



Town Council Meeting Minutes

December 13, 2022, 4:00 PM

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

- 1. Call to Order:** Mayor Henderson called the meeting to order at 4:00 p.m.
- 2. Roll Call:** Council Members; Zabriskie, Polivy, Klovstad, Vice Mayor Romack, and Mayor Henderson.
- 3. Pledge of Allegiance** – recited in unison.
- 4. Public Comment:**

Verbal comment was given by: Colin Robinson, Rocker Memorial Skate Park.
- 5. Presentations**
 - 5.1 Mayor Henderson recognized Barbara Green.**

Mayor Henderson opened public comment regarding the passing of Barbara Green.

Verbal comment for Barbara Green was given by:

Ralph Godon, Kathy Echols, Sarah Green, and Lisa Wallace.
 - 5.2 Becky Bucar, Engineering Manager, introduced Blake Kloczl, Engineering Tech II, and Nicole Casey, Administrative Services Director, introduced Melissa Atchison, Accountant II.**
 - 5.3 Bron Roberts, Public Information Officer, presented the results from the Name Your Snowplow, contest (video on file with the Town Clerk).**
 - Winning names are Blizzard of Oz, Chilly Chilly Bang Bang, Scoop Dogg and Austin Plowers.
 - Winning names will be in effect for two years.
 - 5.4 Kelly Cutler, Executive Director, Contractors Association of Truckee Tahoe (CATT) Presentation (video on file with the Town Clerk).**
 - 5.5 Kyra Ross and David Emanuels, Emanuels Jones and Associates, presented on Legislative Advocacy (presentation on file with Town Clerk).**
 - 5.6 Jen Callaway, Town Manager, presented the Town Manager Report.**

Mayor Henderson recognized Jen Callaway's accomplishments.

Mayor Henderson opened the presentation items to public comment.

Seeing none, Mayor Henderson closed public comment.

6. Consent Calendar

Jen Callaway, Town Manager, pulled Item 6.2 for further discussion.

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

- 6.1 Reappoint Allison Pedley to the Truckee Tax Measure Citizen's Oversight Board for a four-year term ending in 2026; 2) appoint Troy Oritz and Peter Kraatz to the Truckee Tax Measure Citizen's Oversight Board for a four-year term ending in 2026; 3) appoint Barney Dewey to the Truckee Tax Measure Citizens Oversight Board for a two-year term expiring in 2024; and 4) appoint Steven Cull as a voting alternate.
- 6.3 Approve business grant guidelines for single-use foodware reduction ordinance implementation.
- 6.4 Review and approve recommended changes to the Program Guidelines for the Truckee Home Access Program (THAP) and authorize the Town Manager to approve minor administrative edits to the guidelines for clarity.
- 6.5 Accept the Treasurer's report for the quarter ended September 30, 2022.
- 6.6 Authorize the Public Work Director/Town Engineer to purchase two (2) MacLean MV5 compact trail snowblowers from Sierra Equipment Supply in an amount not to exceed \$380,000.
- 6.7 Authorize the Public Works Director/Town Engineer to file Notice of Completion forms with the Nevada County Recorder for the 2022 Bridge Maintenance Project, C2007.
- 6.8 Authorize the Public Works Director/Town Engineer to file a Notice of Completion with the Nevada County Recorder for the 2022 Seal Coat Project, C2005 and C2104.
- 6.9 Authorize the addition of an Accountant I/II position within the Administrative Services Department.
- 6.10 Approve the minutes of November 8, 2022.

The Consent Calendar carried with the following vote:

Ayes: Council Member Polivy, Vice Mayor Romack, Council Member Zabriskie, Councilmember Klovstad, and Mayor Henderson.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

- 6.2 **Approval of the Donner Lake Interagency Partnership for Stewardship Charter.**
Recommended Action: Authorize the Town Manager to execute the Donner Lake Interagency Partnership for Stewardship charter on behalf of the Town of Truckee as one of the Core Team members.

Becky Bucar, Engineering Manager presented an update to Council regarding the Charter and clarified what is allowed to be signed by the Town Manager and Town Attorney to approve non-substantive changes.

Mayor Henderson Opened Public Comment:

Verbal comment was given by: Jack Kashtan.

Mayor Henderson closed public comment.

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

Ayes: Council Member Polivy, Council Member Zabriskie, Councilmember Klovstad, Vice Mayor Romack, and Mayor Henderson.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

7. Election Program

7.1 Certification of Election Results.

Recommended Action: Adopt Resolution 2022-72 certifying the results of the Municipal Election held on November 8, 2022.

Mayor Henderson opened the item for public comment.

Verbal comment was given by: David Diamond and Paco Lindsey.

Mayor Henderson closed public comment.

7.2 Council Reorganization.

- **Selection of Mayor.**

Council Member Zabriskie nominated Vice Mayor Lindsay Romack to serve as Mayor. The motion was seconded by Councilmember Klovstad.

Council approved Council Member Romack to serve as Mayor with a unanimous vote.

- **Selection of Vice Mayor.**

Council Member Klovstad nominated Council Member Polivy to serve as Vice Mayor. The motion was seconded by Council Member Henderson.

Council approved Council Member Polivy to serve as Vice Mayor with a vote of 4-1.

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

Noes: Council Member Zabriskie.

- Council Member Henderson provided comments.
- Mayor Romack presented Council Member Henderson with a plaque in recognition of her service as Mayor.

Mayor Romack opened the item for public comment.

Seeing none. Mayor Romack closed public comment.

Mayor Romack called for a brief recess at 5:33 p.m.

Mayor Romack resumed the meeting at 5:51 p.m.

8. Discussion Items

8.1 **Application No. 2022-00000118/APL (Ferwerda SB 9 Urban Lot Split Appeal)**

Recommended Action: Town Council adopt Resolution 2022-71 thereby taking the following actions: 1) Deny the appeal to remove the stated conditions of approval for Planning Application 2022-00000004 (Ferwerda SB 9 Urban Lot Split) on the basis that the conditions are required pursuant to the Town of Truckee's Development Code, the State of California's Senate Bill 9 and the Subdivision Map Act; 2) Uphold the decision of the Community Development Director and Planning Commission in approving the requested SB 9 Urban Lot Split and related conditions of approval. 3) Determine the Community Development Director's determination exempt from the California Environmental Quality Act (CEQA) Guidelines per Section 15061(b)(3) (General Rule Exemption).

Lucas Kannall, Assistant Planner, announced that appellant, Robert Ferwerda, requested a continuance from Council.

- Andy Morris, Town Attorney advised Council that they are not required to allow a continuance, however it is common to allow an appellant to be allowed a continuance at their request.
- Appellant would like to work toward a resolution; however it was made clear by the appellant that it not be the Community Development Director or the Public Works Director so the challenge is running low on options for staff people.

Council Discussion:

- Council weighed opinions on allowing the continuance.
- Council does not want to add more staff time than has already been committed.
- Town Manager and Town Attorney will communicate with the appellant to find a date to meet and attempt to come to a resolution.

Mayor Romack requested comment from the appellant.

- Appellant, Bob Ferwerda, provided explanation of his reasons for the continuance request.
- Appellant feels he was not given sufficient time to read the staff report and get responses from his attorney.

Mayor Romack closed comment by the appellant.

Council Direction:

- **Appellant is being allowed this one-time continuance by Council.**
- **Staff is not to spend any additional resources or time.**
 - **Staff report and presentation are done.**
- **Staff will contact the appellant this week to arrange a meeting.**

8.2 **Truckee Tourism Business Improvement District 2022-23 Annual Report.**

Recommended Action: Approve Truckee Tourism Business Improvement District 2022-23 Annual Report.

- Hilary Hobbs, Assistant to the Town Manager, presented from the staff report (presentation on file with the Town Clerk). Ms. Hobbs introduced Colleen Dalton, Chief Executive Officer, Visit Truckee Tahoe, to present the Truckee Tourism Business Improvement District (TBID) report.

Council Discussion:

- Town's goals and Visit Truckee Tahoe's goals are in alignment.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

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

Ayes: Council Member Klovstad, Council Member Henderson, Vice Mayor Polivy, Council Member Zabriskie, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.3 Urgency Ordinance Adopting Amendments to Development Code Standards for Accessory Dwelling Units and Junior Accessory Dwelling Units (ADUs/JADUs).

Recommended Action: 1) Conduct a public hearing to introduce, waive oral reading and adopt Urgency Ordinance 2022-11, approving amendments to Development Code Section 18.58.025 (Accessory Dwelling Units) to implement recent State of California legislation regarding accessory dwelling units and junior accessory dwelling units, which take effect on January 1, 2023; and 2) Determine the project exempt pursuant to Section 15061.b.3 of the CEQA Guidelines and Public Resources Code Section 21080.17.

Jamie LaChance, Senior Planner, 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 public comment.

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

Ayes: Council Member Zabriskie, Council Member Henderson, Council Member Klovstad, Vice Mayor Polivy, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.4 Affordable Housing In-Lieu Fee and Workforce Housing Ordinance Review.

Recommended Action: Conduct a public hearing and accept public comment on the affordable housing in-lieu fee program update and adopt Resolution 2022-77 to approve an updated affordable housing in-lieu fee based on the affordable housing in-lieu fee short-term calculation adopted in 2017 and defer review of the Workforce Housing Ordinance.

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

- Once the project is approved, a developer typically pays the fee at that time, or at building permit issuance.

- In-lieu fees deserves a review and should be brought back to Council soon after the General Plan update process is completed.
- It's difficult to discern how many units are being built with the fees collected.

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 public comment.

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

Ayes: Council Member Henderson, Council Member Zabriskie, Vice Mayor Polivy, Council Member Klovstad, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.5 An Ordinance Amending Title 15 of the Municipal Code for the purpose of adopting the updated 2022 California Building Code of Regulations.

Recommended Action: Conduct the public hearing, waive the second reading and adopt Ordinance 2022-07 This would bring the Town into compliance with State requirements and would authorize the Town to enforce local amendments made necessary by local climatic, geographic and topographical conditions.

Mike Ross, Chief Building Official, 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 public comment.

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

Ayes: Vice Mayor Polivy, Council Member Zabriskie, Council Member Henderson, Council Member Klovstad, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.6 Hearing Amending, Withdrawing and Closing Community Development Block Grant Standard Agreement 20-CDBG-C-V-00095 and Adoption of a Complaints and Appeals Procedure for the Town of Truckee CDBG program.

Recommended Action: 1) Open the public hearing and accept comments regarding amendment, withdraw and closure of CDBG Standard Agreement CDBG-CV-2-3-00095 and adopt Resolution 2022-73. 2) Adopt Resolution 2022-76, establishing a Complaints and Appeals Procedure for the Town of Truckee Community Development Block Grant Program.

Hilary Hobbs, Assistant to the Town Manager, presented from the staff report.

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 public comment.

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

Ayes: Council Member Zabriskie, Council Member Klovstad, Vice Mayor Polivy, Council Member Henderson, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.7 Public Hearing regarding Submittal of Community Development Block Grant Program Income (CDBG-PI) Application.

Recommended Action: Council open the public hearing, accept comments on submittal of a Community Development Block Grant Program Income (CDBG-PI) Application for the benefit of Pacific Crest Commons located at 11300 Donner Way and 10079 State Route 89 South (APN 18-621-005 and 18-621-006) and adopt Resolution 2022-75 in support of this action.

Denyelle Nishimori, Community Development Director, presented from the staff report.

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 public comment.

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

Ayes: Vice Mayor Polivy, Council Member Klovstad, Council Member Henderson, Council Member Zabriskie, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

8.8 Town Manager Performance-Based Pay Increase 2022.

Recommended Action: That the Council approve Resolution 2022-74 awarding a 6.0% increase in base pay to the Town Manager, Jennifer Callaway, resulting in an annual pay amount of \$200,540.34 effective October 26, 2022.

Nicole Casey, Administrative Services Director, 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 Klovstad, seconded by Council

Member Zabriskie, and adopted with the following vote:

Ayes: Council Member Zabriskie, Council Member Klovstad, Vice Mayor Polivy, Council Member Henderson, and Mayor Romack.
Noes: None.
Absent: None.
Abstained: None.

The motion passed unanimously.

9. Council Reports

Council Member Henderson

- Attended the Behavior in Energy & Climate Change Conference.
- Attended multiple meetings with staff.
- Attended the Friends of the Library fundraiser.
- Attended the Veterans Day event.
- Attended the Visit Truckee Tahoe (VTT) holiday celebration.
- Attended the Health & Climate Forum.
- Has been accepted into the Emerge Program (6-month program).

Vice Mayor Polivy

- Attended the Visit Truckee Tahoe Meeting.
- Attended the Downtown Tree lighting.
- Attended the Wild and Scenic Film Festival.
- Met with the Workforce Housing Joint Powers Authority (JPA).
- Attended the Town Holiday Party.
- Attended the Contractors Association of Truckee Tahoe (CATT) Holiday Party.
- Attended the Short-Term Rental token meeting.
- Appointing Planning Commissioner Mitch Clarin.

Council Member Klovstad

- Attended the Donner Lake Partnership Stewardship program meeting.
- Attended a Reach Code meeting.
- Watched the Citizen's Climate Lobby presentation (video).
- Attended the Town Holiday Party.
- Attended a Placer County Biomass Consortium meeting.
- Attended the Memorial for Barbara Green.
- Attended a Climate Transformation Alliance (CTA) governing members meeting.

Council Member Zabriskie

- Attended a Truckee River Legacy Foundation meeting.
- Attended a Truckee North Tahoe Transportation Management Association (TNT/TMA) meeting.
- Participated in a call with Planning Commission applicants.
- Attended the Memorial for Barbara Green.
- Attended the Donner Lake Partnership Stewardship program meeting.
- Watched the Citizen's Climate Lobby presentation (video).
- Attended the CalFrame meeting hosted by Placer County.
- Attended the Reach Code meeting.
- Attended the Town Holiday Party.

Mayor Romack

- Attended the Town's Veteran's Day event.
- Attended the Tree Lighting.
- Attended the Town Holiday Party.

Adjournment of regular session at – 7:37 p.m.

10. Closed Session – Mayor Henderson called the meeting to order at 7:43 p.m.

10.1 Conference with Labor Negotiators - Agency designated representatives: Nicole Casey, Administrative Services Director, Hilary Hobbs, Assistant to the Town Manager, Bonnie Thompson-Hardin, Human Resources Manager, Andy Morris, Town Attorney and Jen Callaway, Town Manager, Employee Organization: Mid-Managers Association, Government Code Section 54957.

Reportable Action: No Reportable Action Taken.

10.2 Conference with Legal Counsel – Anticipated Litigation – One case, Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9.

Reportable Action: No Reportable Action Taken.

11. Adjournment – 8:52 p.m.

To the regular meeting of the Truckee Town Council January 10, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA. **Please note, the December 27, 2022, Council meeting has been cancelled.**

Sarah Ring, Administrative Technician,
on behalf of Judy Price, MMC, Town Clerk

Lindsay Romack, Mayor