



PLANNING COMMISSION STAFF REPORT

Meeting Date: May 19, 2026

Continued from the January 20, 2026 meeting

To: Town of Truckee Planning Commission

From: Yumie Dahn, Principal Planner

RE: Truckee Railyard Hotel (Planning Application #2024-00000086); 10108 Truckee Way; APN 019-421-001); Applicant/Property Owner: Rikesh Patel, CP Truckee LLC

Approved by: Denyelle Nishimori, Community Development Director

Recommended Action: That the Planning Commission adopt Resolution 2026-03, taking the following actions:

- 1) Determine the project to be exempt from further environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15183 and Public Resources Code 21166; and
- 2) Approve the Development Permit, Tentative Map, Minor Exception, and Zoning Clearances based on the recommended findings and subject to the recommended conditions of approval.

This item was continued from the January 20, 2026 Planning Commission hearing to allow the applicant time to respond to Planning Commission's comments.

Project Summary: The applicant is requesting a **Development Permit** to construct 15,000 s.f. or more of gross floor area in the Railyard Master Plan Area; a **Tentative Map** to subdivide 17 for-sale multifamily residential units, nonresidential uses, and common area; a **Minor Exception** for additional height of five feet to accommodate mechanical appurtenances; and **Zoning Clearances** to establish the hotel and residential uses in the Downtown Extension (DE) District of the Railyard Master Plan Area, located at 10108 Truckee Way (APN 019-421-001).

Discussion/Analysis: The Planning Commission reviewed the Truckee Railyard Hotel application, located at 10108 Truckee Way (APN 019-421-001) at its January 20, 2026 hearing. At the time, the applicant was proposing the following mixed-use project:

- 60 hotel units;
- 15 for-sale (individual ownership) multifamily residential units with "Transient rental, multifamily dwellings" as an allowed use.
 - The two-bedroom units range from 1,368 s.f. to 1,599 s.f..
 - The three-bedroom units are 1,920 s.f. and 1,933 s.f.
- 5,216 square feet of food and beverage space, consisting of a 3,488 square foot ground floor restaurant and kitchen, and a 1,684 square foot rooftop bar, warming kitchen and back of house/service space. Approximately 1,435 s.f. of outdoor dining area.
- 2,449 square feet dedicated meeting and event space on the ground floor. 25% of the anticipated business for the food and beverage portion of the project is anticipated to be from the public and 75% from hotel guests;
- 2,292 square feet fitness center and wellness space on the ground floor. 25% of the anticipated business for the food and beverage portion of the project is anticipated to be from the public and 75% from hotel guests;

- Rooftop pool, spa and terrace, with rooftop event space;
- 17 on-site covered parking spaces (15 non-ADA and 2 ADA spaces), 15 of which will be dedicated to the multifamily residential units; and
- Outdoor event and plaza spaces on the southwest corner of the property and within the project site.

Additionally, the following items were proposed by the applicant:

- Subdivision to create one hotel lot and one residential lot, 15 separate residential condominium units, and one common area condominium space.
- Demolition of the existing Category “D” (Nonessential) shed on site.

The January 20, 2026 Planning Commission staff report provides background information on the Railyard Master Plan and analysis of the project, including overall General Plan and Railyard Master Plan consistency. The staff report and minutes can be found at the following links:

1. Staff report: <https://portal.laserfiche.com/Portal/ElectronicFile.aspx?docid=59914100&repo=r-6a91ddbc>
2. Minutes: <https://portal.laserfiche.com/Portal/DocView.aspx?id=59940865&repo=r-6a91ddbc>

The focus of this staff report is on the Planning Commission’s comments and the applicant’s response to the Planning Commission’s direction.

January 20, 2026 Planning Commission Hearing

At the January 20, 2026 Planning Commission hearing, the Planning Commission heard public comment, deliberated on the project, provided comments and direction to the applicant, and continued the hearing to a date and time uncertain. The Planning Commission requested the following from the applicant team:

1. Parking Management Plan. A detailed Parking Management Plan is required to be submitted to the Planning Commission for review. The Parking Management Plan shall include specific answers to all questions in draft Condition of Approval No. 36. Additionally, the Planning Commission requested specifics on how and where the specific valet parking spaces will be designated.

The goals for the Parking Management shall be as follows:

- Every car should have a spot.
 - Any fees or fines shall be readily collected.
 - Employees should have a clear parking plan.
 - There should be no adverse impacts to neighbors.
 - There should be no impacts to Town snow removal operations.
2. “Please Turn Right.” Please note that the Planning Commission was considering a condition of approval requiring the applicant post a “Please Turn Right” sign in the onsite parking area to encourage property users to turn right onto Church Street.
 3. Public Outreach. The Planning Commission encouraged the applicant team to do some additional public outreach with the community to discuss ways to improve the design of the project.
 4. Building Design. The Planning Commission had concerns that the project did not completely address the design guidelines and was not consistent with the overall intent of the guidelines. The following comments were provided at the meeting:
 - In general, the Planning Commission found the project, as currently designed, “monolithic”. They said it was a block-length building that was explicitly discouraged in the Railyard Master Plan.
 - While patterns are included in the building design, the design is too repetitive.

- Incorporate the design guidelines into all elevations, including the back (northwest) wall, with greater emphasis on the south and east elevations.
 - Including additional design features would help break up the facades that are greater than 50 feet in width.
 - Find ways to make the street level floor more distinguishable than the upper floors.
 - Provide transition from the historic district to the Railyard.
 - In addition to these comments related to consistency with the design guidelines, the Planning Commission also specifically requested that the applicant step back the upper levels above the first floor on the southwest corner and look at ways to use material changes to create a smaller appearing building.
5. Ground Floor. The Planning Commission noted that the proposed ground floor did not include active uses. Reconsideration of the meeting spaces and fitness/wellness uses on the ground floor along the Donner Pass Road, a Primary Street, was requested. Additionally, the Planning Commission noted that the mechanical yard on the northeast corner did not create an active pedestrian area and that the area should be re-designed to accommodate a pedestrian use.
 6. Solar Evaluation. The Planning Commission requested an updated solar evaluation that shows the impact of the shadows on neighboring properties, including the properties to the north and west. As part of the study, include morning, noon and afternoon studies on the winter solstice (December 21st).
 7. Loading Zone. The proposed loading areas in front of the dumpster do not technically meet the Development Code standard which requires at least two loading spaces that are 25 feet in length each and 15 feet wide. The proposed area appears to be approximately 20 feet by 37 feet and could impede the use of the dumpsters. Additionally, the Development Code requires the loading zone facility to be screened from adjacent street as much as possible and to avoid adverse impacts upon residential properties, and landscaped areas. The location of the loading spaces would require reversing larger vehicles which would require a back-up alarm that could create conflict with the residential neighbors. This, coupled with the ongoing trash service could create noise impacts on neighbors. As part of the project redesign, consider ways to accommodate the loading standards in the project and reduce potential noise impacts to neighbors. The Planning Commission seemed generally supportive of the loading zone, but additional thought on the operations will help them make the appropriate findings.

Applicant Resubmittal (March 19, 2026, March 27, 2026, and May 8, 2026)

On March 19, 2026, the applicant resubmitted revised plans and a more detailed draft parking management plan. On March 27, 2026, an updated parking management plan was submitted. On May 8, 2026, the applicant submitted a new set of architectural plans that revised the southwest corner of the building, the base material color, and minor corrections. Draft Resolution 2026-03 (Attachment #1) has been updated to include the revised plans, including the May 8, 2026 architectural plans. The revised project includes the following:

- 60 hotel units ranging from 282 s.f. to 634 s.f. (2 one-bed hotel units, 33 double queen hotel units, and 25 king hotel units);
- 17 for-sale (individual ownership) multifamily residential units with “Transient rental, multifamily dwellings” as an allowed use.
 - 2 one-bedroom units that are 712 s.f. and 716 s.f.; average unit size: 714 s.f.
 - 12 two-bedroom units that range from 1,521 s.f. to 1,639 s.f.; average unit size: 1,562 s.f.
 - 3 three-bedroom units are 1,565 s.f. to 1,933 s.f.; average unit size: 1,806 s.f.
- 5,216 square feet of food and beverage space, consisting of a 3,488 square foot ground floor

restaurant and kitchen, and a 1,684 square foot rooftop bar, warming kitchen and back of house/service space. Approximately 1,435 s.f. of outdoor dining area. 50% of the anticipated business for the food and beverage portion of the project is anticipated to be from the public and 50% from hotel guests;

- 2,449 square feet dedicated meeting and event space on the ground floor. 25% of the anticipated business for the meeting and event space portion of the project is anticipated to be from the public and 75% from hotel guests;
- 2,113 square feet fitness center (639 s.f.) and wellness space (1,474 s.f.) on the ground floor. 25% of the anticipated business for the fitness and wellness portion of the project is anticipated to be from the public and 75% from hotel guests;
- Rooftop pool, spa and terrace, with rooftop event space;
- 19 on-site covered parking spaces (17 non-ADA and 2 ADA spaces), 17 of which will be dedicated to the multifamily residential units; and
- Outdoor event and plaza spaces on the southwest corner of the property and within the project site.

Additionally, the following items continue to be proposed by the applicant:

- Subdivision to create one hotel lot and one residential lot, 15 separate residential condominium units, and one common area condominium space.
- Demolition of the existing Category “D” (Nonessential) shed on site.

A summary of the changes to the project program are shown in Table 1 below.

Table 1 – Summary of Proposed Program Changes

Feature	January 20, 2026 Plans	Current Submittal (March 19, 2026)	Notes
Hotel Units	60	60	No change
Residential Units	15	17	2 additional units 2 one-bedroom units (712 s.f. and 716 s.f.) replaced 1,368 s.f. two-bedroom unit 1 new three-bedroom unit (1,565 s.f.)
Ground Floor Restaurant Space	3,488 s.f.	3,488 s.f.	No change.
Rooftop bar	1,684 s.f.	1,684 s.f.	No change.
Meeting and event space	2,449 s.f.	2,195 s.f.	254 s.f. smaller
Wellness Center	2,292 s.f.	1,474 s.f.	Combined, 179 s.f. smaller
Fitness Center		639 s.f.	
Retail	None	1,267 s.f. (455 s.f. along Donner Pass Road and 812 s.f. on Truckee Way)	1,267 s.f. increase (none previously proposed)
On-site parking	17 (15 non-ADA and 2 ADA spaces)	19 (17 non-ADA and 2 ADA spaces)	2 spaces increase

Total Square Feet	79,709 s.f.	81,408 s.f.	1,699 s.f. larger, primarily attributed to the two new residential units
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The architectural plans include “Previous Exterior Renderings” and “Updated Exterior Renderings” with a list of responses to comments. The applicant has also submitted a summary of project revisions and responses (Attachment #3), which includes the following:

1. Parking Management Plan (PMP): A revised parking management plan, dated March 27, 2026, was submitted (Attachment #2). Key highlights from the PMP include the following:
 - a. The project is proposing 19 onsite parking spaces (17 spaces for each residential units and 2 ADA parking spaces). This is an increase from 17 onsite parking spaces from the previous submittal.
 - b. The PMP requested 69 total overnight valet parking permits to serve the 60 hotel units and the remaining parking required for the residential units that are not already being provided onsite.
 - c. The applicant is proposing that valet vehicles will not be parked on street in parallel parking areas that front other nearby businesses. Parallel parking spaces that front the project site would be used for valet parking for up to one hour.
 - d. The applicant is not proposing use of a follow car for valet services.
 - e. The project proposes making the valet parking mandatory for guests of the hotel and residents.
 - f. A Parking Manager is proposed as the main contact for parking-related issues.
 - g. The project proposes to explore financial contribution to the Truckee Thursday transit system and the airport shuttle.
 - h. The applicant is proposing to explore incentives such as using the airport shuttle, internal shuttle or car service, and discounted room rates.

2. “Please Turn Right” signage: The applicant acknowledged that the conditions of approval will be modified to incorporate a “Please Turn Right” sign for the onsite parking area. Condition of Approval No. 34 related to parking requirements has been modified to require a “Please Turn Right” sign in the onsite parking lot to encourages users to turn right onto Church Street when exiting the project site.

3. Public Outreach: The applicant has stated that they held in person meetings with Church of the Mountains, Mountain Area Preservation, and Brendan Riley (local architect) regarding specific concerns with the project.

4. Building Design: The major changes identified by the applicant include the following:
 - a. Divided a two-bedroom unit on the third floor into two one-bedroom units and added one three-bedroom unit on the second floor and one three-bedroom unit on the third floor along Church Street. The additional residential units added mass to the rear of the building. The total residential unit count increased from 15 units to 17 units.
 - b. Added two small retail spaces, totaling 455 s.f., on the south side of the building along Donner Pass Road in the hotel lobby and wellness space.
 - c. Added an 812 s.f. retail space on the northeast side of the building along Truckee Way. Removed the mechanical equipment yard on the northeast corner of the building and expanded the back-of-house area to accommodate the mechanical equipment.
 - d. Removed the roofing over the decks on the southwest corner of the building. As part of the May 8, 2026 submittal, the applicant revised the design again to remove the third-floor deck

and reduce the size of the southwestern hotel room by 165 s.f. Figure 5 shows the three different iterations submitted to the Town.

- e. Material changes:
 - i. Removed vertical battens on the ground floor to create a change in material from the base to the upper floor. As part of the May 8, 2026 submittal, the applicant darkened the ground floor material to create further differentiation from the upper floors.
 - ii. Replaced vertical wood siding with formed metal siding on east and west elevations primarily and elevator tower on the south
 - f. Added awnings at the ground floor on the south (6) and east (4) elevations. The awnings would not be allowed to project into any easements.
 - g. Added four new approximately 72 s.f. balconies on the south side of the third floor.
 - h. Increased transparency on the ground floor and added additional vertical slatting to reduce the transparency on the upper floors.
 - i. Removed the roof overhang on the east elevation and replaced it with a parapet.
5. **Ground Floor:** As noted above, the applicant added an 812 s.f. retail space on the northeast side of the building along Truckee Way and two small retail spaces, totaling 455 s.f., on the south side of the building in the hotel lobby and wellness space along Donner Pass Road. The applicant also removed the mechanical yard on the northeast side of the building.
6. **Solar Evaluation:** An updated solar evaluation was provided for December 21st at noon. Additional evaluations for 9 AM and 3 PM were also provided.
7. **Loading Zone:** The applicant confirmed that the loading location is adjacent to the trash enclosure. A new eight-foot-tall wall is proposed as part of the trash enclosure.

The previous design and revised design are provided for comparison purposes below (see Figures 1-4). Figure 5 shows the different options for the southwest corner that have been submitted to the Town.



Previous Design



Revised Design (May 8 Version)

Figure 1: South Side

The changes on the south side of the building along Donner Pass Road include the removal of the roofs over the balcony on the left side of the building, the change of the wood slatting on the upper floors, added awnings on the ground floor, added four new approximately 72 s.f. balconies on the third floor, and removed battens from the ground floor. As part of the May 8, 2026 revision, the applicant removed the third-floor balcony and reduced the size of the hotel room on the southwestern corner of the third floor and darkened the ground floor material.



Previous Design



Revised Design (May 8, 2026 Version)

Figure 2: East Side

The changes on the east side of the building along Truckee Way include the removal of the roof overhang on the right side of the building, addition of the retail space on the ground floor of the right side of the building, the addition of the two residential units on the right side of the building, introduction of metal siding, and added awnings on the ground floor.



Previous Design



Revised Design (May 8, 2026 Version)

Figure 3: North Side

The changes on the north side of the building along Church Street include the removal of the mechanical yard at the ground floor, enclosure of the mechanical area into the building, the addition of the two residential units on the second and third floors.



Figure 4: West Side

On the west side of the building, the applicant changed the material from wood to metal.



Figure 5: Southwestern Corner

This figure shows the design changes to the southwest corner of the building

Staff's Analysis of Changes

This section of the staff report focuses on the revisions proposed by the applicant and responsiveness to the Planning Commission's direction. As noted above, the three major issues the Planning Commission identified for additional consideration are the Parking Management Plan, building design, and ground floor activation. A summary of modifications to conditions of approval as a result of the revisions are also provided. The January 20, 2026 staff report should be referenced for the full analysis of the project.

Parking Management Plan

Currently, the Parking District does not have a permit pathway for overnight nonresidential parking. The Public Works Department presented revisions to the Municipal Code Section 10.18 (Parking Regulations) to the Town Council on April 7, 2026. The Council adopted changes to create a pathway to allow overnight valet parking and residential parking permits through a separate resolution. The specifics of the overnight valet parking requirements are expected to be reviewed by the Town Council in June 2026. As part of the future resolution, staff anticipates that a recommendation of 40 overnight valet parking passes will be forwarded to the Town Council for consideration based on existing infrastructure and operations of the parking areas. Regardless of how many passes are authorized by the Council, the valet parking passes would not create a guarantee of overnight parking since a designated overnight parking area would be shared by the residential permit passholders as well. Day time users would also have access to these

areas, subject to typical hours and payment. While parking may seem in abundance now, when the Railyard Master Plan area builds out, parking will become more challenging, particularly during snow removal operations. In general, it is staff's opinion that the sole reliance on the Parking District for overnight hotel parking has challenges.

Staff believes that the draft Parking Management Plan has not resolved the concerns related to parking in both quantity and in management. The revised Parking Management Plan does not appear to specifically address Planning Commission's question about where, specifically, vehicles will be stored and how impacts to neighboring properties will be minimized. The Parking Management Plan cites the use of potential offsite private parking lots pending land use approvals as an alternative to address parking demand; however, specific sites have not been included in the project description. To address this concern, staff incorporated modifications to recommended Condition of Approval No. 36 requiring identification of an appropriate site with property owner permission and securing appropriate land use entitlements, including any applicable environmental review, for an offsite private overnight and overflow parking site for a portion of the parking needed for the hotel prior to building permit submittal. Securing the offsite parking prior to building submittal ensures that the developer will not expend unnecessary costs pursuing construction of the hotel if the condition cannot be met. Staff notes that approval of land use entitlements are not guaranteed; it would be the applicant's responsibility to ensure that all needs of existing uses and the hotel use are addressed and propose a program that functions effectively and meets Town requirements to ensure a functional parking plan. Designation of an offsite parking area will require a project amendment to the underlying project where the offsite parking is identified, which will re-open any existing land use entitlement on that site for review under the requirements in effect at the time of the requested amendment.

Additionally, recommended Condition of Approval No. 36 is intended to identify the minimum standards required for the offsite parking for the hotel project, which, if met, would not require reopening the hotel project entitlements to include the offsite parking area. The minimum standards can be exceeded with approval by the Public Works Director and Community Development Director; however, if other changes to the project are proposed or if the minimum standards cannot be achieved for the offsite parking area, a project amendment to this hotel entitlement may be required. Staff believes that the minimum number of offsite parking spaces that should be equal to the difference between the required hotel parking demand and the number of valet parking passes allowed for a hotel in the Railyard Master Plan Area in the Parking District. For example, if 60 parking spaces are required for the hotel use and 40 valet parking permits are available in the Parking District for use by a hotel in the Railyard Master Plan Area, 20 parking spaces will be required to be provided offsite. On a private lot, these spaces may be allowed to be reconfigured for tandem parking to allow additional parking consistent with other typical private valet parking lots subject to an adequate parking management plan. As currently written, the conditions of approval requires securing, improvement, and/or construction of the offsite parking spaces prior to occupancy of the hotel. The Planning Commission may discuss whether other parking quantities are more appropriate, or if the timing of the required entitlements for the offsite project should be modified, or if the construction of any new parking spaces can be allowed after occupancy of the hotel, triggered at a later date. Staff has identified the following minimum criteria for the offsite parking area Planning application:

- The property owner shall be the designated applicant and signer for the Planning application and shall be responsible for the conditions of approval. The agreement between the offsite parking area property owner and the Railyard Hotel property owner shall be included in the initial application for the request.
- The offsite parking area shall not be approved as a standalone surface parking area. If a vacant site is identified as the offsite parking area, a new use and structure will be required to be proposed as part of the land use entitlement. The new structure and use shall be consistent with the intent of the Railyard Master Plan design guidelines and shall have building frontage that fully shields the offsite parking area from the public right-of-way. Timelines for construction of the new use and structure shall be identified and shall ensure operation prior to occupancy of the hotel.
- The offsite parking lot shall be improved or constructed consistent with the approved land use entitlements prior to occupancy of the Railyard Hotel.

- The offsite parking site shall have a dedicated area to accommodate a minimum number of parking spaces equal to the difference between the parking spaces required by the hotel component of the Railyard Hotel project and the number of parking passes that may be utilized by the Town's Parking District by a future Town Valet Permit Program. (For example, if 60 parking spaces are required for the hotel use and 40 valet parking permits are available in the Parking District for use by a hotel in the Railyard Master Plan Area, 20 parking spaces will be required to be provided offsite). If the difference is zero or there are more valet permits available than required for the hotel, the offsite parking spaces are not required; however, an offsite parking area may be voluntarily pursued consistent with this condition, except for the minimum number of spaces. The parking spaces shall be consistent with the parking and circulation dimension standards of the Development Code.
- The property owner of the offsite parking area shall acknowledge that they are waiving the use of the Assembly Bill 2097 (2022) which prohibits local jurisdictions from imposing minimum parking requirements for most uses within a half-mile of a major transit stop. Since this bill does not apply to hotel uses, the offsite parking area property will be associated with the hotel use in perpetuity unless an alternative offsite parking area is identified through a new land use entitlement.
- A parking demand analysis for the designated offsite parking project site shall be required for the offsite parking site. If an existing use is established on the site, the parking demand analysis shall determine the actual use of the parking area at different times during the year, during expected hours of operation of the hotel valet parking. As part of the land use entitlements, the impacts on the existing or primary use will be analyzed.
- A parking management plan shall be required to be reviewed and approved by the Public Works Director prior to building permit issuance of the offsite parking area or prior to building permit issuance for the hotel, if no building or grading permit is required. The parking management plan shall include, but is not limited to, how and when the use of the parking spaces will be triggered, hours of use, the proposed parking configuration, circulation, how the parking will be reserved and secured, prioritization of parking areas and the Parking District, when the parking will be moved offsite, etc. The parking management shall be reviewed in conjunction with the parking management plan for the Railyard Hotel and annual review shall be required at the expense of the applicant. Methods to reduce the impact on the primary use(s) and reduce vehicle trips (both by guests and valet attendants) shall be included unless adequately addressed in the Railyard Hotel parking management plan. Tandem parking within private lots to accommodate additional vehicles beyond the minimum parking spaces in the same designated area may be approved as part of the parking management plan.
- The application shall include a description of anticipated snow removal operations for the offsite parking area.

To summarize, the condition, as drafted, requires the following:

1. The applicant is required to identify and entitle the offsite parking area prior to building permit submittal of the hotel. This means that before the applicant uses funds toward the development of construction documents and engineering, the applicant will be required to ensure that the project can accommodate the required parking. If the Planning Commission would like to move this milestone to prior to building permit issuance, the applicant should be required to acknowledge and document that any efforts or funds spent on the construction documents are being pursued at the applicant's risk.
2. The offsite parking is required to be constructed prior to occupancy of the hotel. This will ensure that all components of the hotel project will be addressed upon opening of the hotel use. Staff considered other alternatives and timelines understanding that the Railyard Master Plan area is not fully built out; however, the Town does not have mechanisms other than the building permit to ensure that this condition will be met in a timely manner.
3. The project is only required to provide offsite parking if the Council approves fewer than 60 valet parking permits. Additional offsite parking would not be required if the Council approves 60 or more valet parking permits. If the Commission believes that an offsite parking area for overflow

parking is necessary to reduce parking impacts to the area, the Commission can consider a minimum number of offsite parking spaces required in all cases.

Staff asks that the Commission consider these parameters, along with all other requirements for the offsite parking, and determine if modifications to this condition should be incorporated.

In addition to the comments related to parking locations, staff has provided comments on the proposed draft Parking Management Plan in Attachment #4. In general, staff believes that the PMP should be further refined and details should be incorporated to create an adequate PMP with effective Transportation Demand Management (TDM) programs to truly reduce vehicle use. Staff's comments include the following:

- Staff anticipates recommending 40 valet parking permit passes in the Parking Permit Guidelines as part of the Parking District resolution that will go to Council in June. Even if the 40-permit quantity was increased, valet parking spaces are not guaranteed. Overnight parking would be available on a first-come-first-serve basis and may be used by residential permit users.
- Staff does not support the nine additional valet parking spaces to serve the residential uses. Residential parking permits would be available consistent with other residential projects. Management of those vehicles would be at the discretion of the operator.
- The PMP states that valet parking is mandatory; however, staff believes this would be challenging to require and enforce.
- If the intent of the PMP is to implement TDM programs to reduce dependence on vehicles and the Parking District, then quantifiable reductions and numbers should be assigned to each strategy.
- A designated person shall be specifically identified by the PMP and management of parking should be included in their job description. A contact person shall be available 24 hours a day and a secondary person identified as well including all contact information, including phone and email.
- If funding is proposed as a strategy to reduce vehicle use, specific amounts should be committed based on actual needs and impacts. A direct relationship between the contribution and the trip and parking demand reduction should be provided.
- Use of an onsite dedicated car service and airport shuttle would be the most impactful strategy to reducing the need for vehicles for hotel users. However, if shuttles are proposed, dedicated onsite parking spaces should be incorporated into the project.
- Incorporation of an e-bicycle share would be an additional way of reducing the need for vehicles. The Town's pilot BCycle program is in its last year and the future of the ongoing e-bicycle share program is unknown.
- Many of the incentives identified in the PMP are not actual incentives. For example, providing information on bus schedules, TART Connect, trails, and bike rental locations are informational only and do not incentivize use of alternative transportation.
- Other identified incentives, such as the discounted room rate or local business discounts, are undefined and unclear.
- With a hotel, it is presumed that there will be employees that need to stay overnight or during overnight hours (10 PM-5 AM) and would need to use the overnight parking. Ensure that this is contemplated in the PMP.
- There should be some consideration into how snow will impact these timelines. Walking to vehicles when the roads/sidewalks have not been cleared, clearing off snow, removing berms from behind vehicles could create challenges.

Staff has incorporated a requirement in Condition of Approval No. 36 requiring that the applicant address the Town's April 28, 2026 comments on the March 27, 2026 Parking Management Plan in the final PMP that is required prior to building permit issuance. The PMP will be required to be reviewed and approved by the Public Works Director. The Planning Commission should consider if the proposed PMP with recommended Condition of Approval No. 36, including the requirement to identify and entitle an offsite parking area, adequately addresses the previously identified concerns or if additional refinement of the PMP is necessary. Staff also notes that the most impactful tool suggested in the PMP was the potential use of an onsite dedicated car service and airport shuttle. The Planning Commission may wish to discuss

if a car service, airport shuttle, and/or a e-bicycle share program should be required as part of the project. If the Planning Commission would like to incorporate this requirement into the conditions, staff recommends that dedicated onsite parking should be required for the car service, at the minimum.

Building Design

The Planning Commission determined that the project did not completely address the Railyard Master Plan design guidelines and was not consistent with the overall intent of the guidelines. The Commission identified Railyard Master Plan design guidelines related to the size of the building, the repetitive design, the lack of design on all sides of the building, the building façade, distinguishing the first floor from the second floor, and providing transition from the historic district to the Railyard. The Planning Commission specifically requested that the applicant step back the upper levels above the first floor on the southwest corner and look at ways to use material changes to create a smaller appearing building.

In terms of responsiveness to the Commission's comments, staff believes the most responsive changes to the revised project are the modifications to the southwestern corner of the building and the addition of the retail space on the northeast side of the building. However, staff notes that the addition of the two residential units at the rear of the building has substantially increased the mass on the rear of the building, which is visible from the roundabout and Church Street. The revised submittal has increased the floor area by approximately 1,700 s.f., which is primarily due to the addition of the two-story three-bedroom residential unit at the rear. Draft Resolution 2026-03 includes the updated plans and Attachment #3 includes the renderings submitted by the applicant.

The revised project splits a previous two-bedroom unit on the fourth floor into two one-bedroom units (712 s.f. and 716 s.f.). One new two-story three-bedroom unit (1,567 s.f.) have been added to the rear of the building on the second and third floor. The introduction of smaller one-bedroom residential units is supported to create diversity in unit types; however, the additional mass related to the additional two-story three-bedroom residential unit appears to be contrary to the Planning Commission's primary direction to reduce the perceived size of the building. Additionally, staff does not believe that the residential use on the second and third floors of the rear of the building responds to the Planning Commission's goal of creating ground floor activity, as the applicant stated in their resubmittal. The resubmittal also states that this additional residential square footage is necessary to offset the reduction in square footage in four hotel rooms to accommodate four approximately 72 s.f balconies on the third floor, reductions in balcony size on the southwest corner of the building, and reductions in the fitness/wellness space. Based on the information provided, the reduction in the balcony space on the southwest corner of the building is not apparent and the fitness/wellness space was reduced by 254 s.f. It is unclear how the creation of the new residential space offsets these minor changes.

Additionally, while changes were made to the design in an effort to respond to Planning Commission's comments, it is staff's opinion that some of the changes are subtle and may not address all of the Planning Commission's concerns, as noted below:

- Northeast corner: The removal of the mechanical yard on the northeast side and addition of retail directly addresses Planning Commission's concerns. However, the corner is still primarily back-of-house. Staff believes these changes are partially responsive to the Commission's direction.
- North elevation: As noted above, the project revision adds massing on the north elevation when the Planning Commission's overall direction was to reduce the perceived size and massing of the building. This is directly contradictory to the Commission's direction to reduce the scale of the building.
- West elevation: The removal of the third-floor balcony and the roofing over the second-floor balcony, and the reduction of the third floor hotel from 633 s.f. to 468 s.f. (165 s.f. reduction) on the southwestern corner, adjacent to the plaza, appears to reduce the mass of this corner when looking east. This change is responsive to the Commission's direction. The Commission was clear that this corner transition to the historic district was a primary concern. While the removal of the

third-floor balcony, roofing, and revised square footage of the hotel room has reduced the massing of this section of the building, the main bulk of the building remains the same.

- East elevation: The roof overhang was removed over the residential units; however, the roof overhang provided relief to the overall building. The Planning Commission may consider if the roof overhang should be reintroduced or if the parapet feature is appropriate. Staff believes that the roof overhang provides some architectural interest but understands the purpose behind the change. Additionally, most of the larger commercial buildings in the historic downtown do not have overhangs and have parapet roofs.
- South elevation: As noted in the “Material changes” bullet below, the changes to the wood façade has created the appearance of smaller windows on the upper floors, which is partially responsive to Planning Commission’s comments. The actual glazing does not appear to be reduced substantially. The addition of the awnings and entrance changes are very subtle and do not appear to meaningfully break up the façade or impact the architecture.
- The back of the building (north and west elevations): The Planning Commission articulated concerns about the lack of design on these sides. It does not appear that changes were made to address this concern, other than use of metal instead of wood siding.
- Material changes: The revision includes new metal, removal of battens at the base, darkening the materials at the ground floor, and changes to the wood façade on the south elevation to create the appearance of smaller windows. Staff notes that the wood façade changes on the south elevation have differentiated the ground floor from the upper floors, though that change does not seem to carry over to the east elevation, and the repetitive design and large facades that the Planning Commission identified still exist. Overall, the changes appear to be subtle and hard to differentiate from the previous version; however, staff sees these changes as a step toward addressing Planning Commission’s concerns.

It is staff’s opinion that the applicant has made efforts to address the Planning Commission’s comments but has not addressed all of the Commission’s concerns. Of particular note to staff is the increase in bulk to the project with the addition of the two residential units when the Planning Commission’s clear direction was to reduce the perceived massing. The revisions did not directly address the Planning Commission’s concerns about the block-length building, designing all sides of the building, breaking up the façade, and transitioning to the historic downtown.

The Planning Commission may wish to discuss if the extent of the changes proposed meet the intent of Planning Commission’s direction to use material changes to create a smaller appearing building or further changes should be made. In addition to the overall consideration of the design and massing of the building, the Planning Commission may wish to also consider if the new mass at the rear of the building is appropriate. If not, the Planning Commission may wish to reduce the total allowed hotel units to accommodate the request for additional residential floor area. The Railyard Master Plan design guidelines identified in the January 20, 2026 staff report are still relevant to the discussion of the revised design.

Ground Floor Retail

At the January 20, 2026 meeting, the Planning Commission expressed concern that the proposed ground floor did not create an adequately active pedestrian frontage with the proposed fitness, wellness, meeting spaces and mechanical yard. The proposed resubmittal includes the addition of an 812 s.f. retail space on the Truckee Way frontage and two small retail spaces along the Donner Pass frontage.

As noted above, staff believes the addition of the retail space on the Truckee Way frontage addresses some of the Planning Commission’s concerns related to activating that corner. The mechanical yard has been removed and all mechanical equipment has been enclosed within the building.

The small retail spaces on the Donner Pass Road frontage are approximately 200 s.f. and seem unlikely to function as standalone retail spaces and are more likely to be used as accessory spaces to the hotel and the wellness use. Staff believes that the retail space that is part of the wellness space would likely serve as a welcoming area, which may have some items for sale commonly found in the wellness center, and the retail space located off the hotel lobby will likely offer typical snacks and beverages that are regularly for-sale in hotel lobbies. Neither space seem to provide a meaningful opportunity for retail space that would serve the public.

As currently proposed, staff does not believe these areas are independent retail spaces unless more details are provided on the intended programming of these spaces. Ongoing commitments to ensure the independent use of these areas should also be identified. Staff does not believe that the retail area along Donner Pass Road should be considered as retail for the purposes of this review until additional information can be provided through future Zoning Clearances. Staff has drafted Resolution 2026-03 to reflect only the retail on the eastern side of the building, on Truckee Way. Staff also notes that while the new retail space on the eastern elevation introduces new opportunities for pedestrian activity, the ground floor frontage on the north elevation continues to remain back-of-house and does not include an active use. The Planning Commission should consider if the changes proposed by the applicant adequately address the Commission’s request for active ground floor frontages and if staff’s recommendation to remove the retail spaces on the southern frontage from the project description is appropriate.

Changes to Other Conditions of Approval

To address changes to the project, several Conditions of Approval in Draft Resolution 2026-03 require revisions. Staff has made the following modifications to the Conditions of Approval:

- Condition of Approval No. 1 (Project Description): Revised to incorporate the updated project description. Staff notes that the proposed changes are still consistent with the Maximum Allowed Development (MAD) of the Railyard Master Plan. The project proposes 60 hotel units, 17 multifamily residential units, 3,488 s.f. of ground floor restaurant (50% or 1,744 s.f. allocated to public use), 1,684 s.f. of rooftop bar (50% or 842 s.f. allocated to public use), 3,630 s.f. of indoor and outdoor meeting space (25% or 907 s.f. allocated to public use), 1,474 s.f. of wellness use (25% or 369 s.f. allocated to public use), 639 s.f. of fitness use (25% or 160 s.f. allocated to public use), and 812 s.f. of Truckee Way retail or restaurant (50% or 406 s.f. allocated to public use). The square footages allocated to public use will be counted toward the overall MAD. Note that the 455 s.f. spaces on Donner Pass Road denoted as “retail” on the plans is not counted as a separate use from the hotel.

Staff notes that using these calculations, the revised project is consistent with the MAD, in any option. Table 1 shows the MAD options. Only the Artist Lofts, which consists of 77 residential units and 3,735 s.f. of retail/office space, has been issued building permits. For reference, the MAD is tracked based on issuance of building permits, which means that multiple projects could be approved where, when combined, the MAD would be exceeded. This means if this 60-unit hotel project is approved by the Planning Commission, a future 60-unit hotel project could be approved as well. The first project that receives building permit issuance would be entitled to construct the hotel.

Table 1: Maximum Allowed Development Options

Use	Option 1	Option 2	Option 1b	Option 2b
Residential Units	220	257	220	257
Live/Work Units	15	-	15	-
Work/Live Units	50	28	50	28

Retail (sf)	65,000	65,000	80,000	80,000
Office (sf)	10,000	32,500	10,000	32,500
Movie Theater (seats)	750	750	750	750
Condo Hotel (rooms)	60	60	60	60
Grocery Store (sf)	35,000	35,000	20,000	20,000
Civic/Community Building (sf)	25,000	25,000	25,000	25,000

- Condition of Approval No. 4 (Effective Date): The effective date and appeal deadline have been updated based on the May 19, 2026 Planning Commission hearing date. The new effective date is June 1, 2026 unless an appeal is filed with the Town Council by 5:00 PM on Friday, May 29, 2026.
- Condition of Approval No. 5 (Deadline for Map Recordation): The deadline for recordation of the map was updated based on the updated effective date.
- Condition of Approval No. 33 (Parking Requirements): The parking requirements have been updated to reflect the revised project description. With the two new residential units and the additional retail square footage on Truckee Way, 121 parking spaces are required under the revised project description. Previously, 116 parking spaces were required. Two new parking spaces were incorporated into the onsite parking for a total of 19 onsite parking spaces (including two ADA spaces), the applicant is required to accommodate 102 parking spaces through the Parking District parking bank. Additionally, one on-street parking space is being removed to accommodate Truckee Way driveway entrance; the Railyard Parking District parking bank shall be reduced by one additional space.
- Condition of Approval No. 34 (Parking): Installation of a “Please Turn Right” sign in the onsite parking lot was incorporated into this condition to encourage users to turn right onto Church Street when exiting the site.
- Condition of Approval No. 35 (Residential Parking): The residential parking condition was updated with the increased quantity of onsite parking (changed from 15 to 17 parking spaces for residential units). This condition also prohibits the use of the overnight valet parking permit program for the residential tenants; residential tenants shall use the Residential Permit program. However, the hotel may choose to operate their valet program for residential parking permit holders.
- Condition of Approval No. 36 (Parking Management Plan): The Parking Management Plan condition was amended as described in the “Parking Management Plan” section of this staff report.
- Condition of Approval No. 38 (Loading Spaces): The condition was updated to remove dimensional standards and require signage on the enclosure indicating dates and times the area is required to remain clear. Additional language was added to ensure that deliveries and pick-ups are required to be managed to avoid conflict with trash services and neighbors.
- Condition of Approval No. 44 (Short-Term Rentals): The Town and the applicant were able to agree on revised condition language related to the short-term rental requirements. The revised language has been incorporated into the new draft resolution.
- Condition of Approval No. 45 (Affordable Housing): The affordable housing requirements were updated to reflect the revised project description, including the two additional residential units and retail square footage on Truckee Way. The increase in retail square footage changed the

generated full-time equivalent employee (FTEE) calculation beyond 40 FTEE, which changes the proportion of workforce housing required from one workforce housing unit per 14 FTEE to one workforce housing per 7 FTEE. With this change, 8.4 affordable housing units are required (2.6 inclusionary housing units and 5.8 workforce housing units), which is an increase from the originally required 5.1 affordable housing units. Similar to the previous condition, the applicant can address this requirement wholly through the Artist Lofts affordable housing bank or a combination of units and in-lieu fee (8 units from the bank and 40% in-lieu fee).

- Condition of Approval No. 48 (Solid Waste and Recycling): The applicant revised the project plans to incorporate an eight-foot-tall trash enclosure to provide additional screening to adjacent properties. However, staff believes that the eight-foot-tall fence would create a more significant visual impact and the trash enclosure height should be reduced to six feet, which is a more common height for trash enclosures. The six-foot height adequately screens the trash receptacle. Staff does not believe a two-foot height increase would provide benefits to aesthetics or noise attenuation. This condition has been modified to require a reduction in the height of the enclosure.
- Condition of Approval No. 61 (Signs): No changes to this condition are proposed. However, because the revised project plans include updated signage shown in plan, on elevations, and in renderings, staff is reiterating that the signage is not approved. As was the case in the initial submittal, the applicant has not requested a Sign Plan and no sign locations or sign designs are approved as part of this project. A future sign plan will be required and no part of the sign plan has been approved. The conceptual locations shown cannot be approved without specific findings.
- Condition of Approval No. 73: The Truckee Donner Recreation and Park District requested updated language for their required recreation fees (Quimby Act).
- Condition of Approval No. 81: The Truckee Donner Public Utility District requested updated language for their requirements. The comment included a note regarding a water line that may conflict with proposed street trees. Based on conversations with the Engineering Division, appropriate remedies to this conflict include root barriers which would allow the installation of street trees.
- Washoe Tribal Monitor Condition: At the last hearing, the Planning Commission received a public comment from the Washoe Tribe requesting monitoring of the project site during ground disturbance activity. The applicant indicated support for working with the Washoe Tribe, but the details of this joint effort were not identified. Staff recommends that the Planning Commission request the applicant to consider allowing the addition of the following condition into the draft resolution:

The applicant shall make all reasonable efforts to contract with and hire a Washoe Tribal Monitor to be on site during ground disturbance activities. The intent of this condition is to only require reasonable monitoring fees and timelines that are consistent with other similar monitoring services. Prior to building permit issuance, documentation of execution of this contract with the Washoe Tribe shall be provided to the Planning Division.

Special Districts and Utilities: All applicable special districts, utility companies, and Town departments with an interest in this application have been notified. All conditions of approval were included within Draft Resolution No. 2026-03.

Environmental Review: The Town certified the Railyard Master Plan Final Environmental Impact Report (SCH #2007122092) in July 2009 and an Environmental Impact Report (EIR) Addendum was prepared in conjunction with the Truckee Artist Lofts application (2016-00000132) and accepted into the Railyard permanent record on May 10, 2015. The project is consistent with the Maximum Allowed Development

allowed under the Railyard Master Plan. Further, a hotel use at this location was discussed during the Railyard Master Plan visioning process. Staff recommends that no further environmental review is required pursuant to CEQA Guidelines Section 15183 (Projects Consistent with a Community Plan, General Plan or Zoning), and Public Resources Code Section 21166.

Public Communication: The public hearing notice for this continued item was published in the *Sierra Sun* on May 8, 2026 and mailed on May 4, 2026 to all property owners within 500 feet of the project site, as shown on the latest current tax roll of Nevada County. The applicant updated the onsite sign on April 28, 2026 indicating a notice of public hearing. A number of public comments have been submitted to the Town, including one from Mountain Area Preservation (MAP) and one from Church of the Mountains, which can be found in the “Additional Information and Public Comment folder” online.

Staff Summary and Recommendation: The Railyard Master Plan identified the Downtown Extension District as a physical extension of the commercial shops, restaurants, and lodging existing along Commercial Row with greater density and modern interpretation of Truckee’s history. Development from west to east was contemplated through a conceptual phasing plan to support extension of the historic downtown. Although this development pattern has not come to fruition, a hotel at the Donner Pass Rad/Truckee Way/Church Street intersection would create a new link to the Artist Lofts and start to infill a missing connection. The Downtown Extension District is intended to be developed with the most intensity of the three districts. Overall, the proposed uses at this key location are consistent with the Railyard Master Plan Maximum Allowed Development and a 60-room hotel was visioned on this site during the Railyard Master Plan development process.

Staff’s main concerns continue to be the operations of the parking plan and the design of the building. While the PMP allows for valet service, staff believes the valet service as proposed, which does not include dedicated overnight parking, will have increasingly more challenges as the Railyard continues to develop. However, staff believes with incorporation of the condition of approval requiring a robust parking management plan with a measurable Transportation Demand Management strategy and requirement of an offsite parking lot for overflow parking, the parking impacts could be mitigated.

The applicant has made changes to the building design to partially address Planning Commission’s concerns related to the ground floor activity and the southwester corner. However, the addition of the massing at the rear of the property appears to be contradictory to the Planning Commission’s direction to reduce the perceived massing.

Staff recommends that the Planning Commission consider the comprehensive project and the Railyard Master Plan design guidelines and determine if the project is consistent with the overall intent of the Railyard Master Plan.

Alternative Actions: Actions that the Planning Commission may take as an alternative to the recommended action include:

1. Continue the public hearing to a date and time certain.
The Planning Commission may request additional information from the applicant and/or staff (if new information is presented at the next meeting, the public portion of the hearing must be reopened on the new information submitted).
2. Land Use Permits
 - a. Add, delete or modify the proposed conditions of approval
 - b. Deny the project on the basis that all of the required findings cannot be made.
3. Find that the application is not consistent with the Railyard Master Plan and require additional environmental review.

Attachments:

Attachment 1: Planning Commission Resolution 2026-03

Exhibit A: Approved Minor Exception

Exhibit B: Conditions of Approval

Exhibit C: Findings

Exhibit D: Truckee Railyard Hotel – Approved Plan Set, including Approved Tentative Map

Attachment 2: March 27, 2026 Revised Draft Parking Management Plan

Attachment 3: Applicant summary of project revisions and responses and other submittal information

Attachment 4: Staff comments on Revised Parking Management Plan