



Countywide TDM Policy Monitoring Program

Presentation to C/CAG CMEQ Committee by

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[Commute.org](https://www.commute.org)

Purpose

- Mitigate adverse traffic impacts on the CMP Network* stemming from land development
- Establish community standards for consistent, system-wide review of development-related transportation impacts

The updated policy is intended to:

- Reflect current TDM best practices
- Set performance targets
- Standardize monitoring and reporting requirements

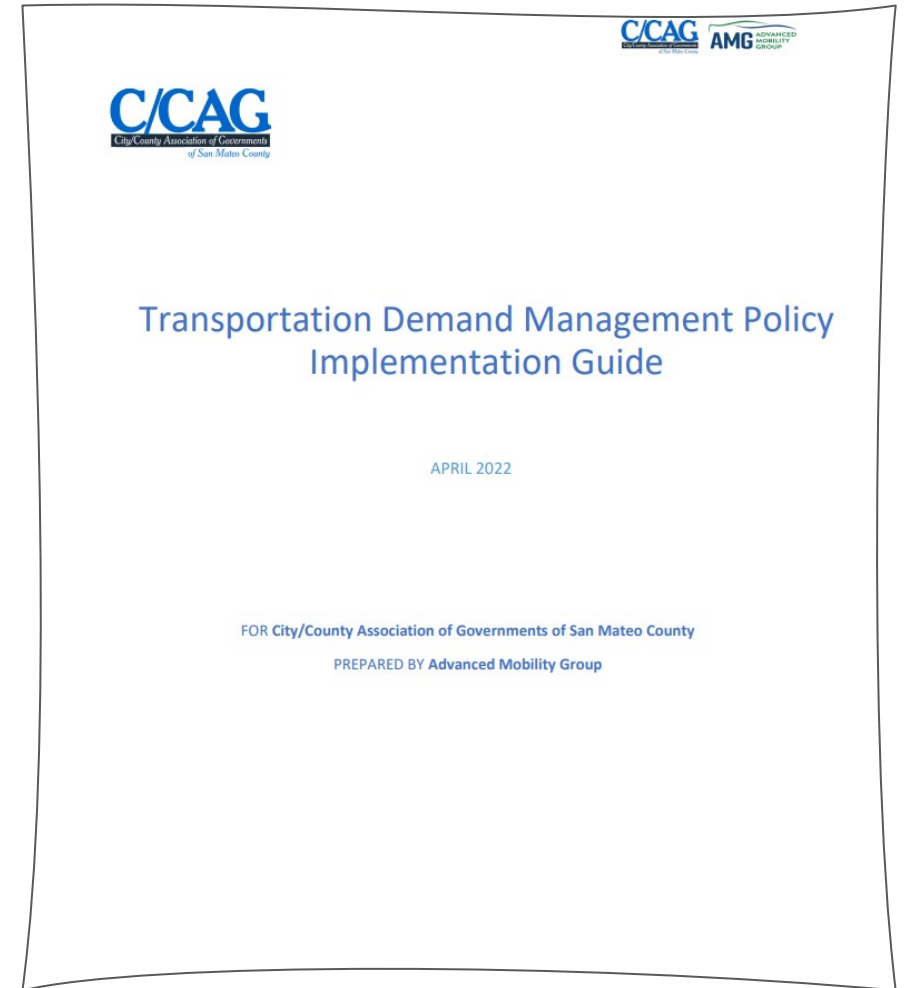


*Formally Chapter 6: Land Impact Analysis Program within the [San Mateo County Comprehensive Management Program \(CMP\)](#)

C/CAG TDM Policy Overview

Effective January 1, 2022, new developments in SMC with **100+ Average Daily Trips*** (ADT) must:

1. Submit a TDM Checklist to jurisdiction staff
2. Commit to ongoing monitoring and reporting



**Only count employee ADT for restaurant and retail uses*

Who Must Comply?



All SMC jurisdictions must comply unless expressly exempted by C/CAG.

Exemption Process

1. Determine that local policy has \geq trip reduction impact than C/CAG's
2. Submit formal request to C/CAG along with supporting documentation
3. Notify C/CAG of new projects with 100+ ADT even if exempted

Sample Checklist

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 |
| Parcel Number | | Contact Phone Address |
| Application Date | Project Jurisdiction | |
| | 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

| | | |
|---|---|--|
| <input type="checkbox"/> TOD Less than 1/2-mile from high quality transit service 25% Trip Reduction Required | <input type="checkbox"/> Transit Proximate 1/2 to 3 miles from high quality transit service 35% Trip Reduction Required | <input type="checkbox"/> Non-Transit Proximate More than 3 miles from high quality transit service 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 |
|--|-----------------------------|------------|--------------------------|
| 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% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent Obtain certification of registration from Commute.org or equivalent TMA incorporation documents. Select only one based on Project Type | TOD & Non-transit Proximate | 6.5% | <input type="checkbox"/> |
| M5 - Carpool or Vanpool Program Establish carpool/vanpool program for tenants and register program with Commute.org. | Transit Proximate | 16.5% | <input type="checkbox"/> |
| 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 | 2% | <input type="checkbox"/> |
| 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 | 10% | <input type="checkbox"/> |
| M8 - Secure Bicycle Storage Comply with CalGREEN minimum bicycle parking requirements. | ALL | 1% | <input type="checkbox"/> |
| M9 - Design Streets to Encourage Bike/Ped Access Design adjacent streets or roadways to facilitate multimodal travel. | ALL | 1% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| Total from Required Measures Sum percentages from each selected measure from rows 1-9 | | | <input type="text"/> |

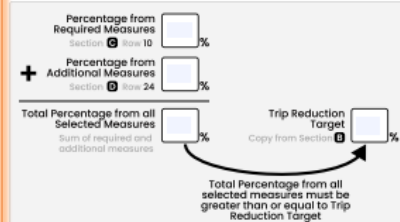
Form Continues on Page 2 →

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 |
|--|--|----------------------|--|
| 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% | <input type="checkbox"/> |
| M14 - Paid Parking at Market Rate Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare. | ALL | 25% | <input type="checkbox"/> |
| M15 - Reduced Parking Provide off-street parking at least 10% below locally-required minimums, or else above the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas. | ALL | 10% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| M18 - Car Share On-Site Provide on-site car share or vehicle fleets. | ALL | 1% | <input type="checkbox"/> |
| 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 Bus Shelter Visual/Electrical Improvements (i.e., Lighting, Signage) Other (i.e., Micromobility Parking Zone, TNC Loading Zone) | 1% 1% 1% 1% | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| M21 - Bike/Scooter Share On-Site Allocate space for bike/scooter share parking. | ALL | 1% | <input type="checkbox"/> |
| M22 - Active Transportation Subsidies Offer biking/walking incentives to tenants, such as gift card/product raffles. | ALL | 2% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| M24 - Bike Repair Station Offer on-site bike repair space/tools in visible, secure area. | ALL | 0.5% | <input type="checkbox"/> |
| 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% | <input type="checkbox"/> |
| Total from Additional Measures Sum percentages from each selected measure from rows 11 - 23 | | | <input type="text"/> |

E Project Totals



F Submit Checklist

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

Questions?

Email Us
support@ccagtdm.org

Visit Our Website
ccagtdm.org

Checklist Submission Process

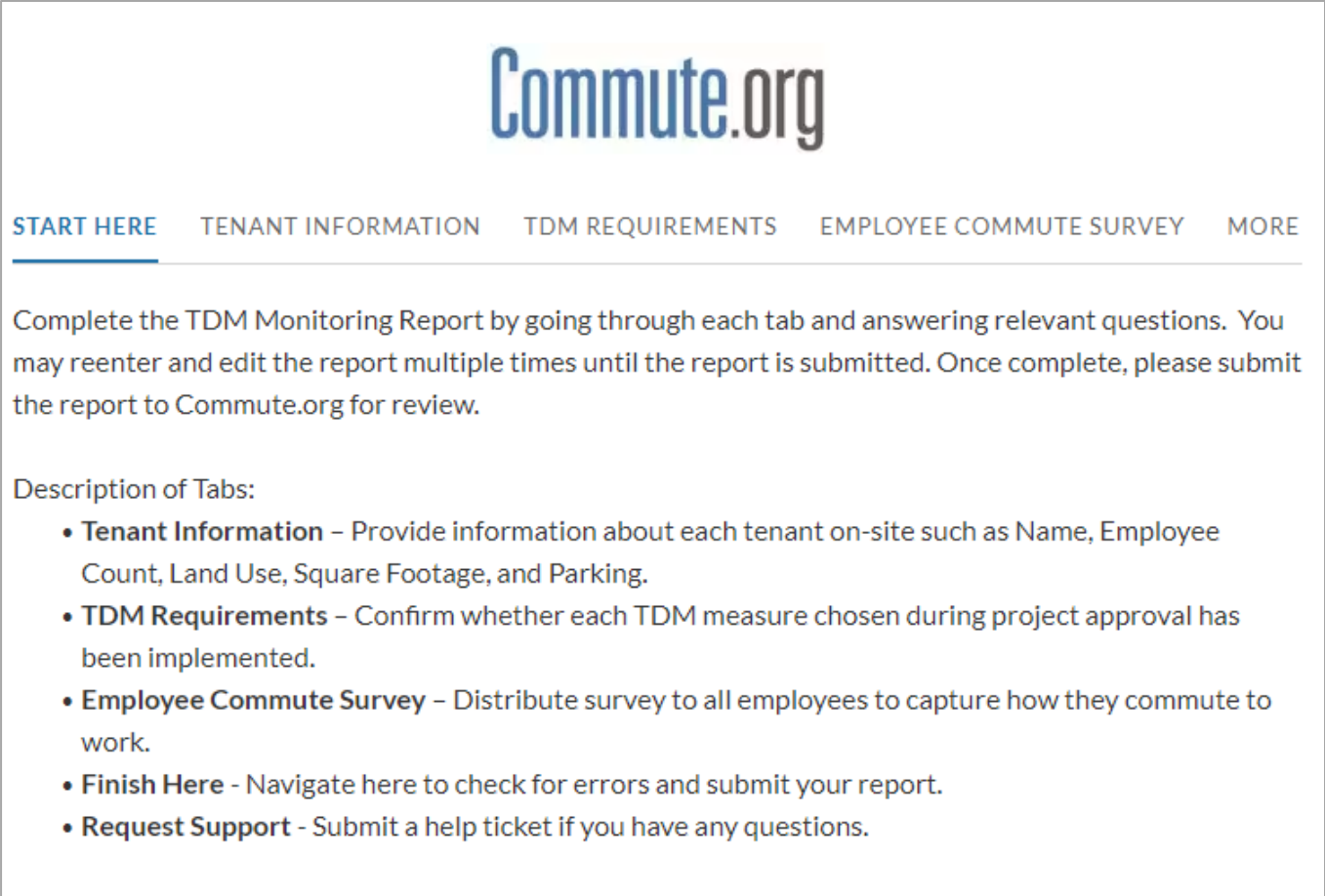
1. Developer submits TDM checklist to the jurisdiction alongside development application
2. Jurisdiction staff verifies accuracy and completeness
3. Jurisdiction staff provides COA
4. Jurisdiction staff forwards approved checklist to C/CAG at submissions@ccagtdm.org
5. C/CAG shares checklist with Commute.org for monitoring & reporting



**Commute.org available for TDM guidance*

Monitoring & Reporting Process

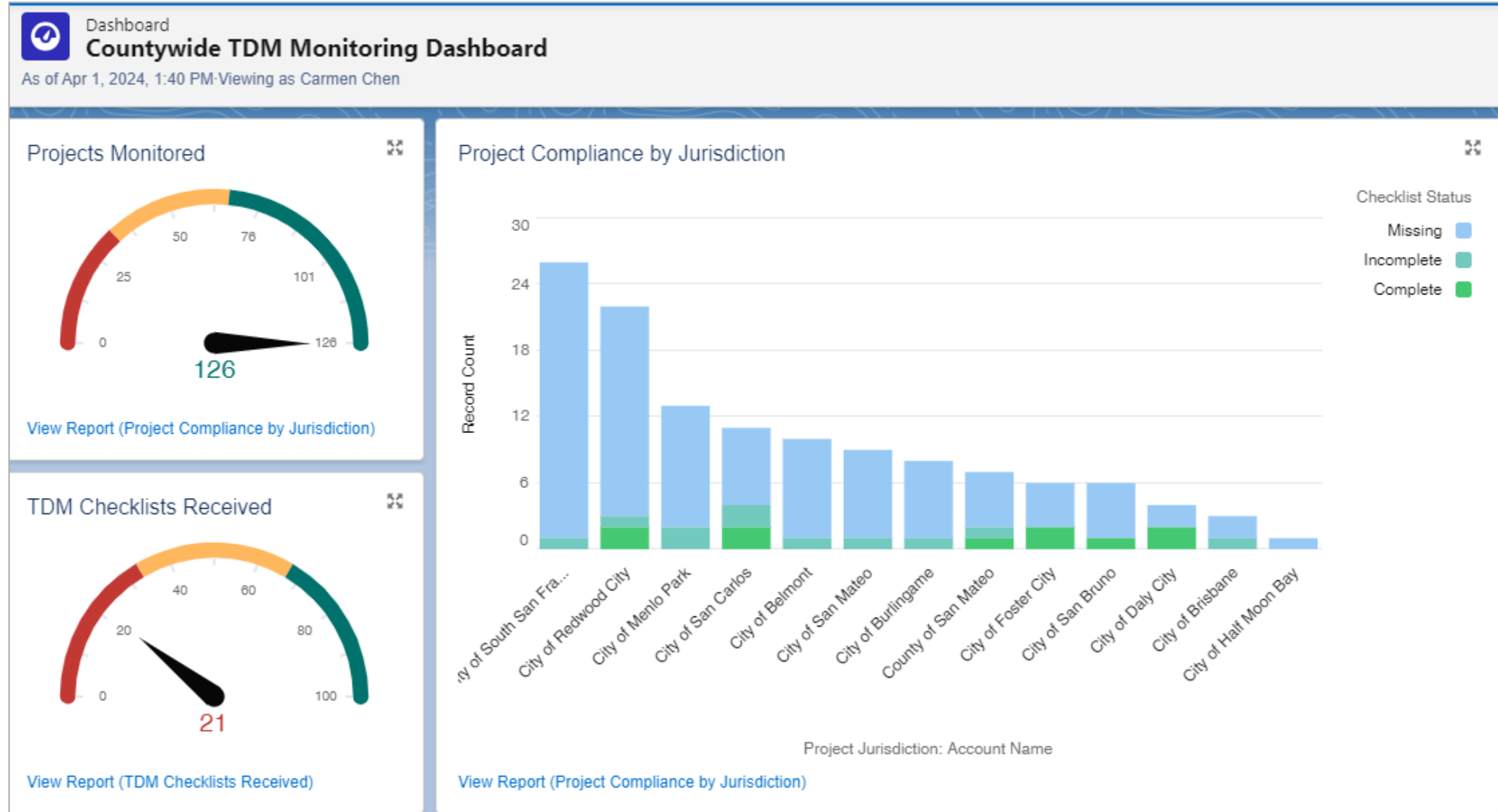
1. Commute.org distributes **biennial monitoring form** to project two years after Certificate of Occupancy
2. Commute.org and jurisdiction staff review and analyze survey responses
3. Jurisdiction staff enforces COA for non-compliance



The screenshot displays the Commute.org website interface. At the top, the logo "Commute.org" is centered. Below the logo is a horizontal navigation bar with five tabs: "START HERE" (which is underlined), "TENANT INFORMATION", "TDM REQUIREMENTS", "EMPLOYEE COMMUTE SURVEY", and "MORE". Below the navigation bar, a paragraph of text reads: "Complete the TDM Monitoring Report by going through each tab and answering relevant questions. You may reenter and edit the report multiple times until the report is submitted. Once complete, please submit the report to Commute.org for review." Below this text is a section titled "Description of Tabs:" followed by a bulleted list of five items: "• **Tenant Information** - Provide information about each tenant on-site such as Name, Employee Count, Land Use, Square Footage, and Parking.", "• **TDM Requirements** - Confirm whether each TDM measure chosen during project approval has been implemented.", "• **Employee Commute Survey** - Distribute survey to all employees to capture how they commute to work.", "• **Finish Here** - Navigate here to check for errors and submit your report.", and "• **Request Support** - Submit a help ticket if you have any questions."

Countywide TDM Policy Monitoring Program

Project Compliance



Countywide TDM Policy Monitoring Program

Platform Launch

- Test users
 - County of San Mateo
 - East Palo Alto
 - San Bruno
 - San Carlos
- Each jurisdiction allocated one login credential
- Schedule 45-min onboarding [here](#)

Commute.org

Home Projects Monitoring Reports Ask a Question

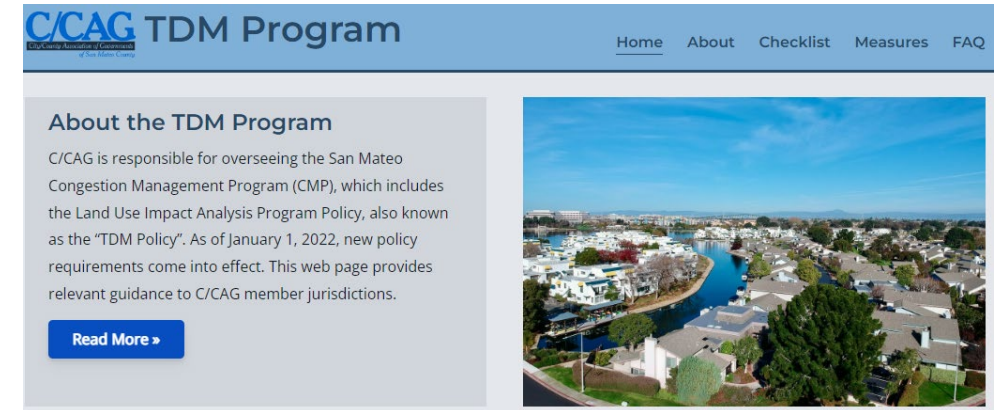
Jurisdiction View

10 items • Sorted by Checklist Status • Filtered by All project • Updated a few seconds ago

| | Project ID | Exempt | Project Name | Address | Primary Land... | Secondary... | Checklist Sta... | Checklist Notes | Project Status | Last Modified Dat |
|---|------------|-------------------------------------|--|--|------------------------|--------------|------------------|---|----------------|--------------------|
| 1 | TDM-00041 | <input type="checkbox"/> | Cypress Point | Carlos & Sierra St Moss Beach, CA 94038 | Residential | | Complete | | Under Review | 3/27/2024, 6:00 PI |
| 2 | TDM-00087 | <input type="checkbox"/> | Sequoia Avenue Condo Subdivision | 206 Sequoia Avenue Redwood City, 94061 | Residential | | Incomplete | County notified developer to address missing... | Under Review | 3/27/2024, 6:00 PI |
| 3 | TDM-00011 | <input checked="" type="checkbox"/> | Sunrise Senior Living | 1 East Selby Lane Redwood City, CA 94063 | Hospital | | Missing | | Built | 3/27/2024, 6:00 PI |
| 4 | TDM-00076 | <input type="checkbox"/> | R&D Building | 2610 Bay Road North Fair Oaks, CA 94063 | Research & Development | | Missing | | Under Review | 3/27/2024, 6:00 PI |
| 5 | TDM-00077 | <input type="checkbox"/> | 51 Unit Senior Affordable Housing | 2809 El Camino Real Redwood City, CA 94061 | Residential | | Missing | | Under Review | 3/27/2024, 6:00 PI |
| 6 | TDM-00078 | <input type="checkbox"/> | Sportshouse/Synapse School Expansion | 3151 Edison Way Redwood City, CA 94063 | K-12 School | | Missing | | Unknown | 3/27/2024, 6:00 PI |
| 7 | TDM-00086 | <input type="checkbox"/> | 2567 El Camino Real Hotel | 2567 El Camino Real North Fair Oaks, 94061 | Hotel | | Missing | | Under Review | 3/27/2024, 6:00 PI |
| 8 | TDM-00187 | <input type="checkbox"/> | Summer Burlison_SMC | 2700 Middlefield Road Redwood City, CA... | Residential | Childcare | Missing | | Approved | 3/27/2024, 6:00 PI |

Resources

- [Policy Website](#)
- [TDM Policy Implementation Guide](#)
- [TDM Checklists](#)
- [Commute.org Certified Development Program](#)



Contact Us

Commute.org

TDMpolicy@commute.org

C/CAG
City/County Association of Governments
of San Mateo County

support@ccagtdm.org