

# Transportation Demand Management (TDM) Worksheet for Day Care Uses (applicant to complete yellow highlighted sections)

Project A	ddress:			anagement (TDW) Worksheet for Day Care Uses	Applicant:	, , ,	, <u>J</u>	,
,				Project Type		Dav	Care	
				Students:	≤12	13-24	25-64	≥65
				TDM Coordinator & Annual Monitoring		13 24	25 04	√
		돭		On-Site Bicycle Repair Station <sup>1</sup>				<b>√</b>
		mer		On-Site Bicycle Parking <sup>2</sup>	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>
		E		On-Site Kiosk or Online Portal with Multimodal Wayfinding				
		<b>p</b>		Information and Transit Information	✓	✓	✓	✓
		Required Elements		Distribution of Transit, Wayfinding and Other Multi-modal				
		æ		Informational Materials to New Employees upon Hire and	-	✓	✓	✓
				Annually to All Employees				
							ement below base	
				Minimum TDM Points Required	1	2	3	5
					Fill in the points earned by the proposed project TDM me in the appropriate column in the rows below.			
				< 0.5 miles to a major transit stop		e appropriate coit	Imn in the rows b	elow.
			Proximity to Transit*	(2 routes at 15-min headway)[1.5]				
		DM	oxin Frar	< 0.5 miles to a local transit stop with				
		Passive TDM Measures	P 5	headways of 30 min or less [0.5]				
		ıssiv	lı lı	nitial Subtotal Passive TDM Points (sum of above 4 rows)				
		Pa L	Ma	aximum Passive TDM Points (30% of total required points)	0.5	0.5	1	1.5
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)				
			e t	Implement New or Enhanced Pedestrian and				
			Community Complete Streets	Bicycle Facilities per Complete Streets Master Plan				
			mmuni omplet Streets	( ≤1 mile from site) [3]				
	Menu of Optional TDM Stategies [TDM Points]		ਤੌਂ ਤੋਂ "	Bus Shelter (subject to VTA approval) [0.5]				
S.			*_	Provide Additional On-Site Bike Parking <sup>3</sup> [1]				
TDM Plan Requirements			Active Transportation*	Ground Level Secured Bicycle Cage with E-Bike Charging				
iren			Active sportat	Facilities [0.5]				
adui	oin		Ac	Provide Active Transportation Subsidies or Other Incentives to				
n Re	Σ		Tra	Employees who Walk or Bike to Work [1]				
Pla	且		000	Provide Preferential Parking for Carpools/Vanpools 4 [0.5]				
MO	gies		/anp	Provide Employees and Parents with Carpool/Vanpool				
-	ate		Carpool/Vanpoo I Programs	Matching Services [0.5]				
	∕l St		or I	Provide Financial Incentives for Employees and/or Parent				
	Ę	.es	Ü	Carpool Groups [1]				
	nal	asnı		Provide VTA SmartPass (or a Comparable Program)  Membership to All Employees for the First 10 Years				
	otio	Active TDM Measures		Following Project Completion [2]				
	ο̈́	Σ		Provide Caltrain Go Pass (or a Comparable Program)				
	ם מ	e TI	ms*	Membership to All Employees for the First 10 Years				
	Mer	cti.	graı	Following Project Completion [1]				
	_	⋖	Programs*	Offer Discounted VTA & Caltrain Transit Pass to Employees for				
			sit	the first 10 years Following Project Completion <sup>5</sup> [1]				
			Transit	Offer Pre-Tax Transportation Benefits [0.5]				
			_	Contribute to Communitywide Shuttle Program				
				or other TDM measure <sup>6</sup> \$20,000/student [4]				
				Contribute to Communitywide Shuttle Program				
			<b>D</b> 6	or other TDM measure <sup>5</sup> \$10,000/student [2] Guarantee Employees a Ride (or reimbursement for the cost of				
			Guaranteed Ride Home Program	a ride) to Their Home (and/or to other locations) in the Event				
			Suarantee Ride Hom Program	of an Emergency [0.5]				
				5. d., 2				
			תחר / ה	Incorporate Bicycle and Walking Education into Physical				
			TDM Commun ication/	Education Curriculum to Promote Health and Environmental				
			S S					
			Tatal	Subtotal Active TDM Points (sum of above 24 rows)				
				TDM Points (sum of Passive and Active TDM Points)  e used for this category.				

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>&</sup>lt;sup>1</sup> Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines* .

 $<sup>^{\</sup>rm 4}\,{\rm Per}$  the California Green Building Standards Code , Table A5.106.5.1.

<sup>&</sup>lt;sup>5</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 6}$  One-time payment subject to an agreement between the City and developer.



City of Los Altos
Transportation Demand Management (TDM) Worksheet for Entertainment Venues (applicant to complete yellow highlighted sections)

Project A	Address:				Applicant:			
	Project T  Gross Floor Area (square feet):					Entertainn	nent Venue	
				Gross Floor Area (square feet):	<1,500	1,500-2,499	2,500-24,999	≥25,000
				TDM Coordinator & Annual Monitoring			✓	✓
		nts		On-Site Bicycle Repair Station <sup>1</sup>			✓	✓
		Ë		On-Site Bicycle Parking <sup>2</sup>	✓	✓	✓	✓
		Required Elements		On-Site Kiosk or Online Portal with Multimodal Wayfinding	✓	✓	✓	✓
		<u>ie</u>		Information and Transit Information	,	•	·	•
		nbe		Distribution of Transit, Wayfinding and Other Multi-modal	,	,	,	,
		æ		Informational Materials to New Employees upon Hire and Annually to All Employees	✓	✓	✓	✓
				Aillidaily to All Elliployees	Circle the applic	able point require	ment helow hase	d on project size
					0.5	1	4	6
				Minimum TDM Points Required		ts earned by the p		
						e appropriate colu		
			> *.	< 0.5 miles to a major transit stop				
		_	Proximity to Transit*	(2 routes at 15-min headway)[2]				
		TDN	roxi Tra	< 0.5 miles to a local transit stop with				
		Passive TDM Measures		headways of 30 min or less [0.5]				
		ass		nitial Subtotal Passive TDM Points (sum of above 4 rows)				
				aximum Passive TDM Points (30% of total required points)	0	0.5	1	2
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)				
			ts te	Implement New or Enhanced Pedestrian and				
			plet	Bicycle Facilities per Complete Streets Master Plan				
			Community Complete Streets Improvements	(≤1 mile from site) [3]				
			ty C Ipro	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]				
			uni s Im	Bus Shelter (subject to VTA approval) [0.5]				
			mn eet					
			သ နှ	TNC Curb Management (subject to City approval; modifications				
				to El Camino Real, SR 82, also require Caltrans approval) [0.5]				
			*_	Provide Additional On-Site Bike Parking <sup>4</sup> [1] Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1]				
ents			e tior	Ground Level Secured Bicycle Cage with E-Bike Charging				
eme	~		Active Transportation**	Facilities [0.5]				
ij	į		A	Showers, Lockers and Changing Rooms <sup>6</sup> [1]				
Rec	A P		Trai	Provide Active Transportation Subsidies or Other Incentives to				
TDM Plan Requirements	nal TDM Stategies [TDM Points]			Employees who Walk or Bike to Work [1]				
Σ	es [		Carpool/Vanpoo I Programs	Provide Preferential Parking for Carpools/Vanpools (0.5)				
₽	tegi		/Var gram	Provide Employee Carpool/Vanpool Matching Services [0.5]  Provide Financial Incentives for Employee Carpools [1]				
	Sta		rpool/Vanp I Programs	Partner with Carpool Apps (e.g. Waze Carpool, Scoop)				
	<u>N</u>	SS	Carp	to Subsidize Shared Ride Trips [1]				
	al T	sure		Provide Membership to Public Car Share Program for All				
		Леа	ıare	Employees for the First 10 Years Following Project Completion				
	္ပိ	Σ	Car Share*	[0.5]				
	Menu of Optio	Active TDM Measures	ව	Provide On-Site Parking for Car Share Vehicle [1]				
	Jen Jen	tive		Provide VTA SmartPass (or a Comparable Program)				
	~	Ă		Membership to All Employees for the First 10 Years				
				Following Project Completion [2]				
				Provide Caltrain Go Pass (or a Comparable Program)				
				Membership to All Employees for the First 10 Years				
			ms*	Following Project Completion [1]				
			gra	Offer Discounted VTA & Caltrain Transit Pass to Employees for				
			Transit Programs*	the first 10 years Following Project Completion <sup>8</sup> [1]				
			nsit	Offer Pre-Tax Transportation Benefits [0.5] Contribute to Communitywide Shuttle Program				
			Trai	or other TDM measure <sup>9</sup> \$70,000/ksf [4]				
				Contribute to Communitywide Shuttle Program				
				or other TDM measure <sup>9</sup> \$35,000/ksf [2]				
				Private Shuttle Program with				
				Regular or On-Demand Service for the first 10 years Following				
				Project Completion <sup>10</sup> [2]				



## Transportation Demand Management (TDM) Worksheet for Entertainment Venues (applicant to complete yellow highlighted sections,

Project Address:				Applicant:			
			Project Type		Entertainn	nent Venue	
			Gross Floor Area (square feet):	<1,500	1,500-2,499	2,500-24,999	≥25,000
	100	Ride Home	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]				
			Subtotal Active TDM Points (sum of above 23 rows)				
		Total	TDM Points (sum of Passive and Active TDM Points)				

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

 $<sup>^{\</sup>rm 1}\,{\rm Bike}$  repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Per the *California Green Building Standards Code* , Table A5.106.4.3.

<sup>&</sup>lt;sup>7</sup> Per the *California Green Building Standards Code*, Table A5.106.5.1.

<sup>&</sup>lt;sup>8</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 9}$  One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate between during all hours the venue is open.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Medical/Dental Office Uses (applicant to complete yellow highlighted sections)

Project .	Address:				Applicant:		
				Project Type		Medical/Dental Office	
				Gross Floor Area (square feet):	<3,000	3,000-6,999	≥7,000
				TDM Coordinator & Annual Monitoring			✓
		Required Elements		On-Site Bicycle Repair Station <sup>1</sup>			✓
		<u>e</u>		On-Site Bicycle Parking <sup>2</sup>	<b>√</b>	✓	✓
		<u> </u>		On-Site Kiosk or Online Portal with Multimodal Wayfinding	$\checkmark$	✓	✓
		ë.		Information and Transit Information Distribution of Transit, Wayfinding and Other Multi-modal			
		iba edi		Informational Materials to New Employees upon Hire and	✓	<b>√</b>	✓
		-		Annually to All Employees	V	<b>V</b>	V
				, , ,	Circle the applicab	le point requirement below b	ased on project size.
				Adinimum TDAA Dainta Damina d	2	4	6
				Minimum TDM Points Required	Fill in the points o	earned by the proposed proje	ect TDM measures
					in the a	ppropriate column in the row	s below.
			Proximity to Transit*	< 0.5 miles to a major transit stop			
			xim rang	(2 routes at 15-min headway)[2]			
		S	P.O.	< 0.5 miles to a local transit stop with			
		sare		headways of 30 min or less [0.5] <0.25 miles from a Shopping Center			
		Vea	to	with ≥ 3 Tenants, or 3 Separate Retail/			
		Passive TDM Measures	ial C	Restaurant/Service/Recreational Uses [1]			
		₽	Proximity to Commercial Uses*	<0.5 miles from a Shopping Center			
		sive	유	with ≥ 3 Tenants, or 3 Separate Retail/			
		Pas	కి	Restaurant/Service/Recreational Uses [0.5]			
				nitial Subtotal Passive TDM Points (sum of above 4 rows)			
				aximum Passive TDM Points (30% of total required points)	0.5	1	2
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)			
			te te	Implement New or Enhanced Pedestrian and			
			nen	Bicycle Facilities per Complete Streets Master Plan			
			Con	(≤1 mile from site) [3]			
			Community Complete Streets Improvements	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]			
			ts in	Bus Shelter (subject to VTA approval) [0.5]			
			omr	TNC Curb Management (subject to City approval;			
ints			2 %	modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]			
TDM Plan Requirements	~			Provide Additional On-Site Bike Parking <sup>4</sup> [1]			
ij	jit		Active Transportation**	Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1]			
Rec	§		atio	Ground Level Secured Bicycle Cage with E-Bike Charging			
Jan	<u>ē</u>		Active	Facilities [0.5]			
Σ	jes [		) dsue	Showers, Lockers and Changing Rooms <sup>6</sup> [1]			
₽	teg		E	Provide Active Transportation Subsidies or Other Incentives to  Employees who Walk or Bike to Work [1]			
	Sta		9	Provide Preferential Parking for Carpools/Vanpools [0.5]			
	<u> </u>		I/Vanpoo grams	Provide Employee Carpool/Vanpool Matching Services [0.5]			
	la T		Carpool/Vanpo I Programs	Provide Financial Incentives for Employee Carpools [1]			
	tio		P - P	Partner with Carpool Apps (e.g. Waze Carpool, Scoop)			
	Menu of Optional TDM Stategies [TDM Points]	res	్రా	to Subsidize Shared Ride Trips [1]			
	lo n	Active TDM Measures	, *	Provide Membership to Public Car Share Program for All			
	Men	ž	Shai	Employees for the First 10 Years Following Project Completion [0.5]			
	-	<u> </u>	Car Share*				
		ve T		Provide On-Site Parking for Car Share Vehicle [1] Provide VTA SmartPass (or a Comparable Program)			
		Acti		Membership to All Employees for the First 10 Years			
				Following Project Completion [2]			
				Provide Caltrain Go Pass (or a Comparable Program)			
				Membership to All Employees for the First 10 Years			
			*2	Following Project Completion [1]			
			ran	Offer Discounted VTA & Caltrain Transit Pass to Employees for			
			Programs*	the first 10 years Following Project Completion <sup>8</sup> [1]			
			#	Offer Pre-Tax Transportation Benefits [0.5]			
			Transit	Contribute to Communitywide Shuttle Program			
			F	or other TDM measure <sup>9</sup> \$70,000/ksf [4]			
				Contribute to Communitywide Shuttle Program			
				or other TDM measure <sup>9</sup> \$35,000/ksf [2] Private Shuttle Program with			
				Regular or On-Demand Service for the first 10 years Following			
				Project Completion <sup>10</sup> [2]			



## Transportation Demand Management (TDM) Worksheet for Medical/Dental Office Uses (applicant to complete yellow highlighted sections

Project Address:			Applicant:		
		Project Type		Medical/Dental Office	
		Gross Floor Area (square feet):	<3,000	3,000-6,999	≥7,000
	Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]			
		Subtotal Active TDM Points (sum of above 23 rows)			
	Total T	DM Points (sum of Passive and Active TDM Points)			

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

<sup>&</sup>lt;sup>1</sup> Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 60% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Per the *California Green Building Standards Code* , Table A5.106.4.3.

 $<sup>^{\</sup>rm 7}\,{\rm Per}$  the California Green Building Standards Code , Table A5.106.5.1.

 $<sup>^{8}</sup>$  Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

<sup>&</sup>lt;sup>9</sup> One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least six trips per day. On-demand shuttles must be available starting one hour before opening and ending one hour after closing.



# City of Los Altos Transportation Demand Management (TDM) Worksheet for General Office Uses (applicant to complete yellow highlighted sections)

Project A	ddress:				Applicant:				
				Project Type			<b>General Office</b>		
				Gross Floor Area (square feet):	< 2,500	2,500-4,999	5,000-9,999	10,000-24,999	≥25,000
				TDM Coordinator & Annual Monitoring				✓	✓
		ints		On-Site Bicycle Repair Station <sup>1</sup>			✓	√	<b>✓</b>
		e u		On-Site Bicycle Parking <sup>2</sup>	✓	✓	✓	✓	✓
		ă		On-Site Kiosk or Online Portal with Multimodal Wayfinding	✓	✓	✓	✓	✓
		irec		Information and Transit Information					
		Required Elements		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees	✓	✓	✓	✓	<b>√</b>
-				Allitually to All Elliployees	Circle t	na annlicable nain	t raquirament ha	low based on proj	act ciza
					1	<b>4</b>	6	8	10
				Minimum TDM Points Required				project TDM mea	
							riate column in th		
			ـ * ج	< 0.5 miles to a major transit stop					
			Proximity to Transit*	(2 routes at 15-min headway)[3]					
		۲۵.	Tox	< 0.5 miles to a local transit stop with					
		r. G		headways of 30 min or less [0.5]					
		eası	ses*	<0.25 miles from a Shopping Center					
		Σ	i ₹	with ≥ 3 Tenants, or 3 Separate Retail/					
		Į	ri mi	Restaurant/Service/Recreational Uses [1]					
		Ve	Proximity to Commercial Uses*	<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/					
		assi	6	Restaurant/Service/Recreational Uses [0.5]					
		Passive TDM Measures		nitial Subtotal Passive TDM Points (sum of above 4 rows)					
				aximum Passive TDM Points (30% of total required points)	0.5	1	2	2.5	3
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)					
				Implement New or Enhanced Pedestrian and					
			ent	Bicycle Facilities per Complete Streets Master Plan					
			l mg	( ≤1 mile from site) [3]					
			J of	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]					
			Community Complete Streets Improvements	Bus Shelter (subject to VTA approval) [0.5]					
			iets	TNC Curb Management (subject to City approval;					
			Stre	modifications to El Camino Real, SR 82, also require Caltrans					
				approval) [0.5]					
			*	Provide Additional On-Site Bike Parking <sup>4</sup> [1]					
			. io	Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1] Ground Level Secured Bicycle Cage with E-Bike Charging					
ints			Active	Facilities [0.5]					
ŭ.	~		Active Transportation**	Showers, Lockers and Changing Rooms <sup>6</sup> [1]					
<u> </u>	ji		l e	Provide Active Transportation Subsidies or Other Incentives to					
Rec	2 2			Employees who Walk or Bike to Work [1]					
lan	Ę		ood s	Provide Preferential Parking for Carpools/Vanpools 7 [0.5]					
TDM Plan Requirements	Stategies [TDM Points]		rpool/Vanp I Programs	Provide Employee Carpool/Vanpool Matching Services [0.5]					
₽	tegi		ool/ Prog	Provide Financial Incentives for Employee Carpools [1]  Partner with Carpool Apps (e.g. Waze Carpool, Scoop)					
	Sta		Carpool/Vanpoo I Programs	to Subsidize Shared Ride Trips [1]					
	NO.			Provide Membership to Public Car Share Program for All					
	Menu of Optional TDIV		Car Share*	Employees for the First 10 Years Following Project Completion					
	ţi		된	[0.5]					
	ဝိ	res	్రి	Provide On-Site Parking for Car Share Vehicle [1]					
	o n	Active TDM Measures		Provide VTA SmartPass (or a Comparable Program)					
	Ven	ž		Membership to All Employees for the First 10 Years					
	_	Σ		Following Project Completion [3]					
		Ve T		Provide Caltrain Go Pass (or a Comparable Program)					
		ţ		Membership to All Employees for the First 10 Years					
			ms.	Following Project Completion [2]					
			Transit Programs*	Offer Discounted VTA & Caltrain Transit Pass to Employees for					
			P.	the first 10 years Following Project Completion <sup>8</sup> [2] Offer Pre-Tax Transportation Benefits [1]					
			nsit	Contribute to Communitywide Shuttle Program					
			Tra	or other TDM measure <sup>9</sup> \$70,000/ksf [4]					
				Contribute to Communitywide Shuttle Program					
				or other TDM measure <sup>9</sup> \$35,000/ksf [2]					
				Private Shuttle Program with					
				Regular or On-Demand Service for the first 10 years Following					
				Project Completion <sup>10</sup> [2]					



# Transportation Demand Management (TDM) Worksheet for General Office Uses (applicant to complete yellow highlighted sections)

Project Address:			Applicant:					
		Project Type		General Office				
		Gross Floor Area (square feet):	< 2,500	2,500-4,999	5,000-9,999	10,000-24,999	≥25,000	
	Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]						
	Amenities	Offer Pedestrian-Oriented Commercial Uses on Ground Floor and/or On-Site Amenities (e.g. café, gym, childcare, retail, bank, laundry/dry cleaning) [1 point per use up to 2 points maximum]						
	Employee	Allow Employees to Telecommute Average ≥ 1 Day/Week/Employee [2]						
	Empl Prog	Allow Employees to Work Flex Time and/or Compressed Work Week Schedules [1]						
	Total	Subtotal Active TDM Points (sum of above 26 rows) TDM Points (sum of Passive and Active TDM Points)						

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

<sup>&</sup>lt;sup>1</sup> Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 60% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

 $<sup>^{\</sup>rm 6}\,{\rm Per}$  the California Green Building Standards Code , Table A5.106.4.3.

<sup>&</sup>lt;sup>7</sup> Per the *California Green Building Standards Code* , Table A5.106.5.1.

<sup>&</sup>lt;sup>8</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 9}$  One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least three trip-time options each for both the morning and evening commutes. On-demand shuttles must be available starting one hour before opening and ending one hour after closing.



City of Los Altos
Transportation Demand Management (TDM) Worksheet for Public Facilities excluding Schools (applicant to complete yellow highlighted sections)

oject A	Address:			anagement (1514) Worksheet for Fubic Facilities	Applicant:			
				Project Type	Publi	ic Facilities (excluding sch	ools)	
				Gross Floor Area (square feet):	<4,000	4,000-19,999	≥20,000	
				TDM Coordinator & Annual Monitoring		✓	✓	
		ents		On-Site Bicycle Repair Station 1		<b>√</b>	<b>√</b>	
		<u>e</u>		On-Site Bicycle Parking <sup>2</sup>	✓	√	✓	
		Required Elements		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	
		Requi		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and	✓	✓	✓	
				Annually to All Employees				
						point requirement below		
				Minimum TDM Points Required	2	4 d by the proposed project	6 TDM4	
						a by the proposed project priate column in the rows i		
			> *-	< 0.5 miles to a major transit stop				
			Proximity to Transit*	(2 routes at 15-min headway)[2]				
		v	ž ž	< 0.5 miles to a local transit stop with				
		in		headways of 30 min or less [0.5]				
		leas	Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/				
		Σ	Proximity to mmercial Use	Restaurant/Service/Recreational Uses [1]				
		Passive TDM Measures	TO	xim erci	<0.5 miles from a Shopping Center			
		sive	P E	with ≥ 3 Tenants, or 3 Separate Retail/				
		Pas		Restaurant/Service/Recreational Uses [0.5]				
				nitial Subtotal Passive TDM Points (sum of above 4 rows)				
				IXIMUM Passive TDM Points (30% of total required points)  IS Subtotal Passive TDM Points (minimum of above 2 rows)	0.5	1	2	
			FIIIc	· · · · · · · · · · · · · · · · · · ·				
			ete nts	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan				
			nple me	(≤1 mile from site) [3]				
			Į Š Š	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]				
			Community Complete Streets Improvements	Bus Shelter (subject to VTA approval) [0.5]				
			ets	TNC Curb Management (subject to City approval;				
ts			Con	modifications to El Camino Real, SR 82, also require Caltrans				
me	_			approval) [0.5]				
uire	TDM Stategies [TDM Points]		*	Provide Additional On-Site Bike Parking <sup>4</sup> [1]				
TDM Plan Requirements	4 Po		Active Transportation**	Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1] Ground Level Secured Bicycle Cage with E-Bike Charging				
lan	Ę		Active	Facilities [0.5]				
Σ	es [		A ods	Showers, Lockers and Changing Rooms [1]				
₽	itegi		Tra	Provide Active Transportation Subsidies or Other Incentives to				
	Sta			Employees who Walk or Bike to Work [1]				
	_6		odu su	Provide Preferential Parking for Carpools/Vanpools [0.5] Provide Employee Carpool/Vanpool Matching Services [0.5]				
	_		Carpool/Vanpoo I Programs	Provide Financial Incentives for Employee Carpools [1]				
	ā		ood.	Partner with Carpool Apps (e.g. Waze Carpool, Scoop)				
	Ô	ures	Ē	to Subsidize Shared Ride Trips [1]				
	Menu of Optiona	Active TDM Measures	, *	Provide Membership to Public Car Share Program for All				
	Σe	Σ Σ	Car Share*	Employees for the First 10 Years Following Project Completion [0.5]				
		Ē	Ğ	Provide On-Site Parking for Car Share Vehicle [1]				
		tive		Provide OTI-Site Parking for Car Share Vehicle [1]  Provide VTA SmartPass (or a Comparable Program)				
		Ac		Membership to All Employees for the First 10 Years				
				Following Project Completion [3]				
				Provide Caltrain Go Pass (or a Comparable Program)				
			*	Membership to All Employees for the First 10 Years				
			SWE	Following Project Completion [2] Offer Discounted VTA & Caltrain Transit Pass to Employees for				
			ogra	the first 10 years Following Project Completion <sup>8</sup> [2]				
			Transit Programs*	Offer Pre-Tax Transportation Benefits [1]				
			ınsii	Contribute to Communitywide Shuttle Program				
			Tra	or other TDM measure <sup>9</sup> \$70,000/ksf [4]				
				Contribute to Communitywide Shuttle Program				
				or other TDM measure <sup>9</sup> \$35,000/ksf [2] Private Shuttle Program with				
				Regular or On-Demand Service for the first 10 years Following				
				Project Completion 10 [2]				



### Transportation Demand Management (TDM) Worksheet for Public Facilities excluding Schools (applicant to complete yellow highlighted sections)

Project Address:				Applicant:				
			Project Type	Public Facilities (excluding schools)				
			Gross Floor Area (square feet):	<4,000	4,000-19,999	≥20,000		
	Guaranteed	Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
			Subtotal Active TDM Points (sum of above 23 rows)					
		Total T	<b>DM Points</b> (sum of Passive and Active TDM Points)					

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

<sup>&</sup>lt;sup>1</sup>Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 20% of the Class II bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Per the California Green Building Standards Code, Table A5.106.4.3.

<sup>&</sup>lt;sup>7</sup> Per the *California Green Building Standards Code* , Table A5.106.5.1.

<sup>&</sup>lt;sup>8</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

<sup>&</sup>lt;sup>9</sup> One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate during all hours when the facility is open.



# City of Los Altos Transportation Demand Management (TDM) Worksheet for Residential Uses (applicant to complete yellow highlighted sections)

roject Ado	dress:				Applicant:				
				Project Type			Residential		
				Number of Dwelling Units:	< 5	5-9	10-19	20-49	≥50
				TDM Coordinator & Annual Monitoring				✓	✓
		Required Elements		On-Site Bicycle Repair Station <sup>1</sup>			✓	✓	✓
		me.		On-Site Bicycle Parking <sup>2</sup>	✓	✓	✓	✓	✓
		ä		On-Site Kiosk or Online Portal with Multimodal Wayfinding	✓	<b>√</b>	✓	✓	<b>√</b>
		red		Information and Transit Information	•	•	v	v	v
		ᇴ		Distribution of Transit, Wayfinding and Other Multi-modal					
		2		Informational Materials to New Residents	✓	✓	✓	✓	✓
<u> </u>				as They Move In and Annually to All Residents					
							nt requirement be		
				Minimum TDM Points Required	n/a	1	2	4	10
					FIII IN		d by the proposed riate column in th		isures
	-	_		< 0.5 miles to a major transit stop		тт спе ирргор	Tiale column in th	e rows below.	
			oity sit	(2 routes at 15-min headway)[3]					
			Proximity to Transit*	< 0.5 miles to a local transit stop with					
		e	F 5	headways of 30 min or less [0.5]					
		Sur.		<0.25 miles from a Shopping Center					
		Ve	Proximity to Commercial Uses*	with ≥ 3 Tenants, or 3 Separate Retail/					
		Passive TDM Measures	ia t	Restaurant/Service/Recreational Uses [3]					
			Proximity mmercial (	<0.5 miles from a Shopping Center					
			P P	with ≥ 3 Tenants, or 3 Separate Retail/					
		Pas	ē	Restaurant/Service/Recreational Uses [1]					
		ă	lı	nitial Subtotal Passive TDM Points (sum of above 4 rows)					
			Ma	aximum Passive TDM Points (30% of total required points)	n/a	0.5	0.5	1	3
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)					
				100% Affordable Housing Project [5]					
			* e	80% Affordable Housing Project [4]					
			Affordable Housing*	60% Affordable Housing Project [3]					
			를 P						
			۹ -	40% Affordable Housing Project [2]					
			te nts	20% Affordable Housing Project [1]					
v,			ete	Implement New or Enhanced Pedestrian and					
ent			Community Complete Streets Improvements	Bicycle Facilities per Complete Streets Master Plan					
TDM Plan Requirements	<u>ts</u>			( ≤1 mile from site) [3]					
ᇴᅵ	o i		m it	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]					
Re	Σ		mun ets Ir	Bus Shelter (subject to VTA approval) [0.5]					
l a	Ē		tree	modifications to El Camino Real, SR 82, also require Caltrans					
Σ	ies		0 8	approval) [0.5]					
-	teg		es*	Provide Additional On-Site Bike Parking [1]					
	Sta		Bicycle Facilities*	Provide Free Bicycle Share to Residents <sup>5</sup> [0.5 - 1]					
	Σ		Bi	Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]					
	a⊥		*	Provide Membership to Public Car Share Program for					
	Ö		Share*	Residents for the First 10 Years Following Project Completion					
	Optional TDM Stategies [TDM Points]	es		[0.5]					
		Active TDM Measures	ē	Provide On-Site Parking for Car Share Vehicle [1]					
	Menu of	Mea		Provide VTA SmartPass (or a Comparable Program)					
	Σ	ž		Membership to All Residents for the First 10 Years					
		₽		Following Project Completion [3]					
		ţį		Provide Caltrain Go Pass (or a Comparable Program)					
		AC	_	Membership to All Residents for the First 10 Years					
			ış.	Following Project Completion [2]					
			Transit Programs*	Offer Discounted VTA & Caltrain Transit Pass to Residents for					
			Pro	the first 10 years Following Project Completion <sup>6</sup> [2]					
			sit	Contribute to Communitywide Shuttle Program					
			ran	or other TDM measure <sup>7</sup> \$50,000/d.u. [4]					
				Contribute to Communitywide Shuttle Program					
				or other TDM measure <sup>7</sup> \$25,000/d.u. [2]					
				Private Shuttle Program with					
				Regular or On-Demand Service for the first 10 years Following					
				Project Completion <sup>8</sup> [2]					



## Transportation Demand Management (TDM) Worksheet for Residential Uses (applicant to complete yellow highlighted sections)

Project Address:				Applicant:					
			Project Type		Residential				
			Number of Dwelling Units:	< 5	5-9	10-19	20-49	≥50	
		nities	Offer Delivery-Supportive Amenities (e.g. an area for receipt of deliveries, clothes lockers for laundry or dry cleaning, storage for package deliveries, or temporary refrigeration for grocery deliveries) [0.5]						
		Amer	Provide Family-Supportive Amenities (e.g. on-site secure storage of personal car seats, strollers, cargo bicycles, etc., or shared shopping carts or cargo bicycles for check out by residents) [0.5]						
			Subtotal Active TDM Points (sum of above 22 rows)						
			TDM Points (sum of Passive and Active TDM Points)						

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>&</sup>lt;sup>1</sup> Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*. An enclosed garage assigned to one residential unit may be considered one Class I bicycle parking space at the discretion of the Zoning Administrator.

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 20% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 7}$  One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>8</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least three trip-time options each for both the morning and evening commutes. On-demand shuttles must operate between 7 AM and 7 PM on weekdays and 9 AM and 5 PM on Saturdays.



# City of Los Altos Transportation Demand Management (TDM) Worksheet for Restaurant Uses (applicant to complete yellow highlighted sections)

Project A	Address:				Applicant:			
				Project Type		Resta	urant	
				Gross Floor Area (square feet):	<2,000	2,000-3,999	4,000-19,999	≥20,000
				TDM Coordinator & Annual Monitoring			✓	✓
		Required Elements		On-Site Bicycle Repair Station <sup>1</sup>			✓	✓
		ü.		On-Site Bicycle Parking <sup>2</sup>	✓	✓	✓	✓
		ä		On-Site Kiosk or Online Portal with Multimodal Wayfinding	✓	<b>√</b>	✓	✓
		ire		Information and Transit Information	-	•		-
		edn		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and	,	,	,	,
		œ		Annually to All Employees	✓	✓	√	✓
				, to 2p.0 yees	Circle the annlic	ahle noint require	ment below base	d on project size.
					0.5	1	4	6
				Minimum TDM Points Required			proposed project T	
					in the	e appropriate colu	ımn in the rows be	elow.
			+* ₹	< 0.5 miles to a major transit stop				
		Σ.,	imit ansi	(2 routes at 15-min headway)[2]				
		Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a local transit stop with				
		sive eası	_	headways of 30 min or less [0.5]				
		Pas M		nitial Subtotal Passive TDM Points (sum of above 4 rows)	0	0.5	4	2
				aximum Passive TDM Points (30% of total required points) al Subtotal Passive TDM Points (minimum of above 2 rows)	0	0.5	1	2
			Fills					
			te nts	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan				
			nple mer	(≤1 mile from site) [3]				
			Community Complete Streets Improvements	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]				
			ity					
			nun ts Ir	Bus Shelter (subject to VTA approval) [0.5]				
			omr :ree	TNC Curb Management (subject to City approval; modifications				
			S	to El Camino Real, SR 82, also require Caltrans approval) [0.5]				
				Provide Additional On-Site Bike Parking [1]				
σ			*=	Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1]				
ent			Active Transportation**	Ground Level Secured Bicycle Cage with E-Bike Charging				
Γeπ	ts]		Active portati	Facilities [0.5]				
inb	oin		dsue /	Showers, Lockers and Changing Rooms <sup>b</sup> [1]				
n Re	Σ		Ĕ	Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]				
TDM Plan Requirements	nal TDM Stategies [TDM Points]		0	Provide Preferential Parking for Carpools/Vanpools [0.5]				
Σ Q	gies		Carpool/Vanpoo I Programs	Provide Employee Carpool/Vanpool Matching Services [0.5]				
_	ate		rpool/Vanp I Programs	Provide Financial Incentives for Employee Carpools [1]				
	N Si		rpoc I Pr	Partner with Carpool Apps (e.g. Waze Carpool, Scoop)				
	₫	res	ဒ	to Subsidize Shared Ride Trips [1]				
		asures	*e	Provide Membership to Public Car Share Program for All				
	ptic	M	Shaı	Employees for the First 10 Years Following Project Completion [0.5]				
	of C	NOI	Car Share*					
	Menu of Optio	Active TDM Me	_	Provide On-Site Parking for Car Share Vehicle [1] Provide VTA SmartPass (or a Comparable Program)				
	ž	Acti		Membership to All Employees for the First 10 Years				
				Following Project Completion [2]				
				Provide Caltrain Go Pass (or a Comparable Program)				
				Membership to All Employees for the First 10 Years				
			*SI	Following Project Completion [1]				
			Transit Programs*	Offer Discounted VTA & Caltrain Transit Pass to Employees for				
			rog	the first 10 years Following Project Completion <sup>8</sup> [1]				
			sit I	Offer Pre-Tax Transportation Benefits [0.5]				
			ran	Contribute to Communitywide Shuttle Program				
			_	or other TDM measure <sup>9</sup> \$70,000/ksf [4] Contribute to Communitywide Shuttle Program				
				or other TDM measure <sup>9</sup> \$35,000/ksf [2]				
				Private Shuttle Program with				
				Regular or On-Demand Service for the first 10 years Following				
				Project Completion <sup>10</sup> [2]				



# Transportation Demand Management (TDM) Worksheet for Restaurant Uses (applicant to complete yellow highlighted sections)

Project Address:	 		Applicant:				
		Project Type	Restaurant				
		Gross Floor Area (square feet):	<2,000	2,000-3,999	4,000-19,999	≥20,000	
	Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
		Subtotal Active TDM Points (sum of above 23 rows)					
	Total	TDM Points (sum of Passive and Active TDM Points)					

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

 $<sup>^{\</sup>rm 1}\,{\rm Bike}$  repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Per the *California Green Building Standards Code* , Table A5.106.4.3.

<sup>&</sup>lt;sup>7</sup> Per the *California Green Building Standards Code*, Table A5.106.5.1.

 $<sup>^{\</sup>rm 8}$  Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 9}$  One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate between during all hours the restaurant is open.



# City of Los Altos Transportation Demand Management (TDM) Worksheet for Retail Uses (applicant to complete yellow highlighted sections)

Project /	Address:				Applicant:				
				Project Type			Retail		
				Gross Floor Area (square feet):	<2,000	2,000-3,999	4,000-9,999	10,000-59,999	≥60,000
				TDM Coordinator & Annual Monitoring				✓	✓
		nts		On-Site Bicycle Repair Station <sup>1</sup>			<b>√</b>	✓	<b>√</b>
		me		On-Site Bicycle Parking <sup>2</sup>	✓	✓	✓	✓	✓
		쁣		On-Site Kiosk or Online Portal with Multimodal Wayfinding	<b>√</b>	✓	<b>√</b>	✓	<b>√</b>
	On-Site Bicycle Repa On-Site Bicycl On-Site Kiosk or Online Portal with Multimodal W Information and Transit In Distribution of Transit, Wayfinding and Other Mi Informational Materials to New Employees upon					V	V	v	
		jn ja		Distribution of Transit, Wayfinding and Other Multi-modal					
		~		Informational Materials to New Employees upon Hire and Annually to All Employees	$\checkmark$	✓	✓	✓	✓
				Annually to All Employees	Circle t	ha annlicable noin	t raquirament ha	rlow based on proj	act ciza
				-	0.5	1	2	4	6
				Minimum TDM Points Required				project TDM mea	
							riate column in th		54.65
			> 1	< 0.5 miles to a major transit stop		1			
		5	Proximity to Transit*	(2 routes at 15-min headway)[2]					
		assive TDN Measures	ix i	< 0.5 miles to a local transit stop with					
		ive		headways of 30 min or less [0.5]					
		Passive TDM Measures		nitial Subtotal Passive TDM Points (sum of above 4 rows)					
		_		aximum Passive TDM Points (30% of total required points)	0	0.5	0.5	1	2
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)					
			a ta	Implement New or Enhanced Pedestrian and					
			neu	Bicycle Facilities per Complete Streets Master Plan					
			Com	(≤1 mile from site) [3]					
			ıty (	On-Site Ride Share Station with Amenities <sup>3</sup> [0.5]					
			nun sa	Bus Shelter (subject to VTA approval) [0.5]					
			Community Complete Streets Improvements	TNC Curb Management (subject to City approval;					
			2 2	modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]					
				Provide Additional On-Site Bike Parking <sup>4</sup> [1]				1	
v			*_	Provide Free Bicycle Share to Employees <sup>5</sup> [0.5 - 1]					
ent	[5]		Active Transportation**	Ground Level Secured Bicycle Cage with E-Bike Charging					
rem				Facilities [0.5]					
in E	oi		dsu	Showers, Lockers and Changing Rooms <sup>6</sup> [1]					
TDM Plan Requirements	Menu of Optional TDM Stategies [TDM Points]		Į.	Provide Active Transportation Subsidies or Other Incentives to  Employees who Walk or Bike to Work [1]					
Pa	臣		9	Provide Preferential Parking for Carpools/Vanpools <sup>7</sup> [0.5]				1	
Σ	gies		Carpool/Vanpoo I Programs	Provide Employee Carpool/Vanpool Matching Services [0.5]					
-	ate			Provide Financial Incentives for Employee Carpools [1]					
	M St		rpod Pre	Partner with Carpool Apps (e.g. Waze Carpool, Scoop)					
	Ę	res	င္ခ	to Subsidize Shared Ride Trips [1]					
	lau	asn	, •	Provide Membership to Public Car Share Program for All					
	ptio	Ψ̈́	Car Share*	Employees for the First 10 Years Following Project Completion					
	) g	WQ.	Car.	[0.5]				+	
	ě	veT		Provide On-Site Parking for Car Share Vehicle [1]					
	Me	Active TDM Measures		Provide VTA SmartPass (or a Comparable Program)  Membership to All Employees for the First 10 Years					
				Following Project Completion [2]					
				Provide Caltrain Go Pass (or a Comparable Program)					
				Membership to All Employees for the First 10 Years					
			**	Following Project Completion [1]					
			ran	Offer Discounted VTA & Caltrain Transit Pass to Employees for					
			Transit Programs*	the first 10 years Following Project Completion <sup>8</sup> [1]					
			يد	Offer Pre-Tax Transportation Benefits [0.5]					
			rans	Contribute to Communitywide Shuttle Program					
			F	or other TDM measure <sup>9</sup> \$70,000/ksf [4]					
				Contribute to Communitywide Shuttle Program					
				or other TDM measure <sup>9</sup> \$35,000/ksf [2] Private Shuttle Program with					
				Regular or On-Demand Service for the first 10 years Following					
				Project Completion <sup>10</sup> [2]					



# Transportation Demand Management (TDM) Worksheet for Retail Uses (applicant to complete yellow highlighted sections)

Project Address:				Applicant:					
			Project Type		Retail				
			Gross Floor Area (square feet):	<2,000	2,000-3,999	4,000-9,999	10,000-59,999	≥60,000	
	Guaranteed	Ride Home	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					_	
			Subtotal Active TDM Points (sum of above 23 rows)						
		Total	TDM Points (sum of Passive and Active TDM Points)						

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

<sup>&</sup>lt;sup>1</sup>Bike repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

<sup>&</sup>lt;sup>4</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>5</sup> The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

<sup>&</sup>lt;sup>6</sup> Per the *California Green Building Standards Code* , Table A5.106.4.3.

<sup>&</sup>lt;sup>7</sup> Per the *California Green Building Standards Code* , Table A5.106.5.1.

<sup>&</sup>lt;sup>8</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

<sup>&</sup>lt;sup>9</sup> One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>10</sup> At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. Ondemand shuttles must operate during all retail business hours on both weekdays and weekends.



# City of Los Altos Transportation Demand Management (TDM) Worksheet for Schools (applicant to complete yellow highlighted sections)

Project Address:					Applicant:						
	Project Type					School					
	Students:				≤32	33-89	90-199	≥200			
				TDM Coordinator & Annual Monitoring			✓	✓			
		nts		On-Site Bicycle Repair Station <sup>1</sup>			√	√			
		Required Elements		On-Site Bicycle Parking <sup>2</sup>	✓	<b>√</b>	<b>√</b>	√			
		Ele		On-Site Kiosk or Online Portal with Multimodal Wayfinding	,	,	,	,			
		pə.		Information and Transit Information	√	✓	✓	✓			
		혍		Distribution of Transit, Wayfinding and Other Multi-modal							
		Rec		Informational Materials to New Employees upon Hire and	✓	✓	✓	✓			
				Annually to All Employees							
					Circle the appl	Circle the applicable point requirement below based on project size.					
				Minimum TDM Points Required	2 4 6 8						
				William Pow Folias Required	Fill in the poi	nts earned by the p	proposed project T	DM measures			
					in t	he appropriate colu	ımn in the rows be	elow.			
			± ₹	< 0.5 miles to a major transit stop							
		≥	Proximity to Transit*	(2 routes at 15-min headway)[2]							
		Passive TDM Measures	χο̈́	< 0.5 miles to a local transit stop with							
		ive	4 5	headways of 30 min or less [0.5]							
		ass	lı	nitial Subtotal Passive TDM Points (sum of above 4 rows)							
			Ma	aximum Passive TDM Points (30% of total required points)	0.5	1	2	2			
			Fina	al Subtotal Passive TDM Points (minimum of above 2 rows)							
			ه ځ	Implement New or Enhanced Pedestrian and							
			olet ets	Bicycle Facilities per Complete Streets Master Plan							
			Community Complete Streets	( ≤1 mile from site) [3]							
			ខ្លី ៥ ។	Bus Shelter (subject to VTA approval) [0.5]							
				Provide Additional On-Site Bike Parking <sup>3</sup> [1]							
				Implement Walk/Bike/Transit to School Groups							
			*	(Staff and/or parents could meet students at designated							
			, no	locations and accompany student groups as they walk, bike, or							
			tati	ride the bus to school) [1]							
			por	Implement ≥4 Walk/Bike to School Days each Year [0.5]							
			Active Transportation**	Provide Free Bicycle Share to Employees <sup>4</sup> [0.5 - 1]							
			Į į	Ground Level Secured Bicycle Cage with E-Bike Charging							
			Ě	Facilities [0.5]							
y,			¥	Showers, Lockers and Changing Rooms <sup>5</sup> [1]							
ent				Provide Active Transportation Subsidies or Other Incentives to							
rem	[s:			Employees who Walk or Bike to Work [1]							
ģ.	oint		_	Provide Preferential Parking for Carpools/Vanpools <sup>6</sup> [0.5]							
Re	Ν	ures	Carpool/Vanpool Programs	Provide Employees, Parents, and Student Drivers with							
lan	101		Van	Carpool/Vanpool Matching Services [0.5]							
TDM Plan Requirements	tegies [TDM Points]		s	pool/Vanp Programs	Provide Financial Incentives for Employees and/or Family						
2	tegi			P P	(Student) Carpool Groups [1]						
	Sta			Ü	Partner with Carpool Apps (e.g. Zum, KidzJet)						
	Σ				to Subsidize Shared Ride Trips [1]  Provide VTA SmartPass (or a Comparable Program)						
	Menu of Optional TDM Sta			Membership to All Employees for the First 10 Years							
	one	eas		Following Project Completion [2]							
	Opti	Σ									
	of C	6		Provide Caltrain Go Pass (or a Comparable Program)							
	nu	Active TDM Measures	*5	Membership to All Employees for the First 10 Years Following Project Completion [1]							
	Me		ran								
			rog	Offer Discounted VTA & Caltrain Transit Pass to Employees for							
			Transit Programs*	the first 10 years Following Project Completion [1]							
			ans	Offer Pre-Tax Transportation Benefits [0.5]							
			Ĕ	Contribute to Communitywide Shuttle Program							
				or other TDM measure <sup>8</sup> \$20,000/student [4] Contribute to Communitywide Shuttle Program							
				or other TDM measure <sup>8</sup> \$10,000/student [2]							
				or other IDM measure* \$10,000/student [2] Implement Student/Employee Bussing Program for the First 10							
			<b>7</b> 63	Years Following Project Completion <sup>9</sup> [4] Guarantee Employees a Ride (or reimbursement for the cost of							
			om om	a ride) to Their Home (and/or to other locations) in the Event							
			Guaranteed Ride Home Program	of an Emergency [0.5]							
			Sua Rid	5. a ze.geey [6.5]							
			<b>J</b> -								



## Transportation Demand Management (TDM) Worksheet for Schools (applicant to complete yellow highlighted sections)

Project Address:				Applicant:				
			Project Type	School				
	Students:				33-89	90-199	≥200	
		Communication/ Education	Incorporate Bicycle and Walking Education into Physical Education Curriculum to Promote Health and Environmental Benefits of Walking and Biking [0.5]  Conduct an Annual Bicycle Rodeo Event (e.g. bicycle safety check, helmet fitting, instruction on the rules of the road and bicycle maintenance, an obstacle course, etc.) [0.5]					
		MOT	Hold Classroom/Grade Level Competitions to Promote Active Transportation with incentives rewards for participation and/or prizes [0.5]					
			Subtotal Active TDM Points (sum of above 24 rows)					
		Total	TDM Points (sum of Passive and Active TDM Points)					

<sup>\*</sup>Only one option/point value can be used for this category.

<sup>\*\*</sup>A maximum 3 TDM points can be earned from measures listed in the Active Transportation category.

 $<sup>^{\</sup>rm 1}\,{\rm Bike}$  repair stations must include a pump, stand, tools, water supply, and drain.

<sup>&</sup>lt;sup>2</sup> All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

<sup>&</sup>lt;sup>3</sup> Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA Bicycle Technical Guidelines.

<sup>&</sup>lt;sup>4</sup> The number of bikes provided in the bike share program shall be equal to 1 bike per 40 employees or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

 $<sup>^{\</sup>rm 5}\,{\rm Per}$  the California Green Building Standards Code , Table A5.106.4.3.

 $<sup>^{\</sup>rm 6}\,{\rm Per}$  the California Green Building Standards Code , Table A5.106.5.1.

<sup>&</sup>lt;sup>7</sup> Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

 $<sup>^{\</sup>rm 8}$  One-time payment subject to an agreement between the City and developer.

<sup>&</sup>lt;sup>9</sup> At a minimum, bus service must serve all areas of Los Altos that are beyond walking distance, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least one trip in the morning and one trip in the afternoon on all school days.