

# City of Greenleaf

20523 N. Whittier Dr.  
Greenleaf, Idaho 83626  
208/454-0552 office  
208/454-7994 FAX

[cityhall@greenleaf-idaho.us](mailto:cityhall@greenleaf-idaho.us)

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

## PLANNING & ZONING COMMISSION MEETING MINUTES Special Session 6:30p 20 May 2026 at Greenleaf City Hall\*

This meeting is 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 21358 Main Street – Sign Permit / Design Review [ACTION ITEM]
  - 6.2 Discussion and consideration of P&Z regular meeting date / time
  - 6.3 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

Alisha Dittman called the meeting to order at approximately 6:39p.

### 2 Pledge of Allegiance

Alisha led the Pledge of Allegiance.

### 3 Roll Call

Seat 1: Alisha Dittman

Seat 2: OPEN

Seat 3: Sharmaine Hamilton

Seat 4: Dave Cardenuto

Seat 5: Jim Haley

Also Present:

Impact Area Representative

City Attorney

City Engineer

Public Services Director

City Clerk

Deputy Clerk

Theresa Loja also attended by videoconference, as did Jim Haley and Sharmaine Hamilton.

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 21358 Main Street – Sign Permit / Design Review [ACTION ITEM]

Alisha Dittman confirmed that attendees had seen documentation, and led general discussion regarding the application.

Alisha led the Commission in discussing the code directed actions and conditions:

*Action 1* – Discussion followed. By consensus, the Commission accepted this status

*Action 2* – Discussion followed. By consensus, the commission found that the project is in general conformance with the comprehensive plan, the project does not jeopardize the health, safety, or welfare of the public, and that the project conforms with Greenleaf design guidelines.

*Action 3* – Discussion followed. By consensus, the commission determined that no public hearing is needed.

*Action 4* – Discussion followed. By consensus, the Commission recognized this process.

The commission discussed conditions.

Alisha Dittman moved for recommendation of approval to the City Council with condition that a dimmer be installed with sign #01. Discussion followed. Sharmaine Hamilton seconded. The motion received unanimous approval.

6.2 Discussion and consideration of P&Z regular meeting date / time

Discussion followed. Consensus was to set for the 3<sup>rd</sup> Tuesday at 6p.

6.3 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]

Jim Haley moved to approve the minutes. Sharmaine Hamilton seconded. The motion received unanimous approval.

7.3 Adjournment [ACTION ITEM]

Alisha Dittment moved to adjourn. Jim Haley seconded. The motion received unanimous approval and the meeting adjourned at approximately 7:20p.

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](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](mailto: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.