



Town Council Meeting Minutes

February 25, 2025, 5:00 PM

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

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, Mayor Zabriskie.

Staff Present: Carmen Lopez, Program Analyst; Erin Brewster, Sustainability Program Manager; Kelly Carpenter, Town Clerk; Sarah Ring, Deputy Town Clerk; Chris Hardy, Chief Information Security and Technology Officer; Hilary Hobbs, Assistant to the Town Manager; Jen Callaway, Town Manager; Jenna Gatto, Town Planner; Lisa Madden, Lieutenant; Yumie Dahn, Principal Planner; Rosie Johnson, Program Analyst I; Mike Carr, Short Term Rental Code Compliance Officer; Kerry Taber, Code Compliance Officer; Aldana Fernandez, Administrative Technician; Mary Delgadillo, Administrative Technician; Chantal Birnberg, Associate Planner; Becky Bucar, Engineering Manager; James Blattler, Emergency Services Manager; Carlos Gomez, Police Officer; Jason Canum, Police Officer, and Jason Tesler, Police Officer.

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

4. **Public Comment**:

Written comment received from: Mike Schwartz, Tom Shields, Jeff Shellito, and Allan Crawford.

Verbal comment received from: Jesse Griffin, Mike Schwartz, and Charles Willett.

5. **Presentations**

5.1 New Employee Introductions.

Rosie Johnson, Short Term Rental Administrative Analyst I; introduced Mike Carr, Code Compliance Officer, Short Term Rental Division; Sarah Ring, Deputy Town Clerk, introduced Mary Delgadillo, Administrative Technician; and Lisa Madden, Lieutenant, introduced Jason Tesler, Police Officer.

5.2 CAL FIRE Recommended Fire Hazard Severity Zone Update Presentation.

James Blattler, Emergency Services Manager, presented from the staff report (presentation on file with Town Clerk).

CAL FIRE played the Fire Hazard Severity Zone Update (FHSZ) video for Council (video on file with Town Clerk).

Steve Kessman, Fire Marshal, and Eric Horntvedt, Wildfire Prevention Manager, Truckee Fire Protection District, present for questions.

5.3 Jen Callaway, Town Manager, presented the Town Manager Report.

6. Consent Calendar

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

- 6.1 Approved the Minutes of January 28, 2025, Regular Town Council Meeting and February 11, 2025, Town Council Workshop.
- 6.2 (1) Adopted Ordinance 2025-01 amending the Truckee Municipal Code, Title 18 Development Code, to add Chapter 18.217 relating to By Right Housing, and (2) Determined the amendments exempt from the California Environmental Quality Act (CEQA) under Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of Title 14 of the California Code of Regulations
- 6.3 Authorized the Public Works Director/Town Engineer to file the Notice of Completion with the Nevada County Recorder for the West River Street Park Project, C1817.
- 6.4 Accepted the Treasurer's report for the quarter ended December 31, 2024.
- 6.5 Authorized the Town Manager to enter into a settlement agreement in the amount of \$30,000 in the matter of Dreyer v. Town of Truckee.

The Consent Calendar carried with the following vote:

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

Noes: None.

Absent: None.

Abstained: None.

The motion passed unanimously.

7. Discussion Items

7.1 Conduit Financing for the Pacific Crest Commons Project.

Recommended Action: That Council: 1) Conduct the public hearing under the requirements of Tax and Equity Fiscal Responsibility Act and the Internal Revenue Code of 1986, as amended; 2) Adopt Resolution 2025-14 approving the issuance of tax-exempt revenue bonds in an aggregate principal amount not to exceed \$35,000,000 by the California Municipal Finance Authority for the financing of the Pacific Crest Commons project; and 3) Designate all bond issuance fees granted to the Town, estimated at \$13,950, to the Town's Housing Designation.

Hilary Hobbs, Assistant to the Town Manager, presented from the staff report with Shalan Rodriguez SMR Development (participating via Zoom), and Travis Cooper, CMFA (present to assist with questions), (presentation on file with Town Clerk).

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 Henderson, seconded by Council Member Polivy, and adopted 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.

7.2 2024 General Plan Implementation - Ordinance 2025-02, Development Code Amendments (Mixed-Use Zoning Districts and Clean-Up Amendments), Zoning Map Amendments, and Amendments to Zoning District Names and Abbreviations; and Resolution 2025-10, General Plan Land Use Diagram and Roadway Noise Contours Diagram Clean-Up Amendments.

Recommended Action: That Council: 1) Conduct a public hearing and take the following actions: Introduce Ordinance 2025-02 an ordinance of the Town of Truckee Amending the Truckee Municipal Code, Title 18 Development Code and Zoning Map, in support of the 2040 General Plan, including updates to Mixed-Use Zoning Districts (Chapter 18.14), clean-up amendments, revisions to zoning district names and abbreviations, and amendments to the Town's zoning maps: 2) Adopt Resolution 2025-10 to approve clean-up amendments to the General Plan Land Use Diagram (Figure LU-2) and Roadway Noise Contours Diagram (Figure SN-8); and 3) Determine the amendments exempt from the California Environmental Quality Act (CEQA) under Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3), as they do not constitute a "project" and will not result in significant environmental impacts.

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

Council Discussion:

Major Topic #1

- Corridor Mixed Use (CMU)
 - Remove the residential requirement for CMU.
 - Allow three-quarters residential / one-quarter commercial floor area.
 - ~~○ Single use is allowed unless the building is in excess of 10,000 square feet.~~

Mayor Zabriskie adjourned for a recess at 7:24 p.m.

Mayor Zabriskie reconvened the meeting at 7:36 p.m.

Mayor Zabriskie opened the item for public comment.

Written comment received from: David Van Beek, Gavin Ball, Steve Morris, and Sven Klovstad.

Verbal comment received from: Bill Greeno, Steve Morris, Jean McCarthy, Dylan Crosby, and David Van Beek.

Mayor Zabriskie closed public comment.

~~Continued Discussion on Major Topic #1~~

- ~~○ Remove the minimum square footage requirement.~~

Major Topic #2

- Neighborhood Mixed Use (NMU)
 - Bifurcation:
 - Split off NMU into two zoning districts (-R) for residential and (-C) for existing commercial development.
 - Everything designated for NMU – if it is an existing residential parcel, it can either redevelop to add commercial by the applicable zoning district depending on the site, or they can also do a residential redevelopment.
 - Treat the two districts independently.

- ~~Allow~~ **Require at least 50% commercial floor area for commercial zoned parcels.**
 - ~~Single use is allowed unless the building is in excess of 10,000 square feet.~~
 - Do not support the additional use definition: Handcraft Industry Small Scale manufacturing.
 - Office support services can be allowed.
- Staff proposed continuing the discussion to a date and time uncertain with amendments proposed today with the option to continue discussion on other items related to clean-up amendments.

Major Topic #3

- Minimum commercial Requirements for CMU and NMU discussion - continued.

Major Topic #4

- Zoning District Names – continued.

Major Topic #5

- General Plan Amendments – continued.

Council Direction:

Continue the discussion to date and time uncertain.

Mayor Zabriskie adjourned the meeting at 9:05 p.m.

Mayor Zabriskie reconvened the meeting at 9:13 p.m.

7.3 Study Session on the Draft Existing Building Decarbonization Roadmap.

Recommended Action: That Council provide input on the draft Existing Building Decarbonization Roadmap and direct staff to develop a final Existing Building Decarbonization Roadmap for Town Council consideration.

Erin Brewster, Sustainability Program Manager, and Carmen Lopez, Program Analyst I, presented from the staff report (presentation on file with Town Clerk).

Council Direction:

Add measures into the Roadmap, lean into the Town's partners; contemplate all the programs already offered by the state and others; provide a big push toward weatherization, electrification, education and outreach efforts; and ask for feedback from Contractor's Association of Truckee Tahoe.

Mayor Zabriskie opened the item for public comment.

Written comment received from: Barney Dewey, Blake Herrschaft, Ed Vento, and Matt Tucker.

Verbal comment received from: Barney Dewey and Deirdre Henderson.

Mayor Zabriskie closed public comment.

8. Council Reports

Vice Mayor Klovstad

- Attended the police scenario training with Truckee Police Department.
- Attended the Airport, Airport Community Team (ACT) Meeting.
- Watched Cindy Gustofson's live meeting regarding busses.

Mayor Zabriskie

- Attended multiple meetings regarding the homeless topic.
- Attended the Mayor Manager's Breakfast meeting.
- Attended the Community Economic Vitality Action Team (CEVAT) meeting.
- Attended a meeting to discuss Park City.

Council Member Polivy

- Attended a Visit Truckee Tahoe Board Meeting.
- Attended a meeting with Jessica Penman.
- Attended a scenario training with Truckee Police Department.

Council Member Romack

- Attended the Council Retreat.
- Attended a meeting to discuss the pedestrian railroad crossing.

Council Member Henderson

- Council Member Henderson implored the other Council members to consider supporting her in adopting a resolution regarding the funding freeze.
 - Staff identified this topic will be brought to Council at the next meeting.
- Attended the Council Retreat.

9. Closed Session

Mayor Zabriskie opened public comment.

Seeing none, Mayor Zabriskie closed public comment.

- 9.1 Conference with Legal Counsel –** Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (One case). Initiation of litigation: pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Two cases). Conference with Real Property Negotiators: Property: 019-130-004-000; 10257 West River Street; Agency Negotiators: Jen Callaway, Town Manager; Andy Morris, Town Attorney; Denyelle Nishimori, Community Development Director; and Dan Wilkins, Town Engineer/Public Works Director; Negotiating price and terms; Government Code section 54956.8.
- Reportable Action:** Council continued both the Anticipated Litigation and Initiation of litigation items to a date and time uncertain, with no reportable action on the Real Property Negotiation item.

10. Adjournment: 10:30 p.m.

To the regular meeting of the Truckee Town Council March 11, 2025, 5:00 p.m. at Town Hall,
10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Sarah Ring, Deputy Town Clerk

Jan Zabriskie, Mayor