

CITY OF SOUTH LAKE TAHOE

RESOLUTION NO. 2018-46

RESOLUTION APPROVING THE CITY OF SOUTH LAKE TAHOE REVISED RESIDENTIAL ALLOCATION PROCEDURES

WHEREAS, the Tahoe Regional Planning Agency provides authority for the distribution of residential allocations to the city pursuant to TRPA Code of Ordinances Section 50.5.2.C; and

WHEREAS, the City Council adopted a Residential Allocation Policy Statement in 1991 which was amended in 1997, 2001, 2009; 2011, and 2015; and

WHEREAS, it is desirable for the City to facilitate the utilization of residential allocations for new residential construction within the City limits,

AND WHEREAS, it is desirable for the City Residential Allocation Procedures to be clear and as streamlined as possible,

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe does hereby adopt the Revised Residential Allocation Procedures, which are attached hereto as Exhibit A, and directs staff to initiate implementation of these procedures immediately.

PASSED AND ADOPTED by the City Council of the City of South Lake Tahoe at a meeting on May 1, 2018 by the following vote:

AYES: COUNCILMEMBERS: DAVID, DAVIS, LAINE, AND SASS

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: COLLIN

ABSTAIN: COUNCILMEMBERS: \_\_\_\_\_

*Wendy David*  
Wendy David, Mayor  
Dated: May 1, 2018

ATTEST:  
*Susan Alessi*  
Susan Alessi, City Clerk



## RESIDENTIAL ALLOCATION PROCEDURES

The City of South Lake Tahoe distributes residential unit allocations to local governments every two years. The City Council has maintained a policy for the distribution of these allocations to properties within the City since 1991 with amendments occurring in 1997, 2001, 2009, and 2015. The purpose of the policy is to provide consistency and fairness in the distribution of allocations to residential properties and property owners wanting to develop housing units within the City.

### ALLOCATIONS RECEIVED FROM TRPA

1. Ten percent of the City of South Lake Tahoe allocations are retained by TRPA for the applicants for unbuildable parcels pool.
2. If there are 55 or more allocations currently available in the Town Center pool, the allocations shall be distributed as follows:
  - o Sixty-six percent (66.6%) of the residential allocations received from TRPA are assigned to single-family applicants.
  - o Thirty-three percent (33.3%) of the residential allocations are assigned to multi-family projects. These allocations can be used for condominium projects.
3. If there are less than 55 allocations currently available in the Town Center pool, the allocations shall be distributed as follows:
  - o Forty nine percent (49%) of the residential allocations received from TRPA are assigned to Town Centers in adopted Area Plans. In the event that no applicants on the Town Center waitlist claim an available allocation the Town Center pool may be capped at 55 and additional allocations may be distributed to the multi-family and single-family pools according to the formula described in section 2 above.
  - o The remaining residential allocations received from TRPA are assigned to any area of the City as follows:
    - Sixty-six.six percent (66.6%) of the Citywide residential allocations received from TRPA are assigned to single-family applicants.
    - Thirty-three percent (33.3%) of the Citywide residential allocations are assigned to multi-family projects. These allocations can be used for condominium projects.
4. Any allocations which are reissued to the City by TRPA due to lack of applicants for unbuildable parcels shall be distributed first to single-family applicants with priority to those in the Town Center, then to multi-family applicants with priority to those in the Town Center.
5. If all allocations assigned to single-family applicants have been accepted and utilized and there are allocations assigned to multi-family applicants, which have been offered to all applicants on the waiting list but not accepted, indicating a lack of demand, those allocations may be offered to applicants on the single-family waiting list.



### NOTIFICATION LETTER

6. Within 30 days after receiving a Notification Letter from the City of South Lake Tahoe the property owner is required to return the Notification Letter with one of the following options selected;
  - o Accept the allocation and comply with all requirements. The Allocation Certificate must be claimed by the owner or an agent (with written authorization from the owner). Signed original documentation must be provided. A copy of the current Grant Deed must be presented. Note: The multi-family notification letter will specify the number of allocations being issued.
  - o Reject the allocation and request name to be placed at the end of the waitlist and include the fee established by the current City Council in the City Master Fee Schedule.
  - o Reject the allocation and request name to be removed from the waitlist and that the deposit held by the City of South Lake Tahoe be refunded.
7. Only projects offered allocations in the initial distribution are required to be placed at the end of the waitlist or be removed. Allocation offers to projects further down the list, which were not accepted in the initial distribution, may reject the offer and remain in place on the waitlist. However, rejecting an allocation and remaining in place on the waitlist may only occur one time per project. Subsequent allocation offer rejections will result in the project being placed at the end of the waitlist.

### NUMBER OF ALLOCATIONS AWARDED

8. A property owner (or his/her agent) may receive only one single-family allocation per building season unless there are no other applicants on the waiting list.
9. A maximum of eight (8) allocations may be issued to any one multi-family project per allocation period except for projects located in a Town Center where there is not maximum limit.
10. Repeat names will be moved to the end of the list in the order encountered as it stands at the time of award of these allocations. No additional fee is charged.

### TRANSFER OF ALLOCATION

11. Property owner/applicant's place on the list is parcel and owner specific. It may not be transferred to any other property or owner. If title to the property changes or the property is sold before an Allocation Certificate is issued the property will be removed from the list and the original applicant may request a return of the refundable portion of the deposit. The new owner shall submit the required documentation and fees to be placed at the end of the existing list.
12. Once an Allocation Certificate is issued the property can be sold with the allocation. Under no circumstances can that allocation be transferred to any other parcel of land.

### PLAN SUBMITTAL AND CRITICAL DATES

13. For multi-family projects within three (3) months the property owner shall submit a Design Review application packet and checklists to the City of South Lake

- Tahoe Planning Division. Within six (6) months of a design review approval, or one (1) year after submittal date for design review, the property owner shall submit a complete multi-family residential application to the City of South Lake Tahoe Building Division. If the Design Review is not approved within one (1) year after application submittal date the allocation(s) will go back in the distribution pool. The project may remain on the waiting list for future allocation distributions.
14. For single-family projects within six (6) months the property owner shall submit a complete single-family residential building permit application to the City of South Lake Tahoe Building Division.
  15. Accepting a residential allocation via written notification to the City of South Lake Tahoe and at any time thereafter returning or rescinding the allocation, or failure to comply with any of the critical dates, shall cause a forfeiture of the deposit to the City of South Lake Tahoe.
  16. Council action is required to extend any deadlines.