

**CITY OF SUGAR CITY, ID**  
**PLANNING & ZONING REGULAR MEETING MINUTES**  
**Thursday, October 16, 2025, 7:00 P.M.**

**Commissioners in attendance:** Chairman Spencer Haacke, Drew Eager, Suzanne Williams, Cory Roberts & Rick Robertson

**Others in attendance:** P&Z Administrator Kurt Hibbert, Deputy Clerk Shelley Jones, Citizen Sam Butikofer

**7:00 p.m.** The meeting was called to order by Chairman Spencer Haacke

**Prayer by:** Rick Robertson

**Pledge of Allegiance led by:** Suzanne Williams

**Report on City's Water & Sewer Study:** City Engineer Dick Dyer gave an informative update on the water and sewer study which is underway and due to be completed July of 2026. Mr. Dyer has been the city's engineer for forty plus years and also served on Rexburg's Planning & Zoning committee for fourteen years. He wrote the application in July of 2023 to apply for funds from the DEQ (Department of Environmental Quality). The grant covers 50% of the cost of the study. This study is an addendum to the previous study done in 2019, including new areas of growth west of US Highway 20. The study will evaluate the current system and alternatives for anticipated growth areas. When the study is complete, there will be public hearings concerning the study probably around May of 2026. Mr. Dyer showed a map of possible future water lines going from 3500 N to the Salem Highway down to 3000 N or the N Rexburg exit. We expect a 35% growth rate over the next twenty years. These studies generally look at a twenty-year planning window. If a need arises sooner, such as high growth, we may need a new study sooner. They are planning for growth around the interchange. It was stated that commercial growth uses much less water than residential areas.

It was discussed what options would be available to take care of city waste. A sewer lagoon would be an option with a summer land application facility. The cost would be around five to six million for this option. The city has already purchased treatment capacity for the next twenty years and we are expecting no further large expenditures. Another option would be a mechanical treatment plant like Rexburg's, which would cost approximately fifteen to eighteen million.

It was discussed how we would get sewage from the Salem area to Rexburg. Mr. Dyer showed possible options on a map of the area. It cost 2.56 million to improve the current line and build a new pump station which Sugar City is helping to pay for. The current pipeline was 12 inches and it will now be 18. Sugar City has purchased capacity for 220,000 gallons of sewage per day and we now using approximately 150,000 gallons per day. Sugar City pays a 35% share of the cost in proportion of the usage, Teton pays a share as well. Dickinson also pays a share. They use more than the entirety of Sugar City.

Mr. Dyer then reviewed the steps of the water sewer study. Mr. Dyer stated that when looking at getting funding from governmental agencies, we have to remember that they will fund needs, not speculation. Now that Salem is annexed, it is not a speculation but a need.

These studies are used to have a plan and use that plan with funding agencies to put the plan in effect.

Developments have to put infrastructure in, not the city. We try to get loans and grants to help. This study has a three-year window. DEQ sets the time window.

Commissioner Rick Robinson thanked Mr. Dyer for his time and stated that he felt this was the most informative P&Z meeting he has ever attended.

**Public Comment:** None

**Approval of 10-02-2025 Minutes:**

**Motion to approve minutes made by:** Drew Eager

**Seconded by:** Suzanne Williams

**All were in favor. Motion Carried.**

**Discussion of Land Use Table Revisions for Liquor License:** The commission continued the discussion as it was tabled at the public hearing on the 2<sup>nd</sup> of October. The commission said that it seemed that the people felt surprised by the city's desire to allow a liquor by the drink license. P&Z Administrator Hibbert stated the city council passed the ordinance and we need to implement it in the Regional Commercial zone. It was felt that this was the most appropriate area. It was asked if we felt that this was a good recommendation to do this? It is only a change to the land use table. Commissioner Eager commented on the fact that it seems we didn't want this to be allowed in the middle of our city but we feel it is okay to impact Salem residents and he questioned if there were other options that are not across residential areas. Mr. Hibbert commented that a restaurant with a liquor license could not go across from a residential area. They would have to obtain a Special Use Permit; they would have to present their plan to P&Z and the commission would have to see if the application made sense and if it was in a good area of the zone. He also mentioned that the commission could later create a buffer zone. The zone, the S. U. permit and the process gives you protection. P&Z has to approve the application. If it does not work well, then don't approve it.

Mr. Hibbert then reported on property that is owned by the Church of Jesus Christ of Latter-Day Saints by the highway. There is interest in redevelopment of this property, such as a travel plaza, an industrial business and a housing project.

There was also some discussion about the property north of Walmart. The property owners came to the city to ask if we could facilitate their desires with the property, such as getting sewer and water to the property. If they are annexed into the city, the area would be zoned Regional Commercial.

The commission shifted back to the discussion about the land use table amendment to add restaurant liquor license by the drink to the Regional Commercial zone.

**Motion was made by:** Cory Roberts to send to council to approve the changes to the land use table revision for the liquor license.

**Motion seconded by:** Suzanne Williams

**Roll call vote - those in favor:** Cory Roberts, Suzanne Williams & Rick Robertson, **those against** – Drew Eager

**Motion carried.**

**Discussion on Rural Ranchette Zone:** Chairman Haacke stated that he felt the county overstepped their bounds in creating a bad monster and then killing it and then calling themselves a hero. It was a very strong man thing to do because we had a lot of people from Salem and everyone trying to help out and give Salem what they wanted and the county, for whatever reasons and motives, planned to ruin that. There were comments stating that some residents felt that they could do more with one acre lots. Mr. Hibbert stated the compelling governmental issue was when a woman stated that their water has been contaminated. There are sand point wells out there. In the old Salem townsite, one-third of the area already has sub-one-acre lots. Rural Ranchette is more commensurate with what they already have. Some items they didn't care for was the smaller setbacks and allowance of sixty-foot structures (silos and windmills). We are trying to give them land use rights, not take them away. Salem wanted their own unique identity. We need to get the Salem residents more involved.

**Public Comment was opened up:** Salem resident Sam Butikofer stated that mainly Salem people want to be left alone. The Rural Ranchette zone caught people by surprise. Pieces of Rural Ranchette might fit. Many residents are now writing down what they want and are putting that together, for Salem and the whole impact area as well. Potentially, if large property wanted to sub-divide, they don't want sewer and water and to have to pay for it. One acre lots are not sustainable for water.

**Further Discussion on the Rural Ranchette Zone:** Commissioner Robertson discussed tweaking the Trans Ag zone description, maybe renaming the zone with something Salem can identify with. We could regulate the zone with the land use table and rework the wording.

**Motion made by:** Rick Robertson to continue action working to resolve the Rural Ranchette zone.

**Seconded by:** Drew Eager

**All were in favor, motion carries.**

**Review of Comprehensive Plan Chapters 14, 15 & 16 by Rick Robertson:**

Chapter 14 Sugar's Impact Area East of Teton – show the current changes in the new comprehensive plan.

#9 update change from "Salem Townsite Area" to "Salem".

Chapter 15 Implementation– We need to focus on #2 that states development is mostly driven by property owners and developers, etc.

Under Budgeting – Put verbiage in here, Urban Renewal information, the transportation plan and the water & sewer study.

P&Z Commission Chapter 16 – no changes.

Review and update and appendixes, maps, city swat analyses. Mr. Hibbert has a copy and this should be added to this.

We should have the updated Comprehensive Plan ready to present to council in January or February and then P&Z would hold a public hearing on this. The commission will hold a work meeting to review all suggested changes and put the final document together.

**P&Z Sub-Committee Updates:** (\*Note to committee – let Chairman Haacke know when you hold any sub-committee meetings.)

- **Historical Preservation/Downtown Revitalization** - Cory Roberts - no updates
- **Community Identity/Downtown Revitalization** - no updates
- **Design Review/Beautification Committee** - Suzanne Williams – no updates
- **SCURA (Sugar City Urban Renewal Agency)** - Spencer Haacke stated that the committee decided to focus on the North Fork area. The committee is working on the by-laws. Those currently serving on the committee are:  
**Mark Stewart** – from Moody Area – teaches at BYU  
**Chris Baldwin** – Serves on Cemetery Board  
**Ian Luke** – School Board Member  
**Derek Taylor** – Co-chair of agency and former P&Z chairman  
**Kurt Hibbert** – acting as administrator  
**Chase Hendricks** – acting as legal counsel/treasurer
- **Salem Area Development** - Rick Robertson - no updates
- **Parks and Paths** – Drew Eager - no updates

**Zoning Map Update:** The commission reviewed the map and some changes need to be made. The impact area boundary needs to be darkened. The half mile radius outside the city limit needs to be made clearer. Adjacent roads need cleaned up on GIS. We will need to have another hearing on this map when it gets cleaned up as soon as possible. We want clear boundaries on the map. To publish for the hearing, it will be a summary ordinance, and not having to do a 300-foot property boundary notification.

**Accessory Dwelling Unit Code Update:** No report

**Administrative Report:** There have been a lot of projects discussed with the Urban Renewal Agency. The agency is gives local control for tax revenue, but it doesn't go on forever, twenty years. It will take two years to get funding coming in. A lot has been invested in SunPro's Truss Plant, Door Plant and retail store. Sugar Mill is now under construction again.

**Agenda items for meeting on November 6, 2025:**

- Subcommittee Updates
- Review of New Zoning Map
- Review Accessory Dwelling Unit City Code Amendments

**9:45 p.m. Motion to adjourn the meeting by:** Rick Robertson

**Seconded by:** Suzanne Williams **All were in favor. Motion carried.**