



## **All Dressed Up and No Way to Get There?** *Tools to help your community get where it needs to go.*

The ability to get to and from work, access needed services, and move about in one's community is vital to quality of life. However, for many individuals this is difficult...especially those in rural communities who may live far from job centers, shopping, health care, and other services found in larger towns. This can be particularly problematic for those who do not have access to a personal vehicle.

This toolkit is designed to provide ideas and resources to help you help others in your community find ways to get where they need to go with or without access to a personal vehicle. It is designed for agencies with limited funding and staff time. If funding and/or staff time permit, more comprehensive campaigns can be conducted and you may want to consider hiring a professional communications firm to assist.

### **What is in here and how do I use it?**

This toolkit contains three different types of "tools":

- A Transportation Resources table highlighting transportation agencies and resources available in southwest Idaho.
- Background information and lists of ideas for facilitating and promoting carpooling, walking/biking, using community vehicles, and creating ordinances to promote land use that supports these. *In this context, "facilitating" refers to things your agency can do to make the activity easier or more desirable in your community (e.g., host a web site where citizens can coordinate carpooling); while promoting refers to things your agency can do to increase awareness and participation in an activity (e.g., encouraging people to carpool).*
- Templates for many of the items/ideas listed in the background information, including model lease agreements and a model ordinance. These can be downloaded and personalized for your use, or can simply serve as initial ideas for creating your own materials. Feel free to cut and paste; mix and match; add, delete, and change these materials to suit your needs. On these templates, items in red type are for you to replace with your own information; items in blue bold type are notes for you. **Delete all blue notes (including headers) and replace all red type before use.**

All files are in PDF format, and all templates are also in Word, so they may easily be modified to fit your needs. The toolkit is organized by topic (e.g., carpooling). Each topic contains background information and topic-specific templates. Materials are also available on CD. Call (208) 855-2558 x 225 to request a CD.

Only use the pieces of this toolkit that will help you meet your goals and solve your issues. The variety of tools here are intended to help different groups tackle different issues and are not intended to imply that everyone (or anyone) should use all of them. Keep your efforts focused – for example focus on promoting one type of alternative transportation (e.g., community vans) at a time...don't try to promote all types of alternatives at once.



## Planning your program.

Before using this toolkit, or embarking on any program or campaign, it is important to plan. The process of developing a plan is beyond the scope of this toolkit. Many other resources are available to help you do this, from consultants who can write the plan for you, to off-the-shelf software. At a minimum, even without resources to develop a formal plan, the following items should be addressed and documented before beginning a campaign or using this toolkit:

1. Document your current situation.
  - a. What “problem” are you trying to solve?
  - b. What financial and staff resources do you have available?
  - c. What facilities exist in your community (e.g., sidewalks, community vans, etc.) and what condition are they in?
  - d. What are the current level of knowledge, level of participation, and attitudes of your target audience regarding transportation options in your community?
2. Articulate your goal(s).
  - a. What do you hope to accomplish?
  - b. Are your goals realistic, timely, and measureable?
3. Develop a strategy.
  - a. What is the timeline and budget?
  - b. Who is assigned to implement the tasks?
  - c. Will implementation of the strategy ultimately help you reach your goals?
  - d. How will success be measured?
4. Plan ahead to re-evaluate.
  - a. Periodically evaluate your program’s success, looking at (among other things):
    - i. Progress toward meeting goals.
    - ii. Success in implementing the strategy.
    - iii. Changes in the current situation.
  - b. Make changes to your strategy based on the evaluations.

## Designing your community to support transportation options (land use).

In addition to facilitating and promoting the use of different transportation options, there are also ways a community can be designed, and ordinances that can be adopted, that can make it easier for citizens to take advantage of those options. For example, if housing and retail are close together, people can easily walk from home to shopping; if they are not, people may need to drive.

Land use planning of this nature is too expansive a subject to be covered in this toolkit; however, one example is given (accessory dwelling units) to demonstrate how these types of tools can be used. More information can be found online in the *Mobility Management Development Guidebook* ([www.compassidaho.org/documents/prodserv/reports/MobilityManagementDevelopmentGuidebook\\_finalstandard.pdf](http://www.compassidaho.org/documents/prodserv/reports/MobilityManagementDevelopmentGuidebook_finalstandard.pdf)) and in the *Communities in Motion Implementation Guidebook* ([www.compassidaho.org/prodserv/reglrtranpl.htm](http://www.compassidaho.org/prodserv/reglrtranpl.htm)).

## What other resources are available?

Many resources are available to assist you outside of this toolkit. The Transportation Resources table in this toolkit provides information local transportation providers and others you may call with questions or to discuss coordinating services. Grants may also be available to help fund your efforts; <http://i-way.org/> lists local funding opportunities.

Local transportation providers, such as ValleyRide, Treasure Valley Transit, and Commuteride, can assist you in many ways, even if their services do not currently extend to your community. For example, Commuteride vans can operate any route that touches Ada County, so if you have commuters who need to get to Boise for work, but live outside of Ada County, they could potentially use a Commuteride van. In addition, it can be valuable to coordinate trips from your community (carpool, community van, or other) with scheduled bus service in larger communities so that your citizens can take advantage of bus service once they arrive.

Many employers will assist employees with transportation needs. If you have citizens commuting to a large business or government agency, suggest they contact their employer




## Toolkit Contents


Topic	Background Information	Templates
<b>Introduction</b>		
	Toolkit table of contents	
	Introduction	
<b>Southwest Idaho Alternative Transportation Resources</b>		
	Table of resources	
<b>Carpooling</b>		
	Facilitating carpooling	Park and ride lease model agreement
	Promoting carpooling	Carpool poster #1
		Carpool poster #2
		Carpool poster #3
		Carpool poster #4
		Carpool news release
		Carpool op-ed
		Carpool newsletter article
		Carpool display ad #1
		Carpool display ad #2
		Carpool competition news release
		Competition entry form
<b>Walking and Biking</b>		
	Facilitating walking and biking	
	Promoting walking and biking	Walk/bike poster
		Walk/bike op-ed
		Walk/bike newsletter article
		Walk/bike display ad #1
		Walk/bike display ad #2
		Walk/bike competition news release
		Competition entry form
<b>Community Vehicles</b>		
	Facilitating the use of community vehicles	Leased vehicle model agreement
	Promoting the use of community vehicles	Community vehicle poster
		Community vehicle news release
		Community vehicle op-ed
		Community vehicle newsletter article
		Community vehicle display ad #1
		Community vehicle display ad #2
<b>Ordinance</b>		
	Allowing the use of accessory dwelling units	Accessory dwelling unit model ordinance




## Southwest Idaho Alternative Transportation Resources

Provider	Area Served	Type of Service	Contact	Website	Additional Information
<b>Local and Commuter Services</b>					
<b>ACHD Commuteride</b>	Ada County	Vanpool	<a href="mailto:commuteride@achdidaho.org">commuteride@achdidaho.org</a> 208/345-7665	<a href="http://www.commuteride.com/">http://www.commuteride.com/</a>	Service available to anyone commuting from, into, or through Ada County. Also assists with carpool matching through <a href="http://www.rideshareonline.com">www.rideshareonline.com</a>
<b>Treasure Valley Transit</b>	Mountain Home and Mountain Home Air Force Base	Medicaid transportation for medical appointments; fixed line bus service in Mountain Home and at Mountain Home Air Force Base	<a href="mailto:peggy@treasurevalleytransit.com">peggy@treasurevalleytransit.com</a> 208/463-9111	<a href="http://www.treasurevalleytransit.com/">http://www.treasurevalleytransit.com/</a>	Provides additional service in other areas of southwest and south central Idaho and eastern Oregon. See web site for details.
<b>ValleyRide</b>	Boise, Garden City, Nampa, Caldwell	Fixed-line bus service  Paratransit door-to-door service within fixed-line service area	208/345-7433	<a href="http://www.valleyride.org/">http://www.valleyride.org/</a>	Offers online training videos at <a href="http://valleyride.org/guides/how-to-videos/">http://valleyride.org/guides/how-to-videos/</a>  


## Southwest Idaho Alternative Transportation Resources

Provider	Area Served	Type of Service	Contact	Website	Additional Information
<b>Intercity Services</b>					
<b>Greyhound</b>	Stops in Boise, Boise Airport, Mountain Home, Horseshoe Bend, and Nampa; connects with Greyhound service throughout US	Inter-city bus service	Main: 208/343-3681 Charter: 800/454-2487	<a href="http://www.greyhound.com/en/ticketsandtravel/default.aspx">http://www.greyhound.com/en/ticketsandtravel/default.aspx</a>	
<b>Northwest Trailways</b>	Boise to Spokane	Daily bus service; charters		<a href="http://www.northwesternrailways.com">http://www.northwesternrailways.com</a>	
<b>Salt Lake Express</b>	Between Salt Lake City and southeast Idaho, Twin Falls, and Boise	Intercity shuttle service; focus is on service to/from the Salt Lake City airport	800/356-9796	<a href="http://www.saltlakeexpress.com/index.cfm">http://www.saltlakeexpress.com/index.cfm</a>	

## Southwest Idaho Alternative Transportation Resources

Provider	Area Served	Type of Service	Contact	Website	Additional Information
<b>Human Service Organization Transportation Services</b>					
<b>Senior Solutions</b>	Ada County	Subsidized taxi/ volunteer transportation	<a href="mailto:seniorpr@mindspring.com">seniorpr@mindspring.com</a> 208/345-7777	<a href="http://www.seniorsolutions.bz/">http://www.seniorsolutions.bz/</a>	
<b>Disabled American Veterans Transport</b>	Boise Region	Transportation services to VA for disabled veterans	208/422-1000 ext 7555	<a href="http://www.dav.org/">http://www.dav.org/</a>	
<b>Elderly Opportunity Agency</b>	Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington Counties	Transportation funding to senior centers	<a href="mailto:info@eoaidaho.org">info@eoaidaho.org</a> 208/365-4461	<a href="http://www.eoaidaho.org/">http://www.eoaidaho.org/</a>	
<b>SAGE Community Resources: Area III Agency on Aging</b>	Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington Counties	Transportation funding to senior centers	<a href="mailto:lbrelia@sageidaho.com">lbrelia@sageidaho.com</a> 208/322-7033	<a href="http://www.sageidaho.com/index.cfm">http://www.sageidaho.com/index.cfm</a>	

## Southwest Idaho Alternative Transportation Resources

Provider	Area Served	Type of Service	Contact	Website	Additional Information
<b>Additional Resources</b>					
<b>Community Planning Association of Southwest Idaho (COMPASS)</b>	Ada and Canyon Counties	Transportation planning and coordinating	<a href="mailto:litkonen@compassidaho.org">litkonen@compassidaho.org</a> 208/855-2558 x225	<a href="http://www.compassidaho.org/">http://www.compassidaho.org/</a> <a href="http://www.compassidaho.org/prodserv/mobility.htm">http://www.compassidaho.org/prodserv/mobility.htm</a>	Provides some additional support for Boise, Elmore, Gem, and Owyhee Counties.
<b>Community Transportation Association of Idaho (CTAI)</b>	State of Idaho	Coordinating and advocating for public transportation	<a href="mailto:info@ctai.org">info@ctai.org</a> 208/344-2354	<a href="http://www.ctai.org/">http://www.ctai.org/</a>	
<b>Idaho Department of Transportation, Public Transportation Division</b>	State of Idaho	Transportation coordination and funding	<a href="http://apps.itd.idaho.gov/apps/WebComments/default.aspx">http://apps.itd.idaho.gov/apps/WebComments/default.aspx</a> 800/527-7985	<a href="http://www.itd.idaho.gov/PublicTransportation/">http://www.itd.idaho.gov/PublicTransportation/</a>	
<b>I-WAY</b>	Southwest Idaho (Owyhee, Elmore, Boise, Ada, Gem, and Canyon Counties)	Coordinating transportation options	<a href="mailto:bgreen@ctai.org">bgreen@ctai.org</a> 208/559-4402	<a href="http://i-way.org/community/networks/lmmn3c">http://i-way.org/community/networks/lmmn3c</a>	Coordinated through CTAI
<b>RideShare Online</b>	Idaho and Washington	Provides free ridematch services and other tools	<a href="http://www.rideshareonline.com/commuters/idahoproviders.html">http://www.rideshareonline.com/commuters/idahoproviders.html</a>	<a href="http://www.rideshareonline.com/">http://www.rideshareonline.com/</a>	



## Facilitating Carpooling

Marketing the concept of carpooling can raise awareness of this as a transportation option; however, it often takes more than information or raising awareness to encourage people to try something new.

Training people how to carpool, or facilitating the carpool process, may be necessary to encourage people to take the plunge.

Whether you choose to facilitate carpooling from the community (origin) or business (destination) side, be sure to coordinate with someone at the other end of the trip. This person can help you promote your service and find appropriate meeting/dropping off/parking locations.

Many options are available to assist you with facilitating a carpooling program.

- **Host a ride share bulletin board.**
  - Use a portion of an existing bulletin board or purchase a bulletin board specifically for carpooling and place in a central location, such as a post office, community center, store, major employment center, or city hall.
  - Add a title or poster to promote its use; specify if the purpose is to connect people with one-time needs, regular commuting schedules, or both.
- **Promote an existing site-specific online rideshare service.**
  - Some major employers and destinations in southwest Idaho have their own online rideshare services. Promote these for residents who are commuting to/from these locations. Contact the host of the rideshare service to coordinate and let them know you are promoting their service; check to see if they have specific requirements for use of the service (e.g., is the service limited to staff of a particular employer?).
  - Example: Boise State University  
[http://www.boisestate.edu/parking/carpool/carpool\\_form.htm](http://www.boisestate.edu/parking/carpool/carpool_form.htm)





- **Promote an existing general online ride share service.** With these services, individuals go online to sign up and are matched with others from a similar location with a similar schedule. These services may be used for regular commutes or to carpool to specific events.
  - Example: [www.rideshareonline.com/](http://www.rideshareonline.com/) (Washington and Idaho); Rideshareonline is used and promoted in Ada County by Ada County Highway District's Commuteride program ([www.commuteride.com/](http://www.commuteride.com/))
- **Customize Rideshare Online for your business or location.** Rideshareonline.com allows you to customize their services to your business or location, provides resources to help you promote the services, and provides additional tools, such as an online cost savings calculator. Visit [www.rideshareonline.com/](http://www.rideshareonline.com/) and click on "Employers" for information on all they have to offer.
- **Develop your own a local online rideshare service.** Just as some destinations (see Boise State University, above) may have their own ride matching service for carpoolers, a point of origin, such as a town or even a large neighborhood, could also develop its own online rideshare service. This service could be as simple as a social networking page where people can post their carpool needs and availability, similar to a physical bulletin board, or more complex interactive web site.
  - Examples:
    - Social networking (blog): <http://rideshare.appstate.edu/index.php?module=blog&id=1>
    - Interactive web page: <http://palouserideshare.org/>
- **Provide a personal ridematch service.** Individuals looking for a carpool companion would contact a coordinator who would keep a list of people who are interested in carpooling and match requests.
- **Provide a park-n-ride lot.** Park-n-ride lots are locations where individuals participating in a carpool, vanpool, or similar program can meet, park individual vehicles or lock bikes, and leave together in a shared ride. Park-n-ride lots provide a level of safety for the users as they do not need to share their home address with other users. They are also convenient for the driver of a carpool, as the driver can pick all riders up at one location. Businesses or facilities that do not typically use all of their parking spaces (such as a store with a large parking lot) or that only use them on certain days (such as a church) are often willing to allow a portion of their parking lot be used for park-n-ride. The use of a park-n-ride lot is generally free for the users; sometimes the sponsor (you) may be charged a nominal fee for the use. A formal agreement between the sponsor park-n-ride lot and the owner of the land is recommended (template attached). There can be concern over liability issues; be very clear about this in your agreements and consider having legal counsel review all agreements.





## Promoting Carpooling

Whether a formal carpool network exists in your community or you are trying to raise awareness of carpooling as a transportation option, promoting carpooling is one way governments and other agencies can help improve local mobility.

Below are ideas and resources to promote the concept of carpooling and specific carpooling programs within your community. Most ideas are easy to implement and are inexpensive or free. Refer to the "Facilitating Carpooling" page for ways you can facilitate carpooling in your community. Whenever possible, provide a URL, email address, and/or local phone number where people can access additional information.

### Marketing/Promotion Tools

- Hang fliers/posters around your community or specific work places to promote the concept of carpooling (four templates provided).
- Send news releases to local media (template provided).
- Submit letters to the editor or "op ed" articles to the local newspaper (template provided). *Each newspaper has its own submission and length requirements. Check with your newspaper before submitting.*
- Include an article in your own organization's newsletter or request that others (schools, churches, etc.) include it in theirs (template provided).
- Use social media, such as a blog, Twitter, or Facebook page, to promote and discuss carpooling. Post information to encourage carpooling, encourage carpoolers to post about their experiences, and/or use it as a forum for matching carpoolers. As an example, see <http://rideshare.appstate.edu/index.php?module=blog&id=1>.
- Purchase display advertisements in local newspapers (two templates provided). *Note: Each newspaper has its own submission requirements and sizes for advertisements. Check with your local newspaper. The templates can be re-sized to fit different requirements. Most newspapers will also design your ad for you for free – check with your local paper.*
- Sponsor a competition to recognize those who carpool or use other forms of alternative transportation (news release template and competition entry form template provided; online example can be found at [www.drivelesslivemore.org](http://www.drivelesslivemore.org)). *Issues to consider include when to hold the competition (length of time/time of year), who will be eligible (carpoolers or all users of alternative transportation), partners, prizes (perhaps donated by partners), and how winners will be chosen (random drawing, most miles, most number of trips, etc.).*
- Visit [www.rideshareonline.com](http://www.rideshareonline.com) for additional tools.



## **Carpooling Templates**

Park and ride lease model agreement

Carpool poster #1

Carpool poster #2

Carpool poster #3

Carpool poster #4

Carpool news release

Carpool op-ed

Carpool newsletter article

Carpool display ad #1

Carpool display ad #2

Carpool competition news release

Competition entry form

## Park and Ride Lease Model Agreement

[This template is provided as a starting point. Not all portions may be applicable to your situation. Modify as appropriate. Always have legal counsel review prior to signing any agreement.]

This Park and Ride Lease Agreement (hereinafter "Lease"), dated this **date** day of **month, year**, between **Your Organization Name**, a political subdivision of the State of Idaho, **[if applicable]** (hereinafter "Lessee") and **Name of Landowner** (hereinafter "Lessor").

**WHEREAS**, Lessor hereby represents that it owns and holds legal title to certain real property that Lessee desires to lease for a park and ride facility to be used by park and ride program participants (hereafter "Premises").

**NOW THEREFORE**, the parties hereto agree as follows:

- 1. Purpose:** The purpose of this Agreement is to provide Lessee and ride sharing participants with access to and from and non-exclusive use and enjoyment of the Premises described in Section Two (2) below as a park and ride facility for the benefit of Lessee and persons participating in the ridesharing program.
- 2. Premises:** Lessor hereby leases certain real property to Lessee, for ridesharing purposes, that portion of Lessor's property more specifically described and marked as "Park and Ride Area" in Exhibit "A" attached hereto and incorporated by reference herein (hereinafter "Premises").
- 3. Term and Compensation:** This Lease shall be in effect for **length of lease [usually one year]** from the above noted effective date subject to the terms of this agreement. Lessee agrees to pay Lessor monthly payments in the amount of **dollar amount** by the **date**

Template – *Park and Ride Lease Model Agreement* – Template – *Park and Ride Lease Model Agreement*  
payment is due day of each month [or describe other payment arrangements]. This lease may be renewed in writing by the parties hereto.

4. **Use of Property**: The Premises shall be accessible and available for use as a park and ride facility for ridesharing participants, parking of park and ride vehicles, parking for the vehicles of persons participating in the ridesharing program, and fulfillment of Lessee's rights and responsibilities [add, subtract, or change listed uses, as appropriate] between the hours of beginning time and ending time, days of the week [commonly 5:00 a.m. through 8:00 p.m., Monday through Friday] during the term of this lease.

5. **Temporary Closure**: In the occurrence of unusual one-day events, where Lessor needs the use of the Premises during the time period normally used by Lessee, Lessor shall give Lessee a number of days notice –day written notice [typically 14 days notice, but shorter notice may be allowed in extenuating circumstances, such as a funeral if the lot belongs to a church] so that Lessee may notify its patrons that the Premises will be unavailable as a park and ride facility for the length of the unusual event.

6. **Cooperation**: Lessor and Lessee agree to cooperate to the best of their abilities to mutually use the facilities without disrupting the other party. The parties agree to meet on occasion to discuss and attempt in good faith to work out any problems or concerns that may arise as to the shared use.

7. **Access**: Lessee and ridesharing participants may use the Premises and Lessor's other property, if any, surrounding the Premises for vehicle and pedestrian access and circulation to and from the Premises.

8. **Marking of Premises and Publicity**: Lessee may mark or stripe the Premises and will install appropriate and adequate signage indicating that the Premises are available for persons participating in ridesharing programs. Lessor shall have the opportunity to approve any such

signage with such approval not to be unreasonably withheld. Any such signage shall be removed and any marking or striping painted over upon termination of this Lease.

**9. Utilities, Fees and Maintenance:** Lessor shall pay all utilities, fees, and other costs associated with the Premises. Lessor shall be responsible for the maintenance and upkeep of the Premises and any lighting and fixtures so the Premises are maintained in a safe and useable condition and are kept in compliance with any applicable laws and regulations.

**10. Governmental Fees or Taxes:** Lessee shall have no obligation to pay any taxes, assessments, or governmental charges or fees pertaining to the Premises.

**11. Insurance:** At their own expense, Lessor and Lessee agree to each maintain general liability insurance for the Premises insuring against all claims for injury or death of persons or damage to property on or about the Premises in such amounts as is standard for their own business usage. The parties agree to provide the other party with a certificate of insurance reflecting such coverage and naming the other party as an additional insured.

**12. Indemnification:** Lessee shall defend, release, indemnify and hold harmless Lessor, its employees, officers, trustees, and elders from any and all claims, damages, demands, suits, assertions, judgments, and attorney fees, and other costs and expenses of any kind on account of injury to or death of any and all persons and property damage of any kind, including loss of use resulting therefrom, arising out of the usage of the Premises by Lessee and those participating in the ridesharing program.

Lessor shall defend, release, indemnify and hold harmless Lessee, its employees, officers, officials and agents from any and all claims, damages, demands, suits, assertions, judgments, and attorney fees, and other costs and expenses of any kind on account of injury to or death of any and all persons and property damage of any kind, including loss of use resulting therefrom, including but not limited to, damage or injury to Lessee's property and/or

personnel, park and ride participants and the property of park and ride participants arising out of the usage of the Premises by those not participating in the ridesharing program and by Lessor and Lessor’s employees, officers, trustees, members, invitees, guests or patrons.

**13. Termination:** If Lessor transfers ownership of the Premises, part or all of the Premises are condemned, or access to the Premises is changed or limited, Lessee may, in its sole discretion terminate this agreement without further liability or advance notice. Subject to the above, either party may terminate this Lease with or without cause after ninety (90) days by giving thirty (30) days **[modify number of days, as appropriate]** written notice to the other party of its intent to terminate. Upon termination of this agreement, Lessee will surrender use of the Premises to Lessor and will remove all signs placed on the Premises by Lessee and will repair any damage to the premises caused by said removal.

**14. Notice:** For notification purposes as set forth herein, the address of the parties are as follows:

Lessor: \_\_\_\_\_

\_\_\_\_\_

Lessee: \_\_\_\_\_

\_\_\_\_\_

The parties agree to provide written notice of any change of address to the other party. All notices required or permitted to be given hereunder shall be in writing and shall be sent postage prepaid by United States mail or by hand delivery in person. A notice mailed and addressed to the addresses set forth herein for the party for whom the notice is intended shall be deemed served and conclusively presumed to be received three days after it is mailed. Any party may by written notice given as herein change the address for notices to be sent to such party.

- 15. Attorney Fees.** In the event that any legal action is brought to enforce the terms hereof or relating to the Premises, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.
- 16. Waiver.** No provision of this Agreement may be waived except by written agreement of the parties. A waiver of any provision on one occasion shall not be deemed a waiver of that provision on any subsequent occasion, unless specifically stated in writing. No failure of either party to enforce any term hereof shall be deemed a waiver.
- 17. Time.** Time is of the essence in this agreement.
- 18. Severability.** If any provision of this Lease, or the application thereof, is determined to be invalid or unenforceable, the remainder of that provision and all other provisions of this Lease shall remain valid and enforceable.
- 19. Applicable Law.** The terms of this agreement shall be governed under the laws of the State of Idaho.
- 20. Amendment.** This Lease may only be amended in writing by agreement of all the parties hereto.
- 21. Supplemental Covenants:** Include any additional covenants, rights, responsibilities and/or agreements if necessary.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands the day and year first above written.



**Lessee:**

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Responsible Party (printed): \_\_\_\_\_

Title of Responsible Party: \_\_\_\_\_

**Lessor:**

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Responsible Party (printed): \_\_\_\_\_

Title of Responsible Party: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the \_\_\_\_\_

STATE OF IDAHO     )

:ss

County of \_\_\_\_\_)

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, proved to be, by sufficient evidence that s/he signed the foregoing document.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the  
day and year in this certificate first above written.

\_\_\_\_\_

Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Exhibit A**

**Premises - Description of Park and Ride Area**

**[Attach map or written description of area covered by this agreement]**

# Want someone to talk to?



## Consider sharing a ride.

### Carpooling...

- ✓ Gets you where you need to go
- ✓ Gives you someone to talk to
- ✓ Saves you money

Before you go it alone, consider who may want to share the ride.



To learn more visit/call URL or phone number

Insert your logo or agency name here

Looking for a carpool partner? Check out [www.rideshareonline.com](http://www.rideshareonline.com).



**Need  
someone to  
harmonize?**

**Consider sharing a ride.**

**Carpooling...**

- ✓ Gets you where you need to go
- ✓ Introduces you to new friends
- ✓ Saves you money

**Before you go it alone, consider  
who may want to share the ride.**

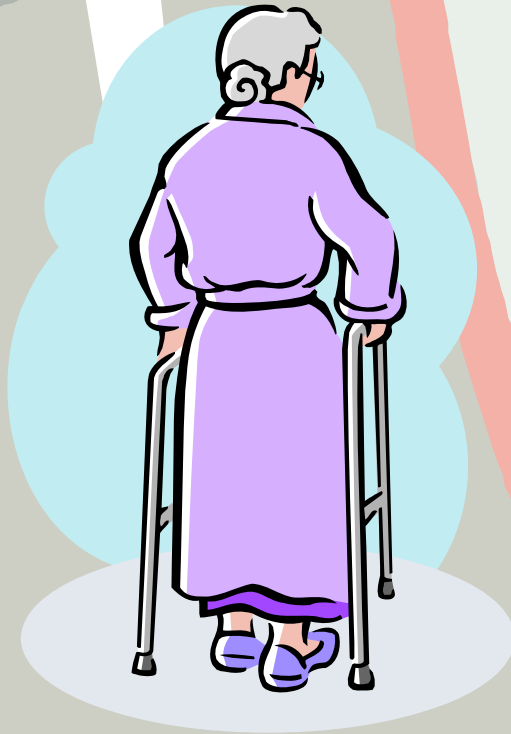


To learn more visit/call URL or phone number

Insert your logo or agency name here

Looking for a carpool partner? Check out [www.rideshareonline.com](http://www.rideshareonline.com).

**Know someone who  
doesn't drive?  
Give 'em a lift!**



**Consider sharing your ride.**

**Carpooling...**

- ✓ Gets you where you need to go
- ✓ Helps others get where *they* need to go
- ✓ Introduces you to new friends

**Before you go it alone, consider who  
may want to share the ride.**

To learn more visit/call URL or phone number

Insert your logo or agency name here

Looking for a carpool partner? Check out [www.rideshareonline.com](http://www.rideshareonline.com).

**No car?**

**Tired of driving alone?**

**Sick of the high cost of gas?**

**Consider sharing a ride.**

**Carpooling...**

- ✓ Saves you money
- ✓ Gets you where you need to go
- ✓ Introduces you to new friends

**Before you go it alone, consider who may want to share the ride.**



To learn more visit/call URL or phone number

Insert your logo or agency name here

Looking for a carpool partner? Check out [www.rideshareonline.com](http://www.rideshareonline.com).

## News Release

Month, Day, Year

Insert your logo here

Media Contact: Your name, your phone number

### Your Organization Name Encourages Citizens to Share a Ride

Your City/County, ID – Do you drive to work or run errands alone? Chances are, you do. In southwest Idaho more than 75% of us who commute to work drive alone each day. Each time we jump into our cars, we are spending money on gas and causing wear and tear on our vehicles and our roads.

Your Organization Name encourages you to consider sharing your ride with a friend or neighbor.

“Carpooling, or ridesharing, provides many benefits to name your town or area,” states Name of your organization’s president, director, or chair [be sure to get approval first]. “People who carpool save money on gas and wear and tear on their vehicles,” explains Last Name of Person You Are Quoting. “It also reduces congestion on our roads, helps improve air quality, and eases competition for limited parking, as well as providing social benefits by bringing people together and helping those in our community who may not be able to get around on their own.” [Delete those benefits that do not apply to your community and add others that do, as appropriate.]

Commuting together to work can relieve you from driving duty at least part of the time and give you someone to pass the time with. Even if you don’t regularly commute for work, you can still share your ride as you run errands or make other trips: invite a friend to go grocery shopping with you or offer a ride to an elderly neighbor who doesn’t drive.

“Carpooling is a simple way to improve the quality of life in Your City/County,” emphasizes Last Name. “You can save money, help your neighbors and community, and make a new friend all at the same time.”

For tips on getting started and more information on local carpool options, contact/visit URL, email, and/or phone number or visit [www.rideshareonline.com](http://www.rideshareonline.com).

Who can you share your ride with?

END



## Carpooling Benefits Us All

Are you looking for ways to save money? Would you like to make new friends or spend more time with the friends you already have? Do you dread your daily commute?

You may want to consider sharing your ride with someone else, or carpooling.

Carpooling provides many benefits to **name your town or area**. People who carpool save money on gas and wear and tear on their vehicles. Carpooling also reduces congestion on our roads, helps improve air quality, and eases competition for limited parking, while providing social benefits by bringing people together and helping those in our community who may not be able to get around on their own. **[Delete those benefits that do not apply to your community and add others that do, as appropriate.]**

Commuting together to work can relieve you from driving duty at least part of the time and give you someone to pass the time with. Even if you don't regularly commute for work, you can still share your ride as you run errands or make other trips: invite a friend to go grocery shopping with you or offer a ride to an elderly neighbor who doesn't drive.

**[Add information here about programs/facilities in your community (e.g., carpool bulletin boards, park and ride lots, etc.).]**

Carpooling is a simple way to improve the quality of life in **Your City/County**. Carpooling is a win-win-win proposition — you win by saving gas money and making new friends, others win by getting a ride when they may not have had one before, and the community wins with less traffic congestion and better air quality.

For tips on getting started and more information on local carpool options, **contact/visit URL, email, and/or phone number**.

Who can you share *your* ride with?

Submitted by **XXXXXX**.

**“Op-ed” stands for “opposite the editorial page” and is a means to communicate an opinion on an issue, offer solutions, and/or ask for community support. Op-ed articles are submitted to newspapers for publication by a person or organization that has expertise in the topic. They are different from an editorial (written by the newspaper’s editor or editorial board) and from a letter to the editor.**

**Newspapers have requirements for the length (often a maximum of 400 – 600 words) and format of their op-ed articles and are under no obligation to print them. Some newspapers may request a photo of the person submitting the op ed.**

**This op-ed template contains 260 words (not including title, submission information, and notes to you, or any other information you may add). While this should fit most newspaper’s requirements with enough room for you to add local details, check with your local paper before submitting.**

## Do You Share *Your* Ride?

Do you drive to work or run errands alone? Chances are, you do. In southwest Idaho more than 75% of us who commute to work drive alone each day. Each time we jump into our cars, we are spending money on gas, causing wear and tear on our vehicles and our roads, and hurting air quality.

**Your Organization Name** encourages you to consider sharing your ride with a friend or neighbor.

“Carpooling, or ridesharing, provides many benefits to **name your town or area**,” states **Name of your organization’s president, director, or chair [be sure to get approval first]**. “People who carpool save money on gas and wear and tear on their vehicles,” explains **Last Name of Person You Are Quoting**. “It also reduces congestion on our roads, helps improve air quality, and eases competition for limited parking, as well as providing social benefits by bringing people together and helping those in our community who may not be able to get around on their own.” **[Delete those benefits that do not apply to your community and add others that do, as appropriate.]**

Commuting together to work can relieve you from driving duty at least part of the time and give you someone to pass the time with. Even if you don’t regularly commute for work, you can still share your ride as you run errands or make other trips: invite a friend to go grocery shopping with you or offer a ride to an elderly neighbor who doesn’t drive.

**[Add information about what service(s) is/are available locally and how to access them here.]**

“Carpooling is a simple way to improve the quality of life in **Your City/County**,” emphasizes **Last Name**. “You can save money, help your neighbors and community, and make a new friend all at the same time.”

For tips on getting started and more information on local carpool options, **contact/visit URL, email, and/or phone number** or visit [www.rideshareonline.com](http://www.rideshareonline.com).

Who can you share *your* ride with?

**No car?  
Tired of driving alone?  
Sick of the high cost of gas?**

**Have you thought about carpooling?**

- ✓ Get you where you need to go
- ✓ Meet new friends
- ✓ Save money



**To learn more visit/call URL or Phone Number**

**Insert your logo here**

**4 inches high x 3.23 inches wide (a common width for two columns)**

**No car? Tired of the high cost of gas?  
Have you thought about carpooling?**

- ✓ Get where you need to go
- ✓ Meet new friends
- ✓ Save money

**To learn more visit/call URL or Phone Number**

**Insert your logo here**

**2 inches high x 3.5 inches wide (a common width for two columns)**

## News Release

Month, Day, Year

Insert your logo here

Media Contact: Your name, your phone number

# Your Organization Name Announces Name of Your Competition to Encourage Your City/County Citizens to Share a Ride

[This is written for a carpool competition. Modify and add information, as appropriate, to include other types of alternative transportation if they will be included in your competition]

Your City/County, ID – Do you share a ride with someone else to get to work or run errands? Have you ever thought about it? Now is the time to start.

Your Organization Name is sponsoring Name of Competition, a competition to encourage ridesharing, also called carpooling, and to reward those who already do.

Name of Competition will last for the month of Month and rules are simple:

- Anyone 16 or older living in Your City/County is eligible to participate.
- Pick up an entry form at XXXX or download a form from XXXX.
- Record the number of carpool trips you complete each day in Month on your entry form. Specific instructions are printed on the entry form.
- Return your entry form to XXXX by DATE.
- Contact XXXX at XXXX with questions.

[These rules are given as examples; use what is appropriate and change/delete/add others as necessary.]

Each member of a carpool is encouraged to submit his or her own entry form; all carpool members can “claim” all trips they participate in. **Everyone who participates will be entered in a drawing for List Prizes Here.**

Each person will be entered in a drawing based upon the number of carpool trips he or she made during the month. “For example, if a person takes one carpool trip during the month, he will have one entry into the drawing; if another person takes 14 carpool trips, she will have 14 entries,” explains Name of your organization’s president, director, or chair [be sure to get approval first]. “So, the more times you carpool, the better chance you have of winning.”

“Carpooling, or ridesharing, provides many benefits to name your town or area,” states Last Name. “People who carpool save money on gas and wear and tear on their vehicles and get to enjoy the company of friends while in the car.” “Name of Competition is designed to encourage people to try carpooling, and to thank those that already do, through a little friendly competition.”

“Try carpooling during Month for the chance to win XXXX; you never know, you may just decide you want to keep it up all year,” summarizes Last Name.

[Add information about what service(s) is/are available locally and how to access them here.]

END

## Name of Competition

### Alternative Transportation Entry Form – Enter to Win Name Prize(s)!

Complete the top section of this entry form with your name and contact information then complete one row in the table for each trip you take using **alternative transportation**. Be sure to note if the trip was one-way or round trip; each round trip will be counted as two individual trips. Additional space is available on the back of this form; use additional forms if needed. **Let the competition begin!**

**Return form to Organization name/address by DATE.**

**Questions? Name and URL, email, and/or phone number.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Do you own a car? (Circle one) **Yes No** Do you have a driver's license? (Circle one) **Yes No** Are you at least 16 years old? (Circle One) **Yes No**

How often did you use **alternative transportation** (carpool, walk/bike for transportation, etc.) before this competition began? (Circle One)  
**Never Sometimes, but not regularly On a regular basis**

What other forms of transportation do you use? (Circle all that apply)  
**Drive alone Carpool Take the bus Use a vanpool Walk Ride a bike Other (explain): \_\_\_\_\_**

Date of trip	Was this trip one-way or round-trip? (Circle)	What was the purpose of the trip? (Circle)	Where were you going? (Circle)	What form of alternative transportation did you use?
<b>Example</b> May 1, 20XX	One way <u>Round trip</u>	<u>Work</u> Shopping/errands Medical Other	In-town <u>Another town (Where? _Nampa_____)</u>	Walk Bike Bus <u>Carpool</u> Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):

**OVER**

Template – Competition Entry Form – Template – Competition Entry Form – Template – Competition Entry Form

Date of trip	Was this trip one-way or round-trip? (Circle)	What was the purpose of the trip? (Circle)	Where were you going? (Circle)	What form of alternative transportation did you use?
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):



## Facilitating Walking and Biking

Walking and biking as means of transportation offer many benefits to both the user and the community; the "Promoting Walking and Biking" page offers suggestions for encouraging citizens to walk and bike. However, promotions will meet with limited success if it is not safe to walk or bike in the first place.

Below are suggestions for facilitating walking and biking in your community, primarily by making it safer to do so. Ultimately, many of the tools and ideas below may require changes in statutes/ordinances or infrastructure by cities, counties, or highway districts. However, all individuals and organizations interested in encouraging walking and biking have a role to play.

If you do not represent an agency with direct authority over these issues, your role could take many forms: meet with your city/county/highway district to discuss your ideas or concerns, serve on a citizens committee, volunteer to help at youth bike "rodeos" to teach bike safety to children, etc.

You may also want to work with employers and businesses to encourage them to promote walking and biking to their employees and customers by providing bike racks or lockers and potentially providing locker rooms and shower facilities for employees.

Resources and programs to consider for your community include:

- **Safe Routes to School.** Safe Routes to School provides reimbursement for local initiatives that make bicycling and walking to school a safer, more appealing option for kids. The goals of Safe Routes to School are to enable and encourage children to walk and bicycle to school; improve the safety of children walking and bicycling to school; and facilitate projects and activities that will reduce traffic, fuel consumption, and air pollution near schools. These improvements also translate into safer walking and biking facilities for the entire community.
  - Learn more, including how to apply for funding, at [itd.idaho.gov/SR2S/](http://itd.idaho.gov/SR2S/).
- **Complete Streets.** Encourage your city, county, or highway district to adopt a "complete streets" policy to ensure that all users of roads (bicyclists, public transportation, and pedestrians) are kept in mind as new roads are designed or improvements are made to existing roads.
  - To learn more visit [www.completestreets.org/](http://www.completestreets.org/).
  - Examples of local policies:
    - Ada County Highway District: [www.achdidaho.org/Departments/PP/Docs/TLIP/TLIP\\_cities\\_discussion\\_draft/Adopted\\_Docs/Complete Streets Policy Resolution-895.pdf](http://www.achdidaho.org/Departments/PP/Docs/TLIP/TLIP_cities_discussion_draft/Adopted_Docs/Complete_Streets_Policy_Resolution-895.pdf)
    - COMPASS: [www.compassidaho.org/documents/prodserv/reports/dmr/COMPASS%20\\_PolicyFinal.pdf](http://www.compassidaho.org/documents/prodserv/reports/dmr/COMPASS%20_PolicyFinal.pdf)





- **Conduct an audit of your pedestrian facilities** (e.g., sidewalks) to determine if they are safe, connected, and usable.
  - A checklist to use in your audit can be found on page 51 of the *Mobility Management Development Guidebook* at [www.compassidaho.org/documents/prodserv/reports/MobilityManagementDevelopmentGuidebook\\_finalstandard.pdf](http://www.compassidaho.org/documents/prodserv/reports/MobilityManagementDevelopmentGuidebook_finalstandard.pdf)
- **City of Boise Bicycle Safety Task Force Final Report (October 2009)**. The City of Boise Cycling Safety Task Force was formed in June 2009 in response to the deaths of three bicyclists in separate automobile-bike accidents within a short period of time. The task force's report contains 24 recommendations addressing issues from maintenance of bike lanes, to harassment of bicyclists, to providing greater enforcement of bicycle laws. While designed for Boise, many of the recommendations are applicable in many types of communities.
  - Read the report at [www.cityofboise.org/Departments/Mayor/PDF/BoiseCyclingSafetyTaskForceFinalReport.pdf](http://www.cityofboise.org/Departments/Mayor/PDF/BoiseCyclingSafetyTaskForceFinalReport.pdf).
- **Promote Walking and Biking Safety**. Work with your local policy department, school/school district, cycling club, or other groups to teach safe riding skills to both youth and adults. Many of the activities below can be, and often are, done in conjunction with Safe Routes to School programs.
  - Visit the Idaho Department of Transportation's "Biking and Walking in Idaho" website for a variety of walking/biking resources at [www.itd.idaho.gov/bike\\_ped/](http://www.itd.idaho.gov/bike_ped/).
  - Hold a "bike rodeo," where participants learn bike skills, regulations, and hand signals, then practice those in a series of events. Rodeos often include bike maintenance and helmet fitting stations. Also consider addressing walking safety, such as walking on the left side of the street and crossing at intersections.
    - Learn More: The Idaho Transportation Department will be adding a toolkit on how to conduct a bike rodeo to its web site in spring 2011: [www.itd.idaho.gov/SR2S/](http://www.itd.idaho.gov/SR2S/).
  - Invite a local celebrity to speak about biking/walking safety at a bike rodeo or other event (e.g., a school assembly) or to go on a bike ride with rodeo participants, school children, or the general public.
  - Invite an individual to speak as an advocate for helmets. Individuals who have been in serious bike accidents, or are close to someone who was, are often willing to share their experiences and advocate for wearing helmets.
  - Give away free bike helmets (at a bike rodeo or any other event) and teach users how to ensure they fit and are worn properly.
  - Ask local bike shops or similar organizations to donate helmets or other bike gear, or allow you to purchase it at cost for you to give away at events. In addition to helmets, consider giving away reflective materials or blinking lights to increase visibility of bikers and walkers at night.
- **Become an official "Bicycle Friendly Community."** A "Bicycle Friendly Community" is a designation through the League of American Bicyclists and indicates that your community welcomes cyclists by providing safe accommodation for cycling and encouraging people to bike for transportation and recreation. The League of American Bicyclists provides incentives, hands-on assistance, and award recognition for communities that actively support bicycling.
  - Learn more: <http://www.bikeleague.org/programs/bicyclefriendlyamerica/communities/>





## Promoting Walking and Biking

Walking and biking can be fun recreational activities and great ways to get exercise. However, walking and biking can also simply be ways to get from here to there. As forms of transportation, walking and biking have several benefits both to the user and to your community: they provide exercise; they cost less than driving; they don't take up limited parking spaces; and they don't contribute to air pollution, greenhouses gases, or road congestion.

There are several things that can be done to increase the attractiveness and safety of walking and biking in your community. These are addressed on the "Facilitating Walking and Biking" page. Below we provide ideas and resources to encourage walking and biking as means of transportation.

The Idaho Transportation Department has biking/walking promotional resources on their web site at [www.itd.idaho.gov/bike\\_ped/publications.htm](http://www.itd.idaho.gov/bike_ped/publications.htm) and at [itd.idaho.gov/SR2S/](http://itd.idaho.gov/SR2S/).

### Marketing/Promotion Tools

- Hang fliers/posters around your community or specific work places to promote walking and biking as transportation (template provided).
- Submit letters to the editor or "op ed" articles to the local newspaper (template provided). *Each newspaper has its own submission and length requirements. Check with your newspaper before submitting.*
- Include an article in your own organization's newsletter or request that others (schools, churches, etc.) include it in theirs (template provided).
- Use social media, such as a blog, Twitter, or Facebook page, to promote and discuss walking/biking. As an example, see <http://walkbikeberks.blogspot.com/>.
- Purchase display advertisements in local newspapers (two templates provided). *Note: Each newspaper has its own submission requirements and sizes for advertisements. Check with your local newspaper. The templates can be re-sized to fit different requirements. Most newspapers will also design your ad for you for free – check with your local paper.*
- Sponsor a competition to recognize those who walk/bike or use other forms of alternative transportation (news release template and competition entry form template provided). *Issues to consider include when to hold the competition (length of time/time of year), who will be eligible (bikers/walkers or all users of alternative transportation), partners, prizes (perhaps donated by partners), and how winners will be chosen (random drawing, most miles, most number of trips, etc.).*



## Walking and Biking Templates

Walk/bike poster

Walk/bike op-ed

Walk/bike newsletter article

Walk/bike display ad #1

Walk/bike display ad #2

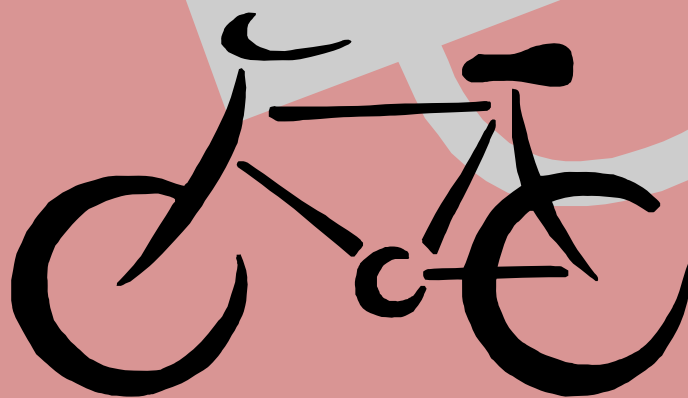
Walk/bike competition news release

Competition entry form

# Kick the commuting habit and kick up your heels instead!

Walk or bike to work to:

- Save gas and money
- Relieve stress
- Get fresh air and exercise



To learn more about walking and biking in **your community**,

visit **URL** or call **XXX-XXXX**.

Insert your logo or agency name here

## Walking and Biking... Transportation Options that Can Benefit You

Remember walking to school or biking to your friend's house when you were a kid? While many of us enjoy walking or biking for exercise or recreation, most of us ceased to use them as a means of transportation the moment we got a driver's license. After all...why walk when you can drive? Right? Maybe not.

Historically (way, way back) humans walked to get just about everywhere. Now, we often walk or bike for exercise, but frequently only after we've driven to the gym or walking path to do so.

In this day of rising gas prices, congestion on our roads, poor air quality, and increasing rates of obesity, maybe it's time to reconsider walking and biking for transportation.

Many will argue that walking and biking for transportation aren't practical...the destination is too far away, the bike helmet will mess up their hair, the weather is too hot or too cold, or there simply isn't a safe place to walk or bike.

Many of these arguments are valid. Some, such as weather or messy hair, are out of our control. Other issues, however, such as creating safe routes for walking and biking, can be tackled by our community. **[Add information or change wording, as appropriate, to discuss any work you or others are doing to create safer walking/biking routes in your community.]**

However, the benefits of walking and biking are valid as well:

- You'll save money on gas and wear and tear on your car.
- You'll cut down on air pollution.
- You'll get exercise and cut down on your own stress.
- You'll reduce the number of cars on the road.

Do you live close enough to your place of work that you could bike? Close enough to church to walk? While everyone's definition of "close enough" is different, consider where you go that is close enough to take advantage of walking or biking and the benefits they provide.

Next time you're about to jump in your car, consider your alternatives and re-think walking and biking.

**Name of organization coordinating services** can help you find a service that meets your needs. Contact **XXXX** via **phone** or **email** to learn more and discuss your options.

Submitted by **XXXXXX**.

**"Op-ed" stands for "opposite the editorial page" and is a means to communicate an opinion on an issue, offer solutions, and/or ask for community support. Op-ed articles are submitted to newspapers for publication by a person or organization that has expertise in the topic. They are different from an editorial (written by the newspaper's editor or editorial board) and from a letter to the editor.**

**Newspapers have requirements for the length (often a maximum of 400 – 600 words) and format of their op-ed articles and are under no obligation to print them. Some newspapers may request a photo of the person submitting the op-ed.**

**This op-ed template contains 339 words (not including title, submission information, notes to you, or any other information you may add). While this should fit most newspaper's requirements with enough room for you to add local details, check with your local paper before submitting.**

## **Kick Up Your Heels and Kick the Commuting Habit: Try Walking or Biking Instead**

How far is it from your home to work, church, the grocery store, or your best friend's house? Do you always drive to get there? Have you thought about leaving your car behind and walking or riding your bike instead? **[Modify this newsletter article to fit the type of newsletter it will go in. For example, if it is for employees at a certain workplace, focus more on getting to work. If it is in a church newsletter, focus more on getting to church or church-related activities.]**

Many of us enjoy walking or biking for exercise or recreation, but when it comes time to get somewhere, we jump in the car without giving it a second thought. At one time, though, walking and biking were means of transportation...not something people did simply for exercise or for fun.

In this day of rising gas prices, congestion on our roads, poor air quality, and increasing rates of obesity, maybe it's time to reconsider walking and biking for transportation.

Many will argue that walking and biking for transportation aren't practical...the destination is too far away, the bike helmet will mess up their hair, the weather is too hot or too cold, or there simply isn't a safe place to walk or bike.

Many of these arguments are valid. Some, such as weather or messy hair, are out of our control. Other issues, however, such as creating safe routes for walking and biking, can be tackled by our community. **[Add information or change wording, as appropriate, to discuss any work you or others are doing to create safer walking/biking routes in your community.]**

However, the benefits of walking and biking are valid as well:

- You'll save money on gas and wear and tear on your car.
- You'll cut down on air pollution.
- You'll get exercise and cut down on your own stress.
- You'll reduce the number of cars on the road.

Instead of concentrating on where or why you can't walk or bike, think about where you could, even just occasionally. Maybe your job is too far away, or you are too dressed up when you go to church, but could you ride your bike with your kids to the park on weekends instead of driving? Could you walk to meet your friend for coffee or to pick up a DVD rental instead of taking your car?

Next time you're about to jump in your car, consider your alternatives. Could you walk or bike? The benefits provide many good reasons to kick the commuting habit and kick up your heels instead.

**Kick the commuting habit and  
kick up your heels instead!**

**Walk or bike to work to:**

*Save gas and money*

*Relieve stress*

*Get fresh air and exercise*



**To learn more visit/call URL or Phone Number**

**Insert your logo here**

**4 inches high x 3.23 inches wide (a common width for two columns)**

**Kick the commuting habit and  
kick up your heels instead!**

**Walk or bike to work to:**

*Save gas and money*

*Relieve stress*

*Get fresh air and exercise*

**To learn more visit/call URL or Phone Number**

**Insert your logo or agency name here**

**2 inches high x 3.5 inches wide (a common width for two columns)**



## News Release

Month, Day, Year

Insert your logo here

Media Contact: Your name, your phone number

# Kick up Your Heels: Your Organization Name Announces Name of Your Competition to Encourage Your City/County Citizens to Walk or Bike to Work

[This is written for a walk/bike competition. Modify and add information, as appropriate, to include other types of alternative transportation if they will be included in your competition]

Your City/County, ID – Do you sit all day at work, then sit again in the car on the way home? Now is the time to kick up your heels, kick the commuting habit, and try walking or biking to work.

Your Organization Name is sponsoring Name of Competition, a competition to encourage people to try walking or biking to work and to reward those who already do.

Name of Competition will last for the month of Month and rules are simple:

- Anyone 16 or older living in Your City/County is eligible to participate.
- Pick up an entry form at XXXX or download a form from XXXX.
- Record the number of days you walked or biked to work in Month on your entry form. Specific instructions are printed on the entry form.
- Return your entry form to XXXX by DATE.
- Contact XXXX at XXXX with questions.

[These rules are given as examples; use what is appropriate and change/delete/add others as necessary.]

Everyone who participates will be entered in a drawing for List Prizes Here.

Each person will be entered in a drawing based upon the number of days he or she walked or biked to work during the month. "For example, if person A walks to work one day during the month, he will have one entry into the drawing; if person B bikes to work six days, she will have 6 entries," explains Name of your organization's president, director, or chair [be sure to get approval first]. "So, the more days you walk or bike, the better chance you have of winning."

"Walking and biking are great forms of exercise, plus they can relieve stress and save you money," states Last Name. "In addition, they provide benefits to our community by taking cars off the roads and decreasing air pollution. Name of Competition is designed to encourage people to try walking or biking to work, and to thank those that already do, through a little friendly competition."

"Try biking or walking during Month for the chance to win XXXX; you never know, you may just decide you want to keep it up all year," summarizes Last Name.

END

## Name of Competition

### Alternative Transportation Entry Form – Enter to Win Name Prize(s)!

Complete the top section of this entry form with your name and contact information then complete one row in the table for each trip you take using **alternative transportation**. Be sure to note if the trip was one-way or round trip; each round trip will be counted as two individual trips. Additional space is available on the back of this form; use additional forms if needed. **Let the competition begin!**

Return form to **Organization name/address** by **DATE**.

Questions? **Name and URL, email, and/or phone number**.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Do you own a car? (Circle one) **Yes No** Do you have a driver's license? (Circle one) **Yes No** Are you at least 16 years old? (Circle One) **Yes No**

How often did you use **alternative transportation** (carpool, walk/bike for transportation, etc.) before this competition began? (Circle One)  
**Never Sometimes, but not regularly On a regular basis**

What other forms of transportation do you use? (Circle all that apply)  
**Drive alone Carpool Take the bus Use a vanpool Walk Ride a bike Other (explain): \_\_\_\_\_**

Date of trip	Was this trip one-way or round-trip? (Circle)	What was the purpose of the trip? (Circle)	Where were you going? (Circle)	What form of alternative transportation did you use?
<b>Example</b>  May 1, 20XX	One way <u>Round trip</u>	Work <u>Shopping/errands</u> Medical Other	<u>In-town</u> Another town (Where? _____)	Walk <u>Bike</u> Bus Carpool Community Van Other (explain):
	One way  Round trip	Work Shopping/errands Medical Other	In-town  Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):

**OVER**

Template – Competition Entry Form – Template – Competition Entry Form – Template – Competition Entry Form

Date of trip	Was this trip one-way or round-trip? (Circle)	What was the purpose of the trip? (Circle)	Where were you going? (Circle)	What form of alternative transportation did you use?
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):
	One way Round trip	Work Shopping/errands Medical Other	In-town Another town (Where? _____)	Walk Bike Bus Carpool Community Van Other (explain):



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho



## Facilitating Sharing of Community Vehicles

"Community vehicles," as the term is used here, refer to vans and similar vehicles that are owned/operated by a specific entity, such as a senior center, church, or daycare to transport that entity's clientele.

Community vehicles provide a transportation service for specific clientele that is more formal than a carpool, but more personal than a fixed route bus service. However, these vehicles have the potential to provide a much broader service and become an important part of a community's transportation system as a whole.

Sharing or expanding service may be a valuable opportunity for the owners of these vehicles, as well as the community at large. Three types of "sharing" are discussed below: expanding service beyond the target clientele, sharing costs and services (multiple agencies jointly own/use one vehicle), and sharing (leasing) the vehicle to a different group at times when the vehicle would normally stand idle. This page also contains tips for facilitating expanded community vehicle services in your community.

### Expanding Service

Community vehicles often do not run at capacity. One way to improve the efficiency of those vehicles, and the transportation system as a whole, is to open those vehicles to individuals who are not target clientele. For example, if a senior center runs a van to a hospital or makes weekly trips into a larger town for its residents, but the van does not run full, the service could be expanded to offer rides to others. These "other" clients could be charged a nominal fee (even if the service is free for target clientele), which would help offset costs. This would provide a valuable service to area residents as well as provide income for the agency/business who owns and operates the vehicle. Ideas and resources to help market this expanded service are available on the "Promoting Community Vehicles" page. Additional information on options for rural communities can be found in *Transportation Management Organizations, Options for Rural Areas* at [www.compassidaho.org/documents/prodserve/reports/RuralTMOReportJuly2010.pdf](http://www.compassidaho.org/documents/prodserve/reports/RuralTMOReportJuly2010.pdf).

### Sharing Costs/Services for Community Vehicles

In many instances, multiple organizations offer similar services for their clients. For example, several churches may each own a vehicle and pick up parishioners before morning services, or several senior centers in one town may each own their own van to transport their residents to shopping and medical services.

Each of these organizations could, rather than duplicating services, share their funding and consolidate the services. For example, the senior centers could jointly buy one van which would provide service to each of the centers. This can save a significant amount of money for each agency and makes efficient use of limited resources. Each organization would pay a share of ongoing costs (gas, maintenance, insurance, etc.) based upon its level of use.



800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

[www.compassidaho.org](http://www.compassidaho.org)

## Sharing (Leasing) Community Vehicles

Many organizations that own and operate community vehicles only operate their vehicles during limited hours of the day or certain days of the week. These vehicles often sit idle part of the time and could be leased to other organizations.

Agencies interested in sharing resources should identify compatible uses for shared vehicles. For example, compatible uses may be a daycare van that operates on weekdays paired with a van that transports parishioners to church on weekends.

This vehicle resource sharing could create additional revenue for the vehicle owner to support more transportation services and alleviate the need for the renter to purchase its own vehicle. A formal lease/rental contract should be signed by both parties and clearly delineate issues such as who is responsible for providing a driver (the owner or the renter), who is allowed to drive (employees only or volunteers), specific qualifications/endorsements needed for the driver(s), and who pays for costs incurred (such as expanded insurance coverage and additional fuel and maintenance expenses), and how that payment will be assessed ([template lease agreement attached](#)).

## Getting Started

Depending on your role in transportation services in your community, you will play a different role regarding community vehicles as well. If you own or operate a community vehicle, you may be looking for potential partners or looking to expand your client base. If you have clients who need transportation, you may be looking for a vehicle to share or lease or a partner who will share their services. Or, if you represent a city or county, you may be looking for ways to encourage or facilitate owners/operators of community vehicles to expand their services or clientele within your community.

Regardless of your role, the first step in facilitating or encouraging broader use of community vehicles is to develop an inventory of existing services and a general idea of whether the operators of those services are interested in expanding or sharing their service/vehicle. When developing an inventory of existing services, questions to ask of each provide include:

- Who owns the vehicles?
- Who drives the vehicles (volunteers? staff?)
- Where are the vehicles housed?
- When are they used? (e.g., church vans might only be used on weekends, while day care vans might only be used on weekdays)
- Who is the target clientele?
- Does the agency charge its clientele for rides?
- Do the vehicles typically run full?
- Do the vehicles only run within town, or do they take riders to other towns?
- Are vehicle owners and current passengers receptive to others riding in their vehicles, provided they participate in the regular service (e.g., the vehicle is not asked to make special trips or stops)?
- Are vehicle owners receptive to expanding their service (e.g., adding new trips or stops) to encourage or accommodate others?
- Are vehicle owners receptive to allowing others to use (and drive) their vehicles during times when the vehicles are typically not in use (e.g., weekdays for a church van)?
- Are vehicle owners receptive to sharing vehicles with other organizations (e.g., several senior centers jointly operate one van instead of each owning/operating its own)?

Answers to these questions will help you identify if the potential exists for expanding or sharing community vehicles in your area. The next step is to contact potential partners and work with them to develop a sharing or rental/lease agreement and/or to market expanded community vehicle service in your area. More information on marketing can be found on the "Promoting Use of Community Vehicles" page.





## Promoting Use of Community Vehicles

There are two aspects of promoting the use of community vehicles. Depending on your role in your community, you may be involved in either or both of these.

The first aspect is to promote the idea to agencies that own/operate community vehicles or that are potentially looking to do so, to encourage them to consider sharing resources, sharing/leasing vehicles, or expanding their services. This is discussed in more detail in the page titled "Facilitating Sharing of Community Vehicles."

The second aspect is to promote (advertise) community vehicles as a transportation option for individuals beyond the original target clientele, when the owner/operator of the vehicle has chosen to expand service. An example of this is a senior center van that only runs half-full and the operator wants to increase ridership by allowing members of the general public to ride the van as well. This type of promotion is discussed here.

Different aspects of this promotion effort will apply to different types of organizations. For example, if you work for a senior center and simply want to expand your van service and promote this to the public, see "Promoting Community Vehicle Services," below. However, if you work for a broader organization, such as a city, your role may be to coordinate community vehicles within your community to promote them as a broader community resource (see "Coordinating Multiple Community Vehicle Services," below).

### Promoting Community Vehicle Services

Templates (listed below) are provided here to assist you in promoting community vehicle services in your area. Modify the templates to suit your needs or simply use them as ideas to develop your own materials.

To provide a range of ideas to build from, some of the templates are designed/written from a perspective of promoting multiple community vehicle services as a group and others from the perspective of promoting a single service. Mix and match text to fit your situation.

In addition to the templates provided, you may want to promote the service on your web site or Facebook page or develop a flier or brochure. As these types of promotions necessitate situation-specific details, templates are not provided here. However, the templates listed below should provide ideas to draw from.

### Marketing/Promotion Tools

- Hang posters around your community or specific work places (template provided; designed from the perspective of promoting a single community vehicle service).

- Send a news release to local media (template provided; written from the perspective of promoting a single community vehicle service).
- Submit letters to the editor or “op ed” articles to the local newspaper (template provided; written from the perspective of promoting multiple community vehicle services). *Each newspaper has its own submission and length requirements. Check with your newspaper before submitting.*
- Include an article in your own organization’s newsletter or request that others (schools, churches, etc.) include it in theirs (template provided; written from the perspective of promoting a single community vehicle service).
- Purchase display advertisements in local newspapers (two templates provided; written from the perspective of promoting a single community vehicle service). *Note: Each newspaper has its own submission requirements and sizes for advertisements. Check with your local newspaper. The templates can be re-sized to fit different requirements. Most newspapers will also design your ad for you for free – check with your local paper.*

### **Coordinating Multiple Community Vehicle Services**

If more than one community vehicle exists in your community that allows the general public to use its services, consider designating a central organization to act as a hub for riders and providers – this allows a member of the public to contact one agency to find out which vehicle service would work best for him, rather than having to call each separately.

With assistance from all providers, develop an inventory of community transportation resources. This resource list can be used by the coordinating agency to answer questions and assist potential clients and/or can be distributed to the public as a resource directory for transportation services. (A list of providers can be found at <http://i-way.org/community/networks/lmmn3c> in the *LMMN 3C Final Mobility Plan* document.)

The directory should include the following types of information:

- List of operators of community vehicles that allow “others” to ride their vehicles.
- Contact information for the agency coordinating community vehicles.
- List of, and contact information for, each individual provider.
- Details on who the service is provided to, including base clientele (e.g., seniors) and any limits on others who may use the service (e.g., does the senior center also open its vehicles to individuals with disabilities, but not the general public; does it open the service to other adults, but not children?).
- List (map, if possible) of routes of each service; often a community vehicle will allow others to ride, but keep the service limited to the stops necessary for its target clientele (not add additional stops/service for non-target clientele).
- List of times and days of service; keep in mind that many community vehicles offer different routes on different days.
- Explanation of how to use the system (e.g., does a member of the community need to board the vehicle at the vehicle’s origin [senior center, assisted living facility] or will it pick people up at other places?).
- Explanation of a fee system. Some services may be free to target clientele, but charge “others” a nominal fee to use the service.



## Community Vehicles Templates

Leased vehicle model agreement

Community vehicle poster

Community vehicle news release

Community vehicle op-ed

Community vehicle newsletter article

Community vehicle display ad #1

Community vehicle display ad #2



## Leased Vehicle Model Agreement

[This template is provided as a starting point. Not all portions may be applicable to your situation. Modify as appropriate. Always have legal counsel review prior to signing any agreement.]

WHEREAS, **Name of Organization Owning the Vehicle** desires to make available to **Name of Organization Leasing the Vehicle**, hereinafter referred to as "LESSEE," the use of the vehicle(s) (hereinafter referred to as "VEHICLE(S)") described below to be driven by approved drivers.

[VEHICLE DESCRIPTION]

Year:

Make:

Model:

VIN:

License plate number:

NOW, THEREFORE, **Name of Organization Owning the Vehicle** and LESSEE agree as follows:

Responsibilities of LESSEE are as follows:

1. Allow only those drivers pre-authorized by **Name of Organization Owning the Vehicle** or its representative to drive the vehicle(s). **[If the organization owning the vehicle will supply a driver, specify that here instead.]**

2. Obtain prior written approval from **Name of Organization Owning the Vehicle** for any trip that would require the vehicle(s) to go outside **[name the geographic area within which the vehicle is allowed to operate; may be a city, county, or other defined area]**.
3. Pay all fuel costs during the term of the agreement.
4. Complete a vehicle mileage and trip log for each vehicle used.
5. In the event of an accident involving the vehicle(s) described herein while this agreement is in effect, LESSEE agrees to reimburse **Name of Organization Owning the Vehicle** for any and all costs not covered by liability and collision insurance, including, but not limited to the insurance deductible of **amount of insurance deductible**.
6. Pay **Name of Organization Owning the Vehicle** a lease rate in the amount of **dollar amount** per **how rate will be calculated [may be a flat rate per week or month, an amount per trip or per mile, or other term]**.
7. **[List other responsibilities of LESSEE as applicable.]**

Responsibilities of **Name of Organization Owning the Vehicle** are as follows:

1. Provide vehicle insurance coverage.

2. Provide vehicle orientation for drivers.
3. Perform routine vehicle maintenance and cleaning.
4. **[List other responsibilities of organization owning the vehicle as applicable.]**

Term

The term of this Agreement shall begin   Date   and end   Date  .

Destination: **[Describe the general route/destination(s) for which the vehicle will be used.]**

Number of passengers: **[Approximate number of passengers expected.]**

By entering into this agreement, LESSEE certifies the following:

1. LESSEE agrees not to use the vehicle for purposes of providing charter service.
2. LESSEE warrants that LESSEE is in compliance with Idaho's worker's compensation law, Idaho Code, Title 72, which requires them to provide worker's compensation coverage for all subject workers. LESSEE warrants that all persons subject to the Idaho's worker's compensation law are covered by a worker's compensation plan or insurance policy that fully complies with the law. Contractor shall indemnify **Name of Organization Owning the Vehicle** for any liability incurred

by **Name of Organization Owning the Vehicle** as a result of /LESSEE's breach of warranty under this paragraph.

3. Notwithstanding any other agreements, LESSEE agrees to defend, hold harmless, and indemnify **Name of Organization Owning the Vehicle** against any legal liability with respect to bodily injury, death, and property damage arising from the negligence of LESSEE during its use of the vehicle.

4. LESSEE may not subcontract use of vehicle under this contract without **Name of Organization Owning the Vehicle** prior consent.

5. In circumstances when the vehicle requires towing, maintenance, or repair during the time when LESSEE is using the vehicle, such activities will be managed and coordinated by LESSEE upon approval by **Name of Organization Owning the Vehicle**.

Signed:

\_\_\_\_\_

\_\_\_\_\_

**Name of Organization Owning the Vehicle**

LESSEE

**Owner Address Line 1**

LESSEE Address Line 1

**Owner Address Line 2**

LESSEE Address Line 2

By: **Name of Signatory**

By: **Name of Signatory**

Title: **Title of Signatory**

Title: **Title of Signatory**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

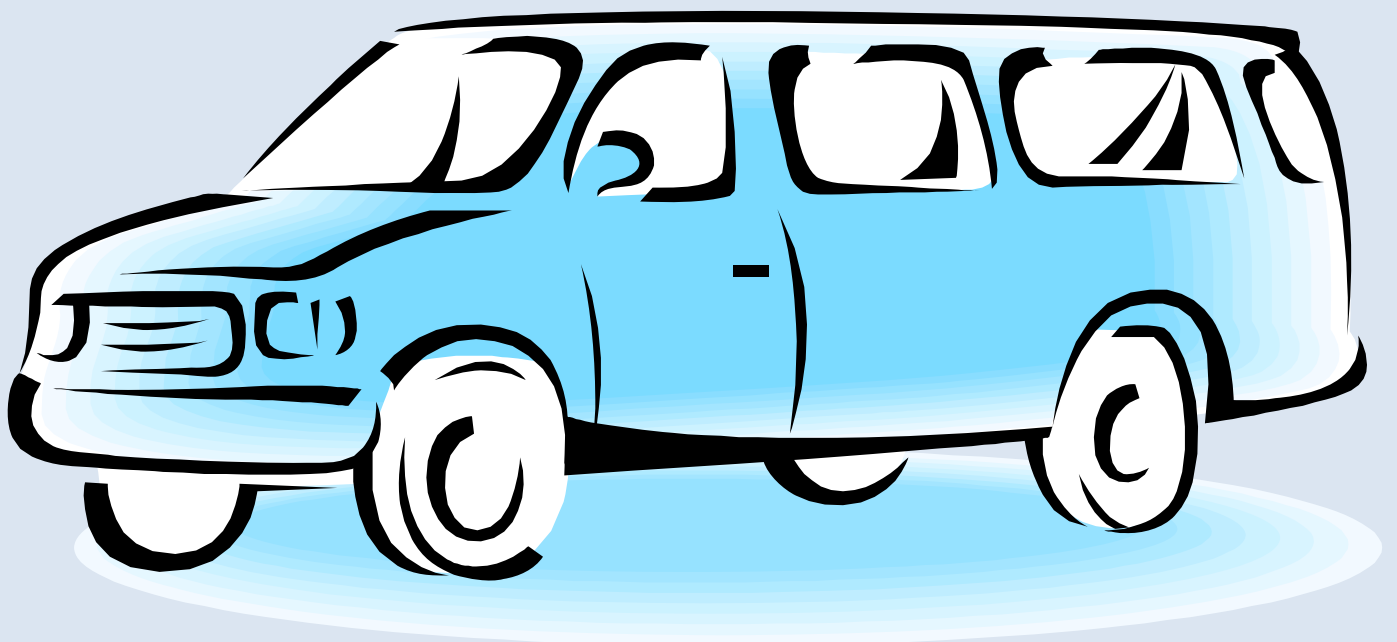
# Need a Lift?

## Try **XXX Vans**

They aren't just for **seniors...**  
...and they might be the solution  
to your transportation woes.

**XXX Vans** offers shuttle service  
from **Location** to:

- **Location**
- **Location**
- **Location**



To learn more or book a ride, visit/call **URL** or phone number

Insert your logo or agency name here

## News Release

Month, Day, Year

Insert your logo here

Media Contact: Your name, your phone number

### **Name of Vehicle Operator Offers Shuttle Services to Entire Community**

*Your City/County, ID* – Do you need a ride? Do you need a lift to the grocery store or a way to get to the doctor’s office or even into Boise? **[Revise these questions based upon the location of routes your service provides.]** Name of organization that operates the vehicles may have your solution.

The van shuttle service provided by name of operator for type of clientele is available for use by anyone in the community and may be able to help you get where you need to go.

“While seniors **[or whoever is target clientele]** are our target clientele, anyone can ride our vans,” states Representative of Organization. **[Be sure to get permission to quote first; modify the quote to fit your situation.]** “We often have extra space in our vans. It just makes sense to offer those spots to others who need transportation. The additional ridership helps support the services we provide to area seniors **[or whoever is target clientele]** and can help fill a community need at the same time.”

**[Explain service days/hours, routes, fees, restrictions, availability, if someone needs to book ahead, etc. here.]**

For more information, contact/visit URL, email, and/or phone number.

END

## Community Vehicles Provide Transportation Options

Do you need transportation to get around town or into **name of larger town** **[Modify to match the services provided]**, but think there are no services available to you? Think again.

Within **name of town or area** there are **X number** different organizations that provide transportation for specific clientele. You have probably seen them – vans operated by the retirement home taking residents to go shopping; church vehicles picking up parishioners on Sunday mornings, etc. **[Modify to match the services in your area]**

What you may not know is that you may be able to use these services as well, and they may be able to solve your transportation needs. Many of the organizations who provide these transportation services for their clientele also allow members of the public to ride their vehicles as space permits. **[Discuss fares here – if charged by some, all, or none of the providers]**

The routes and schedules of the vehicles vary. **[Add information here to provide examples of where the vehicles go – e.g., into another town, to doctor's offices, to retail centers, etc.]**

**Name of organization coordinating services** can help you find a service that meets your needs. Contact **XXXX** via **phone** or **email** to learn more and discuss your options.

Submitted by **XXXXXX**.

**"Op-ed" stands for "opposite the editorial page" and is a means to communicate an opinion on an issue, offer solutions, and/or ask for community support. Op-ed articles are submitted to newspapers for publication by a person or organization that has expertise in the topic. They are different from an editorial (written by the newspaper's editor or editorial board) and from a letter to the editor.**

**Newspapers have requirements for the length (often a maximum of 400 – 600 words) and format of their op-ed articles and are under no obligation to print them. Some newspapers may request a photo of the person submitting the op ed.**

**This op-ed template contains 156 words (not including title, submission information, and notes to you, or any other information you may add). While this should fit most newspaper's requirements with enough room for you to add local details, check with your local paper before submitting.**

## **Name of Vehicle Operator Offers Community Shuttle Services**

Do you need transportation to get around town or into **name of larger town** **[Modify to match the services provided]**, but think there are no services available to you? Think again. **Name of organization that operates the vehicles** may have your solution.

You have probably seen the **XXXX vans** driving around town – **taking seniors to the community center on Mondays or to the grocery store on Tuesdays**. **[Modify to match the services in your area – this wording is just an example]**

However, the van shuttle service provided by **name of operator** for **type of clientele** is available for use by anyone in the community and may be able to help you get where you need to go.

“While seniors **[or whoever is target clientele]** are our target clientele, anyone can ride our vans,” states **Representative of Organization**. **[Be sure to get permission to quote first; modify the quote to fit your situation.]** “We often have extra space in our vehicles. It just makes sense to offer those spots to others who need transportation. The additional ridership helps support the services we provide to area seniors **[or whoever is target clientele]** and can help fill a community need at the same time.”

**The vehicles operate on fixed routes, which change by day of the week**. **[Modify to match the services in your area – this wording is just an example]**

**[Explain service days/hours, routes, fees, restrictions, availability, if someone needs to book ahead, etc. here.]**

For more information, **contact/visit URL, email, and/or phone number**.



Looking for a way to get from  
*here to there?*

**Name of service** vans may be your solution

Convenient shuttle service [specify if service is  
around town, into a larger town, or both]

Inexpensive

Anyone can ride

Contact **organization** to learn how **XXX** vans  
can fill your transportation needs



To learn more visit/call URL or Phone Number

Insert your logo here

4 inches high x 3.23 inches wide (a common width for two columns)

Looking for a way to get from  
*here to there?*

Try **Name of service** Vans

Convenient shuttle service

Inexpensive

Anyone can ride

To learn more visit/call **URL or Phone Number**

2 inches high x 3.5 inches wide (a common width for two columns)



## Allowing the Use of Accessory Dwelling Units

There is a close relationship between transportation and housing. The further a person lives from jobs, school, medical care, shopping, etc., the more difficult and more expensive it is for that person to access those resources. This is especially problematic for those who do not drive or have access to an automobile.

Most of the topics covered in this toolkit focus on ways to encourage and promote alternative forms of transportation to assist people in your community in meeting their transportation needs. This topic, however, focuses on one aspect of the housing/land use portion of the transportation issue that can help alleviate some of transportation needs in the first place and create neighborhoods that can support more transportation options.

An accessory dwelling unit (ADU) is a self-contained housing unit (apartment) that shares a lot, and sometimes a building, with a single-family home. An ADU has its own kitchen, bathroom, and entrance/exit. Essentially, an ADU is what is sometimes referred to as a guest house or "mother-in-law suite." An ADU is not a duplex, and generally maintains the look of a single-family home.

ADUs are sometimes not allowed in local zoning codes. However, they can provide many benefits, including:

- Providing housing in close proximity to existing infrastructure and services, including public transportation, schools, parks, and employment centers.
- Adding moderately priced rental units to the housing stock to meet the needs of smaller households, moderate income households, elderly, and persons with disabilities.
- Providing older homeowners with a means of obtaining rental income, companionship, and security thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.
- Protecting stability, property values, and the residential character of a neighborhood.

The first benefit listed (housing in close proximity to infrastructure) is particularly beneficial to people with limited transportation options, allowing those individuals to walk or bike to meet many of their daily needs, thus reducing their dependence on others.

Changing local code to allow ADUs is something your jurisdiction may want to consider. [A template \(model ordinance\) to allow ADUs within local code is included in this toolkit.](#)



# Ordinance Template

Accessory dwelling unit model ordinance

## **Accessory Dwelling Unit Model Ordinance**

[This template is provided as a starting point. Not all portions may be applicable to your situation. Modify as appropriate. Be sure to have your legal counsel review.]

### **1.0 Purpose and Intent:**

This section provides standards for an accessory dwelling unit (ADU) to be added to a single family dwelling. A house with an ADU can be distinguished from a duplex because its intensity of use is less, and it retains the appearance of a single-family dwelling. The intent of permitting ADU is to:

1. Promote growth management goals by providing infill housing in close proximity to existing infrastructure and services, including public transportation, schools, parks, employment centers, and other public areas and to conserve land, house more people within urban growth areas, and prevent sprawl;
2. Add moderately priced rental units to the housing stock to meet the needs of smaller households, moderate income households, elderly, and persons with disabilities;
3. Provide older homeowners with a means of obtaining rental income, companionship, and security thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave;
4. Protect stability, property values, and the residential character of a neighborhood.

## 2.0 Definitions

[Some of these definitions may already be defined in your local code or zoning/building ordinance. Modify or delete as appropriate.]

Accessory Dwelling Unit (ADU): An accessory dwelling unit is a self-contained housing unit that is clearly a subordinate to the single-family dwelling and complies with each of the requirements contained in this chapter. An ADU shall include a kitchen, a separate bathroom, and a separate entrance/exit.

Administrator: The director of the development services/planning and zoning department or his/her designee or the individual appointed by the city/county as the planning and zoning administrator.

Building, Attached: A building having any portion of one or more walls in common or within five feet of an adjacent building.

Building, Detached: A building having five feet or more of open space on all sides.

Dwelling, Single-Family: A building designed or used exclusively as a residence and including only one dwelling unit.

Dwelling Unit: A building with a permanent foundation and one or more rooms designed, occupied, or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household.

Living Area: Interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

Owner-occupant: An owner who has legal residency on the premises of a dwelling unit that contains an ADU, who resides in the home at least six months of the year, and whose portion of the dwelling is not occupied when the owner is not present.

Owner must maintain a homeowners/homestead exemption with the county under Idaho Code 55-1001.

Primary Residence: A dwelling in which is conducted the principal use of the residential lot on which it is located.

### 3.0 General Requirements

1. An ADU shall be an allowed use in the following zones **[Include applicable zones, typically residential zones]**: \_\_\_\_\_

subject to administrative review and approval of an application for an ADU permit and issuance of a certificate of zoning compliance. All individuals seeking to establish an ADU as an allowed use must submit an application for an ADU permit and comply with the standards and requirements applicable to an ADU. All permits for an ADU shall be valid for one year and may be renewed annually upon written request of the owner-occupant. Previous violation of the ADU standards and requirements or other zoning or subdivision ordinance provisions may be grounds for denial of an application for an ADU or renewal of an ADU permit.

2. If an ADU does not meet the criteria for administrative approval, it may be permitted by conditional use permit in the following zones **[Include applicable zones, typically residential zones]**:

---

3. Contents of the application for an ADU permit: All applications for an ADU shall contain the following: site plans, photographs of the site, architectural renderings, affidavits, and copies of the notices sent to property owners. The city/county may request additional information it deems necessary to determine compliance with applicable standards and ordinances.
4. Prior to issuance of a permit, the owner(s) must provide an affidavit stating that the owner will occupy one of the dwelling units on the premises as the owner's primary residence, except for bona fide temporary absences. When a structure, which has received a permit for an ADU, is sold, the new owner(s), if they wish to continue to exercise the permit, must, within thirty (30) days of the sale, submit a notarized letter to the Administrator stating that they will occupy one of the dwelling units on the premises as their primary residence, except for bona fide temporary absences.
5. Prior to submitting an application for administrative approval of an ADU, the applicant shall give written notice to adjacent property owners of his/her intent to apply for an ADU **[This may be expanded to include property**



**owners within 300 feet or another distance considered appropriate].**

The notice shall provide a basic site plan and advise landowners that they have fifteen (15) days to provide their comments to the Administrator.

6. After administrative approval, the Administrator shall provide notice of the approval of the ADU to adjacent property owners **[Distance should comply with local zoning ordinances where applicable]** of the registered site. **[The notice should state that the unit complies with the standards of this section, describe the requirements for maintaining the unit, and explain how to obtain general information, how to file an appeal, and how to report code violations.]**

7. The applicant shall provide a covenant in a form acceptable to the City Attorney and suitable for recording with the County Auditor, providing notice to future owners or long term leasers of the subject lot that the existence of the ADU is subject to an annual permit, compliance with applicable code provisions, and predicated upon the occupancy of either the ADU or the principal dwelling by the person to whom the ADU permit has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this Section and to provide for the removal of improvements added to convert the premises to an ADU and the restoration of the site to a single family dwelling in the event that any condition of approval is violated. Administratively approved ADU permits shall require renewal application annually. A notarized letter from the

*Template – Accessory Dwelling Unit Model Ordinance – Template*

applicant indicating compliance and a desire to renew shall be reviewed by the Administrator. An ADU's approved by conditional use permit shall comply with the review and verification of compliance requirements specified in the conditional use permit.

8. The applicant must provide to the building official certification or proof from the Health District and/or city water department that the water supply and sewage disposal facilities are adequate for the projected number of residents.
9. The Administrator may impose conditions of approval on a permit necessary to adequately protect public health, safety, and welfare and/or assure compliance with applicable ADU standards and requirements. The written decision of the Administrator shall be issued within thirty (30) days of submission of the application. The Administrator's written decision and any conditions of approval shall be recorded with the county recorder and a copy of the recorded decision mailed to the applicant.
10. An administrative permit for an ADU may be revoked or declined for renewal by the Administrator if the Administrator determines that the ADU or the permit holder is not in compliance with city/county code or condition(s) of approval. If a permit is revoked or declined for renewal, the property owner must restore the property and bring it into compliance with city/county ordinances, including any necessary removal of improvements, within thirty (30) days. The city/county may toll the thirty (30) days pending an appeal.

by the effected individual. Individuals effected by the approval of a permit or the denial or revocation of a permit may appeal the decision of the Administrator in accordance with **section \_\_\_\_\_**. **[Include applicable section from local code.]**

#### **4.0 Findings Required for Administrative and Conditional Use Permit**

##### **Approval of Accessory Dwelling Units.**

Before approval of an application for an ADU, the Administrator or decision making body shall find that:

1. A single-family dwelling exists on the lot or will be constructed in conjunction with the ADU. The ADU may be attached to, or detached from, the principal unit. Any new separate outside entrance serving an ADU shall be located on the side or in the rear of the building. There shall be no more than one single-family conversion per lot.
2. In no case shall an ADU be more than ten (10) percent of the lot area, nor more than eight-hundred (800) square feet, nor less than three-hundred (300) square feet, nor be occupied by more than three (3) people nor have more than two (2) bedrooms.
3. One off-street parking space, in addition to that which is required by the ordinance for the underlying zone, shall be provided. Parking spaces include garages, carports, or off-street areas reserved for vehicles. ADUs within a one-quarter ( $\frac{1}{4}$ ) mile of a public transit route may waive this requirement.

4. Setbacks and Lot Coverage: Any additions to an existing building shall not exceed the allowable lot coverage or encroach into the existing setbacks.
  
5. Building Height and Stories.
  - a. A one (1) story detached ADU shall be no more than thirteen (13) feet in height.
  
  - b. A one and one-half (1.5) to two (2) story detached ADU shall be no more than twenty-two (22) feet in height measured to the roof peak.
  
  - c. An attached ADU may occupy a basement, first, or second story of a main residence if it is designed as an integral part of the main residence and meets the setbacks required for the main residence.
  
6. The design of the ADU is incorporated into the primary unit's design with matching materials, colors, window style, and roof design. The ADU shall be designed so that, to the degree reasonably feasible, the appearance of the building remains that of a single-family residence.
  
7. When an ADU is adjacent to an alley, every effort shall be made to orient the ADU toward the alley with the front access door and windows facing the alley. Parking provided off the alley shall maintain a twenty-four (24) foot back out which includes the alley. Fences shall be three feet six inches (3' 6")

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along the alley. However, higher fencing up to six (6) feet can be considered and approved in unusual design circumstances subject to review and approval of the Administrator.

8. The site plan shall provide open space and landscaping that are useful for both the ADU and the primary residence. Landscaping shall provide for the privacy and screening of adjacent properties.
9. On-going owner-occupancy of either the primary or the ADU will be maintained and shall be required through homeowners/homestead exemption with the county under Idaho Code 55-1001.
10. No daycare facilities may be undertaken in either the principal or the accessory unit.
11. Notice to adjacent landowners was provided in accordance with this chapter. Timely input from adjacent property owners should be considered in the design and siting of an ADU in order to maintain privacy between adjacent housing units.
12. The ADU shall meet the requirements of the applicable building code.

## **5.0 Findings Required for Conditionally Permitted Accessory Dwelling Units.**

In addition to complying with the other requirements to receive approval of a conditional use permit contained in this chapter, the decision making body must find that the application for an ADU complies with the following:

1. The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties. Windows that impact the privacy of the neighboring side or rear yard have been minimized.
2. Exterior design of the ADU is compatible with the existing residence on the lot through architectural use of building forms, height, construction materials, colors, landscaping, and other methods that conform to acceptable construction practices.
3. The ADU does not result in excessive noise, traffic, or parking congestion.
4. The ADU is harmonious with local plan policies and density requirements of the comprehensive plan.
5. The location of the ADU is in an area with adequate water and sewer service, such that service will be provided and the location is in close proximity to public schools, public transit, or necessary services.

## **Administration and Enforcement**

1. It shall be the duty of the Administrator to administer and enforce the provisions of this ordinance/section.
2. No building shall be constructed or changed in use or configuration, until the Building Official has issued a building permit. No building permit shall be issued until a sewage disposal works permit, when applicable, has first been obtained from the Health District and the proposed building and location thereof conform with the city/county code, applicable regulations and any conditions of approval. No building shall be occupied until a certificate of occupancy has been issued by the Building Official where required.

The Administrator shall refuse to issue or renew any permit, which would result in a violation of any provision of this chapter or in a violation of the conditions or terms of any approval or conditional use permit or properly approved variance.

3. Construction or use of an ADU according to an administrative or conditional use permit shall commence within six (6) months after the issuance of a permit. Construction must proceed in a continuous and expeditious manner and shall be completed not more than one (1) year from the issuance of the permit. Failure to comply with this requirement

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shall constitute an expiration of the permit and the applicant must submit a new application for an ADU subject to current ordinances and standards.