

## Commercial Parking TDM Plan

This form is only for facilities with 20 or more total parking spaces that are eligible for conversion to commercial parking under Flexible Parking Corridors regulations. To submit this form for review or request help completing it, email Ryan McKinnon, PTDM Officer, at [rmckinnon@cambridgema.gov](mailto:rmckinnon@cambridgema.gov).

### Facility Information

Name and address of parking facility: \_\_\_\_\_

Location of parking facility according to Assessing Department: Block No. \_\_\_\_\_ Lot No.(s) \_\_\_\_\_

Name and address of property owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Was this parking facility existing as of 12/23/2024? ☐ Yes ☐ No

If approved, do you expect to operate this facility as a commercial parking facility for less than 4 years? ☐ Yes ☐ No

Proposed # of parking spaces in the facility

Assume no spaces are used to satisfy TDM requirements

\_\_\_\_\_ Commercial (available to the public for a fee)

+ \_\_\_\_\_ Other

= \_\_\_\_\_ Total

Type of facility

☐ Surface lot

☐ Garage

The TDM measures listed on this form have been selected to enable quick approval of Commercial TDM Plans for facilities along Flexible Parking Corridors. A summary of the pre-selected TDM measures is available in Table 1. Details for each TDM measure are provided on the following pages.

Table 1. Summary of pre-selected TDM Measures by facility size.

# <u>commercial spaces</u>	Section 1 (select all)	and Section 2 (choose one)
19 or fewer	<ul style="list-style-type: none"><li>Charge market rate parking fees</li></ul>	N/A
20-60	<ul style="list-style-type: none"><li>Charge market rate parking fees</li></ul>	<ul style="list-style-type: none"><li>Provide space for Bluebikes station OR</li><li>Install bike parking OR</li><li>Bike parking/Bluebikes contribution</li></ul>
61-100	<ul style="list-style-type: none"><li>Charge market rate parking fees</li><li>Bike parking/Bluebikes contribution</li></ul>	<ul style="list-style-type: none"><li>Provide space for Bluebikes station OR</li><li>Install bike parking OR</li><li>Additional bike parking/Bluebikes contribution</li></ul>
101+	<ul style="list-style-type: none"><li>Charge market rate parking fees</li><li>Provide space for Bluebikes station</li><li>Bike parking/Bluebikes contribution</li></ul>	N/A

## TDM Measures

The property owner commits to implementing the following TDM measures, subject to approval by Cambridge DOT.

*Instructions: In each section below, select TDM measures according to the number of proposed commercial parking spaces for your facility.*

### Section 1: Check all that apply, based on your facility size and/or plans to operate temporarily

#### All facilities

☐ **Charge market rate parking fees**

Facility will charge at least market rate for parking. To determine market rate, survey all parking available to the public within a ½-mile radius of the site to determine the median price for parking.

#### All facilities that expect to operate on a temporary basis (less than four years):

☐ **Communications**

Provide information about the expected length of time the facility will operate:

- With abutter notifications for any permit or license needed for the facility,
- In any advertisement before opening, within 6 months of opening, and within 6 months of closing, and
- At the entrance to the facility.

#### Facilities with at least 61 commercial parking spaces

☐ **Bike parking/Bluebikes contribution**

Contribute \$500 per commercial parking space over 60 to the City's bike parking fund or Bluebikes fund.

( \_\_\_\_\_ - 60) x \$500 = \_\_\_\_\_

# of proposed commercial parking spaces

Subtotal contribution A

- Cambridge DOT will determine how much of the contribution to allocate to each fund at approval.
- The contribution is due within 120 days of commercial parking permit issue, unless the City agrees to a different schedule.

#### Facilities with at least 101 commercial parking spaces

☐ **Provide space for a Bluebikes station**

*If selected, attach a parking layout plan.*

Offer 5 parking spaces or other on-site space to be used to site a Bluebikes station with up to 24 docks.

This measure is subject to approval by Cambridge DOT and requires a license agreement with Bluebikes if approved.

- Cambridge DOT will determine the number (up to 5) and location of parking spaces, if any, that are suitable for a Bluebikes station. If approved, the facility owner must physically block vehicle access to the spaces to be used for the Bluebikes station until the station is installed.
- Other (non-parking) space on the site may be acceptable for a Bluebikes station in place of parking spaces. If you would like to suggest an on-site, non-parking area, please identify it on your attached parking layout plan.
- If DOT declines to site a Bluebikes station at the facility, the facility must choose a replacement TDM measure in consultation with DOT and resubmit this form.

**Section 2: For facilities with 20-100 commercial parking spaces, choose one from the box that matches your facility size**

Facilities with 20-60 commercial parking spaces (choose one)

☐ **Provide space for a Bluebikes station**

*If selected, attach a parking layout plan.*

Offer 3 parking spaces or other on-site space to be used to site a Bluebikes station with up to 16 docks. This measure is subject to approval by Cambridge DOT and requires a license agreement with Bluebikes if approved.

- Cambridge DOT will determine the number (up to 3) and location of parking spaces, if any, that are suitable for a Bluebikes station. If approved, the facility owner must physically block vehicle access to the spaces to be used for the Bluebikes station until the station is installed.
- Other (non-parking) space on the site may be acceptable for a Bluebikes station in place of parking spaces. If you would like to suggest an on-site, non-parking area, please identify it on your attached parking layout plan.
- If DOT declines to site a Bluebikes station at the facility, the facility must choose a replacement TDM measure from this section (or in consultation with DOT) and resubmit this form.

☐ **Install bike parking**

*If selected, attach a parking layout plan.*

Purchase and install up to 10 bicycle racks (20 bicycle parking spaces) that meet the requirements of the [City of Cambridge Bicycle Parking Guide](#), taking up no more than 3 or X parking spaces (X = 0.05 x proposed number of commercial parking spaces, round down), whichever is lower. The bike parking must be made available to the public.

- Cambridge DOT must approve the layout of the bike parking and the location, which must be near a primary pedestrian access point.
- Racks must be installed within 120 days of commercial parking permit issue. Any vehicle parking spaces to be used for installation will be blocked off until installation occurs.
- If DOT determines that there is not a suitable location for bike parking on the site, the facility must choose a replacement TDM measure from this section (or in consultation with DOT) and resubmit this form.

☐ **Bike parking/Bluebikes contribution**

Contribute \$200 per commercial parking space to the City's bike parking fund or Bluebikes fund.

\_\_\_\_\_ x \$200 = \_\_\_\_\_  
# of proposed commercial parking spaces                      Total contribution

- Cambridge DOT will determine how much of the contribution to allocate to each fund at approval.
- The contribution is due within 120 days of commercial parking permit issue, unless the City agrees to a different schedule.

*(Section 2 continued on next page)*

Facilities with 61-100 commercial parking spaces (*choose one*)

☐ **Provide space for Bluebikes station** *If selected, attach a parking layout plan.*

Offer X parking spaces ( $X = 0.05 \times$  proposed number of commercial parking spaces, round down, maximum 5) or other on-site space to be used to site a Bluebikes station with up to 24 docks. This measure is subject to approval by Cambridge DOT and requires a license agreement with Bluebikes if approved.

- Cambridge DOT will determine the number (up to X) and location of parking spaces, if any, that are suitable for a Bluebikes station. If approved, the facility owner must physically block vehicle access to the spaces to be used for the Bluebikes station until the station is installed.
- Other (non-parking) space on the site may be acceptable for a Bluebikes station in place of parking spaces. If you would like to suggest an on-site, non-parking area, please identify it on your attached parking layout plan.
- If DOT declines to site a Bluebikes station at the facility, the facility must choose a replacement TDM measure from this section (or in consultation with DOT) and resubmit this form.

☐ **Install bike parking** *If selected, attach a parking layout plan.*

Purchase and install up to 10 bicycle racks (20 bicycle parking spaces) that meet the requirements of the [City of Cambridge Bicycle Parking Guide](#), taking up no more than 3 parking spaces. The bike parking must be made available to the public. Publicly accessible bike parking that is used to meet zoning requirements can be counted toward up to 80% of the bike parking required by this measure.

- Cambridge DOT must approve the layout of the bike parking and the location, which must be near a primary pedestrian access point.
- Racks must be installed within 120 days of commercial parking permit issue. Any vehicle parking spaces to be used for installation will be blocked off until installation occurs.
- If DOT determines that there is not a suitable location for bike parking on the site, the facility must choose a replacement TDM measure from this section (or in consultation with DOT) and resubmit this form.

☐ **Additional bike parking/Bluebikes contribution**

Contribute \$200 per commercial parking space to the City's bike parking fund or Bluebikes fund.

\_\_\_\_\_ x \$200 = \_\_\_\_\_  
# of proposed commercial parking spaces                      Subtotal contribution B

- Cambridge DOT will determine how much of the contribution to allocate to each fund at approval.
- The contribution is due within 120 days of commercial parking permit issue, unless the City agrees to a different schedule.

### Section 3: Voluntary TDM measures

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If the facility will voluntarily offer any additional TDM measures, please describe them here:

### Certification and Signature

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I hereby certify that all information supplied on this form is true, accurate, and complete.

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Owner signature

Date

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Print name & title

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*This section for City of Cambridge use only. Do not write below this line.*

Final proposed # of parking spaces: Commercial: \_\_\_\_\_ Other: \_\_\_\_\_ Total: \_\_\_\_\_

All commercial parking is subject to approval by the Commercial Parking Control Commission.

This TDM Plan is

- ☐ Approved.
- ☐ Approved with conditions. (*List below or attach.*)
- ☐ Denied. Please resubmit with the following changes: (*List below or attach.*)

Signed \_\_\_\_\_  
PTDM Planning Officer Date