



## Town Council Meeting Minutes

August 22, 2023, 5:00 PM

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

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- Call to Order:** Mayor Romack called the meeting to order at 5:02 p.m.
- Roll Call:** Council Members; Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

**Absent:** Council Member Zabriskie.

**Staff Present:** Jen Callaway, Town Manager; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Andy Morris, Town Attorney; Kelly Carpenter, Deputy Town Clerk; Judy Price, Town Clerk; Danny Renfrow, Chief of Police; Dan Wilkins, Public Works Director/Town Engineer; Danyelle Nishimori, Community Development Director; Jenna Gatto, Town Planner; Chris Hardy, Chief Information Security and Technology Officer; Becky Bucar, Assistant Public Works Director; Lucas Kannall, Assistant Planner; Alfred Knotts, Transportation Program Manager; Lisa Madden, Operations Lieutenant; Yumie Dahn, Senior Planner; Kerry Taber, Code Compliance Officer.

- Pledge of Allegiance:** recited in unison.
- Public Comment:**

**Verbal Public Comment received from:** Jesse/Clarence Oddbody AS2 and Emily Kashtan.

- Presentations**

- 5.1 Hilary Hobbs, Assistant to the Town Manager, introduced Emily Vitas, Executive Director of Truckee Tahoe Workforce Housing Agency to present the Truckee Tahoe Workforce Housing Report (presentation on file with Town Clerk).**
- 5.2 Lucas Kannall, Assistant Planner, presented the 2022 Community Development Annual Report (presentation on file with Town Clerk).**
- 5.3 Jen Callaway, Town Manager, recognized the Employee Incentive Awards.**
- 5.4 Jen Callaway, Town Manager, presented the Town Manager Report.**

Mayor Romack requested comments from Council Members on Presentation Items 5.1 through 5.4.

Mayor Romack opened public comment on Presentation Items 5.1 through 5.4.

Seeing none, Mayor Romack closed public comment on Items 5.1 through 5.4.

- 5.5 Mayor Romack presented a proclamation Recognizing the Retirement of Joe Horvath.**

**Mayor Romack requested comments from Council Members on Presentation Item 5.5.**

**Mayor Romack opened public comment on Presentation Item 5.5.**

Seeing none, Mayor Romack closed public comment on Item 5.5.

**5.6 Mayor Romack presented a proclamation Recognizing the Retirement of Judy Price.**

**Mayor Romack requested comments from Council Members on Presentation Item 5.6.**

**Mayor Romack opened public comment on Presentation Item 5.6.**

**Written comment received from:** Jim Porter.

**Verbal comment received from:** Jen Callaway; Tony Lashbrook; Jesse/Clarence Oddbody AS2; Tracy Copeland; and Sarah Ring.

Mayor Romack closed public comment on Item 5.6.

**Mayor Romack adjourned for a brief recess at 6:18 p.m.**

Mayor Romack reconvened at 6:37 p.m.

**6. Consent Calendar**

It was moved by Council Member Henderson, and seconded by Vice Mayor Polivy, to approve the Consent Calendar as follows:

- 6.1 **Approved the Minutes of August 8, 2023, Closed Meeting and Regular Meeting.**
- 6.2 **Adopted Ordinance 2023-08 to Update Periods of Impoundment for Animals.**
- 6.3 **Approved Resolution 2023-53 authorizing the Town Manager, or designee, to execute the Master Agreement and Program Supplements between the Town and the California Department of Transportation (Caltrans).**
- 6.4 **Adopted Resolution 2023-55 updating locations for posting ordinances, agendas and other town notices and repealed Resolution 2018-69.**
- 6.5 **Adopted Resolution 2023-54 regarding updated Local Goals and Policies for Community Facility Districts (CFD) and Assessment Districts.**
- 6.6 **Authorized the Town Manager to sign a contract with ePlus for \$77,125.27 for the renewal of the implemented Integrated Endpoint Detection and Response (EDR) system, covering the period from August 23, 2023, to February 20, 2025.**

The Consent Calendar carried with the following vote:

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

**Noes:** none.

**Absent:** Council Member Zabriskie

**Abstained:** none.

The motion passed 4-0.

**7. Discussion Items**

**7.1 Consideration of options to address trail etiquette and safety on multi-use trails including potential amendments to Municipal Code Chapter 10.21 Vehicles on Trails.**

**Recommended Action:** Review and provide direction on options to address trail etiquette and safety on multi-use trails, including recommended amendments to Truckee Municipal Code Chapter 10.21 Vehicles on Trails to include updated allowed devices definitions on multi-use trails and regulations for such devices to ensure the well-being of all trail users while accommodating

various modes of transportation and consideration of an additional Community Service Officer position to augment enforcement and education on trails.

Lisa Madden, Operations Lieutenant, presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- Council discussed commonality of incident reports related to speed, “near misses” and locations on the Legacy Trail.
- Council discussed education in schools regarding operation of e-bicycles.

**Mayor Romack opened the item for public comment.**

**Written comment received from:** Carla Beebe, Allison Pedley, Jack Kashtan, and Jean Brooks

**Verbal comment received from:** Pam Straley and Dave Straley, Rolf Goodon, Patty Lamonto, Todd Babarovich, Edward Vento, Paco Lindsay, Katie Clifford

Mayor Romack closed public comment.

**Council Direction:**

- **Supportive of 15 mph speed limit.**
- **Not supportive of the addition of a Community Service Officer at this time.**
- **Work with groups and businesses for more education and outreach.**
- **Staff will provide a status update in one year.**

**7.2 Public Hearing to Consider Development Code Updates for the Objective Design Standards; Ordinance 2023-10 (Objective Design Standards).**

**Recommended Action:** Conduct a public hearing, introduce Ordinance 2023-10, taking the following actions: Amending the Truckee Municipal Code, Title 18 Development Code for Objective Design Standards; and determine the amendments to be exempt from the California Environmental Quality Act (CEQA) because the adoption of this ordinance is not a “project” pursuant to Sections 15060(c)(2) and 15060(c)(3) of Title 14 of the California Code of Regulations, and because under Section 15061(b)(3) of the State CEQA Guidelines, the amendments are exempt from the requirements of CEQA because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

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

Callie New and Jessica Garrow of Design Workshop presented virtually (presentation on file with Town Clerk).

**Council Discussion:**

- Council discussed specific requirements for mixed use projects.
- Planning Commission provided feedback on building designs for residential subdivisions.
- Height limitations apply to all zoning districts.

**Mayor Romack opened the public hearing asking for anyone wishing to speak in support or opposition to the action stated above.**

**Written comment received from:** Kurt Reinkens, Kristi Thompson, and Sophia Heidrich.

**Verbal comment received from:** Edward Vento

Mayor Romack closed public comment.

**Council Direction:**

- **Remove maximum unit count requirement for multi-unit buildings.**

The staff recommendation, as amended above, was moved by Council Member Henderson, seconded by Vice Mayor Polivy, and adopted with the following vote:

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

**Noes:** none.

**Absent:** Council Member Zabriskie.

**Abstained:** none.

The motion passed 4-0.

**7.3 Truckee Donner Recreation and Park District Fee Update.**

**Recommended Action:** Council conduct a Public Hearing and adopt Resolution 2023-56 approving an annual inflationary increase to the Truckee-Donner Recreation and Park District (TDRPD) impact fees to fund the cost of new or expanded parks and recreational facilities attributable to new development and adopt Resolution 2023-57 updating subdivision park and recreational fees “Quimby Fees” required for tentative maps and applicable to newly created parcels.

Lucas Kannall, Assistant Planner presented from the staff report (presentation on file with Town Clerk).

Blair Aas of SCI Consulting Group was present virtually for questions. Sven Leff of Truckee Donner Recreation and Park District was present for questions.

**Mayor Romack opened the public hearing asking for anyone wishing to speak in support or opposition to the action stated above.**

**Verbal comment received from:** Sven Leff and Edward Vento.

Mayor Romack closed public comment.

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

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

**Noes:** none.

**Absent:** Council Member Zabriskie.

**Abstained:** none.

The motion passed 4-0.

**Mayor Romack adjourned for a brief recess at 9:58 p.m.**

Mayor Romack reconvened at 10:06 p.m.

**7.4 Clean-Up Amendment to Municipal Code Title 2, Section 2.04.130(a).**

**Recommended Action:** Introduce Ordinance 2023-11, removing Section 2.04.130(a) from Title 2 of the Municipal Code.

Judy Price, Town Clerk, presented from the staff report (presentation on file with Town Clerk).

**Mayor Romack opened the item for public comment.**

Seeing none, Mayor Romack closed public comment.

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

**Ayes:** Council Member Klovstad, Vice Mayor Polivy, Mayor Romack, and Council Member Henderson.  
**Noes:** none.  
**Absent:** Council Member Zabriskie.  
**Abstained:** none.  
**The motion passed 4-0.**

**7.5 Code of Conduct, Council Norms and Ordinance update for Board and Commission appointment process and attendance.**

**Recommended Action:** Introduce Ordinance 2023-07 modifying Title 2 of the Town's Municipal Code to address the appointment process and attendance for the Town's board and commission members, adopt the Council's Norms and adopt Resolution 2023-51 approving the Town's Code of Conduct.

Judy Price, Town Clerk, presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- Regarding board and commission member absences, staff will determine whether an absence is excused versus unexcused and will note it in the minutes.
- Council discussed the benefit of individually appointing their own Planning Commissioner.
- Council discussed edits to Council's Norms.

**Mayor Romack opened the item for public comment.**

**Written comment received from:** Mitch Clarin.

Mayor Romack closed public comment.

**Council Direction:**

- **Modify Ordinance 2023-07 to allow Council Members to individually appoint Planning Commissioners.**
- **Revise Council Norms per discussion.**

**The staff recommendation as to the adoption of Resolution 2023-51 approving the Town's Code of Conduct, as amended, was moved by Vice Mayor Polivy, seconded by Council Member Klovstad, and adopted with the following vote:**

**Ayes:** Council Member Klovstad, Vice Mayor Polivy, and Council Member Henderson.  
**Noes:** none.  
**Absent:** Council Member Zabriskie.  
**Abstained:** none..  
**The motion passed 4-0.**

The staff recommendation as to the adoption of 2023 Council's Norms, as amended with the discussed revisions, was moved by Vice Mayor Polivy, seconded by Council Member Klovstad, and adopted with the following vote:

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

**Noes:** Mayor Romack.

**Absent:** Council Member Zabriskie.

**Abstained:** none.

The motion passed 3-1.

## **8. Council Reports**

### **Vice Mayor Polivy**

- Attended the Visit Truckee Tahoe board meeting.
- Attended Vail Resorts roundtable at Northstar.

### **Council Member Klovstad**

- Attended the Tahoe Basin Biomass meeting.
- Attended the Nevada County Board of Supervisors dinner.
- Responded to constituents' concerns re: Maui and items on tonight's agenda.

### **Council Member Henderson**

- Nothing to report.

### **Mayor Romack**

- Attended the Tahoe Summit in Kings Beach
- Attended Placer County's evacuation and emergency preparedness meeting.
- Attended the Mayor-Manager breakfast.
- Attended the microtransit working group meeting.
- Attended the Nevada County Board of Supervisors dinner.
- Attended the Roseville to Reno rail planning group.

## **9. Adjournment** – 11:10 p.m.

To the regular meeting of the Truckee Town Council September 12, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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Kelly Carpenter, Deputy Town Clerk  
on behalf of Judy Price, MMC, Town Clerk

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Lindsay Romack, Mayor