

STAFF REPORT
COMMUNITY DEVELOPMENT DEPARTMENT



HEARING DATE: March 26, 2024
 TO: Mayor & City Council
 FROM: Stacy Hersh, Associate Planner
 208-884-5533
 SUBJECT: Kilgore RZ
[H-2023-0063](#)
 LOCATION: 1105 N Meridian Road



I. PROJECT DESCRIPTION

Request to rezone 0.34 acres of land from the R-4 zoning district to the O-T zoning district for the purpose of converting the existing home into a hair salon.

A. Project Summary

| Description | Details | Page |
|---|-----------------------------------|------|
| Acreage | Rezone - 0.34 of an acre | |
| Future Land Use Designation | Old Town | |
| Existing Land Use(s) | Single-family residential | |
| Proposed Land Use(s) | Professional Service – Hair Salon | |
| Lots (# and type; bldg./common) | 1 lot | |
| Phasing Plan (# of phases) | NA | |
| Physical Features (waterways, hazards, flood plain, hillside) | No unique physical features | |
| Neighborhood meeting date; # of attendees: | 11/09/2023 | |
| History (previous approvals) | None | |

B. Community Metrics

| Description | Details | Page |
|--|---|------|
| Ada County Highway District | | |
| <ul style="list-style-type: none"> • Staff report (yes/no) | Yes | |
| <ul style="list-style-type: none"> • Requires ACHD Commission Action (yes/no) | No | |
| Access (Arterial/Collectors/State Hwy/Local)(Existing and Proposed) | Access occurs from N. Meridian Road via an alleyway off of W. Washington Street. Carlton Avenue (located to the south of this site), is an eastbound one-way street that exits to Meridian Road. | |
| Stub Street/Interconnectivity/Cross Access | | |
| Existing Road Network | Meridian Road is improved with 5-travel lanes, vertical curb, gutter, and 7-foot wide sidewalk abutting the site. Carlton Avenue, an eastbound one-way street, is improved with 33-feet of pavement, vertical curb, and no sidewalk abutting the site. The existing 16-foot wide one-way alley running north/south in between Carlton Avenue and Washington Street is unimproved. | |
| Existing Arterial Sidewalks / Buffers | There is an existing 7-foot wide sidewalk along Meridian Road and existing landscape buffer to remain. | |
| Proposed Road Improvements | No road improvements are required. | |
| Fire Service | | |
| Police Service | No comments | |
| Wastewater | | |
| <ul style="list-style-type: none"> • Comments | <ul style="list-style-type: none"> • No changes to public sewer infrastructure shown in records. Any changes need to be approved by public works. | |
| Water | | |
| Distance to Water Services | <ul style="list-style-type: none"> • No changes to public water infrastructure shown in records. Any changes need to be approved by public works. • Distance to Service – Water available at site • Pressure Zone – 2 • Estimated ERU – See Application • Water Quality Concerns – None • Project Consistent with Master Plan – Yes | |

C. Project Area Maps

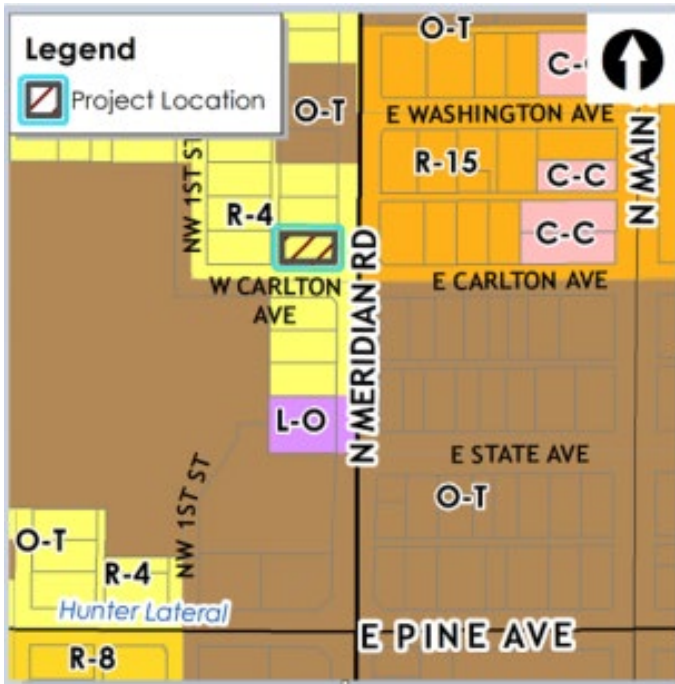
Future Land Use Map



Aerial Map



Zoning Map



Planned Development Map



II. APPLICANT INFORMATION

A. Applicant:

Alexis Kilgore, Hair by Lexie Kilgore – 1105 N. Meridian Road, Meridian, ID 83634

B. Owner:

Same as above

III. NOTICING

| | Planning & Zoning Posting Date | City Council Posting Date |
|--|---|----------------------------------|
| Newspaper Notification | 1/30/2024 | 3/10/2024 |
| Radius notification mailed to properties within 500 feet | 1/26/2024 | 3/1/2024 |
| Sign Posting | 2/2/2024 | 3/14/2024 |
| Nextdoor posting | 1/29/2024 | 3/4/2024 |

IV. COMPREHENSIVE PLAN ([HTTPS://WWW.MERIDIANCITY.ORG/COMPPLAN](https://www.meridiancity.org/compplan)):

Land Use:

This property is designated Old Town (O-T) on the Future Land Use Map (FLUM).

This designation includes the historic downtown and the true community center. The boundary of the Old Town district predominantly follows Meridian’s historic plat boundaries. In several areas, both sides of a street were incorporated into the boundary to encourage similar uses and complimentary design of the facing houses and buildings. Sample uses include offices, retail and lodging, theatres, restaurants, and service retail for surrounding residents and visitors. A variety of residential uses are also envisioned and could include reuse of existing buildings, new construction of multi-family residential over ground floor retail or office uses.

Proposed Use: The Applicant proposes to develop the site with a personal service, Hair by Lexie Kilgore, which will feature four (4) stations. The proposed changes to the interior of the building will include updates to the bathroom, floors, and the addition of sinks.

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*):

- “Support a compatible mix of land uses Downtown that activate the area during day and night.” (2.09.02G). *Introducing a personal service, such as a hair salon, into the Downtown area presents an opportunity for increased foot traffic and commerce to occur within a desired location during the day and early evening. This addition contributes to the overall appeal and character of Downtown Meridian. The proposed operational hours are from Tuesday to Saturday, 10:00 am to 6:00 pm. This new commercial use should be a welcome addition to the other uses in the surrounding area.*
- “Support owners of historic buildings in their efforts to restore and/or preserve their properties. (5.02.01B). *Permitting the establishment of personal services in a historical downtown home has the potential to share knowledge and history regarding both Meridian and the specific house. This, in turn, is likely to boost the economic impact of more foot traffic, leading to the growth of other historical sites in the downtown area.*

- Work with Ada County Highway District (ACHD) to identify gaps in the sidewalk system and pursue sidewalk construction for existing substandard streets.(6.01.01I) *The intention is to initiate and pursue sidewalk construction with development projects on streets that currently fall below the established standards. The construction of a 5-foot wide sidewalk connection along W. Carlton Avenue by the Applicant is intended to enhance pedestrian infrastructure, ensuring safer and more accessible walkways in the community, especially for the children walking to the adjacent elementary school. Additionally, provides convenient pedestrian access from the nearby residential areas to the proposed business.*

V. UNIFIED DEVELOPMENT CODE ([UDC](#))

The proposed use, personal service for a hair salon is listed as a principally permitted use in the O-T (Old Town) zoning district per UDC Table [11-2C-2](#). Compliance with the standards listed in UDC [11-2D-3 and 11-2D-4](#) is required.

VI. STAFF ANALYSIS

A. Rezone (RZ):

The Applicant is requesting to rezone 0.34 acres of land from R-4 to O-T to operate a personal service for a hair salon on the subject property. A legal description and exhibit map for the rezone area is included in Section VIII.A. This property is within the City’s Area of City Impact boundary.

Personal services - The use of a site for the provision of individualized services generally related to personal needs. Personal service uses include, but are not limited to, beauty services such as salons, hair, nail and skin care, spa, and barbers; fitness training and instruction; locksmiths; and repairs such as footwear and leather goods, and watches, are listed as a principal permitted use in the O-T (Old Town) zoning district per UDC Table [11-2C-2](#).

The proposed 1,193-square-foot hair salon will be located in the downtown area within the Meridian Urban Renewal District. The building was built in 1948 and is slated for further improvements to meet city code requirements and enhance the customer experience. The rear porch will be expanded to include an ADA ramp, and the Applicant will be required to pave the alley adjacent to the property. Additionally, 5 parking stalls are proposed to be paved adjacent to the alley.

The proposed hours of operation would be from Tuesday to Saturday, 10:00 am to 6:00 pm.

The City may require a development agreement (DA) in conjunction with a rezone pursuant to Idaho Code section 67-6511A. Due to the size of the development, Staff believes a DA should not be required.

Dimensional Standards ([UDC 11-2](#)):

The existing home meets all dimensional standards.

Access ([UDC 11-3A-3](#)):

Access is provided via an alleyway to the north from W. Washington Street. The public street to the south of this property, W. Carlton Avenue, operates as a one-way only leading eastward towards N. Meridian Road.

Parking ([UDC 11-3C](#)):

The existing home has unpaved parking off of the alleyway, with space for up to 5 parking stalls. There is currently no off-street parking on this site. The Applicant is required to pave both the alley and the 5 proposed parking stalls with the development of the site upon submittal of a future Certificate of Zoning Compliance Application. ***Wheel restraints should be added to prevent overhanging beyond the designated parking stall dimension in accordance with UDC 11-3C-***

5.B(3). Additionally, ACHD recommends paving the entire width of the alley from the edge of pavement from Carlton Avenue to the site's northern property line and providing 20-foot of back-up area from any parking. The alley should be signed with "No Parking" signs.

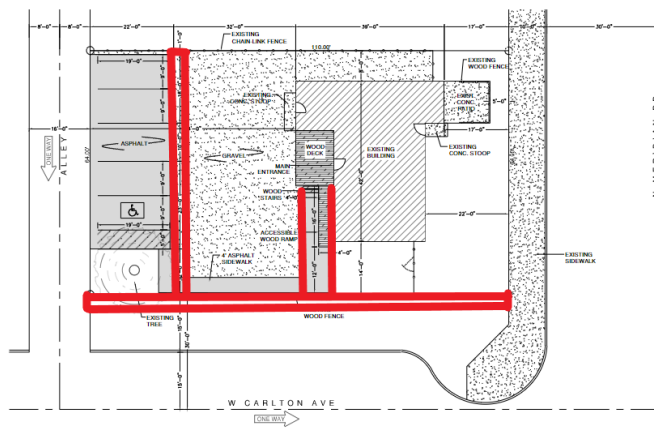
Old-Town is classified as a Traditional Neighborhood zoning district and no off-street parking is required for a lawfully existing structure unless an addition occurs (UDC 11-3C-6B). No additions are proposed with this project except for expanding the rear entry area. The Applicant is providing 5 parking stalls off the alley which meets the required number of off-street parking spaces (2 spaces required) per UDC 11-3C-6B.3 for the Traditional Neighborhood district.

A minimum of one (1) bicycle parking space is required to be provided based on one (1) space 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](#). The site plan does not include bicycle racks. **The Applicant should revise the plans and include one (1) bicycle rack and submit a detail of the bicycle rack with the CZC submittal.**

Sidewalks (UDC [11-3A-17](#)):

There is an existing 7-foot wide attached sidewalk on N. Meridian Road along the existing property frontage. Staff does not recommend any additional changes to the frontage improvements. The Applicant is proposing installation of a 4-foot wide sidewalk along the southern boundary of the site, extending from the parking stalls to the main entrance. All sidewalks around buildings and serving public street shall be a minimum of five (5) feet in width in accordance with UDC 11-3A-17. **Both ACHD and Staff recommend that the Applicant construct a 5-foot wide detached concrete sidewalk abutting the site along W. Carlton Avenue connecting to the sidewalk along N. Meridian Road. Additionally, Staff recommends that the Applicant remove the 4-foot sidewalk proposed on the south side of the property boundary and add a 5-foot sidewalk in front of the entire parking area. Staff strongly encourages the Applicant to include a parkway along W. Carlton Avenue with trees, bushes, lawn, or other vegetative cover in accordance with UDC 11-3B-7.C.**

A continuous internal pedestrian walkway that is a minimum of five (5) feet in width shall be provided from the perimeter sidewalk to the main building entrance(s) for nonresidential uses. The walkway width shall be maintained clear of any obstructions, such as vehicles, outdoor sale displays, vending machines, or temporary structures. **Staff recommends that the Applicant connect the proposed sidewalk at the main entrance of the building to the required sidewalk to be installed along W. Carlton Avenue. This may require the removal of a section of the fencing on the south side of the property (refer to redline on site plan below).**



1 PROPOSED SITE PLAN (1105 N Meridian Rd)
DATE: 11-20

Landscaping (UDC [11-3B](#)):

The Applicant is not proposing any additional landscaping to be added to the site with this project. For additions less than twenty-five (25) percent of the existing structure or developed area, no additional landscaping shall be required except for buffers to adjacent residential uses in accordance with UDC 11-3B-2D(1). *As mention above, Staff strongly encourages the Applicant to include a parkway along W. Carlton Avenue with trees, bushes, lawn, or other vegetative cover in accordance with UDC 11-3B-7.C.*

Fencing (UDC [11-3A-6](#), [11-3A-7](#)):

The Applicant intends to remove the existing fencing on the west side of the property adjacent to the stalls. As mentioned above, a portion of the fencing on the south side of the property should be removed to accommodate for the pedestrian walkway to the main entrance of the building. The existing fencing surrounding a small patio in the front yard does comply with UDC code requirements for fencing, as the maximum height for a front yard fence is 3-feet for closed vision fences or 4-feet for open vision fences. No additional fencing is proposed. *Staff recommends that the Applicant remove the existing fencing surrounding the front yard patio with fencing that complies with the UDC Code (refer to picture below).*



Outdoor Lighting (UDC [11-3A-11](#)):

All outdoor lighting is required to comply with the standards listed in UDC 11-3A-11C.

Building Elevations:

Conceptual building elevations and perspectives were submitted for the existing structure as shown in Section IX.D. The building consists of existing siding, facia trim, asphalt roof shingles and new wood deck with railing and ADA ramp. *As stated above in this report, the only new additions to the structure is the rear entry.*

The proposed elevations are not approved with this application and will be reviewed with the Design Review application for consistency with the design standards listed in the [Architectural Standards Manual](#). Full compliance with the ASM is not required based on the limited scope of work associated with this project.

Certificate of Zoning Compliance (UDC [11-5B-1](#)):

A Certificate of Zoning Compliance (CZC) is required to be submitted for the proposed use and site changes prior to submittal of a building permit application to ensure compliance with UDC standards and staff comments listed in Section IX.

VII. DECISION

A. Staff:

Staff recommends approval of the proposed rezone from R-4 to O-T per the Comments in Section IX and the Findings in Section X of this report.

B. The Meridian Planning & Zoning Commission heard these items on February 15, 2023. At the public hearing, the Commission moved to recommend approval of the subject Rezone request.

1. Summary of Commission public hearing:
 - a. In favor: Reed Kilgore
 - b. In opposition: None
 - c. Commenting: None
 - d. Written testimony: None
 - e. Staff presenting application: Stacy Hersh, Associate Planner
 - f. Other Staff commenting on application: None
2. Key issue(s) of public testimony:
 - a. None
3. Key issue(s) of discussion by Commission:
 - a. None
4. Commission change(s) to Staff recommendation:
 - a. None
5. Outstanding issue(s) for City Council:
 - a. None

VIII. EXHIBITS

A. Rezoning Legal Description and Exhibit Map



Parcel Description Re-Zone Legal Description Residential to Old Town

A portion of Lot 1, Block 1 of Niday's Second Addition according to the official plat thereof filed in Plats at Page 594, Ada County Records, situate in the northeast quarter of Section 12, Township 3 North, Range 1 West, Boise Meridian, City of Meridian, Ada County, Idaho, and more particularly described as follows:

BEGINNING at the southeast corner of *Niday's Second Addition* according to the official plat thereof filed in Plats at Page 594, Ada County Records, from which the northeast corner of Section 12 bears North 00°00'00" East, 1989.80 feet ±.

Thence along the southerly line of said *Addition*, North 89°50'00" West, 158.00 feet to the center line of an Alley in Block 1 of *Niday's Second Addition* according to the official plat thereof filed in Plats at Page 594, Ada County Records;

Thence along said center line, North 00°00'00" East, 94.00 feet to a point of the prolongation of the northerly line of Lot 1, Block 1 of said *Addition*;

Thence along said prolongation, South 89°50'00" East, 158.00 feet to a point of the prolongation of the northerly line of Lot 1, Block 1 of *Niday's Second Addition* according to the official plat thereof filed in Plats at Page 594, Ada County Records, and the easterly line of said *Addition*, and the northeast quarter of Section 12;

Thence along the said line, South 00°00'00" East, 94.00 feet to the **POINT OF BEGINNING**.

Containing 14,852 square feet or 0.341 acres, more or less.

END OF DESCRIPTION.

Prepared by:
Travis L. Krupp, PLS
Regional Survey Manager

TUK:rk



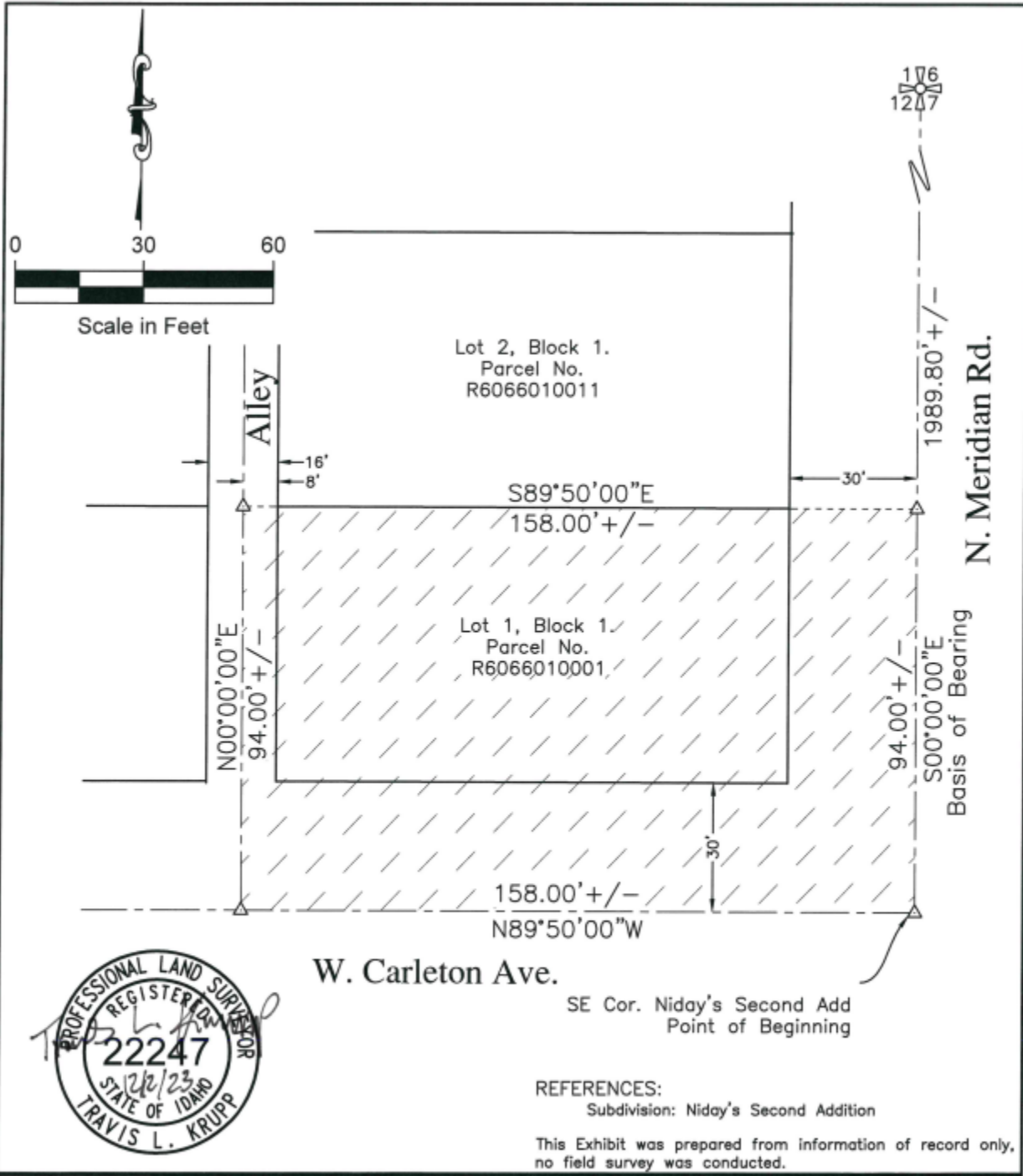
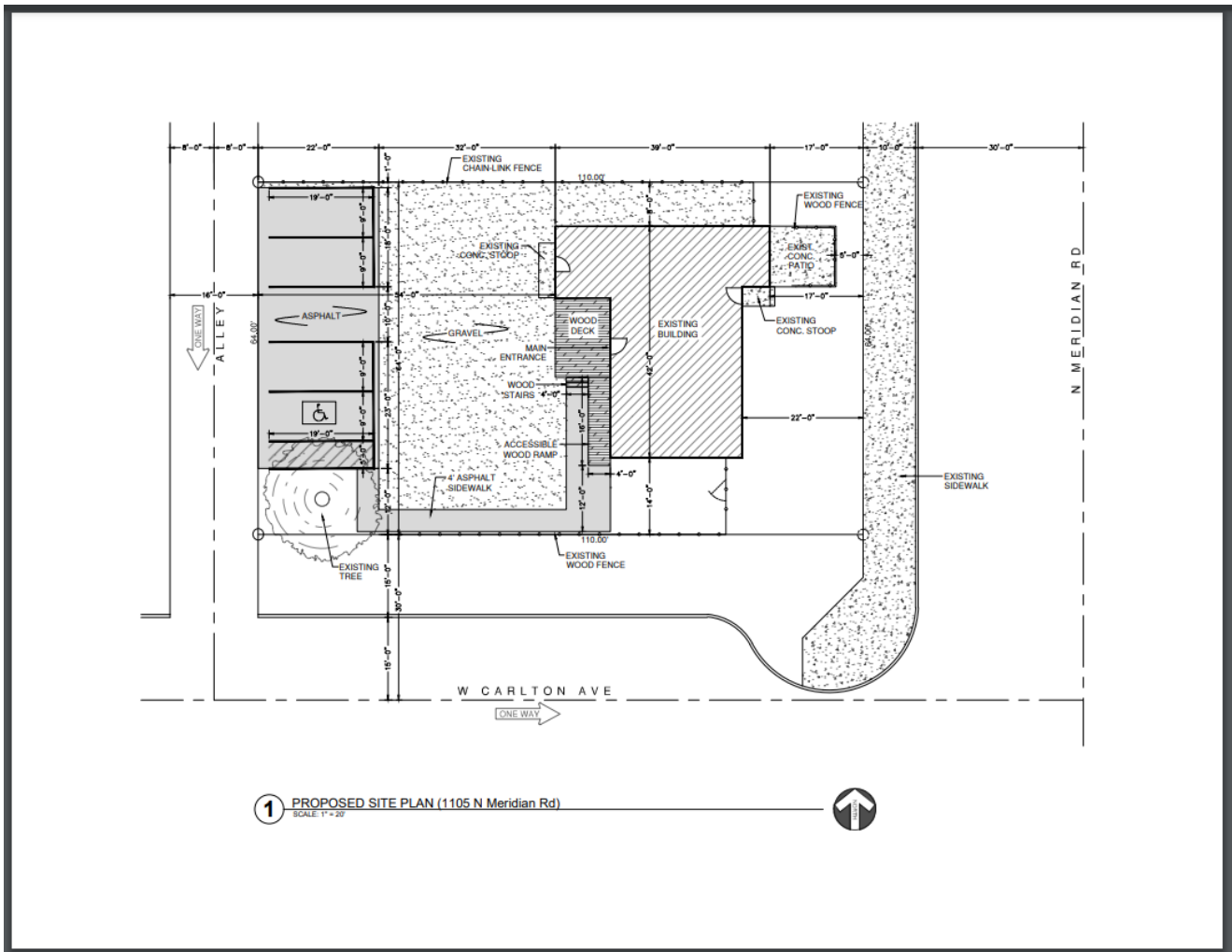


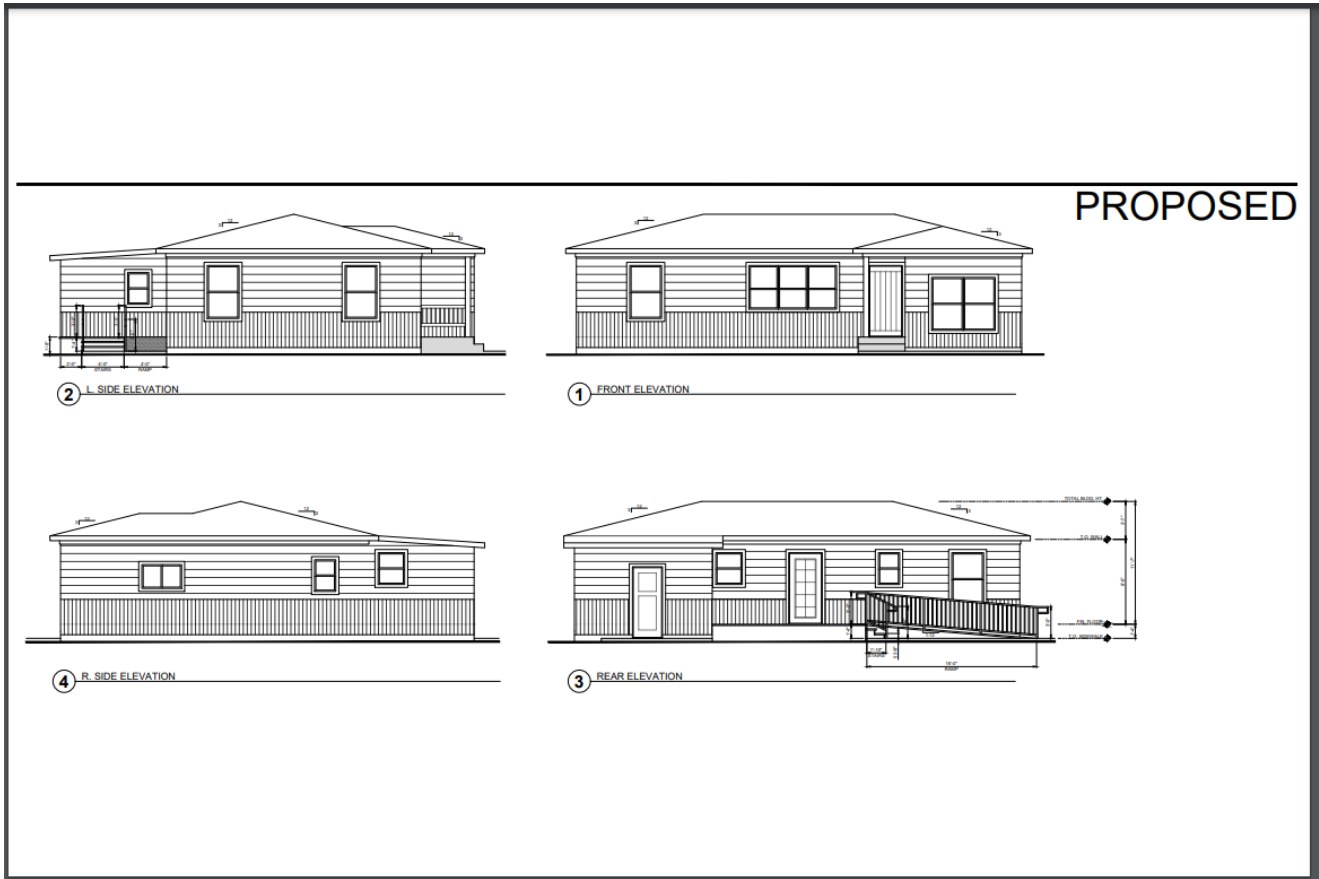
EXHIBIT "A"
RE-ZONE SITE PLAN
 SITUATE IN THE NE ¼ OF SECTION 12,
 TOWNSHIP 3 NORTH, RANGE 1 WEST, BOISE MERIDIAN,
 CITY of MERIDIAN, ADA COUNTY, IDAHO.

HMH
 engineering
 680 S. Progress Avenue, Suite 2B
 Meridian, ID 83642
 (208) 342-7957

B. Site Plan

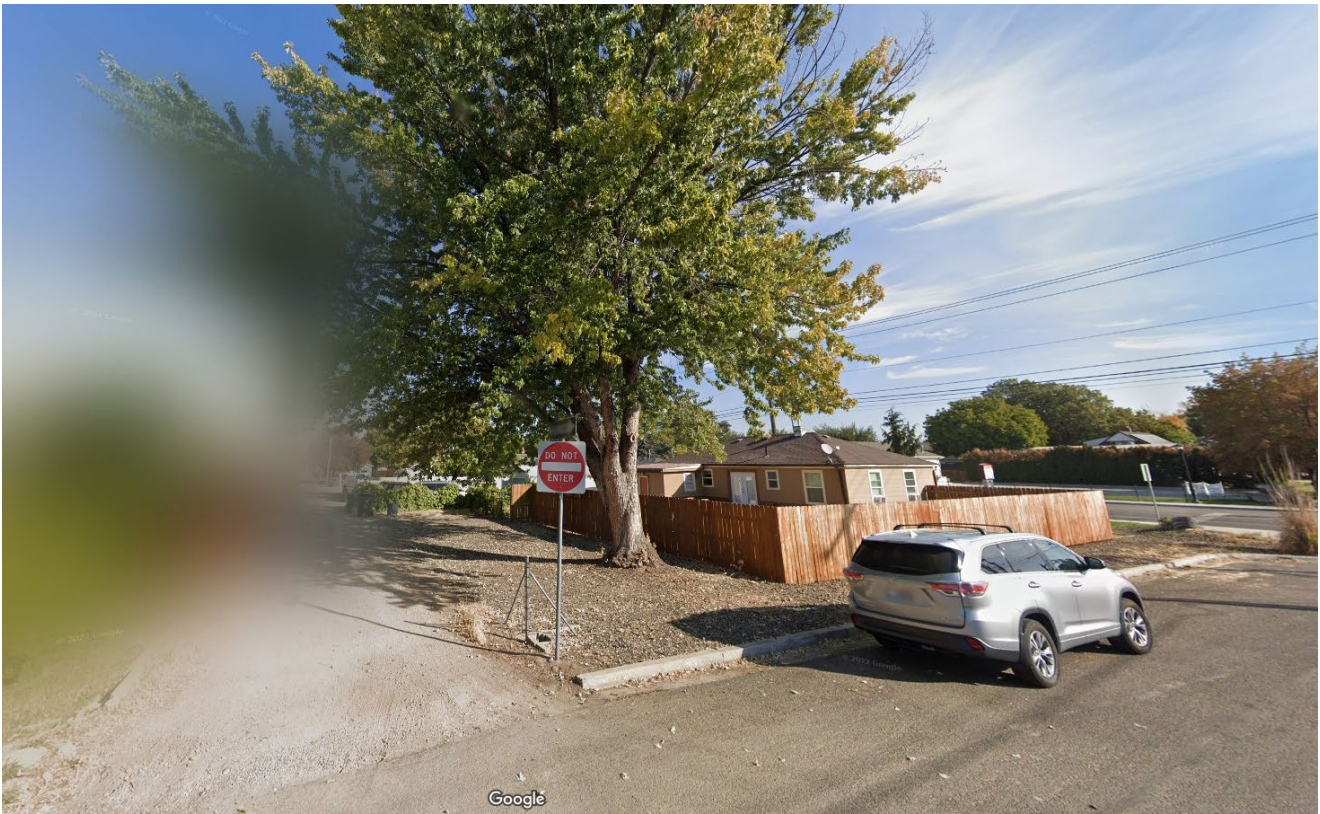


C. Elevations



D. Pictures of Existing Home





IX. CITY/AGENCY COMMENTS

A. PLANNING

Staff Comments:

1. The maximum number of allowable customers at the facility at *one time* at any given time must not exceed the maximum occupant load specified in the Fire Code.
2. Prior to building permit submittal, the Applicant shall obtain Certificate of Zoning Compliance and Design Review approval to establish the use and approval for the exterior modifications to the building.
3. The site and landscape plans submitted with the Certificate of Zoning Compliance application shall depict the following:
 - a. Construct a 5-foot wide concrete sidewalk abutting the site along W. Carlton Avenue connecting to the existing sidewalk along N. Meridian Road and construct a 5-foot wide sidewalk in front of the parking stalls.
 - b. Connect the proposed sidewalk to the main entrance of the building (rear) to the required sidewalk to be installed along W. Carlton Avenue. Additionally, remove a section of the fencing on the south side of the property to provide access to the main entrance.
 - c. Pave the entire width of the alley from the edge of pavement from Carlton Avenue to the site's northern property line; provide 20-feet of back-up space from any parking stall.
 - d. Install wheel restraints in front of the 5 parking stalls in accordance with UDC 11-3C-5.B(3).
 - e. Install "No Parking" signs along the alley.
 - f. Remove the existing fencing surrounding the front yard patio with fencing that complies with UDC Code [11-3A-7](#).
 - g. Remove the existing fencing situated on the west side of the property in front of the proposed parking stalls.
 - h. Include a bicycle rack and a detail of the bicycle rack with the CZC submittal.
 - i. Install "No Parking" signs along the alley.
4. Direct lot access from N. Meridian Road is prohibited.

B. NAMPA MERIDIAN IRRIGATION DISTRICT

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=331488&dbid=0&repo=MeridianCity&r=1>

C. IDAHO TRANSPORTATION DEPARTMENT

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=330209&dbid=0&repo=MeridianCity>

D. IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=330210&dbid=0&repo=MeridianCity>

E. ACHD

<https://weblink.meridiancity.org/WebLink/DocView.aspx?id=331687&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;
Staff finds the proposed zoning map amendment to rezone the property from the R-4 zoning district to the O-T zoning district is consistent with the Comprehensive Plan.
2. The map amendment complies with the regulations outlined for the proposed districts, specifically the purpose statement;
Staff finds the proposed zoning map amendment complies with the regulations outlined in the requested Old Town designation.
3. The map amendment shall not be materially detrimental to the public health, safety, and welfare;
Staff finds the proposed zoning map amendment should not be detrimental to the public health, safety and welfare.
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
Staff finds the proposed zoning map amendment will not result in an adverse impact on the delivery of services by any political subdivision providing public services within the City.
5. The annexation (as applicable) is in the best interest of city.
Subject site is already annexed so staff finds this finding nonapplicable.