

## Transportation Demand Management (TDM) Guidelines

Burlington's Comprehensive Development Ordinance contains TDM standards for developments of a certain size and scope as noted in Sec. 8.1.16. The TDM standards contain four primary pieces:

- Outreach and Education
- TDM Strategies
- Parking Management
- TDM Agreement

Note that smaller projects creating 5 to 9 dwelling units only need to unbundle the cost of parking from leases or deeds (under Parking Management below).

A TDM plan must be implemented for at least 10 years following project completion and includes annual reporting requirements to the City. Residents, employees, and future owners of a property must be notified in writing of the TDM plan and its requirements.

### Outreach and Education

- Outreach and education is intended to make employees and/or residents aware of available TDM strategies and how to utilize them.
- A Transportation Coordinator must be designated.
  - This is someone who oversees and administers educational and outreach efforts with employees and/or residents of a particular development. The coordinator is also responsible for ongoing record-keeping related to TDM activities offered and rates of participation. The individual may be a resident, employee, or staff of a local Transportation Management Association (such as CATMA).

### TDM Strategies

- Car share memberships must be offered for free to all residents and/or employees for 2 years and discounted at 50% for every year thereafter. Contact CarShare Vermont directly to discuss this strategy. [www.carsharevt.org](http://www.carsharevt.org) | [annie@carsharevt.org](mailto:annie@carsharevt.org)
- GMT Transit passes must be offered for free to all residents and/or employees for 1 year and discounted at 50% for every year thereafter. Additional discounts may be available through GMT. Contact GMT directly to discuss this strategy. [www.ridegmt.com](http://www.ridegmt.com) | [jamie@ridegmt.com](mailto:jamie@ridegmt.com)
- In the alternative, membership with a Transportation Management Association (TMA) offering equivalent or better TDM strategies may be acceptable. No local TMA presently offers free or 50% discounted carshare memberships or free GMT transit passes. Contact CATMA directly to discuss this strategy which includes TDM program develop, suite of TDM services, discounted GMT passes, annual survey, tracking and reporting. [www.catmavt.org](http://www.catmavt.org) | [sandy@catmavt.org](mailto:sandy@catmavt.org)

**Parking Management** (only applicable where parking is made available for a development)

- Annual studies of parking utilization for a particular development are required. These are intended to show actual parking demand and how the TDM plan affects that demand over time.
- Except for inclusionary housing units (i.e. permanently affordable), the cost of parking must be un-bundled from all residential and non-residential leases and deeds. Parking shall be made available at market rate.
- Priority parking spaces are required for bikes, scooters, and motorcycles. Priority parking spaces are also required for ADA accessible spaces and car share vehicles. Provision of car share spaces is dependent on an agreement with a car share provider. Carpool spaces may be required for non-residential uses.

**TDM Agreement**

- Applicants for all developments needing a TDM Plan are provided with a TDM Agreement form for review and signature that outlines and acknowledges the city's TDM standards.
- Annual reports shall be filed with the Zoning Division of the Department of Permitting & Inspections that address:
  - TDM measures offered & rates of participation
  - How the TDM strategies are being implemented
  - Rates of parking utilization (for developments containing parking)
- Failure to maintain the TDM plan for at least 10 years is a zoning violation.

**Still have questions? Contact the Zoning Division at 802-865-7188 or check for individual contact information on the personnel page: [www.burlingtonvt.gov/DPI/Personnel](http://www.burlingtonvt.gov/DPI/Personnel)**