



Date: May 12, 2026

Honorable Mayor and Council Members:

Author and title: Laura Dabe, Senior Planner

Title: **Approve Contract with Broadbent & Associates, Inc. for Historic Preservation Professional Services for 2040 General Plan Implementation**

Jen Callaway, Town Manager

Recommended Action: That Council authorize the Town Manager to execute a contract with Broadbent & Associates, Inc. in an amount not to exceed \$99,900 to amend the Downtown Truckee Plan Historic Design Guidelines and update the Town of Truckee Historic Resources and Architectural Inventory.



Executive Summary: Staff recommends executing a contract with Broadbent & Associates, Inc. for professional services to complete historic preservation updates as part of the 2040 General Plan implementation, including amending the Downtown Truckee Plan Historic Design Guidelines and updating the Town of Truckee Historic Resources and Architectural Inventory. These updates are necessary to implement the 2040 General Plan policies and actions related to historic preservation and to ensure compliance with current State laws related to housing projects. Under current housing laws, certain projects may be eligible for streamlined ministerial approval (meaning the Town is not able to take any action based on subjective criteria, including design guidelines). By amending the Historic Design Guidelines to create objective design standards, the Town will both comply with State law and ensure its continued ability to protect Truckee's historic resources and preserve the Town's historic character with high quality, cohesive and historically appropriate architectural design.

Discussion: The 2040 General Plan includes goals, policies and actions related to historic preservation. Community Character Element Goal CC-4 (Historic and Cultural Resources) identifies the need to protect and restore historic, tribal cultural, archaeological and paleontological resources that enrich a sense of history and respect for Truckee's environment. This goal is supported by a number of policies and action items, including the following:

- **Action CC-4.A** (Historic Architectural Resources Inventory): Provides direction to update the historic architectural resources inventory.
- **Action CC-4.B** (Historic Design Standards): Directs staff to develop design standards for residential development in the Historic Preservation Overlay District and to review and amend the Historic Design Guidelines of the Downtown Truckee Plan to strengthen guidelines and standards for nonresidential projects.

The proposed scope of work will implement these action items by updating the historic resources inventory and amending the Historic Design Guidelines. Additionally, the amendments to the Historic Design Guidelines will also ensure compliance with current State law, as discussed below.

In response to California's housing crisis, legislation has been enacted with the intent of stimulating housing production by streamlining permit processes. Many of the State laws encumber local jurisdictions' ability to deny or reduce the density of housing projects based on discretionary or subjective guidelines. The legislation affects development, long-range planning, and decision-making in Truckee and requires the Town to change the way it processes housing development applications. Staff has worked to update the Town's review processes related to housing projects consistent with 2019-2027 Housing Element Program H-1.9, which directs the Town to "develop objective design standards for multi-family residential projects and continue public outreach on creation and implementation of these standards." Objective standards related to multifamily housing projects have been incorporated into the Development Code. Objective design standards are specific measurable elements of a site or building design that are required where no interpretation or value judgement can be applied.

Development projects within the Historic Preservation Overlay District are reviewed for consistency with the General Plan, Downtown Truckee Plan and Development Code. Although the Development Code now includes objective standards for multifamily residential projects, the Historic Design Guidelines of the Downtown Truckee Plan contain a variety of design guidelines which are subjective in nature. Many of the design guidelines will need to be amended to create standards that are objective and enforceable. In addition, new standards may need to be created to fill in any gaps in the Town's current design standards, including those that will convey the Town's unique character and history.

The purpose of this amendment process is to create clear standards for the development community in order to streamline the permitting process for projects in the Historic District and provide certainty to applicants, decision makers, residents, and the public while meeting community aesthetic goals, in addition to implementing the General Plan and ensuring compliance with State laws for housing projects. Further, the amendment process will be aimed at ensuring the new objective standards appropriately protect and preserve Truckee's many historic resources. As part of the amendment process, the Historic Resources and Architectural Inventory will be updated to reflect current conditions for properties in Downtown Truckee. The Town's selected consultant will conduct an audit of existing regulations in the Historic Design Guidelines and will identify key sections of the document that should be reviewed for potential modification. The consultant will also conduct public outreach, including engaging the Town's appointed and elected officials, community surveying, and stakeholder workshops to determine key interests and desired outcomes. Based on the public outreach, the consultants will draft objective design standards for adoption into the Town's regulatory documents.

Staff contacted Broadbent & Associates to solicit a proposal for the scope of work described in this staff report. Broadbent is the consultant that the Town has contracted with for historic preservation work in recent years and in staff's opinion, it is the only firm in the area with the right qualifications, knowledge and expertise to complete the proposed work.

Broadbent is a full-service environmental consulting firm and has a permanent staff of nine cultural resources specialists located throughout the western United States. Broadbent's Reno division has provided environmental, engineering, and water resource services since 1991 with a staff of engineers, geologists, environmental scientists and archaeologists. Their local team has approximately 30 employees and supports work for both public and private projects throughout Nevada and neighboring states. The consultants have worked on projects in Truckee in recent years, including analyzing the impacts of projects on historic resource categorizations, providing professional recommendations related to consistency of projects with the Town's regulations, and preparing documentation to update historic resources inventory for properties. The proposed team for this project includes a project manager and historian, a senior architectural historian, a cultural resources division manager, and a GIS specialist. The identified project manager for the project has extensive experience in documenting, evaluating, and

advancing the preservation of historic landscapes and in facilitating community engagement processes in both the private and public sectors.

The Town received the attached proposal from Broadbent (see Attachment 1), which proposes to confirm the existing conditions (i.e., rating) of the properties within Truckee’s Historic District 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.

Staff recommends that the Town Council authorize the Town Manager to execute a contract with Broadbent & Associates, Inc. for the professional services described in this staff report. This work will implement the 2040 General Plan goals, policies and actions related to historic preservation and ensure compliance with State law by amending the Downtown Truckee Plan Historic Design Guidelines and updating the Town of Truckee Historic Resources and Architectural Inventory.

Priority:

<input checked="" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input checked="" type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: Planning staff hours will be used to manage the consultant, public engagement process, and present planning document revisions to the Town’s Commissions and Council. The cost of the consultant and staff time will be covered by General Plan implementation funds.

Public Communication: Notification was published as part of the regular Town Council agenda packet.

Attachments:

Attachment 1 – Broadbent & Associates Scope of Work, Timeline and Cost Proposal