

COMMUNITY DEVELOPMENT DEPARTMENT REPORT



HEARING DATE: 7/2/2026

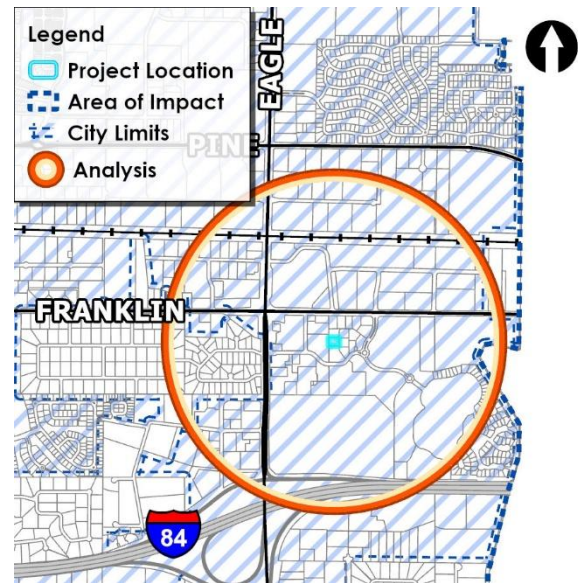
TO: Planning & Zoning Commission

FROM: Nick Napoli, Associate Planner
208-884-5533
nnapoli@meridianscity.org

APPLICANT: Paul Graham

SUBJECT: H-2026-0020
Meridian Office Building

LOCATION: Located at 3514 E. Louise Drive in the north ¼ of Section 16, T.3N., R.1E.



I. PROJECT OVERVIEW

A. Summary

The applicant requests a conditional use permit to construct and operate a 5,000 square foot office building on 0.54 acres in the L-O zoning.

B. Recommendation

Staff: Approval with conditions.

C. Decision

Planning and Zoning Commission: 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	3/31/2026
Neighborhood Meeting	4/30/2026
Site posting date	6/22/2026

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 an office building is consistent with prior approvals and the comprehensive plan for the MU-C designation.

The subject site is 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.

It is important to note that there is currently a twenty (20) foot public utility easement on the western boundary of the property. The applicant is currently working on getting relinquishment letters from all the utility providers to vacate a portion of the easement to allow for the building to be constructed.

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 an office building 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 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 5 feet of landscaping along the southern property boundary. When the property to the south developed, they built parking to abut with the subject property for this development. Staff talked with the applicant about this, and they have elected not to abut parking. As a result, the subject development is responsible for a 10-foot buffer which is why 5 feet of landscaping is required to the north of the sidewalk.*

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 building being 5,000 square feet, 10 parking stalls are required. *A total of 15 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

eastern part of the site. This private drive aisle connects to S. Touchmark Way and E. Louise Drive (collector streets).

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 southern boundary of the site shall be revised to show a 10-foot landscape buffer which can include the 5 foot sidewalk as shown or apply for alternative compliance.
 - The landscape plan shall be revised to call out the ground coverage materials.
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. An easement vacation application shall be submitted and approved prior to issuance of the building permit.
5. 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	• 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 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.
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 certification 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.
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:

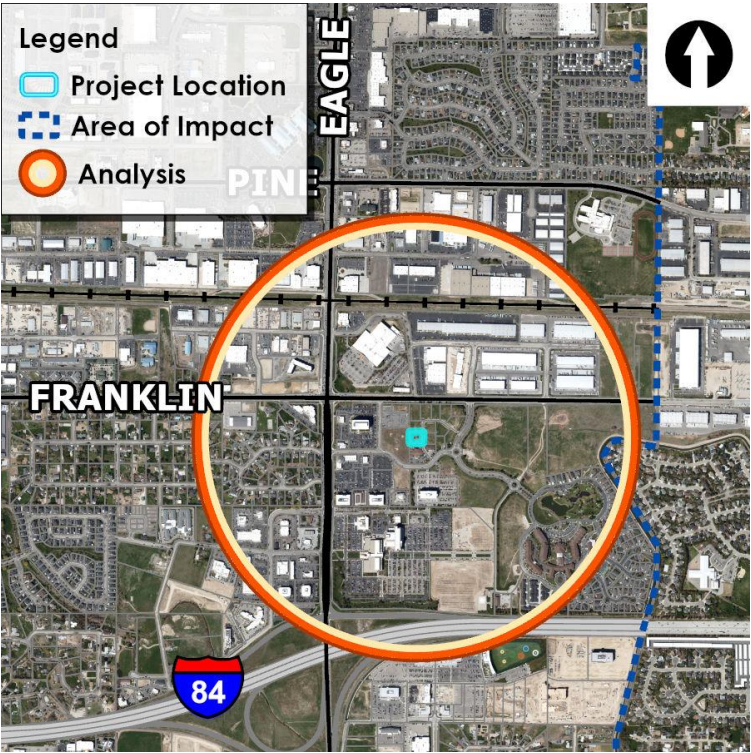
Pending

V. EXHIBITS

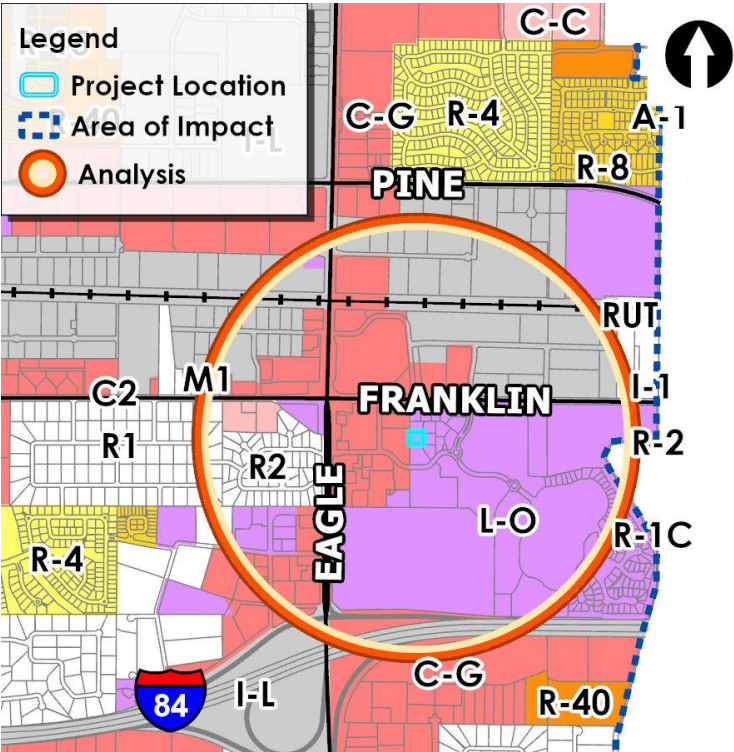
A. Project Area Maps

(link to [Project Overview](#))

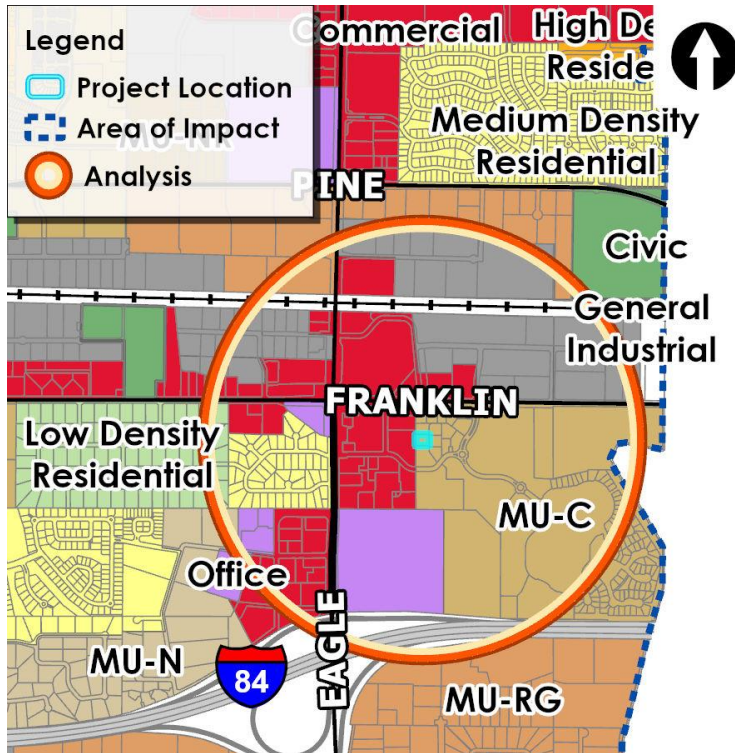
1. Aerial



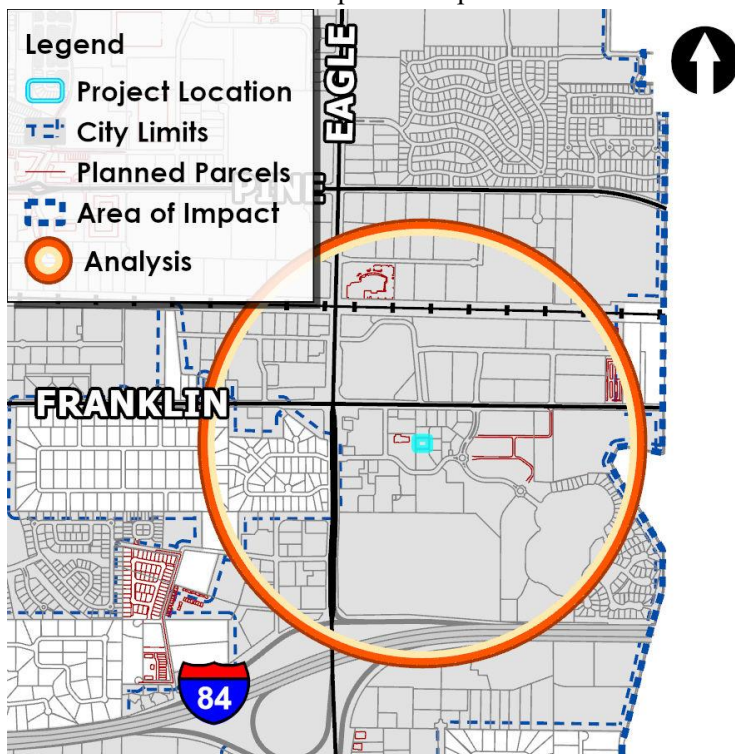
2. Zoning Map



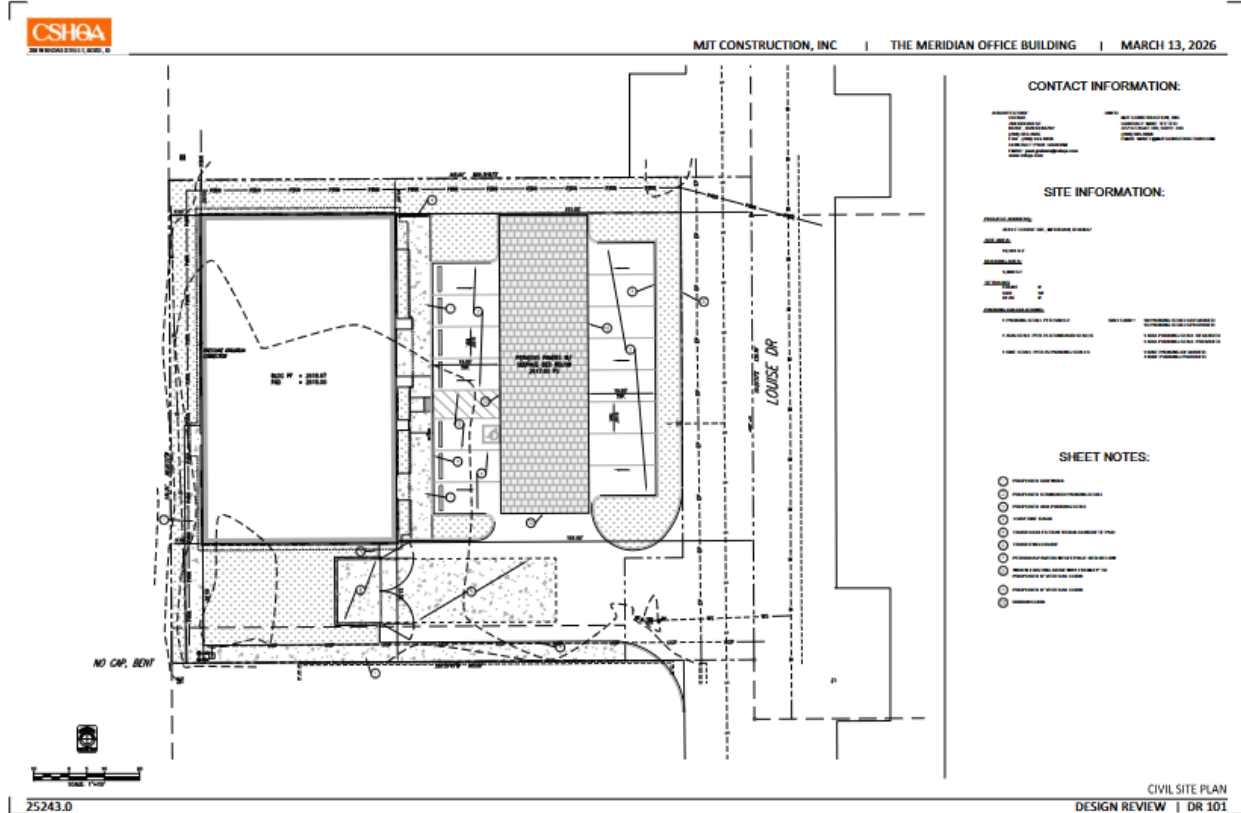
3. Future Land Use



4. Planned Development Map



B. Site Plan (date: 3/13/2026)



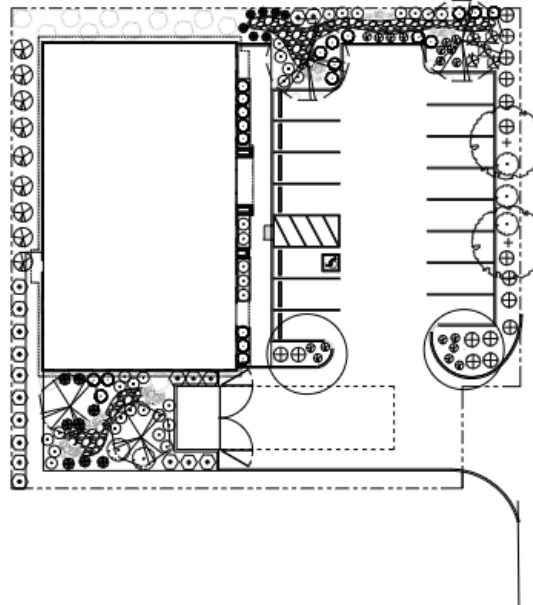
C. Landscape Plan (date: 3/13/2026)



MIT CONSTRUCTION, INC.

THE MERIDIAN OFFICE BUILDING

MARCH 13, 2026



LANDSCAPE LEGEND:			
SYMBOL	COMMON NAME	SYMBOL	COMMON NAME
	Tree 10'		Tree 15'
	Tree 20'		Tree 25'
	Tree 30'		Tree 35'
	Tree 40'		Tree 45'
	Tree 50'		Tree 55'
	Tree 60'		Tree 65'
	Tree 70'		Tree 75'
	Tree 80'		Tree 85'
	Tree 90'		Tree 95'
	Tree 100'		Tree 105'
	Tree 110'		Tree 115'
	Tree 120'		Tree 125'
	Tree 130'		Tree 135'
	Tree 140'		Tree 145'
	Tree 150'		Tree 155'
	Tree 160'		Tree 165'
	Tree 170'		Tree 175'
	Tree 180'		Tree 185'
	Tree 190'		Tree 195'
	Tree 200'		Tree 205'
	Tree 210'		Tree 215'
	Tree 220'		Tree 225'
	Tree 230'		Tree 235'
	Tree 240'		Tree 245'
	Tree 250'		Tree 255'
	Tree 260'		Tree 265'
	Tree 270'		Tree 275'
	Tree 280'		Tree 285'
	Tree 290'		Tree 295'
	Tree 300'		Tree 305'
	Tree 310'		Tree 315'
	Tree 320'		Tree 325'
	Tree 330'		Tree 335'
	Tree 340'		Tree 345'
	Tree 350'		Tree 355'
	Tree 360'		Tree 365'
	Tree 370'		Tree 375'
	Tree 380'		Tree 385'
	Tree 390'		Tree 395'
	Tree 400'		Tree 405'
	Tree 410'		Tree 415'
	Tree 420'		Tree 425'
	Tree 430'		Tree 435'
	Tree 440'		Tree 445'
	Tree 450'		Tree 455'
	Tree 460'		Tree 465'
	Tree 470'		Tree 475'
	Tree 480'		Tree 485'
	Tree 490'		Tree 495'
	Tree 500'		Tree 505'
	Tree 510'		Tree 515'
	Tree 520'		Tree 525'
	Tree 530'		Tree 535'
	Tree 540'		Tree 545'
	Tree 550'		Tree 555'
	Tree 560'		Tree 565'
	Tree 570'		Tree 575'
	Tree 580'		Tree 585'
	Tree 590'		Tree 595'
	Tree 600'		Tree 605'
	Tree 610'		Tree 615'
	Tree 620'		Tree 625'
	Tree 630'		Tree 635'
	Tree 640'		Tree 645'
	Tree 650'		Tree 655'
	Tree 660'		Tree 665'
	Tree 670'		Tree 675'
	Tree 680'		Tree 685'
	Tree 690'		Tree 695'
	Tree 700'		Tree 705'
	Tree 710'		Tree 715'
	Tree 720'		Tree 725'
	Tree 730'		Tree 735'
	Tree 740'		Tree 745'
	Tree 750'		Tree 755'
	Tree 760'		Tree 765'
	Tree 770'		Tree 775'
	Tree 780'		Tree 785'
	Tree 790'		Tree 795'
	Tree 800'		Tree 805'
	Tree 810'		Tree 815'
	Tree 820'		Tree 825'
	Tree 830'		Tree 835'
	Tree 840'		Tree 845'
	Tree 850'		Tree 855'
	Tree 860'		Tree 865'
	Tree 870'		Tree 875'
	Tree 880'		Tree 885'
	Tree 890'		Tree 895'
	Tree 900'		Tree 905'
	Tree 910'		Tree 915'
	Tree 920'		Tree 925'
	Tree 930'		Tree 935'
	Tree 940'		Tree 945'
	Tree 950'		Tree 955'
	Tree 960'		Tree 965'
	Tree 970'		Tree 975'
	Tree 980'		Tree 985'
	Tree 990'		Tree 995'
	Tree 1000'		Tree 1005'

LANDSCAPE NOTES:	
1.	ALL LANDSCAPING SHALL BE INSTALLED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION.
2.	ALL LANDSCAPING SHALL BE INSTALLED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION.
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10.	ALL LANDSCAPING SHALL BE INSTALLED WITHIN THE SPECIFIED TIME FRAME AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION.

Landscape Plan

Design Review | L100

Scale: 1"=10'-0"

25243.0

D. Building Elevations (date: 3/13/2026)



MIT CONSTRUCTION, INC.

THE MERIDIAN OFFICE BUILDING

MARCH 13, 2026



1 EAST ELEVATION
3/16" = 1'-0"



2 SOUTH ELEVATION
3/16" = 1'-0"



4 WEST ELEVATION
3/16" = 1'-0"



3 NORTH ELEVATION
3/16" = 1'-0"

MATERIAL LEGEND:



EXTERIOR ELEVATIONS

DESIGN REVIEW | DR 103

25243.0