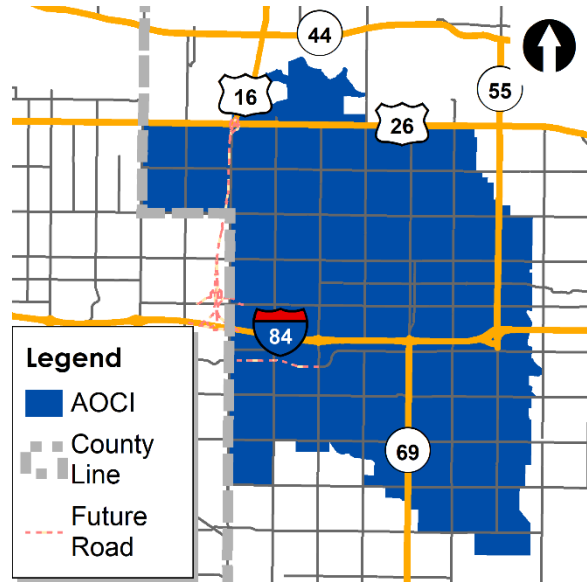


**STAFF REPORT**  
**COMMUNITY DEVELOPMENT DEPARTMENT**



HEARING DATE: 8/8/2023  
TO: Mayor & City Council  
FROM: Brian McClure, Comprehensive Associate Planner  
208-550-8253  
bmclure@meridiacity.org  
APPLICANT: Caleb Hood, Planning Division Manager  
SUBJECT: H-2023-0029  
Comprehensive Plan Policy Update;  
Comprehensive Plan Text Amendment (CPAT)  
LOCATION: Citywide



**I. PROJECT OVERVIEW**

**A. Summary**

Comprehensive Plan Text Amendment (CPAT) to update text, priorities, and lead/support departments for certain policy text in the Comprehensive Plan (Plan), by the City of Meridian Planning Division.

**B. Issues**

There are no known issues, and no comments received indicating any public concern with the application.

**C. Recommendation**

**Staff:**

Based on the analysis below, staff recommends approval of the proposed application as proposed with no modifications. See section III Staff Analysis for additional information.

**Commission Recommendation:**

The Meridian Planning & Zoning Commission (Commission) heard this application on July 6, 2023. The Commission recommended the application forward to City Council for approval. See section VI. Action for additional information.

Note: This is a prototype staff report template that is still under development.

## D. Decision

City Council: Pending

**Table: Land Use Descriptions**

Description	Details	Page
Existing/Proposed Zoning	n/a	n/a
Future Land Use Designation	n/a	n/a
Existing Land Use(s)	n/a	n/a
Proposed Land Use(s)	n/a	n/a

**Table: Process Facts**

Description	Details
Preapplication Meeting date	Friday, May 19, 2023
Neighborhood Meeting	n/a
Site posting date	n/a

## II. COMMUNITY METRICS

See City/Agency Comments and Conditions Section for all department/agency comments received.

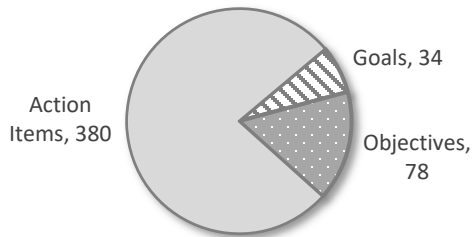
**Table: Community Metrics**

Agency / Element	Description / Issue	Page
Ada County Highway District		n/a
• Comments Received	No	n/a
• Commission Action Required	No	n/a
• Access	n/a	n/a
• Traffic Level of Service	n/a	n/a
ITD Comments Received	No	n/a
Meridian Fire	n/a	n/a
Meridian Police	n/a	n/a
Meridian Public Works Wastewater	n/a	n/a
Meridian Public Works Water	n/a	n/a
School District(s)	n/a	n/a
• Distance	n/a	n/a
• Capacity of Schools	n/a	n/a
• Number of Students Enrolled	n/a	n/a

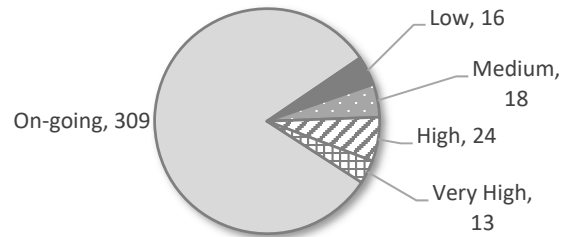
**Figure: Policy Figures (as proposed)**

Total Policies	# Modified	With Text Modification	With Priority Modification	With Lead Modification	With Support Modification
492	50 (10.2%)	2	16	15	37

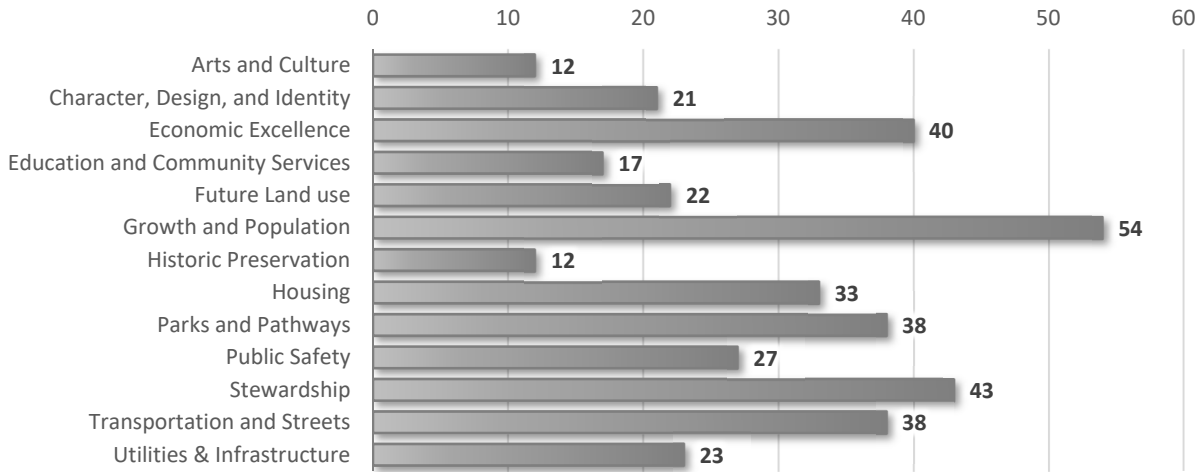
Comprehensive Plan Policies by Type



Action Items by Priority



# of Policies (Adopted) by Section



### III. STAFF ANALYSIS

#### *(Comprehensive Plan and UDC)*

##### A. General Overview

It was June of 2020 when the last text amendment to the policies of the Comprehensive Plan were made (resolution# 20-2224). This 2020 update added priorities to the policies of the Comprehensive Plan (Plan). The original plan, adopted in December of 2019, was not proposed with priorities, in part so that a newly elected City Council with councilpersons not previously involved in the adoption, could become more vested.

Following the May 2<sup>nd</sup>, 2023 update with City Council on the progress of high and very high priority policies, this amendment moves forward text changes to 50 policies of the Plan. These are the same changes proposed to City Council in May, except that several additional policies are proposed to change assignments from Community Development (CD) to Economic Development (ED), done in coordination with ED and Mayor’s staff. These assignment changes are being made due to the Economic Development team no longer being under the umbrella of Community Development, and instead operate under the Mayor’s Office.

Revisions proposed are primarily to the priority of the policies, minor grammar corrections to the text of the policies, or to reflect tense of the activity. This amendment does not include changes to the general text of the Plan, does not add or remove any policies, and does not include any changes to the Future Land Use Map.

**Table: Project Facts**

<b>Description</b>	<b>Details</b>
History	Resolutions: 20-2224, 21-2302, 22-2347
Phasing Plan	n/a
Residential Units	n/a
Open Space	n/a
Amenities	n/a
Physical Features	n/a
Acreage	n/a
Lots	n/a
Density	n/a

##### B. Comprehensive Plan Analysis

The Comprehensive Plan and specifically the implementation (or policies) is intended to be maintained to ensure it remains relevant and that City efforts are transparent. Page 1-12 of the Comprehensive Plan states,

*The intent of the Implementation Plan is to provide transparency to the community and ensure timely execution of the Comprehensive Plan’s action items through assigned responsibilities and priorities.*

*On a regular basis, City staff will report to Council progress made toward completing action items. It is also anticipated that additional action items may be added and an update to both the text of the Comprehensive Plan and the Existing Conditions Report will occur on a bi-annual basis, and/or as otherwise needed.*

While no policy additions or deletions are being made with this round of changes, to limit the scope of work and impact, it is the intention of City Staff to still provide timely updates. (NOTE: It is anticipated that a robust review and report to Council on the policies will occur in 2024.)

Proposed revisions are primarily to the priority of the policies, minor grammar corrections to the text of the policies, or to reflect tense of the activity.

Proposed revisions are shown in ~~strike-through~~ (remove) and underline (addition) format. The complete list of policies including all Goals, Objectives, and Action items can be found at: <https://meridiancity.org/compplan>, on the Implementation page (or download the full PDF, from the link on this same page).

The complete list of proposed changes, in strike-through and underline, and with all changes is available in the attachments:

- *Attachment 1: Policies with recommended minor revisions.*
- *Attachment 2: Policies with all changes proposed.*

Notes: The following keys may be helpful when reviewing attachments. For priorities, please keep in mind that the Comprehensive Plan is a vision plan, not a work plan, and not all policies may ultimately have the staff, funding or other resources necessary to move forward, and some may slip in timelines due to other operational priorities; that does not mean they are not important.

Priorities:

- Very High = Currently/Immediately
- High = 1 to 3 years
- Medium = 3 to 5 years
- Low = 5 to 10 years
- On-going = regularly or at every opportunity.

Departments:

- All = All City Departments
- AO = Attorney's Office
- CD = Com. Dev.
- CO = Clerk's Office
- FD = Fire Dept.
- ED = Economic Development
- FI = Finance
- HR = Human Resources
- IT = Information Tech.
- MO = Mayor's Office
- PD = Police Dept.
- PR = Parks and Recreation
- PW = Public Works.

#### **IV. CITY/AGENCY COMMENTS & CONDITIONS**

All City Departments with assigned responsibilities for High and Very High were requested to participate in the review process. Further, all other Departments were provided the opportunity to review. Comments received have been integrated into the subject CPAT amendment.

#### **V. FINDINGS**

##### **A. Required Findings from the Unified Development Code**

1. The proposed amendment is consistent with the other elements of the comprehensive plan. *Commission finds the proposed amendment is it consistent with other elements of the Plan. Maintaining the policies of the Plan is a stated and inherently fundamental requirement of implementation.*

2. The proposed amendment provides an improved guide to future growth and development of the city.  
*Commission finds the proposed amendment is an improved guide for future development. The amendment helps to maintain the Plan as a relevant and living document.*
3. The proposed amendment is internally consistent with the goals, objectives and policies of the Comprehensive Plan.  
*Commission finds the proposed amendment is internally consistent with the Comprehensive Plan. Maintaining the policies of the Plan is a stated and inherently fundamental requirement of implementation.*
4. The proposed amendment is consistent with this Unified Development Code.  
*Commission finds the proposed amendment is consistent with the Unified Development Code (UDC). The amendment clarifies implementation, some of which may result in enhancements to the UDC.*
5. The amendment will be compatible with existing and planned surrounding land uses.  
*Commission finds he the amendment is compatible with existing and planned surrounding land uses. The amendment does not modify the text or map of the adopted Plan except to maintain the Implementation component of the Plan.*
6. The proposed amendment will not burden existing and planned service capabilities.  
*Commission finds that the proposed amendment will not burden existing and planned service capabilities. The amendment are minor revisions and makes no substantial modification to policies that would burden existing or planned services.*
7. The proposed map amendment (as applicable) provides a logical juxtaposition of uses that allows sufficient area to mitigate any anticipated impact associated with the development of the area.  
*Not applicable. The proposed amendment does not revise the map or land use descriptions.*
8. The proposed amendment is in the best interest of the City of Meridian.  
*Commission finds the proposed amendment is in the best interest of the City. Maintaining the Plan will help to ensure a relevant document that enhances City operations and public transparency.*

## **VI. ACTION**

### **A. Staff:**

There are no outstanding issues. Staff recommends approval of H-2023-0029 as proposed.

### **B. Commission:**

The Meridian Planning & Zoning Commission heard these items on 7/6/2023. At the public hearing, the Commission moved to recommend approval of the subject H-2023-0029 application request.

1. Summary of Commission public hearing:
  - i. In favor: No testimony provided.
  - ii. In opposition: No testimony provided.
  - iii. Commenting: No testimony provided.

- iv. Written testimony: No testimony provided.
  - v. Staff presenting application: Brian McClure presented the application.
  - vi. Other Staff commenting on application: None.
- 2. Key issue(s) of public testimony:
    - i. None.
  - 3. Key issue(s) of discussion by Commission:
    - i. The Commission discussed Council interest around growth priority areas, but did not recommend any changes.
  - 4. Commission change(s) to Staff recommendation:
    - i. None.
  - 5. Outstanding issue(s) for City Council:
    - i. None.
- C. City Council:**  
Pending.

## VII. ATTACHMENTS



**A. Attachment 1: Policies with recommended minor revisions.**

ID	Policy	Priority	Lead	Support
2.01.01A	Align City Code with the policies of the Comprehensive Plan to reflect the community's desires for various types, sizes, and designs of residential neighborhoods.	<del>Very High</del> On-going	CD	AO
2.02.00	Plan for safe, attractive, and well-maintained neighborhoods that have ample open space, and generous amenities that provide varied lifestyle choices.		CD	FD, FI, AO, PR, PD, <del>ED</del>
2.02.01B	Evaluate open space and amenity requirement and criteria for consistency with community needs and values.	<del>Very High</del> On-going	CD	PR, PD
2.02.02	Maximize public services by prioritizing infill development of vacant and underdeveloped parcels within the City over parcels on the fringe.		CD	CD, FI, AO, PW, <del>ED</del>
2.02.02B	Consider incentives such as density bonuses, reduced open space requirements, and reduced fees for infill development in key areas near existing services.	Very High	CD	FI, AO, PW, <del>ED</del>
2.02.02F	Ensure that new development within existing residential neighborhoods is cohesive and complementary in design and construction.	<del>Very High</del> On-going	CD	
2.06.01B	Establish methods to support the business community by drafting an Economic Development Plan in partnership with the Meridian Chamber of Commerce and Meridian Development Corporation.	High	<del>CD</del> <del>ED</del>	<del>MO</del> <del>CD</del>
2.06.01E	Focus on developing industries that tend to exceed the living wage, such as technology, healthcare and other similar industries.	High	<del>CD</del> <del>ED</del>	<del>MO</del> <del>CD</del>
2.06.02	Support economic opportunities for a community with diverse income levels.	On-going	CD, ED	<del>CD</del> , <del>ED</del> , <del>MO</del>
2.06.02B	Pursue public-private partnerships and economic development grants that bring additional job opportunities to the community.	On-going	<del>CD</del> <del>ED</del>	<del>MO</del> <del>CD</del>
2.07.02A	Streamline the approval process for development proposals that are consistent with the vision and values of the community.	Very High	CD	<del>MO</del>
2.07.02D	Review development regulations to ensure an efficient process and remove unnecessarily burdensome costs and delays.	<del>High</del> On-going	CD	<del>MO</del>
2.08.01A	Develop and maintain marketing materials to share with targeted industries.	High	<del>CD</del> <del>ED</del>	
2.09.00	Create positive, vibrant, and accessible commercial activity centers within the community.		CD, MO, PR, <del>ED</del>	CD, FI, MO, PR, <del>ED</del>
2.09.01	Support redevelopment and infill opportunities Downtown.		<del>MO</del> , CD, PW, <del>ED</del>	CD, FI, <del>MO</del> , <del>ED</del> , PR
2.09.01A	Pursue public-private partnerships to develop parking facilities.	High	CD	CD, FI, <del>MO</del> , <del>ED</del>

2.09.01B	Establish incentives to develop gathering spaces and civic facilities within Downtown.	High	<del>CD</del> <u>MO</u>	<u>CD</u> , FI, PR
2.09.01E	Explore incentives for targeted projects that meet economic development goals.	High	<del>CD</del> <u>ED</u>	<del>MO</del> <u>CD</u>
2.09.03	Cultivate unique and diverse destination-type activities within Meridian's centers.		CD, PR, <u>ED</u>	MO, CD
2.09.03A	Establish distinct, engaging identities within commercial and mixed use centers through design standards.	High	CD	<u>MO</u>
2.09.03D	Develop a collaborative economic development strategy to recruit new businesses.	High	<del>CD</del> <u>ED</u>	
3.01.01D	Evaluate development proposals based on consistency with the vision as well as physical, social, economic, environmental, and aesthetic criteria.	<del>High</del> <u>On-going</u>	CD	
3.02.01G	Establish and maintain levels of service for public facilities and services, including water, sewer, police, transportation, schools, fire, and parks.	High	MO	All
3.03.00	Direct and prioritize development in strategic areas and in accordance with corridor and special area plans.		CD, PW, MO	All, CD, AO, PW, <u>MO</u>
3.03.01E	Encourage infill development.	<del>High</del> <u>On-going</u>	CD	
3.03.02	Prioritize growth and development where it furthers the City's vision and allows for the efficient provision of services.		CD, PW	All, <u>MO</u> , CD
3.03.02A	Engage with service providers, City leadership, and community members to identify priority growth areas.	<del>Very High</del> <u>On-going</u>	CD	All
3.03.02D	As part of establishing and <del>implementing</del> <u>maintaining</u> strategic growth areas, consider including targeted redevelopment/opportunity areas within the Area of City Impact, areas within the City limits and within a specified distance of major utility connections, and unincorporated county enclaves suitable for annexation.	<del>Very High</del> <u>On-going</u>	CD	All
3.03.02E	Develop incentives for appropriate investment in strategic growth areas; discourage development outside of established growth areas.	<del>Very High</del> <u>Low</u>	CD	All
3.03.02F	Require proposed development within areas further away from urban services, existing utilities or requiring significant City utility upgrades, to demonstrate fiscal benefits, strategic fit with the Comprehensive Plan, contiguity with existing development, and appropriate mitigation for any impacts to existing City service users.	On-going	<u>MO</u> - <del>CD</del>	<u>MO</u>
3.03.04	Plan for transportation connectivity and the provision of adequate urban utilities and services for county enclaves.		CD, <u>MO</u>	PW, AO, <u>CD</u>
3.04.00	Shape the future of the City through implementation and coordination of long range planning efforts.		CD, IT, MO	All, CD, PW, AO, <u>CO</u>

3.04.02D	Improve the neighborhood meeting and public notice process.	<del>Very High</del> On-going	CD	AO, CO
3.06.00	Ensure a variety and balance of land uses within the Area of City Impact.		CD	<u>ED</u> , MO, PW
3.06.01	Plan for periodic review, monitoring, and updating of land uses within City limits and Area of City Impact.		CD	<u>ED</u> , MO
3.06.01B	Monitor and adjust the amount and mix of industrial, commercial, and office areas needed to meet the employment needs of the City.	High On-going	CD	<u>ED</u>
3.06.02	Plan for an appropriate mix of land uses that ensures connectivity, livability, and economic vitality.		CD	PW, <u>ED</u>
3.06.02E	Discourage residential land uses in close proximity to the Wastewater Resource Recovery Facility, the Intermountain Gas Facility on Can-Ada Road, and other incompatible land uses.	High On-going	CD	PW, <u>ED</u>
3.07.00	Encourage compatible uses and site design to minimize conflicts and maximize use of land.		CD	<u>ED</u> , PR
3.07.01	Proactively address potential conflicts between incompatible uses.		CD	<u>ED</u>
3.07.01D	Preserve the industrial base within designated industrial land use areas by discouraging non-industrial uses and focusing on light manufacturing, distribution, flex-space, and base-employment.	High Very-High	CD	<u>ED</u>
4.05.00	Preserve, protect, enhance, and wisely use natural resources.		CD, MO, PR, PW	CD, FI, AO, PR, PW, <u>ED</u>
4.05.03	Preserve prime farmland within the Area of City Impact to maintain rural character and provide opportunities for local produce and continued farming operations.		CD, MO	<u>MO</u> , <u>CD</u> , <u>ED</u>
4.05.03B	Slow the outward progression of the City's limits by discouraging fringe area development; encourage development of vacant or underutilized parcels currently within City limits.	High On-going	MO	CD, <u>ED</u>
4.05.03D	Consider public support for funding to preserve open space as part of permanent land trust.	<del>Very High</del> <u>Low</u>	<del>CD</del> <u>MO</u>	<del>MO</del> <u>CD</u>
4.10.01H	Develop lot grading, dust, and drainage standards for residential development to mitigate slope erosion and protect property.	Very High	<del>PW</del> <u>CD</u>	<del>CD</del> , AO, <u>PW</u>
5.01.02A	Maintain and implement community design ordinances, quality design criteria, and complete street policies to set quality standards citywides.	High	CD	
5.03.00	Create opportunities for all Meridian residents and visitors to experience public art.		PR	CD, AO, MO, <u>IT</u>
5.03.01	Support art throughout the community.		PR	CD, AO, MO, <u>IT</u>
5.03.01D	Provide local artists with opportunities to showcase their work.	On-going	PR	MO, <u>IT</u>

6.01.01A	Work with the Union Pacific Railroad, Watco Companies and other interested stakeholders to preserve and protect the existing Boise Cut-off rail corridor as a multi-use corridor, including freight.	High <u>On-going</u>	CD	<u>MO</u> , PW
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**B. Attachment 2: Policies with all changes proposed.**

ID	Policy	Priority	Lead	Support
2.01.01A	Align City Code with the policies of the Comprehensive Plan to reflect the community's desires for various types, sizes, and designs of residential neighborhoods.	On-going	CD	AO
2.02.00	Plan for safe, attractive, and well-maintained neighborhoods that have ample open space, and generous amenities that provide varied lifestyle choices.		CD	FD, FI, AO, PR, PD, ED
2.02.01B	Evaluate open space and amenity requirement and criteria for consistency with community needs and values.	On-going	CD	PR, PD
2.02.02	Maximize public services by prioritizing infill development of vacant and underdeveloped parcels within the City over parcels on the fringe.		CD	CD, FI, AO, PW, ED
2.02.02B	Consider incentives such as density bonuses, reduced open space requirements, and reduced fees for infill development in key areas near existing services.	Very High	CD	FI, AO, PW, ED
2.02.02F	Ensure that new development within existing residential neighborhoods is cohesive and complementary in design and construction.	On-going	CD	
2.06.01B	Establish methods to support the business community by drafting an Economic Development Plan in partnership with the Meridian Chamber of Commerce and Meridian Development Corporation.	High	ED	CD
2.06.01E	Focus on developing industries that tend to exceed the living wage, such as technology, healthcare and other similar industries.	High	ED	CD
2.06.02	Support economic opportunities for a community with diverse income levels.	On-going	CD, ED	CD, ED
2.06.02B	Pursue public-private partnerships and economic development grants that bring additional job opportunities to the community.	On-going	ED	CD
2.07.02A	Streamline the approval process for development proposals that are consistent with the vision and values of the community.	Very High	CD	MO
2.07.02D	Review development regulations to ensure an efficient process and remove unnecessarily burdensome costs and delays.	On-going	CD	MO
2.08.01A	Develop and maintain marketing materials to share with targeted industries.	High	ED	
2.09.00	Create positive, vibrant, and accessible commercial activity centers within the community.		CD, MO, PR, ED	CD, FI, MO, PR, ED
2.09.01	Support redevelopment and infill opportunities Downtown.		MO, CD, PW, ED	CD, FI, ED, PR
2.09.01A	Pursue public-private partnerships to develop parking facilities.	High	CD	CD, FI, ED
2.09.01B	Establish incentives to develop gathering spaces and civic facilities within Downtown.	High	MO	CD, FI, PR
2.09.01E	Explore incentives for targeted projects that meet economic development goals.	High	ED	CD

2.09.03	Cultivate unique and diverse destination-type activities within Meridian's centers.		CD, PR, ED	MO, CD
2.09.03A	Establish distinct, engaging identities within commercial and mixed use centers through design standards.	High	CD	MO
2.09.03D	Develop a collaborative economic development strategy to recruit new businesses.	High	ED	
3.01.01D	Evaluate development proposals based on consistency with the vision as well as physical, social, economic, environmental, and aesthetic criteria.	On-going	CD	
3.02.01G	Establish and maintain levels of service for public facilities and services, including water, sewer, police, transportation, schools, fire, and parks.	High	MO	All
3.03.00	Direct and prioritize development in strategic areas and in accordance with corridor and special area plans.		CD, PW, MO	All, CD, AO, PW, MO
3.03.01E	Encourage infill development.	On-going	CD	
3.03.02	Prioritize growth and development where it furthers the City's vision and allows for the efficient provision of services.		CD, PW	All, MO, CD
3.03.02A	Engage with service providers, City leadership, and community members to identify priority growth areas.	On-going	CD	All
3.03.02D	As part of establishing and maintaining strategic growth areas, consider including targeted redevelopment/opportunity areas within the Area of City Impact, areas within the City limits and within a specified distance of major utility connections, and unincorporated county enclaves suitable for annexation.	On-going	CD	All
3.03.02E	Develop incentives for appropriate investment in strategic growth areas; discourage development outside of established growth areas.	Low	CD	All
3.03.02F	Require proposed development within areas further away from urban services, existing utilities or requiring significant City utility upgrades, to demonstrate fiscal benefits, strategic fit with the Comprehensive Plan, contiguity with existing development, and appropriate mitigation for any impacts to existing City service users.	On-going	MO	MO
3.03.04	Plan for transportation connectivity and the provision of adequate urban utilities and services for county enclaves.		CD, MO	PW, AO, CD
3.04.00	Shape the future of the City through implementation and coordination of long range planning efforts.		CD, IT, MO	All, CD, PW, AO, CO
3.04.02D	Improve the neighborhood meeting and public notice process.	On-going	CD	AO, CO
3.06.00	Ensure a variety and balance of land uses within the Area of City Impact.		CD	ED, MO, PW
3.06.01	Plan for periodic review, monitoring, and updating of land uses within City limits and Area of City Impact.		CD	ED, MO

3.06.01B	Monitor and adjust the amount and mix of industrial, commercial, and office areas needed to meet the employment needs of the City.	On-going	CD	ED
3.06.02	Plan for an appropriate mix of land uses that ensures connectivity, livability, and economic vitality.		CD	PW, ED
3.06.02E	Discourage residential land uses in close proximity to the Wastewater Resource Recovery Facility, the Intermountain Gas Facility on Can-Ada Road, and other incompatible land uses.	On-going	CD	PW, ED
3.07.00	Encourage compatible uses and site design to minimize conflicts and maximize use of land.		CD	ED, PR
3.07.01	Proactively address potential conflicts between incompatible uses.		CD	ED
3.07.01D	Preserve the industrial base within designated industrial land use areas by discouraging non-industrial uses and focusing on light manufacturing, distribution, flex-space, and base-employment.	Very-High	CD	ED
4.05.00	Preserve, protect, enhance, and wisely use natural resources.		CD, MO, PR, PW	CD, FI, AO, PR, PW, ED
4.05.03	Preserve prime farmland within the Area of City Impact to maintain rural character and provide opportunities for local produce and continued farming operations.		CD, MO	MO, CD, ED
4.05.03B	Slow the outward progression of the City's limits by discouraging fringe area development; encourage development of vacant or underutilized parcels currently within City limits.	On-going	MO	CD, ED
4.05.03D	Consider public support for funding to preserve open space as part of permanent land trust.	Low	MO	CD
4.10.01H	Develop lot grading, dust, and drainage standards for residential development to mitigate slope erosion and protect property.	Very High	CD	AO, PW
5.01.02A	Maintain and implement community design ordinances, quality design criteria, and complete street policies to set quality standards citywide.	High	CD	
5.03.00	Create opportunities for all Meridian residents and visitors to experience public art.		PR	CD, AO, MO, IT
5.03.01	Support art throughout the community.		PR	CD, AO, MO, IT
5.03.01D	Provide local artists with opportunities to showcase their work.	On-going	PR	MO, IT
6.01.01A	Work with the Union Pacific Railroad, Watco Companies and other interested stakeholders to preserve and protect the existing Boise Cut-off rail corridor as a multi-use corridor, including freight.	On-going	CD	MO, PW