



To: Town of Truckee Planning Commission

From: Yumie Dahn, Principal Planner

RE: Planning Application #2025-00000143/EXT (Estates Meadows Housing Project Time Extension); 10020 Estates Drive and 10085 Estates Drive (APNs 019-450-075 and 019-450-074); Applicant/Owner: Cascade Housing Association; Agent: Carla Sammis, JKAE

Approved by: Denyelle Nishimori, Community Development Director

Recommended Action: That the Planning Commission adopt Resolution 2026-04, taking the following actions:

- 1) Determining the project to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines; and
- 2) Approving a two-year Time Extension for the previously approved Estates Meadows Housing Project, based on the recommended findings and subject to the recommended conditions of approval.

This item was continued from the February 17, 2026 cancelled Planning Commission meeting.

Project Summary: The applicant is requesting approval of a two-year Time Extension for the previously approved Estates Meadows Housing Project, which was approved by the Planning Commission on May 17, 2022 (Town of Truckee Application 2020-00000135, Commission Resolution 2021-10). This item was previously agendized for February 17, 2026, which was cancelled due to weather.

Planning Commission's Role: Under Development Code Section 18.84.055 (Time Extensions), the review authority which approved a land use entitlement may grant extensions up to a total of two years for each approved land use application. The Planning Commission was the original review authority for the Estates Meadows Housing Project; therefore, the Commission is the review authority for the Time Extension request.

A Time Extension involves a review of whether the previously approved project remains consistent with the Development Code and General Plan in effect when the Time Extension application is deemed complete. A Time Extension is not a new review of the project. If changes to the Development Code and/or General Plan have been adopted since approval, modifications to the project and/or project conditions of approval may be required.

Location/Setting: The project area is located at 10020 Estates Drive and 10085 Estates Drive (APNs 019-450-075 and 019-450-074) (See Figure 1 for vicinity map). The project was previously processed under 10020 Estates Drive (APN 019-450-047); with the completion of the subdivision that was approved under the original Estates Meadows Housing Project, the original address was applied to the northern 7.6-acre parcel where the Truckee Senior Apartments are located and a new address and APN were assigned to the vacant area where the proposed development is located. Adjacent uses include the

senior apartments and Riverview Townhomes to the north, residential uses to the east, the rodeo grounds to the west, and wetlands to the south.

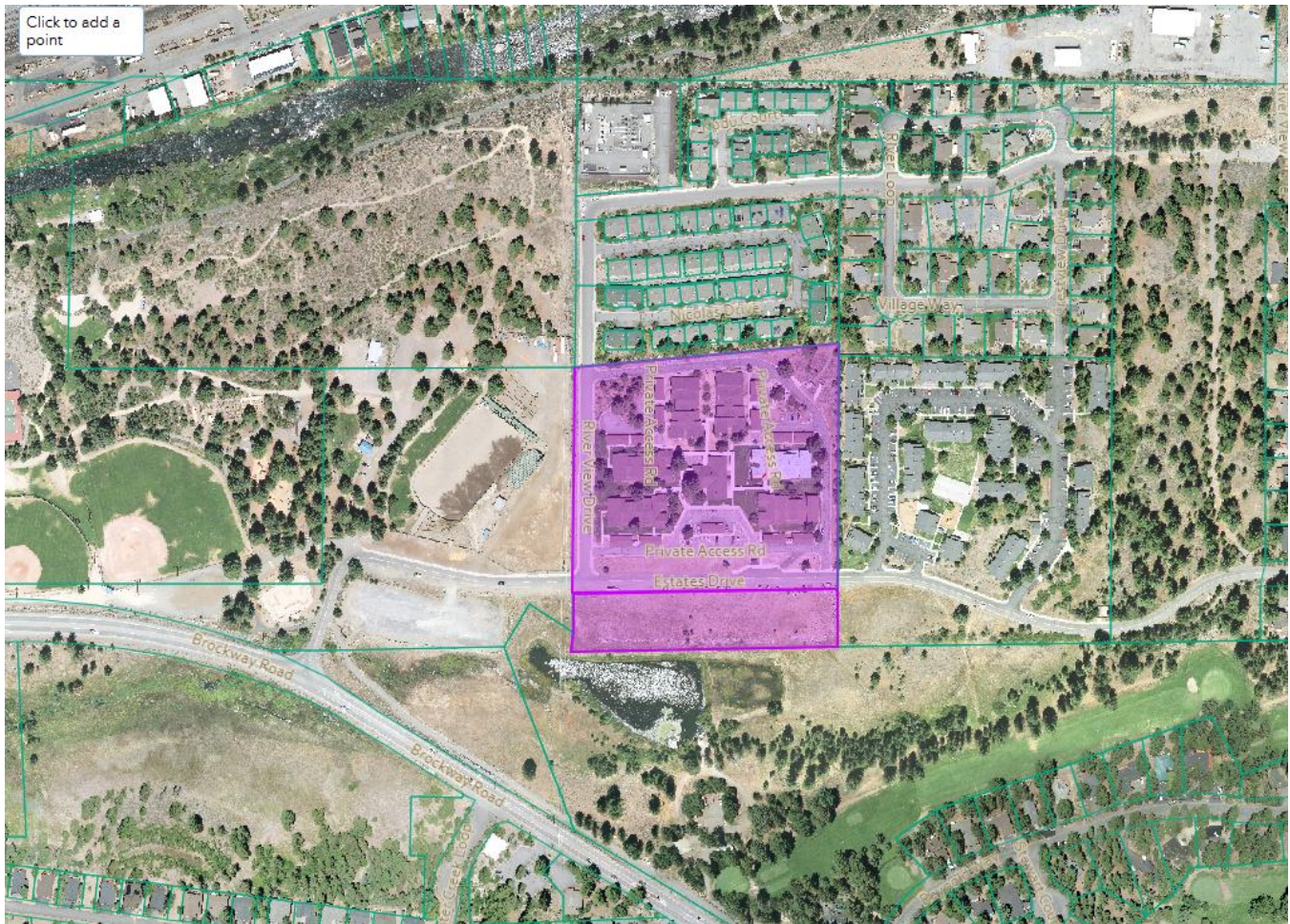


Figure 1: Vicinity Map

Project Site Information:

General Plan Designation: Medium High Density Residential (12-18 du/acre)
Zoning District: Medium High Density Residential (12-18 dwelling units per acre)

Project Site Size: 10.4-acre project area with proposed development located on the 2.1-acre southern parcel.

Discussion/Analysis:

Background

The Estates Meadows Housing Project was approved by the Planning Commission on May 17, 2022 (Town of Truckee Application 2020-00000135, Commission Resolution 2021-10). The project proposed a 30-unit senior (55 and older) affordable (50-60% average median income) housing project in two two-story residential buildings (See Figure 2 for site plan and Figures 3 and 4 of the approved project) and required approval of the following land use entitlements:

- 1) **Project Amendment to an existing Development Permit** to construct multi-family residential units, 11 and more units in the RM-15 (Multi-Family Residential, 15 dwelling units per acre) zoning district on a parcel that already includes 60 senior apartment units;
- 2) **Development Permit** to disturb 26,000 s.f. or more of the site;

- 3) **Minor Use Permit** for location of the project or disturbance within 200 feet of any wetland area;
- 4) **Planned Development** to allow a reduction in the rear yard setback, an increase in the allowed building height, a reduction in parking requirements, an increase to site coverage, and modifications to landscaping and private exterior space requirements; and
- 5) **Tentative Map** for subdivision of the property into two properties, one property with the existing 60-unit senior housing project and one property where the 30-unit senior housing project is proposed.

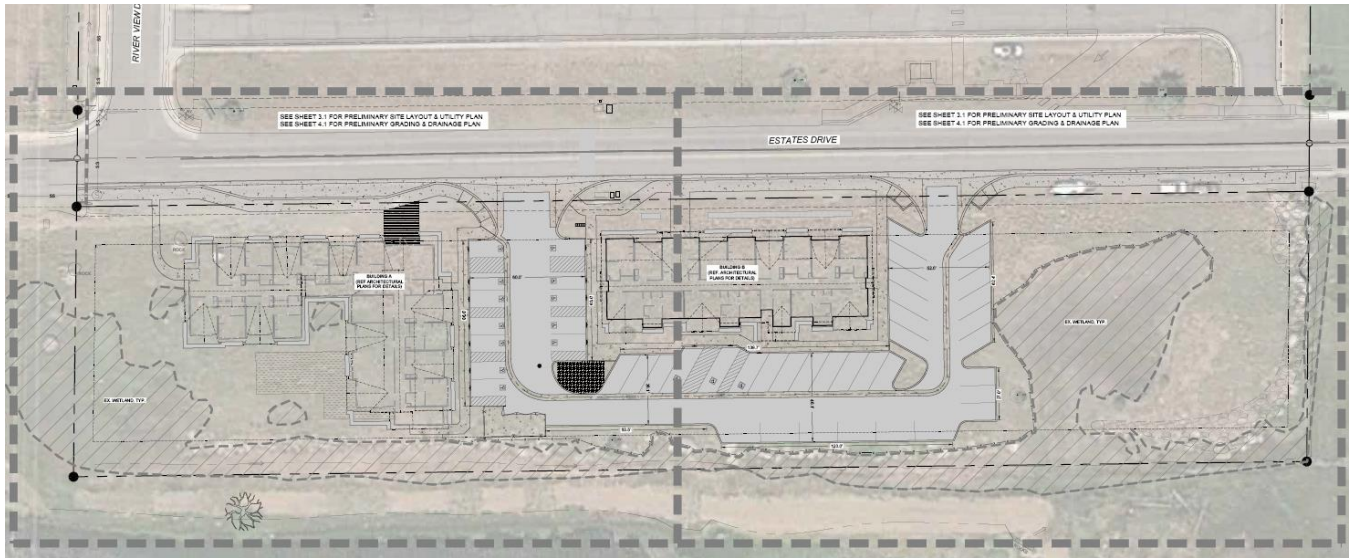


Figure 2: Approved Site Plan



Figure 3: Building A Northeast Perspective Figure 4: Building B Northwest Perspective

The Planning Commission approved the Estates Meadows Housing Project (See Attachment #3 for links to the May 17, 2022 staff report, meeting minutes and final Resolution 2021-10). The project was approved by the Planning Commission on May 17, 2022 and the effective date for the approval was May 30, 2022.

Since approval, the applicant recorded a Parcel Map (Planning Application 2022-00000108; Nevada County Parcel Map Book 20, Page 25) to complete the subdivision to create the two properties (the northern 7.6-acre parcel and the southern 2.1-acre parcel, with dedication of the Estates Drive right-of-way) on February 10, 2023. Additionally, according to the applicants, the applicants have put together a 90% design level plan set and have been focused on securing potential public funding sources but have not found the necessary funding for the project.

Typically, the Town's timeframes for land use entitlements per Development Code Section 18.84.050 (Time Extensions) require exercising of the permit within two years of the effective date. The permit shall not be deemed exercised until the permittee has obtained all necessary Building Permits and diligently pursued construction. Diligent pursuit shall require, at a minimum, the completion of the installation of the foundation(s) for all structure(s) on the property. Under the standards of the Development Code, the

project approvals would have expired on May 30, 2024. However, in 2023 the State passed Assembly Bill 2729 which extended land use entitlements for housing development and maps for 18 months. With this automatic statutory extension, the timeline for the land use entitlement was extended to November 30, 2025. Staff determined that if a Time Extension application was submitted consistent with Development Code Section 18.84.050 (Time Extension) prior to the November 30, 2025 expiration date, the project would still be eligible for its two-year time extension request. The Time Extension application was submitted to the Planning Division on November 25, 2025, prior to the expiration date of the entitlements. Since the map has been recorded, the request for a Time Extension does not include the Tentative Map.

General Plan and Development Code Consistency

To approve the Time Extension, the Planning Commission must determine that the project is consistent with the General Plan and Development Code in effect when the Time Extension application was deemed complete. The project was originally reviewed under the 2025 General Plan and the March 12, 2020 Development Code. Since the project was approved, the Town adopted a new 2040 General Plan in May 2023 and subsequent minor clean-up amendments and the Development Code has been amended on a number of occasions.

General Plan Consistency

With the adoption of the 2040 General Plan, the land uses were modified with updated names and inclusion of density ranges. The project site was originally designated High Density Residential (6-12 dwelling units per acre). With adoption of the General Plan, the site was designated Medium High Density Residential (12-18 dwelling units per acre). The Medium High Density Residential land use designation allows multifamily residential dwellings and applies to areas located near existing developed areas with access to community services and existing infrastructure. Staff believes that the 30-unit multifamily senior affordable housing project proposed on the 2.1-acre project site (14 du/acre) is consistent with the use and density required by the land use designation. No other substantial changes were adopted as part of the 2040 General Plan that would affect the project. Additional analysis on the 2040 General Plan can be found in the Environmental Review section of this staff report.

Development Code Consistency

Time extensions may be granted by the review authority to extend the time to establish an approved use, as identified in Development Code Section 18.84.055 (Time Extensions). The extension request is required to be filed with the Town in advance of the expiration date. The burden of proof is on the applicant to establish, with substantial evidence, why the permit should be extended.

The review authority may impose conditions on the approved extension deemed reasonable and necessary to ensure that the approval will remain in compliance with the findings for the applicable land use permit and to bring the project into compliance with the General Plan and Development Code.

In accordance with Section 18.84.055, the Commission may grant an extension of up to two years to the initial time limit, only if all the following findings can be made:

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

As noted, the permit shall not be deemed exercised until the permittee has obtained all necessary Building Permits and diligently pursued construction. Diligent pursuit shall require, at a minimum, the completion of the installation of the foundation(s) for all structure(s) on the property.

Thus far, the applicants have completed the recordation of the Parcel Map, commenced work on the 90% design documents, and are in the process of identifying potential funding sources. The applicants have also reached out to the Town to discuss potential funding sources, including funding at the State and local level. Overall, staff believes the applicants have been making a good faith effort to exercise the permit.

In addition to changes that were adopted in the 2040 General Plan, the Development Code has been amended since the 2022 approval. The June 12, 2025 Development Code was in effect when this Time Extension was deemed complete. In order to ensure compliance with this Development Code the following revisions to the original project Conditions of Approval are recommended:

- Bicycle Parking: As part of the May 27, 2021 version of the Development Code, Section 18.48.090 (Bicycle Parking and Support Facilities) was amended to update the requirements for bicycle storage facilities, including separating long-term and short-term parking requirements. For this project, under the current Development Code, 30 long-term and three short-term bicycle parking spaces are required. As allowed by Section 18.48.090 (Bicycle Parking and Support Facilities), the Community Development Director may modify the required number of bicycle parking spaces where it can be demonstrated that a lesser number of bicycle spaces can adequately serve the intended use. Staff recommends modifications to the original Condition of Approval No. 53 to include the required number of bicycle parking spaces. In the original approval, three bicycle parking spaces were required. The applicant also included a bicycle storage room in one of the buildings.
- Wetlands: As part of the October 12, 2023 version of the Development Code, Section 18.30.050 (Drainage and Storm Water Runoff), was amended to require a setback of at least 10 feet from the perimeter of the delineated wetland and installation of a four-foot tall wetland protection fence. Prior to this requirement, the required setback was determined through a Minor Use Permit process. While a Minor Use Permit process is still required to determine if the disturbance near a wetland is appropriate and if a greater setback should be applied, the 10-foot requirement is a minimum standard. Therefore, staff is recommending an amendment to the original project's Condition of Approval 43 requiring modification to the project to incorporate a minimum 10-foot setback from the wetland for all site disturbance and a requirement for a four-foot split rail fence around the perimeter of the wetland. The project description for the original project already proposed a split-rail fence around the perimeter of the wetland fence, but Condition of Approval No. 43 is proposed to be modified to add clarifying language and include the additional setback. Additionally, existing Mitigation Measure IV-5 already required signage identifying the sensitive nature of the wetland.

These revisions are incorporated in Draft Resolution 2026-04, which would approve the Time Extension request and modify the original Conditions of Approval in Planning Commission Resolution 2021-10). The applicant is aware of the updated requirements and the potential impact the wetland setback requirement might have on the project design. The applicant will be reviewing design options, but it is likely that the applicant will be submitting a Project Amendment or a new project application to revise the project request depending on the availability of funding options. However, the applicant is pursuing this Time Extension request to keep this project approval active to ensure all avenues remain available.

With incorporation of these modifications to the conditions of approval, staff believes the project is consistent with the June 12, 2025 Development Code, which was the Development Code in effect at the time the Time Extension application was deemed complete. No other changes are requested as part of the project, and no changes to the site or community resources have been identified that would impact this project. Overall, staff believes that the two required findings can be made.

Special Districts and Utilities

All applicable special districts, utility companies, and Town departments with an interest in this application have been notified. No objections were filed. The project will be required to be in compliance with all utility and special agency requirements.

Environmental Review: An Initial Study/Mitigated Negative Declaration (SCH# 2021090339) was adopted by the Planning Commission under Resolution No. 2021-10. The Mitigated Negative Declaration (MND) was routed to State agencies through the State of California's Office of Planning and Research State Clearinghouse. Identified potential significant environmental impacts include biological resources, cultural resources, geology and soils, hydrology and water quality, transportation, and tribal cultural resources. The Town incorporated mitigation measures into the project approval to reduce or eliminate the potential impacts to less than significant levels. A mitigation monitoring reporting program was created to help aid in the implementation of these mitigation measures. The Planning Commission determined that the mitigation measures developed for the project are adequate in meeting the requirements of the California Environmental Quality Act (CEQA) as well as the goals and policies of the General Plan. Since environmental review was completed under the 2025 General Plan but the project is required to be consistent with the 2040 General Plan, staff has provided the following summary of 2040 General Plan consistency, where applicable, in relation to the environmental analysis completed as part of the original project approval:

- I. Aesthetics
 - a, b. The MND noted that the project site was not located in a designated scenic vista identified in Figure CC-1 of the 2025 General Plan. The 2040 General Plan includes the same figure (Figure CC-1: Scenic Resources) which also indicates that the project is not located in a designated scenic vista.
 - c. The MND included analysis of the 2025 General Plan policies related to the Brockway Road Corridor to reduce potential impacts to visual character. As part of the 2040 General Plan, specific policies related to the Brockway Road Corridor were removed.
- II. Agriculture and Forest Resources
 - b. The MND noted that the project site was designated High Density Residential by the 2025 General Plan where agricultural production is not considered a permitted or conditionally permitted use. The project is located in the Medium High Density Residential land use designation of the 2040 General Plan and agricultural production continues to not be a permitted use in this designation.
- IV. Biological Resources
 - a. The 2040 General Plan includes a new policy which requires biological surveys for development on sites with potential to contain critical or sensitive habitat or where special-status species may be present. Mitigation Measure IV-1 of the MND is consistent with this new policy and requires a preconstruction nesting bird survey during the avian nesting season (May 1 through August 15).
 - b, c. The 2040 General Plan includes a new policy requiring avoidance of identified wetland by implementing no-disturbance buffers around these areas or by implementing project-specific design features. The Development Code was updated to include a 10-foot wetland setback and installation of a fence around the boundary of the wetland. As a condition of approval for the Time Extension, incorporation of the 10-foot buffer and fence were required. This updated requirement, in addition, to the existing Mitigation Measures IV-2, IV-3, and IV-4 will ensure the project complies with this General Plan policy.

- V. Cultural Resources
- b, c. The 2040 General Plan includes a policy requiring development that includes ground disturbance to be assessed by a qualified professional for potential archaeological, tribal cultural, and paleontological resources and require monitoring if there is a high likelihood for occurrence of these resources on site. This policy is consistent with Mitigation Measures V-1 and V-2 of the MND which require building plan notes identifying the necessary steps the contractor and applicant must take if unique historical, archeological, or paleontological resources or if human remains are found on site. These mitigation measures were recommended based on a cultural resource inventory prepared for the project.
- VII. Geology and Soils
- f. The 2040 General Plan includes a policy requiring development that includes ground disturbance to be assessed by a qualified professional for potential archaeological, tribal cultural, and paleontological resources and require monitoring if there is a high likelihood for occurrence of these resources on site. This policy is consistent with Mitigation Measures V-1 and V-2 of the MND which require building plan notes identifying the necessary steps the contractor and applicant must take if unique historical, archeological, or paleontological resources or if human remains are found on site. These mitigation measures were recommended based on a cultural resource inventory prepared for the project.
- XI. Land Use and Planning
- a, b. The MND noted that the project was consistent with the High Density Residential land use designation in the 2025 General Plan. The project is also consistent with the Medium High Density Residential land use designation of the 2040 General Plan.
- XIII. Noise
- a. The 2040 General Plan includes a new policy for construction noise control measures which requires construction noise to be minimized by equipping all internal engine-drive equipment with mufflers, locating noise generating equipment far from noise-sensitive uses, using “quiet” air compressors” and requiring a noise “disturbance coordinator.” This requirement was already incorporated into the project as Condition of Approval No. 22 in Resolution 2021-10.
- XVII. Transportation
- a, b. The MND uses Level of Service Standards for traffic impact analysis. The 2040 General Plan relies on the same standards, outside of the Downtown Study Area. The transportation analysis is consistent with the 2040 General Plan. Additionally, the affordable housing project is considered a screened-out land use and does not require VMT analysis. Further, the project site is located in the Town Council adopted VMT exemption zone.
- XX. Wildfire
- a, d. The MND identified the project site as being located in a “Non-Very High Fire Hazard Severity Zone, within a Local Responsibility area.” At the time of adoption of the 2040 General Plan, a change to the CalFire map was not implemented and the Fire Hazard level was consistent with the 2025 General Plan. However, since adoption of the 2040 General Plan, the Fire Hazard Severity Zone Map has been re-mapped and the site is now within the Very High Fire Severity Zone. Regardless, the project would be subject to all applicable requirements of the California Fire Code, including installation of fire sprinkler systems, fire hydrants, Wildland Urban Interface appropriate materials, and defensible space. As noted in the MND, the

project would be situated near existing roads, water lines, and other utilities, which would reduce the risks related to wildfire.

Staff believes that the project, including the original environmental review, is consistent with the 2040 General Plan and recommends that the Planning Commission find the Time Extension exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, which states that where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Public Communication: The public hearing notice was published in the *Sierra Sun* on February 6, 2026, and mailed on to all affected property owners within 500 feet of the project site as shown on the latest current tax roll of Nevada County. As of the date of publication of this staff report, no public comment has been received on the application.

Staff Summary and Recommendation: Staff recommends approval of a two-year Time Extension for the Estates Meadow Housing Project, as allowed under the Development Code time extension limits. A two-year time extension would extend the expiration date for the project to November 30, 2027, with incorporation of the 18-month automatic statutory time extension allowed under AB 2729 (2023).

All relevant conditions of approval from the previous approval have been incorporated into draft Planning Commission Resolution 2026-04. With incorporation of the recommended conditions of approval, it is staff's opinion that the required findings to approve the Time Extension can be made.

Alternative Actions: Other 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. Find that an exemption to CEQA is not suitable and require additional environmental review.
3. Land Use Permits
 - a. Approve the Time Extension subject to adding, modifying, or eliminating any provision or condition of approval of the project.
 - b. Deny the Time Extension on the basis that one or more of the required findings cannot be made.

Attachments:

1. Draft Planning Commission Resolution 2026-04
2. Applicant-Provided Letter of Justification
3. May 17, 2022 Planning Commission Meeting Links:
 - Staff Report:
<https://portal.laserfiche.com/Portal/ElectronicFile.aspx?docid=59578714&repo=r-6a91ddbc>
 - Final Resolution 2021-10:
<https://portal.laserfiche.com/Portal/DocView.aspx?id=59579914&repo=r-6a91ddbc>
 - Minutes:
<https://portal.laserfiche.com/Portal/DocView.aspx?id=59591206&repo=r-6a91ddbc>