other products created pursuant to this Agreement or project task order. Artist does not waive any right or interest protected by a patent issued to Artist by the U.S. Patent and Trademark Office on or before the effective date of a project task order, so long as, prior to execution of same, Artist provides to City written notice of the patent and a copy of same. Artist understands that this waiver shall include waivers of the exclusive rights of reproduction, adaptation, publication, and display. Artist specifically waives the right to claim any remedy concerning the alteration of any artwork or product created pursuant to this Agreement or project task order. Artist agrees to relinquish any and all rights, title, and interest to artwork or products developed in connection with this Agreement or project task order, and hereby expressly waives any rights Artist has to same, including, but not limited to, the rights afforded Artists under the Copyright Act of 1976 and the Visual Arts Rights Act of 1990, Title 17 U.S.C. §§ 101 *et seq.* Artist understands and agrees that the right of attribution and integrity, as specifically set forth in 17 U.S.C. § 106A, are hereby expressly waived. To the extent that the provisions of this Agreement differ with the Copyright Act of 1976 and Visual Arts Rights Act of 1990, the provisions of this Agreement will govern and any such differences in the rights and duties created thereunder are expressly waived.
- B. **Territorial exclusivity.** As to the Design(s) actually installed, Artist shall grant the City territorial exclusivity within the entire State of Idaho and other States within two hundred (200) miles of Meridian city limits. Artist shall retain all rights, title, and interests in Designs that City elects not to install.

- C. **Ownership.** Upon City's Final Acceptance, the Artwork shall be owned by City. Following Final Acceptance, City may remove the Artwork from the Site and/or move the Artwork to another location, at City's sole election and discretion.
- D. **No copyright.** Artist shall not make any claim to the copyright of the Artwork.
- E. **Photographs of Artwork by City.** City may photographically reproduce the image of the Artwork and all preliminary studies, models and maquettes thereof, as City may desire for educational and public information purposes. Where practicable and to the extent of City's authority, Artist shall be acknowledged on each such photographic reproduction to be the creator of the original subject thereof, provided that photographic reproductions of preliminary studies, models and maquettes shall not be identified as or represented to be the finished Artwork.
- F. **Photographs of Artwork by Artist.** Artist may photographically reproduce the image of the Artwork and all preliminary studies, models and maquettes thereof, as Artist may desire for marketing, educational and public information purposes. Where practicable, Artist shall acknowledge on each such photographic reproduction the location of such Artwork, provided that reproductions of preliminary studies, models and maquettes shall not be identified as or represented to be the finished Artwork.
- G. **Models of Artwork.** City shall at no time create any model, maquette, replica, copy, or any other three-dimensional reproduction of Artwork or any component thereof for any purpose without first entering into a mutually agreed-upon written agreement with Artist governing the creation, use, and/or sale of such model, maquette, replica, copy, or reproduction. Upon Final Completion, Artist shall not create any new model, maquette, replica, copy, or any other three-dimensional reproduction of Artwork or any component thereof for any purpose without first entering into a mutually agreed-upon written agreement with City governing the creation, use, and/or sale of such model, maquette, replica, copy, or reproduction. This provision shall not prevent Artist's creation of any model or mock-up for purposes of designing and/or engineering Artwork prior to Final Completion.
- H. **Alteration of Artwork.** If any alteration occurs to the Artwork after delivery, whether intentional or accidental and whether caused by City or others, upon written request of Artist, such Artwork shall no longer be represented to be the work of Artist, unless otherwise allowed by Artist in writing. Other than as specified herein, Artist specifically waives the right to claim any other remedy concerning the alteration of the Artwork as provided for under Idaho or federal law, whether by statute or otherwise.
- I. **Removal from display.** City shall have the right to remove the Artwork from Site and/or from public display. In the event that City determines that the Artwork or any component thereof shall be sold, Artist shall be provided the first right of refusal to purchase the Artwork or such component from City. Should Artist choose to purchase the Artwork pursuant to this provision, the price of the Artwork shall be the fair market value thereof. This provision shall expire upon the death of Artist and shall not be extended to Artist's estate unless City so elects.

- J. **Subcontracting or assignment of obligations.** Artist shall not subcontract or assign any of Artist's obligations under this Agreement that require or that may require Artist's artistic talent or expertise. Artist may subcontract or assign obligations that do not require Artist's artistic talent or expertise, including, but not limited to, such obligations as transport and delivery of the Artwork, and other obligations as outlined in Artist's proposal as set forth in *Exhibit B*. Any and all subcontractors or assignees shall be bound by all the terms and conditions of this Agreement.

VI. **INDEMNIFICATION, WAIVER, AND INSURANCE.**

- A. **Indemnification.** Artist shall indemnify, save, and hold harmless the City and any and all of its employees, agents, volunteers, and/or elected officials from any and all losses, claims, and judgments for damages or injury to persons or property, and from any and all losses and expenses caused or incurred by Artist or Artist's servants, agents, employees, guests, and/or business invitees, occurring before City's Final Acceptance of the Artwork.
- B. **Waiver.** Artist waives any and all claims and recourse against City, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to Artist's performance of this Agreement, whether such loss or damage may be attributable to known or unknown conditions, except for liability arising out of concurrent or sole negligence of City or its officers, agents or employees.
- C. **Insurance to be obtained by Artist.** Artist shall obtain and shall maintain, at Artist's own expense, from the Effective Date of this Agreement through City's Final Acceptance of the Artwork, each and all of the following:
1. **General liability insurance.** General liability insurance with a limit of not less than one million dollars (\$1,000,000.00) per each occurrence, combined single limit bodily injury and property damage, covering the actions and omissions of Artist and her employees, agents, and/or workers in fabricating, transporting, and delivering the Artwork and/or components or materials thereof, including coverage for owned, non-owned, and hired vehicles, as applicable.
  2. **Workers' compensation insurance.** Artist shall obtain and shall maintain, at Artist's own expense, from the Effective Date of this Agreement through City's Final Acceptance of the Artwork, and throughout the course of this Agreement, workers' compensation insurance, in an amount required by Idaho law, whichever is higher, to cover any and all persons employed by Artist.
  3. **Insurance of Artwork.** Upon completion of the sculptures, through City's Final Acceptance of Artwork, Artist shall procure and maintain, at Artist's own expense, in an all-risk form with limits of not less than fifty thousand (\$50,000), and any deductible not to exceed five hundred dollars (\$500) each loss, with any loss payable to City. Artist agrees to bear all risks of loss of and/or damage to the Artwork until City's Final Acceptance of Artwork.

- D. **Proof of insurance.** Artist shall provide to City, within seven (7) days of the Effective Date of this Agreement, written proof that Artist has obtained all insurance required hereunder. If any change is made to any insurance policy or coverage required under and/or obtained pursuant to this Agreement, Artist or Artist's insurance agent shall notify City immediately.
- E. **Insurance to be obtained by Artist's subcontractors.** Artist shall require any and all subcontractors employed or utilized in the course and scope of the obligations described in this Agreement to obtain and maintain general liability insurance and workers' compensation insurance in the amounts described herein. Artist shall provide to City, within twenty-four (24) hours of hiring or engaging any subcontractor, written proof that her subcontractors have obtained all insurance required hereunder.
- F. **Insurance to be obtained by City.** City shall obtain all necessary property and commercial general liability insurance as may be required in order to protect its insurable interests for its rights and obligations described within this Agreement. Upon City's Final Acceptance of the Artwork, City shall obtain property insurance for the Artwork.
- G. **No cancellation without notice.** On all insurance policies required under this agreement, such policies shall provide that they may not be cancelled or reduced in coverage except upon thirty (30) days advance written notice to all Parties. Any cancellation of insurance without appropriate replacement in the amounts and terms set forth herein may constitute grounds for termination of the contract.

## **VII. TERMINATION.**

- A. **Termination for cause.** If City determines that Artist has failed to comply with any term or condition of this Agreement, violated any of the covenants, agreements, and/or stipulations of this Agreement, falsified any record or document required to be prepared under this Agreement, engaged in fraud, dishonesty, or any other act of misconduct in the performance of this Agreement; or if either Party willfully or negligently defaults in, or fails to fulfill, its material obligations under this Agreement; the other Party shall have the right to terminate the Agreement by giving written notice to the defaulting party of its intent to terminate, and shall specify the grounds for termination. The defaulting party shall have thirty (30) days after receipt of such notice to cure the default. If the default is not cured within such period, this Agreement shall be terminated upon mailing of written notice of such termination by the terminating party.
1. **Default by City.** In the event of termination for non-performance or default by City, City shall compensate Artist for work actually completed by Artist prior to the date of written notice of termination and any verified additional services and materials actually performed or supplied prior to the date of written notice of termination, less payments of compensation previously made, not to exceed the total amount of compensation allowed hereunder.

2. **Default by Artist.** In the event of termination for non-performance or default by Artist, except that caused by the death or incapacity of Artist, all finished and unfinished drawings, photographs, plans, timelines, and/or any and all other work products prepared and submitted or prepared for submission under this Agreement shall, at City's option, become City's property. Notwithstanding this provision, Artist shall not be relieved of any liability for damages sustained by City attributable to Artist's default or breach of this Agreement. City may reasonably withhold payments due until such time as the exact amount of damages due to City from Artist is determined. Artist shall not be relieved of liability to City for damages sustained by City by virtue of any breach or default of this Agreement by Artist. This provision shall survive the termination of this Agreement and shall not relieve Artist of liability to City for damages.
- B. **Termination without cause.** City may terminate this Agreement for any reason at any time by providing fourteen (14) days' notice to Artist.
- C. **Termination upon death or incapacity of Artist.** This Agreement shall automatically terminate upon the death or incapacity of Artist. In the event of termination caused by the death or incapacity of Artist, all finished and unfinished drawings, photographs, plans, timelines, and/or any and all other work products prepared and submitted or prepared for submission under this Agreement shall, at City's option, become its property, and the right to fabricate and/or complete fabrication of the Artwork shall pass to City. Notwithstanding this provision, neither Artist nor Artist's estate shall be relieved of any liability for damages sustained by City attributable to Artist's default. City may reasonably withhold payments due to Artist or to Artist's estate until such time as the exact amount of damages due to City from Artist or Artist's estate is determined. Artist shall not be relieved of liability to City for damages sustained by City by virtue of any breach or default of this Agreement by Artist. This provision shall survive the termination of this Agreement and shall not relieve Artist or Artist's estate of liability to City for damages.
- D. **Non-waiver of breach.** A waiver of any breach or default of any provision of this Agreement shall not be construed as a waiver of a breach of the same or any other provision hereof.

## **VIII. GENERAL PROVISIONS.**

- A. **Relationship of Parties.** It is the express intention of Parties that Artist is an independent contractor and neither Artist nor any officer, employee, subcontractor, assignee, or agent of Artist shall be deemed an employee, agent, joint venturer, or partner of City in any manner or for any purpose. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Artist and City or between Artist and any official, agent, or employee of City. Both parties acknowledge that Artist is not an employee of City. Artist shall retain the right to perform services for others during the term of this Agreement. Specifically, without limitation, Artist understands, acknowledges, and agrees:
1. Artist is free from actual and potential control by City in the provision of services under this Agreement.

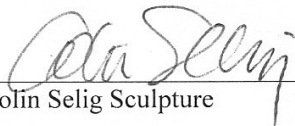


2. Artist is engaged in an independently established trade, occupation, profession, or business.
  3. Artist has the authority to hire subordinates.
  4. Artist owns and/or will provide all major items of equipment necessary to perform services under this Agreement.
- B. **Compliance with law.** Throughout the course of this Agreement, Artist shall comply with any and all applicable federal, state, and local laws.
- C. **Non-Discrimination.** Throughout the course of this Agreement, Artist shall not discriminate against any person as to race, creed, religion, sex, age, national origin, sexual orientation or any physical, mental, or sensory handicap.
- D. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties. This Agreement supersedes any and all statements, promises, or inducements made by either party, or agents of either party, whether oral or written, whether previous to the execution hereof or contemporaneous herewith. The terms of this Agreement may not be enlarged, modified or altered except upon written agreement signed by both parties hereto.
- E. **Costs and attorneys' fees.** If either party brings any action or proceedings to enforce, protect or establish any right or remedy under the terms and conditions of this Agreement, the prevailing party shall be entitled to recover reasonable costs and attorneys' fees, as determined by a court of competent jurisdiction, in addition to any other relief awarded.
- F. **Agreement governed by Idaho law.** The laws of the State of Idaho shall govern the validity, interpretation, performance and enforcement of this Agreement. Venue shall be in the courts of Ada County, Idaho.
- G. **Cumulative Rights and Remedies.** All rights and remedies herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law. Likewise, the exercise of any remedy provided for herein or allowed by law shall not be to the exclusion of any other remedy.
- H. **Interpretation.** Words of gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held to include the plural and vice versa unless the context otherwise requires. The Agreement and the captions of the various sections of this Agreement are for convenience and ease of reference only, and do not define, limit, augment or describe the scope, context or intent of this Agreement or any part or parts of this Agreement.
- I. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remainder of this Agreement shall not be affected.

- J. **Successors and Assigns.** All of the terms, provisions, covenants and conditions of this Agreement shall inure to the benefit of, and shall be binding upon, each party and their successors, assigns, legal representatives, heirs, executors, and administrators.
- K. **Notice.** Day-to-day communications between Artist and the Arts and Culture Coordinator may occur by telephone. Any and all notice required to be provided by either of the Parties hereto, unless otherwise stated in this Agreement, shall be in writing and shall be deemed communicated upon mailing by United States Mail or upon sending via e-mail, addressed as follows:
- |  |  |
|--|--|
| <u>Artist:</u>   | <u>Arts and Culture Coordinator:</u>   |
| Colin Selig, Owner   | Cassandra Schiffler  |
| Colin Selig Sculpture LLC                                    | Parks and Recreation Department  |
| 1547 Palos Verdes #315                                       | 33 E. Broadway Ave. Ste 206  |
| Walnut Creek, CA 94597                                       | Meridian ID 83642  |
| <a href="mailto:info@colinselig.com">info@colinselig.com</a> | (208) 489-0399   |
|  | <a href="mailto:cschiffler@meridiancity.org">cschiffler@meridiancity.org</a> |
- Either party may change her/its address for the purpose of this provision by giving written notice of such change in the manner herein provided.
- L. **Exhibits.** All exhibits to this Agreement are incorporated by reference and made a part of hereof as if the exhibits were set forth in their entirety herein.
- M. **City Council approval required.** The validity of this Agreement shall be expressly conditioned upon City Council action approving the Agreement. Execution of this Agreement by the persons referenced below prior to such ratification or approval shall not be construed as proof of validity in the absence of Meridian City Council approval.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the Effective Date first written above.

**ARTIST:**

 11/20/2023  
Colin Selig Sculpture

**CITY OF MERIDIAN:**

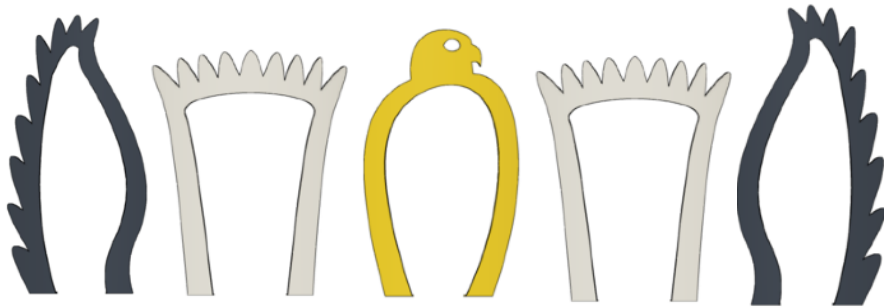
BY: \_\_\_\_\_ Attest: \_\_\_\_\_  
Robert E. Simison, Mayor Chris Johnson, City Clerk

# Peregrine Bike Rack

Art Proposal for Discovery Park

Colin Selig

Nov. 2023



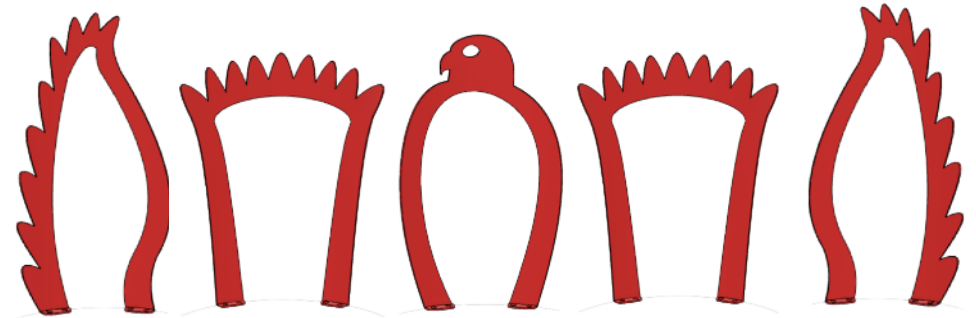
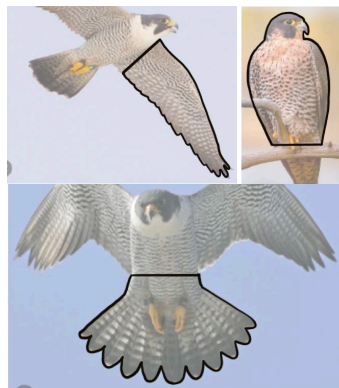
## Objectives:

These five piece Peregrine Bike Racks will serve as whimsical and functional sculptural elements that strengthen the park's identity as a place of learning, exploration and discovery. Repurposed from salvage steel propane tanks, they are eco-friendly.



## Design Concept:

Each of the five "hoops" have a shape that is extrapolated from parts of the peregrine falcon including its body, tail feathers and main wings.



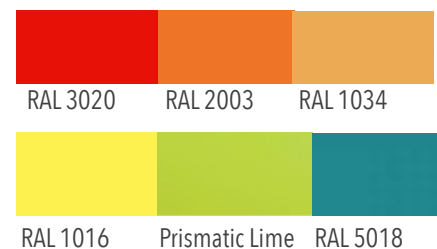
## Color Options:

Either both racks coated in the natural colors found on the falcon or each rack coated in a single color.

## Natural Colors:



## Single Color Options but any RAL# OK



## Capacity & Dimensions:

The bike racks can accommodate up to ten bikes, with one bike on each side of each hoop. The bike racks vary in height between 38" - 44" with the main wing shapes at the ends being the tallest. The hoops are narrow enough to allow a bike lock to fit around them.



# EXHIBIT A

# P e r e g r i n e B i k e R a c k

Art Proposal for Discovery Park Colin Selig



*Material:*  
Regionally sourced scrap steel propane tanks are abundant due to strict regulations limiting their service life.



*Repurposed:*  
The tanks are carefully dissected and the parts reassembled with no additional reshaping of the material, a process with a minimal carbon footprint.



## *Durable:*

Made from curved steel with a wall thickness of 1/4 inch, a very sturdy structure is created when the parts are seam welded together. A quality powder coating seals the structure from the elements.

## *Installation:*

The hoops are bolted down to a concrete pad with two anchor bolts per leg.



## *Maintenance:*

Powder coat is a very durable surface that requires minimal maintenance beyond a periodic wipe down with soap and water to remove dust, grime, bird droppings, etc. It is designed to stand up to environmental conditions such as direct sunlight, fog, rain and snow. For public art commissions a high quality architectural grade super durable powder coating over a zinc rich epoxy primer is a tough and graffiti resistant coating. The coating should last 10+ years, after which the objects can be re-coated at a relatively minimal cost. Waxing helps extend the life of the coating.

## Peregrine bike rack angle views



Discovery Park Public Art Proposal, City of Meridian, ID

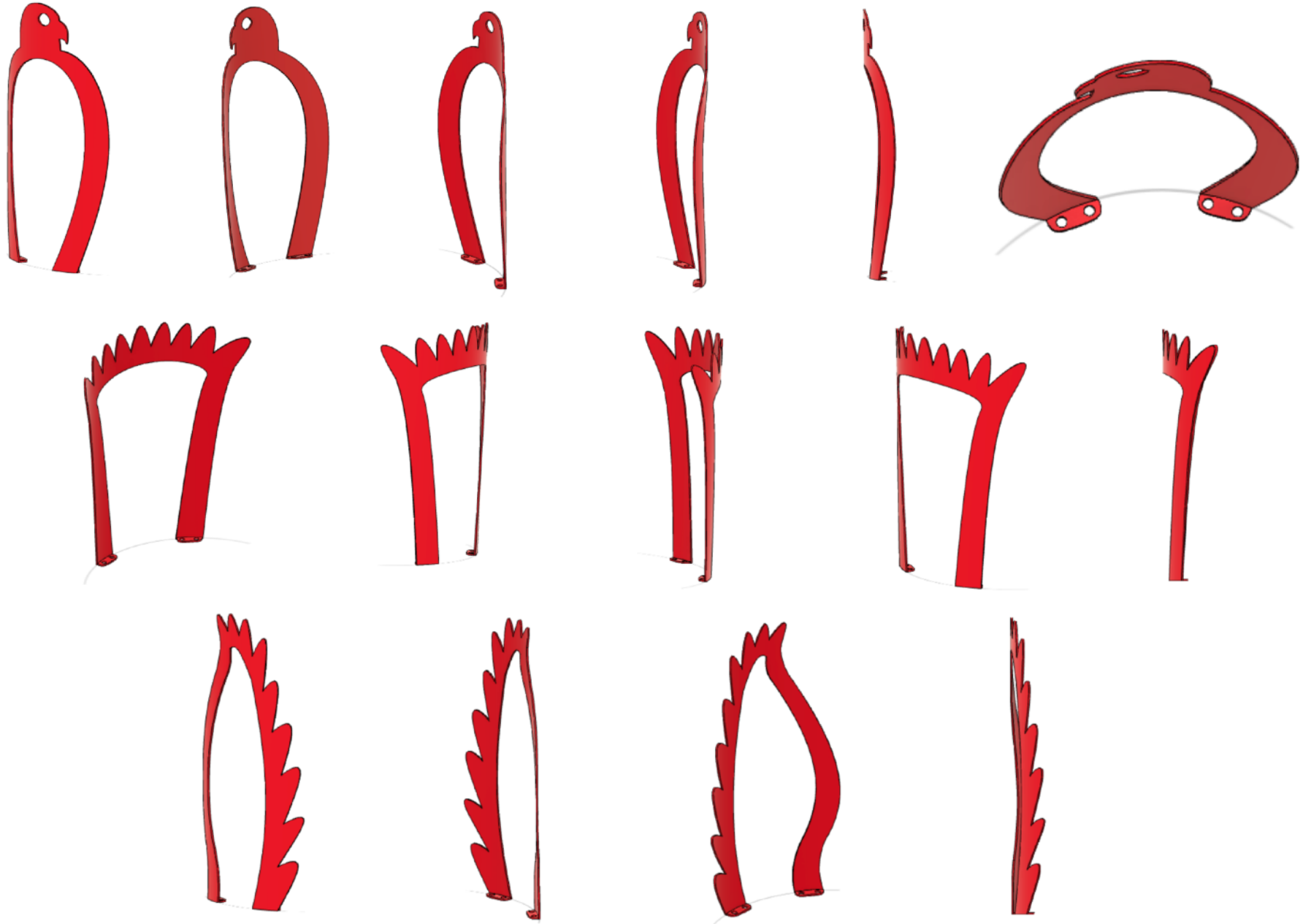
**Colin Selig**

Sculpture + Site Furnishings

[www.colinselig.com](http://www.colinselig.com)  
+1.925.457.5060  
[info@colinselig.com](mailto:info@colinselig.com)  
1547 Palos Verdes #315  
Walnut Creek, California 94597



## Peregrine bike rack additional views



Discovery Park Public Art Proposal, City of Meridian, ID

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1547 Palos Verdes #315  
Walnut Creek, California 94597

# Peregrine Falcon natural colors matching to RAL color chart



Discovery Park Public Art Proposal, City of Meridian, ID

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Walnut Creek, California 94597



# Budget

Two Bike Racks (5 pieces per rack)	
raw material	900
fabrication: labor and studio supplies	3,200
powder coat	1,850
crating	300
truck freight	600
installation (using local installer)	500
artist design & project mgmt fees	1,500
insurance & engineering costs	300
contingencies	800
total	9,950

Discovery Park Public Art Proposal, City of Meridian, ID

# timeline

<u>Process</u>	<u>Duration</u>
Fabrication	8 weeks
Powder coating (subcontractor)	3 weeks
Crating & Delivery	1 week
Installation	1 day

Discovery Park Public Art Proposal, City of Meridian, ID



## AGENDA ITEM

**ITEM TOPIC:** Fiscal Year 2024 Net-Zero Budget Amendment in the amount of \$70,000.00 for Ada County Highway District Fivemile Creek Pathway Transfer of Reimbursed Funds for Pathway Construction



Mayor Robert E. Simison

**City Council Members:**

Joe Borton  
Liz Strader  
Brad Hoaglun

John Overton  
Jessica Perreault  
Luke Cavener

## **MEMORANDUM**

TO: Mayor Simison and City Council

FROM: Mike Barton, Parks Superintendent

DATE: November 21, 2023

RE: Net Zero Budget Amendment

### **Background**

ACHD was conditioned to construct a pathway as part of the development approval process for their new maintenance facility on Ustick Road. The Parks Department was working on the Fivemile Pathway adjacent to their site. Because we had plans to construct the pathway across and beyond their facility, we offered to bid and construct the full run of pathway, as long as ACHD reimbursed us for the full cost of their conditioned segment. This was done to realize an economy of scale on the entire project and build it at one time, instead of waiting for the new facility to construct. On December 6, 2022, the City entered into an MOA with ACHD that says we construct, and ACHD will reimburse us for the cost of the path on their property. The pathway has been completed, and ACHD has reimbursed the City \$70,000 for the cost of the path. This budget amendment is the mechanism to place these funds back in our pathways GL.

### **Requested Action**

Approve this budget amendment in the amount of \$70,000.00.



## City of Meridian FY2024 Budget Amendment Form

## Personnel Costs

Full Time Equivalent (FTE): -

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5290	41200	11389	Wages	
01	5290	41206	11389	PT/Seasonal Wages	
01	5290	41210	11389	Overtime	
01	5290	41304	11389	Uniform Allowance	
01	5290	42021	11389	FICA	\$ -
01	5290	42022	11389	PERSI	\$ -
01	5290	42024	11389	Worker's Comp	\$ -
01	5290	42025	11389	Employee Insurance	\$ -
Total Personnel Costs					\$ -



Please only complete the fields highlighted in Orange.

## Amendment Details

Title: Transfer of Reimbursed Funds for Pathway Construction

Department Name: Parks and Recreation

Presenting Department Name: n/a

Department #: 5290

Primary Funding Source: 1

CIP#: 93401

Project #: 11389

Is this for an Emergency? ☐ Yes ☒ NoNew Level of Service? ☐ Yes ☒ No

## Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
01	5290		11389				\$ -
Total Operating Expenditures					\$ -	\$ -	\$ -

Clerks Office Stamp

Date of Council Approval \_\_\_\_\_

## Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5290	93401	11389	Pathway Development	\$ 70,000
Total Capital Outlay					\$ 70,000

## Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5290	34920	11389	Cash Donation for Capital Outlay	\$ 70,000
Total Revenue/Donations					\$ 70,000

## Acknowledgement

## Date

Steve Siddoway

11/16/23

Department Director

REVIEWED

By Todd Lavoie at 4:22 pm, Nov 16, 2023

jfields 11.16.23

Chief Financial Officer

Approved John Overton via email 11.17.23

Council Liaison

11-20-23

Mayor

## City of Meridian FY2024 Budget Amendment Form

## Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -
Capital		\$ -				
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Total Estimated Project Cost: \$ -</b>				

Mayor

**Title: Transfer of Reimbursed Funds for Pathway Construction****Instructions for Submitting Budget Amendments:**

- > Department will send Amendment with Directors signature to Finance (Budget Manager) for review
- > Finance will send Amendment to Council Liaison for signature
- > Council Liaison will send signed Amendment to Mayor
- > Mayor will send signed Amendment to Finance (Budget Manager)
- > Finance (Budget Manager) will send approved copy of Amendment to Department
- > Department will add copy of Amendment to Council Agenda using Municode Agenda Manager

## Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

## 1. Describe what is being requested?

ACHD was conditioned to construct a pathway as part of the development approval process for their new maintenance facility on Ustick Rd. Parks was working on the Fivemile Pathway adjacent to their site. Because we had plans to construct the pathway across and beyond their facility we offered to bid and construct the full run of pathway as long as ACHD reimbursed us for the full cost of their conditioned segment. This was done to realize a economy of scale on the entire project and build it at one time instead of waiting for the new facility to construct. On 12-6-22 the City entered into a MOA with ACHD that says we construct, and ACHD will reimburse us for the cost of the path on their property. The pathway has been completed and ACHD has reimbursed the city 70,000 for the cost of the path. This budget amendment is the mechanism to place these funds back in our pathways GL.

## 2. Why was this budget request not submitted during the current fiscal year budget cycle?

This amount was already budgeted, this request moves the reimbursement back into our pathways GL.

## 3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?

Moving the funds that were received now is preferred.

## 4. Describe the proposed method of funding? If funding is split between Funds (i.e. General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.

The reimbursement was placed in the general fund.  
\$70,000 was received on 10/11/23 posted in CR24-00070

## 5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?

Yes, securing resources and partnerships to support growth is one of the strategies for responsible growth.

## 6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.

No.

## 7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)

no

## 8. Is the amendment going to result in the disposal of an asset? (Yes or No)

no

## 9. Any additional comments?

**Total Amendment Request \$ -**

*Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.*

## City of Meridian FY2024 Budget Amendment Form

*Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.*





## AGENDA ITEM

**ITEM TOPIC:** Resolution No. 23-2426: A Resolution of the City Council of the City of Meridian Signifying Final Acceptance of "Wildlife Benches" Art Installation by Colin Selig Sculpture LLC and Providing an Effective Date

**CITY OF MERIDIAN RESOLUTION NO. 23-2426**

**BY THE CITY COUNCIL:**

**BORTON, CAVENER, HOAGLUN,  
OVERTON, PERRAULT, STRADER**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDIAN SIGNIFYING FINAL ACCEPTANCE OF “WILDLIFE BENCHES” ART INSTALLATION BY COLIN SELIG SCUPTURE LLC, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Colin Selig Sculpture LLC (“Artist”), designed and installed at Discovery Park, at 2121 E Lake Hazel Road, in Meridian, Idaho, a series of four functional, powder coated, steel benches, for the City and people of Meridian (“Artwork”);

**WHEREAS**, this Artwork is compliant with the specifications set forth in the *Task Order for Design, Fabrication, and Delivery of Discovery Park Artwork: Wildlife Benches* executed by City and Artist on July 11, 2023 (“July 11, 2023 Task Order”);

**WHEREAS**, pursuant to the July 11, 2023 Task Order, Artist has submitted a recommended maintenance plan for the Artwork and executed an acceptance agreement with City, which are attached hereto as *Exhibit A*, and by these actions and submissions Artist did timely all tasks enumerated in the July 11, 2023 Task Order;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERIDIAN, IDAHO:**

**Section 1.** That the City of Meridian hereby accepts the delivery of the Artwork as designed and installed at Discovery Park, 2121 E Lake Hazel Road, in Meridian, Idaho, and by this instrument the City conveys its approval and acceptance thereof.

**Section 2.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

**ADOPTED** by the City Council of the City of Meridian, Idaho, this 5th day of December, 2023.

**APPROVED** by the Mayor of the City of Meridian, Idaho, this 5th day of December, 2023.

**APPROVED:**

**ATTEST:**

---

Robert E. Simison, Mayor

---

Chris Johnson, City Clerk

**ACCEPTANCE AGREEMENT FOR DISCOVERY PARK ARTWORK:  
WILDLIFE BENCHES**

This ACCEPTANCE AGREEMENT FOR DISCOVERY PARK ARTWORK: WILDLIFE BENCHES is made this 10 day of October, 2023 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and Colin Selig Sculpture LLC, a limited liability company organized under the laws of the State of California (“Artist”). (City and Artist may hereinafter be collectively referred to as “Parties.”)

**WHEREAS**, on December 23, 2022, Artist and City entered into a *Master Agreement for Professional Services: Park Identities Public Art Roster* (“Master Agreement”), which establishes terms and conditions under which City may invite Artist to provide services including consultations, design, fabrication, installation, maintenance, and repair of artwork, pursuant to separate project task orders setting forth specific conditions, compensation amount, and scope of work; and

**WHEREAS**, City invited Artist to submit a site-specific proposal for public art elements to be included in the phase 2 area of Discovery Park’s construction at 2121 E. Lake Hazel Road, in Meridian, Idaho, Ada County parcel no. S1405212402 (“Property”); and

**WHEREAS**, on July 11, 2023, City and Artist entered into a *Task Order for Fabrication and Installation of Discovery Park Artwork: The Hole Ball Game* (“July 11, 2023 Task Order”), by which agreement City engaged Artist to fabricate and install artwork on Property; and

**WHEREAS**, Artist has designed, fabricated, and installed “Wildlife Benches,” a series of four functional powder coated steel benches, which establish a sense of place and local identity in Discovery Park, and beautify public spaces;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**I. INDEMNIFICATION.**

Artist hereby indemnifies and saves and holds harmless City and its respective employees, elected officials, agents, guests, and/or business invitees, from any and all liabilities, losses, claims, actions, and/or judgments for damages, expenses, and/or injury to any person or property caused or incurred by or as the result of the performance of or failure to perform any work or service under or related to the Master Agreement.

Artist specifically hereby indemnifies and saves and holds harmless City and its respective employees, elected officials, agents, guests, and/or business invitees, from any and all liabilities, losses, claims, actions, judgments for damages, expenses, or injury to any person or to property arising as a result of:

- A. Artist’s failure, or the failure of any agent, employee, or subcontractor of Artist to exercise reasonable care, skill or diligence in the performance of any work or service under or related to the July 11, 2023 Task Order;


- B. Any breach of any representation, warranty or covenant made by Artist, or by any of Artist's agent(s), employee(s), or subcontractor(s);
- C. Artist's infringement of or upon any intellectual property rights, whether intentional or unintentional, known or unknown, including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, material, sketches, notes or documents created by Artist in the performance of any work or service under the July 11, 2023 Task Order; and/or
- D. The malfunction or failure of the Artwork, or any portion or component thereof, created and installed under the July 11, 2023 Task Order.

## **II. WAIVER.**


Artist hereby waives and releases, on behalf of Artist and Artist's employees, agents, heirs, executors, administrators, assigns, and/or personal representatives, any and all claims and/or rights for damages Artist now has or may hereafter have against the City of Meridian and/or its employees, elected officials, agents, guests, and/or business invitees, suffered in connection with or arising out of the performance of any work or service under or related to the July 11, 2023 Task Order. Except as otherwise expressly delineated in the July 11, 2023 Task Order, Artist hereby waives any and all right, title, or interest in the Artwork and/or all items created under, assembled pursuant to, and/or otherwise related to the July 11, 2023 Task Order and any and all addenda thereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the Effective Date first written above.

### **ARTIST:**

 10/3/2023  
Colin Selig, Member  
Colin Selig Sculpture, LLC

### **CITY OF MERIDIAN:**

  
Cassandra Schiffer

## City of Meridian Public Art & History Conservation Record

*This document will act as a primary source for our public art maintenance. The detailed information you provide will be essential to maintain the best practices of care for your work during its designated lifespan and historical legacy beyond. Please be as thorough as possible and attach any additional documents you deem relevant.*

Primary Artist(s): colin selig

*Title of Artwork:* wildlife benches

---

*Date Completed:* 2023 *Number of Object Components:* 4

Dimensions:  $H$ : 34  $x$   $W$ : 86  $x$   $D$ : 30

Dimensions of Frame (if applicable): H:            x W:            x D:

## Materials:

List **primary materials** used. Start with the support/base material and work your way out or by order of application. (Please include brand name, model, color names/codes, etc.):

<i>Material</i>	<i>Brand</i>	<i>Color#/Name or Finish</i>	<i>Size/Model#</i>
scrap steel LP tanks	unknown	n/a	325 gallon

## Materials (cont'd):

List any custom-made or specialty parts and their sources/manufacturers. (Feel free to provide us with replacement parts if you anticipate their need.):

Part	Source/Manufacturer

List the names, roles/contributions, and contact information of any sub-contractors used (e.g. framers, welders, electricians, foundries, etc.):

Name	Role/Contribution	Contact
Melrose Metal finishing	powder coating	Chris Fine 510-568-7083

## Materials (cont'd):

*If applicable, describe existing materials/methods of presentation (e.g. frame, base, mounting/hanging hardware, etc.).:*

## Life Expectancy:

*Even under the best of environmental conditions and maintenance, all things eventually deteriorate beyond feasible repair. This is a result of inherent vices in the materials, the way they interact with other materials and the surrounding environment including public interaction. While we commit to doing our best to extend the lifespan of an artwork, we by no means expect it to last forever. As difficult as it may be to place an expiration date on one's creation, it is important to level-set realistic expectations. Considering the materials and likely environment, what is the conservative estimated lifespan of your artwork? If you don't know, describe what deteriorations you anticipate.:*

100+ years if recoated every 10-20 years.



## Artistic Intent:

*Please provide your artist statement regarding the conceptual intent and purpose of your artwork. What does it symbolize? What is it meant to evoke or convey?:*

These two pairs of mirrored benches, with backrests that depict trout and hawks, are designed to serve as whimsical and functional sculptural elements that strengthen Discover Park's identity as a place of learning and exploration. Their bright colors bring a sense of vitality and playfulness. Repurposed from salvage steel propane tanks, their textured surfaces include original manufacturing details such as weld seams, fitting ports and ID tags, all of which highlight the material's transformation from utilitarian container into functional art, with the intention that they inspire users to consider new ways to reuse materials.

## Physical/Functional Intent:

*Please describe your literal intention of appearance. Describe the ideal condition of the materials and components. Do you want it to age or remain visually static? How is it supposed to physically operate?:*

Not only can these benches be sat on in the traditional sense, but people can climb up and sit on the armrests as well.

## Techniques:

*Describe in detail how your artwork was constructed. (Feel free to attach proposal material.):*

Regionally sourced salvage steel propane tanks were carefully dissected and the pieces reassembled, with no additional reshaping of the material, an eco-friendly process with a minimal carbon footprint that produces durable objects which contain 99% post-consumer reused content.

*Describe any specific techniques/tools used, especially to acquire finishes or textures..:*

The tanks were cut apart with a hand held plasma cutter and the parts seam welded back together. After fabrication the benches were coated in an architectural grade super durable powder coat over a zinc rich epoxy primer. Colors: RAL 3020 (red) and RAL 5018 (turquoise)

## Installation:

*If applicable, describe any special procedures for assembly and disassembly. (Please provide us with any specialized custom-made tools required to do so.):*

Do not remove the bench from it's pallet base until it has been moved to the specific site of install. The benches bolt down to concrete with wedge anchors, which were provided in each crate. Place the bench on the exact spot to be installed, mark the holes in the feet, move the bench aside, drill and install the anchors, then carefully place the bench over the exposed studs and bolt down.

*If applicable, describe your preferences for presentation (e.g. frame material/color, mat color/thickness, open or enclosed pedestal, etc.).:*

## Installation (cont'd):

*If there are several components, is there a specific order or configuration?:*

No.

*Is the work site-specific? If so, describe the intended relationship to its environment.:*

Yes, the forms within the work reflect native species of wildlife.

## Installation (cont'd):

*Describe any concerns you might have about how the environment may affect your artwork and vice versa (e.g. exposure to the elements, pollution, vehicle/foot traffic, wildlife, urban development, etc.).:*

Powder coat is a very durable surface. There are no flat surfaces for water to collect so it will run off the benches.

## Maintenance:

*Do you have any specific recommendations regarding the methods and frequency of care and maintenance for specific materials and/or your artwork as a whole?:*

Clean periodically with soap and water but no abrasives. The pieces can be re-coated locally every 10-20 years, as needed, and should last for centuries.



## AGENDA ITEM

**ITEM TOPIC:** Resolution 23-2427: A Resolution of the Mayor and the City Council of the City of Meridian, Directing the City Clerk to Enter in Meridian City Council Meeting Minutes the Tabulation of Votes and Election Results for Meridian City Mayor and Meridian City Council Seats 2, 3, and 5, Pursuant to Idaho Code Section 50-412; and Providing an Effective Date



**CITY OF MERIDIAN RESOLUTION NO. 23-2427**

**BY THE CITY COUNCIL:**

**BORTON, CAVENER, HOAGLUN,  
OVERTON, PERRAULT, STRADER**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MERIDIAN, DIRECTING THE CITY CLERK TO ENTER IN MERIDIAN CITY COUNCIL MEETING MINUTES THE TABULATION OF VOTES AND ELECTION RESULTS FOR MERIDIAN CITY MAYOR AND MERIDIAN CITY COUNCIL DISTRICTS 2, 3, AND 5, PURSUANT TO IDAHO CODE SECTION 50-412; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Idaho Code section 50-412 states that upon receipt of the tabulation of votes prepared by the Ada County Clerk, and the canvass of the election results by the Ada County Commission, the results of both shall be entered in the minutes of the proceedings of the Meridian City Council; and

**WHEREAS**, the Meridian City Clerk has received the attached tabulation of votes from the Ada County Clerk and the canvass of the Ada County Commission;

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERIDIAN CITY, IDAHO:**

**Section 1.** That the Meridian City Clerk is hereby directed to enter into the minutes of the December 5, 2023 Work Session of the Meridian City Council the attached tabulation of votes and election results of the election of Liz Strader to Meridian City Council District 2, Doug Taylor to Meridian City Council District 3, Anne Little Roberts to Meridian City Council District 5 and Robert E. Simison to Meridian City Mayor for the term 2024 to 2028.

**Section 2.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

**ADOPTED** by the City Council of the City of Meridian, Idaho, this 5th day of December, 2023.

**APPROVED** by the Mayor of the City of Meridian, Idaho, this 5th day of December, 2023.

**APPROVED:**

**ATTEST:**

---

Robert E. Simison, Mayor

---

Chris Johnson, City Clerk

STATE OF IDAHO

County of Ada

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, do hereby state that the attached is a true and complete abstract of all votes cast within this county at the MERIDIAN MUNICIPAL CONSOLIDATED ELECTION held November 7, 2023, as shown by the records now on file in the County Clerk's Office.



ATTEST:

*Trent Tripple*  
Clerk

STATE OF IDAHO

County of Ada

} ss.

I, Trent Tripple, County Clerk of said county and state, do hereby certify that the attached is a full, true, and complete copy of the abstract of votes cast as shown by the record of the Board of Canvassers filed in my office this 14th day of November 2023.

*Rod Beck*  
Rod Beck (Chairman)

*Ryan Davidson*  
Ryan Davidson

*Tom Dayley*  
Tom Dayley

County Board of Canvassers

*Trent Tripple*  
County Clerk



STATE OF IDAHO

County of Ada

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, do hereby state that the attached is a true and complete abstract of all votes cast within this county at the MERIDIAN MUNICIPAL CONSOLIDATED ELECTION held November 7, 2023, as shown by the records now on file in the County Clerk's Office.



ATTEST:

*Trent Tripple*  
Clerk

STATE OF IDAHO

County of Ada

} ss.

I, Trent Tripple, County Clerk of said county and state, do hereby certify that the attached is a full, true, and complete copy of the abstract of votes cast as shown by the record of the Board of Canvassers filed in my office this 14th day of November 2023.

*Rod Beck*  
Rod Beck (Chairman)

*Ryan Davidson*  
Ryan Davidson

*Tom Dayley*  
Tom Dayley

County Board of Canvassers

*Trent Tripple*  
County Clerk





## Official Results

# ADA COUNTY, IDAHO November 2023 CONSOLIDATED ELECTION 11/07/2023

Run time : 8:45:14 AM  
Run Date: 11/15/2023

Page 1 of 1

## Official Results

Registered Voters  
18,671 of 69,438 = 26.9%  
Precincts Reporting  
Precincts Reporting 53 of 53=100.0%

### MERIDIAN MAYOR

	Absentee Voting		Early Voting		Election Day Voting		Total Votes	
Mike Hon	606	17.1%	621	27.9%	4375	34.5%	5602	30.4%
Robert E. Simison	2948	82.9%	1602	72.1%	8298	65.5%	12848	69.6%
Votes Cast:	3554		2223		12673		18450	

### MERIDIAN CITY COUNCIL DISTRICT 2

	Absentee Voting		Early Voting		Election Day Voting		Total Votes	
Brad Hoaglun	148	33.7%	151	44.3%	956	52.0%	1255	47.9%
Elizabeth "Liz" Strader	291	66.3%	190	55.7%	883	48.0%	1364	52.1%
Votes Cast:	439		341		1839		2619	

### MERIDIAN CITY COUNCIL DISTRICT 3

	Absentee Voting		Early Voting		Election Day Voting		Total Votes	
Bill Chandler	101	26.2%	106	28.1%	473	31.1%	680	29.8%
Doug Taylor	284	73.8%	271	71.9%	1048	68.9%	1603	70.2%
Votes Cast:	385		377		1521		2283	

### MERIDIAN CITY COUNCIL DISTRICT 5

	Absentee Voting		Early Voting		Election Day Voting		Total Votes	
Todd Ebeling	185	28.1%	130	37.9%	979	40.1%	1294	37.6%
Anne Little Roberts	473	71.9%	213	62.1%	1460	59.9%	2146	62.4%
Votes Cast:	658		343		2439		3440	



## AGENDA ITEM

**ITEM TOPIC:** Resolution 23-2428: A Resolution Amending the City of Meridian Records Retention Schedule; and Providing an Effective Date

**CITY OF MERIDIAN**

**RESOLUTION NO. 23-2428**

**BY THE CITY COUNCIL:**

**BORTON, CAVENER, HOAGLUN,  
OVERTON, PERRAULT, STRADER**

**A RESOLUTION AMENDING THE CITY OF MERIDIAN RECORDS RETENTION  
SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Idaho Code section 50-907(5) requires City Council to adopt by resolution a records retention schedule listing the various types of city records and the retention period for each type of record;

**WHEREAS**, pursuant to Idaho Code section 50-908(1)(c), the City Clerk serves as the manager of municipal records, and in the course of such duty is charged with supervising the administration of city records, including overseeing retention and destruction of municipal records; and

**WHEREAS**, pursuant to Idaho Code section 50-908(2)(b), the City Clerk has consulted City staff in the various departments regarding updates to the Citywide Records Retention Schedule necessary for the orderly and efficient management of records, and prepared the updated Citywide Records Retention Schedule attached hereto;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY  
COUNCIL OF THE CITY OF MERIDIAN, IDAHO:**

**Section 1.** That the City Council of the City of Meridian hereby adopts the attached Records Retention Schedule.

**Section 2.** That the City Clerk is hereby authorized to supervise the administration of City records pursuant to the Records Retention Schedule adopted by this Resolution.

**Section 3.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

**ADOPTED** by the City Council of the City of Meridian, Idaho this 5th day of December, 2023.

**APPROVED** by the Mayor of the City of Meridian, Idaho, this 5th day of December, 2023.

APPROVED:

ATTEST:

---

Robert E. Simison, Mayor

---

Chris Johnson, CityClerk

# **RECORDS RETENTION SCHEDULE**

**UPDATED DECEMBER 5, 2023  
RESOLUTION NO. 23-2428**



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## **INTRODUCTION**

Management of public records is a vital function of every city, and understanding the basic principles of records management is essential for every city official and staff member.

Under the Idaho Public Records Act, a public record is any recorded information that relates to the business of city government. Public records can be on any medium – paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as digital or electronic documents, including computer files and email.

Idaho Code section 50-907(5) requires every city in Idaho to adopt a records retention schedule, listing the types of records retained by the city and the retention period for each type of record. Records must be retained for the specified retention period, and may be destroyed only pursuant to the direction of the City Clerk.

### **EMPLOYEES' ROLE IN RECORDS RETENTION**

All City of Meridian employees and elected officials have responsibilities with regard to City records. Employees, elected officials, and appointed officials must protect the records in their custody; cooperate with the City Clerk to efficiently manage records and preserve records of enduring value; and pass on to their successors records necessary for the continuing conduct of City business.

Idaho Code section 50-908 outlines the role and responsibilities of the City Clerk as municipal records manager. That law directs the City Clerk to: ensure the orderly and efficient management, retention, and destruction of City records in compliance with state and federal laws and City ordinances, resolutions and policies; identify and care for historical records; and coordinate the transfer of historical and permanent records to the Idaho State Historical Society ("ISHS").

All City records are property of the City, and no City official, elected, appointed or staff, may assert any personal or property right to such records. The unauthorized destruction or removal of City records is prohibited.

### **CLASSIFICATION AND RETENTION OF MUNICIPAL RECORDS**

Idaho Code sections 50-907(1– 4) lists four categories for municipal records: permanent, semipermanent, temporary, and historical. The provisions relating to these categories enumerate specific record types that must be designated with the respective category and retention period. The statute allows cities to designate additional records for each classification as deemed appropriate by the City Council. Pursuant to its authority under Idaho Constitution Art. XII, section 2, the City has created a "transitory" category, for records of ephemeral or task-based utility.

Idaho Code section 50-907(7) addresses the destruction of records following the expiration of their retention period. Permanent records may not be destroyed, but must be retained by the City in perpetuity. If retained in digital form, prior to its destruction, the paper original must be offered to ISHS for permanent retention, pursuant to the procedures established in

Idaho Code sections 50-907(6) and (7). Historical records must be retained in perpetuity, in their original form, or transferred to ISHS.

Semipermanent records must be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record, and temporary records for not less than two (2) years. After the expiration of the designated retention period for semipermanent and temporary records, they may be destroyed only by resolution of the City Council, upon advice of the City Attorney, and in coordination with the City Clerk, according to the procedures established in Idaho Code section 50-907. Transitory records may be destroyed upon expiration of the designated retention period according to the procedure established by the custodial department.

### **DESTRUCTION OF RECORDS**

The departments, the City Clerk, and the City Attorney's Office work together to accomplish final disposition of records according to the process set forth in Idaho Code section 50-907. The first step in the official record destruction process is that the City Clerk obtains approval for the destruction of the records from the City Attorney's Office. The City Attorney's Office prepares a resolution and submits it to City Council for approval to destroy the records. Depending on the records to be destroyed, the City Clerk may be required to notify the ISHS at least thirty (30) days prior to destruction. When all of the steps are complete, the City Clerk notifies the department that it may destroy the designated records. The department destroys the records within thirty (30) days of notification and returns proof of destruction to the City Clerk.

### **EXCEPTIONS – RECORDS THAT CANNOT BE DESTROYED**

The process for destruction of all nonpermanent records typically begins once the records have reached their minimum retention period, but there are some important exceptions, where circumstances dictate that records must be kept beyond their designated retention period:

- Records related to pending criminal or civil cases;
- Records that are responsive to a pending public records request or subpoena; and
- Records needed for any pending audit or investigation.

### **DIGITIZING AND DESTROYING PAPER RECORDS**

A. **Permanent Records.** Pursuant to Idaho Code section 50-907(6)(e), where a department retains a permanent record in paper form and wishes to retain it in digital form instead, the department must follow this process:

1. The department scans or otherwise digitizes the paper records. The paper record is now a copy. The department must keep the paper copies until Clerk notifies per step 4(b), below (preferably storing the copy in a file folder or box labeled "Copies of permanent records – to be destroyed").
2. The department makes a list of the paper copies to be destroyed, in the following format:

Record title from retention schedule	Record description from retention schedule	Year(s) of record whose paper copy will be destroyed

3. The department transmits the list to the City Clerk, on an annual basis, upon City Clerk's request.
4. Annually, the City Clerk transmits the compiled list to ISHS.
  - a. If ISHS wants the paper copies: Clerk transmits list to City Attorney's Office, City Attorney's Office prepares City Council resolution, City Council approves transfer of copies to ISHS via resolution, City Clerk collects copies from the department and transmits them to ISHS.
  - b. If ISHS does not want the paper copies: Clerk notifies the department that the paper copies may be destroyed. The department destroys paper copies.
  - c. If 30 days go by with no response: Clerk notifies the department the paper copies may be destroyed. Department destroys paper copies.

**B. Semipermanent or Temporary Records.** Pursuant to Idaho Code section 50-907(6)(d), where a department retains a semipermanent or temporary record in paper form and wishes to retain it in digital form instead, the department must follow this process:

1. The department scans or otherwise digitizes the paper records. The paper record is now a copy.
2. The department destroys the paper copy. The digital copy is now the record, and must be retained for the retention period specified in the retention schedule.

## CITY ATTORNEY'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Legal Department</b>			
<b>Administrative Records</b>	Written messages and reminders, meeting notes, working drafts, legal research source documents and notes, copies of accounts payable invoices and expense reports, presentations, documents recording department activities or plans, department reports to directors, and other material or aids that support an employee's day-to-day job functions.	Transitory	Until administrative need ends or superseded
<b>Bankruptcy Notices and Case Files</b>	Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor's name, utility accounts information, prepared repayment plan and related documentation.	Semipermanent <i>IC §50-907(2)(a,g)</i>	5 years after receipt of Trustee Final Report or an Order Dismissing the Case (See Civil Case Files for litigated claims)
<b>Budget Preparation Records</b>	Working documents utilized to establish yearly budget, including enhancements, amendments, carry forward support, FTE anticipation, and quotes for goods or services.	Transitory	Until administrative need ends or superseded
<b>Civil Case Files</b>	Records related to cases filed by and against the City, including bankruptcy litigated claims and land use judicial review/appeals . Includes complaints, summons, investigations, reports, attorney notes, discovery-related records, pleadings, affidavits, motions, deposition transcripts, disposition, orders and judgments, exhibits, appeals, and related records.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years after date of last action
<b>Contracts</b>	Agreements with outside counsel, investigators, representatives, and other parties approved by the City Attorney.	Semipermanent <i>IC §50-907(2)(b)</i>	5 years after date of last action
<b>Departmental Reports</b>	Reports prepared by the city attorney for the mayor and city council.	Semipermanent <i>IC §50-907(2)(e)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Director/Manager HR-related Records</b>	Director and manager's records regarding City Attorney's Office employees, including performance evaluations, comment cards, complaints, certificates, etc.	Transitory	Until employee separation (then transferred to HR)
<b>Forms and Agreements</b>	Forms and agreements prepared by City Attorney's Office (e.g. consent forms, acknowledgement forms, waiver agreements, liability agreements).	Semipermanent <i>IC §50-907(2)(g)</i>	5 years
<b>Legal Opinions, Memoranda</b>	Formal and informal opinions and memoranda rendered by the city attorney for the mayor, city council, or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years
<b>Privileged Administrative Records</b>	Records held in confidence by the City Attorney's Office regarding confidential or privileged matters including personnel investigations, settlements related to personnel matters.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years after separation of investigated employee
<b>Settlement Records</b>	Settlement agreements and related documentation from civil cases, claims, mediation, and arbitration.	Semipermanent <i>IC §50-907(2)(g)</i>	5 years after final fulfillment of all parties' obligations
<b>Templates</b>	Legal forms and templates.	Transitory	Until superseded
<b>Training Materials</b>	Records related to training and continuing education programs attended by City Attorney's Office staff. Documents may include instructional materials, course descriptions, class enrollment and attendance records, certificates of attendance, etc.	Transitory	Until administrative need ends or superseded
<b>Risk Management</b>			
<b>Claim Files</b>	Claims for damages filed by and against the city, including claims caused by City employees/equipment, including tort claims, property damage records, and related correspondence.	Semipermanent <i>IC §50-907(2)(a,g)</i>	5 years for unlitigated claims (See Civil Case Files for litigated claims)
<b>Insurance Policy Records</b>	Records documenting the terms and conditions of city insurance policies covering liability, property, motor vehicle, etc.	Transitory	Until administrative need ends or superseded

## CITY CLERK'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of the City Clerk's Office employees, including but not limited to: sign in/out sheet for keys, archival Records and phone Logs, land use, ordinances, permits, minutes, and resolution tracking spreadsheets, and Dashboard statistics.	Transitory	Until administrative needs ends
<b>Administrative Records</b>	Copies of: A/P invoices, Expense Reports, MIP A/P unposted Reports, Detailed Statements of Revenues and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption and implementation of significant policy/program decision. Including but not limited to Commission, Committee and City Clerk determination.	Permanent	In perpetuity
	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	5 years
	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to memos, notes, thank you notes, surveys, letters to businesses and citizens and day-to day office and housekeeping correspondence that does not contain unique information about City functions or programs, for example scrolling agenda and announcements.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Complaint or Compliment records including but not limited to letters, phone calls, comment cards and in-person feedback from citizens, customers, developers and contractors.	Transitory	Until administrative need ends
<b>Forms/Templates</b>	Forms/Templates created for use by the City Clerk's Office including but not limited to visual aids, applications, checklists, land use transmittals and web documents.	Transitory	Until administrative need ends or record is superseded



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, Performance Evaluation, contact information. Record is confidential and will be kept in a locked file with manager until employment has ended; File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated, then forward to HR
<b>Meeting Records and Notes Special Projects/Initiatives</b>	Internal meeting records and/or staff level notes generated in the course of day to day business, including but not limited to agendas, notes and presentations.	Transitory	Until administrative need ends or superseded
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Presentations</b>	Formal department presentations to Council, Chamber of Commerce or other agencies/entities or people, e.g. New Council member training, Joint Council/Commission workshop training.	Transitory	Until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, Mitel call volume reports etc.	Transitory	Until administrative need ends
<b>Operational Records</b>			
<b>Audio/Video Recordings</b>	Audio and video recordings of City Council, Commission and Committee Meetings.	Semipermanent	5 years
<b>City Council and Planning and Zoning Meeting Agenda, Minutes and Minute Books</b>	Records documenting meetings of the City Council and/or Planning and Zoning Commission and motions, resolutions, ordinances, transcripts and other actions taken at meetings.	Permanent <i>IC §50-907(1)(a)</i>	In perpetuity
<b>Contracts &amp; Agreements to which the City is a Party</b>	Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property, letters of credit, warranty surety agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Semipermanent <i>IC §50-907(2)(b)</i>	10 years after expiration

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Easement Agreements to which the City is a Party</b>	Easement agreements which have been approved at a City Council meeting, approved by the Mayor, or have been recorded with Ada County.	Permanent	In perpetuity
<b>Deeds &amp; Real Property Records</b>	Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.	Permanent <i>IC §50-907(1)(e)</i>	In perpetuity
<b>Election – Campaign Finance Reports</b>	Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/ Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity
<b>Election – Candidate Declarations &amp; Petitions</b>	Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity
<b>Election – General/Regular (Election Files)</b>	Includes the first and second notice of election and sample ballot which are published in the official newspaper, poll books showing the name, address and signature of those voting in City elections, and the tally book in which election staff record and total the votes	Permanent <i>IC §50-907(1)(g)</i>	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	cast for each candidate and ballot question at the polling precinct.		
<b>Oaths of Office</b>	Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.	Permanent	In perpetuity
<b>Passports – General Information</b>	Training records, Department of State monthly newsletters, and Passport Agent’s Reference Guide.	Transitory	Until administrative need ends or record is superseded
<b>Passports – Transmittals</b>	Daily transmittal spreadsheets that accompany passport applications mailed to the Department of State Regional office.	Transitory	2 years
<b>Permits &amp; Licenses</b>	Records relating to city permits and licenses issued in the City Clerk’s Office.	Semipermanent <i>IC §50-907(2)(d)</i>	5 years
<b>Public Notices</b>	Records relating to proof of mailings.	Transitory	Until administrative need ends
<b>Public Records Requests</b>	Written public records requests, city denials of public records requests, responses, etc.	Temporary	1 years after last action
<b>Records Management Records</b>	Destruction records including tracking reports, destruction resolution and authorization from Idaho State Historical Society and legal counsel.	Permanent	In perpetuity
<b>Records of Historical Significance</b>	Records of historical significance not otherwise maintained by the Meridian Historical Preservation Commission.	Permanent	In perpetuity
<b>Room Scheduling &amp; Reservation Records for City Hall</b>	Records documenting scheduling and reservations related to public meeting rooms in City Hall. Such as reservation request forms, and Outlook calendar scheduling records.	Transitory	Until administrative need ends
<b>Vehicle Titles</b>	State of Idaho Certificate of Title for vehicles owned by the City.	Transitory	Until vehicle is no longer owned by the City

## COMMISSIONS,\* COMMITTEES, AND BOARDS

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Agendas</b>	Agendas of commission, committee, or board meetings.	Permanent <i>IC §50-907(1)(a)</i>	In perpetuity
<b>Audio Recordings</b>	Audio recordings of commission, committee, or board meetings.	Semipermanent <i>IC §§ 50-907(2)(g)</i>	5 years
<b>Bylaws</b>	Internal rules governing commission, committee, or board structure, operations, procedures, officers, etc.	Permanent <i>IC §50-907(1)(h)</i>	In perpetuity
<b>Contact Information</b>	Document listing commission, committee, or board members' names, addresses, phone numbers, e-mail addresses, etc.	Transitory	Until administrative need ends
<b>Correspondence</b>	Correspondence regarding day-to-day commission, committee, or board operations or administration.	Transitory	Until administrative need ends
<b>Historical Project Records</b>	Records documenting a commission, committee, or board project of historical or cultural significance to the City and/or Meridian community.	Historical <i>IC §50-907(4)</i>	In perpetuity
<b>Minutes</b>	Summary or verbatim minutes of commission, committee, or board meetings; documents and other written or visual materials presented at meetings ( <i>e.g.</i> , handouts, photos, presentations, etc.).	Permanent	In perpetuity
<b>Project Files and Reports</b>	Documents and materials used by staff or commission, committee, or board members in the course of researching, developing, completing, reporting on, or acting on initiatives of the commission/committee/board.	Transitory	Until administrative need ends
<b>Roster, current</b>	List of current commission/committee/board members, including names, seat numbers, and appointment dates.	Transitory	Until record is superseded
<b>Roster, historical</b>	List of all commission, committee, or board members throughout history of the body; may include names, seat numbers, dates of appointment and departure.	Permanent <i>IC §50-907(4)</i>	In perpetuity

\*Note: This schedule does not apply to City Council or Planning & Zoning Commission records, which are addressed in Clerk's Office Records Retention Schedule.

## COMMUNITY DEVELOPMENT DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative – All Divisions</b>			
<b>Activity Logs/Reports</b>	Daily, weekly, monthly, or other reports documenting the activities of the Community Development (CD) employees, including, but not limited to: sign in/out sheet for credit card, car sign in/out, archival records log, and dashboard.	Transitory	Until administrative need ends
<b>Administrative Records</b>	Copies of: A/P invoices, expense reports, A/P unposted Reports, Detailed Statements of Revenues, and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including, but not limited to: enhancements, amendments, carry forward support, Full Time Equivalent (FTE) anticipation, vehicle replacement, and quotes for service/maintenance.	Transitory	1 year or until administrative need ends
<b>Committee/Ad-Hoc Team Records</b>	Agendas and meeting minutes/notes for special groups convened by Community Development for specific purposes such as understanding operational gaps, Code issues, and process delays.	Temporary	2 years
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption, and implementation of significant policy/program decisions.	Permanent	In perpetuity
	Records created or received in the course of administering city policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, or program discussions or decisions, including, but not limited to: citizen response letters, change of address notifications including corner lot change of address, and street name changes.	Semi-permanent	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Correspondence and support material created or received in the course of administering City policies, SOPs, programs, or customer service requests; including other city departments and interagency coordination, including, but not limited to: lists, maps, graphics, figures, and other location specific materials and information, thank you notes, letters to businesses, citizens, and day-to-day office and housekeeping correspondence, for example: final action courtesy letters, will-serve letters and address verifications.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Complaint or compliment records including, but not limited to: letters, phone calls, comment cards and in person feedback from citizens, customers, developers and contractors.	Transitory	Until administrative need ends
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental policy or program correspondence, documenting the formulation, adoption, and implementation of significant departmental policy or program decisions, including, but not limited to: Standard Operating Procedures (SOP) and department guidelines, etc.	Permanent	In perpetuity
	Departmental records created or received in the course of administering departmental policies, procedures, or programs, but these records do not provide insight into significant policy, procedure, program, discussions, or decisions. Including, but not limited to: citizen response letters.	Temporary	2 years or until administrative need ends
	City/departmental SOP/policy manual or reference material from another government agency or business.	Transitory	1 year after document replacement or until administrative need ends
<b>Director Determination/ Interpretation</b>	Documents, including, but not limited to: written request for Unified Development Code (UDC) interpretation, analysis, and the responsive departmental opinion.	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Forms/Templates</b>	Forms/templates created for use by the CD department, including, but not limited to: visual aids/cut-sheets, applications, checklists, and web documents.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records, including, but not limited to: training records, coaching notes, performance evaluation, contact information; record is confidential and will be kept in a locked file, with manager, until employment has ended.	Transitory	Until employment is terminated; then forward to HR
<b>Marketing Materials</b>	Documents, including, but not limited to: working and draft research products/materials, analysis, maps, images, photos, demographics, market studies, conference materials, site selector information, spreadsheets, public outreach/town hall information, publications, or other metrics for department, inter-departmental, and external customers.	Transitory	Until record is superseded or administrative need ends
<b>Meeting Records and Notes</b>	Internal meeting records and notes generated in the course of day- to- day business, including, but not limited to: agendas, notes, and presentation.	Transitory	Until administrative need ends or record is superseded
<b>Presentations</b>	Formal department presentations to City Council, Commissions, Chamber of Commerce, other agencies/entities, or people.	Transitory	Until administrative need ends
<b>Professional Service Agreement (PSA)/Contracts</b>	Documents or communication related to a PSA/contract, including, but not limited to: copies of contract documents; emails including (performance related) correspondence from our PSA consultants (electrical, plumbing, mechanical, structural, and fire disciplines).	Transitory	Until administrative need ends
<b>Special Projects/Initiatives</b>	Final departmental documents related to special, non-confidential, or one-time projects, including, but not limited to: strategic plan initiatives, urban renewal districts, inventory, or non- application specific projects.	Permanent	In perpetuity



RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Work-in-progress documents, material, or work products for ongoing or one-time projects, including, but not limited to: strategic plan initiatives, urban renewal districts, inventory, or non-application specific projects.	Transitory	Until record is superseded or administrative need ends
<b>Staff Working Documents, Notes and Drafts</b>	Documents, including, but not limited to: notes, draft spreadsheets, PowerPoints, Word, Adobe InDesign documents and underlying work-in-progress information that supports the day-to-day staff's job function.	Transitory	Until record is superseded or administrative need ends
<b>Reference/Owner's Manuals/ Handbooks</b>	Documents, including, but not limited to: owner's manuals, International Code Council (ICC), and reference documents from other companies, government agencies (e.g. Idaho Power, American Disabilities Administration (ADA), Ada County Highway District (ACHD), Energy Commission, etc.).	Transitory	Until record is superseded or administrative need ends
<b>Reports &amp; Studies</b>	Documents, including, but not limited to: draft research information, market studies, planning studies, and related documents not adopted in the Comprehensive Plan or UDC (e.g. pathways, downtown street crossing).	Transitory	Until record is superseded or administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, ShoreTel/Mitel call volume reports, etc.	Transitory	Until administrative need ends
<b>Zoning Verification Letter</b>	Documents, including, but not limited to: written requests for zoning analysis of a specific parcel/property and the responsive departmental opinion.	Semi-permanent	10 years
<b>Building Division – Commercial and Government Buildings</b>			
<b>Building plans and specifications for commercial and government buildings dated January 2012 and later</b>	Drawn and written approved-for-construction plans and specifications for commercial and government buildings, dated January 2012 or later, including but not limited to: structural calculations; geotechnical investigations/reports (soil classifications; strength, compressibility, load bearing values tests; groundwater; borings; pits; subsurface explorations); and Certificates of Occupancy.	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Building permit files for commercial projects and government buildings dated January 2012 and later</b>	Records related to commercial and governmental building projects, dated January 2012 or later, including but not limited to: building, mechanical, plumbing, fire, and/or electrical permit applications, inspection records, and permits; letters of completion; certificates of values; and correspondence. (Kept in Accela.)	Permanent	In perpetuity
<b>Temporary certificates of occupancy for commercial and government buildings</b>	Temporary certificates of occupancy issued for commercial and government buildings.	Transitory	Until issuance of Final CO
<b>Notices of Violation, stop work orders, related records</b>	Records related to reports and investigations of building code violations, including, but not limited to: signed letters of alternative compliance from design professional, engineers, or architects; letters generated from City's legal counsel; notes of conversations; telephone logs; photos, reports, and analyses of violations.	Transitory	Until resolved (or if transferred to Meridian Police Department/Code Enforcement Division or prosecutor, see respective agency's records retention schedules)
<b>All building records regarding commercial and government buildings dated before January 2012</b>	All records regarding commercial and government buildings dated before January 2012.	Semi-permanent	5 years
<b>Sign permit plans and specifications</b>	Drawn and written approved-for-construction plans and specifications for signs.	Permanent	In perpetuity (see also related records in Planning Division records retention schedule)
<b>Building Division – Non-Commercial and Non-Government Buildings (Residential)</b>			
<b>Building plans and specifications for non-commercial and non-government buildings dated January 2012 and later</b>	Drawn and written approved-for-construction building plans and Certificates of Occupancy, dated January 2012 or later.	Permanent	In perpetuity
<b>Building permit files for non-commercial projects and non-</b>	Records related to non-commercial and non-governmental building projects, dated January 2012 or later, including but not	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>government buildings dated January 2012 and later</b>	limited to: building, mechanical, plumbing, fire, and/or electrical permit applications, inspection records, and permits; letters of completion; certificates of values; and correspondence. (Kept in Accela.)		
<b>Temporary certificates of occupancy for non-commercial and non-government buildings</b>	Temporary certificates of occupancy issued for non-commercial and non-government buildings.	Transitory	Until issuance of Final CO
<b>Notices of Violation, stop work orders, related records</b>	Records related to reports and investigations of building code violations, including, but not limited to: signed letters of alternative compliance from design professional, engineers, or architects; letters generated from City's legal counsel; notes of conversations; telephone logs; photos, reports, and analyses of violations.	Transitory	Until resolved (or if transferred to Meridian Police Department/Code Enforcement Division or prosecutor, see respective agency's records retention schedules)
<b>All building records regarding non-commercial and non-government buildings dated before January 2012</b>	All records regarding non-commercial and non-government buildings dated before January 2012.	Semi-permanent	5 years
<b>Land Development Division</b>			
<b>Permits and Inspection Records – All Land Development (Accela Record ID's)</b>	Files or documents created and/or used in the land developments phase of all Governmental, Commercial, or Residential/Commercial Subdivision projects with Accela ID's (LD-RSUB, LD-CSUB, LD-CAP, LD-MISC, LD-WSA, LDIR).	Transitory	Until administrative need ends
<b>Surety (performance)</b>	All documents related to surety agreements, including, but not limited to work-in-progress files for development of a surety agreement (correspondence, bids, memos, surety applications, contract filing information), Letters of Credit, Bonds, securing the performance compliance with requirements or conditions of a project including, but not limited to sewer, water, landscaping, fencing, amenities, car ports,	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs whichever is later

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	pathways, lighting, paving/striping for private park lot(s), etc.		
	Letters of Credit/Bond(s)	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Clerk's schedule)
	Cash	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Finance's schedule)
<b>Surety (warranty)</b>	All documents related to Surety Agreements, including, but not limited to working files for development of a surety agreement (correspondence, bids, memos, surety applications, business filing information), Letters of Credit, Bonds, securing the performance and warranty compliance with requirements or conditions of a project; including, but not limited to sewer, water, landscaping, fencing, amenities, car ports, pathways, lighting, paving/striping, and private park lot(s) etc.	Transitory	Until requirements and/or conditions are met and Administrative need ends or release occurs, whichever is later
	Letters of Credit/Bond(s)	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Clerk's schedule)

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Cash	Transitory	Until requirements and/or conditions are met and administrative need ends or release occurs, whichever is later (see Finance's schedule)
<b>Planning Division – Administrative Applications</b>			
<b>Accessory Use Permits for Daycare or Home Occupation</b>	Documents, including, but not limited to application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
<b>Alternative Compliance</b>	Documents, including, but not limited to application, associated checklist items and decision letter, or decision is rendered with a concurrent administrative or hearing application.	Permanent	In perpetuity
<b>Certificate of Zoning Compliance</b>	Documents, including, but not limited to application, associated checklist items, certificate of zoning compliance (CZC), and staff report.	Permanent	In perpetuity
<b>Conditional Use Permit Minor Modification</b>	Documents, including, but not limited to application, associated checklist items, and staff report with decision letter.	Permanent	In perpetuity
<b>Design Review</b>	Documents, including, but not limited to application, associated checklist items, and design review staff report, or decision is rendered with a concurrent CZC staff report.	Permanent	In perpetuity
<b>Private Road</b>	Documents, including, but not limited to application, associated checklist items, tentative decision letter, maintenance agreement, reciprocal cross access easement and final decision letter.	Permanent	In perpetuity
<b>Property Boundary Adjustment</b>	Documents, including, but not limited to application, associated checklist items and tentative decision letter, final decision letter, and documents that include recorded record of survey, new deeds, new tax parcel numbers, etc.	Permanent	In perpetuity
<b>Sign Permit Plans &amp; Specifications</b>	Documents, including, but not limited to application, associated check list items and approved, sign specifications (plans/design/drawings).	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Sign: Planned Sign Program (No longer issuing, but still have existing records)</b>	Documents, including, but not limited to approved application, and sign requirements for a specific project.	Semi-permanent	5 years after revocation from property owner
<b>Sign: Limited Duration</b>	Documents, including, but not limited to application, associated checklist items, and approved sign design/drawings.	Permanent	In perpetuity
<b>Surety: Planning</b>	Included in Land Development Description.	See Land Development Schedule for retention	See Land Development Schedule for retention
<b>Time Extension</b>	Documents including, but not limited to application, staff report, and decision letter.	Permanent	In perpetuity
<b>Vacation</b>	Documents, including, but not limited to application, associated checklist items and staff report with decision letter.	Permanent	In perpetuity
<b>Hearing Level Applications</b>			
<b>Annexation</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
<b>Comprehensive Plan Text and Map Amendments</b>	Documents, including, but not limited to application, associated checklist items, staff report, area of city impact negotiation with Ada County, Planning and Zoning Commission Recommendations, Findings if accompanying another concurrent hearing application.	Permanent	In perpetuity
<b>City Council Review (appeal)</b>	Documents, including, but not limited to application, associated checklist items, staff report/memo and decision letter.	Permanent	In perpetuity
<b>Conditional Use Permit Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity
<b>Development Agreement Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, draft copy of the amended development agreement, and Findings.	Permanent	In perpetuity

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Planned Unit Development</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
<b>Final Plat Modification</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Order of decision.	Permanent	In perpetuity
<b>Preliminary Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and FFCL.	Permanent	In perpetuity
<b>Preliminary and Final Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, letter of completion, FFCL, and Order of decision.	Permanent	In perpetuity
<b>Final Plat</b>	Documents, including, but not limited to: application, associated checklist items, staff report, letter of completion and Order of Decision.	Permanent	In perpetuity
<b>Short Plat</b>	Documents, including, but not limited to application, associated checklist items, staff report, and FFCL.	Permanent	In perpetuity
<b>Rezone</b>	Documents, including, but not limited to application, associated checklist items, staff report, Planning and Zoning Commission Recommendations, and Findings.	Permanent	In perpetuity
<b>Time Extension - Planning &amp; Zoning Commission or Council</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Order.	Permanent	In perpetuity
<b>Unified Development Code Text Amendment</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Planning and Zoning Commission Recommendations.	Permanent	In perpetuity
<b>Variance</b>	Documents, including, but not limited to application, associated checklist items, and staff report.	Permanent	In perpetuity
<b>Variance</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity



## FINANCE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative – All (Administration, Arts &amp; Culture, Billing, Budget, Controller, Purchasing)</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of the Finance Department employees, including but not limited to: sign in/out sheet for credit card, car sign in/out, etc.	Transitory	Until one year after audit
<b>Correspondence</b>	Adopted policy/programs impacting departments City-wide.	Permanent	In perpetuity
	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions. Including but not limited to Citizen Response letters, billing adjustment requests, etc.	Semipermanent	5 years
	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to Memos, transmittals, notes, comments, thank you notes, letters to businesses and day-to day office and housekeeping correspondence that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
<b>Committee Records</b>	Agendas and meeting minutes/notes for special groups convened by the department for specific purposes such as understanding operational procedures, gaps, and process delays.	Transitory	Until administrative need ends
<b>Customer Complaints/Kudos</b>	Comment cards, copies of emails, letters, and other documents relaying complaints or kudos for staff and/or department functions.	Transitory	Until administrative need ends
<b>Department Guidelines, Policies, Procedures, and Processes</b>	Finance Departmental Standard Operating Policy/Procedures.	Transitory	Until record is superseded
<b>Administrative Reports</b>	Documents generated by department staff for miscellaneous internal reports. May also include complaints or compliment records including but not limited to letters, phone calls, comment	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	cards and in person feedback from citizens, customers.		
<b>Forms/Templates</b>	Forms/Templates created for use by the Finance Department including but not limited to visual aids, applications and checklist, billing forms, budget and purchasing templates.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records kept in locked files with manager until employment has ended; File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated; then forward to HR
<b>Staff Records and Notes</b>	Records and notes generated in the course of day to day business, including but not limited to; agendas, minutes, notes, presentations, notebooks, meeting notes, to-do lists, employee –compiled notes, etc. May also include documented attendance and presentation by Finance Department employees at conventions, conferences, seminars, workshops and similar training events. Includes training requests, training and Continuing Education Unit tracking reports and other related correspondence.	Transitory	Until administrative need ends or record is superseded
<b>Photographs</b>	Includes both formal and informal photos from events or day to day operations.	Transitory	Until administrative need ends or record is superseded
<b>Presentations</b>	Formal department presentations to Council or others, e.g. New Council member training, citywide staff training.	Transitory	Until record is superseded or administrative need ends
<b>Reference/Owner's Manuals/Books</b>	Documents to include but not limited to: equipment manuals, reference materials.	Transitory	Until record is superseded or administrative need ends
<b>Special Projects/Initiatives</b>	Documents related to special or non-confidential one-time projects.	Temporary	2 years or until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, etc.	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Accounting</b>			
<b>Accounts Payable</b>	Records documenting payment of city bills, including reports, invoices, check stubs, purchase orders, payment authorizations.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Accounts Receivable</b>	Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Cash Receipts</b>	Receipt and supporting documentation.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Grant Records</b>	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Semipermanent <i>IC §50-907(2)(g)</i>	10 years from final grant close-out
<b>Liens</b>	Liens held by the city and any corresponding release of liens.	Semipermanent Insert Code	5 years after lien released
<b>Sales &amp; Use Tax Forms</b>	Used to report and remit sales tax collected and due to the state.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Travel Records</b>	Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Budget</b>			
<b>Financial Reports Quarterly Published</b>	Reports documenting the financial condition and operation of the city, Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Financial Reports Year End</b>	Reports and data used to document the financial condition and operation of the city, sub ledgers related to, but not including the final Audit Report.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Bank Transaction Records</b>	Records documenting the status and transaction activity of city bank accounts, including account statements.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Budget Hearing Notice</b>	Newspaper notice of budget hearing.	Permanent <i>IC §50-907(1)(h)</i> , Held in Clerk's Office	In perpetuity
<b>Budget Records</b>	Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Capital Asset Records – Purchase</b>	Record of purchase, vendor invoice and related documents.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Capital Asset Records – Disposal</b>	Record of disposal, department request of disposal.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after disposal
<b>Gift and Contribution Records</b>	Records documenting gifts and contributions to the city.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Chief Financial Officer</b>			
<b>Investment Records</b>	Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Controller</b>			
<b>Accounting Software Records</b>	Transaction records within the Accounting Software system: including – payroll, vendor listing, vendor payments, vendor purchase orders, budget transactions, cash receipts, and general ledger.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Audit Report</b>	Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the	Permanent <i>IC §50-907(1)(d)</i> ; Held in Clerk's Office	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	city. Information includes: financial statements, auditor's report and recommendations, single audit information concerning federal grants, and other information.		
<b>Bond Records</b>	Records documenting financing of city improvements through bonded indebtedness. Records include bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.	Permanent <i>IC §50-907(1)(a)(b)(h)</i> ; Held in Clerk's Office	In perpetuity
	Monthly bond statements, payments of bonds	Semipermanent	5 years after final payment of bond
<b>Departmental Reports</b>	Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.	Semipermanent <i>IC §50-907(2)(e)</i>	10 years
<b>General Ledgers</b>	Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, asset depreciation, and totals for notes receivable, interest income, amounts due from other funds, bank loans received, cash in escrow, deferred loans received, cash, revenue, accounts receivable, accounts payable, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Journal Entries</b>	Records including detailed reports and back up documentation for journal entries.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Local Improvement Districts (LID)</b>	Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.	Permanent <i>IC §50-907(1)(e)</i> ; Held in Clerk's Office	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Real Property Title Records</b>	Records of real property.	Permanent <i>IC §50-907(1)(e)</i> ; Held in Clerk's Office	In perpetuity
<b>Payroll</b>			
<b>Administrative Reports</b>	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Deduction Authorization Records</b>	Records documenting employee authorization for voluntary payroll deductions. Records may include: direct bank deposits, insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separation
<b>Federal &amp; State Tax Records</b>	Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Garnishment Record</b>	Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after termination.
<b>Registers – Other</b>	Monthly registers documenting earnings, deductions, and withholdings of city employees.	Transitory	Disposed yearly after audit

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Registers Year End</b>	Payroll Registers: Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Time Records</b>	Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and employee number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separation
<b>W2s</b>	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>W4s</b>	Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years after employee separates
<b>PERSI Records</b>	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Unemployment Reports</b>	Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Purchasing</b>			



RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Contracts</b>	Agreements with vendors and other parties either in hard copies or contained on the Contract Management Database for the acquisition or sale of equipment, supplies, services or property, also includes insurance certificates, payment and performance bonds pertaining to a solicitation or contract that Purchasing is facilitating.	Semipermanent <i>IC §50-907(2)(b)</i>	10 years from date of substantial completion
	Original agreements and contracts that have been approved by Council.	Permanent, Held in Clerk's Office	In perpetuity
<b>Lease Agreements</b>	Lease agreements for property or equipment.	Semipermanent <i>IC §50-907(2)(b)</i>	5 years
<b>Purchase Orders</b>	Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years
<b>Purchasing Selection</b>	Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.	Semipermanent <i>IC §50-907(2)(a)</i>	10 years from the date of award
<b>Utility Billing</b>			
<b>Adjustment Registers</b>	Records documenting adjustments to customer water, sewer, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer's name and address, type of adjustment, justification, amount changed, authorizing signatures and other information. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Billing Directive</b>	Application completed by owner or property manager to initiate Third Party billing for specified utility account. Information included: owner, property manager, tenant, move-in date, and service address.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Billing/Payment Registers</b>	Records documenting transactions on the water, sewer, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings and posting of payments. Information often includes: customer's name, service address, meter reading, water usage, utility charges, payments, adjustments and related data. (records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Change Record</b>	Records documenting routine information changes to customer accounts, including name and address. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Customer File</b>	General correspondence and forms related to a specific utility account. This information would be in addition to that found within the billing software. Documents in file may include and are not limited to: general letters, payment arrangement forms, third party billing docs, hard copies of customer history reports, leak adjustment requests, letters submitted to the City for customers.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Disconnect Notice to City Council</b>	Notice to City Council to verify that no customer currently slated for shut off due to non-payment has requested a hearing with the Board of Adjustment. Notice includes number of customers slated for shut off and the value of the delinquent accounts.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Disconnect Record</b>	Records documenting a customer's request for disconnection of water, sewer, garbage or other city-provided services. (Records held within the billing software).	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Meter Readings</b>	Document the readings of customer water meters for billing purposes. Information typically includes: meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data. (records held within the billing software)	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Payment Arrangements</b>	One-page document that records a customer's promise to pay.	Transitory	Until administrative need ends.
<b>Renter Addendums</b>	Supplemental document completed by the tenant to accept the third party billing for specified utility account. Information included: tenants name, service address, mailing address and phone number.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Security Deposit Records</b>	Records documenting customer payment of a security deposit to receive temporary dumpster services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed, refund date, amount of deposit applied, and related information.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years
<b>Shut Off Turn On</b>	Electronic spreadsheet used during shut off day by water department field staff and MUBS. Tracks customers that are to be shut off, payments, and turn-ons as authorized. Record includes: Customer name, service address, meter id, time of shut off, time of payment, time of turn-on, fee waived if applicable and general notes.	Semipermanent <i>IC §50-907(2)(a)</i>	5 years

## FIRE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>	Records regarding day-to-day administration of department, e.g., copies of invoices, travel records, uniform clothing purchases, fuel charges, fuel receipts, fuel reports, inventory asset information forms, phone logs and waste water inventory.	Transitory	Until administrative need ends or record is superseded
<b>Car Seat Inspections</b>	Car seat inspection forms.	Semipermanent	10 years
<b>Correspondence</b>	Day-to-day office and housekeeping correspondence not unique to city functions or programs.	Transitory	Until administrative need ends
	General administrative correspondence, including records created or received in the course of administering city policies/programs, but not related to significant policy/program discussions or decisions. Includes customer survey cards.	Semipermanent	5 years
	Policy/program correspondence, documenting the formulation, adoption, and implementation of significant policy/program decisions, including letters to personnel, Certified Family Home Fire District letters, letters regarding training burns, etc.	Permanent	In perpetuity
<b>Department Reports</b>	Monthly, Quarterly and Annual Department reports.	Permanent	In perpetuity
<b>Equipment and Vehicle Test, Maintenance &amp; Repair Records</b>	Records relating to equipment and vehicles owned and serviced by the City documenting maintenance and repairs of equipment, vehicles and other assets with a useful life generally more than five years. Includes the following: fire hose records (such as test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.), annual ladder inspections and test results, tests done on SCBA's (including flow testing), etc. Vehicle maintenance records, inspections, pump testing and repair records of apparatus. Emergency medical equipment maintenance records used to verify regular maintenance of emergency medical equipment such as copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service	Semipermanent	Destroy five (5) years after disposal of vehicle or until administrative need ends, whichever is longer

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	reports. Per NFPA Standards 1901, 1961, 1852 and 1500.		
<b>Fire &amp; Security Alarm System Records</b>	Records documenting the department's role in issuing permits, testing and maintaining fire and security alarms, including fire alarm and sprinkler system plans. May include permits, applications, malfunction reports, maintenance reports, and related documents.	Permanent	In perpetuity
<b>Fire Investigation Records</b>	Fire and arson investigation case files, including investigative reports, witness statements, photographs, maps, correspondence, notes, video and audio recordings, copies of property releases, laboratory reports, and incident/injury reports.	Permanent	In perpetuity
<b>Hazardous Materials Records</b>	Inspection records of underground and above ground fuel storage tanks. Reports and investigation results of incidents including spills and leaks, etc.	Permanent	In perpetuity
<b>Historical Records</b>	Newspaper clippings and articles relating to the Meridian Fire Department, photos of events.	Permanent	In perpetuity
<b>Inspection records</b>	Documents relating to fire code inspections performed by the department, including inspections of home daycares and foster care homes, commercial buildings, and subdivisions. May include reports, notices, citations, occupancy and pre-fire planning records, floor plans, sketches, reports, lists, Tier II reports, and related documents.	Semipermanent	20 years
<b>Buildings &amp; Subdivisions – Demolished or No Longer in Existence (never constructed)</b>	Fire inspection records relating to buildings and subdivisions that have been demolished or are otherwise no longer in existence (never constructed).	Temporary	3 years from date of last inspection
<b>Juvenile Fire Setter Evaluations</b>	Case files related to juvenile fire setter investigation, including investigative reports, witness statements, photographs, maps, correspondence, notes, video and audio recordings, copies of property releases, laboratory reports, incident/injury reports.	Permanent	In perpetuity
<b>Maps</b>	Maps and related records maintained by the department for address location, reference and for tracking various trends. May include lists, books and other methods of address location.	Transitory	Until record is superseded

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Meeting Minutes</b>	Final, approved Officer and Command Staff meeting minutes.	Semipermanent	5 years
<b>Narcotics Inventory &amp; Usage</b>	Narcotic inventory and usage- hard copy, narcotics distributed to the engine companies.	Temporary	3 years
<b>National Fire Incident Reports</b>	National Fire Incident Reporting System (NFIRS) Fire Incident Report, relating to fire run, medical emergency, casualty, hazardous materials call, false alarm, good intent, or service call. May include property release forms, civilian and fire service casualty reports, hazardous materials reports, etc.	Permanent	In perpetuity
<b>Patient Care Records</b>	Records related to patient care, refusal of care, denial of need for care, supplemental emergency medical services reports, diagnostic attachments to include ECG, care summary reports and vital sign reports.	Permanent	In perpetuity
<b>Plans, Protocols, Guidelines, Policies</b>	Records related to department operations, including Medical Supervision Plan, standing written orders, operational guidelines, administrative and operational policies.	Transitory	Until record is superseded
<b>Proof of Insurance</b>	Proof of worker's compensation and other insurance required for training tower usage by other agencies.	Transitory	Until record is superseded
<b>Public Education Programs &amp; Publications</b>	Records related to the design and implementation of educational and other outreach programs provided to the public by the department. May include: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, and publications.	Semipermanent	5 years
<b>Public Record Requests</b>	Public records requests and responses.	Temporary	2 years after last action
<b>Ride-Along Forms</b>	Signed waivers for persons requesting a ride-along with the department. Ride Along tracking records.	Temporary	2 years
<b>Rural Fire Protection District Records</b>	All records of activities of the department or other City departments as they relate to the Meridian Rural Fire Protection District. May include: annual audits, land and apparatus acquisition records, records relating to construction of fire stations, bank statements, tax levy forms, Local Government Investment Pool statements, financial statements, annual budget records, legal notices, meeting minutes, election records, declarations of	Permanent	In perpetuity

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	candidacy, election results, ICRMP insurance records, audio recordings of meetings.		
<b>Structure Burn Training Records</b>	Records related to structure burns.	Semipermanent	10 years
<b>Subpoena, Duces Tecum or Requiring Court Appearance</b>	Records including subpoenas for records retained by the Fire Department (duces tecum) or subpoenas requiring Fire Department personnel to appear in court.	Transitory	Until administrative need ends



## HUMAN RESOURCES DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>	Copies of administrative records including A/P invoices, expense reports, professional membership documents, etc.	Transitory	Until administrative need ends or record is superseded
<b>Affirmative Action; Equal Employment Opportunity Commission Reports</b>	Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, policy statements, reports, investigations, case files and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1602,1602.14, 1620.32</i>	5 years from date of request or personnel action whichever is later
<b>Benefits Continuation</b>	Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.	Semipermanent <i>IC § 50-907(2)(g);</i> <i>29 CFR 1627.3</i>	7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Budget Prep Records</b>	Working documents utilized to build base budgets and establish yearly budgets; worksheets, enhancements, amendments, etc.	Semipermanent	10 years
<b>Collective Bargaining</b>	Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.	Temporary <i>IC § 50-907(3)(d);</i> <i>29 CFR 516.5</i>	3 years
<b>Committee Records</b>	Agendas and meeting minutes/notes for special groups convened by HR for specific purposes such as Benefits, Compensation, and Wellness.	Semipermanent	7 years
<b>Correspondence, Administrative</b>	Correspondence created or received in the course of administering City policies and programs.	Semipermanent	5 years
<b>Correspondence, Transitory</b>	Correspondence regarding day-to-day office operations and does not contain unique	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	information about City functions or programs.		
<b>Databases</b>	Database records created and maintained for the purposes of generating reports, data files, and a variety of different outputs.	Transitory	Until administrative need ends or record is superseded
<b>Department Guidelines, Policies, Procedures, Processes, and Reports</b>	HR guidelines, including but not limited to, Salary Administration Guidelines.	Semipermanent	10 years from date guideline in its entirety, or any part thereof, is officially replaced, updated
	City Standard Operating Policy/Procedure Manual.	Semipermanent	20 years from date SOP Manual in its entirety, or any part thereof, is officially replaced, updated
	Records documenting and relating to HR processes, including but not limited to, recruiting/interviewing processes.	Semipermanent	5 years from date HR process in its entirety or any part thereof, is officially replaced, updated
	Policies, reports, and documents regarding the internal department operations and procedures (e.g. Turnover, Recruiting reports, etc.).	Semipermanent	10 years
	HR reports regarding department performance or other management presentations. Includes reports documenting trends, department or City performance in key areas as determined.	Semipermanent	10 years
	Records that document the formulation, adoption and implementation of internal actions/decisions.	Transitory	Until administrative need ends or record is superseded
<b>Employee Benefits</b>	Records relating to city employee benefits information such as: selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit information. Records may include but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, notices of disability payment made, and related documentation.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	7 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Employee Medical Records</b>	Document an individual employee's medical history. These records are not personnel records and must be kept in a	Semipermanent <i>IC §§ 50-907(2)(g) and 72-601; 29</i>	75 years after employee separation,

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, and records of significant health or disability limitations.	<i>CFR 1602.31; 29 CFR 1910.1020</i>	expiration of eligibility, or completion of litigation, whichever is longest
<b>Employee Personnel Records</b>	<p>Document of employee's work history. Original employee personnel records are kept by Human Resources Department unless otherwise specified. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personal actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and relate correspondence and documentation. (See also Employee Benefits Records, Employee Medical Records, Recruitment and Selection Records, and Volunteer Records).</p> <hr/> <p>Notes:</p> <p>(1) Meridian Police Department employee personnel records including original Internal Affairs files and training materials are kept by the Police Department according to the Police Department Records Retention Schedule. Upon employee separation, these records shall be forwarded to Human Resources Department. All other Police Department current employee original personnel records are kept by the Human Resources Department.</p> <p>(2) Meridian Fire Department employee personnel records including original training records and original records related to Union promotions are kept by the Fire</p>	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31; IDAPA 09.01.35.081</i>	5 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Department. Upon employee separation these records shall be forwarded to Human Resources Department. All other Fire Department current employee original personnel records including ICRMP and BEST training records and Union member promotion applications and PAR forms documenting a promotion are kept by Human Resources Department.		
<b>Employment Verification (I-9) of Job Applicants</b>	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the U.S. Information includes: employee information and verification data such as citizenship or alien status and signature, employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as superseded or previous forms completed on rehires.	Temporary <i>IC § 50-907(3)(d)</i> , 8 U.S.C. § 1324a(b)(3) <i>(Immigration Reform and Control Act)</i>	3 years after date of hire or 1 year after employment is terminated, whichever is later
<b>Forms</b>	Forms created for use by HR personnel to facilitate work, including Performance Review, job description template, PAR template, etc.	Transitory	Until administrative need ends or record is superseded
<b>Hazard Exposure Records</b>	Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee's name and social security number; physician's written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee's duties as they relate to exposure; the employee's exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to physician and other information.	Semipermanent <i>IC § 50-907(2)(g)</i> ; <i>29 CFR 1910.1020</i>	30 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Insurance Policies/Plans: Employee Group Health and Life Benefits</b>	Records documenting plan descriptions and summaries of city insurance policies and plans covering employee group health and life benefits, including annual certification records.	Semipermanent	10 years
<b>Kinds and Levels Chart, General Employee or Police Step Plan</b>	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	3 years
<b>Leave Applications</b>	Applications or requests submitted by city employees for compensatory, family and medical leave, long term leave and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. These are not kept by Finance.	Temporary <i>IC §50-907(3)(d)</i>	3 years
<b>Meeting Minutes</b>	Internal staff meeting records.	Transitory	Until administrative need ends or record is superseded
<b>Newsletters</b>	HR2You Newsletters.	Transitory	Until administrative need ends or record is superseded
<b>Organization Charts</b>	HR Department Organization Charts.	Transitory	Until administrative need ends or record is superseded
<b>Personnel Action (PAR) Forms</b>	Completed employee forms submitted to HR upon initial hire, pay increase or decrease, change of address, or change of supervisor.	Semipermanent <i>IC § 50-907(2)(g); 29 CFR Part 1602 and 29 CFR 1627.3</i>	5 years after employee separation, expiration of eligibility, or completion of litigation, whichever is longest
<b>Photographs</b>	Photographs relating to HR sponsored/conducted City events (e.g. service awards, employee picnic, Wellness events, etc.).	Transitory	Until administrative need ends or record is superseded
<b>Photo Identification</b>	Photographs and other records used to identify city employees, private security personnel, contract workers and other. May include photographs taken by City for	Transitory	Until record is superseded, obsolete or administrative needs end

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	identification or prox card or driver's license photocopy.		
<b>Position Descriptions</b>	Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position.	Temporary <i>IC § 50-907(3)(d); 29 CFR Part 1602 and 29 CFR 1627.3</i>	3 years
<b>Presentations</b>	Formal departmental presentations to Council, other formal bodies.	Semipermanent	5 years
<b>Public Records Requests</b>	Public records requests and responses.	Transitory	1 year after last action
<b>Recruitment and Selection Records for Applicants who are Hired</b>	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	2 years
	Meridian Police Department employee original background investigation records are kept by the Police Department. Upon employee separation these original records shall be forwarded to the Human Resources Department for proper disposition.	Temporary	2 years after separation
	Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are hired, are kept by the Fire Department	Temporary	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	until the expiration of the retention period at which time they shall be properly destroyed by the Fire Department.		
<b>Recruitment and Selection Records for Applicants who are Not Hired</b>	Documents regarding the recruitment and selection of city employees and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, staffing requisition forms, certification of eligibles, recruitment file (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.	Temporary <i>IC § 50-907(3)(d); 29 CFR 1602.31; 29 CFR 1627.3(b)(1)(vi)</i>	2 years
	Meridian Fire Department Union original recruitment records including National Testing Network testing, application, and interview notes, for applicants who are not hired, are kept by the Fire Department until the expiration of the retention period at which time, they shall be properly destroyed by the Fire Department	Temporary	2 years
<b>Resource Records/Notes</b>	Records including notebooks, meeting notes, to-do-lists, employee-compiled notes, etc.	Transitory	Until administrative need ends or record is superseded
<b>Special Projects</b>	Documents related to special, one-time projects to include, but not limited to, Employee Satisfaction Survey, Policy Review/Revision, Salary Structure Review.	Semipermanent	10 years
<b>Surveys</b>	HR and other initiated internal surveys, survey results (e.g. Salary Surveys, Employee Satisfaction Surveys, Best Place to Work. Etc.).	Semipermanent	10 years
<b>Telephone Records</b>	Message logs, voicemails, etc.	Transitory	Until administrative need ends
<b>Training Programs/HR</b>	Records related to the design and implementation of training programs provided to employees by the City.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from final presentation and/or use



RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Documents may include course descriptions, instructor certifications, instructional materials, course outlines, class enrollment and attendance records, tests, test results, and related records.		
<b>Training/Travel Records</b>	Records documenting attendance and presentation by HR employees at conventions, conferences, seminars, workshops, and similar training events. Includes training/travel requests, training materials, reports and related correspondence.	Semipermanent	5 years
<b>Payroll Unemployment Claims</b>	Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations. These are received by HR and kept in HR.	Temporary <i>IC §50-907(3)(d)</i>	3 years
<b>Wellness Program</b>	Records related to the management and administration of the Wellness Program including:		
	<ul style="list-style-type: none"> <li>Wellness Challenges - Correspondence and other Challenge documentation.</li> </ul>	Semipermanent	5 years
	<ul style="list-style-type: none"> <li>Newsletters</li> </ul>	Transitory	Until administrative need ends
	<ul style="list-style-type: none"> <li>Emails conveying general information related to the Wellness Program including monthly announcements related to upcoming challenges, challenge winners, monthly Wellness events and activities, etc.</li> </ul>	Transitory	Until administrative need ends or approved for destruction in accordance with the 5-year citywide email records retention period) whichever is sooner
	<ul style="list-style-type: none"> <li>Wellness Committee Meeting Agendas and Minutes</li> </ul>	Semipermanent	7 years
	<ul style="list-style-type: none"> <li>Wellness Database – includes information from Blue Cross for employee point totals, information from employee sign-in sheets to events (name, ID, signature), and employee tracking information to events/challenges (i.e., steps, exercise, weight, Bingo cards, pictures of employees, schedule for</li> </ul>	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	appointments (name, ID, date, time, email address, phone number)), and vendor contact information for events		
	<ul style="list-style-type: none"> <li>Wellness Day Off –Incentive Verification Forms for Day Off Requests</li> </ul>	Semipermanent	75 years (retained in accordance with Employee Benefit records retention period)
	<ul style="list-style-type: none"> <li>Wellness Day Off – employee timecard tracking records, along with numbers of hours used</li> </ul>	Transitory	Until administrative need ends
	<ul style="list-style-type: none"> <li>Wellness Hero Responses- Correspondence and related records</li> </ul>	Transitory	Until administrative need ends
<b>Workers' Compensation Records and Claims</b>	Medical records related to job assignments that document work-related injuries and illnesses, including but not limited to, hearing test records, hazard exposure records, first- aid incident records, physician statements, release consent forms and related correspondence, and records documenting claims submitted by city employees for work-related injuries and illnesses. These records are kept separate from employee personnel files.	Semipermanent	30 years after employment separation

## INFORMATION TECHNOLOGY (I.T.) DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative</b>			
<b>Activity Logs/Reports</b>	Daily, weekly monthly or other reports documenting the activities of Information Technology employees, including but not limited to: sign in/out sheet for keys, access logs and phone logs, minutes, project files and dashboard statistics.	Transitory	Until administrative needs ends
<b>Administrative Records</b>	Copies of: A/P invoices, Expense Reports, MIP A/P unposted Reports, Transactions, Internal Invoices, Purchase Orders, Detailed Statements of Revenues and Expenditures.	Transitory	Until administrative need ends or record is superseded
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including but not limited to enhancements, amendments, carry forward support, FTE anticipation, vehicle replacement, quotes for service/maintenance.	Transitory	1 year or until Administrative need ends
<b>Correspondence</b>	Policy/program correspondence, documenting the formulation, adoption and implementation of significant policy/program decision.	Permanent	In perpetuity
	Records created or received in the course of administering city policies, procedures or programs, but these records do not provide insight into significant policy, procedure or program discussions or decisions.	Semipermanent	5 years
	Correspondence created or received in the course of administering City policies, procedures or programs including but not limited to memos, notes, thank you notes, surveys, letters to businesses and citizens and day-to day office and housekeeping correspondence that does not contain unique information about City functions or programs, for example scrolling agenda and announcements.	Transitory	Until administrative Need ends
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, performance evaluations, customer feedback, contact information, etc.	Transitory	Until employment is terminated, then forward to HR
<b>Meeting Records and Notes</b>	Internal meeting records and/or staff level notes generated in the course of day to day	Transitory	Until administrative

	business, including but not limited to agendas, notes and presentations.		need ends or record is superseded
<b>Reference/Owner's Manuals/ Handbooks</b>	Documents to include but not limited to owner's manuals and documentation.	Transitory	Until record is superseded or administrative need ends
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Department Reports</b>	Reports prepared for the Mayor and City Council.	Transitory	Until administrative need ends
<b>Operational Records</b>			
<b>Backup Files</b>	A copy on a disk based backup appliance of the contents of all data from the City servers.	Transitory	3 months
<b>Service Management Tool</b>	All customer support tickets opened in service management systems.	Semipermanent <i>IC §50-907(2)(g) (other)</i>	10 years
<b>Department Policies and Reports</b>	Policies, reports, and documents regarding internal department operations and procedures, <i>e.g.</i> computer usage policy, password policy, service level goals, training materials, evaluations of materials.	Semipermanent <i>IC §50-907(2)(e) (dept. report)</i>	5 years
<b>Disaster Recovery Plan</b>	Strategy for retention and recovery of network and information systems following network or server crash or failure.	Transitory	Until record is superseded or updated
<b>Instant Messages</b>	All messages sent or received by City staff using the City's electronic messaging service	Transitory	Until overwritten by system
<b>Internally-Generated Source Code</b>	Programming statements or instructions that create or execute a computer program.	Transitory	Until record is superseded or updated
<b>Internet History</b>	List of websites accessed on City computers and electronic devices.	Transitory	30 days
<b>Inventory Management</b>	List of electronic devices held by City and software licensing information and specifications for each electronic device used by City.	Transitory	Until record is superseded or updated
<b>Outlook Appointments</b>	Meeting requests sent and received by employees via City email system;	Transitory	Until deleted by user

	appointments scheduled via City email system by employees.		
<b>Outlook E-mail Messages –City Staff</b>	All e-mail messages, sent or received by City staff using City’s e-mail system. (E-mail messages may be preserved elsewhere in digital or paper format for longer periods of time as the subject matter of such messages may require.)	Semipermanent <i>IC §50-907(2)(g)</i> <i>(other)</i>	5 years
<b>Outlook Tasks and Notes</b>	Tasks, task requests and reminders sent and received by employees via City email system.	Transitory	Until deleted by user
<b>Prox Card Access Records</b>	Register of which prox cards have accessed a restricted area.	Transitory	90 days
<b>Security Camera Footage</b>	Video footage from security cameras mounted on and in city facilities.	Transitory	Until overwritten by system
<b>Call Records</b>	List of incoming and outgoing calls, including phone numbers and caller identification, as available.	Transitory	90 days
<b>Voicemail Messages</b>	Incoming verbal messages recorded on City voicemail systems.	Transitory	Until deleted by user
<b>Geographic Information Systems, Digital Orthophotography Images</b>	Aerial photographs of properties within the City.	Permanent	In perpetuity
<b>Geographic Information Systems, GIS Data</b>	Points, lines, attributes, and polygons relating to infrastructure that the City owns or maintains.	Transitory	Until superseded
<b>Geographic Information Systems, Maps</b>	A visual representation of data within a particular geographical area. Also includes maps and data provided by outside agencies including edge of pavement, parcels, roads, and others.	Transitory	Until administrative need ends

## MAYOR'S OFFICE

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Administrative Records</b>			
<b>Correspondence</b>	Policy/program correspondence created or received, documenting the formulation, adoption and implementation of significant policy/program decision. May include correspondence relating to Commission and Committee appointments and correspondence with other government agencies.	Permanent	In perpetuity
	Correspondence created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. May include citizen response letters, letters to homeowner associations and businesses.	Semipermanent	5 years
	Correspondence created or received which is not unique to City functions or programs. May include; thank you notes, invitations, and general mail.	Transitory	Until administrative Need ends
<b>Customer Complaints/Kudos</b>	Complaint or compliment records including but not limited to emails and comment cards.	Transitory	Until administrative need ends
<b>Forms/Templates</b>	Forms/Templates created for use by the Mayor's Office including but not limited to visual aids, applications, checklists, and web documents.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records, including but not limited to training records, coaching notes, Performance Evaluation, contact information. File sent to HR for retention after termination (voluntary or involuntary).	Transitory	Until employment is terminated; then forward to HR
<b>Meeting Records and Notes Special Projects/Initiatives</b>	Internal meeting records and/or staff level notes generated in the course of day to day business, including but not limited to; agendas, notes and presentations.	Transitory	Until administrative need ends or record is superseded

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Department Guidelines, Policies, Procedures, Processes and Reports</b>	Departmental Policy or program records documenting the formulation, adoption and implementation of departmental policy or program decisions. Including but not limited to Standard Operating Procedures and Guidelines, reference materials or materials obtained from another government entity or agency used in the development of said procedure.	Transitory	1 year after document is replaced and/or administrative need ends
<b>Presentations</b>	Formal department presentations to Council, Community Groups or other agencies/entities or people, e.g. strategic update and new council member training.	Transitory	Until administrative need ends
<b>Telephone Records</b>	Message logs, voicemails, ShoreTel/Mitel call volume reports etc.	Transitory	Until administrative need ends
<b>Economic Development</b>			
<b>Confidentiality Agreement Projects and Correspondence/ Documents</b>	Documents, related to signed confidentiality agreements, including, but not limited to letters of intent, community Tax Reinvestment Incentive (TRI) match letter, market research, project prospectus, photos, and written correspondence.	Transitory	Until administrative need ends
<b>Economic Development - Community Development Block Grant (CDBG)</b>			
<b>Plans and Reports</b>	Plans, reports, substantial plan amendments, and related correspondence.	Permanent	In perpetuity
<b>Subrecipient Agreements and Supporting Documents</b>	Documents, including, but not limited to agreements, Consolidated Annual Performance Evaluation Report (CAPER), sub-recipient agreements, environmental review records, PSAs (and corresponding products), sub-recipient reporting documents (activity reports, draw requests, labor files), etc.	Semi-permanent	5 years from the completion of a program year's HUD approved CAPER
<b>Operational Records</b>			
<b>Agendas &amp; Minutes</b>	Agendas and minutes of Director Meetings, Operational Meetings, Mayor's Youth Advisory Council, Mayor's Senior Advisory Board, and Faith Ambassador Council Meetings.	Semipermanent	5 years



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Annual Reports</b>	Report on City's and Mayor's Office activities over preceding year summarizing activities and financial performance.	Permanent	In perpetuity
<b>Applications</b>	Forms and materials submitted with application for positions or awards administered by Mayor's Office, including applications for scholarships, Promise partners, Mayor's Youth Advisory Council, volunteer positions, City commissions, and City committees or task forces.	Semipermanent	5 years
<b>Attendance Sheets</b>	Sign-in sheets, where offered, for activities and events hosted by the Mayor's Office.	Transitory	Until administrative needs ends
<b>Mayoral Memorandums</b>	Mayoral memos regarding proclamations, meetings, or events.	Semipermanent	5 years
<b>News Releases</b>	A written or recorded record directed at members of the news media for the purpose of making a newsworthy announcement.	Semipermanent	10 years
<b>Photos</b>	Published photographs taken, owned, or stored by the Mayor's Office.	Permanent	In perpetuity
	Photographs that are not used or needed for a particular purpose.	Transitory	Until administrative need ends
<b>Proclamations</b>	Proclamations issued by the Mayor not read at City Council meetings.	Semipermanent	5 years
	Proclamations issued by the Mayor and read at City Council meetings.	Transitory	Until administrative need ends
<b>Publications</b>	Informational or promotional publications of the Mayor's office, including newsletters, flyers, marketing materials, brochures, program materials.	Semipermanent	5 years
<b>Public Addresses</b>	Speech, news release and video records relating to State of the City addresses.	Permanent	In perpetuity
	Published records relating addresses, speeches or podcasts. May include script, video, PowerPoint, program, agenda, photos.	Semipermanent	5 years
<b>Special Projects</b>	Documents related to special or one-time projects.	Semipermanent	10 years

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	Documents related to specific Strategic Plans including tools, databases, and working products.	Transitory	Until administrative need ends
<b>Talking Points</b>	Records prepared to summarize issues in preparation for discussion with the public or media.	Transitory	Until administrative need ends

## PARKS & RECREATION DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Activity Logs/Reports</b>	Daily, weekly, monthly, or other reports documenting the activities of the Parks and Recreation Department employees, including but not limited to: sign in/out sheet for credit card, key log.	Transitory	Until administrative need ends
	Lost & Found log sheets documenting items that have been lost and found by citizens in the parks and other MPR facilities.	Transitory	Until administrative need ends
<b>Administrative Records</b>	Copies of A/P invoices, Expense Reports, Detailed Statements of Revenues and Expenditures, Capital Improvements Plan, Parks & Recreation Facilities Depreciation Schedule, MPR Communications Plan, and other related documents.	Transitory	Until administrative need ends
<b>Agendas &amp; Minutes – Staff Meetings</b>	Agendas and minutes of monthly MPR all-staff meetings.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Agreements and Contracts</b>	Agreements signed by City staff (not by Council).	Temporary <i>IC § 50-907(3)(d)</i>	2 years after expiration or termination of agreement
<b>Budget Preparation Records</b>	Working documents utilized to build base budgets and establish yearly budgets, including but not limited to enhancements, amendments, carry forward support, FTE anticipation, vehicle replacement, and quotes for service/maintenance.	Transitory	Until administrative need ends
<b>Camp Registration Records</b>	Records regarding camp registration.	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in Rec1)
<b>Camper Profile Sheets and Sign-in Sheets</b>	Child profile sheets and sign in sheets.	Transitory	At conclusion of camp season
<b>Concessionaires' Health Department Records</b>	Central District Health food safety certifications and permits submitted by concessionaire.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Correspondence</b>	Correspondence created or received in the course of administering City policies,	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	procedures or programs including but not limited to memos, transmittals, notes, comments, thank you notes, letters to businesses and day-to day office and housekeeping correspondence.		
<b>Committee Records</b>	Agendas, meeting minutes/notes, and audio recordings of ad hoc groups convened by Parks & Recreation for specific purposes (e.g., Christmas in Meridian).	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Employee files</b>	Certifications, disciplinary reports, performance evaluations, comment cards, complaints, kudos, awards, etc. regarding employees and lifeguards.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years (then transferred to HR)
<b>Internal Department Guidelines, Standard Operating Procedures, Policies, Processes</b>	Administrative SOPs, policies, processes.	Transitory	Until administrative need ends
<b>External Guidelines, Policies, Director's Orders</b>	Director's orders and policies pertaining to external customers, facilities, recreation classes, camps, special events, and sports (e.g., Lost & Found, Metal Detecting, Recreational Instructor Policy, Registrations & Refunds, Sports League Bylaws, Partnerships Between Private or Public Entities, Hot Air Balloons).	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Employee Time Logs and Reports</b>	Completed logs of employees' timesheets, tasks, and location; reports and analysis of related data.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Facility Improvement Plans</b>	Plans and specifications related to remodel and improvement of MPR buildings and facilities.	Semipermanent <i>IC § 50-907(2)(c)</i>	10 years
<b>Facility Reservations</b>	Materials related to reservation of facilities and equipment (e.g., shelters; tennis, pickleball, and basketball courts; multiuse and baseball/ softball fields; cornhole boards).	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in Rec1)

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Financial Aid Applications</b>	Completed application forms and materials submitted to request financial assistance for children's class or program (e.g., Care Enough to Share).	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Forms/Templates</b>	Forms/templates created for use by the Parks and Recreation Department.	Transitory	Until administrative need ends
<b>Grounds Maintenance Records</b>	Pesticide spray records, playground inspection records.	Temporary <i>IC § 50-907(3)(d)</i> IDAPA 02.03.03.100.05	3 years
<b>Historical Records</b>	Records found inside opened time capsules.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Annual newsletters prepared by Parks & Recreation Department highlighting construction projects, park dedications, and other efforts and initiatives.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Copies of MPR Department Annual Reports provided to the Mayor's Office in conjunction with the State of the City Address.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	External awards, plaques, and certificates bestowed upon the MPR Department.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	MPR Department Dashboards which document statistical data by year.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Parks & Recreation Master Plan; Pathways Master Plan; Golf Course Master Planning Report.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Park dedication plaque mock-ups detailing the dedication date, Mayor, City Council, MPR Commission, MPR staff, and other volunteers and contributors.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Photographs, newspaper and news channel articles and clippings, press releases, and videos relating to Parks and Recreation Department.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
<b>Homecourt Membership Records</b>	Records regarding Homecourt membership registration, including, e.g., waiver, financial information, daily sign-in logs.	Temporary <i>IC § 50-907(3)(d)</i>	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Incident or Accident Reports</b>	Records regarding incidents, injuries, accidents, rescues, or other staff actions, incurred during or related to a department-sponsored or department-provided class, camp, program, reservation, or activity.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Marketing Materials</b>	Informational or promotional publications of the Parks & Recreation Department, including flyers, brochures, program materials, PowerPoint and Prezi presentations, and videos.	Transitory	Until administrative need ends
<b>Memorial Forms</b>	Completed citizen forms requesting memorial in MPR facility under established memorial program (e.g. Generations Plaza Brick Sales form, Kleiner Park Memorial Tree Plaza Paver Sales, Memorial Tree Program form).	Semipermanent <i>IC § 50-907(2)(g)</i>	75 years
<b>Meeting Records and Notes</b>	Agendas and minutes of monthly MPR all-staff meetings.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
	Other internal meeting records and notes generated in the course of day-to-day business, including but not limited to agendas, notes, and presentations.	Transitory	Until administrative need ends
<b>MPR Commission Records (copies)</b>	Copies of Commission and Committee agendas records.	Transitory	Until administrative need ends
	Copies of bylaws.	Transitory	Until administrative need ends
	Copies of contact information listing Commission members' names, addresses, phone numbers, email addresses, etc.	Transitory	Until administrative need ends
	Copies of correspondence regarding day-to-day operations or administration.	Transitory	Until administrative need ends
	Copies of project records documenting historical or cultural significance to the City and/or Meridian community.	Transitory	Until administrative need ends

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
	Copies of project files and reports used by MPR staff, Commission, Committee in the course of researching, developing, completing, reporting on, or acting on initiatives of the Commission/Committee.	Transitory	Until administrative need ends
	Copies of roster listing current Commission members, including names, seat numbers, and appointment dates.	Transitory	Until administrative need ends
<b>Permits</b>	Materials related to permit applications and permits issued by MPR (e.g., amplified sound permits, short-term concession permits).	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Recreation Class/ Activity Registration</b>	Materials related to registration for a recreation class or activity.	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in Rec1)
<b>Project Files</b>	Copies of records regarding park, pathway, and other projects and initiatives.	Transitory	Until administrative need ends
<b>Reference/Owner's Manuals/Books</b>	Instruction documents, including those for equipment and electronics.	Transitory	Until administrative need ends
<b>Santa Letters</b>	Correspondence created or received in the course of administering the Letters to Santa program.	Transitory	Until administrative need ends
<b>Special Event Records</b>	Records related to MPR-sponsored special events, including vendor and sponsor contracts and entries, Trunk or Treat trunk entries, parade float entries.	Semipermanent <i>IC § 50-907(2)(g)</i>	75 years
<b>Payment Records</b>	Materials related to customer payment for MPR services e.g., special event applications, vendors, sponsors, registration, permit applications, memorials, sports league registration, recreation class registration, camp registration, swim lessons.	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in Rec1)
<b>Sports Schedules and Scores</b>	Records of games played and final scores.	Semipermanent <i>IC § 50-907(2)(g)</i>	Until Administrative Need Ends



<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Surveys</b>	Internal and external outreach surveys and results.	Semipermanent <i>IC § 50-907(2)(g)</i>	10 years
<b>Team Rosters and Registration Forms</b>	Record of all individuals registered for a sports team.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Telephone Records</b>	Message logs.	Transitory	Until administrative need ends
<b>Time Capsule Content Information</b>	Records regarding location and contents of time capsules that have not been opened.	Temporary <i>IC § 50-907(3)(d)</i>	2 years after time capsule is opened
<b>Tree Abatement Case Files</b>	Records related to nuisance tree abatement as ordered by City Arborist.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Tree Inventory</b>	Inventory of all public trees maintained by City Arborist.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
<b>Vandalism &amp; Restitution Records</b>	Copies of records related to park, pathway, and facility vandalism incidents and restitution, including but not limited to property damage reports, etc.	Transitory	Until administrative need ends
<b>Volunteer Records</b>	Applications, timesheets, and other biographical notes related to City volunteers, including Park Ambassadors, scouts, and other civic groups. These records also include records documenting the activities and administration of volunteer programs in city hall and records documenting work performed for the City by citizens without compensation for their services. May include volunteer application forms, volunteer and emergency contact information, agreements, applications, skills test results, training documentation, task assignments, monitoring records, volunteer hour statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records.	Transitory	Until administrative need ends
<b>Lakeview Golf Course</b>			
<b>Golf Cart Maintenance Records</b>	Records regarding maintenance of golf carts.	Temporary <i>IC § 50-907(3)(d)</i>	2 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Golf Course Annual Passes</b>	Records related to annual pass registration and issuance, including, e.g., waiver, contact and financial information.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Golf Course Fertilizer and Pesticide Records</b>	Pesticide, herbicide, and fertilizer spray records.	Temporary <i>IC § 50-907(3)(d)</i> IDAPA 02.03.03.100.05	3 years
<b>Golf Course Payment Records</b>	Materials related to customer accounts and payments for LGC goods and services.	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in ForeUp)
<b>Pro Shop Inventory</b>	Records related to inventory held by LGC pro shop.	Transitory	Until administrative need ends
<b>Tournament Applications</b>	Tournament application form and related materials, including waiver, proof of insurance, etc.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Community Swimming Pool</b>			
<b>Chemical Test Logs</b>	Records of water chemical level testing performed by pool staff.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Chemical Test reports</b>	Records of automatic chemical tests performed by chemical automation system and emailed to MPR staff.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Swim Team Waiver Forms</b>	Completed waivers submitted by individual swim team members.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Pool Operation License</b>	License(s) to operate pool issued by Central District Health.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Lifeguard Schedules and Timesheets</b>	Lifeguard schedule and timesheets, contact information.	Semipermanent <i>IC § 50-907(2)(g)</i>	25 years (kept in WhenIWork)
<b>Arts and Culture Coordinator</b>			
<b>Initial Point Gallery Records</b>	Calls for Artists requesting applications for artists who wish to exhibit their work in IPG.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Yearly schedule of IPG shows.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Records regarding applicants selected for exhibition of work in IPG.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Records regarding applicants not selected for exhibition of work in IPG.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
	Artists' price lists and labels for each piece.	Transitory	Until administrative need ends

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	Promotional materials promoting IPG exhibits, e.g., posters, flyers.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	Permission forms allowing display of work by minor artists in IPG.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
	Opening reception attendance records.	Permanent <i>IC § 50-907(1)(h)</i>	In perpetuity
	IPG visitor sign-in sheets.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
	Information regarding function and origin of gallery equipment and furnishings, e.g., hook and rail system, display cases.	Transitory	Until item is no longer used
	Show set-up and tear-down guidelines.	Transitory	Until administrative need ends

## POLICE DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Activity reports</b>	Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc. May include Education & Prevention Training reports.	Semipermanent <i>Idaho Code § 50-907(2)(e)</i>	5 years
<b>Administrative records</b>	Administrative records including proxy card check out list, vehicle check out log, visitor log, etc.	Transitory	1 year
<b>Briefing records</b>	Records documenting internal communications between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but not limited to: briefing logs, ILETS/NCIC messages, and bulletins from other agencies.	Transitory	Until administrative need ends
<b>Bulletins from other agencies</b>	Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.	Transitory	Until administrative need ends
<b>Code enforcement Incident Notes** 2012-2019</b>	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance in Accella.	Semi-permanent  <i>Idaho Code § 50-907(2)(g)</i>	75 Years
<b>Code Enforcement Incident Notes** 2020 – Present</b>	Records created by code enforcement officers to document a violation or investigation into a suspected violation of city ordinance that do not become a DR in case management module of ITS.	Semi-permanent  <i>Idaho Code § 50-907(2)(g)</i>	5 Years
<b>Community service and outreach programs</b>	Records relating to police community service programs. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.	Transitory	Until administrative
<b>Crime analysis statistics</b>	Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include statistical summaries of crime	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	patterns, modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, etc.		
<b>Crime reports (DRs) for Suicides, Unattended Deaths, and Major Crimes</b>  <b>(Including Homicide Offenses, Human Trafficking, Kidnapping/Abduction, Sex Offenses, and Terrorism)</b>	Reports documenting a suicide, unattended death and/or criminal offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g., <i>probable cause statements, witness statements, runaway forms, release of custody forms (juveniles), documents provided by citizens and victims, citations, property invoices, release of property forms, etc.</i> ). May include <i>polygraph records (e.g., pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information); property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.)</i> ; and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).	Semipermanent <i>IC § 50-907(2)(e)</i>	Prosecuted cases: 100 years after final disposition  Non-prosecuted cases: 100 years after date of last investigative action
<b>Crime Reports (DRs) for Group A Felony Offenses</b>  <b>(Including Animal Cruelty, Arson, Assault Offenses, Bribery, Burglary/Breaking &amp; Entering,</b>	Reports documenting a felony offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g.,	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 10 years after final disposition  Non-prosecuted cases: 10 years after date of last investigative action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Commerce Violations, Counterfeiting/Forgery, Destruction/Damage/Vandalism of Property, Drug/Narcotic Offenses, Embezzlement, Espionage, Extortion/Blackmail, Fraud Offenses, Fugitive Offenses, Gambling, Immigration Violations, Larceny/Theft Offenses, Motor Vehicle Theft, Pornography/Obscene Material, Prostitution Offenses, Robbery, Stolen Property Offenses, Treason, and Weapon Law Violations)</b>	<i>probable cause statements, witness statements, tow slips, administrative license suspension forms, intoxilyzer slips, field sobriety tests forms, runaway forms, release of custody forms (juveniles), criminal background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), documents provided by citizens and victims, citations, property invoices, release of property forms, Leads Online printouts, shoplifting reports from store security officers, etc.). May include polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information), abandoned vehicle reports, found property records, traffic collision reports, property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.), and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i>		
<b>Crime reports (DRs) for Group A Misdemeanor Offenses and Group B Offenses (Including Bad Checks, Bond Default, Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the</b>	<b>Reports documenting a criminal offense and actions taken, including charges or arrests. Record typically includes location of occurrence, date and time, handling officer, involved parties (suspects, victims, witnesses, reporting parties, etc.) and their personal information, summary of events and supportive documents (e.g.,</b> <i>probable cause statements, witness statements, tow slips, administrative license suspension forms, intoxilyzer slips, field sobriety tests forms,</i>	<b>Semipermanent</b>  <i>IC § 50-907(2)(g)</i>	<b>Prosecuted cases:</b>  5 years after final disposition  <b>Non-prosecuted cases:</b>  5 years after date of last investigative action

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Influence, Drunkenness, Family Offenses Nonviolent, Federal Resource Violation, Liquor Law Violations, Peeping Tom, Perjury, Trespass of Real Property, All Other Offenses)</b>  <b>Code enforcement offences (eg. UDC, nuisance, parking, vehicle impound)</b>	<i>runaway forms, release of custody forms (juveniles), criminal background information (ILETS/Triple III, Ada LE Lookup, ISTARs, JDOC), documents provided by citizens and victims, citations, property invoices, release of property forms, Leads Online printouts, shoplifting reports from store security officers, etc.). May include polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information), abandoned vehicle reports, found property records, traffic collision reports, property and evidence control and disposition records (e.g., evidence photographs, receipt forms, evidence logs, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc.), and/or informant case files (reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records).</i>		
<b>Citations (Misdemeanor and Infraction) for Other Crimes</b>	Police department copy of citations issued for traffic violations not associated with a crime report. Record typically includes date and time, location of offense, vehicle license plate information, code violation number, and issuing officer.	Temporary  <i>IC § 50-907(3)(d)</i>	2 Years
<b>Criminal history records or ILETS/NCIC reports**</b>	Records obtained via ILETS or local jail systems (Ada LE Lookup) that provides information on the accumulated criminal arrest and conviction history of an individual which may be useful in an investigation. May include summary sheet, arrest record, fingerprint	Transitory	Until administrative need ends



RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
	information, mug shot, name, aliases, residence, sex age, date and place of birth, height, weight, hair and eye color, scars, marks, tattoos, abnormalities, date of arrest, offense committed.		
<b>Digital media – Type 1 (Associated with Major Crimes Reports, Unattended Deaths, and Suicides)</b>	Digital media attached to a crime report for a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for Major crimes including Homicide Offenses, Human Trafficking, Kidnapping/Abduction, Sex Offenses, and Terrorism	Semipermanent <i>IC § 50-907(2)(g)</i>	Prosecuted cases: 100 years after final disposition Non-prosecuted cases: 100 years after date of last investigative action
<b>Digital media – Type 2 (Associated with Group A and B Reports)</b>	Digital media attached to a crime report other than a major crime. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a crime report for a crime other than a major crime.	Semipermanent <i>IC § 50-907(2)(g)</i>	Group A Prosecuted Cases:  10 years after final disposition  Group A Non-Prosecuted Cases:  10 years after date of last investigative action  Group B Prosecuted Cases:  5 years after final disposition  Group B Non-Prosecuted Cases:  5 years after date of last investigative action
<b>Digital media – Type 3 (Associated with Traffic Citations)</b>	Digital media attached to a misdemeanor or infraction citation. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response and attached to a citation for a misdemeanor crime or infraction.	Transitory	Prosecuted cases:  2 years after final disposition  Non-prosecuted cases:  2 years after date of last investigative

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
			action Prosecuted infraction cases: 210 days after final disposition Non-prosecuted infraction cases: 210 days after investigative action
<b>Digital media – Type 4*</b>	Digital media not attached to a crime report or where no enforcement action was taken. Includes video, audio, or other digital content created by a law enforcement officer not attached to a crime report.	Transitory	210 days
<b>Digital media – Type 5*</b>	Digital media related to an officer complaint. Includes video, audio, or other digital content created by a law enforcement officer in the course of an investigation or response relevant to a complaint about such response or officer.  * Where record is embedded with a crime report (DR), it shall be retained according to the retention period established for the crime report.	Temporary <i>IC § 50-907(3)(d)</i>	2 years
<b>Digital media – recorded in error</b>	Digital media recorded in error. Includes video, audio, or other digital content created by a law enforcement officer unrelated to an investigation or response.	Transitory	Until administrative need ends
<b>Field interview reports (FI cards)</b>	An informational document written by police officers relating to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Typically includes name and current address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, reason for contact, etc.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years
<b>Grant records</b>	Applications and required reporting documents for grants to support law enforcement initiatives and programming (e.g., crime prevention, substance abuse programs, criminal justice, SWAT).	Semipermanent Idaho Code § 50-907(2)(g)	10 years after grant closeout

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>Gun dealers' sales records</b>	Records documenting purchases of guns from dealers. May include duplicate register sheets mailed by the dealer to MPD and triplicate register sheets mailed by the dealer to ISP for criminal records checks and forwarded to MPD. May include sheet number, sales person, date and time, city, serial number, make, model, caliber, purchaser's information, and signatures.	Transitory	Until background check is completed and administrative need ends
<b>Health &amp; Welfare Referrals APS &amp; Daycare complaints</b>	Referrals of suspected child abuse, adult abuse and daycare complaints.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from closure of referral or case.
<b>Informant case files not attached to crime report**</b>	Records documenting information about informants used by department personnel. Records typically include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informants' activities and related records.	Transitory	Until administrative need ends
<b>Internal affairs files</b>	Records documenting department's investigation of an officer's role in an incident for the purpose of evaluating compliance with department policy and professional standards. Records typically include investigative materials (video and audio recordings, written statements, narratives, analysis), <i>polygraph records (pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, related information)</i> , and recommended disciplinary actions, if any.	Semipermanent <i>IC §§ 50-907(2)(g) and 45-610; 29 CFR 1627.3; 29 CFR 1602.31</i>	75 years after employee separation or completion of related litigation, whichever is longest
<b>Intoxilyzer 5000en, Draeger 9510 and LifeLoc instrument records</b>	Factory and State of Idaho certificates for instrument; log of each person that takes the breathalyzer test and verification testing. May include suspect name, date, time, results, operator name, calibration check results, simulated temperature in range, comments, etc.	Temporary <i>IC § 50-907(3)(d) and IDAPA 11.03.01.013.06</i>	3 years after certificate has been issued

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>Intoxilyzer 5000EN, LifeLoc FC20, and Draeger 9510 user certifications and class roster</b>	User certification cards and class roster for Meridian police officers. Intoxilyzer instructor replaces with each new certification period.	Transitory	Until administrative need ends
<b>Local Records Check/ Backgrounds</b>	Local records check of police contacts requested by OPM, FBI or military for their employment purposes.	Transitory	1 year after submission to requestor
<b>Master name index records</b>	Information on individuals who are field interviewed, individuals who are arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes name, address, date of birth, race, sex, date and time of incident or contact, case number (DR#), citation numbers and other identifying data.	Semipermanent <i>IC § 50-907(2)(g)</i>	100 years
<b>Multiple Firearms Backgrounds</b>	Background applications for multiple firearm purchase requests.	Transitory <i>18 U.S.C. § 922(t)(2)(C); 28 CFR § 25.9(d)</i>	Immediately after completion
<b>Parking citations</b>	Police department copy of citations issued for parking violations. Record typically includes date and time, location of offense, vehicle license plate information, code violation number, and issuing officer. (Parking citations that are paid are sent to City Hall Finance Department. Parking citations that are unpaid and lead to court summons are sent to the City Prosecutor's office.)	Transitory	6 months after final disposition
<b>Photo identification records</b>	Records with photos used to identify employees, private security personnel, contract workers, etc. May include photos taken for employee identification cards, prox cards, etc.	Transitory	Until administrative need ends
<b>Public records requests of any and all records not associated to a Major Crime DR</b>	Written public records requests, responses, records provided, and original (unredacted) records.	Transitory	1 year after response provided
<b>Public records requests of records</b>	Written public records requests, responses, records provided, and original (unredacted) records	Semipermanent <i>IC § 50-907(2)(g)</i>	Record to be retained based upon the retention of the

<b>RECORD</b>	<b>DESCRIPTION</b>	<b>CATEGORY</b>	<b>RETENTION PERIOD</b>
<b>associated to a Major Crime DR</b>	pertaining to a crime DR that falls under the Category of Crime reports (DRs) for Suicides, Unattended Deaths, and Major Crimes (murder, involuntary manslaughter, rape, sexual abuse of a child, terrorism).		original Crime DR file.
<b>Radar equipment, certifications, and maintenance records</b>	Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include a description of the work completed, parts used, date of service, equipment number, make, model, etc.	Temporary <i>IC § 50-907(3)(d)</i>	3 years after equipment retirement
<b>Training materials</b>	Records related to training programs provided to MPD personnel by presenters including City employees, contractors, or other presenters. May include course descriptions, instructor certifications, instructional materials, course outlines and handouts, and attendance records.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years from final presentation and/or use
<b>Vacation watch forms</b>	Records documenting inspection of properties when the owner/occupant is away. May include name, address, date requested, vacation beginning and ending time, emergency contact information, special conditions, date and time officers check the property, etc.	Transitory	Until administrative need ends
<b>Victim Witness System</b>	Notations and documents documenting contact with victims and witnesses.	Semipermanent <i>IC § 50-907(2)(g)</i>	20 years after investigation closure or disposition of case, whichever is later
<b>Written warnings</b>	Written notice provided by MPD officer to member of the public to bring attention to a potential or actual violation.	Semipermanent <i>IC § 50-907(2)(g)</i>	5 years

**\* Note:** Where record is used for legal, training, or purposes other than those enumerated in retention period, that record shall be retained according to the retention period established for other records similarly used.

**\*\* Note:** Where record is embedded with a crime report (DR), it shall be retained according to the retention period established for the crime report.

## PUBLIC WORKS DEPARTMENT

RECORD	DESCRIPTION	CATEGORY	RETENTION PERIOD
<b>All Department Records</b>			
<b>Accessibility Records, City-Owned Facilities</b>	Contractor logs, key list, and any other records documenting access to City-owned buildings by authorized persons.	Transitory	Until administrative need ends or record is superseded
<b>Activity Reports</b>	Daily, weekly, monthly or other reports documenting the activities of Public Works Department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, reports, logs, log sheets, and related records.	Transitory	Until administrative need ends or record is superseded
<b>Administrative Records</b>	Clothing order spreadsheets, copies of: Accounts Payable invoices, expense reports, leave request logs, MIP Accounts Payable invoices, professional membership documents, evacuation checklists and on call yearly roster logs.	Transitory	Until administrative need ends or record is superseded
<b>Alarm Monitoring / Test Results Reports</b>	Reports of monitoring fire alarms, security alarms and sprinkler tests for all relevant City-owned facilities including annual fire alarm testing, annual backflow testing, quarterly sprinkler testing in Sapphire suppression system, monthly fire pump runs, and monthly check on fire extinguishers and Sapphire.	Semipermanent	5 years or until administrative need ends
<b>Budget Preparation Records</b>	Work documents utilized to build base budgets and establish yearly budgets, including vehicle replacement worksheets, enhancements, amendments and carry forward support.	Semipermanent	20 years
<b>Confined Space Entry Permit</b>	A written authorization prepared prior to employee entry into a Permit Required Confined Space. The Department's permit contains specific entry space, purpose and time conditions under which the entrance will operate.	Semipermanent	5 years from date issued
<b>Development Construction Drawings</b>	Construction Drawings	Transitory	Until replaced by record drawings



<b>Correspondence, Administrative</b>	Correspondence created or received in the course of administering City policies, procedures, or programs.	Semipermanent	5 years
<b>Correspondence, Transitory</b>	Day-to-day office and housekeeping correspondence that does not contain unique information about City functions or programs.	Transitory	Until administrative need ends
<b>Customer Complaints</b>	Complaint letters, notes on phone calls and in person complaints from customers/citizens.	Transitory	Until administrative need ends
<b>Databases</b>	Database records created and maintained for the purposes of generating reports, data files, and a variety of different outputs.	Transitory	Until administrative need ends or record is superseded
<b>Department Policies</b>	Documents the formulation, adoption, and implementation of internal actions/decisions. Includes: Computer, Geographic Information System (GIS) Policy, Dress Code, Purchasing department policies.	Transitory	Until administrative need ends or record is superseded
<b>Departmental Reports</b>	Department reports, performance management presentations.	Semipermanent	10 years
<b>Educational Outreach Materials</b>	Records including but not limited to educational brochures, bookmarks, factsheets, and posters which are displayed in the division and distributed at public education outreach events.	Transitory	Until administrative need ends or record is superseded
<b>Engineering Capital and Enhancement Plan (ECEP) Reports</b>	Engineering Capital & Enhancement Plan (ECEP) – 5-year Capital Improvement Plan Reports.	Semipermanent	10 years
<b>Engineering Project File</b>	Records including but not limited to attendance for public meetings, construction drawings, meeting minutes, AVO's (Avoid Verbal Orders – Written Instructions), change orders, construction checklists, consultant reports, consultants/contractors contracts, contract addendums, council memos, daily reports, design checklists, door knockers/hangers, engineering estimates, field orders, final acceptance letters, inspection reports, Notices of Intent (NOI), Notices of Termination (NOT), Notices to Proceed (NTP), pay	Permanent	In perpetuity

	applications, preconstruction agendas, preconstruction notices, preconstruction recordings, progress reports, construction punch lists, project correspondence (letters, purchase order requisitions (PO), project-related POs, QLPE (Qualified Licensed Professional Engineer) letters, record drawings (filed separately), project-related requests for information, resubmittals, submittal responses, submittals, substantial completion letters, work change directives and license agreements.		
<b>Equipment Maintenance and Repair Records</b>	Records of repair and maintenance of equipment assigned to Public Work, including but not limited to: generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Transitory	Until administrative need ends or record is superseded.
<b>Facility Assessments, Maintenance, and Repair Records</b>	Records regarding maintenance and repairs of buildings and grounds owned or leased by the City including assessments of the condition of City-owned buildings, summaries, logs, reports, and similar records usually compiled from daily work records.	Transitory	Until administrative need ends or record is superseded
<b>Forms</b>	Forms created for use by Public Works personnel to facilitate their work including but not limited to performance review forms, project forms, staff forms, communication forms, and record retention labels.	Transitory	Until administrative need ends or record is superseded
<b>Geographic Information Systems, Digital Orthophotography Images</b>	Aerial photographs of properties within the City.	Permanent	In perpetuity
<b>Geographic Information Systems, GIS Data</b>	Points, lines, attributes, and polygons relating to infrastructure that the City owns or maintains.	Transitory	Until superseded

<b>Geographic Information Systems, Maps</b>	A visual representation of data within a particular geographical area. Also includes maps and data provided by outside agencies including edge of pavement, parcels, roads, and others.	Transitory	Until administrative need ends
<b>Health and Safety Manual</b>	Documents related to the Public Works Department Health and Safety Manual.	Transitory	Until administrative need ends or record is superseded
<b>HR Documents</b>	Departmental employee personnel records should be kept in the appropriate Division's file until employment has been terminated (involuntary or voluntary) and then the file should be sent to HR for retention.	Transitory	Until employment is terminated; then forward to HR
<b>Master Plan Records</b>	Records that document the present and projected needs of the City for water, sewer, storm drainage, streets, bike paths, and other utility related systems. Includes an implementation schedule for construction, plans, reports, evaluations, cost analyses, drawings, and related documents containing rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.	Permanent	In perpetuity
<b>Meeting Minutes</b>	Internal meeting agendas, minutes, sign-in sheets	Semipermanent	5 years
<b>Photos, Building Maintenance</b>	Photos relating to repair and replacement of City-owned equipment, material, and facilities.	Semipermanent	Keep records requiring engineering stamps 2 years after life of structure. Keep all other records 10 years.
<b>Photos, Construction</b>	Photos relating to Public Works construction activities, infrastructure, inspection photos, etc.	Permanent	In perpetuity
<b>Photos, General</b>	Photos related to Public Works Department activities and other general use pictures.	Transitory	Until administrative need ends
<b>Potential Exposure Records</b>	Report created when personnel is exposed or potentially exposed to a chemical, including SDS sheet of the chemical involved. Record is placed in the employee personnel record.	Transitory	Until employment is terminated; then forward to HR
<b>Presentations</b>	Departmental presentations.	Semipermanent	10 years

<b>Preventative Maintenance Work Plans</b>	Preventative maintenance schedules, work orders.	Transitory	Until administrative need ends or record is superseded.
<b>Process Documents</b>	Standard Operating Procedures, Instructions, Process Flowcharts, Workflows, Responsible Accountable Consulted Informed (RACI) Charts and Process Performance Measures.	Transitory	Until administrative need ends
<b>Quotes</b>	Quotes from contractors and other service providers. Preliminary and final quotes for goods and services used to conduct building repairs, maintenance, or modifications.	Transitory	Until administrative need ends
<b>Record Drawings - Electronic Records</b>	The electronic files for the revised set of drawings submitted by contractor upon completion of land development phase of a commercial, governmental, or residential project or components thereof. This includes the PDF and autocad files for the stamped record drawings, as-builts, and wiring diagrams including but not limited to water and sewer infrastructure as installed in Meridian.	Permanent	In perpetuity
<b>Record Drawings - Paper Records</b>	The revised set of drawings submitted by contractor upon completion of land development phase of a commercial, governmental, or residential project or components thereof. This includes the stamped record drawings, as-builts, including but not limited to water and sewer infrastructure as installed in Meridian.	Transitory	Until administrative need ends
<b>Safety Audits</b>	Health and Safety audits.	Temporary	3 years after most recent audit
<b>Safety Data Sheets (SDS)</b>	Safety Data Sheets (SDS). Also see Potential Exposure Records above.	Transitory	Until chemical is removed or record is superseded
<b>Safety/Health and Testing</b>	Safety and health documents including but not limited to training, auditory testing records, respirator fit test information.	Semipermanent	75 years
<b>Safety Meeting Agenda/Signup Sheets</b>	Topics covered and sign-up sheet for employees who attended the meetings.	Semipermanent	5 years

<b>Supervisory Control and Data Acquisition Reports (SCADA)</b>	Reports printed from Supervisory Control and Data Acquisition (SCADA) system.	Transitory	Until administrative need ends or record is superseded
<b>Technical Manuals, Specifications, and Warranties</b>	Owner's manuals and warranties for City-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms of coverage of repair or replacement of equipment.	Transitory	Until administrative need ends or record is superseded
<b>Training and Travel</b>	Records documenting attendance and presentation by City employees at conventions, conferences, seminars, workshops, and similar training events. Includes training requests, travel requests, training and Continuing Education Unit (CEU) tracking reports, and related correspondence.	Semipermanent	5 years
<b>Vehicle Inspection, Maintenance, Repair Work Orders, and Reports</b>	Maintenance records, inspection work orders for vehicles, vehicle mileage reports, repair records.	Transitory	Until administrative need ends or record is superseded
<b>Water Rights</b>	Records related to City of Meridian Water Rights including, but not limited to, correspondence, agency filings, legal opinions, references.	Permanent	In perpetuity
<b>Website</b>	Public Works Department Website.	Transitory	Until administrative need ends or record is superseded
<b>Administration</b>			
<b>Area of Impact Records</b>	Records related to analysis of expansion of Public Works services into the Area of Impact such as those for Kuna, Kuna Treatment Plant, Meridian Heights Water and Sewer District, South Meridian Planning.	Semipermanent	75 years
<b>Committee Records</b>	Agendas and meeting minutes for special groups convened by Public Works such as City Services Focus Group, Construction Best Management Practices Sub-Committee, Energy.	Semipermanent	5 years
<b>Emergency Master Plans</b>	Emergency plan records for City Hall, Emergency Management, and Continuity of Operations.	Semipermanent	10 years

<b>Events, Public Works</b>	Records related to planning Public Works internal and external events.	Semipermanent	10 years
<b>Newsletters</b>	Annual newsletter prepared by the Public Works Department.	Permanent	In perpetuity
<b>Newsletters (Internal)</b>	Monthly staff newsletter.	Transitory	Until administrative need ends.
<b>Organization Charts</b>	Organization charts.	Transitory	Until administrative need ends or record is superseded
<b>Rate/Fee Records</b>	Records related to establishing utility rates and fees, including calculations, research and recommendations.	Semipermanent	20 years
<b>Resource Documents/Notes</b>	Notebooks, Meeting Notes, To Do Lists, employee-compiled notes or references to assist in work including non-city lawsuits.	Transitory	Until administrative need ends or record is superseded
<b>Special Projects</b>	Documents related to special or one-time projects to include, but not limited to: Strategic Plans, Inventory Management, Project Information, Rail with Trail, Subdivisions, and Accreditation.	Semipermanent	10 years after completion
<b>Studies</b>	Studies related to Public Works as provided by consultants.	Transitory	Until administrative need ends
<b>Surveys</b>	Public Works initiated internal and external surveys and survey results.	Semipermanent	10 years

<b>Capital Projects and Facilities</b>			
<b>Capital Improvement Projects for Other Departments</b>	Records including but not limited to attendance for public meetings, AVO's (Avoid Verbal Orders – Written Instructions), change orders, construction checklists, consultant reports, consultants/contractor's contracts, contract addendums, council memos, daily reports, design checklists, door knockers/hangers engineering estimates, field orders, final acceptance letters, inspection reports, Notices of Intent (NOI), Notices of Termination (NOT), Notices to Proceed, pay applications, preconstruction agendas, preconstruction notices, preconstruction recordings, progress reports, construction punchlists, project correspondence (letters, responses), project info memos, project schedules, project-related purchase order (PO) requisitions, project-related POs, QLPE (Qualified Licensed Professional Engineer) letters, record drawings (filed separately), project-related requests for information, resubmittals, submittal responses, submittals, substantial completion letters, work change directives, license agreements.	Transitory	Records are kept until project completion and then turned over to appropriate department
<b>Engineering</b>			
<b>Fire Flow Requests</b>	Requests from customers for fire flow and responses from Engineering staff based on computer modeling.	Semipermanent	75 years
<b>Mailing Lists</b>	Project mailing list.	Transitory	Until project completed
<b>Reference Documents</b>	Preliminary engineering reports, facility plans, other studies.	Permanent	In perpetuity
<b>Sewer Modeling Requests</b>	Requests from customers to run sewer model for capacity and sizing and response from Engineering staff based on computer modeling.	Semipermanent	75 years
<b>Specifications</b>	Specifications such as, but not limited to the City's Supplemental Specs, Idaho Standards for Public	Transitory	Until administrative need ends or record is superseded

	Works Construction (ISPWC), and American Water Works Association (AWWA).		
<b>Variance</b>	Documents, including, but not limited to application, associated checklist items, staff report, and Findings.	Permanent	In perpetuity
<b>Environmental</b>			
<b>Environmental Awards Records</b>	Awards presented to citizens and businesses in recognition of environmental contributions to the community. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	10 years
<b>Floodplain Administration</b>	Records of floodplain development including floodplain permits and floodplain certificates.	Permanent	In Perpetuity
<b>Pretreatment</b>			
<b>Industrial Pretreatment</b>	Records related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations. These records and supporting documentation typically include: Industrial waste questionnaires, permit applications, permits and fact sheets, inspection reports, Industrial user reports, monitoring data (including laboratory reports), required plans (e.g., slug control, sludge management, pollution prevention), enforcement activities, and correspondence to and from the Industrial User.	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Permitted Facilities</b>	Records related to permitted facilities, including zero discharge permits	Semipermanent	10 years



<b>Photos, Industrial Pretreatment</b>	Photos related to the identification, inspections sampling, permitting, formalized agreements and/or contracts between the City and individual facilities within the business and industrial sectors that must comply with the federal requirements of the Environmental Protection Agency 40 CFR Part 403, General Pretreatment regulations.	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Pretreatment Awards Records</b>	Awards presented to businesses in recognition of Best Management Practices (BMP) contributions to the Wastewater Resource Recovery Facility. This includes but is not limited to award nominations, certificates, photographs, and lists of recipients.	Semipermanent	5 years
<b>Wastewater</b>			
<b>Air Permit</b>	All documents and reports related to the Air Permit. Can include reports, manuals, data, and calibration information.	Semipermanent	5 years from the date of the monitoring sample, measurement, report or application; or from end of permit
<b>Biosolids</b>	All documents and reports related to biosolids production and disposal. Can include Sewer Sludge Application Site Logs and Sewage Sludge Management Plans.	Semipermanent	5 years, until end of the IPDES permit cycle, or longer as requested by state or federal agencies; Discharge monitoring reports kept 20 years after permit expiration
<b>Discharge Monitoring Records</b>	Records documenting effluent quality discharged from the City wastewater treatment facility. Includes permit required supporting documentation.	Semipermanent	Keep discharge monitoring reports 20 years after permit expiration. Keep all other records 5 years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer
<b>Equipment Maintenance &amp; Calibration Records</b>	Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies.	Semipermanent	Keep 5 years after equipment removed from service, until the end of the IPDES permit cycle, or as requested by state or federal agencies, or the life

	Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.		of City Database, whichever is longer.
<b>Idaho Pollutant Discharge Elimination System (IPDES) Records</b>	Records documenting the application for and issuance of a permit to the City under the Idaho Pollutant Discharge Elimination System (IPDES) program which allows discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information includes: influent and effluent limits, chemical analysis records, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data.	Semipermanent 40 CFR 122.41	Keep all records 5 years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer.
<b>Reclaimed Water Records (REUSE)</b>	Includes all records related to the reclaimed water permit. Can include permits, permit applications, manuals, plans, agreements, data and reports.	Semipermanent	Keep for two years beyond the period of the permit, or as requested by state or federal agencies, whichever is longer.
<b>Sewer Maintenance and Repair Records</b>	Records documenting the maintenance and repair of City sewers. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis.	Semipermanent	Keep records requiring engineering stamps two years after life of structure. Keep other records five years or until asset is removed from service or the administrative need ends.
<b>Sewer Smoke Test Records</b>	Records documenting smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related information.	Semipermanent	10 years
<b>Sewer Television/ Videoscan Inspection Records (External)</b>	Records from contractors documenting television inspections used to locate problems and defects in sewer lines. Often consists of ,	Semipermanent	5 years

	inspections of newly constructed lines.		
<b>Sewer Television/ Videoscan Inspection Records (Internal)</b>	Records documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods.	Transitory	Until administrative need ends or record is superseded.
<b>Valve Maintenance Records</b>	Records documenting the location, specifications, maintenance, and repair of valves in the City sewer system. Includes lists, charts, drawings, reports, logs, and related records, valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, test run, personnel completing work, dates, and related information.	Semipermanent	Keep records requiring engineering stamps two years after life of structure. Keep other records five years or until asset is removed from service or the administrative need ends.
<b>Wastewater Customer Complaint Records</b>	Complaint letters, notes, or phone calls and in-person complaints from customers or citizens	Semipermanent	Keep all records five years, until the end of the IPDES permit cycle, or as requested by state or federal agencies, whichever is longer.
<b>Wastewater Preventative Maintenance Work Plan Records</b>	Preventative maintenance schedules, work orders	Semipermanent	Keep records five years or until the asset is removed from service or until the period of reclaimed water permit plus two years, until the end of the IPDES Permit cycle, or as requested by state or federal agencies, or the life of City Database, whichever is longer.
<b>Water</b>			
<b>Backflow Dual Connection List</b>	A list of customers who have two water connection sources for outdoor use	Transitory	Until administrative need ends
<b>Backflow Surveys</b>	A survey of properties noting the location and type of hazard and type of assembly	Transitory	Until administrative need ends or record is superseded

<b>Backflow Tester Information</b>	Tester information including a copy of their license, proof of insurance, and tester kit calibration	Transitory	Until administrative need ends or record is superseded
<b>Backflow Tester List</b>	A list of backflow testers with their pricing	Transitory	Until administrative need ends or record is superseded
<b>Backflow Tests</b>	Backflow assemblies test report	Temporary	3 years
<b>Chlorine Residuals/ Compliance</b>	A report showing sample dates and locations of free chlorine remaining in the City water system	Permanent	In perpetuity
<b>Construction Samples</b>	Bacteria sample results taken for water line/well construction	Semipermanent	5 years
<b>Consumer Confidence Reports (CCR's)</b>	Report mandated by EPA delivered to Meridian citizens that are connected to City water	Transitory	Until administrative need ends
<b>Critical Water Users</b>	Records that identify critical water users within the City of Meridian, such as hospitals, medical facilities, schools, large corporate facilities, hotels, motels, restaurants, and the water park. This record evolves as new businesses move into Meridian and critical water users leave Meridian.	Transitory	Until administrative need ends or record is superseded
<b>Daily Chlorine Residuals</b>	Field notes from Chlorine residuals taken from various sample ports in the City water system	Temporary	3 years
<b>Digline Marking Agreement</b>	Agreements between City and Excavators for marking facility	Semipermanent	5 years
<b>Fire Flow Reports</b>	Actual fire flow data taken from a particular fire hydrant	Semipermanent	75 years
<b>Hydrant Meter Reads Spreadsheet</b>	Billing documents from fire hydrant meter readings based on water used for construction	Transitory	Until administrative needs ends
<b>ISO Fire Hydrant Reports</b>	Updates to our Insurance Evaluator notifying them of new hydrants to Water System	Semipermanent	5 years
<b>Leak Letters</b>	Letters that are mailed to customer informing customer of a possible leak are attached to the service order for leak check	Semipermanent	5 years
<b>License Agreements</b>	Agreement between water purveyors (City of Meridian) and the Idaho Department of Environmental Quality (IDEQ) for discharge of domestic water into U.S waterways	Permanent	In perpetuity
<b>Maximum Contaminant Level</b>	Maximum Contaminant Level (MCL) Violation notices. Required	Permanent	In perpetuity

<b>(MCL) Public Notification (DEQ)</b>	by Department of Environmental Quality (DEQ) to notify the public.		
<b>Meter Warranty Report</b>	A report on meter warranty	Semipermanent	25 years
<b>Monitoring Waivers</b>	Sampling waivers to reduce the frequency of sampling	Permanent	In perpetuity
<b>Production &amp; Maintenance Distribution System History</b>	Repair/Maintenance history on distribution & Production system and all related equipment	Transitory	Until superseded or administrative need ends
<b>PRV/Wells Reads</b>	Asset Management software reports on Pressure Reducing Valves (PRV) and Well reads	Permanent	In perpetuity
<b>Radio Licensing</b>	Licensing spreadsheets for SCADA radios, base station and vehicle two-way radios, meter reading infrastructure	Transitory	Until administrative need ends or record is superseded
<b>Reclaimed Water Read Spreadsheet</b>	Reads from reclaimed meters based on water used	Transitory	Until administrative need ends
<b>Reclaimed Water Surveys</b>	Survey reports to monitor compliance	Transitory	Until administrative need ends or record is superseded
<b>Safety Inspections</b>	Inspections / Reports for Gas Monitors, Crane, Fall Protection, and Fire Inspection	Semipermanent	30 years
<b>Sampling Chain of Custody</b>	Sample report form for sampling City water for bacteria to satisfy compliance monitoring. Results are reported on separate form unless sampling is done for Bac-T.	Permanent	In perpetuity
<b>Sampling Equipment Calibration/Repair</b>	Forms for calibration and certification or repair of sampling equipment	Permanent	In perpetuity
<b>Sampling Results/Special/ Compliance</b>	Sample report form for sampling the water for compliance and noncompliance monitoring	Permanent	In perpetuity
<b>Service Orders</b>	Records including requests from customer, Utility Billing, or Water Division to perform work or get a read at an address as well as historical logs showing service order number	Transitory	Until administrative need ends or record is superseded
<b>Spring flush notices (Mailers)</b>	Flush notices mailed to customers for spring flush of water system / Maps	Semipermanent	5 years
<b>Subdivision Map Section reports</b>	Spreadsheet with subdivision number	Transitory	Until administrative need ends or record is superseded

<b>System Location Documents</b>	Maps, Photos, hand drawings of Water System Components	Transitory	Until administrative needs ends or record is superseded
<b>Turbidity Reports</b>	Logs used for entering wasted water flushed from the water system and not sold. Flush locations are listed. Water Quality information, including Nephelometer Turbidity (NTU) readings, are documented.	Semipermanent	25 years
<b>Water Asset Information</b>	Records that identify asset location and manufacturer maintenance information	Transitory	Until administrative need ends or record is superseded
<b>Water Meter Reports</b>	Water meter reports including NC list, billing status report, autoread master route report, billing pre-scan report, re-reads, and water meter testing results, Sensus analytics, RNI Reports	Semipermanent	5 years
<b>Water Quality Correspondence</b>	Any mailed correspondence with labs, customers, regulators concerning sampling	Semipermanent	15 years
<b>Water Quality Master Log</b>	Records documenting water quality calls from customers	Semipermanent	25 years
<b>Well Disconnects</b>	Documents on private well disconnects	Permanent	In perpetuity



## AGENDA ITEM

ITEM **TOPIC:** City of Meridian Financial Report - October 2023

# City of Meridian

## Monthly Financial Report

FY2024

October 2023

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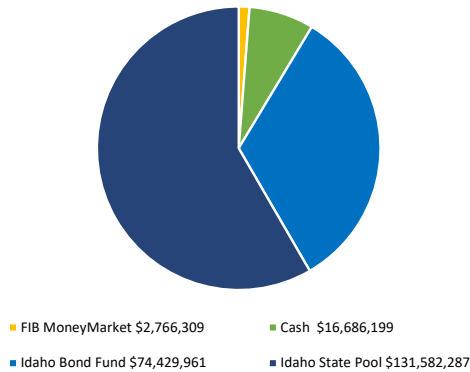
Report Name	Page Number
Investment Graphs	2
Fund Balance	3



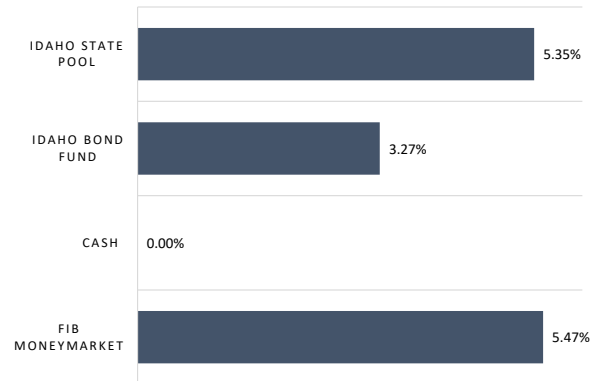




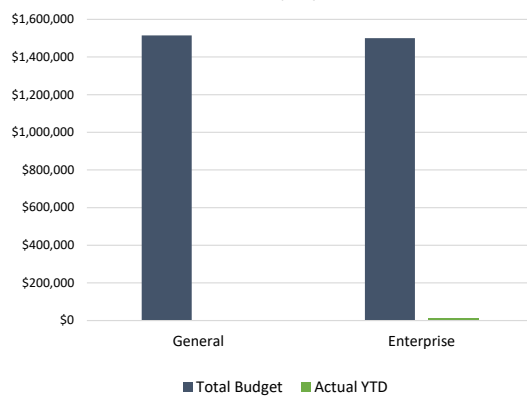
City of Meridian Investment Portfolio



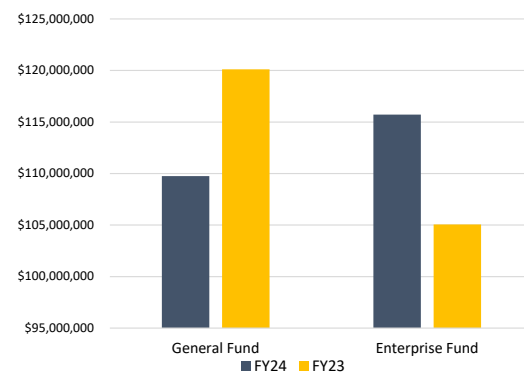
Yield by Investment Type



City of Meridian Interest/Investment Income  
by Major Fund

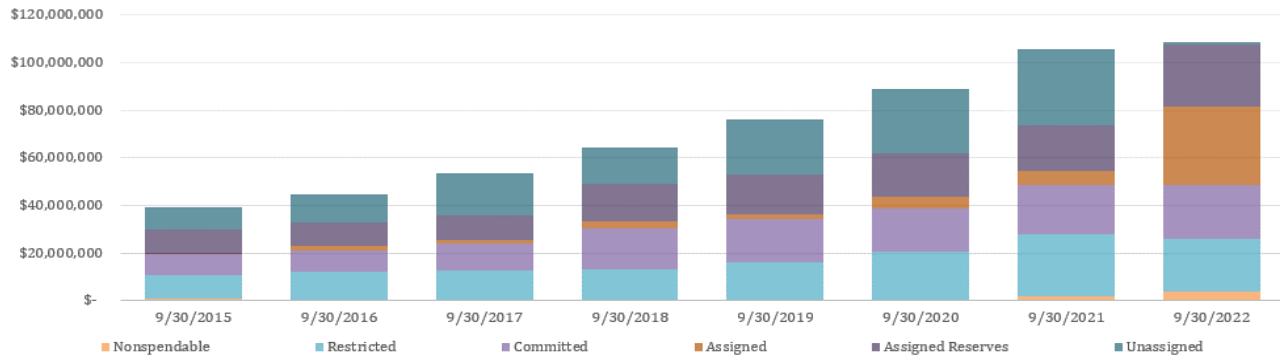


City of Meridian Cash/Investments Balance  
by Major Fund

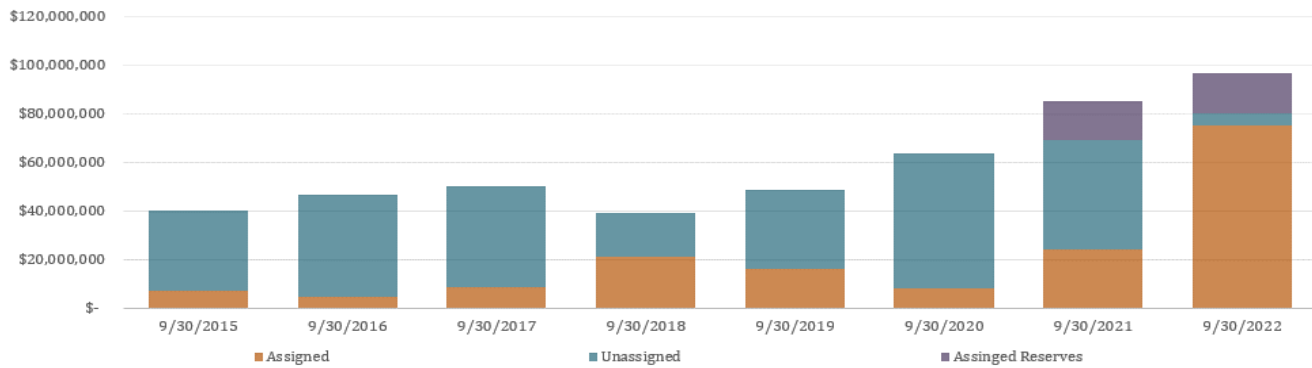




### GENERAL FUND BALANCE ALLOCATIONS



### ENTERPRISE FUND BALANCE ALLOCATIONS





## AGENDA ITEM

**ITEM TOPIC:** Community Development Block Grant Consolidated Annual Performance Evaluation Report



**CITY OF MERIDIAN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)**  
PROGRAM YEAR 2022

**PREPARED BY**  
CRYSTAL CAMPBELL  
CCAMPBELL@MERIDIANCITY.ORG

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## Introduction

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The City of Meridian qualifies as an entitlement city, receiving the annual Community Development Block Grant (CDBG) from the US Department of Housing and Urban Development (HUD). Obligated by this funding, the City must prepare a Consolidated Plan outlining its housing and community needs, prioritizing them, identifying the necessary resources, and establishing annual goals to address these needs. Detailed activities are specified in yearly action plans submitted to HUD, detailing how the City intends to fulfill the Consolidated Plan's goals and objectives for that program year.

Following the completion of each program year, the City furnishes both the public and HUD with a comprehensive summary of expenditures and accomplishments known as the Consolidated Annual Performance and Evaluation Report (CAPER).

The success of the City's program, as reflected in the CAPER, relies significantly on the combined efforts and resources of various private and public entities, in addition to HUD.

Guidelines for the CAPER are delineated in 24 CFR § 91.520. This report evaluates the City's performance in the 2022 Program Year (PY22) and encompasses the overall achievements of the 2022-2026 Consolidated Plan. The current program year spanned from October 1, 2022, to September 30, 2023.

Incorporating reports generated by HUD's Integrated Disbursement and Information System (IDIS), this CAPER contains tables and reports outlining the City's accomplishments in PY22. These IDIS-generated details are integrated into the narrative and attachment sections, providing an updated insight into the City's progression toward meeting the Consolidated Plan's goals and objectives.

## CR-05 - Goals and Outcomes

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### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

The Consolidated Annual Performance and Evaluation Report (CAPER) reflects the activities and expenditures for the City of Meridian's Community Development Block Grant (CDBG) during Program Year 2022 (PY22), which was administered from October 1, 2022 to September 30, 2023. This report details the advancements made in achieving objectives outlined in the PY22 Action Plan. These objectives stem from the overarching goals set forth in the 2022-2026 Strategic Plan/Consolidated Plan, which encompass the following key areas:

- Public Facilities and Infrastructure Improvements
- Public Services
- Housing
- Program Administration

During PY22 the City of Meridian and its subrecipients accomplished the following activities:

- Finalized **mortgage assistance** payments for households previously approved and reported in PY21 via NeighborWorks Boise, utilizing CARES Act funds.
- Facilitated scholarships through IDAEYC, benefiting 17 children by providing **access to childcare**, funded by the CARES Act.
- Distributed **rental assistance** to 76 households, comprising 209 individuals, via the Ada County Housing Authority (ACHA), utilizing CARES Act funds.
- Granted scholarships to 52 youths, enabling their participation in **extended care programs** at the Boys & Girls Clubs.
- Delivered **rental assistance** to 15 households, involving 36 individuals, through Jesse Tree.
- Undertook essential repairs for six homeowners through NeighborWorks Boise.
- Installed or modernized four streetlights along walking routes to Meridian schools, ensuring **safe and reliable access** for children commuting to school.
- Successfully completed the installation of an **all-abilities** playground, enhancing inclusivity in recreational facilities.
- Collaborated with the Cities of Caldwell, Nampa, and Boise to **educate the community** on fair housing issues.
- Coordinated efforts with the Idaho Housing and Finance Association (IHFA), Caldwell, Nampa, Boise, and Pocatello to organize and facilitate monthly meetings and training sessions for the **Idaho Fair Housing Forum**.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan. 91.520(g)

Goal	Category	Indicator	Unit of Measure	Strategic Plan			Program Year		
				Expected	Actual	Completed	Expected	Actual	Completed
Housing	Affordable Housing	Rental units constructed	Household Housing Unit	4	0	0%	0	0	0%
		Homeowner Housing Rehabilitated	Household Housing Unit	20	6	30%	7	6	86%
		Direct Financial Assistance to Homebuyers	Households Assisted	2	1	50%	1	1	100%
Program Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Other	Other	1	1	100%	1	1	100%
Public Facilities and Infrastructure Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2,000	3,770	189%	400	3,770	943%
Public Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	165	471	285%	120	471	393%
		Homelessness Prevention	Persons Assisted	90	36	40%	45	36	80%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date



## **Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Meridian utilized its CDBG funding to address the priorities and specific objectives identified in its Consolidated Plan, focusing on the highest priority activities identified through stakeholder engagement and extensive community input.

### **1. Objective: Housing**

#### **Priorities Addressed**

- ***Priority 1: Provide Decent Housing***

To address the priority of providing decent housing, Meridian directed resources towards assisting low- and moderate-income (LMI) households in purchasing homes within the city. Additionally, funds were allocated for essential homeowner repairs, ensuring that existing housing stock remains in good condition and accessible to residents in need.

### **2. Objective: Public Facilities and Infrastructure Improvements**

#### **Priorities Addressed**

- ***Priority 2: Create a Suitable Living Environment***

The city focused on creating a suitable living environment by installing an all-abilities playground in a specific census tract, catering to children with disabilities. Furthermore, the modernization and installation of streetlights in crucial areas aim to enhance safety and accessibility, providing residents with better access to essential community resources, such as schools and food facilities.

### **3. Objective: Public Services**

#### **Priorities Addressed**

- ***Priority 3: Expand Opportunities for LMI Persons***

Meridian effectively expanded opportunities for low- and moderate-income individuals by utilizing CDBG funds to support various initiatives. These include providing access to childcare resources, offering financial aid for rent and mortgage assistance, and allocating resources for transportation, particularly for seniors, to enhance their quality of life and access necessary services such as food and medical appointments.

### **4. Objective: Program Administration**

#### **Priorities Addressed**

- ***Priority 1: Provide Decent Housing***
- ***Priority 2: Create a Suitable Living Environment***
- ***Priority 3: Expand Opportunities for LMI Persons***

Under the objective of program administration, the City ensured the efficient management of resources and programs. This included staff activities focused on program administration and improvement of fair housing resources in the community, demonstrating a commitment to advancing equitable housing opportunities. These efforts aligned with all three priorities identified: Provide Decent Housing, Create a Suitable Living Environment, and Expand Opportunities for LMI Persons.

The identified priority needs outlined in the Consolidated Plan were addressed through tangible initiatives that align with the community's identified needs. Meridian's use of various data sources, such as the Analysis of Impediments to Fair Housing Choice, Analysis of Built Environment, stakeholder meetings, and surveys, contributed to informed decision-making in prioritizing projects that would have the most significant impact on the community.

Overall, the City's strategic allocation of funds towards initiatives aligning with the Consolidated Plan objectives demonstrates a concerted effort to create a more inclusive, livable, and supportive environment for its residents, particularly focusing on improving housing conditions, enhancing living environments, and expanding opportunities for its

low- and moderate-income population.

*Please note: there is an additional field titled “Funding” in HUDs reporting system that is blank. This field is uneditable by staff, so it is not included in this report..*

## CR-10 - Racial and Ethnic Composition of Families Assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	454
Black or African American	12
Asian	22
American Indian or American Native	19
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>507</b>
Hispanic	86
Not Hispanic	421

Table 2 – Table of assistance to racial and ethnic populations by the source of funds

### Narrative

In PY22, the people assisted by Meridian's initiatives showed a distribution across racial and ethnic groups that varied somewhat from the demographic makeup of the city. One discrepancy in the chart above is that IDIS has additional categories that do not populate in this table, so the extra people are included under "White". The numbers below include the additional races that are available for reporting on in HUD's IDIS system. Here's a breakdown:

- **White:** Assisted: 78%, City Demographic: 89.5%
- **Black/African American:** Assisted: 2%, City Demographic: 1.0%
- **Asian:** Assisted: 4%, City Demographic: 2.5%
- **American Indian/American Native:** Assisted: 4%, City Demographic: 0.4%
- **Other Multi-Racial:** Assisted: 12%, City Demographic: 5.5%
- **Hispanic:** Assisted: 17%, City Demographic: 8.0%

Comparatively, the representation of racial and ethnic groups among the families assisted in PY22 somewhat mirrors the city's racial distribution, but with notable variances in specific groups. Notably, the Hispanic population assisted in proportionate numbers to their representation in the city, while some racial groups, like Black/African American and Asian, are slightly overrepresented among those assisted compared to their demographic presence in Meridian.

This data indicates a reasonably reflective approach to assisting families in accordance with the city's racial and ethnic diversity. However, further efforts could be made to ensure more equitable representation among various racial and ethnic groups, particularly in targeting assistance programs to address potential disparities or unmet needs within specific communities.

*Note: The IDIS PR23 is incorrectly calculating the CDBG-CV beneficiaries served, it may be including previous years.*

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$1,086,942	\$729,881

Table 3 - Resources Made Available

### Narrative

Resources available this year included \$72,331 from the 2020 allocation, \$177,263 from the 2021 allocation, \$517,466 from the 2022 allocation, and \$319,882 of the CDBG-CV funding. All resources were allocated to eligible projects during PY22.

During PY22 the City expended \$410,000 in regular funds and \$319,882 in CV funds. The following projects were not fully expended and will carry over into PY23:

- PY21 Homebuyer Assistance – unspent funds from projects that were completed under budget or were withdrawn was allocated to this project.
- PY22 Homeowner Repair – applications for this funding year ended September 30, 2023, remaining funds will be used to complete work on those that have already been approved.
- PY21 E MHS/MMS Streetlights – will continue into PY23.
- PY22 Franklin and 5th Streetlights – will continue into PY23.
- PY22 Landing Sub. Streetlights – will continue into PY23.

Below is a breakdown of the projects that were closed or had reduced funding in PY22 and the reallocation of funds to other initiatives:

- CV Boys and Girls Club Counseling – due to staff turnover they were unable to locate client files that determined eligibility. A repayment of \$803 was processed and reallocated to the CV ACHA Rental Assistance program.
- PY20 Locust Grove Streetlights – completed \$13,082 under budget, reallocated to PY21 E. MHS/MMS Streetlights.
- PY21 NeighborWorks Boise Homeowner Repair – completed \$8,423 under budget, reallocated to PY21 E. MHS/MMS Streetlights.
- PY21 Chateau Playground – completed \$6,219 under budget, reallocated to PY22 NeighborWorks Boise Homeowner Repair.
- PY21 Boys and Girls Club Scholarships – one household was identified as not residing in Meridian and were therefore ineligible for Meridian CDBG funding. A repayment of \$163 was processed and reallocated to PY22 NeighborWorks Boise Homeowner Repair.
- PY22 NeighborWorks Boise Homebuyer Assistance – \$40,000 was allocated to this project but was later merged with the PY21 NeighborWorks Homebuyer Assistance project to streamline the use of remaining funds.
- PY22 Admin – completed \$3,229 under budget, reallocated to PY23 LMA Walkability: NW 3<sup>rd</sup> project.
- PY22 Fair Housing – completed \$2,150 under budget, reallocated to PY23 LMA Walkability: NW 3<sup>rd</sup> project .

- PY22 Meridian Senior Center Transportation – completed \$539.18 under budget, reallocated to PY23 LMA Walkability: NW 3<sup>rd</sup> project.
- PY22 NeighborWorks Boise Homeowner Repair – reduced budget by \$19,738 to only allow funding for projects that were approved in PY22, reallocated to PY23 LMA Walkability: NW 3<sup>rd</sup> project.
- PY22 unallocated funds - \$6,219 was originally allocated to PY22 NeighborWorks Boise Homeowner Repair, but it was replaced with the reallocation from the PY21 Chateau Playground. These unallocated funds were reallocated to PY23 LMA Walkability: NW 3<sup>rd</sup> project.

All reallocations are aligned with the goals of the Consolidated Plan that was effective during the timeframe the funding was received. Additionally, the total and/or individual reallocations did not trigger a substantial amendment. It is anticipated that the projects continuing into PY23 will complete slightly under budget and any remaining regular CDBG funds will be reallocated to the PY23 LMA Walkability: NW 3<sup>rd</sup> project according to the method identified in the current Citizen Participation Plan.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Meridian Citywide	100	100	All funds were distributed to Meridian residents.

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City of Meridian’s basis for allocating projects is geographically delineated within its municipal boundaries. Funding is determined by meeting national objectives, qualifying eligible activities, and through a competitive application process. The City does not specify target areas either by census tract or block group.

There are eight (8) Census tracts that are either fully or partially within Meridian's municipal boundaries. Census tracts 103.21, 103.22, 103.33, and 103.35 fall within Meridian's LMI area. The use of CDBG funding is not pre-determined in areas of LMI concentration. The Boys & Girls Club and Meridian Senior Center are located in Meridian while Jesse Tree, IDAEC, and NeighborWorks are located in Boise; however, LMI clients served reside throughout Meridian.

Multiple low-moderate area activities were conducted during PY22, specifically streetlight installation and modernization in census tracts 103.21 103.22, and 103.33, and an all-abilities playground was installed in census tract 103.35.

### Leveraging

The City of Meridian receives CDBG funds through its annual entitlement; this is the only HUD funding that the City directs toward community development-type projects. The City pays staff salaries for the administration of the program and for staff time on projects the City administers, such as streetlights. It is estimated the City leverages \$100,000 in local funds to administer this program. No publicly owned land or property was leveraged during PY22.

The Boys & Girls Clubs of Ada County receives additional funding from federal grants and private donations. These funds are leveraged to provide staff time and additional scholarships to the Boys & Girls Club programs. Roughly

\$162,500 in federal grants, private donations, and program fees were used to support this program.

Jesse Tree estimates \$2,221,275 federal and local grants, private donations were leveraged to administer the program and provide supportive services to recipients of this program throughout the Treasure Valley.

NeighborWorks Boise, ACHA, Meridian Senior Center, and IDAEYC did not report leveraging other funds to complete their projects.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	8	7
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	7	6
Number of households supported through Acquisition of Existing Units	1	1
<b>Total</b>	<b>8</b>	<b>7</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

In PY22, the action plan aimed to provide affordable housing to eight non-homeless households. This target comprised seven households supported through the rehabilitation of existing units and one household assisted through the acquisition of existing units.

- **Rehabilitation of Existing Units:** The Homeowner Repair program successfully completed the rehabilitation of six owner-occupied units. Additionally, two more units were identified and approved for rehabilitation. However, the program fell short by one household in meeting the goal due to delays in acquiring materials and labor necessary to complete the rehabilitation of these two additional households.
- **Acquisition of Existing Units:** The goal was to support one household through the acquisition of existing units. The Homebuyer Assistance Program successfully assisted one household in purchasing a home in Meridian, effectively meeting the set goal.

Overall, the Homeowner Repair program accomplished the rehabilitation of a significant number of owner-occupied units, coming close to meeting the set goal but falling short by one household due to logistical challenges. The Homebuyer Assistance program successfully achieved its objective by facilitating the purchase of a home for one household in Meridian.

*Note: The IDIS PR23 report includes beneficiaries in the race/ethnicity section that were reported in previous years (IDIS activity # 138, 139, and 141).*

### **Discuss how these outcomes will impact future annual action plans.**

The PY22 outcomes for these programs will have an impact on future annual action plans as shown below.

- **Homeowner Repair Program Success:** The successful completion of the Homeowner Repair program, despite falling slightly short of the targeted number of households due to logistical challenges, indicates its effectiveness and importance in addressing housing needs within the community. The city's decision to continue supporting competitive subrecipient applications for this project in future action plans aligns with the program's demonstrated impact in rehabilitating owner-occupied units. This continuity ensures ongoing support for homeowners in maintaining and improving their properties, contributing to the overall stability and quality of housing in Meridian.
- **Challenges in Homebuyer Assistance Program:** The difficulties encountered by the Homebuyer Assistance Program in identifying affordable homes for eligible households highlight the challenging housing market conditions faced by low- and moderate-income (LMI) residents in Meridian. The city intends to discourage future subrecipient applications for this activity until the housing market becomes more conducive to affordability. This decision acknowledges the current limitations and aims to avoid setting unrealistic expectations for potential subrecipients due to unattainable housing options.

The city will continue to adapt its strategies to better align with the local housing market conditions.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1	0
Low-income	2	0
Moderate-income	4	0
<b>Total</b>	<b>7</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

During PY22, seven (7) households were assisted that were already homeowners (Homeowner Repair Program) or became a homeowner (Homebuyer Assistance Program), of which one (1) household qualified as extremely low-income, two (2) households qualified as low-income, and four (4) households qualified as moderate-income. No homeless or middle-income households were served. The City does not limit housing



activities based on level of income, all households that are 80% of the AMI or less are treated equally. All activities were completed for homeowners, there were no rental households assisted under the affordable housing goal.

The City will continue to serve residents with housing solutions and will be providing funds for homebuyer assistance in the coming year. To ensure the Section 215 definition of affordable housing will be met, participants are required to qualify as first-time homebuyers to purchase a home that was their principal residence, and the homebuyer's annual household income must be below 80% of the area median income. The homebuyer assistance program will offer participants housing counseling and work with potential homebuyers to find housing where the cost of the housing is reasonable and affordable to the homebuyer, so the housing does not exceed 95 percent of the median purchase price for the area.

During the Consolidated Planning process, the City of Meridian prioritized assistance for very low-income renters and/or persons at risk of losing shelter or housing and uses this to rank projects during the application process. Often these households pay more than half of their income for rent and live in substandard housing. To assist those households with the highest/worst case needs, which includes those with disabilities, the City funded public service activities that provide emergency rental assistance through Jesse Tree, mortgage assistance through NeighborWorks Boise, and access to childcare through the Boys & Girls Club. The City does not require affordable housing activities to narrow its focus to households that qualify as those with “worst-case needs” because it is difficult to find eligible households with the basic LMI criteria that can find a home to purchase within their means. These programs are available as applicable to residents that qualify as homeless, extremely low-income, low-income, and moderate income. Those with a middle income are not served with CDBG funds.

The approach the City has taken up to this point is to assist with services and provisions that reduce the amount of income designated for basic living expenses (e.g. food, childcare, etc.) and allow people to utilize more of their income for housing costs. This is an effort to leverage all resources to foster and maintain affordable housing. During PY22 the City provided public services in the form of childcare, rental assistance, mortgage assistance, and transportation for senior citizens to 507 Meridian residents.

## CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

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### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Meridian is engaged in addressing homelessness through its partnership with the Ada County Continuum of Care, known as Our Path Home, in collaboration with CATCH, the coordinated entry access point. CATCH plays a crucial role in outreach to individuals experiencing homelessness, particularly those without shelter. Their services, along with those of partner agencies, are instrumental in assessing individual needs and appropriately referring participants to suitable services.

Our Path Home CONNECT is the access point to the homeless services system. Every household experiencing homelessness is evaluated and prioritized based on the duration of their homelessness and the severity of their service needs. Partner agencies within Our Path Home agree to use this prioritized list to prioritize the most vulnerable individuals. This agreement ensures that all partner agencies receive referrals from this list to fill vacancies in their supportive housing programs. This jurisdiction does not receive Emergency Solutions Grants (ESG) funds.

The City of Meridian facilitates connections between local community providers, organizations, and Our Path Home to support the homeless population. City representatives regularly engage in public discussions, presentations, and meetings with citizens, government officials, and local service providers such as the West Ada County School District, Jesse Tree, and CATCH. These engagements aim to offer support, understanding, and outreach to individuals experiencing homelessness within Meridian.

The Meridian Police Department extends assistance to unhoused residents by providing transportation to emergency housing shelters in Boise when needed, as there are none in Meridian. This demonstrates a commitment to ensuring the safety and well-being of individuals experiencing homelessness within the city.

Through these collaborative efforts and partnerships, the City of Meridian actively addresses homelessness by connecting individuals in need with vital services and support systems while fostering community engagement and understanding of the challenges faced by the unhoused population.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Meridian is in regular contact with case management and supportive service organizations such as CATCH and Jesse Tree to assess and address the emergency and permanent housing needs of those experiencing homelessness in Meridian. In PY22, Jesse Tree was funded through Meridian's CDBG program to provide homelessness prevention to Meridian residents at risk of losing housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Meridian's efforts to prevent homelessness among low-income individuals and families, particularly those at risk of homelessness after discharge from publicly funded institutions and those receiving assistance from various agencies, are involve coordinated collaborations:

1. **CDBG Funding for Homelessness Prevention:** Meridian allocates CDBG funding to Jesse Tree, focusing on preventing homelessness among Low- to Moderate-Income (LMI) residents at risk of housing instability. Jesse Tree actively participates in Our Path Home and plays a pivotal role in implementing homelessness prevention strategies.
2. **Homeless Discharge Coordination:** Meridian, through its involvement in Our Path Home, contributes to the implementation of the homeless discharge coordination in the Treasure Valley. This effort streamlines support to individuals transitioning from publicly funded institutions to prevent homelessness, ensuring a smoother reintegration into the community with adequate support services.
3. **Participation in Our Path Home:** Our Path Home is the local coordinated entry for homeless services and is a collaborative platform comprised of representatives from health care facilities, mental health facilities, correctional facilities, and private agencies addressing housing, health, social services, employment, education, and youth needs. This collaborative effort aims to develop comprehensive and coordinated approaches to prevent homelessness among individuals and families at risk, especially after discharge from institutions.
4. **Collaborative Partnerships:** Our Path Home partners with various organizations, including homeless shelters, school districts, behavioral health providers, the Idaho Department of Health and Welfare, the Idaho Department of Labor, and Federally Qualified Health Centers (FQHC). These partnerships facilitate a comprehensive network of support and resources aimed at addressing the diverse needs of low-income individuals and families and preventing homelessness post-discharge.
5. **Utilization of Resources:** Although the city doesn't receive Emergency Solutions Grants (ESG) funds, the collective efforts of Our Path Home and partner organizations focus on leveraging available resources, services, and expertise to prevent homelessness and address the specific needs of vulnerable populations, especially those at risk after discharge from institutions.

Meridian actively participates in collaborative initiatives like Our Path Home, engaging various stakeholders, providing funding for homelessness prevention, and contributing to homeless discharge coordination policies in a concerted effort to prevent homelessness among low-income individuals and families, particularly those vulnerable to housing instability post-discharge from publicly funded institutions or agencies providing support services.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Meridian has implemented several strategies to aid homeless individuals and families, particularly those facing chronic homelessness, families with children, veterans and their families, and unaccompanied youth, in transitioning to permanent housing and independent living. These efforts focus on reducing the duration of homelessness, facilitating access to affordable housing units, and preventing recidivism into homelessness among those who were recently housed. Here's how Meridian addresses these challenges:

1. **Housing Transition Assistance:** Meridian works collaboratively with partner agencies like CATCH and Jesse Tree to provide comprehensive housing transition assistance. This includes case management, supportive services, and access to resources that aid individuals and families in securing permanent housing. Support services often encompass counseling, job training, financial literacy, and other crucial skills necessary for independent living.
2. **Rapid Rehousing Programs:** The city supports rapid rehousing initiatives that aim to shorten the time individuals and families experience homelessness. These programs provide short-term rental assistance coupled with case management and support services to quickly rehouse homeless individuals and families into permanent housing, promoting stability and self-sufficiency.
3. **Access to Affordable Housing:** Meridian collaborates with housing agencies, landlords, and developers to increase access to affordable housing units for homeless individuals and families. By fostering partnerships and incentivizing the creation of affordable housing options, the city aims to expand housing opportunities for those experiencing homelessness.
4. **Prevention of Recidivism:** Efforts are made to prevent individuals and families who were recently homeless from falling back into homelessness. This involves ongoing case management and support services to address root causes, stabilize living situations, and provide ongoing assistance to maintain housing stability. Support programs often include financial assistance, counseling, and connections to community resources.
5. **Targeted Support for Specific Populations:** Meridian has specific initiatives catering to unique populations, such as homeless veterans and unaccompanied youth. These programs provide specialized services and resources tailored to the needs of these groups, aiming to facilitate their transition to stable housing and independent living.
6. **Collaboration and Advocacy:** The city engages in ongoing collaboration with various stakeholders, housing providers, and service agencies to advocate for improved services and increased resources dedicated to addressing homelessness. This includes efforts to identify systemic gaps and advocate for policy changes to enhance housing opportunities for vulnerable populations.

These initiatives focus on shortening the duration of homelessness, enhancing access to affordable housing, and preventing recidivism, thereby promoting stability and self-sufficiency among the homeless population.

## CR-30 - Public Housing 91.220(h); 91.320(j)

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### **Actions taken to address the needs of public housing**

The Boise City & Ada County Housing Authorities (BCACHA) serve as the housing authorities for: Boise, Meridian, Kuna, Garden City, Eagle, Star, and unincorporated Ada County.

BCACHA is responsible for the ownership, management, and upkeep of a diverse portfolio of housing units, which includes a total of 441 units, catering to the housing needs of various populations:

- Of these, 250 units are designated for low-income households and are classified as public housing. This includes:
  - 160 units for elderly and disabled residents (Low Rent Public Housing);
  - 10 units for families, distributed across scattered sites (Low Rent Public Housing); and
  - 4 units dedicated to permanent supportive housing (PSH) to provide essential housing and supportive services for households exiting homelessness.
- Beyond public housing units, BCACHA manages 80 units under the HUD-assisted elderly/disabled category, which falls under the Section 8 New Construction Program.
- Additionally, there are 187 market-rate housing units, contributing to the diversity of housing options offered by BCACHA to the broader community.

The Low Rent Public Housing and Section 8 New Construction programs play a vital role in providing housing assistance to eligible households. These programs are designed to ensure that low-income families and individuals can access safe and affordable housing. Both programs are essential in addressing the housing needs of low-income individuals and families, helping to reduce homelessness and provide a stable foundation for a better quality of life. They play a crucial role in promoting economic stability, improving living conditions, and supporting the overall well-being of vulnerable populations.

Under these programs, eligible households typically contribute 30% of the combined household income as their portion of the rent. The rent amount is adjusted based on the income of the household, making it affordable for families with limited financial resources. The housing authority subsidizes the remaining portion of the rent to make up the difference between the household's contribution and the total rent cost, ensuring residents have access to quality housing without experiencing a heavy financial burden.

The Section 8 Housing Choice Voucher Program benefits around 2,250 low-income households in Ada County, with roughly 8% of voucher recipients residing in Meridian. This program offers clients the flexibility to select affordable units that meet program criteria within Ada County. After identifying a suitable unit, the household contributes a portion of the rent based on their income, while BCACHA covers the Section 8 rental subsidy portion paid directly to the landlord.

Efforts to address the needs of public housing encompass the following initiatives:

1. Encourage residents and community members to actively engage in shaping policies, programs, and services related to public housing development.
2. Implement activities that acknowledge residents and community members as valuable assets in the effective and responsible management of public housing.
3. Act as coordinators and catalysts in the creation of opportunities for public housing residents with the goal of enhancing their economic and personal potential.
4. Involve public housing residents in the co-design of BCACHA's strategies, encouraging their participation in on-site resident councils, activity committees, and enhancing the communication of available resources for

residents.

5. Employ two full-time Service Coordinators and four full-time Family Self Sufficiency Coordinators who are dedicated to assisting residents in connecting with community services and programs, enabling them to maintain independent housing.

### **Actions were taken to encourage public housing residents to become more involved in management and participate in homeownership**

Enhancing the quality of life for public housing residents entails offering a diverse range of activities and services tailored to the needs of individuals and families. These initiatives are designed to address a broad spectrum of challenges encountered by individuals with low to moderate incomes, ranging from physical improvements to their living spaces to addressing various social issues.

The BCACHA strives to foster self-sufficiency and promote homeownership through its Family Self-Sufficiency program (FSS). To achieve this objective, BCACHA actively sustains community partnerships and conducts outreach to identify families eligible for homeownership opportunities. The FSS program empowers voucher holders to decrease their reliance on rental subsidies and encourages the pursuit of homeownership. Throughout their FSS participation, individuals collaborate closely with FSS Coordinators to identify and establish self-sufficiency goals. This program offers a range of supportive services, including job training, financial counseling, and opportunities for networking and connecting with housing providers.

BCACHA administers the Housing Choice Voucher Homeownership Option program, specifically designed to encourage and facilitate homeownership for families enrolled in or who have successfully completed BCACHA's FSS program. Eligible families have the opportunity, subject to meeting specific criteria, to purchase a home and receive financial support for their mortgage payments rather than rental costs. BCACHA further provides informative workshops for first-time homebuyers, covering essential topics such as the advantages and preparations for homeownership, credit assessment, FICO scoring methodology, mortgage types and prerequisites, private mortgage insurance, loan-to-value ratio, down payment assistance programs, escrow and title procedures, property taxes, as well as home maintenance and homeowner responsibilities.

### **Actions taken to provide assistance to troubled PHAs**

Neither the Boise City nor the Ada County Housing Authorities are deemed troubled. No assistance is needed at this time.

## CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The city has addressed barriers to affordable housing by initiating a comprehensive approach aimed at mitigating the negative impacts of public policies. Recognizing the significance of policies like land use controls, tax policies affecting land, zoning ordinances, building codes, fees, growth limitations, and residential investment returns as potential obstacles to affordable housing, Meridian established a dedicated Housing Task Force. This task force was specifically designed to evaluate existing policies and identify measures to remove or ameliorate their adverse effects on affordable housing. By conducting thorough assessments and analyses, the Housing Task Force seeks to recommend policy adjustments that promote greater accessibility to affordable housing options while fostering a more inclusive and equitable housing landscape within the city.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The city has undertaken several initiatives to address obstacles hindering the fulfillment of underserved needs within the community. To tackle these challenges, Meridian has implemented targeted programs aimed at addressing the specific needs of underserved populations. These efforts include community outreach, engagement with local stakeholders, and the establishment of collaborative partnerships with organizations specializing in serving underserved communities. Meridian has actively sought input from these communities to better understand their unique needs and challenges. Additionally, the city has directed resources toward enhancing access to vital services, support systems, and opportunities tailored to meet the needs of these underserved populations. Through these partnerships, Meridian is working towards effectively addressing and overcoming obstacles that impede the fulfillment of underserved needs within its jurisdiction.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The city's primary action related to reducing lead-based paint hazards involves disseminating comprehensive information via the city's official website. Meridian offers direct links to resources provided by the U.S. Department of Housing and Urban Development (HUD) to educate residents about the risks associated with lead-based paint. Considering that a significant portion of the city's growth occurred in the 2000s, the prevalence of lead-based paint is not a widespread concern for the majority of homes and buildings in the community. In cases where lead-based paint hazards may arise, Meridian has coordinated with Central District Health to establish a process to notify the city of any concerns.

As a second layer of action, Meridian enforces lead-based paint regulations by requiring subrecipients to comply with HUD's guidelines. The city actively monitors subrecipients using HUD's tools to ensure strict adherence to these regulations, thereby enhancing compliance and minimizing lead-based paint hazards in housing and community development projects supported by the city's programs.



### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The city has aligned its Consolidated Plan and local strategic goals to alleviate poverty among its residents. The Consolidated Plan encourages projects aimed at providing housing stability as well as public services to meet fundamental needs, empowering individuals to navigate financial struggles and reduce poverty levels.

Meridian's local strategic plan further amplifies efforts to combat poverty by prioritizing economic development and enhancing employment opportunities tailored for the low- and moderate-income (LMI) population. The city's overarching objective is to provide access to vital services, fostering stability in meeting their basic needs and enabling them to strive towards self-improvement.

Meridian's Economic Development Division concentrates on job creation and enhancing educational opportunities to reduce the number of individuals living below the poverty line. The division actively engages in recruiting new employers and stimulating business growth within the city to bolster employment prospects.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

To fortify its institutional structure, the city has directed efforts toward enhancing coordination among various departments and stakeholders to ensure cohesive and effective operations. Meridian has fostered collaboration between departments, agencies, and external partners to address gaps in the institutional framework. Additionally, the city has formalized standard operating procedures and developed guiding documents to streamline processes and establish clear guidelines for decision-making and program implementation. These actions aim to bolster the city's institutional capacity, improve efficiency, and ensure a more cohesive approach to community development initiatives while complying with regulatory standards.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Meridian participates in regular forums, meetings, and collaborative sessions that bring together representatives from public and private housing sectors along with social service agencies. These platforms serve as spaces for dialogue, information sharing, and joint strategizing to address community needs comprehensively. Additionally, the city has fostered partnerships, formalized agreements, and established communication channels between these entities to facilitate seamless collaboration. Meridian encourages cross-sector collaboration to optimize resources, improve service delivery, and better address housing and social service needs within the community.

### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

To address impediments identified in its analysis of impediments to fair housing choice, the city increased collaboration with entities like the Intermountain Fair Housing Council and Idaho Legal Aid in an effort to prioritize understanding and mitigating potential fair housing issues within the community. To streamline the complaint process, the city enhanced the 504 Coordinator role, simplifying the procedure for individuals to issue complaints related to fair housing. Meridian also established a Language Access Plan (LAP) Workgroup aimed at updating and enhancing the city's Language Access Plan, ensuring equitable access to services for diverse populations. Additionally, the city aids in the facilitation of the Idaho Fair Housing Forum, which is a platform for sharing information, addressing rental market concerns, and disseminating fair housing education while actively working toward fostering fair housing practices and eliminating discriminatory barriers.



## CR-40 - Monitoring 91.220 and 91.230

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**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Per the Comprehensive Plan, a risk assessment is conducted on every subrecipient involved project during the application process. This assessment is taken into consideration when the CDBG Scoring Committee is evaluating applications and making funding recommendations.

During the program year, regular monitoring takes place with each draw. The activities submitted must comply with the stated requirements in the subrecipient agreements and provide requisite data (e.g. demographic data, payroll, etc.) for inspection before reimbursement.

Formal monitoring is also conducted throughout the year. A risk analysis is included as an attachment to the Subrecipient Agreement and is used to determine if a project will require a desk review or an onsite monitor for that program year. On-site monitoring occurs at least bi-annually to ensure subrecipients are meeting both the requirements and the intent of the CDBG program. A formal desk review is conducted for every program year that does not require an onsite monitor.

Other labor monitoring activities will be conducted, as activities require, according to all HUD and federal Davis Bacon labor requirements. Including minority business outreach. All relevant activities subject to these requirements will be monitored with on-site visits as frequently as required by regulations, more if circumstances require it. Desk-side monitoring takes place with each activity draw with staff and management from both Community Development and Finance Departments needing to review and sign off on any reimbursement requests.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A public notice of the CAPER availability with the date, time, and process for public comment was published in the Idaho Press, the City of Meridian's newspaper of record, no less than 15 days in advance of the end of the public comment period. The City accepts all comments received during the public comment period and provides a summary of these comments with the CAPER if applicable. A public presentation of the CAPER was held at City Hall on December 5, 2023.

According to census data, roughly 4% of Meridian's population speaks Spanish, which is the most significant non-English language spoken. There is not a local newspaper specific to the Spanish-speaking population, but the Idaho Press has translation capabilities on its website. In an effort to reach Spanish-speaking residents that may be reading a physical copy of the newspaper, the city posts the following at the top of its legal notice:

This Notice can be provided in a format accessible to persons with limited English proficiency upon request. Contact Crystal Campbell at [ccampbell@meridiancity.org](mailto:ccampbell@meridiancity.org) for assistance.

Se le puede proveer esta notificación en un formato accesible para las personas con conocimientos limitados del inglés a pedido. Comuníquese con Crystal Campbell en [ccampbell@meridiancity.org](mailto:ccampbell@meridiancity.org) para obtener ayuda.

Council meetings are held on a virtual platform where anyone can attend. There is also seating during the meetings at City Hall, which is a fully accessible building. Those with disabilities were encouraged to contact the City Clerk to make reasonable accommodations. Additionally, according to the City's Language Assistance Plan (LAP), all reports and communications will be made available in formats accessible to persons with disabilities and in languages other than English upon request. All documents related to the City's CDBG program can be found at: <https://meridiancity.org/cdbg>. Additionally, interpreter services are available through 7-1-1, (888) 791-3004, or TTY at (800) 377-3529.

## CR-45 – Jurisdiction 91.520(d)

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**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

No changes.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

## CR-58 – Section 3

**Identify the number of individuals assisted and the types of assistance provided**

<b>Total Labor Hours</b>	<b>CDBG</b>
Total Number of Activities	1
Total Labor Hours	72
Total Section 3 Worker Hours	0
Total Targeted Section 3 Worker Hours	0

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	
Direct, on-the job training (including apprenticeships).	
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	
Outreach efforts to identify and secure bids from Section 3 business concerns.	1
Technical assistance to help Section 3 business concerns understand and bid on contracts.	
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	1
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	
Held one or more job fairs.	
Provided or connected residents with supportive services that can provide direct services or referrals.	
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	
Assisted residents with finding child care.	
Assisted residents to apply for, or attend community college or a four year educational institution.	
Assisted residents to apply for, or attend vocational/technical training.	
Assisted residents to obtain financial literacy training and/or coaching.	

Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	
Provided or connected residents with training on computer use or online technologies.	
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	
Other.	

### **Narrative**

The city promotes Section 3 business opportunities by advertising all CDBG Requests for Proposals (RFPs) to Section 3 business concerns through HUD's Section 3 Portal. During PY22, the completion of the Chateau Park Playground project was the sole instance triggering Section 3 requirements; however, it did not meet the specified threshold. The company awarded the bid specialized in playground equipment, necessitating certified employees for the project. No new hires were made for this project, as the company utilized existing certified employees to fulfill the requirements, aligning with the project's specifications and meeting the necessary certifications without hiring additional personnel.



## AGENDA ITEM

**ITEM TOPIC:** Linder Road, Pine to Ustick Concept Report Update



# MEMO TO CITY COUNCIL

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## Request to Include Topic on the City Council Agenda

**From:** Brian McClure, Comprehensive Planner      **Meeting Date:** December 5, 2023  
**Presenter:** Brian McClure      **Estimated Time:** 15 minutes  
**Topic:** Linder Road, Pine to Ustick Concept Report Update

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### Recommended Council Action:

Information only, leading up to public involvement.

### Background:

The Ada County Highway District (ACHD) is currently developing concepts for Linder Road between Pine and Ustick. Linder is a regional corridor planned for 5-lanes and one of the few crossings over the Boise River. After the Linder overpass of I-84 is constructed (a separate project) it will also be the longest continuous north-south road in the County.

As part of concept development, several design variations are being considered. For much of the corridor, widening to five-lanes is planned which matches existing conditions to the north and south of the subject project. Standard design features such as detached multiuse pathways and medians are also included.

Between Washington (just north of Pine) and Cherry, the project is constrained by front on housing, and ACHD is considering roadway improvements unique in Ada County. Meridian High School and Tully Park are both in this segment of Linder. Three- and five-lane concepts are being considered, with one of each lane configuration option considering roundabouts that form a couplet between Sandalwood and Chateau. These couplets also include a combination of one-way shared use roads which paired with roundabouts, provide local access and eliminate back-out traffic onto Linder. The third concept for the outreach effort is a standard five lane configuration with signalized intersection at Chateau. These initial concepts will be shared further with Council during the work session.

Due to the constraints in this segment, all project concepts consider more than average property acquisitions, chiefly due to front on housing that would create inadequate driveway depths and unsafe back out conditions onto Linder. The five-lane concept with signalized intersection at Chateau would include the most acquisitions. The three- and five-lane couplets have varying impacts with the three-lane option having the fewest.

Public outreach begins the first week in December, which will inform selection of the top two concepts, likely with revisions, and ultimately go to the ACHD Commission next year to decide on a preferred. The design year (construction documents) for this project is 2026, followed by right-of-way in 2028; a construction year has not been identified in ACHD's Integrated Five-Year Work Plan.