

Town Council

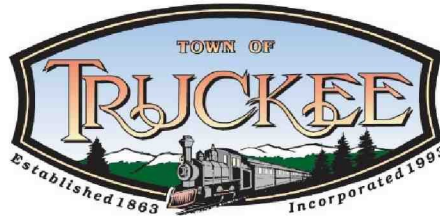
Lindsay Romack, Mayor

David Polivy, Vice Mayor

Anna Klovstad, Council Member

Jan Zabriskie, Council Member

Courtney Henderson, Council Member



Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

Danny Renfrow, Chief of Police

Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

Nicole Casey, Administrative Services Director

Kelly Carpenter, Town Clerk

Hilary Hobbs, Assistant to the Town Manager

September 12, 2023

Carl and Caitlin Tharp  
Massif Ventures LLC  
PO Box 5158  
Tahoe City, CA 96145

**RE: Planning Application 2023-00000025 (Tharp Rehabilitation of Campbell House II Historic Design Review and Zoning Clearance); 10236 Donner Pass Road; APN 019-080-025**

Dear Mr. and Mrs. Tharp:

Thank you for submitting your Historic Design Review and Zoning Clearance application for the Rehabilitation of Campbell House II Project. The application proposed to convert a single-family residence to a mixed-use office and retail building at 10236 Donner Pass Road (APN 019-080-025-000), which is designated as a Category B ("Contributory") historic resource in Truckee's Historic Resource Inventory.

At the Historic Preservation Advisory Commission (HPAC) the meeting on August 9, 2023, HPAC considered your application and recommended approval of the application as submitted with the following recommendations:

1. Corrugated metal, specifically on the roof, should be weathered or patinaed so as not to be shiny.
2. Exterior lighting specifications shall be night sky compliant per Development Code Section 18.30.060.

HPAC's role is an advisory commission; therefore, their recommendation was forwarded to the Community Development Director. The Community Development Director has reviewed the application and hereby takes the following actions:

1. Determines the project to be exempt from CEQA review pursuant to Section 15301 of the California Environmental Quality Act;
2. Approves the Zoning Clearance, based on the attached conditions of approval; and
3. Grants the Certificate of Appropriateness, based on the attached conditions of approval.

Please note that the Community Development Director applied additional modifications related to the design of the building.

Action by the Community Development Director may be appealed to the Planning Commission within 10 days of the Director's action. The Community Development Director's approval shall not become final until the 10-day appeal period ends. The effective date of approval shall be Monday, September 25, 2023, unless the approval is appealed to the Planning Commission by 5:00 p.m. on September 22, 2023

Final cost accounting will be completed in the next few weeks. Any remaining balance in the application deposit will be refunded to you at that time. If additional deposit is required, you will be issued an invoice for the final balance due. Payment of any final balance due is required within 30 days after issuance of the final invoice.

If you have any questions regarding the Community Development Director's action or compliance with the conditions of approval, please feel free to contact me at (530) 582-2910 or by email at [clyle@townoftruckee.com](mailto:clyle@townoftruckee.com).

Sincerely,

A handwritten signature in cursive script, appearing to read "Christy Lyle".

Christy Lyle  
Planning Technician

**Tharp Rehabilitation of Campbell House II**  
**Conditions of Approval**  
Planning Application 2023-00000025

1. A Zoning Clearance and Certificate of Appropriateness are approved for the Campbell House II Project at 10236 Donner Pass Road (APN 019-080-025). This approval includes the conversion of the existing single-family residence into a commercial office/retail building, including structural and fenestration changes and an addition. Among these changes include lifting the building approximately two feet to add a first floor, relocating the building 11'-6" closer to Donner Pass Road, creating an approximately 715 s.f. addition along the west and north portions of the structure amongst two-stories, removing the rear porch, and adding an ADA ramp. The existing structure consists of 924 s.f. of conditioned space and is proposed to be increased to 2,736 s.f. of conditioned floor area. Other modifications to the historic structure also include window and door changes, reroofing and residing, a new front patio, and railing modifications. All improvements and exterior modifications shall be consistent with the plans submitted on March 9, 2023 and as described in the August 9, 2023 Historic Preservation Advisory Commission staff report, on file in the Community Development Department, except as modified by these conditions of approval. The applicant is responsible for complying with all conditions of approval. **(Planning Division)**
2. The applicant is responsible for complying with all conditions of approval and providing evidence to the Community Development Director of compliance with the conditions. A meeting with the Planning and Engineering Divisions is required prior to submittal of a grading or building permit application to review the conditions of approval and identify any changes in the project from the approved plan set. The applicant shall pay the hourly rate of staff time for this meeting and review of any proposed changes. An Administrative Review fee based on three hours of staff time (currently \$177 for the Planning Division and \$190 for the Engineering Division) shall be submitted as an initial deposit prior to scheduling the meeting. The staff time rates shall be based on the current Town of Truckee fee schedule in effect at the time the meeting is scheduled. **(Planning Division)**
3. The effective date of approval shall be Tuesday, September 12, 2023 unless the approval is appealed to the Planning Commission by 5:00 PM on Monday, September 11, 2023. In accordance with Section 18.84.050 of the Development Code, the Zoning Clearance and Certificate of Appropriateness shall be exercised within two (2) years of the effective date of approval, and the project shall be completed within four (4) years after the effective date of approval. Otherwise, the approval shall become null and void unless an extension of time is granted by the Community Development Director, in compliance with Section 18.84.055 (Time Extensions). The permit shall not be deemed exercised until the permittee has obtained all necessary Building Permits and diligently pursued construction or has actually commenced the allowed use on the subject property in compliance with the conditions of approval, for uses that do not require a Building Permit. Diligent pursuit shall require, at a minimum, the completion of the installation of the foundation(s) for all structure(s) on the property. **(Planning Division)**
4. Any fees due to the Town of Truckee for processing this project shall be paid to the Town within thirty (30) calendar days of issuance of a final invoice. Failure to pay such outstanding fees within the time specified shall invalidate any approval or conditional approval granted by this action. No permits, site work, or other actions authorized by

this determination shall be permitted, authorized, or commenced until all outstanding fees are paid to the Town. **(Planning Division)**

5. The applicant shall defend, indemnify and hold harmless the Town and its agents, officers and employees from any claim, action or proceeding against the Town to attack, set aside, void or annul the approval of the Town Council, which action is brought within the time period provided for by State law. **(Planning Division, Town Attorney)**
6. Prior to commencement of any work on the site, the applicant shall obtain building permit(s) for all work on the building(s) and site. Complete building plans and engineering in accordance with the current Town Building Code will be required for all structures. The building plans shall include details and elevations for all State of California, Title 24, and accessibility regulations. Please contact the Building Division at (530) 582-7821 to determine what permits are required. **(Building Division)**
7. Prior to issuance of grading or building permits, the applicant shall provide a copy of a signed legal agreement with the adjacent property owner to the east (APN 019-130-052-000) regarding construction of the improvements along the shared parcel line and potential disturbance of the adjoining property during construction. **(Planning Division)**
8. Prior to building permit issuance, the applicant shall demonstrate compliance with all conditions and requirements of the following agencies to the satisfaction of the Community Development Director:
  - Town of Truckee Building Division
  - Town of Truckee Engineering Division
  - Truckee Donner Public Utility District (TDPUD)
  - Truckee Fire Protection District (TFPD)
  - Truckee Sanitary District (TSD)
  - Tahoe-Truckee Sanitation Agency (T-TSA)
  - Tahoe Truckee Sierra Disposal (TTSD) **(Planning Division)**
9. **Construction Hours:** Hours of operation of construction activities shall be limited to Monday through Saturday from 7:00 AM and 9:00 PM and Sunday and any federally designated holidays from 9:00 AM and 6:00 PM, unless the Community Development Director authorizes an extension of the time limitations based on the finding that the noise levels from the construction activities will not negatively affect the residential uses in the surrounding area. If a noise complaint is received after the construction time limits are extended, the Community Development Director has the ability to render the extended time limits null and void and the applicant shall revert to the aforementioned hours of operation time limitations. Interior construction activities may occur after these hours if such activities will not result in exterior noise audible at property lines. Improvement, grading, and building plans shall note these limited hours of construction **(Planning Division)**
10. A detailed rehabilitation plan is required to be reviewed and approved by the Community Development Director prior to building permit issuance. The restoration plan shall include details on how the historic structure will be relocated 11'-6" to the south and raised by approximately two feet without dilapidation. Details regarding how siding materials will be preserved or repurposed shall also be included. The plan shall focus on the direction provided in the Secretary of Interior's Standards for the



Preservation of Historic Buildings, using an “if/then” approach to the rehabilitation (i.e., the first step is exploration, with consultation with staff on whatever is discovered; the second step is to salvage materials, again working with staff to identify and tag the materials that will be reused; and the final step is duplication of any materials that cannot be salvaged, again in coordination with staff). **(Planning Division)**

11. Cultural Resources: In the event that archaeological or cultural resources are discovered during any construction, all construction activities shall cease within 200 feet of the find unless a lesser distance is approved by the Community Development Director, and the Community Development Department shall be notified so that the extent and location of discovered materials may be recorded in a written report prepared by a qualified archaeologist, and disposition of discovered materials may occur in compliance with State and Federal law. Construction shall not recommence until the Director authorizes construction to begin. **(Development Code Section 18.30.040)**
12. Cultural Resources: If human remains are encountered during construction, the County Coroner shall be notified. If the remains are determined to be Native American, the Coroner has 24 hours to notify the Native American Heritage Commission of the findings. **(Development Code Section 18.30.040)**
13. A survey stamped by a licensed surveyor will be required prior to building permit issuance to verify the location of the existing structures and property lines. **(Planning Division)**
14. The applicant shall work with staff on modifications to the design. Revised plans are required to be reviewed and approved prior to building permit submittal, confirmed prior to building permit issuance, and the exterior modifications shall be inspected for consistency with these conditions of approval prior to final. The Community Development Director has the discretion to require HPAC review if proposed changes are considered substantial or the Director requests additional input. The following design changes are required:
  - a. Roof: Metal roofing along the roof skirt is only permitted on the historic portion of the structure. The nonhistoric portion of the structure shall be wholly composition shingles. No snow fencing is approved.
  - b. Railings: Metal components are prohibited on the porch and ramp railings. The historic porch railing is approved to have additional balusters and height to ensure compliance with the building code. Wood components that are slightly different from the historic components shall be used to meet building code requirements. The ADA ramp railing shall be re-designed to be made wholly of wood. The railing at the entry of the ADA ramp on the north side shall match the rest of the ramp railing.
  - c. Natural gas may be plumbed to the front patio area, but installation of a firepit is not approved at this time.
  - d. The electrical meter shed must be concealed with a cover that matches the siding on the building elevation which it is located.
  - e. The trash enclosure shall be redesigned to better match the siding of the rear

of the structure. Exposed steel screening is not approved for the trash enclosure. The design of the additional enclosure for the recycle bins as required by Condition of Approval No. 18 shall be incorporated into this redesign.

- f. The proposed “linguini” bicycle rack is not approved. The applicant shall propose a bicycle rack consistent with the existing racks in Brickelltown.  
**(Planning Division)**
15. *Building Permits:* The applicant shall contact the Building Division at (530) 582-7821 to obtain the necessary building permits prior to beginning any work on the building modifications.
16. No signage is approved as part of this project. Any signage proposed in the future shall require review of a Sign Plan application, consistent with the Development Code requirements for signs. **(Planning Division)**
17. All solid waste, recycling materials, and organic waste shall be disposed of in compliance with local requirements and State law. The project shall comply with all Tahoe Truckee Sierra Disposal (TTSD) requirements. All solid waste, recycling materials, and organic waste areas will be well-maintained. Any leakage or excess materials shall be mitigated in a timely manner and will be the responsibility of the applicant or property owner. All containers must be stored behind screening.  
**(Planning Division, Solid Waste Division)**
18. Per Town of Truckee Municipal Code Chapter 6, trash and recycling services are required, as well as enclosures to screen all collection containers. Please show in your plans the storage area for recycling containers. Two 96-gallon carts recommended, each requiring 2.5'x2.5' footprint. See enclosure design guide for more information. Please note that wheeled carts need to be wheeled to the edge of the street for collection. **(Solid Waste Division)**
19. The project, as proposed, would be required to provide 16 parking spaces under the provisions of Chapter 18.48 (Parking and Loading Standards). This total includes the office building at the rear of the parcel. The project proposes four parking spaces, with a net loss of 12 parking spaces. Pursuant to AB2097 (2022), no minimum parking requirements are required for the project. Please be advised that the net loss of parking spaces will make it difficult for employees or guests to gain access to the businesses on site. Note that the employees of this project may not have access to the Town of Truckee employee parking program due to capacity limitations.
20. The number of bike parking spaces shall comply with Development Code Section 18.48.090 (Bicycle Parking and Support Facilities). For non-residential projects, the minimum number of bicycle parking spaces required is 15% of the parking demand for the project or three bicycle parking spaces, whichever is greater. Based on the parking demand calculations for the project of 16 parking spaces, a minimum of 3 bicycle parking spaces is required. The Planning Division shall verify that the project provides the required number of secure bicycle parking spaces or storage prior to building permit issuance. The dimensions, location, and design of the bicycle parking shall be in compliance with Development Code Section 18.48.090 (Bicycle Parking and Support Facilities). **(Planning Division)**

21. Prior to final certificate of occupancy, the bicycle parking spaces shall be installed. Each bicycle parking space shall include a stationary parking device, mounted to the ground to adequately support the bicycle. Each bicycle space shall be a minimum of two feet in width and six feet in length and have a minimum of seven feet of overhead clearance; shall be conveniently located and generally within proximity to the main entrance of a structure; and be separated from motor vehicle parking spaces or aisles by a fence, wall or curb, or by at least five feet of open area, marked to prohibit motor vehicle parking. **(Planning Division)**

### **Engineering Division**

22. The Stormwater Quality Plan shall be modified to revise the use of site design measures for Disconnected Impervious Areas, please reference the FAQ sheet requirements for use in these areas. Disconnected Impervious Areas shall only be used in established natural vegetated areas. The calculations and areas shown for site design measures shall be revised for review. The drip line trenches extents shall also be clarified. **(Engineering Division)**
23. Snow Storage Plan: Prior to issuance of any grading permit, building permit, and/or improvements plans, the developer shall submit a final snow storage plan for approval by the Town Engineer to meet the standards of Development Code Section 18.30.130 (Snow Storage). Snow storage equal to 50% of the area of the paved parking and circulation area is required. The snow storage areas shown on the approved plans shall be modified to meet the sizing and location requirements in the Development Code. The areas located to the east side of the property behind the buildings or patio do not meet the requirements for snow storage areas. Snow storage areas need to be accessible from the parking lot/drive aisle with snow blowers/plows. Snow storage areas cannot be located in areas with trees/vertical obstructions or site design measures. Calculations and areas shown for snow storage shall be revised for review. **(Engineering Division)**
24. Prior to building (grading) permit issuance, the project proponents shall submit improvement plans stamped by a licensed civil engineer to the satisfaction of the Town Engineer for all work both in and out of the proposed public right-of way, easements and private roadways. **(Engineering Division)**
25. The plans shall be prepared in accordance with the Town of Truckee Public Improvement and Engineering Standards dated May 2003; shall comply with the design standards identified in Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004, such as hydro-modification requirements, or the most current Phase 2 Municipal Separate Storm Sewer System (MS4) Permit; and shall comply with the Statewide Construction General Permit No. 2009-009-DWQ or most current permit. The plans at a minimum shall incorporate proposed grades, drainage, driveway design and erosion control; and incorporate cost estimates for all work to be performed. **(Engineering Division)**
26. This property is part of the Brickelltown Community Facilities District, which provides the maintenance and snow removal of the sidewalks, landscaping, and lighting within the district. The proposed development is changing the use of the building from residential to commercial. The change in use and the increase in the size of the building increases the annual cost of the special tax. The special tax is updated

annually in the spring and will be updated when the building permit is issued. The special tax is based on the square footage of the commercial buildings and the square footage of the sidewalk adjacent to the property. The new commercial building estimated at 2,736 sf was used for the increase in the special tax calculation. The estimated increase for this property is approximately \$1,548. The actual special tax will be based upon the latest amount adopted by the Town Council in effect at the time of building permit issuance. **(Engineering Division)**

27. Said improvement plans shall be accompanied by appropriate plan check fees to be calculated by the Town Engineer at the time of plan approval. Public improvement plan check fees and inspection fees are calculated using the estimated construction costs. The plan check fee is equal to the following formula based upon the estimated construction costs:
  - 5% of valuation from \$0 to \$50,000
  - 3% of valuation from \$50,000 to \$250,000
  - 1% of valuation above \$250,000
  - The inspection fee, due prior to start of construction, is equal to the following formula based upon the estimated construction costs:
    - 6% of valuation from \$0 to \$50,000
    - 4% of valuation from \$50,000 to \$250,000
    - 1.5% of valuation above \$250,000 **(Engineering Division)**
28. Prior to building (grading) permit issuance the project proponents shall provide identification of all existing drainage on the property and adjacent properties, which may affect this project. This identification shall show discharge points on all downstream properties as well as drainage courses before and after the proposed development for the 10-year and 100-year flows. **(Engineering Division)**
29. Prior to building (grading) permit issuance, the applicant shall provide an erosion control plan and storm water quality plan, per the requirements of the Town of Truckee for review and approval that shows temporary construction BMPs and permanent on-site treatment of the 85th percentile, 24-hour storm. The plan shall provide details for the proposed project stormwater collection and treatment including the safe release of overflow. If snow storage is proposed in areas of stormwater treatment, then the features should be properly sized for the capacity of both functions. If the project is expanding an existing site and the new impervious area is more than 50% of the existing impervious surface, project shall treat all existing and proposed impervious areas. **(Engineering Division)**
30. Prior to building Certificate of Occupancy, the applicant shall submit a Best Management Practice (BMP) operation and maintenance plan to the Town Engineer for review and approval. Recordation of the operation and maintenance plan for permanent structural treatment control BMPs installed by the project will be required depending on the type of permanent BMP proposed. The property owner shall submit yearly BMP operation and maintenance certifications to the Engineering Division according to the Water Quality Order No. 2013-0001-DWQ NPDES General Permit No. CAS000004 or the most current Phase 2 Municipal Separate Storm Sewer System (MS4) Permit. **(Engineering Division)**

31. Prior to building permit issuance, the applicant shall pay Traffic Impact Fees and Facilities Impact Fees applicable at the time of building permit review/issuance. The actual Impact Fees will be based upon the latest fee schedule adopted by the Town Council in effect at the time of building permit issuance. Based on actual use of the tenant spaces, additional fees may be required at subsequent permit issuances (i.e. going from “Residential” to additional “General Office” as part of Permit). **(Engineering Division)**
32. Structures shall be designed such that snow will not shed into pedestrian areas, onto parked vehicles, or onto adjacent private and/or public property. **(Engineering Division)**
33. Prior to building permit issuance, provide a snow removal/storage plan for approval by Town Engineer that shows snow storage calculations (50% of impervious area), locations, and how snow will be put in those locations. Snow storage locations should be easily accessible (i.e. no curbs) and should not encroach into drainage easements. Alternative methods for snow storage may be utilized, such as a snow off haul plan to an approved location and/or hydronic heating if approved by the Town Engineer. Provide snow storage as close to the source as possible. **(Engineering Division)**
34. Prior to building (grading) permit issuance, approvals from individual utility providers impacted by the development shall be obtained and copies of approvals shall be provided to the Town Engineer to ensure there are no objections by affected utilities and that the project proponents are coordinating improvements. **(Engineering Division)**

#### **Other Agencies**

35. The project shall comply with all requirements of the Truckee Fire Protection District, including, but not limited to the following:
  - a. Fire sprinklers shall be required.
  - b. The Fire District routinely adopts and amends the California Fire Code. New developments are required to comply with the locally adopted and amended fire code that is in effect at the time the project is permitted. Complete plans must be submitted to the Fire District for review and approval Plan Review — Truckee Fire Protection District (<https://www.truckeefire.org/plan-review>). The developer will be responsible for plan review fees for both in house plan reviews as well as third party plan reviews conducted to ensure compliance with the locally adopted fire code. The developer is required to comply with the Fire District’s interpretation of the fire code as the authority having jurisdiction. Some typical interpretations include: providing Knox key box access for building control rooms and gates, providing markers, snow removal, and vehicle impact protection for fire hydrants, providing and maintaining pre-fire safety plans for Fire District use and, limiting vertical combustible construction prior to completion of an emergency water supply. **(Truckee Fire Protection District)**
  - c. The Fire District has adopted a capital facilities mitigation program that applies to new developments. The developer will be required to pay fire mitigation fees at the appropriate rate when the project is permitted. **(Truckee Fire Protection District)**



- d. The developer is required to comply with the Fire District's currently adopted defensible space ordinance throughout the life of the project. The Zone 0 "ignition resistant zone" will be in effect after January 1st 2023 for new construction and January 1st 2024 for existing construction. A vegetation management plan that addresses the creation and continued maintenance of defensible space around the project area will be required. **(Truckee Fire Protection District)**
  - e. Inspections can be scheduled at Inspections - Truckee Fire Protection District (<https://www.truckeefire.org/inspections-2>) **(Truckee Fire Protection District)**
  - f. Sprinkler plans (for the structures) can be submitted as a deferred submittal to EFS (<http://engineeredfiresystems.com/>). **Truckee Fire Protection District)**
  - g. The development is located inside the Town of Truckee's boundaries which have been identified as a very high fire hazard severity zone. As such Title 14 requirements apply and would have additional requirements for ingress and egress requirements. Cal Fire would be the subject matter expert on this interpretation and implementation. **(Truckee Fire Protection District)**
36. The applicant shall comply with all requirements of the Truckee Donner Public Utility District including, but not limited to, the following:
- a. The Owner/Developer will be required to comply with District rules and regulations for the proposed project. An agreement for the modification of facilities will be necessary. The detailed scope of work and the associated costs will be determined based on the District's review of the completed development application and supporting documentation. **(TDPUD Electric Department)**
  - b. With the proposed use conversion, the property would be billed for water service under the District's commercial rate schedule. **(TDPUD Water Department)**
  - c. If the installation of fire sprinklers is required, modifications to the existing service lateral and/or meter box serving the property will be required. **(TDPUD Water Department)**