Kimley»Horn

May 15, 2024

Ms. Seema Adina
Senior Entitlements Manager
Amazon
(transmitted via email)

RE: ***Delivery Station DSF5 - TDM Compliance Memorandum – 250 Utah Avenue, South San Francisco, CA***

Dear Ms. Adina:

The City of South San Francisco (City) has recently requested that Amazon determine if the off-site parking lot project at 501 S. Airport Boulevard in South San Francisco, CA (project) is consistent with the transportation demand management (TDM) program developed for the Amazon Parcel Hub at 250 Utah Avenue. Amazon has requested Kimley-Horn's assistance in determining this compliance. This memorandum summarizes the project's compliance with the TDM prepared at 250 Utah Avenue.

Background

CURRENT TDM PLAN

A TDM plan has been prepared for the Amazon Parcel Hub at 250 Utah Avenue by TJKM in September 2015 (see **Attachment A**). The following is a summary of the 2015 TDM plan:

- Target TDM trip reduction is 28 percent for "home-to-work" vehicle trips.
- Project description:
    - The facility will be staffed by approximately 48 employees.
    - Line haul trucks will deliver goods from 10 PM to 3 AM. This includes up to three (3) line haul trucks each night.
    - Approximately 40 sortation associates will be employed and divided into two shifts:
        - 10 PM to 6 AM
        - 4 AM to 12 PM
    - Delivery service providers will arrive on-site between 7 AM and 10 AM to be loaded with packages. Up to 40 vans will be loaded at one time within 30-mintue windows. Up to a total of 150 delivery vans will pick-up packages each morning. After completing deliveries from 7 AM to 6 PM, each delivery van will return to the site.
    - Approximately 6 to 8 managers will be on-site, with half on-site from 12 AM to 8 AM and the other half from 8 AM to 5 PM.
- Trip Generation:
    - The site will generate 96 daily commute trips, one trip inbound and one trip outbound for each of the 48 on-site employees.

  - The key goal of the TDM ordinance is to reduce drive-alone commute trips during the AM and PM peak hours. The 40 sortation associates will work non-standard work hours, resulting in commute trips outside of the typical AM and PM peak hours.
  - Delivery service providers will generate up to 606 daily trips to and from the site.
  - Line haul trucks will generate up to 6 daily trips.
  - Up to 150 delivery vans will generate up to 600 daily trips (two inbound trips and two outbound trips per day).
- TDM Measures to be implemented:
  - Carpool and Vanpool Ride-matching Services
  - Designated Employer Contact
  - Direct Route to Transit
  - Guaranteed Ride Home
  - Information Boards/Kiosks
  - Passenger Loading Zones
  - Pedestrian Connections
  - Promotional Programs
  - Clothes Lockers
  - Shuttle Program
  - Transportation Management Association (TMA)
  - Bicycle Parking, Long-term
  - Bicycle Parking, Short-term
  - Free Parking for Carpools and Vanpools
  - Annual Survey
- Information Requested by the City to determine number of required parking spaces:
  - Description of type of freight to be distributed
  - Size of trucks and shipping containers
  - Number and schedule of deliveries
  - Amount and duration of storage
  - Loading and unloading procedures
  - Circulation plan

EXISTING OPERATIONS

Amazon has an existing delivery station in South San Francisco: DSF5 at 250 Utah Avenue. This site currently utilizes one off-site parking lot located at 101 Terminal Court, South San Francisco, CA. That existing off-site parking lot has approximately 1,300 available parking spaces, but is only allocated 230 parking spaces. On average, only 126 parking spaces are used on a typical day for the DFA5 Station. The remaining spaces are either used by the existing DFA5 delivery station at 400 Littlefield Avenue in South San Francisco, or remain unoccupied.

EXISTING SCHEDULE OF VEHICLES

Amazon provided a schedule of vehicles entering and exiting the existing delivery station and the off-site parking lot. This schedule is provided in **Attachment B** and the majority of vehicles were planned

to avoid the typical AM peak period (7:00 AM to 9:00 AM) and PM peak period (4:00 PM to 6:00 PM) on a typical weekday.

For the off-site parking lot, Delivery Service Provider (DSP) Personal Vehicles would arrive at the off-site parking lot in 24-vehicle waves at 9:20 AM, 9:40 AM, 10:00 AM, and 10:20 AM, depart 30 minutes later in the delivery vans to DSF5, and depart from DSF5 in the delivery vans 20 minutes later. In the evenings, the delivery vans would return starting at 7:00 PM and ending at 9:00 PM. Off-site delivery vans are encouraged to return back to the station before going back to the off-site parking lot. It should be noted that these hours are well after the weekday PM peak period between 4:00 PM and 6:00 PM. After returning to the delivery station, vans return to the off-site parking lot, and then DSP Personal Vehicles would depart the off-site parking lot during the same 30-minute time period. The project vehicle trips for DSF5 are shown in **Figure 1**. **Figure 1** highlights the trips avoiding the typical weekday peak hours.

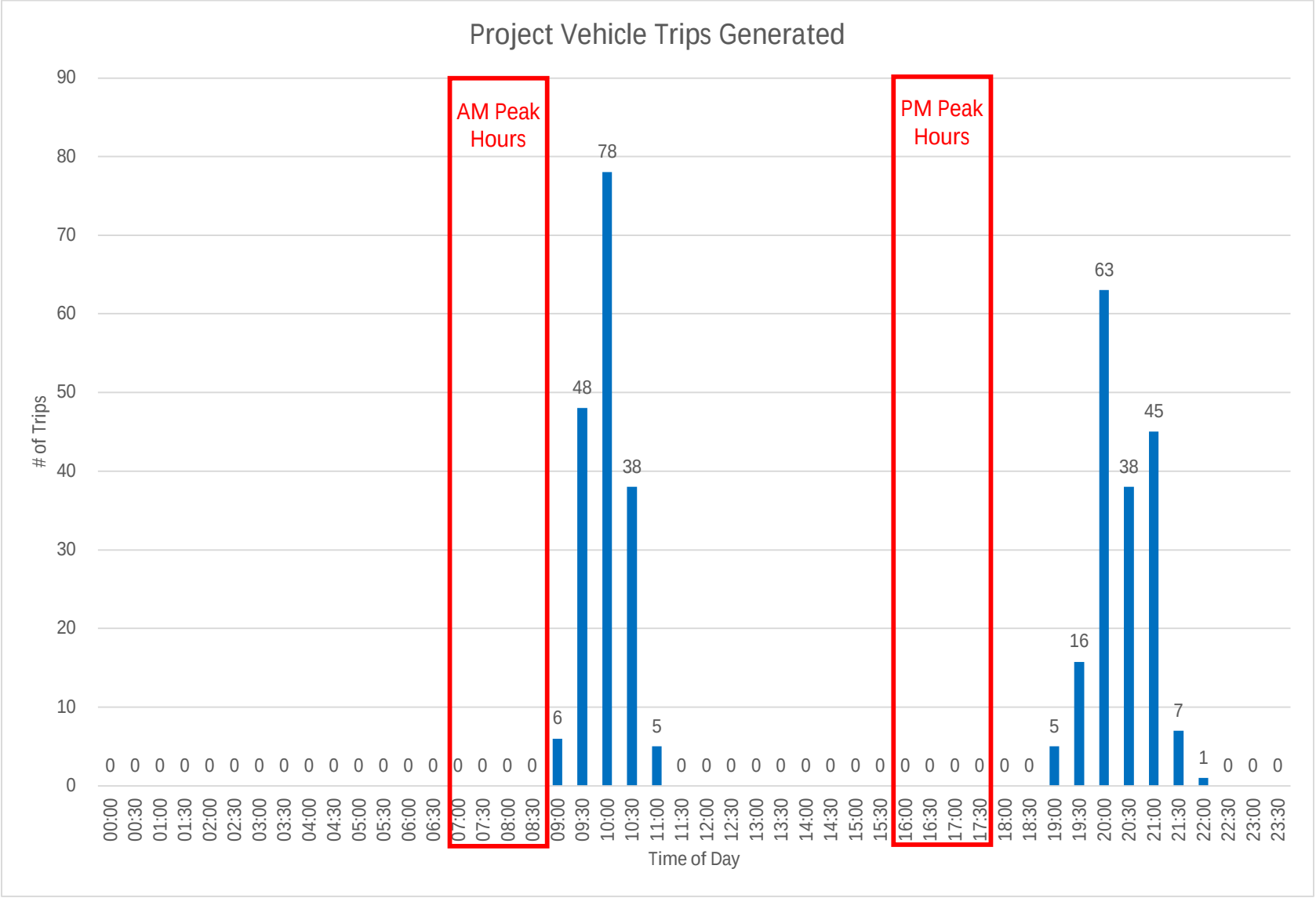
Project Impact on TDM Plan

As mentioned in the 2015 TDM plan for 250 Utah Avenue, the TDM ordinance is meant to reduce "home-to-work" vehicle trips during the peak hours. Therefore, the trips that are subject to reduction from a TDM plan are on-site employee trips for the peak hours. The 501 S. Airport Boulevard project is not intended to increase the number of on-site employees, but rather will be a location where delivery vans and DSP personal vehicles will be parked. Therefore, the 501 S. Airport Boulevard project will not create new on-site employee trips and will not impact the TDM plan.

Although, the project would not create any new on-site employee trips subject to the TDM plan, the current 2024 operations, as provided by Amazon, are slightly different than the 2021 operations as stated in the 2015 TDM plan. The following summarizes these updates:

1. The latest operations data shows a headcount of 122 on-site employees, not the 48 on-site employees mentioned in the 2015 TDM plan. Of the 122 on-site employees, they generate 92 in bound trips and 92 outbound trips. This results in an increase in daily total trips from 96 daily trips to 184 daily trips.
2. Typical Daily Operations:
    a. Delivery of goods to the site: the number of line-haul trucks would increase from 3 trucks to 13 trucks.
    b. Sortation: the number of sortation associates would increase from 40 associates to 122 associates.
    c. Loading of goods for delivery to customers: the number of delivery vans would be reduced from 150 delivery vans to 100 delivery vans. The description and time of operations would be updated based on the description above in the *Existing Schedule of Vehicles* section.
3. Trip Generation:
    a. Commute Trips by On-site Employees: The daily total trips will increase from 96 daily trips to 184 daily trips.
    b. Delivery Trips: The daily total trips will decrease from 606 daily trips to 506 daily trips.

Figure 1: DSF5 Vehicle Trips Generated by Time of Day



4. TDM Program for Proposed Sortation Facility:
    a. Designated Employer Contact: the on-site employer contact will be Patrin Li and can be reached at lipatrin@amazon.com
    b. Direct Route to Transit: the nearest shuttle bus stop has been relocated from Littlefield Avenue (just south of Utah Avenue) to 380 Littlefield Avenue (northeast of the project).

Conclusion

Amazon is considering leasing the existing lot at 501 S Airport Boulevard for DSP Personal Vehicle and delivery van off-site parking for its nearby Amazon fulfilment site DSF5 in South San Francisco, CA. These would not be new trips, but a relocation of existing trips from the 101 Terminal Court off-site parking lot. Therefore, the 501 S Airport Boulevard project would not change the TDM plan compliance for the existing Amazon Parcel Hub at 250 Utah Avenue. This addendum also provides updated operational data to reflect the different proposed operations.

Attachments

Attachment A – *TDM Program for 250 Utah Avenue* by TJKM and dated September 23, 2015

Attachment B – Vehicle Schedule for DSF5 and the 501 S Airport Boulevard Parking Lot

Attachment A

VISION THAT MOVES YOUR COMMUNITY

TECHNICAL MEMORANDUM

Date: September 23, 2015

To: Rozalynne Thompson
Associate Planner
Planning Division
City of South San Francisco

From: Colin Burgett
Senior Project Manager

Jurisdiction: South San Francisco

Subject: ***TDM Program for 250 Utah Avenue***

The purpose of this technical memorandum is to document the Transportation Demand Management (TDM) program for the proposed Amazon sortation facility at 250 Utah Avenue.

TDM Ordinance

The City of South San Francisco TDM Ordinance (Municipal Code Chapter 20.400) requires the preparation and implementation of TDM programs for all nonresidential development expected to generate 100 or more average daily trips. The specific purpose of the TDM ordinance (Chapter 20.400.001) is to:

- Reduce the amount of traffic generated by new nonresidential development, and the expansion of existing nonresidential development.
- Ensure that expected increases in traffic resulting from growth in employment opportunities in the City of South San Francisco will be adequately mitigated.
- Reduce drive-alone commute trips during peak traffic periods by using a combination of services, incentives and facilities.
- Promote the more efficient utilization of existing transportation facilities and ensure that new developments are designed in ways to maximize the potential for alternative transportation usage.
- Establish an ongoing monitoring and enforcement program to ensure that the desired alternative mode use percentages are achieved.

The desired alternative mode use percentage, as defined by the TDM ordinance for nonresidential projects exceeding 100 average daily trips (and not requesting an FAR bonus) is 28 percent. The TDM ordinance describes typical measures to reduce "home-to-work" vehicle trips during peak travel periods, including ridesharing programs, transit incentives, bicycle and pedestrian amenities, telecommuting and compressed work weeks.

Project Overview
The project will occupy roughly one-fourth of an existing "Freight/Truck Terminal and Warehouse" facility at 250 Utah Avenue (see Attachment A). No exterior modifications are proposed. The proposed project will occupy approximately 75,609 square feet of space within the existing warehouse.

The sortation facility will be staffed by approximately 48 employees. Delivery of goods to and from the site will be conducted by delivery service providers not employed at the site.

Typical daily operations at the sortation facility will consist of the following:

1. **Delivery of goods to site:** Line-haul trucks will deliver goods to the site between 10 pm and 3 am. Up to three line-haul trucks will deliver to the site each night.

2. **Sortation:** On-site staff ("sortation associates") will sort and sequence the goods for direct delivery to customers. Approximately 40 sortation associates will be employed on-site, divided into two shifts:
    - Shift A: 10 pm to 6 am
    - Shift B: 4 am to Noon

3. **Loading of goods for delivery to customers:** Delivery service providers will arrive at the site each morning between 7 am and 10 am to be loaded with goods for direct deliveries to customers. Up to 40 vans at a time will be loaded for delivery within 30-minute windows. Sortation associates will roll carts containing totes filled with packages to the awaiting vans. Up to 150 delivery vans will pick-up goods from the site each morning. After completing deliveries between 7 am and 6 pm, each delivery van will return to the site to drop-off undeliverable items and empty totes in a pre-designated area.

4. **Management:** approximately 6 to 8 managers will employed on site, of which roughly half will work from approximately midnight to 8 am, and half will work a daytime schedule between 8 am and 5 pm.

Trip Generation
Commute Trips by On-site Employees
The project will generate up to 96 daily commute trips to and from the site (i.e., one inbound and one outbound "home to work" trip for each of the 48 on-site employees).

A key goal of the TDM Ordinance is to reduce drive-alone commute trips during peak travel periods. As stated above, the 40 sortation associates will work from 10 PM to 6 AM, or from 4 AM to Noon. Therefore, the vast majority of commute trips generated by the project will occur outside of peak travel periods.

Delivery Trips
Delivery service providers will generate up to 606 daily trips to and from the site. Up to three line-haul trucks will generate up to six daily trips to and from the site (i.e., one inbound and one outbound trip by each line-haul truck). Up to 150 delivery vans will generate up to 600 daily trips to and from the site (i.e. up to two inbound and two outbound trips per day by each delivery van).

TDM Program for Proposed Sortation Facility

The sortation facility at 250 Utah Avenue will implement the TDM Measures described below. Figure 1 provides a site plan showing pedestrian connections to transit and the planned location of trip reduction measures within the site.

1. Carpool and Vanpool Ridematching Services.
The sortation facility will designate an on-site employer contact that will be responsible for matching potential carpoolers and vanpoolers by administering a carpool/vanpool matching application. The application will match employees who may be able to carpool or vanpool.

2. Designated Employer Contact.
The on-site employer contact will be Alexis Snyder, Amazon Shift Manager, and can be reached at 503-805-4150. The City of South San Francisco will be provided with a current name and phone number of the designated on-site employer contact. The designated employer contact will administer carpool and vanpool ridematching services, the promotional programs, update information on the information boards/kiosks, and be the official contact for the administration of the annual survey and triennial report.

3. Direct Route to Transit.
The existing sidewalk on Utah Avenue provides the most direct route to the nearest shuttle bus stop located on Littlefield Avenue (just south of the intersection with Utah Avenue) that is located approximately 710 feet from the main entrance. The site is served by the South San Francisco – Utah/Grand BART Shuttle that provides morning (6:30 am to 9:30 am) and afternoon (3:15 pm to 6:15 pm) half-hourly service to the South San Francisco BART Station. In addition, existing sidewalks on Utah Avenue provides access to the nearest public transit stops that are located on South Airport Boulevard.

4. Guaranteed Ride Home.
Carpool, vanpool and transit riders will be provided with guaranteed rides home in emergency situations. Rides shall be provided either by a transportation service provider (taxi or rental car) or an informal policy using company vehicles/and or designated employees.

5. Information Boards/Kiosks.
The designated employer contact will display the following information in a prominent location: transit routes and schedules; carpooling and vanpooling information; bicycle lanes, routes and paths and facility information; and alternative commute subsidy information.

6. Passenger Loading Zones.
Designated parking spaces for carpool and vanpool drop-off will be located near the main building entrance (see Figure 1).

7. Pedestrian Connections.
Sidewalks are provided on Utah Avenue, immediately bordering the site. The sortation facility will occupy an existing, developed site. No exterior modifications are proposed.

8. Promotional Programs.
The following promotional programs will be promoted and organized by the designated employer contact: new tenant and employee orientation packets on transportation alternatives; flyers, posters, brochures, and emails on commute alternatives; transportation fairs; Spare the Air (June — October); Rideshare Week (October); trip planning assistance-routes and maps.

9. Showers/Clothes Lockers.
Lockers will be provided for all associates. An on-site shower will be provided for use by bicycle commuters.

10. Shuttle Program.
The South San Francisco – Utah/Grand BART shuttle bus service provides service to the site during the typical morning (6:30-9:30 am) and afternoon (3:15 to 6:15 pm) commute periods. The shuttle bus stop is located adjacent to the site on Littlefield Avenue (see Figure 1). The on-site employer contact will manage participation in the shuttle service.

11. Transportation Management Association (TMA).
The employee transportation coordinator will participate in the Peninsula Traffic Congestion Relief Alliance that provides ongoing support for alternative commute programs. The employee transportation coordinator will work with the Alliance to create a transportation action plan.

12. Bicycle Parking, Long-Term.
Bicycle racks to accommodate up to 10 bicycles will be installed immediately adjacent to the main entrance (see Figure 1). On-site security and CCTV cameras will oversee the bicycle racks. The facility operator will monitor usage and add additional racks if necessary to accommodate demand.

13. Bicycle Parking, Short-Term.
Long-term bicycle parking will be provided for up to four bicycles within a secure bicycle storage facility within the site.

14. Free Parking for Carpools and Vanpools.
There will be no charge for parking on-site. Parking spaces will be allocated for carpool and vanpool vehicles as shown on Figure 1.

15. Annual Survey
An annual survey will be prepared and administered by the designated employee contact. The survey will be administered to on-site employees. Participants will be asked to describe their typical mode of travel to and from the site. The intent of the survey will be determine the percentage of employee "home-to-work" trips that are made by automobile and alternative modes.

Trip Reduction Elements

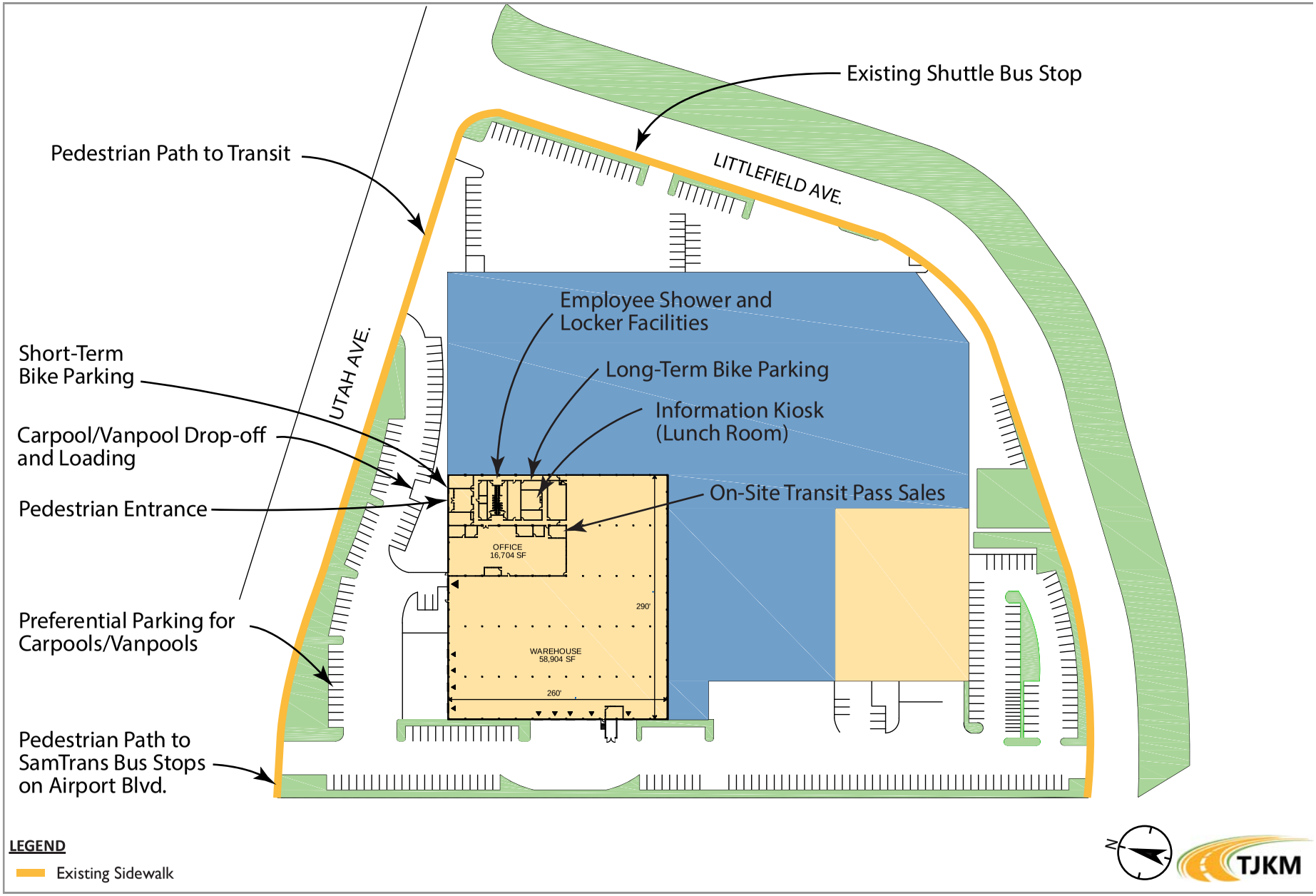


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Figure 1

Attachment A – Information Requested by City

To determine the number of required parking spaces for motor vehicles and bicycles, City staff requested the following information (items 1 through 6 below). Approximately 96 on-site motor vehicle parking spaces are provided immediately adjacent to the portion of the warehouse that will be occupied by the proposed sortation facility. The proposed sortation facility will employ 48 on-site employees.

1. **Description of the type of freight to be distributed**

The proposed project is an Amazon sortation facility. Typical consumer goods ordered by Amazon customers will be sorted on-site prior to pick-up by delivery service providers.

2. **Size of trucks and shipping containers.**

Line-haul truck deliveries to the site will be made by typical semi-trucks, roughly 60 feet in length. Line-haul deliveries to the site will occur between 10 pm and 3 am.

Pick-up of goods from the site for direct delivery to customers will be carried out by delivery service providers utilizing small delivery vans, roughly 20 feet in length. Loading of delivery vans will occur between 7 a.m. and 10 a.m.

3. **Number and schedule of deliveries.**

Line-haul trucks will deliver goods to the site between 10 pm and 3 am. Up to three line-haul trucks will deliver to the site each night.

Delivery service providers will arrive at the site each morning between 7 am and 10 am to be loaded with goods for direct deliveries to customers. Up to 40 vans at a time will be loaded for delivery within 30-minute windows. Sortation associates will roll carts containing totes filled with packages to the awaiting vans. Up to 150 delivery vans will pick-up goods from the site each morning. After completing deliveries between 7 am and 6 pm, each delivery van will return to the site to drop-off undeliverable items and empty totes in a pre-designated area.

4. **Amount and duration of storage.**

Goods will be delivered by line-haul trucks between 10 pm and 3 am, sorted by on-site staff, and picked-up by delivery service providers between 7 am and 10 am. Therefore goods will typically be on-site for 4 to 12 hours.

5. **Loading and unloading procedures.**

Delivery vans will be loaded within the warehouse (see Figure 5) between 7 a.m. and 10 a.m. Each Delivery Service Provider will be given a 30 minute load window (e.g. 0700-0730, 0730-0800, etc.) to load their vans. Drivers will enter into the drive-in door and line up in pre-designated loading spaces. There will be approximately a total of 18 loading spaces for the vans inside the delivery

station. Drivers will shut off their vehicles, open the van doors while sortation associates roll route carts containing totes filled with packages to the awaiting drivers. Drivers will place totes into their vans and when directed drive out of and depart from the delivery station. Once they finish their delivery route drivers will come back to the delivery station, drive into the station and return their empty totes with any undeliverable packages in a pre-designated area.

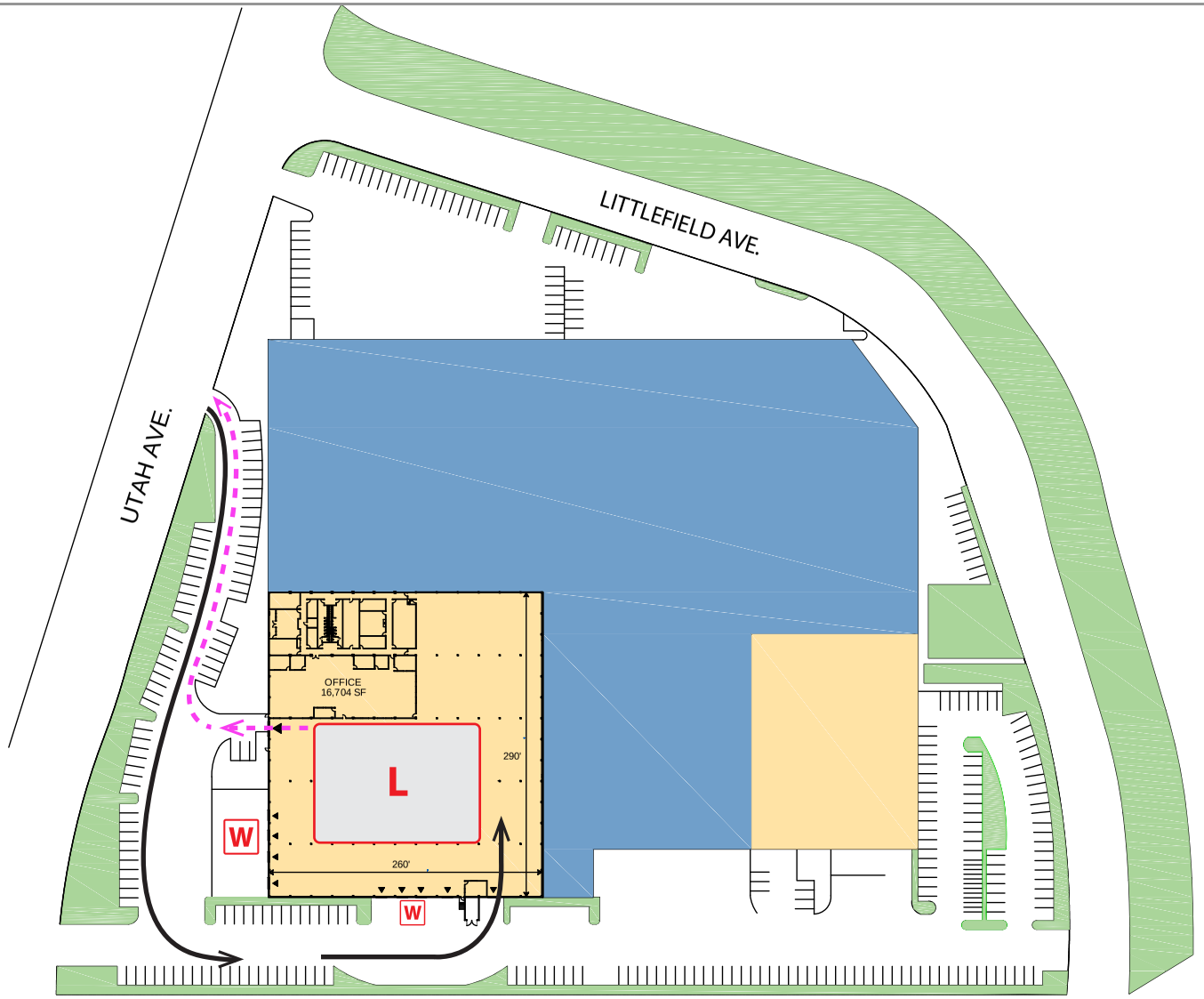
Temporary Loading Plan (prior to HVAC equipment and CO monitoring installation) – Each Delivery Service Provider will be given a 30 minute load window (e.g. 07:00-07:30 AM, 07:30-08:00 AM, etc.) to load their vans. Drivers will back into open dock doors where sortation associates will hand totes filled with packages to the awaiting drivers. Drivers will place totes into their vans and when complete depart from the delivery station. Once they finish their delivery route drivers will come back to the delivery station, return their empty totes with any undeliverable packages in an open dock door.

6. Circulation plan.

As described in item #2 above, peak activity will occur when delivery vans are loaded between 7 a.m. and 10 a.m. During that time period, approximately 28 employees will be on-site (as Shift A will have finished their shift by 6 am).

Figure 2 shows the on-site circulation plan for delivery vans accessing the designated loading areas within the warehouse. The loading procedures for delivery are described in #5 above – as noted, each Delivery Service Provider will be given a 30-minute window to load their vans within the warehouse. Delivery service providers will be discouraged from arriving early, but in the event that a van driver arrives early for their scheduled loading appointment, any early-arriving vans will wait in designated areas as shown on Figure 2.

Circulation Plan



LEGEND

- Inbound Van Route
- Outbound Van Route
- W — Waiting Area if Vans Arrive Early
- L — Van Loading Area

Attachment B

DSA5 - Station

	Associates			Trucks			DSP Drivers			DSP Vans			Flex			Total		
Time	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total
00:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00:30	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
01:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
01:30	52	0	52	1	0	1	0	0	0	0	0	0	0	0	0	53	0	53
02:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
02:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
03:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
04:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
04:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30	12	0	12	1	0	1	0	0	0	0	0	0	0	0	0	13	0	13
06:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
06:30	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
07:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
07:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
08:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
09:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:30	0	0	0	1	0	1	0	0	0	24	0	24	0	0	0	25	0	25
10:00	0	0	0	0	1	1	0	0	0	24	24	48	0	0	0	24	25	49
10:30	0	0	0	0	0	0	0	0	0	48	48	96	0	0	0	48	48	96
11:00	0	0	0	0	0	0	0	0	0	4	24	28	0	0	0	4	24	28
11:30	3	0	3	0	0	0	0	0	0	0	4	4	0	0	0	3	4	7
12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30	0	52	52	0	0	0	0	0	0	0	0	0	0	0	0	0	52	52
13:00	12	0	12	0	0	0	0	0	0	0	0	0	0	0	0	12	0	12
13:30	13	0	13	0	0	0	0	0	0	0	0	0	0	0	0	13	0	13
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	12	12
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0	0	0	0	0	0	29	0	29	29	0	29
16:30	0	0	0	1	0	1	0	0	0	0	0	0	11	12	23	12	12	24
17:00	0	0	0	0	1	1	0	0	0	0	0	0	0	28	28	0	29	29
17:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:00	0	13	13	1	0	1	0	0	0	0	0	0	0	0	0	1	13	14
18:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
19:00	0	0	0	0	0	0	0	0	0	6	0	6	0	0	0	6	0	6
19:30	0	0	0	1	0	1	0	0	0	30	6	36	0	0	0	31	6	37
20:00	0	0	0	0	1	1	0	0	0	24	30	54	0	0	0	24	31	55
20:30	0	0	0	0	0	0	0	0	0	32	24	56	0	0	0	32	24	56
21:00	0	0	0	1	0	1	0	0	0	7	32	39	0	0	0	8	32	40
21:30	0	0	0	0	1	1	0	0	0	1	7	8	0	0	0	1	8	9
22:00	0	12	12	0	0	0	0	0	0	0	1	1	0	0	0	0	13	13
22:30	0	3	3	1	0	1	0	0	0	0	0	0	0	0	0	1	3	4
23:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
23:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	92	92	184	13	13	26	0	0	0	200	200	400	40	40	80	345	345	690

DSF5 - Off-Site Parking Lot

Time	Associates			Trucks			DSP Drivers			DSP Vans			Flex			Total		
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total
00:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:00	0	0	0	0	0	0	6	0	6	0	0	0	0	0	0	6	0	6
09:30	0	0	0	0	0	0	24	0	24	0	24	24	0	0	0	24	24	48
10:00	0	0	0	0	0	0	30	0	30	0	48	48	0	0	0	30	48	78
10:30	0	0	0	0	0	0	14	0	14	0	24	24	0	0	0	14	24	38
11:00	0	0	0	0	0	0	1	0	1	0	4	4	0	0	0	1	4	5
11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19:00	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	5	5
19:30	0	0	0	0	0	0	0	10	10	6	0	6	0	0	0	6	10	16
20:00	0	0	0	0	0	0	0	33	33	30	0	30	0	0	0	30	33	63
20:30	0	0	0	0	0	0	0	14	14	24	0	24	0	0	0	24	14	38
21:00	0	0	0	0	0	0	0	13	13	32	0	32	0	0	0	32	13	45
21:30	0	0	0	0	0	0	0	0	0	7	0	7	0	0	0	7	0	7
22:00	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1
22:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	75	75	150	100	100	200	0	0	0	175	175	350

amazon logistics

UPDATED TRANSPORTATION DEMAND MANAGEMENT CHECKLIST FOR 250 UTAH AVENUE, SOUTH SF

At Amazon, we focus on being the most customer-centric company in the world. Amazon Logistics ("AMZL") specializes in delivery of customer orders from delivery stations, which power the last mile of our customer order process and help speed-up deliveries for customers. Our growth in the Bay Area is the result of an outstanding workforce, strong local support, and incredible customers. Our associates and customers in this region are also your residents, and we want to ensure we are being good neighbors.

Amazon's existing delivery station at 250 Utah Avenue has been operational since 2016. In 2016, a Transportation Demand Management (TDM) program was provided and implemented by Amazon. The original TDM and update is included as part of the Conditional Use Permit (CUP) submittal. In October 2022, the City adopted its Transportation Analysis Guidelines requiring a TDM checklist for new development projects generating greater than 100 daily trips. Although we believe Amazon is not required to provide a TDM Checklist because the Project is not considered a new development and will not result in a net new generation of trips, Amazon intends to comply with the enclosed Tier 2 TDM Checklist.

Amazon is able to achieve 31 out of the 30 points required for Tier 2 projects:

Tier 2 TDM Requirements

Required Measures Provided

- 50% Transit Pass Subsidies and Pre-Tax Transit Benefits
- Participation in Commute.org Programs (5 points)
- Carpool/Vanpool Programs and Parking (3 points)
- Bicycle Storage and Lockers (1 point)[1]
- Designated TDM Coordinator (1 point)
- Bicycle and Pedestrian-Oriented Site Access (1 point)
- Encourage Telecommuting & Flexible Work Schedules (1 point)

[1] While bicycle storage and lockers are provided, showers cannot be accommodated within the existing build of the delivery station facility. The facility is required to provide a mandated break room and cafeteria for associates, and cannot provide showers without impacting these required areas. Therefore, 1 point is allocated instead of the required 2 for this measure.

amazonlogistics

Optional Measures Provided

- Enhanced Shuttle Commitment (10 points)
- Transit Capital Improvements (1 point)[3]
- Bicycle Repair Station (1)

While not explicitly a part of the City's Tier 2 TDM Checklist, Amazon has also instituted the following TDM measures in accordance with its 2016 TDM Program:

- Direct Route to Transit
- Guaranteed Ride Homes
- Information Boards/Kiosks
- Passenger Loading Zones
- Pedestrian Connections
- Promotional Programs
- Annual Survey

[3] As part of the Project, Amazon will propose wayfinding signage in accordance with § 20.400.004 of the City's Ordinance.

TDM Checklist - 250 Utah (Updated)

Tier 2 projects are subject to implementing a list of TDM measures selected from those identified by the City in its TDM Ordinance. Each individual measure is worth a set number of 'points'; Tier 2 projects must achieve 30 points, including several required measures. An annual self-certification form is required for the first five years after occupancy.

Table 5: Tier 2 TDM Requirements

Type	TDM Measure (*Description Required as Attachment)	Eligible Points	Proposed Project Points
Required Measures (20 Points)	50% Transit Pass Subsidies and Pre-Tax Transit Benefits	7	7
	Participation in Commute.org Programs	5	5
	Carpool/ Vanpool Programs and Parking	3	3
	Bicycle Storage, Showers, and Lockers	2	1
	Designated TDM Coordinator	1	1
	Bicycle and Pedestrian-Oriented Site Access	1	1
	Encourage Telecommuting & Flexible Work Schedules	1	1
Optional Measures (Description Required as Attachment)	Paid Parking or Parking Cash-Out	10	
	Enhanced Shuttle Commitment*	10	10
	Fully Subsidized Transit Passes	8	
	Affordable Housing	6	
	Active Transportation Gap Closure*	Up to 6	
	Transit Capital Improvements*	Up to 6	1
	Reduced Parking	Up to 5	
	On-Site Pedestrian-Oriented Amenities	3	
	Bikeshare Program Participation	3	
	Shared Parking Approach	2	
	Cash Incentives[1]	2	
	On-Site Carshare	2	
	Active Transportation Subsidies	1	
	Increased Bicycle Parking (>50% Greater than City Code)	1	
	Bicycle Repair Station	1	1
Requirements	Tier 2 Projects	30	31

The following guidance is suggested for the calculation of variable point totals:

- Active Transportation Gap Closure: 2 point for addressing missing sidewalks or signage/striping changes for crosswalk or bike lane gaps; 4 points for dedicating additional space for pedestrian or bicycle facilities; 6 points for major gap closure near transit station
- Transit Capital Improvements: 2 point for bus shelter at existing stop; 4 points for new bus bulb with shelter (or equivalent bus improvements); 6 points for bus-only lane

Kimley»Horn

May 16, 2024

Ms. Seema Adina
Senior Entitlements Manager
Amazon
(transmitted via email)

RE: ***Delivery Station DFA5 - TDM Compliance Memorandum – 400 Littlefield Avenue, South San Francisco, CA***

Dear Ms. Adina:

The City of South San Francisco (City) has recently requested that Amazon determine if the off-site parking lot project at 501 S. Airport Boulevard in South San Francisco, CA (project) is consistent with the transportation demand management (TDM) program developed for the Amazon Parcel Hub at 400 Littlefield Avenue. Amazon has requested Kimley-Horn's assistance in determining this compliance. This memorandum summarizes the project's compliance with the TDM prepared at 400 Littlefield Avenue.

Background

CURRENT TDM PLAN

A TDM plan has been prepared for the Amazon Parcel Hub at 400 Littlefield Avenue by NV5 in April 2021 (see **Attachment A**). The following is a summary of the 2021 TDM plan:

- Target TDM trip reduction is 28 percent.
- Project description:
  - Delivery stations operate 24/7 to support delivery of packages between 10:30 AM and 9:00 PM.
  - There will be 83 on-site employees, resulting in an estimated 166 daily total trips. These are the trips subject to the TDM strategies. All other trip types, including tractor trailers, delivery vans, or private delivery cars, are not subject to the TDM requirement.
- A 28 percent reduction results in 23 employees needing to commute by other means than driving alone.
- Summary of existing pedestrian, bicycle, and transit infrastructure and access for the project.
  - Estimated that only 10 employees can use transit due to off-peak work schedules.
- TDM Strategies:
  - Carpool and Vanpool Ride-matching Services
  - Designated Employer Contact
  - Direct Route to Transit
  - Informational Kiosk
  - Passenger Loading Zones

  - Pedestrian Connections
  - Promotional Items
  - Shuttle Program
  - Transportation Management Association
  - Bicycle Parking, Short-term
  - Bicycle Parking, Long-term
  - Free Parking for Carpools and Vanpools
  - Annual Survey
  - Guaranteed Ride Home
  - Other: Shift schedules outside of typical weekday AM and PM peak periods
- TDM Effectiveness:
  - An estimate 10 employees may choose an alternative mode of transportation.
  - Carpool/vanpool/TMA programs could encourage as much as 20% of employees to use these modes. This would affect 18 employees.
  - The most impactful TDM measure to reduce potential impact on area congestion is from the employment shifts resulting in commutes outside of the typical weekday AM and PM peak periods. There will be zero (0) peak hour trips.

EXISTING OPERATIONS

Amazon has an existing delivery station in South San Francisco: DFA5 at 400 Littlefield Avenue. This site currently utilizes one off-site parking lot located at 101 Terminal Court, South San Francisco, CA. That existing off-site parking lot has approximately 1,300 available parking spaces, but is only allocated 130 parking spaces. On average, only 100 parking spaces are used for Delivery Service Provider (DSP) Personal Vehicles and delivery vans on a typical day for the DFA5 Station. The remaining spaces are either used by the existing DSF5 delivery station at 250 A Utah Avenue in South San Francisco, or remain unoccupied.

EXISTING SCHEDULE OF VEHICLES

Amazon provided a schedule of vehicles entering and exiting the existing delivery station and the off-site parking lot. This schedule is provided in **Attachment B** and the majority of vehicles were planned to avoid the typical AM peak period (7:00 AM to 9:00 AM) and PM peak period (4:00 PM to 6:00 PM) on a typical weekday. For the on-site parking lot, DSP Personal Vehicles would arrive at DFA5 in 25-vehicle waves at 9:20 AM, 9:50 AM, and 10:50 AM and the vans would depart from the station at 10:10 AM, 10:20 AM, and 11:30 AM. For the off-site parking lot, DSP Personal Vehicles would arrive at the off-site parking lot in 25-vehicle waves at 10:00 AM, 10:20 AM, and 11:00 AM, depart 30 minutes later in the delivery vans to DFA5, and depart from DFA5 in the delivery vans 20 minutes later. In the evenings, the delivery vans would return starting at 7:00 PM and ending at 9:00 PM. Off-site delivery vans are encouraged to return back to the station before going back to the off-site parking lot. It should be noted that these hours are well after the weekday PM peak period between 4:00 PM and 6:00 PM. After returning to the delivery station, vans return to the off-site parking lot, and then DSP Personal Vehicles would depart the off-site parking lot during the same 30-minute time period. The project vehicle trips for DFA5 are shown in **Figure 1**.

Figure 1: DFA5 Vehicle Trips Generated by Time of Day

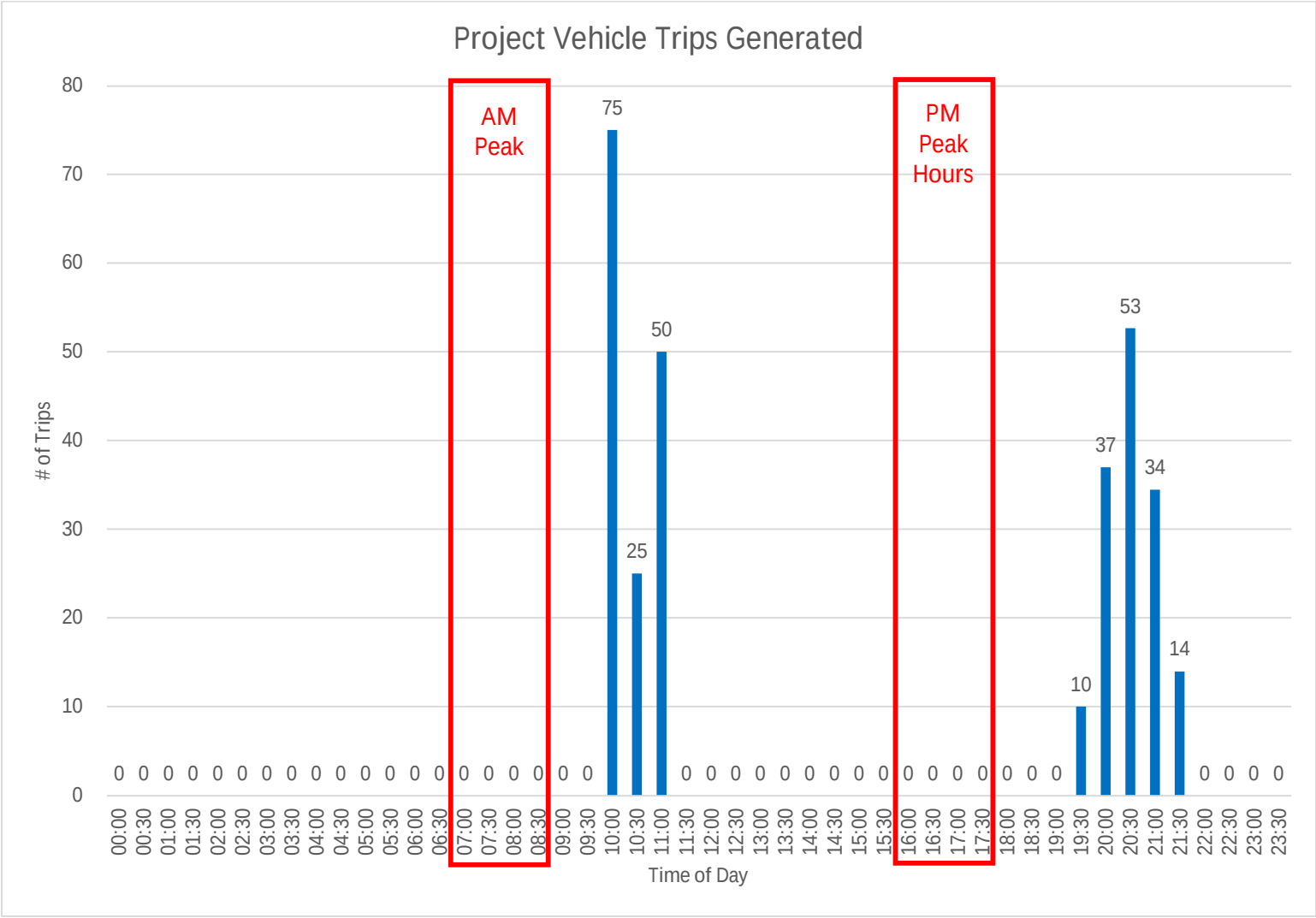


Figure 1 highlights the trips avoiding the typical weekday peak hours.

Project Impact on TDM Plan

As mentioned in the 2021 TDM plan for 400 Littlefield Avenue, the only trips that are subject to reduction from a TDM plan are on-site employee trips. The 501 S. Airport Boulevard project is not intended to increase the number of on-site employees, but rather will be a location where delivery vans and DSP personal vehicles will be parked. Therefore, the 501 S. Airport Boulevard project will not create new on-site employee trips and will not impact the TDM plan.

Although, the project would not create any new on-site employee trips subject to the TDM plan, the current 2024 operations, as provided by Amazon, are slightly different than the 2021 operations as stated in the 2021 TDM plan. The following summarizes these updates:

1. The latest operations data shows a headcount of 120 on-site employees, not the 83 on-site employees mentioned in the 2021 TDM plan. Of the 120 on-site employees, they generate 90 in bound trips and 90 outbound trips. This results in an increase in daily total trips from 166 daily trips to 180 daily trips.
2. An overall trip reduction of 28 percent would equate to 25 employees that would need to commute by other means that driving alone. This is an increase from 23 employees.

Conclusion

Amazon is considering leasing the existing lot at 501 S Airport Boulevard for DSP Personal Vehicle and delivery van off-site parking for its nearby Amazon fulfilment site DFA5 in South San Francisco, CA. These would not be new trips, but a relocation of existing trips from the 101 Terminal Court off-site parking lot. Therefore, the 501 S Airport Boulevard project would not change the TDM plan compliance for the existing Amazon Parcel Hub at 400 Littlefield Avenue. This addendum also provides updated operational data to reflect the slightly different proposed operations.

Attachments

Attachment A – *Transportation Demand Management Program for 400 Littlefield Avenue, South San Francisco* by NV5 and dated April 5, 2021

Attachment B – Vehicle Schedule for DFA5 and the 501 S Airport Boulevard Parking Lot

Attachment A

TECHNICAL MEMORANDUM

To: City of South San Francisco

From: John Karnowski, PTOE, AICP (john.karnowski@NV5.com)

Date: April 5, 2021

Re: Transportation Demand Management Program
for 400 Littlefield Avenue, South San Francisco

The following represents the Transportation Demand Management (TDM) plan for Amazon of the existing above referenced industrial warehouse. The plan is in accordance with South San Francisco Municipal Code 20.400. The site is located at 400 Littlefield Avenue. The intended use is a package delivery station, as known as a "last-mile delivery center."

TDM PROVISIONS

The City of South San Francisco requires a TDM program for non-residential development that will generate 100 or more daily trips. The target of the TDM is a trip reduction of 28 percent.

PROJECT TRAFFIC

The proposed delivery station will occupy the existing building at 400 Littlefield Avenue – see Appendix B for a parking and circulation plan. No changes to the exterior of the building are anticipated. Van loading, dispatch, and most of the van parking will be inside of the building.

Delivery stations are the last mile connection between Amazon's fulfillment process and their customers. Packages are transported to delivery stations via line-haul trucks from neighboring Amazon fulfillment and sortation centers and are further sorted, picked, and loaded into delivery vehicles.

Delivery stations operate 24/7 to support delivery of packages to customer locations between 10:30 AM and 9:00 PM. At the subject facility, there will be 83 on-site employees. The employee shift information is shown in the table to the right.

Shift	Headcount	Start Time	End Time
Single Cycle	40	3:20	11:50
Single Cycle PT	33	3:20	9:00
RTS Shift	10	14:00	22:30
Daily Total Headcount	83		
Daily Total Trips	166		

The trips that are subject to reduction via transportation demand management strategies are on-site employee trips. All other traffic is delivery related – either tractor trailers, delivery vans, or private delivery cars. The employee trip generation is shown in the Table 1.

The site will generate a total of 166 employee commute trips per day, exclusive of TDM measures. The total site generation, including delivery operations and line-haul activity is shown in Appendix B.

One goal of the TDM Ordinance is to reduce single-passenger commute trips during the peak hours – 7-9a and 4-6p. None of the employee shifts coincide with the peak hours. Another goal is to reduce overall non-residential trips. Lastly, if there are additional trips associated with the site, any impacts should be mitigated. Since the goal is to reduce overall trips by 28%, 23 employees would need to commute by some other means than driving alone.

Table 1. Employee Trip Generation

Time	In	Out	Total	Time	In	Out	Total
0:00	0	0	0	12:00	0	40	40
0:30	0	0	0	12:30	0	0	0
1:00	0	0	0	13:00	0	0	0
1:30	0	0	0	13:30	0	0	0
2:00	0	0	0	14:00	10	0	10
2:30	0	0	0	14:30	0	0	0
3:00	0	0	0	15:00	0	0	0
3:30	73	0	73	15:30	0	0	0
4:00	0	0	0	16:00	0	0	0
4:30	0	0	0	16:30	0	0	0
5:00	0	0	0	17:00	0	0	0
5:30	0	0	0	17:30	0	0	0
6:00	0	0	0	18:00	0	0	0
6:30	0	0	0	18:30	0	0	0
7:00	0	0	0	19:00	0	0	0
7:30	0	0	0	19:30	0	0	0
8:00	0	0	0	20:00	0	0	0
8:30	0	0	0	20:30	0	0	0
9:00	0	33	33	21:00	0	0	0
9:30	0	0	0	21:30	0	0	0
10:00	0	0	0	22:00	0	0	0
10:30	0	0	0	22:30	0	10	10
11:00	0	0	0	23:00	0	0	0
11:30	0	0	0	23:30	0	0	0
				Total	**83**	**83**	**166**

TRANSPORTATION NETWORK

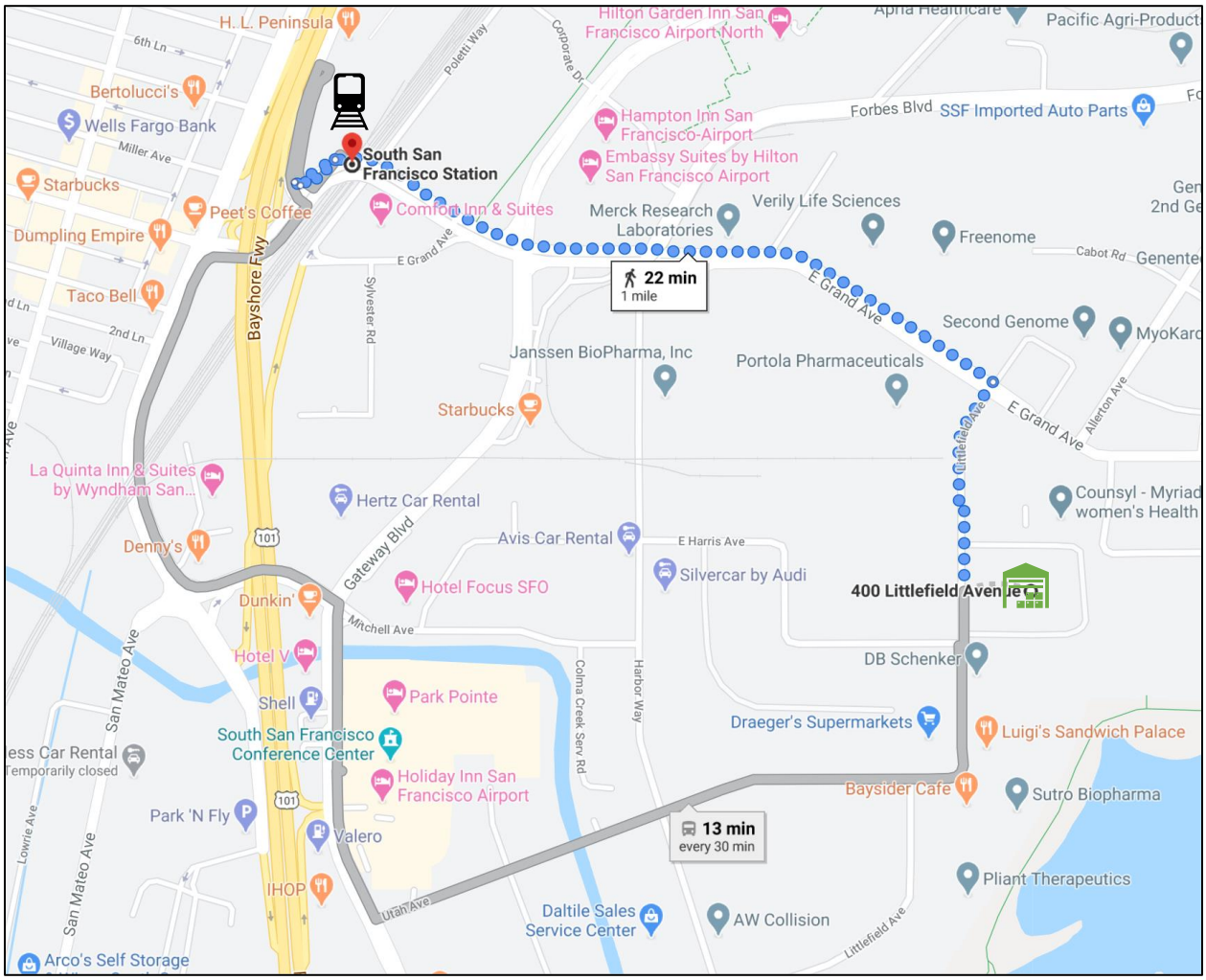
The area around the site is well served by sidewalks. There are no exclusive bike lanes on the adjacent streets, but they are marked for shared bike travel. The surrounding land uses are primarily industrial in nature with few residential units.

There are two bus stops near the site: one on Littlefield Avenue near Lawrence Avenue and one on Kimball Way near East Grand Avenue. The nearest stop on Littlefield Avenue is shown in the image below.

It is a 22-minute walk to the South San Francisco Caltrain station. The transit systems in the area include BART Shuttle, Ferry Shuttle, and Caltrain Shuttle. The BART Shuttle operates weekdays from 6:05a-9:50a and 3:25p-6:55p with 60-minute headways and no weekend service. Monthly passes are $50. The Ferry Shuttle is free and open to the public. The Caltrain Shuttle operates weekdays from 6:20a to 10:22a and 2:48p to 7:03p on 30-minute headways but not on the weekends. The Caltrain Shuttle is $50 per month.

Because of the times of operation and the employee shift structure of the tenant, transit service is not readily available to many of the on-site workers. **Only 10 on-site employees could take transit.** It is possible that some people will choose to take transit if encouraged but based on the location of the site, realistically this number is likely no more than **5** employees.

Regionally, carpools and vanpools mode share is 9.6% (*source: U.S. Census Bureau Community Survey*). There are opportunities to connect employees with regional carpool/vanpool programs. As stated before, most employees begin their shifts in the early morning hour and are not hampered by traffic getting to work. Their return trips are in the middle of the day when traffic congestion is not as severe as during the peak hours. While some may carpool to avoid daytime traffic congestion, that number is not likely to be greater than the regional average of about 10% without significant incentives.



TDM PROGRAM

With the implementation of the following TDM strategies, the site will achieve some reduction in single-passenger automobile trips and will have no commuter traffic during the peak hours:

1. **Carpool and Vanpool Ride-matching Services**: Amazon will designate its on-site operations manager as the employee contact that will be responsible for matching potential carpool and vanpool drivers and riders via an application system.

2. **Designated Employer Contact**: The on-site operations manager name and phone number will be provided to the City at the time it is known. The manager will be the primary contact for carpool and vanpool matching, and on-site communications related to auto-reduction measures.

3. **Direct Route to Transit**: The nearest bus stop is less than 100 yards south of the building on Littlefield Avenue. The area is served by sidewalk.

4. **Informational Kiosk**: The on-site manager will display the following information in a prominent location: transit routes and schedules, carpool and vanpool information, bicycle routes and facility information, and any corporate subsidy information.

5. **Passenger Loading Zones**: A loading zone will be established and identified for carpool/vanpool drop offs near the front of the building. *(See Appendix B Site Plan)*

6. **Pedestrian Connections**: The area between the employee entrance and the street will be well lit to provide a safe and inviting path. *(See Appendix B Site Plan)*

7. **Promotional Items**: The informational kiosk will contain the following items: a new employee packet with transit information, rideshare options, and trip planning assistance information; up-to-date transit route maps and schedules for employee use; and commute alternatives.

8. **Shuttle Program**: The South San Francisco shuttle bus provides service to the site. There are two stops nearby. The on-site operations manager will manage participation in the shuttle service.

9. **Transportation Management Association (TMA):** The on-site operations manager will participate in the TMA that provides for ongoing support for commute alternatives.

10. **Bicycle Parking, Short Term**: Short-term bicycle accommodations will be made on site. These include bike racks to support four (4) bikes, security, and CCTV cameras. Accommodations includes bike parking within a locked and controlled area, lockers, security cameras, and bike racks. Facilities will be within 75 feet of the main entrance to the building. The on-site operations manager will assess the bike storage needs and add more racks, if needed. *(See Appendix B Site Plan)*

11. **Bicycle Parking, Long Term**: Long-term bicycle accommodations will be provided for up to ten (10) bicycles within a secure storage area on site. *(See Appendix B Site Plan)*

12. **Free Parking for Carpools and Vanpools:** There will be parking spaces allocated for carpool and vanpool vehicles near the entrance to the building. A minimum of four spaces will be provided and more designated if additional space is needed. *(See Appendix B Site Plan)*

13. **Annual Survey:** The on-site operations manager will prepare and administer a survey each year to on-site employees to gauge the participation rate within the facility and to identify strategies to further reduce single-passenger automobile travel.

14. **Guaranteed Ride Home:** In the event that an employee rides transit or uses a carpool/vanpool and is unable to get home at the scheduled time (e.g., family emergency, unavailable carpool driver, working late, etc.), Amazon will provide a guaranteed ride home in the form of a car service or taxi.

15. **Other**: The shift schedules will be such that zero employees are expected to arrive or depart the site during the peak hours (7-9a, 4-6p).

ANALYSIS OF TDM PROGRAM EFFECTIVENESS

The effectiveness of the preceding measures is highly dependent on the commute patterns of the employees and their respective work shifts. As stated before, only 10 employees could utilize transit. They may access the South San Francisco Caltrans Station that is one mile away via the shuttle bus (#8), bike (#10, #11) or walking (#3). Information on bus and train schedules will be provided (#2, #4, #7). With these incentives, we estimate that up to ten (10) employees may choose an alternative mode of transportation.

Carpool and vanpools are most attractive to employees who wish to avoid sitting alone during rush hours in their cars. They can save gas and other transportation costs. However, because most of the employees will work non-traditional hours, they are not likely to fall into the typical carpool/vanpool user category. Incentives such as ride-matching (#1, #4) and on-site parking/drop-off accommodations (#5, #12) along with outreach and encouragement by site management (#9, #13) could reduce the number of single-occupant vehicles.

The guaranteed ride home program (#14) will provide employees with a viable incentive to driving alone as it removes the idea of being stranded at work if transit or their carpool is unavailable for some reason. While the average carpool rate in the Bay Area is a little less than 10%, the carpool/vanpool/TMA programs could encourage as much as 20% of the employees to use these modes. This would affect 18 employees and help reach the overall goal of 28% or more reduction in daily trips.

The most impactful TDM measure to reduce the site's potential impact on area congestion is through the adjustment of the employee shifts (#16). There will be no peak hour trips. There will be 12 outbound trips just after 6:00 PM, which a very low impact. The goal of reducing peak hour impacts will be achieved.

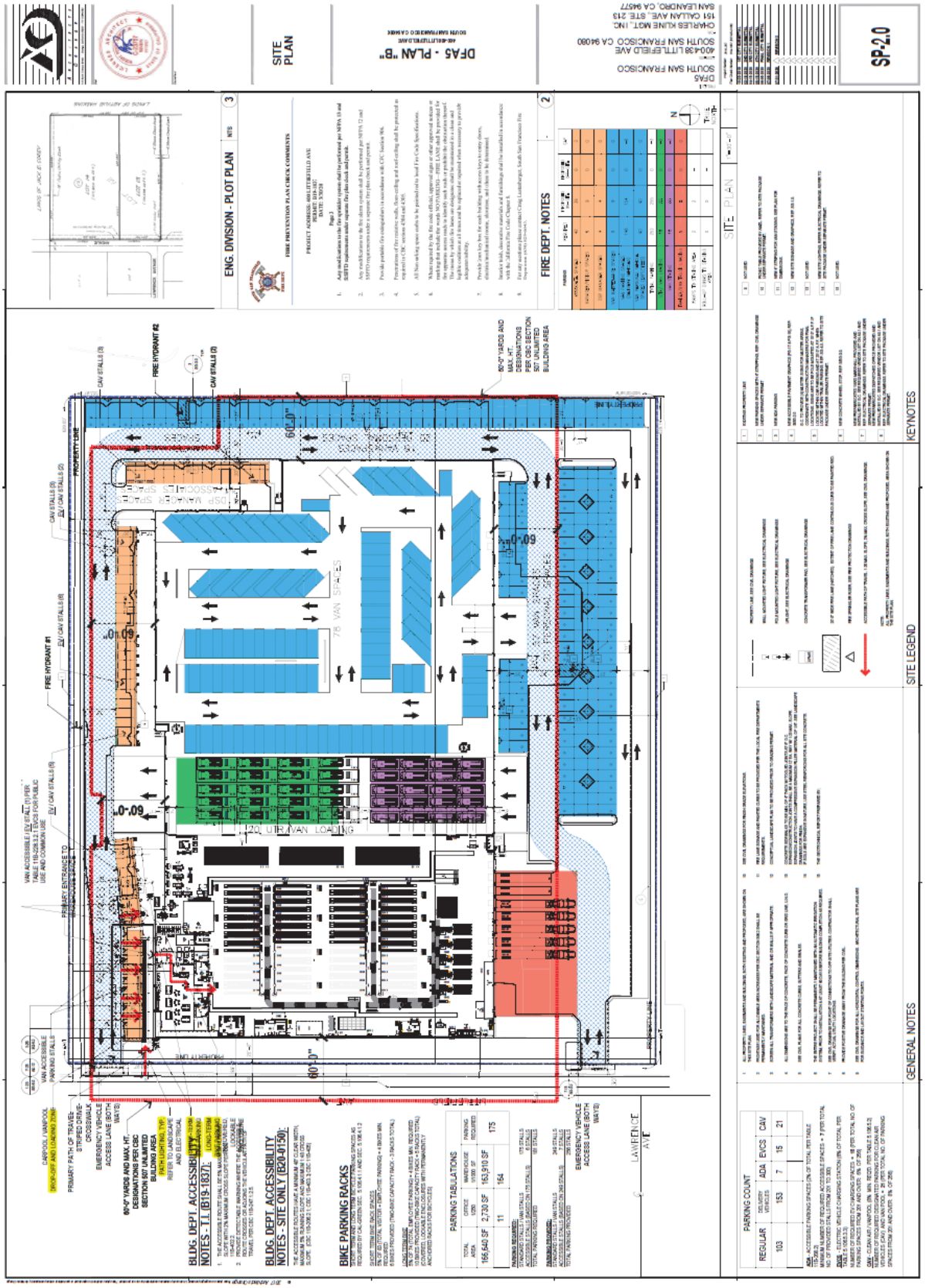
TDM PROGRAM ADMINISTRATION

The TDM program will be reviewed on an annual basis by the Site Operations Manager. If specific elements are deficient or ineffectual, they will be improved or eliminated in favor of other measures.

Attachment A: Traffic Schedule w/o TDM

Associates				Trucks				DSP Drivers				DSP Vans				Flex Drivers				Total			
Time	In	Out	Total	Time	In	Out	Total	Time	In	Out	Total	Time	In	Out	Total	Time	In	Out	Total	Time	In	Out	Total
0:00	0	0	0	0:00	0	0	0	0:00	0	0	0	0:00	0	0	0	0:00	0	0	0	0:00	0	0	0
0:30	0	0	0	0:30	0	0	0	0:30	0	0	0	0:30	0	0	0	0:30	0	0	0	0:30	0	0	0
1:00	0	0	0	1:00	0	0	0	1:00	0	0	0	1:00	0	0	0	1:00	0	0	0	1:00	0	0	0
1:30	0	0	0	1:30	1	0	1	1:30	0	0	0	1:30	0	0	0	1:30	0	0	0	1:30	1	0	1
2:00	0	0	0	2:00	0	1	1	2:00	0	0	0	2:00	0	0	0	2:00	0	0	0	2:00	0	1	1
2:30	0	0	0	2:30	0	0	0	2:30	0	0	0	2:30	0	0	0	2:30	0	0	0	2:30	0	0	0
3:00	0	0	0	3:00	0	0	0	3:00	0	0	0	3:00	0	0	0	3:00	0	0	0	3:00	0	0	0
3:30	73	0	73	3:30	0	0	0	3:30	0	0	0	3:30	0	0	0	3:30	0	0	0	3:30	73	0	73
4:00	0	0	0	4:00	1	0	1	4:00	0	0	0	4:00	0	0	0	4:00	0	0	0	4:00	1	0	1
4:30	0	0	0	4:30	0	1	1	4:30	0	0	0	4:30	0	0	0	4:30	0	0	0	4:30	0	1	1
5:00	0	0	0	5:00	0	0	0	5:00	0	0	0	5:00	0	0	0	5:00	0	0	0	5:00	0	0	0
5:30	0	0	0	5:30	0	0	0	5:30	0	0	0	5:30	0	0	0	5:30	0	0	0	5:30	0	0	0
6:00	0	0	0	6:00	0	0	0	6:00	0	0	0	6:00	0	0	0	6:00	0	0	0	6:00	0	0	0
6:30	0	0	0	6:30	1	0	1	6:30	0	0	0	6:30	0	0	0	6:30	0	0	0	6:30	1	0	1
7:00	0	0	0	7:00	0	1	1	7:00	0	0	0	7:00	0	0	0	7:00	0	0	0	7:00	0	1	1
7:30	0	0	0	7:30	0	0	0	7:30	0	0	0	7:30	0	0	0	7:30	0	0	0	7:30	0	0	0
8:00	0	0	0	8:00	0	0	0	8:00	0	0	0	8:00	0	0	0	8:00	0	0	0	8:00	0	0	0
8:30	0	0	0	8:30	0	0	0	8:30	0	0	0	8:30	0	0	0	8:30	0	0	0	8:30	0	0	0
9:00	0	33	33	9:00	0	0	0	9:00	5	0	5	9:00	0	0	0	9:00	0	0	0	9:00	5	33	38
9:30	0	0	0	9:30	1	0	1	9:30	19	0	19	9:30	0	0	0	9:30	0	0	0	9:30	20	0	20
10:00	0	0	0	10:00	0	1	1	10:00	23	0	23	10:00	0	14	14	10:00	0	0	0	10:00	23	15	38
10:30	0	0	0	10:30	0	0	0	10:30	19	0	19	10:30	0	28	28	10:30	0	0	0	10:30	19	28	47
11:00	0	0	0	11:00	0	0	0	11:00	9	0	9	11:00	0	14	14	11:00	0	0	0	11:00	9	14	23
11:30	0	0	0	11:30	0	0	0	11:30	0	0	0	11:30	0	19	19	11:30	0	0	0	11:30	0	19	19
12:00	0	40	40	12:00	0	0	0	12:00	0	0	0	12:00	0	0	0	12:00	0	0	0	12:00	0	40	40
12:30	0	0	0	12:30	0	0	0	12:30	0	0	0	12:30	0	0	0	12:30	0	0	0	12:30	0	0	0
13:00	0	0	0	13:00	0	0	0	13:00	0	0	0	13:00	0	0	0	13:00	0	0	0	13:00	0	0	0
13:30	0	0	0	13:30	0	0	0	13:30	0	0	0	13:30	0	0	0	13:30	0	0	0	13:30	0	0	0
14:00	10	0	10	14:00	0	0	0	14:00	0	0	0	14:00	0	0	0	14:00	0	0	0	14:00	10	0	10
14:30	0	0	0	14:30	0	0	0	14:30	0	0	0	14:30	0	0	0	14:30	0	0	0	14:30	0	0	0
15:00	0	0	0	15:00	0	0	0	15:00	0	0	0	15:00	0	0	0	15:00	20	0	20	15:00	20	0	20
15:30	0	0	0	15:30	0	0	0	15:30	0	0	0	15:30	0	0	0	15:30	0	20	20	15:30	0	20	20
16:00	0	0	0	16:00	0	0	0	16:00	0	0	0	16:00	0	0	0	16:00	0	0	0	16:00	0	0	0
16:30	0	0	0	16:30	0	0	0	16:30	0	0	0	16:30	0	0	0	16:30	0	0	0	16:30	0	0	0
17:00	0	0	0	17:00	0	0	0	17:00	0	0	0	17:00	0	0	0	17:00	0	0	0	17:00	0	0	0
17:30	0	0	0	17:30	0	0	0	17:30	0	0	0	17:30	0	0	0	17:30	0	0	0	17:30	0	0	0
18:00	0	0	0	18:00	0	0	0	18:00	0	0	0	18:00	0	0	0	18:00	10	0	10	18:00	10	0	10
18:30	0	0	0	18:30	0	0	0	18:30	0	0	0	18:30	0	0	0	18:30	0	10	10	18:30	0	10	10
19:00	0	0	0	19:00	0	0	0	19:00	0	4	4	19:00	4	0	4	19:00	0	0	0	19:00	4	4	8
19:30	0	0	0	19:30	1	0	1	19:30	0	8	8	19:30	20	0	20	19:30	0	0	0	19:30	21	8	29
20:00	0	0	0	20:00	0	1	1	20:00	0	26	26	20:00	16	0	16	20:00	0	0	0	20:00	16	27	43
20:30	0	0	0	20:30	0	0	0	20:30	0	18	18	20:30	26	0	26	20:30	0	0	0	20:30	26	18	44
21:00	0	0	0	21:00	0	0	0	21:00	0	17	17	21:00	7	0	7	21:00	0	0	0	21:00	7	17	24
21:30	0	0	0	21:30	0	0	0	21:30	0	2	2	21:30	2	0	2	21:30	0	0	0	21:30	2	2	4
22:00	0	0	0	22:00	0	0	0	22:00	0	0	0	22:00	0	0	0	22:00	0	0	0	22:00	0	0	0
22:30	0	10	10	22:30	1	0	1	22:30	0	0	0	22:30	0	0	0	22:30	0	0	0	22:30	1	10	11
23:00	0	0	0	23:00	0	1	1	23:00	0	0	0	23:00	0	0	0	23:00	0	0	0	23:00	0	1	1
23:30	0	0	0	23:30	0	0	0	23:30	0	0	0	23:30	0	0	0	23:30	0	0	0	23:30	0	0	0
Total	**83**	**83**	**166**	**Total**	**6**	**6**	**12**	**Total**	**75**	**75**	**150**	**Total**	**75**	**75**	**150**	**Total**	**30**	**30**	**60**	**Total**	**269**	**269**	**538**

Attachment B: Parking and Circulation Plan



Attachment B

DFA5 - Station

Time	Associates			Trucks			DSP Drivers			DSP Vans			Flex			Total		
	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total
00:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
01:30	52	0	52	0	1	1	0	0	0	0	0	0	0	0	0	52	1	53
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
03:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
05:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
05:30	11	0	11	0	0	0	0	0	0	0	0	0	0	0	0	11	0	11
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
07:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
07:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
08:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
09:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:30	0	0	0	1	0	1	50	0	50	0	0	0	0	0	0	51	0	51
10:00	0	0	0	0	1	1	0	0	0	0	25	25	0	0	0	0	26	26
10:30	0	0	0	0	0	0	25	0	25	50	25	75	0	0	0	75	25	100
11:00	0	0	0	0	0	0	0	0	0	0	50	50	0	0	0	0	50	50
11:30	3	0	0	0	0	0	0	0	0	25	50	75	0	0	0	28	50	78
12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30	0	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52	52
13:00	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	0	11
13:30	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	0	13
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0	0	0	0	0	0	30	0	30	30	0	30
16:30	0	0	0	1	0	1	0	0	0	0	0	0	10	13	23	11	13	24
17:00	0	0	0	0	1	1	0	0	0	0	0	0	0	27	27	0	28	28
17:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:00	0	13	13	1	0	1	0	0	0	0	0	0	0	0	0	1	13	14
18:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
19:00	0	0	0	0	0	0	0	5	5	11	5	16	0	0	0	11	10	21
19:30	0	0	0	1	0	1	0	10	10	55	27	82	0	0	0	56	37	93
20:00	0	0	0	0	1	1	0	34	34	38	19	57	0	0	0	38	53	91
20:30	0	0	0	0	0	0	0	13	13	42	21	63	0	0	0	42	34	77
21:00	0	0	0	1	0	1	0	12	12	5	2	7	0	0	0	6	14	20
21:30	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
22:00	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11
22:30	0	3	0	1	0	1	0	0	0	0	0	0	0	0	0	1	3	4
23:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
23:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	90	90	180	11	11	22	75	75	150	225	225	450[1]	40	40	80	441	438	879

[1]The 450 van trips generated by the DFA5 Station include 150 van trips generated from the off-site parking lot.

DFA5 - Off-Site Parking

	Associates			Trucks			DSP Drivers			DSP Vans			Flex			Total		
Time	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total	In	Out	Total
00:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	50	0	50	0	25	25	0	0	0	50	25	75
10:30	0	0	0	0	0	0	0	0	0	0	25	25	0	0	0	0	25	25
11:00	0	0	0	0	0	0	25	0	25	0	25	25	0	0	0	25	25	50
11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19:30	0	0	0	0	0	0	0	5	5	5	0	5	0	0	0	5	5	10
20:00	0	0	0	0	0	0	0	10	10	27	0	27	0	0	0	27	10	37
20:30	0	0	0	0	0	0	0	34	34	19	0	19	0	0	0	19	34	53
21:00	0	0	0	0	0	0	0	13	13	21	0	21	0	0	0	21	13	34
21:30	0	0	0	0	0	0	0	12	12	2	0	2	0	0	0	2	12	14
22:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	75	75	150	75	75	150	0	0	0	150	150	300

amazon logistics

UPDATED TRANSPORTATION DEMAND MANAGEMENT CHECKLIST FOR 400 LITTLEFIELD AVE, SOUTH SF

At Amazon, we focus on being the most customer-centric company in the world. Amazon Logistics ("AMZL") specializes in delivery of customer orders from delivery stations, which power the last mile of our customer order process and help speed-up deliveries for customers. Our growth in the Bay Area is the result of an outstanding workforce, strong local support, and incredible customers. Our associates and customers in this region are also your residents, and we want to ensure we are being good neighbors.

Amazon's existing delivery station at 400 Littlefield Ave has been operational since 2020. In 2020, a Transportation Demand Management (TDM) program was provided and implemented by Amazon. The original TDM and update is included as part of the Conditional Use Permit (CUP) submittal. In October 2022, the City adopted its Transportation Analysis Guidelines requiring a TDM checklist for new development projects generating greater than 100 daily trips. Although we believe Amazon is not required to provide a TDM Checklist because the Project is not considered a new development and it will not result in a net new generation of trips, Amazon intends to comply with the enclosed Tier 2 TDM Checklist.

Amazon is able to achieve 31 out of the 30 points required for Tier 2 projects:

Tier 2 TDM Requirements

Required Measures Provided

- 50% Transit Pass Subsidies and Pre-Tax Transit Benefits[2]
- Participation in Commute.org Programs (5 points)
- Carpool/Vanpool Programs and Parking (3 points)
- Bicycle Storage and Lockers. (1 point)[1]
- Designated TDM Coordinator (1 point)
- Bicycle and Pedestrian-Oriented Site Access (1 point)
- Encourage Telecommuting & Flexible Work Schedules (1 point)

[1] While bicycle storage and lockers are provided, showers cannot be accommodated within the existing build of the delivery station facility. The facility is required to provide a mandated break room and cafeteria for associates, and cannot provide showers without impacting these required areas. Therefore, 1 point is allocated instead of the required 2 for this measure.

amazon logistics

Optional Measures Provided

- Enhanced Shuttle Commitment (10 points)
- Transit Capital Improvements (1 point)[3]
- Bicycle Repair Station (1 point)

While not explicitly a part of the City's Tier 2 TDM Checklist, Amazon has also instituted the following TDM measures in accordance with its 2020 TDM Program:

- Direct Route to Transit
- Guaranteed Ride Homes
- Information Boards/Kiosks
- Passenger Loading Zones
- Pedestrian Connections
- Promotional Programs
- Annual Survey

[3] *As* part of the Project, Amazon will propose wayfinding signage in accordance with § 20.400.004 of the City's Ordinance.

TDM Checklist - 400 Littlefield (Updated)

Tier 2 projects are subject to implementing a list of TDM measures selected from those identified by the City in its TDM Ordinance. Each individual measure is worth a set number of 'points'; Tier 2 projects must achieve 30 points, including several required measures. An annual self-certification form is required for the first five years after occupancy.

Table 5: Tier 2 TDM Requirements

Type	TDM Measure (*Description Required as Attachment)	Eligible Points	Proposed Project Points
Required Measures (20 Points)	50% Transit Pass Subsidies and Pre-Tax Transit Benefits	7	7
	Participation in Commute.org Programs	5	5
	Carpool/ Vanpool Programs and Parking	3	3
	Bicycle Storage, Showers, and Lockers	2	1
	Designated TDM Coordinator	1	1
	Bicycle and Pedestrian-Oriented Site Access	1	1
	Encourage Telecommuting & Flexible Work Schedules	1	1
Optional Measures (Description Required as Attachment)	Paid Parking or Parking Cash-Out	10	
	Enhanced Shuttle Commitment*	10	10
	Fully Subsidized Transit Passes	8	
	Affordable Housing	6	
	Active Transportation Gap Closure*	Up to 6	
	Transit Capital Improvements*	Up to 6	1
	Reduced Parking	Up to 5	
	On-Site Pedestrian-Oriented Amenities	3	
	Bikeshare Program Participation	3	
	Shared Parking Approach	2	
	Cash Incentives[1]	2	
	On-Site Carshare	2	
	Active Transportation Subsidies	1	
	Increased Bicycle Parking (>50% Greater than City Code)	1	
	Bicycle Repair Station	1	1
Requirements	Tier 2 Projects	30	31

The following guidance is suggested for the calculation of variable point totals:

- Active Transportation Gap Closure: 2 point for addressing missing sidewalks or signage/striping changes for crosswalk or bike lane gaps; 4 points for dedicating additional space for pedestrian or bicycle facilities; 6 points for major gap closure near transit station
- Transit Capital Improvements: 2 point for bus shelter at existing stop; 4 points for new bus bulb with shelter (or equivalent bus improvements); 6 points for bus-only lane