

**CITY OF SUGAR CITY, ID
PLANNING & ZONING
MEETING MINUTES
Thursday, August 7, 2025,
7:00 P.M.**

Commissioners in attendance: Chairman Spencer Haacke, Brian Hawks, Cory Roberts, Drew Eager

Others in attendance: City Building Inspector Quinton Owens, P&Z Administrator Kurt Hibbert, Deputy Clerk Shelley Jones

7:04 p.m. The meeting was called to order by Chairman Spencer Haacke

Prayer by: Drew Eager

Pledge of Allegiance led by: Kurt Hibbert

Approval of 07-03-2025 Minutes:

Motion to approve minutes made by: Brian Hawks

Second by: Cory Roberts

All were in favor. Motion Carried.

Public Comment: None

Review of SU Permit Application for 350 Business Loop & Setting of Public Hearing – Action Item:

The application is for warehouse use storing HVAC supplies & equipment. Many other buildings in the business park are currently being used as warehouses. A public hearing is scheduled for September 4th.

Review of Comprehensive Plan Chapters 8, 9 & 10 by Cory Roberts:

Chapter 8 Transportation:

- Paragraph 1: Change the wording from “Wyoming line” to Wyoming”, or east to Teton County and west to Salem.
- Paragraph 2. It was stated that there are problems with 3rd S and it was questioned if we should remove that paragraph or change it. What is the future goal going to be for 3rd S? We should put in some language for the roads that go east to west, 6th N, Center St., 3rd S and 5th S (major collectors).
- Paragraph 3: Add plans for the East Parkway Corridor. It will be a beltloop, a major commuter route without going through Rexburg. It will alleviate congestion and help with future growth. Mention that we will continue to participate and support this project. We could put a table at the end of the chapter of projects we would like to do such as the Moody Road, 3rd S, 5th S, Center St. extension road to Salem.
- Objectives: Remove the word “to” from all objectives. Objectives seem redundant. Work with someone to identify needs and point out different classifications of streets. We could put road classification on our new zoning map. We need to look to the future and identify where these routes are. #19 non-motorized access throughout city parks including bike paths and equestrian pathways. #14 have connected neighborhoods. #22 promote public transportation.

- Poll citizens to see what transportation problems they would like to see fixed. South of the LDS Stake Center on S. Cutler, is an example where there is a yield sign, which should be placed for traffic going the other direction.

Chapter 9 Public Services:

- It would be helpful to have a survey to see what services are needed. We need to encourage parks and green spaces, which the city has done quite well at. We want large parks however, not several small ones.
- Paragraph 3: Put the cemetery districts name in here and their website address.
- Objectives: Remove the word “to” from all objectives

Chapter 10 Recreation:

- Look at national standards for parks and green spaces.

Next meeting: Drew will review and report back on Chapters 11, 12, and 13.

P&Z Sub-Committee Updates:

- **Historical Preservation/Downtown Revitalization** - Cory Roberts had no updates but did ask “How do we do this?” “What do we do for Center St. and how do we define it?” We need to encourage businesses to come and invest here. There is a grant due in two years to get help with downtown revitalization.
- **Community Identity/Downtown Revitalization** - Brian Hawkes had no new updates.
- **Design Review/Beautification Committee** - Suzanne Williams was absent so no report.
- **Urban Renewal** - Spencer Haacke reported that they had their first meeting and went over the by-laws. Derik Taylor serves as the co-chair, Ian Luke is on the board and has banking experience with urban renewal, Jade Koyle of Ancient Grains is also on the board and there will be more asked to serve.
- **Salem Area Development** - Rick Robertson was absent so no report.
- **Parks and Paths** – Drew Eager had no new updates.

Sugar-Salem Meeting Update and Scheduling:

- The commission set a date of September 18th to hold a town hall meeting. They will try to reserve the Sugar-Salem High School auditorium. Planning will continue at the next meeting.
- The plan for advertising will include:
 - create a flyer with facts listed to publish and hand out
 - post a notice at post office and other businesses
 - newspaper
 - community Facebook
 - possible QR code
 - city website
 - city newsletter
 - school bulletin board
- 2 items of discussion will be:
 - rezoning of the Salem townsite
 - the Sugar-Salem concept of our two communities growing together

We want to know what reservations Salemites might have about being part of Sugar, such as a future main artery going through their community, taxes and water & sewer hookups to the city. We want these to be addressed at the meeting. It is to be understood that this is Salem's initiative. They will be the ones asking to be annexed, not us asking them.

- Spencer wants to prepare a video on the communities. The meeting needs to be informative about the rezoning. We want to share the history of both communities and answer questions.
- Discuss the two communities growing together and the desire to not be a part of Rexburg.
- Discuss the desire for a boulevard path with lights going from Sugar Salem High School to the Salem church.
- Discuss transportation issues.

Zoning Map Update:

There are a couple of corrections being made to the final map and we are hoping to have it finished next week. We hope to have the map ready to publish by September 18th.

Accessory Dwelling Unit Code Update:

City Attorney Chase Hendricks has a draft of the update. There will be a work meeting and then Kurt will bring the final draft to Planning & Zoning.

Administrative Report:

- P&Z Administrator Kurt Hibbert stated that the Stillwater PUD is having their first phase recorded right now. This will be the lots facing townhomes.
- Update on property the LDS church owns, they have closed on the property and construction will start this fall.

Chairman Haacke reminded the commission that tonight was Brian Hawkes last night on the commission as he is leaving the area to serve on a mission for the LDS Church.

The commission may start having two meetings a month again in October

Agenda items for meeting on September 4, 2025:

- Comprehensive Plan Review of Chapters 11, 12 & 13
- Subcommittee Updates
- Planning of Sugar-Salem Townhall Meeting
- Review of New Zoning Map
- Review Accessory Dwelling Unit City Code Amendments

9:02 p.m. Motion to adjourn the meeting by: Brian Hawks

Second by: Drew Eager

All were in favor. Motion carried.