PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: PLANNINGDEPT@BURLINGAME.ORG

PROJECT INFORMATION

620 Airport Blvd. — **PROJECT ADDRESS**

026-342-330 — **ASSESSOR'S PARCEL # (APN)**

AA — **ZONING**

PROJECT DESCRIPTION

Located on an existing parking lot, the project is a development of two laboratory/office buildings over two levels of parking on the north side of Airport Blvd, creating a plaza space between the buildings and views to the Bay. The buildings each have a half-level of screened parking at the plaza level; a half-level of flex space opening to the plaza; and, 7-levels of lab/office. The site is adjacent to Anza Lagoon and the Bay Trail. A vehicular drop off is provided between the buildings on the south side adjacent to Airport Blvd, while EVC and service access is provided along the east and west sides of the property. Further, the project will raise the adjacent Bay Trail and improve the bay-facing frontage of the site with amenities to be provided to the public.

APPLICANT INFORMATION

Boca Lake Office, Inc.

PROPERTY OWNER ☒ **APPLICANT?**

[redacted]

[redacted]

E-MAIL

DGA, Inc.

ARCHITECT/DESIGNER ☐ **APPLICANT?**

201 Filbert Street, 3rd Floor, San Francisco, CA 94133

ADDRESS

650-943-1660 x 206

PHONE

nmalcolmson@dga-mv.com

E-MAIL

930559

BURLINGAME BUSINESS LICENSE #

[redacted]

NAME **ADDRESS**

AFFIDAVIT OF OWNERSHIP

[redacted] HEREIN IS TRUE AND CORRECT TO THE BEST OF MY

11/19/21

DATE

OVE APPLICANT TO SUBMIT THIS APPLICATION TO THE

DATE

ON REQUEST AND/OR POST PLANS SUBMITTED WITH THIS APPLICATION ON THE CITY'S WEBSITE AS PART OF THE PLANNING APPROVAL PROCESS AND WAIVE ANY CLAIMS AGAINST THE CITY ARISING OUT OF OR RELATED TO SUCH ACTION RD **(INITIALS OF ARCHITECT/DESIGNER)**

STAFF USE ONLY

APPLICATION TYPE

- ☐ ACCESSORY DWELLING UNIT (ADU)
- ☐ CONDITIONAL USE PERMIT (CUP)
- ☒ DESIGN REVIEW (DSR)
- ☐ HILLSIDE AREA CONSTRUCTION PERMIT
- ☐ MINOR MODIFICATION
- ☒ SPECIAL PERMIT (SP)
- ☐ VARIANCE (VAR)
- ☐ WIRELESS
- ☐ FENCE EXCEPTION
- ☐ OTHER: _____

RECEIVED
NOV 22 2021
CITY OF BURLINGAME
CDD-PLANNING DIV.

DATE RECEIVED:

STAFF USE ONLY

Community Development Dept. ▪ 501 Primrose Road ▪ Burlingame, CA 94010 ▪ P:650.558.7250 ▪ F:650.696.3790 ▪ www.burlingame.org

COMMERCIAL APPLICATION

PLANNING COMMISSION APPLICATION SUPPLEMENTAL FORM

1. Proposed use of the site Laboratory/Office tenants with Flex space for conferencing or fitness.
2. Days and hours of operation Mon - Fri; 8-5 PM
3. Number of trucks/service vehicles to be parked at site (by type) Trucks & service vehicles will not be parked on-site. Truck deliveries by package companies (e.g., UPS, FedEx) and material deliveries for lab services are expected.
4. Current and projected maximum number of employees (including owner) at this location:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	**Before 5:00 pm**	**After 5:00 pm**	**Before 5:00 pm**	**After 5:00 pm**	**Before 5:00 pm**	**After 5:00 pm**
Weekdays Full-time	451	45	677	65	857	85
Part-time	193	0	290	0	367	0
Weekends Full-time	0	0	0	0	0	0
Part time	45	5	65	6	90	10

5. Current and projected maximum number of visitors/customers who may come to the site:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	**Before 5:00 pm**	**After 5:00 pm**	**Before 5:00 pm**	**After 5:00 pm**	**Before 5:00 pm**	**After 5:00 pm**
Weekdays	15	2	20	4	25	6
Weekends	0	0	0	0	0	0

6. What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): 1,300
7. Where do/will the owner and employees park? Parking is provided on site.
8. Where do/will the customers/visitors park? Parking is provided on site.
9. Present or most recent use of site Commercial Parking lot.
10. List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed) N/A; no other tenants are on the property.

CITY OF BURLINGAME
SPECIAL PERMIT APPLICATION

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.50). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Please type or write neatly in ink. Refer to the back of this form for assistance with these questions.

1. ***Explain why the blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood.***

The proposed structure is consistent with both existing and newer structures on Airport Blvd. in terms of its mass, bulk and separation between structures. The two buildings share a parking podium, which is a consistent approach along the Boulevard. The spacing of the two towers on the podium allows for views through the buildings and provides daylight and views for occupants. Maintaining views from the adjacent Hotel, the only structure nearby, was a priority in the design and the buildings are set back to allow for those views to be maintained. The structure is located to address both flooding and sea level rise, improving the Bay Trail and it's relationship to the site.

2. ***Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.***

The building is designed with a modern glass aesthetic consistent with many structures on Airport Blvd., especially newer structures. The glazing system will incorporate shadow boxes and mullions with fin extensions to add variety to the skin, creating an opacity of 50- to 55-percent to meet T24 requirements. Like other structures on the boulevard, the height/ roof line is located at the FAA horizontal surface. A more organic mechanical roof screen sits atop the structure to shield views of roof mounted equipment and to provide variety to the roof and design. The character of the building is consistent in terms of its size, density and the pattern of land use in this area.

3. ***How will the proposed project be consistent with the residential design guidelines adopted by the city (C.S. 25.57)?***

Not applicable. Not a residential project.

4. ***Explain how the removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the city's reforestation requirements. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.***

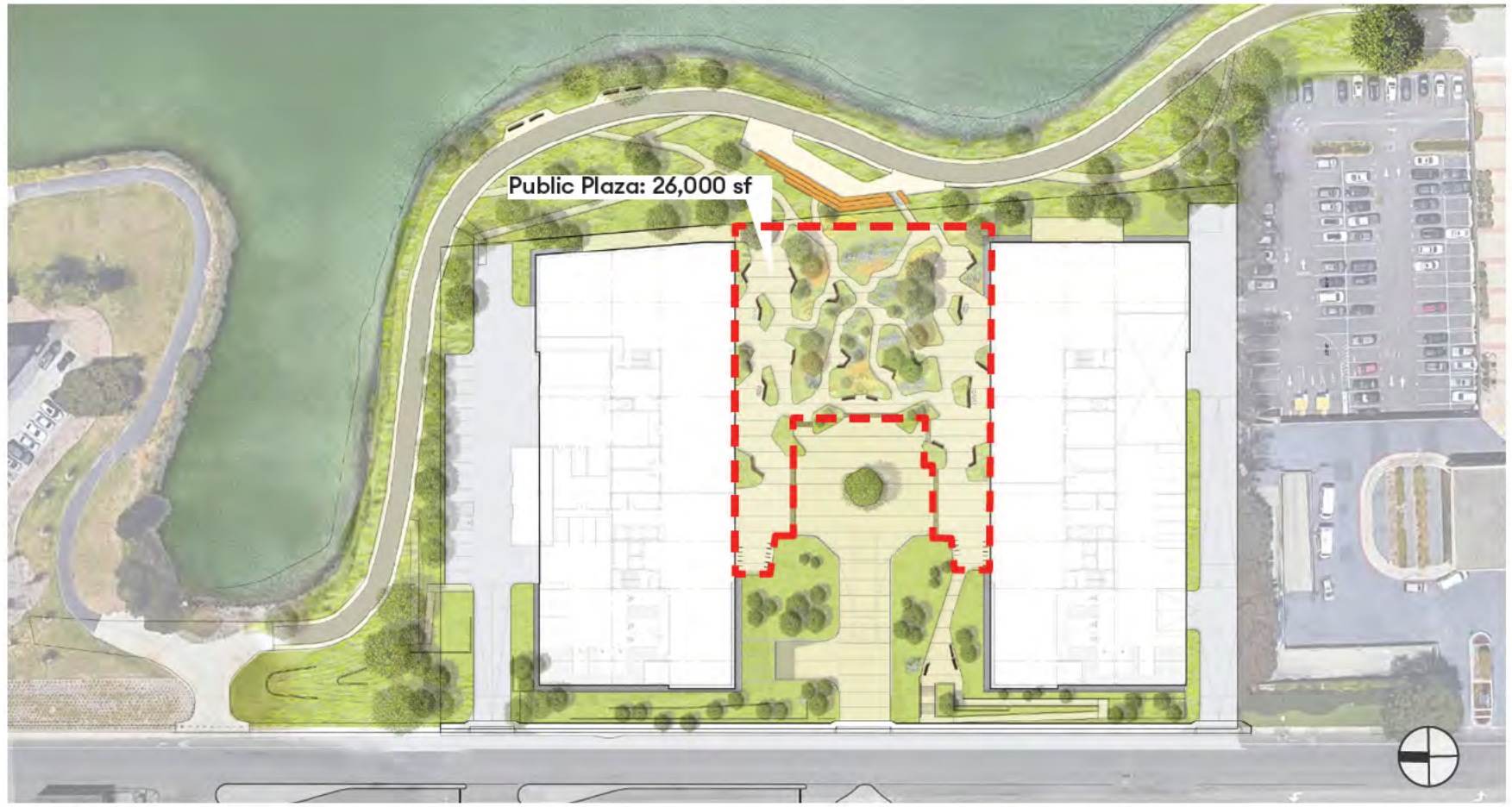
49 trees are proposed for removal. The trees proposed for removal include:
Red Flowering Yellow Gum (Eucalyptus leucoxylon 'Rosea'), Pink Ironbark (Eucalyptus sideroxylon), Silver Wattle (Acacia dealbata), Golden Wattle (Acacia longifolia), Blackwood Acacia (Acacia malanoxylon), Weeping Willow, (New Zealand Christmas Tree (Metrosideros excelsa), Glossy Privit (ligustruam ludium), Flolwering Pear, Eurpoean White Birch, and Monterey Pine. Of the trees proposed for removal, Nine(9) are over 15" diameter at 4.5' height, qualifying them as protecte trees. The primary reason for removal is that the trees are within areas where siginificant site grading must occur for excavation for the proposed building and to raise the shoreline path elevation several feet to account for sea level rise. Mos of the trees that are over 15" in diameter are Eucalyptus and Acacias that are in fair health. The Black Acacias and Silver Wattles are particularly invasive. The Eucalyptus trees are mostly in fair health but have poor structure and are prone to breakage. The project proposes planting 139 new trees within the proposed project site, all at minimum 24" box size


CB #12
CB #2
CB #13
CB #11
CB #11
CB #1

620 AIRPORT BOULEVARD COMMUNITY BENEFIT #1: PUBLIC PLAZA

The proposed plan includes a publicly accessible plaza with views to the Bay and opportunities to stop, linger, and enjoy a moment of calm before a meandering garden walk out to the Bay Trail at the shoreline of Anza Lagoon. The plaza includes:

- Public Plaza of approximately 26,000 SF
- Contiguous public plaza accessible from the public sidewalk and the Bay Trail.
- A Stair and accessible sloped walkway connecting the Airport Boulevard sidewalk to the plaza.
- Public, accessible path from the plaza to the Bay Trail.
- Public bike parking - approximately 40 bikes.
- Garden paths with generous public seating.
- Lighting throughout the plaza and garden spaces.
- Drought-tolerant native and climate-adapted ground-plane planting.
- Shade trees at plaza and seating areas.
- Trash and recycling receptacles.
- Signage that includes hours of operation.



Landscape Plan

View of Plaza Looking East Towards Lagoon.

Precedent image of paths and richly planted gardens.

Precedent image of seating area nestled in garden.

620 AIRPORT BOULEVARD COMMUNITY BENEFIT #2: PUBLICLY ACCESSIBLE PARK SPACE

The 620 Airport Boulevard project includes 1.0 acres/45,000 sf of landscaping, public pathways, seating areas, and a large bleacher-style seating area facing Ana Lagoon. The proposed improvements include:

- Terraced, bleacher-style seating feature facing the Bay.
- Secondary paths through native planting and trees.
- Native, Bay-shore planting and shade trees.
- Trash and recycling receptacles.
- Site lighting along pathways.
- Paths connecting Bay Trail to public plaza.
- Interpretive signage and/or interpretive public art feature.

View of terraced, bleacher-style seating along Bay Trail, looking south.

Precedent image of paths and richly planted gardens.

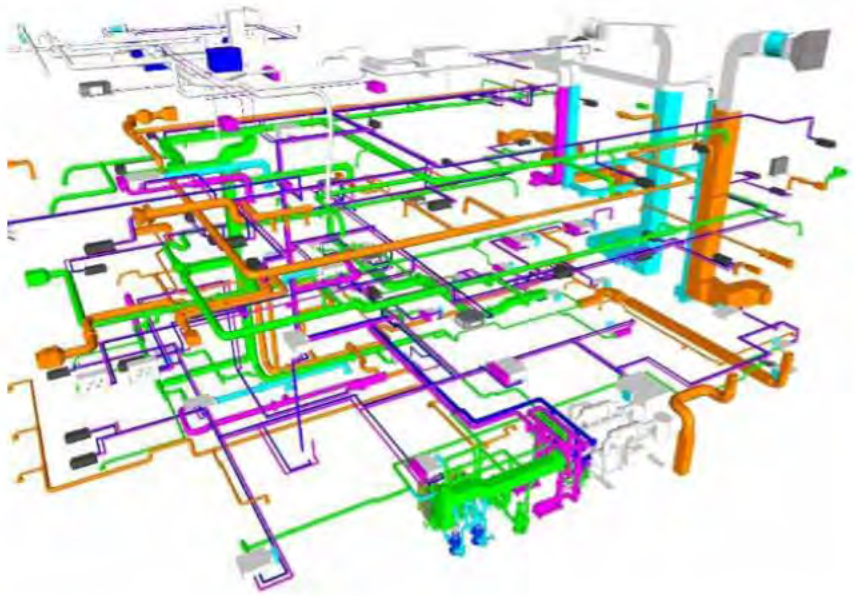
Precedent image bleacher-style seating element.

620 AIRPORT BOULEVARD | COMMUNITY BENEFIT #11: **CLIMATE CHANGE MEASURES**

The design approach for the 620 Airport Boulevard project takes into consideration the challenges presented by climate change and its impacts upon our environment. These measures include addressing sea level rise (SLR); energy efficiency and consumption; environmental protection, conservation, and stewardship.

- Raising building occupied area and essential support well above the BFE to projected end of century SLR consistent with BCDC and One Shoreline
- Providing an all-electrical MEP design to reduce the carbon footprint
- Located in High Quality Transit corridor; utilizing Transportation Demand Management to reduce traffic impact to the surrounding neighborhood
- On-site water filtration for landscape design to treat and mitigate stormwater runoff
- Native landscape materials with low water requirements and efficient irrigation where provided
- Water efficient utilities and fixtures
- Local materials; low VOC materials
- Optimized energy performance and commissioning

Landscape Plan



620 AIRPORT BOULEVARD | COMMUNITY BENEFIT #12: **SEA LEVEL RISE INFRASTRUCTURE**

A new riprap-armored shoreline embankment will significantly enhance long-term shoreline sea level rise resilience at Anza Lagoon. The construction of the project will raise the shoreline, Bay Trail, and adjacent park-like areas to minimum elevation of 17', providing resilience through the end of the century.

- Approximately 750 LF of raised embankment at the Anza Lagoon
- The raised embankment will be designed for resiliency with riprap and geotextile or other appropriate materials
- The raised embankment will provide resiliency through the end of the century consistent with One Shoreline and BCDC goals
- The embankment will be designed by an engineer, coordinating with the authorities having jurisdiction

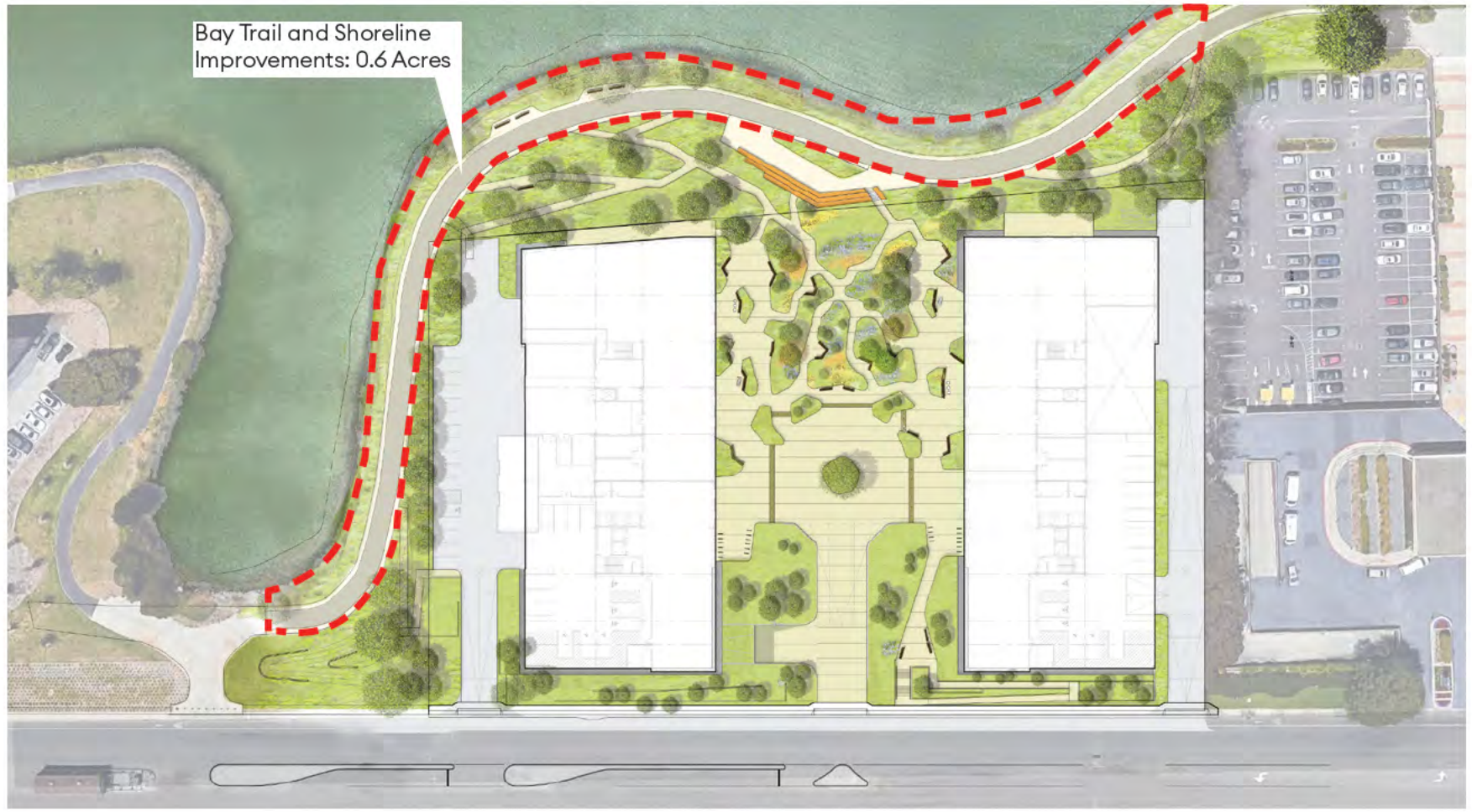
Bay Trail Protection

Landscape Plan

620 AIRPORT BOULEVARD COMMUNITY BENEFIT #13: FLEXIBLE SIGNIFICANT COMMUNITY BENEFIT

The 620 Airport Boulevard project includes 0.6 acres/25,000 sf of improved bay shore landscaping, re-built Bay Trail seating areas, and new shoreline bank protection. The proposed improvements include:

- Improved Bay Trail, brought up to current Bay Trail standards with new paving and wider pathway.
- New site lighting at Bay Trail.
- Seating areas with benches at shoreline.
- Terraced, bleacher-style seating feature facing the Bay.
- Secondary paths through native planting and trees.
- Native, Bay-shore planting and shade trees.
- Trash and recycling receptacles.
- Bay Trail wayfinding signage.
- Interpretive signage and/or interpretive public art feature.



View of Bay Trail, looking south.

Precedent image of improved Bay Trail

Standard Bay Trail Signage

ENVIRONMENTAL INFORMATION FORM

(to be completed by applicant when Negative Declaration or Environmental Impact Report is required)

GENERAL INFORMATION

Project Address: 620 Airport Blvd.

Assessor's Parcel Number: 026-342-330

Applicant Name: Boca Lake Office, Inc.

Property Owner Name: Boca Lake Office, Inc.

[redacted]

Permit applications required for this project (special permit, variance, subdivision map, parcel map, condominium permit, building permit, etc.): Conditional Use Permit, Commercial Application, Environmental Information Form, Consistency Checklist, Building Permit

Related permits, applications and approvals required for this project by City, Regional, State and Federal Agencies: BCDC Design Review, FAA

SITE INFORMATION

Site size: 3.699 +/- Acres and 161,128 Square Feet Existing Zoning: AA

Existing use(s) of property: Commercial parking lot

Total Number of Existing Parking Spaces[1]: 353 Number of Compact Spaces[1]: 0

Number of Existing Structures and Total Square Footage of Each: Bus Shelter +/- 75 SF

Will any structures be demolished for this project? X Yes _____ No

Size and use of structures to be demolished: Bus Shelter +/- 75 SF

Number and size of existing trees on site[2]: 56; Refer to attached Arborist's Report dated 8/22/2021 prepared by MacNair & Associates.

Will any of the existing tress be removed? X Yes _____ No

If Yes, list number, size and type of trees to be removed: 49 trees to be removed. All trees to be removed except tree numbers 24-30 on attached Arborist's report. Refer to Arborist report for tree sizes and types

Are there any natural or man-made water channels which run through or adjacent to the site?

X Yes _____ No If Yes, where? Anza Lagoon to the North of the site

[1] City of Burlingame minimum standard parking space size is 9'x20'. The minimum size for compact parking spaces is 8'x17'. Refer to City of Burlingame Zoning Ordinance C.S. 25.70 for parking requirements for particular uses.

[2] Refer to the City of Burlingame's Urban Reforestation and Tree Protection Ordinance (C.S. 11.06) for tree removal permit and tree planting requirements.

Describe in general the existing surrounding land uses to the:

North Bay Trail, Bay, Anza Lagoon
South Commercial Parking Lot
East Hotel and Conference Center
West Commercial Office Buildings

PROPOSED PROJECT

Project Description: Located on an existing parking lot, the project is a development of two laboratory / office buildings over two levels of parking on the north side of Airport Blvd, creating a plaza space between the buildings and views to the Bay. The buildings each have a half-level of screened parking at the plaza level; a half-level of flex space opening to the plaza; and, 7-levels of lab/office. The site is adjacent to Anza Lagoon and the Bay Trail. A vehicular drop off is provided between the buildings on the south side adjacent to Airport Blvd, while EVA and service access is provided along the east and west sides of the property. Further, the project will raise the adjacent Bay Trail and improve the bay-facing frontage of the site with amenities to be provided to the public.

Residential Projects:

Number of Dwelling Units: 0
Size of Unit(s): N/A

Household size (number of persons per unit) expected: N/A

Commercial/Industrial Projects:

Type and square footage of each use: Flex Space 24,580 SF; Lab/Office 458,800 SF
Parking Garage 309,630 SF.
Estimated number of employees per shift: 644
Will the project involve the use, disposal or emission of potentially hazardous materials (including petroleum products)? _____ Yes __X__ No
If Yes, please describe: N/A

Institutional Projects (public facilities, hospitals, schools):

Major function of facility: N/A

Estimated number of employees per shift: N/A
Estimated Occupancy: N/A

For all Projects:

Flood Hazard: Is this site within a special flood hazard area? __X__ Yes _____ No

Land Use: If the project involves a conditional use permit, variance or rezoning application, please explain why the applications are required[3]: CUP per city for life science use

[3] Please fill out and submit the appropriate application form 9variance special permit, etc.)

Building gross square footage: Existing: 75 GSF Proposed: 483,380 GSF
Number of floors of construction: Existing: 1 Proposed: 8

Traffic/Circulation: Standard and compact off-street parking spaces provided:

Existing: Standard 353
Compact 0
Total 353

Proposed: Standard 867
Compact 0
Total 883

Grading: Amount of dirt/fill material being moved (check one):

_____ 0-500 cubic yards
_____ 500-5,000 cubic yards
_____ 5,000-20,000 cubic yards
X Over 20,000 cubic yards(indicate amount) 34,300 CY Cut / 25,900 CY Export

Note: If fill is being placed over existing bay fill, provide engineering reports which show the effect of the new fill on the underlying bay mud.

Storm water runoff: Indicate area of site to be covered with impervious surfaces (parking lot paving, etc.): 154,224 sf (includes structure footprint, neglecting landscaping on podium)
Is the area with impervious surfaces less than 200 feet away from a wetland, stream, lagoon or bay?
X Yes _____ No

Noise: Describe noise sources and timing of activity generated by your project during construction:
General construction noise: trucks, tools, equipment, generators during working hours of 7 AM to 3 PM

Noise sources generated during operation of facility:
Roof mounted air handling equipment and exhaust fans operating 24/7/365. Emergency generator testing 7 AM.

Vibration: Will the proposal cause vibration that may affect adjacent properties? Describe any potential sources of vibration: No - not applicable

Exterior Lighting: Please describe any proposed exterior lighting of the facility[4]: site, building & egress lighting; lighting at surface parking; code required building signage

Water: Expected amount of water usage:
Domestic _____ gal/day Peak use _____ gal/min
Commercial 50,105 gal/day Peak use 70 gal/min
Expected fire flow demand 1,500 gal/min

As per the C.3 regulations set forth by the California Regional Water Quality Control Board, please respond to the following questions:

1. Would the proposed project result in an increase in pollutant discharges to receiving waters?
No, the site will be designed in accordance with the San Mateo County C.3 guidelines. Runoff from impervious surfaces will be treated before discharging to the city's drainage system.

[4] Refer to City of Burlingame Exterior Illumination Ordinance (No. 1477) regarding requirements which limit exterior illumination in both residential and commercial zones.

2. Would the proposed project result in significant alteration of receiving water quality during or following construction? No , the site will be designed in accordance with the San Mateo County C.3 guidelines. Runoff from impervious surfaces will be treated before discharging to the city's drainage system. The project will be subject to the Construction General Permit and will manage runoff accordingly during construction.

3. Would the proposed project result in increased impervious surfaces and associated increased runoff? The project will result in an increase in impervious surfaces. However, the project will incorporate detention systems to maintain the peak flow leaving the site.

4. Would the proposed project create a significant adverse environmental impact to drainage patterns due to changes in runoff flow rates volumes? No, the existing drainage patterns will be maintained and the project will incorporate detention systems to maintain the peak flow leaving the site.

5. Would the proposed project result in increased erosion in its watershed? No, the existing drainage patterns will be maintained and the project will incorporate detention systems to maintain the peak flow leaving the site.

6. Is the project tributary to an already impaired water body, as listed on the Clean Water Action Section 303(d) list? If so will it result in an increase in any pollutant for which the water body is already impaired? Yes, San Francisco Bay Lower is on the 303d list. However, the site will not contribute to an increase of any pollutant for which the water body is already listed.

7. Would the proposed project have a potential significant environmental impact on surface water quality, to marine, fresh, or wetland waters? No, the site will be designed in accordance with the San Mateo County C.3 guidelines. Runoff from impervious surfaces will be treated before discharging to the city's drainage system.

8. Would the proposed project have a potentially significant adverse impact on ground water quality?

~~No, the site will be designed in accordance with the San Mateo County C.3 guidelines. Runoff from~~ impervious surfaces will be treated before discharging to the city's drainage system and the project will not incorporate infiltration BMPs

9. Will the proposed project cause or contribute to an exceedance of applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses? No

10. Will the project impact aquatic, wetland, or riparian habitat?
No

Sewer: Expected daily sewer discharge 47,600 gpd (Daly Average) 66 gpm (Peak)
Source of wastewater discharge on site (i.e. restrooms, restaurants, laboratory, material processing, etc.)
Restrooms, sinks, laboratories, MEP rooms

General:

Are the following items applicable to the project or its effects? Provide attachment to explain nature of all items checked 'yes'.

	Yes	No
Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.		X
Change in scenic views or vistas from existing residential areas or public lands or roads.		X
Change in pattern, scale or character of general area of project.	X	
Significant amounts of solid waste or litter.		X
Change in dust, ash, smoke fumes or odors in vicinity.	X	
Change in bay, lagoon, stream, channel or groundwater quality or quantity, or alteration of existing drainage patterns.		X
Substantial change in existing noise or vibration levels in the vicinity (during construction and/or during operation).	X	
Site on filled land or on slope of 10 % or more.	X	
Use or disposal of potentially hazardous materials, such as toxic substances, flammable materials or explosives.		X
Substantial change in demand for municipal services (police, fire water, sewage)	X	
Substantial increase in fossil fuel consumption (oil, natural gas, etc.).		X
Relationship to a larger project or series of projects.		

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date September 10, 2021 Signature _____

City of Burlingame Climate Action Plan
Consistency Checklist for New Development

The purpose of this Checklist is to ensure that development projects comply with Burlingame's 2030 Climate Action Plan Update (CAP) and may be eligible for streamlining the greenhouse gas (GHG) analysis for California Environmental Quality Act (CEQA) review.

The Checklist applies to projects 10,000 sq. ft. and larger and/or six units or more. To be considered consistent with Burlingame's CAP, projects must comply with the land use designations in Burlingame's General Plan and implement at minimum the required CAP measures listed in the Checklist. Projects may then rely on the City's CAP and related environmental review for the impact analysis of GHG emissions, as allowable under CEQA.

The Checklist contains measures from the CAP that pertain to new development. Each measure is noted as either required or voluntary. Required measures are mandated by local or state ordinances. The voluntary measures represent goals of the City and projects are encouraged to address them.

Proposed project that require a General Plan amendment or rezoning and/or do not address the required measures may have to prepare a project-specific GHG analysis and identify appropriate mitigation measures.

Burlingame's Climate Action Plan: https://www.burlingame.org/departments/sustainability/
Burlingame's General Plan: https://www.burlingame.org/departments/planning/
Burlingame's Reach Codes: www.burlingame.org/reachcode

For questions regarding this Checklist or the CAP, please contact Sigalle Michael, Sustainability Coordinator at smichael@burlingame.org

Contact Information

Project Name: 620 Airport Boulevard

Property Address: 620 Airport Boulevard, Burlingame, CA 94010

If a consultant was used to complete this checklist, please provide their contact information:

Consultant Name & Company: DGA, Karen Cribbins-Kuklin

Consultant Phone & Email: 415-312-1908; kkuklin@dga-mv.com

Project Information

Proposed land use (residential, commercial, industrial, mixed use, or other): Commercial lab/office

Brief project description: 2, 8-story buildings over 2 levels of podium parking for lab/office tenant

Project size (sq. ft. and/or unit size): 483,380 GSF

Is the proposed project seeking a General Plan amendment or rezoning? ❑ Yes ☒ No

If yes, briefly explain why: Not required

Climate Action Plan Measure	Project Compliance
REQUIRED MEASURES	
Green Building Practices and Standards (CAP Measure 11): Support, enforce, and expedite green building practices and standards. Burlingame's reach codes: www.burlingame.org/reachcode	**Required Measure** Does the project comply with the City's green building requirements in the reach codes? ☒ Yes ❑ No Will the project request any exceptions? If so, briefly explain. N/A
Alternatively-Powered Residential Water Heaters (CAP Measure 15): Support transition from traditional to solar and electrically powered water heaters. Burlingame's reach codes: www.burlingame.org/reachcode	**Required Measure** Does the project include a solar or electrically powered water heater as required in the reach code? ☒ Yes ❑ No
Solar Power (CAP Measure 14): Encourage installation of photovoltaic systems. Burlingame's reach codes: www.burlingame.org/reachcode	**Required Measure** Does the project include a photovoltaic system as required by CALGreen and/or the City's reach code? ☒ Yes ❑ No
Electric Vehicle Infrastructure and Initiatives (CAP Measure 6): Support the electric vehicle (EV) network by incentivizing use of EVs and installations of charging stations. Burlingame's reach codes: www.burlingame.org/reachcode	**Required Measure** Does the project comply with the City's EV charging requirements in the reach code? ☒ Yes ❑ No List total number and type of EV chargers to be installed: 47-dual electric vehicle chargers
Zero Waste (CAP Measure 18): Reduce organic and recyclable materials going to the landfill and achieve the City's diversion goals.	**Required Measure** Does the project include facilities for collecting recycling and composting? ☒ Yes ❑ No Describe any composting and recycling strategies used in the project : Trash receptacles for tenants by type: recycling, compostables, landfill. Dumpsters for same types.

Transportation Demand Management (TDM) (CAP Measure 2): The City shall require new multi-unit residential developments of 10 units or more and commercial developments of 10,000 sq. ft. or more to incorporate TDM strategies that reduce trip generation rates below the standard rate published in the latest Institute of Transportation Engineers (ITE) Trip Generation Manual (10th edition), or other reputable source. TDM measures may include but are not limited to: shuttles, carpool, transit incentives, and car and/or bike share programs. Residential projects of 100 units or more and commercial projects of 100,000 sq. ft. or more shall have a designated TDM coordinator and provide a report to city staff annually on the effectiveness of the TDM plan. ▪ GreenTRIP: http://www.transformca.org/landing-page/greentrip ▪ City/County Association of Governments of San Mateo County, http://ccag.ca.gov/programs/transportation-programs/transportation-demand-management/ City of San Francisco TDM Tool, https://sfplanning.org/resource/transportation-demand-management-tdm-tool	1. Will the project have a TDM program that meets the 20% reduction in trip generation rates when compared to standard ITE trip generation rates? ☒ Yes ☐ No 2. Briefly describe the project's TDM Plan: Access to CCAG shuttle Caltrain - Burlingame, Millbrae Stations BART - Millbrae Station SMTA bus line Transportation Coordinator by tenants Bike lockers, racks, showers & changing rooms
Parking Pricing, Parking Requirements, and Creative Parking Approaches (CAP Measure 7): Implement parking reduction strategies including, but not limited to, parking lifts, shared parking, and unbundling of parking costs.	**Required Measure** Does the project meet the parking requirements in the zoning code or TDM plan as applicable? ☒ Yes ☐ No ☐ NA Describe any parking reduction strategies used in the project: Potential for shared parking with neighboring hotel to the east to take advantage of lighter day parking at hotel
VOLUNTARY MEASURES	
Peninsula Clean Energy ECO100 (CAP Measure 13): Increase enrollment in PCE's standard option, ECOplus, for 100% GHG free energy; or PCE's premium option, ECO100 for 100% renewable energy. https://www.peninsulacleanenergy.com/opt-up/	**Voluntary Measure** Will the project enroll in PCE? ☒ Yes ☐ No Which PCE option, ECOplus or ECO100? TBD

Complete Streets (CAP Measure 3): Develop a network of complete streets that support pedestrian and bicycle accessibility.	**Voluntary Measure** Does the project include on-site pedestrian, transit, or cycling improvements, such as enclosed bike storage or employee showers? ☒ Yes ❑ No ❑ NA What is the project's walkscore (www.walkscore.com)? 65 Describe any pedestrian/bicycle friendly measures used in the project: Class 1 and 2 bike storage provided. Showers and Changing Rooms. Access to Bay Trail with site amenities such as seating, landscape and shade.
Burlingame Shuttle Service (CAP Measure 8): Increase awareness and use of local shuttles. Burlingame shuttle map: https://www.burlingame.org/departments/sustainability/shuttles.php	**Voluntary Measure** Is the project located near a shuttle station? ☒ Yes ❑ No How will shuttle information be distributed to occupants?
Water Conservation for New Residential Developments (CAP Measure 17): Implement water conservation elements beyond CALGreen requirements, such as efficient landscaping and Energy Star rated appliances. Water Conservation Resources, https://www.burlingame.org/departments/public_works/water_conservation/index.php	**Voluntary Measure** Does the project use Energy Star® rated dishwashers and clothes washers or go beyond CALGreen? ❑ Yes ❑ No ☒ NA Describe any water conservation elements in the project: Drought tolerant landscape plantings and drip irrigation systems as required.
Construction Best Management Practices (CAP Measure 10): Require projects to implement the Air District's Best Practices for Construction; and use electrically-powered construction equipment as available and feasible.	**Voluntary Measure** Will the project use any electric off-road construction equipment? ☒ Yes ❑ No If yes, describe what electric construction equipment will be used: lifts, small vehicles

Increase the Public Tree Population (CAP Measure 20): Increase the number of trees in Burlingame.	**<u>Voluntary Measure</u>** Will the project be adding new trees? ☒ Yes ❑ No ❑ NA How many trees will be planted in the public right-of-way (like sidewalks)? 90-trees (on CA State Lands/ Bay Trail/ Public Right-of-Way How many trees will be planted on private property? 48-trees

620 Airport Boulevard

Transportation Demand Management Plan

July 2022

Prepared for:

Boca Lake Office, LLC

By: FEHR & PEERS

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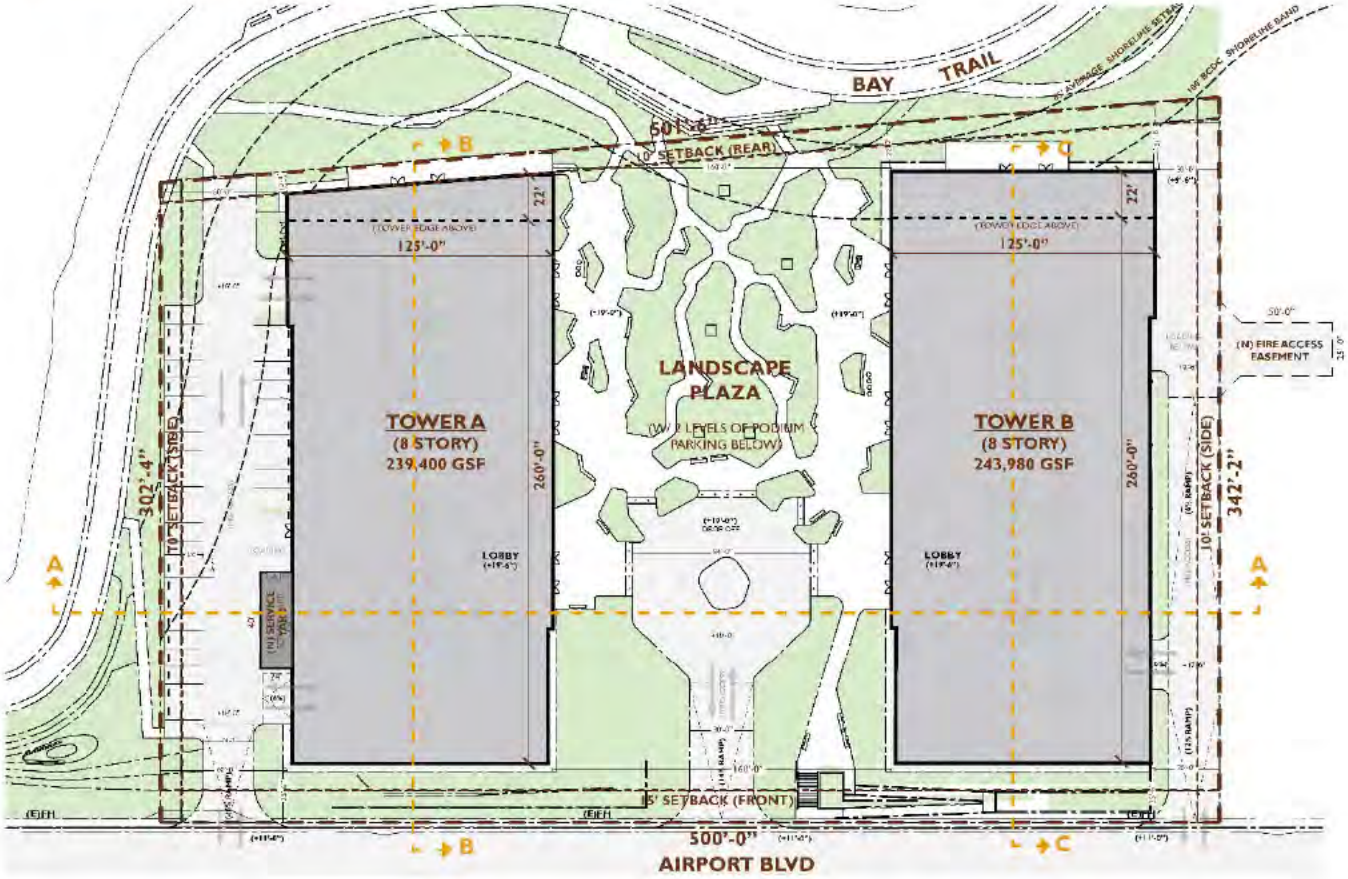
Introduction

Project Overview

The project site is located in Burlingame, California approximately four miles South of San Francisco International Airport (SFO) and adjacent to Anza Lagoon. The proposed project (the "Project") would redevelop a 3.7 acre parcel, currently used as a short- and long-term parking facility for SFO. The proposed site plan includes 483,380 square feet building area for two (2) eight-story buildings, plus ground floor and underground parking. The proposed uses include office, research & development or technology. Three project driveways will provide vehicle access to the Project site. The west and east driveways provide access to the multi-story podium parking in each building. The central driveway provides vehicular ingress/egress for drop-off and emergency vehicle access, as well as pedestrian access between buildings.



Project Setting

Bicycle and Pedestrian Facilities

Airport Boulevard, which runs along the south edge of the Project site, includes paved sidewalks on both sides of the street and is a planned Class IV separated bikeway in the City of Burlingame's *Bicycle and Pedestrian Master Plan*. Anza Boulevard features sidewalks on the south side of the roadway and a Class I shared-use path on the north side. Primary bicycle and pedestrian access would be provided via Airport Boulevard and the Bay Trail along the Anza Lagoon. The San Francisco Bay Trail, a Class 1 shared-use trail, runs adjacent to the north side of the Project site. This portion of the Bay Trail is within the project boundary. Anza Boulevard has a jersey barrier protected pedestrian path along the southside bridge. The Bay Trail continues westward toward the Broadway corridor via an undercrossing beneath Anza Boulevard. Existing and planned bicycle facilities are shown in **Figure 1**.

The Project includes a landscaped plaza between the two buildings. Each building includes a front lobby and 10,000 sq. ft. of flex space which could be used for on-site, amenity uses.

Transit Services

620 Airport Boulevard is located along Commute.org's Burlingame Point (Millbrae BART/Caltrain) shuttle. The shuttle provides a fixed circulator route Monday through Friday from Millbrae station to five stops along Airport Boulevard This route runs in front of the Project site on Airport Boulevard with a shuttle stop at 600 Airport Boulevard. Several transit providers, such as BART, Caltrain, and SamTrans, have stops at Millbrae Station. Three BART lines serve Millbrae Station: Richmond to Millbrae, Antioch to Millbrae, and Millbrae to SFO. Caltrain stops at Millbrae Station, providing services from San Francisco in the north and Tamien in the south. Several SamTrans bus lines serve Millbrae Station. SamTrans Route 397 connects downtown Burlingame with downtown San Francisco. Route SFO runs direct service from the transit center to all San Francisco International Airport Terminals. Route ECR runs along El Camino Real from Palo Alto Transit Center in South Bay to Daly City BART in San Francisco. Existing transit service is shown in **Figure 2**.

Regional Rail

- BART
- Caltrain

Existing Bikeways

- Class I Shared Path
- Class II Bicycle Lane
- Class III Bicycle Route

Planned Bikeways

- Class I Shared Path
- Class II Bicycle Lane
- Class III Bicycle Route
- Class IIIb Neighborhood Bikeway
- Class IV Separated Bikeway

- Cities
- Project Site

Figure 1

Existing and Planned Bicycle Facilities

Regional Rail

- BART
- Caltrain

SamTrans Routes

- ECR
- 397
- 292
- SFO
- FCX

Commute.org Routes

- NB North Burlingame
- BB Burlingame Bayside
- BP Burlingame Point
- MB Millbrae-Broadway

Trolley Routes

- B Burlingame Trolley
- R Red Carpet Trolley

- Cities
- Project Site

Figure 2

Existing Transit Service

TDM Goals and Objectives

The primary goal of a Transportation Demand Management (TDM) program is to reduce the number of drive-alone trips generated by new developments, by shifting a proportion of trips to more sustainable modes such as walking, biking, transit, or carpooling. This, in turn, helps to alleviate traffic congestion, reduce greenhouse gas emissions and other air pollution, and reduce demand for parking.

The project is required to implement TDM strategies that would comply with both the City of Burlingame's TDM Ordinance and City/County Association of Governments of San Mateo County (C/CAG) TDM Program. Strategies include project elements and necessary commitments of future tenants. Project elements include design features that provide greater options for the mode of travel future tenants choose. Tenant commitments include programs or services tenants are required to provide to achieve the trip reduction requirements.

Reducing the share of employees driving alone to the site would reduce traffic congestion impacts on nearby roadways and Highway 101 during peak traffic periods. This would also reduce vehicle demand on regional roadways and arterials used to access the site, contributing to the goals of C/CAG's Congestion Management Program.

Additionally, a successful TDM program improves the commute experience for employees, which can support employee recruitment and keep morale high to enhance employee retention. Supporting a range of modes for employee commute trips helps to manage the stress often associated with commuting.

Compliance with Local Requirements

The City of Burlingame's Transportation Demand Management Ordinance[1] outlines required trip reduction measures required of new development projects of certain sized criterion. All projects are required to meet vehicle trip generation rate 20% lower than the Institute of Transportation Engineers (ITE) *Trip Generation Manual*. Additionally, the City of Burlingame requires ongoing monitoring and an annual TDM report.

The City of Burlingame's Climate Action Plan (CAP)[2] presents the City's blueprint for reducing greenhouse gas emissions in Burlingame. The CAP requires that all new commercial developments of 10,000 sq. ft. or larger incorporate TDM strategies that reduce trip generation by 20% compared to the standard rate estimated by the Institute of Transportation Engineers (ITE) *Trip Generation Manual* (10th Edition).

C/CAG's TDM Policy[3] is a component of the Congestion Management Program (CMP) that provides guidelines for analyzing the impact of land use decisions made by municipalities in San Mateo County. The policy requires that local jurisdictions implement specific measures to reduce the demand for single occupancy vehicle (SOV) trips of all new developments that are expected to generate at least 100 average daily trips (ADT). C/CAG requires submission of a TDM checklist alongside a project's development application (See **Appendix A**) and monitoring for the first three years of the development to assess compliance with the TDM plan. The project is considered transit proximate and requires implementing associated checklist measures that result in a 35% trip reduction.

Roles and Responsibilities

A successful TDM plan requires a combination of supportive site design elements, programming, and incentives to encourage employees to shift to non-single occupancy vehicle (SOV) modes for commuting to work and ultimately achieve the City's 20% trip reduction target. This plan delegates responsibility for implementing TDM measures among the project's developer and future tenants.

The developer has committed to implementing site design measures to support a shift to more sustainable modes by providing amenities that make walking, biking, or taking transit more convenient.

The site's building manager will support tenants by distributing TDM information to future tenants, including sample commute surveys to help tenants monitor the success of their TDM efforts.

Future tenants are responsible for managing their individual TDM programs, including providing information and support to their employees, providing financial or other incentives tailored to their individual employee base, and monitoring and reporting to the City of Burlingame annually.

[1] City of Burlingame Article 3 – Chapter 25.43 https://cms6.revize.com/revize/burlingamecity/Article%203%20-%20Regulations%20and%20Standards%20Applicable%20to%20All%20Zoning%20Districts.pdf

[2] City of Burlingame's Climate Action Plan Update (August 2019), https://www.burlingame.org/document_center/Sustainability/CAP/Climate%20Action%20Plan_FINAL.pdf

[3] C/CAG TDM Program, https://ccagtdm.org/

Table 1. TDM Roles and Responsibilities

TDM Measures	Developer	Manager	Tenants
Project TDM Elements	x		
TDM Programmatic Measures		x	x
Provide TDM Information & Support		x	x
Provide TDM Incentives			x

Transportation Demand Management Strategies

The 690 Airport Boulevard TDM Plan is anticipated to meet the City of Burlingame's 20% trip reduction target by implementing the required TDM measures and strategies in the C/CAG TDM checklist which is provided in **Appendix A.** These strategies would manage travel demand through TDM measures and strategies that encourage alternatives to SOV trips.

Fehr & Peers evaluated the trip reduction effectiveness of the required C/CAG TDM strategies using *TDM+*, an analytical tool that quantifies trip and VMT reduction estimates based on the California Air Pollution Control Officers Association's (CAPCOA) 2021 report *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity*. Trip reduction estimates are based on the best available data and the actual observed reductions may vary depending on implementation or the unique characteristics of a tenant's employee base and uptake.

Project TDM Elements

Based on the CAPCOA data, a combination of the Project's land use characteristics and C/CAG-required TDM strategies could result in an approximately **32% reduction** in vehicle trips from the Project's ITE-based trip generation estimate. The required TDM strategies and estimated trip reduction breakdown is presented in **Table 2**. At 13.5% of the total 31.5% estimated reduction, the CAPCOA data indicate that the Project's job density is the primary strategy in reducing vehicle trip generation from the ITE trip generation baseline by infilling an urban site currently used for surface level parking. A combination of physical and programmatic features is estimated to further reduce vehicle trips by an estimated 18%. Detailed descriptions of each TDM strategy are provided in **Appendix B**.

Table 2. Project TDM Elements & Estimated Trip Reduction from ITE Rates

TDM Measure	Description	Estimated Reduction
Land Use Characteristics		
Increase Job Density (M26)	Trip reduction achieved by a project with higher job density compared to the national job density average. Higher job density results in shorter and fewer trips by single-occupancy vehicles. Measure also takes into account the presence of on-site complimentary land uses and amenities that would support reduced vehicle trips.	13.5%
Physical Features		
End-of-Trip Bicycle Facilities (M8, M24, M25)	Providing facilities that encourages commuting to work by bicycle. This measure includes the provision and maintenance of secure bike parking, a bike repair station, showers, and personal lockers, and changing areas.	2.7% *
Pedestrian and Bicycle Network Improvements (M9, M23, M26)	Providing sidewalks and an enhanced pedestrian network encourages people to walk instead of drive. Closing gaps in the bicycle network improves the accessibility and participation rate for those that are able to bicycle	0.6%
Programmatic Features		
Employee Survey	Conduct an annual survey of employees to understand commute patterns and ways to support the use of non-driving modes. Developer to provide sample survey to tenants. A sample survey is provided in **Appendix C.**	N/A – Required for Monitoring
Ridesharing Program (M1)	Ridesharing encourages carpooled vehicle trips in place of single-occupied vehicle trips, thereby reducing the number of trips, VMT, and GHG emissions. This measure will implement a ridesharing program and establish a permanent transportation management association with funding requirements for employers.	4% *
Carsharing Program (M18)	Carsharing offers people convenient access to a vehicle for personal or commuting purposes. This helps encourage transportation alternatives and reduces vehicle ownership, thereby avoiding VMT and associated GHG emissions.	0.1%
Commute Trip Reduction Marketing (M3, M4)	C/CAG requires tenants actively participate in Commute.org or Transportation Management Association Equivalent program. Additionally, this task requires information sharing and marketing by building tenant/employer to promote and educate employees about travel choices options for accessing the project site and guaranteed ride home service. Lastly, C/CAG requires the tenant provide a transportation coordination or an employee who will be responsible for supplying orientation and information to encourage employees to use non-SOV modes of commuting to work.	4% *
Subsidized or Discounted Transit Program (M6, M7) [2]	Reducing out-of-pocket transit expense for employees improves competitiveness of transit against driving and results in an increase of transit trips and decrease in vehicle trips. C/CAG requires tenants provide a subsidy up of $50 or 30% the value of a monthly fare, whichever is cheaper.	1.3% *

TDM Measure	Description	Estimated Reduction
Employer Sponsored Vanpool (M5)	Employer-sponsored vanpool service to promote cost-effective and convenient rideshare option for groups of 5 to 15 people. The reduction measure equates to approximately 2 vanpool vehicles for every 1,000 employees.	1.3% *
Extend Transit Network Coverage or Hours (M20)	This measure will expand the local transit network by either adding or modifying existing transit service or extending the operation hours to enhance the service near the project site. Starting services earlier in the morning and/or extending services to late-night hours can accommodate the commuting times of alternative-shift workers. This will encourage the use of transit and therefore reduce VMT and associated GHG emissions.	4.6%
Encourage Flex Time, Compressed Work Weeks, and Telecommuting (M12)	Flextime allows employees some flexibility in their daily work schedules. Flextime reduces peak period congestion directly by shifting trips to before or after peak periods and can also make ridesharing and transit use more feasible. Compressed work week allows employees to work fewer but longer days, thereby reducing the need to commute on the employee's day off. Telecommuting functions, similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	--[4]
Reduced Parking (M15)	Provide off-street private parking below local zoning code required minimums for a per-unit or square foot basis. Reduced parking can encourage new development at higher densities and can promote greater use alternative transportation modes, particularly in combination with other TDM measures.	--[4]
	Total Estimated Trip Reduction from ITE Rates [3]	**31.5%**

Source: TDM+ tool with Project-Specific Inputs. Fehr & Peers, 2022

Notes:

1. TDM Measure (C/CAG TDM Checklist measure) e.g., Ridesharing Program (M1).
2. Assumes an approximately $40 transit pass subsidy which is 30% of a typical two-zone Caltrain monthly pass. Two Caltrain zones aligns with the average San Mateo County home-based work vehicle trip length of 17 miles.
3. This total does not equal the sum of each individual estimated reduction since a multiplicative dampening effect has been applied to all trip reduction program measures, which are denoted by the (*) asterisk (end-of-trip bicycle facilities, ridesharing program, commute trip reduction marketing, subsidized or discounted transit program, and employer sponsored vanpool).
3. While we would expect these measures to result in reduced vehicle trips, particularly in combination with other supportive measures, they are not explicitly included in the TDM+ tool. We are thus not estimating a reduction as to keep the estimated reduction accounting from TDM+ clear.

Trip Reduction Target

Table 3 shows the Project's ITE-based trip generation estimate and the maximum number of daily and AM and PM peak hour trips to meet the City's 20% trip reduction target. To meet the target, AM and PM peak hour trips would need to be reduced by approximately 130 trips, and daily trips reduced by approximately 920 trips to meet the City's performance target.

Table 3. Vehicle Trip Reduction Goal

Land Use	ITE Code	Units	Project Daily Vehicle Trip Generation	AM Peak Hour Total	PM Peak Hour Total
Proposed Uses					
General Office Building	710	484 KSF	4,575	650	614
		20% TDM Reduction	*-915*	*-130*	*-123*
		Maximum Trips	3,660	520	491

Source: ITE Trip Generation Manual, 11th Edition

The project is estimated to generate approximately 2,488 new daily vehicle trips, 453 new trips during the AM peak hour, and 425 new trips during the PM peak hour.[4] In order to be compliant with C/CAG's requirements, the project needs to achieve the mitigation requirements for all daily trips.

[4] ITE Trip Generation Manual, 11th Edition

Program Implementation

TDM Coordinator

Each tenant will designate a transportation manager or transportation coordinator who will provide information and marketing to encourage employees to use non-SOV modes of commuting to work, including walking, biking, transit, carpooling, vanpooling, or other means of travel. While the future building manager will support the TDM coordinator by providing information on TDM requirements, transportation options, and an example commute survey, each tenant's TDM coordinator is responsible for program implementation and monitoring.

Monitoring and Reporting

Regular monitoring and reporting will ensure that tenants are in compliance with C/CAG and City of Burlingame standards for trip reductions. Additionally, annual monitoring provides an opportunity for tenants to assess the success of their TDM programs and to make adjustments or revisions as needed to achieve their TDM reduction goal.

Trip Reduction Goals

To achieve the City of Burlingame's trip reduction target, the Project's maximum AM Peak Hour, PM Peak Hour, and Daily trips are as follows. Detailed trip generation estimates are shown in **Table 3**.

- Maximum Daily Trips: 3,660
- Maximum AM Peak Hour Trips: 520
- Maximum PM Peak Hour Trips: 491

Reporting

Future tenant(s) will be required to submit monitoring reports to the City of Burlingame and C/CAG. Each jurisdiction has a set monitoring and reporting structure. The following section includes detailed information about reporting structure requirements.

City of Burlingame Monitoring and Evaluation

An TDM report shall be prepared and submitted to the City of Burlingame annually; with the initial, or baseline, commute survey report to be conducted and submitted one year after the granting of a certificate of occupancy for 75% or more of the project, and annually after that. The specific contents of the annual TDM report will be determined in collaboration with the City, but will include at least the following elements:

1. A description of the current landlord and/or tenant TDM programs and services provided and level of use/participation of each program component (required or supplemental). This includes reporting on the number of transit passes distributed and an evaluation of the percent of staff who use the pass to regularly commute to work, the number of employees with parking passes or who opted to cash-out of a parking space, and documentation of the transportation information and outreach provided to employees.
2. Results of an annual employee survey capturing how every employee access the project site. The main purpose of this survey is to capture weekday building occupancy, determine employee commute mode choices, and determine compliance with the tenant's vehicle trip generation goal. A sample survey is provided in **Appendix C.**
3. Findings of whether the tenant is in compliance with its TDM reduction participation goal. If the findings in the report show that the TDM reduction/participation goal has not been met, the future tenant would work with City staff to identify if there are additional TDM measures the tenant could reasonably (financially and practically) implement to further improve the site's TDM reductions and participation.

C/CAG Monitoring

Two years after Project occupancy, Commute.org will distribute a survey to the appropriate Project point of contact, who may be the original Project owner, property manager, or on-site tenant(s)/TDM coordinator(s). The survey will consist of a TDM Self-Certification Form (i.e., self-reporting implemented TDM measures) along with a brief questionnaire about user travel behavior at the Project site. Commute.org will then collect and analyze these surveys.

If there is insufficient progress toward TDM Checklist implementation, Commute.org will work with the appropriate point of contact to develop potential solutions. The local jurisdiction shall also collaborate in this issue resolution, which may include potential

enforcement. The monitoring and reporting process is required to continue for 20 years post-occupancy at the following intervals for the self-certification form and the travel survey[5]:

- Self-Certification Form: Completed biennially for 18 years post-occupancy
- Travel Survey: Completed biennially beginning in the third year post-occupancy for a period of six years and then triennially for the remaining 12 years

[5] C/CAG *Transportation Demand Management Policy Update Approach – September 9, 2021* https://ccagtdm.org/wp-content/uploads/2021/12/FINAL-CCAG_TDM-Policy-Update-Document_9-9-2021.pdf

Appendix A – C/CAG Checklist

C/CAG TDM Checklist

ccagtdm.org

Non-Residential (Office, Industrial, Institutional) Land Use: Large Project

500+ ADT; ~50,000+ sq ft

About this Form

Any new development project anticipated to generate at least 100 average daily trips is subject to the C/CAG TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. Read more at ccagtdm.org

Questions?
support@ccagtdm.org

A Applicant Information

Project Address	Contact First and Last Name
620 Airport Boulevard	
Parcel Number	**Application Date** (D D M M Y Y Y Y) / **Contact Phone Address**
Project Jurisdiction	**Contact Email Address**
City of Burlingame	

B Trip Reduction Target

Select one option based on your project's distance to high quality transit

Read more about high quality transit at ccagtdm.org/high-quality-transit

Identify your project type

☐ TOD	☒ Transit Proximate	☐ Non-Transit Proximate
Less than 1/2-mile from high quality transit service	1/2 to 3 miles from high quality transit service	More than 3 miles from high quality transit service
25% Trip Reduction Required	**35%** Trip Reduction Required	**35%** Trip Reduction Required

C Required Measures

You must select all measures that apply for your project type

Click on each measure's title for more information

	Measure	Project Types	Percentage	Yes
1	**M1 - Free/Preferential Parking for Carpools** Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.	ALL	1%	☑
2	**M3 - TDM Coordinator/Contact Person** Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.	ALL	0.5%	☑
3	**M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent** Obtain certification of registration from Commute.org or equivalent TMA incorporation documents. Select only one based on Project Type	TOD & Non-transit Proximate Transit Proximate	6.5% 16.5%	☐ ☑
4	**M5 - Carpool or Vanpool Program** Establish carpool/vanpool program for tenants and register program with Commute.org.	ALL	2%	☑
5	**M6 - Transit or Ridesharing Passes/Subsidies** Offer tenants passes or subsidies for monthly public transit or ridesharing costs incurred, equivalent to 30% of value or $50 - whichever is lower.	ALL	10%	☑
6	**M7 - Pre-Tax Transportation Benefits** Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.	ALL	1%	☑
7	**M8 - Secure Bicycle Storage** Comply with CalGREEN minimum bicycle parking requirements.	ALL	1%	☑
8	**M9 - Design Streets to Encourage Bike/Ped Access** Design adjacent streets or roadways to facilitate multimodal travel.	ALL	1%	☑
9	**M25 - Showers, Lockers, and Changing Rooms for Cyclists** These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.	ALL	2%	☑
10	**Total from Required Measures** Sum percentages from each selected measure from rows 1-9		35 %	

Form Continues on Page 2 →

D Additional Recommended

Select enough to meet the trip reduction target from section B

Click on each measure's title for more information

	Measure	Project Types	Percentage	Yes
11	**M12 - Flex Time, Compressed Work Week, Telecommute** Flex time allows employees some flexibility in their daily work schedules. Compressed work week allows employees to work fewer but longer days. Telecommuting functions similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	ALL	5%	☑
12	**M14 - Paid Parking at Market Rate** Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare.	ALL	25%	☐
13	**M15 - Reduced Parking** Provide off-street parking at least 10% below locally-required minimums, or else below the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas.	ALL	10%	☑
14	**M16 - Short-Term Daily Parking** Offer daily or hourly parking rates that are proportional to the monthly rate or approximately the cost of a transit fare.	ALL	2%	☑
15	**M17 - Developer TDM Fee/TDM Fund** Voluntary impact fee payment on a per unit or square footage basis, to fund the implementation of TDM programs.	ALL	4%	☐
16	**M18 - Car Share On-Site** Provide on-site car share or vehicle fleets.	ALL	1%	☑
17	**M19 - Land Dedication or Capital Improvements for Transit** Contribute space on, or adjacent to, the project site for transit improvements. Select one or more Bus Pullout Space 1% ☐ Bus Shelter 1% ☐ Visual/Electrical Improvements (i.e., Lighting, Signage) 1% ☐ Other (i.e., Micromobility Parking Zone, TNC Loading Zone) 1% ☐	ALL →	☐ % Total percentages selected	☐
18	**M20 - Shuttle Program/Shuttle Consortium/Fund Transit Service** Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	Non-transit Proximate	10%	☑
19	**M21 - Bike/Scooter Share On-Site** Allocate space for bike/scooter share parking.	All	1%	☐
20	**M22 - Active Transportation Subsidies** Offer biking/walking incentives to tenants, such as gift card/product raffles.	All	2%	☐
21	**M23 - Gap Closure** Construct or enhance quality of biking and walking facilities to/from site to existing trails, bikeways, and/or adjacent streets.	All	7%	☑
22	**M24 - Bike Repair Station** Offer on-site bike repair space/tools in visible, secure area.	All	0.5%	☑
23	**M26 - Pedestrian Oriented Uses & Amenities on Ground Floor** Provide on-site, visible amenities to tenants and guests, such as cafes, gyms, childcare, retail.	All	3%	☑
24	**Total from Additional Measures** Sum percentages from each selected measure from rows 11 - 23		38.5 %	

E Project Totals

Percentage from Required Measures (Section C Row 10) ☐ %

\+ Percentage from Additional Measures (Section D Row 24) ☐ %

Total Percentage from all Selected Measures (Sum of required and additional measures) ☐ %

Trip Reduction Target (Copy from Section B) ☐ %

Total Percentage from all selected measures must be greater than or equal to Trip Reduction Target

F Submit Checklist

See ccagtdm.org/submission for how to submit this form.

Questions?

Email Us
support@ccagtdm.org

Visit Our Website
ccagtdm.org

Appendix B – Detailed Description of TDM Measures

The following sections describe in detail each of the TDM strategies proposed as part of the development. All monitoring and reporting indicated below are for the purposes of complying with City requirements unless otherwise noted.

Increase Job Density

This measure accounts for the VMT reduction achieved by a project that is designed with a higher density of jobs compared to the average job density in the U.S. Increased densities affect the distance people travel and provide greater options for the mode of travel they choose. Increasing job density results in shorter and fewer trips by single-occupancy vehicles and thus a reduction in GHG emissions. It also takes into account the presence of on-site complimentary land uses and amenities that would support reduced vehicle trips.

Implement Commute Trip Reduction Marketing

This measure requires tenants to implement a marketing strategy that promotes employee trip reduction. This includes information sharing and marketing and additional amenities that make it easy for employees to opt for non-auto modes.

Transportation Manager and Commute Marketing Program

A transportation manager or designated employee for transportation-related marketing will generate positive impacts on the success of the TDM goals and elements. Commute industry data supports the notion that a transportation manager has a very positive impact on increasing and maintaining alternative mode use.

Each tenant's transportation manager will be responsible for the following:

- Providing commute program assistance to employees, and serving as the primary point of contact for employees who wish to commute using an alternative.
- Working with local agencies as needed, such as Caltrain, SamTrans, 511 Rideshare, the Bay Area Air Quality Management District (BAAQMD), and Commute.org.
- Cataloging all existing incentives that encourage employees to utilize alternative transportation programs.

- Conducting annual employee surveys and providing reports to the City of Burlingame that include commute patterns, mode splits, and TDM program success (process includes yearly surveying of employees, tabulation of data and provision of results in report format).
- Evaluating survey results for alternative transportation potential and changes to the current program, and updating the program as needed.

Benefits that may be organized by the transportation manager and provided to employees include the following:

- Producing any on-site transportation fairs and promotional events, as relevant.
- Hosting Bicycle Safety Classes in coordination with Commute.org or a local bicycle advocacy organization.
- Posting informational materials on transportation kiosks in common areas, as well as distributing alternative program information to employees via posters, flyers, banners, community newsletters, etc.
- Participate in the BAAQMD Spare the Air program. Spare the Air day notices will be forwarded to employees to discourage driving alone to work.

Guaranteed Ride Home Program

A common reason that employees do not use alternative modes is the inability to leave work unexpectedly for a family emergency or the fear of being stranded if they need to work late or there are disruptions in transit service. A TDM element that allays these concerns is a Guaranteed Ride Home or similar program. With these types of programs, employees can use a taxi service, rental car, or other means to get home, and the employer pays for the service. Commute.org provides a Guaranteed Ride Home program for all employees in San Mateo County who use an alternative to driving alone to get to work. The program is free for employees to participate in, and subsidizes up to $60 per trip up to four times per calendar year.

Provide Ridesharing Program

This measure will implement a ridesharing program and establish a permanent transportation management association with funding requirements for employers. Ridesharing encourages carpooled vehicle trips in place of single-occupied vehicle trips, thereby reducing the number of trips, VMT, and GHG emissions.

Ridesharing must be promoted through a multi-faceted approach. Examples include the following.

- Designating a certain percentage of desirable parking spaces for ridesharing vehicles.
- Designating adequate passenger loading and unloading and waiting areas for ridesharing vehicles.
- Providing an app or website for coordinating rides.

Subsidized Transit Passes

Transit subsidies, whether as pre- or post-tax benefits (this measure includes the option for tenants to participate in a pre-tax transit program), are an effective strategy to encourage transit ridership and have the greatest impact compared to all other tenant-provided TDM measures. GoPass, which is provided by Caltrain, allows companies to purchase annual unlimited-ride passes for all eligible employees. The annual cost is the greater of $342 per eligible user (all employees are considered eligible users, not just those who ride transit) or $28,728. SamTrans offers a Way2Go program that allows companies to purchase annual unlimited-ride passes for all eligible employees. The annual cost of the Way2Go program for employers is the greater of $125 per eligible employee/resident or $12,500.

Provide Employer-Sponsored Vanpool

This measure requires establishing an employer-sponsored vanpool service. Vanpooling vehicles are generally leased and provided by employers, non-profit organizations, government agencies, or public-private partnerships. Tenants/employers should provide financial incentives, such as ride-matching, to help facilitate participation.

End-of-Trip Facilities

End-of-Trip facilities include amenities that make it easier for employees to choose biking as a form of transportation, thereby reducing VMT and GHG emissions. These amenities include secure bike parking (such as bike lockers), showers, personal employee lockers, and on-site bicycle repair station. This measure includes installing and maintaining end-of-trip facilities for employee use. Facilities should be inclusive of all gender identities. Future tenants should consider including gender-neutral or single-occupancy options for additional privacy.

Pedestrian and Bicycle Network Improvements

This measure will increase the sidewalk and bicycle facility coverage to improve pedestrian and bicycle access. Providing sidewalks and an enhanced pedestrian network encourages people to walk instead of drive. Closing gaps in the bicycle network improves the accessibility and participation rate for those that are able to bicycle. This mode shift results in a reduction in VMT and GHG emissions. The 'study area' should be based on a 1 KM buffer around the area where the pedestrian network is being improved. The VMT reduction is limited to household VMT.

Implement Conventional Carshare Program

This measure will increase carshare access in the user's community by deploying conventional carshare vehicles. Carsharing offers people convenient access to a vehicle for personal or commuting purposes. This helps encourage transportation alternatives and reduces vehicle ownership, thereby avoiding VMT and associated GHG emissions. A variation of this measure, electric carsharing, is described in Measure T-20-B, Implement Electric Carshare Program.

Extend Transit Network Coverage or Hours

This measure will expand the local transit network by either adding or modifying existing transit service or extending the operation hours to enhance the service near the Project site. Starting services earlier in the morning and/or extending services to late-night hours can accommodate the commute times of alternative-shift workers. This will encourage the use of transit and therefore reduce VMT and associated GHG emissions.

Employee Survey

At the time of employment, all new employees will be asked to complete a short online survey to gauge their transportation needs and commute preferences. This quick survey will also allow the transportation manager to best connect the employee with transit resources, bicycle route maps, and 511.org or Scoop ride-matching sources. This survey also acts as an early opportunity to educate employees about resources and benefits.

In addition to the new employee survey, tenants must administer an annual employee survey that captures how each employee accesses the Project site and any trips they made during the day. The purpose of this survey is to provide reports to the City of Burlingame on commute patterns, mode splits, and TDM program success. In addition, annual surveys allow transportation managers to regularly assess and make adjustments as needed to improve transportation options available to employees. A sample survey is provided in **Appendix C**.

Encourage Flextime, Compressed Work Weeks, and Telecommuting

Flextime allows employees some flexibility in their daily work schedules. Flextime reduces peak period congestion directly by shifting trips to before or after peak periods and can also make ridesharing and transit use more feasible. Compressed work weeks allow employees to work fewer but longer days, thereby reducing the need to commute on the employee's day off. Telecommuting functions, similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.

Reduced Parking

Provide off-street private parking below local zoning code required minimums for a per-unit or square foot basis. Reduced parking can encourage new development at higher densities and can promote greater use of alternative transportation modes, particularly in combination with other TDM measures. This measure, however, is typically only effective when parking is constrained, and ample on-street parking is not available.

Appendix C – Sample Commute Survey

620 Airport Boulevard TDM Monitoring & Reporting – Sample Commute Survey

NOTE: Questions should be tailored by tenants based on company policies such as work schedules, available commuter benefits, etc.

1. What is your home zip code?
2. What are your typical work hours?
    a. Start time:
    b. End time:
3. Thinking about last week, how did you get to work on each of the following days? If you used more than one, please indicate the way for the longest part of your trip.
    a. Monday
    b. Tuesday
    c. Wednesday
    d. Thursday
    e. Friday
    f. Saturday
    g. Sunday
4. Thinking about last week, how did you leave work on each of the following days? If you used more than one, please indicate the way for the longest part of your trip.
    a. Monday
    b. Tuesday
    c. Wednesday
    d. Thursday
    e. Friday
    f. Saturday
    g. Sunday
5. Thinking about last week, how often did you leave the office in the middle of the day to get lunch or run errands?
    a. Yes, multiple times a day
    b. Yes, once a day
    c. Yes, a few times a week
    d. No, I did not leave the office during the day
6. When you leave the office in the middle of the day, how do you typically travel to get lunch or run errands?
    a. Private vehicle
        i. Drove my own private vehicle (Drive alone)
        ii. Drove my own private vehicle (Carpool)
        iii. Passenger in a private vehicle (Carpool)
    b. Uber/Lyft/Taxi drop-off
    c. Transit
        i. Caltrain
        ii. SamTrans Bus
    d. Bicycle
    e. Walked
    f. Bikeshare/E-scooter
    g. Other: _____

7. What is most important to you when you choose how to get to work? (Select up to 3.)
    a. Travel time
    b. Cost
    c. Convenience/flexibility
    d. Reliability
    e. Comfort/safety
    f. Reducing pollution
    g. Ability to make stops between home and work
    h. Stress
8. If you typically use a non-drive alone mode to commute to work, how can we better support your commute?
    a. Company subsidy for transit
    b. Company subsidy for vanpool
    c. Company subsidy for biking or walking
    d. Lower parking rates for carpooling
    e. Preferred parking for carpooling
    f. Assistance using transit or biking
    g. Assistance with
    h. Flexible work schedule
    i. Ride home in case of emergency
    j. Incentive program (prizes or contests)
    k. Other: _____
9. If you normally drive alone to work, what are your main reasons for doing so?
    a. Need a car for work
    b. Need a car for personal use during the work day
    c. No reasonable transit option
    d. No reasonable walking or biking option
    e. No options for carpooling
    f. Need a car for errands or to transport children
    g. Cannot get home in an emergency
    h. Cost of taking Caltrain
    i. Other: _____
10. If you usually drive alone to work, which of the following transportation options (other than driving alone) would appeal most to you? (Select up to 3.)
    a. Carpooling
    b. Vanpooling
    c. Transit
        i. Caltrain
        ii. SamTrans
    d. Bicycling
    e. Walking
    f. Not interested in other transportation options for commuting
    g. Other: _____
11. If you normally drive alone to work, what would encourage you to use a non-drive alone mode to commute to work? (Select up to 3.)
    a. Company subsidy for transit

b. Company subsidy for vanpool
c. Company subsidy for biking or walking
d. Parking cash-out
e. Lower parking rates for carpooling
f. Preferred parking for carpooling
g. Assistance using transit or biking
h. Assistance finding carpool partners
i. Flexible work schedule
j. Ride home in case of emergency
k. Incentive program (prizes or contests)
l. Other: _____

12. Do you have other comments about your transportation options for commuting to work?

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COMMUNITY DEVELOPMENT DEPARTMENT
501 PRIMROSE ROAD
BURLINGAME, CA 94010
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www.burlingame.org

PUBLIC HEARING NOTICE

Project Site: 620 Airport Boulevard, zoned BFC

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom **on Monday, September 26, 2022 at 7:00 P.M.** You may access the meeting online at www.zoom.us/join or by phone at (346) 248-7799:

Meeting ID: 826 6118 3096	Passcode: 934909

Description: Application for Environmental Review, Commercial Design Review, and Special Permits for Height and Development under Tier 3/Community Benefits for two, new 9-story office/R&D buildings.

Members of the public may provide comments by email to publiccomment@burlingame.org or speak at the meeting.

Mailed: September 16, 2022

(Please refer to other side)

City of Burlingame - Public Hearing Notice

If you have any questions about this application or would like to schedule an appointment to view a hard copy of the application and plans, please send an email to planningdept@burlingame.org or call (650) 558-7250.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed, should contact the Planning Division at planningdept@burlingame.org or (650) 558-7250 by 10 am on the day of the meeting.

If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

Property owners who receive this notice are responsible for informing their tenants about this notice.

Kevin Gardiner, AICP
Community Development Director

(Please refer to other side)

620 Airport Boulevard
500' noticing
APN #: 026-342-330