



Town Council Meeting Minutes

November 14, 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 5:02 p.m.
2. **Roll Call**: Council Members; Zabriskie, Klovstad, Henderson, Vice Mayor Polivy, and Mayor Romack.

Staff Present: Erin Brewster, Sustainability Program Manager; Yumie Dahn, Senior Planner; Laura Dabe, Associate Planner; Becky Bucar, Assistant Public Works Director; Rosie Johnson, Short Term Rental Administrative Analyst II; Jenna Gatto, Town Planner; Kelly Carpenter, Town Clerk; Chris Hardy, Chief Information Security and Technology Officer; Danny Renfrow, Chief of Police; Nicole Casey, Administrative Services Director; Andy Morris, Town Attorney; Denyelle Nishimori, Community Development Director; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager.

3. **Pledge of Allegiance**: Recited in unison.
4. **Public Comment**:

Written public comment received from: Colleen Williams and Molly Springmann.

Verbal public comment received from:

Sioban Smart	Wayne Smith	Scott Ehlert	Joey Alfonso
Bill Brownlie	Colleen Williams	Nancy Wilkins	Jenny Smart
Neil Deleon			

5. **Presentations**

- 5.1 **Mayor Romack presented a Proclamation to Vangie Wightman, Historic Preservation Advisory Commission Member.**
Vangie Wightman accepted the proclamation.

- 5.2 **Recognition of Gratitude Month.**

- Council Member Klovstad presented a gratitude award to the Truckee River Watershed Council.
- Council Member Henderson presented a gratitude award to the Boys & Girls Club of Truckee Elementary.
- Council Member Zabriskie presented a gratitude award to the Truckee River Legacy Foundation.
- Council Member Klovstad presented a gratitude award to the Truckee River Watershed Council.
- Vice Mayor Polivy presented a gratitude award to the Public Art Commission of Truckee: Jennifer Standteiner, Molly Moore, Court Leve, Troy Corliss, Kellie Cutler, Patricia Eagan, and Carole Sesko.

- Mayor Romack presented a gratitude award to the Tahoe Ability Program.

Mayor Romack adjourned for a recess at 5:57 p.m.

Mayor Romack reconvened at 6:12 p.m.

5.3 Chief Danny Renfrow and Lieutenant Chris Rardin, California Highway Patrol, presented the Weather Preparation and National Weather Service Outlook.

Dawn Johnson of the National Oceanic and Atmospheric Administration, also presented via Zoom.

5.4 Jen Callaway presented the Town Manager Report.

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 Klovstad, and seconded by Vice Mayor Polivy, to approve the Consent Calendar Items 6.1 through 6.9 as follows:

- 6.1 Approve the Minutes of the October 24, 2023 Regular Town Council Meeting.**
- 6.2 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the Church Street Extension and Trout Creek Restoration Project - Reach 4 and 5 (C1804).**
- 6.3 Extended the grant deadline for applications of the Reusable Foodware Grant program to March 1, 2024, and allow Town's fees for permitting of dishwasher installation as an additional eligible expense under the grant funds.**
- 6.4 Authorized the Town Manager to offer a settlement to CSAA Insurance Exchange (AAA) for \$12,310.18 for a damage claim filed against the Town.**
- 6.5 Approved the attached side letters between the Town and the Truckee General Employee's Membership Association (TGEMA), the Town and the Mid-Management Employee's Group (MM), and the Town and the Truckee Police Officer's Association; and approved Resolution 2023-64 adopting the Town of Truckee Wage Matrix list effective for fiscal year 2023-2024 pursuant to the requirement of the California Code of Regulation, Title 2, Section 570.5.**
- 6.6 Authorized the Town Manager to sign a contract amendment with Tyler to add Tyler Payments as the Town's payment processor for eMiscellaneous Billing and ePermits.**
- 6.7 Authorized the Town Manager to execute a contract with Design Workshop in the amount of \$297,247 to develop a River Revitalization Action Plan; and amended CIP C2408 to increase the budget for consultant support for Truckee River Corridor Enhancement by \$87,247 to \$337,247.**
- 6.8 Approved grant guidelines for water bottle filling stations in Truckee.**

Written Comment received from Jennifer Bloomfield.

6.9 Authorized the Town Manager to sign a contract with Kansas City Life and HealthComp via California Intergovernmental Risk Authority (CIRA) for employee benefits.

The Consent Calendar carried with the following vote:

Ayes:	Council Member Henderson, Council Member Zabriskie, Council Member Klovstad, Vice Mayor Polivy, and Mayor Romack.
Noes:	none.

Absent: none.

Abstained: none.

The motion passed unanimously.

7. Discussion Items

7.1 Tahoe Donner Downhill Ski Lodge Appeal (Planning Application 2023-00000158/APL).

Recommended Action: That Council adopt Resolution 2023-62 to: (1) Adopt an Initial Study/Mitigated Negative Declaration with associated Mitigation Monitoring and Reporting Program (SCH# 2023050519) for the Tahoe Donner Downhill Ski Lodge Project; (2) Uphold the decision of the Planning Commission in approving the Tahoe Donner Downhill Ski Lodge; (3) Deny the appeal of the Planning Commission's decision to approve the Tahoe Donner Downhill Ski Lodge; and (4) Approve the Tahoe Donner Downhill Ski Lodge Replacement Development Permit, Minor Use Permit and Sign Plan, based on the findings and subject to the conditions of approval.

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

Cheryl Cross of Tahoe Donner Change and Jeff Shellito provided the appellant's presentation (presentation on file with Town Clerk).

John Mitchell, Lindsay Hogan, and John Ashworth provided the applicant's presentation (presentation on file with Town Clerk).

Jeff Shellito provided the appellant's rebuttal.

Council Discussion:

- Council is not here to settle. Settlement would need to take place between the two parties.
- The deed restriction for the employee housing condition of approval would be in perpetuity.
- Some of the differences in permits and use between this project and the Alder Creek Adventure Center (ACAC) include:
 - ACAC was approved as an events facility with parameters placed due to neighborhood concerns such as noise and parking.
 - This project will not have special events and are not allowed in this zone district. If Tahoe Donner wanted to have special events, a code amendment would be required as well as a recommendation from Planning Commission to the Town Council for their consideration.
 - If a verified complaint of a special event at the Tahoe Donner Downhill Ski Lodge was received by the Town that was outside of the use permit, a code compliance case would be opened which would primarily result in a cease of operations.
- Clarifying language has been provided regarding the Mitigation Measure to include: "The result of the Dewatering Plan shall be that there is no overland flow that causes sedimentation or other discharge into a waterway." Applicant has agreed to this clarifying language.
 - The water quality will improve with this project due to the added treatment.
 - The only substantive difference in the Dewatering Plan and what the Appellant is requesting is to include a public review and approval of the Plan by the Town and Lahontan Regional Water Quality Control Board.
 - The Dewatering Plan is a public document and can be shared with the public when it becomes available.
- With this project, the applicant is not proposing an increase in employees, but a

redistribution of existing employees.

- There is no increase or expansion in the size of parking lots.
- The proposed project meets the Town's Development Code requirements, including building height.
- The Lahontan Regional Water Quality Control Board has confirmed they have not found any disturbance of wetland as part of the project.
- The bar and restaurant will not be open to the public during the summer. The project will continue with its existing uses.
 - The seating capacity for the proposed project is 205.
- The project's construction hours will follow the timeframe set by Tahoe Donner of 7:00 a.m. to 7:00 p.m. on weekdays and 8:00 a.m. to 7:00 p.m. on weekends and holidays.
 - The Town's construction hours on Sundays and holidays are 9:00 a.m. to 6:00 p.m.
 - Applicant is amendable to changing construction hours to follow Tahoe Donner's hours Monday through Friday and the Town's hours on weekends and holidays.

Mayor Romack opened the item for public comment.

Written comment received from:

Kristen Mansel	Susan Sherratt	Amanda Mackay	Amber Anderson
Ana Papa	Andrea Forker	Ashley Savageau	Betsy Noonan
Cathy Ravano	Center for Biological Diversity		Charles Wu
Charles9-2701 Wu	Cooper Chao	Corey Hunt	David Carman
David Minch	David Schneider	David Walker	Emily Geiger
Jeff Edwards	Jeff Shellito	Jeffrey Connors	Jeffrey Osofsky
Jerry Meek	Jim Beckmeyer	John Buse (x2)	John Dundas
John Martin	Julie and Craig Wyreman		Julie Stewart
Kenneth Frank	Kimberly Johanson	Lisa and John Thompson	
LuAnn McVicker	Maureen French	Meg Kammerud	Michael Sullivan
Michelle Torrence	Mike Johnson	Nan Meek	Nina Doherty
Nina Johnson	Paco Lindsay	Patricia Gregor	Patricia Hackemack
Patty Schifferle	Peter DeMarzo	Phyllis Matyi	Raymond Cadei
Sandra Caldwell	Scott Garrison	Shirley Hill	Susan Burt
Suzanne Boyette-Sullivan		Toni Moore	Tony Owings
William Pepoon			

Verbal comment received from:

Lex Wynans	Joe Balan	Matt Dowdeswell	Barry Wylans
Stacy Larson	Jim Esterbrook	Rich Capola	Nan Meek

Mayor Romack closed public comment.

Council Direction:

Council supports the modified language regarding Dewatering Plan as outlined in the Town's Memorandum dated November 14, 2023. The construction hours for the project are modified to include the Town's weekend and holiday hours.

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

Mayor Romack adjourned for a recess at 8:33 p.m.

Mayor Romack reconvened at 8:43 p.m.

7.2 Visit Truckee-Tahoe Strategic Plan and Truckee Tourism Business Improvement District Annual Report.

Recommended Action: That Council approve Truckee Tourism Business Improvement District 2023-2024 Annual Report.

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

Colleen Dalton of Visit Truckee Tahoe also provided a presentation (presentation on file with Town Clerk).

Council Discussion:

- Visit Truckee Tahoe will provide a report-out on the results of surveys and flash votes submitted to the community.
- Visit Truckee Tahoe uses different QR codes for tracking data at different trailhead locations.

Mayor Romack opened the item for public comment.

Seeing none, Mayor Romack closed public comment.

Council Direction:

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

Mayor Romack requested Item 7.5 be moved to the next item on the agenda.

Item 7.5 was taken out of order.

7.5 Short-Term Rental Ordinance Clean-Up.

Recommended Action: That Council introduce Ordinance 2023-12 amending Chapter 3.24 (Transient Occupancy Tax) and Chapter 5.02 (Transient Rental of Residential Units) of the Truckee Municipal Code.

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

Council Discussion:

- Staff recommends maintaining the hotel registration certificate for Coachland Park.
- The intention to not allow tiny homes to short-term rent was to be inclusive of all the

- moveable unit types that could be housed in a mobile home park.
- If a citation was appealed to the Town Council, the Town Council has the discretion to impose something less than the maximum fine. Staff has discretion as well although there would be a reluctance to use it because staff would want to enforce consistent fines for consistent violations.
- If there is waitlist violation, the proposed amendment to the Truckee Municipal Code would require that the owner wait one year from the date of correction before rejoining the waitlist.
- A local contact person has an obligation to investigate an alleged violation in some manner and report back within the timeframe set by the Town.
 - The proposed amendment to the Truckee Municipal Code does not require the operator of the short-term rental to provide documentation within 60 minutes of notification of the alleged violation. It requires the operator to call back and state the steps they have taken to investigate within 60 minutes of notification.
- Town staff has the discretion to determine whether or not to issue a violation. The first violation will not necessarily always result in a citation. Staff is looking to educate the owners regarding the rules of operating a short-term rental.

Mayor Romack opened the item for public comment.

Verbal comment received from: Jack Kashtan, Ainsley Bowen, Emily Kashtan

Mayor Romack adjourned for a recess at 9:57 p.m.

Mayor Romack reconvened at 10:00 p.m.

Continued verbal comment received from: Coleman Bowen

Mayor Romack closed public comment.

Council Direction:

Regarding language in the Truckee Municipal Code Section 5.02.040(b), clarify it to read: “Within sixty (60) minutes the local contact person shall submit a verbal or written explanation to the Town of Truckee...”

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

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

Noes: none.

Absent: none.

Abstained: none.

The motion passed unanimously.

Council agreed to continue Items 7.3 and 7.4 to the November 28, 2023, Town Council meeting.

7.3 Truckee Weatherization Program.

Recommended Action: That Council authorize use of up to \$310,000 in funds from CIP C1510 through December 31, 2025, to fund a low-income weatherization pilot program in Truckee.

7.4 2023 Affordable Housing In-Lieu Fee and Workforce Housing Ordinance Review.

Recommended Action: That Council conduct a public hearing and accept public comment on the affordable housing in-lieu fee program update and adopt Resolution No. 2023-63 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.

8. Council Reports

Vice Mayor Polivy

- Nothing to report.

Mayor Romack

- Attended the Truckee Police Department swearing-in ceremony.
- Participated in the downtown trick or treating event.
- Conducted two interviews on KTKL 101.5
- Attended the River Revitalization Steering Committee meeting and subcommittee meeting.
- Attended the Nevada County library reopening ceremony.
- Attended the Kidzone luncheon.
- Attended the Sierra Community House fundraiser.
- Attended the Veterans Day ceremony.
- Attended the Truckee Rotary's annual fundraiser.
- Attended a mayors roundtable with the U.S. Conference of Mayors.

Council Member Klovstad

- The CivicWell conference is open for registration.
- Attended the Climate Transformation Alliance community meeting.
- Attended the Nevada County library reopening ceremony.
- Attended the Truckee River Watershed Council reception and presentation.
- Met with UC Davis students in the Environmental Policy and Management masters program.
- Participated in the full moon hike.
- Attended the Truckee Police Department swearing-in ceremony.

Council Member Zabriskie

- Attended the Truckee Police Department swearing-in ceremony.
- Attended a Tahoe Forest hospital board meeting.
- Attended the Kidzone luncheon.
- Attended a meeting with the Truckee River Legacy Foundation.
- Attended a Homeless Advisory Committee meeting.
- Attended the Climate Transformation Alliance community meeting.
- Met with Drew Jack.
- Attended the Nevada County library reopening ceremony.
- Attended the River Revitalization Steering Committee meeting.
- Attended the Nevada County Transportation Commission meeting.
- Attended a meeting regarding biological survey and mapping.

Council Member Henderson

- Attended the Veterans Day ceremony.

- Attended the Downtown Merchants Halloween event.
- Attended the Truckee Rotary's annual fundraiser.
- Attended the Truckee climate hub meeting.
- Spoke at the California Efficiency and Demand Management Council
- Attended the Behavior Energy and Climate Change conference.

9. Adjournment – 10:40 p.m.

To the regular meeting of the Truckee Town Council, November 28, 2023, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Lindsay Romack, Mayor