



SAN FRANCISCO PLANNING DEPARTMENT

Memo to File

Date: February 8, 2017
Re: **TDM Program Standards Amendments**
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AMENDMENTS TO THE TDM PROGRAM STANDARDS (JANUARY 19, 2017)

TDM Program Standards. The Planning Commission's Standards for the Transportation Demand Management Program ("TDM Program Standards") were adopted by the Planning Commission on August 4, 2016, conditioned upon adoption of the TDM Program Planning Code amendments by the Board of Supervisors. Pursuant to Section 4.1 of the TDM Program Standards, substantive amendments require Planning Commission approval and minor amendments will be issued at the discretion of the Planning Director or designee.

January 2017 Update. Subsequent to the August 4, 2016 Planning Commission hearing, staff conducted additional outreach with stakeholders, and participated in two hearings at the Board of Supervisors Land Use and Transportation Committee. Based upon comments received during public outreach and during public comment, staff proposed substantive and minor amendments to the TDM Program Standards.

The substantive amendments were unanimously approved by the Planning Commission on January 19, 2017 (Planning Commission Resolution No. 19838). In addition, minor (aka non-substantive) amendments were described in the Executive Summary for the January 19, 2017 Planning Commission hearing. All substantive and minor amendments are attached within Exhibit A to Planning Commission Resolution No. 19838. Lastly, several minor clerical amendments were incorporated into the January 19, 2017 TDM Program Standards version that were not included in the Executive Summary for the January 19, 2017 Planning Commission hearing. These amendments are minor amendments to fix typographical errors, update photographs, and/or to provide clarifications or clarifying language.



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Exhibit A to Resolution No. 19838

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All substantive amendments, as defined in Section 4.1 of the TDM Program Standards, and some non-substantive amendments are included in Table 1 below. The page numbers for the TDM Program Standards correspond to the current TDM Program Standards. Revisions to the TDM fact sheets in Appendix A are located by the specific TDM Measure (e.g., FAMILY-2).

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in *strikethrough italics Times New Roman font*.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Substantive Amendments

1. Table 2-1: Land Use Categories and Targets (Page 6)

Land Use Category	Typical Land Use Type	# of Parking Spaces proposed by Land Use	Target
A	Retail	Base number: 0 <= 4	Base Target: 13 points
		Each additional 2*	1 additional point
B	Office	Base number: 0 <= 20	Base Target: 13 points
		Each additional 10*	1 additional point
C	Residential	0 <= 5	10 points
		6 <= 10	11 points
		11 <= 15	12 points
		Base number: 16 <= 20	Base Target: 13 points
		Each additional 10*	1 additional point
D	Other	Any # of parking spaces	3 points
*For each additional parking space proposed above the base target, the number of parking spaces will be rounded up to the next highest target. For example, a project within Land Use Category c that proposes 21 parking spaces is subject to a 14 point target.			

2. & 3. Section 2.2(b)(3) Development Projects with a Substantial Amount of Parking.

A Development Project may *initially* propose more Accessory Parking Spaces than the TDM menu can address. The following are the approximate⁴ ~~maximum~~ number of Accessory Parking spaces ~~may be included~~ for Development Projects within land use categories A, B, and C. ~~Beyond this number of Accessory Parking spaces for which all available points have been exhausted⁵ (excluding the Parking Supply measure):~~

- » Land use category A (Retail Type Uses) = 56 parking spaces.
- » Land use category B (Office Type Uses) = 270 parking spaces.
- » Land use category C (Residential Type Uses) = 280 parking spaces.

Given no more TDM measures and points are available for these Development Projects, excluding the Parking Supply measure, the TDM Program Standards require these projects to ~~park at or below the neighborhood parking rate for their land use category. The neighborhood parking rate requirement is in addition to including~~ include all measures and points, up to a 80% of the total number of points available, applicable for the land use category in the Development Project's TDM Plan. The ~~methodology and the~~ rationale for setting the ~~neighborhood parking rate 80%~~ requirement for these Development Projects is described in Chapter 4 of the TDM Technical Justification Document.

4. CSHARE-1 Car-share Parking and Membership

The property owner shall proactively offer memberships to a ~~e~~Certified ~~e~~Car-share ~~e~~Organization, at least once annually, to each Dwelling Unit and/or employee¹ for the Life of the Project and/or provide car-share parking spaces as specified below. If requested by the resident and/or employee, the property owner shall pay for, or otherwise pay for provide, memberships minimally equivalent to ~~the cost of~~ one annual membership per Dwelling Unit and/or employee. ~~The cost of the membership shall be determined at the time of project approval and increased annually to reflect the two-year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area or the change in the cost of the membership, whichever is less.~~ Residents or employees shall pay all other costs associated with the car-share usage, including hourly or mileage fees. Any car-share parking space(s) provided to comply with Section-166 of the Planning Code ~~The car-share parking spaces~~ shall meet the availability and specifications required in the Planning Code, and Zoning Administrator Bulletin No. 6. Any car-share parking spaces provided in excess of those required of the project by the Planning Code may be occupied by car-share vehicles operated by a Certified Car-share Organization or may be occupied by other car-share vehicles that the property owner provides for the sole purpose of shared use and that are operated in compliance with Section-166 of the Planning Code, including, but not limited to the following standards:

1. All residents/tenants eligible to drive shall have access to the vehicles; the vehicles may also be made available to users who do not live or work on the subject property;
2. Users shall pay for the use of vehicles;
3. Vehicles shall be made available by reservation on an hourly basis, or in smaller intervals
4. Vehicles must be located at on-site unstaffed, self-service locations (other than any incidental garage valet service), and generally be available for pick-up by eligible users 24 hours per day.
5. The property owner or a third party vendor shall provide automobile insurance for

its users when using car-share vehicles and shall assume responsibility for maintaining car-share vehicles.

Option E

Residential: One car-share membership for each Dwelling Unit, and one car share parking space for every 40 ~~car-share memberships~~ provided ~~Dwelling~~ Units, with a minimum of three car-share parking spaces.

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Office: One car-share membership ~~to-for~~ each employee, and one car-share parking space for every 10,000 square feet of Occupied Floor Area, with a minimum of three car-share parking spaces.

Retail: One car-share membership ~~to-for~~ each employee, and two car-share parking spaces for every 10,000 square feet of Occupied Floor Area, with a minimum of three car-share parking spaces.”

On-Going Monitoring and Reporting

The property owner shall submit invoices or receipts with any sensitive billing information redacted and document the total number of employees and/or occupied Dwelling Units and the number of memberships purchased within the last year². City staff shall verify that the standards and minimums identified in the Planning Code and those specified in the project approvals are met³. *Verification of car-share operations associated with any car-share vehicles that are provided by the property owner shall include documentation of vehicle ownership or lease, insurance, and demonstration of reservation system and availability to all tenants and/or residents, and invoices or receipts demonstrating charges to users (with sensitive billing information redacted).*

Notes

³ “If a property owner offers the off-street car-share spaces *in an amount exceeding Code requirements* to a certified car-share organization for two consecutive ongoing reporting periods and no certified car-share organization agrees to use the spaces, the property owner must *either provide its own fleet of car-share vehicles and operate them per Code requirements or file a TDM Plan Update Application to revise the TDM Plan with new measures from the Standards at the time of TDM Plan Update application* to ensure that the target is achieved.

For Options D and E, for all car-share spaces that are provided, above and beyond the Planning Code requirements, up to 15 percent of the car-share parking spaces and memberships may be substituted with spaces and memberships for another shared vehicle type. Other shared vehicle types include: scooters, motorized bicycles and/or other motorized vehicles. *Shared vehicles must meet the operational standards outlined in Section 166 of the Planning Code.* The maximum number of car-share spaces for any Development Project is 50 spaces.

5. FAMILY-1 Family TDM Amenities

Option A

Amenities: On-site secure locations for storage of personal car seats, strollers, *athletic or other extracurricular gear*, and cargo bicycles or other large bicycles.^{1,2}

One secure storage location for personal car seats, strollers, athletic or extracurricular gear and one secure cargo or other large bicycle parking space shall be provided per every twenty Dwelling Units, with a minimum of two secure storage spaces and two secure cargo or other large bicycle parking spaces per building.

Personal car seat, stroller, and storage athletic or other extracurricular gear storage shall be provided either in secure storage located near off-street car-share parking space(s) and shall each have useable interior space that is at least 35 inches high, 25 inches wide and 30 inches deep. Secure storage for cargo or other large bicycles shall meet the dimensional requirements to accommodate the largest bicycles described in the Zoning Administrator Bulletin No. 9.

Option B

Amenities: One collapsible shopping/utility cart for every 10 residential Dwelling Units and one cargo bicycle for every 20 Dwelling Units. All equipment shall be kept clean and well maintained. Cargo bicycles and carts shall be available for use to any unit by advanced reservation on an hourly basis (e.g., pen and paper sign up system, online, etc.).

Notes:

¹Storage for cargo bicycles shall count towards total bicycle parking.

²Parking for cargo or other large bicycles shall remain reserved for cargo or other large bicycles.

6. FAMILY-2 On-Site Childcare

The Development Project shall include an on-site childcare facility to reduce commuting distances between households, places of employment, and childcare. The on-site childcare facility must comply with all state and City requirements, including provisions within the San Francisco Planning Code. The childcare facility may be a stand-alone facility, or it may be a Designated Child Care Unit that meets all the provisions of Planning Code Section 414A.6(a) and (e). If a Designated Child Care Unit is provided for this measure, that unit shall provide child care for the life of the project.

On-Going Monitoring and Reporting

"The property owner shall submit a letter from the contracted childcare provider, or the tenant of the Designated Child Care Unit, that includes a description of the services provided (days of the week, hours, etc.) and the provider's contact information...."

Relevant Municipal Code(s)

"San Francisco Planning Code Sections 414.5 (as related to the provision of on-site childcare only, off-site and/or in-lieu fee payment options do not apply), 414.11, 414.13, and 414A.6.

7. HOV-1 Contributions or Incentives for Sustainable Transportation

The Development Project *(and subsequent property owner)* shall proactively offer contributions or incentives to each Dwelling Unit and/or employee¹, at least once annually, for the Life of the Project. If requested by a resident or employee, the property owner shall pay for contributions or incentives equivalent to the cost of a (25, 50, 75, or 100 percent) monthly Muni only "M" pass², or equivalent value in e-cash loaded onto Clipper Card, per Dwelling Unit, and/or employee. *The percent contribution shall be determined at the time of project approval and increased annually to reflect the two-year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area or the change in the cost of a monthly Muni only "M" pass, whichever is less.*

Examples of contributions or incentives include non-taxable monthly subsidy to support bicycle purchase and maintenance or public transit fare subsidies. Contributions or incentives must be spent on eligible sustainable transportation purposes³.

Notes

- 1 "Although the property owner may opt to provide a subsidy to all employees, the requirement is one subsidy per full time employee.
- 2 Any fare product, such as an institutional pass, that provides monthly full-access to Muni will be considered equivalent to providing the monthly Muni only "M" pass if provided at a rate of one pass per Dwelling Unit or employee.
- 3 Any contribution or incentive to a non-public transit or other transportation provider shall be approved by the SFMTA.
- 4 Full compliance means that the property owner offers one subsidy per month per employee and/or Dwelling Unit regardless of whether or not the subsidies are accepted."

Development Review

The Development Project shall specify the level of ~~subsidy~~ contribution or incentive and how it will be provided (e.g., one ~~FastPass~~ Muni only "M" pass per unit, two per unit, etc.). If the Development Project anticipates using the contribution or incentive for a non-public transit or other transportation provider, City staff will determine whether the non-public transit or other transportation provider meets the definition of a TDM measure. In addition, SFMTA shall determine the feasibility of the non-public transit or other transportation provider providing service near the project site (e.g., conflicts at proposed stop locations or other operational considerations as documented in plans as required by the Shuttle Bus Service measure). This same process shall apply for pre-occupancy and ongoing monitoring and reporting if the property owner proposes to change the contribution or incentive from a public to non-public transit or other transportation provider during the Life of the Project.

Ongoing Monitoring and Reporting

The property owner shall document the total number of employees, occupied Dwelling Units, and/or registered guests that requested and were provided with contributions or incentives for sustainable transportation within the last year.

The property owner shall also submit invoices or receipts, with sensitive billing information redacted, to document the number and dollar amount of transit subsidies purchased within the last year. If no employees, tenants, or guests have opted to use the available ~~transit subsidies~~ contribution or incentive, then the property owner shall submit documentation demonstrating that the ~~transit~~ contributions or incentives were offered and declined²³. City staff shall verify that contributions or incentives are offered as specified in the project approvals.

8. LU-2 On-site Affordable Housing

The Development Project shall include on-site Affordable Housing, as defined in Planning Code Section 415⁴, as research indicates that Affordable Housing units generate fewer vehicle trips than market-rate housing units. This measure is in recognition of the amount of on-site affordable housing a Development Project may provide as permitted by City law, as opposed to a requirement.

<u>Option</u>	<u>Percentage of Units by Income Range</u>		<u>Points</u>
	<u>Low Income</u> <u>(Income > 55 ≤ 80%)</u>	<u>Low Income</u> <u>(Income ≤ 55%)</u>	
<u>A</u>	<u>≥ 5 ≤ 10%</u>	<u>≥ 3 ≤ 7%</u>	<u>1</u>
<u>B</u>	<u>> 10 ≤ 20%</u>	<u>> 7 ≤ 14%</u>	<u>2</u>
<u>C</u>	<u>> 20 ≤ 25%</u>	<u>> 14 ≤ 20%</u>	<u>3</u>
<u>D</u>	<u>—</u>	<u>> 20 ≤ 25%</u>	<u>4</u>

Option A

One point if providing greater than or equal to ~~12~~ five percent and less than or equal to ~~25~~ 10 percent on-site Affordable Housing where total household income does not exceed 80 percent of Area Median Income; OR

One point if providing greater than or equal to three percent and less than or equal to seven percent on-site Affordable Housing where total household income does not exceed 55 percent of Area Median Income; OR

Option B

Two points if providing greater than ~~or equal to 26~~ 10 percent and less than or equal to ~~50~~ 20 percent on-site Affordable Housing where total household income does not exceed 80 percent of Area Median Income; OR

Two points if providing greater than 7 percent and less than or equal to 14 percent on-site Affordable Housing where total household income does not exceed 55 percent of Area Median Income; OR

Option C

Three points if providing greater than ~~or equal to 51~~ 20 percent and less than or equal to ~~75~~ 25 percent on-site Affordable Housing where total household income does not exceed 80 percent of Area Median Income; OR

Three points if providing greater than 14 percent and less than or equal to 20 percent on-site Affordable Housing where total household income does not exceed 55 percent of Area Median Income; OR

Option D

Four points if providing greater than ~~or equal to 76~~ 20 percent and less than or equal to 25 percent on-site Affordable Housing where total household income does not exceed 55 percent of Area Median Income.

ONGOING MONITORING AND REPORTING

The Mayor's Office of Housing and Community Development (MOHCD) shall monitor and require occupancy certification for affordable ownership and rental units on an annual or bi-annual basis, as outlined in the Procedures Manual²¹. The MOHCD may also require the owner of an affordable rental unit, the owner's designated representative, or the tenant in the affordable unit to verify the income levels of the tenant on an annual or bi-annual basis, as outlined in the Procedures Manual.

NOTES:

~~1. In order to select this measure, the on site affordable Dwelling Units must average 25 percent below Area Median Income as defined in Planning Code Section 401.~~

~~2.~~ 1. City and County of San Francisco Inclusionary Affordable Housing Program Monitoring and Procedures manual, effective May, 2013.

Non-Substantive Amendments

9. ACTIVE-4 Bike Share Membership

The property owner shall proactively offer one complimentary bike share membership to each Dwelling Unit and/or employee¹, at least once annually, for the Life of the Project or a shorter period if a bike sharing program ceases to exist. If requested by a resident and/or employee, the property owner shall pay for memberships minimally equivalent to the cost of one annually Bay Area Bike Share (or a similar successor entity) membership per Dwelling Unit and/or employee. ~~The cost of the membership shall be determined at the time of project approval and increased annually to reflect the two year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area or the change in the cost of the membership, whichever is less.~~

10. DELIVERY-1 Delivery Supportive Amenities

The Development Project shall facilitate delivery services by providing ~~an~~ ~~staffed reception~~ area for receipt of deliveries, ~~and that offering~~ one of the following: (1) clothes lockers for delivery services, (2) temporary storage for package deliveries, laundry deliveries, and other deliveries, or (3) providing temporary refrigeration for grocery deliveries, and/or including other delivery supportive measures as proposed by the property owner that may reduce Vehicle Miles Traveled ~~per household~~ by reducing number of trips that may otherwise have been by single occupancy vehicle.

11. INFO-1 Multimodal Wayfinding Signage

The Development Project shall provide multimodal wayfinding signage that can withstand weather elements (e.g., wind, rain) in key locations ~~to support access. That is, the signs shall be located in externally and/or internally so that the residents, tenants, employees and visitors are directed~~ to transportation services and infrastructure, including. . . .

12. INFO-3 Tailored Transportation Marketing Services

Option C

Three points for providing all of Option B, AND a one-time financial incentive to try new options, AND conduct outreach to tenant employers, if applicable, on an annual basis to encourage adoption of sustainable commute policies.

Financial incentives for Option C and Option D shall be at least equivalent to the 25 percent of the cost of a monthly Muni only "M" pass, or equivalent value in e-cash loaded onto Clipper Card, per participating ~~resident/employee per year Dwelling Unit, and/or employee. The cost of the financial incentive shall be determined at the time of project approval and increased annually to reflect the two-year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area or the change in the cost of the membership, whichever is less.~~

13. PKG-1 Unbundled Parking

- Location A
 - One point if the residential neighborhood parking rate is greater than ~~0.8~~ 0.95 or non-residential neighborhood parking rate is greater than 1.4; OR
- Location B
 - Two points if the residential neighborhood parking rate is greater than ~~0.6~~ 0.80 and less than or equal to ~~0.8~~ 0.95 or non-residential neighborhood parking rate greater than 1.0 and less than or equal to 1.4; OR
- Location C
 - Three points if the residential neighborhood parking rate is greater than ~~0.4~~ 0.65 and less than or equal to ~~0.6~~ 0.80 or non-residential neighborhood parking rate is greater than 0.6 and less than or equal to 1.0; OR
- Location D
 - Four points if the residential neighborhood parking rate is greater than ~~0.2~~ 0.50 and less than or equal to ~~0.4~~ 0.65 or non-residential neighborhood parking rate is greater than 0.2 and less than or equal to 0.6; OR

- Location E
 - Five points if the residential neighborhood parking rate is less than or equal to ~~0.2~~ 0.50 or non-residential neighborhood parking rate is less than or equal to 0.2.

14. Glossary of Terms (Page 23)

Group Housing. Refer to Planning Code Section 102.

Appendix A: Introduction

There is a cover sheet preceding each category of measures that describes the nature of the category of measures; this includes how the measures within that category relate to one another, and how the measures reduce vehicle miles traveled (VMT). *For the purpose of applying and implementing individual measures, a Group Housing bedroom is interchangeable with a Dwelling Unit for any measure that is wholly, or in part, based on the number of Dwelling Units in a project.*