

**TRPA
APC
PACKETS**

**JANUARY
1994**

TAHOE REGIONAL PLANNING AGENCY
ADVISORY PLANNING COMMISSION
NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Advisory Planning Commission of the Tahoe Regional Planning Agency will conduct its regular meeting at 9:30 a.m. on Wednesday, January 12, 1994, at the Tahoe Sands Inn Convention Center, 3600 U.S. 50, South Lake Tahoe, California. The agenda for said meeting is attached hereto and made a part of this notice.

January 3, 1994

By: David S. Ziegler
David S. Ziegler
Executive Director

TAHOE REGIONAL PLANNING AGENCY
ADVISORY PLANNING COMMISSION

Tahoe Sands Inn Convention Center
3600 U.S. 50, South Lake Tahoe, California

January 12, 1994
9:30 a.m.

All items on this agenda are action items unless otherwise noted.

AGENDA

- I. CALL TO ORDER AND DETERMINATION OF QUORUM
- II. ADMINISTRATIVE MATTERS
 - A. Election of Chairman and Vice Chairman
- III. APPROVAL OF AGENDA
- IV. PUBLIC INTEREST COMMENTS (No Action)

Any member of the public wishing to address the Advisory Planning Commission on an agenda item not listed as a Public Hearing item, or on any other issue, may do so at this time. However, public comment on Public Hearing and Planning Matter items will be taken at the time those agenda items are heard.

NOTE: THE ADVISORY PLANNING COMMISSION IS PROHIBITED BY LAW FROM TAKING IMMEDIATE ACTION ON, OR DISCUSSING ISSUES RAISED BY THE PUBLIC THAT ARE NOT LISTED ON THIS AGENDA.

- V. DISPOSITION OF MINUTES
- VI. PUBLIC HEARING AND RECOMMENDATIONS
 - A. Adoption of Chapter 97, Employer-Based Trip Reduction Ordinance 1-13
 - B. Adoption of the 1994-1998 List of Additional Public Service Facilities Pursuant to Section 33.7 14-151
 - C. Adoption of the 1994-1998 List of Additional Recreation Facilities Pursuant to Section 33.6 152-260
 - D. Amendment of Chapter 22, Height Standards, Subsection 22.4.A, Relating to Maximum Height of Public Service Buildings 261-265
- VII. PLANNING MATTERS
 - A. Presentation of the Team Recommended Tahoe City Community Plan 266-273
 - B. Presentation of the Team Recommended Stateline/Ski Run Community Plan 274-281

VIII. REPORTS

A. Executive Director

B. Legal Counsel

C. APC Members

IX. PENDING MATTERS

X. RESOLUTIONS

XI. ADJOURNMENT

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MEMORANDUM

December 29, 1993

To: Advisory Planning Commission

From: TRPA Staff

Subject: Adoption of Code of Ordinances Chapter 97, Employer-Based Trip Reduction Program

Proposed Action: The proposed action is to recommend Governing Board to adoption of a new chapter of the Code of Ordinances, Chapter 97, Employer Based Trip Reduction Program, attached as Exhibit A, and an amendment to Chapter 2, Definitions, attached as Exhibit B. The new chapter will implement an element of the 1992 Regional Transportation Plan - Air Quality Plan (RTP-AQP). It is intended to assist in the achievement and maintenance of environmental thresholds for air and water quality.

Staff Recommendation: Staff recommends that the APC hold a public hearing on the proposed ordinance and recommend adoption to the Governing Board.

Background: The 1992 RTP-AQP includes a transportation control measure that requires TRPA consideration of provisions for employer sponsored programs to reduce the number of employee trips. Employer-based trip reduction is a program of measures designed to reduce the number of vehicles travelling to and from employment sites. This will assist in attainment and maintenance of the regional VMT threshold. Volume III, pp. 13-14 of the RTP-AQP states:

TRPA shall propose for adoption ordinances requiring employers and commercial or retail developments to implement trip reduction programs. Employer-based trip reduction programs should achieve an average employee vehicle ridership of 1.5 employees per vehicle. This average vehicle ridership may be achieved through car-pooling, vanpooling, employee shuttles, public transit programs, or promoting non-vehicular transportation. Commercial and retail employers are urged to form or join Transportation Management Associations (TMA) to help develop and implement trip reduction plans and programs.

On June 9, 1993, July 14, 1993, and August 11, 1993, TRPA staff received APC member comments and recommendations concerning the initial draft of the Employer-Based Trip Reduction Ordinance. Following is a general summary of those comments:

- What is the availability of existing Caltrans rideshare programs?
- What costs by businesses will be incurred by the proposed ordinance?
- Incentives need to be encouraged.
- Disincentives need to be discouraged.
- Good promotional information is needed.

During the months of June, July, and August, TRPA staff presented the draft ordinance to the South Lake Tahoe Chamber of Commerce Environmental Affairs of Commerce, and the Incline Village/Crystal Bay Chamber of Commerce. Following is a general summary of their comments:

- A performance over paperwork approach is needed.
- What are the business costs associated with the ordinance?
- Will the ordinance require a consultant to be hired?
- What are the TRPA costs associated with ordinance?
- Other suitable transportation modes need to be in place.

TRPA staff has also worked with staff from the Placer County Transportation Commission (PCTC), the Truckee/North Tahoe Transportation Management Association (TNT-TMA), and other local jurisdictions to develop the draft ordinance and have utilized this information in preparing the attached draft.

On November 8, 1993, TRPA held a meeting of the Transportation/Air Quality Technical Advisory Committee (TAC) to discuss the Employer Based Trip Reduction Program. The following is a list of the most pertinent comments about the Program:

- Why is TRPA considering 50 employees as a major employer, when the rest of California considers 100 employees a major employer?
- Need a better idea of existing conditions; i.e., number of employers affected and current commute habits.
- TRPA should be a facilitator and not a regulator.
- Most major employers will already comply with provisions of Trip Reduction Ordinance.

Several comments received from the TAC suggested that TRPA should survey regional employers to learn existing commute habits. The issue is that most of the major employers may be already abiding by the measures of the Trip Reduction Ordinance. TRPA staff has taken these comments into consideration, and made responsive revisions to the draft ordinance. The major changes are as follows:

- A major employer will now be considered as an employer of 100 employees or more, not 50 as previously proposed.
- As far as monitoring the Program, TRPA will conduct random audits of the employers to evaluate the effectiveness of the Program. This will be in addition to the employer review process.

According to the definitions associated with TRPA's Employer Based Trip Reduction Program, TRPA is not considered a major employer. Although Level II of this program would therefore not apply, TRPA will be voluntarily implementing the Trip Reduction Program as it relates to its operations.

FINDINGS: Prior to adoption of the ordinance, Chapter 6 requires certain findings to be made. Ordinance 87-8 findings are not required since the ordinance is adopting a new program. The Chapter 6 findings and brief rationales on which the Findings can be made are set forth below.

A. Chapter 6 Findings:

1. **Finding:** The project is consistent with, and will not adversely affect implementation of the Regional Plan, including all applicable Goals and Policies, Plan Area Statements and maps, the Code, and other TRPA plans and programs.

Rationale: A policy and objective of the Tahoe Regional Planning Agency's Regional Transportation Plan - Air Quality Plan (RTP-AQP) is to implement transportation demand management (TDM) measures to reduce the number of vehicle trips on the Region's highways. The 1991 Regional Plan and Threshold Evaluation states that TRPA should adopt ordinances to expand employer programs.

2. **Finding:** That the project will not cause the environmental thresholds to be exceeded.

Rationale: The Employer-Based Trip Reduction Program is a program of measures designed to reduce the number of vehicles travelling to and from employment sites, and will not cause the environmental thresholds to be exceeded.

3. **Finding:** Wherever federal, state and local air and water quality standards applicable for the Region, whichever are strictest, must be attained and maintained pursuant to Article V(d) of the Compact, the project meets or exceeds such standards.

Rationale: The ordinance is a program to reduce vehicle trips, and to attain air and water quality standards.

4. **Finding:** The Regional Plan and all of its elements, as implemented through the Code, Rules and other TRPA plans and programs, as amended, achieves and maintains the thresholds.

Rationale: The Employer Based Trip Reduction Program is designed to reduce the number of vehicle trips made to and from employment sites. Its implementation will assist in the achievement and maintenance of the thresholds and implement the planning documents listed in Finding 1.

5. **Finding:** The Regional Plan, as amended, achieves and maintains the thresholds.

Rationale: See 4 above.

Environmental Documentation: Based on the completion of an initial environmental checklist (IEC), TRPA staff proposes a finding of no significant effect (FONSE) because this program will not result in any adverse environmental impacts.

If you have any questions regarding this agenda item, please contact Bridget Mahern at (702) 588-4547.

CHAPTER 97

EMPLOYER BASED TRIP REDUCTION PROGRAM

Chapter Contents

- 97.0 Purpose
- 97.1 Applicability
- 97.2 Program Requirements
- 97.3 Transportation Control Measure (TCM) List
- 97.4 Plan Review
- 97.5 Annual Reporting Requirements
- 97.6 Implementation Schedule
- 97.7 Compliance Monitoring

97.0 **Purpose:** This Chapter implements the 1992 Regional Transportation Plan - Air Quality Plan, and Goal #4, Policy 2 of the Development and Implementation Priorities Subelement, Implementation Element of the Regional Plan Goals and Policies Plan. The Employer-Based Trip Reduction Program set forth in this chapter is intended to assist in the achievement and maintenance of environmental thresholds for transportation and air and water quality.

97.1 **Applicability:** The provisions of this chapter shall apply to all employers in the Tahoe Region.

97.1.A **Local Government Standards:** Local governments may adopt equal or superior trip reduction programs. TRPA, upon finding the local program is equal or superior to the TRPA Employer-Based Trip Reduction Program as it may affect attainment and maintenance of TRPA's environmental thresholds, may exempt employers under such programs from the provisions of TRPA's Employer-Based Trip Reduction Program.

97.2 **Program Requirements:**

97.2.A **ALL EMPLOYERS (LEVEL 1):** Every employer shall encourage use of alternative commute modes by providing the following:

- (1) Posting in a conspicuous place or places informational material to encourage ridesharing, such as:
 - (a) Current schedules, rates (including procedures for obtaining transit passes), and routes of mass transit service to the common work location or employment site;
 - (b) The location of all bicycle routes within at least a five-mile radius of the facility;

- (c) Posters or flyers encouraging the use of ridesharing and referrals to sources of information concerning ridesharing.

97.2.B ALL EMPLOYERS OR COMMON WORK LOCATIONS WITH 100 OR MORE EMPLOYEES AT A SINGLE PROJECT AREA (LEVEL 2): In addition to the requirements of Subsection 97.2.A, all employers or Common Work Locations, with 100 or more employees working at a single project area, shall provide additional encouragement for the use of alternative transportation modes through the provision of the following incentives and resources:

For the purposes of clarity any reference to an employer also includes, as appropriate, reference to Common Work Locations. In addition, any reference to an Employee Transportation Coordinator (ETC) for employers also includes, as appropriate, reference to the employer performing the ETC duties, and the Property Transportation Coordinators (PTC) for Common Work Locations.

- (1) Employee Transportation Coordinator (ETC): Every Employer shall facilitate the employees use of an area-wide ridesharing program and other auto trip reduction programs by performing the responsibilities of, or by designating an employee as, an Employee Transportation Coordinator (ETC).

(a) RESPONSIBILITIES: The ETC's responsibilities shall include:

- (i) Implementing all requirements of subsection 97.2.A.
- (ii) Communicating employee or tenant transportation needs to the TRPA, Transportation Management Association (TMA) representative, property manager, property owner, and/or city and county staff as appropriate.
- (iii) Assisting employees or tenants in forming carpools or vanpools.
- (iv) Develop, coordinate, and implement the Employer Transportation Plan, as required under subsection 97.2.B.1.
- (v) Perform an annual survey of employees and tenants showing the distribution of employees and tenants by transportation mode (See 97.4).

- (vi) Coordinate Employer Transportation Plans with property owner/manager and other tenants as applicable.
- (vii) Participate in the development of a ridesharing program through a TMA, if available.

(2) Employer Transportation Plan: An Employer Transportation Plan is required for each Level II employer.

(a) Employer Transportation Plan Elements: The Transportation Plan shall include:

- (i) Description. A description of the activity and operating characteristics of the proposed or existing project (e.g., business hours and peak hours of travel), including a parking area map or diagram.
- (ii) Existing Conditions. A description of the available alternative transportation facilities and programs currently in place, such as bike lockers, preferential carpool parking, rideshare information posting, vanpool subsidies.
- (iii) Estimate. A description and estimation of the commuting characteristics of the labor force (e.g., travel distance and mode).
- (iv) Transportation Control Measures (TCMs). Measures designed to reduce the number of single occupant vehicle trips. At a minimum, all required TCMs, as set forth in Section 97.3.A, shall be included in the Employer Transportation Plan. Each Employer Transportation Plan shall show a minimum of 20 points worth of TCMs.
- (v) Implementation Schedule. A timeline showing the approximate schedule of implementation of each of the selected TCMs.

(3) Trip Reduction Credit for Transportation Control Measures (TCMs): Every Employer Transportation Plan shall include and implement all of the mandatory TCMs set forth in Section 97.3.A, Required TCMs. The employer may then select from

optional TCMs from the Transportation Control Measure List that will best serve to reduce commute trips of the employees and/or tenants.

- (4) Seasonal Employment Distinguished: In the case of seasonal work locations, the Transportation Plan shall be in effect only at such times that the employment level reaches 100 or more employees.

97.3 Transportation Control Measure (TCM) Menu: Each of the following Transportation Control Measures (TCMs) are assigned a Trip Reduction Credit. Each Employer Transportation Plan must include measures that have a cumulative total of 20 trip reduction points. The required TCMs do not have trip reduction credit assigned to them, since each plan will include them.

97.3.A Required Transportation Control Measures (TCMs): The following TCMs will be required in every Employer Transportation Plan (Trip Reduction Credit):

- (1) Designation of an Employee Transportation Coordinator (ETC): The Employer shall serve as ETC or designate an employee to perform the duties of the ETC.
- (2) Posting of Ridesharing Information: Posting of ridesharing information, including:
 - (a) Posters or flyers encouraging the use of ridesharing and referrals to sources of information concerning ridesharing; and
 - (b) The names and phone numbers of the Employee Transportation Coordinator (ETC), and Transportation Management Association, where applicable.
- (3) Posting Alternative Transportation Mode Information: Posting alternative transportation mode information, including:
 - (a) Current schedules, rates (including procedures for obtaining transit passes), and routes of mass transit service to the common work location or employment site; and
 - (b) The location of all bicycle routes within at least a five mile radius.
- (4) Bicycle Parking Facilities: To receive credit, the employer must provide bicycle parking for all bicycle commuters, as determined by the Employee

Transportation Coordinator. The bicycle parking facilities shall be, at minimum, Class II stationary bike racks.

- (5) Preferential Carpool/Vanpool Parking: Unless there are overriding considerations specific to the employment site, parking spaces for 4% of employees must be designated as carpool parking or vanpool parking and must be, with the exception of handicapped and customer parking, the spaces with most convenient access to the employee entrances. The ETC may issue Carpool and Vanpool stickers to the vehicle owners and shall be responsible for monitoring the spaces.

97.3.B Optional Transportation Control Measures (TCMs) (Trip Reduction Credit): Each employer, in preparing an Employer Transportation Plan, shall choose from the following list of TCMs to achieve the required number of trip reduction credits. It is at the discretion of the individual employer to choose which are best suited to his/her location, business, and employees.

- (1) ETC Education Program (3 points per session): To receive the designated points, the ETC must attend at least one educational seminar, workshop, or other approved training program on an annual basis. Sessions are subject to TRPA approval to receive points.
- (2) In-House Carpool Matching Service (3 points): The ETC conducts a survey of all employees in order to identify persons interested in being matched into carpools. Potential carpoolers are then matched by work address and shift. Credit is given if this service is performed on an annual basis and for all employees interested in ridesharing.
- (3) Additional Preferential Carpool/Vanpool Parking (1 - 3 points): Up to 3 additional points will be given for additional preferential carpool/vanpool parking provided beyond that required under Subsection 97.3.A.(5). An additional point is provided for each additional 2% of total number of employees designated parking for which preferential carpool/vanpool parking is provided, up to a maximum of 3 additional points.
- (4) Transportation Management Association (TMA) Membership (4 points): The ETC or other designated employee shall actively participate in a regional TMA. The ETC shall attend membership

- meetings or send a designated representative, pay all required dues, and/or be involved in any other programs which the TMA Board administers.
- (5) Guaranteed Ride Home Program (2 points): Employers provide or contract to provide a guaranteed ride home for employees who rideshare two days a week or more. The guaranteed ride home would be provided to the ridesharer in the event that an emergency or illness requires that they or their carpool or vanpool driver must leave work early.
 - (6) Clean Air Fuel Vehicles (1 - 5 points): The employer obtains and maintains fleet vehicles that use clean air fuels, such as compressed natural gas, electricity, methanol, and propane. 1 point is given for each dedicated alternative fuel vehicle, or flexible fuel (able to use either gasoline or alternative fuel) vehicle to a maximum of 5 points.
 - (7) Shuttle Bus/Buspool Program (5 points): The employer provides shuttle service to transport workers to and from their residences, a park-and-ride lot, or other staging area to the workplace. The employer may choose to lease a bus and may work with nearby employers or employment complexes to maximize ridership. 5 point will be given for every 5% of employees provided for by this TCM.
 - (8) Carpool Program (4 points): The employer is required to obtain a vehicle, to obtain insurance, and to make available to any group of two or more employees a vehicle for commute purposes. The employer may recover full or partial operating costs from the vanpool participants. 4 points will be given for every 5% of employees provided for by this TCM.
 - (9) Vanpool Program (5 points): The employer is required to obtain a van or vans, to obtain insurance, and to make available to any group of at least seven employees a van for commute purposes. The employer may recover full or partial operating costs from the vanpool participants. 5 points will be given for every 7% of employees provided for by this TCM.
 - (10) Transit Pass Subsidy (5 points): The employer provides a monthly transit or rail pass subsidy of 50% or the maximum taxable benefit limit, whichever is higher.
 - (11) Paid Parking (3 - 9 points): The employer provides paid parking for employees. 3 points will be given for paid parking provided for each 10% of employees, not to exceed 9 points.

- (12) Transit Shelter (3 points): The employer provides a shelter on the designated bus route or will post a bond for future construction once the transit route is extended to the site. Credit is given when the transit shelter is constructed in conformance with City/County regulations and when the employment site is on or adjacent to existing or planned bus route.
- (13) Secure Bicycle Parking Facilities (2 points): The employer provides parking for at least 5% of employment. The bicycle parking facilities shall be of the following types:
- (a) A Class I bicycle parking facility with a locking door, typically called a bicycle locker, where a single bicyclist has access to a bicycle storage compartment; or
 - (b) A fenced or covered area with Class II stationary bike racks and a locked gate.
- (14) Showers (2 points): One shower facility shall be provided for employers of less than 200 persons. For employers of more than 200 persons, there shall be four showers with the number increasing by two for every 500 employees.
- (15) Lockers (2 points): Ten lockers shall be provided for employers of less than 200 persons. For employers of more than 200 persons, there shall be 20 lockers, with the number increasing by 10 for each 500 employees.
- (16) Flexible Work Location/Telecommuting (2 points): The employer allows for employee flexibility in work place outside of the employer's established location. This may include, but is not limited to, telecommuting from the employee's home, or the creation of neighborhood office satellites. Credit is given when employees in appropriate positions, which may not include the entire work force, are permitted to telecommute at least one day per week.
- (17) Flexible Work Hours (1 points): The employer provides a work hour management strategy allowing the employee to adjust work hours outside of the employer's established start and stop time and outside peak hours. Variable work hours may include, but are not limited to: 1) staggered work hours involving a shift in the set work hours of all employees at the workplace to those outside of peak hours; and 2) flexible work hours involving individually determined work hours within guidelines established by the employer.

Credit is given when employees in appropriate positions, which may not include the entire work force, are permitted to take advantage of flexible work hours. This should be done in such a way so as not to jeopardize any carpools.

- (18) Compressed Work Weeks (3 points): A management strategy allowing the employee to compress the total number of hours required in a week to fewer days. For example, a typical 40-hour work week could be compressed into 4 10-hour days. Credit is given when employees in appropriate positions, which may not include the entire work force, are permitted to reduce their number of work days by at least one in two weeks (9-80 schedule). This should be done in such a way so as not to jeopardize any carpools.
- (19) On-Site Services (1 - 5 points): Necessary services would be provided on site that eliminates the need for a vehicular trip before, during, or after the work day. Necessary services would include, but are not limited to, child care, cafeteria/restaurant, lunch room, automated teller machine, dry cleaners, or post office. These services may be provided by the employer, through cooperative efforts of employers and service providers, or by other means. Actual credits awarded will depend on which service or combination of services are provided and proximity to employment site. Points given will be evaluated by TRPA Staff.
- (20) Transit System Subsidy/Grant (1 - 15 points): The employer provides support to local transit system, which could be for system operations, marketing or for capital needs such as new buses. Subsidies or grants could be financial or through donation of capital needs. Actual credits awarded will depend on the amount and type of subsidy or grant. Points given will be decided by TRPA Staff, depending on amount.
- (21) Other (points to be determined by TRPA): Trip reduction measures that are not included in this menu or do not specifically fit the descriptions contained herein may also be considered. Innovative methods are strongly encouraged. An example would be a high school setting up a ridesharing educational program for their students.

97.4 Plan Review: The Employer Transportation Plan shall be referred to the TRPA TCM Coordinator for review and evaluation of the proposed mitigation measures. Recommendation will be

made to the Executive Director of the TRPA. The Executive Director may approve, deny or modify the Plan. Appeals can be made to the TRPA Governing Board.

- 97.5 **Annual Reporting Requirements:** All employers or designated Employee Transportation Coordinators shall meet with the TRPA TCM Coordinator at least once every two years to review progress of ETCs transportation plans and to submit the annual transportation surveys regarding employees' use of alternative transportation modes.
- 97.6 **Implementation Schedule:** Employers and Common Work Locations with 100 or more employees working at a single site must comply with this ordinance within 6 months of adoption, or upon reaching 100 employees, whichever time is greater. Employers and employment complexes with less than 100 employees must comply with this ordinance within thirty days of receipt of posting information.
- 97.7 **Compliance Monitoring:** Employers shall encourage employees to use alternative transportation. TRPA shall conduct random audits to evaluate the effectiveness of the Employer Transportation Plans.

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MEMORANDUM

December 29, 1993

To: Advisory Planning Commission
From: TRPA Staff
Subject: Adoption of the 1994-98 List of Additional Public Service Facilities

Proposed Action: Review the new and amended projects proposed for inclusion on the 1994-1998 Five Year List of Public Service Facilities and recommend approval of the List and accompanying adopting resolutions to the Governing Board.

Please Note: In the interest of conserving paper, the cost of printing, and postage, only projects new to the list this year and the appendices are included in the packet. Appendix E, Constructed Public Service Projects, has been added to this packet of materials. This appendix lists those projects that have been constructed and, therefore, removed from the 1994-98 public service list.

Staff Recommendation: Staff recommends that the Advisory Planning Commission recommend to Governing Board adoption of the attached resolution which indicates that (1) the projects meet the criteria of subparagraph 33.5.A(4), and (2) the action will have no significant environmental effect.

Purpose: Section 33.5 of the TRPA Code of Ordinances requires that a five-year list of planned or anticipated public service facilities be maintained and amended as appropriate. The list is used to coordinate all proposed public service projects to ensure that adequate public services and facilities are planned to meet the needs of the Region. It is to be updated and amended at the beginning of each calendar year. The list does not in any way constitute a project approval.

Background: Staff mailed an application questionnaire to each of the public and private agencies having responsibility or an interest in developing or expanding public service facilities in the Region. Staff received 36 new completed application questionnaires whose projects are eligible for inclusion on the public service facilities list and 46 projects currently on the list that needed minor amendments to the construction date, construction cost and/or project description. Included in the information returned to staff was also the status of currently listed projects. Projects completed over the last year have been added to Appendix E.

/CS
12/29/93

AGENDA ITEM VI.B

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