



# Truckee Railyard - Common Pine Hotel Revised Parking Management Plan Draft

March 27, 2026

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## BACKGROUND

This draft Parking Management Plan (PMP) was developed at the request of the Town of Truckee Planning Commission and updates the Parking Management Plan Draft dated March 18, 2026. In this request, 13 specific questions were stated in draft Condition of Approval No. 36; answers to these questions are included in this plan. Overall, the goal of this plan is to provide detailed information on how project management intends to manage parking. The final parking management plan will be completed with the building permit phase of the project.

This parking management plan is consistent with the *Railyard Mixed Use Development Parking Management Plan* (Town of Truckee, June 2017), and the *Truckee Railyard Trip Generation, Trip Distribution and Parking Generation Analysis* (LSC, May 2008). The Railyard PMP utilizes a shared parking concept of 'park once' to allow persons to park and then walk easily between different destinations. For the project, this would allow, for example, hotel guests to valet when they arrive, then walk to a downtown restaurant for dinner or shopping or to the Trout Creek trail for recreation without using or moving their vehicle.

Consistent with the existing plans and analysis listed above, the project proposes providing 19 spaces on-site (2 ADA, 17 for the residential units), with the remaining spaces located in the public parking district parking areas. Shared use of all day parking spaces (with constraints as discussed below) allows for maximum flexibility and usage by all downtown users. The project would require one overnight valet parking permit per hotel room for a total of 60 valet overnight parking permits for the 60 hotel rooms. In addition, the project would require 26 total parking spaces for the residential units and with 17 provided on site, the remaining 9 parking spaces would be provided off site in the downtown parking district. It is recommended that these 9 spaces use the valet overnight parking permit system and not the residential parking permit system to ensure a seamless valet operation with no required self-parking. Valet will be mandatory for all guests and residents who bring a vehicle and are staying overnight at the project. Valet parking will ensure proper overnight parking location and adherence to snow removal requirements. No specific daytime public parking spaces will be designated for the project or any other development.

## MANAGEMENT STRATEGIES

The strategies outlined below represent the project's current operational intent. Specific implementation details, staffing levels, and technology platforms may be refined during the building permit phase, in coordination with Town staff.

Under this Parking Management Plan:

- A foundational principle of this Parking Management Plan is that the project will valet park all vehicles for those staying overnight at the project, ensuring that the vehicle is parked appropriately including during the day and overnight, as well as during snow removal. Valet will be positioned as being mandatory, subject to incentives for not bringing a vehicle as described in "Incentives" below.
- As some snow removal occurs overnight for downtown parking spaces, the project will relocate valet vehicles to ensure plowing operations are uninterrupted, as required by all overnight vehicles parking in the downtown parking district. The overnight plowing currently occurs on one side of the overnight lot then flips to the other side the next night. The project commits to

tracking all valet vehicles and relocating them to ensure no disruption to the Town's planned snow removal operations.

- The project will designate a single Parking Manager that has responsibility for the Parking Management Plan. This person is likely the General Manager or other senior level staff member of the hotel who will have responsibility for other management areas as well.
- The Parking Manager will disseminate their name, phone number, and email, and instruct the public to contact them with any comments or complaints regarding parking issues. This information will be provided via email to the Town of Truckee, Truckee Downtown Association, and nearby residences, businesses, and other institutions (such as churches) within a quarter mile of the project.
- Each residential unit will have access to one on-site parking space for a total of 17 on-site spaces. The additional parking demand of 9 spaces for the residential units will be provided by valet overnight parking permit. This will ensure proper parking location and adherence to snow removal requirements.
- Other project land uses excluding hotel and residential/transient uses will have access to valet based on availability.
- The project will provide adequate valet staff to accommodate demand and provide an acceptable response time to serve driver requests. Based on estimated trip generation and walk time to valet parking spaces, up to 6 valet staff may be needed during peak times in the PM peak hour, based on conservative estimates of valet timing for parking and collecting vehicles. See the detail provided in response to Question 1 below. This could increase to 7 valet staff when maximum events are held in the downtown area, such as Truckee Thursdays, due to the potential for longer distances to/from available parking spaces.
- The Parking Manager will provide specific parking information to the following users:
  - All residents, annually.
  - All guests during each reservation.
  - All event space organizers during each reservation.
- The hotel will use a digital valet management system such as LuxeValet or KeyValet to track each vehicle's parking location, parking duration, pay parking fees, and any parking restrictions, such as no parking times for snow removal. The exact system will be determined closer to opening as technology is constantly changing. This system will be used to monitor daytime and overnight parked vehicles and to prepare reports.
- When large events occur, or parking spaces are limited, the project will utilize a tiered approach to parking, including:
  - During high-demand periods, valet vehicles will be restricted to lots east of Roundhouse Way, freeing up parking closer to downtown for all users.
  - Restrict or limit valet availability for those not staying overnight at the project.
  - Increased valet staffing (to account for longer valet walk distances).
  - Utilization of a secondary and/or overflow lot which will be identified on an as needed basis, subject to appropriate land use approvals.
  - Proactive guest messaging (texts and pre-arrival emails notifying of delays and extended retrieval times).
  - The project will explore contribution to the funding of the Truckee Thursday transit shuttle program (\$2,000 annually), thus providing an alternative mode of travel to/from Truckee Thursdays.

- Note there is expected to be an increase in non-auto access to and from the project during an event such as Truckee Thursdays with the 'park once' philosophy, as encouraged by the Railyard PMP.
- The project will assume responsibility if a valet vehicle is towed and will log incidents promptly.
- The project will enter into a formal agreement with the Town to establish a reimbursement structure for the use of its downtown district parking facilities, in addition to paying the prevailing fee for overnight valet permits.
- The project will explore participation as a member of the Truckee / North Tahoe Transportation Management Association (TNT/TMA) to help support regional improvements to transit and non-motorized travel options.

### Incentives

- The project will provide in the lobby (or via alternative guest or resident messaging) information about non-auto transportation methods and locations:
  - TART bus schedules
  - TART Connect microtransit
  - Local trails and attractions within biking or walking distance including but is not limited to, the historical self-guided downtown Truckee walking tour and directions to the Trout Creek and Legacy Trails.
  - Bike rentals and bike share locations noting that the current bike share location is located across the street from the property for easy access.
- The project will explore the following incentives and provide a final list of incentives with the building permit phase of the project in the final parking management plan:
  - Incorporation into the TNT TMA North Lake Tahoe Express Airport Shuttle.
  - Internal shuttle or car service for guests and residents to seasonally popular areas such as ski resorts in the winter and beaches/trails in the summer.
  - Guests arriving without a vehicle will be offered a discounted room rate, creating a direct financial incentive to reduce vehicle trips. This approach aligns the hotel's pricing structure with the Town's Transportation Demand Management goals by making car-free arrival a more economical choice, while ensuring that guests who do bring vehicles will use the mandatory valet program.
  - Additional incentives may include hotel loyalty points or credits redeemable at other Downtown Truckee businesses for guests who arrive without a vehicle.

### Employees

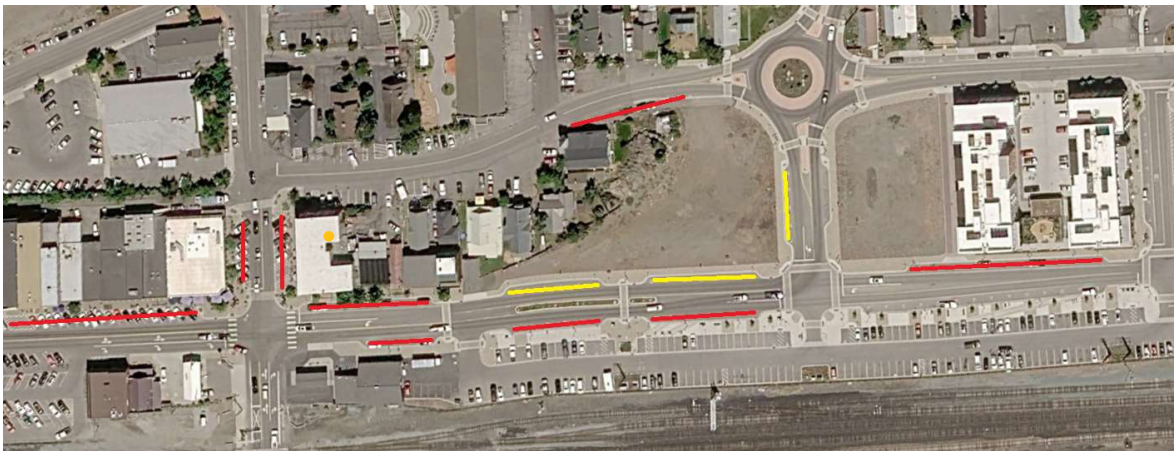
The project recognizes that reducing the number of employees driving alone to work is the most effective way to reduce parking demand. Therefore, the project will implement the following:

- Employees will be provided with TART schedules and information about booking TART Connect microtransit as well.
- The Parking Manager will provide carpool matching information to all employees.
- The project will explore participation in the TNT/TMA vanpool program for employees commuting from outlying areas such as Reno.
- Employees will have access to secure bike storage on site to encourage travel to/from work via bike.
- The project will explore financial incentives for employees participating in the above programs.

## USE RESTRICTIONS

The following restrictions will be implemented in order to manage parking demand:

- All valet service will be conducted within the site at the main entrance pass-through area. All vehicles waiting to be valet-parked or picked up will be contained within the site. No valeted vehicles will be queued in the on-street parking spaces or in the roadway.
- A follow car will not be used for valet services to reduce additional vehicle traffic within the downtown area. As adequate parking will be available within an acceptable valet walking distance, using a follow car would be unnecessary and impactful.
- No valet vehicles will be parked in on-street spaces as shown in red in the following map (as well as west of Bridge Street). The areas shown in yellow can be used for valet parked vehicles for no more than one hour.



## MONITORING PLAN

To ensure adherence to this parking management plan, the project will commit to the following monitoring items:

- A public complaint log will be maintained by the Parking Manager, which, at a minimum, will include the following for each complaint:
  - Date and time of complaint.
  - Specifics (time of day, type of vehicle, location, etc.).
  - Person making the complaint (or anonymous), with address, phone, and email address.
  - Actions taken to resolve the complaint.
  - Date complaint was resolved.
- A log of towed valeted vehicles will be maintained along with the following:
  - Date and time of the tow.
  - Location of the towed vehicle.
  - Reason for the parking error that resulted in the tow.
- The digital valet system will be used to provide a database of all valet-parked vehicles with personal information removed. This will, at a minimum, provide the following:
  - Total number of vehicles served.

- A summary of vehicles parked by general location (by lot, by area, etc.).
- Average valet retrieval/park times.

Each of these three monitoring items (complaint log, vehicle tow log, and digital valet database) will be summarized and provided to Town annually, and to staff upon request and provided within one week.

**SPECIFIC QUESTIONS**

**1. How many valet service employees will be on staff at any point?**

Valet staffing to be scaled by demand and to provide adequate service response times. In general, it is anticipated:

- Off-peak: 2-4 attendants.
- Peak: 3-6 attendants.
- Major Events: 4-7 attendants.

These staffing levels were defined as follows. The estimated number of PM peak hour trips generated for all uses shown in Table 1 was reviewed, along with reductions for trips made via non-auto modes and trips not using the valet. Reductions are conservative and may be higher, meaning the number of estimated trips may be lower. Total PM peak hour trips would be approximately 54 total trips, with 33 inbound and 21 outbound. Assuming no valet-linked trips (parking one car and retrieving another without returning to the hotel in between) is another conservative assumption included in the analysis.

Next, the number of minutes required to valet each vehicle is estimated at 6 minutes based on the following:

- 0.5 minutes - Guest exchange of keys.
- 1.5 minutes - Drive to/from parking space.
- 1 minute - Log/remove vehicle location in tracking system.
- 3 minutes - Walk between the car and hotel based on a 6 feet per second walking speed and a distance of 1,000 feet (which would be past the balloon track to the east).

Based on trip generation, 54 vehicles need to be valeted in the peak hour, which would take 321 minutes (54 vehicles x 6 minutes per vehicle). Dividing by 60 minutes of valet personnel’s time per hour would equal 5.4 valets needed in the peak hour. Therefore, it is estimated that a maximum of 5 to 6 valets would be needed at peak times.

During maximum events, when parking is only available at the far east end of the Railyard parking areas (1,500 feet away from the hotel), the per-vehicle valet time could increase to 8 minutes, requiring 7 valet persons, given the conservative estimates.

**Table 1: Trip Generation**

Description	Quantity	Units	ITE Land Use Category	ITE Land Use Code	PM Peak Hour			Non-Auto Reduction	Non-Valet Recution	Total Reduction	PM Peak Hour		
					In	Out	Total				In	Out	Total
Hotel	60	Rooms	Hotel	310	0.24	0.23	0.47	30%	0%	30%	10	10	20
Multi-Family DU	17	DU	Multifamily (Low-Rise)	220	0.32	0.20	0.52	20%	0%	20%	4	3	7
Restaurant	4.937	KSF	Fine Dining Restaurant	931	5.59	2.51	8.10	10%	30%	40%	17	7	24
Fitness and Public Meeting Space	1.903	KSF	Health/Fitness Club	492	2.15	1.62	3.77	10%	40%	50%	2	2	4
<b>Total</b>											<b>33</b>	<b>21</b>	<b>54</b>

DU = Dwelling Units, KSF = 1,000 Square Feet  
 Source: LSC Transportation Consultants, Inc. and Institute of Transportation Engineers Trip Generation (12th Edition)

## **2. Where will the valet service be conducted?**

The valet service will only be conducted within the site at the main entrance pass-through area. No valet queue will occur in the travel way or in on-street spaces along Donner Pass Road or Truckee Way. A review of the on-site area for valet queuing reveals space for at least 8 queued vehicles. There is space for 3 vehicles in the designated valet spaces, and an additional 5 vehicles can be queued in the lane onsite between Donner Pass Road and Church Street.

Restrictions on where valeted vehicles are parked are shown under the heading “Use Restrictions” above.

## **3. Will a follow car be used? If so, where will it be parked?**

No, the valet program is designed as a pedestrian-based valet, where attendants will park vehicles in approved Town lots and walk back. Call or text ahead options will be available for guests or residents to request their car ahead of time. Valets can walk to all downtown Railyard parking spaces within 4 minutes or a total valet time of 8 minutes, including the drive time as detailed above. A follow car is not necessary given the walking distances involved, and its use would add unnecessary vehicle traffic to the downtown area.

## **4. How will the locations of the vehicles be tracked?**

The hotel will use a digital valet management system, such as LuxeValet, KeyValet, ParkingSoft, Flowbird Valet, etc., to track each vehicle. The system will include the following information for each vehicle:

- License Plate
- Guest Name/Room or Restaurant/Meeting Space
- Lot Designation and Zone/Space Marker
- Time parked and retrieved
- Other (special handling, snow removal, parking restriction, etc.)

## **5. How will the paid parking be tracked and paid?**

All paid parking associated with the project’s valet operations is to be collected, tracked, and administered by the valets and recorded through its digital valet management system. The project will enter into a formal agreement with the Town to establish a reimbursement structure for the use of its downtown district parking facilities, in addition to paying the prevailing fee for overnight valet permits.

## **6. How will parking be managed during peak events such as Truckee Thursdays?**

During peak events (i.e., Truckee Thursdays), valet service will operate as laid out in the parking management plan with the following adjustments:

- During Truckee Thursdays (and other special events), no valeted vehicles will be parked in lots west of Truckee Way. This is in addition to the restrictions on valeted vehicles parked in on-street spaces, as shown in the map above.
- Increased valet staffing (to account for longer valet walk distances).
- Note there is expected to be an increase in non-auto access to and from the project during an event such as Truckee Thursdays with the ‘park once’ philosophy.
- Utilization of a secondary and/or overflow lot as discussed above.
- Proactive guest messaging (texts and pre-arrival emails notifying of delays and extended retrieval times).
- The project will explore a contribution to fund the Truckee Thursday transit shuttle program.

Note that Truckee Thursday events occur between 5:00 PM and 8:30 PM. While this may be the same peak parking demand of some project uses, such as the restaurant, it is not the peak parking demand of the hotel, residential, or event spaces.

### **7. What are the potential solutions if there is no parking available?**

Potential solutions will depend on the specific future conditions, as identified through the data collection/reporting discussed above and as impacted by other future developments. These may include:

- Use of additional (more remote) lots within the downtown parking district, subject to appropriate land use approvals.
- Secure standby agreements with nearby private lots; activated only when Town lots are full, subject to additional land use approvals.
- Restrict or limit valet availability for those not staying overnight at the project.

### **8. How will the hotel track when to move vehicles due to time limits and snow removal operations?**

The project's valet operating procedures will include adherence to lot-specific rules (stored in the digital valet management system), including time limits, overnight restrictions, no-parking windows, snow removal days, and hours. The project will commit to being responsive to Town requests for unusual parking or snow removal requests promptly.

### **9. How will the hotel address the potential impacts to guests and residents in the event vehicles have to be towed?**

The project will assume responsibility for all towed valet vehicles (not the Town) and will log incidents promptly. The project will offer to provide guest transportation (shuttle, rideshare or internal car service), assist in retrieval and reimburse reasonable tow/storage charges when caused by valet error, and retrain/adjust staffing, as necessary.

### **10. How will alternative transportation be incentivized? What programs and financial incentives will be provided by the property management?**

All alternative transportation incentives are listed under 'Management Strategies – Incentives' above in this document.

### **11. What are the enforcement mechanisms? Will there be penalties for noncompliance?**

The project will prepare an annual report for the Town of Truckee. This will be the mechanism for enforcement of the items listed in the parking management plan. The Town would take the lead on determining any penalties for noncompliance of the parking management plan. The parking agreement between the Downtown Parking District and the project could also be reviewed and/or adjusted at this time if it is deemed necessary.

### **12. How will neighbor complaints be received, monitored, and resolved?**

All complaints will be logged as detailed in the 'Monitoring Plan' section above. The designated Parking Manager will be specifically responsible for addressing and resolving all complaints.

### **13. How will the valet program be updated or revised in the event of failure?**

The valet program will be continually reviewed by analyzing the complaint log, tow log, and the details in the digital valet software, like valet response and wait times. Updates will be made based on findings, including increased staffing, additional overflow parking area agreements, and/or adjustments to the

digital valet software. An annual report will be provided to the Town of Truckee for review. This will provide data that can be used as the basis for discussions regarding modifications of this PMP.