

**COMMUNITY DEVELOPMENT
DEPARTMENT REPORT**

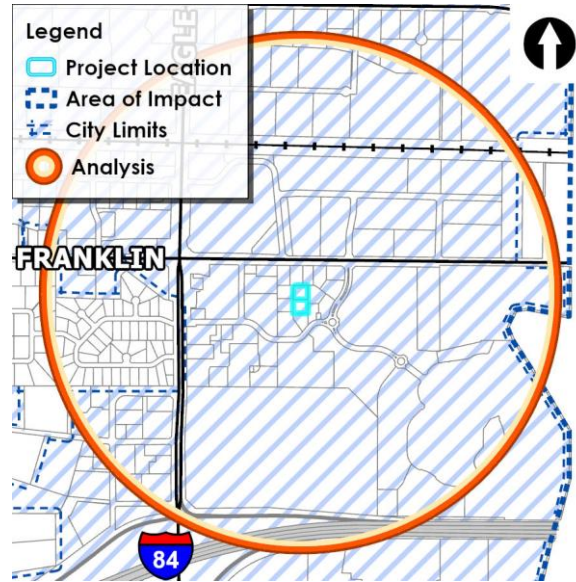


HEARING DATE: 10/17/2024
TO: Planning & Zoning Commission
FROM: Nick Napoli, Associate Planner
208-884-5533
nnapoli@meridiancity.org

APPLICANT: Marcel Lopez

SUBJECT: H-2024-0045 and H-2024-0046
Touchmark Office Buildings A&B

LOCATION: Located at 3512 E. Louise Drive and 3526 E. Louise Drive in the north ¼ of Section 16, T.3N., R.1E. (R8509140100 and R8509140090)



I. PROJECT OVERVIEW

A. Summary

The applicant requests a conditional use permit to construct and operate two office buildings (4,760 square feet and 4,534 square feet) on 1.2 acres in the L-O zoning, by Conger Group.

B. Recommendation

Staff: Approval with conditions.

C. Decision

Select: Pending.

II. COMMUNITY METRICS

Table 1: Land Use

Description	Details	Map Ref.
Existing Land Use(s)	Vacant	-
Proposed Land Use(s)	Office	-
Existing/Proposed Zoning	L-O	V.A.2
Future Land Use Designation	MU-C (Mixed Use Community)	V.A.3

Table 2: Process Facts

Description	Details
Preapplication Meeting date	8/6/2024
Neighborhood Meeting	8/21/2024
Site posting date	10/4/2024

Table 3: Community Metrics

Agency / Element	Description / Issue	Reference
Ada County Highway District		-
• Comments Received	Yes	-
• Commission Action Required	No	-
• Access	Private Drive Aisle	-
ITD Comments Received	No	-
Meridian Public Works Wastewater		III.B
• Distance to Mainline	Available at site	
• Impacts or Concerns	No	
Meridian Public Works Water		III.B
• Distance to Mainline	Available at site	
• Impacts or Concerns	No	

Note: See section III. City/Agency Comments & Conditions for comments received or see the public record:

(<https://weblink.meridiancity.org/WebLink/Browse.aspx?id=362259&dbid=0&repo=MeridianCity>).

III. STAFF ANALYSIS

Comprehensive Plan and Unified Development Code (UDC)

A. General Overview

This property is designated as Mixed-Use Community (MU-C) on the Future Land Use Map (FLUM). The proposed use for office buildings is consistent with prior approvals and the comprehensive plan for the MU-C designation.

The subject sites are among several commercially zoned properties surrounding the corner of S. Touchmark Way and E. Franklin Road. The proposed office buildings align with the desired uses specified within the Mixed-Use Community designation. In conjunction with the existing office buildings, proposed future residential, and existing residential the proposed use satisfies the mix of uses desired in the MU-C designation.

Table 4: Project Overview

Description	Details
History	AZ-05-022; PP-05-054; CUP-05-050
Acreage	1.2 acres

B. History and Process

The subject property was annexed in May 2001 (Ordinance No. 01.917) and approved a conditional use permit (CUP-05-050) for the applicant to develop the property into a mixed-use retirement community consisting of residential dwellings, medical offices, commercial/retail businesses, and a senior community center. The CUP requires all lots within the scope of the permit to receive detailed CUP approval prior to developing the property.

C. Site Development and Use Analysis

1. Proposed Use Analysis (*UDC 11-2*):

The proposed use of office buildings aligns well with the Mixed-Use Neighborhood (MU-C) future land use designation, which supports a blend of residential, commercial, and recreational uses. Office buildings are typically principally permitted in the L-O zoning, however, due to a provision in the CUP from 2005, all properties require a detailed CUP approval.

By offering service options within proximity to both residential areas and existing commercial developments, this project contributes to the community’s overall livability and sustainability. Specifically, it adheres to Policy 3.06.02B, which encourages and supports mixed-use areas that provide the benefits of living, shopping, dining, and working nearby, thereby reducing vehicle trips.

To align with the current development, staff recommends that the applicant enhance landscaping between the buildings and along the eastern buffer. Goal 2.09.02E of the comprehensive plan emphasizes the importance of consistent landscaping standards for developments. Therefore, staff is advising that these improvements be included with the Certificate of Zoning Compliance and Design Review submission.

2. Dimensional Standards (*UDC 11-2*):

Development of the site shall comply with the dimensional standards of the L-O zoning district in UDC Table 11-2B-3. *Staff has reviewed the proposed plans and building elevations and they comply with the required standards.*

D. Design Standards Analysis

1. Landscaping (*UDC 11-3B*):

i. Parking lot landscaping

Landscaping is required to be provided along all parking areas per the standards listed in UDC 11-3B-8. *The proposed landscape plan shall be revised to include a tree in the planter island to the west of the trash enclosure on the northern property the minimum requirements.*

ii. Landscape buffers to adjoining uses

Landscaping is required to meet the standards of UDC 11-3B-9. *The landscape plan meets the minimum requirements.*

iii. Storm integration

Storm drainage is required to comply with the standards listed in UDC 11-3A-18.

2. Parking (*UDC 11-3C*):

i. Nonresidential parking analysis

A minimum of one (1) off street parking space is required per 500 square feet of gross floor area. Based on the buildings ranging between 4,534 and 4,760 square feet, 19 parking stalls are required between the two (2) sites. *A total of 37 parking stalls are provided exceeding the required parking.*

ii. Bicycle parking analysis

A minimum of one (1) bicycle parking space must be provided for every 25 vehicle spaces or portion thereof per UDC 11-3C-6G; bicycle parking facilities are required to comply with the location and design standards listed in UDC 11-3C-5C. *Bicycle parking is depicted on the plans submitted with this application that meet the requirements.*

3. Building Elevations (*Comp Plan, Architectural Standards Manual*):

Goal 2.09.03A of the Comprehensive Plan highlights establishing distinct, engaging identities within commercial and mixed-use enters through design standards to integrate commercial, multifamily, and parking areas with existing neighborhoods. In response, the developer has submitted conceptual building elevations for the proposed structure as shown in Section VII.C. Building materials consist of EIFS stucco, craft chop ledge panels, standing seam metal panels, steel canopies, and glazing.

The proposed conceptual elevations are approved. The final design is required to comply with the Architectural Standards Manual for Commercial Design Guidelines.

E. Transportation Analysis

1. Access (*Comp Plan, UDC 11-3A-3, UDC 11-3H-4*):

Goal 6.01.02B emphasizes reducing the number of access points onto arterial streets by utilizing strategies such as cross-access agreements, access management, and the creation of frontage and backage roads, while also improving connectivity between local and collector streets. The site plan features a single access point via a private drive aisle located on the western part of the site. This private drive aisle connects to S. Touchmark Way and E. Louise Drive (collector streets).

Staff has concerns with the location of the trash enclosure, however, Republic Services has approved these locations.

2. Sidewalks (*UDC 11-3A-17*):

The proposed plan includes a pedestrian walkway from the main sidewalk on the north side of the buildings connecting to the front of each building. Pedestrians do not need to cross driving surfaces to connect with these building so delineation from the drive aisle is not required. *The site/landscape plan submitted both reflect compliance with this standard.*

F. Services Analysis

1. Pressurized Irrigation (*UDC 11-3A-15*):

Underground pressurized irrigation water is required to be provided as set forth in UDC 11-3A-15.

2. Storm Drainage (*UDC 11-3A-18*):

Storm drainage is required to comply with the standards listed in UDC 11-3A-18.

3. Utilities (*Comp Plan, UDC 11-3A-21*):

Both the Plan and the UDC establish policy and regulations for extending and connecting to City utilities. Goal 3.03.03G of the Plan mandates urban infrastructure be provided for all new developments, including curb and gutter, sidewalks, water and sewer utilities. All utilities for the proposed development are required to be installed in accord with the standards listed in UDC 11-3A-21.

III. CITY/AGENCY COMMENTS & CONDITIONS

A. Meridian Planning Division

1. Future development of this site shall comply with the previous conditions of approval and terms of AZ-05-022; PP-05-054; CUP-05-050; and FP-06-012 and the conditions contained herein.
2. The site plan and/or landscape plan, as applicable, shall be revised with the certificate of zoning compliance application as follows:
 - The eastern landscape buffer and area between the buildings shall be revised to incorporate vegetation coverage in the form of trees and shrubs in compliance with the Architectural Standards Manual, UDC 11-3B-9, and Comprehensive Plan.
 - A tree shall be depicted in the planter island to the west of the trash enclosure on the northern property.
3. A Certificate of Zoning Compliance and Design Review application shall be submitted and approved for the proposed use prior to submittal of a building permit application. The design of the site and structure shall comply with the standards listed in UDC 11-3A-19; the design standards listed in the Architectural Standards Manual and with the Development Agreement.
4. The conditional use permit is 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 as set forth in UDC 11-5B-6. A time extension may be requested as set forth in UDC 11-5B-6F.

B. Meridian Public Works

PRE-PLAT CONDITIONS

Wastewater	
• Distance to Sewer Services	Sewer Available at site
• Sewer Shed	
• Estimated Project Sewer ERU's	See application
• WRRF Declining Balance	
• Project Consistent with WW Master Plan/Facility Plan	Yes
• Impacts/concerns	<ul style="list-style-type: none"> • • See Public Works Site Specific Conditions
Water	
• Distance to Water Services	Water Available at Site
• Pressure Zone	
• Estimated Project Water ERU's	See application
• Water Quality	None
• Project Consistent with Water Master Plan	Yes
• Impacts/Concerns	None – Please see Public Works Site Specific Conditions

NON-PLAT CONDITIONS

PUBLIC WORKS DEPARTMENT

Site Specific Conditions of Approval

1. There is an existing stub located at the SW corner of the site. Water meter needs to connect within 3' from end of stub. Callout removal of the Blow-off. Water meters need to be located in a landscaping area.
2. Water services require a 20' easement up to the water meter. The city request that the easement extends 10' past the water meter but only 5' is required.
3. Single structure, multi-tenant units that are for rental only should have a single City meter. If the units will be owned individually, then each needs a water meter.
4. Carports and other permanent structures (trees, bushes, buildings, trash receptacle walls, fences, infiltration trenches, light poles, etc.) cannot be built within the utility Easement.
5. Ensure no Sewer services cross infiltration trenches. Sewer service lines through underground seepage beds or swales are not allowed unless approved by the City Engineer.
6. Water services require a 20' easement up to and 10' beyond the meter or as close to 10' as possible.

General Conditions of Approval

1. Applicant shall coordinate water and sewer main size and routing with the Public Works Department.
2. 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.
3. The applicant shall provide easement(s) for all public water/sewer mains outside of public right of way (include all water services and hydrants). Sewer/water easement varies depending on sewer depth. Sewer 0-20 ft deep require a 30 ft easement, 20-25 ft a 40 ft easement, and 25-30 ft a 45 ft easement. Ensure no permanent structures (trees, bushes, buildings, carports, trash receptacle walls, fences, infiltration trenches, light poles, etc.) are built within the utility easement. 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.
4. The City of Meridian requires that pressurized irrigation systems be supplied by a year-round source of water (UDC 11-3B-6). 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.
5. Any structures that are allowed to remain shall be subject to evaluation and possible reassignment of street addressing to be in compliance with MCC.
6. 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.
7. 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.
8. 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.
9. All improvements related to public life, safety and health shall be completed prior to occupancy of the structures.
10. 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.
11. 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.
12. Applicant shall be responsible for application and compliance with any Section 404 Permitting that may be required by the Army Corps of Engineers.
13. Developer shall coordinate mailbox locations with the Meridian Post Office.
14. 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.

15. 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.
16. The applicant's design engineer shall be responsible for inspection of all irrigation and/or drainage facilities 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.
17. 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 certificate of occupancy for any structures within the project.
18. 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.
19. The City of Meridian requires that the owner post to the City a performance surety in the amount of 125% of the total construction cost for all incomplete sewer, water and reuse infrastructure prior to final plat signature. 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.
20. 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.

IV. FINDINGS

A. Conditional Use (UDC 11-5B-6E)

The commission shall base its determination on the conditional use permit request 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.
Staff finds the site is large enough to accommodate the proposed use and meets all dimensional and development regulations of the recommended L-O zoning district.
2. That the proposed use will be harmonious with the Meridian comprehensive plan and in accord with the requirements of this title.
Staff finds the proposed office use will be harmonious with the Comprehensive Plan and is consistent with applicable UDC standards with the conditions noted in Section IV of this report.
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.
Staff finds the design, construction, operation and maintenance of the proposed use should be compatible with other uses in the general neighborhood, with the existing and intended character of the vicinity and will not adversely change the essential character of the area. However, staff recommends that the applicant enhance landscaping between the buildings and along the eastern buffer to align with the neighboring properties to the south.

4. That the proposed use, if it complies with all conditions of the approval imposed, will not adversely affect other property in the vicinity.
Staff finds the proposed use will not adversely affect other properties in the vicinity if it complies with the conditions in Section IV of this report.
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.
Staff finds the proposed use will be served by essential public facilities and services as required.
6. That the proposed use will not create excessive additional costs for public facilities and services and will not be detrimental to the economic welfare of the community.
Staff finds the proposed use will not create additional costs for public facilities and services and will not be detrimental to the economic welfare of the community.
7. That the proposed use will not involve activities or processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
Staff finds the proposed use will not be detrimental to any persons, property or the general welfare by the reasons noted above.
8. That the proposed use will not result in the destruction, loss or damage of a natural, scenic or historic feature considered to be of major importance.
Staff finds the proposed use will not result in the destruction, loss or damage of any such features.
9. Additional findings for the alteration or extension of a nonconforming use:
This finding is not applicable.
10. That the proposed nonconforming use does not encourage or set a precedent for additional nonconforming uses within the area; and,
This finding is not applicable.
11. That the proposed nonconforming use is developed to a similar or greater level of conformity with the development standards as set forth in this title as compared to the level of development of the surrounding properties.
This finding is not applicable.

IV. ACTION

A. Staff:

Staff recommends approval of the proposed CUP application and finds it in conformance with the Comprehensive Plan, UDC with the conditions included in Section IV. and Findings in V.

B. Commission:

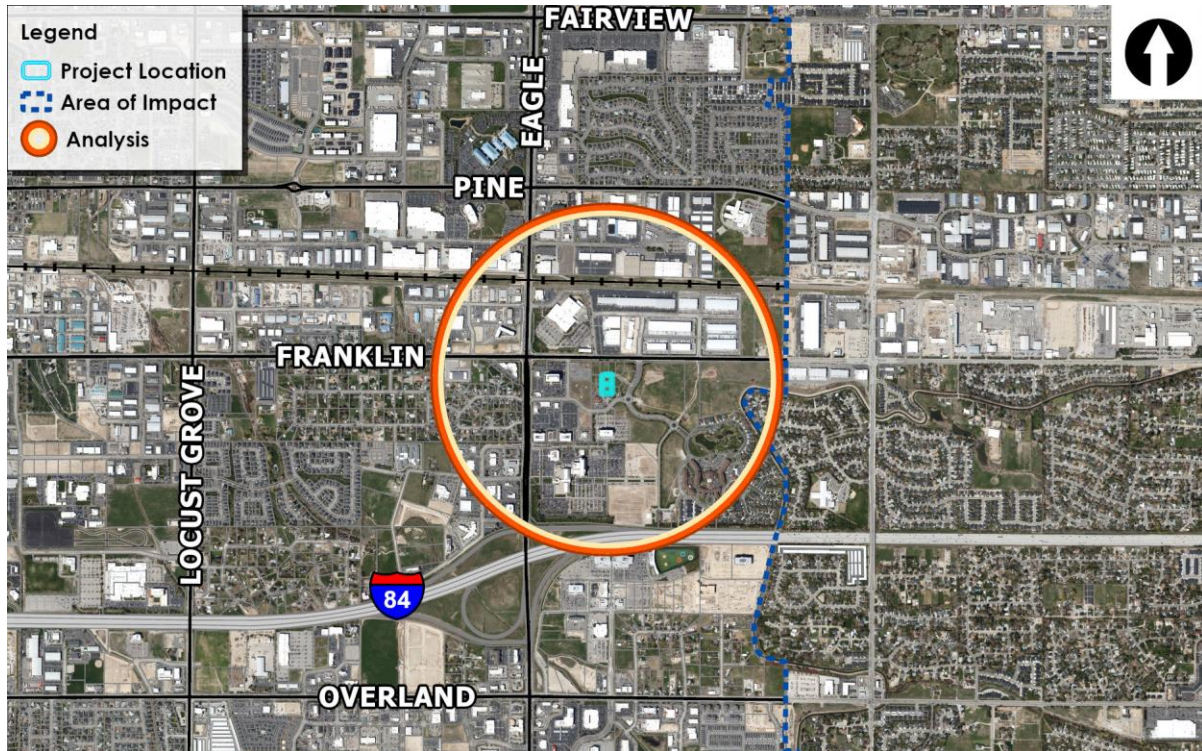
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V. EXHIBITS

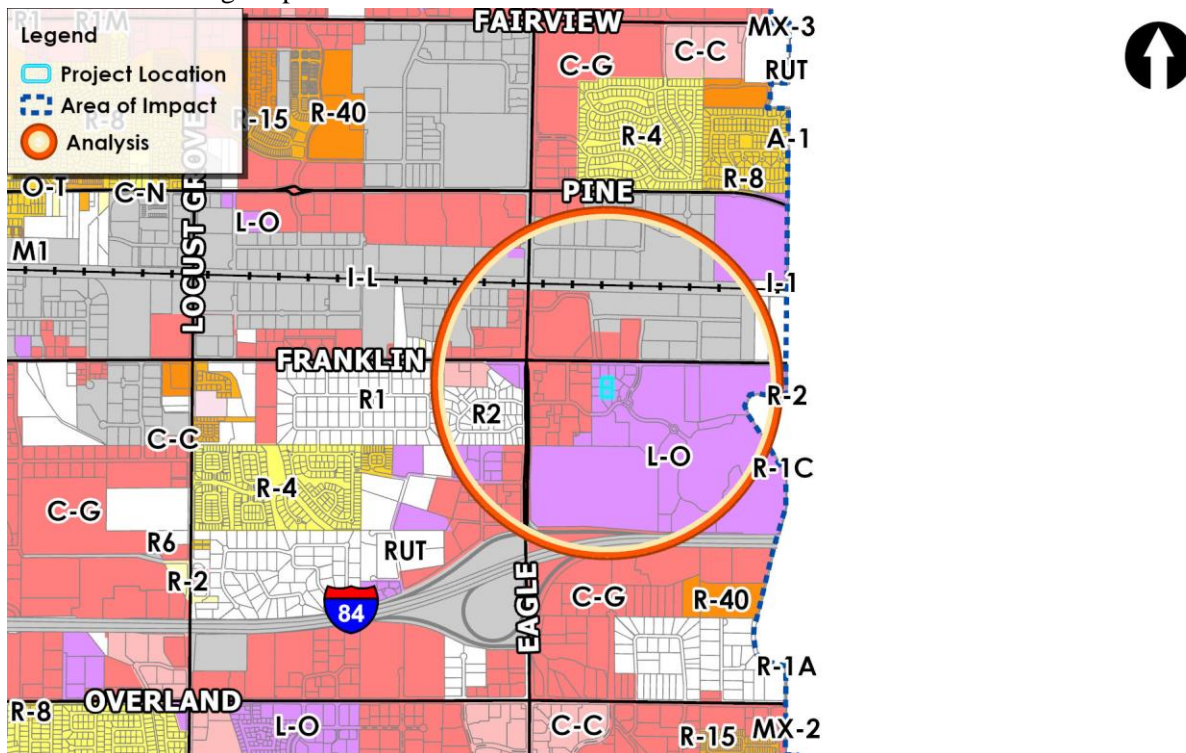
A. Project Area Maps

(link to [Project Overview](#))

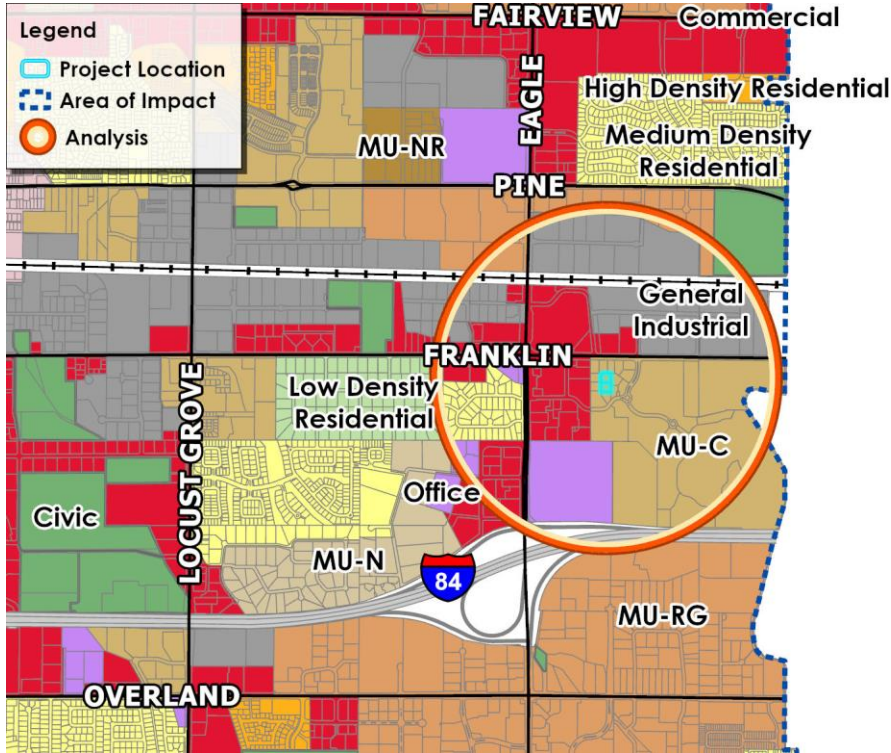
1. Aerial



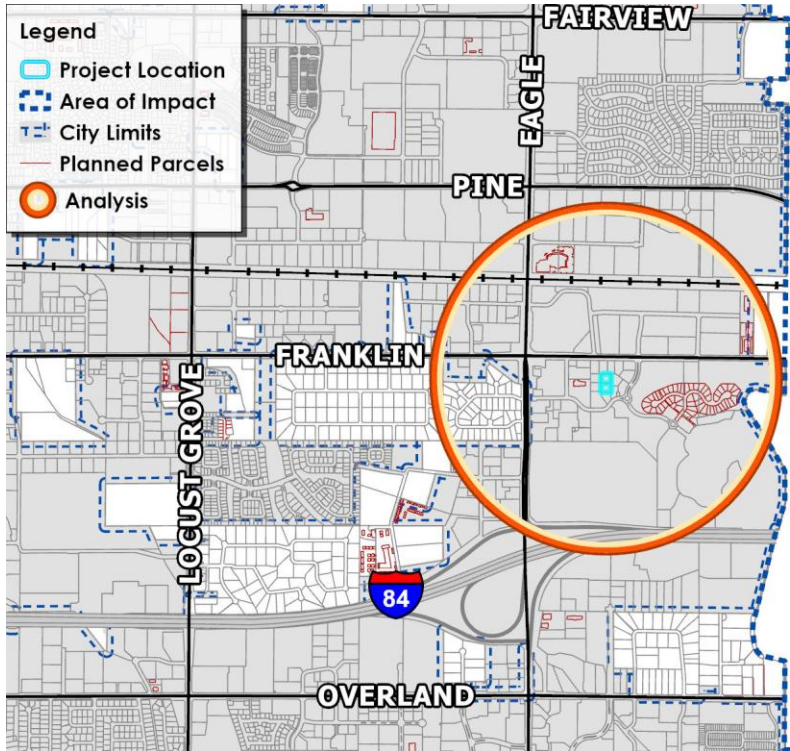
2. Zoning Map



3. Future Land Use



4. Planned Development Map



B. Service Accessibility Report

Criteria	Description	Indicator
Location	In City Limits	GREEN
Extension Sewer	Trunkshed mains < 500 ft. from parcel	GREEN
Floodplain	Either not within the 100 yr floodplain or > 2 acres	GREEN
Emergency Services Fire	Response time < 5 min.	GREEN
Emergency Services Police	Meets response time goals most of the time	GREEN
Pathways	Within 1/4 mile of current pathways	GREEN
Transit	Within 1/4 mile of current transit route	GREEN
Arterial Road Buildout Status	Ultimate configuration (# of lanes in master streets plan) matches existing (# of lanes)	GREEN
School Walking Proximity	Within 1/2 mile walking	GREEN
School Drivability	Either a High School or College within 2 miles OR a Middle or Elementary School within 1 mile driving (existing or future)	GREEN
Park Walkability	No park within walking distance by park type	RED

D. Landscape Plan (date: 9/19/2024)

