

# City of Greenleaf

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## PLANNING & ZONING COMMISSION MEETING MINUTES

Special Session 6:30p Thursday 26 June 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 Preliminary Development Plan Review - Conditional Use Permit (CUP) for Blondie's Coffee Shop, per GC 9-15-2.
  - 6.2 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 Steve Pemberton called the meeting to order at approximately 6:31p.

### 2 Pledge of Allegiance

Steve Pemberton led those in attendance 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 Attorney
- ☒ City Clerk

- ☐ City Engineer
- ☐ 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]  
There were none.

5 OLD BUSINESS:  
5.1 Any other Old Business  
There were none.

6 NEW BUSINESS:  
6.1 Preliminary Development Plan Review – Conditional Use Permit (CUP) for Blondie’s Coffee Shop, per GC 9-15-2.

Cheryl Hall, her husband, daughters, Kevin Watson, and Lowell Smith presented the project. Cheryl described her family as locals to Southwest Idaho, and for coffee expertise introduced her daughter, Heather. The project is a coffee shop with drive-through windows on Lowell Smith’s property.

Discussion followed. Sharmaine Hamilton asked for details on the site plan for ways in and out, and traffic. It was clarified that traffic would access in and out from state highway 19 (SH-19), with Idaho Transportation Department (ITD) access permit in process. Question was asked regarding fire protection. Kevin Watson responded that the building itself does not require sprinklers, fire trucks will have access and hydrants are available. It was also noted that the building is already plumbed, and ready to accept water and sewer connections, with access to city water and city sewer available on the property.

Steve Pemberton asked about amount of traffic coming from and back to SH-19. Kevin noted that ITD has looked at the site and not required a traffic impact study. About seven vehicles can be in line, with options to make adjustments with curbing, cones, and signage if the business is so successful that this is insufficient. Discussion regarding traffic continued, including vehicles trying to cut in from Friends Road.

General discussion followed. Kevin noted that this is a small business, and requested relief from an expensive stamped plan. Grading is minimal, with no impervious surfaces or changes to drainage. It was also noted that Will Hall has over 20 years’ experience with grading and leveling land. The applicant would rather invest in a soft-serve ice cream instead of engineer’s fees.

Lighting and shielded lights for dark sky lighting was discussed.

Alisha Dittman asked why a new power pole would be installed. Cheryl Hall responded that this is Idaho Power’s requirement, and it was noted that a revised site plan will show underground power to be installed.

Hours were discussed. Preliminary plans are to be open from 5:30a to 5:30p, and may expand evening hours. Menu may be expanded to include lunch sandwiches and other goods, but will start with coffee and breakfast food. Cottage license foods may be sourced locally.

Garbage was discussed. Thought is that two or three 96-gallon totes should be sufficient. Discussion continued, including taking totes to Friends Road for pickup was discussed, and option for a small dumpster if needed.

Discussion followed. It was noted that ITD is requiring the large in-and-out access to SH-19, and reduction of access near the old mill. ITD did require engineered plans for SH-19 frontage.

Discussion followed, including condition #3 of the draft staff report. With the development and grading experience on the applicant team, it was expressed that this condition may not be necessary for this particular application.

6.2 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]  
Alisha Dittman moved to approve the minutes. Sharmaine Hamilton seconded. The motion received unanimous approval.

7.3 Adjournment [ACTION ITEM]  
Sharmaine Hamilton moved to adjourn. Alisha Dittman seconded. The motion received unanimous approval and the meeting adjourned at approximately 7:19p.

Respectfully submitted,

Lee C. Belt  
City Clerk  
City of Greenleaf

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