



Town Council Meeting Minutes

September 09, 2025, 5:00 PM

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

1. **Call to Order**: Mayor Zabriskie called the meeting to order at 5:01 p.m.
2. **Roll Call**: Council Members; Romack, Henderson, Polivy, Vice Mayor Klovstad, and Mayor Zabriskie.

Staff Present: Chris Hardy, Chief Information Security and Technology Officer; Erin Brewster, Sustainability Program Manager; Jenna Gatto, Town Planner; Lisa Madden, Captain; Denyelle Nishimori, Community Development Director; Becky Bucar, Public Works Director/Town Engineer; Dan Wilkins, Transitional Director of Public Works; Kelly Carpenter, Town Clerk; Andy Morris, Town Attorney; Nicole Casey, Administrative Services Director; Hilary Hobbs, Neighborhood Services and Sustainability Director; Jen Callaway, Town Manager; Alfred Knotts, Assistant Public Works Director; Lynn Baumgartner, Housing Program Analyst; Yumie Dahn, Principal Planner; Chelsea Crager, Senior Planner; Joshua Buckely, Police Officer; Joshua Ratcliffe, Reserve Officer; Kate Anderson, Community Service Officer; Cantlen Forni, Administrative Technician; Claire Gautho, Information Technology Intern; Robin Leithheiser, Administrative Technician; Scott Mathot, Engineering Manager; Mary Delgadillo, Administrative Technician; Katie McKay, Administrative Technician; Baldo Islas, Facilities Maintenance Worker I; Adam Lindroth, Facilities Maintenance Worker I; Nick Skrotzki, Facilities Maintenance Worker I; Abel Islas, Facilities Maintenance Worker II; Kaitlyn Young, Custodian; James Blattler, Emergency Services Manager; Kerry Taber, Code Compliance Officer; Carissa Binkley, Economic Vitality Program Analyst II; Arnie Lopez, Sergeant.

3. **Pledge of Allegiance**: Recited in unison.

4. **Public Comment**:

Written comment received from: Mike Schwartz and Jack Kashtan.

Verbal comment received from: Mike Schwartz.

5. **Presentations**

5.1 **Jenny Uvira of Clean Up the Lake presented on the Donner Lake Deep Dive Cleanup.**

5.2 **Jessica Penman of the Truckee Chamber of Commerce presented an annual update.**

5.3 **Introduction of New Employees, Staff Promotions and Interdepartmental Transfers.**

- Lisa Madden, Police Captain, introduced new employees, Dylan Quigley, Police Officer; Joshua Buckley, Police Officer; Joshua Ratcliffe, Reserve Officer; Kate Anderson, Community Service Officer; and announced the promotion of David McKay, Sergeant.
- Nicole Casey, Administrative Services Director, introduced Cantlen Forni, Administrative Technician.

- Chris Hardy, Chief Information Security and Technology Officer, introduced Claire Gautho, Information Technology Intern.
- Erin Brewster, Sustainability Program Manager, introduced Robin Leithheiser, Administrative Technician.
- Becky Bucar, Public Works Director/Town Engineer, announced the promotions of Alfred Knotts, Assistant Public Works Director; and Scott Mathot, Engineering Manager; and the interdepartmental transfer of Mary Delgadillo, Administrative Technician.
- Kelly Carpenter, Town Clerk, announced the interdepartmental transfer of Katie McKay, Administrative Technician.
- Robert Ellis, Facilities Supervisor, introduced Baldo Islas, Facilities Maintenance Worker I; Adam Lindroth, Facilities Maintenance Worker I; Nick Skrotzki, Facilities Maintenance Worker I; and announced the promotion of Abel Islas, Facilities Maintenance Worker II; and the re-hiring of Kaitlyn Young, Custodian.

5.4 Jen Callaway, Town Manager, presented the Town Manager Report.

Mayor Zabriskie opened public comment.

Verbal comment received from: Jessica Carr and Denise Gani.

Mayor Zabriskie closed public comment.

6. Consent Calendar

It was moved by Council Member Romack, and seconded by Vice Mayor Klovstad, to approve the Consent Calendar Items 6.1 through 6.5 as follows:

- 6.1 Approved the minutes for the August 26, 2025, Closed Session and Regular Meeting.**
- 6.2 (1) Authorized the Town Manager to execute the reimbursement agreement between the Town of Truckee and Tahoe Donner Association for the purpose of conducting an evacuation study for an amount up to \$250,000 of TSSA-1 funds; and (2) Authorized the Town Manager and Town Attorney to approve minor changes to the proposed scope of work within the reimbursement agreement, if the changes are consistent with current Town Council-approved TSSA-1 fund uses.**
- 6.3 (1) Authorized the Town Manager to sign a contract with Green Bear Construction Inc. in an amount not to exceed \$60,700 for remodeling work at Town Hall; and (2) Authorized a budget amendment in the amount of \$72,600.**
- 6.4 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the Truckee River Legacy Trail Phase 4A Project (C0702).**
- 6.5 Adopted Resolution 2025-58 authorizing an application for the Local Partnership Program Incentive Funding Grant for the 2026 Paving and Drainage Project, and authorized the Town Manager, or designee, to execute all documents necessary for submitting the grant application.**

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7. Discussion Items

7.1 Sidewalk Vending Ordinance.

Recommended Action: That Council conduct a public hearing to: (1) Find Ordinance 2025-07 to be exempt from the California Environmental Quality Act (CEQA); and (2) Introduce Ordinance 2025-07, Amending the Truckee Municipal Code, Title 13 Streets and Sidewalks, Adding Chapter 13.08 Relating to Sidewalk Vending.

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

Council Discussion:

- The proposed amount of fines for violating the ordinance is consistent with state law.
- Staff can have the permit made available in Spanish.
- Code Compliance would provide an educational period to the vendors before issuing any fines.
- The Truckee Downtown Merchants Association and the Truckee Chamber of Commerce both collaborated with the Town and are supportive of the ordinance.
- Staff does not have any information on the number of vendors or where they come from.
- The vendors would be required to be on pavement to ensure safety of the carts and those standing in lines.
 - State law only provides statutory protections for vendors located on sidewalks.
- Staff is aware of the need to have flexibility in making a determination to deny a sidewalk vending permit.
- Staff has not yet mapped out specific locations where a sidewalk vendor could operate.

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

Verbal comment received from: Jessica Penman, Stefanie Oliveri, and Erin Prado.

Mayor Zabriskie closed public comment.

Council Direction:

- **Staff to include a map with the permit that shows available locations within the Town to operate sidewalk vending.**
- **Staff to offer a Spanish version of the permit.**
- **Staff will correct the Scrivener's error (change find to fine) on the permit.**

The staff recommendation, with additional council direction above, was moved by Council Member Polivy, seconded by Council Member Henderson, and adopted with the following vote:

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

Noes: Mayor Zabriskie

Absent: None.

Abstained: None.

The motion passed 4-1.

Mayor Zabriskie called for a recess at 6:47 p.m.

Mayor Zabriskie reconvened the meeting at 6:57 p.m.

7.2 Proposed Changes to the Deed Restriction for New Housing Development Program Including Rebranding to Homegrown Housing.

Recommended Action: That Council: (1) Provide direction to Town staff regarding the proposed Homegrown Housing program to support the construction of new deed restricted housing units; (2) Approve a budget adjustment transferring \$2,240,000 from CIP C2013 to CIP C2014 and adjusting capital cost categories within C2013 to fund the Homegrown Housing program in Fiscal Year (FY) 25/26 and FY26/27; and (3) Direct the Town Manager to enter into a contract with BAE Urban Economics to complete financial feasibility analysis and funding options analysis to support the program development and funding options analysis.

Lynn Baumgartner, Program Analyst II, and Yumie Dahn, Principal Planner, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Homegrown Housing allows for broader Area Median (“AMI”) Income options than the state density bonus.
- By not layering with state density bonus law, this program preserves local control and helps retain community character.
- Under this new program, the state density bonus law cannot be layered with non-monetary or monetary incentives.
- Staff has not yet determined the maximum number of studios.
 - Council would like to include a cap on the number of studios per development.
- Staff will look to include seniors and retired people in the definition of “workforce.”
- Current plan developments are not allowed to participate in this program but could be negotiated in the future.
- BAE’s scope includes analyzing three funding options to find ways to fund the \$55 million funding gap.
 - Staff will ask BAE to conduct an additional funding analysis to include a Regional Housing Finance Authority as a funding option in its scope.
- The program could relax standards for non-monetary incentives so long as the units are livable and usable.
- Staff would have flexibility to negotiate the AMI with developers, subject to a maximum cap of 180%.
- Staff is proposing time limits for monetary incentives.
- Staff is not recommending changing the incentive amounts until BAE completes its study.
- Staff to explore possible gradations in the percentage of deed restricted units for larger developments.
- Staff to keep looking at ideas to expand non-monetary incentives.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Mike Schartz, Heidi Volkhardt Allstead, Jessica Barton, Robb Olson, Sean Whelan (2), Sophia Heidrich, and Vince Sosnkowski.

Verbal comment received from: Steve Frisch, Jackie Calvert, Tyler Carrow, Jason Toups, Brian Helm, and Art Chapman.

Mayor Zabriskie closed public comment.

Council Direction:

The staff recommendation for Items 2 and 3 was moved by Vice Mayor Klovstad, seconded by Council Member Polivy, and adopted with the following vote:

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

Noes: None.
Absent: None.
Abstained: None.
The motion passed unanimously.

Mayor Zabriskie called for a recess at 9:04 p.m.

Mayor Zabriskie reconvened the meeting at 9:09 p.m.

- 7.3 Organization Wide Operational Assessments Implementation Plan and Update.**
Recommended Action: That Council accept the organization wide operational assessments implementation plan and update.

Jen Callaway, Town Manager, presented from the staff report (presentation on file with Town Clerk).

David Diamond, AirDiamond, also presented (presentation on file with the Town Clerk).

Council Discussion:

- Staff anticipates the new software will improve the post-permit process.
- The new permit software will be tested in phases, internally, then externally with special districts, before going live.
- Free planner appointments are going well and are worthwhile, but is impacting the workloads of the planners.
- Staff will return in six months with another status update.

Mayor Zabriskie opened the item for public comment.

Seeing none, Mayor Zabriskie closed public comment.

8. Council Reports

Council Member Romack

- Attended a Truckee North Tahoe Transportation Management Association meeting.
- Attended a Chamber of Commerce board meeting

Council Member Henderson

- Attended meetings with elected officials representing rural mountain communities.
- Urged everyone to submit a comment against the EPA's proposed rescission of the 2009 endangerment finding.
- Urged the community to submit a comment against the Roadless Rule.

Council Member Polivy

- Nothing to report.

Vice Mayor Klovstad

- Attended a Climate Transformation Alliance Governing Partners meeting.
- Attended the Martis Valley Lodge ribbon cutting.

Mayor Zabriskie

- Attended a Prosser Lakeview Firewise meeting.

- Participated with the Town Manager on the radio to promote the community block party.
- Announced the Dark Skies event on Friday, September 12, 2025.
- Attended several meetings of the Tahoe Truckee Housing Action Coalition.

9. Adjournment 9:55 p.m.

To the regular meeting of the Truckee Town Council, September 23, 2025, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Jan Zabriskie, Mayor