

CITY OF SUGAR CITY, ID
PLANNING & ZONING MEETING MINUTES
Thursday, July 3, 2025, 7:00 P.M.

Commissioners in attendance: Chairman Spencer Haacke, Rick Robertson, Suzanne Williams, Brian Hawks, Cory Roberts

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: Brian Hawkes

Pledge of Allegiance led by: Cory Roberts

Approval of 06-05-2025 Minutes:

Motion to approve minutes as amended made by: Suzanne Williams

Second by: Cory Roberts

All were in favor. Motion Carried.

Public Comment: None

Review of Comprehensive Plan Chapters 5, 6 & 7 by Suzanne Williams:

Chapter 5:

- Suzanne stated that many items in chapter 5 referenced the future, and she felt that the wording should reference the present because of the growth the city has incurred.
- It mentions major employers (2023) in the city and this needs updated.
- Page 26, first paragraph, has the year 2023 mentioning several industries looking to locate here. Take date out or update.
- In the third paragraph, it mentions short term residential growth increasing compared to commercial. Change or add that we have had many new multi-family units built in the city, increasing commercial growth, even though they are residential units.
- The business park information also needs updated. State that current trends are that the city is continuing to grow, we have an economic base that is expanding and that residential growth is increasing. It would be good to rewrite this paragraph stating that we are a very forward, economic thinking community instead of stating that we are just hopeful.
- Update the third paragraph stating that we are working on the redevelopment of Center Street with a new subcommittee and we have the desire to create a Center St. Boulevard going over the highway to the Salem highway.
- We also need to add that the Sugar Salem Historical Society is raising funds to build a museum replicating the old railroad depot. Add this as one of the things we are working on. We could add this to chapter 12 also.
- Land use history, paragraph two, mentions schools and churches. There was discussion as to possible new schools and churches in the future.
- At the end of paragraph 8, change “general” industrial to “light” industrial. Clarify with examples between land use, the comprehensive plan and zoning. Under land use map, paragraph one, it sounded confusing in the middle of the paragraph. Mr. Hibbert explained the difference between the Comprehensive Plan Map and the Zoning Map and the Preferred Land Use Map. Comprehensive Plan Map is how you want the future to be. Zoning Map is regulatory. Land Use Map is how things are at present. Define this better and put the current land use map in there.
- Objective #4– question on whether we have enacted a subdivision ordinance or not.
- Objective #5 – requiring growth and impact studies and questioned whether those have been done.

Chapter 6 & 7:

- It was questioned if we need the new water well included in chapter 6. The rest looks good.

Next time: Review Chapter 8, 9, & 10. Cory will review and report back at the next meeting.

P&Z Sub-Committee Establishment:

- **Historical Preservation/Downtown Revitalization** - Cory Roberts. Cory talked with the Historical Commission and to Grant Johnson of the Historical Society. The society has many good plans for the future of a museum. They have created two mascots for the committee, named Sugar & Spice.
- **Community Identity/Downtown Revitalization** - Brian Hawkes had no report for this meeting.
- **Design Review/Beautification Committee** - Suzanne Williams reported that the committee met to discuss the new 5 Brothers building in the business park and approved the design. They also discussed SunPro and agreed to approve its next phase if they received a landscape plan within one week, which did not happen, so it has not been approved.
- **Urban Renewal** - Spencer Haacke reported that they are building the committee and deciding who they want to serve on the board.
- **Salem Area Development** - Rick Robertson shared that he visited Reese Butikofer from Salem who is excited about the new committee and he is still working on getting more members.
- **Parks and Paths** - No report

Sugar-Salem Meeting Update and Scheduling:

The commission set a tentative date of August 28th to hold a town hall meeting. It will be planned at the next meeting. The commission wants to create a flyer with facts listed.

Review of Sidewalk Standards:

The commission would like to add to the city code, that when a house is sold, if it does not have a sidewalk, the new owner would be required to put one in. The city will give the council a code amendment along with the newly revised ADU amendments soon.

Administrative Report:

- Chairman Spencer Haacke is looking at businesses, agendas, taxing districts, etc. for the Urban Renewal Committee. City Attorney Chase Hendricks is also working on the committee formation. The district will be self-funding.
- P&Z Administrator Kurt Hibbert stated that the council approved three resolutions towards the establishment of the Urban Renewal Committee. The resolutions also approve the funds for the administrator and other costs associated with the development of the committee.
- TOK realtor met with Mr. Hibbert and discussed two possible new developments in the city.
- Our new zoning map will show adjacent boundaries with the city of Teton's boundaries.

Agenda items for meeting on August 7, 2025:

- Comprehensive Plan Review of Chapters 8, 9 & 10
- Subcommittee Updates
- Planning of Sugar-Salem Townhall Meeting
- Review of New Zoning Map
- Review Accessory Dwelling Unit City Code Amendments

8:08 p.m. Motion to adjourn the meeting by: Rick Robertson

Second by: Brian Hawkes

All were in favor. Motion carried.