

City of Greenleaf

20523 N. Whittier Dr.

Greenleaf, Idaho 83626

208/454-0552 office

208/454-7994 FAX

cityhall@greenleaf-idaho.us

<http://www.greenleaf-idaho.us/>

PLANNING & ZONING COMMISSION MEETING AGENDA

Special Session 6:00p Thursday 20 August 2025 at Greenleaf City Hall*

Agenda:

- 1 Meeting called to order
- 2 Pledge of Allegiance
- 3 Roll Call
- 4 Consideration of adjustments to meeting agenda [Action Item]
- 5 OLD BUSINESS:
- 5.1 Any other Old Business
- 6 NEW BUSINESS:
- 6.1 Review and consideration of findings of fact and conclusions of law (FFCL) for a Conditional Use Permit (CUP) application for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road) [ACTION ITEM]
- 6.5 Any other New Business
- 7 ADJOURNMENT
- 7.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 7.2 Consideration of minutes for this meeting [ACTION ITEM]
- 7.3 Adjournment [ACTION ITEM]

1 Meeting called to order

Chair Dave Cardenuto called the meeting to order at approximately 6:32p.

2 Pledge of Allegiance

Dave Cardenuto led those assembled in the Pledge of Allegiance.

3 Roll Call:

- ☒ Seat 1: Alisha Dittman
- ☒ Seat 2: Steve Pemberton
- ☒ Seat 3: Sharmaine Hamilton

- ☒ Seat 4: Dave Cardenuto
- ☐ Seat 5: Jim Haley

Also Present:

- ☐ Impact Area Representative
- ☐ City Engineer

☐ City Attorney
☒ City Clerk

☐ Public Services Director
☐ Deputy Clerk

The meeting was available via computer, tablet or smartphone at:
<https://meet.goto.com/337659293>, or by phone: Access Code: 337-659-293,
United States: +1 (646) 749-3122

4 Consideration of adjustments to meeting agenda [Action Item]

No adjustments were made.

5 OLD BUSINESS:

5.1 Any other Old Business

There was none.

6 NEW BUSINESS:

6.1 Review and consideration of findings of fact and conclusions of law (FFCL) for a Conditional Use Permit (CUP) application for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road) [ACTION ITEM]

The P&Z reviewed the document, correcting errors found and adjusting for clarity.

Discussion occurred regarding engineered plans, city procedure, and P&Z's role as a recommending policy. It was clarified that the applicant has submitted drawings sent to ITD and a copy of the receipt from ITD for a permit.

Dave Cardenuto moved to approve the FFCL as adjusted. Sharmaine Hamilton seconded. The motion received unanimous approval.

6.5 Any other New Business

There was none.

7 ADJOURNMENT

7.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed

No recess was taken.

7.2 Consideration of minutes for this meeting [ACTION ITEM]

Dave Cardenuto moved to approve the minutes. Steve Pemberton seconded. The motion received unanimous approval.

7.3 Adjournment [ACTION ITEM]

Dave Cardenuto moved to approve the minutes. Sharmaine Hamilton seconded. The motion received unanimous approval and the meeting adjourned at approximately 7:10p.

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.