



## Town Council Meeting Minutes

April 08, 2025, 4:00 PM

Town Hall – Administrative Center | 10183 Truckee Airport Road, Truckee, CA

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1. **Call to Order**: Mayor Zabriskie called the meeting to order at 4:00 p.m.
2. **Roll Call**: Council Members; Romack, Henderson, Polivy (arrived at 4:45 p.m.), Vice Mayor Klovstad, and Mayor Zabriskie.

**Staff Present**: Hilary Hobbs, Assistant to the Town Manager; Dan Wilkins, Public Works Director/Town Engineer; Nicole Casey, Administrative Services Director; Chris Hardy, Chief Information Security and Technology Officer; Kelly Carpenter, Town Clerk; Andy Morris, Town Attorney; Danny Renfrow, Chief of Police; Alfred Knotts, Transportation Program Manager; Bonnie Thompson-Hardin, Human Resources Manager; Adam Petersen, Senior Planner; David Tirman, Senior Planner; Scott Mathot, Senior Civil Engineer; Danielle McHugh, Transportation Program Analyst; Erin Brewster, Sustainability Program Manager; Yumie Dahn, Principal Planner; Carmen Lopez, Program Analyst I; Jenna Gatto, Town Planner; Kyle Vickers, Lieutenant; Melanie Grebitus, Program Analyst II, and Sarah Ring, Deputy Town Clerk.

3. **Pledge of Allegiance**: Recited in unison.

4. **Public Comment**

Mayor Zabriskie opened public comment.

Written comment received from: Sharie Lewis (3).

Verbal comment received from: Sharie Lewis.

Mayor Zabriskie closed public comment.

5. **Presentations**

- 5.1 Mayor Zabriskie presented the Donate Life Proclamation to Tom Graham, Sierra Nevada Donor Awareness.
- 5.2 Kellie Cutler, Nevada County Arts Council, presented an update on the Dark Skies program (presentation on file with Town Clerk).  
Kat Terry, Poet Laureate, recited the poem, “Starry Night in Maine.”
- 5.3 Alfred Knotts, Transportation Program Manager, presented an update on the Town’s Microtransit Program (presentation on file with Town Clerk).
- 5.4 Hilary Hobbs, Assistant to the Town Manager, presented the Town Manager Report.

6. **Consent Calendar**

Tyler Ross pulled Item 6.12 for further discussion.

It was moved by Vice Mayor Klovstad, and seconded by Council Member Henderson, to approve the Consent Calendar Items as follows 6.1 through 6.11, 6.13 and 6.14:

- 6.1 Approved the Minutes for the March 25, 2025, Regular Meeting.
- 6.2 Reaffirmed the Truckee Town Council and Staff: Expectations, Norms and Working Relationships.
- 6.3 Approved the updated Lease to Locals Program Guidelines and Authorized the Town Manager to execute a contract amendment with Placemate in the amount of \$120,000 for a total amended contract amount of \$240,000 and extend the contract term through June 30, 2026, pending approval of the Fiscal Year (FY) 25/26 budget.
- 6.4 Approved the updates to the Accessory Dwelling Unit (ADU) Forgivable Loan Program Guidelines and Adopted Resolution 2025-21, approving the Permanent Local Housing Allocation Funded ADU Construction Loan Guidelines

Written comment received from: Tahoe Housing Hub.

- 6.5 (1) Received a report on the first cohort of the Rooted Renters Program; (2) Approved the updated Rooted Renters Program Guidelines; and (3) Authorized the Town Manager to execute a contract amendment with Placemate in the amount of \$120,000 for a total amended contract amount of \$185,000 and extended the contract term through June 30, 2026, pending approval of the FY25/26 budget.
- 6.6 Approved the updated guidelines for the Water Bottle Filling Station Grant Program for public agencies and extended the program through FY25/26, pending approval of the FY25/26 budget.
- 6.7 Approved the side letters between the Town and the Truckee Police Officer's Association amending the Memoranda of Understanding.
- 6.8 Adopted Resolution 2025-22, approving the abandonment of the temporary trail easement and temporary snow storage easements that were created in the Coldstream Phase 3 Final Map No. 2024-00000111/FM.
- 6.9 (1) Adopted Ordinance 2025-02, adopting amendments in support of 2040 General Plan implementation to the Truckee Municipal Code, Title 18 Development Code for Mixed-Use Zoning Districts (Chapter 18.14); Clean-Up Amendments, amendments to Zoning District Names and Abbreviations, and amendments to the Town of Truckee Zoning Maps; and (2) Determined the amendments are exempt from CEQA under Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3).
- 6.10 Adopted Resolution 2025-19 approving the submittal of a Low Carbon Transit Operations Program (LCTOP) grant application for FY24/25 LCTOP grant cycle and authorized the Town Manager to execute documents associated with the LCTOP grant.
- 6.11 Authorized the Town Manager to enter into a five-year on-call contract for event shuttles and as-needed transit operations with The Vail Corporation (dba Northstar California Resort).
- 6.13 Rejected the claim for damages against the Town of Truckee.
- 6.14 (1) Accepted the financial update for the period ended February 28, 2025; (2) Authorized the Town Manager to sign a contract with HDL Coren and Cone for property tax estimation and auditing; (3) Authorized spending not to exceed \$75,000 with Green Bear for fiscal year 2024/25; and (4) Approved a budget amendment for C1811 changing \$50,000 of funding from the Sustainability Designation to the Building and Safety Fund for the purchase of one of the division's new electric vehicles.

The Consent Calendar carried with the following vote:

Ayes: Council Member Henderson, Council Member Romack, Council Member Polivy, Vice Mayor Klovstad and Mayor Zabriskie.

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

**6.12 Contract Authorization with OneLove Childcare.**

**Recommended Action:** That Council authorize the Town Manager to sign a five-year contract with OneLove Childcare in the amount of \$75,000 annually.

**Mayor Zabriskie opened for public comment.**

**Verbal comment received from:** Tyler Ross.

**Written comment received from:** Anonymous.

Mayor Zabriskie closed public comment.

**The staff recommendation was moved by Vice Mayor Klovstad, seconded by Council Member Polivy, and adopted with the following vote:**

**Ayes:** Council Member Polivy, Council Member Romack, Council Member Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**

**7. Discussion Items**

**7.1 Edmunds Lofts Workforce Housing Public-Private Partnership: Preliminary Design and Workforce Housing Development and Disposition Agreement.**

**Recommended Action:** That Council: (1) Review and provide direction to staff on the preliminary project design concept for a 12-unit workforce housing project, Edmunds Lofts, as a planned development and; (2) Authorize the Town Manager to enter into a Development and Disposition Agreement (DDA) with Paradigm8 (PI8) / Sagemodern, outlining the specific terms and conditions of a partnership with the Town for the construction of deed-restricted affordable workforce housing.

David Tirman, Senior Planner, and Adam Petersen, Senior Planner, presented from the staff report (presentation on file with Town Clerk).

Blair Porteous, Sagemodern, and Brian Helm, Paradigm 8, also participated in the presentation.

Paul Warner, Sagemodern, and Hayes Parzybok, Paradigm 8, were available for questions.

**Mayor Zabriskie opened for public comment.**

**Verbal comment received from:** Sharie Lewis, Alicia Barr, and Jim Porter.

Mayor Zabriskie closed public comment.

**Council Direction:**

**The staff recommendation was moved by Council Member Polivy, seconded by Council Member Romack, and adopted with the following vote:**

**Ayes:** Council Member Polivy, Council Member Romack, Council Member Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:     None.**  
**The motion passed unanimously.**

**7.2 Truckee Library Revenue Measure 2025 Polling Results and Direction.**

**Recommended Action:** That Council: (1) Accept the Voter Opinion Survey Summary Report on a potential Truckee Library Local Parcel Tax; (2) Authorize the Town's Truckee Library Joint Powers Authority (JPA) representatives, Town Manager Jennifer Callaway and Assistant to the Town Manager Hilary Hobbs, to vote at JPA Board meetings on actions necessary for a November 2025 special election, including forming a Community Financing District and developing a revenue measure; and (3) Authorize JPA Board members to vote to place a ballot measure on the November 2025 special election, for partial funding of a new Truckee Regional Library.

Dan Wilkins, Town Engineer, presented from the staff report (presentation on file with Town Clerk).the item to Council and introduced Charles Heath of.

Charles Heath, TeamCivX, and April Cole, Friends of the Truckee Library, also participated in the presentation.

**Mayor Zabriskie opened for public comment.**

**Written comment received from:**

Amy Aves	Hannah and Evan Bray	Krista Tranquilla	Ruth Hall
April Cole	Jason Toups	Marlyn Angeles	Shirley Phelan
Carrie Haines	Jeff Loux	Mike Rogers	Steven Coniglio
Claudette Landry	Jill Tulloss	Nancy B Wallis	Richard Anderson
Dana Rivero	John Stewart	Nancy Carnal	Valerie Brinker
Dave DePuy	Kate Fanter	Nubbia Greninger	Wendy Sumner
Elizabeth Imada	Kerry Stendell	Richard Anderson	Dominique Apollon
Kathleen Gauthier	Phyllis McConn	Deborah and Christopher Worley	

**Verbal comment received from:**

Jay Gill	Rebecca Anderson	Huck and Cody	Avery
Dierdre Henderson	Barney Dewey	Colden Aldrich	Bill Boness
Marlyn and Leslie representing La Fuerza Latina			

Mayor Zabriskie closed public comment.

**Council Direction:**

**The staff recommendation was moved by Council Member Henderson, seconded by Council Member Romack, and adopted with the following vote:**

**Ayes:             Council Member Henderson, Council Member Romack, Council Member Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.**

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**Mayor Zabriskie adjourned for a recess at 7:26 p.m.**

Mayor Zabriskie reconvened the meeting at 7:37 p.m.

**7.3 Artist Lofts Railyard Master Plan Amendments and Tahoe Truckee Community Foundation Zoning Clearance, (Planning Application 2024-00000134).**

**Recommended Action:** That Council: (1) Determine the project exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15183 and Public Resources Code 21166; (2) Adopt Resolution 2025-23 approving the Artist Lofts Railyard Master Plan Amendments based on the recommended findings; and (3) Adopt Resolution 2025-24 approving the Tahoe Truckee Community Foundation Zoning Clearance based on the recommended findings and subject to the recommended conditions of approval.

Yumie Dahn, Principal Planner, presented from the staff report (presentation on file with Town Clerk).

Stacy Caldwell, Tahoe Truckee Community Foundation, also participated in the presentation.

**Mayor Zabriskie opened for public comment.**

**Written comment received from:** Alexis Ollar, Andy Barr, Jon Marks, Wrenn Cavallo representing Truckee Downtown Merchants Association.

**Verbal comment received from:** Julie Huck, Alexis Ollar, Emily Gendron, Jim Porter, and Stephanie Olivieri.

Mayor Zabriskie closed public comment.

**Council Direction:**

The staff recommendation, with discussed edits to Resolution 2025-23 and Resolution 2025-24, was moved by Vice Mayor Klovstad, seconded by Council Member Polivy, and adopted with the following vote:

**Ayes:** Council Member Polivy, Council Member Henderson, Council Member Romack, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**7.4 Truckee Police Department Policy 709 to Comply with State Legislation Under AB 481.**

**Recommended Action:** That Council introduce Ordinance 2025-03 readopting the Truckee Policy Department Policy 709 – Military Equipment Funding, Acquisition and Use Policy.

Kyle Vickers, Lieutenant, presented from the staff report (presentation on file with Town Clerk).

**Mayor Zabriskie opened for public comment.**

Seeing none, Mayor Zabriskie closed public comment.

**Council Direction:**

The staff recommendation was moved by Council Member Henderson, seconded by Council Member Romack, and adopted with the following vote:

**Ayes:** Council Member Henderson, Council Member Romack, Council Member Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**7.5 2022 Community-Wide Greenhouse Gas Inventory, and 2022 and 2023 Municipal Operations Greenhouse Gas Inventories.**

**Recommended Action:** That Council accept the Town of Truckee 2022 Community-Wide Greenhouse Gas Inventory Report, and the 2022 and 2023 Municipal Operations Greenhouse Gas Inventory Reports.

Melanie Grebitus, Sustainability Program Analyst II, presented from the staff report (presentation on file with Town Clerk).

**Mayor Zabriskie opened for public comment.**

Seeing none, Mayor Zabriskie closed public comment.

**Council Direction:**

The staff recommendation was moved by Council Member Henderson, seconded by Council Member Romack, and adopted with the following vote:

**Ayes:** Council Member Henderson, Council Member Romack, Council Member Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

**7.6 Contract and Budget Approval for Truckee Weatherization Program Implementation.**

**Recommended Action:** That Council: (1) Approve program-eligible measures and not-to-exceed costs for the Truckee Weatherization Program and authorize use of up to \$700,000 in funds from CIP C1510 through FY 26/27 for implementation of eligible measures; and (2) Authorize the Town Manager to amend the contract with Cinder Garden Designs for a total not-to-exceed cost of \$1,003,000 with a contract expiration date of June 30, 2027.

Carmen Lopez, Program Analyst I, and Erin Brewster, Sustainability Program Manager; presented from the staff report (presentation on file with Town Clerk).

Judy Morales and Eli Meyer of Cinder Garden Designs, were present for questions.

**Mayor Zabriskie opened for public comment.**

**Written comment received from:** Edward Vento.

Mayor Zabriskie closed public comment.

**Council Direction:**

The staff recommendation was moved by Vice Mayor Klovstad, seconded by Council Member Romack, and adopted with the following vote:

**Ayes:** Council Member Romack, Council Member Polivy, Council Member Henderson, Vice Mayor Klovstad, and Mayor Zabriskie.

**Noes:** None.

**Absent:** None.

**Abstained:** None.

The motion passed unanimously.

## **8. Council Reports**

### **Mayor Zabriskie**

- Attended the Truckee North Tahoe Transportation Management Association meeting.
- Attended the Community Workshop on the Tahoe Truckee Regional Homeless Action Plan.
- Met with the Mayor of Park City.

### **Council Member Polivy**

- Nothing to report.

### **Vice Mayor Klovstad**

- Announced the upcoming Climate Transformation Alliance meeting.
- Attended a meeting with Mountain Town's 2030.
- Attended an economic webinar.

### **Council Member Romack**

- Attended the Truckee North Tahoe Transportation Management Association meeting.
- Announced the approval of Placer County Board of Supervisors approval of Launchpad Program.
- Attended the Truckee Chamber Board Meeting.

### **Council Member Henderson**

- Announced the success of the resolution (Resolution 2025-16) adopted by Council and other jurisdictions.

## **9. Adjournment: 10:32 p.m.**

To the regular meeting of the Truckee Town Council April 22, 2025, Budget Workshop, 2:30 p.m. and Regular Meeting, 6:30 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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Sarah Ring, Deputy Town Clerk

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Jan Zabriskie, Mayor