

NOTICE OF SUBMITTAL AND PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Truckee Planning Division received a project application as described below. The Historic Preservation Advisory Commission will hold a public hearing on the date and time indicated below to receive and consider the statements of all persons who wish to be heard relative to this application.

Meeting Date/Time	Wednesday – December 10, 2025 (8:00 am)
Meeting Location	Truckee Town Hall, Council Chambers, 10183 Truckee Airport Road, Truckee, California
Owner / Applicant	Titus House, LLC / Doug Appleton
Agent:	Titus House, LLC / Doug Appleton
Application #	2025-00000096
Project Name	Titus House Historic Design Review and Zoning Clearance
Project Location	10382 Donner Pass Road
Zoning district	Downtown Mixed Use (DMU), Historic Preservation Overlay Zone (-HP)
General Plan Land Use Designation	Plan Area

Project Description: The applicant requests approval of a Historic Design Review to construct a 205 sf. patio deck in front of the Titus House and a Zoning Clearance to change the use of the Titus House and front shed to the Guesthouse Pantry, a coffee shop and café. The Guesthouse Pantry will require roof vents to the Titus House.



The applicant requests approval of a **Historic Design Review** to make exterior alterations to the Titus House located at 10382 Donner Pass Road. The proposed exterior alterations are comprised of an approximately 205-sf. front deck with railing at the southern elevation, installation of exhaust hood vents at the northern portion of the roof of the structure and a new wood framed shed roof and enclosure for electrical equipment on the east elevation. The proposed hood vents are proposed in support of the **Zoning Clearance** requested for the project, which would change the use of the Titus House and the front shed from retail space and office support services to the Guesthouse Pantry. The Guesthouse Pantry would serve as a coffee shop and bakery that is open to the public.



Environmental Status: Staff is proposing to determine the project to be categorically exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act.

On file: Project information is available for review at the Community Development Department, 10183 Truckee Airport Road, Truckee, California, 96161, M-Th 8:00 a.m. to noon or electronically by contacting the project planner, **Adam Petersen, Senior Planner, at 530-582-7907 or apetersen@townoftruckee.gov**. The staff report for the project will be available a minimum of 72 hours prior to the referenced hearing date. If you have any questions regarding this notice or any element of the project proposal, please contact the project planner.

Any concerns or issues relating to the application must be raised during the public review period or at the public hearing. Public comments can be submitted via mail or hand delivery to the Planning Division (10183 Truckee Airport Road, Truckee, CA 96161), by email to PlanningDivision@townoftruckee.gov, or through the Public Comment Form on the Town's website. Please include your name and physical address. Comments must be received by the Town prior to the public hearing. For guidelines on submitting public comments, including a link to the public comment form, please visit <https://www.townoftruckee.gov/592/Planning-FAQs>.