

# City of Greenleaf

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## PLANNING & ZONING COMMISSION MEETING AGENDA

Special Session 6:00p Thursday 16 July 2025 at Greenleaf City Hall\*

This 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

### 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 Public Hearing - Conditional Use Permit (CUP) request for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road)
- 6.2 Public Hearing - Draft Ordinance 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.
- 6.3 Consideration of Conditional Use Permit (CUP) request for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road) [Action Item]
- 6.4 Consideration of Draft Ordinance FY25-005 - Robert's Rules of Order [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 6:34p

*Clerk's note: A P&Z quorum was present at approximately 6:05p. Call to order was delayed to start at approximately 6:30p to better accommodate time of 7:30p posted on CUP on-site sign.*

2 Pledge of Allegiance

Dave Cardenuto 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

No one attended by video-conference.

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 Public Hearing – Conditional Use Permit (CUP) request for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road)

Dave Cardenuto opened the public hearing at approximately 6:36p. Cheryl Hall presented the Blondie's Coffee Shop family business. Cheryl also introduced Kevin Watson, who has the coffee shop building, and Lowell Smith, the property owner.

The Clerk briefly reviewed the staff report and packet. The Commission reviewed location from maps in the packet.

Kevin Watson described the project, re-locating coffee shop currently on a trailer on the lot, and re-working State Highway 19 (SH-19) access to comply with Idaho Transportation Department (ITD) requirements. No change to drainage. No grading or impervious surfaces are necessary. Utilities are already

on-site. Queuing for seven (7) vehicles are in the design. The shop would have both drive-through and a walk-up window. Ice cream and other menu enhancements are expected. Anticipated to start time to be at 5:30a. Discussion followed regarding options for additional car queuing. It was noted that SH-19 is one lane each direction and a middle turn lane. It was also noted that folks trying to 'sneak' into line from Friends Road would miss the order window. Intent is to have seating under the nearby tree.

Kevin also expressed desire for modification of condition #3 recommended in the staff report such that surveyor stamped drawings are not required.

Discussion followed regarding building code and tie-down for the coffee shop on trailer. It was noted that engineered drawings have been prepared for ITD approach. It was also noted that the public will not have access to inside the coffee shop.

Kevin also expressed that the scope of this project does not lend itself to engineered or surveyor stamped drawings.

Haylee Hall related that she lives in Homedale and works in Boise, and is in favor of having coffee available in Greenleaf.

Jason Cagle of Top Road related that he supports the project.

Bonne Cagle concurred.

Heather Hall related that she works in a coffee shop in Nampa and believes this coffee shop will do well.

There were none in opposition or neutral.

The hearing was suspended at approximately 7:10p to resume at 7:30p.

The hearing was re-opened at approximately 7:30p. There was no additional testimony. The public hearing was closed at approximately 7:32p.

- 6.2 Public Hearing – Draft Ordinance 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.

David Cardenuto opened the public hearing at approximately 7:11p. No one present wished to testify. The Public Hearing was closed at approximately 7:12p

6.3 Consideration of Conditional Use Permit (CUP) request for a drive through in the Central Business District (CBD) at Canyon County Parcel #36299 (21513 & 20529 Friends Road) [Action Item]

This item was held until after the public hearing (agenda item #6.1).

The P&Z performed deliberations per GC 9-13-3(B), reviewing and discussing the applicant's written narrative addressing *each and every one* of the 11 criteria given in GC 9-13-3(B).

The P&Z found no issues with item #1.

It was noted under item #2 that expressed intent is to use pre-packaged goods, looking to local cottage suppliers if applicable, in alignment with comprehensive plan goals.

The P&Z found no issues with items #3, 4, & 5.

Consensus under item #6 was that the project would be beneficial to the economic welfare of the community.

It was noted under item #7 that intent is to connect to public utilities.

It was noted under item #8 that the Motor Works is also on the property, so vehicle effects are already there.

It was noted under item #9 it was noted that many in Greenleaf walk, and are potential customers, and that ITD requires only one curb cut access for this project and closing of the current access closest to Friends Road.

The P&Z found no issues with item #10.

Discussion with applicant for clarification occurred under item #11 regarding delivery of supplies. Consensus of the P&Z was that room is sufficient.

The P&Z deliberated on Staff Report Action #3. It was noted that drainage and grading are on the site plan, and that scale is small – only about \$150.00 of road mix anticipated to be needed. It was noted that the applicant intends to have engineered drawings for ITD submitted to supplement the application moving forward. It was noted that there are no changes to the property other than ITD access, which has had engineered drawings. Consensus of P&Z was that this is not necessary.

P&Z contemplated potential change to zoning code to remove survey stamped drawings for future small-scale projects.

The P&Z deliberated on Staff Report Action #4. Consensus of P&Z was that this is not necessary.

P&Z reviewed staff's recommended conditions of approval.

Sharmaine Hamilton moved to recommend that Council approve the application with the following conditions:

- Per 9-14-5, that the applicant's external lighting plan be subject to separate review and adjustment to bring exterior lighting into compliance with exterior lighting standards and requirements as given under Greenleaf Code Title 9, Chapter 14 to the Zoning Official's satisfaction.
- Applicant to provide a copy of applicable approved ITD permitting for inclusion in the file.
- That the applicant will resolve any design discrepancies found between the application and ITD permitting to the satisfaction of the Zoning Official.

Alisha Dittman seconded. The motion received unanimous approval.

6.4 Consideration of Draft Ordinance FY25-005 – Robert's Rules of Order [Action Item]

Dave Cardenuto moved to recommend Council approve the draft ordinance as presented. Sharmaine Hamilton seconded. The motion received unanimous approval.

Consensus was to put the 'cheat sheet' reference out for use in the meeting room.

6.5 Any other New Business  
There was none

Minutes for agenda item #6.1 were reviewed, and the meeting paused for approximately 5 minutes until 7:30 resumption of the CUP public hearing (agenda item #6.1) and consideration (agenda item #6.3).

7 ADJOURNMENT

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

7.2 Consideration of minutes for this meeting [ACTION ITEM]

Dave Cardenuto moved to approve the minutes. Jim Haley seconded. The motion received unanimous approval.

7.3 Adjournment [ACTION ITEM]

The meeting adjourned by consensus at approximately 8:20p.

Respectfully submitted,

Lee C. Belt  
City Clerk  
City of Greenleaf

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**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.