



## Planning Commission Meeting Minutes

July 29, 2025, 5:00 PM

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

---

1. **Call to Order** 5:00 PM
2. **Roll Call**- Vice Chair Taylor, Commissioner Clarin, Commissioner Toups, Commissioner Kaufman. Chair Cavanagh is noted absent.
3. **Pledge of Allegiance**
4. **Public Comment:**  
  
None.
5. **Approval of Minutes**
6. **Public Hearings (Minor Review)**
7. **Public Hearings (Major Review)**
- 7.1 **Application No. 2025-0000087/DP-PD-ZC (Edmunds Lofts Affordable Housing Project; APN 018-580-052); Owner: Town of Truckee; Applicant/Agent: Paradigm 8/Sagemodern. Adam Peterson, Senior Planner.**

**Recommended Action:** That the Planning Commission adopt Resolution No. 2025-11, finding the project exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines ***Section 15183 (Projects Consistent with a Community Plan or Zoning)*** and approving the following actions based on the recommended findings and subject to the recommended conditions of approval:

Approve the Development Permit;

Approve the Planned Development; and

Approve the Zoning Clearance

**An applicant presentation was given by Brian Helm with Paradigm 8 Partners.**

**Commissioner Toups disclosed visiting the project site and meeting with the applicant at the site.**

**Clarifying Questions for Applicant:**

- Could you speak to the design and describe what you think works about it?
  - We were going for a utilitarian structure to look back to workforce housing in the 1800's and 1900's. There is an economy of means and material that is necessary

for that style. We are trying to be disciplined by being economical in those things. Given the constraints of the site, we have a fair amount of articulation.

- Regarding the public comment regarding the lights- is there a way to angle the drive entrance and put up screening to be respectful of the properties that are already in place?
  - In terms of across the street- we are consistent with what everybody else is doing with their lighting. Regarding the carport, we could potentially put some screening there, but that would have to be in the setback, and we are trying to keep everything out of the setback.
- Regarding the 30-inch retaining wall for the parking, vs the average height of headlights, they could put a three-foot extension to the wall.
  - The screening would have to be in the setback to make the parking spaces work length wise.
- So, if you put them all at 20 feet, wouldn't that work?
  - We could certainly look at that.
  - There are only two or three locations that would be at that height. We could also look at putting two spots of sheer in that location, so it would block the lights from the windows to the neighboring complex.
- On the original survey- it shows the northernly neighbors driveway encroaching, is that going to be cut off?
  - Yes, it deviates from zero inches to 18 inches of overhanging asphalt, and we would do a sawcut to make a clean line.
- Have you explored what adding solar would look like in the future?
  - Yes, energy code would require an 18-kilowatt system. Our plan would be to maximize the solar array on the parking structure, which is just shy of 50 kilowatts per year. Which is close to 100% offset for that building assuming people manage their thermostats appropriately. The challenging thing about the code is that you have separate meters for units from TDPUD, so we are trying to understand how to move forward with that.
- Are EV chargers included?
  - We haven't gotten to those details yet. We have talked about putting one at the two guest spaces and one at the assigned spaces to hopefully add them in the future.
- Regarding the condition of approval for the HVAC screening – can you explain what you are requesting here?
  - Because we are using mini-split electric heat pumps, the challenge with those is you are limited to screen hose and allow them to function. We have been working with staff by putting them on the patios facing the rear and not the street, but we don't really have an option for screening them without violating their warranties. We are trying to find areas they can function but not be seen from the street.

#### **Clarifying Questions for Staff:**

- Regarding the Snow removal on the exterior areas on the driveway- I want to make sure there is enough room to pull up to be able to see. Do they get credit for the cover on the parking spots?
  - Yes, there is credit provided for the carports. The sidewalk is currently being shown on the private property, but there is an allowance to relocate that to the right of way, which will give them an additional 5-6 feet there.

#### **Public Comment:**

##### **Heidi Allstead, Executive Director of the Truckee Tahoe Workforce Housing Agency:**

Support this project. We are made up of 7 different agencies, including the Town of Truckee. This is a really important project for us and the workforce of our town.

**Jaqueline McCoy, Truckee Tahoe Workforce Housing Agency:** The housing agency has already shown strong interest. Last year, Sage Modern completed a 9-unit building and we helped them fill those units. These projects are so difficult to make feasible and we are in great support of this project.

**Martin Wood, Principal SCO Planning and Engineering:** This is a great well-designed project. I submitted an application on behalf of Jason Bird, owner of High Altitude Fitness, that is proposing 21 parking spaces, which is 5 spaces over what is allowed for the Development Code. We have been talking with staff on a public benefit and one thing we came up with is because we share a boundary with this project, we could offer a 20x50 or greater snow storage easement to allow for ramping along the west. We could also give additional space for a drainage treatment.

**Pat McDunнан, owner of the apartment complex south of the proposed project site:** When my buildings were built, they were 8 feet from the property line. This one is only 3 feet. With headlights these days, the headlights will be shining in the bedrooms of our tenants. That is not acceptable. All my tenants are all employees here in town. That needs to be thought about a little more. The drainage issue – we have had drainage problems with that lot for years. I hope this isn't going to exacerbate the issue. Too many units for such a small space.

**Kristin York, Sierra Business Council:** We are working with the developer on the deed restriction program. We are a neutral party and we are here to ensure fairness for the developer and the town. This project is vitally important. The developer is conscientious and mindful of the neighborhood as much as they can be. Want to thank Pat McDunнан who owns the complex adjacent for giving your tenants fair rent, that is not an experience we see in our housing program. It is a seven step program to get through this deed restriction and they are currently on step two, which is the hardest because they have to get all their documentation in and they are just about there.

**Erin Casey, CEO of the Tahoe Housing Hub:** What is compelling about this is the unique model with the town working with a developer. I lived off Edmunds for 5 years with my daughter. The location is very walkable. It was a great location for us. I commend the town and the partners in town. I am in full support and want to note how impressive and important this project is and hope that sets a standard in our community.

### **Deliberation:**

- Overall, this is exciting. This is twelve times more housing than a single-family home and is very consistent with the General Plan.
- Regarding the public amenity – Meadow Park is practically its backyard.
- The balcony and storage space is smaller than the code, but it is important they are providing those.
- I am completely sympathetic regarding the neighbor's concern with the headlights and if we are going to allow the setback to be the three feet, the least we can do is try to minimize the light pollution to the adjacent property.
- Having screening would be nice, I agree.
- It is on both sides; the other property could also add screening.
- This is zoned multi-family high density, so often times that comes with it.
- I do not agree that more texture needs to be added, so if we say the design is fine as-is, maybe they can spend that extra money on screening.
- I agree it is a high-quality design already.
- I'm on board with removing the condition regarding adding textures.
- Would you be willing to explore adding screening for the headlights?
  - Applicant: Yes, we are happy to explore that. The solution is already illustrated in the design now with the shear wall bump out. We could create two of those

- pockets around where the windows are and they have a half wall so it's more contained. You would have two that would come out a little further to create that.
- How does the easement in the back play into the parking?
    - We would take our three snow storage easements on the site, two in the front, one in the rear, and we would combine those into a single 20x50 ramped snow storage that would encroach onto the High Altitude parcel. We are trying to demonstrate that is a different project on a different timeline. We were trying to show that we have a design that can go now, if that can catch up to us- we are willing to entertain it.
  - Would you have extra parking spaces if you were to remove the two in the front?
    - We are already in the allowable encroachment in the front.
    - If we can have the flexibility to have a conversation around screening with the fire department, we would be happy to do that.
    - A little context: on the neighboring property, there is no screening from their building to the south side. There would be car lights coming into proposed building from the north.
  - Density does come with some of these issues.
  - If we do have the opportunity to approve it, I think we should try.
  - I am happy to give it to staff for the review.
  - Agreed.
  - Condition to be added: Some kind of requirement, need to work with the fire department, prefer it to match the existing structure. "Reduce the impacts of headlights." Left to the discretion of the Town of Truckee CDD.
  - The cars parking, starting, and warming up, that is a lot of noise.
  - Northwoods Blvd is already quite noisy while being at the site.
  - The tenants in that area have already been living with the noise.
  - Creating a sound barrier would be a lot more detrimental to the design and cost, for not much of a benefit.
  - Is there a plan for drainage such that it wouldn't impact the downhill properties?
    - Applicant: This would massively improve the drainage. Right now there is uncontrolled flow across the site and now you're containing all the engineering design standard storms on site. It will have a full containment system and a safety overflow that routes back to the town culver and perimeter drains on the south. With the new design the asphalt will be sloped and will enter the designed engineered drainage system.
    - Staff: The state storm water requirements are intended to, at minimum, have no net impacts of the development. The reason for the requirements is to treat all new impervious surfaces. The net impact should be none if not less, if not an improvement.
  - Regarding the balconies, even though they are small, they didn't do away with them. having that space is really nice and it is important they exist.
  - I am okay with all of the deviations.
  - All agree.

**Commissioner Toups made a motion that was seconded by Commissioner Clarin to adopt Resolution No. 2025-11, finding the project exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15183 (Projects Consistent with a Community Plan or Zoning) and approving the following actions based on the recommended findings and subject to the recommended conditions of approval: Approve the Development Permit; Approve the Planned Development; and Approve the Zoning Clearance to the revised Planned Development modifications and amended conditions of approval. The motion passed and carried the following vote:**

**Ayes:** Vice Chair Taylor, Commissioner Clarin, Commissioner Toups, Commissioner Kaufman

**Noes:** None  
**Absent:** Chair Cavanagh  
**Abstain:** None

**The motion passed 4-0.**

**8. Staff Reports**

The August Planning Commission meeting might be canceled.

**9. Information Items**

None.

**10. Commission Member Reports**

**11. Adjournment 6:35 PM**

Kayley Metroka