

**CITY OF MERIDIAN  
FINDINGS OF FACT, CONCLUSIONS OF LAW  
AND  
DECISION & ORDER**



**In the Matter of the Request for a Conditional Use Permit for CapEd at Ten Mile, Located at 657 S. Vanguard Way in the C-G Zoning District, by Megan West, Slichter | Ugrin Architecture.**

**Case No(s). H-2025-0026**

**For the Planning & Zoning Commission Hearing Date of: August 21, 2025 (Findings on September 4, 2025)**

**A. Findings of Fact**

1. Hearing Facts (see attached Staff Report for the hearing date of August 21, 2025, incorporated by reference)
2. Process Facts (see attached Staff Report for the hearing date of August 21, 2025, incorporated by reference)
3. Application and Property Facts (see attached Staff Report for the hearing date of August 21, 2025, incorporated by reference)
4. Required Findings per the Unified Development Code (see attached Staff Report for the hearing date of August 21, 2025, incorporated by reference)

**B. Conclusions of Law**

1. The City of Meridian shall exercise the powers conferred upon it by the "Local Land Use Planning Act of 1975," codified at Chapter 65, Title 67, Idaho Code (I.C. §67-6503).
2. The Meridian Planning & Zoning Commission takes judicial notice of its Unified Development Code codified at Title 11 Meridian City Code, and all current zoning maps thereof. The City of Meridian has, by ordinance, established the Impact Area and the Amended Comprehensive Plan of the City of Meridian, which was adopted April 19, 2011, Resolution No. 11-784 and Maps.
3. The conditions shall be reviewable by the City Council pursuant to Meridian City Code § 11-5A.
4. Due consideration has been given to the comment(s) received from the governmental subdivisions providing services in the City of Meridian planning jurisdiction.
5. It is found public facilities and services required by the proposed development will not impose expense upon the public if the attached conditions of approval are imposed.
6. That the City has granted an order of approval in accordance with this decision, which shall be signed by the Chairman of the Commission and City Clerk and then a copy served by the Clerk upon the applicant, the Planning Department, the Public Works Department and any affected party requesting notice.

7. That this approval is subject to the conditions of approval in the attached staff report for the hearing date of August 21, 2025, incorporated by reference. The conditions are concluded to be reasonable and the applicant shall meet such requirements as a condition of approval of the application.

#### C. Decision and Order

Pursuant to the Planning & Zoning Commission's authority as provided in Meridian City Code § 11-5A and based upon the above and foregoing Findings of Fact which are herein adopted, it is hereby ordered that:

1. The applicant's request for a Conditional Use Permit is hereby approved in accord with the conditions of approval in the staff report for the hearing date of August 21, 2025, attached as Exhibit A.

#### D. Notice of Applicable Time Limits

##### Notice of Two (2) Year Conditional Use Permit Duration

Please take notice that the conditional use permit, when granted, shall be valid for a maximum period of two (2) years unless otherwise approved by the City in accord with UDC 11-5B-6F.1. During this time, the applicant shall commence the use as permitted in accord with the conditions of approval, satisfy the requirements set forth in the conditions of approval, and acquire building permits and commence construction of permanent footings or structures on or in the ground. For conditional use permits that also require platting, the final plat must be signed by the City Engineer within this two (2) year period in accord with UDC 11-5B-6F.2.

Upon written request and filed by the applicant prior to the termination of the period in accord with 11-5B-6F.1, the Director may authorize a single extension of the time to commence the use not to exceed one (1) two (2) year period. Additional time extensions up to two (2) years as determined and approved by the Commission may be granted. With all extensions, the Director or Commission may require the conditional use comply with the current provisions of Meridian City Code Title 11.

#### E. Judicial Review

Pursuant to Idaho Code § 67-6521(1)(d), if this final decision concerns a matter enumerated in Idaho Code § 67-6521(1)(a), an affected person aggrieved by this final decision may, within twenty-eight (28) days after all remedies have been exhausted, including requesting reconsideration of this final decision as provided by Meridian City Code § 1-7-10, seek judicial review of this final decision as provided by chapter 52, title 67, Idaho Code. This notice is provided as a courtesy; the City of Meridian does not admit by this notice that this decision is subject to judicial review under LLUPA.

#### F. Notice of Right to Regulatory Takings Analysis

Pursuant to Idaho Code §§ 67-6521(1)(d) and 67-8003, an owner of private property that is the subject of a final decision may submit a written request with the Meridian City Clerk for a regulatory takings analysis.

#### G. Attached: Staff Report for the hearing date of August 21, 2025

By action of the Planning & Zoning Commission at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

COMMISSIONER MARIA LORCHER, CHAIRMAN VOTED \_\_\_\_\_

COMMISSIONER JARED SMITH, VICE CHAIRMAN VOTED \_\_\_\_\_

COMMISSIONER BRIAN GARRETT VOTED \_\_\_\_\_

COMMISSIONER JESSICA PERREAULT VOTED \_\_\_\_\_

COMMISSIONER MATHEW STOLL VOTED \_\_\_\_\_

COMMISSIONER MATTHEW SANDOVAL VOTED \_\_\_\_\_

COMMISSIONER SAM RUST VOTED \_\_\_\_\_

\_\_\_\_\_  
Maria Lorcher, Chairman

Attest:

\_\_\_\_\_  
Chris Johnson, City Clerk

Copy served upon the Applicant, the Planning and Development Services divisions of the Community Development Department, the Public Works Department and the City Attorney.

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
City Clerk's Office

## EXHIBIT A

### COMMUNITY DEVELOPMENT DEPARTMENT REPORT



HEARING DATE: 8/7/2025 Continued to 8/21/2025

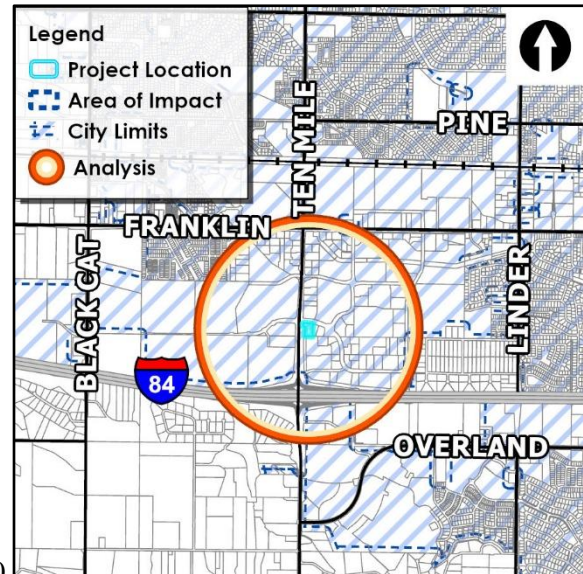
TO: Planning & Zoning Commission

FROM: Linda Ritter, Associate Planner  
208-884-5533

APPLICANT: Megan West, Slichter | Ugrin  
Architecture

SUBJECT: H-2025-0026  
CapEd Ten Mile - CUP

LOCATION: 657 S Vanguard Way, located in the SW  
¼ of the NW ¼ of Section 14, Township  
3N, Range 1W, Parcel No. R8484040030



## I. PROJECT OVERVIEW

### A. Summary

The applicant is requesting a Conditional Use Permit (CUP) for a detached two-lane drive-through for two self-service automated teller kiosks, with a bypass lane for the credit union is approximately 708 square feet overall and is 16.3 feet in height detached drive-through that is within 300 feet of another drive-through for CapEd bank on 1.489 acres of land zoned C-G for two self-service automated teller kiosks that will operate 24/7.

### B. Issues/Waivers

None

### C. Recommendation

Staff recommends approval of the proposed conditional use permit with the conditions in Section IV per the Findings in Section V.

### D. Decision

Approved with conditions

## II. COMMUNITY METRICS

**Table 1: Land Use**

Description	Details	Map Ref.
Existing Land Use(s)	Vacant	-
Proposed Land Use(s)	Financial Institution w/ a drive-through	-
Existing Zoning	General Retail and Service Commercial District (C-G)	<a href="#">VII.A.2</a>
Proposed Zoning	General Retail and Service Commercial District (C-G)	
Adopted FLUM Designation	Commercial	<a href="#">VII.A.3</a>
Proposed FLUM Designation	Commercial	

**Table 2: Process Facts**

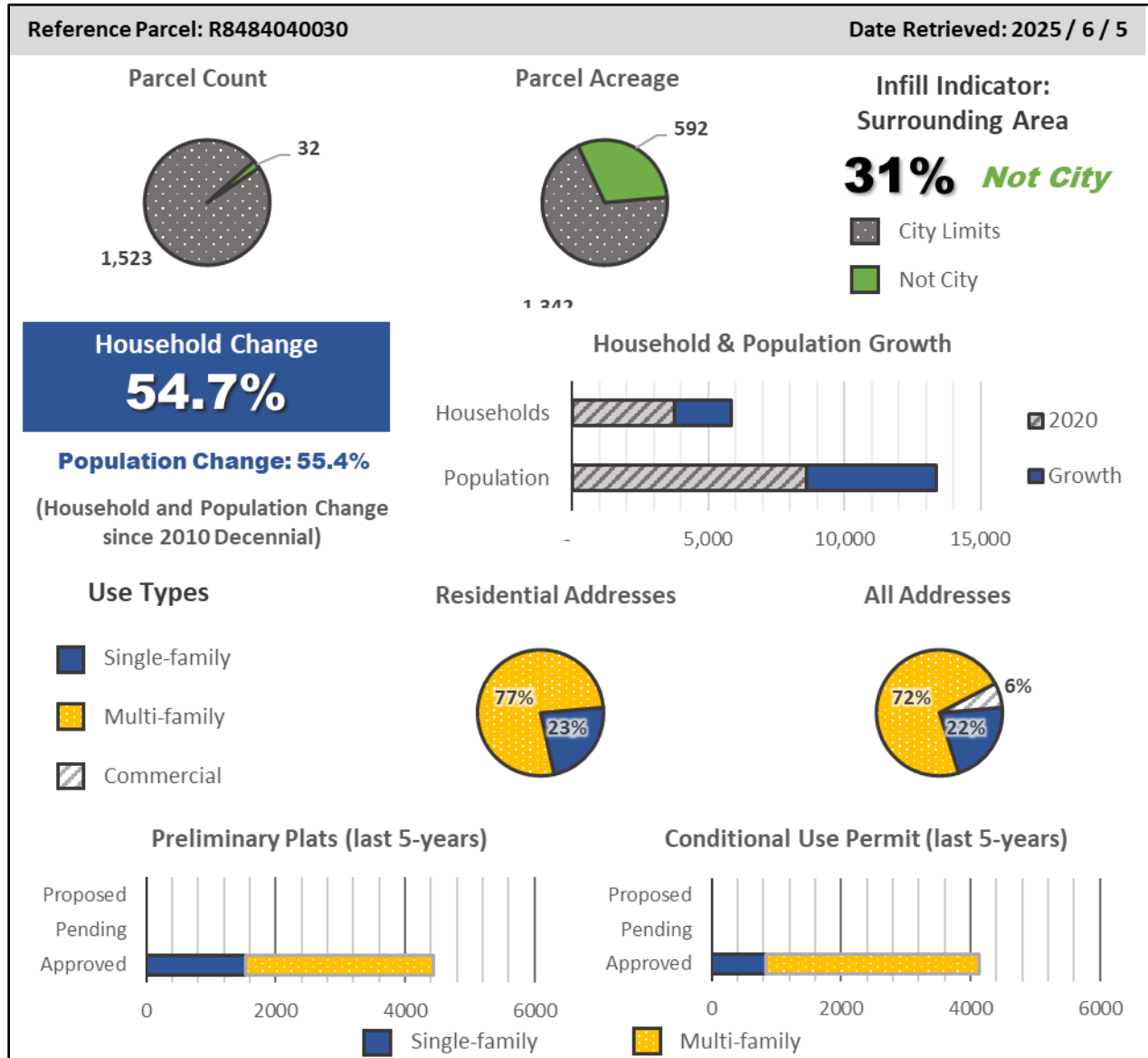
Description	Details
Preapplication Meeting date	4/1/2025
Neighborhood Meeting	4/22/2025
Site posting date	8/11/2025

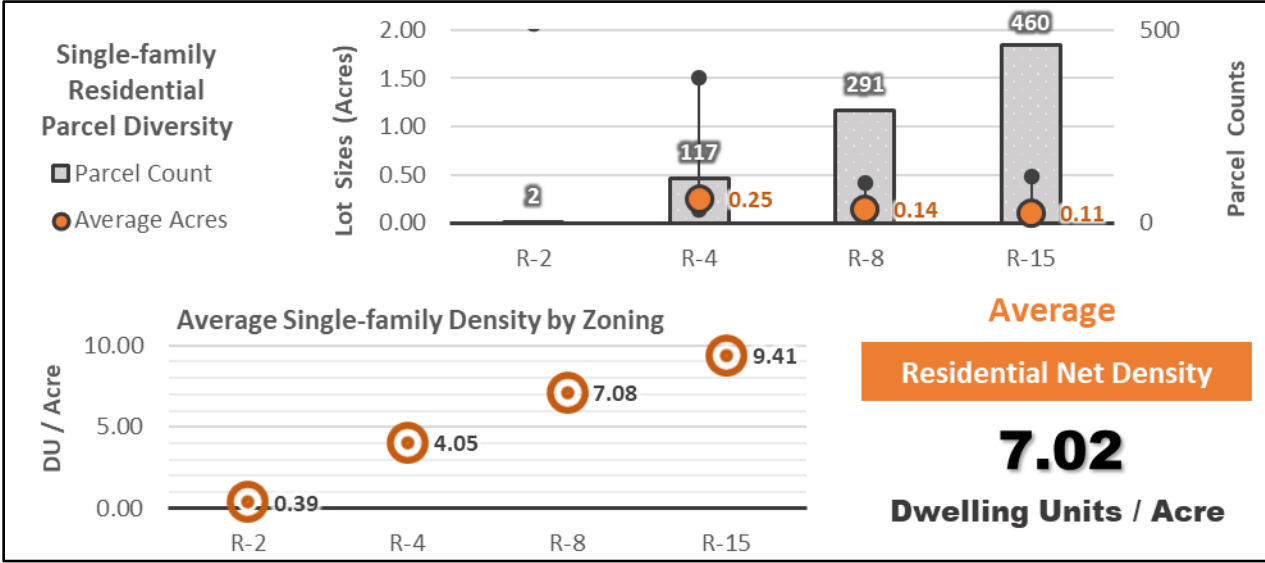
**Table 3: Community Metrics**

Agency / Element	Description / Issue	Reference
Ada County Highway District		<a href="#">IV.E</a>
• Comments Received	Yes/Staff Report	-
• Commission Action Required	No	-
• Access	S. Vanguard Way/Collector	-
ITD Comments Received	No comment or concerns at this time	<a href="#">IV.F</a>
Meridian Fire	No Comment	
Meridian Police	No Comment	
Meridian Public Works Wastewater		<a href="#">IV.B</a>
• Distance to Mainline	Available at the site	
• Impacts or Concerns	See Public Works site specific conditions	
Meridian Public Works Water		<a href="#">IV.B</a>
• Distance to Mainline	Available at the site	
• Impacts or Concerns	None	

Note: City/Agency Comments and Conditions Section and public record for all department/agency comments received. CapEd Ten Mile-CUP H-2025-0026 (copy this link into a separate browser).

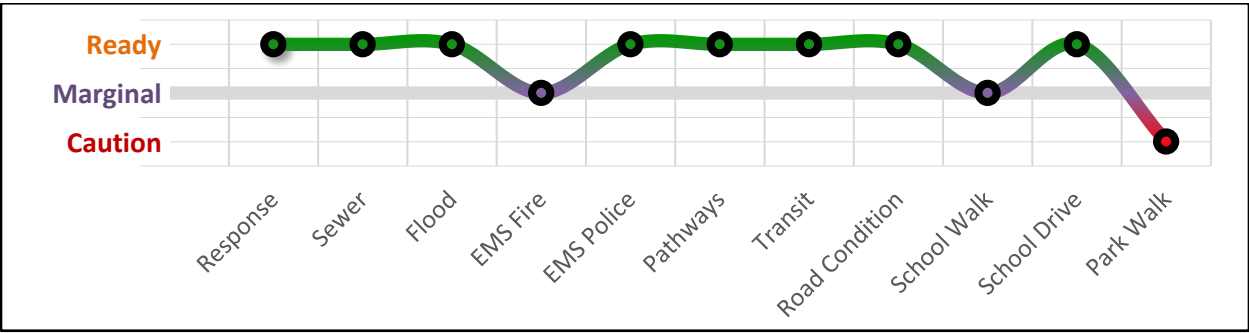
**Figure 1: One-Mile Radius Existing Condition Metrics**





Notes: See VIII. Additional Notes & Details for Staff Report Maps, Tables, and Charts.

**Figure 3: Service Impact Summary**



Notes: See VIII. Additional Notes & Details for Staff Report Maps, Tables, and Charts.

### III. STAFF ANALYSIS

#### Comprehensive Plan and Unified Development Code (UDC)

##### A. General Overview

The Future Land Use Map (FLUM) designates this property as Commercial. This designation will provide a full range of commercial uses to serve area residents and visitors. Desired uses may include retail, restaurants, personal and professional services, and office uses, as well as appropriate public and quasi-public uses. Multi-family residential may be allowed in some cases but should be careful to promote a high quality of life through thoughtful site design, connectivity, and amenities. Sample zoning include: C-N, C-C, and C-G.

The proposal to construct a new 10,884-square-foot financial institution at the corner of Ten Mile Road and S. Vanguard Way is an allowed use within the C-G zoning district. However, the detached 16.3-foot-tall drive-through structure, which includes two self-service automated teller kiosks operating 24/7 and landscaping along two perimeter property lines, requires approval of a Conditional Use Permit because it is located within 300 feet of another drive-through.

**Table 4: Project Overview**

Description	Details
History	Ten Mile Center (H-2020-0074), DA Inst. #2021-089157]
Phasing Plan	1
Acreage	1.489 acres

##### B. History

In 2020 a Development Agreement modification was approved to terminate all existing agreements in the Ten Mile Crossing development area in favor of one master agreement to govern future development of the overall area. The proposal includes a request for adoption of project-specific design guidelines to supersede those in the Ten Mile Interchange Specific Area Plan (TMISAP), which include deviations from certain goals and guidelines including decreased floor area ratios, different street and streetscape designs, landscape and architectural design elements and site development standards, including an increase in height in the C-G zoning district of up to 100-feet to allow for 6-story buildings.

The purpose of the design guidelines is as follows: to encourage flexibility, innovation and creativity in Ten Mile Crossing's overall design and development that respond to market demand and site specific conditions while enhancing the economic viability and quality of Ten Mile Crossing and the City of Meridian; allow for innovative design solutions that create visually pleasing and cohesive patterns of development; provide for the implantation and balance of a variety of uses within the development including viable mixed-use projects; identify and define standards for uses that may allowed in each of the land use categories; create functionally integrated development that allows for a more efficient and cost effective provision of public services; provide for the public health, safety, enjoyment, convenience and general welfare, and provide efficient and effective administrative processes.

An administrative framework for the development process was established for this area and includes the creation of an in-house design review board ("TMCDR Board") and internal design review process prior to application submittals to the City for Certificate of Zoning Compliance (CZC) and Design Review (DR) approval. This Board would forward its decisions to the City for their consideration of all project applications. Staff would review these applications and the decision of the Board.



## C. Site Development and Use Analysis

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

*The proposed use includes construction of a new 10,884-square-foot building at the corner of Ten Mile Road and S. Vanguard Way, along with a detached, two-lane drive-through structure measuring 16.3 feet in height. The drive-through will serve two self-service automated teller kiosks operating 24/7, and landscaping is proposed along two perimeter property lines.*

*The applicant is proposing a total of forty-three (43) parking spaces for the development, which exceeds the minimum requirement of twenty-two (22) spaces per UDC 11-3C-2. However, the Ten Mile Development Plan requires 4.5 spaces per 1,000 gross square feet, resulting in a total requirement of forty-nine (49) spaces. The applicant has indicated that Brighton Land Holdings, LLC/Ten Mile Crossing Inc. has approved the proposed forty-three (43) parking spaces, acknowledging that they exceed the UDC requirement but fall short of the Ten Mile Development Plan standard.*

### 2. Proposed Use Analysis (UDC 11-2 and 11-3A-16):

*The proposed use includes a detached, two-lane drive-through for two self-service automated teller kiosks, with an additional bypass lane for CapEd Credit Union. The structure will be approximately 708 square feet in size and 16.3 feet in height.*

*A drive-through establishment must be approved through a Conditional Use Permit as it is within 300 feet of an existing drive-through.*

*The hours of operation being requested through this conditional use permit for the proposed automated teller kiosks are 24/7. The proposed use complies with the zoning for the site and is subject to specific use standards as listed in UDC 11-4-3-11 drive-through establishment, 11-4-3-17 financial institution and 11-3A-16 self-service uses.*

### 3. Dimensional Standards (UDC 11-2):

*The proposed detached, two-lane drive-through—serving two self-service automated teller kiosks and including a bypass lane for the credit union—will be approximately 708 square feet in size and 16.3 feet in height. The site complies with the dimensional standards of the C-G zoning district.*

### 4. Specific Use Standards (UDC 11-4-3-11):

A. A drive-through establishment shall be an accessory use where the drive-through facility (including stacking lanes, speaker and/or order area, pick up windows, and exit lanes) is:

1. Not within three hundred three hundred (300) feet of another drive-through facility, a residential district, or an existing residence; or
2. Separated by an arterial street from any other drive-through facility, residential district or existing residence; or
3. Not within the O-T zoning district.

Otherwise a conditional use permit is required.

B. All establishments providing drive-through service shall identify the stacking lane, menu and speaker location (if applicable), and window location on the certificate of zoning compliance or the conditional use permit. Speakers are prohibited in the O-T zoning district.

- C. A site plan shall be submitted that demonstrates safe pedestrian and vehicular access and circulation on the site and between adjacent properties. At a minimum the plan shall demonstrate compliance with the following standards:
  - 1. Stacking lanes shall have sufficient capacity to prevent obstruction of driveways, drive aisles, and the public right-of-way by patrons.
  - 2. The stacking lane shall be a separate lane from the circulation lanes needed for access and parking, except stacking lanes may provide access to designated employee parking.
  - 3. The stacking lane shall not be located within ten (10) feet of any residential district or existing residence.
  - 4. Any stacking lane greater than one hundred 100 feet in length shall provide for an escape lane.
  - 5. The site should be designed so that the drive-through is visible from a public street for surveillance purposes.
- D. The applicant shall provide a six-foot sight obscuring fence where a stacking lane or window location adjoins a residential district or an existing residence.

*Staff find the applicant meets the requirements for a drive-through establishment.*

- 5. Specific Use Standards (UDC 11-4-3-17 Financial Institutions):
  - A. The location, access and safety features of all automated teller machines (ATMs) shall be subject to review and approval by the Meridian Police Department, and in accord with the standards set forth in section 11-3A-16 of this title.
  - B. All ATMs shall be deemed an accessory use to a financial institution.
  - C. All approaches and entrances to ATMs should be highly visible and adequately lit so that people cannot loiter, or enter, without being seen. The addition of security cameras are highly recommended.

*Staff find the applicant meets the requirements for a financial institution.*

- 6. Specific Use Standards (UDC 11-3A-16 Self-Service Uses):

Any unattended, self-service uses, including, but not limited to, laundromats, automatic teller machines (ATMs), vehicle washing facilities, fuel sales facilities, and storage facilities, shall comply with the following requirements. The Meridian Police Chief or designee may approve alternative standards where it is determined that a similar or greater level of security is provided.

- A. Entrance or view of the self-service facility shall be open to the public street or to adjoining businesses and shall have low impact security lighting.
- B. Financial transaction areas shall be oriented to and visible from an area that receives a high volume of traffic, such as a collector or arterial street.
- C. Landscape shrubbery shall be limited to no more than three (3) feet in height between entrances and financial transaction areas and the public street.

*Staff find the applicant meets the requirements for a self-service uses.*

## **D. Design Standards Analysis**

1. Structure and Site Design Standards (*Comp Plan 3.07.02A, Comp Plan 5.01.02D, UDC 11-3A-19*):

*Require pedestrian circulation plans to ensure safety and convenient access across large commercial and mixed-use developments.*

*Require appropriate building design, and landscaping elements to buffer, screen, beautify, and integrate commercial, multifamily, and parking lots into existing neighborhoods.*

*Therefore, buildings shall be designed in accord with the "City of Meridian Architectural Standards Manual."*

*Per UDC 11-3A-19 pedestrian walkways shall provide a continuous walkway that is a minimum of five (5) feet in width from the perimeter sidewalk to the main building entrance(s) for nonresidential uses. The internal pedestrian walkway shall be distinguished from the vehicular driving surfaces through the use of pavers, colored or scored concrete, or bricks.*

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

- i. Landscape buffers along streets

*Per UDC 11-2B-3, landscape buffers along arterial shall be thirty-five (35) feet in width. The applicant will be required to install the landscape buffer along S. Eagle Road.*

*The applicant is proposing a twenty (20) foot wide landscape buffer along the internal drive aisle.*

- ii. Parking lot landscaping

*Per UDC 11-3B-8, the applicant shall provide perimeter and internal parking lot landscaping to soften and mitigate the visual and heat island effect of a large expanse of asphalt in parking lots, and to improve the safety and comfort of pedestrians. A five-foot wide minimum landscape buffer adjacent to parking, loading, or other paved vehicular use areas.*

- iii. Landscape buffers to adjoining uses

*The applicant is proposing landscaping along the multiuse pathway along S. Ten Mile Road that shall comply with UDC 11-3B-12.*

- iv. Storm integration

*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 practices as adopted by the City as set forth in UDC 11-3A-18.*

- v. Pathway landscaping

*Landscaping for pathways shall meet the requirements outlined in UDC 11-3B-12.*

*Staff find the landscape plan shows the applicant meets the requirements of UDC 11-3B-12 for pathway landscaping.*

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

- i. Nonresidential parking analysis

*Per UDC 11-3C commercial buildings require one (1) parking space for every five hundred (500) square feet of gross floor area. The total number of parking spaces required is twenty-two (22). However, the Ten Mile Development plan requires 4.5 stalls per 1,000 gross square feet which equates to 49 stalls. The applicant is proposing forty-*

*three (43) parking spaces which exceed the required number of parking spaces for this proposal.*

ii. Bicycle parking analysis

*Per UDC 11-3C-6.G requires one (1) bicycle parking space shall be provided for every twenty-five (25) proposed vehicle parking spaces or portion thereof, except for single-family residences, two-family duplexes, and townhouses. Based on the forty-three (43) parking spaces being proposed, two (2) bicycle parking spaces are required.*

4. Building Elevations (Comp Plan 5.01.02D, Architectural Standards Manual):

*Conceptual building elevations for the proposed multi-tenant building were submitted, as shown in Section VII.E. The proposed design incorporates materials such as composite lumber, brick veneer, metal, and aluminum panels. Final building design must comply with the standards outlined in the Architectural Standards Manual (ASM). The applicant has submitted applications for a Certificate of Zoning Compliance (CZC) and Administrative Design Review (DES). The City approved the CZC, and the design review was approved by Brighton Land Holdings, LLC/Ten Mile Crossing Inc.*

*The Comprehensive Plan's goal is to require appropriate building design, and landscaping elements to buffer, screen, beautify, and integrate commercial, multifamily, and parking lots into existing neighborhoods.*

**E. Transportation Analysis**

Ada County Highway District (ACHD) reviewed the submitted application and has determined that there are no improvements required to the adjacent street(s).

1. Access (Comp Plan 6.01.02C, UDC 11-3A-3, UDC 11-3H-4):

*Access to the property is from S. Vanguard Way via S. Ten Mile Road.*

*The Comprehensive Plan's goal is to require new development to establish street connections to existing local roads and collectors as well as to underdeveloped adjacent properties.*

2. Multiuse Pathways (UDC 11-3A-5):

*Multiuse pathways shall be constructed in accord with the city's comprehensive plan, the Meridian Pathways Master Plan, the Ada County Highway District Master Street Map and Roadways to Bikeways Master Plan.*

*The Pathways Master Plan does not depict a multi-use pathway on this site. No pathways are proposed except for sidewalks required along streets within the development.*

3. Pathways (Comp Plan 4.04.01A, UDC 11-3A-8):

*Comprehensive Plan policy 4.04.01A ensures that new development and subdivisions connect to the pathway system. The proposed development*

*The Pathways Master Plan does not depict a multi-use pathway on this site. No pathways are proposed except for sidewalks required along streets within the development.*

4. Sidewalks (UDC 11-3A-17):

*All sidewalks constructed as part of this proposal are required to comply with the standards listed in UDC 11-3A-17.*

**F. Services Analysis**

The applicant has been in discussions with Brighton Homes regarding a potential location for the installation of a 'Welcome to Meridian' monument sign. After evaluating all options, Brighton Homes has chosen to continue working with the City to identify a suitable location for the

proposed sign without involving CapEd. The City is currently holding a surety for the completion of the sign installation.

1. Waterways (*Comp Plan 4.05.01C, UDC 11-3A-6*):

*N/A. There are no waterways on the existing property.*

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

*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.*

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

*The applicant shall design and construct an adequate storm drainage system in accordance with the city's adopted standards and shall follow Best Management Practice as adopted by the city.*

4. Utilities (*Comp Plan 3.03.03A, UDC 11-3A-21*):

*Ensure development is connected to City of Meridian water and sanitary sewer systems and the extension to and through said developments are constructed in conformance with the City of Meridian Water and Sewer System Master Plans in effect at the time of development. All utilities are available to the site. Water main, fire hydrant and water service require a twenty-foot (20) wide easement that extends ten (10) feet past the end of main, hydrant, or water meter. No permanent structures, including trees are allowed inside the easement.*

## IV. CITY/AGENCY COMMENTS & CONDITIONS

### A. Meridian Planning Division

1. This project is subject to all current City of Meridian ordinances and shall comply with the previous conditions of approvals associated with this site [Ten Mile Center (H-2020-0074), DA Inst. #2021-089157].
2. A Certificate of Zoning Compliance was submitted, reviewed and approved for the proposed use (A-2025-0058).
  3. Development of the property shall comply with the C-G standards listed in UDC 11-2B-3 and the standards listed in UDC [11-4-3-11](#) for Drive-Through Establishments, UDC [11-4-3-17](#) Financial Institutions and UDC [11-3A-16](#) Self-Service Uses.
4. Outdoor lighting shall comply with the standards listed in UDC 11-3A-11.
5. The Applicant shall comply with all conditions of ACHD.
6. Staff's failure to cite all relevant UDC requirements does not relieve the applicant from compliance.
7. 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

#### Site Specific Conditions of Approval

1. Site has an existing 8" stub into the property. All connections (hydrants, water service, fire lines) should come off of this stub. Callout the removal of the blow-off and have the water service connect a maximum of 3 ft from the end of the stub.
2. Existing water main stubs installed that remain unused by new development shall be abandoned at the time of the new development. These stubs shall be abandoned at the active main by removal of the gate valve and installation of a blind flange or plug at the fitting. Gate valves shall not be abandoned in place without prior approval of the City Engineer. Any associated easements that are in place for these stubs shall be properly eliminated per City requirements.
3. If a Well is located on the site it must be abandoned per regulatory requirements and proof of abandonment must be provided to the City.
4. Ensure no sewer services pass through infiltration trenches.
5. Provide 20' Easements for mains, hydrant laterals and water services. Easements should extend up to the end of main/hydrant/water meter and 10' beyond it.
5. No permanent structures (trees, bushes, buildings, carports, trash receptacle walls, fences, infiltration trenches, light poles, etc.) to be built within the utility easement.

## **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 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.
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](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.

### **C. Irrigation Districts**

1. Nampa & Meridian Irrigation District  
<https://weblink.meridiancity.org/WebLink/Browse.aspx?id=405543&dbid=0&repo=MeridianCity>

### **D. Idaho Department of Environmental Quality (DEQ)**

<https://weblink.meridiancity.org/WebLink/browse.aspx?id=405543&dbid=0&repo=MeridianCity>

### **E. Ada County Highway District (ACHD)**

<https://weblink.meridiancity.org/WebLink/Browse.aspx?id=405543&dbid=0&repo=MeridianCity>

### **F. Idaho Transportation Department (ITD)**

<https://weblink.meridiancity.org/WebLink/browse.aspx?id=405543&dbid=0&repo=MeridianCity>



## V. 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 find that the site is large enough to accommodate the proposed use. The site is 1.489 acres in which the proposed drive-through will occupy 0.016 acres. The proposed detached two-lane drive-through for two self-service automated teller kiosks, with a bypass lane for the credit union is approximately 708 square feet overall and is 16.3 feet in height.*
2. That the proposed use will be harmonious with the Meridian comprehensive plan and in accord with the requirements of this title.  
*Staff find the proposed detached drive-through will be harmonious with the uses allowed in the Comprehensive Plan and is consistent with applicable UDC standards with the conditions noted in Section VII 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 find the design, construction, operation and maintenance of the proposed use will 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.  
*The detached drive-through complies with the purpose statement of the C-G zone which is to provide the largest scale and broadest mix of retail, office, service, and light industrial uses. Other permitted uses within the C-G zone include retail, restaurants, personal and professional services, as well as appropriate public and quasi-public uses.*
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 find 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 find 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 find 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 find 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.*

## VI. ACTION

### A. Staff:

After reviewing the project for compliance with the city's comprehensive plan and unified development code, staff find the project complies if the applicant adheres to the conditions outlined in Section IV per the Findings in Section V of the staff report.

### B. Commission:

The Meridian Planning & Zoning Commission heard this item on August 21, 2025. At the public hearing, the Commission moved to approve the subject Conditional Use Permit request as it is lower in volume relative to some of the restaurant type drive-through.

1. Summary of the Commission public hearing:

- a. In favor: John Dixon with Slichter Ugrin Architecture and the applicant Megan West
- b. In opposition: None
- c. Commenting: None
- d. Written testimony: None
- e. Staff presenting application: Nick Napoli
- 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:

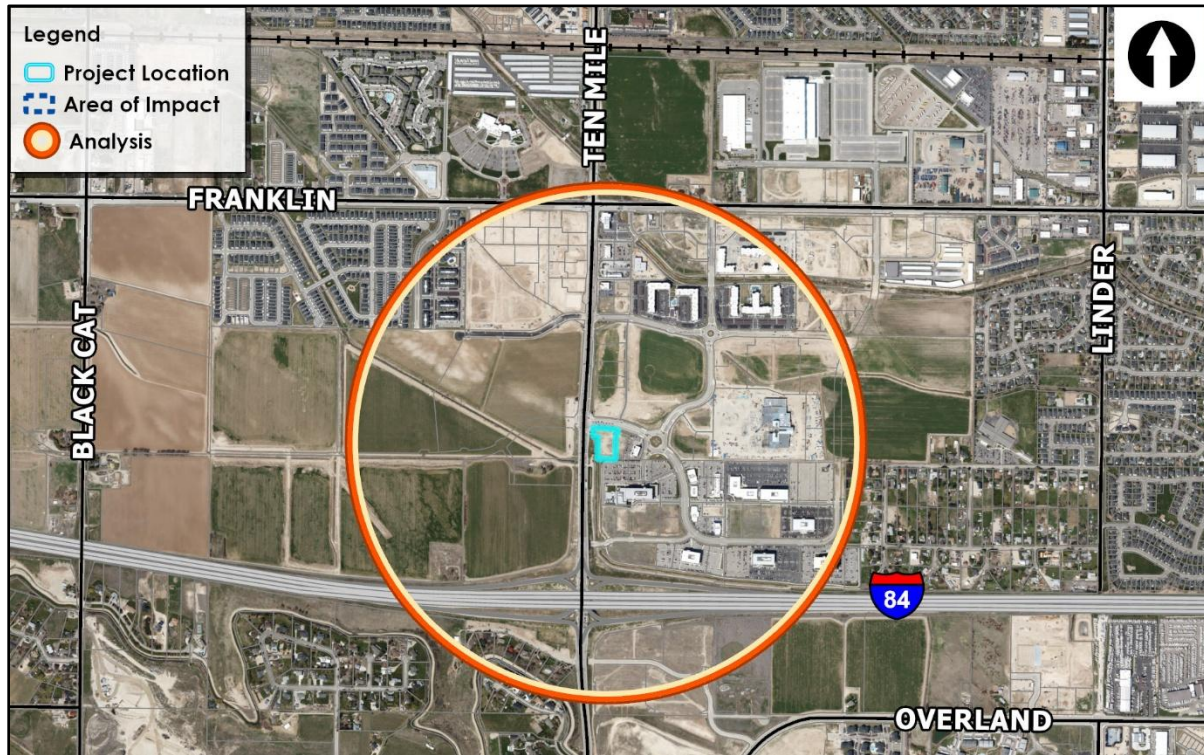
- a. None

## VII. EXHIBITS

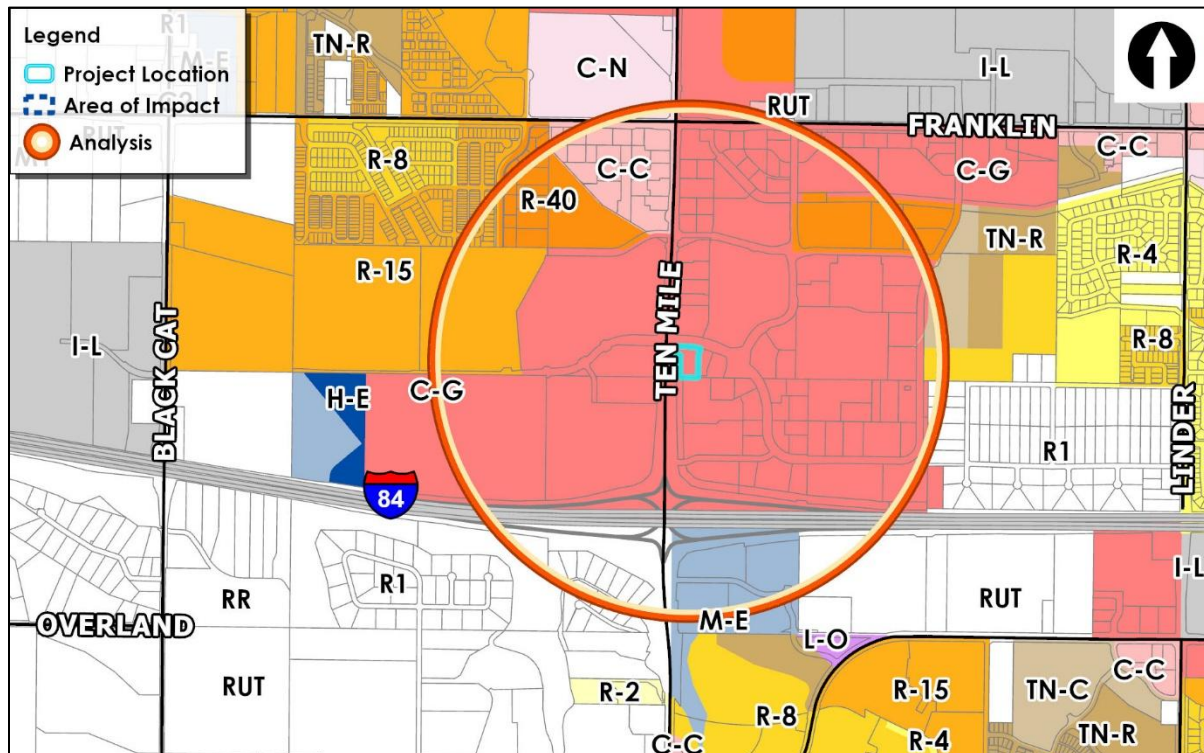
### A. Project Area Maps

(link to [Project Overview](#))

#### 1. Aerial

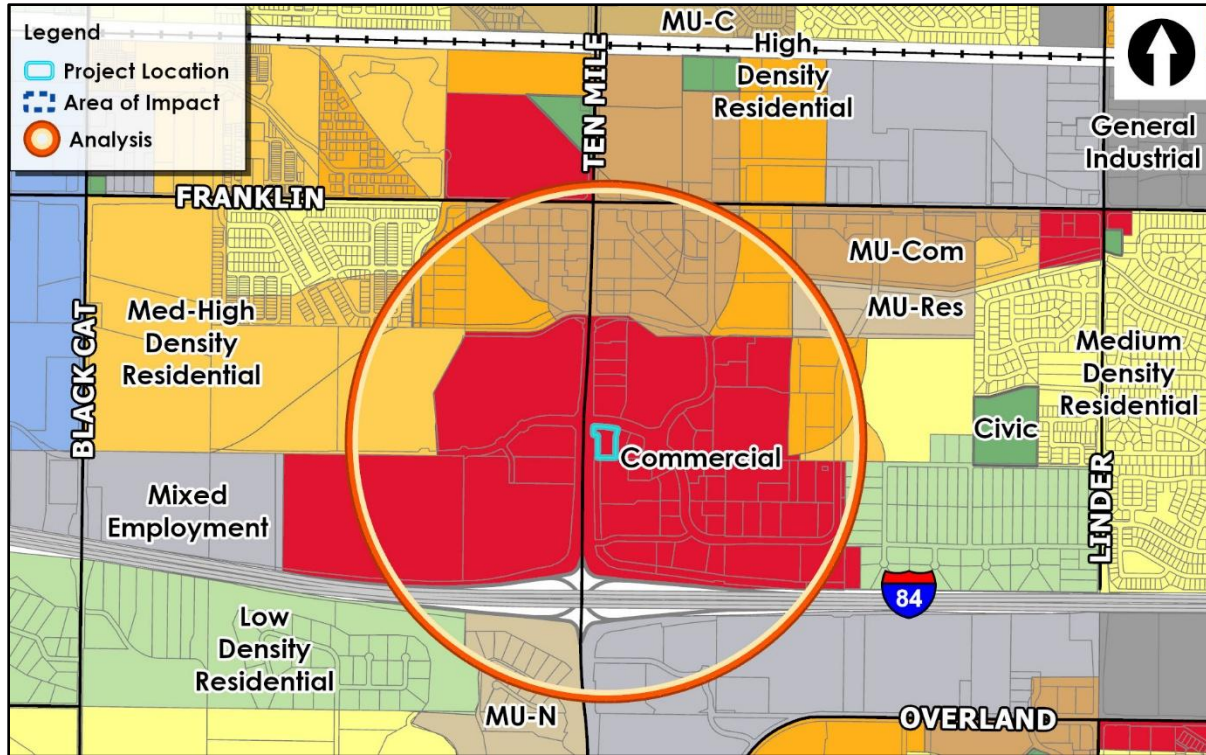


#### 2. Zoning Map

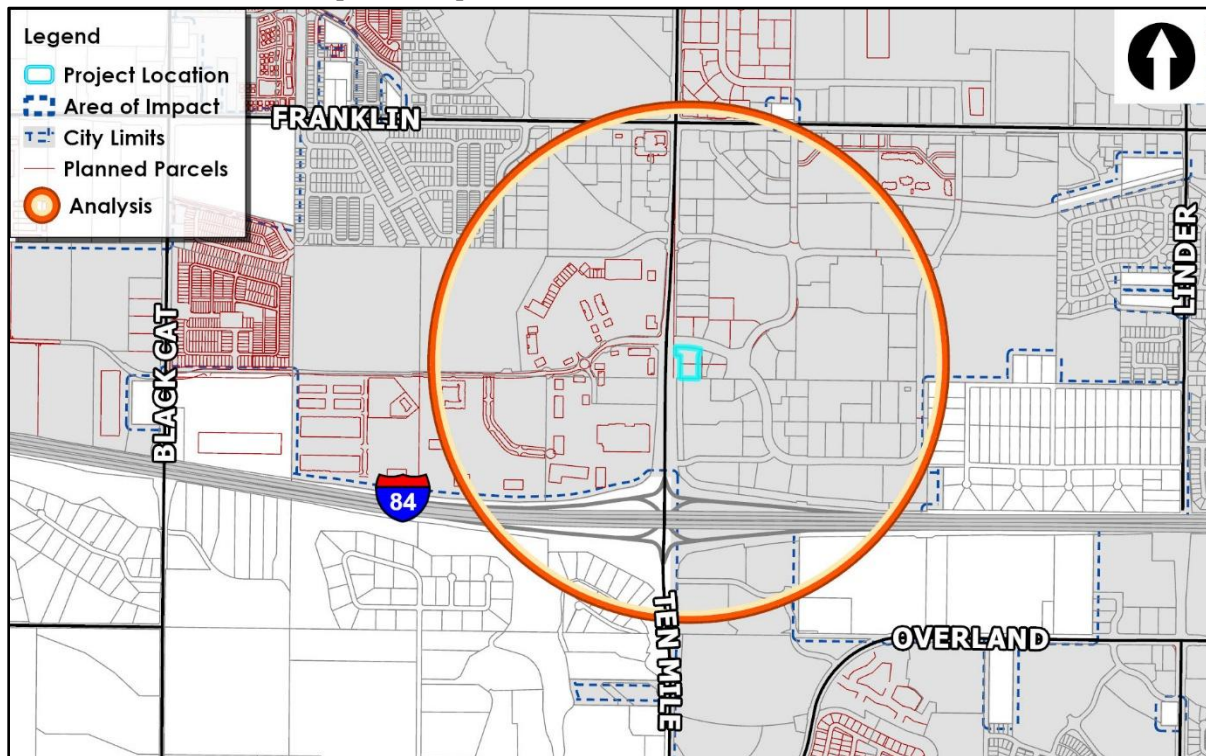




### 3. Future Land Use



### 4. Planned Development Map



5. Map Notes

Nearby Recent Preliminary Plats (within last 5-years)

H-2019-0076 H-2019-0089 H-2020-0007 H-2020-0010 H-2020-0099 H-2020-0113  
H-2021-0035 H-2021-0054 H-2021-0055 H-2021-0063 H-2021-0081 H-2018-0125  
H-2022-0080 H-2022-0079 H-2023-0020 H-2023-0018 H-2023-0054 H-2024-0006  
H-2024-0010 H-2024-0011 H-2024-0018 H-2024-0030 H-2024-0026 H-2024-0051

Nearby Recent Conditional Use Permits (within last 5-years)

H-2020-0005 H-2020-0039 H-2020-0074 H-2020-0099 H-2020-0083 H-2020-0113  
H-2020-0120 H-2021-0014 H-2021-0063 H-2021-0081 H-2018-0125 H-2022-0004  
H-2022-0001 H-2022-0088 H-2022-0079 H-2023-0045 H-2023-0049 H-2024-0010  
H-2023-0071 H-2024-0043



## B. Subject Site Photos







### C. Service Accessibility Report

## PARCEL R8484040030 SERVICE ACCESSIBILITY

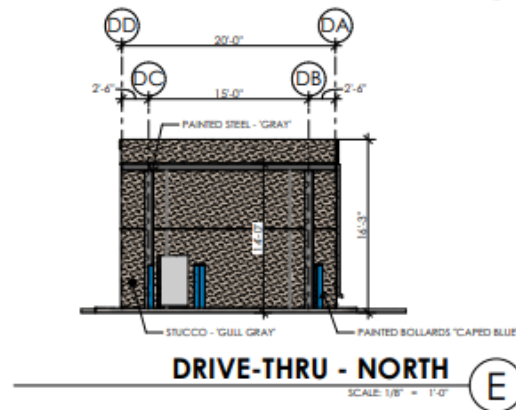
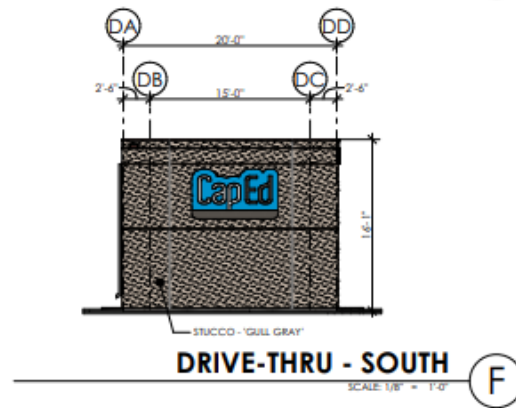
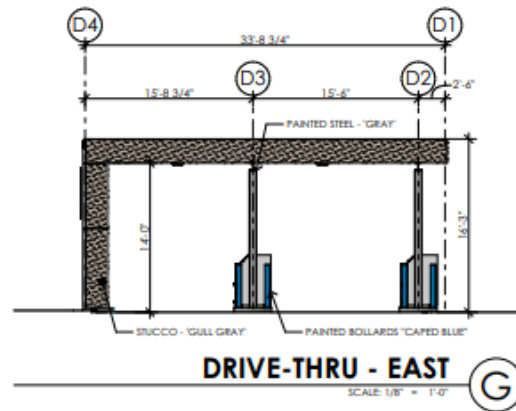
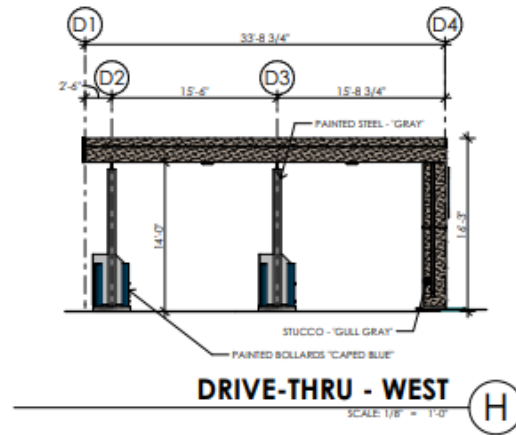
<b>Overall Score: 31</b>	<b>38th Percentile</b>
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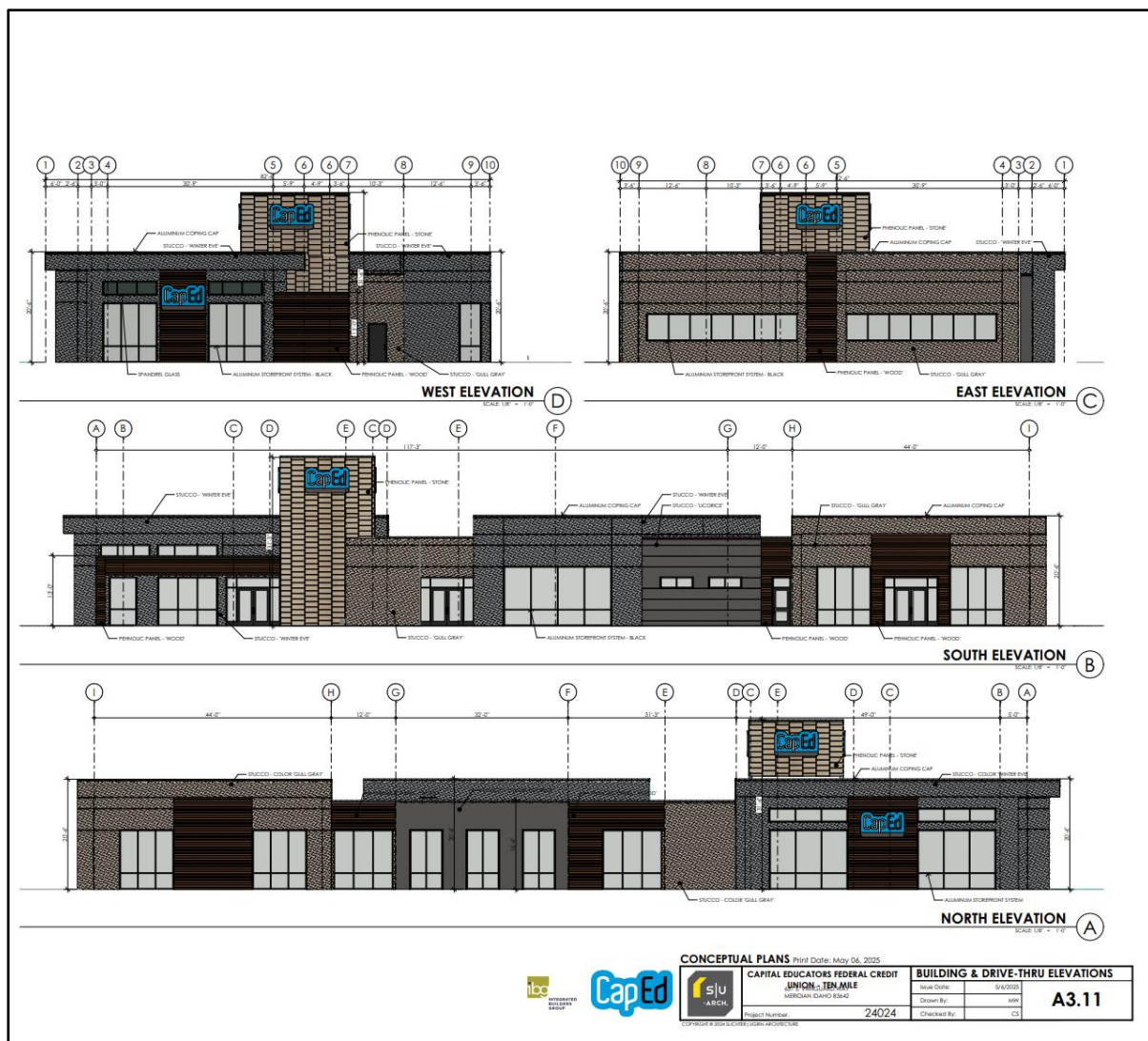
Criteria	Description	Indicator
Location	In City Limits	GREEN
Extension Sewer	Trunkshed mains < 500 ft. from parcel	GREEN
Floodplain	Either not within the 100 yr floodplain or > 2 acres	GREEN
Emergency Services Fire	Response time 5-9 min.	YELLOW
Emergency Services Police	Meets response time goals most 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	From 1/2 to 1 mile walking	YELLOW
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]

[illegible]

**F. Building Elevations (date: 5/6/2025)**







## G. Conceptual Renderings (date: 5/6/2025)



## VIII. ADDITIONAL NOTES & DETAILS FOR STAFF REPORT MAPS, TABLES, AND CHARTS

(link to [Community Metrics](#))

### A. One-Mile Radius Existing Condition Notes

This data is automatically derived from enterprise application and GIS databases, and exported dynamically. Date retrieved notes generally reflect data acquired or processed within the last 30-days. Analysis is based on a one-mile radius from the centroid of the identified parcel. Parcel based data excludes certain properties and represents land as it exists now. Properties considered are only those with a total assessed value greater than 0 (i.e. excludes most HOA area, transitional development, government, and quasi government facilities). The following values also constrain included property acreage to reduce outliers and non-conforming instances from distorting averages:  $R-2 < 5.0$ ;  $R-4 < 2.0$ ;  $R-8 < 1.0$ ;  $R-15 < 0.5$ ;  $R-40 < 0.25$ .

Conditional Use Permits and Preliminary plat data likely include duplicate project submittals as they may be for the same project, approved at different times through multiple application types. Consider each independently or review prior application approvals. Some approved entitlements, and particularly older ones, may be constructed.

Decennial population counts and household counts are based on the most recent Decennial Census. Current population and current household values are COMPASS estimates, usually for the year previous, and are based on traffic analysis zone boundaries (TAZ's).

### B. Mixed Use Analysis Notes

This data is derived from enterprise application and GIS databases, and exported dynamically. Data considered for analysis are only those areas overlapping the overall Mixed Use boundary area. Mixed Use areas across arterial roadways are distinct, separate, and not considered as they do not meet the mixed use principles in the Comprehensive Plan (e.g. pedestrian safety, transportation efficiency, etc.). Mixed Use parcel areas may be greater or smaller than the future land use area designation boundary due parcel size, configuration, right-of-way, and other factors. Conditional Use Permits and Preliminary plat data likely include duplicate project submittals as they may be for the same project, approved at different times through multiple application types. Consider each independently or review prior application approvals.

### C. Service Assessment Notes

This data represents existing conditions derived from our enterprise application and GIS database, exported through dynamic reporting. The system references the most recent available data from various sources, including sewer main lines, sewer trunksheds, floodplain, fire service areas and response times, police crime reporting, pathway information, existing and planned transit, roadway improvements, school and park proximity, and other resources.

The tool provides context for project review, using multiple indicators consistently. Data from similar topics may vary based on different levels of review.

The overall score is based on weighted criteria (not a ranked order), and the percentile score compares the parcel to others in the city (higher is better). This tool was developed as a City Council priority and outcome of the 2019 Comprehensive Plan. Scores, whether high or low, are just one data point and should not be the sole basis for decisions.

#### **D. ACHD Roadway Infographic Notes**

The Ada County Highway District utilizes a number of planning and analysis tools to understand existing and future roadway conditions.

- **Existing Level of service (LOS).** LOS indicator is a common metric to consider a driver's experience with a letter ranking from A to F. Letter A represents free flow conditions, and on the other end Level F represents forced flow with stop and go conditions. These conditions usually represent peak hour driver experience. ACHD considers Level D, stable flow, to be acceptable. The LOS does not represent conditions for bikes or pedestrians, nor indicate whether improvements: are possible; if there are acceptable tradeoffs; or if there is a reasonable cost-benefit.
- **Integrated Five Year Work Plan (IFYWP).** The IFYWP marker (yes/no) indicates whether the specified roadway is listed in the next 5-years. This work may vary, from concept design to construction.
- **Capital Improvement Plan (CIP).** The CIP marker (yes/no) indicates whether the specified roadway is programmed for improvement in the next 20-years.