

**Town Responses to LSC’s Common Pine Hotel March 27, 2026 Revised Parking Management Plan Draft  
April 28, 2026**

<b>Draft Proposed Language</b>	<b>Town Comments</b>
<b>Background</b>	The parking management plan should be clearer in the use of day-use valet parking versus overnight valet parking. Separate policies and programs should be clearly identified. Valet parking for the non-overnight users would use the paid Parking District and would not be allowed to use the overnight parking area.
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.	The Town is recommending 40 valet parking permits in the Parking Permit Guidelines as part of the Parking District changes that will go to Council in June. Even if the 40 permits were increased, valet parking spaces are not guaranteed. Overnight parking would be available on a first-come-first-serve basis and may be used by residential permit users.  Staff would not support the 9 additional valet parking spaces to serve the residential uses. Residential parking permits would be available consistent with other residential projects.
Valet will be mandatory for all guests and residents who bring a vehicle and are staying overnight at the project.	Is this referring to both on and off-site valet parking? How will this monitored and managed? It seems unlikely that this can be mandated.
<b>Management Strategies</b>	Reduction percentages/numbers should be assigned to each of these. Are guests required to check vehicles out during the day?
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.	Specific implementation details, including but not limited to staffing levels, technology platforms, standard operating procedures etc. shall be contained in the final Parking Management Plan, including Monitoring and Reporting Program and shall include annual adaptive management strategies following each year of monitoring and reporting.
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.	To ensure valet parking, as the “foundational principle,” is adequately implemented, managed and monitored, specific implementation details, including but not limited to staffing levels, technology platforms, standard operating procedures etc. shall be contained in the final Parking Management Plan, including Monitoring and Reporting Program and shall include annual adaptive management strategies following each year of monitoring and reporting. Detailed description of all

Draft Proposed Language	Town Comments
	incentives, the estimated percent trip reduction goal, and effectiveness monitoring and reporting shall be included for each proposed incentive measure.
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.	Specific implementation details, including but not limited to staffing levels, technology platforms, and standard operating procedures etc. shall be contained in the final Parking Management Plan, including Monitoring and Reporting Program and shall include annual adaptive management strategies following each year of monitoring and reporting.
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 designated person shall be specifically identified and this task included in their job description. A contact person shall be available 24 hours a day and a secondary person identified as well including all contact information, including phone and email.
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.	This information shall be submitted annually to the Town of Truckee Planning Division, Public Works Department, and Truckee Police Department. This information shall also be updated as necessary based on changes to who is the designated Parking Manager and shall occur with 5 business days of any change outside of the annual reporting.
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.	Staff recommends any additional permits beyond the 40 valet permits be issued and administered as "Residential Parking Permits"
Other project land uses excluding hotel and residential/transient uses will have access to valet based on availability.	Valet permits shall only be issued and/or available to residential and overnight guests and not to patrons visiting support commercial uses as those patrons shall use the day use inventory in the Parking District
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 staffing is also required to meet the Town's operational needs. Detailed staffing levels, by month/season and time of day, shall be clearly outlined in the Final Parking Management Plan with actual monitoring and reporting provided as part of a monitoring and reporting requirement.

Draft Proposed Language	Town Comments
<p>The Parking Manager will provide specific parking information to the following users:</p> <ul style="list-style-type: none"> <li>• All residents, annually.</li> <li>• All guests during each reservation.</li> <li>• All event space organizers during each reservation.</li> </ul>	<p>The Parking Manager shall provide additional specific parking information to the following users:</p> <ul style="list-style-type: none"> <li>• All residents, monthly</li> <li>• All event attendees as part of their reservation</li> <li>• All employees as part of their orientation</li> </ul> <p>Parking Manager shall also provide detailed information on all available forms of alternative transportation provided by the Town, Placer County, Amtrak, Greyhound, and area resort as well as onsite by the applicant.</p>
<p>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.</p>	<p>Identification of the final digital valet system shall be contained in the final Parking Management Plan. The final digital valet system will be required to be reviewed/approved by the Town Engineer. Any future changes and/or deviations from the approved digital valet system will also require review and approval by the Town Engineer, as they occur.</p>
<p>When large events occur, or parking spaces are limited, the project will utilize a tiered approach to parking, including:</p> <ul style="list-style-type: none"> <li>• During high-demand periods, valet vehicles will be restricted to lots east of Roundhouse Way, freeing up parking closer to downtown for all users.</li> <li>• Restrict or limit valet availability for those not staying overnight at the project.</li> <li>• Increased valet staffing (to account for longer valet walk distances).</li> <li>• Utilization of a secondary and/or overflow lot which will be identified on an as needed basis, subject to appropriate land use approvals.</li> <li>• Proactive guest messaging (texts and pre-arrival emails notifying of delays and extended retrieval times).</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Overnight valet lot locations will be established at the direction of the Town Council.</p> <p>Secondary and overflow lots should be identified as part of the project description and will require approval from property owner as well as land use approvals from the Town or should be removed from the parking management plan.</p> <p>The use of “explore” should be removed as to document the condition and commitment. The requirement and commitment should be clear in the PMP.</p> <p>How was the \$2,000 amount determined and why was Truckee Thursday Shuttle identified as the need when the impact is day-to-day and ongoing? A reasonable transit mitigation contribution in the form of an annual operating and/or capital contribution should be required, however, a nexus to the contribution and trip and/or parking demand it is intended to reduce should be calculated and provided.</p>

Draft Proposed Language	Town Comments
The project will assume responsibility if a valet vehicle is towed and will log incidents promptly.	No comment other than this shall be explicitly communicated to the residents and guests.
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 Town will develop fee for the Valet Parking Permit as a part of the updated parking district resolution and Permit Parking Guidelines which will be required to be paid annually. The Town Engineer will be the final authority on whether a formal agreement is necessary beyond the parking permit and the contents of the formal agreement.
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 nonmotorized travel options.	"Explore" is too vague. Specificity and expectations are required. The project applicant shall be required to join the Truckee/North Tahoe Transportation Management Association annually (TNT/TMA) and attend and participate in meetings to the maximum extent practicable. Attendance at meetings shall be reported as part of the annual Monitoring and Reporting Program to be provided in the Final PMP
<b>Incentives</b>	
<p>The project will provide in the lobby (or via alternative guest or resident messaging) information about non-auto transportation methods and locations:</p> <ul style="list-style-type: none"> <li>• TART bus schedules</li> <li>• TART Connect microtransit</li> <li>• 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.</li> <li>• Bike rentals and bike share locations noting that the current bike share location is located across the street from the property for easy access.</li> </ul>	<p>Could the hotel project create their own bicycle share?</p> <p>None of these items are incentives. These are just good business practice and customer information.</p> <p>The ongoing availability and operation of publicly available bike share stations currently deployed in and around Truckee are not guaranteed to continued and should not be considered mitigation and/or an incentive unless applicant is purchasing bulk passes or providing a direct operating contribution. Suggest we require applicant provided electric bike share on property, similar to Gravity Haus. This will ensure the measure is ongoing and available year-round to residents and guests as well as employees.</p>
<p>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:</p> <ul style="list-style-type: none"> <li>• Incorporation into the TNT TMA North Lake Tahoe Express Airport Shuttle.</li> <li>• 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.</li> </ul>	<p>It is unclear what "incorporation" into the shuttle means as this should be in the form of a formal commitment of contribution which could be included in the transit contribution calculation requested above.</p> <p>An internal airport shuttle and car service may be incorporated as condition of approval. This is likely the most impactful</p>

Draft Proposed Language	Town Comments
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Additional incentives may include hotel loyalty points or credits redeemable at other Downtown Truckee businesses for guests who arrive without a vehicle.</li> </ul>	<p>change that can be incorporated in the PMP. Parking for these vehicles would have to be identified and approved.</p> <p>What is the expected discounted room rate? How substantive of a discount would it be? And how will this be communicated in advance and utilization/effectiveness monitored and reported.</p> <p>Is there evidence that the hotel loyalty points/credits incentives have been effective? Have there been actual conversations with other business in downtown regarding potential credits?</p>
<b>Employees</b>	<p>With a hotel, it is presumed that there will be employees that need to stay overnight or during overnight hours (10 PM-5 AM) and would need to use the overnight parking. Ensure that this is contemplated in the PMP.</p>
<p>Employees will be provided with TART schedules and information about booking TART Connect microtransit as well.</p>	<p>Not technically an incentive or TDM strategy. Applicant should provide employee specific dedicated vanpool/shuttle for both AM and PM shifts. Parking for these shuttle vehicles should also be identified for review.</p>
<p>The Parking Manager will provide carpool matching information to all employees.</p>	<p>Parking Manager shall serve as the Employee Transportation Coordinator and keep updated information where employees live and actively develop carpool matching programs via ride matching platforms such as Rapid Carpool, Ride Amigos, or other similar platforms.</p>
<p>The project will explore participation in the TNT/TMA vanpool program for employees commuting from outlying areas such as Reno.</p>	<p>"Explore" is too vague. Provide more certainty. Could the project participate and/or subsidize. If so, how will the amount of participating/subsidy be determined?</p>
<p>Employees will have access to secure bike storage on site to encourage travel to/from work via bike.</p>	<p>This should also include access to lockers and showers.</p>
<p>The project will explore financial incentives for employees participating in the above programs.</p>	<p>The project shall provide financial incentives for participating in the above programs and applicant shall monitor, track, and report program effectiveness and any recommendations for improvement under the guise of adaptive management.</p>
<b>Use Restrictions</b>	
<p>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.</p>	<p>Identify corrective action/adaptive management strategy should on-street stacking and queuing occur on a daily basis or at least during peak periods.</p>

Draft Proposed Language	Town Comments
<p>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.</p>	<p>7 employees for valet parking alone? Is this sustainable?</p>
<p>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.</p>	<p>These prohibited spaces are only for day-use valet users. What about other areas in front of other businesses? Valet parking for day users may be more appropriate in lots rather than in parallel spots.</p>
Monitoring Plan	
<p>A public complaint log will be maintained by the Parking Manager, which, at a minimum, will include the following for each complaint:</p> <ul style="list-style-type: none"> <li>• Date and time of complaint.</li> <li>• Specifics (time of day, type of vehicle, location, etc.).</li> <li>• Person making the complaint (or anonymous), with address, phone, and email address.</li> <li>• Actions taken to resolve the complaint.</li> <li>• Date complaint was resolved.</li> </ul>	<p>The Monitoring Plan should be inclusive of all programs, services, strategies, measures, etc.</p> <p>At a minimum, the Monitoring Plan should be submitted to the Town on a monthly basis, and as frequently as deemed necessary by the Town Engineer.</p> <p>In “Specifics” says “etc.” but should clearly note that it will note “nature of complaint.”</p>
<p>A log of towed valeted vehicles will be maintained along with the following:</p> <ul style="list-style-type: none"> <li>• Date and time of the tow.</li> <li>• Location of the towed vehicle.</li> <li>• Reason for the parking error that resulted in the tow.</li> </ul>	<p>This should include “Actions Taken to Resolve Error/Violation” if applicable.</p>
<p>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:</p> <ul style="list-style-type: none"> <li>• Total number of vehicles served.</li> <li>• A summary of vehicles parked by general location (by lot, by area, etc.).</li> <li>• Average valet retrieval/park times.</li> </ul>	
Specific Questions	
<p>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.</p> <ul style="list-style-type: none"> <li>• Peak: 3-6 attendants.</li> <li>• Major Events: 4-7 attendants.</li> </ul> <p>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</p>	<p>There should be some consideration into how snow will impact these timelines. Walking to vehicles when the roads/sidewalks have not been cleared, clearing off snow, removing berms from behind vehicles could create challenges. Will valet parking attendants carry shovels as part of their practice?</p> <p>The last sentence will be the case for all overnight parking and should be included in applicant's assumptions.</p>

Draft Proposed Language	Town Comments
<p>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.</p> <p>Next, the number of minutes required to valet each vehicle is estimated at 6 minutes based on the following:</p> <ul style="list-style-type: none"> <li>• 0.5 minutes - Guest exchange of keys.</li> <li>• 1.5 minutes - Drive to/from parking space.</li> <li>• 1 minute - Log/remove vehicle location in tracking system.</li> <li>• 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).</li> </ul> <p>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.</p> <p>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.</p>	<p>These assumptions should be compared to seasonal actuals and provided as part of the Monitoring and Reporting Program as well as any adaptive management strategies for following year.</p>
<p>2. 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.</p> <p>Restrictions on where valeted vehicles are parked are shown under the heading "Use Restrictions" above.</p>	<p>Any issues with onsite capacity that result in travel way/on-street queuing shall be noted as part of the Monitoring and Reporting Program as well as any adaptive management strategies.</p>
<p>3. Will a follow car be used? If so, where will it be parked?</p> <p>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</p>	

Draft Proposed Language	Town Comments
<p>above. A follow car is not necessary given the walking distances involved, and its use would add unnecessary vehicle traffic to the downtown area.</p>	
<p>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:</p> <ul style="list-style-type: none"> <li>• License Plate</li> <li>• Guest Name/Room or Restaurant/Meeting Space</li> <li>• Lot Designation and Zone/Space Marker</li> <li>• Time parked and retrieved</li> <li>• Other (special handling, snow removal, parking restriction, etc.)</li> </ul>	<p>Identification of the final digital valet system shall be contained in the final Parking Management Plan.  The final digital valet system will be required to be reviewed/approved by the Town Engineer. Any future changes and/or deviations from the approved digital valet system will also require review and approval by the Town Engineer, as they occur.</p>
<p>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.</p>	<p>The applicant will be required to purchase/obtain the maximum allowable Overnight Valet Permits and Residential Permits annually, including payment of any permit fees. It will be the responsibility of the applicant to renew any and all permits on the renewal cycle required by each permit type.</p>
<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Increased valet staffing (to account for longer valet walk distances).</li> <li>• 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.</li> <li>• Utilization of a secondary and/or overflow lot as discussed above.</li> <li>• Proactive guest messaging (texts and pre-arrival emails notifying of delays and extended retrieval times).</li> <li>• The project will explore a contribution to fund the Truckee Thursday transit shuttle program.</li> </ul> <p>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.</p>	

Draft Proposed Language	Town Comments
<p>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:</p> <ul style="list-style-type: none"> <li>• Use of additional (more remote) lots within the downtown parking district, subject to appropriate land use approvals.</li> <li>• Secure standby agreements with nearby private lots; activated only when Town lots are full, subject to additional land use approvals.</li> <li>• Restrict or limit valet availability for those not staying overnight at the project.</li> </ul>	<p>Land use entitlements would need to be secured as part of this project, if it is included in the parking management plan. Vague reference to it is inappropriate.</p>
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	<p>A semi-annual report should be incorporated to capture the anomalies of each season. Especially if something is not working or causing unanticipated consequences or impacts, so we can address sooner than later.</p>

Draft Proposed Language	Town Comments
<p>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.</p>	
<p>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.</p>	<p>Clarify who reviews this and how success is determined. An Adaptive Management Plan should be submitted, to be approved by the Town, as part of the annual Monitoring and Reporting Program.</p>