

Appendix A
TDM Plan



HEXAGON TRANSPORTATION CONSULTANTS, INC.

1766 El Camino Real Residential Development

Transportation Demand Management Plan

Prepared for:

City of Burlingame on Behalf of Carmel Partners

December 7, 2021



Hexagon Transportation Consultants, Inc.

Hexagon Office: 4 North Second Street, Suite 400

San Jose, CA 95113

Hexagon Job Number: 21DC16

Phone: 408.971.6100

Client Name: Greg Pasquali

San Jose • Gilroy • Pleasanton

www.hextrans.com

Areawide Circulation Plans Corridor Studies Pavement Delineation Plans Traffic Handling Plans Impact Fees Interchange Analysis Parking
Transportation Planning Traffic Calming Traffic Control Plans Traffic Simulation Traffic Impact Analysis Traffic Signal Design Travel Demand Forecasting

Table of Contents

List of Tables

Table 1	Trip Generation Estimates	4
Table 2	Summary of C/CAG Estimated Trip Reduction Percentage	16

List of Figures

Figure 1	Site Location	2
Figure 2	Site Plan.....	3
Figure 3	Existing Bicycle Facilities.....	7
Figure 4	Existing Transit Services	9

1. Introduction

Transportation Demand Management (TDM) is a combination of services, incentives, facilities, and actions that reduce single-occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, and air pollution problems. The purpose of TDM is to promote more efficient utilization of existing transportation facilities, and to ensure that new developments are designed to maximize the potential for sustainable transportation usage. This Plan has been prepared for the proposed residential development at 1766 El Camino Real in Burlingame, California. The City of Burlingame Zoning Code for the North Burlingame Mixed Use Zone (Section 25.40.050.G) allows for up to a 20% reduction in the required number of vehicular parking spaces if the project implements a Transportation Demand Management (TDM) Plan that achieves a permanent mobility mode shift towards alternative transportation of 25% or greater. This plan has been prepared with the goal of achieving at least a 25 percent trip reduction. Given that the project is expected to add more than 100 average daily trips, a San Mateo City/County Association of Governments (C/CAG) trip reduction analysis per the TDM Policy Update (September 1, 2021) was prepared.

Project Description

The project is located at 1766 El Camino Real in Burlingame, California (see Figure 1). The project would consist of 311 apartment units in an eight-story building with 2.5 levels of underground parking. The site plan shows that access to the underground parking garage would be provided via a driveway along El Camino Real and a driveway along California Drive (see Figure 2).

Based on the City of Burlingame Zoning Code for the North Burlingame Mixed Use Zone, the project is required to provide 1 parking space per studio or one-bedroom apartment, 1.5 parking spaces per two-bedroom unit, and 2 parking spaces per three-bedroom unit. The project proposes 324 parking spaces, representing a 20% deficit in the number of required spaces, which requires implementation of this TDM Plan.



Figure 1
Site Location

TDM Goals

This TDM Plan responds to the City of Burlingame TDM Program requirement and includes a broad range of TDM measures designed to reduce single-occupant vehicle trips through a combination of appropriate measures to promote alternative forms of transportation. The objective of the TDM Program is to encourage residents to walk, bike, or use existing transit services. The program complies with the City’s current expectations for TDM measures and incorporates current best practices for reducing vehicle trips.

Trips that would be generated by the proposed project were estimated using trip rates from the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 11th Edition* for “Multifamily Housing (Mid-Rise)” (Land Use 221). Before TDM reductions, the proposed project is estimated to generate a total of 1,412 daily trips with 115 trips during the AM peak hour and 121 trips during the PM peak hour.

As shown in Table 1, in order to meet the City’s 25 percent reduction requirement, at least 29 AM peak hour and 31 PM peak hour trips would need to be eliminated through implementation of the various TDM measures. Stated conversely, the project would be required to generate no more than 86 AM peak hour trips and 90 PM peak hour trips.

**Table 1
Trip Generation Estimates**

Land Use	Size	Before TDM		After TDM			Before TDM		After TDM		
		Rate	Trip	Rate	In	Out	Total	Rate	In	Out	Total
Proposed Land Uses											
Apartments ¹	311 Dwelling Units	4.540	1,412	0.370	26	89	115	0.390	74	47	121
	<i>25% Required TDM Reduction</i>		-353		-7	-22	-29		-19	-12	-31
Gross Project Trips				1,059		19	67		55	35	90

Source: ITE Trip Generation Manual, 11th Edition 2021.
¹ Average trip rates for Multifamily Housing Mid-Rise (Land Use 221), expressed in trips per dwelling unit (DU)

2. Transportation Facilities and Services

Transportation facilities and services that support sustainable modes of transportation include commuter rail, buses and shuttle buses, bicycle facilities, and pedestrian facilities. This chapter describes existing facilities and services near the project site that will support the TDM measures contained in this plan. Information on nearby roadways are also included in order to provide a more comprehensive description of the nearby transportation network.

Roadway Network

Regional access to the project site is provided via US 101. Local access to the site is provided on El Camino Real (SR 82), Millbrae Avenue, Broadway, California Drive, and Trousdale Drive. These roadways are described below. Although all streets in the study area run at a diagonal compared to the ordinal directions, for the purposes of this study, US 101 and all parallel streets are considered to run north-south, and cross streets are considered to run east-west.

US 101 is a north/south, eight-lane freeway in the vicinity of the site. US 101 extends northward through San Francisco and southward through San Jose. Access to and from the project study area is provided via a full interchange at Millbrae Avenue, northbound ramps at Old Bayshore Highway, and southbound ramps at Broadway.

El Camino Real (SR 82) is a north/south arterial that extends northward to San Francisco, and southward to San Jose. In the project vicinity, El Camino Real has six lanes north of Dufferin Avenue, with left turn lanes at signalized intersections. South of Dufferin Avenue, El Camino Real is narrowed to four lanes. The posted speed limit in the project area is 35 mph. In the project area, a northbound frontage road on El Camino Real runs along the project frontage and extends between Murchison Drive and Dufferin Avenue. Sidewalks are present along the east side of the frontage road and at the corners of the Trousdale Drive/ El Camino Real intersection in the project area. On-street parking is permitted on both sides of the frontage road along the project frontage. The frontage road provides direct access to the project's parking garage via an existing right-turn only driveway and a proposed passenger loading area along the project frontage.

Millbrae Avenue is an east/west arterial that extends westward from Old Bayshore Highway to Vallejo Drive and I-280, where it terminates. Millbrae Avenue connects the western residential areas of the City of Millbrae to the regional roadways, El Camino Real and US 101. Millbrae has six lanes between El Camino Real and US 101, with a median that provides left-turn pockets at the major intersections. The posted speed limit in the project area is 35 mph. Although there are sidewalks on both sides of Millbrae Avenue, the sidewalk on the north side terminates at the Chevron gas station, located just east of Millbrae Station. Access to the project site from Millbrae Avenue is provided via El Camino Real.

Broadway is an east/west arterial that extends westward from Old Bayshore Highway to Roosevelt Elementary School, where it terminates. In the project vicinity, Broadway has six lanes, with multiple left turn lanes at major intersections. The posted speed limit in the project area is 35 mph. There are sidewalks on both sides of Broadway, with the exception of the south side on the overpass over US 101. Access to the project site from Broadway is provided via El Camino Real and California Drive.

California Drive is a north/south arterial that extends southward from Linden Avenue in Millbrae to Peninsula Avenue, where it becomes San Mateo Drive in San Mateo. In the project area, California Drive has two lanes with bike lanes on both sides of the street and sidewalks along the west side of the street. The posted speed limit in the project area is 35 mph. California Drive provides direct access to the site via an existing full-access driveway.

Trousdale Drive an east/west arterial that extends westward from California Drive to I-280. Trousdale Drive has four lanes west of El Camino Real and two lanes east of El Camino Real. The posted speed limit on Trousdale Drive west of El Camino Real is 35 mph. There are sidewalks on both sides of the street and on-street parking is permitted on both sides of the street between El Camino Real and California Drive. Trousdale Drive provides access to the project's proposed residential passenger loading area.

Bicycle Facilities

Bicycle facilities are an important component of the City of Burlingame's transportation network. The City's bikeways are classified as Class I, Class II, or Class III facilities, as follows:

- Class I Bicycle Path – off-street paths with exclusive right-of-way for non-motorized transportation used for commuting as well as recreation
- Class II Bicycle Lane – lanes on roadways designated for use by bicycles with special lane markings, pavement legends, and signage
- Class III Bicycle Route – existing rights-of-way that accommodate bicycles but are not separate from the existing travel lanes



The existing bicycle facilities within the study area are described below and are shown on Figure 3.

North-South bicycle connections in the study area consist of a bike lane/bike route along California Drive, from Burlingame Avenue to Linden Avenue where bicycle riders can access the Millbrae Station. Between Broadway and Murchison Drive, there are bike lanes on both sides of California Drive. A bike route also exists on El Camino Real, north of Millbrae Avenue. The bike lane/route along California Drive provides a connection to the project site from transit facilities and other points of interest in the area.

East-West bicycle connections in the study area consist of a bike route along Broadway, from Carolan Avenue to where Broadway becomes Airport Boulevard. It begins as a bike route at Carolan Avenue and connects to the bike/pedestrian bridge over US 101 to Airport Boulevard. From Airport Boulevard, bicycle riders can connect to a bicycle/pedestrian path (the San Francisco Bay Trail) or a bike lane/bike route on Airport Way. The City also designated Trousdale Drive between Magnolia Avenue and Ashton Avenue and Rosedale Avenue/Ray Drive between California Drive and Devereux Drive as bike routes.

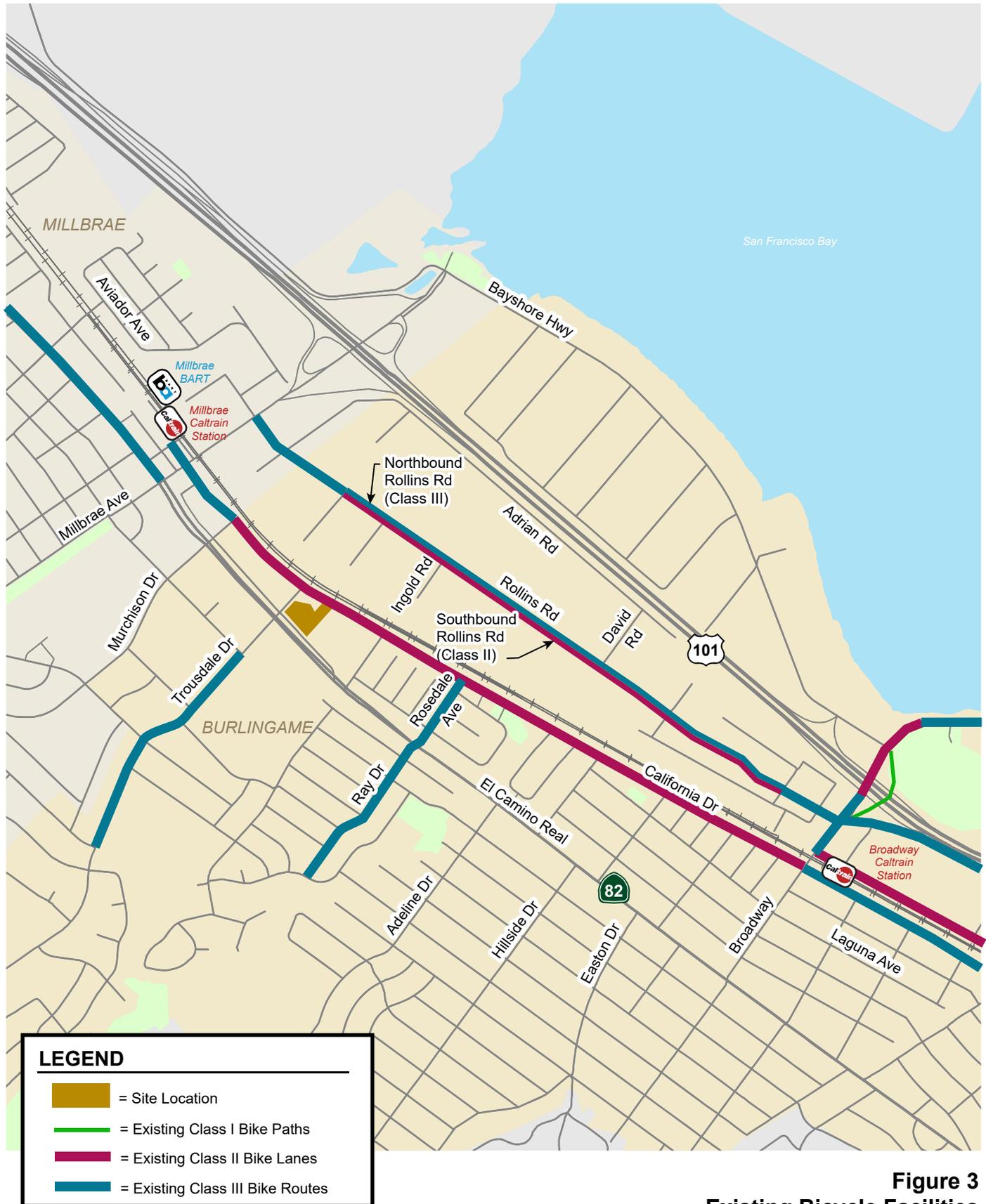


Figure 3
Existing Bicycle Facilities

Pedestrian Facilities

Pedestrian facilities consist of sidewalks, crosswalks, and pedestrian signals at signalized intersections. In the vicinity of the project site, sidewalks exist along both sides of Trousdale Drive, the west side of California Drive along the project frontage, and the east side of the El Camino Real frontage road along the project frontage. Crosswalks with pedestrian signal heads and push buttons are provided on the east, south, and west legs of the El Camino Real/Trousdale Drive intersection and all approaches of the El Camino Real/Murchison Drive and El Camino Real/Millbrae Avenue intersections within walking distance of the site. Within a typical walking distance (a half mile or 10 minutes), continuous pedestrian facilities are present between the site and the surrounding land uses, including the Millbrae Station and bus stops in the area.



Millbrae Intermodal Station

The Millbrae Station is located about 0.5 miles northwest of the project site on California Drive, which is approximately a 10-minute walk. The station has bike racks and bike lockers. The Millbrae Station is served by Caltrain, Bay Area Rapid Transit (BART), SamTrans, and shuttles (see Figure 4).

Caltrain

Caltrain provides commuter rail service between San Francisco and San Jose, with limited service to Gilroy during commute hours.

The Millbrae Station is served by local-stop, limited-stop, and baby bullet trains. During the morning peak period of 6:00 to 9:30 AM, the Millbrae Station is served by 14 northbound trains (four local-stop, seven limited-stop, and three baby bullet trains) with headways of 10 to 20 minutes. Thirteen southbound trains (four local-stop, six limited-stop, and three baby bullet trains) serve the Millbrae Station in the AM peak period with headways between 8 and 21 minutes.



During the PM peak period between 3:30 and 7:30 PM, the station is served by 15 northbound trains (four local-stop, eight limited-stop, and three baby bullet trains) with headways between 8 and 27 minutes. Fifteen southbound trains (four local-stop, eight limited-stop, and three baby bullet trains) with headways between 9 and 20 minutes serve the Millbrae Station during the PM peak period.

As part of the Caltrain Modernization Program, the rail service will be electrified. With the electrification of service, Caltrain will be able to provide faster and more frequent service along the corridor, including at the Millbrae Station.

BART

BART operates regional rail service in the Bay Area, connecting between San Francisco International Airport and the Millbrae Intermodal Station to the south, San Francisco to the north, and cities in the East Bay. BART trains operate on 15-minute headways during peak hours and 20-minute headways during off-peak hours. The Richmond-Millbrae line (Red) and Millbrae-SFO-Antioch line (Purple/Yellow) provide service to the Millbrae Station.



Figure 4
Existing Transit Services

Shuttles

Millbrae/Broadway Shuttle

The Millbrae/Broadway (MB) Shuttle is operated by the San Mateo County Transit District (SamTrans) and runs between the Broadway Station and Millbrae Station. There are 13 shuttles provided during both the AM and PM peak periods, with 30-minute headways. The shuttles run during the weekday commute hours and are free for Caltrain passengers.

North Burlingame BART/Caltrain Shuttle

The North Burlingame (NB) Shuttle is operated by Commute.org and runs between the Millbrae Station, Mills-Peninsula Health Services, Sisters of Mercy, and the Easton Addition neighborhood during commute hours, Monday through Friday. There are 6 shuttles provided during the AM peak hours and 7 shuttles during the PM peak hours with headways between 28 and 32 minutes during the AM peak hour and 30-minute headways during the PM peak hour. Shuttles are free to riders and open to the general public.

Burlingame Bayside BART/Caltrain Shuttle

The Burlingame-Bayside (BAY) Shuttle is operated by Commute.org and runs between the Millbrae Station and the Burlingame Bayside Area during commute hours, Monday through Friday. There are 5 shuttles provided during the AM and PM peak periods with 30-minute headways. Shuttles are free to riders and open to the general public.

Foster City-North BART/Caltrain

The Foster City-North (NFC) Shuttle is operated by Commute.org and runs between the Millbrae Station and businesses in the North Foster City Area during commute hours, Monday through Friday. There are 4 shuttles during the AM peak period, with headways between 42 and 60 minutes. There are 4 shuttles during the PM peak period with headways between 45 and 60 minutes. Shuttles are free to riders and open to the general public.

SamTrans Bus Service

The closest bus stops are located on El Camino Real at Trousdale Drive, approximately 350 feet from the project site. This stop is served by SamTrans Route ECR and 397. Route ECR provides service between the Daly City BART Station and the Palo Alto Transit Center. Route 397 is a limited overnight service, operating from 12:46 AM to 6:32 AM, between the Palo Alto Transit Center and San Francisco.



The next closest bus stop is located at the Millbrae Station West Plaza, approximately 2,300 feet from the project site, which is served by SamTrans Route SFO. Route SFO travels between the Millbrae Station and the San Francisco Airport (SFO).

3.

Proposed TDM Measures

This chapter describes Transportation Demand Management (TDM) measures that are proposed by the project. The measures listed in this plan have been developed to meet the 25 percent trip reduction requirement set forth in the City of Burlingame Zoning Code for the North Burlingame Mixed Use Zone (Section 25.40.050.G) which allows for up to a 20% reduction in the required number of vehicular parking spaces if the project implements a Transportation Demand Management (TDM) Plan that results in a permanent mobility mode shift towards alternative transportation of 25% or greater.

The TDM measures to be implemented by the project include services, incentives, actions, and planning and design measures related to the attributes of the site design and site amenities. Such design measures encourage walking, biking, use of transit, and internalization of trips. Some of the TDM measures are programs that would be created and implemented by the building manager.

Because the project would generate more trips in the PM peak hour than the AM peak hour, the PM peak-hour estimate of trips is used to determine the number of trip credits required. The project would generate 115 AM peak-hour trips and 121 PM peak-hour trips, so in order to meet the City's 25 percent reduction requirement, at least 29 AM peak hour trips and 31 PM peak hour trips would need to be eliminated through implementation of the various TDM measures.

TDM Administration and Promotion

Transportation Coordinator

A Transportation Coordinator will be assigned to provide information regarding alternative modes of transportation to residents of the project. The Transportation Coordinator will be designated by the building developer, the property manager, or any subsequent building owner.

The Transportation Coordinator's responsibilities will include updating information on the online information board/kiosk, providing trip planning assistance and/or ride-matching assistance to residents who are considering an alternative mode for their commute, and managing the annual surveys. The Transportation Coordinator will maintain a supply of up-to-date transit schedules and route maps for SamTrans and Caltrain and be knowledgeable enough to answer residents' TDM program-related questions. The Transportation Coordinator will distribute a carpool/vanpool matching application to all residents as part of the New Resident Information packets. The application will match residents who live at the project site who may be able to carpool or vanpool together.

Online Transportation Kiosk

The project will establish an “online kiosk” with transportation information that residents can access from their smart phones, their homes, or anywhere else. This online kiosk will be available on the project website.

By allowing someone to have all the information about transportation alternatives and TDM programs available to them in a single online location, people will be more likely to refer to this information from home. The project developer or property manager will have responsibility for setting up and maintaining this online information center. This website will include the site-specific information about all the measures, services, and facilities discussed in this plan. In addition, this online information center will include:

- A summary of SamTrans, Caltrain, BART, and nearby shuttle services and links to further information about their routes and schedules.
- Information about ride matching services (511.org and on-site ride matching) and the incentive programs available to carpools and vanpools.
- Information about services such as Uber, Lyft, and other on-demand transportation services.
- A local bikeways map and bicycling resources on 511.org.
- A link to the many other resources available in the Bay Area, such as Dadnab, Merge, real-time traffic conditions, etc.

Resident Orientation (Welcome) Packet

New residents will be provided transportation information packets. This packet will include information about transit maps/schedules (Caltrain, BART, SamTrans, and shuttle services), location of bus stops, bike maps, ride matching services, transit planning resources, and bicycle parking on site. Also included in the packet will be information regarding how to contact the Transportation Coordinator, who can provide information regarding alternative modes of transportation to residents.

The resident orientation (welcome) packet will provide a quick, easy-to-read announcement of the most important features of the TDM program for residents to know about immediately and a message that the building values alternative modes of transportation and takes their commitment to supporting alternative transportation options seriously. For example, it will include a flyer announcing some highlights of the TDM program and where to find more information online.

Certified Participation in Commute.org or TMA

Commute.org is a joint powers agency in San Mateo County. Transportation Management Associations (TMA) are associations of businesses, property owners, tenants, and cities. Both organizations offer programs and services to give commuters alternatives to driving alone, including shuttles, guaranteed ride home, and rewards programs. The project will participate in, and obtain certification of, one or more of Commute.org’s programs or in a TMA if/when a TMA is established in the project area.

Bicycle and Pedestrian Amenities

Bicycle Parking

Providing secure bicycle parking encourages bicycle commuting and reduces daily bicycle trips. The project will provide 156 long-term bicycle spaces in a secure bike storage room for use by residents. In

addition, a total of 16 short-term bicycle spaces will be provided at convenient and well-lit locations around the building.

The Transportation Coordinator will monitor the usage of the bicycle parking facilities and will also tabulate the mode share for bicycles based on survey results.

Bicycle Resources

The following resources are available to bicycle commuters through 511.org. These resources will be noted on the project's online information center, in order to make residents aware of them.

- Free Bike Buddy matching
- Bicycle maps
- Bicycle safety tips
- Information about taking bikes on public transit
- Location and use of bike parking at transit stations
- Information on Bike to Work Day
- Tips on selecting a bike, commute gear, and clothing
- Links to bicycle organizations

Pedestrian Design Elements

The project will provide enhanced pedestrian facilities along Trousdale Drive and El Camino Real and a circulation path with landscaping between the adjacent property and project building. New sidewalks landscaped with street trees will be provided with benches and integrated seat walls along the project's frontages. Onsite, clearly defined walkways and two central courtyards will be incorporated between the apartment units to enable residents to walk between the buildings to the building's amenities.

Passenger Loading for Rideshare Vehicles

The project is planning to provide passenger loading zones along its frontages on El Camino Real and Trousdale Drive to facilitate the use of rideshare services/programs (e.g., Uber, Lyft, Scoop, Waze Carpool, etc.) and reduce parking demand. With the increasing popularity of ride-sharing and food delivery services, a loading area will reduce the number of trips taken by future residents who would otherwise drive to restaurants.

Onsite Amenities

High-Bandwidth Internet Connection

The residential units will include high-bandwidth internet connections to facilitate telecommunicating. Access to high-bandwidth internet connection will allow residents to work from home and therefore reduce the number of commute trips to and from project site.

Electric Vehicle Charging Stations

The project will include a total of 324 parking spaces, of which 33 spaces will be equipped with electric vehicle charging stations. While EV charging station parking spaces will not directly reduce any peak-hour trips, the designated Clean Air Vehicle spaces provide a prominent visual message that the project values a reduction in air pollution.

Fitness Room, Courtyards, Pool, and Spa

The project will include a pool, a fitness room, and two courtyards on-site for use by residents for socializing and recreation. The project will also include a pet spa. These amenities will encourage residents to stay on site for these services, reducing the number of trips that are required to be made.

Carpool and Vanpool Programs

On-Site Ride Matching Assistance

The Transportation Coordinator will distribute a carpool/vanpool matching application to all residents as part of the welcome packets. The application should match residents who work in the same area who may be able to carpool or vanpool together. Some residents who may be reluctant to reach out to find carpool partners via online services may be more likely to fill out a form that will be administered by their Transportation Coordinator. Furthermore, residents may be more likely to try ridesharing with a neighbor than with an unknown person who lives nearby.

511 Ride Matching Assistance

Merge

Merge is 511.org's free ridematching service that provides an interactive, on-demand system that helps commuters find carpools, vanpools, or bicycle partners. The Transportation Coordinator in conjunction with the future building manager contacts, will promote the on-line 511 service to residents.



This free carpool, vanpool, and bikepool ride matching service helps commuters find others with similar routes and travel patterns with whom they may share a ride. Registered users provide their commute information and get matched with other users. Participants are then able to contact a match to discuss schedules and see if the match is a good fit. The service also provides a list of existing carpools and vanpools in their residential area that may have vacancies.

Scoop

Scoop offers a fee-based ride matching service through an easy-to-use app. Scoop allows commuters to separate their AM and PM trips, to help accommodate unpredictable work schedules. Scoop also lets users schedule a trip as a driver or passenger, depending on their daily needs. Scoop identifies carpools who are heading the same direction and finds the most efficient carpool trip based on fastest route, nearby carpools, carpool lanes, and other factors. Payment for each trip is made through the app.

Carpool/Vanpool Incentives

Scoop Discounts for San Mateo County Carpools

San Mateo City/County Association of Governments (C/CAG) has developed the "Carpool in San Mateo County!" program, which provides a \$2 incentive per person for each trip that begins or ends in San Mateo County. Drivers and riders can earn up to \$4 per day when using the Scoop app to carpool. Drivers and riders using Scoop will automatically receive the \$2 incentive per person during commute periods (5:30 a.m. – 10:00 a.m. and 3:30 p.m. – 8:00 p.m.), with a maximum of \$4 per rider and driver each day.

STAR

Commute.org (formerly the Peninsula Traffic Congestion Relief Alliance) has established a free program called STAR (Support, Track, and Reward). Residents and commuters who log their alternative to driving alone trips to or from San Mateo County are eligible to win a raffle prize ranging from giveaways to e-gift cards. The STAR platform also provides trip planning and carpool/vanpool matching.

STAR also hosts a rewards program where users can earn up to \$100 when they carpool to or from work using the Scoop or Waze Carpool apps and automatically track their trips on STAR via the connected app option. Users are eligible for a \$25 e-gift card reward after 10 days of carpooling, up to four times until funds are depleted. A similar rewards program exists for participants commuting via vanpool.



Merge

Merge rewards all carpools. Users can carpool using Merge, Scoop, Waze Carpool, Casual Carpool, or a personal contact. Users who log their carpool trips earn 10 points per trip and receive a \$25 reward for every 250 points earned. Rewards are given as an e-gift card or donated to a nonprofit.

Transit Elements

Proximity to Transit Center

The project is located about 0.5 miles from the Millbrae Station, which provides direct access to Caltrain and BART services as well as to multiple shuttle routes and SamTrans bus routes. At a normal walking pace, it would take approximately 10 minutes to walk from the project site to the transit center. This encourages the use of Caltrain, BART, and SamTrans for residents of the proposed project.

Transit Subsidies

Subsidized transit passes are an extremely effective means of encouraging residents to use transit rather than drive to work. One element of this recommended TDM plan is to provide residents with financial incentives to utilize public transit when commuting to and from the project site. The C/CAG TDM Policy update states that large residential projects must provide subsidized transit passes to residents equivalent to 30% of the value of their monthly fare or \$50 monthly. Passes/subsidies will be for any public transportation option, including but not limited to Caltrain, SamTrans, ridesharing platforms, or vanpool subscriptions. The TDM Administrator will set up a reimbursement process. The project will reimburse residents up to \$50 monthly after residents provide a request for reimbursement.

Reduced Parking

The project proposes to provide fewer spaces than what is required by the City's standard parking requirements. Studies have shown that by providing fewer than the required number of spaces, residents are encouraged to utilize alternative transportation. Section 20.50.050.G of the City of Burlingame Zoning Code for the North Burlingame Mixed Use Zone allows for up to a 20% reduction in required number of parking spaces provided that the project provides a TDM Plan that would provide a permanent mobility mode shift of 25% or greater towards alternative transportation.

C/CAG TDM Requirement

Based on C/CAG's *Draft Transportation Demand Management Policy Update Approach* updated September 1, 2021, and the *Implementation Guide* dated March 2021, any new development project anticipated to generate at least 100 average daily trips (ADT) is subject to the TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. The proposed project would generate 1,692 net daily trips. Therefore, a TDM Checklist is required as a Condition of Approval for the project.

C/CAG categorizes new developments as small projects and large projects. Multi-family residential projects larger than 50 units (generating more than 500 average daily trips) are considered to be large projects. The project would be qualified as a transit-oriented development as it is located 0.5 miles from the Millbrae Station. The recommended vehicle trip reduction target for large multi-family residential projects that are transit-oriented developments (TOD) is 25 percent.

To accomplish the reduction goal, C/CAG provides a list of potential TDM measures, some of which are required and some of which are optional. Each measure has an associated point value and reduction percentage. Based on the updated C/CAG TDM policy, the project must first fulfill all required measures prior to selecting a sufficient number of additional recommended measures to achieve the minimum 25 percent trip reduction.

As shown in Table 2, the project will achieve the trip reduction goal of 25 percent with the TDM measures included in this plan.

Table 2
Summary of C/CAG Estimated Trip Reduction Percentage

Category	Measure	Provided by Project (Y/N)	Point Value	Estimated Trip Reduction Percentage
Required TDM Measures (TOD)				
Parking Management for Ridesharing	Orientation, Education, Promotional Programs and/or Materials	Y	1	1.0%
TDM Management and Admin	TDM Coordinator/Contact Person	Y	1	0.5%
	Actively Participate in Commute.org, or Transportation Management Association (TMA) Equivalent	Y	6	5.0%
	<i>Certified participation in Commute.org, or equivalent program such as TMA</i>	Y	2	4.0%
	<i>Commute assistance and ride-matching</i>	Y	4	1.0%
Shuttles, Transit, and Ridesharing	Transit or Ridesharing Passes/Subsidies	Y	8	10.0%
Active Transportation	Secure Bicycle Storage	Y	1	1.0%
Site Design Initiatives	Design Streets to Encourage Bike/Ped Access	Y	1	1.0%
Required TDM Measures Total (TOD)			24	18.5%
Additional TDM Measures (TOD)				
Parking Management	Reduced Parking	Y	8	10.0%
Additional TDM Measures Total (TOD)			8	10.0%
Required & Additional TDM Measures Total			32	28.5%

4. TDM Implementation, Monitoring, and Reporting

This chapter outlines the required implementation, monitoring, and reporting for the 1766 El Camino Real Residential Development TDM Plan. C/CAG requires a TDM self-certification status form to be completed for large multi-family residential projects biennially for the first six (6) years after occupancy. The project will also be required to report TDM monitoring to the City of Burlingame.

Annual Commute Surveys

The purpose of the TDM Plan is to reduce daily vehicle trips by at least 25 percent, thereby lessening parking issues, traffic congestion, and vehicle emissions associated with the proposed project. Regular monitoring will ensure that the implemented TDM measures are effective and achieve that standard. The program will be evaluated annually to assess the actual level of trip reduction achieved at the site and to identify any adjustments to the program necessary to ensure the TDM measures are successful.

Annual commute surveys will be administered by the transportation coordinator to measure the number of residents commuting by alternative modes and whether they are aware of the services and programs that are available to them. Residents who do not respond to the survey will be assumed to be driving alone. In addition to obtaining quantitative data on the mode split, the survey will provide qualitative data regarding resident perceptions of the alternative transportation programs. The survey results will measure the relative effectiveness of individual program components relative to other components and facilitate the design of possible program enhancements. Along with collecting information on mode split, the survey can gather information on use of the bike storage, use of the online kiosk, and walking trips made to nearby commercial uses. The transportation coordinator will be responsible for administering the survey, compiling the results, and communicating the results to the City and C/CAG.

Annual Driveway Counts

In order to evaluate whether or not the project has met the 25 percent daily vehicle trip reduction requirement, annual driveway counts will be conducted. A count of the number of vehicles entering and exiting the project's driveways on a typical weekday will be conducted annually by an independent third party to determine the number of vehicle trips being generated by the project. The counts will be conducted at the site's driveway on a weekday that is not disclosed in advance. All vehicles entering and exiting the project driveways will be counted.

The driveway counts will be used to determine the actual peak hour trip generation of the project. The Transportation Coordinator will provide the results of the driveway counts to the City of Burlingame, along with a statement as to whether the 25 percent peak-hour trip reduction goal was met.

Annual Reporting to City

The TDM ordinance for the North Burlingame Mixed Use Zone states that the project will provide for a “permanent mobility mode shift towards alternative transportation of twenty-five (25) percent or greater for building occupants through the TDM program”. The Transportation Coordinator will submit to the City of Burlingame annual documentation to substantiate implementation of the TDM plan elements, the results of the resident survey, and the results of the driveway counts. If the 25 percent peak-hour trip reduction requirement has not been met, then the report will state what additional measures will be implemented in the coming year in order to achieve the City’s requirement.