



Town Council Meeting Minutes

August 08, 2023, 5:00 PM

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

1. **Call to Order:** Mayor Romack called the meeting to order at 5:08 p.m.
2. **Roll Call:** Council Member Klovstad, Vice Mayor Polivy, Mayor Romack, and Council Member Zabriskie.

Absent: Council Member Henderson.

Staff Present: Jen Callaway, Town Manager; Nicole Casey, Administrative Services Director; Hilary Hobbs, Assistant to the Town Manager; Andy Morris, Town Attorney; Kelly Carpenter, Deputy Town Clerk; Judy Price, Town Clerk; Danny Renfrow, Chief of Police; Dan Wilkins, Public Works Director/Town Engineer; Denyelle Nishimori, Community Development Director; Jenna Gatto, Town Planner; Chris Hardy, Chief Information Security and Technology Officer; Alfred Knotts, Transportation Program Manager; Cindy Peterson, Finance Manager; Rosie Johnson, Administrative Analyst, II; Becky Bucar, Assistant Public Works Director; David Tirman, Planning Intern; Lynn Baumgartner, Administrative Analyst II; Lucas Kannall, Assistant Planner; Yumie Dahn, Senior Planner; and Robert Womack, Emergency Services Coordinator.
3. **Pledge of Allegiance:** Recited in unison.
4. **Public Comment:**

Written Public Comment received from Carla Beebe.
5. **Presentations**
 - 5.1 **Mayor Romack presented the Fentanyl Prevention and Awareness Proclamation.**

The proclamation was received by Shannon Decker of The Speedy Foundation and Chief's Advisory Committee member, and Devin Bradley of Nevada County Public Health Department.
 - 5.2 **Denyelle Nishimori presented the Pro-Housing Presentation (presentation on file with Town Clerk).**

Vice Mayor Policy requested this item be added to the bike rack.
 - 5.3 **Mayor Romack presented the Mobility All-Stars Update.**
 - 5.4 **Jen Callaway, Town Manager, presented the Town Manager Report.**

Mayor Romack requested comments from Council Members.

Mayor Romack opened the presentation items to public comment.

Seeing none, Mayor Romack closed public comment.

6. Consent Calendar

It was moved by Council Member Zabriskie, and seconded by Council Member Klovstad, to approve the Consent Calendar Items as follows:

- 6.1 Approved the minutes from June 27, 2023, Regular Meeting.
- 6.2 Adopted Ordinance 2023-05 amending the Truckee Municipal Code, Title 18 Development Code for Telecommunications Facilities (Section 18.58.250), Bikeshares (Section 18.58.072) and Clean-Up Amendments; and determined the amendments to be exempt from the California Environmental Quality Act (CEQA) because the adoption of this ordinance is not a "project" pursuant to Sections 15060(c)(2) and 15060(c)(3) of Title 14 of the California Code of Regulations, and because under Section 15061(b)(3) of the State CEQA Guidelines, the amendments are exempt from the requirements of CEQA because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.
- 6.3 Authorized the Town Manager to offer a settlement to the Truckee Donner Public Utilities District (TDPUD) for \$15,130.69 for a damage claim filed against the Town.
- 6.4 Adopted Resolution 2023-49 approving the Town of Truckee's Records Management Program Manual and updated Records Retention Schedule.
- 6.5 Adopted Ordinance 2023-06 amending Chapter 6.04 of the Truckee Municipal Code regarding Foodware and Food Packaging; and found the adoption of the ordinance exempt from CEQA pursuant to CEQA guidelines sections 15061(b)(3), 15307, and 15308.
- 6.6 Authorized the Town Manager to execute the Donner Lake Art Transfer Agreement with the Truckee Donner Recreation and Park District to transfer the ownership and maintenance of the sculptures once they are installed.
- 6.7 Approved Resolution 2023-52 authorizing the Town Manager, Administrative Services Director, or Emergency Services Manager to act as an Authorized Agent for the Town for the purpose of obtaining Federal or State financial assistance for any existing or future grant program or agreement involving disaster relief or hazard mitigation programs.
- 6.8 Rejected the claim for damages against the Town of Truckee.
- 6.9 Accepted the Treasurer's Report for the quarter ended June 30, 2023.
- 6.10 Authorized the Town Manager to execute the Memorandum of Agreement with Tahoe Forest Hospital District.
- 6.11 Authorized the Town Manager to execute a twelve-month contract with Court Leve Productions to provide on-call videography services and produce a series of videos related to Town services and projects.
- 6.12 Authorized the Town Manager to enter into utility reimbursement agreements with Truckee Donner Public Utility District, AT&T, and CEQUEL III Communications for a combined amount of up to \$300,000.

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: Council Member Henderson

Abstained: None.

The motion passed 4-0.

7. Discussion Items

7.1 High Altitude Fitness (HAF) Parcel Housing Concepts.

Recommended Action: (1) Discuss with Council an overview of potential housing concepts for the High-Altitude Fitness (HAF) parcel and an opportunity for Council to provide feedback and direction to Town staff on next steps; and (2) That Council direct staff to commence the land use permit entitlement process and return at a future date with a complete proposal for the entitlements.

David Tirman, Planning Intern, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- If Council chooses to move forward with staff's recommendation, staff would come back with this item early to mid-fall with a plan for the entitlement process.
- This project would not require a zoning change with the current density bonus.
- All three design options offer a garage for each unit.
- Cost per square foot was estimated by looking at construction costs at the mid to lower spectrum.
- From a social perspective for workhouse housing, using the parcel as a rental situation seems more beneficial to the community.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

Council Direction:

- **Council directed staff to move forward with Concept Alternative Two and bring this item back in the fall to further discuss land development, entitlements, and the option of rental versus sale of units.**

Mayor Romack adjourned for a brief recess at 6:55 p.m.

Mayor Romack reconvened at 7:08 p.m.

7.2 Accept Vacancy Tax Options Analysis Report and Direction regarding Sales Tax Polling.

Recommended Action: Council (1) Accept the Vacancy Tax Options Analysis Report; and (2) Accept an update and provide direction regarding public opinion polling for sales tax renewal, amend C2313 Budget to increase "Consultant Support for Polling" line item from \$65,000 to \$75,000, and authorize the Town Manager to execute a contract with Team CivX to complete a public opinion poll survey for sales tax renewal and reconvene the Transit Working Group to aid in this process.

Hilary Hobbs, Assistant to the Town Manager, and Alfred Knotts, Transportation Program Manager, presented from the staff report (presentation on file with Town Clerk).

Present on Zoom to respond to questions: Aaron Nousaine, Principal from BAE Urban Economics.

Council Discussion:

- Staff is not aware of any other sales tax measures currently in Nevada County.
- If the ballot measure does not pass, the Town would have to continue using General Fund money to fund micro-transit and make sacrifices on Capital Improvement Projects or end the micro-transit program.
- 25% of vacant properties are vacant for at least 24 months.
- If the vacancy tax is passed, the increase would take effective immediately.

Mayor Romack opened the item for public comment.

Written comment received from: Dan Cockrum and Blake Herrschaft.

Verbal comment received from: Paco Lindsay.

Mayor Romack closed public comment.

Council Direction:

- **Council accepts the Vacancy Tax Options Analysis Report.**
- **Council approves moving forward with polling.**

The staff recommendation was moved by Klovstad, seconded by Polivy, and adopted with the following vote:

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

Noes: None.

Absent: Council Member Henderson

Abstained: None.

The motion passed 4-0.

7.3 Short-Term Rental (STR) Ordinance Year One Performance Review and Council Direction on Potential Policy Revision Topics.

Recommended Action: Council: (1) Accept report on STR data from year one of implementing the revised STR Ordinance; and (2) Provide direction to staff on any future policy revisions Council would like to consider within Chapter 5.02 of the Municipal Code.

Rosie Johnson, Administrative Analyst II, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Examples of why 86 homes were disqualified from the waitlist include the location being in Placer County and because the property was vacant land and not yet built.
- Bed and Breakfasts are limited under the STR ordinance to one bedroom to avoid the structure becoming like a commercial hotel.
- It would not be legal to amend the policy to allow anyone from the Tahoe Donner Lodge Condominiums who is on the active waitlist to avoid the one-year waiting period, unless there were other criteria that opened up the same option up to other complexes in Truckee.

Mayor Romack opened the item for public comment.

Written comment received from: Jack Kashtan, Blake Herrschaft, Lauren Crist

No verbal comment received.

Mayor Romack closed public comment.

Council Direction:

- **Council accepts the report on the STR data**
- **Council directs staffs to not make any revisions to the policy at this time.**

The staff recommendation was moved by Klovstad, seconded by Zabriskie, and adopted with the following vote:

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

7.4 Acceptance of the Annual Comprehensive Financial Report and Audit Reports for Fiscal Year 2021/22.

Recommended Action: Council accept the Town of Truckee Annual Comprehensive Financial Report (ACFR), Audit Report, Single Audit, and review of the Appropriations Limit for the year ended June 30, 2022.

Nicole Casey, Administrative Services Director, presented from the staff report (presentation on file with Town Clerk).

Present on Zoom to respond to questions: Justin Williams, from Mann Urrutia Nelson CPAs.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

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

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

7.5 Fee Schedule Update.

Recommended Action: Council conduct a Public Hearing and adopt Resolution 2023-50 approving an inflationary adjustment, additions and corrections to the Town Wide Fee Schedule.

Nicole Casey, Administrative Services Director, presented from the staff report (presentation on file with Town Clerk).

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

Seeing none, Mayor Romack closed the public hearing.

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

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

7.6 Municipal Code Update for Animal Impoundment Periods.

Recommended Action: Introduce Ordinance 2023-08 to update periods of impoundment for animals.

Alison Herzog, Animal Shelter Manager, presented from the staff report (presentation on file with Town Clerk).

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

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

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

Noes: None.

Absent: Council Member Henderson

Abstained: None.

The motion passed 4-0.

8. Council Reports

Vice Mayor Polivy

- Attended meetings with Tahoe Forest Hospital board members.
- Attended the Railyard Mobility Hub groundbreaking.
- Attended a meeting at Gallery 52.

Mayor Romack

- Attended the River Revitalization Steering Committee meeting.
- Met with Congressman Kiley and Town staff.
- Attended the Railyard Mobility Hub groundbreaking.
- Attended the BCycle ribbon cutting.
- Met with staff to discuss the Town's Code of Conduct.
- Attended National Night Out.
- Attended the Town's Ethics training.
- Attended the Ian Casey fundraiser.
- Attended a meeting with Truckee North Tahoe Transportation.

Council Member Klovstad

- Attended the Fourth of July parade.
- Attended the Truckee Old Timers picnic.
- Attended a CivicWell board meeting.
- Attended the Climate Transformation Alliance Governing Partners' meeting and board meeting.
- Attended the Railyard Mobility Hub groundbreaking.

Council Member Zabriskie

- Met with Jessica Penman of the Truckee Chamber of Commerce
- Met Rick Stevens, Truckee Tahoe Airport Board
- Attended the River Revitalization Steering Committee meeting and subcommittee

- meeting.
- Attended a Nevada Transportation Commission meeting.
- Attended the Truckee River Legacy foundation meeting.
- Had discussions with bike riders regarding bike safety.
- Met with staff and the Mayor to discuss the Town's Code of Conduct.

9. Adjournment: 9:29 p.m.

To the regular meeting of the Truckee Town Council, August 22, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

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

Lindsay Romack, Mayor