



Date: June 9, 2026

Honorable Mayor and Council Members

Author and title: Slater Stewart, Senior Engineer

Title: **2026 Parcel Charges for Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs)**

Jen Callaway, Town Manager

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**Recommended Action:** Town Council conduct a public hearing on Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs) and adopt Resolution 2026-28 setting assessments for the 2026/2027 fiscal year.

**Discussion:** This item has been agendaized to receive comments from the Town Council and those affected by special parcel charges within the Town of Truckee to provide direction as to the appropriateness of maintaining, expanding, or eliminating parcel charges in certain areas of Town. In the past, Town Council has indicated a desire to maintain parcel charges only in areas where they can be reasonably used for enhanced levels of road maintenance activity, or provision of services beyond that which would be provided under Town level-of-service policies that are funded from general revenue sources.

In the early years of the Town's incorporation, there were numerous portions of Town in which property owners paid special assessments on their property taxes to fund snow removal services and/or road maintenance. These areas included Olympic Heights, Glenshire, Tahoe Donner, Prosser Woods, and portions of Donner Lake. Over time, Town Council created policies that funded snow removal services on all publicly maintained streets in Town through general revenue sources. This has had the net effect of eliminating most special assessments to fund snow removal services, with the exception of the Cambridge Estates subdivision, which currently receives Town snow removal services even though some of the roads in that subdivision have not yet been accepted by the Town.

The Town has maintained special assessments in the Tahoe Donner and Glenshire subdivisions for the purpose of funding enhanced levels of road maintenance, trail construction in or adjacent to the subdivisions, enhanced snow berm removal (currently in Tahoe Donner only), enhanced transit services (not currently utilized), and on-street parking improvements that provide direct benefit to residents (currently in Tahoe Donner only).

### **Tahoe Donner (TSSA 1) Assessment**

On April 16, 2026, Town staff sent a letter providing updated TSSA 1 fund information to the Tahoe Donner Association (TDA). The letter is included as **Attachment B**. The letter informed the TDA of Town staff's intention to recommend that the parcel charge in Tahoe Donner be continued at its current level and that the TSSA 1 dollars be used for the following items (reflected in the Town's CIP budgets):

- Continue work on the enhanced pavement maintenance of Tahoe Donner roadways, including reserve funding for future pavement maintenance, by increasing the frequency of repaving roads in Tahoe Donner. Roadways in Tahoe Donner are repaved on a more frequent basis than the rest of town, which is consistent with Tahoe Donner's historical and continued requests.
- Continue providing funding opportunities for emergency preparedness infrastructure improvements, roadway safety infrastructure improvements, and external agency partnerships and additional resources (to support Town/TDA reimbursement partnership model).
- Tahoe Donner Special Projects that have been requested by Tahoe Donner and approved by Town Council in prior years:
  - **Emergency Evacuation Planning (C1913)**, which included three years of funding for two additional Flock/License Plater Reader cameras and traffic analytics for four cameras to monitor and evaluate real time occupancy rates in Tahoe Donner for evacuation planning purposes.
  - **Tahoe Donner Trail (C2417)**
  - **Tahoe Donner Emergency Egress Improvement Study (C2513)**
  - **Tahoe Donner Roadside Vegetation Management Project (C2514)**

Town staff attended the April 24, 2026, TDA Board Meeting to discuss the TSSA 1 funds and answer questions. The TDA Board replied with a letter on April 30, 2026 that supports using TSSA 1 funds for all prior allowed uses including enhanced transit service, reserve funding for future pavement maintenance, and special projects listed above. The TDA letter is provided in **Attachment C**.

Town staff recommends maintaining the TSSA 1 parcel charge at its current level and recommends maintaining the prior year's allowable uses, including transit services.

### **Glenshire (TSSA 5) Assessment**

On April 30, 2026, Town staff sent a letter providing updated TSSA 5 fund information to the Glenshire Devonshire Residents Association (GDRA) for its consideration. A copy of this letter is attached to this report as **Attachment D**. The GDRA reviewed the TSSA 5 fund uses at their board meeting on May 20, 2026. On May 27, 2026, the GDRA Manager provided a letter stating that the GDRA Board agrees with the recommended and intended uses of TSSA 5 funds for fiscal year (FY) 2026/27 outlined in the Town's letter. GDRA also expressed their continued interest in pursuing an established pedestrian crossing on Glenshire Drive near the Legacy Trail, and they stated that they would like to be involved in any future and ongoing Town drainage projects in Glenshire. This letter from GDRA to the Town is included as **Attachment E**.

On May 29, 2026, Town staff met with the GDRA Manager and a GDRA Board Member to discuss the TSSA 5 parcel charges and eligible uses, the possibility of a pedestrian crossing on Glenshire Drive near the Legacy Trail, and the Town's future plans for drainage projects in Glenshire. GDRA reaffirmed their support for maintaining Special Projects as an eligible use of the TSSA 5 funds specifically to support a potential future pedestrian near the Legacy Trail. Town staff informed GDRA that we plan to analyze this location as part of the Active Transportation Plan update in 2026. As part of this same meeting, GDRA asked about the Town's future plans for drainage work in Glenshire and expressed specific concern regarding roadside drainage near The Strand. Town staff plan to send GDRA a schedule outlining our routine drainage maintenance plans and offered to meet on site to analyze the specific drainage concern near The Strand.

**Town-Wide Parcel Charge Recommendations:**

Based upon the staff recommendation, the following would be the resulting parcel charges in the Town of Truckee. \$0 in the following areas in the FY 2026/27 fiscal year:

- 1. TSSA 2 - Olympic Heights
- 2. TSSA 3 - Biltz Tract
- 3. TSSA 4 - Portion of Biltz Tract
- 4. TSSA 6 - Martis Valley Estates
- 5. TSSA 7 - Ponderosa Palisades Unit 4
- 6. TSSA 8 - Donner View
- 7. TSSA 9, Zone 3 - Donner Lake Woods,
- 8. Donner Terrace PRD

This also means that there would be no levels of enhanced service in these areas.

Parcel Charges would be maintained at current levels as per the **engineer’s report** that is attached to this staff report as **Attachment F** in the following areas:

- 1. TSSA 1 -- Tahoe Donner
- 2. TSSA 5 -- Glenshire/Devonshire

Staff recommends that the Truckee Town Council adopt Resolution 2026-28 (attached to this report as **Attachment A**) that confirms the Town’s parcel charges and directs the Nevada County Auditor to collect these charges. Note a portion of parcels on the unmaintained portion of Royal Crest are exempt from the parcel charge because they do not receive snow removal services.

**Priority:**

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| <input type="checkbox"/> Enhanced Communication               | <input type="checkbox"/> Climate and Greenhouse Gas Reduction           | <input type="checkbox"/> Housing                 |
| <input checked="" type="checkbox"/> Infrastructure Investment | <input checked="" type="checkbox"/> Emergency and Wildfire Preparedness | <input checked="" type="checkbox"/> Core Service |

**Fiscal Impact:** Maintaining the Glenshire and Tahoe Donner Parcel Charges would generate approximately \$599,000 annually in Tahoe Donner and approximately \$182,000 annually in Glenshire.

**Public Communication:** Correspondence as described in this staff report with Tahoe Donner Association and Glenshire Devonshire Residents Association. Additionally, this meeting was legally noticed as a public hearing.

**Attachments:**

- Attachment 1: Resolution 2026-28 setting TSSA and PRD parcel charges
- Attachment 2: April 16, 2026 letter from Town staff to TDA
- Attachment 3: April 30, 2026 letter from TDA to the Town
- Attachment 4: April 30, 2026 letter from Town staff to GDRA
- Attachment 5: May 27, 2026 letter from GDRA to the Town
- Attachment 6: Engineer’s Report for Parcel Charges for Service in Town Special Service Areas