

**CITY OF MERIDIAN PLANNING DEPARTMENT
STANDARD OPERATING POLICY REVIEW OF
ADMINISTRATIVE DESIGN REVIEW**

DEFINITION: An approval issued in conjunction with the approval of a certificate of zoning compliance or conditional use permit that certifies the design of the structure and/or site is consistent with the requirements of UDC 11-3A-19 and the objectives and guidelines contained in the Meridian Design Manual.

AUTHORITY &

RESPONSIBILITY: The Director (or an authorized representative) is charged with approving or denying administrative applications (UDC 11-5A-2C.) If there are concurrent applications requiring action, the decision making body (Commission or City Council) with the highest authority renders the decision and the staff action constitutes a recommendation to the decision making authority.

REQUIRED

INFORMATION: All applications for design review approval shall be on forms provided by the Planning Department and shall be completed in full and submitted with an accompanying checklist and fees. The application forms and checklist may be downloaded from the Planning Department website at www.meridiancity.org.

APPLICATION

PROCESSING: The following steps are required for processing administrative design review applications:

1. Applicant submits design review application to Planning Department Assistant City Planner concurrently with any other applications (Certificate of Zoning Compliance or Conditional Use Permit). *[Please refer to the Certificate of Zoning Compliance or the Hearing Level standard operating policies]*
2. Assistant City Planner ensures the following over the counter before accepting the application:
 - a. Applicant is submitting the correct applications and fee(s). Ensure that all applicable areas of the application are complete. (Following the appropriate checklists.)
 - b. Verifies the applicability of design review, the determination of an appropriate development context, and the applicable design guidelines.
 - c. Application is signed by the owner and authorized agent.
 - d. Application contains the required number of plans.
 - e. All the required approvals (such as development agreements, final plats, findings etc.) are approved and recorded prior to the applicant's submission.
 - f. There are no outstanding enforcement issues on the property that would prevent the Planning Department from approving the application.

3. When application is deemed complete, the application is given to the Deputy Director or his or her designee who then logs the project in the data base and assigns it to an Assistant or Associate City Planner.
4. Planner enters the application information into the database.
5. Planner calls applicant to introduce themselves and ask the applicant for clarification on any outstanding issues.
6. Upon completing a review, the Planner either prepares an approval or contacts applicant regarding deficiencies or issues of concern.
7. If approved, the Director (or an authorized representative) issues an administrative design review approval or recommends approval to the decision making body in accordance with the underlying application.
8. If an application does not meet the intent of the Meridian Design Manual, further review of an application may be needed before a determination or recommendation is made.
 - a. The Director may convene the Design Professionals Committee.
 - b. The Committee shall review the application and provide a recommendation to the director.
 - c. The Director shall review the Committee's recommendation and issue a final decision or recommendation to the decision making body.
9. If denied, the Director (or an authorized representative) issues an administrative design review denial or recommends denial to the decision making body in accordance with the underlying application.
10. The Administrative Assistant uploads the decision letter into the database.

REVIEW OF DECISION: Parties aggrieved by the decision of the Director (staff) may request City Council review of the decision by filing a written request within fifteen (15) days of the date the written decision was issued (UDC 11-5A-6).