



TDM PROGRAM STANDARDS: APPENDIX A

# TRANSPORTATION DEMAND MANAGEMENT MEASURES



ADOPTED AUGUST 4, 2016

*Updated February 17, 2017*



## TDM MENU OF OPTIONS

Category	Measure	Points
ACTIVE-1	<b>Improve Walking Conditions: Option A - B</b> Provide streetscape improvements to encourage walking.	● 1
ACTIVE-2	<b>Bicycle Parking: Options A - D</b> Provide secure bicycle parking, more spaces given more points.	●●●● 1 - 4
ACTIVE-3	<b>Showers and Lockers</b>	● 1
ACTIVE-4	<b>Bike Share Membership: Locations A - B</b> Provide a bike share membership to residents and employees for one point, another point given for each project within the Bike Share Network.	●● 1 - 2
ACTIVE-5A	<b>Bicycle Repair Station</b>	● 1
ACTIVE-5B	<b>Bicycle Maintenance Services</b>	● 1
ACTIVE-6	<b>Fleet of Bicycles</b>	● 1
ACTIVE-7	<b>Bicycle Valet Parking</b>	● 1
CSHARE-1	<b>Car-share Parking and Membership: Options A - E</b>	●●●●● 1 - 5
DELIVERY-1	<b>Delivery Supportive Amenities</b>	● 1
DELIVERY-2	<b>Provide Delivery Services</b>	● 1
FAMILY-1	<b>Family TDM Amenities: Options A - B</b>	●● 1
FAMILY-2	<b>On-site Childcare</b>	●● 2
FAMILY-3	<b>Family TDM Package</b>	●● 2
HOV-1	<b>Contributions or Incentives for Sustainable Transportation: Options A - D</b>	●●●●●●● 2 - 8
HOV-2	<b>Shuttle Bus Service: Options A - B</b>	●●●●●●●●●●●●● 7 - 14
HOV-3	<b>Vanpool Program: Options A - G</b>	●●●●●●● 1 - 7
INFO-1	<b>Multimodal Wayfinding Signage</b>	● 1
INFO-2	<b>Real Time Transportation Information Displays</b>	● 1
INFO-3	<b>Tailored Transportation Marketing Services: Options A - D</b>	●●●● 1 - 4
LU-1	<b>Healthy Food Retail in Underserved Area</b>	●● 2
LU-2	<b>On-site Affordable Housing: Options A - D</b>	●●●● 1 - 4
PKG-1	<b>Unbundle Parking: Locations A - E</b>	●●●●● 1 - 5
PKG-2	<b>Short Term Daily Parking Provision</b>	●● 2
PKG-3	<b>Parking Cash Out: Non-residential Tenants</b>	●● 2
PKG-4	<b>Parking Supply: Option A - K</b>	●●●●●●●●●●●● 1 - 11

NOTES:  
A project sponsor can only receive up to 14 points between HOV-2 and HOV-3.

One point may be equal to a 1% reduction in VMT.

# Introduction

Appendix A includes the information on all of the Transportation Demand Management (TDM) measures included on the TDM menu of options.

The TDM measures are grouped into the following eight categories:



**ACTIVE  
TRANSPORTATION**



**CAR-SHARE**



**DELIVERY**



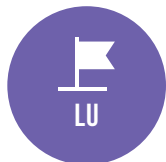
**FAMILY**



**HIGH OCCUPANCY  
VEHICLES**



**INFORMATION &  
COMMUNICATIONS**



**LAND USE**



**PARKING  
MANAGEMENT**

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.

## OPTIONS

Many of the TDM measures on the menu of options include different options within the same measure. These options are called out with letters, “Option A, Option B, Option C. . .” and so forth. The options define the particular conditions that lead to a different point value awarded within a TDM measure, different ways that a TDM measure may be applied, how a TDM measure may be applied under various circumstances (project site location, project size, or land use type, etc.), or various levels of implementation.

*Example 1. ACTIVE-1 Improve Walking Conditions* includes two options. Option A is applicable to Development Projects that meet certain criteria under Planning Code Section 138.1 with regard to the size of the project site (in particular the length of the project site’s frontages onto public rights-of way). Option B is offered to Development Projects that have smaller project sites that do not meet the criteria identified for Option A.

*Example 2. HOV-1 Contributions or Incentives for Sustainable Transportation* includes four options. Here, the options are focused on a range of point values assigned for different levels of implementation. The measure includes financial incentives to ride public transportation in the form of subsidized transit passes. The guidelines for providing the subsidies are the same



across all of the options; the options identify four levels of subsidy and corresponding point values. Option A is a 25% subsidy (two points), Option B is a 50% subsidy (4 points), Option C is a 75% subsidy (6 points) and Option D is a 100% subsidy (8 points).

## ON THE FACT SHEETS

Each fact sheet includes the following information:

**TDM Measure (including Options).** This language describes the measure itself including, a description of the transportation amenity being provided, the amount/frequency of this amenity, and the property owner's responsibilities with regard to this measure over the Life of the Project.

**Applicability.** The applicability section states which land use categories the measure applies to among land use categories A, B, C, and D (see Table 2-2: Planning Code Land Use Categorization in the TDM Program Standards for a complete list of categorized land use types). In some cases, additional applicability information is also supplied. Additional information typically relates to the size and/or location of the Development Project. *Example.* INFO-2 Real Time Transportation Information Displays is applicable to Development Projects in all land use categories "particularly if the project site is within ¼ mile of the Muni Rapid Transit Network and/or a regional transit hub (such as Caltrain or a BART station)."

**Points.** The points section identifies the number of points awarded for the selection of the TDM measure. In some cases there are a range of point values assigned. Here, it is important to carefully review each option, as the options provide key details on how to earn a particular number of points for the measure.<sup>1</sup>

**Compliance Information.** The compliance information section includes information about the property owner's actions and obligations during the three identified compliance phases; the Development Review phase, the Pre-occupancy Monitoring and Reporting phase, and the Pre-occupancy Monitoring and Reporting phase (see

Figure 3-1: Compliance Process Flow Chart in the TDM Program Standards for more detail). Information on each compliance phase includes:

- » **Development Review.** This section documents what the property owner must provide with the TDM Review Application in order to document how the TDM measure would be implemented so that City staff may confirm that the TDM measure meets the criteria in the TDM fact sheet, is in compliance with relevant municipal code sections, and so that the appropriate point value may be assigned.
- » **Pre-occupancy Monitoring and Reporting.** This section documents what the property owner must provide prior to the pre-occupancy site visit, to be conducted by City staff prior to the issuance of the first Certificate of Occupancy by the Department of Building Inspection.
- » **Ongoing Monitoring and Reporting.** This section documents what the property owner must provide on an ongoing basis throughout the Life of the Project to show that the TDM measure continues to be correctly and appropriately implemented. This information is typically required on an annual basis starting 18 months after the issuance of the first Certificate of Occupancy by the Department of Building Inspection. However, for Development Projects in good standing, that have met all of the ongoing monitoring and reporting requirements for five consecutive years, this requirement may be shifted to a triennial requirement, whereby materials are required to be submitted once every three years.

**Relevant Municipal Code(s).** This includes a list of (and links to) relevant sections of municipal code that apply to the TDM measure. The most typical references are to the San Francisco Planning Code because some measures may be required, at some level, elsewhere within the Planning Code. Other references are to state legislation, the San Francisco Environment Code, Zoning Administrator Bulletins, etc. It is important to review the references prior to selecting a TDM measure, as these references may contain key details.

<sup>1</sup> One point may be equal to 1% reduction in VMT.



# ACTIVE TRANSPORTATION



This category of measures encourages active modes of transportation, including trips made by walking or cycling. The measures within this category include amenities to make travel by active modes safer and more convenient including streetscape elements, a fleet of bicycles, bicycle parking (including valet parking at large events), showers and clothes lockers, bicycle repair stations or services, and/or subsidized bike share memberships.

Encouraging trips by active modes may also encourage trips by transit, first because every transit trip has a walk trip associated with it, and second because walking and bicycling provide a “last mile” solution to connect major transit stations to final destinations.

Lastly, contributions to bike share memberships provide access to and incentives for the use of a network of bicycles for last-mile, short trip, or multi-destination trips. It also can help relieve crowding on particularly congested transit lines.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
ACTIVE-1	Improve Walking Conditions: Option A; or	● 1
	Improve Walking Conditions: Option B	● 1
ACTIVE-2	Bicycle Parking: Option A; or	● 1
	Bicycle Parking: Option B; or	●● 2
	Bicycle Parking: Option C; or	●●● 3
	Bicycle Parking: Option D	●●●● 4
ACTIVE-3	Showers and Lockers	● 1
ACTIVE-4	Bike Share Membership: Location A; or	● 1
	Bike Share Membership: Location B	●● 2
ACTIVE-5A	Bicycle Repair Station	● 1
ACTIVE-5B	Bicycle Maintenance Services	● 1
ACTIVE-6	Fleet of Bicycles	● 1
ACTIVE-7	Bicycle Valet Parking	● 1

One point may be equal to a 1% reduction in VMT.





# Improve Walking Conditions

## TDM MEASURE:

The streetscape improvements shall include, at a minimum:

### OPTION A

POINTS:

**1**

For large projects as defined by and subject to Planning Code Section 138.1, the property owner shall complete streetscape improvements consistent with the Better Streets Plan and any local streetscape plan so that the public right-of-way is safe, accessible, convenient and attractive to persons walking.

- » The recommended sidewalk width adjacent to the property, unless the recommended sidewalk width is determined to be infeasible or undesirable by City staff;
- » The required streetscape elements; AND one of the following:
  - » Ten additional streetscape elements identified by City staff that contribute to VMT reduction/increased walking<sup>1</sup>; OR
  - » Five of the additional streetscape elements identified by City staff, PLUS the recommended sidewalk adjacent to and beyond the project site (but not to exceed 50 feet beyond the project site in any direction), unless the recommended sidewalk width is determined to be infeasible or undesirable by City staff; OR
  - » Five of the additional streetscape elements identified by City staff, PLUS the Development Project provides a minimum of two Safety Tools identified in the WalkFirst toolkit<sup>1</sup> if the Development Project is located on a High-Injury Corridor<sup>2</sup>.

## APPLICABILITY:

This measure is required for some projects under Planning Code Section 138.1, however, this measure is applicable to any project in any land use category that could benefit from an enhanced pedestrian realm, including Development Projects that would serve sensitive or vulnerable populations, such as children and the elderly and/or for projects that are located along a High-Injury Corridor.

## POINTS:

**1 ●**

NOTE: To receive points for this measure, the improvements cannot be credited towards an In-Kind Agreement.



### OPTION B

POINTS:

**1**

For projects not subject to the large project requirements of [Planning Code Section 138.1](#), the [property owner](#) shall complete streetscape improvements consistent with the [Better Streets Plan](#) and any local streetscape plan. The streetscape improvements shall include:

- » The recommended sidewalk width, unless the recommended sidewalk width is determined to be infeasible or undesirable by City staff;
- » The required streetscape elements; AND one of the following:
  - » Five of the additional streetscape elements identified by City staff; OR
  - » The Development Project provides a minimum of two [Safety Tools](#) identified in the [WalkFirst toolkit](#)<sup>2</sup> if the Development Project is located on a [High-Injury Corridor](#)<sup>3</sup>.

## DEVELOPMENT REVIEW:

The property owner shall submit a streetscape plan and sections that show the location, design, and dimensions of existing and proposed pedestrian-oriented streetscape elements along the project frontage(s).

SFMTA and Planning Department staff shall review the proposed streetscape plan during the development review process to provide a staff recommendation regarding the streetscape improvements. If the Streetscape Design Advisory Team (SDAT) recommends that the streetscape improvements should be approved, the Development Project shall receive the points outlined above.

## PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the standards specified as conditions of Planning, SFMTA, Public Works, and/or Fire Department approval are met. If the property owner is responsible for funding, but not constructing/implementing the streetscape elements, then the property owner shall provide documentation that they have submitted the appropriate fees to the City.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

## ONGOING MONITORING AND REPORTING:

The property owner shall maintain all streetscape improvements in good repair, and repair or replace, as needed, unless the maintenance and ownership of specific streetscape elements have been transferred to the City. The property owner shall submit photographs to verify maintenance. City staff shall ensure that the standards and minimums identified in the Planning Code and/or those specified in the project approvals by Planning, SFMTA, Public Works, Fire, or other Departments are met. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

## RELEVANT MUNICIPAL CODE(S):

San Francisco Planning Code Section 138.1, Charter Section 4.105, Public Works Code Section 708.1.

## NOTES:

- 1 Within Table 1 of Section 138.1 of the San Francisco Planning Code, property owners can choose from item #s, which reduce VMT/increase walking: 3, 4, 5, 7, 8, 9, 12, 13, 14, 15, 16, 17, 18, 19, 20, 23, 24, 26, 27, 28, 32. The property owner can construct or install these items or provide funding to the City to construct or install them on the sidewalk or street right of way adjacent to and beyond the project site (but not to exceed 50 feet beyond the project site in any direction).
- 2 The property owner can construct or install the WalkFirst toolkit Safety Tools, <http://walkfirst.sfplanning.org/>, or provide funding to the City to construct or install them.
- 3 <http://walkfirst.sfplanning.org/index.php/home/streets>

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# Bicycle Parking

## TDM MEASURE:

The property owner may choose ONE of the following options to provide Class 1 and/or Class 2 Bicycle Parking spaces as defined by the Planning Code:

### OPTION A

POINTS:

**Residential:** Class 1 and Class 2 bicycle parking spaces as required by the Planning Code.

1

**Office:** Class 1 and Class 2 bicycle parking spaces as required by the Planning Code.

**Retail:** Class 1 and Class 2 bicycle parking spaces as required by the Planning Code.

### OPTION B<sup>1</sup>

POINTS:

**Residential:** One Class 1 Bicycle Parking space for each Dwelling Unit, and two Class 2 Bicycle Parking spaces for every 20 Dwelling Units.

2

**Office:** One Class 1 Bicycle Parking space for every 2,500 square feet of Occupied Floor Area, and two Class 2 Bicycle Parking spaces for every 25,000 square feet of Occupied Floor Area.

**Retail:** One Class 1 Bicycle Parking space for every 3,750 square feet of Occupied Floor Area, and one Class 2 Bicycle Parking space for every 750 square feet of Occupied Floor Area; or five percent of the maximum number of visitors which the project is designed to accommodate, whichever is less.

## APPLICABILITY:

This measure is required for some projects under Planning Code Section 155.2, and is applicable to Development Projects in any land use category.

POINTS:

1-4 ○○○○

## OPTION C<sup>1</sup>

POINTS:

3

**Residential:** One and a half Class 1 Bicycle Parking spaces for each Dwelling Unit, and three Class 2 Bicycle Parking spaces for every 20 Dwelling Units.

**Office:** One Class 1 Bicycle Parking space for every 1,667 square feet of Occupied Floor Area, and three Class 2 Bicycle Parking spaces for every 25,000 square feet of Occupied Floor Area.

**Retail:** One Class 1 Bicycle Parking space for every 2,500 square feet of Occupied Floor Area, and two Class 2 Bicycle Parking spaces for every 750 square feet of Occupied Floor Area or 10 percent of the maximum number of visitors which the project is designed to accommodate, whichever is less.

## OPTION D<sup>1</sup>

POINTS:

4

**Residential:** For each Dwelling Unit, one and half Class 1 Bicycle Parking spaces or one Class 1 Bicycle Parking space for each bedroom, whichever is greater, and four Class 2 Bicycle Parking spaces for every 20 Dwelling Units.

**Office:** One Class 1 Bicycle Parking space for every 1,250 square feet of Occupied Floor Area, and four Class 2 Bicycle Parking spaces for every 25,000 square feet of Occupied Floor Area.

**Retail:** One Class 1 Bicycle Parking space for every 1,875 square feet of Occupied Floor Area, and three Class 2 Bicycle Parking spaces for every 750 square feet of Occupied Floor Area or 20 percent of the maximum number of visitors which the project is designed to accommodate, whichever is less.

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**DEVELOPMENT REVIEW:** The property owner shall submit plans that identify the amount, type (Class 1 or Class 2), and location of bicycle parking. City staff shall review the plans to ensure that the bicycle parking spaces provided meet the standards and minimums identified in the Planning Code, Zoning Administrator Bulletin No. 9, and/or those specified in this measure. City staff shall assign points based on the level of implementation. Class 1 Bicycle Parking spaces provided in excess of Planning Code requirements may vary from Planning Code standards as to location and spacing, provided that the intent of the standards regarding convenience and security is preserved.

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**PRE-OCCUPANCY MONITORING AND REPORTING:** The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the bicycle parking meets the standards specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

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**ONGOING MONITORING AND REPORTING:** The property owner shall provide photographs of the bicycle parking. City staff shall verify that the standards specified in the project approvals are met. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

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**RELEVANT MUNICIPAL CODE(S):** San Francisco Planning Code Sections 155.1, 155.2, 155.3 and 430.

NOTES:

- 1 At least five percent of all Class 1 Bicycle Parking spaces provided in excess of Planning Code requirements shall be designed to accommodate cargo bicycles. The number of Class 2 Bicycle Parking spaces in excess of Planning Code requirements may be reduced by up to 50 percent provided all Class 2 spaces provided are free to patrons of the project; located in one or more on-site facilities; easily accessible; monitored; protected from inclement weather; and designed and operated to reasonably allow patrons the ability to retrieve their bicycle.



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# Showers and Clothes Lockers

## TDM MEASURE:

The Development Project shall provide at least one shower and at least six clothes lockers for every 30 Class 1 Bicycle Parking spaces, but no fewer than the number of showers and clothes lockers that are required by the Planning Code, if any.

### DEVELOPMENT REVIEW:

The property owner shall submit plans that identify the location and number of showers and clothes lockers. City staff shall review the proposed plan to ensure that the showers and clothes lockers meet the standards and minimums identified in the Planning Code or those specified in this measure.

### PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the showers and clothes lockers have been constructed and meet the standards specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

### ONGOING MONITORING AND REPORTING:

The property owner shall provide photographs of the showers and clothes lockers. City staff shall verify that the standards specified in the project approvals are met. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

### RELEVANT MUNICIPAL CODE(S):

San Francisco Planning Code Section [155.4](#).

### APPLICABILITY:

This measure is required for some non-residential projects under Planning Code Section [155.4](#); and is applicable to any non-residential Development Project (land use categories A, B, and D), particularly if the project site is along or near bicycle lane facilities.

### POINTS:

1 ●

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# Bike Share Membership

## TDM MEASURE:

The property owner shall proactively offer one complimentary bike share membership to each Dwelling Unit and/or employee<sup>1</sup>, 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 annual Bay Area Bike Share (or a similar successor entity) membership per Dwelling Unit and/or employee<sup>2</sup>.

### LOCATION A

POINTS:

**1**

**One point** if the project site is located more than 1,000 feet from an existing or proposed Bay Area Bike Share station; OR

### LOCATION B

POINTS:

**2**

**Two points** if the project site is located within 1,000 feet of an existing or planned Bay Area Bike Share station.

## APPLICABILITY:

This measure is applicable to Development Projects in any land use category, particularly if the project site is within 1,000 feet of an existing or proposed Bay Area Bike Share station and along or near bicycle lane facilities.

## POINTS:

**1-2** ○○

( assuming 100 percent subsidy )

<b>DEVELOPMENT REVIEW:</b>	The measure must be included in the Development Project's TDM Plan.
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	<p>City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.</p> <p>If available, the TDM coordinator will also submit any additional information regarding this measure (e.g., online sign-up portals or additional marketing materials) that demonstrates how the <u>property owner</u> will offer bike share memberships. City staff may contact the TDM coordinator for further information regarding this measure.</p>
<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall submit Bay Area Bike Share invoices with any sensitive billing information redacted and any other marketing materials that have been provided to residents and employees to describe the available membership benefits.
<b>RELEVANT MUNICIPAL CODE(S):</b>	None.

NOTES:

- 1 Although the property owner may opt to provide an annual membership to all employees, the requirement is one membership per full time employee.
- 2 Full compliance means that the property owner offers one membership per employee and/or Dwelling Unit regardless of whether or not the memberships are accepted.



# Bicycle Repair Station

## TDM MEASURE:

The Development Project shall include a bicycle repair station consisting of a designated, secure area within the building, such as within a bicycle storage room or in the building garage, where bicycle maintenance tools and supplies are readily available on a permanent basis and offered in good condition to encourage bicycling. Tools and supplies should include, at a minimum, those necessary for fixing a flat tire, adjusting a chain, and performing other basic bicycle maintenance. Available tools should include, at a minimum, a bicycle pump, wrenches, a chain tool, lubricants, tire levers, hex keys/Allen wrenches, torx keys, screwdrivers, and spoke wrenches.

## DEVELOPMENT REVIEW:

The property owner shall submit plans that identify the location of the on-site bicycle repair station. The property owner shall provide a description of the amenities to be provided, a means of providing access to all residents and tenants, and a plan for maintaining these amenities. City staff shall review the plans and description to ensure the bike repair station meets the standards and minimums specified in this measure.

## PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the on-site bicycle repair station meets the standards specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

## APPLICABILITY:

This measure is applicable to Development Projects in any land use category, particularly if the project site is along or near bicycle lane facilities.

## POINTS:

**1 ●**

## Bicycle Repair Station

ACTIVE-5A

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**ONGOING  
MONITORING AND  
REPORTING**

The property owner shall submit photographs demonstrating that tools continue to be in place, maintained, and available to tenants and residents. City staff shall verify the continued operation of the on-site bicycle repair station. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

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**RELEVANT  
MUNICIPAL  
CODE(S):**

None.



# Bicycle Maintenance Services

## TDM MEASURE:

The property owner shall offer bicycle maintenance services to each Dwelling Unit and/or employee, at least once annually, for 40 years. If requested by the Dwelling Unit and/or employee, the property owner shall pay for bicycle maintenance services minimally equivalent to the cost of one annual bicycle tune-up per Dwelling Unit and/or employee. Tune-ups include inspection and adjustment of brakes, derailleur/shifting mechanism, and cables, and chain cleaning and inspection for wear and tear on all bicycle components. The cost of a basic tune-up shall be estimated in consultation with local bicycle repair shops.

The maintenance services shall be provided through an on-call bicycle mechanic, or through vouchers for nearby bicycle shops.

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## DEVELOPMENT REVIEW:

The measure must be included in the Development Project's TDM Plan.

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## PRE-OCCUPANCY MONITORING AND REPORTING:

City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

If available, the TDM coordinator will also submit any additional information regarding this measure (e.g., the value of the reimbursement, instructions for using an online sign-up portal, or marketing/instructional materials) that demonstrates how the property owner will offer bicycle maintenance services. City staff may contact the TDM coordinator for further information regarding this measure.

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## APPLICABILITY:

This measure is applicable to Development Projects in any land use category, particularly if the project site is along or near bicycle lane facilities.

## POINTS:

**1 ●**

## Bicycle Repair Station

ACTIVE-5B

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**ONGOING  
MONITORING AND  
REPORTING:**

The property owner shall submit invoices for services (with sensitive billing information redacted) or vouchers provided within the last year, and documentation of marketing materials for the service (e.g. announcements in lobbies, e-mail blasts, etc.)

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**RELEVANT  
MUNICIPAL  
CODE(S):**

None.





# Fleet of Bicycles

## TDM MEASURE:

The Development Project shall provide a fleet of bicycles for residents, visitors, and/or employees for their use to encourage bicycling. The number of bicycles in the fleet shall be equivalent to the number of Class 2 Bicycle Parking spaces required by the Planning Code, at a minimum five bicycles must be provided. The property owner shall ensure that bicycles are properly stored and maintained, and shall provide additional Class 1 Bicycle Parking—beyond the amount required by the Planning Code—to accommodate these bicycles. Secure bicycle parking shall be provided for the fleet of bicycles within an easily accessible bicycle room, a bicycle cage, or clothes Lockers. The property owner shall provide helmets, locks, lights, baskets, and other amenities to facilitate convenient use of the fleet of bicycles. Electric-powered bicycles are encouraged.

## DEVELOPMENT REVIEW:

The property owner shall submit plans that identify the location of the Class 1 Bicycle Parking for the fleet of bicycles. City staff shall review the proposed plan to ensure that the fleet of bicycles would be properly housed and easily accessed.

## PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the Class 1 Bicycle Parking, the fleet of bicycles, and related amenities meet the standards specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

## APPLICABILITY:

This measure is applicable to Development Projects in any land use category, particularly if the project site is along or near protected bicycle lane facilities.

## POINTS:

1 ●

## Fleet of Resident/Employee Bicycles

ACTIVE-6

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**ONGOING  
MONITORING AND  
REPORTING:**

The property owner shall submit photographs and receipts with sensitive billing information redacted to verify the ongoing maintenance and operation of the fleet of bicycles as specified in the approved project. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

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**RELEVANT  
MUNICIPAL  
CODE(S):**

None.



# Bicycle Valet Parking

## TDM MEASURE:

For all events where the anticipated number of attendees is greater than 1,000 people, the property owner shall provide Monitored Parking for bicycles designed to accommodate at least 20 percent of the event attendees. The monitored bicycle parking must be available to attendees at least one hour before the start of the event until at least 30 minutes after the end of the event. The Monitored Parking for bicycles shall be located within a one block radius of a regular entrance to the event. Since the parking will be temporary in nature, it likely will need to be staffed in order to be properly supplied.

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**DEVELOPMENT REVIEW:** The property owner shall identify a potential space for bicycle valet parking.

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**PRE-OCCUPANCY MONITORING AND REPORTING:** The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that there is suitable space for bicycle valet per the project approvals.

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**ONGOING MONITORING AND REPORTING:** The property owner shall submit a schedule of events held during the last year and date-stamped photographs showing bicycle valet at the events where it was provided or receipts with any sensitive billing information redacted showing ongoing contracting for bicycle valet services that meet the standards specified in the project approvals, and documentation of marketing materials for the service.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

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**RELEVANT MUNICIPAL CODE(S):** Planning Code Section 155.1 and Transportation Code Section 6.15.

## APPLICABILITY:

This measure is applicable to Development Project that are expected to generate at least 12 events annually with more than 1,000 attendees.

## POINTS:

1 ●

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# CAR-SHARE



Availability of car-share vehicles reduces the need for individual vehicle ownership, which, in turn, reduces the number of Vehicle Miles Traveled by individuals. Car-share provides vehicles for those trips that are not convenient to make by transit, walking, or bicycling, such as large shopping trips. Subsidizing car-share

membership creates a higher demand for car-share vehicles and may reduce the barrier for individuals to try car-share services. As a result, the membership options within this category are paired with provision of a higher number of car-share spaces.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
CSHARE-1	Car-Share Parking and Membership: Option A; or	● 1
	Car-Share Parking and Membership: Option B; or	●● 2
	Car-Share Parking and Membership: Option C; or	●●● 3
	Car-Share Parking and Membership: Option D; or	●●●● 4
	Car-Share Parking and Membership: Option E	●●●●● 5

One point may be equal to a 1% reduction in VMT.







# Car-Share Parking and Membership

## TDM MEASURE:

The property owner shall proactively offer memberships to a Certified Car-share Organization, at least once annually, to each Dwelling Unit and/or employee<sup>1</sup> 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 provide, memberships minimally equivalent to one annual membership per Dwelling Unit and/or employee. 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 shall meet the availability and specifications required in the Planning Code. 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.

Car-share parking spaces required for Option C may be waived if no Accessory Parking is provided

### APPLICABILITY:

This measure is applicable to Development Projects in any land use category.

### POINTS:

**1-5** ○○○○○○

for the project. The property owner may choose ONE of the following five options:

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**OPTION A****POINTS:****1**

**Residential:** Car-share parking spaces as required by the Planning Code.

**Office:** Car-share parking spaces as required by the Planning Code.

**Retail:** Car-share parking spaces as required by the Planning Code.

---

**OPTION B****POINTS:****2**

**Residential:** One car-share parking space for every 80 Dwelling Units, with a minimum of two car-share parking spaces.

**Office:** One car-share parking space for each 20,000 square feet of Occupied Floor Area, with a minimum of two car-share parking spaces.

**Retail:** Two car-share parking spaces for each 20,000 square feet of Occupied Floor Area, with a minimum of four car-share parking spaces.

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**OPTION C****POINTS:****3**

**Residential:** One car-share membership for each Dwelling Unit, and car-share parking spaces as required by the Planning Code.

**Office:** One car-share membership for each employee, and car-share parking spaces as required by the Planning Code.

**Retail:** One car-share membership for each employee, and car-share parking spaces as required by the Planning Code.

---

## OPTION D

POINTS:

4

**Residential:** One car-share membership for each Dwelling Unit, and one car-share parking space for every 80 Dwelling Units, with a minimum of two car-share parking spaces.

**Office:** One car-share membership for each employee, and one car-share parking space for each 20,000 square feet of Occupied Floor Area, with a minimum of two car-share parking spaces.

**Retail:** One car-share membership for each employee, and two car-share parking spaces for each 20,000 square feet of Occupied Floor Area, with a minimum of four car-share parking spaces.

## OPTION E

POINTS:

5

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

**Office:** One car-share membership 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 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.

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**DEVELOPMENT REVIEW:** The property owner shall select an option and submit plans that identify the car-share parking spaces. The measure must be included in the Development Project's TDM Plan. City staff will assign points based on the level of implementation.

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**PRE-OCCUPANCY MONITORING AND REPORTING:** The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the car-share parking meets the standards specified in the Planning Code and the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

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**ONGOING 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 year<sup>2</sup>. City staff shall verify that the standards and minimums identified in the Planning Code and those specified in the project approvals are met<sup>3</sup>. 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).

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**RELEVANT MUNICIPAL CODE(S):** San Francisco Planning Code Sections 151.1 and 166.

NOTES:

1 Although the property owner may opt to provide an annual membership to all employees, the requirement is one membership per full time employee.

2 Full compliance means that the property owner offers one membership per employee and/or Dwelling Unit regardless of whether or not the memberships are accepted.

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 Option 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.

# DELIVERY



Providing delivery services and facilitating deliveries help to reduce the need for individual vehicle ownership. For example, providing delivery services for groceries and sundry items, and facilitating delivery with a refrigerated storage area allow grocery shopping to be accomplished

without a private vehicle. Further, providing deliveries of food, laundry, dry cleaning, etc. consolidates trips to and from a central location into one trip with multiple stops, thus reducing Vehicle Miles Traveled.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
DELIVERY-1	Delivery Supportive Amenities	● 1
DELIVERY-2	Provide Delivery Services	● 1

One point may be equal to a 1% reduction in VMT.







# Delivery Supportive Amenities

## TDM MEASURE:

The Development Project shall facilitate delivery services by providing an area for receipt of deliveries that offers 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 by reducing the number of trips that may otherwise have been by single occupancy vehicle.

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<b>DEVELOPMENT REVIEW:</b>	The <u>property owner</u> shall describe the delivery supportive amenities to be provided and submit plans that identify the location of the amenities.
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<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the physical measures, such as a staffed desk, clothes Lockers for larger deliveries, refrigerator for groceries, etc., have been constructed and meet the standards specified in the project approvals.
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Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

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<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall submit photographs to verify the continued availability and operation of delivery supportive amenities. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.
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### APPLICABILITY:

This measure is applicable to any Development Project in any land use category. However, it is best suited to larger residential (land use category C) and office (land use Category B) developments and/or other employment centers, such as large retail (land use category A) and institutional uses (land use Category B), particularly in locations with low auto mode share.

### POINTS:

1 ●

Delivery Supportive Amenities

DELIVERY-1

RELEVANT  
MUNICIPAL  
CODE(S):

None.



# Provide Delivery Services

## TDM MEASURE:

The Development Project shall provide delivery services that reduce Vehicle Miles Traveled from single-stop motorized deliveries. The provided services may include deliveries by bicycle, on foot, or in a delivery vehicle that makes multiple stops. Delivery services should be provided during normal business hours.

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<b>DEVELOPMENT REVIEW:</b>	The measure must be included in the Development Project's TDM Plan.
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<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City Staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.
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<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall submit copies of marketing materials offering delivery services and invoices with any sensitive billing information redacted to verify the continued provision of delivery services.
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<b>RELEVANT MUNICIPAL CODE(S):</b>	None.
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## APPLICABILITY:

This measure is applicable to Development Projects in land use category A. It is best suited to retail uses of any size, particularly grocery stores, or uses that may require deliveries of larger goods.

## POINTS:

**1 •**

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# FAMILY



The theme of this category is to address the particular challenges that families face in making trips without a private vehicle, including large shopping trips, and transportation to and from childcare providers, school, etc. These measures acknowledge the complementary and synergistic effects of family-supportive measures in the TDM menu when packaged together as a suite of measures.

This category of measures is generally focused on buildings with a higher likelihood of families as residents, but also highlights the benefits of providing on-site childcare for any land use. Family-oriented units are typically considered to be units with at least two bedrooms. Some of these measures are only applicable to buildings that meet the dwelling unit mix identified in Planning Code Section 207.6(c)(2).

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
FAMILY-1	Family TDM Amenities: Option A; and/or	● 1
	Family TDM Amenities: Option B	● 1
FAMILY-2	On-site Childcare	●● 2
FAMILY-3	Family TDM Package	●● 2

One point may be equal to a 1% reduction in VMT.







# Family TDM Amenities

## TDM MEASURE:

To address particular challenges that families face in making trips without a private vehicle, the property owner shall provide one or both of the following options:

### OPTION A

POINTS:

**1**

**Amenities:** On-site secure location for storage of personal car seats, strollers, athletic or other extracurricular gear, and cargo bicycles or other large bicycles. Personal car seat storage should be located near off-street car-share parking space(s).<sup>1, 2</sup>

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 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.

## NOTES:

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

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

## APPLICABILITY:

This measure is applicable to residential Development Projects (land use category C), particularly those with larger Dwelling Units.

## POINTS:

**1-2** ○○

One point for each option, up to two points.

## OPTION B

POINTS:

1

**Amenities:** One collapsible shopping/utility cart for every 10 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.).

**DEVELOPMENT  
REVIEW:**

The property owner shall submit plans that identify the location of the space for the amenities. City staff will review the proposed plan to ensure that the amenities meet the standards and minimums specified in this measure and assign points based on the level of implementation.

**PRE-OCCUPANCY  
MONITORING AND  
REPORTING:**

For Options A and B, the TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the amenities have been constructed and/or provided as specified in the project approvals. City staff will verify that there is a system in place to make amenities accessible to tenants that meets the standards specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

**ONGOING  
MONITORING AND  
REPORTING:**

For Option A, the property owner shall submit photographs of the secured storage spaces or an inventory of assigned storage spaces. For Option B, the property owner shall submit documentation tracking the use of the shared amenities to verify that the carts and cargo bicycles remain available to tenants. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

**RELEVANT  
MUNICIPAL  
CODE(S):**

San Francisco Planning Code Section 207.6(c)(2).



# On-site Childcare

## TDM MEASURE:

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\(a\)](#). If a Designated Child Care Unit is provided for this measure, that unit shall provide child care for the Life of the Project.

## DEVELOPMENT REVIEW:

The [property owner](#) shall describe the childcare facility space and submit plans that identify the location of the space for the childcare facility. City staff shall review the proposed plans to ensure that the child care facility meets the standards and minimums specified in this measure and the Planning Code.

## PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM Coordinator shall facilitate a site inspection by Planning Department staff to verify that the childcare space has been constructed as specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

## APPLICABILITY:

This measure is applicable to Development Projects in land use categories A, B, and C.

## POINTS:

**2** ● ●

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**ONGOING  
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 to verify the availability on-site childcare services, OR if no childcare provider has been retained, document outreach efforts to childcare providers. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

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**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](#) and [414.13](#), and [414A.6](#).



# Family TDM Package

## TDM MEASURE:

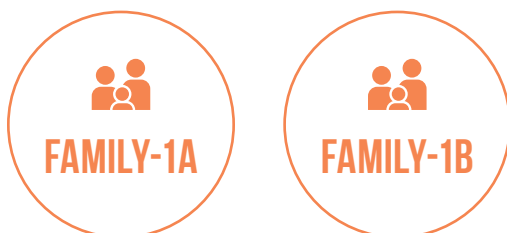
For residential Development Projects that meet the dwelling unit mix requirements in [Planning Code Section 207.6\(c\)\(2\)](#), a [property owner](#) shall include all of the following measures:

- » CSHARE-1: Car-Share Parking and Membership Option D or E; AND
- » FAMILY-1: Family TDM Amenities, Options A and B.

**ONE** of the following **Car-share** measures:



**AND BOTH** of the following **Family TDM – Amenities** measures:



### APPLICABILITY:

This measure is applicable to residential Development Projects (land use category C), that meet the dwelling unit mix requirements in [Planning Code Section 207.6\(c\)\(2\)](#).

### POINTS:

**2** ●●

Two points beyond those already stipulated in the individual measures, and only if the Development Project includes both of the measures, and all of the required options.

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<b>DEVELOPMENT REVIEW:</b>	The <u>property owner</u> shall meet the requirements specified in CSHARE-1 and FAMILY-1.
<hr/>	
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	<p>The <u>property owner</u> shall meet the requirements specified in CSHARE-1 and FAMILY-1.</p> <p>Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.</p>
<hr/>	
<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall meet the requirements specified in CSHARE-1 and FAMILY-1.
<hr/>	
<b>RELEVANT MUNICIPAL CODE(S):</b>	See the Planning Code Sections for each individual measure.

# HIGH OCCUPANCY VEHICLES



The premise of this category is to get multiple people heading in the same (or similar) general direction for a trip to make that trip in a high occupancy vehicle (HOV). HOV are commonly defined as vehicles that are occupied by more than one person, or more than two people (depending on the vehicle type) for the purposes of governing high occupancy vehicle travel lanes. For the purposes of the TDM Program, the vehicles involved in this category of measures are typically larger than private vehicles with multiple passengers. This category of measures is currently focused on vanpools, private shuttle services and public transportation vehicles, as detailed further within the relevant fact sheets.

More specifically, the provision of complimentary vanpool or shuttle services, or contributions or incentives for publicly-provided sustainable transportation options encourage residents, visitors, tenants, and/or employees to use sustainable transportation options, and support ongoing use of such options through a direct financial incentive.

Any of these options may also indirectly encourage trips by public transportation by offering first and last-mile connections, which enable residents, visitors, tenants and/or employees to make longer transit-based trips.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
HOV-1	Contributions or Incentives for Sustainable Transportation: Option A; or	●● 2
	Contributions or Incentives for Sustainable Transportation: Option B; or	●●●● 4
	Contributions or Incentives for Sustainable Transportation: Option C; or	●●●●●● 6
	Contributions or Incentives for Sustainable Transportation: Option D	●●●●●●●● 8
HOV-2	Shuttle Bus Service: Option A; or	●●●●●●● 7
	Shuttle Bus Service: Option B	●●●●●●●●●●●●●● 14
HOV-3	Vanpool Program: Option A	● 1
	Vanpool Program: Option B	●● 2
	Vanpool Program: Option C	●●● 3
	Vanpool Program: Option D	●●●● 4
	Vanpool Program: Option E	●●●●● 5
	Vanpool Program: Option F	●●●●●● 6
	Vanpool Program: Option G	●●●●●●● 7

One point may be equal to a 1% reduction in VMT.







# Contributions or Incentives for Sustainable Transportation

## TDM MEASURE:

The Development Project (and subsequent property owner) shall proactively offer contributions or incentives to each Dwelling Unit and/or employee<sup>1</sup>, 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” pass<sup>2</sup>, or equivalent value in e-cash loaded onto Clipper Card, per Dwelling Unit, and/or employee.

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 purposes.<sup>3</sup> Ineligible expenses include: vehicle parking, personal vehicle purchase/lease/maintenance, for-hire ride hail services, tolls, or fines/citations. HOV-1 fulfills the Employer Paid Benefit option for projects subject to Environment Code Section 427. Commuter Benefits Program if a 100 percent subsidized monthly Muni only “M” pass, or equivalent value in e-cash loaded onto Clipper Card is provided (Option D).

For guests at hotels and convention centers, the property owner shall pay for contributions equivalent to 25, 50, 75, or 100 percent of the cost of a public transit day pass for each registered guest. At a minimum, the public transit day pass shall be equivalent to the costs associated with a Muni Visitor Passport for the number of days the visitor has booked travel, not to exceed a 7-day Visitor Passport, and, if the visitor indicates they are flying into San Francisco International Airport, a Bay Area Rapid Transit(BART) SFO Ticket Voucher.

## 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 recommended for approval by the SFMTA Director or designee.

## APPLICABILITY:

This measure is applicable to Development Projects in any land use category.

## POINTS:

**2-8** ○○○○○○○○

## Contributions or Incentives for Sustainable Transportation

H0V-1

### OPTION A

POINTS:

**Two points** for providing at least 25 percent contribution or incentive; OR

**2**

### OPTION B

POINTS:

**Four points** for providing at least 50 percent contribution or incentive; OR

**4**

### OPTION C

POINTS:

**Six points** for providing at least 75 percent contribution or incentive; OR

**6**

### OPTION D

POINTS:

**Eight points** for providing 100 percent contribution or incentive.

**8**

### DEVELOPMENT REVIEW:

The Development Project shall specify the level of contribution or incentive and how it will be provided (e.g., one 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, the SFMTA Director or designee 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.

### PRE-OCCUPANCY MONITORING AND REPORTING:

City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

If available, the TDM coordinator shall also submit any additional information regarding this measure (e.g., online sign-up portals or additional marketing materials) that demonstrates how the property owner will offer contributions or incentives for sustainable transportation. City staff may contact the TDM coordinator for further information regarding this measure.

### ONGOING MONITORING AND REPORTING:

The property owner shall document the total number of employees, occupied Dwelling Unit, 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 contribution or incentive, then the property owner shall submit documentation demonstrating that the contributions or incentives were offered and declined<sup>4</sup>. City staff shall verify that contributions or incentives are offered as specified in the project approvals.

### RELEVANT MUNICIPAL CODE(S):

Environment Code Section 427;  
Bay Area Air Quality Management District Regulation 14, Rule 1.

### NOTES:

- <sup>4</sup> 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.

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# Shuttle Bus Service

## TDM MEASURE:

The Development Project shall provide local shuttle service. The local shuttles will primarily provide service between the project site and regional transit hubs, commercial centers, and/or residential areas. Local shuttle service shall be provided free of charge to residents, tenants (employees), and guests. Shuttle stop locations shall be posted with shuttle schedules (or frequency and hours).

Shuttle service lines may not replicate Muni transit service lines, unless recommended for approval by the SFMTA Director or designee. Shuttles must stop at legal curb space and comply with parking and traffic regulations. Eligible shuttle service should typically run from 7 AM to 8 PM, continuously, and must offer headways of 15 minutes or better during peak hours (generally 7 AM to 9 AM and 4 PM to 6 PM on weekdays), and headways of 30 minutes or better during off-peak periods (which should generally run at least until 8 PM, unless unnecessary for the particular land use). Shuttle service should be provided in vehicles with engines that meet the most recent emissions standards adopted by the California Air Resources Board.

### OPTION A

POINTS:

**Seven points** for providing 15 minute headways or less during peak hours and 30 minute headways or less during off-peak hours, as defined above.

**7**

### OPTION B

POINTS:

**Fourteen points** for providing 7.5 minute headways or less during peak hours and 30 minute headways or less during off-peak hours, as defined above.

**14**

#### APPLICABILITY:

This measure is applicable to any Development Project in land use categories A, B, and C that does not have a Muni Rapid network connection within ¼ mile from the project site. No shuttle service lines shall replicate a Muni service line, unless recommended for approval by the SFMTA Director or designee.

#### POINTS:

**7 or 14** ○○○○○○○○  
○○○○○○○○○

NOTE: A project sponsor can only receive up to 14 points between HOV-2 and HOV-3.



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**DEVELOPMENT  
REVIEW:**

The Development Project shall submit a conceptual service plan describing the hours of operation, stop location(s), routes, and headways for the shuttle service. The property owner shall also submit plans that identify the location and dimensions of potential shuttle stops at the project site and the proposed destination(s) stops. The plans should identify any other relevant information that may be helpful in understanding potential conflicts at the proposed shuttle stop locations (e.g., proximity to transit stops, crosswalks, etc.) If requesting loading zones from SFMTA, the property owner shall include documentation of these requests.

City staff will review the feasibility and adequacy of the proposed service plan, including the shuttle stop locations, and provide a staff recommendation regarding the shuttle stop locations and service. If SFMTA and Planning Department staff recommend the shuttle stop locations and service should be approved, City staff will assign TDM points based on the level of implementation.

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**PRE-OCCUPANCY  
MONITORING AND  
REPORTING:**

The property owner shall submit a detailed service plan to the City for review and approval. The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the shuttle stop locations were constructed according to the approved plan.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds. If available, the TDM coordinator will also submit any additional information regarding this measure (e.g., online sign-up portals or additional marketing materials) that demonstrates how the property owner will offer shuttle services. City staff may contact the TDM coordinator for further information regarding this measure.

---

**ONGOING  
MONITORING AND  
REPORTING:**

The property owner shall submit the shuttle schedule, routes, and contact information for the shuttle operator. City staff shall verify that the provided services comply with the standards specified in the project approvals.

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**RELEVANT  
MUNICIPAL  
CODE(S):**

Planning Code Section 151.1(i), Environment Code Section 427, Transportation Code Section 914, Bay Area Air Quality Management District Regulation 14, Rule 1.





# Vanpool Program

## TDM MEASURE:

For Development Projects with at least 25 employees, the property owner shall implement an employer or building manager-sponsored Vanpool, coordinated by the Development Project's TDM coordinator. The Vanpool will primarily provide service between the project site and locations where Vanpool users live. The property owner shall purchase or lease vans for employee use and pay for mileage and maintenance of the vehicles. Vanpool service shall not replicate Muni transit service. HOV-3 fulfills the Employer Provided Transit option for projects subject to Environment Code Section 427 (Commuter Benefits Program).

### OPTION A

POINTS:

**One point** for non-residential Development Projects with less than 100,000 square feet of Occupied Floor Area.

1

### OPTION B

POINTS:

**Two points** for non-residential Development Projects with greater than or equal to 100,000 and less than 200,000 square feet of Occupied Floor Area.

2

### OPTION C

POINTS:

**Three points** for non-residential Development Projects with greater than or equal to 200,000 and less than 300,000 square feet of Occupied Floor Area.

3

#### APPLICABILITY:

This measure is applicable to any type of non-residential Development Project in land use category A or B that employs at least 25 people and is located in an area that is either (1) not well served by public transit or (2) is located in an area that does not have regular public transit service between the project site and the origins or destinations of the project site's employees.

#### POINTS:

**1-7** ○○○○○○○○

NOTE: A project sponsor can only receive up to 14 points between HOV-2 and HOV-3.

## Vanpool Program

HOV-3

### OPTION D

POINTS:

**Four points** for Development Projects with greater than or equal to 300,000 and less than 400,000 square feet of Occupied Floor Area.

**4**

### OPTION E

POINTS:

**Five points** for Development Projects with greater than or equal to 400,000 and less than 500,000 square feet of Occupied Floor Area.

**5**

### OPTION F

POINTS:

**Six points** for Development Projects with greater than or equal to 500,000 and less than 600,000 square feet Occupied Floor Area.

**6**

### OPTION G

POINTS:

**Seven points** for Development Projects with greater than or equal to 600,000 square feet of Occupied Floor Area.

**7**

#### DEVELOPMENT REVIEW:

The property owner shall submit plans that identify the location and dimensions of the Vanpool parking spaces on the project site. SFMTA and Planning Department staff shall review the plans to provide a staff recommendation regarding the service. If SFMTA and Planning Department staff recommend that the service should be approved, City staff shall allocate points based on the description below.

#### PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the Vanpool parking spaces were constructed as specified in the project approvals.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds. City staff may contact the TDM coordinator for further information regarding this measure.

#### ONGOING MONITORING AND REPORTING:

The property owner shall submit invoices for Vanpool services provided during the last year with any sensitive billing information redacted, and documentation of marketing materials provided for the service. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.

#### RELEVANT MUNICIPAL CODE(S):

Planning Code Sections 151.1(g)(1)(C)(i), 163, and 962 and Environment Code Section 427.

# COMMUNICATIONS & INFORMATION



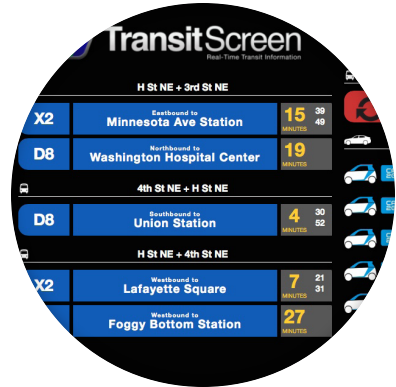
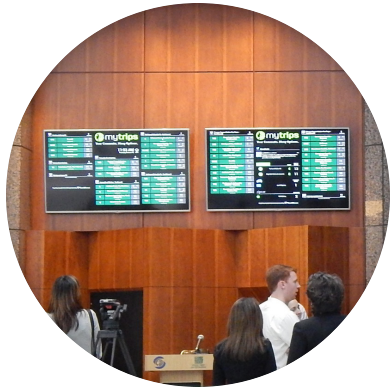
This category of measures is focused on making sure that residents, tenants, visitors, and employees are well-informed about the transportation options open to them, in general. Also, when opting to exercise sustainable transportation choices, a person feels like

there is a fair degree of predictability/reliability which is largely born out of the provision of real time information on a continual basis. Examples of this would be transit arrival times, availability of bike share bicycles at particular docking stations, etc.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
INFO-1	Multimodal Wayfinding Signage	● 1
INFO-2	Real Time Transportation Information Displays	● 1
INFO-3	Tailored Transportation Marketing Services: Option A; or	● 1
	Tailored Transportation Marketing Services: Option B; or	●● 2
	Tailored Transportation Marketing Services: Option C; or	●●● 3
	Tailored Transportation Marketing Services: Option D	●●●● 4

One point may be equal to a 1% reduction in VMT.





# Multimodal Wayfinding Signage

## **TDM MEASURE:**

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

- » transit
- » bike share
- » car-share parking
- » bicycle parking and amenities (including repair stations and fleets)
- » showers and lockers
- » taxi stands
- » shuttle/carpool/[Vanpool](#) pick-up/drop-off locations

Wayfinding signage shall meet City standards for any on-street wayfinding signage, in particular for bicycle and car-share parking, and shall meet best practices for any interior wayfinding.

## **APPLICABILITY:**

This measure is applicable to Development Projects in any land use category.

## **POINTS:**

**1 •**

---

<b>DEVELOPMENT REVIEW:</b>	The <a href="#">property owner</a> shall submit plans that identify general locations for the proposed signage. City staff shall review the proposed plans to ensure that sign placement meets the intent of this measure.
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the installed signage meets the standards specified in the Planning Code and the project approvals.
<b>ONGOING MONITORING AND REPORTING:</b>	City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.
<b>RELEVANT MUNICIPAL CODE(S):</b>	<a href="#">San Francisco Planning Code Sections 155.1(c)(4)</a> , <a href="#">166 (g)(2)(F)</a> , <a href="#">603(k)</a> , and <a href="#">803.5(b)(6)</a> , and <a href="#">Zoning Administrator Bulletin No. 9</a> .

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# Real Time Transportation Information Displays

## **TDM MEASURE:**

The Development Project shall provide real time transportation information on displays (e.g., large television screens or computer monitors) in prominent locations (e.g., entry/ exit areas, lobbies, elevator bays) on the project site to highlight sustainable transportation options and support informed trip-making. At minimum, a Development Project should include such screens at each major entry/exit.

The displays shall include real time information on sustainable transportation options in the vicinity of the project site, which may include, but are not limited to, transit arrivals and departures for nearby transit routes, walking times to these locations, and the availability of car-share vehicles (within or adjacent to the building), shared bicycles, and shared scooters.

## **APPLICABILITY:**

This measure is applicable to Development Projects in any land use category, particularly if the project site is within ¼ mile of the Muni Rapid Transit Network and/or a regional transit hub (such as a Caltrain or BART station).

## **POINTS:**

**1 •**



---

<b>DEVELOPMENT REVIEW:</b>	The <u>property owner</u> shall submit plans that identify the general locations for proposed displays and a description of the content (e.g., transit lines, walk time to transit locations, availability of on-site car-share vehicles, availability of nearby bike share bikes, etc.) to be displayed. City staff shall review the proposed plan to ensure that the display placement and content meets the intent of this measure.
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	<p>The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that real time transportation information display(s) have been installed and are functioning as specified in the project approvals.</p> <p>Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City Staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.</p>
<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall submit photographs of the displays. City staff shall verify the ongoing maintenance and operation of the displays. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.
<b>RELEVANT MUNICIPAL CODE(S):</b>	N/A.

---



# Tailored Transportation Marketing Services

## TDM MEASURE:

The Development Project shall provide individualized, tailored marketing and communication campaigns, including incentives to encourage the use of sustainable transportation modes. Marketing services shall either be provided by the TDM coordinator or a communications professional.

Marketing services shall include, at a minimum, the following activities:

**(1) Promotions.** The TDM coordinator shall develop and deploy promotions to encourage use of sustainable transportation modes. This includes targeted messaging and communications campaigns, incentives and contests, and other creative strategies. These campaigns may target existing and/or new residents/employees/ tenants.

**(2) Welcome Packets.** New residents and employees shall be provided with tailored marketing information about sustainable transportation options associated with accessing the project site (e.g., specific transit routes and schedules; bicycle routes; carpooling programs, etc.) as part of a welcome packet. For employees, the packet should reflect options for major commute origins. New residents and employees shall also be offered the opportunity for a one-on-one consultation about their transportation options.

### APPLICABILITY:

Options A and B are applicable to Development Projects in any land use category. Options C and D are applicable to Development Projects subject to Planning Code Section 163 in any land use category.

### POINTS:

**1-4**  
○○○○

One to four points, depending on degree of implementation. Please note, the descriptions for the following options are meant to be illustrative, not exhaustive. Upon submittal of the marketing plan, City staff may approve a different set of marketing activities as long as they can be reasonably demonstrated to result in a comparable reduction in vehicle miles traveled.

## Tailored Transportation Marketing Services

INFO-3

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### OPTION A

POINTS:

**One point** for providing promotions and welcome packets as described above.

**1**

---

### OPTION B

POINTS:

**Two points** for providing promotions and welcome packets (per Option A), AND personal consultation for each new resident/employee AND a request for a commitment to try new transportation options. A commitment could include a pledge, for example, to try transit, carpooling, bicycling, walking, etc. within the first month of moving to or beginning employment at the project site.

**2**

---

### OPTION C

POINTS:

**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.

**3**

Financial incentives for Option C and Option D shall be at least equivalent to 25 percent of the cost of a monthly Muni only “M” pass, or equivalent value in e-cash loaded onto a Clipper Card, per participating Dwelling Unit, and/or employee.

---

### OPTION D

POINTS:

**Four points** for providing all of Option C, AND enroll tenants in trip tracking application, and provide ongoing financial incentives to support shift to sustainable modes, AND provide employers with access to an expert consultant for help in developing new policies.

**4**

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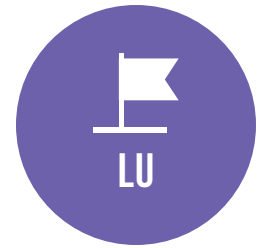
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<b>DEVELOPMENT REVIEW:</b>	The <u>property owner</u> shall provide a description of the services to be provided. City staff will assign points based on the level of implementation.
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	<p>The <u>property owner</u> shall provide the contracted provider's contact information, a description of his or her qualifications, and a sample individualized transportation plan. City staff shall contact the designated provider and/or review the plan to verify that the <u>property owner</u> is prepared to offer tailored travel marketing services in the time frame specified in the project approvals.</p> <p>Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City Staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.</p>
<b>ONGOING MONITORING AND REPORTING:</b>	The <u>property owner</u> shall maintain updated contact information for the contracted TDM coordinator with City staff. The <u>property owner</u> shall submit a marketing plan and documentation of marketing activities—for example, promotions and outreach activities—for the prior year.
<b>RELEVANT MUNICIPAL CODE(S):</b>	San Francisco <u>Planning Code §151.1(i)</u> , <u>163</u> .

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# LAND USE



The measures in this category are focused on particular land use choices that reduce overall Vehicle Miles Traveled because they either (1) include land uses that generate less Vehicle Miles Traveled than similar land use choices, or (2) add to the land use diversity in a particular location in such a way that the overall Vehicle Miles Traveled associated with the land use or location is reduced.

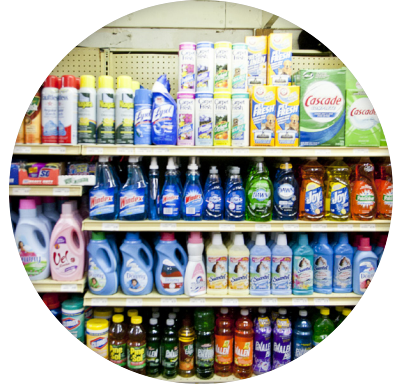
For example, affordable housing units are known to result in fewer Vehicle Miles Traveled than market rate units. This typically occurs because there is a lower auto ownership rate among individuals in affordable units, and, thus, fewer trips are made by a private vehicle.

Also, increasing the land use diversity in an area (typically within ½ mile of a particular project site) in a way that is significant, by providing a retail use or service commonly accessed daily or weekly such as a grocery store, may also reduce Vehicle Miles Traveled. For example, placing a grocer in an area that is underserved by grocery stores would have two effects. First, the number of trips made by private vehicle would be reduced, due to the convenience of the closer location to a previously underserved area (e.g., people that previously drove to a grocer may now be able to walk to the new grocer). Second, for trips that continue to be made by private vehicle, these trips would be reduced in distance. Both contribute to an overall reduction in Vehicle Miles Traveled.

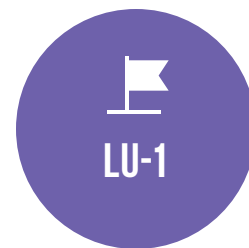
## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
LU-1	Grocery Store in Food Desert	●● 2
LU-2	On-site Affordable Housing: Option A; or	● 1
	On-site Affordable Housing: Option B; or	●● 2
	On-site Affordable Housing: Option C; or	●●● 3
	On-site Affordable Housing: Option D	●●●● 4

One point may be equal to a 1% reduction in VMT.







# Healthy Food Retail in Underserved Area

## TDM MEASURE:

For Development Projects located in an underserved neighborhood, as determined by Healthy Retail SF, the property owner shall demonstrate the availability of healthy food, as determined by the Healthy Retail SF program.

### DEVELOPMENT REVIEW:

The property owner shall submit a plan showing a design compatible with a food retail store and commit to providing healthy food options. Healthy Retail SF will confirm that the Development Project is in an underserved area and meets the requirements of a Healthy Food Retailer as defined by Administrative Code Chapter 59. Staff of Healthy Retail SF will provide a letter to Planning Department staff with a compliance determination.

### PRE-OCCUPANCY MONITORING AND REPORTING:

The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the grocery store meets the standards agreed to in the TDM Plan and conditions of approval. Healthy Retail SF shall provide a letter to Planning Department staff with a compliance determination.

### ONGOING MONITORING AND REPORTING:

As determined by Healthy Retail SF, the property owner shall submit evidence of compliance. Healthy Retail SF shall provide a letter to Planning Department staff with a compliance determination.

### RELEVANT MUNICIPAL CODE(S):

Administrative Code Chapter 59.

### APPLICABILITY:

This measure is applicable to any Development Project that includes qualifying retail (land use category A) in a location determined to be underserved by Healthy Retail SF.

### POINTS:

**2** ●●

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# On-site Affordable Housing

## TDM MEASURE:

The Development Project shall include on-site Affordable Housing, as defined in Planning Code Section 415, 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.

PERCENTAGE OF UNITS BY INCOME RANGE			
Option	Low Income (Income > 55 ≤ 80%)	Low Income (Income ≤ 55%)	Points
OPTION A	≥ 5 ≤ 10%	≥ 3 ≤ 7%	● 1
OPTION B	> 10 ≤ 20%	> 7 ≤ 14%	●● 2
OPTION C	> 20 ≤ 25%	> 14 ≤ 20%	●●● 3
OPTION D	--	> 20 ≤ 25%	●●●● 4

### APPLICABILITY:

This measure is applicable to residential Development Projects (land use category C).

### POINTS:

**1-4** ○○○○

## On-site Affordable Housing

LU-2

### OPTION A

POINTS:

1

**One point** if providing greater than or equal to five percent and less than or equal to 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

POINTS:

2

**Two points** if providing greater than 10 percent and less than or equal to 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

POINTS:

3

**Three points** if providing greater than 20 percent and less than or equal to 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

POINTS:

4

**Four points** if providing greater than 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.

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<b>DEVELOPMENT REVIEW:</b>	The <u>property owner</u> shall submit a project description that specifies the number of affordable units and income levels to which they are affordable. City staff will assign points based on the level of implementation.
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<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	The <u>property owner</u> shall submit a copy of the Notice of Special Restrictions specifying the affordability restrictions for the project, including the number, location, and sizes for all affordable units. City staff shall confirm that affordable units are offered as described in the project approvals.
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Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

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<b>ONGOING MONITORING AND REPORTING:</b>	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 Manual <sup>1</sup> . The MOHCD may also require the owner of an affordable rental unit, the owner's designated representative, or the tenant in an affordable unit to verify the income levels of the tenant on an annual or bi-annual basis, as outlined in the Procedures Manual.
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<b>RELEVANT MUNICIPAL CODE(S):</b>	<u>San Francisco Planning Code Section 415.</u>
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NOTES:

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

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# PARKING MANAGEMENT



This category of measures is focused on discouraging trips made by private vehicles (particularly single occupancy vehicles) by controlling the supply of Accessory Parking spaces. This may be accomplished in one of two ways. First, the parking supply may be controlled by reducing the total number of Accessory Parking associated with a Development Project. Second, the terms of the availability of these Accessory Parking spaces may further control the supply of parking by: unbundling the cost of a parking space from the cost of

housing and/or not providing free parking as a benefit of employment without offering the opportunity to accept a financial incentive rather than a parking space. Further, the limitation on the "parking package" offered (i.e. no parking rates offered past one day maximums) creates a setting where parking is not a "sunk cost" on a weekly or monthly basis. Functionally, this creates the opportunity for an individual to weigh the cost of parking against the cost of taking a sustainable transportation mode on a daily basis.

## MENU OF OPTIONS

CATEGORY	MEASURE	POINTS
PKG-1	Unbundle Parking: Location A; or	● 1
	Unbundle Parking: Location B; or	●● 2
	Unbundle Parking: Location C; or	●●● 3
	Unbundle Parking: Location D; or	●●●● 4
	Unbundle Parking: Location E	●●●●● 5
PKG-2	Short Term Daily Parking Provision	●● 2
PKG-3	Parking Cash Out: Non-residential Tenants	●● 2
PKG-4	Parking Supply: Option A; or	● 1
	Parking Supply: Option B; or	●● 2
	Parking Supply: Option C; or	●●● 3
	Parking Supply: Option D; or	●●●● 4
	Parking Supply: Option E; or	●●●●● 5
	Parking Supply: Option F; or	●●●●●● 6
	Parking Supply: Option G; or	●●●●●●● 7
	Parking Supply: Option H; or	●●●●●●●● 8
	Parking Supply: Option I; or	●●●●●●●●● 9
	Parking Supply: Option J; or	●●●●●●●●●● 10
	Parking Supply: Option K	●●●●●●●●●●● 11

One point may be equal to a 1% reduction in VMT.







# Unbundle Parking

## TDM MEASURE:

All Accessory Parking spaces shall be leased or sold separately from the rental or purchase fees for use for the Life of the Development Project, so that residents or tenants have the option of renting or buying a parking space at an additional cost, and would, thus, experience a cost savings if they opt not to rent or purchase parking.

### LOCATION A

POINTS:

**1**

**One point** if the residential neighborhood parking rate is greater than 0.95 or non-residential neighborhood parking rate is greater than 1.4 OR;

### LOCATION B

POINTS:

**2**

**Two points** if the residential neighborhood parking rate is greater than 0.80 and less than or equal to 0.95 or non-residential neighborhood parking rate greater than 1.0 and less than or equal to 1.4 OR;

### LOCATION C

POINTS:

**3**

**Three points** if the residential neighborhood parking rate is greater than 0.65 and less than or equal to 0.80 or non-residential neighborhood parking rate is greater than 0.6 and less than or equal to 1.0 OR;

## APPLICABILITY:

This measure is applicable to Development Projects in any land use category but only if the Development Project includes Accessory Parking

## POINTS:

**1-5** ○○○○○

## LOCATION D

POINTS:

**4**

**Four points** if residential neighborhood parking rate is greater than 0.50 and less than or equal to 0.65 or non-residential neighborhood parking rate is greater than 0.2 and less than or equal to 0.6 OR;

## LOCATION E

POINTS:

**5**

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

### DEVELOPMENT REVIEW:

The measure must be included in the Development Project's TDM Plan. City staff will review the Development Project proposal and assign points based on the project site location.

### PRE-OCCUPANCY MONITORING AND REPORTING:

N/A.

### ONGOING MONITORING AND REPORTING:

The property owner shall provide documentation demonstrating separate payment (or commercial availability) for each parking space. City staff shall verify that the cost of parking is not included in property rents or sale prices.

Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

### RELEVANT MUNICIPAL CODE(S):

San Francisco Planning Code Section 167.



# Short Term Daily Parking Provision

## TDM MEASURE:

The Development Project shall not include a parking rate or pass beyond one day; in other words, no weekly, monthly, or annual parking passes would be provided.

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**DEVELOPMENT REVIEW:** The measure must be included in the Development Project's TDM Plan.

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**PRE-OCCUPANCY MONITORING AND REPORTING:** N/A

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**ONGOING MONITORING AND REPORTING:** The property owner shall submit copies of parking rate sheets from its submittal to the San Francisco Tax Collector's office and photos of signs documenting the parking rates for the facility. The property owner must also send evidence of parking revenues that reflect daily or shorter (i.e., hourly) payments for parking. If parking is sold to the building tenant (i.e., employer/store) rather than directly to the consumers of parking, the property owner must send evidence that the lease (or deed) of parking includes a provision that the tenant cannot offer parking passes of a duration greater than one day and must be either sold each day to the employee or have a structure where employees only pay for parking when they use the spaces. The property owner must provide evidence of compliance with the requirements of parking provision as stated in the lease or deed. Revenues must reflect daily payments from users of garage.

---

**RELEVANT MUNICIPAL CODE(S):** San Francisco Planning Code 155(g)

## APPLICABILITY:

This measure is applicable to any non-residential Development Project (land use categories A, B, and D) that charges a price greater than \$0 for Accessory Parking. Only Development Projects that have received points for Unbundle Parking (PKG-1) qualify for this measure.

## POINTS:

**2** ●●

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# Parking Cash Out: Non-residential Tenants

## TDM MEASURE:

Any tenant employer that subsidizes parking for its employees shall provide all employees with a choice of forgoing any subsidized/free parking for a cash payment equivalent to the cost of the parking space to the employer. Employers shall promote the program to all employees eligible to receive parking at a subsidized level.

## DEVELOPMENT REVIEW COMPLIANCE:

The measure must be included in the Development Project's TDM Plan.

## PRE-OCCUPANCY MONITORING AND REPORTING:

City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.

## ONGOING MONITORING AND REPORTING:

This measure will be passed on to tenants that have employees and the responsibility shall be transferred in any lease or sale of commercial space. The property owner shall provide contact information for lessees and shall provide copies of active lease documents. City staff shall verify that any commercial tenant that leases or owns on-site parking offers a parking Cash-Out to employees.

## RELEVANT MUNICIPAL CODE(S):

California Health and Safety Code Section 43845.

## APPLICABILITY:

This measure is applicable to any non-residential Development Project (land use categories A, B, and D) that has employees, and provides Accessory Parking.

## POINTS:

**2** ●●

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# Parking Supply

## TDM MEASURE:

The Development Project shall provide off-street private vehicular parking (Accessory Parking) in an amount no greater than the off-street parking rate for the neighborhood (neighborhood parking rate), based on the transportation analysis zone for the project site. For non-residential uses (land use categories A, B, and D), the neighborhood parking rate is shown in the non-residential neighborhood parking rate map and spreadsheet. For residential uses (land use category C), the neighborhood parking rate is shown in the residential neighborhood parking rate map and spreadsheet. The neighborhood parking rates may be updated over time to reflect refined estimates, but shall not be higher than the rates established at the time of TDM Ordinance adoption. The property owner shall be subject to the neighborhood parking rates established at the time of project approval.

### OPTION A

POINTS:

**One point** for providing less than or equal to 100 percent and greater than 90 percent of the neighborhood parking rate; OR

**1**

### OPTION B

POINTS:

**Two points** for providing less than or equal to 90 percent and greater than 80 percent of the neighborhood parking rate; OR

**2**

### OPTION C

POINTS:

**Three points** for providing less than or equal to 80 percent and greater than 70 percent of the neighborhood parking rate; OR

**3**

#### APPLICABILITY:

This measure is applicable to Development Projects in any land use category.

#### POINTS:

**1-11** ○○○○○○○○○○○○

## Parking Supply Management

PKG-4

OPTION D	POINTS:
<b>Four points</b> for providing less than or equal to 70 percent and greater than 60 percent of the neighborhood parking rate; OR	<b>4</b>
OPTION E	POINTS:
<b>Five point</b> for providing less than or equal to 60 percent and greater than 50 percent of the neighborhood parking rate; OR	<b>5</b>
OPTION F	POINTS:
<b>Six points</b> for providing less than or equal to 50 percent and greater than 40 percent of the neighborhood parking rate; OR	<b>6</b>
OPTION G	POINTS:
<b>Seven points</b> for providing less than or equal to 40 percent and greater than 30 percent of the neighborhood parking rate; OR	<b>7</b>
OPTION H	POINTS:
<b>Eight points</b> for providing less than or equal to 30 percent and greater than 20 percent of the neighborhood parking rate; OR	<b>8</b>
OPTION I	POINTS:
<b>Nine points</b> for providing less than or equal to 20 percent and greater than 10 percent of the neighborhood parking rate; OR	<b>9</b>
OPTION J	POINTS:
<b>Ten points</b> for providing less than or equal to 10 percent of the neighborhood parking rate but at least one parking space; OR	<b>10</b>
OPTION K	POINTS:
<b>Eleven points</b> for providing no parking.	<b>11</b>

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<b>DEVELOPMENT REVIEW:</b>	<p>The <u>property owner</u> shall submit plans showing the proposed number of parking spaces and the spatial layout of the parking, including means of ingress/egress. In the project description, the <u>property owner</u> shall describe any planned components that may increase the capacity of the parking facility (e.g., by providing valet parking or installing mechanical parking systems). City staff will compare the amount of proposed parking to the parking rate in that neighborhood to confirm the Development Project's point allocation under this measure. City staff will also review the parking facilities to confirm that use of the facility would not create hazards for persons using other modes of transportation.</p>
<b>PRE-OCCUPANCY MONITORING AND REPORTING:</b>	<p>The TDM coordinator shall facilitate a site inspection by Planning Department staff to verify that the project meets the standards specified in the project approvals, and that the configuration of the vehicular parking (including ingress/egress) does not create hazards.</p> <p>Additionally, City staff shall provide the TDM coordinator with a copy of the approved TDM Plan. The TDM coordinator will provide City staff with a signed letter agreeing to distribute the TDM Plan via new employee packets, tenant lease documents, and/or deeds.</p>
<b>ONGOING MONITORING AND REPORTING:</b>	<p>The <u>property owner</u> shall submit photographs of the parking facilities. City Staff shall verify that the project continues to meet the standards specified in the Development Project's approvals, and that the configuration of the vehicular parking (including ingress/egress) does not create hazards.. City staff will perform one site visit every three years to verify that the project continues to meet the standards specified in the project approvals.</p>
<b>RELEVANT MUNICIPAL CODE(S):</b>	<p>San Francisco <u>Planning Code Sections 150, 151, 151.1, and 161.</u></p>

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# TDM Coordinator



**Description:** The project sponsor of each building(s) subject to the requirements of Planning Code Section 169 must designate a Transportation Demand Management (TDM) coordinator. This TDM coordinator may be an employee for the building(s) (e.g., property manager) or the project sponsor may contract with a third-party provider(s) of TDM (e.g., transportation brokerage services as required for certain projects pursuant to Planning Code Section 163). The TDM coordinator shall be delegated authority to coordinate and implement all aspects of the TDM Plan.

The purpose of the TDM coordinator is to provide oversight and management of the project's TDM Plan implementation. In this way, it can be assured that a single representative of the project sponsor is aware of and responsible for the orderly and timely implementation of all aspects of the TDM Plan, and can adequately manage the components of the TDM Plan. This is especially important when implementation of individual measures is undertaken by different individuals or entities. The TDM coordinator may also implement certain elements of the TDM Plan, thereby also acting as a provider of certain programmatic measures (see detail below).

The primary responsibilities of the TDM coordinator are:

- » To serve as a liaison to the San Francisco Planning Department regarding all aspects of the TDM Plan for the building(s), including notifying the San Francisco Planning Department of new contract information if TDM coordinator changes;
- » To facilitate City staff access to relevant portions of the property to conduct site visits, surveys, inspection of physical measures, and/or other empirical data collection, and facilitate in-person, phone, and/or e-mail or web-based interviews with residents, tenants, employees, and/or visitors;
- » To ensure that all TDM measures required for the building(s) are implemented. This will include certifying that all physical (e.g., requisite bicycle parking supply and quality; bicycle repair station; car-share parking, etc.) and programmatic (e.g., tailored transportation marketing services, contributions or incentives for sustainable transportation, etc.) measures for the building are in place for the time period agreed to in the conditions of approval and that they are provided at the standard of quality described in the TDM Plan Standards;
- » To prepare and submit ongoing compliance forms and supporting documentation to the Planning Department;
- » To request a TDM Plan review by City staff if changes to the plan are desired; and
- » To work with City staff to correct any violations through enforcement proceedings, if necessary.

The TDM coordinator should participate in any trainings/workshops offered by the City, on a regular basis, as they become available (e.g., on an annual basis).