

**CITY OF SUGAR CITY, ID PLANNING &  
ZONING MEETING MINUTES Thursday,  
June 5, 2025, 5:30 P.M.**

**Commissioners in attendance:** Spencer Haacke, Rick Robertson, Suzanne Williams, Brian Hawks, Cory Roberts, Drew Eagar

**Others in attendance:** Office Assistant Aerolee Hunter

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

**Prayer by:** Spencer Haacke

**Pledge of Allegiance led by:** Drew Eagar

**Vote for new Vice-Chairman:**

Rick nominated Brian be the vice-chairman. There was a discussion and Brian said he has had a chance and wants someone else to have the opportunity. Suzanne stated she doesn't want it to be her. Brian wants to nominate Suzanne, she said no thank you. Spencer would like a vice chair as someone to turn to if he is gone to run the meeting. Rick feels like the vice-chair needs to be someone from Sugar City until Salem is more a part of it. Brain feels like they wait on a vice chair and if there is a time Spencer needs someone to fill in, he can call on someone. Cory has personal matters that might involve him moving, so he doesn't want to do it. There is still a vacancy on the P&Z committee, discussed on waiting to fill that and see if the new person wants to be the vice-chair. Spencer decided to table it for now. If anyone has nominations for someone new to be on the committee, he would love to hear them.

**Approval of 5-22-2025 Minutes:**

**Motion to approve minutes of 5-22-2025 made by:** Brian Hawks

**Second by:** Cory Roberts

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

**Public Comment:** None

**Manly Movers Business Update:** Code Enforcement officer Kimber Jones sent an update that Manly Movers is in compliance and should no longer be a concern. The commissioners see no further concern.

**Comprehensive Plan Chapters 2, 3, & 4 Review:**

**Chapter 2:** History and Population. Spencer suggests adding a map of the area near Salem and Sugar City to enhance the section. The historical content is strong, but the wording needs refinement. Dating is consistent, but in the 4th paragraph, a map from 1903 is mentioned—if used, it needs a proper reference. Kurt might help find it, possibly at the St. Anthony courthouse. Page 14 should include flood photos. Page 15 references old estates in 2023—needs a fresh write-up to reflect updates. Update the historical goals section to better fit the comprehensive plan. Track subdivisions by year and try to monitor population trends over time. The commission wants a history with dates of when all subdivisions were created. Define and explain "small town"—how Planning & Zoning can support and encourage this identity. Emphasize a family-focused vision throughout the plan. Three Main Objectives: Encourage public participation, protect children and families, maintain a small-town environment.

**Chapter 3:** Protection of Property Rights. The goals are vague—needs clearer language about managing growth. Add language that supports growth aligned with small-town values. Avoid uncontrolled growth. Controversial topics may arise, have Chase the city attorney review for compliance and identify any missing elements.

**Chapter 4:** Schools. Include a drone image showing the schools—highlight that the school district is the largest employer in Sugar City. Consider a new elementary school in Salem. Brian prefers having all schools centralized. Ensure the city plan aligns with the school district's plan.

Suggest an annual joint meeting with the school district for better coordination.

**Next time:** Look at Chapter 5, 6, & 7. Suzanne will review and report back at the next meeting.

**P&Z Sub-Committee Establishment:**

Need to clarify who is going to be on what

-Urban Renewal- Spencer Haacke and Kurt Hibbert

-Parks and Paths- Drew. Talk to Arlynn Jacobson about the committee

-Salem Area- Rick Robertson

-Design review/Beautification Committee- Suzanne Williams

-Historical Preservation/Downtown Revitalization- Cory Roberts. Talk to Kurt Hibbert and Grant Johnson of the Historical Society.

-Community Identity- Brian Hawkes. See if there is something with the city that already aligns with it.

#### **Urban Renewal Update:**

Chase is working on that. As soon as that is done, they will work on forming the committee and working on the 5 areas that we want them to make urban renewal. Kurt and Spencer sat down with Clerk Wendy McLaughlin to discuss this. Kurt and Spencer will go to meeting end of July that they will report on.

#### **Sugar-Salem Meeting Update and Scheduling:**

Commission would like to hold a Town hall meeting. It will be discussed at the next meeting to plan it. Plan it closer to the end of summer. Needs funds from the city to get handouts/fliers.

#### **Review Zoning Map:**

Note from Kurt- need to look for further amendments. Maps haven't been printed out. Look for amendments before printing.

#### **Review Sidewalk Standards:**

Discuss the need to add sidewalks to alternate terrain plan. Commission wants to establish a sidewalk standard for the city of Sugar City. Needs to be part of a plan. When a house is sold, it needs to be part of the plan in purchase that they need to put in a sidewalk. There isn't a plan now. In the future, discuss with the city council to put in the ordinances. Have something to send to the council for approval.

#### **Administrative Report:**

Spencer said that Kurt met with a developer that is interested in the property over by the overpass.

Sugar Days/Community Breakfast: Saturday June 21st. 8am-10am, 10am-4pm

Design review- Met with 5 Brothers, and looked over Sunpro plans. 5 Brothers is approved. Sunpro is approved on the condition that they provide a landscape plan.

#### **Discuss agenda items for next meeting to be held July 3, 2025:**

Vote by text to meet either July 3 or the 17th.

Subcommittees (Report back what has been done)

Sugar-Salem Townhall Meeting

Review Sidewalk Standards

Comp Plan Chapters 5, 6, 7

**8:20p.m. Motion to adjourn the meeting by:** Drew Eagar

**Second by:** Rick Robertson

**All were in favor.** Motion carried.