

City of Greenleaf

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CITY COUNCIL MEETING AGENDA

Special Session – 7:00pm – 18 August 2025 – Greenleaf City Hall

Agenda:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
4. Adjustments to meeting agenda **[ACTION ITEM]**
5. Consideration of 21795 Main Street Re-zone Application **[ACTION ITEM]** *(Clerk's Note: At the 23 January 2024 City Council Meeting, consideration of the application was tabled and remanded to city staff to work with the applicant and bring back to Council.)*
6. Discussion and consideration of Draft Ordinance #FY25-004 - Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. **[ACTION ITEM]** *(Clerk's Note: Third Reading by title performed by Ryan Schnuerle at the 06 May 2025 Council Mtg. Continued from the 01 July 2025 Council Meeting.)*
7. Consideration of Ordinance #DRAFT FY25-005 - Robert's Rules of Order - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 9-15-4(B) TO CLARILY USE OF ROBERT'S RULES OF ORDER IN THE CONDUCT OF HEARINGS UNDER THE PROCEDURES, APPEALS AND ACTION CHAPTER (CHAPTER 15) OF THE LAND USE DEVELOPMENT ORDINANCE (TITLE 9); PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. **[ACTION ITEM]** *(Clerk's Note: On 16 July 2025 the Planning and Zoning Commission (P&Z) held a public hearing on this draft ordinance as required for a change to zoning code. Subsequently, after deliberation, the P&Z recommended approval to the Council.)*
8. Discussion and consideration of Area of Impact (AOI) proposal to Canyon County **[ACTION ITEM]**
9. Consideration of adding Big Valley Tractor to the approved vendor list **[ACTION ITEM]**
10. **MINUTES REVIEW**
- 10.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 10.2 Consideration of minutes for this meeting **[ACTION ITEM]**
11. **ADJOURNMENT**
- 11.1 Adjournment **[ACTION ITEM]**

1. Meeting called to order
Mayor Brad Holton called the meeting to order at approximately 7:02p.
2. Pledge of Allegiance
Brad Holton led those in attendance in the Pledge of Allegiance.

3. Roll Call

The clerk was asked to take roll call, with the following results:

☒ Seat 1: Ryan Schnuerle

☒ Seat 4: Dan Hyer

Also Present:

☒ City Clerk

☒ City Attorney

☒ Seat 2: Rob Fisher

☒ Mayor: Brad Holton

☐ Public Services Director

☒ City Engineer

☒ Seat 3: Rachel Brobeck

☐ Impact Area: Liza Warner

☐ Police

☐ City Treasurer

☐ Fire

No one joined by videoconference. No speakers from videoconference were available to the meeting room.

The meeting was available to be joined via computer, tablet, or smartphone at:

<https://meet.goto.com/CityofGreenleaf/council-mtg>, or via telephone United States: +1 (571) 317-3112 Access Code: 142-571-637

4. Adjustments to meeting agenda [ACTION ITEM]

There were none.

5. Consideration of 21795 Main Street Re-zone Application [ACTION ITEM] *(Clerk's Note: At the 23 January 2024 City Council Meeting, consideration of the application was tabled and remanded to city staff to work with the applicant and bring back to Council.)*

Discussion began regarding Idaho Transportation Department (ITD) access, and whether or not the city can proceed without ITD access being finalized by the applicant. Determination by the City Attorney was that the city does not appear to be precluded from addressing the application, if a condition for ITD approval is included. Discussion continued. It was noted that Canyon County does not proceed with applications until access is finalized, and that this is common. Discussion continued regarding which should come first, the city rezone or the ITD access. Desire was expressed to require the access first, due to potential precedence with future applications and having applicants incur expense with conditions that the city does not have any control over, such as ITD access. It was noted that access does not exist until it exists, conditioned or not.

It was suggested that the city provide a letter stating that the city is working with the applicant for forward to ITD. Discussion followed.

Staff was directed to require ITD access as a condition precedent to applications wherever applicable.

Dan Hyer moved to table with direction to staff for development of a letter asking ITD for verification that the applicant has access to the highway, should the Council grant a request for rezone from neighborhood commercial to community commercial. Rachel Brobeck seconded. The motion received unanimous approval.

6. Discussion and consideration of Draft Ordinance #FY25-004 – Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE

NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. [ACTION ITEM]
(Clerk's Note: Third Reading by title performed by Ryan Schnuerle at the 06 May 2025 Council Mtg. Continued from the 01 July 2025 Council Meeting.)

Discussion followed. It was noted that this seems complicated, in comparison with Parma's requirements. Adjustments were made by Council to the draft.

Ryan Schnuerle moved to approve. Rachel Brobeck seconded. A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher against the motion, Rachel Brobeck for the motion, and Dan Hyer for the motion (with great reluctance...).

- 7 Consideration of Ordinance #DRAFT FY25-005 – Robert's Rules of Order - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 9-15-4(B) TO CLARILY USE OF ROBERT'S RULES OF ORDER IN THE CONDUCT OF HEARINGS UNDER THE PROCEDURES, APPEALS AND ACTION CHAPTER (CHAPTER 15) OF THE LAND USE DEVELOPMENT ORDINANCE (TITLE 9); PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. [ACTION ITEM] *(Clerk's Note: On 16 July 2025 the Planning and Zoning Commission (P&Z) held a public hearing on this draft ordinance as required for a change to zoning code. Subsequently, after deliberation, the P&Z recommended approval to the Council.)*

Council paused to review the draft ordinance. Discussion followed. Council made adjustments to the draft. Dan Hyer moved to suspend rules. Ryan Schnuerle seconded. The motion received unanimous approval.

Ryan Schnuerle moved to approve as revised by Council. Dan Hyer seconded. The motion received unanimous approval.

Mayor excused himself from the meeting.

- 8 Discussion and consideration of Area of Impact (AOI) proposal to Canyon County [ACTION ITEM]

Council paused to review letter of intent, finding summary, and draft map submitted by staff to meet Canyon County Development Services Department (CCDSD) deadline on 15 Aug 2025. Consensus of Council was to continue on the current path.

9. Consideration of adding Big Valley Tractor to the approved vendor list [ACTION ITEM]

Rob Fisher moved to do so. Dan Hyer seconded. The motion received unanimous approval.

10. **MINUTES REVIEW**

- 10.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
No recess was taken.

- 10.2 Consideration of minutes for this meeting [ACTION ITEM]

Dan Hyer moved to approve as presented. Rachel Brobeck seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 **Adjournment [ACTION ITEM]**

Rachel Brobeck moved to adjourn. Ryan Schnuerle seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:02p.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

NONDISCRIMINATION STATEMENT: In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”

SPECIAL ACCOMMODATION: Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

Materials are available in Spanish upon request.
Los materiales están disponibles en español a pedido.