

Village of Sag Harbor

Transportation Demand Management

Draft Recommended Code Provisions

Updated February 4, 2021

Introduction

The draft Transportation Demand Management (TDM) provisions outlined below are recommended to be applied to properties within the Village Business (VB), Waterfront (WF), and Office (OD) Districts as a technique to support a reduction in the number of off-street spaces and truck loading required per § 300-9.6D through the preparation and approval of a TDM Plan. The TDM provisions are proposed to be inserted to Chapter 300, Zoning of the Village Code.

Recommended Code Provision

Section X. Transportation Demand Management

X.X.1. General

A. A Transportation Demand Management Plan (TDM Plan) may be submitted to support reduction in number of off-street spaces and truck loading per § 300-9.6D, Off-street parking and truck loading. Any off-street minimum parking requirement required by § 300-9.6D remains in effect and controlling, except where a TDM Plan is approved for supported reduction of off-street parking and truck loading in accordance with this section.

B. A TDM Plan must be prepared by a qualified professional with demonstrated experience in transportation planning, traffic engineering, or comparable field. The TDM must reference a comprehensive parking utilization study of nearby parking which analyzes weekday, evening, weekend use of parking and turnover.

C. A TDM Plan must be reviewed and approved, approved with conditions, or disapproved by the Planning Board. No building permit may be granted prior to either a determination of compliance with § 300-9.6D, approval of a TDM Plan, or combination of the two.

X.X.2. TDM Plan Objectives

A TDM Plan must identify the project's estimated travel demand, Transportation Demand Management (TDM) strategies, documentation of available underutilized parking for peak use hours of the proposed use within 1,000 feet of the subject property, modal share objectives, and travel demand accommodations. As appropriate to the use and location, TDM strategies may include, but are not limited to, the following:

- A. As a first order of priority, a project must consider alternative parking strategies for any travel demand not met on-site, such as:
1. Shared parking arrangements by written contract, within 1/4 mile (1,320 feet) of the subject building entrance.
 2. Designated remote parking with valet and/or shuttle services.
- B. Where alternative parking strategies are exhausted, a project may consider TDM strategies, such as:
1. Unbundled parking (i.e., market rate paid parking) for site users.
 2. Enhanced pedestrian facilities (beyond the minimum required).
 3. Enhanced bicycle parking and services (above any minimum required).
 4. Development of car-share and bike-share services and facilities, where available.
 5. Development of carpooling or vanpooling programs or benefits.
 6. Free or subsidized transit passes or transit-to-work shuttles.
 7. Guaranteed ride home (GRH) programs.
 8. Provision for alternative work schedules (i.e., flextime, compressed work week, staggered shifts, telecommuting).
 9. Roadway improvements adjacent to the site that will help encourage transportation alternatives.

X.X.3. TDM Plan Submittals

A TDM Plan must include the following information:

A. Project Information. The following project information must be included:

1. Project name and address.
2. Owner name, address, and contact.
3. Preparer name, address, and contact.
4. General project description.

B. Site Description. A site description consisting of narrative, maps, and other information, presented in a clear and legible format, including sources and dates, must address the following:

1. Land Use. Existing and proposed land use (e.g., residential, commercial, industrial, etc.) and gross floor area and number and type of residential units (i.e. studio, one-bedroom, two-bedroom, three-bedroom, etc.), if any, associated with on-site buildings.
2. Users. Existing and proposed number of employees, residents, visitors, etc., associated with the project.
3. Zoning. Current zoning of the project site.
4. Transportation. Maps and tables showing the following within ¼ mile (1,320 feet) of the project:
 - a. Location and quantity of on-street and off-street public parking, including any associated time-limits or user-limits (parking permits).
 - b. Location of pedestrian, bicycle, and transit infrastructure, including any planned but not yet built infrastructure.

C. Travel Demand Estimate. The project's estimated travel demand, expressed in vehicular trips, person trips, and parking demand, must be determined per the latest editions of the *ITE Trip Generation Manual*, *ITE Trip Generation Handbook*, and *ITE Parking Generation*. Estimated travel demand may be adjusted to account for mixed-use projects and projects located in compact urban areas, per the above policy guidance.

D. TDM Strategies. TDM strategies must be identified to reduce single-occupancy vehicle trips, reduce vehicle miles traveled by project users, maximize efficient use of nearby parking and transportation facilities, and promote transportation alternatives such as walking, cycling, ridesharing, and transit. These strategies may include any of those listed in Section 5.4.2, or any other research-proven strategy for achieving the aforementioned policy objectives. The impact of such TDM strategies, expressed in an assumed percentage decrease of vehicle trips and parking demand, respectively, must be identified and demonstrated based upon employees or intended market that the TDM strategies if implemented will reduce parking demand. Assumptions must be supported by evidence provided by the applicant based on prior experience or projects, published literature, or guidance from professional transportation experts, with sources and case studies included.

E. Modal Share Objectives. Taking into account the travel demand estimate and assumed impact of TDM strategies, the project's modal share objectives (percentage of trips by vehicle, cycling, and transit and walking) must be identified.

F. Travel Demand Accommodations. The TDM Plan must detail how the anticipated travel demand for the project, as expressed in the modal share objectives, will be met:

1. Vehicle Parking Accommodations

a. Vehicle Parking Demand. The amount of vehicle parking the proposed project must accommodate is based on the modal share objectives.

b. Accommodations. The TDM Plan must detail how the parking for the proposed project will be met on-site and/or off-site, including the number of on-street spaces, off-street spaces, shared parking arrangements, and ADA accessible spaces as required by law.

c. Public Parking Facilities. Any applicant that proposes to utilize on-street and/or off-street public parking facilities to meet their modal share objective must conduct a parking utilization count. The parking utilization count must be included with the TDM Plan and meet the following requirements:

i. Study Area. The maximum area that can be considered for the utilization count, if not providing valet or shuttle service, is defined as a ¼ mile (1,320 feet) from the proposed project site.

ii. Parking Infrastructure. Data collected must include the location and quantity of any public or private parking space(s) that is being considered for accommodating the site's modal share objective. Data collected must include documentation of any regulatory parking signage and/or parking fees.

iii. Utilization Counts. Utilization counts must be completed during the peak hour(s) and days associated with each land use of the proposed project. Peak hours associated with various land uses are provided in *ITE Trip Generation Manual* (latest edition). Utilization counts must be completed for at least two counting periods per land use.

d. Shared Parking. If off-site shared parking is utilized to meet the modal share objectives for the proposed project in whole or in part, the TDM Plan must include documentation that provides evidence of compliance. Evidence may include, but is not limited to, executed agreements with a third party parking provider, or other documentation deemed appropriate by the Planning Board. Evidence must also specify the number of parking spaces being provided to meet the estimated parking demand. If on-site shared parking is utilized to meet the model share objectives, the applicant must demonstrate that one or more such land uses will be generating a demand for parking spaces primarily during periods when the other land use or uses is not or are not in operation, the Planning Board may reduce the total parking spaces required by up to 100% of the parking spaces required for that use with the least requirement.

2. Bicycle, Transit, and Pedestrian Accommodations

a. Bicycle Parking. The TDM Plan must meet the bicycle parking standards of Section X.X, Bicycle Access, and detail how those bicycle parking spaces will be accommodated by the proposed project. If a TDM Plan includes TDM strategy to offer bicycle parking accommodations above the minimum required, the plan must detail such accommodations.

b. Transit and Pedestrian Access. The TDM Plan must meet the pedestrian access standards of Section X.X, Pedestrian Access. If a TDM Plan includes TDM strategy to offer transit and/or pedestrian accommodations above the minimum required, the plan must detail such accommodations.

G. Implementation. The implementation timeframe for each TDM strategy must be included for the project:

1. If the TDM Plan includes physical site improvements, these strategies must be implemented by the applicant or property owner at the time of the issuance of the certificate of occupancy.
2. If the TDM Plan includes any programmatic element, these strategies must be implemented by the applicant or property owner within six (6) months of the issuance of the certificate of occupancy.

H. Commitment Statement. A signed commitment statement from the property owner must be submitted, acknowledging the following:

1. Responsibility and cost associated with the TDM Plan's implementation and maintenance will be the responsibility of the property owner.
2. The property owner will ensure the implementation of all of the elements included within the TDM Plan as approved by the Planning Board within the required timeframes.
3. The property owner will maintain records associated with the implementation and maintenance of the TDM Plan.
4. The property owner will allow the Village to inspect TDM facilities included in the approved TDM Plan and to audit any TDM implementation and maintenance records.
5. The property owner will notify the Village within 30 days prior to any change in ownership of the property subject to the approved TDM Plan.

I. Verification Statement. The TDM Plan must include a verification statement signed by the preparer that includes the following:

1. A brief description of the preparer's credentials and experience related to transportation planning, transportation engineering, or comparable field.

2. Verification that the TDM Plan was prepared in compliance with this Overlay.

X.X.4. TDM Plan Standards

In making its decision to approve, approve with conditions, or disapprove the project, the Planning Board must make written findings of fact on the following matters:

A. The project includes performance objectives to minimize single-occupancy vehicle trips and maximize the utilization of transportation alternatives to the extent practicable, taking into account the opportunities and constraints of the site and the nature of the development.

B. The project meets the anticipated travel demand without placing an unreasonable burden on public infrastructure or unreasonably interfering with the use, enjoyment, and convenience of the surrounding neighborhood.

X.X.5. Planning Board Policies

The Planning Board may establish policy guidance, not in conflict with this Overlay, to assist in its assessment of TDM Plans. Any policy guidance must be approved by the Board of Trustees.

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