



Town Council Meeting Minutes

November 12, 2024, 5:00 PM

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

- 1. Call to Order:** Vice Mayor Zabriskie called the meeting to order at 5:00 p.m.
- 2. Roll Call:** Council Members; Romack, Klovstad, Henderson, Vice Mayor Zabriskie, and Mayor Polivy.

Absent: Mayor Polivy and Council Member Henderson.

Staff Present: Adam Petersen, Senior Planner; Chantal Birnberg, Associate Planner; Lucas Kannall, Assistant Planner; Blake Kloczl, Engineering Technician II; Yumie Dahn, Senior Planner; Becky Bucar, Assistant Public Works Director; Jenna Gatto, Town Planner; Carissa Binkley, Economic Development Program Analyst II; Alfred Knotts, Transportation Program Manager; Erin Brewster, Sustainability Program Manager; James Blattler, Emergency Services Manager; Logan McDonald, IT Systems Analyst; Kelly Carpenter, Town Clerk; Hilary Hobbs, Assistant to the Town Manager; Danny Renfrow, Chief of Police; Denyelle Nishimori, Community Development Director; Andy Morris, Town Attorney; Dan Wilkins, Town Engineer; and Jen Callaway, Town Manager.

- 3. Pledge of Allegiance:** Recited in unison.
- 4. Public Comment:** None received.
- 5. Presentations**
 - 5.1 Kelly Carpenter, Town Clerk, provided an update on the preliminary 2024 election results.**
 - 5.2 Vice Mayor Zabriskie presented the Small Business, Big Applause award to Aaron Harris, Scott Ferguson, Kim Harris and Linda Ferguson of Truckee Laundry.**
 - 5.3 Recognition of Gratitude Month.**
 - Tahoe Truckee Community Foundation received a gratitude award from Council Member Klovstad.
 - Truckee Dirt Union and Truckee Trails Foundation received a gratitude award from Mayor Polivy.
 - Send It Foundation received a gratitude award from Council Member Romack.
 - Deirdre Henderson received a gratitude award from Vice Mayor Zabriskie.
 - Inner Rhythms received a gratitude award from Council Member Henderson.

Vice Mayor Zabriskie called for a recess at 5:56 p.m.

Vice Mayor Zabriskie reconvened the meeting at 6:10 p.m.

Verbal comment received from: Siobhan Smart.

5.4 Jen Callaway, Town Manager, presented the Employee Incentive Awards.

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

Vice Mayor Zabriskie opened the presentation items for public comment.

Seeing none, Vice Mayor Zabriskie closed public comment.

6. Consent Calendar

Council Member Klovstad pulled Item 6.11 for further discussion.

It was moved by Council Member Romack, and seconded by Council Member Klovstad, to approve the Consent Calendar Items 6.1 through 6.10 as follows:

- 6.1 Approved the minutes of the October 22, 2024, Regular Meeting.
- 6.2 Adopted Resolution 2024-64 authorizing the Town Manager to enter into a grant agreement with the CEC; and Approved the creation of a new CIP C2422-CEC Building Decarbonization Grant.
- 6.3 Approved a budget amendment in the amount of \$88,032.96 for the 2024-2025 Wildland Fire Protection Agreement with CAL FIRE.
- 6.4 Authorized the Town Manager to execute a design contract with ZFA Structural Engineers for \$54,300 for design and construction support for the Town Hall Security Fence Project and approve a 10% contingency amount of \$5,430; and Authorized the Chief of Police to approve changes to the contract scope of work within the approved contingency amount for a total authorized expenditure of \$59,730.
- 6.5 Authorized the Town Manager to execute a contract with Jake Balcom Structures to design, fabricate, and deliver a sculpture for the Church Street/Truckee Way roundabout for a total compensation amount of \$82,000, and authorized the Town Manager and Town Attorney to approve the final form of the artist agreement.
- 6.6 Approved Resolution 2024-68 awarding a 6.0% pay increase to the Town Manager, Jennifer Callaway, resulting in an annual pay amount at the top of the wage range of \$257,191.22 effective October 26, 2024, and a one-time lump sum pay amount of \$2,410.72.
- 6.7 Retroactively to November 1, 2024: (1) Approved a \$129,414 contract change order on the West River Street Park Project (CIP C1817) construction contract with Ruppert, Inc. for the inclusion of emergency drainage work and approve a 20% contingency amount of \$25,882.80 for a total drainage work expenditure not to exceed \$155,296.80; and (2) Authorized the Town Engineer to approve additional change orders within the contingency amount.
- 6.8 Authorized the Town Manager to execute an amendment to the Reimbursement Agreement for Preliminary Engineering Services with the Union Pacific Railroad for up to an additional \$25,000 for review and design services for the Reimagine Bridge Street project.
- 6.9 Adopted Resolution 2024-69 removing animal services job classifications from the Town's adopted wage matrix effective January 5, 2025.
- 6.10 Adopted Resolution 2024-70 approving updates to the Town's Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit and accepting Paratransit Service's revised Federal Transit Administration (FTA) Drug and Alcohol Testing Policy.

Items 6.1 through 6.10 of the Consent Calendar carried with the following vote:

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack
Noes: None.
Absent: Council Member Henderson and Mayor Polivy.
Abstained: None.

The motion passed 3-0.

6.11 Pilot Program for Night Sidewalk Snow Removal Operations for Community Facilities Districts (CFD) of West River, Brickelltown, Railyard and Envision DPR.

Recommended Action: That Council approve: (1) A pilot program for night sidewalk snow removal operations in the West River, Brickelltown, Railyard and Envision DPR CFDs; (2) A General Fund budget amendment for funding temporary staffing in the amount of \$94,000 in the Fiscal Year (FY) 2024/2025 Public Works Facilities Budget to be reimbursed to the General Fund by the CFDs at the end of FY 2024/2025; and (3) A budget amendment to the Facilities Equipment Capital budget for four (4) Honda Snowblowers in the amount of \$43,000 to be reimbursed by the Community Facilities Districts at the end of FY 2024/2025.

Council Discussion:

- The Town is recommending the purchase of hybrid powered snow blowers for the snow removal in this designated Community Facilities District.
 - The smaller walk-behind electric snow blowers are not conducive for the type of work required.
 - Diesel power is not available for walk-behind units.
- The sound from backup alarms on the Town's loaders have been modified to be low frequency.

Vice Mayor Zabriskie opened Item 6.11 for public comment.

Written comment received from: Rolf Godon.

Vice Mayor Zabriskie closed public comment.

Council Direction:

It was moved by Council Member Klovstad, and seconded by Council Member Romack, to approve the Consent Calendar Item 6.11 as follows:

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack
Noes: None.
Absent: Council Member Henderson and Mayor Polivy.
Abstained: None.
The motion passed 3-0.

7. Discussion Items

7.1 Legislative Update.

Recommended Action: That Council receive an annual legislative update.

Hilary Hobbs, Assistant to the Town Manager, and Kyra Ross, President of Emmanuel Jones and Associates, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Nevada County can expect to see additional legislation in the near future concerning electric bicycles, affordable housing, and fire insurance regulation.

Vice Mayor Zabriskie opened the item for public comment.

Seeing none, Vice Mayor Zabriskie closed public comment.

Council Direction:

- **Council accepts the legislative update from staff.**

7.2 Ordinance for Lot Line Adjustment and Zoning Code Amendment for 11434, 11392, 11384 & 11330 Rocky Lane (APNs: 018-590-006, 007, 008 & 010-000).

Recommended Action: That Council introduce Ordinance 2024-09, approving amendments to the zoning map and lot line adjustment for 11434, 11392, 11384 & 11330 Rocky Lane (APNs: 018-590-006, 007, 008 & 010-000).

Lucas Kannall, Assistant Planner, presented from the staff report (presentation on file with Town Clerk).

Vice Mayor Zabriskie opened the item for public comment.

Seeing none, Vice Mayor Zabriskie closed public comment.

Council Direction:

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

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack

Noes: None.

Absent: Council Member Henderson and Mayor Polivy.

Abstained: None.

The motion passed 3-0.

7.3 Dark Skies Awareness Campaign and Lighting Rebate/Grant Program.

Recommended Action: That Council authorize the Town Manager to execute a contract extension with Sierra Business Council (SBC) to extend and administer the Dark Sky Lighting Rebate Program through June 30, 2025, with authorization to adjust contract allocation amounts to support purchase of the application portal software subscription with Resolv Rebates and continued management of the program with SBC staff.

Jen Callaway, Town Manager, and Brittany Gutierrez with SBC, presented from the staff report (presentation on file with Town Clerk).

Council Discussion:

- Community outreach has included an interview with KTKT Truckee Tahoe Radio, social media, and newsletter updates.
 - Information regarding the program has been shared with community partners.
 - Staff will consider various ways to continue outreach with Truckee Cultural District's support.
- Labeling eligible products that are sold at stores has been met with some challenges due to conflicting homeowner's association requirements.

Vice Mayor Zabriskie opened the item for public comment.

Written comment received from: Rolf Godon.

Vice Mayor Zabriskie closed public comment.

Council Direction:

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

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack

Noes: None.

Absent: Council Member Henderson and Mayor Polivy.

Abstained: None.

The motion passed 3-0.

7.4 Assembly Bill 413 (AB 413) Parking Near Crosswalks Reduction Ordinance.

Recommended Action: That Council introduce Ordinance 2024-06 reducing the minimum distance between parking spaces and crosswalks from fifteen (15) feet to five (5) feet where curb extensions are present, as required by AB 413.

Blake Kloczl, Engineering Technician II, presented from the staff report (presentation on file with Town Clerk).

Vice Mayor Zabriskie opened the item for public comment.

Written comment received from: Jessica Penman.

Verbal comment received from: Katie Heckendorn.

Vice Mayor Zabriskie closed public comment.

Council Direction:

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

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack

Noes: None.

Absent: Council Member Henderson and Mayor Polivy.

Abstained: None.

The motion passed 3-0.

Vice Mayor Zabriskie called for a recess at 7:34 p.m.

Vice Mayor Zabriskie reconvened the meeting at 7:42 p.m.

7.5 2024 Affordable Housing In-Lieu Fee and Workforce Housing Ordinance Review

Recommended Action: That Council: (1) Conduct a Public Hearing on the affordable housing in-lieu fee program update and adopt Resolution No. 2024-65 to approve an updated affordable housing in-lieu fee based on the affordable housing in-lieu fee short-term calculation adopted in 2017; and (2) Accept an update on the Workforce Housing Ordinance.

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

Council Discussion:

- Approved projects that will be subject to the in-lieu fee will pay the amount that is in effect at the time the building permit is issued.
- Projects that fall under this program would not be subject to pay the in-lieu fees until the Certificate of Occupancy has been issued.
- Money collected under this program has been put in an affordable housing in-lieu fund to help fund affordable housing infrastructure.
- Staff would not recommend revisiting the analysis of the affordable housing in-lieu fees at this time but waiting to include it as part of the housing element review process.
 - Because the process takes some time, any analysis on the change in calculation of the in-lieu fees would take a few years.

Vice Mayor Zabriskie opened the public hearing asking for anyone wishing to speak in support or opposition to the action stated above.

Seeing none, Vice Mayor Zabriskie closed public comment.

Council Direction:

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

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack

Noes: None.

Absent: Council Member Henderson and Mayor Polivy.

Abstained: None.

The motion passed 3-0.

7.6 Hosted Rental Ordinance Introduction, and Transient Occupancy Tax and Short-Term Rental Ordinance Clean-up Amendments.

Recommended Action: That Council: (1) Introduce Ordinance 2024-08 amending Chapters 3.24 and 5.02 of the Truckee Municipal Code pertaining to Transient Occupancy Tax and Transient Rentals of Residential Units; (2) Find the adoption of the ordinance exempt from CEQA pursuant to CEQA Guidelines sections 15060(c)(2-3), 15061(b)(3), 15301, and 15378; and (3) Conduct a Public Hearing and adopt Resolution 2024-67 approving additions to the Town-Wide Fee Schedule for a hosted rental application fee and hosted rental administrative fines as associated with the short-term rental program as adopted in Chapter 5.02 of the Truckee Municipal Code.

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

Council Discussion:

- Acceptable documentation for proof of a legal bedroom can include a hand drawn floor plan and photographs.
 - A professional drawing is not required.
- Three years is recommended for the registration renewal timeframe due to required steps that must be met for renewal, including verifying the owner is still a full-time resident and still owns the property.
- The contact person must respond to any complaints.
 - This is in alignment with short-term rental policy.
- Contact person must reside at home during tenant’s stay, but is not required to be home or present for the duration of the stay.

Vice Mayor Zabriskie opened the public hearing asking for anyone wishing to speak in support or opposition to the action stated above.

Written comment received from: Valerie Brinker.

Vice Mayor Zabriskie closed public comment.

Council Direction:

- Council supports the three-year registration renewal timeframe.
- Council supports language that indicates the host must reside at the home during the stay, but no restriction on the specific hours the host would be required to be present.

The staff recommendation, with the additional direction noted above, was moved by Council Member Klovstad, seconded by Council Member Romack, and adopted with the following vote:

Ayes: Vice Mayor Zabriskie, Council Member Klovstad, and Council Member Romack

Noes: None.

Absent: Council Member Henderson and Mayor Polivy.

Abstained: None.

The motion passed 3-0.

8. Council Reports

Council Member Klovstad

- Attended the Truckee Springs and West River Street ribbon cutting.
- Attended the Climate Transformation Alliance Governing Partners meeting.
- Attended a Climate Transformation Alliance webinar.
- Attended a CivicWell board meeting.
- Attended a Chamber of Commerce mixer at Bar of America.

Council Member Romack

- Attended the Truckee Springs and West River Street ribbon cutting.
- Attended the Housing Horizons event at Moody's.
- Attended the River Revitalization Steering Committee meeting.

Vice Mayor Zabriskie

- Attended a County-sponsored senior roundtable.
- Attended the Housing Horizons event at Moody's.
- Attended the River Revitalization Steering Committee meeting.
- Attended a Truckee North Tahoe Transportation Management Association meeting.
- Attended the Town's Veterans Day ceremony.

9. Adjournment: 8:44 p.m.

To the regular meeting of the Truckee Town Council, November 26, 2024, 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA.

Respectfully submitted by:

Approved:

Kelly Carpenter, Town Clerk

Jan Zabriskie, Vice Mayor