



PLANNING COMMISSION

STANDARDS FOR THE TRANSPORTATION DEMAND MANAGEMENT PROGRAM



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TDM Program Standards

The City and County of San Francisco (City or San Francisco) is a popular place to work, live and visit, placing strains on the existing transportation network. The City is projected to grow substantially between 2010 and 2040 – with the addition of up to 100,000 new households and 190,000 new jobs.¹ Without enhancements to our transportation network, this growth could result in more than 600,000 additional cars on our streets.²

The Transportation Demand Management (TDM) Program is part of an initiative aimed at improving and expanding the transportation system to help accommodate new growth, and creating a policy framework for private development to contribute to minimizing its impact on the transportation system, including helping to pay for the system’s enhancement and expansion. The TDM Program described herein is one of the three interrelated policy initiatives comprising the Transportation Sustainability Program. The Transportation Sustainability Program is summarized in the TDM Technical Justification document.

PURPOSE OF THE TDM PROGRAM

Applying TDM to new development is a sensible step forward in maintaining mobility as our city grows. The TDM Program helps manage demand on the transportation network by making sure new developments are designed to make it easier for new residents, tenants, employees, and visitors to get around by sustainable travel modes such as transit, walking, and biking. Each measure included in the TDM Program is intended to reduce Vehicle Miles Traveled, using an efficiency metric (e.g., per capita, per employee), from new development.

TDM PROGRAM STANDARDS CONTENTS

Under Planning Code Section 169.6, the Planning Commission has adopted these Standards for the Transportation Demand Management Program (TDM Program Standards) in compliance with Planning Code Section 169. The TDM Program Standards contained herein are the culmination of years of work and research. The research is summarized in the TDM Technical Justification document.

¹ Association of Bay Area Governments (ABAG), Projections 2013.

² San Francisco County Transportation Authority, San Francisco Transportation Plan 2040, Appendix B: Needs Analysis White Paper, December 2013.



The TDM Program Standards contain the specific requirements necessary for a Development Project's compliance with the TDM Program requirements of Planning Code Section 169. This document is organized as follows:

Section 1 provides an overview of the overall process for a TDM Plan, summarizing the information that is provided in Sections 2 and 3 of the TDM Program Standards.

Section 2 provides the requirements and standards for a TDM Plan.

Section 3 discusses the monitoring and reporting process after a Development Project has been entitled.

Section 4 describes TDM Program updates made by Planning, including potential updates to the TDM menu and reporting requirements to City decision-makers.

Appendix A provides the detailed description of the TDM measures on the TDM menu.



Note that several of the terms used throughout the document are defined in the Glossary of Terms, provided at the end of the TDM Program Standards. Terms defined in the Glossary of Terms are *italicized* the first time they appear in the remainder of the TDM Program Standards, excluding tables and figures.

SECTION 1

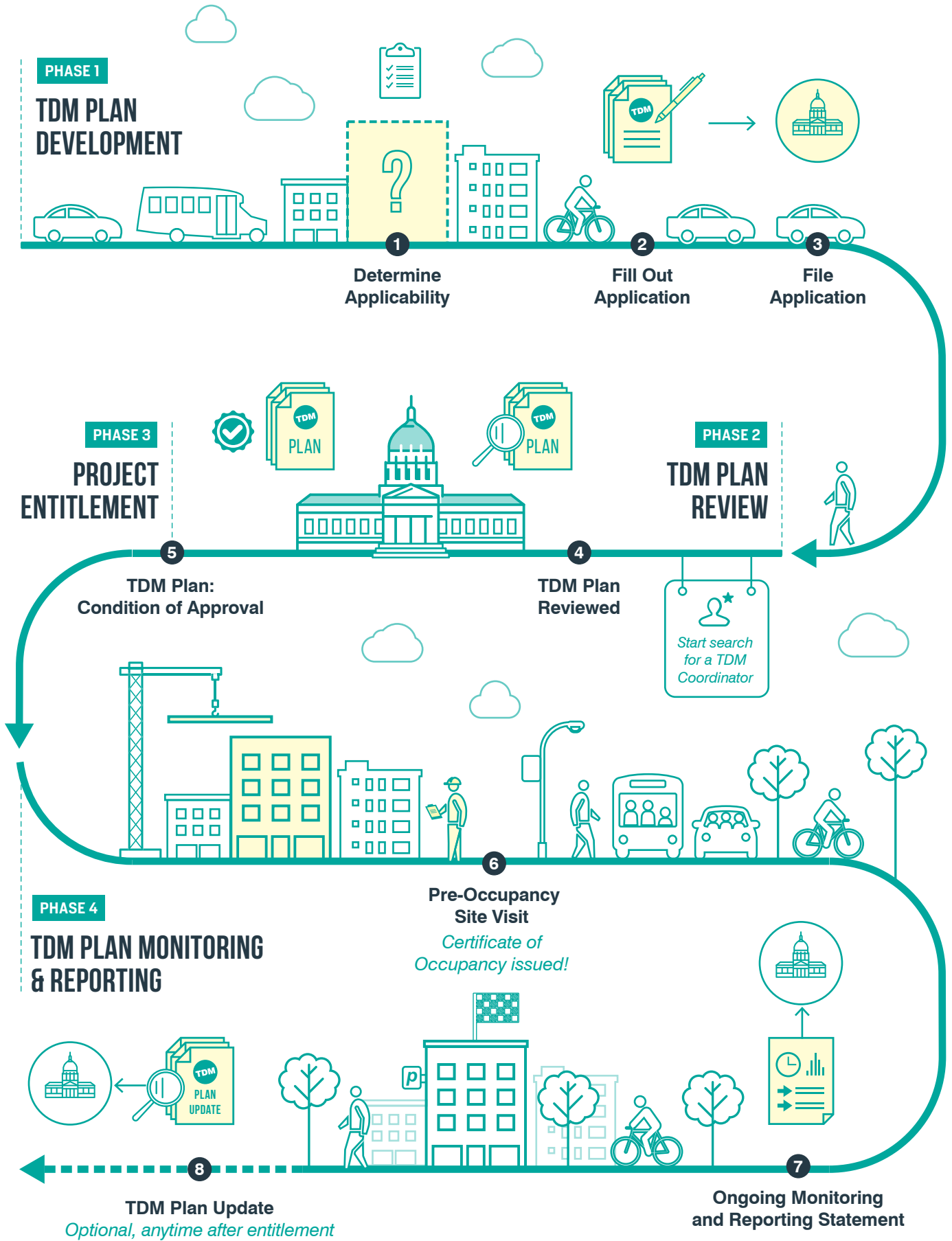
Transportation Demand Management Plan Process

Figure 1-1 provides an overview of the overall process for developing a Transportation Demand Management (TDM) Plan. Figure 1-1 is discussed in more detail in Sections 2 and 3 and is summarized in Table 1-1: Overall Process, as follows:

TABLE 1-1: OVERALL PROCESS

<i>Phase</i>	<i>Action (Responsible Party)</i>	<i>Description</i>
TDM Plan Development	1 Determine Applicability (property owner)	Property owner determines if the TDM Program is applicable to the Development Project.
	2 Fill out Application (property owner)	If subject to TDM Program, property owner understands TDM requirements and gathers information necessary for TDM Plan Review Application.
	3 File Application (property owner)	Property owner submits a TDM Plan Review Application for City review, along with an administrative fee.
TDM Plan Review	4 TDM Plan Reviewed (Planning Department staff/ property owner)	Planning Department staff reviews the TDM Plan, compares it to the TDM Program Standards.
Project Entitlement	5 TDM Plan: Condition of Approval (Planning Department staff/ Planning Commission)	If the Development Project is approved, the requirement for a TDM Plan is included as a <u>Condition of Approval</u> .
TDM Plan Monitoring and Reporting	6 Pre-Occupancy Site Visit (Planning Department staff/ property owner)	Prior to issuance of a <u>First Certificate of Occupancy</u> , Planning Department staff will conduct a site visit with the property owner to verify that all physical measures (bicycle parking, signage, etc.) have been included as planned.
	7 Ongoing Monitoring and Reporting Statement (Planning Department staff/ property owner)	Once the building is occupied, the property owner is required to submit an Ongoing Monitoring and Reporting Statement with an administrative fee. Planning Department staff will review the statement to ensure compliance with the TDM Plan. Enforcement steps will be taken, if needed, to attain compliance status.
	8 TDM Plan Update (Planning Department staff/ property owner)	At any time after the Development Project's entitlement, the property owner may voluntarily initiate review of the TDM Plan, by filing a TDM Plan Update Application, along with an administrative fee.

FIGURE 1-1: OVERALL PROCESS



Transportation Demand Management Plan

This section provides the standards a property owner uses in developing a TDM Plan.

2.1 DETERMINE APPLICABILITY

Any Development Project that meets the applicability criteria of Planning Code Section 169.3 shall be subject to the TDM Program requirements of Planning Code Section 169 and the TDM Program Standards. The TDM Program Standards require each land use within a Development Project to be categorized as one of four separate land use categories (see Section 2.2(a)(1) below), and each land use category within a Development Project to trigger individual TDM targets within the overall TDM Plan (see Section 2.2(a) below). As such, the TDM Program Standards allow for a mixed use Development Project to have some land uses that must meet a TDM target within the TDM Plan, and some land uses that will not be required to meet a TDM target.

For a Development Project that involves a Change of Use, the Change of Use must result in an intensification of use for the TDM Program to apply. An intensification of use is described as going from a lower land use category to a higher land use category, according to the estimated number of vehicle trips per parking space provided for the primary user. For example, a change from land use category D to land use category B constitutes an intensification of use. If the Change of Use does not result in an intensification of use, the base target score is zero points and the Development Project is not required to submit a TDM Plan or monitoring and reporting.

2.2 TDM PLAN STANDARDS

Any Development Project subject to the TDM Program shall submit a TDM Plan Review Application and administrative fee along with its first Development Application. The TDM Plan shall document the Development Project's compliance with the TDM Program.

2.2(a) Targets. The TDM Program Standards require each Development Project subject to the TDM Program to meet a target, without exceptions. The target is based upon the land use(s) associated with the Development Project and the number of Accessory Parking spaces proposed for the land use.^{1, 2} The Planning Code contains definitions for over 100 different land uses. In order to simplify the applicability of the TDM Program, the TDM Program Standards classify land use definitions into four land use categories, based upon reducing Vehicle Miles Traveled from the primary trip generator associated

1 Each land use within a Development Project will fall within a land use category. The TDM Program Standards require each Accessory Parking space to be assigned to a distinct land use, including those Accessory Parking spaces within Development Projects located within Use Districts that permit Accessory Parking up to a certain percentage of gross floor area (e.g., C-3 Districts). If an Accessory Parking space is used by more than one land use (e.g., shared spaces), the Accessory Parking space shall be counted toward each land use for which it is assigned.

2 For any Development Project that meets the applicability criteria of Planning Code Section 169.3 and includes a Parking Garage or Parking Lot, for the purposes of determining the target(s), all parking spaces associated with any such Parking Garage or Parking Lot shall be assigned to distinct land use categories (A, B, and C) that trigger the TDM Plan requirement within the Development Project. The number of such parking spaces assigned to each qualifying land use category shall be proportional, so that the percentage of total parking spaces assigned to a land use category is equal to the percentage of occupied square feet that such land use category represents within the total area of qualifying land use categories within the Development Project. However, no individual land use category within the Development Project shall be assigned such parking spaces in an amount that exceeds the maximum amount of parking permitted for the associated land use(s) by the Planning Code."

TABLE 2-1: LAND USE CATEGORIES AND TARGETS

Land Use Category	Typical Land Use Type	# of Parking Spaces proposed by Land Use	Target
A	Retail	Base number: $0 \leq 4$	Base Target: 13 points
		Each additional 2*	1 additional point
B	Office	Base number: $0 \leq 20$	Base Target: 13 points
		Each additional 10*	1 additional point
C	Residential	$0 \leq 5$	10 points
		$6 \leq 10$	11 points
		$11 \leq 15$	12 points
		$16 \leq 20$	Base Target: 13 points
		Each additional 10*	1 additional point
D	Other	Any # of parking spaces	3 points

* For each additional parking space proposed above the base target, the number of parking spaces will be rounded up to the next highest target. For example, a project within Land Use Category C that proposes 21 parking spaces is subject to a 14 point target.

with that land use. The TDM Program Standards rank the four land use categories, from highest (A) to lowest (D), according to the estimated number of vehicle trips per parking space provided for that primary user: visitors and customers, employees, or residents as shown in Table 2-1.

Typical types of land uses that fall within each of the four land use categories include: Land use category A: formula retail, museums, entertainment venues, and grocery stores. Land use category B: office, child care facility, school. Land use category C: residential. Land use category D: internet service exchange, manufacturing, and production, distribution, and repair. A complete list of land uses classified from the Planning Code into land use categories is included as Section 2.2(a)(1) of the TDM Program Standards. The rationale for the land use categories is described in Chapter 3 in the TDM Technical Justification document.

The TDM Program Standards set a *base target* that all Development Projects within land use categories A, B, and C are required to meet at 25% of the total available number of points in the relevant land use categories. The TDM Program Standards allow for the base target to change as *TDM measures* are added or removed from the *TDM menu of options* (menu) or points associated with existing TDM measures are refined. As stated in Planning Code Section 169 and defined further in the Glossary of Terms, each TDM measure on the menu shall be designed to reduce Vehicle Miles Traveled by residents, tenants, employees, and visitors and must be under the control of the property owner. This process is described in Section 4 of the TDM Program Standards. The TDM Program Standards require land uses associated with land use category D to achieve a target of three points. The target for these land uses is lower than the other three land use categories because the land uses within this category would not substantially affect *Vehicle Miles Traveled*. The rationale for setting the base target for all land use categories is described in Chapter 3 of the TDM Technical Justification document.

TABLE 2-2: PLANNING CODE LAND USE CATEGORIZATION

Land Use Category	Planning Code Definition Title (Section 102)	
<p>(A) Retail</p>	<ul style="list-style-type: none"> • Adult Business; Automobile Sale or Rental; Automotive Use, Retail; • Bar; Bona Fide Eating Place; • Community Facility; Community Facility, Private; • Drive-Up Facility; • Eating and Drinking Use; Entertainment, General; Entertainment, Nighttime; Entertainment, Outdoor; Entertainment, Arts and Recreation, Non-Commercial; Entertainment, Arts and Recreation, Retail; Entertainment, Arts and Recreation Use; • Gas Station; Gift Store-Tourist Oriented; Grocery, General; Grocery, Specialty; Gym • Jewelry Store • Job Training • Liquor Store 	<ul style="list-style-type: none"> • Massage, Chair/Foot; Massage Establishment; Medical Cannabis Dispensary; Mortuary; Movie Theater • Non-Auto vehicle Sales or Rental • Open Air Sales • Pharmacy • Religious Institution; Restaurant; Restaurant, Limited • Service, Financial; Service, Fringe Financial; Service, Limited Financial; Service, Personal; Service, Retail Professional • Sports Stadium • Take-Out Food; Tobacco Paraphernalia Establishment; Trade Shop • Walk-Up Facility
<p>(B) Office</p>	<ul style="list-style-type: none"> • Animal Hospital • Cat Boarding; Child Care Facility • Design Professional • Hospital; Hotel • Institutional Education Use • Kennel • Laboratory; Licensed Child Care Facility; Life Science • Motel • Nonprofit Organization 	<ul style="list-style-type: none"> • Office, General • Post-Secondary Educational Institution • Residential Care Facility • School; Service, Business; Service, Health; Service, Instructional; Service, Non-Retail Professional; Service, Philanthropic Administrative; Small Enterprise Workspace (S.E.W.); Social Service or Philanthropic Facility • Trade Offices; Trade School
<p>(C) Residential</p>	Residential Use	
<p>(D) Other</p>	<ul style="list-style-type: none"> • Agriculture, Large-Scale Urban; Agriculture, Neighborhood; Automobile Assembly; Automobile Wrecking; Automotive Service; Automotive Service Station; Automotive Use, Non-Retail; Automotive Wash • Catering; Community Recycling Collection Center • Food, Fiber and Beverage Processing 1; Food Fiber and Beverage Processing 2 • Greenhouse • Hazardous Waste Facility • Internet Service Exchange • Junk Yard • Livery Stable; Livestock Processing 1; Livestock Processing 2 	<ul style="list-style-type: none"> • Manufacturing 1, Heavy; Manufacturing 2, Heavy; Manufacturing 3, Heavy; Manufacturing, Light; Maritime Use; Metal Working • Open Recreation Area • Passive Outdoor Recreation; Power Plant; Production, Distribution, and Repair; Public Transportation Facility; Public Utilities Yard • Service, Ambulance; Service, Motor Vehicle Tow; Service, Parcel Delivery; Shipyard; Storage, Commercial; Storage, Self; Storage, Volatile Materials; Storage, Wholesale; Storage Yard • Truck Terminal • Utility and Infrastructure; Utility Installation • Wholesale Sales; Wireless Telecommunication Services (WTS) Facility



EXAMPLE 1

A project proposes new construction that includes 25,000 square feet of retail space with five Accessory Parking spaces and 100 dwelling units with 50 Accessory Parking spaces.

Retail space is identified as land use category A. Land use category A has a base target of 13 points. For every additional two Accessory Parking spaces provided above four, rounding up, one additional point is required. Therefore, the land use category C target for this project is 14 points.

Dwelling units are identified as land use category C. Land use category C has a base target of 13 points. For every additional 10 Accessory Parking spaces provided above 20, rounding up, one additional point is required. Therefore, the land use category C target for this project is 16 points.

2.2(a)(1) Planning Code Land Use

Categorization. Table 2-2 provides a complete list of land uses classified from Planning Code Section 102 into the four land use categories described in Section 2.2(a) of the TDM Program Standards. If a land use is not listed in Table 2-2, the Planning Department will classify the land use based upon the standards provided in Section 2.2(a) of the TDM Program Standards for the classifications and consultation with the Zoning Administrator.

2.2(a)(2) Mixed Use Projects. The TDM Program Standards require each land use within a Development Project to be grouped into one of the four land use categories. All land uses associated with one land use category shall be considered to determine the required target. If a project involves multiple land use categories, each of the land uses within each land use category are subject to separate targets.³

EXAMPLE 2

A property owner proposes new construction that includes 7,500 square feet for a gym and 2,000 square feet for a restaurant with five Accessory Parking spaces, and 50 dwelling units with 24 Accessory Parking spaces.

A gym and a restaurant are both identified as land use category A. However, the combined space is less than 10,000 square feet. Therefore, the combined space is not subject to the TDM Program.

Dwelling units are identified as land use category C. Land use category C has a base target of 13 points. For every additional 10 Accessory Parking spaces provided above 20, rounding up, one additional point is required. Therefore, the land use category C target for this project is 14 points.

³ For simplicity sake, the TDM Program Standards refers to a Development Project's target in singular form to encompass the whole of the project, even in instances where a mixed use project may be subject to multiple targets.



2.2(a)(3) Calculating the Number of Parking Spaces Proposed by Land Use Category. The TDM Program Standards require a Development Project’s target to be based on the number of Accessory Parking spaces proposed by each land use category. For *Change of Use* and additions, the target shall be based on the number of “net new” Accessory Parking spaces associated with the land use category. For new construction and *Replacement of Use Development* Projects, no credit shall be given for existing parking.

EXAMPLE 1

New Construction or Replacement of Use: A property owner proposes New Construction that includes 100 dwelling units with 50 Accessory Parking spaces on an existing surface parking lot with 50 spaces.

Residential is identified as land use category C. Land use category C has a base target of 13 points. For every additional 10 Accessory Parking spaces provided above 20, rounding up, one additional point is required. No credit is given for existing surface parking. Therefore, the land use category C target for this project is 16 points.

EXAMPLE 2

Addition: A property owner proposes a 25,000 square foot office Addition with 10 Accessory Parking spaces to an existing 50,000 square foot office building with 50 existing Accessory Parking spaces.

Office space is identified as land use category B. Land use category B has a base target of 13 points. Given this is an Addition to an existing building, only the associated net new Accessory Parking spaces are calculated to determine the target. Therefore, the Land Use Category B target for this project is 13 points.

EXAMPLE 3

Change of Use: A property owner proposes a Change of Use from Production, Distribution, and Repair space to Office in an existing 50,000 square foot building with 20 existing Accessory Parking spaces. The property owner proposes to add 53 Accessory Parking spaces.

Office space is identified as land use category B. Land use category B has a base target of 13 points. Given this is a Change of Use to an existing building, only the associated net new Accessory Parking spaces are calculated to determine the target. For every additional 10 Accessory Parking spaces provided above 20, rounding up, one additional point is required. Therefore, the land use category B target for this project is 17 points.

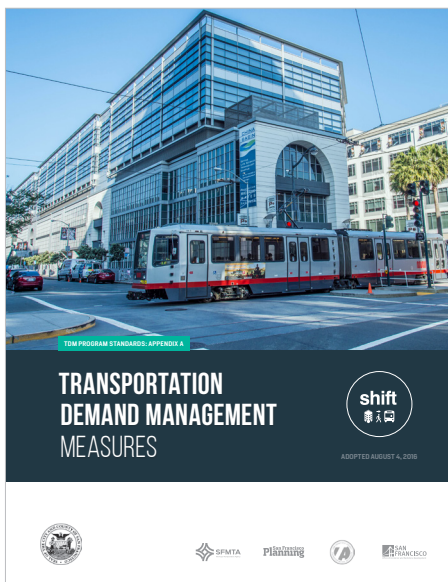
2.2(b) TDM Menu of Options. To achieve the target, a property owner can select up to 26 TDM measures from the TDM menu. The TDM Program Standards group the 26 TDM measures into eight different categories for ease of understanding: Active Transportation, Car-share, Delivery, Family, High-Occupancy Vehicles, Communications and Information, Land Use, and Parking. However, not all TDM measures are applicable to each land use category. For example, the On-Site Affordable Housing TDM measure is only available to land use category C “residential” and is not available to land use categories A, B, and D. The menu, including TDM measure applicability by land use category and point assignment, is provided as Table 2-3.

Planning Code Section 169.6 provides the requirements for the TDM menu. The Section requires each TDM measure on the TDM menu to be designed to reduce Vehicle Miles Traveled by residents, tenants, employees, and visitors and must be under the control of the property owner. The Section requires each of the TDM measures on the menu to be assigned a number of points, reflecting its relative effectiveness in reducing Vehicle Miles Traveled. This Section requires this relative effectiveness determination to be grounded in literature review, local data collection, best practices research, and/or professional transportation expert opinion. The TDM Program Standards provides a

point range for some TDM measures in the TDM menu because the point value is dependent upon the degree of implementation in the TDM measure selected by the property owner or the location in the City where the TDM measure will be implemented. Further information regarding the assignment of points to individual TDM measures for the TDM Program Standards is provided in Chapter 4 of the TDM Technical Justification document.

2.2(b)(1) Fact Sheets. The TDM Program Standards provide a *fact sheet* for each TDM measure. Each fact sheet includes a description of the TDM measure, the land use categories that the measure may be applied to, the points value(s) associated with the TDM measure, instructions for assigning points (where applicable), and compliance requirements during development review, prior to occupancy, and on an ongoing basis for the *Life of the Project*.

In addition, each fact sheet includes relevant municipal code references. In some cases, a property owner may receive a point value for selecting a TDM measure, even if the TDM measure is required elsewhere in the Planning Code. For example, a property owner can select from four options within ACTIVE-2 Bicycle Parking. Option A provides one point if the property owner provides Class I and II bicycle parking spaces as required by Planning Code Section 155.2. The fact sheets are included as Appendix A.



TRANSPORTATION DEMAND MANAGEMENT MEASURES: ACTIVE TRANSPORTATION

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; 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 WalkFast toolkit¹ if the Development Project is located on a High-Injury Corridor.

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 projects that are located along a High-Injury Corridor.

POINTS: 1

NOTE: To receive points for this measure, the improvements identified in the table below are in-kind Agreement.

V. 01.04.2018 SAN FRANCISCO TRANSPORTATION DEMAND MANAGEMENT MEASURES

TRANSPORTATION DEMAND MANAGEMENT MEASURES: CAR-SHARE

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 employee¹ for the Life of the Project and/or provide car-share parking spaces as specified below. If requested by the resident and/or employee, the property owner shall pay for or otherwise 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 spaces 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 ○○○○○

V. 01.08.2017 SAN FRANCISCO TRANSPORTATION DEMAND MANAGEMENT MEASURES

2.2(b)(2) Mixed Use Projects. For projects that propose a mix of land uses, the TDM Program Standards allow six of the 26 TDM measures in the TDM menu to apply to any land use associated with a Development Project, assuming that all users of the Development Project are able to access the TDM measures. The six TDM measures are: Improve Walking Conditions, Bicycle Repair Station, Delivery Supportive Amenities, Shuttle Bus Service, Multimodal Wayfinding Signage, and Real Time Transportation Displays. Therefore, a property owner developing a TDM Plan for a project that proposes a mix of land uses and selecting any of these six TDM measures for one land use category must select the same TDM measure for every other land use category.

EXAMPLE

A property owner proposes new construction that includes 500,000 square feet of office space and 400 dwelling units.

Office space is identified as land use category B. Residential units are identified as land use category C. Of the six TDM measures identified above, the property owner for land use category B has selected Improve Walking Conditions (Option A), Bicycle Repair Station, and Shuttle Bus Service (Option A). Improve Walking Conditions requires the property owner to make streetscape improvements along or near the frontages of the project site. Bicycle Repair Station requires an on-site bicycle repair station. The property owner will allow this station to be accessed by all users of the Development Project. Shuttle Bus Service requires a local shuttle bus service to be provided free of charge to residents, tenants, employees, and visitors. Given that these three TDM measures will benefit the whole of the Development Project, the property owner must also select these three TDM measures for land use category C.

2.2(b)(3) Development Projects With a Substantial Amount Of Parking. A Development Project may propose more Accessory Parking spaces than the TDM menu can address. The following are the approximate⁴ number of Accessory Parking spaces for Development Projects within land use categories A, B, and C for which all available points have been exhausted⁵ (excluding the Parking Supply measure):

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

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

2.2(c) TDM Tool. The Planning Department shall provide a *TDM tool* on the Planning Department's website. A property owner must use the TDM tool

4 The exact number will vary and will need to be determined by the Planning Department if a Development Project approaches this number of Accessory Parking spaces. Given some of the TDM measures are based upon location or the size or type of the land use associated with the Development Project, an approximate number is given in the TDM Program Standards, instead of an exact number.

5 Chapter 3 of the TDM Technical Justification Document describes the methodology for identifying the total number of available points for each land use category, as every TDM measure is not applicable to every land use. In addition, this number of Accessory Parking spaces assumes the Shuttle Bus Service measure is not available.

TABLE 2-3: TDM MENU OF OPTIONS

Category	Measure	Points	Land Use Category			
			A	B	C	D
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 ●	Ⓜ	ⓧ	ⓧ	○
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 ●●●●●	Ⓜ	Ⓜ	Ⓜ	○
DELIVERY-1	Delivery Supportive Amenities	1 ●	Ⓜ	Ⓜ	Ⓜ	○
DELIVERY-2	Provide Delivery Services	1 ●	Ⓜ	ⓧ	ⓧ	○
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 ●●	ⓧ	ⓧ	Ⓜ	ⓧ
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 ●●●●●●●●●●●●●●	Ⓜ	Ⓜ	Ⓜ	○

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

- Ⓜ = applicable to land use category.
- Ⓜ = applicable to land use category, see fact sheets for further details regarding project size and/or location.
- Ⓜ = applicable to land use category only if project includes some parking.
- ⓧ = not applicable to land use category.
- = project sponsor can select these measures for land use category D, but will not receive points.

Category	Measure	Points	Land Use Category			
			A	B	C	D
HOV-3	Vanpool Program: Option A ; or	1 ●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option B ; or	2 ●●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option C ; or	3 ●●●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option D ; or	4 ●●●●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option E ; or	5 ●●●●●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option F ; or	6 ●●●●●●	ⓐ	ⓐ	ⓧ	○
	Vanpool Program: Option G	7 ●●●●●●●	ⓐ	ⓐ	ⓧ	○
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 ●●●●	ⓐ	ⓐ	ⓐ	○
LU-1	Healthy Food Retail in Underserved Area	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 ●●●●	ⓧ	ⓧ	ⓐ	ⓧ
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	Parking Pricing	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.

- ⓐ = applicable to land use category.
- ⓐ = applicable to land use category, see fact sheets for further details regarding project size and/or location.
- Ⓟ = applicable to land use category only if project includes some parking.
- ⓧ = not applicable to land use category.
- = project sponsor can select these measures for land use category D, but will not receive points.

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

to describe basic project characteristics and select the TDM measures to be included in the TDM Plan Review Application. The target in the TDM tool is automatically calculated based upon the number of Accessory Parking spaces proposed for the land use category. Descriptions for each TDM measure are summarized in the TDM tool.

2.2(d) TDM Plan Review. The Planning Department will review each TDM Plan Review Application to ensure it is complete. Once deemed complete, the Planning Department will review to ensure the required target has been achieved by a selection of TDM measures for each land use category included in the Development Project. The TDM Plan shall be reviewed in conjunction with the first *Development Project Approval*. The requirement for a TDM Plan shall be incorporated as a *Condition of Approval* of the Development Project.

In some cases, the Planning Commission may modify a Development Project in a way that impacts its proposed TDM Plan. For example, the Planning Commission may reduce or increase the number of parking spaces, bicycle parking spaces, car-share spaces, etc. for specific policy reasons (e.g., concerns about parking supply in relation to a transit-oriented street). Alternatively, the Planning Commission may modify a Development Project in a way that reduces the overall number of dwelling units, which may impact the parking ratio.

In the event that the Planning Commission modifies a Development Project in a way that results in a reduction of the Development Project's total number

of Accessory Parking spaces, the project's TDM Plan may be amended administratively without Planning Commission action. Similarly, after Planning Commission entitlement and prior to Planning Department approval of a Development Project's building permit, its TDM Plan may be amended administratively. As stated in Planning Code Section 169.4, the Development Project's TDM Plan shall be reviewed and finalized in conjunction with the Planning Department approval of a Development Project's building permit.

At the time that the Planning Department approves a Development Project's building permit, the Development Project shall be subject to the TDM Program Standards in effect at the time of the approval of the Development Project's first Development Project Application. However, a Development Project may also choose to use the TDM Program Standards in effect at the time the Planning Department approves a Development Project's building permit.

TDM Plan Monitoring And Reporting

The TDM Program includes three monitoring and reporting processes. The first process occurs prior to issuance of the *First Certificate of Occupancy* (San Francisco Department of Building Inspection), and the second process occurs after the First Certificate of Occupancy is issued by the San Francisco Department of Building Inspection and the project is operational. An optional third process to revise an approved TDM Plan is also provided, which may occur at any point after the Development Project's entitlement. Section 3 of the TDM Program Standards describes all three processes. The Planning Department will follow standard enforcement procedures, per Planning Code provisions, to address any issues of noncompliance with monitoring and reporting. Refer to the fact sheets in Section 2.2(b)(1) for more details regarding submittal requirements for each TDM measure.

3.1 PRE-OCCUPANCY MONITORING AND REPORTING

3.1(a) All Projects. Prior to the issuance of a First Certificate of Occupancy, the property owner shall facilitate a site inspection by Planning Department staff to confirm that all approved *physical measures* in the Development Project's TDM Plan have been implemented and/or installed. Prior to the site visit, Planning Department staff will provide the property owner with a copy of the TDM Plan that outlines the TDM measures that the property owner is required to provide. The administrative fee associated with the TDM Plan Review Application covers the cost of pre-occupancy monitoring and reporting.

Planning Code Section 169.5 requires every Development Project subject to the TDM Program to maintain a *TDM coordinator*. The TDM coordinator's responsibilities are defined further in the Glossary of Terms. The property owner must provide contact information (e.g., name, email address, phone number, etc.) for the TDM coordinator, who shall coordinate with Planning Department staff on the Development Project's compliance with the TDM Plan, and schedule a site visit. The TDM coordinator shall provide documentation that approved *programmatic measures* in the Development Project's TDM Plan have or will be implemented as required. For example, the TDM coordinator might include additional information regarding an online sign-up system for a TDM measure. The TDM coordinator will then be required to submit to Planning Department staff a copy of the TDM Plan with the TDM coordinator contact information and a copy of a signed letter stating that the TDM coordinator agrees to distribute a copy of the amended TDM Plan with new employee packets, tenant lease documents, and/or deeds to each new employee or tenant. Planning Department staff will review the TDM Plan documentation and signed letter as part of a *Pre-Occupancy Monitoring and Reporting Form*.

After the aforementioned is completed, Planning Department staff will conduct the site visit. During the site visit, Planning Department staff will verify that physical measures are provided as specified in the TDM Plan and complete corresponding sections of a Pre-Occupancy Monitoring and Reporting

Form for programmatic measures. Following the site visit for physical measures and submittal of any documentation required for physical and programmatic measures, Planning Department staff will review the documentation and finalize a Pre-Occupancy Monitoring and Reporting Form. The First Certificate of Occupancy from the Department of Building Inspection shall not be issued until the TDM coordinator receives an approved Pre-Occupancy Monitoring and Reporting Form.

3.2 ONGOING MONITORING AND REPORTING

3.2(a) Land Use Categories A, B, and C. Over the Life of the Project, Planning Department staff will verify that the TDM coordinator is maintaining physical measures and continuing to provide programmatic measures as specified in the TDM Plan. For the Life of the Project, the TDM coordinator will submit *Ongoing Monitoring and Reporting Forms* and supporting documentation, along with the associated administrative fee. The first Ongoing Monitoring and Reporting Form shall be due within 30 calendar days of the 18 month anniversary of the issuance of the First Certificate of Occupancy. Subsequent Ongoing Monitoring and Report Forms shall also be due within 30 calendar days of the 18 month anniversary of the issuance of the First Certificate of Occupancy.

EXAMPLE

A Development Project receives its First Certificate of Occupancy on June 1, 2018.

The 18 month anniversary of the First Certificate of Occupancy is December 1, 2019. The first Ongoing Monitoring and Reporting Form is due by December 30, 2019. Subsequent Ongoing Monitoring and Reporting Forms are required to be submitted by December 30th of subsequent years (2020, 2021, etc.).

If a Development Project is in good standing (i.e., submits satisfactory Ongoing Monitoring and Reporting Forms for five consecutive years), then the Development Project's Ongoing Monitoring and

Reporting Form requirement shifts to one submittal every three years. If, at any time, the Development Project fails to demonstrate satisfactory ongoing monitoring and reporting, the Development Project may be required to revert back to an annual submittal schedule until the Development Project again demonstrates five consecutive years of satisfactory monitoring and reporting.

Planning Department staff will conduct a site visit of Development Projects once every three years to confirm all approved physical measures in the Development Project's TDM Plan continue to be implemented and/or installed. TDM coordinators will be informed in advance of these site visits.

3.2(b) Land Use Category D. All TDM measures provided as options for land use category D projects are physical, rather than programmatic. No monitoring and reporting is required for land use category D projects on an ongoing basis, although site visits may be performed by Planning Department staff without being subject to the ongoing administrative fee. TDM coordinators will be informed in advance of these site visits.

3.3: TDM PLAN UPDATE (OPTIONAL)

3.3(a) All Projects. At any time after the Planning Department approves a Development Project's building permit, the property owner may propose an update to the TDM Plan by submitting a *TDM Plan Update Application*. The Planning Department shall ensure that the updated TDM Plan meets the TDM Program Standards that were in effect at the time of the approval of the Development Project's first Development Application or the TDM Program Standards in effect at the time that the TDM Plan Update Application is filed, if elected by the project sponsor. Possible reasons that a property owner may request review of a TDM Plan by the Planning Department include altering the TDM measures within the TDM Plan¹ or reducing or increasing the number of Accessory Parking spaces associated with the Development.

¹ As described below in Section 4 of the TDM Program Standards, the point values associated with TDM measures may be updated and new TDM measures may be added. If these updates have occurred, a TDM coordinator can select from and use the associated point values of these updated or new measures for their TDM Plan Update.

FIGURE 3-1: COMPLIANCE PROCESS FLOW CHART

Refer to Table 3-1 for more details on each compliance step.

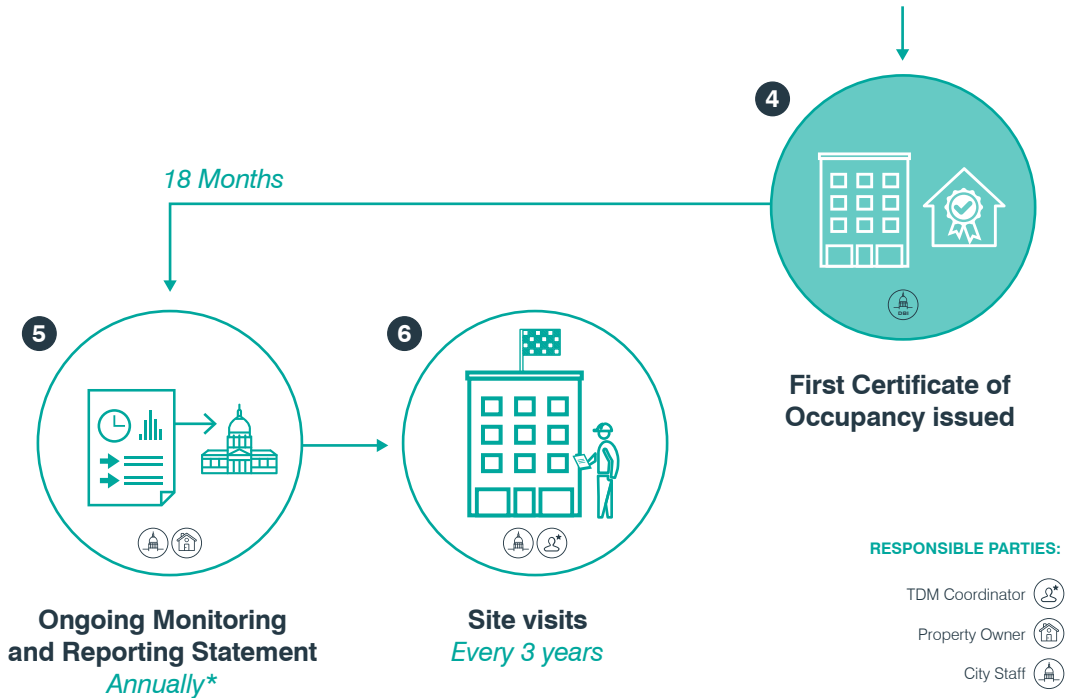
PRE-OCCUPANCY MONITORING AND REPORTING

PHASE



ONGOING MONITORING AND REPORTING

PHASE

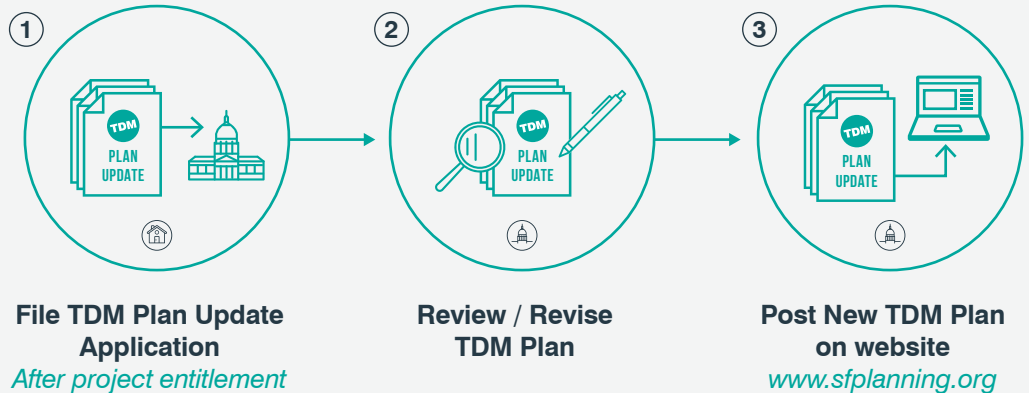


RESPONSIBLE PARTIES:

- TDM Coordinator
- Property Owner
- City Staff
- Department of Building Inspection

TDM PLAN UPDATE

OPTIONAL



* Development Projects in good standing (with five consecutive years of TDM Plan compliance) will be shifted to a triennial compliance schedule, whereby an Ongoing Monitoring and Reporting Statement will be required once every three years.

TABLE 3-1: COMPLIANCE PROCESS - EXPLANATION

<i>Phase & Timing</i>	<i>Action (Responsible Party)</i>	<i>Description</i>
Pre-Occupancy Monitoring and Reporting Prior to issuance of the First Certificate of Occupancy	1 Site visit scheduled (City staff/TDM coordinator)	Once all of the physical measures are completed and the Development Project is ready for occupancy, the TDM coordinator contacts the City to schedule a site visit.
	2 Pre-Occupancy Site Visit (City staff/property owner)	City staff will conduct a site visit with the property owner to verify that all physical measures (bicycle parking, signage, etc.) have been included as planned.
	3 Pre-Occupancy Monitoring and Reporting Form (City staff)	Following the site visit for physical measures and submittal of any documentation required for physical and programmatic measures, City staff will review the documentation and finalize a Pre-Occupancy Monitoring and Reporting Form.
Certificate of Occupancy issued	5 First Certificate of Occupancy issued (San Francisco Department of Building Inspection)	
Ongoing Monitoring and Reporting Annually* over the Life of the Project - commences 18 months after the issuance of the First Certificate of Occupancy.	6 Ongoing Monitoring and Reporting Statement (City staff/property owner)	Once the building is occupied, the TDM coordinator is required to submit an Ongoing Monitoring and Reporting Statement with an administrative fee. City staff will review the statement to ensure compliance with the TDM Plan. Enforcement steps will be taken, if needed, to attain compliance status.
	7 Site visits (City staff/TDM coordinator)	City staff will conduct a site visit of Development Projects once every three years to confirm all approved <i>physical measures</i> in the Development Project's TDM Plan continue to be implemented and/or installed.
TDM Plan Update (Optional) Any time after the Development Project is entitled	1 File TDM Plan Update Application (property owner)	At any time after the Development Project's entitlement, the property owner may voluntarily initiate review of the previously approved TDM Plan, by filing a TDM Plan Update Application, along with an administrative fee.
	2 Review/Revise TDM Plan (City staff)	City staff will review the TDM Plan along with any proposed changes and work with the project sponsor to revise the TDM Plan.
	3 Post New TDM Plan (City staff)	City staff will upload the new TDM Plan to the Planning Department website.

* Development Projects in good standing (with five consecutive years of TDM Plan compliance) will be shifted to a triennial compliance schedule, whereby an Ongoing Monitoring and Reporting Statement will be required every three years.

TDM Program Updates

This section describes how TDM Program updates may be made by the Planning Department or the Planning Commission, including potential updates to the TDM menu, and the reporting requirements to City decision-makers. More explanation regarding potential future updates is provided in Chapter 5 of the TDM Technical Justification document. Updates and reporting may occur at the same time.

4.1 TDM MENU UPDATES

TDM is an evolving field and new technological advances occur regularly. Potential updates to the TDM menu may occur, consistent with the dynamic nature of the TDM field. The purpose of the updates will be to reflect new findings on the efficacy of the measures in the TDM menu or for measures not previously included in the TDM menu. City staff will continue to conduct research and collect and analyze data in support of the TDM Program.

Proposed updates could include the addition or removal of TDM measures, or adjustment of definitions, points, or monitoring and reporting actions associated with TDM measures. Proposed updates will be made in consultation with San Francisco Municipal Transportation Agency and San Francisco County Transportation Authority staff. Minor updates will be issued at the discretion of the Planning Director or designee. Substantive updates will require Planning Commission approval prior to being implemented. A Development Project subject

to the TDM Program will only be allowed to use the updates after they have been issued or approved.

The Planning Department will also provide the opportunity for San Francisco Department of Environment staff to provide input to Planning Department staff for any proposed substantive updates regarding (a), (b), and (c) below prior to any Planning Commission hearing of said updates.

Substantive updates requiring Planning Commission approval are defined as follows:

- (a) proposed addition of a new or removal of an existing measure to the TDM menu;
- (b) proposed increase or decrease of five points or more for an existing measure on the TDM menu;
- (c) proposed increases or decreases related to multiple existing TDM menu measures that result in a cumulative change of 10 points or more (increase or decrease);
- (d) proposed increase or decrease of a base target for any land use category by three points or more; or
- (e) any changes to the fact sheets that would result in any change in the property owner's obligations when implementing that TDM measure. Each of these substantive updates is described in more detail below.

4.1(a) Addition or Removal of TDM Measures.

Any newly proposed TDM measure must meet the definition of a TDM measure as defined in the TDM Program Standards. If the measure meets this definition, City staff will assign point values according to the efficacy of the new measure in reducing Vehicle Miles Traveled, relative to other measures in the TDM menu, with more effective measures assigned higher point values than less effective measures. City staff determination of the relative efficacy of new measures will be consistent with the methodology used to assign points to existing TDM measures. This methodology is grounded in literature review, local data collection, best practice research, and professional transportation expert opinion. Any new TDM measure proposed to be added to the menu will also require Planning Commission approval.

A TDM measure may be recommended for removal by City staff to the Planning Commission if the methodology described above determines that this TDM measure no longer qualifies as a TDM measure as defined in the TDM Program Standards. Any measure proposed to be removed from the menu will require Planning Commission approval.

4.1(b) Increase or Decrease of Five Points or More for an Existing TDM Measure. When a point value associated with an existing TDM measure is proposed to be changed by City staff, based upon the methodology described in Section 4.1(a) of the TDM Program Standards, increases or decreases of five points or more will require Planning Commission approval. Such approval is required for one-time point value amendments of five or more points, as well as cumulative point value amendments over time. For cumulative point value amendments, the Planning Commission approval is required at the point when the cumulative difference reaches five or more points.

4.1(c) Increase or Decrease of 10 Points or More for Multiple Existing Measures. When the total, raw point values associated with multiple existing TDM measures is proposed to be changed by City staff, based upon the methodology described in Section 4.1(a) of the TDM Program Standards, increases or decreases of 10 points or more will require Planning Commission approval. The increase or decrease in point value for multiple existing TDM measures of 10 points does not have to occur all at once, but once cumulative point value increases or decreases of 10 or more points from any prior Planning Commission approval to TDM menu updates, the increase or decrease will require Planning Commission approval.

EXAMPLE 1

No Planning Commission Approval

The Planning Commission approved updates to the TDM menu in 2020. Since that time, the point values of four TDM measures have changed: two TDM measures have increased by two points and two TDM measures have decreased by two points. This results in a cumulative point value change of eight points. No Planning Commission approval is required until the cumulative point value change is 10 points.

EXAMPLE 2

Planning Commission Approval

The Planning Commission approved updates to the TDM menu in 2020. Since that time, the point values of four TDM measures have changed: one TDM measure has increased by three points, one TDM measure has increased by two points, one TDM measure has decreased by three points, and one TDM measure has decreased by two points. This results in a cumulative point value change of 10 points. Planning Commission approval is required and the cumulative point value changes will start over again after Planning Commission approval.

4.1(d) Increase or Decrease of a Target for any Land Use Category by Three Points or More.

As discussed in Section 3 of the TDM Program Standards, the base target that all Development Projects within land use categories A, B, and C are required to meet is set at 25% of the total available number of points for each land use category. Given this, the base target may change as TDM measures are added or removed from the TDM menu or points associated with existing measures are refined as described above. An alternative methodology based on all new development's contribution to a city or regional Vehicle Miles Traveled reduction goal could also inform the base targets in the future. For example, a city or regional goal for new development may be adopted separately as part of a regional plan (e.g., Plan Bay Area) or City/County plan (e.g., San Francisco Countywide Transportation Plan). The Planning Commission must review and approve any TDM menu update that increases or decreases the base target for a land use category by three points or more.

4.1(e) Updates to Fact Sheets. Planning Commission approval is required for any changes to the fact sheets that would result in any change in the property owner's obligations when implementing that TDM measure, as determined by the Zoning Administrator. For example, a property owner can select from four options in measure ACTIVE-2 Bicycle Parking. Each option specifies the number of bicycle parking spaces required per land use associated with the Development Project. Planning Commission approval would be required if the number of bicycle parking spaces associated with an option is recommended for change. Clarifying text edits or documentation necessary to demonstrate compliance with individual measures are not considered substantive updates and would not be subject to Planning Commission approval.

4.2 TDM PROGRAM REPORTING

In addition to the menu updates described above, under Planning Code Section 169.6(c), every four years, following the periodic updates to San Francisco Countywide Transportation Plan prepared by the County Transportation Agency, the Planning Department shall prepare a report analyzing the implementation of the TDM Program and describing any changes to the TDM Program Standards. The Planning Department shall present such report to the Planning Commission, to the Board of Supervisors during public hearings.

The report will include, at a minimum, the following information, as applicable:

- » The number and size (units, square footage, parking spaces, etc.) of projects subject to the TDM Program, including the number of projects added since the last report and a breakdown of measures that have been selected; status of projects (under development review; entitled; under construction; occupied); and monitoring reports noting the number of projects reviews, rates of compliance, and any concerns associated with occupied projects;
- » Any updates to the TDM menu that occurred since the last report (or could coincide with this report);
- » Trends in the TDM field, including a summary of empirical research conducted by City staff since the last report;
- » Recommended changes to the TDM Program, other than the TDM menu described above, based upon experience administering the TDM Program and best practice research; and
- » Other relevant findings associated with the TDM Program.



Glossary of Terms

Affordable Housing. Refer to [Planning Code Section 401](#).

Base target. The minimum number of points a Development Project must achieve in order to comply with the TDM Program, which is based on the amount of Accessory Parking provided, and is aimed at reducing Vehicle Miles Traveled.

Car-share Service. Refer to [Planning Code Section 166](#).

Car-share Vehicle. Refer to [Planning Code Section 166](#).

Cash-Out. Refer to [California Health and Safety Code §43845](#).

Certified Car-share Organization. Refer to [Planning Code Section 166](#).

Change of Use. Refer to [Planning Code Section 401](#).

Class 1 Bicycle Parking Spaces. Refer to [Planning Code Section 155.1](#).

Class 2 Bicycle Parking Spaces. Refer to [Planning Code Section 155.1](#).

Condition(s) of Approval. Refer to [Planning Code Section 102](#).

Development Application. Refer to [Planning Code Section 401](#).

Development Project. Refer to [Planning Code Section 401](#).

Development Project Approval. Refer to [Planning Code Section 169](#).

Dwelling Unit. Refer to [Planning Code Section 102](#).

First Certificate of Occupancy. Refer to [Planning Code Section 401](#).

Floor Area, Occupied. Refer to [Planning Code Section 102](#).

Group Housing. Refer to [Planning Code Section 102](#).

Land use categories. The four land use categories defined for the purposes of applying the TDM Program Standards. The land use categories are A, B, C, and D.

Life of the Project. Refer to [Planning Code Section 401](#).

Locker. Refer to [Planning Code Section 155.1](#).

Monitored Parking (Bicycle). Refer to [Planning Code Section 155.1](#).

Neighborhood parking rate. The neighborhood parking rate refers to the number of Accessory Parking spaces provided per Dwelling Unit or per 1,000 square feet of non-residential uses. A full description of the methodology for the neighborhood parking rate is included in Appendix B of the TDM Technical Justification document and may be refined over time.

Off-Street Car-share Parking Space. Refer to [Planning Code Section 166](#), except that any such spaces may not be occupied by other vehicles when no certified car-share organization can make use of the dedicated car-share spaces.

Ongoing Monitoring and Reporting

Forms. The forms required to be submitted by a property owner as part of ongoing monitoring and reporting requirements for the TDM Program.

Parking, Accessory. Accessory Parking is the number of Accessory Parking spaces that are only to be used for storage of private passenger automobiles, private automobile trailers and boats, and trucks of a rated capacity not exceeding three-quarters of a ton. In addition, Accessory Parking spaces must not exceed the amounts permitted by Planning Code Section 151(c), or Table 151.1. The total number of Accessory Parking spaces is the total number of parked cars accommodated in the Development Project, regardless of the arrangement of parking, and shall include all spaces accessed by mechanical means, valet, or non-independently accessible means. For the purposes of determining the total number of cars parked, the area of an individual parking space, except for those spaces specifically designated for persons with physical disabilities, may not exceed 185 square feet, including spaces in tandem, or in parking lifts, elevators or other means of vertical stacking. Any off-street surface area accessible to motor vehicles with a width of 7.5 feet and a length of 17 feet (127.5 square feet) not otherwise designated on plans as a parking space may be considered and counted as an off-street parking space at the discretion of the Zoning Administrator if the Zoning Administrator, in considering the possibility for tandem and valet arrangements, determines that such area is likely to be used for parking a vehicle on a regular basis and that such area is not necessary for the exclusive purpose of vehicular circulation to the parking or loading facilities otherwise permitted. In reviewing the total number of Accessory Parking spaces with a Development Project, the Development Project shall be considered in its entirety.

Physical measure. A physical measure is an individual TDM measure included in a TDM Plan that can be touched and seen. Examples of such TDM measures are Accessory Parking, car-share, and bicycle parking spaces. Components of an individual physical TDM measure may be programmatic.

Pre-Occupancy Monitoring and Reporting Forms.

The forms required to be submitted by a property owner as part of pre-occupancy monitoring and reporting requirements.

Programmatic measure. A programmatic measure is an individual TDM measure included in a TDM Plan that cannot be touched or seen. Examples of such TDM measures are services, contributions, or incentives. Components of an individual programmatic TDM measure may also be physical.

Property owner. Refer to [Planning Code Section 166](#). The property owner may designate a representative to communicate with Planning Department staff regarding the TDM Plan (i.e., TDM coordinator).

Replacement of Use. Refer to [Planning Code Section 102](#).

Streetscape Improvements. Refer to [Planning Code Section 138.1](#).

Target. A number of points a Development Project must achieve in order to comply with the TDM Program, which is based on the amount of Accessory Parking provided, and is aimed at reducing Vehicle Miles Traveled.

Transportation Demand Management or TDM. Refer to [Planning Code Section 169](#).

Transportation Demand Management (TDM) coordinator. The project sponsor of a Development Project subject to the requirements of Planning Code Section 169 must designate a TDM coordinator. The TDM coordinator may be an employee for the Development Project (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 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, a single representative of the property owner 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 the TDM Plan for the Development Project, 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 TDM measures required for the Development Project are implemented. This will include certifying that 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 Program Standards;
- To prepare and submit ongoing compliance forms and supporting documentation to the Planning Department;
- To request a TDM Plan review by Planning Department staff if changes to the plan are desired; and
- To work with Planning Department 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).

Transportation Demand Management (TDM) measure. As stated in Planning Code Section 169, each TDM measure on the menu shall be designed to reduce Vehicle Miles Traveled by residents, tenants, employees, and visitors and must be under the control of the property owner. A reduction in Vehicle Miles Traveled may result from shifting vehicle trips to other sustainable travel modes or reducing vehicle trips, increasing vehicle occupancy, or reducing the average vehicle trip length. Measures may accomplish this in one or more of the following ways, with some measures

fitting within multiple categories:

Shifting Vehicle Trips to Sustainable Modes or Reducing Vehicle Trips

A TDM measure may accomplish this by increasing the appeal and convenience of sustainable modes by providing:

- Bicycles and bicycle-oriented amenities.
- Elements that promote walking including amenities and safety features.
- Communications, contributions, and incentives such as transportation marketing, real time transportation information displays, on-site signage, campaigns to promote use of sustainable modes, passes or memberships, or sustainable transportation allowances.

A TDM measure may accomplish this by supporting access and mobility without having to own a personal vehicle:

- Supporting car-share or other shared vehicle types by providing space and memberships for such vehicles and services.
- Enabling deliveries by providing delivery services or delivery supportive amenities.

A TDM measure may accomplish this by reducing vehicle trips by:

- Limiting on-site parking;
- Managing parking including pricing parking, unbundling parking from housing or commercial space costs, or offering parking cash out to employees.
- Including uses where demographics indicate lower vehicle trip generation rates (e.g., on-site *affordable housing*).

Increasing Vehicle Occupancy

A TDM measure may accomplish this by:

- Offering vanpool programs or shuttle bus services.

Reducing Vehicle Trip Length

A TDM measure may accomplish this by:

- Increasing land use diversity noticeably to affect travel behavior in the surrounding (e.g., on-site childcare, grocery store in a food desert).

Transportation Demand Management (TDM) menu of options (menu).

The menu of TDM measures that a Development Project may choose to achieve its minimum TDM target.

Transportation Demand Management (TDM) Plan. Refer to [Planning Code Section 169](#).

Transportation Demand Management (TDM) Plan Application. The application that is required to be submitted for the review of a proposed TDM Plan.

Transportation Demand Management (TDM) Program. Refer to [Planning Code Section 169](#).

Transportation Demand Management (TDM) Plan Update Application.

The application required to update an approved TDM Plan, or have City staff review an approved TDM Plan.

Vanpool. Refer to [Environment Code Section 427](#).

Vehicle Miles Traveled (VMT). Refer to [Planning Code Section 169](#).