Report
May 2024

31-57 B Street TDM Plan

City of San Mateo
Our ref: 24454801
Client ref: PA-2022-089

steer

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31-57 B Street TDM Plan

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1 Introduction

Project Description

The project site is located at the corner of S. B Street and 1st Ave., adjacent to the downtown San Mateo Caltrain station. The site currently includes three commercial structures and a small parking lot which would be replaced by a new 4-story mixed-use building (building attributes summarized in Table 1). The project includes:

- 35,888 square feet of office space
- 5,302 square feet of ground floor retail/restaurant space (corner retail plaza)
- No vehicle parking
- 24 total bicycle parking spaces
- Widening of sidewalks and creation of curb extensions
- Public plaza, public seating and gathering areas

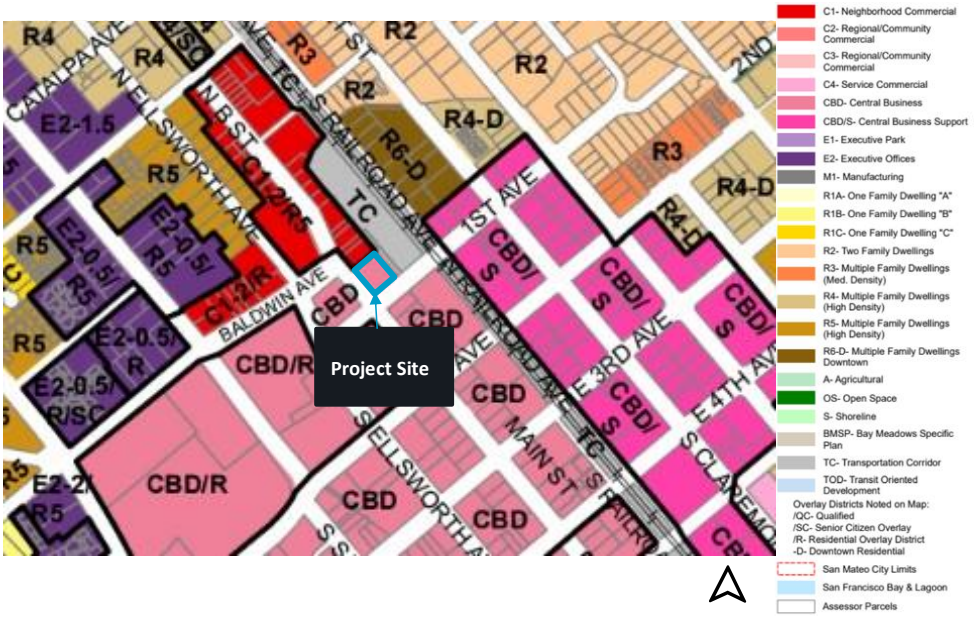
Table 1. Proposed Project Attributes

	Current	Proposed
Description	Two one-story commercial buildings: Building 1 (57 S B St) and Building 2 (43 S B St)	One four-story mixed-use building
Sq. Footage	9,336 sq. ft. gross building area	41,190 sq. ft. proposed building area, including office, restaurant and/or retail uses
Zoning designation	CBD - Central Business District	CBD - Central Business District

Zoning

The site is zoned CBD – Central Business District. On September 19, 2022, the City Council voted 4-0 to adopt an ordinance to reclassify, or rezone, the northwest parcel of the property from Neighborhood Commercial with a Residential Overlay (C1-2/R5) to CBD to align the property's zoning designation with its Downtown Retail Core land use designation. The City's zoning map (Figure 1), has been updated and shows the entire site as now zoned CBD. The area to both the south and west of the project is also zoned CBD, the area to the east is zoned as TC (Transportation Corridor), and directly to the north is zoned as Neighborhood Commercial with a Residential Overlay (C1-2/R5). The project site is located in the northeast section of downtown San Mateo. The zoning in this area allows for high-density residential, retail, cultural, entertainment, and community service uses which generate high amounts of people and transportation activity around the project site.

Figure 1. City of San Mateo Zoning Map



Source: City of San Mateo 2022

Demography and Travel Trends

The travel trends described in this section are based on information from the Census Bureau for the project's census tract (6063). Census Tracts are used to analyze population and demography on a neighborhood scale.

New Census data was released in the time between the TDM Background Assessment and the preparation of this TDM Plan. To provide the most recent data, this document will use whatever new data is available from the 2021 American Communities Survey (ACS) and Census Reporter. Worth noting, however, is that the use of this newer data may lead to slight inconsistencies between the TDM Background Assessment and TDM Plan.

Demography

The project site is located within Census Tract 6063 and has a population of 3,928 people. The demographic information presented in Table 2 was collected from the 2021 ACS and Census Reporter.

Table 2. Census Tract 6063 Demographic Characteristics

Category	Characteristics	Amount or percentage
Age	Under 18	19%
	18 to 64	58%
	65 and over	23%
Education	Bachelor's degree or higher	54.6%
Households	Renter-Occupied Housing Units	51%
	Number of households	1,816

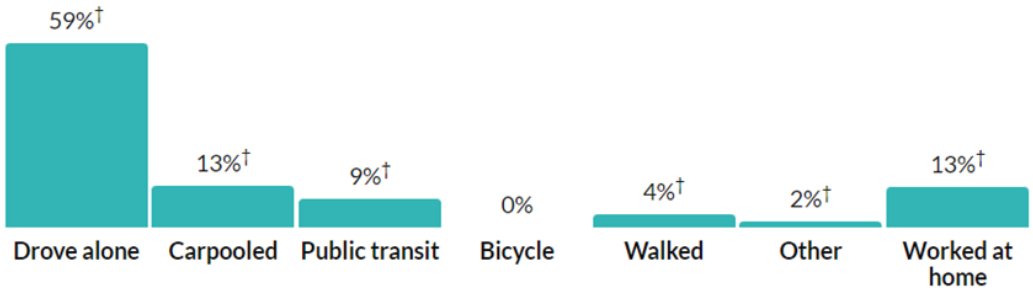
	Persons per household	2.2
	Median household income	$96,250
Race	White alone	37%
	Asian alone	20%
	Hispanic or Latino	30%
	Black or African American	3%
	Mixed	10%
Languages spoken	Speaks English only	47.5%
	Speaks a language other than English: Spanish	30.5%
	Speaks a language other than English: Indo-European Languages	8.5%
	Speaks a language other than English: Asian and Pacific Island Languages	13%[1]

Source: Census Reporter

Travel Trends

The data from ACS 2021 indicates that 59% of people that live within the census tract 6063 drive alone to work, this is a 13% decrease in drive alone rates from 2019. The data also reports that 13% of the population carpool to work and 9% take public transit, while 13% work from home (see Figure 2). Of those that commute to work, the mean travel time is 23.4 minutes, a reduction in average commute time from 2019 (27.6 minutes). Commuting patterns have been impacted by the pandemic however and may be in flux for some time as businesses gradually return to normal. Post-pandemic scenarios might produce new commuting patterns as more organizations implement hybrid and flexible working habits.

Figure 2. Commute Mode Split



Source: ACS 2021 5-Year, census.gov

As shown in Table 3, residents in Census Tract 6063 commute to a variety of locations, with the majority commuting out of San Mateo. The City of San Francisco has the highest share of commuters (22.4%), followed by the City of San Mateo (13.9%).

Table 3. Job Locations

Job Locations	Count	Share
San Francisco, CA	414	22.4%
San Mateo, CA	257	13.9%

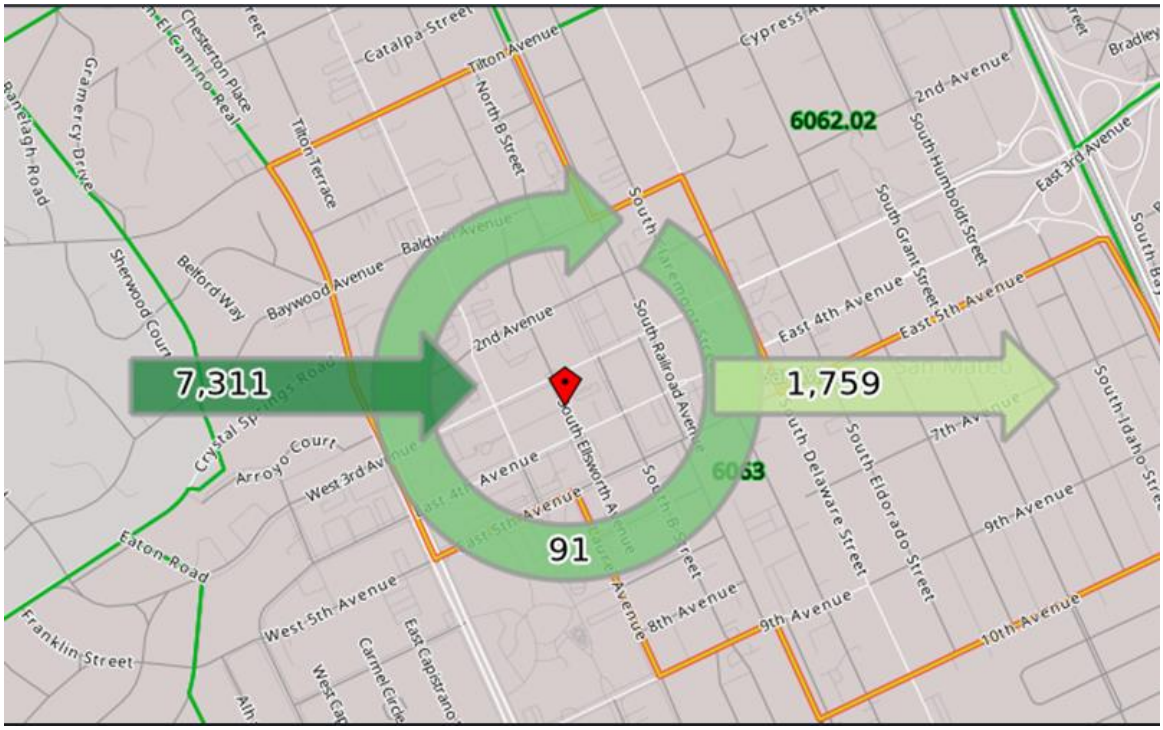
[1] Due to rounding segments, the total percentage may not add up to exactly 100%

Redwood City, CA	112	6.1%
Palo Alto, CA	105	5.7%
South San Francisco, CA	89	4.8%
Burlingame, CA	69	3.7%
San Jose	65	3.5%
Menlo Park	63	3.4%
San Carlos	41	2.2%
Foster City	40	2.2%
All Other Locations	595	32.2%
All Places (Cities, CDPs, etc.)	**1,850**	**100%**

Source: Census 2019 OnTheMap Analysis

Inflow/Outflow analysis of the census tract, as shown in Figure 3, depicts that 1,759 individuals commute out of the area and 7,311 people commute into the area for work daily. A total of 91 individuals both live and work inside the census tract.

Figure 3. Inflow and Outflow Patterns



Source: U.S Census Bureau, Center for Economic Studies

2 Site Assessment

A site assessment was conducted as part of the TDM Plan development process. The site assessment included a description of the site's geography and road network, pedestrian and bicycle infrastructure, transit services, nearby attractions, and existing TDM services.

Site Geography and Road Network

The project site is located on the city block bounded by 1st Avenue, South B Street, and Transit Center Way and is opposite to the Downtown San Mateo Caltrain Station.

As displayed in Figure 4, the site is surrounded by:

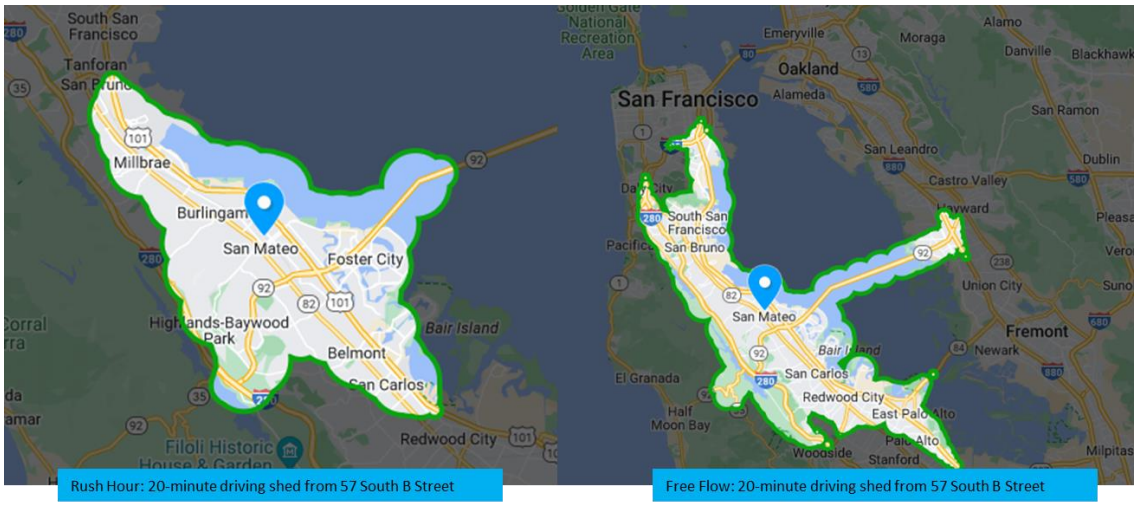
- Collector streets – 1st Avenue and South B Street
- Local – Transit Center Way

Figure 4. Street Network

Source: City of San Mateo Public Works

From the site drivers can quickly reach Highway 101 and continue onwards to East Bay communities via Highway 92 and the San Mateo-Hayward Bridge. Continuing north on Highway 101 and the Bayshore Freeway connects drivers to San Francisco, Hayward, Palo Alto, and Mountain View within 20 minutes. Figure 5 shows the 20-minute driving sheds from the project site in both rush hour and free flow time.

Figure 5. 20 Minute Car Shed for 31-57 South B Street.



Source: WalkScore.com

The intersections at both corners of the project site are collector streets. The intersection of South B Street and 1st Avenue was reviewed as part of the San Mateo Existing Conditions Circulation Report, and revealed that the intersections see a reasonably consistent traffic flow. They both maintain a "B" level of service (LOS) in the AM and PM hours (Table 4).

Table 4. Levels of Service for B Street and 1st Avenue

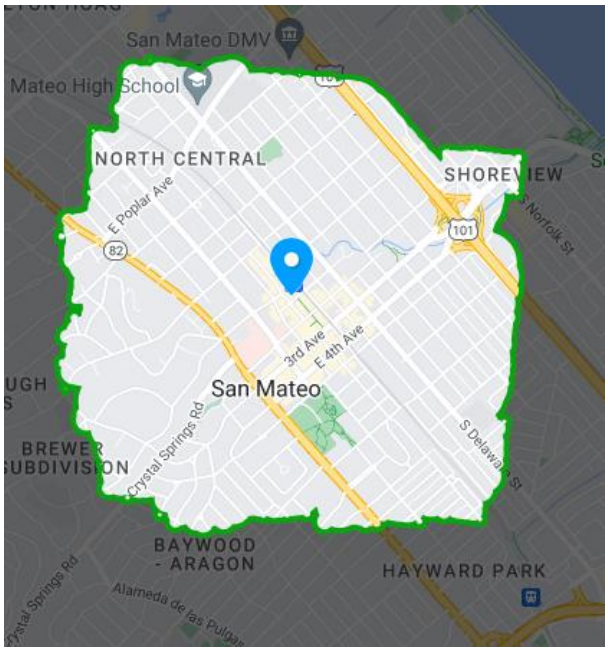
	Signalized Intersection Peak-Hour Levels of Service			
	Year 2018 Conditions			
	AM Peak Hour		PM Peak Hour	
	Delay	LOS	Delay	LOS
B Street and 1st Avenue	10.3	B	10.4	B

Sources: San Mateo Existing Conditions Circulation Report (2019)

Pedestrian and Bicycle Infrastructure

The site's topography, street network, and its location in the center of Downtown San Mateo make this area conducive to pedestrian and bicycle access. The site is located at the northern end of the Downtown B Street Pedestrian Mall. The walkability website Walkscore.com gives the site a 99/100 score for walking, which they classify as "Walker's Paradise – daily errands do not require a car." The walkshed for the project area is seen in Figure 6.

Figure 6. 20-minute pedestrian shed for 31-57 South B Street.



Source: WalkScore.com

Presently, there exist the following bicycle facilities nearby / adjacent to the project site:

- a Class III facility on South B Street,
- a Class II bike lane on 1st Ave.

The bike route on South B Street continue via 5th Ave to a bike lane on South Delaware Street, creating multiple access opportunities for cyclists.

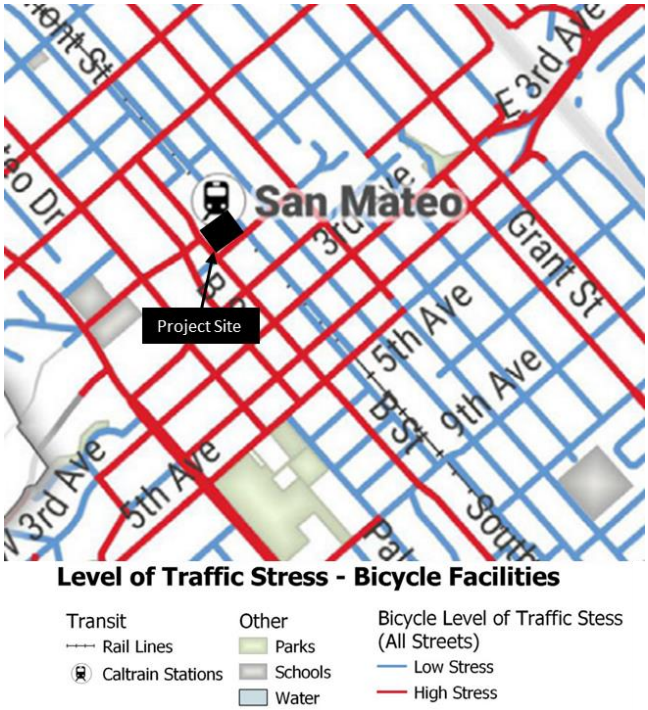
In the future, there are plans to develop additional bike lanes and boulevards nearby / adjacent to the project site (**Error! Not a valid bookmark self-reference.** and Table 5).

Figure 7. Planned Bicycle Network

Source: San Mateo Bicycle Master Plan 2020

As displayed in Figure 8, 1st Avenue and South B Street are classified as "High Stress" streets by the April 2020 San Mateo Bicycle Master Plan, making the streets suited for more experienced cyclists. The streets are still in a high bicycle connectivity area, making cycling appealing in the area generally.

Figure 8. Level of Stress



Source: San Mateo Bicycle Master Plan 2020

BikeLink operates multiple on-demand bike lockers located at nearby Caltrain stations. BikeLink allows bicyclists to securely store their bikes in lockers using a stored-value card that can be purchased online or at nearby vendors. There are 24 lockers at the Downtown San Mateo Caltrain station. Additionally, four free-to-use public bike repair stations are located within walking distance of the project site.

City of San Mateo Bicycle Master Plan

The 2020 Bicycle Master Plan was adopted by the City Council on April 6, 2020 and serves as a blueprint for expanding and improving the San Mateo bicycle and mobility network in the coming years. The Plan includes three recommendations relevant to the 1st & B project site, all of which are considered 'high priority' projects (Table 5).

Table 5. Planned Bicycle Facilities

Bicycle Facility	Distance to Project Site
B Street Bike Boulevard: Railroad Avenue (West) and Baldwin Avenue.	164 ft
Railroad Avenue West Bike Boulevard: 3rd Avenue and 4th Avenue.	0.1 miles
Baldwin Avenue Bike Lane: San Mateo Drive and South B Street	0.2 miles

Transit Services

The project site is located 100 feet from the Downtown San Mateo Caltrain station. The project site is also served by four San Mateo County Transit District (SamTrans) bus routes.

Caltrain

Caltrain connects the project site to San Francisco to the north as well as San Jose and Gilroy to the south. The project site is near the Downtown San Mateo station, which can be accessed via bike, walking, transit, and car. A summary of Caltrain service and amenities is presented in Table 6.

Table 6. Caltrain Service

Category	Downtown San Mateo Station
Frequency	Up to four trains per hour (104 trains per weekday); times vary
Travel distance	• 100 feet from project site • One minute walking • Less than one minute by bike
Amenities	• Accessibility: – Wheelchair Accessible – Two wheeled devices and service animals permitted • Bike racks • San Mateo BikeLink lockers • Park and Ride
Cost	Depending on travel distance within and across zones, fares include: • One Way (Ticket Machine): $3.75 -$15.00 • One Way (Clipper Card): $3.20 - $14.45 • Day Pass (Ticket Machine): $7.50- $30.00

SamTrans

There are four SamTrans bus routes accessible to the project site within a five-minute walk, which are described in Table 7 below. The bus stop closest to the project site can be accessed via bike, walking, and car. Each SamTrans bus is equipped with bus bike racks that hold up to three bikes. The trip cost for adults is $2.25 in cash or via mobile app, or $2.05 if a Clipper card is being used. Youth trips cost $1.10 in cash or via mobile app or $1.00 with a Clipper card.

Table 7. SamTrans Service

SamTrans Route #	Hours of Operation	Frequency	Closest Stop	Distance to Closest Stop	Route Details
250	Daily: 6am – 11pm	30 minutes	1st Ave. and B St.	26 ft/ one-minute walk	*Connects to San Mateo College*

59	School Day Service	One morning bus, two afternoon buses	1st Ave. and B St.	26 ft/ one-minute walk	Connects to Aragon High
292	Daily: 4am - midnight	30 minutes	S. Delaware St. & 2nd St.	0.2 miles/ four-minute walk	*Connects to SFO Airport*
53/53P	School Day Service Schedule	One morning bus, two afternoon buses	S. Delaware St. & 2nd St.	0.2 miles/ four-minute walk	*Connects to Borel School*

Nearby Destinations

Detailed below are key destinations (e.g. shopping, schools and childcare, parks) within a three-mile driving distance of the proposed project

Shopping

The project is in the heart of Downtown San Mateo close to a variety of retail and shopping options. There are eight shopping areas located within three miles of the project site, with access to reliable transportation options. Table 8 lists shopping centers nearby to the project site.

- **Downtown San Mateo Shopping area** is located within the site, along East 4th Avenue and 3rd Avenue and between North El Camino Real and South Eldorado St. This shopping area provides access to multiple retail and dining options including Draeger's Market and Suruki supermarket.
- **Shoreview Shopping Center** is 1.2 miles from the project site with various restaurant options. It can be accessed via SamTrans Bus 250.
- **Grocery Store** located at 17th Avenue and El Camino real is located within a ten-minute walk from the project site.
- **Woodlake Shopping Center** located on North Delaware street (1.2 miles) has amenities such as a supermarket, pharmacy, pet store and casual restaurants. It can also be easily accessed via SamTrans Bus 250.
- **Borel Square Shopping Center** is 1.7 miles from the project site and has a gym as well as a CVS and UPS store. It can be accessed via SamsTrans Bus 292 and route ECR.
- **Fiesta Shopping Center** is located 1.9 miles from the project site nearby the Hayward Park Caltrain station. This shopping center has small shops such as a hair studio, nail salon, and ceramics studio. The center can be accessed via SamTrans Bus 292.
- **Parkside Plaza,** located 2.5 miles from the project site, has a variety of supermarket, pharmacy and casual dining options. It can be accessed using SamTrans Bus 250.
- **Hillsdale Shopping Center,** located 2.7 miles from the project site on 31st Avenue, has a variety of retail and entertainment options including Macy's, Nordstrom, Cinemas and an Escape Room, as well as several dining options. It can be via SamTrans Bus 250.

Table 8: Shopping Centers

Shopping Centers	Distance	Walk	Transit	Drive
Downtown San Mateo Shopping area	0.2 miles	5 minutes	-	2 minutes
Draeger's Market	0.3 miles	5 minutes	-	2 minutes
Shoreview Shopping Center	1.2 mile	20 minutes	13 minutes	6 minutes
Woodlake Shopping Center	1.2 miles	23 minutes	10 minutes	6 minutes
Borel Square Shopping Center	1.7 miles	31 minutes	18 minutes	8 minutes
Fiesta Shopping Center	1.9 miles	41 minutes	20 minutes	9 minutes
Parkside Plaza	2.5 miles	50 minutes	19 minutes	8 minutes
Hillsdale Shopping Center	2.8 miles	54 minutes	18 minutes	12 minutes
Concar Passage (proposed)	*1.6 miles*	*34 minutes*	*16 minutes*	*7 minutes*

Schools and Childcare

Although the project site does not contain any residential uses, it is still worth exploring its proximity to schools and childcare, as office and retail employees may need to utilize these services for their children, and school and childcare pick-ups/drop-offs often contribute to local congestion.

Childcare

There are several childcare and preschool centers located within the vicinity (one mile) of the project location. Table 9 lists the childcare centers located close to the project site.

Table 9: Childcare facilities

Childcare	Distance	Walk	Transit	Drive
Little Wonders-A Parent-Child Center	0.2 miles	5 minutes	-	2 minutes
Shu Academy Preschool	0.3 miles	5 minutes	-	3 minutes
Intercommual Preschool	0.3 miles	6 minutes	-	2 minutes
Little Panda Home Family Daycare	0.4 miles	7 minutes	-	2 minutes
Kids Konnect Infant Care & Preschool	0.4 miles	8 minutes	-	2 minutes
Baby Steps	0.5 miles	7 minutes	-	3 minutes
Safari Kid	0.5 miles	8 minutes	-	4 minutes
Petite Sorbonne Preschool	0.5 miles	11 minutes	-	3 minutes
Wild Hearts Kids Club	0.8 miles	10 minutes	-	5 minutes
Wonderland Daycare	0.8 miles	15 minutes	8 minutes	5 minutes
Buddie's World Child Care	0.9 miles	18 minutes	15 minutes	5 minutes

Schools

There are over a dozen schools within two miles' travel of the project site. A comprehensive list of schools located within four miles of the project site is listed in Table 10.

Table 10: Nearby Schools

Nearby Schools	Travel distance in miles
St. Matthew's Episcopal Day School	0.3
Stanbridge Academy	0.8
San Mateo High School	0.9
St. Matthew Catholic Elementary School	0.9
College Park Elementary School	1.0
South Hillsborough Elementary	1.0
San Mateo Adult School	1.1
St. Timothy School	1.2
Crystal Springs Uplands School	1.2
San Mateo Park Elementary School	1.3
North Shoreview Montessori	1.4
Baywood Elementary School	1.5
LEAD Elementary School	1.7
Aragon High	1.7
***Laurel Elementary School**	3.2
***Abbott Middle School**	3.8

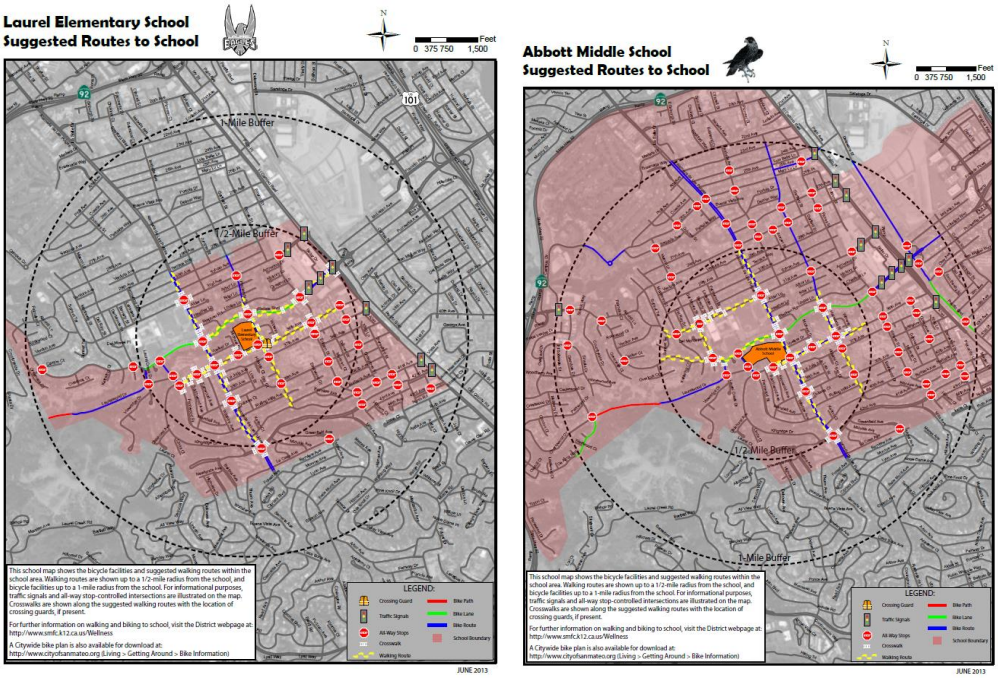
****Indicates assigned schools***

San Mateo Safe Routes to School

San Mateo County Safe Routes to School (SRTS) is a program of San Mateo County that encourages and enables school age children to walk and bike to school. SRTS is intended to reduce school-travel related congestion and emissions around schools, as well as improve health and wellness through physical activity. The program is led and implemented by volunteers, often parents and PTA members.

The project site is within the San Mateo-Foster School district and has been zoned for Laurel Elementary (K-5) and Abbott Middle School (6-8) – both of which are ~3 miles from the project site. These schools are included in the County's SRTS program. Figure 9 shows the scope of this Safe Routes to School program within a half-mile radius, including suggested walking and biking routes to Laurel Elementary School and Abbott Middle School.

Figure 9: Safe Routes to School



Source: City of San Mateo – Safe Routes to School

Parks

There are five parks located within a one-mile walking distance of the project site.

- **Gateway Park** is a park with a small creek. The park is located 0.5 miles from the project site and can be easily accessed by foot (10 minutes) or bike (3 minutes).
- **San Mateo Central Park** is a 16.5-acre park, bounded by 9th Avenue, East 5th Avenue , North El Camino Real, and Laurel Avenue.. The southern entrance to the site is a seven-minute walk from the project site. The park hosts a baseball field, tennis courts, sculptures, playground, a Japanese tea garden, recreation center, miniature train, rose garden and the San Mateo Arboretum. Central Park is one of the most popular parks and attractions in San Mateo, which will need to be considered when determining the TDM strategies. The park is about 0.5 miles from the project side and can be accessed by foot (9 minutes) or bike (3 minutes).
- **De Anza Historical Park** is a relatively small park, located along Arroyo Court. It is one of the historical parks along the 1,200-mile Juan Bautista de Anza National Historic Trail that commemorates the route traveled by Anza and the colonists from Nogales, Arizona, to San Francisco. The park has a historic camp-site marker from 1775. The park is located only 0.5 miles away from the project site can be accessed by walking (11 minutes) or by bike (4 minutes).
- **Martin Luther King Jr. Community Center and Park** located at 725 Monte Diablo Avenue, is a vital neighborhood resource, considered a central meeting spot for special groups, luncheons, community events, and/or for a variety of athletic opportunities.
- **Bay Tree** Park located at 150 Dartmouth Road, is a small urban parklet and greenspace with large trees and park benches serving well as a sheltered resting place from rain or shine.

Available TDM Services

Commute.org Incentives

Commute.org is San Mateo County's Transportation Demand Management Agency. Their resources are available to all residents and employees in the County. As such, the employees of the project site will be able to take advantage of TDM resources curated for those commuting within the County and in the surrounding areas. The Commute.org website serves as a regional clearinghouse for all transportation and commuting-related information. They also provide the following services:

- **Try Transit Incentives:** Commute.org provides a free 'try transit' program that allows individuals to request free tickets for the transit option that works best for them.
- **Carpool Incentives:** Commuters who use Waze Carpool or Scoop are eligible to earn gift cards worth up to $100.
- **Vanpool Incentives:** Drivers of a new vanpool can earn a $500 reward, and vanpool riders can be reimbursed $100/month of their costs for up to three months.
- **Bike Education:** Free bike safety workshops and bike marketing materials are available to residents and commuters. These are scheduled upon request and are available to employers and other sites, including residential properties, within San Mateo County. They can be 60, 75, or 90 minutes in length depending on what is ideal for the requesting party and include time for Q&A.
- **Bike Incentives:** Commute.org currently provides commuters who live or work in San Mateo County with incentives worth between $25 to $100 for biking to work. To participate in the program, bike commuters must track their work commutes using the Strava app. The rides are then recorded in the STAR platform, Commute.org's incentive delivery platform, where commuters can access their incentives.

3 Project TDM Measures

This chapter lists the TDM strategies for the project that have been selected for implementation based on the project's size, location, and land use. Each TDM measure is accompanied by guidance on implementation, cost estimates, expected timelines, and the anticipated responsible party. It is expected that the property management team will be the 'responsible party' for most TDM measures outlined below.

Regulatory Context | C/CAG TDM Policy

As of January 1, 2022, the C/CAG TDM Policy requires that local jurisdictions in San Mateo County notify C/CAG of any new development within their purview that is estimated to generate at least 100 average daily trips (ADT). Applicants are required to submit a TDM Checklist alongside their development application acknowledging that their projects will achieve a specified target trip reduction based on the planned land use and project scale.

C/CAG's checklists contain TDM strategies that are each weighted by an estimated percentage reduction. The TDM strategies are organized by a set of "Required Strategies" that apply to any project, and which add up to a certain percentage of trip reduction, and then by a longer set of "Additional Recommended Strategies." The applicant chooses which "Additional Recommended Strategies" to commit to such that the total percentage reduction of all the TDM strategies (Required plus Additional) meets or exceeds the specified target trip reduction.

Based on the C/CAG guidelines, as the 31-57 B Street project exceeds the threshold of 100 ADT and is located less than a ½ mile from high quality transit, the is required to demonstrate a 25% trip reduction through TDM measures. According to the C/CAG TDM Policy Implementation Guide, to determine which TDM checklist should be used, mixed use projects should defer to the land use type that generates the majority of ADT.[2] According to the project's trip generation analysis, the office component generates the majority of the ADT.

Project TDM Measures Summary

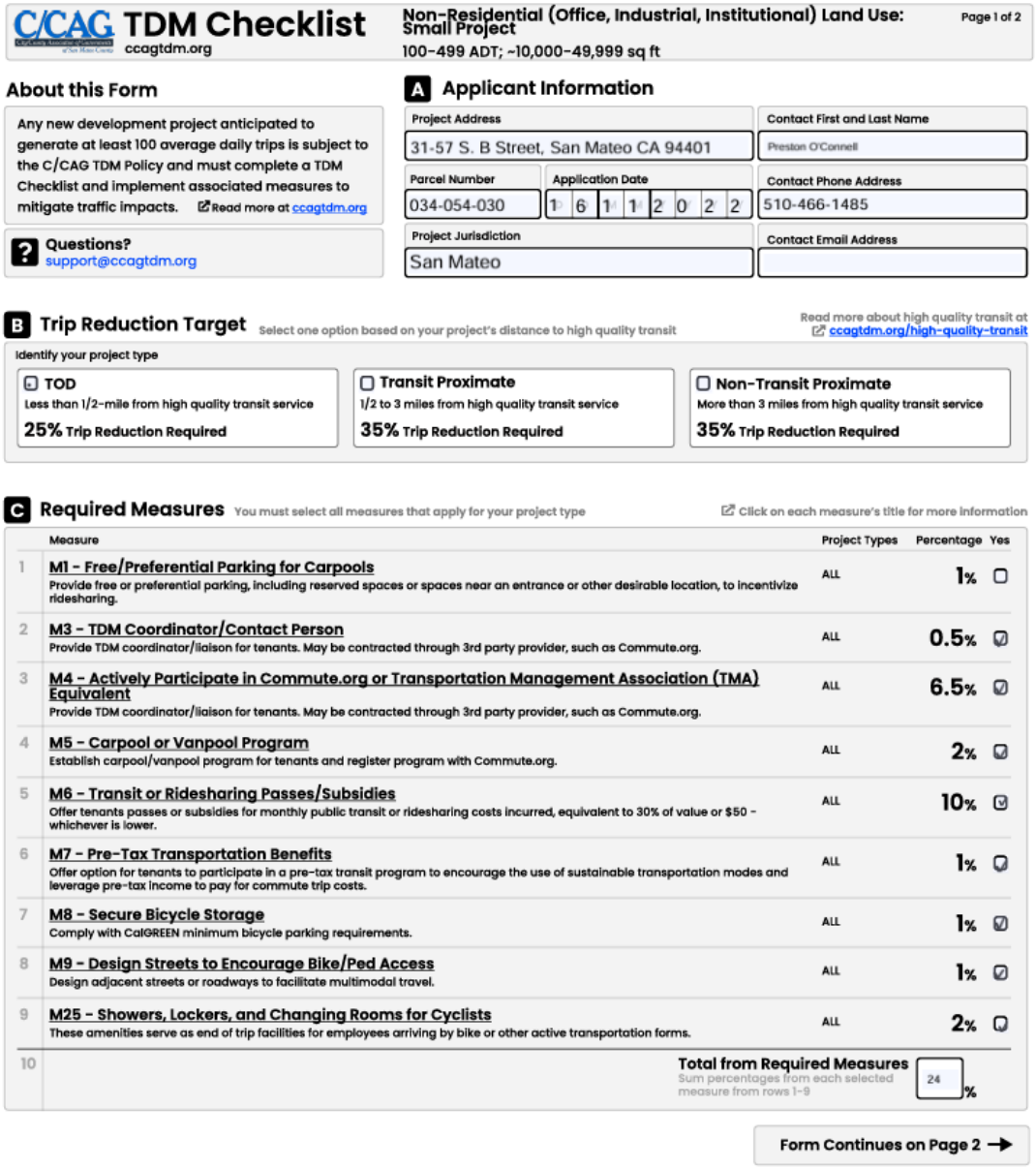
Table 11 summarizes the measures the project is utilizing to meet its 25% trip C/CAG reduction requirement, while Figure 10 provides the completed C/CAG TDM checklist worksheet.

[2] City/County Association of Governments of San Mateo County. (2022). Transportation Demand Management Policy Implementation Guide. Retrieved from **https://ccagtdm.org/wp-content/uploads/2022/04/CCAG_TDM-Policy-Update_Implementation-Guide_FINAL_4-19-2022_v11_CLEAN.pdf**

Table 11. Project TDM Measures

Measure	Measure Type	Included in	C/CAG Trip reduction (%)
TDM Coordinator/Contact Person	Required	TDM Plan	0.5%
Actively Participate in Commute.org or TMA Equivalent	Required	TDM Plan	6.5%
Carpool or Vanpool Program	Required	TDM Plan	2%
Transit or Ridesharing Passes/Subsidies	Required	TDM Plan	10%
Pre-Tax Transportation Benefits	Required	TDM Plan	1%
Secure Bicycle Storage	Required	Site Plan - Secure bicycle storage is required per City of San Mateo Zoning code section 27.64.262 and is included in the applicant's Project Plans. **As such, it is not factored into the TDM ROI calculations for this TDM Plan.**	1%
Design Streets to Encourage Bike/Ped Access	Required	Site Plan - Supporting active transportation improvements is required by San Mateo General Plan Policies: C 4.5 (Pedestrian Enhancements with New Development), C 4.9 (Pedestrian and Bicycle Connections), UD 2.9 (Pedestrian Oriented Design), and is address through the applicant's Site Plan. **As such, it is not factored into the TDM ROI calculations for this TDM Plan.**	1%
Showers, Lockers, and Changing Rooms for Cyclists	Required	Site Plan – Included in applicant's project plans. **As such, it is not factored into the TDM ROI calculations for this TDM Plan.**	2%
Flex Time, Compressed Work Week, Telecommute	Recommended	TDM Plan	5%
Eliminate Parking	Recommended (Voluntary)	Site Plan – This project is located near High Quality Transit and is foregoing providing any parking per AB 2097. **As such, it is not factored into the TDM ROI calculations for this TDM Plan or in the C/CAG checklist.**	N/A

Figure 10. Estimated C/CAG trip reduction



C/CAG TDM Checklist
ccagtdm.org

Non-Residential (Office, Industrial, Institutional) Land Use: Small Project
100-499 ADT; ~10,000-49,999 sq ft

Page 1 of 2

About this Form

Any new development project anticipated to generate at least 100 average daily trips is subject to the C/CAG TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. Read more at ccagtdm.org

Questions?
support@ccagtdm.org

A Applicant Information

Project Address	Contact First and Last Name
31-57 S. B Street, San Mateo CA 94401	Preston O'Connell
Parcel Number	**Application Date**
034-054-030	10/16/2022
Project Jurisdiction	**Contact Phone Address**
San Mateo	510-466-1485
	Contact Email Address

B Trip Reduction Target Select one option based on your project's distance to high quality transit

Read more about high quality transit at ccagtdm.org/high-quality-transit

Identify your project type

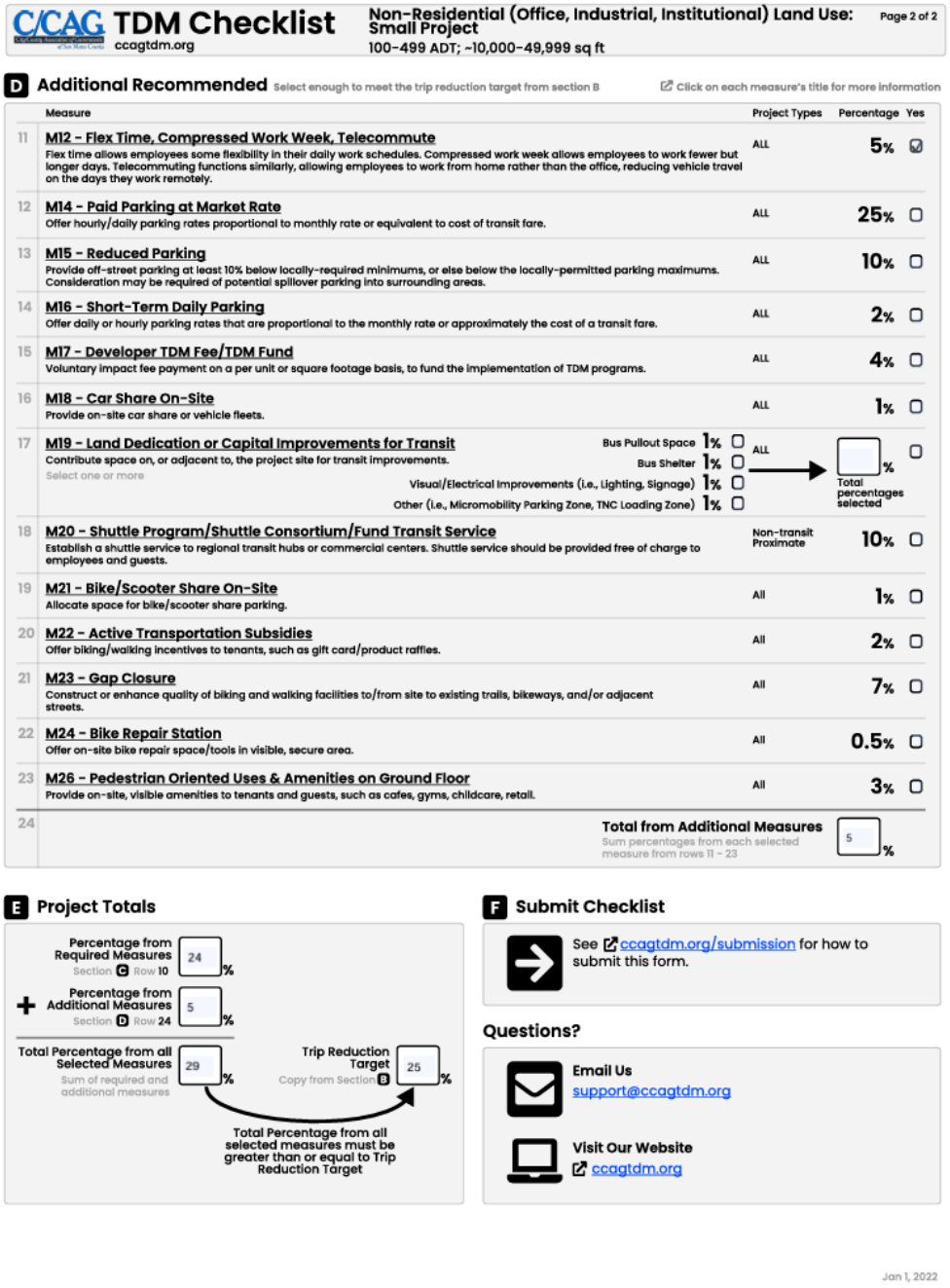
☑ TOD	☐ Transit Proximate	☐ Non-Transit Proximate
Less than 1/2-mile from high quality transit service	1/2 to 3 miles from high quality transit service	More than 3 miles from high quality transit service
25% Trip Reduction Required	**35%** Trip Reduction Required	**35%** Trip Reduction Required

C Required Measures You must select all measures that apply for your project type

Click on each measure's title for more information

	Measure	Project Types	Percentage	Yes
1	**M1 - Free/Preferential Parking for Carpools** Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.	ALL	1%	☐
2	**M3 - TDM Coordinator/Contact Person** Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.	ALL	0.5%	☑
3	**M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent** Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.	ALL	6.5%	☑
4	**M5 - Carpool or Vanpool Program** Establish carpool/vanpool program for tenants and register program with Commute.org.	ALL	2%	☑
5	**M6 - Transit or Ridesharing Passes/Subsidies** Offer tenants passes or subsidies for monthly public transit or ridesharing costs incurred, equivalent to 30% of value or $50 - whichever is lower.	ALL	10%	☑
6	**M7 - Pre-Tax Transportation Benefits** Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.	ALL	1%	☐
7	**M8 - Secure Bicycle Storage** Comply with CalGREEN minimum bicycle parking requirements.	ALL	1%	☑
8	**M9 - Design Streets to Encourage Bike/Ped Access** Design adjacent streets or roadways to facilitate multimodal travel.	ALL	1%	☑
9	**M25 - Showers, Lockers, and Changing Rooms for Cyclists** These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.	ALL	2%	☐
10	**Total from Required Measures** Sum percentages from each selected measure from rows 1-9		24 %	

Form Continues on Page 2 →



C/CAG TDM Checklist
ccagtdm.org
Non-Residential (Office, Industrial, Institutional) Land Use: Small Project
100-499 ADT; ~10,000-49,999 sq ft
Page 2 of 2

D Additional Recommended Select enough to meet the trip reduction target from section B
Click on each measure's title for more information

	Measure	Project Types	Percentage	Yes
11	M12 - Flex Time, Compressed Work Week, Telecommute Flex time allows employees some flexibility in their daily work schedules. Compressed work week allows employees to work fewer but longer days. Telecommuting functions similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	ALL	5%	☑
12	M14 - Paid Parking at Market Rate Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare.	ALL	25%	☐
13	M15 - Reduced Parking Provide off-street parking at least 10% below locally-required minimums, or else below the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas.	ALL	10%	☐
14	M16 - Short-Term Daily Parking Offer daily or hourly parking rates that are proportional to the monthly rate or approximately the cost of a transit fare.	ALL	2%	☐
15	M17 - Developer TDM Fee/TDM Fund Voluntary impact fee payment on a per unit or square footage basis, to fund the implementation of TDM programs.	ALL	4%	☐
16	M18 - Car Share On-Site Provide on-site car share or vehicle fleets.	ALL	1%	☐
17	M19 - Land Dedication or Capital Improvements for Transit Contribute space on, or adjacent to, the project site for transit improvements. Select one or more Bus Pullout Space 1% ☐ Bus Shelter 1% ☐ Visual/Electrical Improvements (i.e., Lighting, Signage) 1% ☐ Other (i.e., Micromobility Parking Zone, TNC Loading Zone) 1% ☐	ALL	Total percentages selected %	☐
18	M20 - Shuttle Program/Shuttle Consortium/Fund Transit Service Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	Non-transit Proximate	10%	☐
19	M21 - Bike/Scooter Share On-Site Allocate space for bike/scooter share parking.	All	1%	☐
20	M22 - Active Transportation Subsidies Offer biking/walking incentives to tenants, such as gift card/product raffles.	All	2%	☐
21	M23 - Gap Closure Construct or enhance quality of biking and walking facilities to/from site to existing trails, bikeways, and/or adjacent streets.	All	7%	☐
22	M24 - Bike Repair Station Offer on-site bike repair space/tools in visible, secure area.	All	0.5%	☐
23	M26 - Pedestrian Oriented Uses & Amenities on Ground Floor Provide on-site, visible amenities to tenants and guests, such as cafes, gyms, childcare, retail.	All	3%	☐
24	Total from Additional Measures Sum percentages from each selected measure from rows 11 - 23		5 %	

E Project Totals

Percentage from Required Measures (Section C Row 10): 24 %
+ Percentage from Additional Measures (Section D Row 24): 5 %
Total Percentage from all Selected Measures (Sum of required and additional measures): 29 %
Trip Reduction Target (Copy from Section B): 25 %
Total Percentage from all selected measures must be greater than or equal to Trip Reduction Target

F Submit Checklist

See ccagtdm.org/submission for how to submit this form.

Questions?

Email Us
support@ccagtdm.org

Visit Our Website
ccagtdm.org

Jan 1, 2022

Project TDM Measures | C/CAG Required Measures

The following sections describe the measures included in the TDM Plan for 31-57 B Street. For each measure, the Plan provides implementation guidance as well as the estimated daily VMT reduction and vehicle trip reduction, per calculations utilizing the TDM ROI Calculator (refer to Chapter 4). Of note, these estimates often differ from the projected trip reduction estimates from the C/CAG checklist. The combination of strategies designated as “required” below account for 24% of estimated trip reduction, according to C/CAG estimates. The “additional recommended” measures in the following section are also required to account for the remaining trip reduction necessary to meet the total 25% trip reduction required by C/CAG.

Free/Reduced Parking for Carpools (C/CAG Required Measure M1)

This project will not have any parking and as such will not be able to provide any carpool parking.

TDM Coordinator/Contact Person (C/CAG Required Measure M3)

An on-site TDM coordinator would act as a liaison between the developer, City, and employees. The TDM coordinator would help develop, implement, and report on the various TDM strategies. This person would be responsible for coordinating and marketing the selected TDM strategies as well as maintaining working relationships with the City and nearby developments.

Implementation Guidelines:

Assign the role of TDM Coordinator to an individual on the property management team to plan and implement the TDM program. Allocate approximately 5 hours per month for the TDM Coordinator to spend on the following activities:

- **Annual Monitoring**: Survey the employees and compile a monitoring report for submission to the City of San Mateo annually.
- **Communications:** A communication plan outlines transportation information for the site and for upcoming projects. This can include creating printed communications, social media, email, and newsletters.
- **Commute Assistance**: Provide route planning and transit itineraries for employees who wish to explore their transportation options.
- **TDM Program Coordination and Outreach:** Organize and promote sustainable travel options through building communications such as emails, bulletin boards, and social media. Specific tasks include:
  - Organize and promote the trip reduction and air quality strategies detailed in the following sections.
  - Organize and promote campaigns and challenges that encourage trip reduction
  - Promote the sustainable transportation options available to the employees.

Estimated time frame	**Ongoing**
Estimated cost	$2,000 per year
Responsible party	Property Management
Estimated daily VMT reduced (ROI Calculator)	25-50
Estimated C/CAG trip reduction percentage	0.5%

Actively Participate in Commute.org or Equivalent (C/CAG Required Measure M4)

C/CAG requires that the 31-57 B Street project actively participate in Commute.org or a TMA equivalent.

Commute.org's Certified Development Program provides developers with projects in San Mateo County with a formal certification of their active participation in Commute.org programs and services. The goal of the program is to give developers access to a set of TDM programs and services that can be integrated into other TDM strategies at their new developments in San Mateo County.

Estimated time frame	**Annual**
Estimated cost	$0
Responsible party	Property Management
Estimated daily VMT reduced (ROI Calculator)	10-45
Estimated C/CAG trip reduction percentage	6.5%

Carpool and Vanpool Program (C/CAG Required Measure M5)

Helping facilitate the formation of new carpools or vanpools helps interested commuters overcome the hurdle of either not knowing who they can match with or not having time to meet other commuters.

Implementation Guidelines

The project's TDM coordinator should serve as a facilitator of new carpools and vanpools. Commuters to the site should be able to express their interest in forming or joining a carpool or vanpool by providing the coordinator with information including their commute's route, times, and their interest in participating as driver or passenger. When feasible matches are available, the TDM coordinator can connect interested commuters to each other. The TDM coordinator can also help carpools register on Commute.org if they are seeking additional participants.

Estimated timeframe	Ongoing
Estimated cost	$0
Responsible party	Property Management
Estimated daily VMT reduced (ROI Calculator)	235 to 261
Estimated C/CAG trip reduction percentage	2%

Transit Subsidies (GOPass and Way2GO Pass Provision) (C/CAG Required Measure M6)

Providing subsidized transit passes can help reduce single occupancy trips and increase transit ridership. It also provides increased flexibility for those who might still opt to drive occasionally.

Implementation Guidelines

Partner with Caltrain and SamTrans to provide free or discounted transit options to employees of ground floor retail through the GO Pass and Way2Go Pass programs.

Estimated time frame	Pre-occupancy (during the drafting of lease agreements), and ongoing.
Estimated cost	GO Pass: Approximately $342 per employee (working 20 at least 20 hours per week). Way2GO Pass: $75 per employee Based on an estimate of 154 employees the cost estimate is $64,218 annually
Responsible party	Property Management

Estimated daily VMT reduced (ROI Calculator)	489-543
Estimated C/CAG trip reduction percentage	10%

Pre-Tax Transportation Benefits (C/CAG Required Measure M7)

Pre-tax commute benefits encourage public transit and active transportation trips by allowing commuters to further save on the cost of commuting.

Implementation Guidelines:

As pre-tax benefits are provided by employers, tenants will need to be informed of this TDM requirement. The TDM coordinator could help tenants by providing a list of vendors offering pre-tax benefit management. Additionally, employers of 50+ employees must implement offer pre-tax benefits per the Bay Area Air Quality Management District's requirements.

Estimated time frame	**Ongoing**
Estimated cost	$0
Responsible party	Tenants
Estimated daily VMT reduced (ROI Calculator)	82-92
Estimated C/CAG trip reduction percentage	1%

Secure Bicycle Storage (C/CAG Required Measure M8)

Bike parking is a crucial element in promoting biking among tenants and employees. Providing long-term and short-term accessible and secure bike parking facilities in well-lit, visible, and pedestrian accessible locations, ideally with protection from weather elements, can incentivize cycling.

Implementation
Through the Site Plan - Secure bicycle storage is required per City of San Mateo Zoning code section 27.64.262 and is included in the applicant's Project Plans.

Design Streets to Encourage Bike/Ped Access (C/CAG Required Measure M9)

The design of streets and roadways adjacent to the property can influence travel choices, thus designing complete streets that give people the option to bike safely and walk can contribute to reducing vehicle trips as well as reduce traffic congestion.

Implementation
Supporting active transportation improvements is required by San Mateo General Plan Policies: C 4.5 (Pedestrian Enhancements with New Development), C 4.9 (Pedestrian and Bicycle Connections), UD 2.9 (Pedestrian Oriented Design), and is addressed through the applicant's Site Plan.

Showers, Lockers, and Changing Rooms for Cyclists (C/CAG Required Measure M25)

Active transportation trips (walking, running, biking, etc) can be encouraged by providing supporting facilities like showers, lockers, and changing rooms.

Implementation Guidelines:

Access to these facilities should be well advertised to tenant employees to ensure their use. To manage and track use of facilities, access could require pre-registration and have controlled entry.

Project TDM Measures | C/CAG Additional Recommended Measures

The measures in this section have been selected from amongst the longer list of measures in the C/CAG checklist based on the project characteristics and context. Despite the naming of these TDM measures by C/CAG as "Additional Recommended" measures, they are required to be implemented to meet the 25% total trip reduction threshold set by C/CAG.

Flex Time, Compressed Work Week, Telecommute (C/CAG Additional Measure M12)

Alternative working hour arrangements allow employees to more comfortably take commute via sustainable options or completely eliminate a trip to the workplace.

Implementation Guidelines:

Alternative working arrangements need to be implemented by employers, as such tenants will need to be informed of this TDM requirement. The TDM coordinator could help tenants by providing guidance on this suite of measures.

Estimated time frame	**Ongoing**
Estimated cost	$0
Responsible party	Tenants
Estimated daily VMT reduced (ROI Calculator)	1-26
Estimated C/CAG trip reduction percentage	5%

Other TDM Measure

This optional measure is not part of C/CAG'S TDM measures list but helps ensure that TDM is part of the culture of the project site as it is transferred from developer to property management.

Eliminate Parking

The project will provide no off-street parking spaces due to its proximity to high-quality transit. Tenants and their commuters should be made aware of the viable alternate commute options at the project site.

Implementation Guidelines:

Through the Site Plan – California Assembly Bill 2097 (Friedman) prohibits the imposition and enforcement of parking minimums on developments near major transit stops. As such, the project will forgo the addition of any off-street parking.

Institutionalizing TDM

It is important that the TDM program be implemented as the site becomes occupied and when office, retail, and apartment units eventually begin to turn over. It must also be updated as needs change and transportation options and technology evolve. Therefore, the TDM Plan

should become ‘institutionalized’ as part of the property’s leasing process to ensure the program remains in place and new tenants are aware of its existence.

Implementation Guidelines:

Describe the TDM infrastructure, amenities, and programs available to employers and how they will be made available to the tenants in the lease documents.

Required to meet C/CAG requirement	**No**
Estimated time frame	During the draft of lease agreement
Estimated cost	$0 – it is likely that this cost will already be undertaken by the property management in order to establish the details of the lease agreements, so including TDM in this effort will likely come at no additional cost
Responsible party	Property Management
Estimated daily VMT reduced	-
Estimated C/CAG trip reduction percentage	-

4 Impact of TDM Measures

If implemented correctly and consistently, the TDM program outlined in Chapter 3 will achieve a trip reduction target of 29% according to the C/CAG requirements and work sheet. The proposed TDM program is also forecasted to result in a daily reduction of between 841 to 991 vehicle miles travelled (VMT), which would lead to a reduction of approximately 326-384 kilograms of carbon dioxide every day according to the ROI calculator model (see Table 12).

Beyond the C/CAG checklist, which provides flat percentage reduction estimates for each strategy, this TDM Plan utilizes the TDM Return on Investment (ROI) Calculator, a tool owned by Mobility Lab and developed by university and governmental partners. The TDM ROI Calculator helps practitioners and policy makers understand the benefits of their investment in TDM strategies and programs by calculating estimated vehicle trips, VMT, hours of congestion delay, and emissions reduced, with more specific consideration given to number of expected users, daily trips taken, and average trip distances for each strategy. More information about the TDM ROI Calculator and assumptions made to calculate estimated impacts are included in Appendix B.

Program Impacts

Table 12 outlines the total estimated VMT and congestion hours reduced with the recommended TDM program for the project site.

Table 12. ROI Calculator Estimated VMT and Congestion Hours Reduced

31-57 B Street	Annual VMT Reduced		Annual Vehicle Trips Reduced		Annual Congestion Reduced		Carbon Dioxide Reduced (kg)	
	Low Est.	High Est.	Low Est	High Est	Low Est	High Est	Low Est	High Est.
Project TDM Measures	**207,727**	**244,777**	**19,266**	**22,971**	**29,146**	**34,333**	**80,522**	**94,848**
Additional TDM Measures	**247**	**6,422**	**0**	**741**	**0**	**0**	**0**	**2,470**

Table 13 summarizes the daily VMT, vehicle trips, and congestion reduction for each of the TDM strategies. The rows in grey indicate the optional TDM strategies.

Table 13. ROI Calculator-Summary of daily trip reductions

Strategy	Daily VMT Reduced		Daily Vehicle Trips Reduced		Daily Congestion Reduced (hours of delay)		Daily Carbon Dioxide Reduced (kg)	
	Low Est.	High Est.	Low Est.	High Est.	Low Est.	High Est.	Low Est.	High Est.
TDM Coordinator	6,175	12,350	494	988	988	1,976	2,470	4,940
Commute.org or TMA	2,470	11,115	247	1,482	247	1,482	988	4,199
Carpool and Vanpool Program	58,045	64,467	2,223	2,470	9,386	10,374	22,477	24,947
Transit or Ridesharing Passes/Subsidies (GoPass and Way2Go Pass Provision)	120,783	134,121	14,326	16,055	15,808	17,537	46,683	52,117
Pre-Tax Transportation Benefit	20,254	22,724	1,976	1,976	2,717	2,964	7,904	8,645
Institutionalizing TDM	*Institutionalizing TDM does not have an impact on trip reduction*							
Flex Time, Compressed Work Week, Telecommute	*1*	*26*	*0*	*3*	*0*	*0*	*0*	*10*

5 Monitoring

The City of San Mateo will require the site to perform annual monitoring and reporting. Ongoing monitoring will help the property track the impact of its TDM programs, as well as provide a regular schedule for evaluating programming and identifying gaps and opportunities. The results will help the property management team adjust programs to better meet the needs of their tenant employees.

The City of San Mateo's general conditions for approval stipulate that all new developments must submit a Trip Reduction and Parking Management Plan and submit an annual monitoring report.

Annual Survey

The City of San Mateo requires an annual letter to the Public Works Director or designee that outlines the TDM measures implemented and information from a mode split survey.

To comply with both City and C/CAG requirements, the TDM Coordinator should register with Commute.org. Commute.org will administer the complimentary biennial surveys that are required to comply with the C/CAG policy through the OneCommute Platform. On the 'off' years, the developer may contract directly with Commute.org to undertake an additional survey or may administer the survey themselves. If they select the latter option, it is recommended that the questions and survey language mirror the survey provided by Commute.org so the site and City are able to collect comprehensive and consistent data.

The survey results allow the property to not only track program progress but also identify ways to approach and/or adjust the program and further shift travel behavior towards more sustainable modes (transit, bike, walk, and carpool) over time. The TDM Coordinator could use the data to understand which amenities are popular and should remain, which are not effective and should be adjusted, and identify additional measures to implement in their place.

Appendices

A TDM ROI Calculator

The Transportation Demand Management (TDM) Return on Investment-(ROI) Calculator is a tool owned by Mobility Lab, an Arlington County, Virginia, funded transportation behavior and policy research center. It was developed in partnership with university and governmental partners, with funding from the Federal Highway Administration, to provide TDM program staff, transportation planners, and others involved in implementing TDM services a quantifiable way to estimate the ROI for TDM services.

According to the TDM ROI Calculator User Manual, the model calculates impacts for individual TDM services then combines the individual impacts, with discounts to account for overlap between services, to determine the cumulative impact of all services.[3]
The calculator performs the following functions:

- Estimates TDM travel impacts, defined as reductions in commute vehicle trips and vehicle miles traveled (VMT), from a user-defined package of TDM services
- Converts vehicle trip and VMT reductions into societal benefits, such as reduction in hours of travel time delay and gallons of gasoline saved
- Calculates the societal cost savings from each benefit and the overall cost saving from all benefits combined
- Compares the societal cost saving to the TDM program "investment" cost to estimate ROI

As most TDM programs do not have detailed VMT and trip reduction data, the ROI Calculator instead asks for user participation numbers and program costs as the inputs for its calculations. The model then uses four calculation factors derived from TDM service user surveys along with pre-set regional inputs and national environmental data to estimate the number of participants who will shift behavior and the number of daily vehicle trips, VMT, and hours of congestion that their behavior shift will reduce. If more detailed regional and national data are known, they can be input to override the pre-set data used for calculation.

The inputs used for calculating the VMT and vehicle trip reductions for 31-57 B Street TDM Plan are outlined on the following pages so that the results can be duplicated with ease.

[3] Mobility Lab.(2019).TDM ROI Calculator User Manual Retrieved from **https://mobilitylab.org/calculators/**

Regional Inputs

At the outset in Section A (Your Region, Service Area Type and Transit Availability), the TDM ROI Calculator asks users to make a series of selections to determine geographic and transit characteristics of the area being examined. The options selected for the 31-57 B Street TDM Plan are displayed in Table A.1 as follows:

Table A.1. Selections made for region, service area type and transit availability

Question in the ROI Calculator	Option Selected for the TDM Plan
Metropolitan Region	San Francisco-Oakland-Hayward, CA
Primary land use density and development pattern	Moderate density, urban or small city/town
Primary focus of TDM Program outreach	Balanced mix of outreach to commuters at worksites and residential areas
Percentage of commuters within ½ mile of bus/train stop in service area	76% to 100% of commuters are within 1/2 mile of a bus or train stop
Average public transit frequency in the service area in the morning peak period (select ONLY ONE option)	Moderate-Average rush hour frequency for most routes is 16-30 minutes

With the above inputs selected, the model determines the classifications for the project site as follows in Table A.2.

Table A.2. Project site TDM service area and transit availability classifications

Your TDM Service Area classification is:	Suburban/small city
Your Transit Availability classification is	High transit

Regional Travel, Environmental and Cost Benefit Factors

The final section of the ROI Calculator (Section F - Additional Regional/Service Area Data Environmental Inputs) shows the default numbers used for regional travel, environmental and cost benefit factors. Users have the option to override these defaults by inputting values into the "User Defined" cells if specific local factors are known. Table A.3 shows the defaults assumed by the model and indicates if the defaults were overridden, and which values were used. The inputs defined in Table A.3 remained the same for all calculations for the 31-57 TDM Plan.

Table A.3. Travel, vehicle pollutant emission, and benefit cost factor default and user defined values

Regional Travel Factors	Regional Default	User Defined
Average home-to-work commute miles for the region (one-way distance)	9.6	13.9[4]
Percentage of regional commuters who drive alone to work OR percentage of weekly commute trips made by driving alone	63.2%	59%[5]
Percentage of regional commuters who ride public transit to work OR percentage of weekly commute trips made by transit	17.6%	9.1%[6]
Regional Vehicle Pollutant Emission Factors	**National Default**	**User Defined**
Oxides of Nitrogen (NOx) emission rate in grams per mile of travel	0.445	0.171
Volatile Organic Compounds (VOC) emission rate in grams per mile of travel	0.075	0.035[7]
Greenhouse gas (Carbon Dioxide Equivalent) emission rate in grams per mile of travel	387.460	342.000[8]
Regional Benefit Cost Factors	**Regional Default**	**User Defined**
Median average wage rate for commuters in the service area or metropolitan region	$24.90	$49.71[9]
Estimated average annualized cost to build/maintain one lane-mile of major roadway (combination of Interstate and limited access roadway)	$165,000	-
Average pump price per gallon for regular unleaded gasoline	$3.36	$4.57[10]

[4] San Mateo Economic Development Association (2012). Labor Supply and Commute Patterns in San Mateo County Report. Retrieved from http://www.bayareaeconomy.org/files/pdf/BACEI_Labor_Mobility_110612.pdf

[5] U.S. Census Bureau (2021). American Community Survey 5-year estimates. Retrieved from Census Reporter Profile page for Census Tract 6063, San Mateo, CA http://censusreporter.org/profiles/14000US06081606300-census-tract-6063-san-mateo-ca/

[6] Ibid.

[7] California Air Resources Board Emissions Factors (EMFAC) database

[8] Ibid.

[9] San Mateo Economic Development Association (2012). Labor Supply and Commute Patterns in San Mateo County Report. Retrieved from http://www.bayareaeconomy.org/files/pdf/BACEI_Labor_Mobility_110612.pdf

[10] AAA. (2022). AAA Gas Prices. Retrieved from https://gasprices.aaa.com/?state=CA

Assumptions

Employee Characteristics Assumptions

To estimate potential participation numbers, some assumptions about the number of individuals working at the property at 100% occupancy were made. These assumptions begin with the knowledge that there will be ~40,000 square feet of retail and office space for rent. The assumptions and the basis for each are outlined in Table A.4.

Table A.4. 31-57 B Street resident and employee characteristics assumptions

Category	Assumption and Basis	Number
Total number of employees at the property at full occupancy	Uses ITE guidelines for approximate employee count per 1000 square feet based on use type. Project site uses were identified as “General Office Building” and “Strip Retail Plaza”.	154

ROI Calculator Participation and Calculation Factors Assumptions

In order to use the ROI calculator to calculate estimated impacts for the 31-57 B Street project, assumptions were made to estimate the participation rate for each strategy. Additionally, if a strategy was not outlined as a direct input in the model, assumptions were made to estimate the calculation factors associated with it. Table A.5 outlines those assumptions.

Table A.5. Summary of Assumptions for each Strategy

Strategy	ROI Calc Input	Participation Assumption (per year)	Basis for Participation Assumption	Placement rate (%) Assumption	Vehicle Trip Reduction Factor Assumption	One-Way Commute Distance Assumption (miles)	Drive-Alone Access % Assumption
TDM Coordinator/ Contact Person	Comprehensive Commute Assistance	31	Assist 20% of residents and employees with questions about transportation including one-on-one assistance when asked and promoting sustainable transportation options (5 hours/month)	45% Pre-set in model	0.6 Pre-set in model	20.9 Pre-set in model	70% Pre-set in model
Transit Passes/Subsidies	Ongoing transit incentive	154	All employees + 50% of commuting residents	50% Pre-set in model	1.2 Pre-set in model	10.4 Pre-set in model	70% Pre-set in model
Actively Participate in Commute.org	Employer Services	154	The resources available through the Commute.org will be available to all employees at the worksite	12% Pre-set in model	0.8 Pre-set in model	13.9 Pre-set in model	40% Pre-set in model
Pre-tax Transportation Benefit	Ongoing multi-modal incentive	14	All employees that use transit or bike only	50% Pre-set in model	1.0 Pre-set in model	19.8 Pre-set in model	40% Pre-set in model
Carpool and Vanpool Program	Carpool ride matching	25	5% of the population carpools and with an additional incentive more people could be motivated to carpool.	25% Pre-set in model	0.7 Pre-set in model.	24 Pre-set in model	40% Pre-set in model

B Background Assessment

Introduction

The City of San Mateo has commissioned Steer to develop a Transportation Demand Management (TDM) Plan for the 1st & B (31–57 South B Street) project site to reduce trips generated by the project. The project proposes construction of a four-story mixed-use building located on the block bounded by South B Street, 1st Avenue, and Transit Center Way. The project is being developed by Harvest Properties (referred to as "the developer" or "Harvest Properties" throughout this document).

The TDM Plan development begins with a thorough assessment of the site, including existing and planned conditions, which is recorded in a Background Assessment document. A combination of desktop-based research and analysis, review of available site plans and renderings, and study of planned developments are utilized in establishing our understanding of the site conditions. Insight from the City and developer team has also been incorporated into this document.

The Background Assessment details the following aspects of the site and project:

- Project Description
- Existing Infrastructure
- Nearby Attractions
- Available TDM Services

- Travel Trends
- VMT Analysis and Trip Reduction requirements
- Next Steps

Project Description

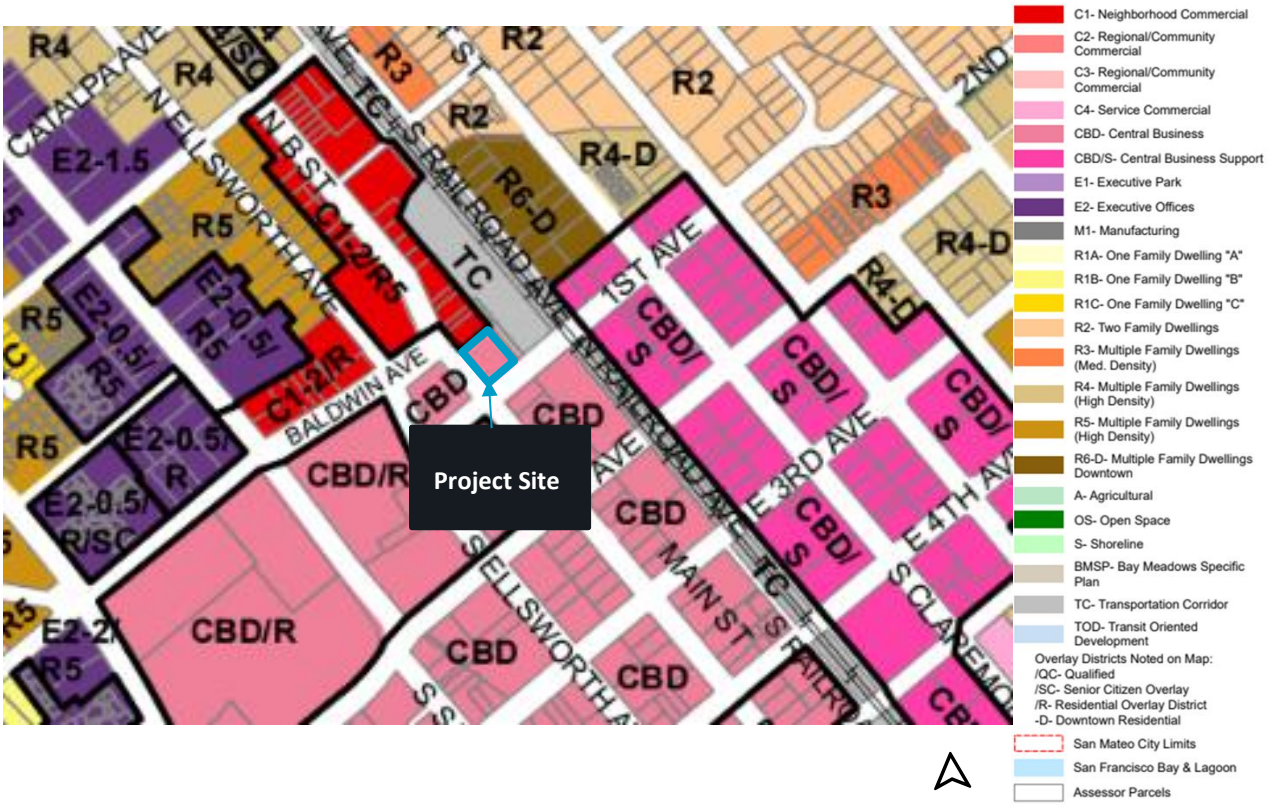
The project site is approximately 13,887 square feet (0.32 acres) and located directly west of the downtown San Mateo Caltrain station. The proposed construction of a 41,190 square foot four-story mixed-use building will include:

- 35,888 square feet of office space
- 5,302 square feet of ground floor retail/restaurant space (corner retail plaza)
- No vehicle parking provided
- 24 total bicycle parking spaces
- Widening of sidewalks and creation of curb extensions
- Public plaza, public seating and gathering areas

Zoning

The site is zoned CBD – Central Business District. On September 19, 2022, the City Council voted 4-0 to adopt an ordinance to reclassify, or rezone, the northwest parcel of the property from Neighborhood Commercial with a Residential Overlay (C1-2/R5) to Central Business District (CBD) to align the property's zoning designation with its Downtown Retail Core land use designation. The City's zoning map, (**Error! Reference source not found.**), has been updated and shows the entire s ite as now zoned CBD. The area to both the south and west of the project is also zoned CBD, the area to the east is zoned as TC (Transportation Corridor), and directly to the north is zoned as Neighborhood Commercial with a Residential Overlay (C1-2/R5). The project site is located in the northeast section of downtown San Mateo. The zoning in this area allows for high-density residential, retail, cultural, entertainment, and community service uses which generate high levels of people and transportation activity around the project site.

Figure 11. City of San Mateo Zoning Map



Source: City of San Mateo 2022

The project site allows for a maximum FAR of 3.0 and an allowable height of up to 55 feet. Table 14 compares additional details of the project site's current use and proposed uses.

Table 14. Proposed Project Attributes

	Current	Proposed
Description	Two one-story commercial buildings: Building 1 (57 S B St) and Building 2 (43 S B St)	One four-story mixed-use building
Square Footage	9,336 sq. ft. gross building area	41,190 sq. ft. proposed building area, including office, restaurant and/or retail uses
Zoning Designation	CBD - Central Business District	CBD - Central Business District

The project will provide 6 short-term bicycle spaces and 18 long-term bicycle spaces for both office and commercial (retail/restaurant) uses.

Existing Infrastructure

Road Network

The project site is located on the city block bounded by 1st Avenue, South B Street, and Transit Center Way. As displayed in Figure 2, the site is surrounded by:

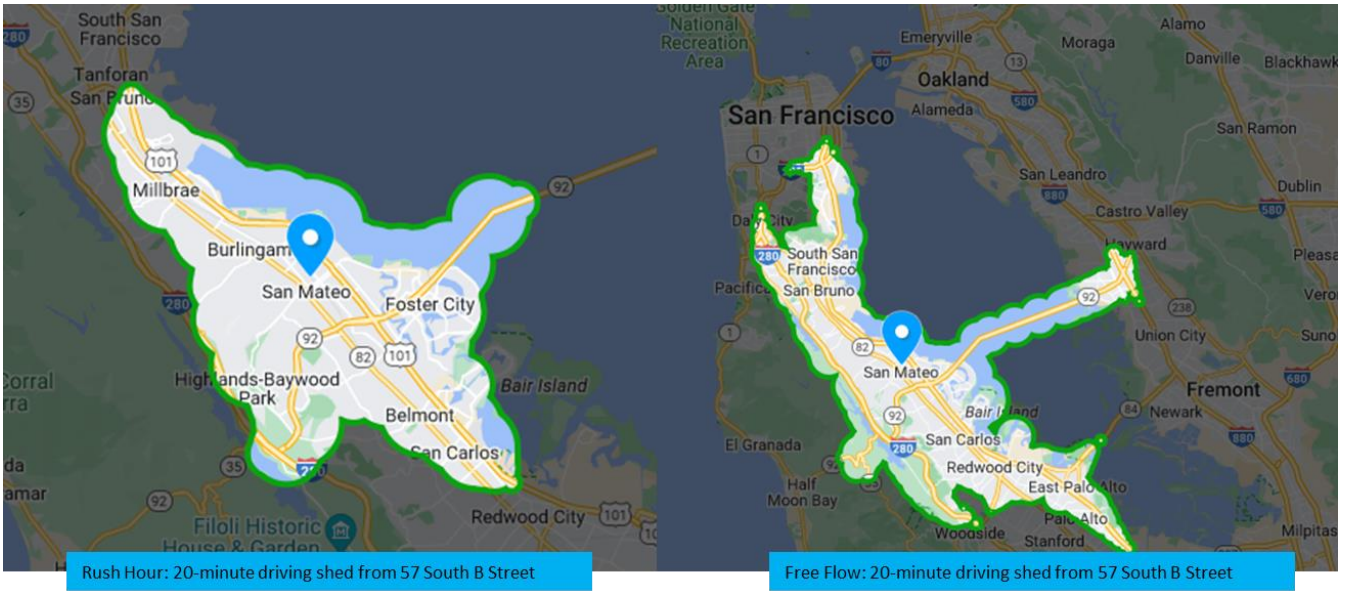
- Collector streets – 1st Avenue and South B Street
- Local – Transit Center Way

Figure 12. Street Network

Source: City of San Mateo Public Works

From the site drivers can quickly reach Highway 101 and continue onwards to East Bay communities via Highway 92 and the San Mateo-Hayward Bridge. Continuing north on Highway 101 and the Bayshore Freeway connects drivers to San Francisco, Hayward, Palo Alto, and Mountain View within 20 minutes. Figure 3 shows the 20-minute driving sheds from the project site in both rush hour and free flow time.

Figure 13. 20 Minute Car Shed for 31-57 South B Street.



Source: WalkScore.com

The intersections at both corners of the project site are collector streets. The intersection of South B Street and 1st Avenue was reviewed as part of the San Mateo Existing Conditions Circulation Report, and revealed that the intersections see a reasonably consistent traffic flow. They both maintain a "B" level of service (LOS) in the AM and PM hours.

Table 15. Levels of Service for B Street and 1st Avenue

	Signalized Intersection Peak-Hour Levels of Service			
	Year 2018 Conditions			
	AM Peak Hour		PM Peak Hour	
	Delay	LOS	Delay	LOS
B Street and 1st Avenue	10.3	B	10.4	B

Sources: San Mateo Existing Conditions Circulation Report (2019)

Bicycle Infrastructure

The site's topography, street network, and its location in the center of Downtown San Mateo make this area conducive to pedestrian and bicycle access. The site is located at the northern end of the Downtown B Street Pedestrian Mall. The walkability website Walkscore.com gives the site a 99/100 score for walking, which they classify as "Walker's Paradise – daily errands do not require a car." The walkshed for the project area is seen in Figure 4.

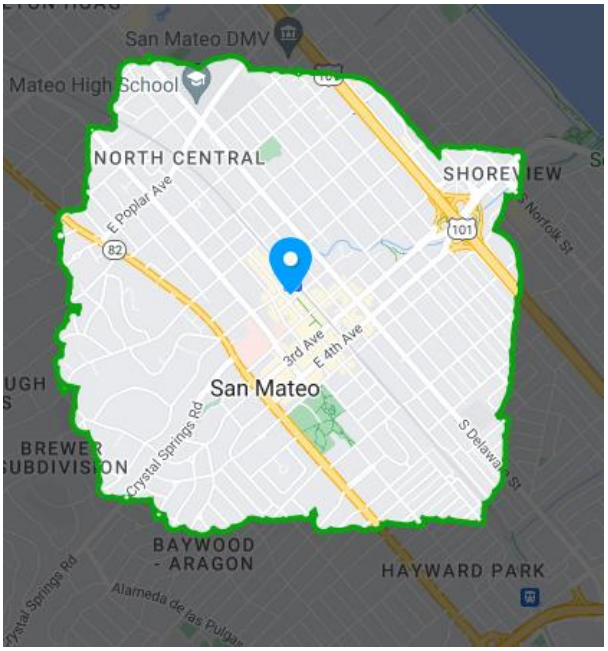
Presently, there exist the following bicycle facilities nearby / adjacent to the project site:

- a Class III facility on South B Street,
- a Class II bike lane on 1st Ave.

The bike route on South B Street continue via 5th Ave to a bike lane on South Delaware Street, creating multiple access opportunities for cyclists.

In the future, there are plans to develop additional bike lanes and boulevards nearby / adjacent to the project site (Figure 5 and Table 3).

Figure 14. 20-minute pedestrian shed for 31-57 South B Street.



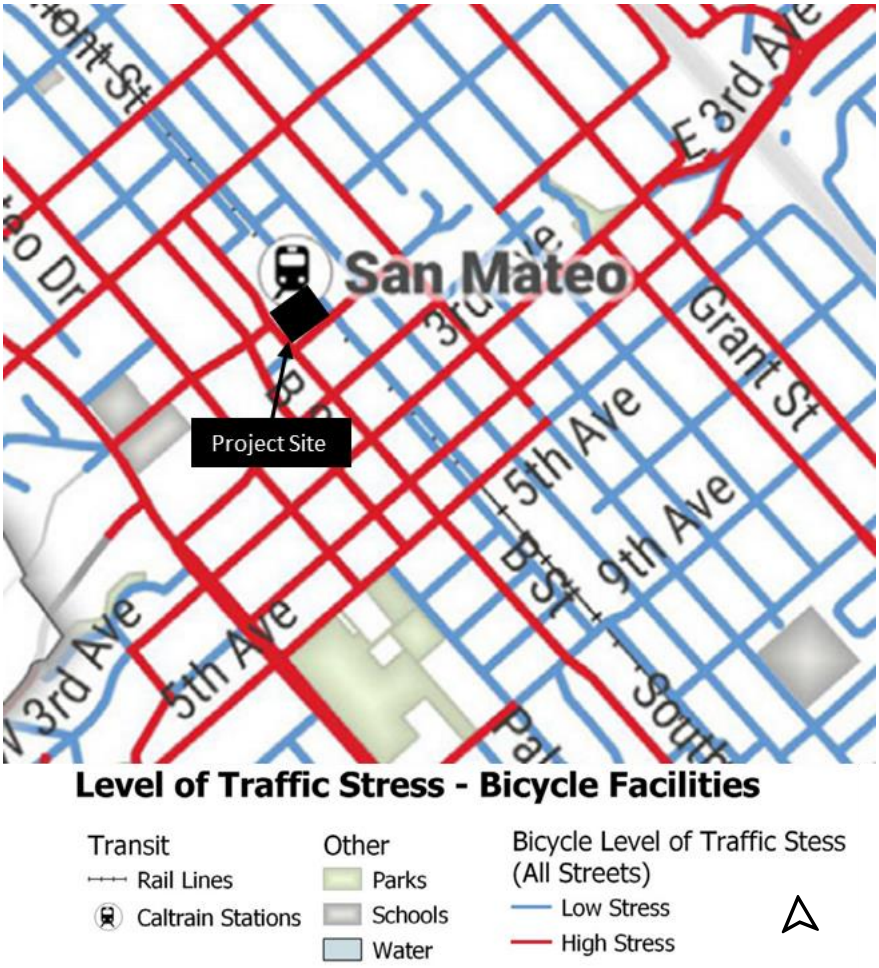
Source: WalkScore.com

Figure 15. Planned Bicycle Network

Source: San Mateo Bicycle Master Plan 2020

As displayed in Figure 6, 1st Avenue and South B Street are classified as “High Stress” streets by the April 2020 San Mateo Bicycle Master Plan, making the streets suited for more experienced cyclists. The streets are still in a high bicycle connectivity area, making cycling appealing in the area generally.

Figure 16. Level of Stress



Source: San Mateo Bicycle Master Plan 2020

BikeLink operates multiple on-demand bike lockers located at nearby Caltrain stations. BikeLink allows bicyclists to securely store their bikes in lockers using a stored-value card that can be purchased online or at nearby vendors. There are 24 lockers at the Downtown San Mateo Caltrain station. Additionally, four free-to-use public bike repair stations are located within walking distance of the project site.

City of San Mateo Bicycle Master Plan

The 2020 Bicycle Master Plan was adopted by the City Council on April 6, 2020 and serves as a blueprint for expanding and improving the San Mateo bicycle and mobility network in the coming years. The Plan includes three recommendations relevant to the 1st & B project site, all of which are considered 'high priority' projects:

Table 16. Planned Bicycle Facilities

Bicycle Facility	Distance to Project Site
B Street Bike Boulevard: Railroad Avenue (West) and Baldwin Avenue.	164 ft

Railroad Avenue West Bike Boulevard: 3rd Avenue and 4th Avenue.	0.1 miles
Baldwin Avenue Bike Lane: San Mateo Drive and South B Street	0.2 miles

Transit services

The project site is located 100 feet from the Downtown San Mateo Caltrain station. The project site is also served by four San Mateo County Transit District (SamTrans) bus routes.

Caltrain

Caltrain connects the project site to San Francisco to the north as well as San Jose and Gilroy to the south. The project site is near the Downtown San Mateo station, which can be accessed via bike, walking, transit, and car.

Table 17. Caltrain Service

Category	Downtown San Mateo Station
Frequency	Up to four trains per hour (104 trains per weekday); times vary
Travel distance	• 100 feet from project site • One minute walking • Less than one minute by car or bike
Amenities	• Accessibility: – Wheelchair Accessible – Two wheeled devices and service animals permitted • Bike racks • San Mateo BikeLink lockers • Park and Ride
Cost	Depending on travel distance within and across zones, fares include: • One Way (Ticket Machine): $3.75 -$15.00 • One Way (Clipper Card): $3.20 - $14.45 • Day Pass (Ticket Machine): $7.50- $30.00

SamTrans

There are four SamTrans bus routes accessible to the project site within a five-minute walk, which are described in Table 7 below. The bus stop closest to the project site can be accessed via bike, walking, and car. Each SamTrans bus is equipped with bus bike racks that hold up to three bikes. The trip cost for adults is $2.25 in cash or via mobile app, or $2.05 if a Clipper card is being used. Youth trips cost $1.10 in cash or via mobile app or $1.00 with a Clipper card.

Table 18. SamTrans Service

SamTrans Route #	Hours of Operation	Frequency	Closest Stop	Distance to Closest Stop	Route Details
250	Daily: 6am – 11pm	30 minutes	1st Ave. and B St.	26 ft/ one-minute walk	*Connects to San Mateo College*
59	School Day Service	One morning bus, two afternoon buses	1st Ave. and B St.	26 ft/ one-minute walk	Connects to Aragon High
292	Daily: 4am - midnight	30 minutes	S. Delaware St. & 2nd St.	0.2 miles/ four-minute walk	*Connects to SFO Airport*
53/53P	School Day Service Schedule	One morning bus, two afternoon buses	S. Delaware St. & 2nd St.	0.2 miles/ four-minute walk	*Connects to Borel School*

Nearby Attractions

There are several nearby attractions within a three mile driving distance of the proposed project. They are detailed below, and will be considered when developing the final TDM plan.

Shopping

The project is in the heart of Downtown San Mateo close to a variety of retail and shopping options. There are eight shopping areas located within three miles of the project site, with access to reliable transportation options.

- **Downtown San Mateo Shopping area** is 0.2 miles from the project site, primarily located along East 4th Avenue and 3rd Avenue and between North El Camino Real and South Eldorado

St. This shopping area provides access to multiple retail and dining options including Draeger's Market and Suruki supermarket.

- **Shoreview Shopping Center** is 1.2 miles from the project site with various restaurant options. It can be accessed via SamTrans Bus 250.
- **Grocery Store** located at 17th Avenue and El Camino real is located within a ten minute walk from the project site.
- **Woodlake Shopping Center** located on North Delaware street (1.2 miles) has amenities such as a supermarket, pharmacy, pet store and casual restaurants. It can also be easily accessed via SamTrans Bus 250.
- **Borel Square Shopping Center** is 1.7 miles from the project site and has a gym as well as a CVS and UPS store. It can be accessed via SamsTrans Bus 292 and route ECR.
- **Fiesta Shopping Center** is located 1.9 miles from the project site nearby the Hayward Park Caltrain station. This shopping center has small shops such as a hair studio, nail salon, and ceramics studio. The center can be accessed via SamTrans Bus 292.
- **Parkside Plaza,** located 2.5 miles from the project site, has a variety of supermarket, pharmacy and casual dining options. It can be accessed using SamTrans Bus 250.
- **Hillsdale Shopping Center,** located 2.7 miles from the project site on 31st Avenue, has a variety of retail and entertainment options including Macy's, Nordstrom, Cinemas and an Escape Room, as well as several dining options. It can be via SamTrans Bus 250.
- **Concar Passage** is a proposed mixed-used development that includes retail and commercial space. It will be located on the corner of S. Grant St. and S. Delaware St. It can be accessed via SamTrans Bus 292.

Table 19: Shopping Centers

Shopping Centers	Distance	Walk	Transit	Drive
Downtown San Mateo Shopping area	0.2 miles	5 minutes	-	2 minutes
Draeger's Market	0.3 miles	5 minutes	-	2 minutes
Shoreview Shopping Center	1.2 mile	20 minutes	13 minutes	6 minutes
Woodlake Shopping Center	1.2 miles	23 minutes	10 minutes	6 minutes
Borel Square Shopping Center	1.7 miles	31 minutes	18 minutes	8 minutes
Fiesta Shopping Center	1.9 miles	41 minutes	20 minutes	9 minutes
Parkside Plaza	2.5 miles	50 minutes	19 minutes	8 minutes
Hillsdale Shopping Center	2.8 miles	54 minutes	18 minutes	12 minutes
Concar Passage (proposed)	*1.6 miles*	*34 minutes*	*16 minutes*	*7 minutes*

Schools and Childcare

Although the project site does not contain any residential uses, it is still worth exploring its proximity to schools and childcare, as office and retail employees may need to utilize these services for their children, and school and childcare pickups/dropoffs often contribute to local congestion.

Childcare

There are several childcare and preschool centers located within the vicinity (one mile) of the project location. Table 9 lists the childcare centers located close to the project site.

Table 20: Childcare facilities

Childcare	Distance	Walk	Transit	Drive
Little Wonders-A Parent-Child Center	0.2 miles	5 minutes	-	2 minutes
Shu Academy Preschool	0.3 miles	5 minutes	-	3 minutes
Intercommual Preschool	0.3 miles	6 minutes	-	2 minutes
Little Panda Home Family Daycare	0.4 miles	7 minutes	-	2 minutes
Kids Konnect Infant Care & Preschool	0.4 miles	8 minutes	-	2 minutes
Baby Steps	0.5 miles	7 minutes	-	3 minutes
Safari Kid	0.5 miles	8 minutes	-	4 minutes
Petite Sorbonne Preschool	0.5 miles	11 minutes	-	3 minutes
Wild Hearts Kids Club	0.8 miles	10 minutes	-	5 minutes
Wonderland Daycare	0.8 miles	15 minutes	8 minutes	5 minutes
Buddie's World Child Care	0.9 miles	18 minutes	15 minutes	5 minutes

Schools

There are over a dozen schools within two miles' travel of the project site. A comprehensive list of schools located within four miles of the project site is listed in Table 10.

Table 21: Nearby Schools

Nearby Schools	Travel distance in miles
St. Matthew's Episcopal Day School	0.3
Stanbridge Academy	0.8
San Mateo High School	0.9
St. Matthew Catholic Elementary School	0.9
College Park Elementary School	1.0
South Hillsborough Elementary	1.0
San Mateo Adult School	1.1
St. Timothy School	1.2
Crystal Springs Uplands School	1.2
San Mateo Park Elementary School	1.3
North Shoreview Montessori	1.4
Baywood Elementary School	1.5

LEAD Elementary School	1.7
Aragon High	1.7
***Laurel Elementary School**	3.2
***Abbott Middle School**	3.8

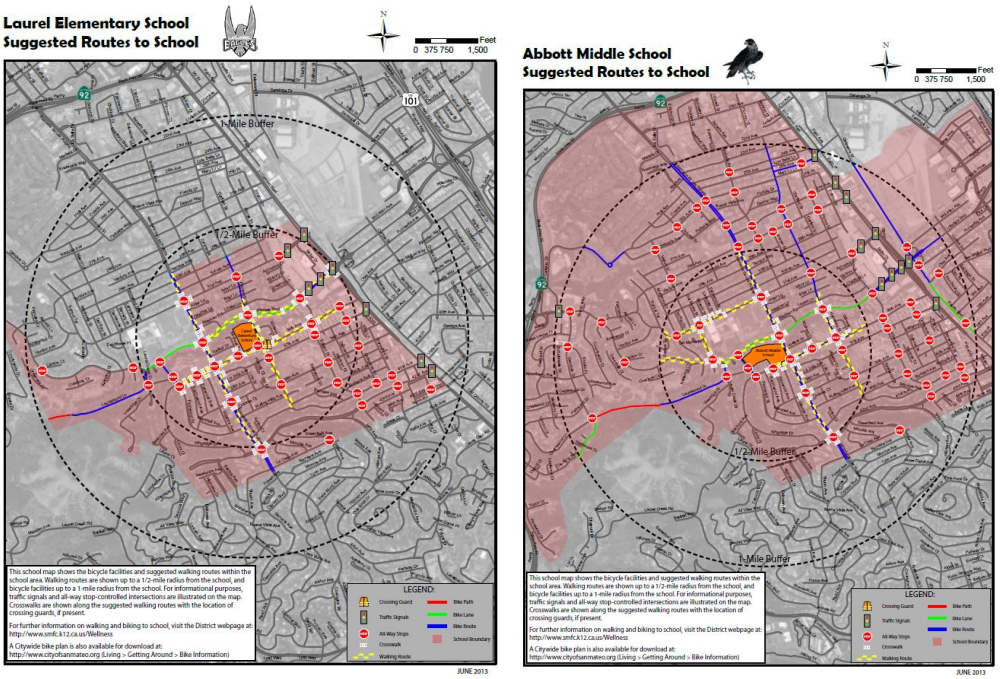
****Indicates assigned schools***

San Mateo Safe Routes to School

San Mateo County Safe Routes to School (SRTS) is a program of San Mateo County that encourages and enables school age children to walk and bike to school. SRTS is intended to reduce school-travel related congestion and emissions around schools, as well as improve health and wellness through physical activity. The program is led and implemented by volunteers, often parents and PTA members.

The project site is within the San Mateo-Foster School district and has been zoned for Laurel Elementary (K-5) and Abbott Middle School (6-8) – both of which are ~3 miles from the project site. These schools are included in the County's SRTS program. Figure 9 shows the scope of this Safe Routes to School program within a half-mile radius, including suggested walking and biking routes to Laurel Elementary School and Abbott Middle School.

Figure 17: Safe Routes to School



Source: City of San Mateo – Safe Routes to School

Parks

There are five parks located within a one-mile walking distance of the project site.

- **Gateway Park** is a park with a small creek. The park is located 0.5 miles from the project site and can be easily accessed by foot (10 minutes) or bike (3 minutes).
- **San Mateo Central Park** is a 16.5-acre park, bounded by 9th Avenue to the south, East. 5th Avenue to the north, North. El Camino Real to the west, and Laurel Avenue to the east. The southern entrance to the site is a seven-minute walk from the project site. The park hosts a baseball field, tennis courts, sculptures, playground, a Japanese tea garden, recreation center, miniature train, rose garden and the San Mateo Arboretum. Central Park is one of the most popular parks and attractions in San Mateo, which will need to be considered when determining the TDM strategies. The park is about 0.5 miles from the project side and can be accessed by foot (9 minutes) or bike (3 minutes).
- **De Anza Historical Park** is a relatively small park, located along Arroyo Court. It is one of the historical parks along the 1,200-mile Juan Bautista de Anza National Historic Trail that commemorates the route traveled by Anza and the colonists from Nogales, Arizona, to San Francisco. The park has a historic camp-site marker from 1775. The park is located only 0.5 miles away from the project site can be accessed by walking (11 minutes) or by bike (4 minutes).
- **Martin Luther King Jr. Community Center and Park** located at 725 Monte Diablo Avenue, is a vital neighborhood resource, considered a central meeting spot for special groups, luncheons, community events, and/or for a variety of athletic opportunities. The park is located 0.7 miles away from the project site and can be accessed by foot (15 minutes) or bike (4 minutes).
- **Bay Tree Park** located at 150 Dartmouth Road, is a small urban parklet and greenspace with large trees and park benches serving well as a sheltered resting place from rain or shine. The park is located 0.7 miles away from the project site and can be accessed by walking (16 minutes) or bike (5 minutes).

Travel Trends

The travel trends described in this section are based on information from Census Bureau for the project's census tract (6063).

Demographics

Census Tract 6063 has a population of 4,173 people. The demographic information in Table 22 and Figure 18 is collected from Census and 2021 American Community Survey (ACS) data and provides insight into residents' demographics and travel behavior.

Table 22: Demography statistics[11]

Category	Characteristics	Amount or percentage
Age	Under 18	19%
	18 to 64	58%
	65 and over	23%

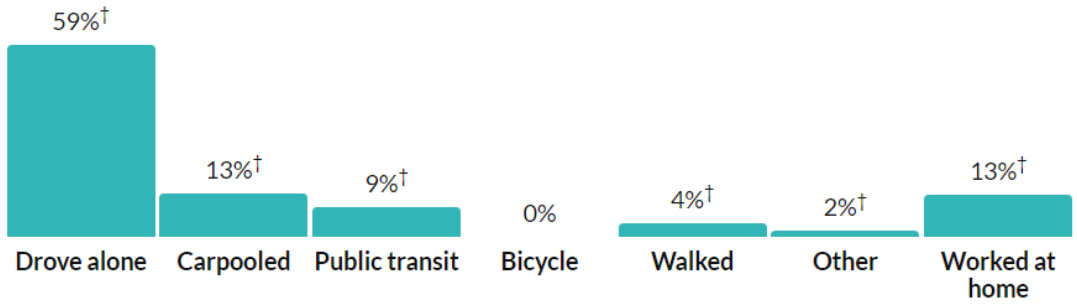
[11] Due to rounding segments, the total percentage may not add up to exactly 100%

Education	Bachelor's degree or higher	54.6%
Households	Renter-Occupied Housing Units	51%
	Number of households	1,816
	Persons per household	2.2
	Median household income	$96,250
Race	White alone	37%
	Asian alone	20%
	Hispanic or Latino	30%
	Black or African American	3%
	Mixed	10%
Languages spoken	Speaks English only	47.5%
	Speaks a language other than English: Spanish	30.5%
	Speaks a language other than English: Indo-European Languages	8.5%
	Speaks a language other than English: Asian and Pacific Island Languages	13%[12]

Commute Outlook

The data from ACS 2021 indicates that 59% of people that live within the census tract 6063 drive alone to work, this is a 13% decrease in drive alone rates from 2019. The data also reports that 13% of the population carpool to work and 9% take public transit, while 13% work from home. Of those that commute to work, the mean travel time is 23.4 minutes, a reduction in average commute time from 2019 (27.6 minutes). Commuting patterns have been impacted by the pandemic however and may be in flux for some time as businesses gradually return to normal. Post-pandemic scenarios might produce new commuting patterns as more organizations implement hybrid and flexible working habits.

Figure 18: Commute Mode Share



Source: 2021 American Community Survey (ACS)

Commuting Habits

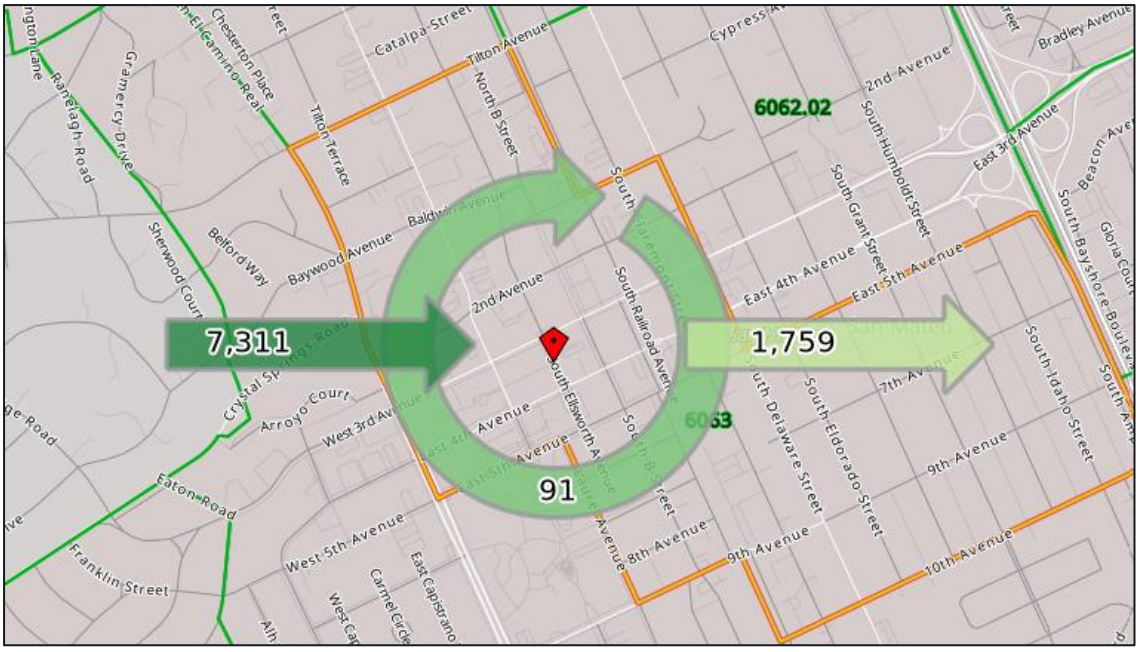
As shown in Table 23, residents in Census Tract 6063 commute to a variety of locations, with the majority commuting out of San Mateo. The City of San Francisco has the highest share of commuters (22.4%), followed by the City of San Mateo (13.9%).

Table 23: Job Locations

Job Locations	Count	Share
San Francisco, CA	414	22.4%
San Mateo, CA	257	13.9%
Redwood City, CA	112	6.1%
Palo Alto, CA	105	5.7%
South San Francisco, CA	89	4.8%
Burlingame, CA	69	3.7%
San Jose	65	3.5%
Menlo Park	63	3.4%
San Carlos	41	2.2%
Foster City	40	2.2%
All Other Locations	595	32.2%
All Places (Cities, CDPs, etc.)	**1,850**	**100%**

Inflow/Outflow analysis of the census tract, as shown in Figure 19, depicts that 1,759 individuals commute out of the area and 7,311 people commute into the area for work daily. A total of 91 individuals both live and work inside the census tract.

Figure 19: Inflow and Outflow



Source: U.S Census Bureau, Center for Economic Studies

Available TDM Services

Commute.org Services

Commute.org is San Mateo County's Transportation Demand Management Agency. Their resources are available to all residents and employees in the County. As such, the residents and employees of the project site will be able to take advantage of TDM resources curated for those commuting within the County and in the surrounding areas. The Commute.org website serves as a regional clearinghouse for all transportation and commuting-related information. They also provide the following services:

- **Try Transit Incentives:** Commute.org provides a free 'try transit' program that allows individuals to request free tickets for the transit option that works best for them.
- **Carpool Incentives:** Commuters who use Waze Carpool or Scoop are eligible to earn gift cards worth up to $100.
- **Vanpool Incentives:** Drivers of a new vanpool can earn a $500 reward, and vanpool riders can be reimbursed $100/month of their costs for up to three months.
- **Bike Education:** Free bike safety workshops and bike marketing materials are available to residents and commuters. These are scheduled upon request and are available to employers and other sites, including residential properties, within San Mateo County. They can be 60, 75, or 90 minutes in length depending on what is ideal for the requesting party and include time for Q&A.
- **Bike Incentives:** Commute.org currently provides commuters who live or work in San Mateo County with incentives worth between $25 to $100 for biking to work. To participate in the program, bike commuters must track their work commutes using the Strava app. The rides are

then recorded in the STAR platform, iCommute.org's incentive delivery platform, where commuters can access their incentives.

Compliance

CCAG

CCAG Transportation Demand Management Policy establishes a set of baseline TDM measures for site design and physical improvements. As noted in the policy: "*Once required baseline measures are fulfilled, developers can select from additional (recommended) TDM measures that are most appropriate to the site and will help the site achieve its mode share and vehicle trip reduction goals. To facilitate implementation in line with C/CAG TDM Policy, as well as for future TDM monitoring and data collection, it is proposed that development applicants submit a TDM Checklist to the governing area Planning Department as part of the development review process. The expectation is that the local area will condition any project approval on the implementation of the measures selected from the TDM Checklist by the project applicant. Each measure selected in the Checklist corresponds to a point value and vehicle trip reduction percentage (impact), the values of which are based on literature review of transportation research, best practices, and stakeholder feedback*."

Based on the TDM checklist, this project will be categorized as *"Transit-Oriented Development (TOD) – project located within 0.5 miles of "high quality" transit."* The current policy does not have a recommended approach to complete all requirements in the TDM checklist, due to it being multi-use office and commercial (restaurant/retail) space.

The following measures are recommended in the TDM checklist for Non-Residential small projects.

Table 24: CCAG TDM Checklist Measures for Non-Residential (Office, Industrial, Institutional) (Source CCAG TDM Checklist, 2024)

Non-Residential – Small Project (Office, Industrial, Institutional; ~10,000-49,999 sq ft)										
	ID	Measures	Type	Measure Description	Point Value	Vehicle Trip Reduction Impact	% SOV Trip Reduction Estimate Range	% SOV Mitigated Trip Reduction	Citation	Notes
Parking Mgmt. for Ridesharing	1	Free/Preferential Parking for Carpools	Programmatic	Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.	1	1%	.05-5%	0.05	36	
Employee & Resident Amenities	1	TDM Coordinator/Contact Person	Programmatic	Provide a TDM coordinator or contact person. This may be an individual who is an employee of - or at - the development project; or may be contracted through a third-party provider, such as Commute.org.	1	1%	1-2%	0.02	6	
TDM Mgmt. & Admin	2	Actively Participate in Commute.org, or Transportation Management	Programmatic	Sites shall register with Commute.org or else join or create a Transportation	8					

		Association (TMA) Equivalent		Management Association (TMA) with equivalent TDM service, whose role is to coordinate transportation-related programs and services in specific geographic areas.						
Transit, Shuttles & Ridesharing	3	Certified participation in Commute.org, or equivalent program such as TMA		Obtain certification of registration from Commute.org or equivalent TMA incorporation documents.	2	4%	5.0%	0.05	3	
Active Transportation	4	Commute assistance and ride-matching		Establish a commute assistance program to provide individualized trip planning services.	4	1%	1-3%	0.03	6	Lockers or indoor parking (in addition to racks for short-term parking)
Site Design Initiatives	5	Guaranteed Ride Home		Offer employees a Guaranteed Ride Home (GRH) program (or participate in the Commute.org GRH program).	1	1%	<1%	0.01	1	Direct pedestrian connection to transit, front setback <20 feet. Given Complete Streets, this is requirement

										with most jurisdictions
Parking Mgmt. for Ridesharing	1	Orientation, Education, Promotional Programs and/or Materials		Offer new employees an orientation or education program or materials.	1	1%	0.8-4%	0.04	1	Financial incentives are consistently cited in research as one of the most effective travel behavior modifiers. (Consider observed carpooling aka "slugging" in major metro areas w/ tolled roadways & bridges).
TDM Mgmt. & Admin	2	Carpool or Vanpool Program	Programmatic	Carpool and vanpooling are types of ridesharing that seek to allow vehicles to carry additional passengers when making a trip, with minimal additional mileage. Carpooling generally uses	3	2%	1-5%	0.05	0	A person whose responsibility it is to provide, measure, and track transportation programs ensures continued effort to

				participants' own automobiles. Vanpooling generally uses leased vans (often supplied by employers, non-profit organizations or government agencies).						reducing SOV trips
	3	Transit or Ridesharing Passes/Subsidies	Programmatic	Offer public transit passes or subsidies; or carpool/vanpool subsidies to tenants equivalent to 30% of the value of their monthly fare or $50 monthly, to incentivize transit use and ridesharing and comply with regional environmental sustainability goals. NOTE: Funding contributions towards and/or participation in Commute.org	8	10%	0-20%	0.2	1	Examples: Emeryville TMA, Mission Bay TMA (SF)

				shuttle program does not count for this measure. Passes/subsides provided must be valid for public transportation options, including but not limited to BART, Caltrain, SamTrans, and ridesharing platforms and vanpool subscription (or costs).						
	3A	Pre-Tax Transportation Benefits	Programmatic	Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.	2	3	1%	0-3%	0.03	0
	3B	Secure Bicycle Storage	Site Design	Comply with CALGreen minimum bicycle parking	4	1	1%	0.5%	0.005	6

				requirements: Provide safe and convenient long-term (Class I) bicycle parking equating to 5 percent of the tenant-occupant vehicular parking spaces with a minimum of one bicycle parking facility (for 10+ tenant-occupants). Short-term (Class II) bicycle parking should be within 200 feet of the visitors' entrance, readily visible to passers-by, for 5 percent of new visitor motorized vehicle parking spaces being added, with a minimum of 1 two-bike capacity rack. May also be in the public right-of-way.						

	3C	Showers, Lockers, and Changing Rooms for Cyclists	Site Design	These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.	1	2	2%	2-5%	0.03	3
	3D	Design Streets to Encourage Bike/Ped Access	Site Design	Design street or roadways that provide multimodal travel choices and give people the option to avoid vehicular traffic congestion, increasing the overall capacity of the transportation network.	1	1	1%	0-2%	0.02	16

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QUALITY SYSTEM CERTIFICATION
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