



# HEXAGON TRANSPORTATION CONSULTANTS, INC.

## Transportation Demand Management (TDM) Plan

Firehouse Work (FWH), LLC at 201 Baden Avenue in South San Francisco, CA

Prepared for:

**Group 4 Architecture, Research + Planning, Inc.**

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# 1. Introduction

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Transportation Demand Management (TDM) is a combination of services, incentives, facilities, and actions that reduce single-occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, and air pollution problems. The purpose of TDM is to (1) reduce the amount of traffic generated by new development; (2) promote more efficient utilization of existing transportation facilities and ensure that new developments are designed to maximize the potential for alternative transportation usage; (3) reduce the parking demand generated by new development and allow for a reduction in parking supply; and (4) establish an ongoing monitoring and enforcement program to guarantee the desired trip and parking reductions are achieved.

The main purpose of the proposed TDM plan for the proposed Firehouse Work (FHW), LLC project is to evaluate the parking reduction requirements outlined in Section 20.330.007 (Downtown Parking) of the South San Francisco Municipal Code. The code states that for the Downtown Parking District, the Planning Commission shall review any request for a reduction in the number of required parking spaces and make a determination whether there is sufficient parking within the District to accommodate the proposed use. As the project proposes to provide less on-site parking than what is typically required for downtown commercial developments, the project will implement a TDM program to encourage alternative modes of travel and offset the on-site parking deficit.

## Project Description

The proposed FHW project will repurpose the existing two-story Firehouse station located at 201 Baden Avenue in South San Francisco into 11,940 square feet of office space, with three different tenants. The project site is bordered by Baden Avenue to the north and 2<sup>nd</sup> Lane to the south. Located on the west side of the project is the Giorgi Bros Furniture Showroom, and on the east side is a KFC/Taco Bell restaurant. Vehicular access to the site is proposed on the back side of the building via 2<sup>nd</sup> Lane. The building frontage on Baden Avenue is proposed to include landscaping and wide sidewalks. Only pedestrian access will be provided on Baden Avenue. The project site location and the surrounding study area are shown on Figure 1.

The project is located in the Downtown Station Area Specific Plan area, which covers properties within 0.5 miles of the City's Caltrain Station. The City of South San Francisco completed the Downtown Station Area Specific Plan (DSASP) and EIR that was adopted in February 2015. The land uses proposed for this project are consistent with those set forth in the DSASP EIR.

## Downtown Location and Proximity to Transit

Also called location efficiency, the location of a project within or adjacent to a central business district promotes pedestrian and bicycle travel in a high-density area of complementary land uses. The project


is located in the Downtown Transit Core (DTC) and will provide development within a ¼ -mile radius of the Caltrain Station, which will promote ridership and reduce emissions. Also, the project site is located within one quarter mile of four SamTrans bus routes. Chapter 2 describes the existing transit services in the study area.

## **Report Organization**

The remainder of this report is divided into three chapters. Chapter 2 describes the transportation facilities and services in the vicinity of the project site. Chapter 3 describes the parking proposed by the project. Chapter 4 presents the TDM plan that is recommended for the proposed project, including the program for implementing and monitoring the TDM plan.



**LEGEND**

 = Site Location

**Figure 1**  
**Site Location**

## 2. Existing Transportation Facilities

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Transportation facilities and services that support sustainable modes of transportation include SamTrans bus routes, BART, Caltrain, shuttles, pedestrian facilities, and bicycle facilities. This chapter describes the existing facilities and services near the 201 Baden Avenue project site. Information on the nearby roadway network is also included in order to provide a more comprehensive description of the nearby transportation network.

### Roadway Network

Regional access to the project study area is provided by US 101.

*US 101* is a north-south major freeway through eastern San Mateo County between San Francisco and San Jose. It is the primary north/south route connection to I-280 and I-80 north of South San Francisco. US-101 is typically congested in both directions during both peak periods as people commute to and from San Francisco and the Silicon Valley. Access to the freeway from the project site is provided via interchanges at Miller Avenue, Airport Boulevard, and Grand Avenue.

The following roadways provide local access to the site:

*Airport Boulevard* is a major north/south arterial route through South San Francisco parallel to US-101. North of Grand Avenue, Airport Boulevard has two travel lanes in each direction. Airport Boulevard provides access to the site via Baden Avenue.

*Baden Avenue* is primarily a two-lane local roadway that extends from Chestnut Avenue in the west to Airport Boulevard in the east. It is a four-lane roadway between Linden Avenue and Airport Boulevard with no on-street parking. The project frontage is located along Baden Avenue with only pedestrian access provided along Baden Avenue. No vehicular access will be provided on Baden Avenue.

*Grand Avenue* is a two- to six-lane roadway that extends from Mission Road to its termination point at Point San Bruno Park. West of US-101, Grand Avenue has one travel lane in each direction with on-street angled parking on both sides of the street.

*Linden Avenue* is a two-lane local roadway that extends north from San Mateo Avenue at the city limits and terminates at Airport Boulevard. There are traffic signals at most major intersections, with the remainder of its intersections controlled by stop signs. Linden Avenue intersects Baden Avenue, Grand Avenue, and Miller Avenue in the vicinity of the project site.

2<sup>nd</sup> Lane is a one-way (eastbound) local roadway that extends east from Chestnut Avenue to Airport Boulevard. On-street parking is generally provided on the north side of the street. Vehicular access to the proposed project is provided on the backside of the project via 2<sup>nd</sup> Lane.

## Existing Bicycle Facilities

Bicycle facilities include bike paths, bike lanes, and bike routes. Bike paths (Class I facilities) are pathways, separate from roadways, which are designated for use by bicycles. Often, these pathways also allow pedestrian access. Bike lanes (Class II facilities) are lanes on roadways designated for use by bicycles with special lane markings, pavement legends, and signage. Bike routes (Class III) are existing rights-of-way that accommodate bicycles but are not separate from the existing travel lanes. Routes are typically designated only with signs.

According to the Bicycle Master Plan, the City has 48.3 miles of existing bikeways, though most of them are not signed (see Figure 2). Transit stations, schools, parks and retail centers are all accessible by these bikeways. The following bicycle facilities exist in the project study area.

### Class I Bikeway (Multi-Use Path)

- **Grand Avenue** has a bike path that extends from Industrial Way, crosses over East Grand Avenue and ends at Harbor Way. This path connects to Class II bike lanes that begin on Gateway Boulevard south of Grand Avenue.

### Class II Bikeway (Bike Lane)

- **Airport Boulevard** has Class II bike lanes in both directions that begin north of Miller Avenue and connect to the Class III bicycle routes on Miller Avenue and Linden Avenue.
- **Gateway Boulevard** has Class II bike lanes in both directions that begin south of Grand Avenue and extend to South Airport Boulevard.
- **Grand Avenue** has Class II bike lanes in both directions that begin west of Spruce Avenue and connect to the Class III bicycle route on Spruce Avenue.
- **Railroad Avenue** has a Class II bike lane in the eastbound direction that extends east from Spruce Avenue to Maple Avenue, after which it becomes a Class III bicycle route with sharrows. This lane connects to the Class III bicycle route on Spruce Avenue.

### Class III Bikeway (Bike Route)

- **San Mateo Avenue** is a Class III bicycle route without sharrow markings. The route extends from Airport Boulevard past South Linden Avenue, connecting to the Class III bicycle route on Linden Avenue.
- **Linden Avenue** is a Class III bicycle route without sharrow markings. The route extends south from Airport Boulevard to San Mateo Avenue.
- **Spruce Avenue** is a Class III bicycle route with sharrow markings between Grand Avenue and Victory Way. The route connects to Class II bicycle lanes on Grand Avenue.

The City of South San Francisco adopted its Citywide bicycle master plan in 2010, the goal of which is to expand the bicycle network to make it easier and safer for people to bicycle through the City. In the

project vicinity, bike lanes are planned in both directions on Airport Boulevard between Miller Avenue and San Mateo Avenue. Bike lanes are also planned in both directions on Grand Avenue between Spruce Avenue and Airport Boulevard. As part of the proposed Caltrain Station reconstruction, a new ped/bike rail crossing tunnel is proposed at the Grand Avenue/Airport Boulevard intersection that would directly connect to the South San Francisco Caltrain station. The new ped/bike tunnel would also provide a good bicycle connection between the downtown and the employment zone to the east of US 101.

## Existing Pedestrian Facilities

Sidewalks are provided on most streets in the immediate vicinity of the project. Sidewalks exist in both directions on Airport Boulevard and on Baden Avenue along the project frontage. In the immediate vicinity of the project, crosswalks exist at the signalized intersections of Airport Boulevard/Baden Avenue (on the west leg and the south leg) and Linden Avenue/Baden Avenue (on all four approaches) for pedestrians to get to downtown destinations. Pedestrian access improvements are proposed in the area covered under the Specific Plan and citywide under the South San Francisco Pedestrian Master Plan. The plan calls for area-wide improvements, such as establishing a Downtown pedestrian-priority zone, making pedestrian-friendly alley improvements to Downtown lanes, and completing the street grid to reduce block lengths immediately surrounding the Caltrain station.

The new South San Francisco Station, located directly south of its previous location, is now accessible from Downtown and Poletti Way in South San Francisco. The station now features a 700-foot center-boarding platform and pedestrian underpass. Passengers no longer have to cross the tracks to board the train. The improvements also make the station fully compliant with the Americans with Disabilities Act (ADA).

Overall, the existing network of sidewalks and crosswalks provides pedestrians with safe routes to transit services and other points of interest in the downtown area.

## Existing Transit Service

Transit services in the study area include local buses, express buses, shuttles, BART, Caltrain and ferry service. A majority of the public transit trips through the area are commuters who use the Caltrain station or connect from BART to Downtown and East of US-101 employers via employer shuttles. Employer sponsored shuttles connect to employment destinations east of the Caltrain station and other commuter connections in the area. These shuttles are available to individual riders not associated with sponsor employers for a monthly fee. See Figure 3 for the existing transit services.



## SamTrans Bus Routes

Existing bus service to the study area is provided by San Mateo County Transit District (SamTrans). Bus services to the study area are described in Table 1.

**Table 1**  
**SamTrans Services**

Route <sup>1</sup>	Route Description	Weekday Hours of Operation <sup>2</sup>	Headways <sup>2</sup> (minutes)
Express, SFO and Multi-City Route 397	San Francisco – Palo Alto Transit Center (Limited Overnight Service) - Serves SF Airport	12:45 AM - 6:30 AM	60
Express, SFO and Multi-City Route 292	San Francisco – Hillsdale Mall - Serves SF Airport	3:55 AM - 2:45 AM	10 to 30
North County Route 37	Alta Loma School - Hillside/Grove (School-day only)	8:10 AM - 8:30 AM 2:30 PM - 4:00 PM	
North County Route 130	Daly City BART - Airport/Linden	5:00 AM - 12:00 AM	15
North County Route 141	Airport/Linden – Shelter Creek	6:10 AM - 8:00 PM	30
South City Shuttle	Provides access to SSF schools, parks, Municipal Services Building, downtown SSF, Kaiser Hospital, senior centers, and provide connecting transportation to Santrans stops and the SSF BART station	7:15 AM - 7:00 PM	40 to 50

**Notes:**

Source: SamTrans Service Schedule and Map, September 2021

1. Closest bus stop to bus routes 397 and 292 is located at Airport Boulevard and Baden Avenue (350 feet from the project location) and bus stop for routes 37, 130, and 141 are at Grand Avenue and Linden Avenue (800 feet from the project location).

2. Approximate weekday operation hours and headways during peak periods in the project area, as of September 2021.

## BART Service

Bay Area Rapid Transit (BART) operates regional rail service in the Bay Area, connecting between San Francisco International Airport and the Millbrae Intermodal Station to the south, San Francisco to the north, and cities in the East Bay. The BART stations closest to the South San Francisco Caltrain station area are the San Bruno Station located near Huntington Avenue east of El Camino Real, and the South San Francisco Station, located on Mission Road and McLellan Drive. Both stations are located within 3 miles of the South San Francisco Caltrain station, and SamTrans provides service from the BART stations to Downtown South San Francisco. BART trains operate on 15-minute headways during peak hours and 20-minute headways during off-peak hours

## Caltrain

Caltrain provides commuter rail service between San Francisco and Gilroy. The project is located within 0.5 miles of the new South San Francisco Caltrain station. The South San Francisco Caltrain Station serves local trains, with 23 northbound and 23 southbound weekday trains. The South San Francisco Caltrain Station provides weekday service from 5:10 AM to 12:35 AM, with 60-minute headways.

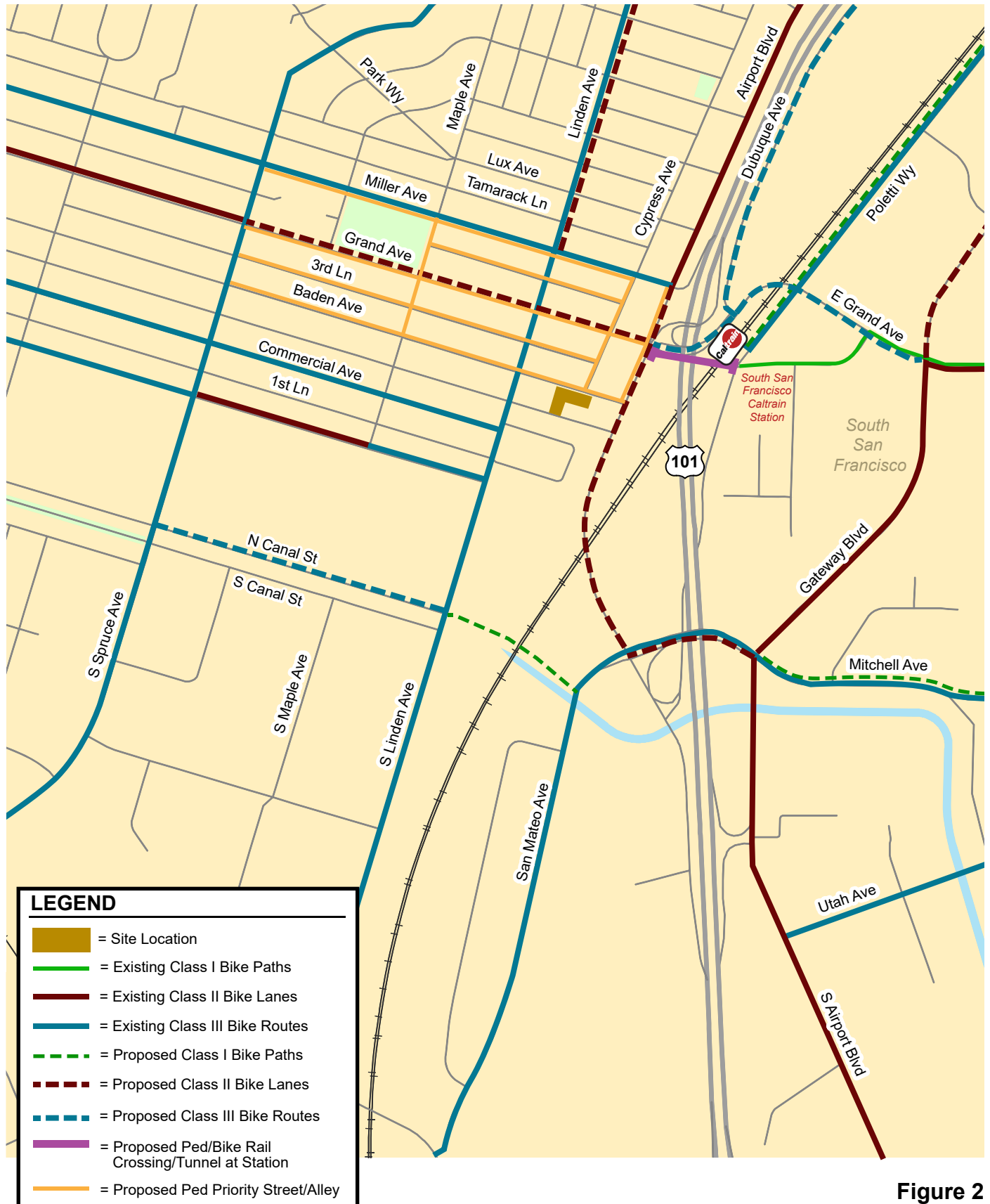
Previously, the only access to the South San Francisco Downtown used to be from the west side of the train tracks, via the Grand Avenue overpass. This overpass requires a long and circuitous detour for people walking and bicycling, who have to cross Grand Avenue and descend either a tall metal staircase or use Dubuque Avenue. The city in partnership with Caltrain recently completed the South San Francisco Caltrain Station Reconstruction project to improve safety and connectivity to nearby businesses. Caltrain passengers are now able to get to the east of Caltrain Station from the station's center platform via ramps that connect to a tunnel underneath the tracks. The tunnel connects to a pedestrian plaza at Grand Avenue and Airport Boulevard on the west side of the tracks and a transit plaza at the intersection of Grand Avenue and Poletti Way on the east side of the tracks. Buses and shuttles pick up and drop off Caltrain passengers from the new east-side plaza instead of the parking lot on the west side of the station, which makes it easier for residents commuting to the City's biotech job center on the east side of the tracks.

## East of US-101 Area Shuttles

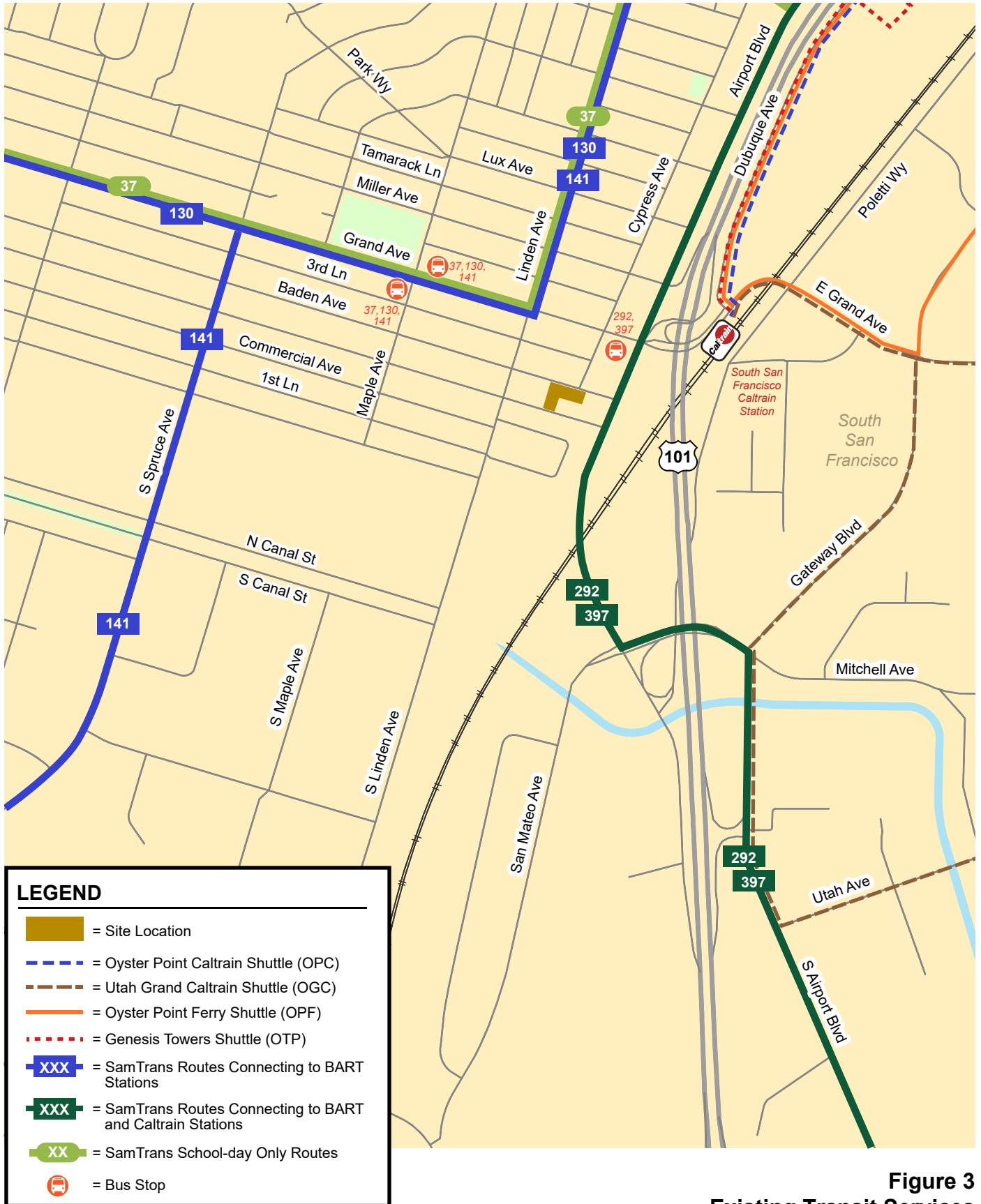
- The Oyster Point Caltrain Shuttle connects the South San Francisco Caltrain station to Oyster Point, Forbes Boulevard and Eccles Avenue. This line provides service during peak commute hours, between 6:30 AM and 10:00 AM, and between 3:00 PM and 6:00 PM with 30-minute headways.
- The Utah-Grand Caltrain Shuttle connects South San Francisco Caltrain station to East Grand Avenue and Utah Avenue. This line provides service during peak commute hours, between 5:30 AM and 9:30 AM, and between 4:00 PM and 6:15 PM with 30-minute headways.

## Bus Stops

The nearest bus stop for Route 37, 130 and 141 is located near the Grand Avenue/Linden Avenue intersection, which is less than 800 feet walking distance from the project site. The nearest bus stops for Routes 292 and Route 397 going northbound are located on Airport Boulevard, just south of Baden Avenue, and the nearest stops for Route 292 and Route 397 going south bound are located on Airport Boulevard, just south of Grand Avenue. The shuttle services can be accessed at the Caltrain station, which is within walking distance of the project. Continuous sidewalks are present for pedestrians walking between the proposed project and the nearest bus stops.



**Figure 2**  
Existing and Proposed Pedestrian and Bicycle Facilities



**Figure 3**  
Existing Transit Services

### 3. Parking

The South San Francisco Municipal Code includes parking requirements for office projects within the Downtown Plan Area (Section 20.330.007). The parking requirements are as follows: 1 space per 400 s.f. of floor area of business and professional office.

The project as proposed would redevelop the existing Firehouse building to consist of 11,490 square feet of office space. Based on the municipal code, this would require 29 vehicular parking spaces. The vehicular parking requirements are summarized in Table 2.

**Table 2**  
**Vehicular Parking Spaces Requirement**

Land Use	Parking Rate <sup>1</sup>	Project Size	Required Spaces
<b>Minimum Parking Requirement</b>			
Office Parking	1 per 400 sf	11,490	29
<b>Total</b>			<b>29</b>
<u>Notes:</u>			
SF = square feet			
<sup>1</sup> Vehicular parking requirements per Table 20.330.007 of the South San Francisco Municipal Code			

According to the project site plan, the project would provide a total of 5 parking spaces: 4 standard spaces and 1 American Disability Act (ADA) compliant parking space. There would be a deficit of 24 spaces for the proposed office use. Given the project's location and its proximity to the Caltrain station, it is expected that many employees would use public transportation and would not need a car. Also, the project is required to implement a comprehensive TDM plan, as described in Chapter 4 to encourage employees to use alternative modes of transportation and to reduce the project's parking demand.

For employees that are unable to take alternative modes of transportation to commute to work and are unable to park on the project site, paid parking permits as described below should be provided. Since paid parking works against the TDM goals of reducing single occupant vehicles, employers should be encouraged to have employees pay all or part of the parking cost. Alternatively, employers can implement a parking cash out program. Parking cash out is a commuter benefit in which an employer offers employees the option to accept taxable cash income instead of a free or subsidized parking space at work. Given a choice of cash or a parking space, many people would prefer to receive cash.

**Paid Parking Permits and Parking Validation.** The project applicant or the individual tenants should provide parking permits for all employees who do not use public transportation to park in designated City maintained parking lots. The City’s Parking Place Commission manages public parking in Downtown South San Francisco. Monthly parking is available in the following public lots, which are located within one-third of a mile from the project:

- Parking Lot #2A at 216 Linden Avenue
- Parking Lot #2B at 216 Baden Avenue
- Parking Lot #4 at 241 Grand Avenue
- Parking Lot #5 at 319 Baden Avenue
- Parking Lot #12, at 337 Baden Avenue
- Parking Lot # 15 at 201 Grand Avenue
- Miller Parking Garage

The project should coordinate with the City on the availability and how to purchase monthly parking permits for employees. Parking validation should be provided for all visitors. Visitors would park on the street, where on-street parking is provided or in the public parking lots. Since the project is not expected to generate a significant number of visitors, the project would not adversely impact the availability of public parking. It is noted that all on-street parking in the vicinity of the project is metered with a 2-hour time limit.

## 4. TDM Plan

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The TDM measures recommended for the Firehouse Work project include design features, programs, and services that promote sustainable modes of transportation and reduce the roadway and parking demand that would be generated by the project. The City's Municipal Code requires all nonresidential development expected to generate 100 or more average daily trips to implement a transportation demand management (TDM) program to reduce the number of vehicle trips by increasing access to and use of alternative modes of transportation, including transit, bicycling, and walking. Although the proposed project could potentially generate fewer than 100 daily trips (based on all office tenants), the project is required to implement a TDM Plan as the project does not meet the minimum required number of on-site parking spaces.

The project site is well suited to have a successful TDM Plan based on its location near residential development and other commercial and retail areas and its access to bicycle, pedestrian, and transit facilities. Table 3 presents a summary of the measures recommended in this plan in accordance with the City of South San Francisco Municipal Code, Section 20.400.004, along with an indication of who should have primary responsibility for implementing each measure. All measures should be implemented upon occupancy of the building.

### Proposed TDM Measures

The following 14 TDM measures, all of which are required by Chapter 20.400.004 of the City's zoning ordinance, and 2 supplemental trip reduction measures should be implemented for the proposed project. All of the measures that are required by the City should be implemented as soon as the project is constructed and occupied.

#### Required Measures

**Carpool and Vanpool Ridematching Services and Incentive Programs (Required Measure 1)**. The Employer Contact should promote the 511 RideMatch service, which assists employees in finding ridesharing partners who work nearby. The 511 Ridematch service is an interactive, on-demand system that helps commuters find others with similar routes and travel patterns with whom they may share a ride. Registered users are provided with a list of other commuters near their employment or residential ZIP code, along with the closest cross street, email, phone number, and hours they are available to commute to and from work. Participants are then able to select and contact others with whom they wish to commute. The service also provides a list of existing carpools and vanpools in their residential area that may have vacancies.

**Table 3  
Recommended Trip Reduction Measures**

Trip Reduction Measures from South San Francisco Municipal Code (Section 20.400.004)		
#	Required TDM Measures	Implementation Responsibility
1	Carpool and Vanpool Ridematching Services	Available to public
2	Designated Employer Contact	Building Developer <sup>1</sup>
3	Direct Route to Transit	Building Developer
4	Guaranteed Ride Home	Trans.Coordinator
5	Information Boards/Kiosks	Building Developer <sup>1</sup>
6	Passenger Loading Zones	Building Developer <sup>1</sup>
7	Pedestrian Connections	Building Developer
8	Promotional Programs	Trans.Coordinator
9	Shower/Clothes Lockers	Building Developer
10	Shuttle Program <sup>2</sup>	
11	Transportation Management Association (TMA)	Building Developer
12	Bicycle Parking, Long-Term	Building Developer
13	Bicycle Parking, Short-Term	Building Developer
14	Free Parking for Carpools and Vanpools <sup>3</sup>	Building Developer
Other TDM Measures		
	Transit Subsidies	Trans.Coordinator
	Telecommuting	Individual Tenants
	Paid Parking Permits	Individual Tenants
<p><u>Notes:</u></p> <p><sup>1</sup> The building developer will have initial responsibility for creating an online kiosk and appointing the Transportation Coordinator. After the building is occupied, the Transportation Coordinator will have ongoing responsibility for the online kiosk and</p> <p><sup>2</sup> The South City Shuttle provides free service around South San Francisco and provides transit connections with SamTrans and BART.</p> <p><sup>3</sup> Based on the interest of the employees, one parking space will be designated for carpool/vanpool in the future.</p>		

**Designated Employer Contact (Required Measure 2).** The project applicant should identify an employee for each tenant who will be the official contact for the TDM program and should provide that person’s name and contact information to the City. The Employer Contact will serve as the on-site TDM Coordinator. Their responsibilities will include organizing and implementing the promotional programs, updating information on the information board/kiosk, administering the carpool and vanpool ridematching services, and serving as the official contact for the administration of the annual survey.

**Direct Route to Transit (Required Measure 3).** The project is located within walking distance of the South San Francisco Caltrain station. The recently completed pedestrian tunnel connects the station directly to the east end of downtown’s Grand Avenue. The pedestrian plaza on Grand Avenue is



located approximately 500 feet to the north and east of the proposed project. The project will provide lighting and landscaping along the project frontage on Baden Avenue to enhance pedestrian safety.

**Guaranteed Ride Home (Required Measure 4).** The purpose of an Emergency Ride Home program is to guarantee that employees need not worry about being stranded at work without a car in the event of illness, family emergency, or unexpected overtime if they carpool or vanpool or take transit. By reassuring commuters who do not drive alone that they can have timely and paid transportation in the event of an emergency, this program removes one of the largest concerns expressed by most employees about using alternative modes of transportation.

Commute.org has created a program that provides employees from participating employers with a free taxi ride in the case of an emergency. There is no need for employees to sign up for the program in advance, and the employer only pays when the service is used. The San Mateo County GRH Program reimburses people who commute to a workplace in San Mateo County for the cost of their ride home in the event they have an emergency. Commuters can use any form of transportation to get home, such as public transit, ride-hailing app (e.g. Uber or Lyft), carshare, or taxi, and be reimbursed a maximum of \$60 per trip up to 4 times per calendar year. The Alliance's website at [www.commute.org](http://www.commute.org) provides detailed information on participating in the GRH program.

**Online Information Center (Required Measure 5).** The project should maintain an online kiosk where transportation-related information can be displayed. The Employer Contact should post the following information: transit routes and schedules, carpooling and vanpooling information, information about bikeways and taking bikes on transit services, and information about incentive programs and transit subsidies.

**Passenger Loading Zone (Required Measure 6).** It is recommended that one parking space on site be designated as a passenger loading zone for carpool and vanpool drop-off and pickup in the parking lot.

**Pedestrian Connections (Required Measure 7).** The site is currently well-served by pedestrian amenities including sidewalks and crosswalks with pedestrian signal heads. Improvements to these existing facilities, including the widening of sidewalks and the addition of planting strips along the project frontage to provide buffer between vehicles and pedestrians by the development will encourage individuals to walk to nearby destinations.

**Promotional Programs (Required Measure 8).** The Employer Contact should:

- Prepare and distribute new employee orientation packets on transportation alternatives and the services available to employees.
- Post, email, or distribute flyers, posters, brochures, and other materials on commute alternatives. The Commute.org can help provide marketing materials.
- Promote special events such as Rideshare Week (October), Spare the Air days, or other events, such as the Alliance's "Rethink Your Commute" contest.
- Provide trip planning assistance to employees who are considering an alternative mode. Maintain a supply of up-to-date transit schedules and route maps for SamTrans, BART, and Caltrain and be knowledgeable enough to answer employees' questions.

**Showers and Clothes Lockers (Required Measure 9).** The project will provide a shower in the men's and women's restrooms for employees who walk or bicycle to work to use free of charge. Providing a shower and changing rooms will encourage employees to walk or bicycle to the site.

**Shuttle Program (Required Measure Service 10).** The South City Shuttle provides free service around South San Francisco and provides transit connections to SamTrans and the South San Francisco BART station. This free shuttle is open to the general public. The closest bus stop on this route is located at the intersection of Linden Avenue and Baden Avenue, which is approximately 300 feet west of the project site.

**Transportation Management Association (TMA) (Required Measure 11).** The project will be required to participate in Commute.org, an alliance of 17 cities and the county of San Mateo, which provides comprehensive and ongoing support for alternative commute programs in San Mateo County. By joining the Alliance, the Employer Contact need not “re-invent the wheel” to develop an effective TDM program. All employers in San Mateo County can utilize the resources, incentive programs, and services provided by the Alliance to promote commute alternatives. The Alliance’s website at [www.commute.org](http://www.commute.org) provides detailed information on their programs.

**Long-Term Bicycle Parking (Required Measure 12).** Providing secure bicycle parking encourages bicycle commuting and reduces daily vehicle trips. Per the zoning ordinance, for establishments with 25 or more employees, long-term bicycle parking should be provided at a ratio of one space per 25 vehicle spaces. The project should provide at least 2 long-term bicycle parking space on site.

**Short-Term Bicycle Parking (Required Measure 13).** The zoning ordinance requires short-term bicycle parking spaces at a rate of 10 percent of the number of required automobile parking spaces. Bicycle parking in downtown districts may be located within the public right of way provided an unobstructed sidewalk clearance of four feet is maintained for pedestrians at all times. As the project is required to provide a total of 29 vehicular parking spaces, the project should provide at a minimum three short-term bicycle parking spaces.

**Parking for Carpools and Vanpools (Required Measure 14).** The TDM ordinance requires that 10% of all vehicle parking spaces shall be reserved for carpools or vanpools. These spaces are to be in premium and convenient locations and should be free of charge. Due to limited parking on site, the need to provide a designated parking space for carpool/vanpool will be evaluated in the future based on the interest of the tenants and employees.

### **Additional TDM Measures**

The project should implement the following supplemental trip reduction measures to encourage employees to use public transportation and to offset the limited on-site parking.

**Subsidized Transit Passes.** The individual tenants should be required to provide monthly subsidized transit passes to all employees. This will encourage employees to use transit for commuting to work. The Transportation Coordinator will be responsible for administering the program. Each employee will be given a clipper card that can be used on various transit systems like BART, Caltrans and SamTrans. Clipper is the all-in-one transit card for the Bay Area and can be used on all Bay Area transit systems, including Muni. The Clipper card can also be used as an access key to Bikeshare by linking the card to a Bay Wheels (a regional public bicycle sharing system in California’s San Francisco Bay Area) account.

**Telecommuting.** This measure provides employees with opportunities and the ability to work off-site. The individual tenants should allow an employee to telecommute on a case-by-case basis.

**Paid Parking at Prevalent Market Rates.** Due to limited on-site parking, paid parking permits will be provided by individual tenants in nearby City parking lots/garage for employees who drive. Alternatively, employees can apply this monetary amount towards offsetting the cost of public transportation.

## Program Monitoring and Reporting

The project applicant shall submit a final TDM Plan to the City and shall be responsible for ensuring that the TDM measures are successfully implemented and remain in substantial compliance with the Downtown Specific Area Plan. The trip reduction measures included in this TDM Plan should be incorporated into the project.

It is anticipated that, after the project is constructed, an individual from the owner or property management team within the project will be designated as the Transportation Coordinator and assume responsibility for the ongoing TDM measures. When any ownership, management, or contact information changes, the City should be notified of the name, phone number, and email address of the designated Transportation Coordinator.

The TDM Coordinator should prepare a one-time annual monitoring report of the site one-year after completion and occupancy of the project site. The TDM monitoring report should include employee surveys with travel pattern information and use of TDM measures provided by the site to determine adjustments to this TDM Plan. The report should be submitted to the City of South San Francisco Planning Department.

## Conclusions

The TDM measures recommended to be implemented by the project complement the attributes of the site location, the site design, and surrounding uses. Such measures encourage walking, biking, and use of transit. The project will implement all trip reduction measures required by the code. Additionally, the project will provide subsidized transit passes, telecommuting and monthly parking permits for employees to park in City designated parking lots in order to offset on-site parking deficit.