

Subject	Transportation Demand Management (TDM) Program
Policy	<p>A Tier 1 TDM program is required for all new development and/or redevelopment consisting of:</p> <ul style="list-style-type: none"> • New developments where the City Code requires the provision of more than 350 parking spaces attributable to office, institutional, industrial, and warehouse uses • New non-residential developments seeking flexibility from the standard parking requirements in accordance with Sec. 21.306(e)(3) • Redevelopment and/or additions to existing non-residential development that result in a 25 percent or greater increase in parking spaces attributable to office, institution, industrial, and warehouse uses, and the total amount of required parking attributable to office, institution, industrial, and warehouse uses is 350 or more spaces. • Other development as required by City Council condition. <p>The following uses shall be exempt from Tier 1 TDM program requirements:</p> <ul style="list-style-type: none"> • Places of assembly; • Schools (K-12); • Parks and recreational facilities; and • Other institutional uses that are not customarily in operation during the peak weekday traffic period (6:30-9:00 AM and 3:00-6:00 PM) <p>A Tier 2 TDM program is required for all other new non-residential developments and additions over 1000 square feet. The Tier 2 TDM program requires the property owner to choose TDM strategies from a checklist and commit to implement the strategies.</p>
Definitions	<p><i>Annual Status Report</i> – A tool used by the Public Works Director’s designee to determine if the property owner has implemented the strategies outlined in the TDM plan to move toward a goal of fewer SOV trips. The report must include the following:</p> <ul style="list-style-type: none"> • Results of follow-up surveys prepared in the format attached as Exhibit A or other approved format, to determine the effectiveness and participation in TDM strategies; • Documentation of annual expenditures made to implement TDM strategies; and • Documentation of the implementation of TDM strategies listed in the approved TDM plan and an evaluation of the success of each strategy based on the

	<p>survey results, as well as, at the option of the property owner, any other verifiable method of measurement such as a follow-up traffic study.</p> <p><i>Certificate of Occupancy (CO)</i> – The final approval from the Building and Inspections Division.</p> <p><i>Good Faith Effort</i> – A demonstrated effort to implement TDM strategies in an attempt to achieve the TDM goals outlined in the approved TDM plan. The good faith effort will be analyzed based on the Annual Status Report submitted to the Public Works Director’s designee.</p> <p><i>Initial TDM Plan Implementation Date</i> – The date the property owner verifies that occupancy of the leasable area of the development has reached 30 percent.</p> <p><i>Public Works Director’s designee</i> – The Engineering Division’s Development Coordinator</p> <p><i>Single Occupancy Vehicle (SOV)</i> – A vehicle in which the sole occupant is the driver.</p> <p><i>TDM Financial Guarantee</i> – An instrument (bond, letter of credit or cash) to ensure that the owner demonstrates a good faith effort to implement the strategies set forth in the approved TDM plan.</p> <p><i>Transportation Demand Management (TDM)</i> – A plan used by property owners to encourage their employees or tenants to use alternatives to the SOV as a method of transportation to commute to work.</p>
<p>Background and Rationale</p>	<p>The purpose of TDM is to promote more efficient utilization of existing transportation facilities, reduce traffic congestion and mobile source pollution, and to ensure that new developments are designed in ways to maximize the potential for alternative transportation usage.</p> <p>TDM is a combination of services, incentives, facilities and actions that reduce single occupancy vehicle (SOV) trips to help relieve traffic congestion, allow parking flexibility and reduce air pollution. Employers and Building Managers can assist in this reduction by promoting TDM strategies.</p>

Tier 1 Plan Submittal Requirements	<p>The Tier 1 TDM Program consists of:</p> <ul style="list-style-type: none">(A) A TDM study prepared by a qualified traffic consultant that includes:<ul style="list-style-type: none">(i) A description of the projected transportation and parking impacts of the development at full site development, forecasts of SOV trips generated and the likely timing of those trips, and anticipated parking demand. The traffic study must be conducted in accordance with accepted methodology approved by the Public Works Director's designee. If determined to be a Special Study subject to the requirements of Section 19.14(b)(5), the TDM Study must be prepared by an independent traffic engineering professional under the supervision of Public Works Director's designee, and paid for by the applicant. (B) A TDM plan prepared by the property owner that includes:<ul style="list-style-type: none">(i) A description of the TDM goals, including peak hour SOV trip reduction goals;(ii) Description of TDM strategies and implementation measures and the anticipated SOV trip reduction associated with each strategy. The TDM measures may include, but are not limited to: on-site transit facilities, preferential location of car and van pool parking, telecommuting, on-site bicycle and pedestrian facilities and employer subsidized transit passes.(iii) Description of the evaluation measures and process that will be used to determine the effectiveness of the TDM strategies used and progress toward achieving the SOV trip reduction goals.(iv) Proposed total expenditures to implement the TDM strategies for at least three (3) years following the issuance of the Certificate of Occupancy (CO). (C) A TDM agreement prepared by the City Attorney's office, executed by the property owner and the City, and filed by the property owner with the records for that property in the Registrar of Titles' or Recorder's Office of Hennepin County with proof thereof presented to the Issuing Authority prior to issuance of a building permit; (D) A financial guarantee in the amount established by the TDM program schedule set forth in the TDM Policies and Procedures Document maintained by the Public Works
---	--

	<p style="text-align: center;">Director's designee; and</p> <p>(E) An annual status update report in the format attached as Exhibit A to this Policies and Procedures Document maintained by the Public Works Director's designee, or otherwise approved by the Public Works Director's designee, hereinafter referred to as the "Annual Status Report".</p>
<p>Annual Status Report</p>	<p>The Annual Status Report must be submitted on the attached form (Appendix A) or other approved format to the Public Works Director's designee within 30 days of the first year anniversary and second year anniversary of the Initial TDM Implementation Date. The Annual Status Report is the tool used by the Public Works Director's designee to determine if a Good Faith Effort was demonstrated. Upon receipt of the final Annual Status Report, the Public Works Director's designee has 30 days to review the Annual Status Report and determine if a Good Faith Effort was demonstrated.</p>
<p>TDM Financial Guarantee</p>	<p>The City Code requires a TDM Financial Guarantee to be submitted prior to the issuance of a certificate of occupancy to ensure implementation of TDM strategies and progress towards meeting the approved TDM Plan goals. The TDM Financial Guarantee may be in the form of cash, bond or letter of credit. The amount is determined by multiplying the number of code-required parking spaces by the current TDM Financial Guarantee rate, which is currently \$50/code-required parking space.</p> <p>The financial guarantee may be prorated for the minimum 2 years the guarantee will be held, provided the guarantee is submitted in a form that allows automatic renewal. The City will retain the cash payment, bond or letter of credit for up to 3 years from the Initial TDM Plan Implementation Date.</p> <p>If a good faith effort to implement the strategies set forth in the approved TDM Plan is demonstrated, the TDM financial guarantee will be released to the property owner within seven (7) working days of that determination.</p> <p>If a good faith effort is not demonstrated, the Public Works Director's designee may direct that the TDM financial guarantee continue to be held for up to another 12-month period. If a good faith effort is still not demonstrated, the TDM Financial Guarantee will be forfeited. Forfeited TDM Financial Guarantees may be used in one of the following ways:</p>

	<ul style="list-style-type: none"> • Funds will be donated to 494 Commuter Services to assist in implementing the TDM plan strategies • The Public Works Director's designee will utilize the funds to assist in implementing the TDM plan strategies
Tier 2 Procedures	<p>The Tier 2 TDM Program requires the property owner to commit to implementing TDM strategies selected from a checklist. The Tier 2 TDM Program requirements will be introduced at the Informal Development Review Committee meeting. The Public Works Director's designee will provide the applicant with the Tier 2 checklist and contact information for 494 Commuter Services. A completed Tier 2 checklist will be a required component of the development application package.</p>
TDM Administration	<p>The Public Works Director's designee will work closely with 494 Commuter Services to administer the TDM plans. The Public Works Director's designee will:</p> <ul style="list-style-type: none"> • Inform development applicants at the Informal DRC meeting of their Tier 1 or Tier 2 TDM requirement; • Provide 494 Commuter Services contact information to all development applicants; • Review and approve Tier 1 TDM plans and Tier 2 checklists; • Maintain files for approved TDM plans; • Assist the Legal department to draft Tier 1 TDM Agreements • Work with 494 Commuter Services to monitor progress toward implementation of TDM strategies and evaluate success of efforts to achieve TDM plan goals; • Review Tier 1 Annual Status reports; • Hold and release TDM financial guarantees; and • Determine compliance in implementing TDM strategies as that relates to the release or forfeiture of TDM financial guarantees.
Code Reference(s)	21.301.09, 21.306(e)(3) and 19.14(b)(5)
Date of Adoption	December 7, 2009
Approved By	Bob Hawbaker, Planning Manager Shelly Pederson, City Engineer