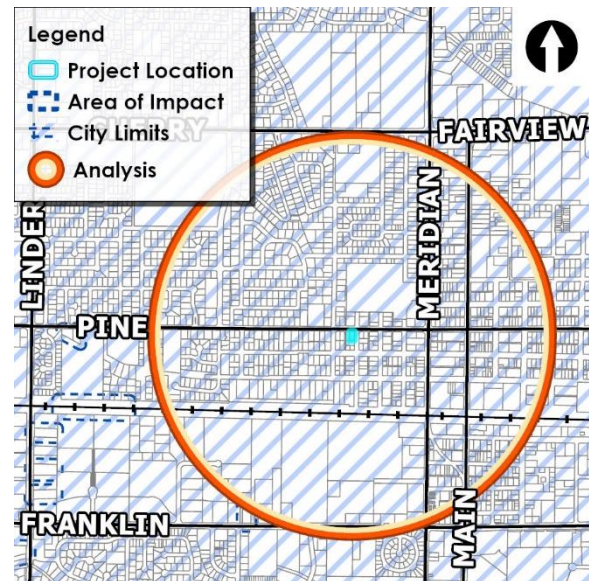


COMMUNITY DEVELOPMENT DEPARTMENT REPORT



HEARING DATE: 2/10/2026
TO: Mayor & City Council
FROM: Nick Napoli, Associate Planner
208-884-5533
nnapoli@meridiancity.org
APPLICANT: Tammee Crawford
SUBJECT: SHP-2025-0007
Silvas First Subdivision

LOCATION: Located at 303 W. Pine Avenue in a portion of Lots 1 and 2 of West View Addition in the NE ¼ of the SE ¼ of T.3N., R.1W.



I. PROJECT OVERVIEW

A. Summary

Short plat to subdivide an existing parcel consisting of 0.20 acre lot, into two (2) building lots in the R-15 zoning district.

B. Waivers

The existing home has access to W. Pine Avenue which requires a City Council waiver for it to remain in place. This access leads to the garage for the existing home.

C. Recommendation

Staff: Approval with conditions

D. Decision

City Council: Pending

II. COMMUNITY METRICS

Table 1: Land Use

Description	Details	Map Ref.
Existing Land Use(s)	Residential	-
Proposed Land Use(s)	Residential	-
Existing/Proposed Zoning	R-15/R-15	V.A.2
Future Land Use Designation	Old Town (O-T)	V.A.3

Table 2: Process Facts

Description	Details
Preapplication Meeting date	Monday, October 20, 2025

Table 3: Community Metrics

Agency / Element	Description / Issue	Reference
Ada County Highway District		III.C
• Comments Received	Yes	-
• Commission Action Required	No	-
• Access	The existing home will retain access on W. Pine Avenue, the new lot will take access from NW 3 rd Street.	-
ITD Comments Received	No	-
Meridian Public Works Wastewater	Distance to Mainline: Available; Impacts or Concerns: See Public Works Site Specific Conditions	III.B
Meridian Public Works Water	Distance to Mainline: Available at site; Impacts or Concerns: None	III.B

See City/Agency Comments and Conditions Section for all department/agency comments received or see public record:

III. STAFF ANALYSIS

Comprehensive Plan and Unified Development Code (UDC)

A. General Overview

The short plat proposes to subdivide the 0.20-acre property into two (2) building lots in the R-15 zoning district.

Table 4: Project Overview

Description	Details
History	N/A
Residential Units	2 Single Family Homes
Acreage	.200 acre
Lots	2 Buildable Lots

B. Site Development and Use Analysis

1. Existing Structures/Site Improvements (*UDC 11-1*):

There is an existing single-family home that will remain on Lot 1, Block 1 and will be accessed via an existing driveway coming off W. Pine Avenue. The access off of Pine Avenue will require a City Council waiver to remain in place.

In addition, there is an existing carport and shed that will need to be removed from the property prior to the city engineer's signature on the plat.

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

Existing and future development of the proposed lots shall comply with the dimensional standards set forth in UDC Table 11-2A-7 for the R-15 zoning district. The existing residence will meet the required R-15 setbacks provided the carport on the south side of the site is removed. Additionally, the applicant has shown a 10-foot public utility, drainage, and irrigation easement along the east side of the site that appears to encroach into the footprint of the existing residence. This easement must be revised to lie outside of the existing building footprint. The future residence on Lot 2 shall also be required to comply with the applicable dimensional standards.

C. Design Standards Analysis

1. Existing structure and Site Design Standards (*Comp Plan, UDC 11-3A-19*):

There is an existing home that is proposed to stay on Lot 1 complies with the setback requirements listed in UDC 11-2A-7. However, there is an existing carport and shed that is on the southern portion of the property that will need to be removed in order to conform to these setbacks. The applicant agrees to remove the accessory structures. Both structures will need to be removed before the City Engineer's Signature.

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

i. Landscape buffers along streets

A 25-foot wide street buffer is required adjacent to W. Pine Avenue, an arterial street. This buffer should be landscaped per the standards listed in UDC 11-3B-7C. *The landscape plan shall be revised to include dimensions of the 25-foot landscape buffer and include vegetation coverage calculations to ensure compliance with the standards.*

ii. Tree preservation

A Tree Mitigation Plan should be submitted with the final plat signature application detailing all existing trees and methods of mitigation outlined by the City Arborist before any trees are to be removed as set forth in UDC 11-3B-10C.5.

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

i. Residential parking analysis

Off-street parking is required to be provided in accord with the standards listed in *UDC* Table 11-3C-6 for single-family dwellings based on the number of bedrooms per unit. The applicant is proposing a new dwelling with a garage that will meet the required parking standards. Staff will confirm compliance with these standards at the time of building permit submittal for each residence.

D. Transportation Analysis

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

Access to this property is provided via NW 8th Street, an existing collector street. There is a cross access easement along the west portion of Lot 2 to allow Lot 1 access to the drive serving the site.

E. Services Analysis

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

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

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

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.

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

Connection to City water and sewer services is required and are available to be extended by the developer with development in accord with UDC 11-3A-21 and Goals 3.03.03G & 3.03.03F. Urban sewer and water infrastructure and curb, gutter, and sidewalks are required to be provided with development of the subdivision.

III. CITY/AGENCY COMMENTS & CONDITIONS

A. Meridian Planning Division

1. If the City Engineer's signature has not been obtained within two (2) years of the City Council's approval of the short plat, the short plat shall become null and void unless a time extension is obtained, per UDC 11-6B-7.
2. The short plat and landscape plan included in Section VI.A, shall be revised as follows:
 - Revise the rear easement on Lot 2, Block 1 to be 10 feet in width. .
 - Graphically depict the 3-foot interior and 10-foot perimeter public utility, drainage, and irrigation easements.
 - Modify the easement along NW 3rd Street to be outside of the existing buildings footprint. The easement cannot be within the foundation of the existing home.
 - Revise the landscape plan to provide vegetation coverage calculations for the buffer along W. Pine Avenue.

- Revise the landscape plan to graphically depict the 25-foot landscape buffer along W. Pine Avenue on the plat.
 - Add a plat note stating the landscaping within the 25-foot landscape buffer along W. Pine Avenue will be maintained by Lot 1, Block 1 .
 - Add a plat note that Lot 1 retains the existing access to W. Pine Avenue if approved by the City Council.
 - Revise the plat to change W. Pine Street to W. Pine Avenue.
3. Future development shall comply with the dimensional standards listed in UDC *Table 11-2A-7* for the R-15 zoning district.
 4. Submit a Tree Mitigation Plan as part of your Landscape Plan with the final plat signature application detailing all existing trees and methods of mitigation outlined by the City Arborist before any trees are to be removed as set forth in UDC 11-3B-10C.5.
 5. Prior to City Engineer signature, the applicant shall remove the carport and shed on the southern portion of the site.
 6. If the City Engineer's signature has not been obtained within two (2) years of the City Council's approval of the short plat, the short plat shall become null and void unless a time extension is obtained, per UDC 11-6B-7.
 7. Staff's failure to cite specific ordinance provisions or conditions from the previous approvals noted above does not relieve the Applicant of responsibility for compliance.

B. Meridian Public Works

Wastewater	
• Distance to Sewer Services	Sewer available
• Sewer Shed	
• Estimated Project Sewer ERU's	See application
• WRRF Declining Balance	
• Project Consistent with WW Master Plan/Facility Plan	Yes
• Impacts/concerns	• 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 - Water main in NW 3rd street needs to be brought up to current standards. Install a new 8" main along NW 3rd from W Pine St to the southern boundary of the property.

SITE SPECIFIC CONDITIONS:

1. Water main in NW 3rd street needs to be brought up to current standards. Install a new 8" main along NW 3rd from W Pine St to the southern boundary of the property.
2. Water lines, fire hydrants and services up the meter require 20' easements. Easement to extend 10' beyond fire hydrant, water meters or termination of the main.
3. No permanent structure shall be allowed within a City utility easement including trees, deep-rooted shrubs, fences, trash enclosures, carports, sheds, buildings, etc.
4. Service lines shall not be installed across private property other than that being served, with the exception of appropriate common areas.

GENERAL CONDITIONS:

1. Sanitary sewer service to this development is available via extension of existing mains adjacent to the development. Water service to this site is available via extension of existing mains adjacent to the development.
2. All improvements related to public life, safety and health shall be completed prior to occupancy of the structures. Where approved by the City Engineer, an owner may post a performance surety for

such improvements in order to obtain City Engineer signature on the final plat as set forth in UDC 11-5C-3B.

3. Upon installation of the landscaping and prior to inspection by Planning Department staff, the applicant shall provide a written certificate of completion as set forth in UDC 11-3B-14A.
4. A letter of credit or cash surety in the amount of 110% will be required for all incomplete fencing, landscaping, amenities, pressurized irrigation, prior to signature on the final plat.
5. The City of Meridian requires that the owner post with the City a performance surety in the amount of 125% of the total construction cost for all incomplete sewer, water 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 applicant shall be required to enter into a Development Surety Agreement with the City of Meridian. 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.
6. 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, and water infrastructure for a duration of two years. This surety amount will be verified by a line item final cost invoicing 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.
7. In the event that an applicant and/or owner cannot complete non-life, non-safety and non-health improvements, prior to City Engineer signature on the final plat and/or prior to occupancy, a surety agreement may be approved as set forth in UDC 11-5C-3C.
8. 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.
9. Applicant shall be responsible for application and compliance with any Section 404 Permitting that may be required by the Army Corps of Engineers.
10. Developer shall coordinate mailbox locations with the Meridian Post Office.
11. All grading of the site shall be performed in conformance with MCC 11-1-4B.
12. 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.
13. 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.
14. 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.
15. Street light plan requirements are listed in section 6-7 of the Improvement Standards for Street Lighting (http://www.meridiancity.org/public_works.aspx?id=272). All street lights shall be installed at developer's expense. Final design shall be submitted as part of the development plan set for approval, which must include the location of any existing street lights. The contractor's work and materials shall conform to the ISPWC and the City of Meridian Supplemental

Specifications to the ISPWC. Contact the City of Meridian Transportation and Utility Coordinator at 898-5500 for information on the locations of existing street lighting.

16. 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. The easements shall not be dedicated via the plat, but rather dedicated outside the plat process using the City of Meridian's standard forms. The easement shall be graphically depicted on the plat for reference purposes. 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. Add a note to the plat referencing this document. All easements must be submitted, reviewed, and approved prior to signature of the final plat by the City Engineer.
17. Applicant shall be responsible for application and compliance with and NPDES permitting that may be required by the Environmental Protection Agency.
18. 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 development plan approval.
19. 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.

C. Ada County Highway District (ACHD)



Miranda Gold, President
Alexis Pickering, Vice-President
Kent Goldthorpe, Commissioner
Dave McKinney, Commissioner
Patricia Nilsson, Commissioner

November 21, 2025

To: Tamee Crawford, via email
Centurion Engineers Inc.
2323 S Vista Avenue
Boise, ID 83705

Subject: MPP25-0025 / SHP-2025-0007
303 W Pine Avenue
Silvas First Subdivision

The Ada County Highway District has reviewed the submitted application for the preliminary plat referenced above and has determined that there are no improvements required to the adjacent street(s). The proposed preliminary plat is approved without conditions as the site is not anticipated to generate many new trips.

The applicant will be required to pay all platting and review fees prior to final plat approval.

If you have any questions, please contact me at (208) 387-6391.

Sincerely,

KaraLeigh Troyer
Planner
Development Services

cc: City of Meridian (Nick Napoli), via email

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Ada County Highway District • 5800 N Meeker Avenue • Boise, ID • 83713 • PH 208-387-6100 • FX 345-7650 • www.achdidaho.org

IV. FINDINGS

A. Short Plat

In consideration of a preliminary plat, combined preliminary and final plat, or short plat, the decision-making body shall make the following findings:

1. The plat is in conformance with the comprehensive plan and is consistent with this unified development code;

The Comprehensive Plan designates the future land use of this property as Old Town, the current zoning district of the site is R-15. Staff finds the proposed short plat complies with the short plat standards listed in UDC 11-6B-5. The proposed development complies with the dimensional standards of the R-15 zoning district listed in UDC Table 11-2A-7.

2. Public services are available or can be made available and are adequate to accommodate the proposed development;

Staff finds that public services will be provided and are adequate to serve the proposed lots.

3. The plat is in conformance with scheduled public improvements in accord with the city's capital improvement program;

Staff finds all required utilities will be provided with lot development at the developer's expense.

4. There is public financial capability of supporting services for the proposed development;

Staff finds that the development will not require major expenditures for providing supporting services as services are already being provided in this area.

5. The development will not be detrimental to the public health, safety or general welfare; and

Staff 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.

Staff is not aware of any significant natural, scenic or historic features associated with short platting the structure on this site.

IV. ACTION

A. Staff:

Staff recommends approval of the proposed short plat with the conditions noted in Section VII of this report and in accord with the findings in Section VIII.

B. City Council:

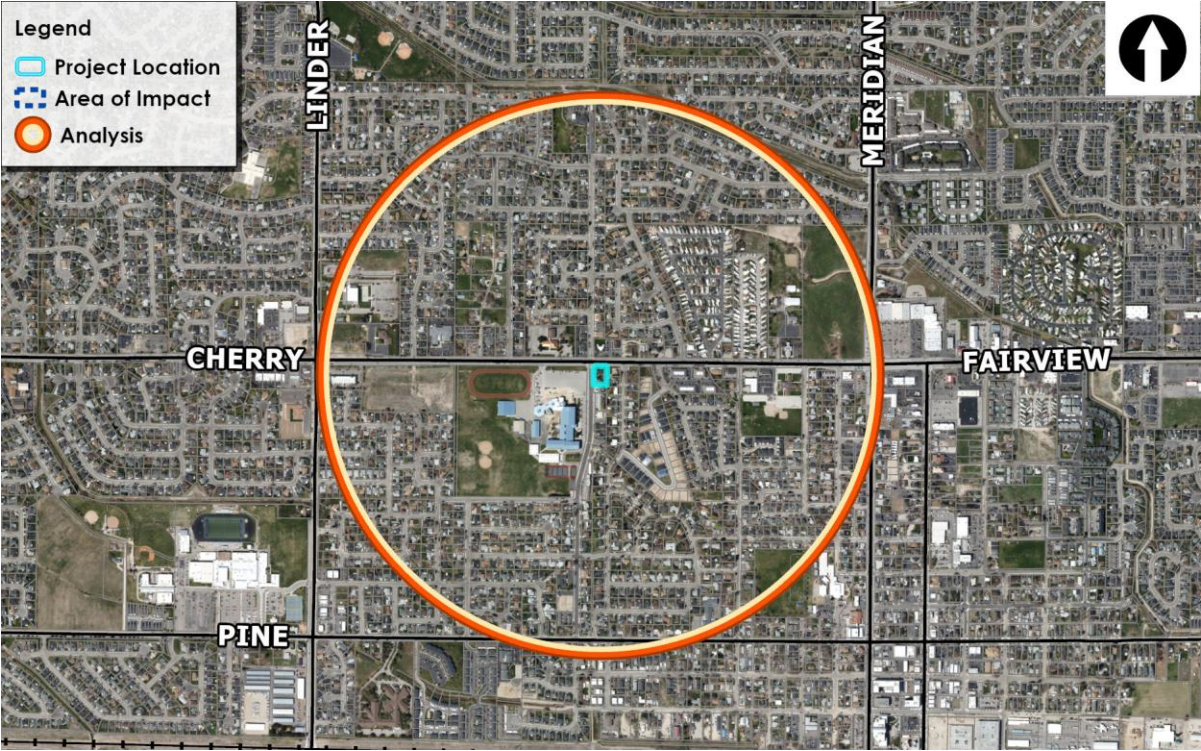
Action Pending.

V. EXHIBITS

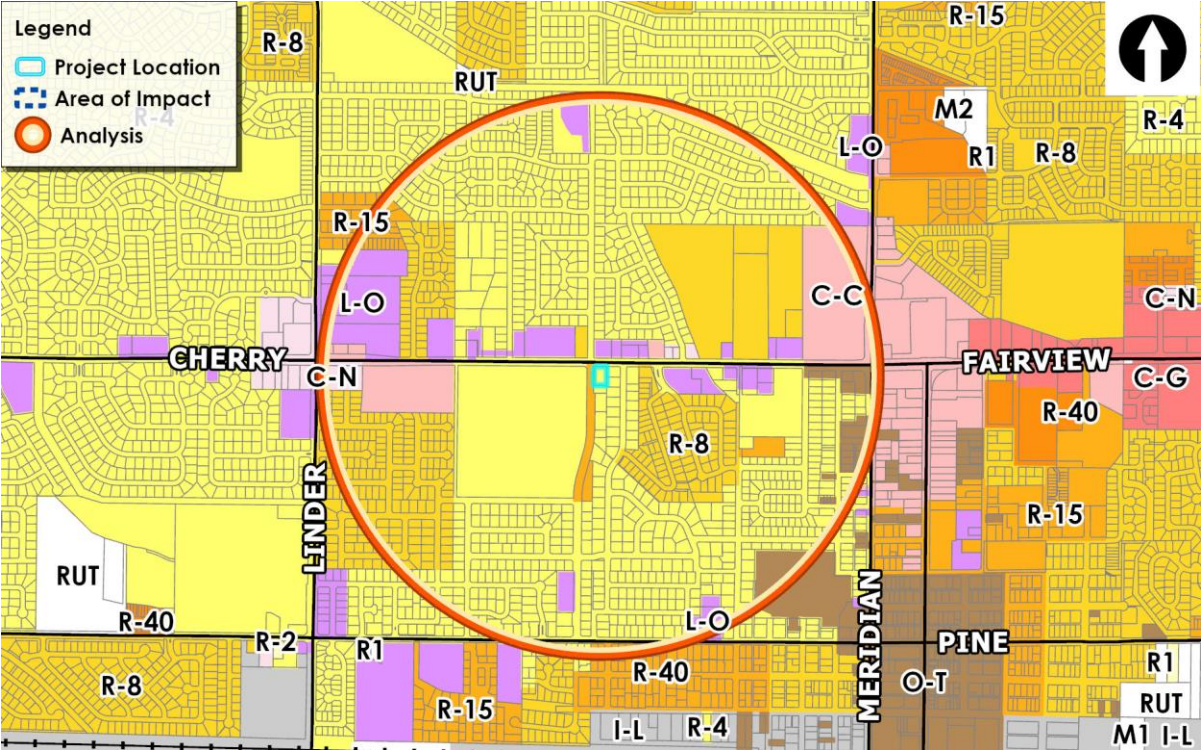
A. Project Area Maps

(link to [Project Overview](#))

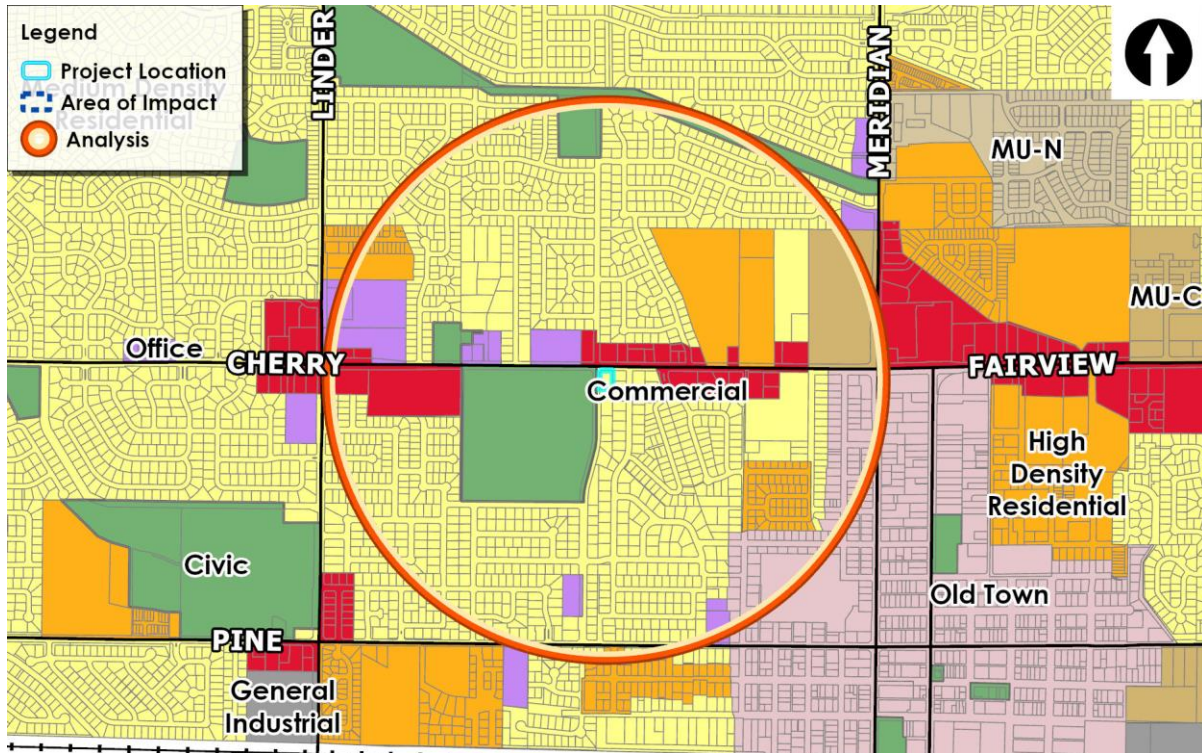
1. Aerial



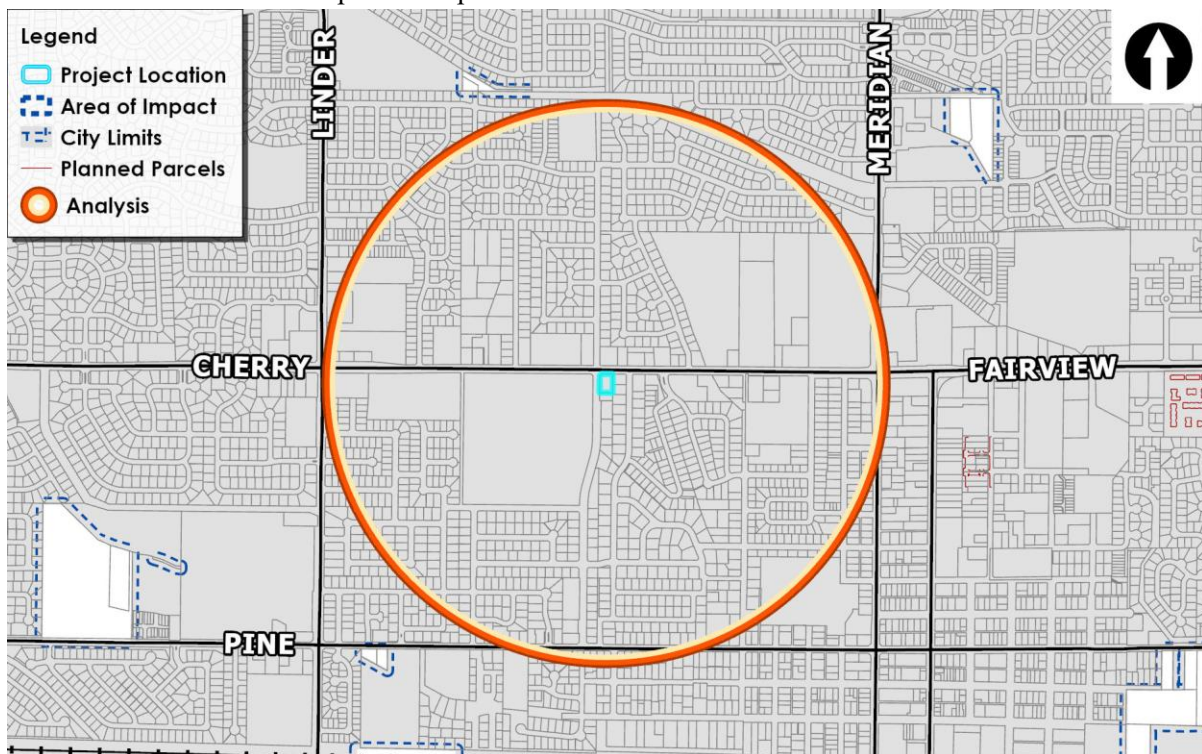
2. Zoning Map



3. Future Land Use



4. Planned Development Map



B. Subject Site Photos



C. Service Accessibility Report

PARCEL R9323750565 SERVICE ACCESSIBILITY

Overall Score: 37	87th Percentile
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Criteria	Description	Indicator
Location	In City Limits	GREEN
Extension Sewer	Trunkshd 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	Reporting District 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

[illegible]

E. Landscape Plan (date: 1/12/2026)

