



Saint Paul Travel Demand Management Program Standards Guide

TDM Program Standards Guide

The Travel Demand Management (TDM) program is intended to reduce single occupancy vehicle trips and implement comprehensive plan policies calling for balance and choice in transportation options.

The following is an overview of the TDM process:

1. Determining whether a TDM Plan is required
2. Meeting with Move Minnesota
3. Calculating the specific TDM point requirement for a proposal required to provide a TDM Plan
4. Identifying the measures/strategies available for assembling a TDM Plan that satisfies these requirements
5. Understanding these measures/strategies
6. Securing approval of a TDM Plan as part of the overall development approvals process and maintaining a valid TDM Plan post-approval and occupancy

TDM Process and Roles

Phase	Step	Who is Involved?			Description		
		Property Owner	City of Saint Paul	Move Minnesota			
1	TDM Plan Development	1	Determine TDM applicability and point target	•		The TDM process begins with the property owner/applicant determining if their project is subject to the TDM requirement, and if so, what their TDM point target will be. With a point target, the property owner/applicant can select TDM strategies from the menu that fulfill their target. When the owner is satisfied with their strategy selections, they will draft their project TDM plan and file it with the City for review.	
		2	TDM strategy selection	•			
		3	Fill out TDM plan review application	•			
		4	File TDM plan application	•			
2	TDM Plan Review	5	TDM plan reviewed	•	•	•	The Move Minnesota reviews the property owner's application, with input from the city.
3	Project Entitlement	6	TDM plan: condition of approval		•		If the TDM Plan meets the City's requirements, then the TDM plan is recorded as a condition of approval for the property owner's development.

Phase		Step		Who is Involved?			Description
				Property Owner	City of Saint Paul	Move Minnesota	
4	TDM Plan Monitoring and Reporting	7	Pre-occupancy site visit	•	•		When construction is complete, the City conducts a pre-occupancy site visit to confirm that the property owner has satisfactorily implemented their TDM plan.
		8	Ongoing monitoring and reporting statement	•	•	•	After the building opens and becomes occupied, the property owner completes necessary, regular data collection on TDM utilization. Move Minnesota provides TDM supportive services and guidance. On an ongoing annual basis, the property owner submits a TDM progress report, along with an administrative fee. The City and Move Minnesota staff receive and review TDM reporting to assess program-wide success. Should the property owner fall out of compliance with the TDM Plan or reporting, the City and Move Minnesota shall take steps to guide the property owner back to compliance status.
*	As Needed	9	TDM plan update	•	•	•	As needed, a property owner may choose to update their TDM plan with new or adjusted strategies. In this case, they may consult the City and Move Minnesota for additional guidance and apply for a TDM Plan update. An administrative fee will be assessed for the update to support plan update administration.

Determining Whether a TDM Plan is Required

A TDM Plan will be required for development proposed at a scale that meets or surpasses the following thresholds:

- 20,000 square feet GFA or more of new construction of non-residential uses, or
- 25 new dwelling units, or

In a mixed-use development that meets the threshold for both residential and non-residential uses, a point target will be assigned to the individual uses in the development. Strategies which are applicable for both residential and non-residential uses may be counted toward both point targets if the standards are met for both categories of uses. TDMPs may be done for any development to reduce minimum parking requirements. One point in the menu will reduce minimum parking requirements by up to 4%. Point targets will not be assigned to projects that elect to use TDMP measures to reduce minimum parking requirements.

Meeting with Move Minnesota to discuss potential TDMP strategy selection

Move Minnesota is the designated Transportation Management Organization for the City of Saint Paul. They create custom transportation planning and commuter benefits solutions for employers and developers. Move Minnesota supports organizations who are developing a Transportation Demand Management (TDM) Plan as part of their building development process. As the City's designated TDM Plan Reviewer, they help craft each TDM Plan.

The purpose of the meeting is to meet early to facilitate the TDM process for each applicant. They are experts in policy and behavior change and can help workplaces rethink transportation options, define TDM goals, review draft TDM plans, and more.

Contact:

Move Minnesota

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Saint Paul, MN 55114

Email: hello@movemn.org

Phone: 651-767-0298

Calculating TDM Plan Requirements

Any development that is required to submit a TDMP will be assigned a point target based on the geographic location of the development and the amount of accessory parking for each use category.

This points requirement can be calculated for each proposal by:

1. **Identifying the land use category of the proposed use and the number of accessory parking spaces proposed for each use.**

Development proposals providing parking below the reduced parking ratio threshold will lower the point target for the TDMP. Conversely, development proposals over the excess parking ratio will raise the overall TDMP point target for the development.

2. **Identifying the geographic location of the project.** Development within a quarter mile of a high frequency transit line or in downtown will have a higher base target point assigned than development anywhere else in the city.

Parking Point Target Adjustment:

The number of TDMP target points for the proposed development will be adjusted based off the number of accessory parking spaces that are proposed for the use. Land uses from the zoning code were grouped into four categories that reflect the travel characteristics. Examples of these are in the TDMP Land Use Category Chart below.

- **Home-End Uses** – Uses that predominantly generate trip-origin patterns of parking demand, such as housing
- **Commute-End Uses** – Uses that predominantly generate daily-trip or long-term discretionary-trip patterns of parking demand, such as offices and schools
- **Visit-End Uses** – Uses that predominantly generate short-term discretionary-trip forms of parking demand such as retail
- **Other Uses** – Uses that typically generate moderate or minimal parking demand and/or are typically minimally responsive to TDM mitigation efforts.

These land use groups have corresponding reduced or excess parking ratios associated with them, which are shown below in the land-use chart. The overall number of spaces proposed must be disaggregated into the number of spaces linked to each land use category proposed to determine the parking ratio. After the parking ratio for the use is determined the geographic point target may be

adjusted up or down to reflect reduced or excess parking ratios for the proposed development.

To determine if the target will be adjusted:

1. Use the land use chart to determine what land-use group the development falls into.
2. Use the parking charts to determine if the proposed use has a reduced parking ratio, an excess parking ratio, or is in between the reduced and excess parking ratio.

TDMP Land Use Category Chart

Land Use Categories	Subcategories Included (from Zoning Code)
<p>Home-End Uses</p>	<ul style="list-style-type: none"> • Residential Dwelling Unit • Housing for the elderly • Live-work dwelling unit • Emergency housing facility, licensed correctional community residential facility, overnight shelter, shelter for battered persons, sober house, supportive housing facility • Rooming house • Adult care home • Dormitory, fraternity, sorority • Convent, monastery, residential • Short term rental dwelling unit
<p>Commute-End Uses</p>	<ul style="list-style-type: none"> • Office (including, but not limited to: administrative, financial, insurance, professional, real estate, and sales offices) • Day care • Elementary/middle/junior high school • Senior high school • College, university, seminary, technical college, trade school, business school, arts school, dance school • Photographic studio • Hospital • Medical or dental clinic, medical laboratory • Veterinary clinic/hospital • Bed and breakfast residence • Hotel, inn, motel • Religious retreat

TDMP Land Use Category Chart

Land Use Categories	Subcategories Included (from Zoning Code)	
Visit-End Uses	<ul style="list-style-type: none"> • Golf course • Museum • Non-commercial recreation, multi-use community center • Public library • Church, chapel, synagogue, place of worship • General retail • Greenhouse, garden center • Mortuary, funeral home • Multiuse center • Package delivery service • Post office • Service business with showroom or workshop • Bar • Brew on premises store • Restaurant, coffee shop, tea house, deli, taproom • Basketball, volleyball court • Bowling, bocce ball center, billiard hall 	<ul style="list-style-type: none"> • Dance hall, bingo hall, assembly halls without fixed seats, exhibition hall, reception hall • Electronic game room • Golf, miniature • Health/sports club (including, but not limited to: yoga, martial arts, and dance studios) • Marina • Roller rink, ice-skating rink • Stadium, sports arena • Swimming club • Tennis, racquetball, handball courts/club • Theater, auditorium, assembly hall with fixed seats, concert hall • Automobile convenience market • Automobile specialty store • Auto repair accessory to auto sales • Automobile sales and rental • Car wash • Automobile repair station, service station, body shop
Other Uses	<ul style="list-style-type: none"> • Golf, driving range • Utility building or public service building or yard • Catering • Limited production and processing • Warehousing, storage 	<ul style="list-style-type: none"> • Wholesale establishment • Industrial, manufacturing • Research, development and testing laboratory • Sheltered workshop

The following charts will be used to determine reduced and excess parking ratios.

- A *transit proximate site* is defined as: Any development for which more than fifty (50) percent of its parcel is within one-quarter (¼) mile of a light rail line, a bus rapid transit line, or a streetcar line.
- A *downtown site* is defined as: Any development for which more than fifty (50) percent of its parcel is within a B4 or B5 zoning district.

Reduced Parking Ratios

Land Use Category	Reduced Parking Ratios by Location		
	B4 and B5 Districts	Transit-Proximate Locations	All Other Areas
Home-End Uses	1 space per 2 DU	1 space per DU	1.5 spaces per DU
Commute-End Uses	1 space per 1,000 SF GFA	1 space per 500 SF GFA	1 space per 250 SF GFA
Visit-End Uses	1 space per 1,000 SF GFA	1 space per 500 SF GFA	1 space per 250 SF GFA
Other Uses	N/A		

Excess Parking Ratios

Land Use Category	Excess Parking Ratios by Location		
	B4 and B5 Districts	Transit-Proximate Locations	All Other Areas
Home-End Uses	1.25 spaces per DU	1.5 spaces per DU	2 spaces per DU
Commute-End Uses	1 space per 500 SF GFA	1 space per 330 SF GFA	1 space per 250 SF GFA
Visit-End Uses	1 space per 500 SF GFA	1 space per 330 SF GFA	1 space per 250 SF GFA
Other Uses	N/A		

Geographic Point Targets:

After the parking ratio of the use requiring a TDMP is determined, the chart below can be used to indicate what the point target of the project is. The point target is derived from the geographic location of the use and the parking ratio of the use.

Land Use Category	# of Parking Spaces Proposed	Target		
		All other areas	Transit Proximate Site	Downtown
Home-End, Commute-End, and Visit-End Uses	Parking provided at or between the Reduced Parking and Excess Parking ratios.	6 Points	8 points	10 points
	Parking provided below the Reduced Parking ratio.	4 points, minus 1 point for each 20% that parking is provided below the Reduced Parking ratio - for a minimum possible target of 0.	6 points, minus 1 point for each 20% that parking is provided below the Reduced Parking ratio - for a minimum possible target of 1 point.	8 points, minus 1 point for each 20% that parking is provided below the Reduced Parking ratio - for a minimum possible target of 3 points.
	Parking provided above the Excess Parking ratio	7 points, plus 1 point for each 10% that parking is provided above the Excess Parking ratio.	9 points, plus 1 point for each 10% that parking is provided above the Excess Parking ratio.	11 points, plus 1 point for each 10% that parking is provided above the Excess Parking ratio.
Other Uses	Any amount of accessory parking spaces	0 points	2 points	4 points

Identifying Options Available for Assembling a Viable Plan

For a TDM Plan to be approved, the development must meet the assigned point target by selecting and implementing strategies from the TDMP menu. The table below presents the TDM strategies menu, including a point value, or range of point values if a possible a range of commitment/implementation levels is defined, for each strategy included. Point values are based on an estimated percentage reduction of vehicle miles traveled (VMT) per strategy. The table is organized into six categories of TDM measure type. The first category consists of measures that are physical – land uses and physical amenities to be included in the development.

- *At least one-third of a proposed development's TDM Plan points requirement must be met through physical measures.*

Menu of TDM Strategies and Associated Points

Category	Strategy	Land Use Group				Recommended Points
		Home-End Uses	Commute-End Uses	Visit-End Uses	Other Uses	
Land Uses and Physical Amenities						
Physical-1	Streetscape Improvements That Improve Walking Conditions: Site Access	X	X	X		1 ●
Physical-2	Streetscape Improvements That Improve Walking Conditions: Traffic Calming	X	X	X		1 ●
Physical-3	New, City-Approved Bicycle Path	X	X	X		1 ●
Physical-4	Bicycle Parking	X	X	X	X	1-4 ●●●●
Physical-5	Bicycle Repair Station	X	X	X		1 ●
Physical-6	Showers, Changing Facilities, and Lockers		X		X	1 ●
Physical-7	Active Transportation Focused Wayfinding Signage	X	X	X	X	1 ●
Physical-8	Car-Share Parking	X	X	X	X	1-4 ●●●●
Physical-9	Real-Time Transit/Transportation-Service Tracking Display	X	X	X	X	1 ●
Physical-10	Provide Bike Fleet, Bike Share	X	X	X		1 ●
Physical-11	Delivery-Supportive Amenities	X	X	X		1 ●
Physical-12	Affordable Housing	X				1-4 ●●●●
Physical-13	On-Site Daycare	X	X	X		2 ●●
Physical-14	Transit Improvements	X	X	X		1 ●

Category	Strategy	Land Use Group				Recommended Points
		Home-End Uses	Commute-End Uses	Visit-End Uses	Other Uses	
Programs						
Programs-1	Education, Marketing, and Outreach	X	X			1-4 ●●●●
Programs-2	Free or Subsidized Transit Passes	X	X	X		1-4 ●●●●
Programs-3	Ride-Matching Service Provision, Access		X	X		1 ●
Programs-4	Vanpool Program		X	X		2 ●●
Programs-5	Carpool Incentives		X	X		2 ●●
Programs-7	Flexible Work Schedules		X	X		1-5 ●●●●●
Active Mode Services						
Active-1	Bike Valet			X		1 ●
Active-2	Bicycle Maintenance Services	X	X	X		1 ●
Transit						
Transit-1	Shuttle/Connector Bus Service		X	X		1-6 ●●●●●●
Mobility Services						
Mobility Services-1	Car-Share Membership	X	X	X		1 ●
Mobility Services-2	Shared-Bike (Scooter or Other) Service Membership	X	X	X		1-2 ●●
Mobility Services-3	Delivery Services			X		1 ●
Parking Cost						
Parking-1	Unbundled Parking	X	X	X		2-4 ●●●●
Parking-2	Parking Cash Out		X	X		2 ●●
Parking-3	Price Parking	X	X	X		2 ●●

Understanding the Available Options

The following profiles describe each TDM strategy and its assigned point value, which are based on estimated VMT impacts:

Land Uses & Physical Amenities

Physical-1: Streetscape Improvements that Improve Walking Conditions: Site Access	
Description	Provide City-approved streetscape improvements to encourage more walking to and from site.
Points: 1	One point for providing pedestrian network improvements that the City approves as likely to encourage more walking to and from the site. In order to satisfy this measure, a project should minimize all barriers to pedestrian access and interconnectivity. Physical barriers such as walls, landscaping, and slopes that impede pedestrian circulation should not be provided.
Physical-2: Streetscape Improvements that Improve Walking Conditions: Traffic Calming	
Description	Provide City-approved streetscape improvements designed to reduce motor vehicle speeds to and from site.
Points: 1	One point for providing traffic calming improvements that the City approves as encouraging reduced motor vehicle speeds and improved pedestrian/cyclist safety at or around the site. Traffic calming features can include, but are not limited to marked crosswalks, raised crosswalks, curb extensions, median islands, tight corner radii, and others.

Physical-3: New, City-Approved Bicycle Path

Description	Provide designated lane, path, or trail for bicycling to and from site, meeting applicable City standards and with approval from the City.
Points: 1	One point for ensuring the dedicated bicycling facilities meet all City requirements and neighborhood streetscape plans. In addition, the project must provide any streetscape improvements identified by City staff that would facilitate increased bicycling to and from the site. In order to satisfy this measure, a project should minimize all barriers to bicycle access and interconnectivity. Physical barriers such as walls, landscaping, and slopes that impede bicycle circulation should not be provided.

Physical-4: Bicycle Parking

Description	<p>Provide secure bicycle parking at the applicable rate prescribed below.</p> <p>Short-term spaces, such as inverted-u racks or post and ring installations, should be weather protected, sturdy, and well anchored. Short-term spaces typically meet the needs of shoppers or visitors and are used for a couple of hours at a time.</p> <p>Long-term spaces, such as bike lockers or bike cages, should be fully sheltered from weather elements and provide a form of access control such as keys or smart cards. Long-term spaces are typically designed to meet the needs of commuters or residents who require storing their bike safely for an entire day or longer.</p> <p>Spaces should meet all City requirements and reflect design best practices such as those identified by the Association of Pedestrian and Bicycle Professionals (APBP).</p>
Points: 2 - 4	<p>All Uses</p> <ul style="list-style-type: none">▪ Two points for providing bicycle parking spaces equivalent to at least 125% of that required by Sec. 63.210.▪ Three points for providing bicycle parking spaces equivalent to at least 150% of that required by Sec. 63.210.▪ Four points for providing bicycle parking spaces equivalent to or greater than 175% of that required by Sec. 63.210..

Physical-5: Bicycle Repair Station

Description	Provide an on-site bicycle repair station with adequate tools.
Points: 1	One point for providing a bicycle repair station on-site in a covered area such as a bicycle storage room or garage. Tools and supplies should include, at minimum, those needed to fix a flat tire, adjust a chain, and performing other basic maintenance. Available tools should include, at minimum, a bicycle pump, wrenches, a chain tool, tire levers, hex keys/Allen wrenches, screwdrivers, and spoke wrenches. Although not required, vending machines selling items such as bike tubes, patch kits, lights, locks, hand warmers, and other bicycling gear can be paired with repair stations.

Physical-6: Showers, Changing Facilities, and Lockers

Description	Provide showers and lockers for active modes.
Points: 1	<p>Commute-End Use</p> <ul style="list-style-type: none">▪ One point for providing at minimum one shower and at least six clothes lockers for every 30 long-term bike parking spaces. <p>Other Uses</p> <ul style="list-style-type: none">▪ One point for providing at minimum one shower and at least six clothes lockers.

Physical-7: Active Transportation Focused Wayfinding Signage

Description	Provide directional signage for TDM amenities.
Points: 1	<p>One Point for providing multimodal wayfinding signage at key locations internally and externally that directs employees, residents, tenants, and visitors to all of the following transportation options, as applicable:</p> <ul style="list-style-type: none">▪ Bicycle Parking▪ Bicycle Amenities (such as changing facilities and repair stations)▪ Bike Share▪ Car-Share▪ Carpool/Vanpool pick-up/drop-offs▪ Delivery Amenities (such as package storage lockers)▪ Shuttle Stops▪ Taxi Stands/TNC pick-up/drop-offs▪ Transit Stops

Physical-8: Car-Share Parking

Description	<p>Provide parking dedicated for use by car-share vehicles, from the fleet of a third-party car-share service provider or a car-share service provided by the property owner or management. Car-share vehicles eligible for this parking must be in compliance with the following standards:</p> <ul style="list-style-type: none">▪ Vehicles must be located at unstaffed, self-service locations on-site.▪ Vehicles must be available for pick-up by users 24 hours daily.▪ The property owner, property management, or a third-party vendor shall provide automobile insurance for its users when using car-share vehicles and shall assume responsibility for car-share vehicle maintenance.▪ All residents/tenants eligible to drive shall have access to car-share vehicles in the designated car-share parking spaces. The car-share vehicles may also be made available to users who do not live or work on the property.▪ Users should pay for the use of the car-share vehicles.▪ Vehicles should be made available by reservation on a short-term basis, such as hourly, or in smaller intervals.
Points: 1 - 4	<p>Home-End Uses</p> <ul style="list-style-type: none">▪ One point for providing one car-share parking space for every 120 dwelling units.▪ Two points for providing one car-share parking space for every 80 dwelling units.▪ Four points for providing one car-share parking space for every 40 dwelling units. <p>All Other Uses</p> <ul style="list-style-type: none">▪ One point for providing one car-share parking space for every 50 non-car-share parking spaces.▪ Two points for providing one car-share parking space for every 40 non-car-share parking spaces.▪ Four points for providing one car-share parking space for every 20 non-car-share parking spaces.

Physical-9: Real-Time Transit/Transportation-Service Tracking Display

Description	Provide monitors that display travel options, transit schedules, real-time arrival times, and real-time service updates.
Points: 1	<ul style="list-style-type: none">▪ One point for providing real-time transportation information displays, such as large screens or monitors, in prominent locations (entry/exit areas, lobbies, elevator bays) that provide up to date transit arrivals, departures, and alternative options. At minimum, a project should include a screen at each major entry/exit displaying transit arrival and departures for nearby transit routes (within 0.25 miles for bus routes and within 0.5 miles for Metro Transit stations), availability and location of car-share vehicles and bike share, and the approximate walking times to those locations.

Physical-10: Provide Bike Fleet, Bike Share

Description	Provide on-site fleet of shared bikes for use of employees, residents, and/or guests.
Points: 1	<p>Home-End Uses</p> <ul style="list-style-type: none">▪ One point for providing one shared use bicycle for every 30 dwelling units up to a total of six shared bicycles. Additional long-term parking should be provided for these bicycles in a secure area such as a bicycle cage. The property owner is encouraged to provide locks, lights, and baskets to facilitate the use of the bicycles. <p>All Other Uses</p> <ul style="list-style-type: none">▪ One point for providing one shared use bicycle for every 25,000 square feet of occupied floor area up to a total of 25 shared bicycles. Additional long-term parking should be provided for these bicycles in a secure area such as a bicycle cage. The property owner is encouraged to provide locks, lights, and baskets to facilitate the use of the bicycles.

Physical-11: Delivery-Supportive Amenities

Description	Provide staffed reception desk, delivery lockers, or other amenities.
Points: 1	<ul style="list-style-type: none">▪ One point for providing at least two of the following:<ul style="list-style-type: none">– Staffed reception desk– Lockers for delivered packages– Temporary storage for package deliveries, laundry deliveries, or other deliveries– Temporary refrigeration for grocery deliveries

Physical-12: Affordable Housing

Description	Provide affordable housing units on-site as specified.
Points: 1 – 4	<ul style="list-style-type: none">▪ One point for providing between 5% and 10% on-site affordable housing.▪ Two points for providing between 10% and 25% on-site affordable housing.▪ Three points for providing between 25% and 50% on-site affordable housing.▪ Four points for providing greater than 50% on-site affordable housing.

Land Use-13: On-site Daycare

Description	Provide childcare services on-site.
Points: 2	<ul style="list-style-type: none">▪ Two points for providing a childcare facility on-site that complies with all state, county, and city requirements.

Physical 14: Transit Improvements

Description	Provide transit stop improvements including, but not limited to: <ul style="list-style-type: none">• Seating• Waste receptacles, maintained by the development site's owner or management• Lighting• Other amenities, with documented evidence to support their impact on increased transit service ridership
Points: 1	One point for providing at least three of the above amenities at a transit stop served by a Metro Transit High Frequency route ¹ or a shuttle service provided by the property owner or management (Transit-1), within a 0.25 mile of the site. The transit stop amenities must meet applicable City and Metro Transit standards and with approval from the City and Metro Transit.

¹ Metro Transit, "High Frequency Network," 2020. <https://www.metrotransit.org/high-frequency-network>

Programs and Policies

Programs-1: Education, Marketing, and Outreach	
Description	Provide employees and/or residents with information on available travel options.
Points: 1 - 4	<p>Home-End Uses</p> <ul style="list-style-type: none"> ▪ One Point for providing TDM promotions and welcome packets. TDM promotions should encourage alternative modes through methods such targeted messaging and communications campaigns, incentives, giveaways and competitions. Welcome packets should be provided to all new residents with information on alternative transportation options for accessing the project site and details on any transportation benefits offered. The packet should provide options for major destinations such as nearby transit centers and shopping including specific transit and bicycle routes. ▪ Two Points for providing the above and personal consultation to each new resident. ▪ Four Points for providing the measures above and enrolling all dwelling units in a Transportation Management Platform (TMP) application such as ZAP Twin Cities, Luum, or RideAmigos, which offer commute planning functionality, parking management, and transit information online and through mobile applications. TMPs gamify commute behavior by actively logging how people travel and using this information to provide incentives, start friendly competition, or raise awareness about these decisions and the associated financial, environmental and health impacts. <p>Commute-End Uses</p> <ul style="list-style-type: none"> ▪ One Point for providing TDM promotions and welcome packets. TDM promotions should encourage alternative modes through methods such targeted messaging and communications campaigns, incentives, giveaways, and competitions. Welcome packets should be provided to all new employees with information on non-drive alone options for accessing the site and details on any transportation benefits offered. The packet should provide options for major employee commute origins including specific transit routes, bicycle routes, and carpool options. ▪ Two Points for providing the above and personal consultation to each new employee. ▪ Four Points for providing the measures above and enrolling all employees in a TMP application such as ZAP Twin Cities, Luum, or RideAmigos, which offer commute planning functionality, parking management, and transit information online and through mobile applications. TMPs gamify commute behavior by actively logging how people travel to work and using this information to provide incentives, start friendly competition, or raise awareness about these decisions and the associated financial, environmental and health impacts.

Programs-2: Free or Subsidized Transit Passes

Description	Provide contributions or incentives towards the equivalent cost of a Metro Transit Metropass for employees.
Points: 1 - 4	<p>All Other Uses</p> <ul style="list-style-type: none">▪ One point for proactively offering contributions or incentives equivalent to 25% the cost of a Metro Transit Metropass for each employee, at least once annually. New employees should be offered the subsidy upon hire if an internal request deadline has passed.▪ Two points for proactively offering contributions or incentives equivalent to 50% the cost of a Metro Transit Metropass for each employee, at least once annually. New employees should be offered the subsidy upon hire if an internal request deadline has passed.▪ Three points for proactively offering contributions or incentives equivalent to 75% the cost of a Metro Transit Metropass for each employee, at least once annually. New employees should be offered the subsidy upon hire if an internal request deadline has passed.▪ Four points for proactively offering contributions or incentives equivalent to 100% the cost of a Metro Transit Metropass for each employee, at least once annually. New employees should be offered the subsidy upon hire if an internal request deadline has passed.

Programs-3: Ride-Matching Service Provision/Access

Description	Facilitate carpooling by matching potential riders.
Points: 1	<ul style="list-style-type: none">▪ One Point for enrolling employees in an online ride matching service, such as Metro Transit Carpool, that connects people through a secure network to post and search for shared rides.

Programs-4: Vanpool Program

Description	Provide vanpool services for employees.
Points: 2	<ul style="list-style-type: none">▪ Two points for providing property owner or employer sponsored vanpools providing service between the site and locations where employees live. In order to earn point credit, the program must purchase or lease vans for employee vanpool use and pay for the mileage and maintenance of the vehicles.

Programs-5: Carpool Incentives

Description	<p>Promote carpool/vanpool participation through a multi-faceted approach including, but not limited to:</p> <ul style="list-style-type: none">▪ Designating a percentage of desirable parking spaces for carpool/vanpool vehicles▪ Designating convenient passenger loading/unloading and waiting areas for carpool riders and vehicles▪ Providing an online group, forum, or message service for coordinating rides▪ Providing financial incentives to individuals who enroll in organized carpools or vanpools
Points: 1 - 2	<ul style="list-style-type: none">▪ One point for providing carpool/vanpool coordination forums and physical/location incentives such as convenient passenger loading/unloading and waiting areas for carpool riders and vehicles.▪ One point for providing carpool/vanpool coordination forums and financial incentives for those who participate.▪ Two points for providing all of the above carpool incentives.

Programs-7: Flexible Work Schedules

Description	Encouraging alternative work schedules or telecommuting options, such as staggered shift start times, flexible schedules, compressed work weeks, or partial telecommuting schedules.																																						
Points: 1- 5	<ul style="list-style-type: none"> Points according to the following table: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="3">Work Schedule</th> <th colspan="5">Employee Participation</th> </tr> <tr> <th>1%</th> <th>3%</th> <th>5%</th> <th>10%</th> <th>25%</th> </tr> <tr> <th colspan="5">Points</th> </tr> </thead> <tbody> <tr> <td>9-day/80-hour/2 weeks</td> <td>0.25</td> <td>0.50</td> <td>0.75</td> <td>1</td> <td>2</td> </tr> <tr> <td>4-day/40-hour/1 week</td> <td>0.25</td> <td>0.50</td> <td>0.75</td> <td>1.5</td> <td>4</td> </tr> <tr> <td>Telecommuting 1.5 days/week</td> <td>0.25</td> <td>0.75</td> <td>1</td> <td>2.25</td> <td>5</td> </tr> </tbody> </table>					Work Schedule	Employee Participation					1%	3%	5%	10%	25%	Points					9-day/80-hour/2 weeks	0.25	0.50	0.75	1	2	4-day/40-hour/1 week	0.25	0.50	0.75	1.5	4	Telecommuting 1.5 days/week	0.25	0.75	1	2.25	5
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Active Transportation Improvements

Active-1: Bike Valet

Description	Provide monitored bicycle parking for events.
Points: 1	One point for sites hosting events with attendance capacities greater than 1,000 people, that provide monitored bicycle parking supply capable of serving at least 20% of venue attendees. This service must be available to visitors at least one hour before event start times, through at least 30 minutes after event end times. Monitored bicycle parking must be located within a one block radius of a regular venue entrance.

Active-2: Bicycle Maintenance Services

Description	Provide on-site bicycle maintenance services.
Points: 1	One point for providing bicycle maintenance services on-site. Bicycle maintenance services should include, at minimum, a staffed facility providing basic bicycle maintenance services available to the public. Services can also include the sale and rental of bicycle parts, bicycling gear, and tools.

Transit Improvements

Transit-1: Shuttle/Connector Bus Service

Description	Provide shuttle service for use by employees, residents, and/or guests. Employer based shuttles should serve key transit hubs, destinations relevant to the business, pertinent commercial centers, and relevant places of employee commute trip generation (during peak hours). Residential based shuttles should serve key transit hubs, commercial centers, and relevant civic destinations. The service should be provided free of charge to all residents, employees, tenants, and visitors.
Points: 3 - 6	<p>Home-End Uses</p> <ul style="list-style-type: none">• Three Points for providing the aforementioned service at one hour or less headways from 8:00 a.m. to 7:00 p.m. on weekdays.• Six Points for providing the aforementioned service at 45 minute or less headways on weekdays and at one hour or less headways on weekends from 8:00 a.m. to 7:00 p.m. <p>All Other Uses</p> <ul style="list-style-type: none">• Three Points for providing the service at 30 minute or less headways during peak hours and at one hour or less headways during off-peak hours from 8:00 a.m. to 7:00 p.m. on weekdays. Pick-up/drop-offs at places of employee commute trip generation (i.e. residential developments) may occur at a one-hour frequency and are not required during off-peak hours.• Six Points for providing the service at 15 minute or less headways during peak hours and at 30 minute or less headways during off-peak hours from 8:00 a.m. to 7:00 p.m. on weekdays. Pick-up/drop-offs at places of employee commute trip generation (i.e. residential developments) may occur at a one-hour frequency and are not required during off-peak hours.

Mobility Service Accommodations

Mobility Services-1: Car-Share Membership	
Description	Provide membership to a car-share service for employees and/or residents. In order to satisfy this measure, the property owner should cover the annual membership and any one-time application fees for a car-share program. The property owner should not be held accountable for reimbursing users the cost of any hourly or daily usage charges.
Points: 1	<p>Home-End Uses</p> <ul style="list-style-type: none">▪ One point for proactively offering complimentary annual car-share membership to each resident, at least once annually. New residents should be offered membership upon move in if an internal request deadline has passed. <p>All Other Uses</p> <ul style="list-style-type: none">▪ One point for proactively offering complimentary annual car-share membership to each employee, at least once annually. New employees should be offered membership upon hire if an internal request deadline has passed.

Mobility Services-2: Shared-Bike (Scooter or Other) Service Membership

Description	Offer bike share membership, or financial incentives for use on applicable scooter share services, to employees and/or residents. An additional point awarded if the site is within 1,000 feet of an existing or planned Nice Ride station.
Points: 1 - 2	<p>Home-End Uses</p> <ul style="list-style-type: none">▪ One point for proactively offering complimentary annual bike share membership to each dwelling unit, at least once annually. New residents should be offered membership upon move in if an internal request deadline has passed.▪ Two points for providing the above if the site is within 1,000 feet of an existing or planned station. <p>All Other Uses</p> <ul style="list-style-type: none">▪ One point for proactively offering complimentary annual bike share membership to each employee, at least once annually. New employees should be offered membership upon hire if an internal request deadline has passed.▪ Two points for providing the above if the site is within 1,000 feet of an existing or planned bike share station.

Mobility Services-3: Delivery Services

Description	Provide delivery services that reduce VMT from single-stop motorized deliveries.
Points: 1	<ul style="list-style-type: none">▪ One point for providing services minimally provided during normal business hours, which may include deliveries by:<ul style="list-style-type: none">– Bicycle– On foot– In a delivery vehicle that makes multiple stops per delivery run

Parking

Parking-1: Unbundle Parking

Description	Detach the cost of parking from rents or leases. Home end uses that are required to unbundle parking per section 63.211 may not count the unbundled parking toward their point target.
Points: 2 - 4	<p>Home-End Uses</p> <ul style="list-style-type: none"> • Two points for detaching the cost of all parking spaces from all residential lease or purchase fees for the life of the project. No units should be marketed with the amenity of “free parking” or similar terms. Unbundled spaces should be leased or sold separately so that residents have the option of renting or buying a space at an additional cost, thus presenting a cost savings by opting out of renting or purchasing a parking space. • Four points for detaching the cost of all parking spaces from all residential lease or purchase fees for the life of the project, when the site is zoned B4 or B5, or located within a half mile of a transit stop served by a Metro Transit High Frequency route.²No units should be marketed with the amenity of “free parking” or similar terms. Unbundled spaces should be leased or sold separately so that residents have the option of renting or buying a space at an additional cost, thus presenting a cost savings by opting out of renting or purchasing a parking space. <p>All Other Uses</p> <ul style="list-style-type: none"> • Two points for detaching the cost of all parking spaces from all tenant lease or purchase fees for the life of the project. Unbundled spaces should be leased or sold separately so that tenants have the option of renting or buying a space at an additional cost. • Four points for detaching the cost of all parking spaces from all tenant lease or purchase fees for the life of the project, when the site is zoned B4 or B5, or located within a half mile of a transit stop served by a Metro Transit High Frequency route.² Unbundled spaces should be leased or sold separately so that tenants have the option of renting or buying a space at an additional cost.

Parking-2: Parking Cash Out	
Description	Where free parking spaces are provided, give employees the option to receive the cash value of free their parking in-lieu of a parking space. Although not required, cash out works best in conjunction with unbundling (Parking-1 as it provides a market signal to forgo subsidizing parking and cashing out employees instead. Unbundling can help to implement a cash out program as it establishes a per stall price point.

² Metro Transit, “High Frequency Network,” 2020. <https://www.metrotransit.org/high-frequency-network>

<p>Points: 2</p>	<p>Commute End Uses</p> <ul style="list-style-type: none"> • Two points for promoting and providing all employees eligible for subsidized or free parking with the choice of forgoing a parking space in exchange for a cash payment equivalent to the cost borne by the employer for providing the space.
<p>Parking-3: Price Parking</p>	
<p>Description</p>	<p>Price parking at hourly or daily rates, and do not provide weekly, monthly, annual, or other long-term parking pass options. This may include:</p> <ul style="list-style-type: none"> • Charging employees for daily parking • Implementing market or dynamic rate pricing • Validating parking for invited guests only
<p>Points: 2</p>	<p>Commute End Uses</p> <ul style="list-style-type: none"> • Two Points for pricing all available parking at hourly or daily rates. In order to meet this requirement weekly, monthly, and/or annual parking passes may not be made available.

Securing Approval of and Maintaining a Valid TDM Plan

TDM Plan Review

A project required to submit a TDM Plan must include a draft plan as a Condition of Site Plan Approval and a security agreement equal to the two-year TDM plan budget. Each draft plan will be reviewed by the Department of Safety and Inspections (DSI) for completeness, accuracy, and the satisfaction of the required number of points. This review is completed in conjunction with site plan review.

TDM Plan Confirmation

Prior to the issuance of an initial Certificate of Occupancy, the property owner must facilitate a site inspection by City staff to confirm that all approved physical measures in the approved TDM Plan have been implemented and/or installed. Prior to the site visit, DSI 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 property owner must also provide documentation that approved programmatic measures in the property's TDM Plan have or will be implemented as required. During the site visit, City staff will verify that physical measures are provided as specified in the TDM Plan and complete corresponding sections of a monitoring and reporting form confirming programmatic measures. Once the (DSI) staff

confirm compliance with all TDM Plan requirements, staff will communicate its approval to facilitate issuance of an initial Certificate of Occupancy. After all of the TDMP measures have been successfully implemented, the zoning administrator

Ongoing Monitoring & Reporting

City will verify that each TDM Plan's physical and programmatic measures are maintained, for as long as the property maintains a Certificate of Occupancy. The travel demand management coordinator must submit all required monitoring and reporting forms and supporting documentation, along with an administrative fee. The first submission of forms and documentation is due within 30 calendar days of the 2 year anniversary of the issuance of the initial Certificate of Occupancy. After it is determined that the TDMP measures have been successfully implemented, the zoning administrator will release the security agreement.

City staff may conduct a site visit at any time for as long as the property maintains a Certificate of Occupancy to confirm all approved physical measures in the Development Project's TDM Plan continue to be implemented and/or installed. Property owners will be informed in advance of these site visits.

Category	Strategy	Monitoring & Reporting Requirements
Physical-1	Streetscape Improvements That Improve Walking Conditions: Site Access	Before construction, City staff should provide comments to the developer/property owner on planned improvements for walking access to the site, and recommendations as needed on additional streetscape measures to enhance walking access conditions and ensure compliance with City design standards. DSI staff should confirm the implemented streetscape measures meet the specifications of approved plans during a pre-occupancy inspection of the site. City staff should conduct a site visit, at minimum of every three years, to confirm that the walking conditions meet specified standards.
Physical-2	Streetscape Improvements That Improve Walking Conditions: Traffic Calming	Before construction, City staff should provide comments to the developer/property owner on planned traffic calming improvements, and recommendations as needed on additional streetscape measures to enhance walking access conditions and ensure compliance with City design standards. DSI staff should confirm the implemented streetscape measures meet the specifications of approved plans during a pre-occupancy inspection of the site. City staff should conduct a site visit, at minimum of every three years, to confirm that the walking conditions meet specified standards.
Physical-3	New, City-Approved Bicycle Path	Before construction, City staff should provide comments to the developer/property owner on planned dedicated bicycle lanes, paths, or trails, and recommendations as needed on additional streetscape measures to enhance bicycling access conditions and ensure compliance with City design standards. DSI staff should confirm the implemented streetscape measures meet the specifications of approved plans during a pre-occupancy inspection of the site. City staff should conduct a site visit, at minimum of every three years, to confirm that the bicycle improvements meet specified standards.
Physical-4	Bicycle Parking	DSI staff should confirm that the installed bicycle parking meets the design requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the bicycle parking demonstrating that the spaces are in good condition and accessible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the parking meets specified standards.
Physical-5	Bicycle Repair Station	DSI staff should confirm that the installed repair station(s) meets the design requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the repair station(s) demonstrating that all tools are in place, properly maintained, and accessible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the repair station(s) meets specified standards.

Category	Strategy	Monitoring & Reporting Requirements
Physical-6	Showers, Changing Facilities, and Lockers	DSI staff should confirm that the facilities meet the design requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the facilities demonstrating that the showers, changing areas, and lockers are in good condition and accessible to tenants upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the facilities meet specified standards.
Physical-7	Active Transportation Focused Wayfinding Signage	DSI staff should confirm that the installed wayfinding signage meets the design requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the wayfinding demonstrating that all signage is in place, properly maintained, and visible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the wayfinding signage meets specified standards.
Physical-8	Car-Share Parking	DSI staff should confirm that the number of required car-share spaces are provided during a pre-occupancy inspection of the site. The property owner should include up to date photos of the car-share spaces and any accompanying signage to demonstrate that they are in good condition and accessible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the car-share parking meets specified standards.
Physical-9	Real-Time Transit/Transportation-Service Tracking Display	DSI staff should confirm that the installed display(s) meets the design requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the display(s) to demonstrate that all components are in place, properly maintained, and visible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the display(s) meet specified standards.
Physical-10	Provide Bike Fleet, Bike Share	DSI staff should confirm the provision of the shared bicycles during a pre-occupancy inspection of the site. The property owner should include up to date photos of the bicycles demonstrating that all components are properly maintained and accessible to tenants/residents upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the bicycles meet specified standards.

Category	Strategy	Monitoring & Reporting Requirements
Physical-11	Delivery-Supportive Amenities	DSI staff should confirm the installation of the delivery-supportive amenities during a pre-occupancy inspection of the site. The property owner should include up to date photos of the amenities demonstrating that all components are properly maintained and accessible to tenants/residents upon submittal of their annual Monitoring and Reporting Update. City staff should conduct a site visit, at minimum of every three years, to confirm that the amenities meet specified standards.
Physical-12	Affordable Housing	The PED Housing Division should monitor and require occupancy certification of affordable units during the annual monitoring and reporting process. The PED Housing Division should maintain the right to require the tenant or designated representative of an affordable unit to verify their level of income on an annual basis.
Physical-13	On-Site Daycare	Before construction the developer/property owner should identify the location of the childcare space and submit plans for City staff to ensure that the facility will meet any applicable State and City requirements. DSI staff should confirm the constructed facility meets the specifications of approved plans during a pre-occupancy inspection of the site. The property owner should submit a letter from the childcare service provider that includes a description of the facility's operations (days of week and hours of operation, level of enrollment, etc.) and contact information of all applicable parties upon submittal of their annual monitoring and reporting update. City staff should conduct a site visit, at minimum of every three years, to confirm that the facility is in good condition and meets all standards specified in the project plans.
Physical-14	Transit Improvements	Before construction, City and Metro Transit staff should provide comments to the developer/property owner on planned transit stop improvements, and recommendations as needed, and ensure compliance with City and Metro Transit design standards. DSI and Metro Transit staff should confirm the implemented streetscape measures meet the specifications of approved plans during a pre-occupancy inspection of the site. City staff should conduct a site visit, at minimum of every three years, to confirm that the conditions meet specified standards.

Category	Strategy	Monitoring & Reporting Requirements
Programs-1	Education, Marketing, and Outreach	The property owner should submit copies of all promotional materials and welcome packets distributed to employees/residents as part of their annual monitoring and reporting update. If implemented, the contact information of a TDM coordinator and copies of invoices for a Transportation Management Platform should be included.
Programs-2	Free or Subsidized Transit Passes	The property owner should submit copies of invoices for transit pass contributions and any informational materials that describe available transit benefits that have been provided to employees/residents during submittal of their annual monitoring and reporting update.
Programs-3	Ride-Matching Service Provision, Access	The property owner should submit copies of invoices for a ride matching platform and provide any informational materials distributed that describe the program during submittal of their annual monitoring and reporting update.
Programs-4	Vanpool Program	The property owner should submit copies of invoices for vanpool expenses and any informational materials distributed that describe the program during submittal of their annual monitoring and reporting update.
Programs-5	Carpool Incentives	The property owner should submit copies of invoices for all carpool incentives and any informational materials that describe available carpool benefits that have been provided during submittal of their annual monitoring and reporting update.
Programs-7	Flexible Work Schedules	The property owner should summarize all alternative work schedules or telecommuting options available to site employees, report participation counts, and copies of any informational materials that describe available flexible work schedule benefits that have been provided during submittal of their annual monitoring and reporting update.

Category	Strategy	Monitoring & Reporting Requirements
Active-1	Bike Valet	DSI staff should confirm that the facilities meet the capacity requirements stated above during a pre-occupancy inspection of the site. The property owner should include up to date photos of the facilities demonstrating that the monitored bicycle parking facilities are in good condition and accessible to tenants upon submittal of their annual monitoring and reporting update. The property owner or management should also submit documentation of bicycle valet services, and any informational materials distributed to promote the services during submittal of their annual monitoring and reporting update.
Active-2	Bicycle Maintenance Services	The property owner or management should submit documentation of bicycle maintenance services, and any informational materials distributed to promote the services during submittal of their annual monitoring and reporting update.
Transit-1	Shuttle/Connector Bus Service	The property owner or management should submit copies of the shuttle schedule, routes, stops, contact information of the shuttle operator, and any informational materials distributed to promote the service during submittal of their annual monitoring and reporting update.
Mobility Services-1	Car-Share Membership	The property owner or management should submit copies of invoices for car-share memberships and any informational materials that describe available car-share benefits that have been provided to employees/residents during submittal of their annual monitoring and reporting update.
Mobility Services-2	Shared-Bike (Scooter or Other) Service Membership	The property owner should submit copies of invoices for shared active mobility service memberships and any informational materials that describe available bike-/scooter-share benefits that have been provided to employees/residents during submittal of their annual monitoring and reporting update.
Mobility Services-3	Delivery Services	The property owner or management should submit documentation of delivery services by foot, bicycle, or multi-stop delivery runs, and any informational materials distributed to promote the services during submittal of their annual monitoring and reporting update.
Parking-1	Unbundled Parking	The property owner should submit copies of all informational materials about unbundled parking and current parking rates as part of their annual monitoring and reporting update.
Parking-2	Parking Cash Out	The property owner should submit copies of all informational materials about parking cash out and current rates for all employers at the site as part of their annual monitoring and reporting update.
Parking-3	Price Parking	The property owner should submit copies of all informational materials about parking pricing and current rates as part of their annual monitoring and reporting update.