

Letter-of-Confirmation: Priority Development Area VMT Reduction Policies

Use this form to confirm intent to: adopt VMT-Reduction policies for an existing or new Connected Community PDA outside a High Resource Area. Policies can be PDA-specific or citywide. If you are unsure if your PDA is a Connected Community Outside a High Resource Area, review this [map](#).

Instructions: Review the detailed **Guidance on VMT-reduction Policy Options** appended to this form, then complete Sections 1 and 2, and include the form with your PDA Letter of Interest by May 31, 2020. Forms should be submitted by City Managers or Administrators.

For any questions, please contact pdas@bayareametro.gov.

1: GENERAL PDA INFORMATION

City or County: _____ Date: _____

PDA Name: _____

Staff Contact/Title: _____

Email: _____ Phone: _____

2: VMT REDUCTION POLICIES

Please check the appropriate boxes below to identify the policy option your jurisdiction has adopted, or intends to adopt, by 2025. For adopted policies, provide relevant documentation for the required policy action (see policy descriptions in following section).

VMT Reduction Policy Options	Intend to adopt	Anticipated Year	Adopted	Year
Option A				
A1. Parking and Transportation Demand Management (PTDM) Ordinance	<input type="checkbox"/>		<input type="checkbox"/>	
A2. Citywide Impact Fee	<input type="checkbox"/>		<input type="checkbox"/>	
Option B				
B1. Vision Zero/Safety Plan	<input type="checkbox"/>		<input type="checkbox"/>	
B2. Bicycle/Pedestrian Infrastructure Plan	<input type="checkbox"/>		<input type="checkbox"/>	
Option C				
Another policy or plan documented by research to achieve significant VMT reduction	<input type="checkbox"/>		<input type="checkbox"/>	

Name & Title:

Signature:

Date:

Connected Community Priority Development Areas (PDAs): VMT-Reduction Policy and Plan Elements

VMT-REDUCTION POLICY AND PLAN REQUIREMENTS

Connected Community Priority Development Areas must be served by a bus route with peak headways of 16- and 30-minutes on weekdays. Additionally, they must be located within High Resource Areas (HRA) or the local jurisdiction must develop a set of two Vehicle Miles Traveled (VMT)-reduction policies or plans.

Jurisdictions required to develop VMT reduction policies must pursue both of the VMT-reduction policies/plans listed under Option A or both from Option B. Because the policies and plans under each Option are designed to support each other, the sub-options should not be mixed and matched. The form to submit to MTC/ABAG to fulfill this requirement can be found [here](#).

- **Option A:**
 - A1. Parking and Transportation Demand Management (PTDM) Ordinance
 - A2. Transportation Impact Fee Study
- **Option B:**
 - B1. Vision Zero/Safety Plan
 - B2. Bicycle and Pedestrian Infrastructure Action Plan

To ensure that the selected policies and plans support VMT reduction, the following sections describe the elements that should be included in each of the products submitted to meet the Connected Community PDA requirements.

OPTION A

A1. PARKING AND TRANSPORTATION DEMAND MANAGEMENT (PTDM) ORDINANCE

The Parking and Transportation Demand Management (PTDM) ordinance, code update, or related policy must provide a framework for assessing VMT impacts and planning VMT mitigation strategies as part of the review and permitting process for both new residential and commercial developments. The framework should support and align with relevant General or Specific Plans and be compliant with [SB 743](#). The ordinance or code update can also include PTDM policies for new or existing employers in the city or county.

Important elements that a PTDM ordinance or code update must include, but are not limited to:

- Defining applicability, such as the number of residential units, square footage, FAR, or number of employees above which each policy applies
- Performance requirements, such as a percent reduction in single occupancy vehicle trips to a development or a target average vehicle occupancy for employee trips to an employer site

- Process for compliance, such as requiring the transportation impact review and submission of PTDM Plan or a Trip Reduction Plan early in the development review process (e.g., with development application submission, pre-construction condition for building permit)
- Options for compliance that provide flexibility and offer effective parking solutions (such as reduced parking requirements, parking pricing, and parking management) and trip reduction approaches (such as vehicle trip caps, multimodal infrastructure requirements, bicycle parking, carsharing, and transit passes)
- Process for monitoring and enforcement of PTDM compliance, and penalties for non-compliance

Example:

- San Francisco Transportation Demand Management Program
[http://library.amlegal.com/nxt/gateway.dll/California/planning/planningcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sync=1](http://library.amlegal.com/nxt/gateway.dll/California/planning/planningcode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1)

A2. TRANSPORTATION IMPACT FEE

A Transportation Impact Fee can provide a mechanism for funding multimodal infrastructure and other transportation improvements. To support the requirements of [SB 743](#) to assess and mitigate the VMT impacts of new residential and commercial developments, nexus studies can be conducted to establish impact fees to mitigate development-level VMT. Impact fees could be used to fund corridor-level and active transportation projects (e.g., transit improvements, bicycle and pedestrian infrastructure) in addition to intersection-level improvements.

Important elements of a Transportation Impact Fee include, but are not limited to:

- Assessment and description of transportation investment needs, which should be aligned with SB 743 mitigation measures
- Estimated costs of providing the transportation improvements and list of projects eligible for impact fee funding
- Analysis of different development types and associated fees for nexus study
- Recommended transportation mitigation impact fees and description of how the fees will be used
- Plan for publicly publishing the study and annual fee reports and updating impact fees

Example:

- East Palo Alto Transportation Fee Nexus Study
<http://www.ci.east-palo-alto.ca.us/DocumentCenter/View/4199>

OPTION B

B1. VISION ZERO/LOCAL ROAD SAFETY PLAN

A Vision Zero Plan or Local Road Safety Plan focused on improving pedestrian and bicycle safety should provide a framework for identifying, analyzing, and prioritizing safety improvements on local roads tailored to local issues and needs. It should help local agencies take a proactive approach to identifying safety improvement projects by completing a system-wide, data-driven analysis of collisions. A Local Road Safety Plan (LRSP) will be required to be eligible for future [Highway Safety Improvement Program](#) (HSIP) funding.

Important elements of a Vision Zero/Local Road Safety Plan include but are not limited to:

- Collision database development and proactive analysis of local collision data
- Identification of high-risk locations and collision patterns
- Identification and prioritization of system-wide; prioritization should identify “Quick-Build” or other types of rapid implementation projects that can be accomplished, along with longer-term countermeasures
- Development of metrics to help secure funding to address key safety issues identified in plan

The Vision Zero and Safety Plan activities will inform the Bicycle and Pedestrian Infrastructure Action Plan (B2).

Example:

- Marin County Travel Safety Plan: Systemic Safety Analysis
<https://www.marincounty.org/depts/pw/divisions/transportation/transportation/Roadway-Safety-Review>

B2. BICYCLE AND PEDESTRIAN INFRASTRUCTURE ACTION PLAN


The Bicycle and Pedestrian Infrastructure Action Plan should be a set of near-term improvements that align with a jurisdiction’s longer-term plans (e.g., Bicycle, Pedestrian, Active Transportation, Vision Zero Safety, Transportation, First/Last Mile, Corridor, PDA, or Specific Plan). In contrast to conventional Plans, the Action Plan should focus on near-term (primarily with a 1-3 year implementation timeframe, and within 5 years at the maximum) or quick-build infrastructure improvements for people biking, walking, or scooting. It should identify the timeline and path forward to bring high-priority projects to construction or implementation. For two-wheeled improvements, the action plan should prioritize Class 2 or better bikeways rather than Class 3 bikeways (mixed traffic, non-residential roadway with “sharrows” and without traffic calming measures). The Vision Zero and Safety Plan activities will inform this Bicycle/Pedestrian Infrastructure Action Plan. In addition to stand-alone actions, Plans are encouraged to include actions that incorporate bicycle/pedestrian safety into other local processes, such as pedestrian signal timing adjustments, integration of striping that increases bike/ped safety into paving contracts, establishment of new high-visibility crosswalk standards, inter-agency coordination around school safety, etc.

Important elements of a Bicycle and Pedestrian Infrastructure Action Plan include but are not limited to:

- Projects based on objective criteria from a previous plan or plans including collision data
- Projects costs and funding identification
- Preliminary design, which adheres to guidelines for on-and-off-street facilities, such as NACTO, FHWA, AASHTO, Bay Trail Design Guidelines
- Outreach plan
- Implementation timeline
- Public status reporting plan

Example:

- SFMTA 2019 Bike Program Report
<https://www.sfmta.com/getting-around/bike/bike-reports-plans-and-documents>



Local jurisdictions can propose a policy or plan not listed above to replace one of the sub-options. However, it must be documented by research to significantly reduce VMT and must complement the other policy or plan selected for implementation. The proposed activity is subject to approval by ABAG-MTC.

Letters of Confirmation for Connected Community PDAs (not located in High Resource Areas) are due by January 16, 2020. To find the Letter of Confirmation and other resources, click [here](#).