

MINUTES OF SPECIAL MEETING  
SUGAR CITY COUNCIL  
WEDNESDAY, SEPTEMBER 6, 2006

Presiding: Mayor Glenn W. Dalling  
Meeting Convened at 12:00 noon  
Prayer: Harold Harris  
Pledge of Allegiance

Present: Mayor Dalling; Sharon L. Bell, Clerk; Councilmembers Harold Harris, Walter Deitz, and Brad Orme; Kyra Davis, Standard Journal; Attorney Richard Smith; Jim Lewis, of FFKR Architects; Charles Andersen, Director of Physical Facilities at BYU-Idaho; and Rulon Nielsen, architect at BYU-Idaho. Councilmember Bruce King was excused.

The Mayor welcomed everyone, and then turned the time over to Attorney Richard Smith.

**PLANNING MEETING WITH FFKR ARCHITECTS:** Mr. Smith referred to the meeting with President Clark when it was decided there needs to be some planning as the university (BYU-Idaho) grows and the cities and the county continue to grow. It needs to be done together in concert with one another and in an orderly, well-thought-out way. He explained this to the Sugar City Council a couple of times before this meeting, and we are furthering those discussions about trying to have some professional planning services available to the cities and the county and the university that would be coordinated. In that regard, they had a similar meeting with the Rexburg Mayor and City Council as well as many of their staff to discuss how we start this effort. It was determined at that time that the university would be willing to find some people, help financially, and obtain some professional planning services.

Following the meeting with the City of Rexburg, the City and the County met and at that time it was suggested that the city and the county, and hopefully the City of Sugar City, join in an RFP (request for proposals) for some professional planning services. Mr. Jim Lewis is from the firm of FFKR, an architectural firm in Salt Lake City, who may not necessarily deal specifically with professional planning services. He has agreed to help draft and help put together an RFP. He and his firm will help the cities and the county develop and make a request for proposals for these planning services.

Mr. Smith reported the purpose of our meeting today is to answer any questions you have regarding Jim's proposal, and it is also for you to give input to Mr. Lewis and to the university as to what you want in planning services. In the meeting with Rexburg, they indicated that they were interested in receiving some help on developing their final written document for their comprehensive plan and they have requested some help in reviewing and receiving some professional counsel and advice on their development ordinance. We need to communicate to the folks today what Sugar City wants.

Mr. Smith said there has been no discussion about how this planning effort will be financed. The City of Rexburg has given a clear indication that they are going to participate financially and they are determining at what level they are able to participate. The university will also participate financially; likewise, we have not determined at what level. They probably will not determine at

what level until they see some of the proposals that will come in. He delivered to Mayor Dalling a couple of weeks ago some papers that indicate that Sugar City is qualified to receive grant money as a rural city from the Idaho Department of Commerce.

Mr. Smith turned the time over to Charles Andersen.

**CHARLES ANDERSEN:** Mr. Anderson addressed the Council: He is the director of physical facilities at BYU-Idaho, and is also a member of Rexburg's Planning & Zoning Commission. He explained he is Rulon Nielsen's director at the university. From the perspective of the university, we don't want to get involved in anybody's planning. It needs to be a coordinated effort because we are such an impact to the county. We need to be involved, but we will not be a driver. We want to be a player like everyone else and learn what we can do better to enhance the areas that we live in. He understood from some of the discussions that the university would be the drivers of it. They just want to help the process go along so that it happens. It doesn't have to happen the church way or the BYU-Idaho way. It has to happen the way the community needs it to happen. The college's relationship with FFKR is a good one. They have built many buildings on campus and are involved in design on many buildings.

**JIM LEWIS, PRINCIPAL OF FFKR:** Mr. Lewis explained how FFKR architects and planners got involved and how they might be able to help. Their firm is located in Salt Lake City. Their planning expertise is more in campus planning, architectural-related planning. They are not city-county planners. The university president asked them for suggestions they could give as far as who could help. He said they could help on the RFP and then also make some suggestions for some firms in his area that would probably be very interested in responding to an RFP. Then as it evolves, Richard Smith has asked them to be a liaison with them if it is appropriate. As it turns into something else, however the campus would like to do that, they will be involved as much as is appropriate and requested. They are basically up here every week and in the next few months there will be people from his firm actually full-time. As far as being available and being able to be here, we are accessible that way. FFKR has a history that goes back 30+ years. He feels they have the expertise and the help to help and make recommendations and do what would be appropriate for Sugar City, Rexburg, the county and other areas.

Mr. Smith asked the City Council for direction as to what they want to accomplish. Mayor Dalling reported our comprehensive plan has been completed and approved, but we would like it reviewed and made compatible with others. He stated Bruce King, a member of the Council who is not in attendance, said he would like FFKR to suggest ways that Sugar City, Rexburg and Madison County can grow in a mutually beneficial way – one that avoids conflicts between the three entities.

Councilmember Harris questioned Mr. Smith about the meeting with Rexburg and Madison County. He hadn't heard anything about Madison County making any comments about what they would like or what they would like to see. Mr. Smith said they entered the meeting and initially sought to do some overall planning for everyone within the county. It was decided a better approach would be a joint request from the two cities and the county, recognizing that all three have differing – but they need to be coordinated – planning desires and goals. This won't be done simply in the name of one entity. As far as what the county themselves wanted, they also want FFKR to look at their plans and overall impact areas between the two cities to try to receive some

suggestions and observations. The Mayor asked, if it were possible, they would review the ordinances and try to get them together. Mr. Smith said that is what Rexburg has requested. He thinks if that is a desire, it ought to be a request of Sugar City that there be some uniformity in the zoning ordinances as they flow from one city to another. Where they join, if you've got conflicting and competing zones, that's a problem.

A discussion was had about the meetings between Rexburg's and Sugar City's Planning & Zoning Commissions. They have done some coordination on land use type designations and color-coding, but that was their only charge. They haven't received any additional charges from the Councils as to what additional planning they want done, so they haven't met for quite a while.

Mr. Lewis said the key thing is setting up a process that you are able to communicate and understand. Then there is the follow up of a document and information so the next group that comes doesn't have to start over and there aren't questions that hadn't already been addressed. Both cities know what they want, but they don't know how to coordinate it. We need to review what each entity already has in place.

Councilmember Harris reported our comprehensive plan has been adopted. We have approved it, but it would be nice to have a review of that to determine zones when we extend into the impact area. Mr. Lewis said it is very important to have a third-party consultant because they will come in with no bias and will look at things based off what they are hearing. Whatever is written in that RFP, if it is stated we want to find a combined way of facilitating proper use, proper zoning, proper ordinances, proper communication, proper process, whatever, and identify how that could be or should be, then they can come in without having any of the history per se to be able to give some options that we haven't thought about.

Mr. Smith said they have delivered to Mr. Lewis the transportation plan, the Rexburg Planning & Zoning Ordinance, the Rexburg Comprehensive Plan written document, and Mr. Lewis would like to get everything from Sugar City also. Mr. Lewis would like anything that has been prepared for anyone who is helping with the RFP. It will make a stronger document if you have related information available to the consultants. The Mayor said sometime down the road we need to know what our financial share will be. Mr. Lewis said it would be hard to put a figure on that right now.

Mr. Lewis said the first steps, aside from the money, are to address immediate concerns and immediate problems and needs. Then we can start moving on and looking at the bigger picture – long-term planning as far as the whole community is concerned. Step one is to at least draft the RFP, then to get a consultant on board whose expertise is this. If they could accomplish one task in particular to combine the known information and identify what the key priorities are for the different communities, they could then identify a procedure of communication to move to those next steps.

A discussion was had on obtaining grants. Mr. Lewis reported when two or three cities or multiple agencies come together for a purpose, grants are more readily available.

Mr. Smith asked if Sugar City is willing to join in a Request for Proposals with Madison County and the City of Rexburg requesting planners to come and give them a price for some specific

items. Councilmember Harris said he is in favor of getting involved in that through a joint system. It does several things – one, if we can join together and work towards a Department of Commerce grant; but also the coordination of the ordinances and comprehensive plan. Councilmembers Deitz and Orme were both in agreement.

Mr. Smith reported to Mr. Lewis that he has been given the signal from all three entities to prepare an RFP. Mr. Lewis said the first step would be a draft, which would have to be reviewed by all the different groups to identify the procedure on how to bring this together, and identify ways of obtaining financial help to do it. Mr. Smith said he would hope representatives from each body could sit down and review them together and make a decision together, rather than have it delayed by one body approving it and the next body approving it and having suggestions. He feels it would be helpful if all three bodies would designate one or two persons to be part of the bigger committee to review it jointly. They need to be Council members and County Commissioners, not Planning & Zoning members. Mr. Lewis feels the reviewing and selecting of a group will be the first step. It will set the tone for the whole process. He said it would be helpful if they could leave with some finality. The Mayor entertained a motion to support this planning endeavor that has been explained to us today.

**MOTION:** It was moved by Councilmember Harris and seconded by Councilmember Deitz that we join in an RFP with the City of Rexburg and Madison County to seek proposals for planning; motion carried.

1:10 p.m. Mr. Smith, Mr. Lewis, and the representatives from BYU-Idaho left. The Mayor thanked them for coming.

**MAYOR'S BUSINESS:**

**Bike Path:** The Mayor reported right now it looks like the bike path could be funded in the 2007 budget, which begins on October 1.

**MEDCO:** MEDCO has been changed to Madison Economic Partners. They are joining with the City of Rexburg in presenting an evening in the Tabernacle with Dr. Stephen R. Covey for \$20 a ticket. They hope they can raise \$20,000. There was no mention of Sugar City participating.

Meeting adjourned at 1:15 p.m.

Signed: Glenn W. Dalling  
Glenn W. Dalling, Mayor

Attested: Sharon L. Bell  
Sharon L. Bell, Clerk