

**Town of Truckee  
California**

**DRAFT PLANNING COMMISSION RESOLUTION 2024-01  
A RESOLUTION OF THE TOWN OF TRUCKEE PLANNING COMMISSION  
APPROVING APPLICATION 2023-00000157/EXT  
(12885 ZURICH PLACE OFFICE BUILDING TIME EXTENSION)**

**WHEREAS**, on November 16, 2021, the Town of Truckee Planning Commission adopted Resolution 2021-11, approving the 12885 Zurich Place Office Building Project (Application 2021-0000032) by taking the following actions: 1) Approved a Development Permit and Comprehensive Sign Program to construct a 10,467 square foot, three-story office building with 9,818 square feet of business and professional office space at 12885 Zurich Place (APN 045-200-005-000) in the CN (Neighborhood Commercial) zoning district and 2) Determined the project exempt from further environmental review in accordance with Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act Guidelines; and;

**WHEREAS**, vehicular and pedestrian access to the project site was approved from Northwoods Boulevard, as opposed to Zurich Place, and the property owner requested an address change from Zurich Place to Northwoods Boulevard; and

**WHEREAS**, the Town of Truckee changed the address of APN 045-200-005-000 to 17308 Northwoods Boulevard; and

**WHEREAS**, on November 8, 2023, the Town of Truckee received Application 2023-00000157, requesting approval of a two-year Time Extension to the previously approved 12885 Zurich Place Office Building project; and

**WHEREAS**, the Truckee Development Code allows Time Extension approvals for a period or periods not exceeding a total of two years; and

**WHEREAS**, the Planning Commission is responsible for the review and consideration of Time Extensions for projects previously reviewed and approved by the Commission; and

**WHEREAS**, a 10-day public review period was provided to allow Federal, State, and local agencies, interested persons and organizations, and other members of the public to review and comment on the project; and

**WHEREAS**, public notice was published in the Sierra Sun and mailed to property owners within 500 feet of the project site informing the public of the date, time, and location of the public hearing for consideration of the approval or denial of Time Extension; and,

**NOW THEREFORE BE IT RESOLVED**, the Planning Commission hereby takes the following actions on Application #2023-00000157/EXT (12885 Zurich Place Office Building Time Extension):

1. Approves a Time Extension for a period of two additional years from the effective date of approval of the previously approved 12885 Zurich Place Office Building Project, as shown on the plans approved by the Planning Commission on November 16, 2021, incorporated herein, and subject to the conditions of approval set forth in Exhibit A (Conditions of Approval).

2. Determines the two-year Time Extension approval to be exempt from the California Environmental Quality Act pursuant to Section 15061(b)(3); and

**BE IT FURTHER RESOLVED**, the Planning Commission adopts the findings set forth in Exhibit B (Findings), in support of approval of these actions.

The foregoing Resolution was introduced by Commission member \_\_\_\_\_ and seconded by Commission member \_\_\_\_\_ at a Regular Meeting of the Truckee Planning Commission held on the 19th day of January 2024 and adopted by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Mitch Clarin, Chair  
Town of Truckee Planning Commission

ATTEST:

\_\_\_\_\_  
Kayley Metroka, Secretary

Attachments:

Exhibit A - Recommended Conditions of Approval -  
Exhibit B - Findings

**RESOLUTION 2024-01  
EXHIBIT A**

**2023-000000157/EXT  
12885 ZURICH PLACE OFFICE BUILDING TIME EXTENSION**

**DRAFT CONDITIONS OF APPROVAL**

**General Conditions of Approval**

1. A Time Extension for a period of two additional years from the effective date of approval of the previously approved 12885 Zurich Place Office Building Project is approved to construct a 10,467 square foot, three-story office building with 9,818 square feet of business and professional office space at 17308 Northwoods Boulevard (APN 045-200-005-000), in the CN (Neighborhood Commercial) zoning district, as described in the Planning Commission staff report dated November 16, 2021 on file in the Community Development Department and as shown on the plan set approved by the Planning Commission on November 16, 2021, except as modified by these conditions of approval. The applicant is responsible for complying with all conditions of approval and providing evidence to the Community Development Director of compliance with each condition. ***(Planning Division Recommendation)***
  
2. All applicable conditions of approval in Planning Commission Resolution 2021-11 adopted on November 16, 2021, shall be incorporated into this Time Extension approval, with the following modifications:
  - Condition No. 2 shall be replaced to read: “The effective date of shall be January 29, 2023, unless the approval is appealed to the Town Council by 5:00 pm on January 26, 2023.” ***(Development Code – 18.84.020.A and 18.84.055)***
  
  - Condition No. 3 shall be replaced to read: “The approval of the Development Permit and Sign Plan shall be valid for 24 additional months beyond the expiration date of the original permit (by November 30, 2025). At the end of that time, the approval shall expire and become null and void.” ***(Development Code 18.84.055)***
  
  - Condition No. 5 shall be modified to require compliance with the Development Code standards and provisions in effect on October 12, 2023, the Development Code in effect at the time the 12885 Zurich Place Office Building Time Extension application was determined to be complete for processing. ***(Development Code 18.84.055)***
  
2. Any fees due to the Town of Truckee for processing this project shall be paid to the Town within thirty (30) calendar days of issuance of a final invoice. Failure to pay such outstanding fees within the time specified shall invalidate any approval or conditional approval granted by this action. No permits, site work, or other actions authorized by this determination shall be permitted, authorized, or commenced until all outstanding fees are paid to the Town. ***(Planning Division Recommendation)***
  
3. The applicant shall defend, indemnify, and hold harmless the Town and its agents, officers, and employees from any claim, action, or proceeding against the Town to attack,

set aside, void, or annul the approval of the Town Council, which action is brought within the time period provided for by State law. (***Town Attorney***)

**RESOLUTION 2024-01  
EXHIBIT B**

**2023-000000157/EXT  
12885 ZURICH PLACE OFFICE BUILDING TIME EXTENSION**

**DRAFT FINDINGS**

**TIME EXTENSION**

- 1. The permittee has made a good faith effort to exercise the permit and has exercised due diligence in seeking to establish the permit.**

The Planning Commission concurs with the applicant's contention they have made a good faith effort to exercise the permit and have exercised due diligence in seeking to establish the permit by continuing to work on financing and leasing for the project. This finding is further supported by the discussion section contained in the "Discussion/Analysis" section of the Planning Commission staff report dated January 16, 2024.

- 2. The land use permit(s) and approved use are in compliance with this Development Code, the General Plan and any applicable Specific Plan and/or master plan.**

This finding is supported by the discussion section contained in the "Discussion/Analysis" section of the Planning Commission staff report dated January 16, 2024. The project is in compliance with the current Development Code and the 2040 General Plan. The project is not located within a Specific Plan or Master Plan area.