

# 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 Description of VMT-reduction Policy Options** beginning on page 3 of this form, then complete Sections 1 and 2, and send the form and any attachments to [pdas@bayareametro.gov](mailto:pdas@bayareametro.gov) by **July 31, 2023**. Forms should be submitted by City Managers or Administrators.

For any questions, please contact [pdas@bayareametro.gov](mailto: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 2026. 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:**

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## **Description of VMT Reduction Policy Options**

### **Option A. Vehicle Trip Management: (A1) PTDM Ordinance and (A2) Impact Fee**

These two policies support the requirements under Senate Bill 743 (SB 743) by providing an approach to mitigate the vehicle trips generated by new development in the PDA and establish a revenue source to fund the mitigations. SB 743 requires cities to shift from level of service (LOS) to vehicle miles traveled (VMT) for transportation impact analysis under CEQA.

#### **A1. Parking and Transportation Demand Management Ordinance**

*Action: Adopt, enforce, and monitor a Parking and Transportation Demand Management (PTDM) ordinance or amend existing municipal code to include PTDM requirement, and incorporate the policy into the initial steps of the development review/entitlement process.*

A Parking and Transportation Demand Management (PTDM) Ordinance or PTDM amendments to existing municipal codes defines a local jurisdiction's set of strategies to reduce vehicle miles traveled associated with new development projects, and establish a process for compliance. The ordinance should address both parking policies and TDM options, which, when paired together, can reduce the demand for driving and parking and shift travelers to other modes. The ordinance would define how a developer, employer, and/or property manager would plan and implement strategies to reduce vehicle trips to and from the development (e.g., transit subsidies, unbundled parking, bikeshare and carshare stations, revised minimum parking requirements. etc.) and how the PTDM program will be monitored and enforced.

Examples:

- Palo Alto, Parking and Loading Requirements: [http://library.amlegal.com/nxt/gateway.dll/California/paloalto\\_ca/title18zoning\\*/chapter1852parkingandloadingrequirements?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:paloalto\\_ca\\$anc=JD\\_Chapter18.52](http://library.amlegal.com/nxt/gateway.dll/California/paloalto_ca/title18zoning*/chapter1852parkingandloadingrequirements?f=templates$fn=default.htm$3.0$vid=amlegal:paloalto_ca$anc=JD_Chapter18.52)
- South San Francisco, Transportation Demand Management: [http://www.qcode.us/codes/southsanfrancisco/view.php?topic=20-20\\_400&frames=on](http://www.qcode.us/codes/southsanfrancisco/view.php?topic=20-20_400&frames=on)
- San Francisco, TDM Ordinance Resolution: <https://sfenvironment.org/policy/resolution-in-support-of-the-transportation-demand-management-ordinance>; Planning Code, Section 169 Transportation Demand Management Program: [http://library.amlegal.com/nxt/gateway.dll/California/planning/planningcode?f=templates\\$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)
- Oakland, Modernizing Transportation Impact Review: <http://www2.oaklandnet.com/government/o/PBN/OurOrganization/PlanningZoning/OAK060501>

## **A2. VMT Mitigation Impact Fee**

*Action: Establish an impact fee program to fund the transportation improvements needed to mitigate direct and cumulative VMT impacts from development in the PDA or Citywide, informed by a nexus and fee study.*

Impact fees have long been assessed on developers to mitigate transportation impacts from new development to fund roadway capacity increases to reduce congestion and improve LOS. Under SB 743, there is an opportunity to revise the way impact fees are assessed on new developments to enable transportation improvements consistent with the development's VMT impacts and facilitate project-level VMT mitigation as part of a larger VMT-reduction strategy (e.g., active transportation infrastructure, transit improvements, etc.).

Example:

- Pasadena, Traffic Reduction and Transportation Impact Fee (based on VMT):  
[http://ww2.cityofpasadena.net/councilagendas/2017%20Agendas/Jul\\_24\\_17/AR%2018%20ATTACHMENT%20B.pdf](http://ww2.cityofpasadena.net/councilagendas/2017%20Agendas/Jul_24_17/AR%2018%20ATTACHMENT%20B.pdf)

## **Option B. Bicycle and Pedestrian Improvements: (B1) Vision Zero Policy and (B2) Bike/Pedestrian Infrastructure Plan**

The policies included in Option B work in concert to shift people from driving to walking, biking, or other more active modes to ensure a community provides safe, high-quality bicycle and pedestrian facilities. Surveys have found that over half of all adults in metro areas are “interested but concerned” about biking; that is, they are curious about biking and would like to bike more, but “they are afraid to ride” without good bicycle infrastructure.<sup>1</sup> Similarly, walkable neighborhoods that support safe access to transit stops and destinations are essential to encouraging increased walking.

### **B1. Vision Zero/Safety Plan**

*Action: Develop and adopt a Vision Zero/Safety Plan.*

Vision Zero policies and Safety Plans provide action-oriented approaches to making travel safer for people, particularly bicyclist and pedestrians. A Vision Zero policy establishes a local jurisdiction's commitment to eliminate all traffic deaths by a target deadline and defines the policies and actions the jurisdiction will follow to meet that goal. A Safety Plan identifies actionable strategies such as: investing in safety treatments in high injury areas (e.g., safer bicycle and pedestrian facilities, modified street design to prevent speeding, improved lighting at bicycle-pedestrian crossings); employing equitable and data-driven enforcement strategies that focus on the most dangerous

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<sup>1</sup> Jennifer Dill and Nathan McNeil, “Revisiting the Four Types of Cyclists: Findings from a National Survey,” *Transportation Research Record: Journal of the Transportation Research Board*, 2587: 90-99, 2016. See <https://jenniferdill.net/types-of-cyclists/>

driving behaviors; and evaluating progress toward achieving established Vision Zero goals and targets. These safety measures must be data driven, requiring the regular collection and analysis of data to understand the issues and prioritize solutions based on evidence. The Vision Zero and Safety Plan activities will inform the Bicycle/Pedestrian Infrastructure Action Plan (B2).

Examples:

- San Mateo, Sustainable Streets Plan (includes Vision Zero): <https://www.cityofsanmateo.org/DocumentCenter/View/63263/Sustainable-Streets-Plan?bidId=>
- Fremont, Vision Zero 2020: <https://fremont.gov/2594/Fremont-Vision-Zero-2020>
- San Jose, Vision Zero: <http://www.sanjoseca.gov/VisionZero>
- San Francisco, Vision Zero SF: <https://www.visionzerosf.org/>

## **B2. Bicycle/Pedestrian Infrastructure Action Plan**

*Action: Develop a short-term action plan that prioritizes planning and implementation of Class II or better bike infrastructure and safe, pedestrian-scaled streets, and provides a timeline and funding plan for implementation of the infrastructure.*

Local jurisdictions should develop a plan for Class II or better bikeways and pedestrian infrastructure improvements. Class II bikeways are bike lanes with pavement striping and signage that separate a portion of a roadway for bicycles (or micromobility and electric assisted mobility devices, such as scooters and wheelchairs); these may be further separated from adjacent traffic lanes with higher speeds or volumes as a buffered bike lane.<sup>2</sup> Pedestrian-centered improvements include sidewalk connectivity, crosswalks, signals, and wayfinding signs. Oftentimes, local Complete Streets policies include these types of bike- and pedestrian-supportive elements. This plan should be informed by the Safety Plan (B1), ensuring that the action plan prioritizes infrastructure and design measures identified in the safety plan.

The short-term action plan should also include an implementation approach, defining the funding plan and proposed timeline for implementation (five years or less).

Examples:

- San Rafael, 2018 Bicycle and Pedestrian Master Plan (includes implementation actions in Next Steps): <https://www.cityofsanrafael.org/bicycle-pedestrian-master-plan/>
- Oakland, 2019 Bike Plan (includes implementation actions in Next Steps): <https://www.oaklandca.gov/projects/lets-bike-oakland-oaklands-bike-plan>; 2017 Pedestrian Plan (includes implementation actions in Recommended Actions): <https://www.oaklandca.gov/resources/pedestrian-plan-update>
- Fremont, 2018 Bicycle Master Plan (includes implementation actions in Near-Term Implementation Plan): <https://fremont.gov/3151/Bicycle-Master-Plan>

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<sup>2</sup> See Caltrans (July 2017) Guide to Bikeway Classification: [http://www.dot.ca.gov/d4/bikeplan/docs/caltrans-d4-bike-plan\\_bikeway-classification-brochure\\_072517.pdf](http://www.dot.ca.gov/d4/bikeplan/docs/caltrans-d4-bike-plan_bikeway-classification-brochure_072517.pdf)

- San Francisco, SFMTA 2013-2018 Bicycle Strategy: <https://www.sfmta.com/reports/sfmta-2013-2018-bicycle-strategy-0>
- Santa Monica, Bike Action Plan: <https://www.smgov.net/Departments/PCD/Plans/Bike-Action-Plan/>; Pedestrian Action Plan: <https://www.smgov.net/Departments/PCD/Plans/Pedestrian-Action-Plan/>

**Option C: Another policy or plan documented by research to achieve significant VMT reduction**

*Action: Provide a detailed description of the policy or plan, which should include details of how it will be implemented and result in VMT reduction, along with the amount of expected VMT reduction.*

The local jurisdiction can propose another policy or plan that will significantly reduce VMT in the PDA. The description should include the implementation approach or plan (e.g., timeline, funding plan) and should clearly explain how the policy or plan is appropriate for the PDA context; for example, typically planning for carshare will *not* be well-utilized in an area with high vehicle ownership and sufficient parking supply. The documentation should also include the expected amount of VMT reduction, with references to research relevant to the PDA context.