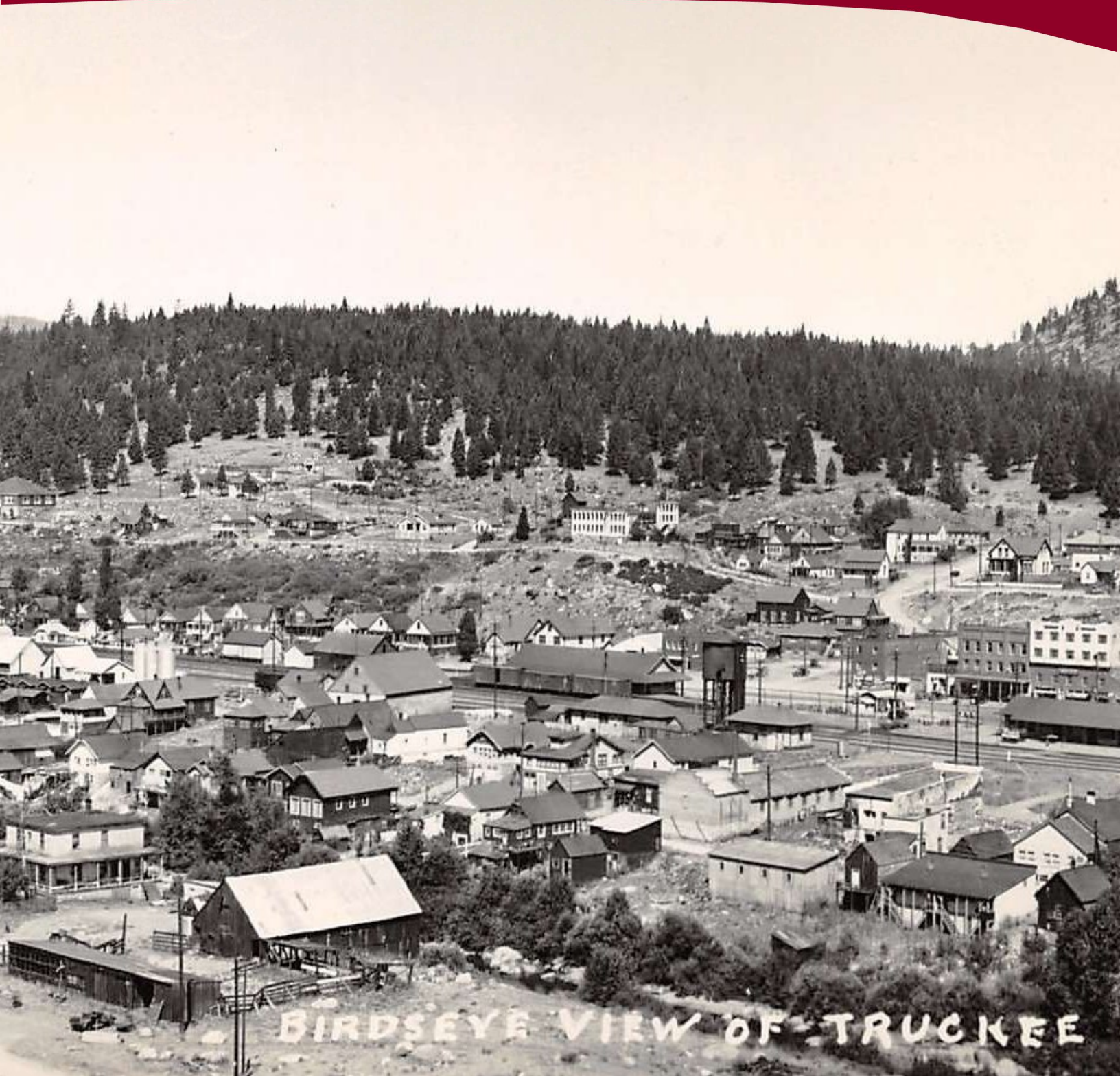


**Proposal to Complete a Reconnaissance-Level Survey of  
the Downtown Truckee Historic Preservation District  
and Update the Town's Historic Design Guidelines  
(Revised May 2026)**



**Table of Contents**

Introduction ..... 2

Project Approach ..... 2

    Task 1: Project Startup and Management ..... 2

    Task 2: Pre-Inventory Planning ..... 2

    Task 3: Conduct Reconnaissance-level Survey and Present Results..... 3

    Task 4: Conduct Background Research for Historic Design Guidelines Update ..... 3

    Task 5: Prepare Historic Design Guidelines Update and Present Recommendations ..... 4

    Task 6: Prepare and Present Draft Deliverables ..... 4

    Task 7: Prepare and Present Final Deliverables ..... 5

Project Team ..... 5

Project Schedule ..... 7

Fee Estimate..... 8

Conclusion..... 8

## INTRODUCTION

Broadbent & Associates, Inc. (Broadbent) is pleased to present this proposal to the Town of Truckee (Town) to complete a Reconnaissance-Level Survey (RLS) of the Downtown Truckee Historic Preservation Overlay District (HP District) and update the Town's Historic Preservation Design Guidelines (Design Guidelines).

Broadbent understands that a historic resources inventory was conducted for the Town by Nevada County in 1981, which led Nevada County to establish a local historic district. These efforts were followed by a 1998-99 inventory, which was completed on behalf of the Town with the intent of pursuing National Register Historic District status for the Downtown area (although the area is not yet designated as such). Following a period of public involvement, and in conjunction with the Town's Historic Preservation Program that was initiated in 2001, the Town expanded the scope of the 1998-99 inventory to identify locally significant historic resources. New criteria for identifying such resources were established, and the architectural properties in the Downtown area were reevaluated in 2003-04 based on the new directives. As a result of these efforts, the Town implemented a local rating system which still dictates the designation and treatment of properties within the HP District, as well as Design Guidelines, which are still implemented through the Truckee Downtown Specific Plan.

## PROJECT APPROACH

Broadbent understands that the Town seeks to confirm the existing conditions (i.e., rating) of the properties within the Town's HP District through an RLS and to streamline the historic design review process by updating the Town's Design Guidelines and processes. To achieve these project goals, Broadbent proposes a scope of work that includes conducting background research, fieldwork, and documentation; participating in public outreach efforts; and preparing final deliverables (i.e., an updated historic resources inventory table and updated design guidelines). The final deliverables will assist the Town in streamlining the historic design review process through prioritized, objective standards, by right incentives, updated legislative context, and updated historic property data. Special attention will be paid toward the review process and design standards for Accessory Dwelling Units (ADU) and Chinatown within the HP District, as well as prescriptive design standards for the Old Town Density Bonus Initiative. All work presented in our project plan will be managed by Broadbent staff members who meet the Secretary of the Interior's Professional Qualification Standards in architectural history and/or history.

### TASK 1: PROJECT STARTUP AND MANAGEMENT

Following contract award Broadbent will participate in a kickoff meeting with Town staff and any other stakeholders (as determined by Town staff) to discuss project details, including goals, methodology, milestones, and deliverables. Based on input from the kickoff meeting, Broadbent will submit a work plan with updated milestones and deliverable dates for the project.

Broadbent also assumes that we will participate in one meeting with Town staff per month through the duration of the project, with brief progress updates in between monthly meetings as requested. Broadbent will provide a summary of project action items via email within 24 hours of monthly meetings.

### TASK 2: PRE-INVENTORY PLANNING

The inventory efforts that were conducted on behalf of the Town between 1998 and 2004 identified approximately 235 properties that were more than 50 years old (as of 2002) within the HP District. These results are summarized in the resulting 2004 inventory report, *Town of Truckee Historic Resources and*

*Architectural Inventory (Volume 1: Project Report)* (Kautz Environmental Consultants 2004). The report contains a *Historic Resources Inventory Summary Table*, which identifies the Resource Number, Address, Character Area, Description, Local Rating, Individual National Register of Historic Places (National Register) Evaluation, and National Register District Status for each of the 235 properties. Broadbent will use this table, in conjunction with the original survey photos and current parcel data, as a baseline for our inventory planning. Broadbent will create contact sheets that contain the same fields as the original table as well as fields for current integrity and recommendations for any updates to the Rating/Category. Broadbent assumes that parameters for recommending status changes will be defined during the kickoff meeting (Task 1). Broadbent's GIS team will create a geodatabase that georeferences the data contained in the contact sheets, and which Broadbent will use during the field inventory. Broadbent will coordinate with Town staff to ensure that our geodatabase can be utilized on the Town's platform. Broadbent assumes Town staff will provide all previous survey and inventory documents from 1998-99 and 2003-04, including photographs and historic resources inventory forms.

### **TASK 3: CONDUCT RECONNAISSANCE-LEVEL SURVEY AND PRESENT RESULTS**

Broadbent will conduct an RLS of the HP District using the contact sheets and GIS data developed during the Pre-Inventory Planning phase. The survey will be conducted along streets in a systematic manner based on Character Area, covering one side of the street first then the other. At least one digital photograph will be taken of each property. The survey will also document the setting of each Character Area, including overview photographs of each Character Area, character defining features, and general integrity. Once fieldwork is complete, data will be entered into a geodatabase and submitted to Town staff in digital and PDF format for review and comment. Broadbent anticipates one round of comments from Town staff on our inventory results and recommendations.

Once Town staff have reviewed the survey data, Broadbent will present the survey results to the Town's Historic Preservation Advisory Committee (HPAC) for review and comment. Our presentation will provide a statistical analysis of the integrity of the HP District, including data on the number of Category A (Essential), Category B (Contributing), Category C (Supporting), and Category D (Nonessential) buildings in each of the Character Areas, overall changes since the 1998-2004 inventory efforts, and a list of all properties for which we recommend a change in rating/category. Our presentation will also include graphics and maps which depict this data. Broadbent anticipates presenting the results of the inventory at one HPAC meeting and addressing one round of comments on our inventory results and recommendations from the HPAC.

In addition to the HPAC meeting, Broadbent will develop an agenda and presentation for the first of two community workshops. This workshop will provide an update to the community about the RLS and will allow the public to provide input on our findings and recommendations. Broadbent will work with Town staff to develop pointed questions that will elicit feedback on priorities and challenges related to the Town's Historic Preservation goals. Broadbent assumes that Town staff will facilitate the workshop (i.e., promote the workshop on Town platforms, provide the venue for the workshop, etc.). Any changes that result from the HPAC review and the public workshop will be incorporated into our recommendations for updating the Design Guidelines (Task 5), for which the HPAC and Town staff will also have the opportunity to provide comments.

### **TASK 4: CONDUCT BACKGROUND RESEARCH FOR HISTORIC DESIGN GUIDELINES UPDATE**

Broadbent will conduct background research of existing legislation that may have an effect on the Town's historic preservation program, including the California Housing Accountability Act (HAA; as amended 2024), to fully understand the legislative context for the Town's Development Code Chapter 18.26 and

Downtown Specific Plan Historic Preservation Overlay District Design Guidelines. This effort will identify any contradictions between the existing legislation and the Town's Historic Design Review (HDR) process and Design Guidelines and will assist with defining the overall priorities for updates to same. Broadbent will also review model design guidelines and design review fees from towns of a similar size and with similar historic resources to determine if the Town's processes are in line with best practices. Finally, Broadbent will review select prior HDR applications for new construction within the HP District, including infill and additions, with special attention paid to how these applications were reviewed and what action was taken by the HPAC and/or the Town Council. Broadbent assumes Town staff will provide representative HDR applications and meeting minutes for this task.

#### **TASK 5: PREPARE HISTORIC DESIGN GUIDELINES UPDATE AND PRESENT RECOMMENDATIONS**

Broadbent will compile the RLS results and all background research findings to prepare detailed recommendations updating the Design Guidelines for Town staff's consideration. A summary of the methodology used to prepare the recommendations, including RLS results and research findings, and of the Town's goals and objectives for this effort, will be included in the recommendations. Recommendations will focus on strengthening certain design guidelines based on Broadbent's evaluation of existing guidelines, physical results of the existing, less prescriptive guidelines using the RLS results, and discussions with staff; and on methods for streamlining the review process through updated processes and incentives. Complete revised Design Guidelines and any recommended text amendments to existing regulatory documents will be included in the deliverables. Broadbent assumes deliverables for this task will be submitted as text only for the Town's use in preparing final, formatted documents. Broadbent anticipates one round of comments from Town staff on our recommendations for updating the Design Guidelines.

As part of this task, Broadbent will develop an agenda and presentation for the second of two community workshops. This workshop will give the community an opportunity to provide input on the Towns' current guidelines and our recommended updates. Broadbent will work with Town staff to develop pointed questions that will elicit feedback on the way that community members perceive, experience, and interact with the current historic design guidelines and the historic design review process. Broadbent assumes that Town staff will facilitate the workshop (i.e., promote the workshop on Town platforms, provide the venue for the workshop, etc.).

After the second workshop, Broadbent will present the updated design guidelines to the Town's HPAC for review and comment. Our presentation will provide a summary of the RLS (including revisions based on input received from Town staff, the community, and the HPAC during Task 3) as well as a summary of our recommended updates to the Design Guidelines. Broadbent anticipates presenting the updated Design Guidelines at one HPAC meeting and addressing one round of comments on our recommendations from the HPAC. Any changes that result from HPAC review will be incorporated into the draft deliverables (Task 6). Any changes that result from the HPAC review and the second public workshop will be incorporated into the draft deliverables (Task 6), for which the HPAC and Town staff will also have the opportunity to provide comments.

#### **TASK 6: PREPARE AND PRESENT DRAFT DELIVERABLES**

Incorporating the changes requested by Town staff, the HPAC, and the community during previous tasks, Broadbent will prepare the following draft deliverables:

- One summary report which contains sections that summarize the purpose of the project and its geographic boundaries; the regulatory context of the project; our fieldwork, background research,

and public engagement methods; survey results; recommendations; a bibliography; and all accompanying maps, images, photographs, tables, and spreadsheets.

- One *Historic Resources Inventory Summary Table* that reflects the results of the RLS, including at least one photograph of each resource, and updated ratings/categories. The table will be supplied as a geodatabase and in PDF form.
- Complete, revised Design Guidelines and any recommended text amendments to existing regulatory documents.

Once Town staff have reviewed our draft deliverables, Broadbent will present them to the Town's HPAC for final review and comment. Broadbent assumes that, considering the previous reviews by Town Staff and HPAC, comments from Town staff and the HPAC on the draft deliverables will be minimal.

#### **TASK 7: PREPARE AND PRESENT FINAL DELIVERABLES**

Following approval from the HPAC and recommended action from Town staff, Broadbent will present the deliverables described above at one Town Council Meeting. Formal acceptance of these final deliverables will indicate the completion of the project.

#### **PROJECT TEAM**

Broadbent has a permanent staff of nine cultural resources specialists located throughout the western United States. Key personnel assigned to this project will include Ms. Lauren King, M.A., RPA as Project Manager and Historian; Ms. Courtney Mooney, M.S., AICP as Senior Architectural Historian; Ms. Margo Memmott, M.A., RPA, as Cultural Resources Division Manager; and Mr. Jeramie Memmott, as Senior Scientist/GIS Manager. Additional qualified Broadbent personnel will be assigned to the project as necessary. Summaries of our key personnel experience and qualifications are provided below.

##### **Lauren King, M.S., RPA | Project Manager | Historian**

Lauren King has seven years of experience in documenting, evaluating, and advancing the preservation of historic landscapes, over five of which are with Broadbent. Ms. King meets the SOI Professional Qualification Standards for Architectural History, History, and Archaeology. Ms. King has served as project manager for a variety of district-wide documentation and evaluation projects, including architectural reconnaissance surveys of the downtown commercial corridor of Yerington and a roughly 1,100 parcel project area in Las Vegas. Ms. King also conducted a reconnaissance survey of the mid-20th century motel property type in Reno and Sparks, for which she drafted a Multiple Property Documentation form that outlined the historical context for motels in Reno and Sparks and presented registration requirements for listing this property type to the National Register. Using a variety of historic and archival data, Ms. King has developed historical context reports for a variety of districts and property types, including the first public housing project constructed by the Las Vegas Housing Authority (Marble Manor); dozens of subdivisions throughout Reno, Las Vegas, and Lake Tahoe; the Nevada State Hospital; and extensive mining complexes like the Three Kids Mine in Henderson, Nevada. As the former Executive Director for the Historic Reno Preservation Society, a non-profit organization dedicated to education, advocacy, and leadership in the field of Historic Preservation, Ms. King is experienced in facilitating community collaboration in preservation initiatives. Ms. King recently prepared a National Register nomination in support of the National Park Service Underrepresented Communities initiative for the City of Las Vegas.

Ms. King will serve as project manager, overseeing project milestones, deliverables, and budget, and acting as Broadbent's point of contact. Ms. King will lead the RLS effort, managing the survey and in-person research efforts, and overseeing the preparation of all RLS deliverables. Ms. King is located in Broadbent's Reno, Nevada office.

**Courtney Mooney, M.S., AICP | Senior Architectural Historian**

As the project manager and lead architectural historian, Courtney Mooney will oversee and/or participate in all research, fieldwork, and reporting for the project. Courtney is an architectural historian with more than 26 years of public and private sector experience in the historic preservation, urban planning, and architecture fields. Courtney has been employed in the private sector as an architectural historian for over eight years. Prior to this, Courtney served as the Urban Design Coordinator and Historic Preservation Officer for the City of Las Vegas, Nevada for 14 years where she supervised the urban design, historic preservation, and sustainability team and staffed the Historic Preservation Commission.

Courtney has extensive experience conducting historic resource surveys and inventories; preparing National Register nominations; preparing documents in compliance with Sections 106 and 110 of the National Historic Preservation Act (NHPA); and evaluating work on historic resources for compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Courtney meets the Secretary of the Interior's (SOI) Professional Qualifications Standards for Architectural History and History and is a member of the American Institute of Certified Planners (AICP) in good standing. Between 2021 and 2024, Courtney served on the Nevada Board of Museums and History as architectural historian. Courtney also volunteers on the boards of the Western Chapter Association for Preservation Technology and Friends of the Gem Theater, a historic theater located in Pioche, Nevada.

Ms. Mooney will serve as lead architectural historian for this project and will lead the effort to update the Town's Historic Design Guidelines. Ms. Mooney is located in Broadbent's Phoenix, Arizona office.

**Margo Memmott, M.A., RPA | Cultural Resources Division Manager**

Margo Memmott is Broadbent's Cultural Resources Division Manager, with 28 years of professional experience conducting archaeological and cultural resource management (CRM) investigations, with a specific emphasis in California, Utah, and Nevada. She holds a B.A. in Anthropology from Utah State University and an M.A. in Anthropology from the University of Nevada, Reno. Ms. Memmott is a Registered Professional Archaeologist (RPA) and she meets the SOI Professional Qualifications Standards for Archaeology, Architectural History, and History. Her professional experience includes participating in hundreds of CRM and historic preservation projects as either a Principal Investigator or Field Supervisor. This experience includes archaeological inventories; historic context development, data recovery and mitigation projects; and architectural inventories. Her master's thesis addressed the history and archaeology of Piper's Opera House in the historic mining community of Virginia City, Nevada.

As the Cultural Resources Division Manager, Ms. Memmott will oversee all project tasks and will provide quality assurance on all project deliverables. Ms. Memmott is located in Broadbent's Reno, Nevada office.

**Jeramie Memmott | GIS Specialist**

As Broadbent's geographic information systems (GIS) specialist, Jeramie Memmott will manage all spatial data for the project. Mr. Memmott has 18 years of experience in managing data, drafting maps, and preparing spatial analyses. For the past 9 years, Mr. Memmott has supported Broadbent's CRM team by preparing report maps, creating customized forms for field GPS data collection, and creating databases

for cataloging cultural artifacts. Mr. Memmott has also performed GIS analyses to report spatial data associated with points of interest, converting spatial data from numerous sources to facilitate upload to geodatabases, and compiling spatial data for use in stakeholder decision-making. Mr. Memmott is skilled in utilizing historical data like Sanborn Fire Insurance maps and General Land Office records to conduct spatial analyses of historic landscapes. In collaboration with the CRM team, Mr. Memmott has successfully used ArcGIS and similar digital mapping tools to create cultural sensitivity maps and electronic databases of historic resources, districts, and landscapes. The resulting products have been used as planning and scoping tools for development projects as well as the basis for local preservation efforts, publications, and museum displays.

Mr. Memmott will serve as lead GIS analyst, collecting and managing all property data pertaining to the project. Mr. Memmott is located in Broadbent’s Reno, Nevada office.

**Additional Support Staff**

Broadbent’s GIS professionals are adept at processing GPS spatial data to produce high quality graphics that clearly illustrate the project area and project recommendations. The GIS/Graphics Production Team uses ArcGIS Pro 3.3 to warehouse the spatial and attribute data which form the basis of all graphics. Broadbent’s data is housed on secure servers and incorporates universal metadata standards for ease of client access for future projects.

Broadbent also has numerous support specialists that will handle all project administrative needs for this project. These staff will assist on an as-needed basis preparing invoices and arranging logistics.

**PROJECT SCHEDULE**

Broadbent proposes the following schedule for completing the tasks described in our project approach. Broadbent expects this schedule will be updated and finalized following the kickoff meeting.

*Table 1: Proposed Project Schedule*

<b>Task</b>	<b>Task Description</b>	<b>Approximate Duration</b>	<b>Expected Completion Date</b>
N/A	Contract Award	1 day	June 1, 2026
Task 1	Participate in Kickoff Meeting	1 day	June 12, 2026
Task 1	Submit Work Plan	1 day	June 19, 2026
Task 2	Conduct Pre-Inventory Planning	30 days	July 17, 2026
Task 3	Conduct Architectural Inventory	5 days	July 24, 2026
Task 3	Process Inventory Results	45 days	September 11, 2026
Task 3	Incorporate Staff comments into Inventory Results	15 days	September 25, 2026
Task 3	Present Inventory Results to HPAC	1 day	October 14, 2026
Task 3	Participate in public workshop	1 day	October 2026
Task 4	Conduct Background Research for Update to Historic Design Guidelines	30 days	July 31, 2026
Task 5	Prepare Recommendations for Update to Historic Design Guidelines	30 days	November 6, 2026

Task	Task Description	Approximate Duration	Expected Completion Date
Task 5	Incorporate Staff comments into Design Guidelines Recommendations	15 days	November 20, 2026
Task 5	Participate in public workshop	1 day	November 2026
Task 5	Present Design Guidelines Update Recommendations to HPAC	1 day	December 9, 2026
Task 6	Prepare draft deliverables	30 days	January 8, 2027
Task 6	Present draft deliverables to HPAC	1 day	January 13, 2027
Task 7	Prepare final deliverables	15 days	January 28, 2026
Task 7	Present final deliverables to Town Council	1 day	February 9, 2027

**FEE ESTIMATE**

Broadbent’s cost estimate for completing the Scope of Work described above is **\$99,900**. Please see a breakdown of the cost estimate by task below:

*Table 2: Fee Estimate*

Task No.	Task Description	Cost Estimate
Task 1	Project Startup and Management	\$7,500
Task 2	Pre-Inventory Planning	\$7,800
Task 3	Conduct Architectural Inventory and Present Results (includes one HPAC meeting and one community workshop)	\$40,000
Task 4	Conduct Background Research for Historic Design Guidelines Update	\$8,200
Task 5	Prepare Historic Design Guidelines Update and Present Recommendations (includes one HPAC meeting and one community workshop)	\$25,000
Task 6	Prepare and Present Draft Deliverables (includes one HPAC meeting)	\$8,500
Task 7	Prepare and Present Final Deliverables (includes one Town Council meeting)	\$2,900
<b>Total</b>		<b>\$99,900</b>

**CONCLUSION**

Broadbent recognizes that the Town values its downtown Historic District and, through the Town’s Historic Preservation Program, wishes to maintain its historic character by supporting cooperation with public and private sectors to preserve historic resources, providing incentives to pursue funding for historic preservation, and encouraging adaptive reuse of historic buildings. Broadbent understands that an updated accounting of the current condition of the HP District and the efficacy of the current design guidelines is a necessary component of the continued goal of protecting and preserving the historic quality of the downtown Historic District. The previous work that has been done by the Town to develop the Historic Preservation Program provides a solid foundation from which to proceed, and Broadbent appreciates the opportunity to assist the Town in continuing this important work.