



Date: March 24, 2026

Honorable Mayor and Council Members:

Author and title: Alfred Knotts, Assistant Public Works Director

Title: **Parking Code Cleanup Amendments and Creation of Overnight Parking Permit Program.**

Jen Callaway, Town Manager

Recommended Action: That Council: (1) introduce Ordinance 2026-03 amending Chapter 10.18 – Parking Regulations of the Truckee Municipal Code; (2) review a draft of Resolution 2026-09 establishing parking district rates and adopting permit parking guidelines; and (3) accept staff's proposed Policy Goal.

Policy Goal: Clarify the Parking District rules, regulations, and operational guidelines by consolidating the various policy resolutions into one comprehensive resolution; make minor updates to these policies to better reflect current operations and the inclusion of the Railyard Master Plan area parking; and better define regulations related to overnight parking. The intent is to provide clarity to the public and future developers on the Downtown Parking District regulations.

Executive Summary:

Staff is seeking to provide clarity and consistency on the policy, rules, and regulations associated with the Downtown Parking District ("Parking District"). This includes:

- Minor "clean-up" amendments to the Municipal Code "Title 10- Chapter 10.18 – Parking Regulations" (outlined in Attachment 1- Ordinance 2026-03, Attachment 1), including flexibility to amend policies and rates by resolution.
- Creation of a new Overnight Parking Permit Program to better define where and how overnight parking can occur.
- Consolidation of parking policies and guidelines under one future resolution (to be adopted at a future date).

It should be noted that amendments to hourly parking rates are not proposed as part of the proposed code clean-up amendments outlined in Attachment 1.

Discussion:

Background

As part of the Town Council's priority to invest in Key Infrastructure, Community Connectivity and Economic Vitality, task 7.2 addresses the ongoing need and efforts to maintain and update the parking district infrastructure. This task includes specific directions to implement actions from the 2019 Parking Action Plan. As part of this work effort and with recent development proposals within the downtown core and parking district, as well as the future build-out of the Railyard and downtown core, staff have identified some inconsistencies between our guiding documents, plans and studies. In addition, staff have encountered challenges that were not contemplated when these documents were approved, such as challenges with snow removal and overnight parking. These inconsistencies and challenges have arisen

over time and with the evolution of the Downtown Parking District and Railyard development and staff is recommending that the Town take a broader approach and view of workplan task item 7.2 to address these inconsistencies, provide clarification and alignment within and among the guiding documents and plans. As such, the first proposed step would be for Council to introduce Ordinance 2026-03, adopting amendments to the Truckee Municipal Code, Title 10 – Vehicle and Traffic – Chapter 10.18 – Parking Regulations. Introduction of these ordinance clean-ups and additions are highlighted in more detail below, but among other items, simplifies the process for an overnight parking permit program to be adopted and modified via resolution. This provides Council with a more efficient path to adjust and change the overnight parking program in the future, as a resolution can be adopted at one Council meeting rather than an ordinance which is agendized at two meetings and requires the second reading before it takes effect. Since the proposed amendments and process improvements are phased, meaning the ordinance needs to be updated first, staff are also seeking Council direction and feedback on the parking district updates that are proposed to come back at a future Council meeting, as this will help to inform the policy framework for these future discussion items.

Existing Parking Regulations

The Town has many guiding documents that inform the Downtown Parking District. The 2004 Truckee Downtown Parking Study surveyed parking utilization rates and revealed the opportunity to increase turnover and utilization of the downtown parking supply. The 2004 study recommended increasing short-term parking availability, developing employee parking facilities, actively enforcing parking regulations, updating the Municipal Code, and updating fines in the Town Fee Schedule.

To partially implement the recommendations, Town Council adopted Ordinance 2005-07 to amend the Municipal Code to address parking meter implementation and permit parking. Since then, the Town Council has adopted several parking policy-related resolutions, including but not limited to the following:

- Resolution 2005-45 – Parking Rates, Hours, and Employee Permit
- Resolution 2005-49 – Residential Permit Program
- Resolution 2006-25 – Employee Parking and Two-Hour Parking Areas Modifications
- Resolution 2009-69 – Parking District Mission Statement

However, many of the above-mentioned resolutions either modified or built upon another parking program or policy, and staff is proposing a future single resolution that clearly identifies all parking district regulations. Staff is also proposing minor “clean-up” amendments to the Town Municipal Code, including continuing to allow for a streamlined amendment process (through resolution versus ordinance) when future policy changes are warranted as a result of changes in, for example, existing land uses, future development, and economic conditions. Parking management is dynamic in nature and requires the application of “adaptive management” and associated streamlined policy development and implementation.

Existing Parking Plans and Policies

In 2009, the Town Council certified the Truckee Railyard Master Plan Environmental Impact Report (“Railyard EIR”) and associated Mitigation Monitoring and Reporting Program. Subsequently, Council approved a 2016 Addendum to the Railyard EIR and a Development Agreement on November 13, 2017, which included a Parking Management Plan that identified various circulation and parking management provisions, including shared parking, residential parking, and valet parking. Following adoption of the Railyard Master Plan (“Master Plan”), significant infrastructure improvements were made in the Master Plan area, including the addition of on street parking spaces and parking lots. The inventory of parking within the Master Plan area was developed to meet future parking demand requirements of projects within the Master Plan area. As each project development is approved, its parking demand is calculated and subtracted from the total inventory to track how many spaces remain for allocation to the Master Plan development in the Downtown Parking District.

More recently, the Town Council developed the 2019 Parking Action Plan and adopted the 2040 General Plan, both of which outline goals, policies, and recommended actions to support maximization of existing parking inventory, through parking management programs and strategies. These strategies include, but are not limited to: shared parking agreements, “unbundling” of parking inventory, and/or active parking management, such as valet programs.

Overnight Parking

Many of these parking strategies, including valet parking programs, would be difficult to implement under the current Municipal Code absent mechanisms, policies, and strategies to effectively manage anticipated increases in overnight parking demand. In particular, with the development of the Artist Lofts in addition to other existing overnight parking demands in the Parking District, maintenance of overnight parking spaces in the winter months has become more challenging. While the Town has tried to designate areas for overnight parking by day of week, gaining compliance has been a challenge and the result is that vehicles are often parked overnight but are not moved in a timely manner to allow snow removal operations to occur. Public Works staff often need to provide snow removal in these overnight parking lots several times before the spaces are cleared, removing snow where possible from spaces that are vacant at the time. In order to be able to continue to adequately maintain the Parking District lots during the winter months, staff recommends the number of allocated overnight spaces within the Downtown Parking District be limited and clear points of contact (to communicate when vehicles need to be moved) for those using the spaces are necessary.

In addition, both the Railyard Parking Management Plan and 2019 Parking Action Plan identified valet parking as a valid parking management strategy. As such, staff has developed language to provide for limited valet parking in the Railyard Master Plan Area. Essentially, this would allow development in the Master Plan area to implement valet parking strategies to use existing parking within the Parking District. The concept is that the valet parking permit would allow private businesses to operate within the Parking District, while still requiring them to follow the same rules as the general public. This includes paying hourly parking rates during the day, not having spaces reserved specifically for valet use, and adhering to designated locations for overnight parking. In addition, due to the overnight demand and additional maintenance costs generated by valet parking, staff is proposing a cap on non-residential overnight parking permits, as well as an additional fee to valet park overnight.

The proposed Overnight Parking Permit will focus on residential and valet uses to limit overnight parking permits to uses that can be managed through direct lines of communication with permit holders. On an ongoing basis, staff propose to evaluate the impacts of any approved valet parking permits before allowing an increase in the total number of valet permits.

Summary of Proposed Changes

Below is a summary of clarifications, updates, and changes that are included in the staff recommendation.

Ordinance 2026-03 Adopting Amendments to Chapter 10.18 (Parking Regulations) of the Truckee Municipal Code

Clarifications and Updates

- Updated Section 10.18.060 (Parking Meter Areas Created) and 10.18.090 (Rates) to remove the reference to an out-of-date resolution, remove reference to employee specific permits, but still allow the parking district boundaries and rates to be approved by resolution.
- Update Section 10.18.160 (Permit Issuance) to indicate the types of special parking permits available (residential, employee, and overnight) and the use of resolutions to establish rules, regulations, and fees for those permits.
- Update Section 10.18.170 to clarify that this section only applies to the few selected areas in the parking district that allow residential parking.

- Removal of Section 10.18.190 (Permit Issuance) to rely on resolutions to establish permit parking guidelines and policies (for residential, employee, and overnight permits in particular).

New Regulations or Policies

- Adding Section 10.18.210 to provide for the establishment of an Overnight Parking Permit Program via resolution adoption.

Future Resolution 2026-09, Parking Rates and Residential, Employee, and Overnight Parking Permit Program Guidelines

Staff has drafted a resolution that reiterates existing policy and procedures, addresses the expansion of the Downtown Parking District into the Railyard Area, and establishes new guidelines related to overnight parking. While staff is not requesting adoption of this resolution at this time, staff is requesting Council's review of the draft version of Future Resolution 2026-09. Below is a summary of what the resolution contains.

Clarifications

- The draft resolution primarily focuses on the consolidation of existing regulations that have been established by various previous resolutions, including the rate structure, the Residential Parking Permit, and the Employee Parking Permit.

New Regulations or Policies

- The Residential Parking Permit program would remain relatively unchanged except that no new residential units or residential developments will be issued Residential Parking Permits in the Downtown Parking District unless approved by Town Council, with the exception of future residential developments in the Railyard Master Plan area, which are allowed to apply for Residential Parking Permits, so long as they meet the requirements of the Railyard Master Plan. Existing residential units in the Downtown Parking District remain eligible for issuance of Residential Permits.
- The Overnight Parking Permit Program would be a new addition to the parking policy and associated regulations, key points of which are summarized below:
 - Defines locations where overnight parking would be allowed. While overnight parking areas are currently defined, there are some inconsistencies between current practice and published maps. Staff are proposing to retain overnight parking locations in Brickelltown and in the parking lot by the diner on West River Street. Staff also propose clarifications that both the lot across from the Artist Lofts and the easternmost lot in the Railyard may be used for overnight parking.
 - Allows overnight parking for all Residential Parking Permits.
 - Provides guidelines for the issuance of overnight valet parking permits within the Railyard Master Plan area, including a new fee for overnight valet parking permits (still under development), and the requirement to submit a Valet Parking Management Plan for approval by the Public Works Director, which would identify, among other things, detailed operational plans for the proposed project-specific valet plan, contact information, plan for tracking vehicles and operations, and identification of transportation demand management strategies (e.g. carpooling incentives, employee shuttles, bike and car share, etc.). Valet parking during the day would be allowed to occur under the general regulations for public parking and any other requirements associated with land use approvals.
 - Establishes an overall cap on the number of overnight valet parking permits that can be issued to 40 total. This number is based on what staff believe can be accommodated in the easternmost Railyard lot.

Staff recommends that Council introduce Ordinance 2026-03 to implement amendments to Title 10; Chapter 10.18, as outlined in Attachment 1, including the new Section 10.18.210 - "Creation of Overnight Parking Permit Program." Staff also recommend Council review Draft Resolution 2026-09 (Attachment 2) in advance of a future requested action and to provide initial feedback for staff. The draft resolution is intended to consolidate all current parking rates and policies previously passed by resolution, into one comprehensive resolution, as well as provide additional clarity and guidance on the Town's parking permit programs and associated compliance.

Staff proposes to delay the adoption of this resolution to allow time to address any Council concerns and conduct additional internal reviews. It is anticipated staff will return to Council before the end of the current fiscal year for consideration of adoption of Draft Resolution 2026-09.

Priority:

<input checked="" type="checkbox"/>	Enhanced Communication	<input checked="" type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input checked="" type="checkbox"/>	Housing
<input checked="" type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

Fiscal Impact:

Aside from staff time to coordinate the review and prepare the documents, there is no fiscal impact related to these proposed code amendments. Overnight Parking Permit fees, including Valet Permit fees, will be established, by resolution, as part of a future action. The methodology for calculating the Overnight Parking Permit fee is currently under development by the Town's parking consultant, Dixon Resources Unlimited, but is intended to offset operational costs of the Downtown Parking District.

Public Communication:

In addition to this staff report and associated agenda posting, staff announced minor forthcoming amendments at the March 4, 2026 meeting of the Truckee Downtown Merchants Association (TDMA).

Attachments:

Attachment 1 – Ordinance 2026-03, including "Exhibit A – Title 10 – Chapter 10.18 – Proposed Amendments"

Attachment 2 – Draft Resolution 2026-09 – Parking Rates and Residential, Employee, and Overnight Parking Permit Program Guidelines