

SUGAR CITY, ID PLANNING & ZONING
Regular Meeting Minutes
Thursday, May 1, 2025

Commissioners in attendance: Derik Taylor, Spencer Haacke, Rick Robertson, Cory Roberts

Others in attendance: P&Z Administrator Kurt Hibbert, Office Assistant Aerolee Robertson

7:00 p.m. The meeting was called to order by Chairman Derik Taylor

Prayer by: Derik Taylor

Pledge of Allegiance led by: Cory Roberts

Minutes:

Motion to approve minutes of 4-06-25 made by: Spencer Haacke

Second by: Rick Robertson

All were in favor. Motion Carried.

Public Comment: None

Manly Movers Business Update: No report

Comprehensive Plan Chapter 1 Review: Commissioner Rick Robertson gave a brief history of the Salem/Henry's Fort area. The committee discussed creating a new map which includes land use types. There are thirteen goals and policies in the comprehensive plan. Mr. Robertson shared two points that stood out, one of which was to encourage development of self-sustaining neighborhoods that maintain a rural lifestyle and quality of life. The other point was to maintain open green spaces, parks, etc. In future planning, we need to specify the areas we would like to see green space ahead of new development. We also need to include language in the comprehensive plan concerning our impact area and the townsite of Salem.

We will implement subcommittees with the comprehensive plan and add maps and illustrate plans. Spencer Haacke will review the next sections, Chapters 2, 3, and 4 and come with a list of the differences between the old plan and a new plan. There will also be a final review of Chapter 1 that Mr. Robertson reviewed recently.

The committee also wants to emphasize that we are adopting the 2025 Vision of Salem's plan into ours. We do want language that considers the small town feel as we grow. We do have zoning to keep rural areas in the community, and we do still need commercial growth. We need more clarification and detail in the comprehensive plan about this. Amendments will be made to Chapter 1 for final review at the next regular meeting.

P&Z Sub-Committee Establishment:

Our Tree & Beautification Committee has related items on their agenda. We suggest having a member of P&Z on their committee to then report to us, so that we can work together on like items. Their committee could serve as a sub-committee.

Sub-committees with P&Z members listed to serve on each committee:

- Economic Development (Urban Renewal) Kurt Hibbert, Derik Taylor & Spencer Haacke
- Parks & Pathways – Drew Eager
- Salem Area Development – Rick Robertson
- Design Review – Suzanne Williams
- Community Identity
- Downtown Revitalization (signage, design concepts, etc.) – Cory Roberts

Urban Renewal Update: No report

Sugar-Salem Meeting Update and Scheduling:

We want to focus on bringing the two communities together. Spencer Haacke wants to create a video to share. The committee wants plenty of time to advertise and time to plan for the meeting. There will be a focus meeting outside of normal P&Z Meeting. (Meeting with Spencer, Rick, & Kurt)

Review Zoning Map: No report

Review of Sidewalk Standards:

Concern over the city's new sidewalk placement was discussed and the process currently used was questioned. Rexburg's code concerning sidewalks was handed out for the committee to review. New homeowners are required to put sidewalks in if they currently do not have one. We need to transition the city to have sidewalks all over town. New developers are currently required to put sidewalks and curb and gutter in. We need to figure out what fits the standards. We need to follow the standard. We will only adopt a city sidewalk standard when city is up to standards. The city needs to enforce codes. They will continue to discuss sidewalk standards at a future meeting.

Discussion on Subdivision in Old Farm Estates/Brandt Monette – Possible Setting of Public Hearing:

The city received all documents for their application and is ready for public hearing. The new development will be townhomes and twin homes.

Motion made by: Spencer Haacke to have the public hearing on May 22, 2025, 5:30-6:30 p.m.

Second by: Rick Robertson

All were in favor. Motion carried.

Administrative Report:

Kurt Hibbert handed out a draft of Design Review Code for an update to simplify the process for a fast turnaround. It becomes a basic checklist, just focusing on the buildings, not lighting or landscaping plans. This will become a staff review, not a P&Z review, done by Kurt Hibbert and Building Inspector Quinton Owens. Site plan reviews will take care of landscaping plans. Developers will know what is required upfront.

Reminder: AIC conference is coming up June 18 – 20.

8:35 p.m.

Motion to adjourn the meeting by: Rick Robertson

Second by: Cory Roberts **All were in favor. Motion carried.**