



February 19, 2020

Brian Leveille  
City of San Luis Obispo  
Community Development Department  
919 Palm Street  
San Luis Obispo, CA 93401  
Re: **790 Foothill - Automobile Trip Reduction Plan**

Dear Brian:

This Trip Reduction Plan (TRP) outlines the measures that will be implemented in an effort to reduce the number of vehicle trips generated by employees and guests at the SLO Airport Hotel project.

The proposed project's location, directly adjacent to the airport and an Highway 226 (Broad Street) will allow for multiple options beyond the single passenger vehicle

### **Project Proposal**

The SLO Airport Hotel project includes 204 guest rooms. The focus of the TRP is the reduction of vehicle trips associated with travel to and from this project site.

### Trip Reduction Plan (TRP) measured proposed for this project:

Reducing the negative environmental impact of our automobile traffic is a goal of this project and below is a list of automobile trip reduction measures that have been incorporated into the design.

#### **1. Trip Reduction Coordinator**

A Trip Reduction Coordinator shall be appointed within the ownership/property management firm and act as the contact person for the City of San Luis Obispo and SLO Regional Rideshare. The coordinator shall be responsible for:

- Implementing an annual vehicle trip survey (can be administered through SLO Regional Rideshare.)
- Preparing an annual report, subject to the City's review and approval, on the program's effectiveness and recommendations for revisions if needed to improve the program's effectiveness.
- Providing quarterly information (electronically or hard copy) regarding area transportation services and City and County transit passes.
- Coordinating employee transportation board meetings
- Coordinator will be responsible for establishing the Back 'n' Forth Club (for employees sponsored by Rideshare for the complex at a minimum of the Silver level.

#### **2. Shuttle Service**

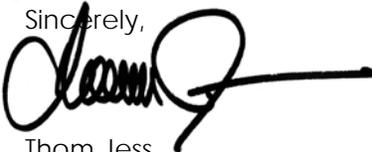
The hotel will offer a shuttle service to the airport terminal and downtown as requested by the guests. The hotel will also coordinate with local wine tours to encourage guests interested in wine tasting to utilize communal travel options rather than individual vehicles.

3. **Community Transportation Board** – A group of managers and employees, including the Trip Reduction Coordinator who meets to discuss and implement new ways to encourage employees and guests to participate in the community's alternative transportation programs.
4. **Shared Automobile** – Onsite accommodations will be made available for a communal short-term rental car to enable guests to utilize a shared vehicle for short errands and other related needs. It is estimated that utilizing a car-sharing program alone will offset up to 10 required parking spaces. One company that offers this service is Zipcar. Information on their services can be found on their website <https://www.zipcar.com/> or similar.
5. **Bicycle Repair Station** – A convenient station equipped with all of the tools necessary for employees to perform basic bike repairs and maintenance.
6. **Showers and Locker Facilities**  
The Hotel will include shower and locker facilities for employees that bike to work.
7. **Shared Bicycles for Guests** – The hotel will own and maintain bicycles available for guests to use to as an alternative to using vehicles.
8. **Information Packets** – Introductory packets, in either electronic or hardcopy form, for new employees with information pertaining to the car-sharing program, bicycle parking, bicycle repair station and a map showing the nearby bus stops.
9. **Information Sharing** – Management will distribute emails to keep the employees informed of activities. These emails will include up-to-date facts on car sharing availability, bicycle parking locations, alternative transportation programs and transit schedules. These emails will also include maps showing walking and bicycle routes to nearby retail, dining and service locations. These emails will be distributed to all residents.

The Automobile Trip Reduction Program will be developed during the design phase of the project by the property owner. The responsibility for monitoring and reporting the progress of the program will be transferred to hotel management once the hotel is operational. Hotel management will be responsible to coordinating annual surveys, reporting to the city, and providing current and up to date program information to employees and guests.

In coordination with RideShare, or a similar company, an annual survey of employees and guests will be conducted to gather information on travel patterns, program effectiveness, and resultant additional recommendations. In conjunction with the survey, an annual program report will be submitted to the City of San Luis Obispo Public Works Department Transportation Planner. The report will include a history of the project's trip reduction efforts to date, the most recent resident survey results and any proposed modifications to the trip reduction plan.

Thank you and please do not hesitate to let me know if you have any questions, comments or require additional information.

Sincerely,  
  
Thom Jess