G-2: Transportation Demand Management Plan

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HEXAGON TRANSPORTATION CONSULTANTS, INC.

2334 Lundy Place

Draft Transportation Demand Management (TDM) Plan

Prepared for:

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March 6, 2025

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1. Introduction

This Transportation Demand Management (TDM) plan has been prepared for the proposed industrial warehouse development at 2334 Lundy Place and to satisfy the requirements outlined in Section 20.90 of the San Jose Code of Ordinances and the City of San Jose Transportation Handbook, April 2023. The City's TDM Program establishes a framework for new development projects to provide alternative mobility options for residents, employees, and visitors. The goals of the TDM Program, as outlined in Section 4.1 Transportation Demand Management Program of the City of San Jose Transportation Handbook, are to:

1. Increase sustainable travel options for the population of new projects and surrounding neighborhoods;
2. Monitor projects' progress toward advancing the City's vehicle miles traveled (VMT) reduction goals; and
3. Streamline the Transportation Analysis (TA) process for projects.

This TDM Plan addresses all the requirements of the City's TDM ordinance. The project will be responsible for implementing the measures identified in this TDM Plan to reduce the number of vehicle trips generated by the project, parking demand, and advance the goals above. In addition, the project will be required to submit monitoring and compliance reporting on an annual basis.

Project Description

The project site (APN 244-01-023) is located at the northeast corner of the Lundy Avenue/Trade Zone Boulevard intersection (see Figure 1). As proposed, the development would consist of demolishing the existing building on site and constructing an approximate 132,419 s.f. industrial warehouse. A total of 86 vehicular parking stalls would be provided on-site. Access to the site would be provided via a full access driveway along Trade Zone Boulevard and a driveway along Lundy Avenue. The project site plan is shown on Figure 2.

TDM Program

Screening Criteria

The City's TDM Program includes screening criteria that are used to identify types, characteristics, and/or locations of projects that would not require a TDM Plan. If a component of a mixed-use project meets the screening criteria, a TDM Plan is not required for that component of the project. The screening criteria are listed in Table 1.

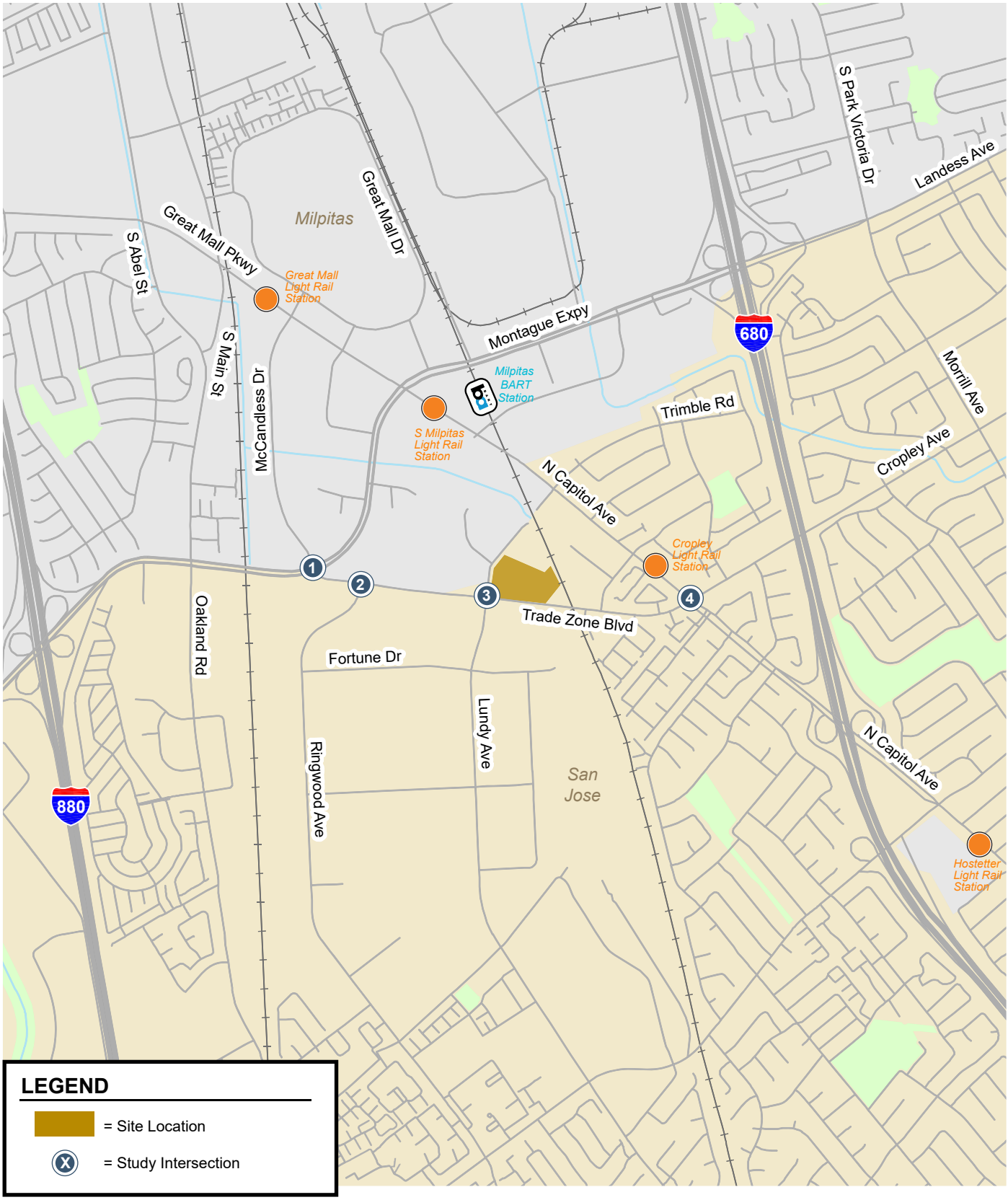

Figure 1
Site Location

NORTH
Not to Scale

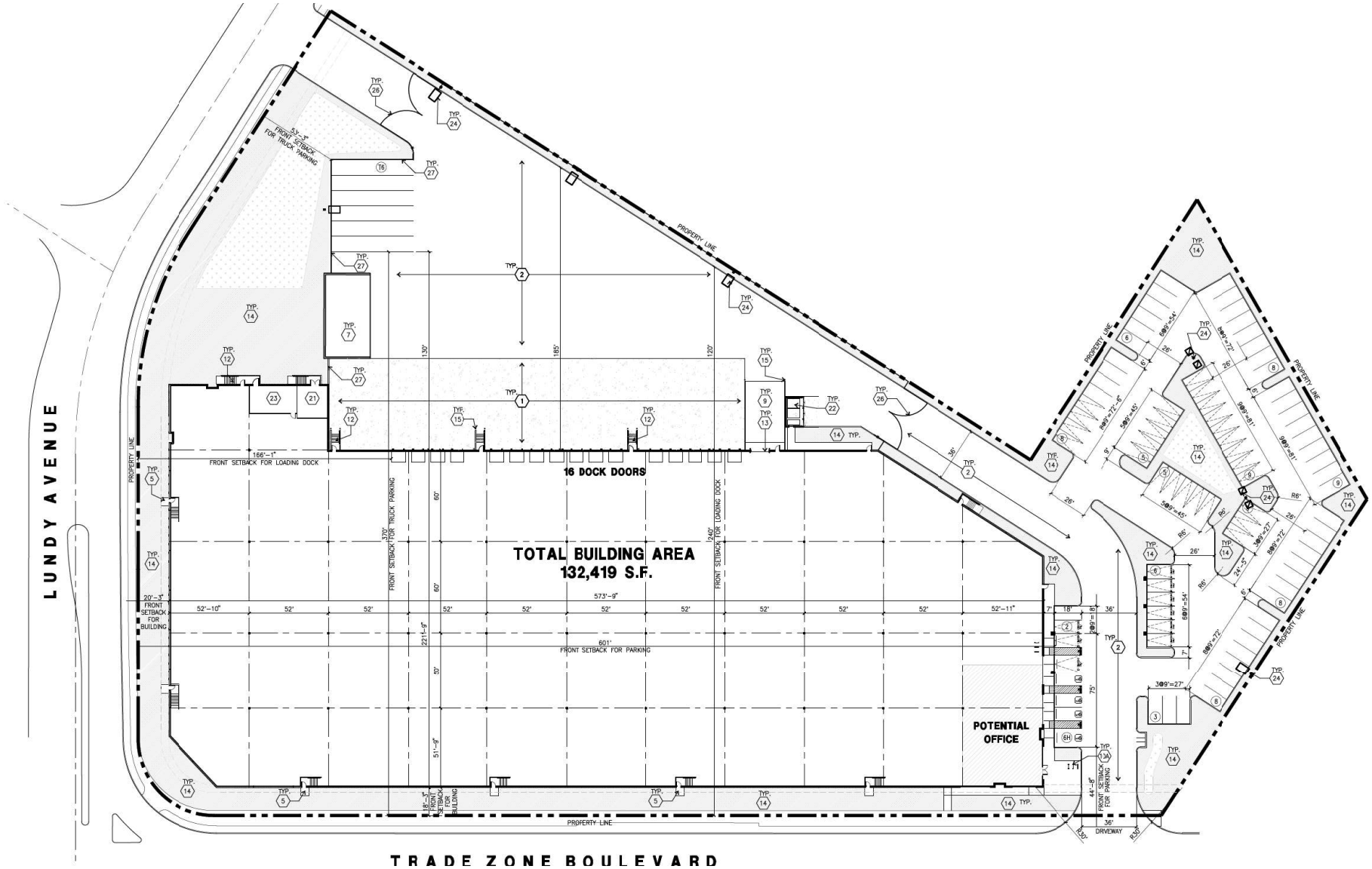

Figure 2
Site Plan

NORTH
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Table 1
Screening Criteria for the City's TDM Program for Development Projects

Type	Screening Criteria
Small Infill Projects	• Single-family detached housing of 15 units or less; OR • Single-family attached or multi-family housing of 25 units or less; OR • Office of 10,000 square feet of gross floor area or less; OR • Industrial of 30,000 square feet of gross floor area or less; OR • Hotel or motel of 100 or fewer rooms
Local-Serving Retail	• 100,000 square feet of total gross floor area or less without drive-through operations
Education	• Charter or private school projects of fewer than 250 students
Local-Serving Public Facilities	• Local-serving public facilities (branch library, community center, fire station, pumping station, park, police station, or public school projects)
Restricted Affordable Residential Projects or Components	• **Affordability:** 100% restricted affordable units, excluding unrestricted manager units; affordability must extend for a minimum of 55 years for rental homes or 45 years for for-sale homes; AND • **High Quality Transit:** Located within ½ a mile of an existing major transit stop or an existing stop along a high quality transit corridor; AND • **Transit-Supportive Project Density**: o Minimum of 35 units per acre for residential projects or components; o If located in a General Plan Land Use Designation that has a maximum density below 35 units per acre, the maximum density allowed in the Planned Growth Area must be met

Source: City of San José Transportation Analysis Handbook, April 2023.

The proposed project will not meet the applicable screening criteria for small infill industrial projects. Therefore, the project is required to submit and have approved a TDM Plan per City policy.

TDM Points Targets

A project's TDM requirement is defined as a TDM Point Target, which is achieved by identifying and implementing a package of applicable TDM measures as part of an approved TDM plan. Applicable TDM measures are identified based on the project's proposed land uses. For a mixed-use project (a project with multiple land use components), a TDM Point Target is defined for each land use component of the project. TDM Point Targets are determined based on the land use category (home-end use, commute-end use, visit-end use, or other uses) of the proposed project and/or its components, listed in Table 2.

The proposed project is considered an "other use" and will be required to satisfy a TDM target of 5 points.

Menu of TDM Measures

The City maintains a menu of TDM measures that can be implemented as part of a TDM plan to achieve the project's TDM Point Target. Table 3 shows the point values, or point-value ranges, for each TDM measure in the menu and their applicability to each land use category as provided in the City of San Jose Transportation Handbook, April 2023. The City's menu of TDM measures is organized into four (4) categories of measures:

Table 2
TDM Point Targets by Land Use Category

Type	Point Target
Home-End Uses	25 Points
Commute-End Uses	25 Points
Visit-End Uses	25 Points
Other Uses	5 Points

Source: City of San José Transportation Analysis Handbook, April 2023.

- Project Characteristics
- Multimodal Network Improvements
- Parking
- Programmatic TDM

The first three categories – project characteristics, multimodal network improvements and parking – focus on physical improvements that can be incorporated into the project description. The fourth category, programmatic TDM measures, are primarily incentives and Mobility-as-a-Service (MaaS) programs for encouraging walking, biking, scootering, shared rides, and taking public transit. The project may also receive TDM points for measures not on the City's preset menu upon discretionary approval by City staff.

Proposed TDM Measures

The project proposes to implement the following TDM measures as part of the draft TDM plan:

- MI05: Provide Pedestrian Network Improvements (3 points)
- TP11: Provide Alternative Transportation Benefits (1 point)
- TP13: Provide Ride-Share Programs (1 point)

Implementation details regarding the selected TDM measures are described in Chapter 3.

TDM Plan Compliance and Monitoring (TDM Policy)

Projects including a TDM Plan as a Condition of Approval are required to implement the selected TDM measures for the life of the project and fulfill ongoing compliance and monitoring requirements. For the purpose of ongoing monitoring of compliance with and effectiveness of TDM measures, projects are classified into two levels based on size. Smaller projects are classified as Level 1 projects and large projects are Level 2 projects (see Table 4).

Based on the compliance and monitoring requirements, the proposed project is considered a Level 1 project. Annual compliance requirements for Level 1 projects are described in Chapter 4.

Table 3
Menu of TDM Measures and Applicability

Type	ID	Measure	TDM Point Values			
			Home-End Uses	Commute-End Uses	Visit-End Uses	Other Uses
Project Characteristics	PC03	Provide Affordable Housing	1 - 4	-	-	-
Multimodal Network Improvements	MI01	Provide Bike and Micromobility Network Improvements	1 - 4	1 - 4	1 - 4	1 - 4
	MI03	Provide Transit Network Improvements	1 - 4	1 - 4	1 - 4	1 - 4
	MI04	Provide Residential Street Improvements	1 - 4	1 - 4	1 - 4	1 - 4
	MI05	Provide Pedestrian Network Improvements	1 - 4	1 - 4	1 - 4	1 - 4
Parking	PK01	Right-Size Parking Supply	1 - 20	1 - 20	1 - 20	-
	PK02	Provide Bike Parking Facilities	1 - 2	1 - 2	1 - 2	-
	PK03	Provide Shared Parking	1 - 2	1 - 2	1 - 2	-
Programmatic TDM	TP01	Provide School Pool Programs	1	-	-	-
	TP02	Provide Bike Share Stations	1 - 2	1 - 2	1 - 2	-
	TP03	Provide Car Share Station	1 - 4	1 - 4	1 - 4	-
	TP04	Provide Education, Marketing, and Outreach	1 - 2	1 - 2	-	-
	TP05	Join a Transportation Management Association (TMA)	See note[1]	See note[1]	See note[1]	-
	TP06	Provide Parking Cashout	-	2	-	2
	TP07	Provide Transit Subsidies	1 - 8	1 - 8	1 - 8	1 - 8
	TP08	Provide Flexible Work Schedules	-	1 - 4	-	-
	TP09	Provide Private Shuttle/ Transit Service	4 - 8	4 - 8	4 - 8	-
	TP10	Price Workplace Parking	-	2	1	-
	TP11	Provide Alternative Transportation Benefits	1 - 8	1 - 8	1 - 8	1 - 8
	TP12	Provide a Neighborhood School	2	-	-	-

Table 3 (continued)
Menu of TDM Measures and Applicability

Type	ID	Measure	TDM Point Values			
			Home-End Uses	Commute-End Uses	Visit-End Uses	Other Uses
Programmatic TDM	TP13	Provide Ride-Share Programs	1	1	-	1
	TP14	Subsidize Public Transit Service Upgrade or Expansion	1 - 4	1 - 4	1 - 4	-
	TP15	Provide Targeted Behavioral Interventions	1 - 2	1 - 2	1 - 2	-
	TP16	Unbundle Parking Costs from Property Cost	1 - 2	-	-	-
	TP17	Provide Vanpool Incentives	1 - 4	1 - 4	1 - 4	-
	TP18	Provide Voluntary Travel Behavior Change Program	1 - 2	1 - 2	-	-
		User-Defined Measure	See note[2]	See note[2]	See note[2]	See note[2]

Source: City of San José Transportation Analysis Handbook, April 2023.
Notes:
[1] Projects located in an area with an established TMA are required to join the TMA.
[2] The TDM Point Value of a user-defined measure is subject to City staff's approval and determination.
[3] "-" indicates that the measure is not applicable for the corresponding land use type under the TDM Program.

Table 4
Annual Compliance and Monitoring Requirements

Type	Project Size	
	Level 1 (Annual Compliance)	Level 2 (Annual Monitoring)
Home-End Uses	• Single-family detached, single-family attached, or multi-family residential projects of 16 to 299 units	• Single-family detached, single-family attached, or multi-family residential projects of 300 units or more
Commute-End Uses	• Office projects of 10,001 to 149,999 square feet of gross floor area[1]; • Hotel or motel projects of 101-249 rooms; • Charter or private school projects of 250 or more students	• Office projects of 150,000 square feet of gross floor area[1] or more; • Hotel or motel projects of 250 rooms or more; • Charter or private school projects are exempt regardless of the number of students
Visit-End Uses	• Retail projects of 100,001 to 249,999 square feet of total gross floor area	• Retail projects of more than 250,000 square feet of gross floor area or more
Other Uses	• Industrial projects of 30,001 to 299,999 square feet or more of gross floor area	• Industrial projects of 300,000 square feet of gross floor area or more

Source: City of San José Transportation Analysis Handbook, April 2023.
Notes:
[1] For some commute-end uses that are measured in units other than gross floor area, the unit is converted to its equivalent in gross floor area. Exceptions are hotel/motel and charter/private school projects since their Level 1 size thresholds are based on the number of rooms and the number of students, respectively.

2. Transportation Facilities and Services

Transportation facilities and services that support sustainable modes of transportation include VTA bus routes, bicycle and pedestrian facilities. This chapter describes the existing facilities and services near the project site.

Transit Services

Existing transit services in the project vicinity are provided by VTA, ACE, and BART. In the project proximity, the VTA operates one light rail line (Orange Line), two local bus routes (Routes 20 and 44), and two frequent bus routes (Routes 60 and 77) and ACE operates the Violet Shuttle. Other bus routes serving the Milpitas Transit Center located approximately 0.5 miles north of the project site include Local Routes 47, 70, and 71, Frequent Route 66, and Limited-Stop Route 104. BART operates the Orange and Green Lines with services to the Milpitas Transit Center. The existing transit services in the project vicinity are shown in Figure 3. The headways during the commute periods for these transit services are summarized in Table 5.

VTA Light Rail Service

The VTA operates the light rail transit (LRT) line system that extends from south San Jose through downtown to the northern areas of San Jose, Santa Clara, Mountain View, Milpitas, and Sunnyvale. The Orange Line, which operates in the project area, runs from approximately 5:00 AM – 12:00 AM, with 15-minute headways during peak hours.

The Orange LRT line (Mountain View - Alum Rock) operates along Capitol Avenue in the project area. The Cropley LRT station is the closest station to the project site and is located just south of the Capitol Avenue and Cropley Avenue/Trade Zone Boulevard intersection, which is less than 0.5-mile walking distance from the project site. Sidewalks are present for the majority of the route, except for an approximately 800-foot segment along Trade Zone Boulevard between Lundy Avenue and just west of the BART track overcrossing, where pedestrians need to travel through parking lots of adjacent properties. Striped bike lanes exist on both sides of Lundy Avenue, Trade Zone Boulevard, and Capitol Avenue between the site and the station.

VTA Bus Service

The closest bus stop to the project site is located near the intersection of Lundy Avenue/Trade Zone Boulevard and is served by Frequent Bus Routes 60 and 77.

Table 5
Transit Services

Route	Route Description	Closest Stop to Project Site	Weekday Hours of Operation[1]	Headway[1]
Local Bus Route 20	Milpitas BART - Sunnyvale Transit Center	Trade Zone Blvd/Montague Exp Intersection	5:30 AM - 9:00 PM	30 min
Local Bus Route 47	Milpitas BART - Alder Station via McCarthy Ranch	Milpitas Transit Center	5:30 AM - 10:00 PM	30 min
Frequent Bus Route 70	Milpitas BART - Capitol Station via Jackson	Milpitas Transit Center	5:00 AM - 12:30 AM	15 min
Frequent Bus Route 71	Milpitas BART - Eastridge via White	Milpitas Transit Center	5:30 AM - 12:30 AM	15 min
Frequent Bus Route 77	Milpitas BART - Eastridge via King	Lundy Ave/Trade Zone Blvd Intersection	5:30 AM - 12:30 AM	15 min
Frequent Bus Route 60	Milpitas BART - Winchester Station via SJC Airport	Lundy Ave/Trade Zone Blvd Intersection	5:30 AM - 12:30 AM	15 min
Frequent Bus Route 66	North Milpitas - Kaiser San Jose	Milpitas Transit Center	5:00 AM - 12:00 AM	15 min
Limited-Stop Bus Route 104	Milpitas BART - Stanford Research Park	Milpitas Transit Center	6:00 AM - 8:00 AM (westbound), 4:00 PM - 6:00 PM (eastbound)	45 min AM, 30 min PM
ACE Violet Shuttle	Great America ACE Amtrak Station - South Milpitas	Lundy Ave/Trade Zone Blvd Intersection	6:00 AM - 10:00 AM (eastbound), 1:45 PM - 5:45 PM (westbound)	60 min
LRT Orange Line	Mountain View - Alum Rock	S. Milpitas Blvd LRT Station	5:00 AM - 12:00 AM	15 min
BART - Green Line	North San Jose - Daly City	Milpitas Transit Center	5:00 AM - 8:30 PM	15 min
BART - Orange Line	North San Jose - Richmond	Milpitas Transit Center	5:00 AM - 2:00 AM	15 min

[1] 1. Approximate weekday operation hours and headways during peak commute periods in the project area

Altamont Commuter Express (ACE) Violet Shuttle

The Altamont Commuter Express (ACE) Violet Shuttle operates from Santa Clara/Great America Station to East Milpitas during weekday peak hours. Eastbound service is provided during weekday mornings and westbound service is provided during weekday afternoons. The closest shuttle stop to the project site is located near the intersection of Lundy Avenue/Trade Zone Boulevard.

BART

BART operates the Orange and Green Lines with service to the Milpitas Transit Center located approximately 0.5 miles north of the project with approximately 15-minute headways during the commute periods. Access to the Milpitas Transit Center is provided by a trail head at the northern termini of Lundy Avenue.

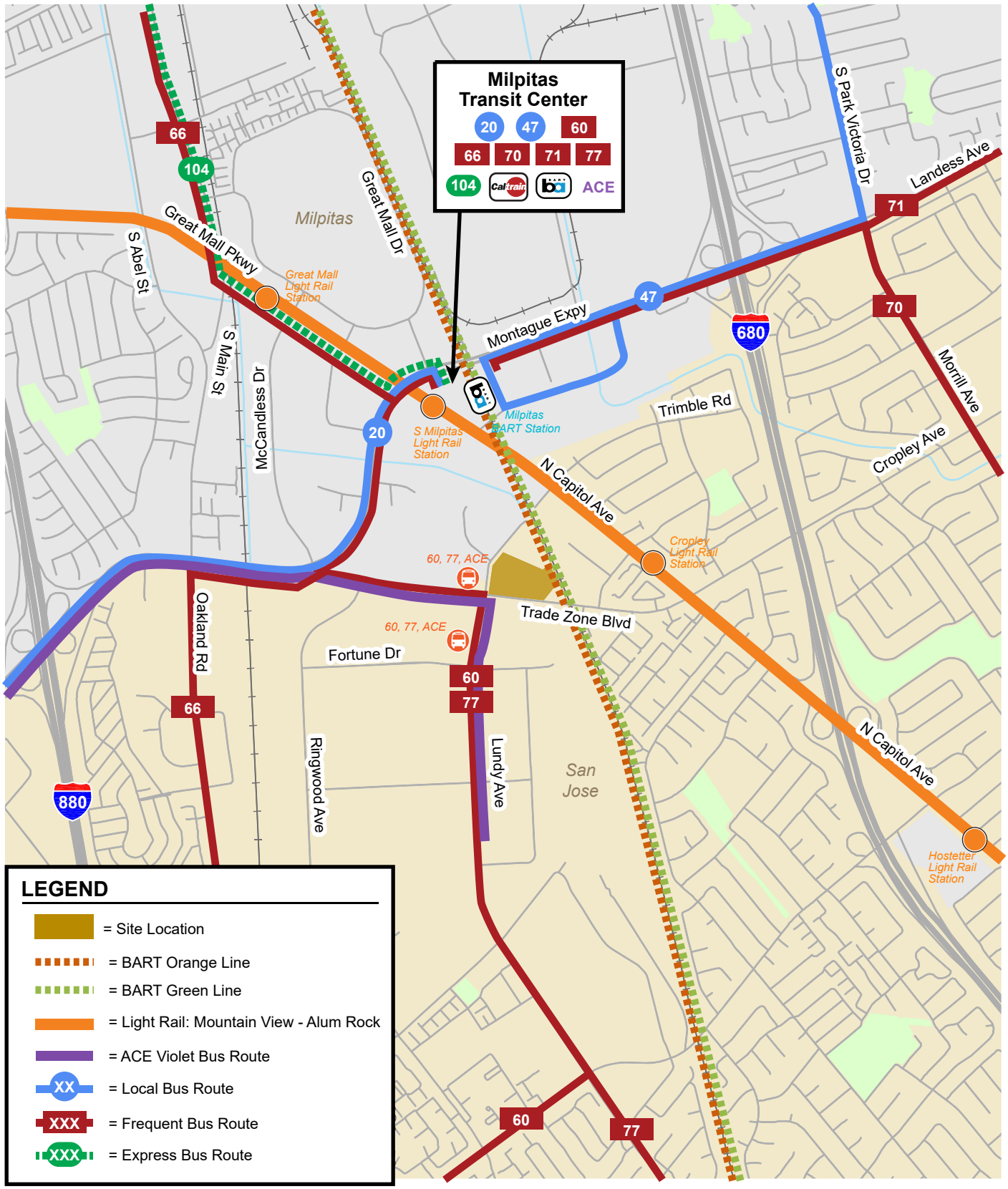

Figure 3
Existing Transit Services

Pedestrian and Bicycle Facilities

Existing Pedestrian Facilities

The overall network of sidewalks and crosswalks in the study area provides limited connectivity. There are gaps in the pedestrian routes between the project site and the nearest bus stops and LRT stations on Lundy Avenue, Montague Expressway, and Capitol Avenue. Sidewalks are missing along the following street sections between the project site and the nearest bus stops and LRT stations:

- West side of Lundy Avenue, between Trade Zone Boulevard and approximately 300 feet south of Trade Zone Boulevard.
- Both sides of Trade Zone Boulevard, between Lundy Avenue to approximately 900 feet east of Lundy Avenue

Crosswalks with pedestrian signal heads and push buttons are located at all signalized intersections in the study area. However, there are no crosswalks on the west leg of the Ringwood Avenue/Trade Zone Boulevard intersection and the west and south legs of the Trade Zone Boulevard/Montague Expressway intersection. While pedestrian signal heads and push buttons are present along all legs of the Lundy Avenue/Trade Zone Boulevard intersection, the existing pork-chop islands do not provide curb ramps for ADA access.

Existing Bicycle Facilities

The existing bicycle facilities in the project vicinity include Class II bike lanes and Class III bike routes (see Figure 4). Bike lanes are lanes on roadways designated for use by bicycles with special lane markings, pavement legends, and signage. Bike routes are existing streets that accommodate bicycles but are not separate from the existing travel lanes. Bike routes are typically designated only with signage or with painted shared lane markings (Sharrows) on a road that indicate to motorists that bicyclists may use the full travel lane.

Class II striped bike lanes are present in the following street segments in the project vicinity:

- Trade Zone Boulevard between Montague Expressway and Capitol Avenue, with sharrows on westbound Trade Zone Boulevard between Montague Expressway and Ringwood Avenue
- Ringwood Avenue between Trade Zone Boulevard and Murphy Avenue
- Lundy Avenue between Trade Zone Boulevard and Berryessa Road
- McCandless Drive along its entire length
- Capitol Avenue/Great Mall Parkway along its entire length in the project vicinity

There are no designated striped bike lanes or shared bike routes along the project frontage along Lundy Avenue. However, because this segment of Lundy Avenue carries relatively low traffic volumes, it is conducive to bicycle travel and connects bicyclists to the existing bicycle facilities.

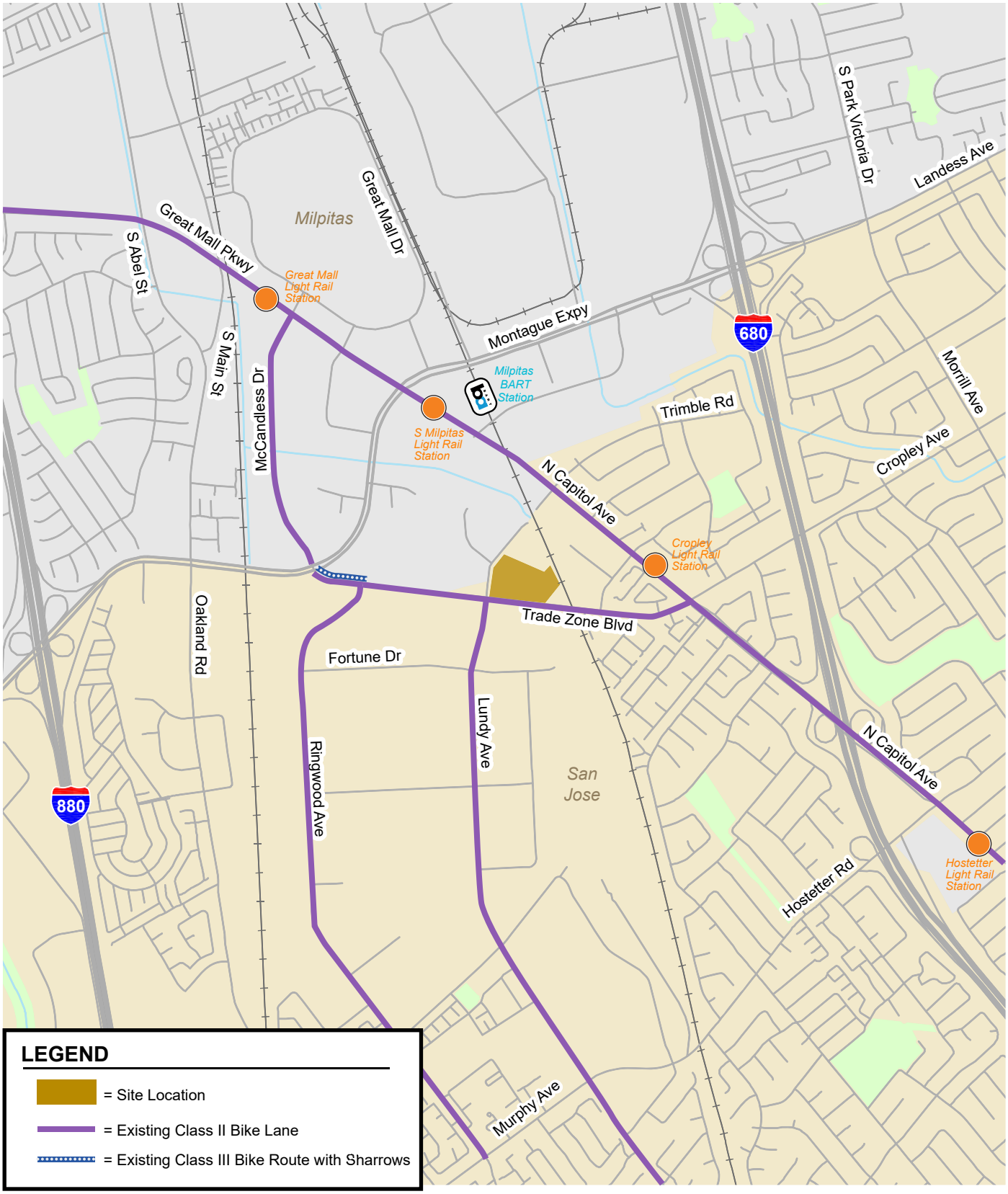

Figure 4
Existing Bicycle Facilities

NORTH
Not to Scale

3. Proposed TDM Measures

A project's TDM requirement is defined as a TDM Point Target, to be met by identifying and implementing a package of applicable TDM measures as part of an approved TDM plan. Applicable TDM measures are identified based on the project's proposed land uses. For a mixed-use project (a project with multiple land use components), a TDM Point Target is defined for each land use component of the project. TDM Point Targets are determined based on the land use category (home-end use, commute-end use, visit-end use, or other uses) of the proposed project and/or its components, listed in Table 2.

The proposed industrial use is considered an "other use" and is required to satisfy 5 TDM Points. The project proposes to implement the following TDM measures in order to achieve the 5 TDM Points goal:

- MI05: Provide Pedestrian Network Improvements (3 points)
- TP11: Provide Alternative Transportation Benefits (1 point)
- TP13: Provide Ride-Share Programs (1 point)

The point allocation for each of the TDM measures is identified in Table 6. A description of each TDM measure is provided below, along with the number of points earned from each measure. The City will check for compliance using the methods described with each measure. Annual monitoring and compliance requirements are discussed in Chapter 4.

Multimodal Network Improvements

MI05: Provide Pedestrian Network Improvements

Design, fund, and/or construct pedestrian network improvements beyond the project's frontage. Examples of pedestrian network improvements include:

- Wider sidewalks
- Sidewalk extensions (detached or attached)
- Public art
- High-visibility crosswalks
- Raised crosswalks
- Pedestrian scramble
- ADA-compliant curb ramps
- Leading pedestrian intervals at intersections
- Signal modifications
- Wayfinding signage
- Lighting

Table 6
TDM Point Targets by Land Use Category

Type	ID	Measure	Description/Implementation	Point Values
Multimodal Network Improvements	MI05	Provide Pedestrian Network Improvements	The project would contribute $397,257, or $3 per square foot for the proposed 132,419square feet of warehouse and production space, to fund pedestrian network improvements on a General Plan-designated Main-Street located within and beyond 1 mile of the project's frontage.	3
Programmatic TDM	TP11	Provide Alternative Transportation Benefits	The project would allow employees to exclude transit or vanpooling expenses from taxable income, up to the IRS limit.	1
	TP13	Provide Ride-Share Programs	The project would enroll all employees in the MTC's Bay Area Carpool and Vanpool Programs.	1
			Total TDM Points =	**5**

- Street trees and landscaping
- Green infrastructure for stormwater management
- Waste receptacles
- Parklets
- Protected bike lanes
- Traffic calming measures for achieving low traffic volume and speeds
- Passenger and commercial loading zones
- Vehicle metered parking; and
- Other features that improve the walking experience in the local community

- **Point Requirements:** TDM point values are based on the cost of pedestrian network improvements funded or constructed outside the project's property frontage and within one mile of the project site.

  Fund or perform the design and/or construction of pedestrian street improvements beyond and within 1 mile of the Project's property frontage, for a total cost equivalent to:

  - 1 Point: $1 per square foot of non-residential gross floor area.
  - 2 Points: $2 per square foot of non-residential gross floor area.
  - 3 Points: $3 per square foot of non-residential gross floor area.
  - 4 Points: $4 per square foot of non-residential gross floor area.

  To satisfy this measure, the project must improve at least one (1) General Plan-designated Main Street or Paseo within one mile of the site. The project must work with City staff to identify improvements for the selected street(s) based on the:

  - Move San José Plan
  - Multi-modal Transportation Improvement Plans (MTIPs)
  - Better Bike Plan 2025
  - Walk Safe San José Plan
  - Trail Master Plans
  - Vision Zero Action Plan
  - Emerging Mobility Action Plan

- Green Stormwater Infrastructure Plan
- Urban Village Plans
- Station Area Plans
- Complete Street Design Standards and Guidelines
- Fast Transit Program (VTA)
- Pedestrian Access to Transit Plan (VTA)
- Transit Passenger Environment Plan (VTA)
- Santa Clara Countywide Bike Plan (VTA)
- Complete Streets Studies (VTA)
- Measure B Transit Operations Program (VTA)
- Measure B Bicycle & Pedestrian Program (VTA), etc., as appropriate.

Based on the status of the selected street improvements, the project will opt to fund or perform conceptual designs, full designs, and/or construction of the selected improvements. All barriers to pedestrian access and interconnectivity must be minimized. Physical barriers such as walls, landscaping, and slopes that impede pedestrian access must be removed from the project design.

- **Project Implementation:** The project would contribute $397,257, or $3 per square foot for the proposed 132,419 square feet of industrial space, to fund pedestrian network improvements on a General Plan-designated Main-Street Primary Bike Facility Street located within and beyond 1 mile of the project's frontage. The monetary contribution can be used to construct improvements at the Lundy Avenue/Trade Zone Boulevard intersection that include the removal of the pork-chop island on the northeast corner of the intersection along with signal modification work which will improve pedestrian crossing safety at the intersection. ***3 points***.
- **Proof of Implementation:** City staff will provide comments on the project on possible improvement and funding options and ensure compliance with community values, citywide goals, and the City's and VTA's relevant design standards. City staff will confirm that the implemented improvements meet specified standards during a pre-occupancy inspection of the project. Upon approval, ongoing maintenance of all approved improvements contained within City rights-of-way will become the City's responsibility.

Programmatic TDM

TP11: Provide Alternative Transportation Benefits

Provide alternative transportation benefits to project employees, which may include financial subsidies or pre-tax deductions for transit, vanpooling, carpooling, bike-sharing, scooter-sharing, and car-sharing trips.

- **Point Requirements:** TDM point values are based on enrollment in ride-share programs.
  - 1 Point: Provide one (1) of the following subsidies for each project employee.
  - 2 Points: Provide two (2) of the following subsidies for each project employee.
  - 3 Points: Provide three (3) of the following subsidies for each project employee.
  - 4 Points: Provide four (4) of the following subsidies for each project employee.

    - Pre-tax deduction: Allow project employees to exclude transit or vanpooling expenses from taxable income up to the IRS limit.
    - Bike share: Subsidize annual/monthly membership and trip expenses, or $15/month, whichever is lower, for each project employee subscribed to Bay Wheels or other bike-share providers.
    - Scooter share: Subsidize annual/monthly membership and trip expenses, or $15/month, whichever is lower, for each project employee subscribed to scooter share providers.

  - Car share: Subsidize annual/monthly membership and trip expenses, or $15/month, whichever is lower, for each project employee subscribed to car share providers.
  - Mobility Wallet: Subsidize mobility wallet membership and expenses, or $15/month, whichever is lower, for each project employee. Available for project employees to purchase mobility wallets, including a package of transportation passes, vouchers, and credits for mobility options such as transit, bike share, scooter share, car share, etc.

  Commute-end uses with 50 or more employees must provide the selected subsidies via the MTC's Bay Area Commuter Benefits Program.

- **Project Implementation:** The project would allow employees to exclude transit or vanpooling expenses from taxable income, up to the IRS limit. Therefore, the project would receive ***1 point***.
- **Proof of Implementation:** Property owners must submit copies of active enrollment with a ride-matching platform and provide any informational materials distributed that describe the program as attachments to their annual TDM plan compliance forms.

TP13: Provide Rideshare Programs

Provide rideshare program for project residents/employees to match employees interested in carpooling or vanpooling who have similar commute patterns.

- **Points Requirements:**
  - 1 Point: Enroll all project employees in the MTC's Bay Area Carpool and Vanpool Programs (Merge) or other online ride-matching services that connect them through a secure network to post and search for shared rides.
- **Project Implementation:** The project would enroll all employees in the MTC's Bay Area Carpool and Vanpool programs. Therefore, the project would receive 1 ***point.***
- **Proof of Implementation:** Property owners must submit copies of invoices for all memberships, subsidy notices sent to beneficiaries, and any informational/promotional materials that describe available subsidies that have been provided to project employees as attachments to their annual TDM plan compliance forms.

4. TDM Plan Compliance and Monitoring

For the purpose of ongoing monitoring of compliance with and effectiveness of TDM measures, projects are classified into two levels based on size. Smaller projects are classified as Level 1 projects and large projects as Level 2 projects (see Table 4).

Based on the compliance and monitoring requirements, the proposed project is considered a Level 1 project. Level 1 projects that are required to provide at least one (1) programmatic measure as outlined in their TDM Plans are subject to annual compliance.

Annual TDM Compliance Form

After the project is occupied, it is required to verify that its programmatic measure(s) continue to be implemented for as long as the project maintains a Certificate of Occupancy. Every year, the project must submit a completed TDM Compliance Form and associated administrative fees to the City Department of Transportation. A TDM Compliance Form must include a summary of the following information about the project:

- **Project Size:** For residential, provide the number of for-sale/rental, market-rate/affordable, onsite/ off-site units and the number of bundled/unbundled/shared parking spaces. For commercial office/retail, provide the number of businesses and total gross square feet of office/retail space and the number of free/priced/shared parking spaces.
- **Point of Contact:** Provide the property address, the name of the property owner/association, and the contact person's name and information.
- **Documentation of Existing TDM Measures:** Report all ongoing programmatic measure(s), proof of implementation, and any changes from the original plan or past years. The proof of implementation for each proposed TDM measure is described in Chapter 3.

The first submission of the TDM Compliance Form is due within 30 calendar days of the 18-month anniversary of the issuance of the initial Certificate of Occupancy. Subsequent annual submissions are also due within 30 calendar days of that date. Upon five consecutive years of satisfactory submittals of the TDM Compliance Forms, the submittal requirement shifts to every three years. If, at any time, the project fails to demonstrate satisfactory compliance, the timeline will revert to the annual submittal schedule until the project again demonstrates five consecutive years of satisfactory compliance.

Table 7
Annual Compliance and Monitoring Requirements

Type	Project Size	
	Level 1 (Annual Compliance)	Level 2 (Annual Monitoring)
Home-End Uses	• Single-family detached, single-family attached, or multi-family residential projects of 16 to 299 units	• Single-family detached, single-family attached, or multi-family residential projects of 300 units or more
Commute-End Uses	• Office projects of 10,001 to 149,999 square feet of gross floor area[1]; • Hotel or motel projects of 101-249 rooms; • Charter or private school projects of 250 or more students	• Office projects of 150,000 square feet of gross floor area[1] or more; • Hotel or motel projects of 250 rooms or more; • Charter or private school projects are exempt regardless of the number of students
Visit-End Uses	• Retail projects of 100,001 to 249,999 square feet of total gross floor area	• Retail projects of more than 250,000 square feet of gross floor area or more
Other Uses	• Industrial projects of 30,001 to 299,999 square feet or more of gross floor area	• Industrial projects of 300,000 square feet of gross floor area or more

Source: City of San José Transportation Analysis Handbook, April 2023.
Notes:
[1] For some commute-end uses that are measured in units other than gross floor area, the unit is converted to its equivalent in gross floor area. Exceptions are hotel/motel and charter/private school projects since their Level 1 size thresholds are based on the number of rooms and the number of students, respectively.

Annual TDM Monitoring Report

The project is a smaller level 1 project, and is not subject to annual TDM monitoring.

Non-Compliance

A project that fails to meet satisfactory annual compliance or monitoring requirements is deemed not in compliance. In such cases, the project must submit a follow-up report that demonstrates compliance within a grace period, which typically does not exceed six (6) months from the date when the non-compliance status was determined. Penalties will be assessed by the City if the project is still not able to meet compliance or monitoring requirements by the end of the grace period. The City of San José shall withhold issuance of building, grading, demolition, foundation, use of land, and change of use permits, as well as issuance of certificates of occupancy for any properties that fail to comply with MMRP and the TDM program. All collected penalties will be used for the City's administrative costs related to the TDM program.