



## Town Council Meeting Minutes

January 28, 2025, 5:00 PM

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

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

**Staff Present**: Nicole Casey, Administrative Services Director; Jen Callaway, Town Manager; Hilary Hobbs, Assistant to the Town Manager; Denyelle Nishimori, Community Development Director; Andy Morris, Town Attorney; Sarah Ring, Deputy Town Clerk; Dan Wilkins, Public Works Director/Town Engineer; Danny Renfrow, Chief of Police; Carissa Binkley, Economic Vitality Program Analyst; Jenna Gatto, Town Planner; Becky Bucar, Assistant Public Works Director; Kelly Carpenter, Town Clerk; Brett Clark, Information Technology Specialist; Danielle McHugh, Transportation Program Analyst; Belen de Shutter, Civic Spark Fellow; Melanie Grebitus, Sustainability Program Analyst II; Lynn Baumgartner, Program Analyst II, Housing; and David Tirman, Senior Planner.

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

4. **Public Comment**:

**Written comment received from:**

|                |                    |                 |
|----------------|--------------------|-----------------|
| Anonymous      | Anonymous(2)       | Cari Reid       |
| Cindy Basso    | Jami Janosky       | Jeanie McCarthy |
| Katie Hawkins  | KayDeane Rodriguez | Mark DiGiacomo  |
| Matt Hendricks | Nancy B Wallis     | Nicole Kryda    |
| Shelly Barbero | Suzanne Lippuner   |                 |

**Verbal comment received from:**

|                |               |                  |                |
|----------------|---------------|------------------|----------------|
| Phoebe Bell    | Ruth Cross    | Mike Livak       | JD Hoss        |
| Brian Farrell  | Dave Sheetz   | Shelly           | Unknown        |
| Sarah Green    | Sara Kilgour  | Samantha Reed    | Alison Bermant |
| Eric Bryant    | Love          | Teresa Johnston  | Cindy Basso    |
| Matt Rola      | Grace Manning | Birgitta Depaoli | Kurt Althof    |
| Alina Petrik   | Brian Wilson  | Elizabeth Balmin | Matt Hillock   |
| Jessica Penman |               |                  |                |

## **5. Presentations**

- 5.1 Michael Dahlen provided the Flag Retirement Box Presentation with Matt Hillock, Post Commander.**
- 5.2 Nicole Casey, Administrative Services Director, presented the Council Budget Calendar Overview (presentation on file with Town Clerk).**
- 5.3 Jen Callaway, Town Manager, presented the Town Manger Report.**
  - **A brief video was played on behalf of Council Member Henderson regarding the Wildfire Drive initiative for the Los Angeles Wildfires (video on file with Town Clerk).**

Council Member Romack thanked Dave Gove for his service as Planning Commissioner and announced her appointment of Amy Kauffman as her new Planning Commissioner.

Council Member Henderson announced the appointment of Jason Toups as her new Planning Commissioner.

**Mayor Zabriskie announced that Item 7.6 Reusable Drinkware Funding Program will be heard out of order and ahead of Item 7.5. Amendments to the Town of Truckee's Development Code and General Plan Implementations.**

**Mayor Zabriskie adjourned for a recess at 6:21 p.m.**

Mayor Zabriskie reconvened the meeting at 6:30 p.m.

## **6. Consent Calendar**

Council Member Romack pulled Item 6.4 for further discussion.

**It was moved by Council Member Polivy, and seconded by Council Member Henderson, to approve the Consent Calendar Items 6.1, 6.2, 6.3, 6.5, 6.6, 6.7, and 6.8 as follows:**

- 6.1 Approved the Minutes of January 14, 2025, Regular Meeting.**
- 6.2 Adopted Resolution 2025-02 approving \$1,207,277 loan for Pacific Crest Commons and amending FY24/25 budget to allocate PLHA funds.**
- 6.3 Adopted Resolution 2025-12 awarding a one-time non-base pay compensation amount of \$14,696.64 to Town Attorney, Andrew Morris.**
- 6.5 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the Mobility Hub Phase 1 Project, C1820.**
- 6.6 Authorized the Town Manager to execute a design contract with Waterways Consulting, Inc. for revised 65% design and hydraulic modeling for the Trout Creek Reach 1, Phase 2 Project C1704 in the amount of \$198,831.50, with a \$29,825 contingency, totaling \$228,656.50.**
- 6.7 Adopted Resolution 2025-03 to approve Permanent Local Housing Allocation (PLHA) funded ADU Construction Loan Program guidelines and reallocate PLHA funds for FY24/25 budgets.**
- 6.8 Adopted Resolution 2025-05 to approve PLHA Down Payment Assistance Program guidelines, amend the FY24/25 budget, and update HousingINC's contract for \$251,071.50 to administer the program.**

**The Consent Calendar carried with the following vote:**

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

**6.4 Codifying Town Benefits Provided to Council Members.**

**Recommended Action:** That Council adopt Resolution 2025-08 to extend Council Benefits, approve Town contributions, and amend FY24/25 budget for \$40,997.25.

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

Seeing none, Mayor Zabriskie closed public comment.

**Council Direction:**

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

**Ayes:** Vice Mayor Klovstad, Council Member Henderson, and Council Member Polivy.  
**Noes:** Council Member Romack, and Mayor Zabriskie.  
**Absent:** None.  
**Abstained:** None.  
The motion passed 3 - 2.

**7. Discussion Items**

**7.1 River Revitalization Steering Committee (R2SC) Catalyst Project Recommendations.**

**Recommended Action:** That Council approve the R2SC Community Economic Vitality Action Team's recommendations for Catalyst Projects and authorize Town staff to negotiate partnership agreements with the selected Catalyst Project property owners.

Carissa Binkley, Economic Vitality Program Analyst, introduced Jeff Menasco, Chair Community Economic Vitality Action Team (CEVAT), Pam Hobday, Jason Toups, and Jake Hudson, Catalyst Project Interview Panel Members.

Jeff Menasco, CEVAT Chair, presented from the staff report (presentation on file with Town Clerk).

**Council Discussion:**

- Partnership agreements will be simple; staff and the participants will enter into uncharted territory.
  - Each stakeholder will be committing to shared accountability with their individual partnership agreements.
- Staff capacity will be dependent on how conversations go with each property owner/applicant.
  - Staff capacity is going to be very specific to each property.
  - Staff support for the River Revitalization effort is currently in the Work Plan.
  - Incentive Development and Implementation is also in Council's Work Plan.

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

**Verbal comment received from:**

Joan Jones

Jan Holan

Mark Tanner

Jessica Penman

Laura Sailor

- Andy Barr responded to a Council member's question: the Barr's should have feedback regarding their Purchase and Sale Agreement by next week.
- Staff recognized the volunteer hours of R2SC and the action teams.
  - The next steps include identifying a liaison from either group to collaborate with the Town and property owners in fulfilling R2SC's vision.
  - Continuing these conversations will add to staff's capacity.

Mayor Zabriskie closed public comment.

**Council Direction:**

**Approve the staff recommendation, with the addition of postponing staff time spent on the Participation Agreement pending the signing or declining of the Purchase and Sale Agreement with the Barr's.**

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

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

**Noes:** None.

**Absent:** None.

**Abstained:** None.

**The motion passed unanimously.**

**7.2 Edmunds Lofts Workforce Housing.**

**Recommended Action:** That Council approve a partnership with Paradigm8/Sagemodern for twelve workforce housing units and direct staff to negotiate a Development and Disposition Agreement.

David Tirman, Senior Planner, presented from the staff report (presentation on file with Town Clerk). Brian Helm, Paradigm8, was also present for questions.

**Council Discussion:**

- This parcel may be a good opportunity to be flexible with increased height limits.
- There is concern about parking on such a small parcel, though there is not a lot of precedents for height exceptions.

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

**Verbal comment received from:** Joan Jones.

Mayor Zabriskie closed public comment.

**Council Direction:**

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

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

**Mayor Zabriskie adjourned for a recess at 8:50 p.m.**

Mayor Zabriskie reconvened the meeting at 9:00 p.m.

### **7.3 Approval of 2025 Truckee Dirt Trail Grant Program Guidelines.**

**Recommended Action:** That Council adopt Resolution 2025-13 approving the 2025 Truckee Dirt Trail Grant Program Guidelines.

Danielle McHugh, Transportation Program Analyst, presented from the staff report (presentation on file with Town Clerk).

#### **Council Discussion:**

- An ongoing maintenance plan is required for the program.
- Council will revisit this in the future to determine continuation of the program.
- Council discussed potential additions to the criteria if an entity does not stay solvent.
- Recommended edits to ensure clear language were proposed by Council to staff
  - “Needing” to comply with the Bike and Master plan instead of “aligned with”.
  - Similar to the General Plan, “all projects would need to be consistent with the General Plan”.
- Staff is able to incorporate the recommended revisions, and Council was in agreement to incorporate the recommended revisions.

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

**Written comment received from:** Matt Chappell.

**Verbal comment received from:** Paco Lindsay and Allison Pedley.

Mayor Zabriskie closed public comment.

#### **Council Direction:**

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

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

### **7.4 Truckee Tourism Business Improvement District Renewal Update.**

**Recommended Action:** That Council receive an update on the Truckee Tourism Business Improvement District (TTBID) renewal process and provide direction to staff to continue the TTBID renewal process.

**Carissa Binkley, Economic Vitality Program Analyst, introduced Colleen Dalton.**

**Colleen Dalton, Visit Truckee Tahoe, presented from the staff report (presentation on file with Town Clerk).**

**Council Discussion:**

- Support moving to a ten-year model for consistency.
- Formal certification has been abandoned at this time.
- Council received the update.

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

Seeing none, Mayor Zabriskie closed public comment.

**7.6 Reusable Drinkware Funding Program.**

**Recommended Action:** That Council approve a reusable drinkware funding program with OKAPI Reusables to support the launch of a reusable drinkware return system at Truckee businesses and approve program guidelines for the Dishwashing Grant Program for Truckee restaurants participating in the OKAPI reusable drinkware program.

**Belen de Schutter, Civic Spark Fellow, presented from the staff report (presentation on file with Town Clerk).**

**Melanie Grebitus, Sustainability Program Analyst, was present for questions.**

**Council Discussion:**

- Staff should add the data on the statistics for this program to the Sustainability Dashboard.
- The \$2,400 monthly cost per café covers the \$100 initial sign-up fee and three months of the \$25/month membership fee.
  - The balance of the monthly cost goes to Okapi's operations which includes their staff time, training, onboarding, and marketing among other things.
- Staff cannot provide precise goal figures going into the program but can provide feedback once it is implemented.
- There will opportunity to discuss specificity and focus in further detail at the February 11, 2025, Council Retreat.

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

Seeing none, Mayor Zabriskie closed public comment.

**Council Direction:**

**The staff recommendation was moved by Vice Mayor Klovstad, seconded by Council Member Romack, 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.**

Regarding Item 7.5, Mayor Zabriskie announced that only the By Right Housing portion of the staff report will be discussed tonight and the remaining topics in the staff report will be discussed at the February 25, 2025, meeting.

## **7.5 Amendments to the Town of Truckee's Development Code and General Plan Implementations.**

**Recommended Action:** That Council conduct a public hearing and 1) Introduce Ordinance 2025-01, Amending the Truckee Municipal Code, Title 18, Development Code and Town of Truckee Zoning Map; 2) Adopt Resolution 2025-10, adopting the General Plan Land Use Diagram and Roadway Noise Contours Diagram; 3) Adopt Resolution 2025-11, adopting the Eligible By Right Housing Sites Map; and 4) Determine the amendments to be exempt from the California Environmental Quality Act (CEQA) per State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3) and 15061(b)(3).

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

### **Council Discussion:**

**Mayor Zabriskie opened the By Right Housing item to public comment.**

Seeing none, Mayor Zabriskie closed public comment.

### **Council Direction:**

**Approve staff's recommendation to introduce Ordinance 2025-01, adopt amendments to the Truckee Municipal Code, Title 18, Development Code for By Right Housing (Chapter 18.217), adopt Resolution 2025-11, adopting the Eligible By Right Housing Sites Map, determine all the amendments be exempt from CEQA, and continue the Public Hearing for the remainder of the items to the February 25, 2025, Council Meeting.**

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

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

**Noes: None.**

**Absent: None.**

**Abstained: None.**

**The motion passed unanimously.**

## **8. Council Reports**

### **Council Member Romack**

- Participated in interviews with Planning Commissioner applicants.

### **Vice Mayor Klovstad**

- Meeting with constituents and fellow elected.
- Attended the Climate Transformation Alliance membership sub-committee meeting.
- Attended a CivicWell board meeting.
- Watched the Planning Commission meeting.
- Attended the Measure E and Steve Teshara celebration.
- Attended the last of the library design meetings.
- Attended a community meeting with other local agencies and law enforcement.
- Attended a Biomass Task Force meeting.

### **Council Member Henderson**

- Participated in interviews with Planning Commissioner applicants.

- Participated in efforts for the Los Angeles wildfires.

**Council Member Polivy**

- Nothing to report.

**Mayor Zabriskie**

- Attended the Building Community Support Training put on by Tahoe Truckee Community Foundation.
- Attended the Truckee River Legacy Foundation meeting.
- Attend a community support meeting.
- Attended the Mayor Manager's breakfast.
- Attended a Truckee Chamber of Commerce event regarding affordable housing success stories.
- Attended a meeting about Southwest Gas.
- Met with David Diamond.
- Participated in the Annual Cities and Town Panel.
- Attended the Truckee Chamber of Commerce Town Talk.

**9. Adjournment:** 10:27 p.m.

To the Truckee Town Council Retreat, February 11, 2025, 12:00 p.m. at Gravity Haus Truckee-Tahoe, 10918 Brockway Rd, Truckee, CA 96161.

Respectfully submitted by:

Approved:

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Sarah Ring, Deputy Town Clerk

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Jan Zabriskie, Mayor