



CITY OF GREENLEAF

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PLANNING & ZONING COMMISSION AGENDA

Regular Session – 6:30 p.m. Thursday 20 November 2008 at Greenleaf City Hall*

1. Meeting called to order: **
2. Pledge of Allegiance:
3. Roll Call:

<input type="checkbox"/> Seat 1: Dean Douty	<input type="checkbox"/> Seat 2: Bill Ahaus	<input type="checkbox"/> Seat 3: Don Cassity
<input type="checkbox"/> Seat 4: JoAnn Behrends	<input type="checkbox"/> Seat 5: Janalyn Jett	<input type="checkbox"/> Seat 6: Richard Cox

Also Present:

<input type="checkbox"/> Impact Area: Dan Dixon	<input type="checkbox"/> City Engineer & Zoning Administrator: Amy Woodruff
<input type="checkbox"/> City Attorney: Carl Withroe	<input type="checkbox"/> Public Services Director: Doug Amick
<input type="checkbox"/> City Clerk: Lee Belt	<input type="checkbox"/> Deputy Clerk: Glenda Hull

4. Adjustments to meeting agenda

OLD BUSINESS

5. Previous Meeting Minutes
6. Review of draft comprehensive plan / future land use planning map
7. Other Old Business

NEW BUSINESS

8. Public Hearing for the Andrea Scott request to annex approximately 6.7 acres into the Greenleaf City Limits, to be zoned Agricultural with a residence, and accompanying request for variance from R-3 zoning 7.5 foot side setback requirements due to topographic and site constraints, including restricted access to the Idaho Transportation Department (ITD) SH-19 right of way
9. Consideration of the Andrea Scott annexation and variance requests.
10. Other New Business

11. Adjournment

Posting Locations: Greenleaf City Hall (outside bulletin board next to front door) Greenleaf Store (in window to right of entry)
Greenleaf Post Office (inside lobby bulletin board) Greenleaf Café (outside bulletin board)

Post Date: 18 November 2008, approximately 6:15pm

* The meeting may move to an alternate location if attendance is over 41 people.

** The Chair may recess the meeting at any time.

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. 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.

PUBLIC HEARINGS: Public hearings allow members of the community to voice their opinions and provide evidence in support of, in neutrality, or in opposition to, applications for projects that affect their city. The role of the Planning and Zoning Commission (P&Z) is to make a reasoned recommendation to the City Council regarding the application, based on actual facts, opinions, and evidence from the applicant, members of the community, and others. To accomplish this, public hearings adhere to strict rules of conduct, designed to assist the P&Z in coming to a reasoned recommendation while protecting the due process rights of both the applicant and those responding to an application. For those uncomfortable with speaking to the P&Z, comments may be submitted in writing, or a position may be presented by a representative designated to speak on behalf of an individual or group (Note: Those presenting themselves to the P&Z as representing others must have had themselves designated to speak for that individual or group before the beginning of the public hearing).

General Guidelines:

- Those wishing to address the P&Z must sign up on the sign in sheet before the hearing begins – Names and addresses are required from those presenting or testifying
- At the Chair's discretion, a time limit may be placed on public testimony and applicant presentation (Note: For example, the Chair could set 3 minutes for public testimony and 20 minutes for applicant presentation)
- Protocol requires that P&Z Members and those testifying be recognized by the Chair prior to speaking
- Questions or comments when testifying should be addressed to the Chair and the P&Z (Note: Questions or comments should NOT be directed directly to the Applicant)
- Mere repetition of previous testimony is not allowed. If your opinion has been previously expressed, then state your name and address for the record when recognized by the Chair and identify the previous speaker who presented the same position.
- P&Z Members are required to make their recommendation to the City Council regarding the application based on facts already in the record, and on information presented at the public hearing
- The Chair may choose to recognize individuals from the gallery at any time to help clarify discussion for the Council. Only those recognized by the Chair may speak.

General Public Hearing Process:

1. Explanation of hearing procedures by Chair or Staff (Note: Please see information above)
2. Chair opens hearing
3. Chair verifies with Clerk that appropriate hearing notice was given
4. Presentation by Applicant (Note: Applicant bears the responsibility for making their case. This is the best time in the process for Committee Members to ask their questions of the applicant)
5. Presentation by Staff (Note: Staff will usually highlight sections of the Staff Report)
6. Written correspondence submitted for the record
7. (optional) Chair identifies those signed up to speak representing a group (Note: Chair may give a longer time limit to those representing a group)
8. Testimony by those supporting the application
9. Testimony by those uncommitted on the application
10. Testimony by opponents to the application
11. Rebuttal by the applicant
12. Chair closes the hearing and initiates motion/deliberations

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