



Standard Operating Procedure (SOP)

Coordination of HPC & Current Planning Development Review

Purpose: To promote and implement the City of Meridian Comprehensive Plan, Strategic Plan and Meridian Historic Preservation Plan. This document will provide a framework for the review process of development applications which may necessitate a review of historic resources on-site, or in the area. It promotes proactive planning and ensures historic resources are identified and addressed before an applicant has fully invested in a project design.

Scope

This standard operating procedure provides a framework for the coordination on the review of development applications, on properties with historic resources, between the Meridian Historic Preservation Commission and the Community Development Department.

Process

1. When a pre-application meeting is requested, or a Certificate of Zoning Compliance (CZC) application is submitted, the assigned Planner should review the Planning Web Map to conduct a "History Check." If a tag is present, the assigned Planner must invite the HPC Staff Liaison to attend the pre-application meeting and/or solicit comments for discussion during the pre-application meeting or CZC application. If the project is part of a hearing-level application, the Current Planning Supervisor may invite the HPC Staff Liaison to attend the project review meeting for further comments.
2. The HPC Staff Liaison will login to the Idaho State Historic Preservation Office (SHPO)'s Idaho Cultural Resource Information System (ICRIS) found at <https://history.idaho.gov/shpo/icris/> and pull the Idaho Historic Sites Inventory (IHSI) files and information associated with the property. The HPC Staff Liaison will conduct an initial virtual survey (via Google Maps/Street View) of the properties to make an initial determination on whether the historic features appear to be intact.
3. The HPC Staff Liaison will forward the information and IHSI data to the Planner assigned to the application. If historical features are clearly not intact, the process will stop here.
4. If the HPC Staff Liaison determines more information is needed on the historic features via a site visit, the HPC Staff Liaison will designate an HPC commissioner to conduct a site visit from the public right-of-way to view the property to determine if the historic features are intact.
 - a. The HPC designee will conduct a site visit and view the property and take notes and photos from the public right-of-way such as a street, sidewalk, or path. The HPC

designee may not enter the property unless prior permission is obtained from the property owner. The HPC designee will send information to the HPC Staff Liaison.

- b. If it is determined from the site visit that the historic features are intact, the HPC Staff Liaison will present the information to the HPC at the next regular HPC meeting, or, if timeliness is important, may schedule a special meeting of the HPC. The Planner should attend the HPC meeting when their supervisor determines participation is necessary.
5. The HPC will discuss the historic features and will provide either written and/or verbal comment to the Planner assigned to the application. Written comment from the HPC may be provided in a memo form and/or via email. (*See examples of appropriate types of comments below)
6. The Planner assigned to the application will facilitate the communication of the HPC's comments to the applicant.
7. If a project advances to the application stage, the Planner assigned to the case will ensure that the HPC Staff Liaison is made aware of the application and provided the opportunity to provide comment on the application to the decision-making body as needed.
8. Comments from the HPC and/or Staff Liaison when submitted on an active application (CZC or Hearing Level) must be emailed to the Planner and City Clerk.

Relevant Information

Note: The "History Check" is reliant on existing GIS data. Data regarding historic properties should be updated through future HPC surveys and added to the GIS system to ensure accuracy.

***Examples of comments that may be provided:**

- HPC recommends documenting the site through professional photography.
- Historic features are not of interest to the HPC due to site degradation, demolition, or lack of historic significance.
- Historic features are of significant interest and HPC would like to see the site preserved in part or in some manner.
- Site is eligible for the National Register of Historic Places, and HPC would like to see the site retain its eligibility.
- The site is within the Downtown core. The HPC would like to see future development of the site remain consistent with the historic character of downtown.
- The developer is encouraged to include signage, art installation, or other to promote the history of the site.

Applicable Meridian 2019 Comprehensive Plan Policies

5.02.02A: Coordinate with the Meridian Historic Preservation Commission to recommend use, restoration, and preservation of historical structures and sites throughout Meridian.

5.02.02H: Incorporate, into the development review process, a way to determine any impact on unique geological, historical, and archeological sites, preserve and protect as appropriate.

5.02.02J: Develop policies to preserve or document and memorialize historic and culturally significant structures and sites.

Applicable Meridian Strategic Plan Alignment:

Goal: Preserve Meridian’s historic buildings, events, heritage and identity through active efforts with community stakeholders. Strategy: Develop strategies for historic preservation of neighborhood character, buildings and other efforts. Tactic: Identify key areas of focus, if any, to align Community Development administrative review process with historic preservation opportunities.

Definitions

SHPO: State Historic Preservation Office	IHSI: Idaho Historic Sites Inventory
ICRIS: Idaho Cultural Resource Information System	HPC: Meridian Historic Preservation Commission

Related Documents

2014 Meridian Historic Preservation Plan (Updated Historic Preservation Plan Date TBD)
