

APPENDIX G
City Planning Commission Resolution
Endorsing Developers' Manual

SAN FRANCISCO

CITY PLANNING COMMISSION

RESOLUTION NO.10187

WHEREAS, Approvals of major office projects in downtown San Francisco by the City Planning Commission generally have included transportation related conditions intended to mitigate the transportation impacts of said projects; and

WHEREAS, These conditions have included, but not been limited to, measures directed towards encouraging modification of the commuting habits of building occupants in order to maximize vehicle occupancy and transit use; and

WHEREAS, Since 1979, the Commission has also included an additional condition requiring most office projects to retain a transportation broker on-site responsible for implementing a collection of mitigation measures similarly directed towards encouraging the use of commute alternatives by employees in new buildings; and

WHEREAS, The City Planning Commission, by Resolution 10042 has identified the execution of a Memorandum of Agreement between the developers and the City as the framework for the implementation of the transportation broker function, and the adoption of a Transportation Management Plan (TMP) administered by the broker as the most appropriate means for meeting such conditions of approval; and

WHEREAS, As part of the Center City Brokerage Program, the Department has undertaken an effort to standardize, clarify and monitor the process for developers to institute the broker function and thereby comply with their transportation conditions of approval; and

WHEREAS, As a result of that program the Department has drafted the Developers' Manual for the Implementation of Transportation Conditions (Manual) which provides guidelines and instruction to developers for achieving these goals.

THEREFORE BE IT RESOLVED, That the City Planning Commission hereby endorses said manual as appropriate implementation guidelines for developers regarding transportation conditions;

BE IT FURTHER RESOLVED, That the Zoning Administrator is hereby directed to provide copies of this Resolution and the Manual to all effected developers building sponsors at the appropriate time.

I hereby certify that the foregoing Resolution was adopted by the City Planning Commission on December 13, 1984.

Lee Woods, Jr.
Secretary

AYES: Commissioners Bierman, Karasick, Nakashima, Salazar

NOES: None

ABSENT: Klein, Rosenblatt, Wright

ADOPTED: December 13, 1984

SAN FRANCISCO
CITY PLANNING COMMISSION
RESOLUTION NO. 10659

WHEREAS, City Planning Department staff undertook an effort in 1984 to clarify the meaning and term of certain transportation conditions of approval, and to establish standards to their implementation and monitoring; and

WHEREAS, As a result of that effort, the City Planning Commission adopted Resolution No. 10187 on December 13, 1984, formally endorsing the staff document, "Developers' Manual for the Implementation of Transportation Conditions" as appropriate implementation guidelines for developers regarding transportation conditions of approval for downtown office projects; and

WHEREAS, Staff experience in administering these guidelines indicates that modification of the process and clarification of certain guidelines set forth in the document are desirable; and

WHEREAS, The zoning controls legislated to implement the Downtown Plan require that office projects of at least 100,000 square feet in C-3 Districts retain permanent on-site transportation brokerage services and participate in a network of transportation broker services, which requirements would be defined and implemented in the manner described in said Manual; and

WHEREAS, The City Planning Commission may require similar transportation conditions of approval for projects outside of the downtown C-3 Districts, which would also be defined and implemented in the manner described in said Manual; NOW THEREFORE

BE IT RESOLVED, That the Developers' Manual for the Implementation of Transportation Broker Services and Transportation Conditions includes appropriate interpretations of the intent and definition of conditions of approval prescribed by this City Planning Commission; AND BE IT

FURTHER RESOLVED, That the City Planning Commission hereby adopts the Developers' Manual for the Implementation of Transportation Broker Services and Transportation Conditions as standard methods and guidelines necessary for satisfactory implementation of (1) Transportation Broker services required by Section 163 of the City Planning Code or by City Planning Commission conditional use authorization, and (2) specific transportation mitigation activities required by City Planning Commission conditional use authorization, including but not limited to on-site sale of transit passes, promotion and coordination of employee ridesharing programs and flextime programs, parking management, and administration of a transportation survey; AND BE IT

FURTHER RESOLVED, That the City Planning Commission hereby indicates its intent that said Manual shall be applicable to any and all projects within the City and County of San Francisco which have such requirements, unless for any reason more restrictive requirements are prescribed; AND BE IT

FURTHER RESOLVED, That the City Planning Commission authorizes the Zoning Administrator to make and publish addenda and/or amendments to said Manual as may be appropriate without further City Planning Commission review, provided that such addenda and/or amendments do not constitute a greater level of effort to developers than provided in said Manual.

I hereby certify that the foregoing Resolution was adopted by the City Planning Commission in April 3, 1986.

Michael Berkowitz
Acting Secretary

AYES: Commissioners Allen, Bierman, Karasick, Nakashima, Wright
NOES: Commissioner Hemphill
ABSENT: Commissioner Rosenblatt
ADOPTED: April 3, 1986

SAN FRANCISCO
CITY PLANNING COMMISSION
RESOLUTION NO. 11249

WHEREAS, Approvals of commercial mixed-use projects in greater downtown San Francisco by the City Planning Commission have included transportation related requirements imposed as use permit conditions, which are intended to mitigate the impacts of such projects caused by additional commute travel; and

WHEREAS, Section 163 of the City Planning Code requires that all new projects with at least 100,000 gross square feet of office space approved after October, 1985 in C-3 zoning districts provide permanent on-site transportation brokerage services to mitigate the impacts of such projects caused by additional commute travel; and

WHEREAS, These requirements have generally included, but not been limited to, the development and implementation of commute alternatives programs directed towards encouraging modification of the commuting habits and patterns of employees working in such projects, in order to maximize use of public transit, maximize occupancy of private commute vehicles, and spread commute travel more equally throughout the morning and evening two-hour peak periods; and

WHEREAS, Transportation mitigation requirements have generally included management of on-site project parking to provide priority for short term transient business visitor needs and to discourage use by commuters; and

WHEREAS, These requirements have also included administration of employer and employee transportation surveys in order to more accurately assess commute patterns and needs; and

WHEREAS, The San Francisco City Planning Commission has formally endorsed, by Resolution No. 10187 and Resolution No. 10659, guidelines for the development of programs to meet the intent of such requirements, as outlined in the first and second editions of the "Developers' Manual," and

WHEREAS, The Department of City Planning established a Downtown Transportation Brokerage Task Force in February, 1986, comprised of greater downtown developers and property managers, the Chamber of Commerce, the San Francisco Labor Council, private transportation interest groups and academicians, and RIDES for Bay Area Commuters, Inc., in order to review the application and effectiveness of these guidelines and programs; and

WHEREAS, The Task Force identified a need to establish specific performance and level of effort criteria for required programs outlined in the Developers' Manual; and

WHEREAS, The Task Force has generally endorsed minimum performance criteria and procedures established by the Department of City Planning staff for the implementation of Transportation Management Programs required to satisfy requirements of use permit approvals for greater downtown commercial mixed use projects and of Section 163 of the City Planning Code; and

WHEREAS, These procedures and performance criteria have been incorporated into a third edition of the Developers' Manual; NOW THEREFORE

BE IT RESOLVED, That the City Planning Commission considers satisfaction of transportation mitigation requirements in greater downtown commercial mixed use projects and of Section 163 of the City Planning Code to include development and continual implementation of a "Transportation Management Program" for each project, designed to coordinate and carry out various specific measures related to encouraging progressive commute pattern change among project employees over the life of the project, and comprised of the execution of a Standard Memorandum of Agreement for Transportation Management for each project between its owner and the Director of Planning, maintenance of a permanent Transportation Management Coordinator for each project to coordinate and oversee implementation efforts and to regularly report to the Department regarding implementation status, and provision of permanent transportation brokerage services to implement and carry out individual, specific requirements; AND BE IT

FURTHER RESOLVED, That the City Planning Commission considers the terms "transportation mitigation requirements" and "transportation brokerage services", as used in project use permit approvals and the City Planning Code, to be interchangeable, AND BE IT

FURTHER RESOLVED, That "transportation brokerage services" shall include: promotion of commute alternatives in a general and overall manner; promotional and service activities for public transit, ridesharing, flextime, and other commute transportation mitigation measures specific to each project; management of on-site project parking through pricing and/or space allocation; periodic coordination and administration of transportation surveys of project employees and businesses to evaluate program effectiveness, and; participation in a forum with other brokerage services to exchange information and experience; AND BE IT

FURTHER RESOLVED, That the City Planning Commission hereby adopts the third edition of the "Developers' Manual", January, 1988, incorporating revisions dated January 7, 1988, as appropriate guidelines for the development of Transportation Management Programs in greater downtown San Francisco commercial mixed use projects, and as appropriate procedures and minimum performance standards for the execution of such programs.

I hereby certify that the foregoing Resolution was adopted by the City Planning Commission on January 7, 1988.

Lori Yamauchi
Secretary

AYES: Commissioners Allen, Bierman, Hemphill, Karasick, Nakashima,
Rosenblatt, Wright

NOES: None

ABSENT: None

ADOPTED: January 7, 1988