

**Draft Tahoe Forest Hospital
Parking Management Plan
July 2, 2010
LSC Transportation Consultants, Inc.**

Active management of parking in the Tahoe Forest Hospital area is appropriate as a means of minimizing the impacts of Hospital functions on nearby neighbors, as well as to minimize the need for new parking facilities. The plan presented in this document has been developed to achieve the following goals:

- Ensure that parking impacts of hospital operations on nearby residents and commercial properties is minimized.
- Reduce the traffic and circulation issues associated with drivers searching for parking.
- Ensure that new parking facilities are only provided when it is concluded that management strategies are insufficient.
- Provide the data necessary to adjust parking strategies in order to address parking issues as they may arise.
- Provide the Town of Truckee and its residents with a means of monitoring parking conditions in the Hospital area.

This plan is developed for a single ski season and will be updated on an annual basis. Annual updates will allow the plan to adapt to changes in access patterns, as well as addressing changes in development and parking/roadway facilities.

Overview

Existing Parking Supply

Table A presents a summary of existing parking spaces in the vicinity of TFH, along with current regulations on the spaces. A map showing these area letter designations is presented as Figure A. As shown, there are a total of 480 spaces currently in the vicinity. Assuming that 25 percent of onstreet spaces bordered on one side by non-TFH land uses are not available to TFH, there are approximately 465 spaces available for TFH uses in the immediate vicinity from May 1st to October 30th. During the winter months, Truckee Municipal Code prohibits onstreet parking. This reduces the available legal parking supply to 392 spaces.

The large majority of spaces (82 percent) are open to all users with no restrictions. Twenty six spaces are designated for persons with disabilities, 29 are designated for

patients and visitors only at all times, 17 are restricted to patients and visitors during daytime hours but allow employee parking at night, 6 are restricted to doctors only, and an additional 12 are restricted to short term pick-up or drop-off use.

Under the TFH Improvement Program, there will be modifications to parking supply in many of the areas. Total parking estimated to be available for TFH uses is planned to increase from 465 to 478 spaces. No restrictions have been designated on the new parking spaces. The Tahoe Forest Hospital Improvement Program Traffic and Parking Study (LSC Transportation Consultants, Inc., May 3, 2010) presents additional details on planned parking supply.

Existing Parking Demand

Several sources of information are available regarding parking demand and supply in the TFH area, as discussed below.

2010 Parking Demand Analysis

A comprehensive study of TFH parking needs was conducted in 2004, which included surveys of staff, patients and visitors. This data was applied in the 2010 study, adjusted to the current staff and patient figures. Existing demand on a busy day is shown in Table B, for patients/visitors. (Data on the number of doctors versus other types of staff onsite at any one time is not readily available). As shown, the peak parking demand of 409 cars occurs in the 11 AM hour. This is also the period of peak parking demand generated by patients/visitors (169 cars). Staff parking demand actual peaks in the 2 PM hour, at 245 (versus 240 in the overall total peak period at 11 AM). This time corresponds to staff shift changes.

2010 On-Street Parking Utilization Surveys

Parking counts conducted in May and June of 2010 also give an indication of overall parking conditions in the area. Counts were conducted every half hour between 7:00 AM and 6:00 PM by LSC staff on the following days:

- ◆ Monday, May 17, 2010
- ◆ Tuesday, May 18, 2010
- ◆ Friday, June 4, 2010

These counts are presented in Table C. While these counts focus on on-street spaces and did not include much of the off-street TFH parking supply, these counts indicate the following:

- Of the 277 parking spaces surveyed, the greatest total parking demand was observed to be 178 vehicles, occurring on May 18th at 12:00 PM. This represents 64 percent of the available 277 parking spaces. Excluding the Curves private

parking lot, there were a minimum of 88 spaces still available for parking in the survey area, even at the peak time of observed demand.

- The peak on-street parking demand surveyed for the blocks west of and including Lake Avenue was 11, representing 19 percent of the available capacity and occurring twice on May 17th and once on June 4th. At all times over the three count days at least half of the parking spaces along Lake Avenue were found to be unoccupied.
- The peak on-street parking demand surveyed for blocks adjacent to the hospital was 55, occurring on May 18th from 1:00 PM to 2:00 PM. This represents 73 percent of the 75 available on-street parking spaces on blocks adjacent to TFH.
- Total parking utilization increased until roughly 9:00 AM, and then stayed relatively constant until 3:00 PM when use declined gradually until a steeper decline started around 5:00 PM.
- Areas where use was observed to equal or exceed supply were concentrated along Pine Avenue, on Tahoe Drive east of Lake Avenue, and on Spring Lane east of Pine Avenue.
- Of the 31 spaces along Levon Avenue, at least 12 were observed to be available at any time over the three days.

2004 Parking Utilization Surveys

Another indication of parking demand patterns is the counts conducted in 2004 of all then-existing parking areas (including offstreet lots). While substantial additional parking has been created since then (particularly along Pine Avenue), these counts indicated the following:

- By 8 AM, parking in the areas near the helipad (areas K and M) were already fully utilized, probably in large part by TFH employees. These areas remained fully utilized through the 4:30 PM end of the count period.
- The key parking lots north of the main hospital building (Q, R, S and T) became fully utilized by 9:00 AM, and remained that way until 3:30 PM.
- Parking along Levon Avenue was full or within a few vehicles of full from 9:30 AM to 3:30 PM.
- Parking along Tahoe Drive between Pine Avenue and Lake Avenue was full or close to full from 10:30 AM to 1:30 PM.
- More than adequate parking availability was observed throughout the day both along Spring Lane, and in the Medical Office Building lot.

In comparing the 2004 and 2010 offstreet parking utilization counts, it is clear that provision of additional parking supply and/or changes in staffing levels has been successful in improving parking availability along Tahoe Drive and along Levon Avenue.

Summary

Based on the information presented above, the following general conclusions can be drawn regarding existing parking conditions:

- Parking availability for the area as a whole is generally adequate, with very little “spillover” of parking into nearby residential streets when onstreet parking immediately adjacent to the Hospital is available.
- In winter when onstreet parking is generally prohibited, there is a need for an additional 12 spaces to be cleared of snow beyond those spaces along Pine Avenue between Tahoe Drive and Spring Lane that are already cleared by the Hospital.
- Day shift employees generally have little trouble finding available parking. However, some of this employee parking occurs in areas that would be better used for patient/visitor parking later in the morning. Employees arriving around 2 PM have the greatest challenge in finding parking. Shifting day shift employee parking to more remote areas would allow more evening shift employees to find parking within more convenient walking distance, reducing the need for these evening shift employees to walk dark streets at the end of their shift.
- At peak times, there are approximately 10 available parking spaces the MOB lot that could be used for parking demand generated south of Donner Pass Road. There are also approximately 15 spaces available (in summer) on Levon Avenue.

With buildout of the TFH Improvement Program, the effective parking supply for TFH (after the 95 percent efficiency factor is applied) is 70 spaces less in winter than that shown in Figure 8 of the parking/traffic report. This assumes snow removal on the spaces along Pine Avenue between Tahoe Drive and Spring Lane. As the campus will have a parking surplus of 2 spaces in summer, this indicates that an additional 68 spaces will need to be cleared of snow by buildout of the improvement program.

Stage 1: For Immediate Implementation

Public Information

The TFH Truckee Campus map will be revised to include a note to the west of Lake Avenue indicating “Residential area – please do not park in this area” and to show parking at the MOB along with the pedestrian crossing. Text on the TFH “Visitor Guide and Hours of Operation” website page currently says “Please make sure you are parked

in a designated parking area. Parking is available at all entrances to the hospital. Parking on the streets is permitted in most areas around the Hospital, but not on snow days.” This will be modified to say “Please make sure you are parked in a designated parking area. Parking is available at all entrances to the hospital. Parking on the streets is permitted in most areas around the Hospital, but please avoid parking in residential areas west of the campus. Town ordinance prohibits onstreet parking from Nov 1 to Apr 1, except where specifically signed to allow winter parking.”

Directional Signage

Signs should be installed to aid visitors in efficiently finding available parking, and directing drivers away from residential neighborhoods:

- On the northeast corner of the exit from Lot T to Pine Avenue facing east “→ Additional Hospital Parking Across Donner Pass Road”
- On the southwest corner of Pine Avenue and Tahoe Drive facing east “← Hospital Parking”
- On the southwest corner of Tahoe Drive and Lot U driveway facing east “← Hospital Parking”
- On the northeast corner of Spring Lane and Pine Avenue facing east “→ Hospital Parking”
- On the south side of Spring Lane opposite the end of Pine Avenue facing north “← Additional Hospital Parking”
- On the east side of Levon Avenue opposite the driveway to Lot Q facing west “← Additional Hospital Parking Across Donner Pass Road”

These sign locations are also shown in Figure A.

Registration of Employee Vehicles

Employees will be required to provide TFH with a current list of the license plate numbers for all owned vehicles. On a random basis but at least quarterly, TFH will record license plates on vehicles parking along nearby neighborhood streets as well as in short-term parking areas and compare against the list. TFH Administration will distribute a memo to all staff members explaining that employee parking is not allowed on the following streets:

- Pine Avenue north of Tahoe Drive
- Tahoe Drive
- Lake Avenue or any streets to the west of Lake Avenue
- Spring Lane west of the Preschool

Staff members will be encouraged to report observed staff parking in these areas to the TFH Chief of Facilities Development. This information will also be included in orientation training for new staff.

Employees found to be parking in these residential streets will be subject to an increasing level of discipline:

- On a first incident, the employee will be contacted in person by the Parking Manager and the incident discussed.
- On a second incident, a letter will be prepared and included in the employee file.
- On a third incident...

Comment: What should be put here?

Snow Removal

TFH will be responsible for snow removal of on-street parking spaces along both sides of Levon Avenue, Spring Lane east of Lake Avenue, Tahoe Drive east of Lake Avenue, and Pine Avenue north of Tahoe Drive (as well as south of Tahoe Drive).

Comment: This infers that the Town would still be responsible for clearance of travel lanes. In order to minimize future arguments over the Town moving snow into the parking lanes, it might be preferable to make a deal to assume full snow removal for a portion of the streets. Such as TFH is responsible for all snow removal the length of Pine (and the portion of Tahoe Drive between the two pieces of Pine, as well as Spring Street from Levon to Lake, while the Town is responsible for all snow removal on Levon.

Carpool Parking

A minimum of four spaces will be designated for "Carpool Parking Only – 8AM to 4PM" in a location convenient to employee entrances.

Monitoring Plan

Parking Counts

Parking occupancy counts should be conducted annually for TFH parking lots, and for onstreet parking areas along the following streets:

- Levone Avenue
- Pine Avenue
- Lake Avenue
- Tahoe Drive east of Sierra Avenue
- Spring Lane east of Sierra Avenue
- Donner Pass Road from Lake Avenue to the first driveway on the north side of the street east of Levon Avenue.

These counts should be conducted in November (to reflect the snow removal restrictions and allow any necessary changes in the management plan to be in place over the subsequent winter) on a Tuesday prior to Thanksgiving week. Counts should be conducted every half-hour, from at least 8:00 AM to 4:00 PM. Designated parking spaces (such as for doctors only, or patients only) shall be counted and recorded separately. Counts should be entered into a spreadsheet, and the utilization rate calculated for each sub area, for the count area as a whole, and for a subtotal reflecting all on-street spaces versus lot spaces.

Comment: Busiest day of the week in the recent counts

Comment: This will require 2 count personnel, or 1 over two Tuesdays.

At a minimum, annual Parking Management Plans will be prepared until two years after the issuance of the final Certificate of Occupancy for the TFH Improvement Program.

Designation of a Single TFH Parking Manager

TFH will designate a single staff position that has responsibility for the Parking Management Plan.

Complaint Log

TFH will disseminate the contact name, phone number and email of the Parking Manager, and instruct the public to contact the Parking Manager with any comments or complaints regarding parking issues. A written complaint log will be maintained, 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 complaint (or anonymous if refusing to state), with address, phone, email address
- Actions taken to resolve the complaint

Employee Parking Monitoring

At least monthly, license plate numbers will be recorded for onstreet parking along Pine Avenue north of Tahoe Drive, and on Tahoe Drive between Pine Avenue and Lake Avenue. (This area should be expanded if parking on Lake Avenue and streets to the west is observed to increase over the levels shown in Table C, or if complaints warrant it.) These numbers will be compared against the list of employee vehicles and used to enforce the steps outlined above. A record will also be kept showing the total number of employee vehicles observed along each block.

Annual Parking Management Report

By the end of each calendar year, TFH will prepare a Parking Management Report, which will include the following:

- Summaries of observed parking utilization, and comparison with results for previous years.
- Summaries of employee parking monitoring, and comparison with results for previous years.
- The complaint log, with a summary of complaints by street/block and by the nature of the complaint.
- Documentation of changes in parking supply and parking management strategies over the previous year.

- A discussion of overall parking conditions and any deficiencies, and steps that TFH intends to implement to address deficiencies.

A copy of this report shall be forwarded to the Town of Truckee for review. The report will also be put on the agenda of the Hospital Board for presentation and discussion. In addition, a copy will be made available to any member of the public requesting same.

Comment: Post on website?

Stage 2: Additional Management Strategies

Additional management strategies shall be triggered if the following standards are not met:

- Onstreet parking on residential streets generated by TFH uses shall not use more than 50 percent of available spaces on any specific block. These streets are defined as Lake Avenue and streets south of Donner Pass Road and east of Lake Avenue. For purposes of this standard, "TFH uses" are defined as the Hospital, Medical Office Building, Child Care Center, and Hospice, but excludes housing owned by TFH.
- Parking utilization for the TFH parking supply as a whole (as defined in the 2010 Traffic and Parking Study) shall not exceed 95 percent of all spaces at any one time.

If additional steps are required, specific details will depend on the observed conditions reported in the Monitoring Report. Management strategies that may be considered are as follows:

- Designation of short term parking restrictions on Pine Avenue north of Tahoe Drive, and on Tahoe Drive between Pine Avenue and Lake Avenue, such as 3 hour maximum parking. This would reduce employee parking in these key areas and increase availability for visitors and patients. TFH would work with Town staff to identify how TFH can enforce these restrictions at no cost to the Town.
- Designation of additional parking restrictions in key TFH lots, such as additional spaces reserved for doctors or other specific groups.
- Establishment of timed parking restrictions (such as 3 hour maximums) on key TFH lots (such as lots Q, T, V, F, and W). Tire chalking or recording of license plates by TFH staff would be required to enforce these restrictions. Visitors/patients expecting a longer stay could receive a date-stamped parking pass to put on their windshield.
- TFH clearance of snow from additional onstreet spaces.

- Additional steps to inform visitors about available parking options, such as preparation and distribution of a parking guide brochure that can be provided to repeat visitors, patients, and volunteers.
- Scheduling of TFH events that generate unusually high levels of parking need (such as volunteer orientation) to avoid periods of high parking demand generated by the Nevada County district courthouse. At present, court staff indicates that parking needs are greatest on Mondays, and on the first Friday of each month.

Stage 3: Additional Parking Supply

If Stage 2 management techniques are shown through parking counts to not address the parking standards, TFH will secure additional off-street parking spaces within a reasonable walk distance of the campus. The number of spaces to be provided will be calculated to achieve the standards cited above.

TABLE A: Existing TFH Area Parking Supply and Restrictions

Area	Total	Unrestricted Parking	Physician Only	Patient and Visitor Only	Patient and Visitor, Employee Night Only	Emergency Patient Only	Child Pick-Up	15-Minute	30-Minute	ADA
A	10	9								1
B (1)	2	2								
C (1)	16	16								
D (1)	13	13								
E	133	127								6
F	38	30					7			1
G	4	3					1			
H	16	14								
J (2)	13	13					2			
K (2)	8	8								
L	5	4								1
M	25	16		7						2
N (1)	15	15								
O (1)	7	7								
P (1)	8	8								
Q,T	60	23	6	7	17	5				2
R	32	32								
S	19	8		10						1
U	23	23								
V	11	7							2	2
W	16	11								5
X (2)	6	1								5
Total	480	390	6	24	17	5	8	2	2	26
<i>Total assuming 75% of onstreet spaces without TFH land use on both sides available for TFH.</i>	<i>465</i>	<i>375</i>	<i>6</i>	<i>24</i>	<i>17</i>	<i>5</i>	<i>8</i>	<i>2</i>	<i>2</i>	<i>26</i>
<i>Total during winter snow removal restrictions on onstreet parking</i>	<i>392</i>	<i>307</i>	<i>6</i>	<i>24</i>	<i>17</i>	<i>5</i>	<i>8</i>	<i>2</i>	<i>2</i>	<i>21</i>

SOURCE: LSC and SCO counts.

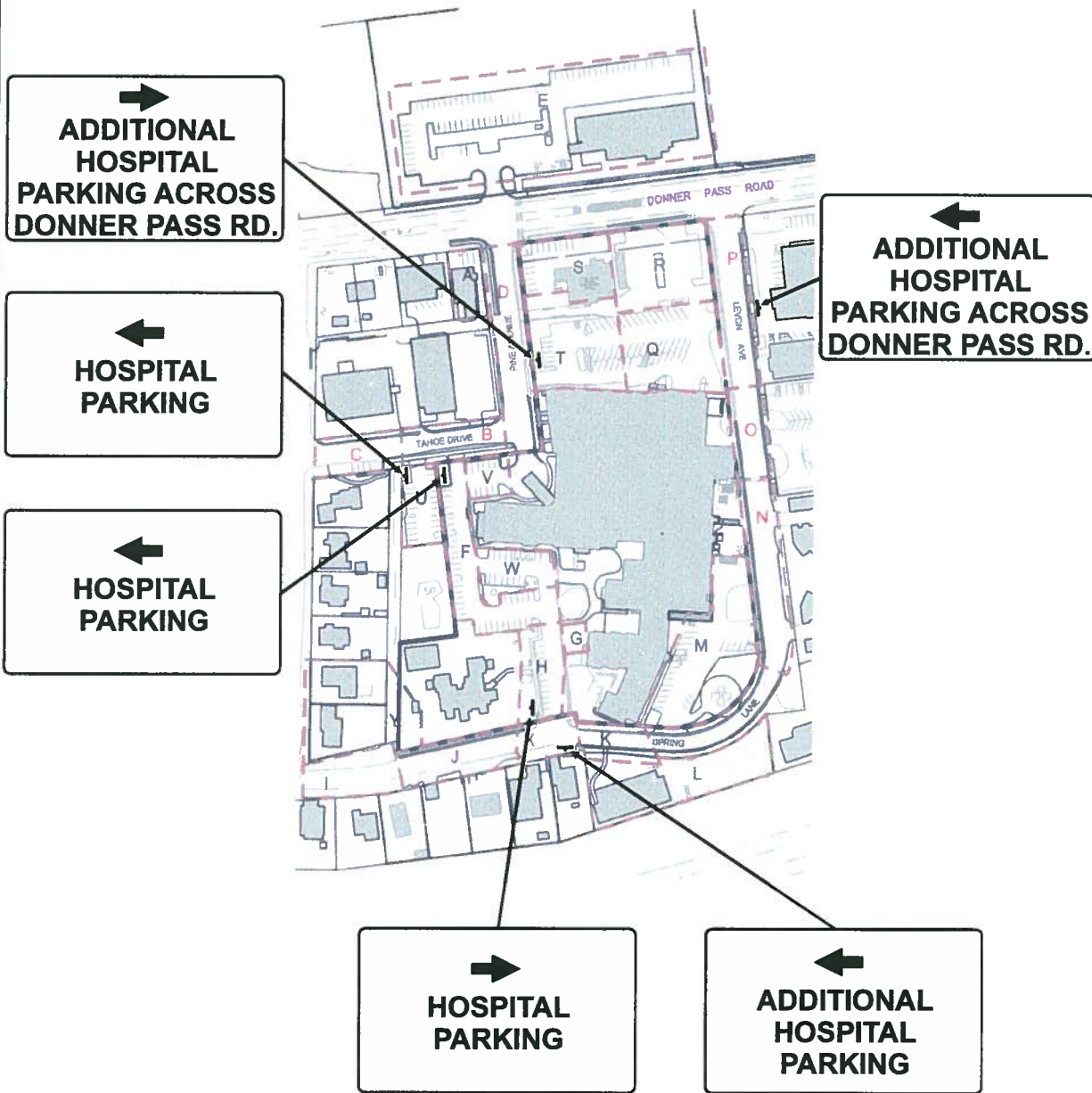
Note 1: Onstreet areas without TFH land uses on both sides.

Note 2: Onstreet area with TFH land uses on both sides.

TABLE B: TFH Existing Parking Demand at 100 Percent Occupancy

Hour Beginning	TFH						MOB						Total					
	Patients/Visitors			Percent of Peak Parking Demand			Patients/Visitors			Percent of Peak Parking Demand			Patients/Visitors			Percent of Peak Parking Demand		
	Staff	Total		Patients/Visitors	Staff	Total	Patients/Visitors	Staff	Total	Patients/Visitors	Staff	Total	Patients/Visitors	Staff	Total	Patients/Visitors	Staff	Total
7:00 AM	40	86	126	38%	46%	44%	2	8	10	3%	13%	8%	42	94	136	25%	38%	33%
8:00 AM	50	160	210	48%	86%	74%	22	51	73	34%	85%	59%	72	211	283	43%	86%	69%
9:00 AM	87	174	261	84%	94%	92%	41	54	95	63%	90%	77%	128	228	356	76%	93%	87%
10:00 AM	94	177	271	90%	96%	95%	64	56	120	98%	93%	97%	158	233	391	93%	95%	96%
11:00 AM	104	181	285	100%	98%	100%	65	59	124	100%	98%	100%	169	240	409	100%	98%	100%
12:00 PM	91	180	271	88%	97%	95%	48	59	107	74%	98%	86%	139	239	378	82%	98%	92%
1:00 PM	92	180	272	88%	97%	95%	39	59	98	60%	98%	79%	131	239	370	78%	98%	90%
2:00 PM	83	185	268	80%	100%	94%	52	60	112	80%	100%	90%	135	245	380	80%	100%	93%
3:00 PM	75	178	253	72%	96%	89%	64	60	124	98%	100%	100%	139	238	377	82%	97%	92%
4:00 PM	62	154	216	60%	83%	76%	54	56	110	83%	93%	89%	116	210	326	69%	86%	80%
5:00 PM	58	96	154	56%	52%	54%	37	36	73	57%	60%	59%	95	132	227	56%	54%	56%
6:00 PM	33	66	99	32%	36%	35%	7	6	13	11%	10%	10%	40	72	112	24%	29%	27%
7:00 PM	24	56	80	23%	30%	28%	5	4	9	8%	7%	7%	29	60	89	17%	24%	22%
8:00 PM	20	36	56	19%	19%	20%	0	3	3	0%	5%	2%	20	39	59	12%	16%	14%
Peak	104	185	285				65	60	124				169	245	409			

FIGURE A
Tahoe Forest Hospital Area Parking Designations and Signage Plan



LEGEND

┆	SIGN FACING WEST
┆	SIGN FACING SOUTH
┆	SIGN FACING EAST
┆	SIGN FACING NORTH



SEO PLANNING
 ENGINEERING &
 SURVEYING
 140 LITTON DRIVE, SUITE 240
 GRASS VALLEY, CA 95945
 (530) 272-8841