MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, SEPTEMBER 24, 2026, 6:30 P.M.
PUBLIC HEARING & P&Z JOINT WORK MEETING

Presiding: Council President Catherine Nielsen (Mayor Steven Adams excused)

Meeting Via Internet and at City Hall Convened at 6:30 p.m.

Prayer: Councilman Dayley

Pledge of Allegiance: Councilwoman Ball

Present at City Hall and Online: Councilors Catherine Nielsen (Council President), Joy Ball, Glenn Dayley, and Carter Stanford (online); Planning and Zoning Administrator and Chairman Kurt Hibbert and Spencer Haacke respectively; Planning and Zoning Commissioners Sam Johansen, Chandler Lessing, Rick Robertson; Sugar City Area Historical Society Chairman Grant Johnson; and others who may have joined electronically or physically but not identified. Mayor Adams, Clerk Treasurer Wendy McLaughlin, Public Works Director Arlynn Jacobson, and City Attorney Chase Hendricks were excused.

PUBLIC HEARING – 6:30 P.M.

New Fee Schedule and Fee Increase of 5% or More: The City Council held a public hearing to discuss a 5% fee increase across various city services. The primary focus was on addressing a $63,000 deficit in garbage services. The council reviewed and discussed the proposed new fee schedule.

CONSENT AGENDA:

9-10-2026 Minutes

MOTION: It was moved by Councilwoman Ball and seconded by Councilman Dayley to approve the Consent Agenda; motion carried.

SUGAR CITY AREA HISTORICAL SOCIETY REPORT: Grant Johnson

Grant Johnson presented an update on the Historical Society's efforts to establish a museum. He highlighted challenges with property ownership and grant applications due to uncertainty over whether the Society holds title to the designated property. The status of a property deed transfer to the Sugar City Area Historical Society was discussed, though some complications regarding the legal process remained unresolved.

NEW FEE RESOLUTION NO. 2026-8: Action Item

Resolution No. 2026-8 was introduced to the council and read by title only:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO REPLACING AND ESTABLISHING A COMPREHENSIVE CITY FEE SCHEDULE AND CHARGES FOR CITY SERVICES, LICENSES, PERMITS, UTILITIES, FACILITIES, LAND-USE APPLICATIONS, PUBLIC WORKS SERVICES, COST RECOVERY, AND RELATED MATTERS; PROVIDING POLICIES FOR COLLECTION; REPEALING PRIOR INCONSISTENT FEE SCHEDULES; AND ESTABLISHING AN EFFECTIVE DATE".

MOTION: It was moved by Councilwoman Ball and seconded by Councilman Dayley to approve Resolution No. 2026-8. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Ball, Dayley, Nielsen

Those voting nay: Councilman Stanford – does not like all the fees going up.

Thereupon, Council President Nielsen declared the motion passed.

A copy of said resolution is attached hereto marked "Attachment 1".

EARLY TERMINATION OF BURN BAN RESOLUTION NO. 2026-9: Action Item

Resolution No. 2026-9 was introduced to the council and read by title only:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO TERMINATING THE TEMPORARY OPEN FIRE BAN".

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve Resolution No. 2026-9. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: All

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

A copy of said resolution is attached hereto marked "Attachment 2".

PLANNING & ZONING REPORT: Kurt Hibbert

Planning and Zoning Administrator Kurt Hibbert reported on the following items:

Development Agreements:

Maverik Development Agreement: The Maverik development agreement is in substantially final form and ready for approval. The agreement includes comprehensive snow removal responsibilities and ADA-compliant parking requirements.

Fort Henry Junction Development Agreement: The Fort Henry Junction development agreement includes the new Maverik infrastructure. The council identified the need to address legacy open space requirements, particularly regarding a missing lot on the south side that needs to be added to the plat. The council agreed to approve the agreement pending minor edits, including language about open space and potential city hall usage.

PUBLIC WORKS REPORT: Arlynn Jacobson – written report

Written report submitted and included in the council packet.

GENERAL BUSINESS:

GIS – Eric Smith, Helping Hands (GeoSmith Mapping): The council reviewed and approved a GIS mapping agreement with GeoSmith, which includes a 3.6% cost of living adjustment and will cost $320.12 monthly starting October 1, 2026. It was noted there is

a pending county proposal for GIS services, but the council decided to proceed with the GeoSmith contract since it includes a 30-day cancellation option.

MOTION: It was moved by Councilor Dayley and seconded by Councilor Ball to approve the GIS mapping agreement with GeoSmith. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

Zift – Caselle Payment Processing (Xpress Bill Pay Replacement): The council approved two separate Zift merchant applications – one for general accounts and one for utility accounts.

MOTION: It was moved by Councilor Ball and seconded by Councilor Dayley to approve the Zift merchant applications. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

The Aisle – Christmas Dinner Venue: The council approved an agreement with The Aisle Wedding and Event Center for a Christmas party rental totaling $350.

MOTION: It was moved by Councilor Dayley and seconded by Councilor Ball to approve The Aisle rental agreement. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

Fort Henry Junction Development Agreement:

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve the Fort Henry Junction Development Agreement and final plat documents pending minor edits regarding legacy open space and potential city hall usage. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, and Nielsen

Those voting nay: None

Abstained: Councilman Stanford

Thereupon, Council President Nielsen declared the motion passed.

Maverik Development Agreement:

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Ball to approve the Maverik Store Development Agreement and final plat documents pending

any clerical edits. Thereupon, Council President Nielsen called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Nielsen, and Stanford

Those voting nay: None

Thereupon, Council President Nielsen declared the motion passed.

CALENDARED ITEMS:

Third Reading:

Fire Prevention Ordinance No. 414_2026: The group discussed changes to the Fire Prevention Ordinance, including the addition of provisions for residential yard waste fires and expanded authority for fire officials. Concerns were raised about the mayor's ability to lift burn bans during wet conditions. The ordinance was tabled for further review and revision.

PUBLIC COMMENT: 7:00 PM

None

JOINT MEETING WITH PLANNING AND ZONING: Spencer Haacke chaired the meeting.

Urban Renewal Brochure: The group reviewed plans for distributing 500 copies of an urban renewal brochure to constituents and discussed a strategy to divide the city into segments for board members to visit and explain the initiatives. The council discussed having a booth at the upcoming "Treats in the Streets" event to promote the Urban Renewal Agency and distribute brochures.

Downtown Planning and Design Standards: The group decided to prioritize downtown planning and design standards. Discussion covered potential zoning changes around Railroad Avenue, development plans for properties near Kershaw, and the vision for downtown revitalization. Participants expressed a desire to maintain the historical character while modernizing the area with boulevards and pedestrian amenities. Mixed-use development downtown was discussed to improve cash flow and attract investment, with a focus on implementing National Main Street Program principles.

Park Planning: The council discussed the need for better park planning, focusing on creating accessible parks within a 10-minute walking distance of residents' homes. Ideas for multi-use parks were explored, including accommodating soccer, basketball, and pickleball. The discussion addressed balancing developer-maintained private parks with public space requirements. A GIS analysis was suggested to identify gaps in existing park coverage and the need for walkable paths across highways. Gathering centers like pavilions in major parks, along with trees, power sources, and bathrooms for multi-use parks were discussed.

Growth and Infrastructure: Long-term growth and development vision was discussed, emphasizing controlled growth and protecting property rights in the impact area. Concerns about water and sewer infrastructure were raised, particularly regarding the city's current waste treatment arrangement with Rexburg and potential future expansion of services northward. Sewer line infrastructure and how to service the new Maverik

development and future growth were covered.

Ordinance Enforcement: Participants noted inconsistencies in following development standards and questioned why new developments sometimes lack required elements like curbs, gutters, and landscaping that were promised in original plans. The group stressed the importance of consistent enforcement and the development of informational materials and FAQs for the public.

Council–Planning Commission Coordination: The group discussed the need for clearer job descriptions and better support staff for planning and zoning functions, with the suggestion of hiring a city administrator to handle day-to-day operations. They agreed to hold quarterly meetings between the Council and Planning Commission, with the next meeting scheduled for January.

MAYOR & COUNCIL REPORTS:

None

ADJOURNMENT – Action Item

MOTION: It was moved by Councilor Dayley and seconded by Councilor Ball to adjourn the meeting; motion carried.

Meeting adjourned 8:56 p.m.

Signed: _____ Attested: _____

Catherine Nielsen	Wendy McLaughlin,
Council President	Clerk-Treasurer

Attachment #1

CITY OF SUGAR CITY, IDAHO
RESOLUTION NO. 2026-8

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, REPLACING AND ESTABLISHING A COMPREHENSIVE CITY FEE SCHEDULE AND CHARGES FOR CITY SERVICES, LICENSES, PERMITS, UTILITIES, FACILITIES, LAND-USE APPLICATIONS, PUBLIC WORKS SERVICES, COST RECOVERY, AND RELATED MATTERS; PROVIDING POLICIES FOR COLLECTION; REPEALING PRIOR INCONSISTENT FEE SCHEDULES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Sugar City Code section 1-6-1(B)(7) authorizes the City Council to establish fees for City services and prescribe penalties for violations of City ordinances, and Sugar City Code section 1-11-1 provides that the City Council shall set fee amounts by resolution; and

WHEREAS, Idaho Code sections 50-301, 50-302, and 50-307 authorize municipal self-government, regulation, licensing, and related municipal charges, subject to controlling state law; and

WHEREAS, Idaho Code section 63-1311 authorizes fees for services that would otherwise be funded by property tax revenues when such fees are reasonably related to and do not exceed the actual cost of the service, and Idaho Code section 63-1311A requires a noticed public hearing before approval of a new fee or an increase exceeding five percent (5%) of the fee last collected; and

WHEREAS, the City has reviewed its existing fee resolution, the Sugar City Code, departmental charges, utility rates, and fees discussed by the City Council during its 2026 fee-schedule review, and desires to consolidate those charges into one comprehensive schedule to improve transparency and administration; and

WHEREAS, the City Council intends that a fee stated as "actual cost," "City cost," "professional services cost," or an hourly rate shall be limited to the lawful and reasonably related cost incurred by the City for the service, review, material, contractor, consultant, publication, recording, collection, or other item for which the charge is imposed; and

WHEREAS, the City provided notice and conducted a public hearing as required by Idaho Code section 63-1311A for each new fee and each proposed increase exceeding five percent (5%), and the hearing occurred at a meeting noticed and conducted in accordance with Idaho Code section 74-204; and

WHEREAS, after receiving public comment and considering the basis for the proposed charges, the City Council finds that adoption of the attached comprehensive schedule is in the public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, AS FOLLOWS:

I. ADOPTION OF COMPREHENSIVE FEE SCHEDULE

The City Council hereby adopts the 2026-2027 Sugar City Comprehensive Fee Schedule attached as Exhibit A and incorporated by this reference. Except where controlling law or an existing contract requires otherwise, Exhibit A shall be the City's master schedule for fees, rates, deposits, cost-recovery charges, and reference penalties.

II. PRIOR FEE SCHEDULES SUPERSEDED

All prior City fee schedules and resolutions are superseded to the extent they establish a different amount for a fee included in Exhibit A. This Resolution does not repeal substantive ordinance requirements, accrued fees, penalties, contractual obligations, or charges fixed directly by controlling state law.

III. CONTROLLING LAW AND ORDINANCE

If state law or the Sugar City Code fixes, caps, or prescribes the method for calculating a fee, rate, fine, or penalty, the City shall apply the controlling law. Penalties and court-imposed fines are included in Exhibit A for administrative reference only when the controlling ordinance or statute establishes the legal obligation.

IV. PROFESSIONAL SERVICES, THIRD-PARTY COSTS, AND ACTUAL COST

Where City ordinance requires reimbursement of engineering, legal, surveying, recording, publication, notice, inspection, collection, contractor, or other professional or third-party expenses, the applicant or responsible person shall pay the amount stated in Exhibit A plus the actual lawful cost incurred by the City when expressly authorized by ordinance. Deposits may be required and replenished as authorized by Sugar City Code section 9-1-9 and other applicable provisions. Unused refundable deposits shall be returned after final accounting.

V. COLLECTION; NONPAYMENT

Fees are due when required by the applicable ordinance, application, permit, license, utility rule, or this Resolution. The City may withhold processing, issuance, final approval, release of an impounded animal, utility reconnection, recording, or other action when authorized by law until required fees and reimbursable costs are paid. Collection costs may be assessed when authorized by ordinance.

VI. WAIVER

Any waiver shall comply with Sugar City Code section 1-6-1(B)(13), applicable state law, and any specific ordinance governing the fee. No employee may waive a fee unless authorized by the City Council or by ordinance.

VII. SEVERABILITY

If any portion of this Resolution or Exhibit A is held invalid, the remaining provisions shall remain in effect.

VIII. EFFECTIVE DATE

This Resolution shall take effect on October 1, 2026, after completion of all notice and hearing requirements applicable to the new and increased fees.

PASSED AND APPROVED by the City Council and Mayor of the City of Sugar City, Idaho, this 24th day of September, 2026.

_____
Steven Adams, Mayor

ATTEST:

(SEAL)

_____
Wendy McLaughlin, City Clerk-Treasurer

EXHIBIT A

2026-2027 SUGAR CITY COMPREHENSIVE FEE SCHEDULE

I. BUILDING DEPARTMENT FEES

FEE / SERVICE	AMOUNT / RATE
Re-inspection fee (Section 109.7)	$60/hour; 1-hour minimum
Application deposit - 1 & 2 dwelling units / valuation up to $500,000	$100; nonrefundable and applied to permit fee
Application deposit - commercial projects	$500; nonrefundable and applied to permit fee
Beginning work without required permit	2x permit fee, not to exceed $1,000
Solar panels / alternative energy systems	$150
Change of occupancy/use	$100 minimum, or building permit fee when required
Parking lot not associated with building permit - new or replacement	$500
Temporary occupancy beyond 14 days - residential	$500/month
Temporary occupancy beyond 14 days - multifamily/commercial	$1,000/month
Covered patios and carports	$175
Decks requiring permit	$175
Agricultural buildings - zoning review and inspection	$100
Manufactured home - no foundation	$250
Manufactured home - with foundation	$350
Floodplain development - review only	$100

Building permit fees are based on February 2020 Building Safety Journal Building Valuation Data, with a 90% local adjustment factor, using the following tier schedule:

FEE / SERVICE	AMOUNT / RATE
$1-$499	$50
$500-$1,999	$50 + $4 per $100 above prior tier
$2,000-$24,999	$110 + $18 per $1,000 above prior tier
$25,000-$49,999	$525 + $13 per $1,000 above prior tier
$50,000-$99,999	$850 + $9 per $1,000 above prior tier
$100,000-$499,999	$1,300 + $7 per $1,000 above prior tier
$500,000-$999,999	$4,100 + $6 per $1,000 above prior tier
$1,000,000-$4,999,999	$7,100 + $5 per $1,000 above prior tier
$5,000,000-$9,999,999	$27,100 + $2 per $1,000 above prior tier
$10,000,000 and above	$37,100 + $1 per $1,000 above prior tier

Basement finish: the incremental tier fee is applied to the difference between the valuation including the newly finished area and the existing valuation.

II. GENERAL REFUND / CANCELLATION POLICY

FEE / SERVICE	AMOUNT / RATE
Park reservations, event activities, and similar reserved services	Nonrefundable
Discretionary refund for extenuating circumstances	As approved by City
Administrative refund processing fee, where applicable	$25

III. CITY CLERK / PUBLIC RECORDS FEES

FEE / SERVICE	AMOUNT / RATE
Public records - first 100 standard paper pages	No charge

FEE / SERVICE	AMOUNT / RATE
Public records - more than 100 standard 8.5 x 11 black-and-white pages	$0.15/page, to extent permitted by Idaho Code § 74-102
Public records labor - first 2 hours	No charge
Public records labor after 2 hours	Lowest paid employee/person capable of processing, as permitted by I.C. § 74-102
Public records requiring attorney redaction/review	Actual lawful labor cost, as permitted by I.C. § 74-102
Special media, publication, conversion, third-party or material costs	Actual cost, as permitted by I.C. § 74-102

IV. ANIMAL LICENSES, PERMITS, IMPOUNDMENT, AND RELATED FEES

FEE / SERVICE	AMOUNT / RATE
Dog license (latest adopted schedule cites SCC 4-1-3)	$25 lifetime
Replacement dog tag (SCC 4-1-5)	Actual tag cost / amount established by resolution; confirm before collection
Noncommercial kennel (SCC 4-1-7)	$50 annual
Commercial kennel (SCC 4-1-7)	$75 annual, plus any required business license
Dog/animal impound - first offense	$75
Dog/animal impound - second offense	$100
Dog/animal impound - third or subsequent offense	$150
Boarding while impounded	$30/day
Additional amount if impound charges remain unpaid for one week	$25
Nonconforming animal use permit and inspection (SCC 4-4-4(D))	Amount must be established by Council resolution; no separate amount located in current schedule
Other animal impoundment (SCC 4-4-7)	Same impound schedule above unless Council adopts a separate amount

V. BUSINESS LICENSES

FEE / SERVICE	AMOUNT / RATE
Home business license	$20 annual
General commercial business license	$50 annual
Business investigation fee	$25 one time
New business application processing fee	$25 one time
Transient / door-to-door solicitor permit	$250 + actual authorized background-check cost, not to exceed $350 per salesperson
Failure to obtain business license - City citation penalty	$50, subject to controlling ordinance/resolution
License issued after middle of license year	1/2 annual fee unless specific ordinance provides otherwise (SCC 2-1-9)
Manufactured home park business license (SCC 11-8-1)	$50 annual as general commercial business license unless Council establishes a specific park license fee
Manufactured home park license transfer (SCC 11-8-3)	Amount must be established by Council resolution; no separate amount located in current schedule

VI. ALCOHOL LICENSES AND PERMITS

FEE / SERVICE	AMOUNT / RATE
City alcohol license application / processing	$100 one time, if lawfully imposed in addition to license fee
Beer retailer - off-premises	$100 annual
Beer retailer - on-premises	$200 annual
Liquor by the drink at retail	Maximum municipal amount allowed by Idaho Code § 23-916 and SCC 2-2-12

FEE / SERVICE	AMOUNT / RATE
Wine by the drink	Maximum municipal amount allowed by Idaho law and SCC 2-2-12
Retail wine - off-premises	Maximum municipal amount allowed by Idaho law and SCC 2-2-12
Alcohol beverage catering permit	Maximum amount allowed by Idaho law and SCC 2-2-12
Alcohol license transfer	Amount established by resolution; use controlling state cap and SCC 2-2-12(G)
Late alcohol renewal filing after April 1	$50/day pursuant to SCC 2-2-11

Because Sugar City Code section 2-2-12 ties several alcohol charges to the maximum amount permitted by state law, City staff should verify the current Idaho Title 23 cap at the time of issuance rather than relying on an outdated fixed dollar amount.

VII. FACILITY, VENDOR, PARKS, AND RECREATION FEES

FEE / SERVICE	AMOUNT / RATE
City Council Chambers	$25/event; licensed nonprofits and taxing districts exempt
Temporary location / mobile concession / vendor booth	$25/week or event
Vendor booth with power	$30/week or event
Baseball/softball field - youth league season	$100/year for games
Baseball/softball field - tournament	$100/day
Baseball/softball field - team practice	$2/participant or $25/team/season
Baseball/softball field - group	$30/2 hours
Soccer field - youth league season	$100/year for games
Soccer field - tournament	$100/day
Soccer field - team practice	$2/participant or $25/team/season
Soccer field - group	$30/2 hours
Tennis court	$30/2 hours
Dedicated park space	$30/2 hours
Picnic shelter	$30/4 hours
Seasonal picnic shelter pass - churches, schools, nonprofits	$60/year; 4 hours each occurrence
Sports-field lights	$15/hour
In-kind fee adjustment for sports teams / organizations	As recommended by Public Works Director and approved by City Council for qualifying field or park improvements

VIII. GENERAL ADMINISTRATIVE / PAYMENT FEES

FEE / SERVICE	AMOUNT / RATE
Returned check / returned item	$30 NSF item; $12 each "Unable to Locate" or "Invalid Bank Account" item
Late fee for invoiced billings	$25 or 18% annually, subject to controlling law/contract
Failure to obtain or renew license or permit where resolution applies	$25/month, unless a specific ordinance penalty controls
Collection costs for delinquent utility account	Actual authorized attorney, certified-mail, service and collection costs (SCC 7-1-33)
Utility paper statement	$1.09

IX. UTILITY RATES AND BILLING

FEE / SERVICE	AMOUNT / RATE
Water monthly base rate	$48 proposed (latest adopted $46.00 + 3.6%)
Water usage	$1.22 per 1,000 gallons proposed (latest adopted $1.18 + 3.6%)
Water outside City limits	1.25 times applicable City base and usage rates, as currently scheduled
Sewer monthly base rate	$27
Sewer usage	$4.90 per 1,000 gallons
Sewer outside City limits	1.25 times applicable City base and usage rates, unless a different rate is fixed by resolution
Residential garbage can	$25.00/month proposed; latest adopted $18.63
Second residential garbage can	$21.00/month proposed; latest adopted $13.98
3-yard dumpster - every other week	$54/month
3-yard dumpster	$108/month
4-yard dumpster	$146/month
6-yard dumpster	$197/month
8-yard dumpster	$255/month
New utility customer connection/account fee	$25
Disconnect fee	$20
Reconnect fee	$20
After-hours service charge	$30, but not more than actual lawful cost where SCC 7-1-25 controls
Shut-off notice charge	$10
Past-due utility penalty	2% of amount due

X. CODE ENFORCEMENT PENALTIES - REFERENCE ONLY

FEE / SERVICE	AMOUNT / RATE
General infraction (SCC 1-4-3)	$150
Motor vehicle and traffic violation (SCC 5-2-1)	$25, if controlling ordinance permits City citation amount
Parking regulation penalty (SCC 6-1-2)	$25
Winter parking violation	$50
Animal control penalty	$50
Unpaid City citation after 14 days	Penalty doubles, if authorized by controlling ordinance
Noxious weeds / nuisance property / inoperable vehicles	General infraction amount where ordinance refers to SCC 1-4-3
Nuisance abatement costs	Actual City cost recoverable when authorized by SCC Title 3
False fire report restitution	Actual personnel, engine and supply cost under applicable fire-code provision

This section is a reference aid. Criminal fines and civil penalties arise from the controlling ordinance, statute, or court order and are not converted into service fees by this Resolution.

XI. PLANNING AND ZONING - LAND USE FEES

FEE / SERVICE	AMOUNT / RATE
Annexation	$1,066
Conditional Use Permit (formerly listed as Special Use)	$325
Variance	$400
Wind energy	$100
Zone change	$480

FEE / SERVICE	AMOUNT / RATE
Appeal	$150
Vacation	$300
Zoning verification request	$125
Comprehensive plan change	$785
Zoning code text amendment	$250
Motion/request to reopen land-use hearing record (SCC 1-8-6)	Actual City notice/hearing costs incurred

XII. PLANNING / SITE REVIEW FEES

FEE / SERVICE	AMOUNT / RATE
Site plan review - first meeting	No charge
Subsequent site-plan/review meeting	$250
Commercial site plan review	$450
Multifamily site plan review	$400
Utilities and improvements review	$500
Design review	Additional fee equal to 10% of the applicable building permit fee

XIII. SUBDIVISION FEES

FEE / SERVICE	AMOUNT / RATE
Short plat	$350
Preliminary plat	$550
Final plat	$200
Plat amendment	$350
Planned Unit Development	$690
Minor change	$30
Lot split application	$125

XIV. RECORDING, AGREEMENTS, PROFESSIONAL SERVICES, FLOODPLAIN, SIGNS, AND OTHER PERMITS

FEE / SERVICE	AMOUNT / RATE
Recording - documents subject to Madison County Recorder fee schedule	Actual Madison County recording fee + authorized City administrative cost
All other recorded documents - current Recorder reference	$10 first page + $3 each additional page, subject to current County schedule
Standard development agreement	$1,100
Revised development agreement	$300
Conditional rezone agreement	$1,100
General agreement review	$500
City-drafted agreement	$500
Floodplain project review	$775
Freestanding sign - new, rebuild, relocation	$125
Nonstructural sign	$75
City Attorney professional review	$300/hour, plus other actual authorized costs
City Engineer professional review	$200/hour, plus other actual authorized costs
Professional review minimum deposit under SCC 9-1-9	Applicable scheduled application/agreement fee; replenish to cover projected actual cost
Review of applicant-retained professional work (SCC 9-1-9-6)	Actual City review cost
County Surveyor review	$500 for 2 reviews
Fence permit	$25

FEE / SERVICE	AMOUNT / RATE
Wireless telecommunications facility - residential	$295
Wireless telecommunications facility - commercial	$510

XV. PUBLIC WORKS / STREET / RIGHT-OF-WAY FEES

FEE / SERVICE	AMOUNT / RATE
Right-of-way encroachment / road work permit	$200
Work begun without required ROW permit	$400 permit fee, plus applicable deposit/bond and penalties
Boring one-year warranty deposit	$1,200; $1,000 refundable after successful warranty period
Gravel-road one-year warranty deposit	Greater of $13/linear foot or $1,200; less $200 inspection/permit fee
Oil-road one-year warranty deposit	Greater of $40/cubic foot of asphalt or $1,200; less $200 inspection/permit fee
Road/street cut	$1,000 per travel lane
Sidewalk initial inspection - residential/commercial	$45
Sidewalk reinspection	$40 each additional inspection
Sewer violation (SCC 7-4-10.2)	$800/day

XVI. FIRE HYDRANT, WATER METER, AND CONNECTION FEES

FEE / SERVICE	AMOUNT / RATE
Fire hydrant fill hookup	$25
Fire hydrant water usage	$5 per 1,000 gallons
1-inch residential/commercial meter	$320 meter + $200 radio = $520
1-1/2 inch through 8-inch meter	Actual/current part cost + $200 radio; call Public Works
Well-drilling initial inspection (SCC 7-3-3(B))	Amount must be established by Council resolution; no separate amount located in current schedule
FEE / SERVICE	**AMOUNT / RATE**
Water connection inspection - 1-inch service	$225
Water connection capacity - 1-inch service	$2,814
Water meter and radio - 1-inch service	$520
Water meter and radio - 1 inch service (Ally auto meter)	$785
Water connection total - 1-inch service	$3,559 proposed ($225 inspection + $2,814 capacity + $520 meter/radio)
Larger water service	Capacity multiplier + actual/current meter cost as applicable
Water connection outside City limits (SCC 7-1-37)	Amount must be established by Council resolution or governing connection agreement
Wastewater connection inspection	$225
Wastewater connection capacity	$2,314
Wastewater connection total	$2,539
Sewer connection outside City limits (SCC 7-2-14)	Amount must be established by Council resolution / individual agreement as applicable
Interceptor/Moody Road sewer connection (SCC 7-2-14)	Amount must be established by Council resolution
Accessory Dwelling Unit (ADU) - water connection / capacity	One additional residential-equivalent water connection for each ADU. Charge the applicable inspection, capacity, meter/radio and service-line components required for the additional unit. For a standard 1-inch separate service, proposed total is $3,559.

FEE / SERVICE	AMOUNT / RATE
Accessory Dwelling Unit (ADU) - wastewater connection / capacity	One additional residential-equivalent wastewater connection for each ADU: $225 inspection + $2,314 capacity = $2,539.
ADU - shared physical service approved by City	Approval to share a physical service line or meter does not waive the additional-unit water or wastewater capacity charge or the separate monthly base user rate. Charge only actual meter/installation/inspection components that are required and performed.
ADU - separate utility service	Separate water/sewer lines, meter box and shutoff shall be required when applicable under the City's adopted meter-installation policy or as required by Public Works/City Engineer.
ADU - monthly utility rates	Treat the ADU as an additional residential utility user for applicable water and sewer base rates and usage charges; bill prospectively upon approval/verification of the additional unit.

XVII. WATER METER CAPACITY MULTIPLIERS

METER SIZE	MULTIPLIER
3/4"-1" residential (AWWA capacity 30 gpm)	1.00
1" commercial (AWWA capacity 50 gpm)	1.67
1-1/2" (AWWA capacity 100 gpm)	3.33
2" (AWWA capacity 160 gpm)	5.33
3" (AWWA capacity 320 gpm)	10.67
4" (AWWA capacity 500 gpm)	16.67
6" (AWWA capacity 1,000 gpm)	33.33
8" (AWWA capacity 1,600 gpm)	53.33

WATER METER / ADU INSTALLATION POLICY. The latest adopted fee schedule provides that single-family residential, townhouse, condominium, mobile home, manufactured home, and apartment buildings containing two units or less are to have separate water/sewer lines and a meter box with shutoff to each livable/usable unit. Sugar City Code section 9-3-13-7 separately provides that all Accessory Dwelling Units are charged applicable individual water and sewer connection fees and rates for the additional unit. Accordingly, an ADU shall be treated as an additional residential-equivalent utility user. If the City Engineer or Public Works Director approves a shared physical service because separate service is impracticable, the shared physical service does not eliminate the additional capacity charge or additional monthly base rate attributable to the second dwelling unit.

XVIII. INDUSTRIAL PRETREATMENT WASTEWATER FEES

FEE / SERVICE	AMOUNT / RATE
Wastewater discharge permit application	$1,000
Monitoring, inspection, collection and analysis	City's actual cost
Accidental discharge review	City's actual cost
Appeal	$500

Attachment #2

CITY OF SUGAR CITY
RESOLUTION NO. 2026-9
A RESOLUTION TERMINATING THE TEMPORARY OPEN FIRE BAN

WHEREAS, the Mayor and City Council of the City of Sugar City, Idaho, adopted Ordinance No. 411-2026 on July 23, 2026, establishing a temporary open fire ban within the corporate limits of Sugar City;

WHEREAS, Sugar City Code section 3-4-2, enacted by Ordinance No. 411-2026, provides that the temporary open fire ban remains in effect through September 30, 2026, "unless terminated earlier by the Sugar City Council";

WHEREAS, the temporary restrictions were adopted in response to dry weather, dry vegetation, and elevated fire danger existing during the 2026 fire season;

WHEREAS, the City Council has considered current fire conditions and information available from the fire-protection authorities serving Sugar City and finds that continuation of the extraordinary temporary open fire ban imposed by Ordinance No. 411-2026 is no longer necessary to protect the public health, safety, and welfare;

WHEREAS, termination of the temporary open fire ban does not authorize any burning or activity prohibited or restricted by federal law, Idaho law, the International Fire Code as adopted by Sugar City, other provisions of the Sugar City Code, applicable air-quality requirements, or any other lawful fire restriction or order; and

WHEREAS, the City Council desires to exercise the express authority reserved in Sugar City Code section 3-4-2 to terminate the temporary open fire ban before its September 30, 2026 expiration date.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SUGAR CITY, IDAHO, AS FOLLOWS:

SECTION 1. TERMINATION OF TEMPORARY OPEN FIRE BAN. Pursuant to Sugar City Code section 3-4-2 and Ordinance No. 411-2026, the Sugar City Council hereby terminates the temporary open fire ban imposed by Ordinance No. 411-2026, effective immediately upon adoption of this Resolution.

SECTION 2. EFFECT OF TERMINATION. Upon the effective time of this Resolution, the temporary prohibitions imposed by Sugar City Code sections 3-4-2 through 3-4-4 shall no longer prohibit otherwise lawful activities solely by reason of Ordinance No. 411-2026. This Resolution does not repeal Ordinance No. 411-2026, forgive or affect any violation committed or liability incurred before termination, or authorize conduct prohibited by any other applicable law, code, permit, order, or fire restriction.

SECTION 3. OTHER FIRE AND BURNING REQUIREMENTS REMAIN APPLICABLE. All persons remain responsible for compliance with applicable federal and state law, Idaho Department of Environmental Quality requirements, the International Fire Code as

adopted by Sugar City, Sugar City Code provisions concerning fire prevention and fireworks, and any lawful restriction imposed by an authority having jurisdiction. Nothing in this Resolution limits the authority of the Fire Chief, Fire Code Official, law enforcement, or other authorized official to order the extinguishment or discontinuance of an unsafe or unlawful fire or ignition activity.

SECTION 4. NOTICE. The City Clerk is directed to promptly provide notice of termination of the temporary open fire ban through the City's customary public-information channels and to provide notice to Madison Fire Department, Madison County Dispatch, the Madison County Sheriff's Office, Sugar City Public Works, and Sugar City Code Enforcement.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND ADOPTED by the Mayor and Council of the City of Sugar City, Idaho, this 24th day of September, 2026.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Joy M Ball				
Councilmember Catherine Nielsen				
Councilmember Glenn Dayley				
Councilmember Carter Stanford				

Attest

Steven Adams, Mayor, Sugar City

Wendy McLaughlin, City Clerk-Treasurer