



# TRANSPORTATION MANAGEMENT PLAN DEVELOPMENT GUIDE

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Best practices for designing the built environment to support community and development cohesion.

Last updated  
3/2/2021

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This document was jointly prepared by the City of Atlanta, Central Atlanta Progress, Livable Buckhead, and Midtown Alliance.



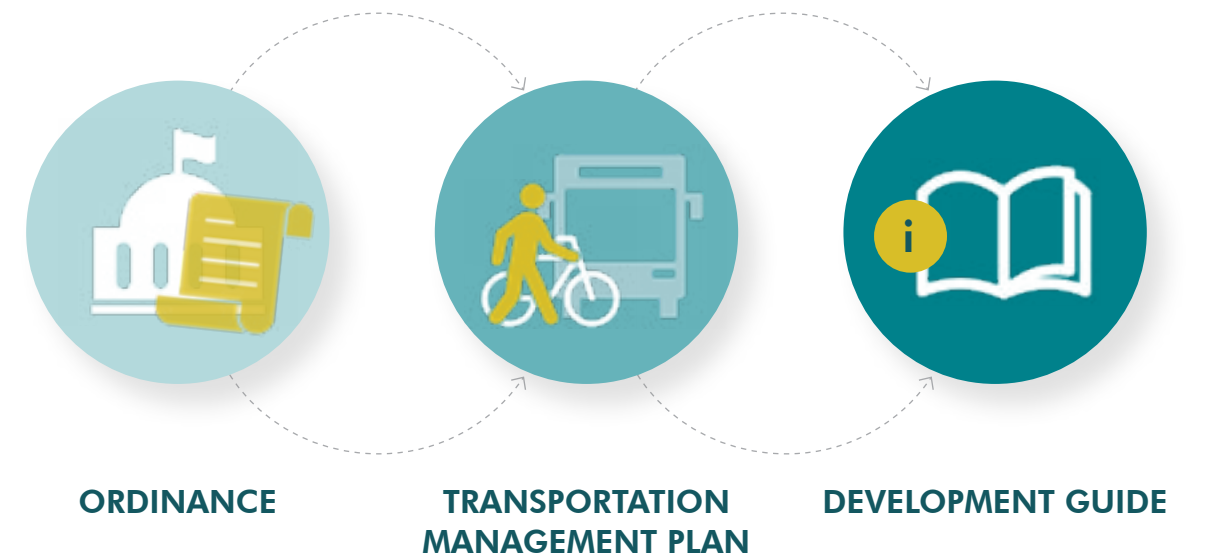
# GLOSSARY OF TERMS

Carpool	A group of two or more people commuting to and from work at least two days a week on average, over at least a one-month period.
Development Review Committee (DRC)	Development review committees have been established as an advisory group for the purpose of providing to the Commissioner of the Dept. of City Planning (and staff) formal comments on Special Administrative Permit (SAP) applications within a particular Special Public Interest (SPI) zoning district. Applicants are required to make a presentation of their project to the applicable DRC. Each DRC shall consist of several members representing a property owner, business owner or resident, and an applicable neighborhood organization located within a particular SPI district.
Special Administrative Permit (SAP)	A permit application required for building projects located in one of Atlanta's SPI districts.
Special Public Interest District (SPI)	Areas officially designated by the City as having special and substantial public interest in protection of a community's character, views, buildings or public spaces.
Transportation Demand Management (TDM)	Design features, incentives, and tools implemented to reduce vehicle miles traveled (VMT) by helping people choose sustainable travel options, such as transit, bicycle riding, or walking.
Transportation Management Association (TMA)	An administrative body or organization designed to manage the transportation needs of a particular venue, district, or community.
Transportation Management Plan (TMP)	A Development Project's plan describing compliance with the City's TMP ordinance.
Vanpool	A group of four or more people commuting in a vehicle that seats at least six passengers (not including the driver).
Vehicle Miles Traveled (VMT)	The amount and distance of automobile travel attributable to a project.

# TRANSPORTATION MANAGEMENT PLAN DEVELOPMENT GUIDE AND WHERE IT APPLIES

The Transportation Management Plan Development Guide supports the implementation of the Transportation Management Plan (TMP) ordinances within the Downtown, Buckhead Village, Buckhead/Lenox Stations, and Midtown Special Public Interest Zoning Districts (SPIs 1,9,12, and 16). The ordinance is written as follows:

*The Office of Buildings shall not issue any certificate of occupancy permits for any multi-family residential, office, or hotel development (including the sum of such uses in combination) having more than 25,000 square feet of gross floor area until such time the developer or their specified agent has submitted to the Office of Zoning a transportation management plan (TMP). This TMP shall contain strategies to reduce single occupancy vehicle trips generated by the project and shall be in accordance with the Transportation Demand Management for the Built Environment Guidelines.*



# SPECIAL PUBLIC INTEREST DISTRICTS WITH ASSOCIATED TRANSPORTATION MANAGEMENT ASSOCIATIONS

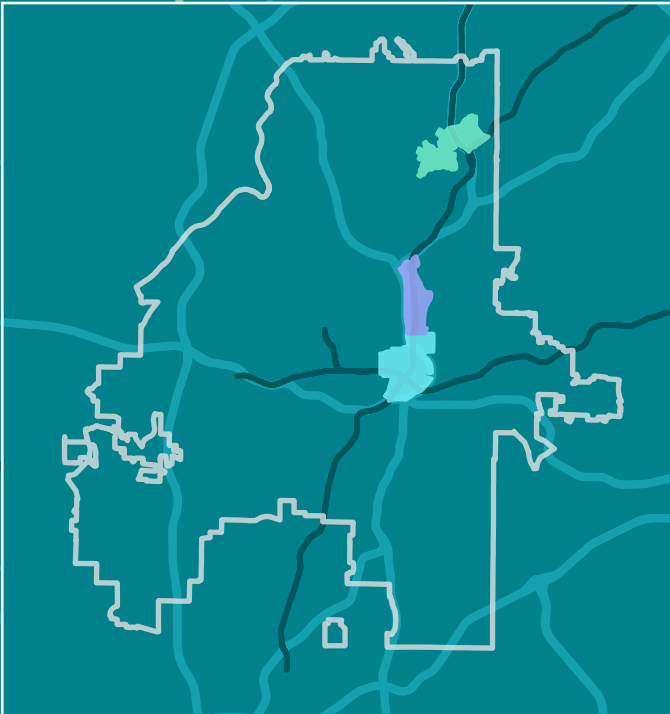
LIVABLE  
BUCKHEAD  
SPI 9 AND 12

MIDTOWN  
ALLIANCE  
SPI 16

CENTRAL  
ATLANTA  
PROGRESS  
SPI 1

CITY OF ATLANTA

CITY OF ATLANTA REFERENCE MAP



1

# PREFACE

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# A NOTE ABOUT THIS DOCUMENT

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## Shifting Travel Behavior through the Built Environment

The *Transportation Management Plan Development Guide* is intended to assist the development community in reducing the vehicle miles traveled (VMT) generated by new development projects. Using national best practices, the guide highlights high-impact infrastructure enhancements and programs that support traveling by transit, bicycling, walking, carpools, or vanpools.

The *Transportation Management Plan Development Guide* builds on prior zoning requirements in Downtown, Midtown, and Buckhead that require the development of a Transportation Management Plan (TMP). Through this guide and the accompanying ordinance, new TMPs should be rooted in proven trip-reducing measures and be easy to develop, understand, and implement.

## BEYOND ZONING ORDINANCES

A successful and well-designed TMP will go further than mere compliance with the zoning ordinance. The SPI zoning in Downtown, Midtown, and Buckhead and the requirements outlined in this guidance document are a set of minimum standards. Developments are encouraged to go beyond the requirements and to consider innovative ways to support taking transit, biking, walking, carpooling, and vanpooling.

The Transportation Management Associations (TMAs) in Downtown, Midtown, and Buckhead aspire to collaborate with you and your team early in the project's development to create the most effective TMP that will continue to reduce trips and attract tenants well into the future.

# DEVELOPMENT GUIDE STRUCTURE

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## Land Use

The Development Guide is organized according to three land use types:

- Office
- Hotel
- Residential

For all three land uses, the ordinance applies to developments larger than 25,000 square feet.

For each land use, the guide outlines a menu of options from which a developer can choose when creating a TMP. The existing Transportation Management Associations (TMAs) are available to assist developers as they choose the best suite of transportation solutions for their location and prospective tenants.

While many of the TMP elements are consistent across development types, the complete menu of options differ slightly to cater to each development type.

## Element Levels

For each land use type, the menu of options is divided into levels based on the efficacy and relative cost of the options.

- Required Elements
- Level A Elements
- Level B Elements
- Level C Elements\*

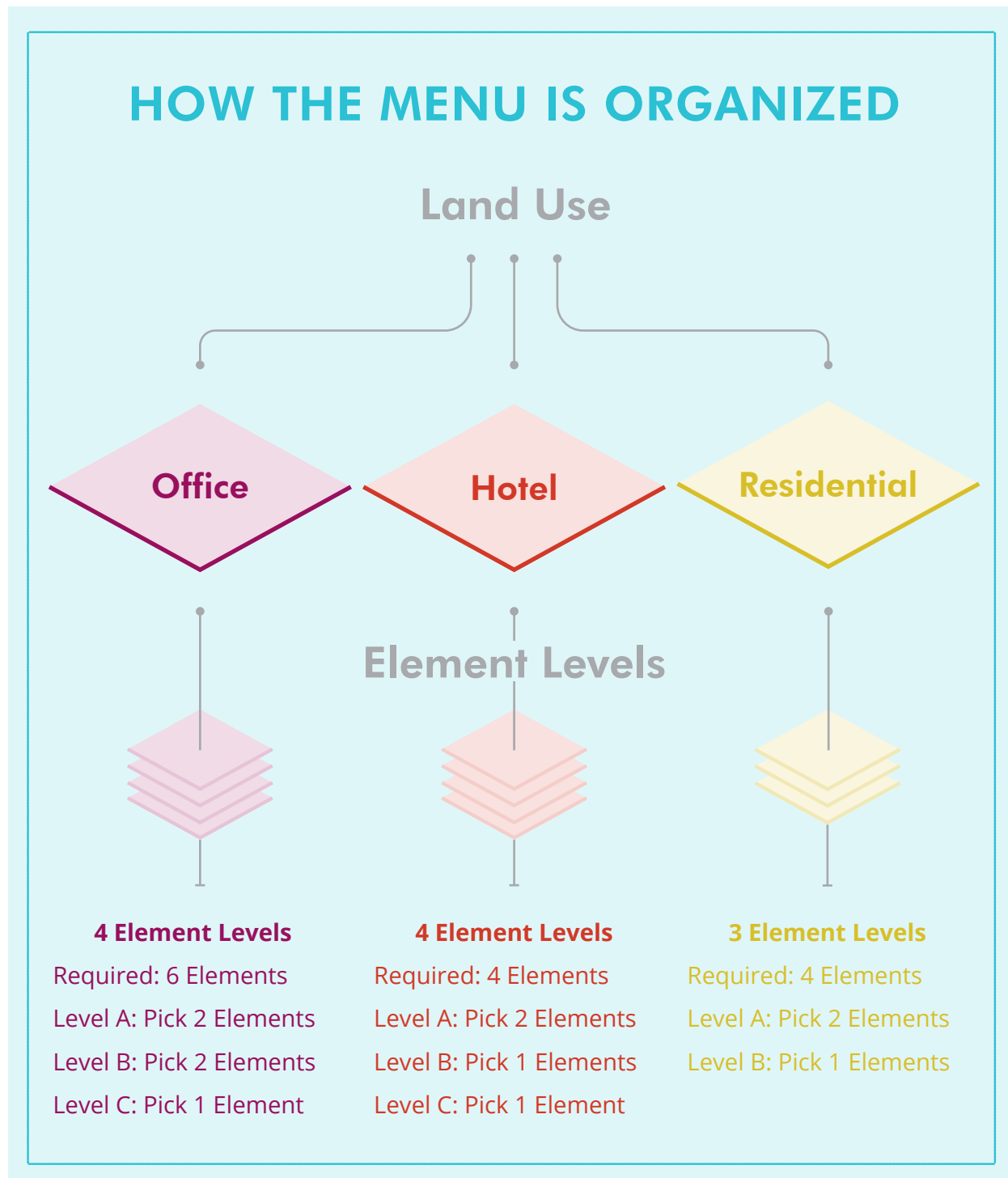
Office and Hotel development must select two elements from the Level B section; Residential development is only required to select one element from the Level B section.

\*Level C elements only apply to Office and Hotel developments

## The Development Menu

The menu is a tool to guide developments in selecting the right TMP elements for their projects. After reviewing the options, the developer should complete the relevant checklist with their selected elements and submit it with other required SAP paperwork.

# REVIEW & PERMITTING PROCESS



## How are TMPs reviewed?

Special Public Interest (SPI) districts in the City of Atlanta are established in areas that have special and substantial public interest in protection of existing or proposed character; in Buckhead, Downtown, and Midtown, the SPI zoning ordinances aim to leverage the existing heavy rail and transit infrastructure into dense, livable development.

SPIs 1, 9, 12, and 16 each have their own Development Review Committees (DRCs). The DRCs are an advisory committee to the City of Atlanta providing formal recommendations to the Office of Zoning and Development on all Special Administrative Permit (SAP) applications within their respective SPI districts. Midtown Alliance, Central Atlanta Progress,

and Livable Buckhead--acting as liaisons between the private sector and the public realm--facilitate the monthly DRC review meetings. All new Transportation Management Plans (TMPs) will be reviewed by the relevant DRC, and a recommendation will be sent to the Office of Zoning and Development.

In addition, Midtown Alliance, Central Atlanta Progress, and Livable Buckhead each have TMAs who offer transportation consulting to properties and employers in their respective districts. The TMAs can provide guidance to developers before submitting TMPs to the DRC.

The table on page 12 depicts steps for a successful permitting process.

TABLE 1. REVIEW & PERMITTING PROCESS

Step 1 Obtain a Special Administrative Permit (SAP)	
Technical Assistance	Meet with TMA for preliminary project review and guidance
Pre-Application Conference	Attend pre-application conference with representative from City of Atlanta, Office of Planning
Development Review Committee (DRC)	One week prior to DRC meeting, applicant must: <ul style="list-style-type: none"> <li>• Request placement on the DRC agenda</li> <li>• Provide written summary of proposed development/improvement, including detailed list of requested variations with code references</li> </ul>
Community Reviews (as needed)	<ul style="list-style-type: none"> <li>• Provide copies of site plan and elevation of development/improvement</li> <li>• Provide transportation management plan</li> </ul>
Development Review Committee recommendations sent to City of Atlanta, Office of Zoning and Development (Upon completion of community reviews)	<p>Applicant should bring the following to DRC meeting:</p> <ul style="list-style-type: none"> <li>• Written summary of proposed development/improvement, including detailed list of requested variations with code references (any size/format for presentation and distribution)</li> <li>• Copies of site plan and elevation of development/improvement (any size/format for presentation and distribution)</li> <li>• Copies of Transportation Management Plan</li> </ul>
Special Administrative Permit (SAP) Application	<p>SAP Application Requirements:</p> <ul style="list-style-type: none"> <li>• Completed SAP application</li> <li>• Include written summary of proposed development/improvement</li> </ul>
Receipt of Special Administrative Permit (SAP)	<ul style="list-style-type: none"> <li>• Provide drawings—11 sets of site and landscape plans, 5 sets of elevations—each signed and sealed by an architect registered in the State of Georgia</li> <li>• Complete TMP checklist and provide plan sheet &amp; details for required TMP elements</li> </ul>
Step 2 Obtain a Building Permit	
Building Permit Application - Bureau of Buildings website	
Bureau of Buildings Plan Review	
Receipt of Building Permit	
Step 3 Hold Pre-Construction Meeting with Special Public Interest (SPI) Districts	

# 2

# OFFICE DEVELOPMENT PROJECT

# OFFICE PROPERTY CHECKLIST

## Overview

The Office Property Development Checklist on the following pages outlines the TMP elements that can be applied to new office developments.

The menu of elements is a tool to guide developments in selecting the right TMP elements for their projects. After reviewing the options, the developer should complete this checklist with their selected elements and submit it with other required SAP paperwork.

This checklist begins with the minimum requirements for all new office developments. From there, each new development must pick two elements from Level A, two elements from Level B, and one element from Level C. Implementing more measures than the minimum is encouraged.

The elements are tiered based on their effectiveness in reducing single occupany vehicle trips and the cost of implementation.

Innovative measures not listed on the following pages will be evaluated on a case-by-case basis.

TABLE 2. OFFICE PROPERTY CHECKLIST

### Required Elements // Must have all 6

Fact Sheet ID	Description	Selected
O-R1	Require building management to appoint a Building Transportation Coordinator (BTC)	<input type="checkbox"/>
O-R2	Require building management to distribute up-to-date commuter information as provided by Georgia Commute Options or a Transportation Management Association (TMA)	<input type="checkbox"/>
O-R3	Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA)	<input type="checkbox"/>
O-R4	Provide bicycle storage that meets or exceeds the zoning ordinance	<input type="checkbox"/>
O-R5	Provide an on-site commuter shower and locker facility that meets or exceeds the zoning ordinance	<input type="checkbox"/>
O-R6	Designate carpool/vanpool parking to meet or exceed the zoning ordinance	<input type="checkbox"/>

### Level A Elements // Choose at least 2

Fact Sheet ID	Description	Selected
O-A1	Provide and maintain a bicycle fix-it station on-site	<input type="checkbox"/>
O-A2	Offer free programs for bicyclists such as safety training and bicycle maintenance workshops	<input type="checkbox"/>
O-A3	Install a commuter information center in an appropriate and central location, including real-time arrival screens	<input type="checkbox"/>
O-A4	Designate a micromobility parking area in coordination with the Atlanta Department of Transportation	<input type="checkbox"/>
O-A5	Establish a commuter part-time parking/flexible parking arrangement	<input type="checkbox"/>



**Level B Elements // Choose at least 2**

Fact Sheet ID	Description	Selected
O-B1	Install and maintain or financially contribute to the installation of new bus stop infrastructure (in coordination with the appropriate transit operator)	<input type="checkbox"/>
O-B2	Install multimodal wayfinding signage	<input type="checkbox"/>
O-B3	Execute a shared parking arrangement with an adjacent property or properties	<input type="checkbox"/>
O-B4	Financially contribute to a carpool program for building tenants	<input type="checkbox"/>
O-B5	Provide discounted or free parking for carpools and vanpools	<input type="checkbox"/>
O-B6	Provide and maintain bicycle and/or micromobility fleet for tenant use	<input type="checkbox"/>
O-B7	Provide carshare on-site	<input type="checkbox"/>
O-B8	Eliminate parking space minimum requirements in leases	<input type="checkbox"/>
O-B9	Unbundle parking from building-space leases	<input type="checkbox"/>

**Level C Elements // Choose at least 1**

Fact Sheet ID	Description	Selected
O-C1	Install or contribute financially to the installation of a MARTA rail station connection	<input type="checkbox"/>
O-C2	Provide an on-site daycare facility	<input type="checkbox"/>
O-C3	Charge for parking on a daily basis	<input type="checkbox"/>
O-C4	Set parking fee structure so that the cost of monthly parking is not lower than the sum of daily parking for the month (21 business days)	<input type="checkbox"/>
O-C5	Reduce parking supply below 80% of maximum allowable in the zoning ordinance	<input type="checkbox"/>
O-C6	Financially contribute to a shuttle from transit to site	<input type="checkbox"/>
O-C7	Provide one 20-trip Breeze card for free, one time to each of tenants' employees and property management company and/or building operator employees during the building's opening and the start of a new tenant's occupancy	<input type="checkbox"/>

# TRANSPORTATION COORDINATOR

Require building management to appoint a Building Transportation Coordinator (BTC)

## Element Description

The Building Transportation Coordinator (BTC) is responsible for sharing commute options information with building tenants, surveying building occupants, and reporting TMP effectiveness to the City.

The BTC is a permanent staff position assigned to administer the requirements of the TMP. The BTC does not have to be a full-time job; the role of BTC can be filled by members of the property management team with other responsibilities. The BTC should receive support and direction from building management and attend any training that enables the BTC to carry out these responsibilities effectively. The BTC may delegate tasks required to administer the TMP to a third party, such as a Transportation Management Association (TMA), but should remain responsible for coordinating TMP compliance. Training may also be offered through the TMA.

## UP-TO-DATE COMMUTER INFORMATION

O-R2

Require building management to distribute up-to-date commuter information as provided by Georgia Commute Options or a TMA

### Element Description

Information should include a description of all TMP program elements available to individuals commuting to the building and how to access them, including:

- Transportation options available close to the building;
- Current transportation benefits offered to building tenant employees, such as transportation subsidies;
- Transportation and commuter events programmed through Georgia Commute Options or a TMA
- Bicycling amenities; and
- Other elements of the TMP, as applicable.

Commuter information should be accessible to all building tenants and their employees at any time through the building website/web-based portal and in paper form. New tenants should receive commuter information prior to or upon occupancy, as part of the building and employee on-boarding process, and again for a total of twice per year.

If partnering with a TMA, the TMA can provide topical commute information to the Building Transportation Coordinator (BTC).

Additionally, a building partnering with a TMA should facilitate a meeting between new tenants and the TMA to establish a relationship and discuss employer services. Published information should be updated as conditions change, with notification provided to all tenants and their employees.

## IMPLEMENTATION REPORT OR TMA PARTICIPATION

O-R3

Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA), where available

### Element Description

By June 1 of each year, properties must complete the City of Atlanta Transportation Management Plan Reporting Form and submit it via the designated online portal through the City of Atlanta website. The reporting form is available in the appendix.

**OR** participate in a Transportation Management Association (TMA) where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

# BICYCLE STORAGE

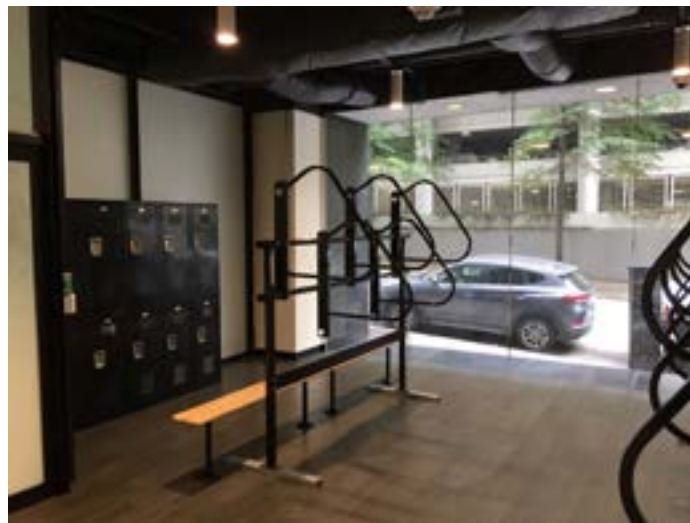
Provide bicycle storage that meets or exceeds the zoning ordinance



## Element Description

Provide bicycle storage that meets or exceeds the zoning ordinance and that is attractive for tenants to use, safe and easy to access, protected from the elements, and secure from theft. In office buildings, one fixed bicycle parking space and one enclosed bicycle parking space is required per 8,000 square feet. Required spaces are not to exceed 50. When two bikes can be locked on both sides without conflict, each side can be counted as one required space. For the full ordinance reference, please see the appendix.

## Best Practice Photos



The bike room at Peachtree Center



Bike parking at Ponce City Market

Source: Southern Doorway

## Enclosed Bicycle Parking Features

The following elements are required for enclosed bicycle parking spaces. An enclosed bicycle space includes bicycle storage in lockers, a room within a building, or within a parking structure:

### ACCESSIBILITY:

Enclosed bicycle parking spaces shall be accessible to all building occupants and to public entrances and walkways, secure, weather resistant, and provided with lighting at all hours.

When located in the public right-of-way, the bicycle parking shall be of a type specified by the Office of Zoning and Development in coordination with the Department of Public Works.

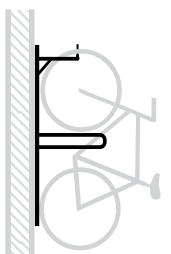
In addition to the ordinance, consider providing the following elements when building bicycle parking:

- Wayfinding to, and tenant information about, parking location;
- Access that is separate from vehicular entry and egress points.

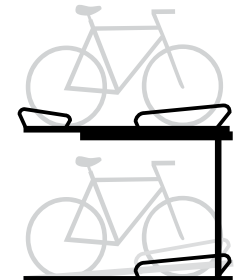
### PREFERRED BIKE RACK STYLE:

The following racks are high-density systems designed to maximize limited space, but they do not work for all users or bicycles. If installing these racks, reserve additional parking that accommodates bicycles with both wheels on the ground for users who are not able to lift a bicycle or operate a two-tier rack, or for bikes that are not compatible with two-tier or vertical racks.

### VERTICAL



### TWO-TIER



Source: Essentials of Bike Parking (2015), Association of Pedestrian and Bicycle Professionals

## Fixed Bicycle Parking Features

The following elements are required for fixed bicycle parking spaces. A fixed bicycle space must be outside the building, but it may be covered:

### ACCESSIBILITY:

The fixed bicycle parking space shall be publicly accessible and located on-site or in the adjacent public right-of-way. Clear and maneuverable access to a public street or multi-use trail without the use of stairs shall be provided.

The fixed bicycle parking space shall be located at least as close as the closest automobile space serving the building, except for handicapped parking spaces.

When located in the public right-of-way, the bicycle rack shall not impede pedestrian use of the sidewalk and shall only be located within a street furniture and tree planting zone a maximum distance of 100 feet of the building entrance the rack is intended to serve.

### SAFETY:

The fixed bicycle parking space shall be provided in a well-lit location at all hours, and it shall include a metal

anchor sufficient to secure a bicycle frame when used in conjunction with a user-supplied lock.

### PREFERRED BIKE RACK STYLE:

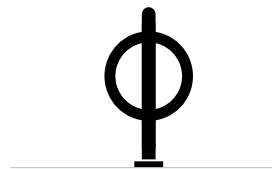
The following racks are high performing, secure, and intuitive styles that accommodate a variety of bicycles and attachments, allow for the locking of the frame and at least one wheel with a u-lock.

#### INVERTED U

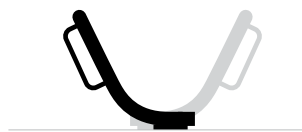
also called staple, loop



#### POST & RING



#### WHEELWELL-SECURE



Source: Essentials of Bike Parking (2015), Association of Pedestrian and Bicycle Professionals

## COMMUTER SHOWER AND LOCKER FACILITY

Provide an on-site commuter shower and locker facility that meets or exceeds City standards

### Element Description

Meet or exceed the City standards for providing on-site commuter shower and locker facilities. As designated in the Land Use Code, buildings containing over 50,000 gross square feet of office space shall provide showering facilities, which shall include showers and lockers, in a ratio of at least two showering facilities for every 50,000 gross square feet of office space in excess of 50,000 square feet. Said facilities shall be available to all office tenants and their employees, provided that the number of shower facilities shall not be required to exceed four.

### Best Practice Photo



Details about the City zoning ordinance for on-site shower and locker facilities are located in the appendix. Shower and locker facilities shall be available to all office tenants and their employees. It is recommended that the lockers should be installed adjacent to the showers in a safe and secure area. Lockers should be a minimum size of 12 inches wide, 18 inches deep and 36 inches high.

See the appendix

## CARPOOL PARKING

Designate carpool/vanpool parking to meet or exceed the zoning ordinance

O-R6

### Element Description

Meet or exceed the City standards for providing carpool/vanpool parking. Preferred parking is a benefit for employees who share the ride to work. Carpool and/or vanpool-only parking spaces should be designated in premier locations within a property's deck, such as near the building entrance or in a covered area. Providing dedicated spaces, along with an onsite carpool or vanpool program, helps make carpool/vanpool more convenient and attractive to tenants. For the full ordinance reference, please see the appendix.

### Best Practice Photo



Source: Purdue University

## BICYCLE FIX-IT STATION

Provide and maintain a bicycle fix-it station on-site

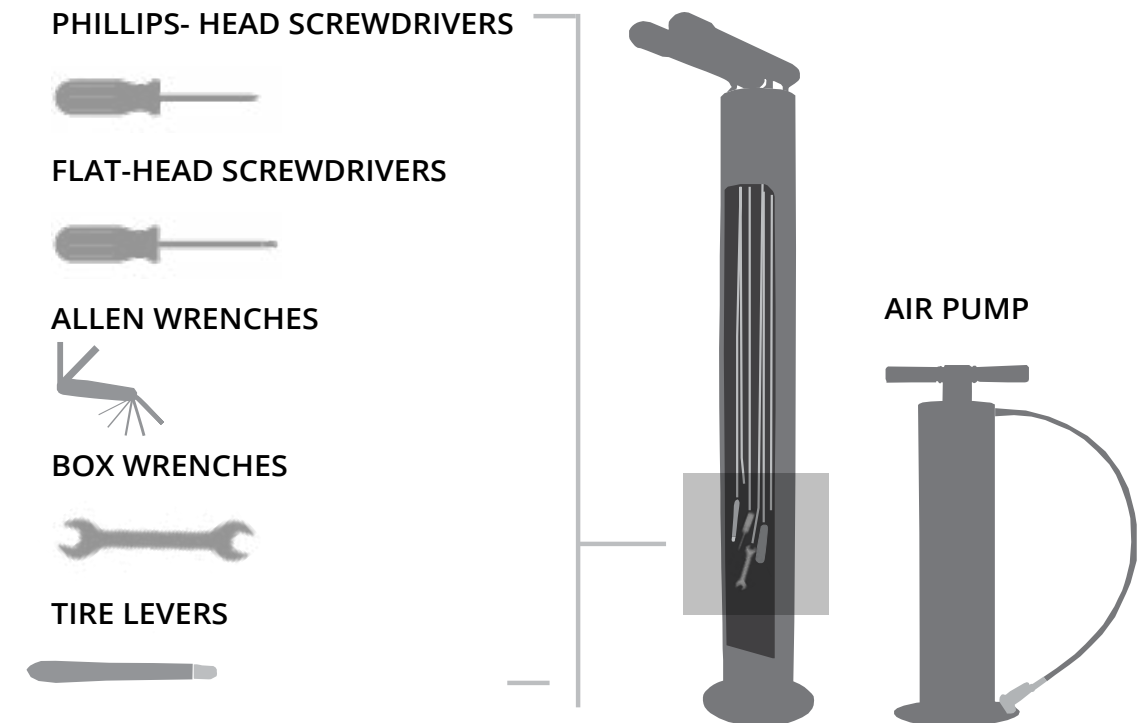
O-A1

### Element Description

Bicycle fix-it stations provide the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools, which frequently include a versatile assortment of wrenches, screwdrivers, and tire levers, are securely attached to the stand with stainless steel cables and tamper-proof fasteners.

Bicycle fix-it stations may also include wheel supports and repair stands to make bicycle repair easier.

### Fix-It Station Components



## BICYCLE SAFETY AND MAINTENANCE PROGRAMS

O-A2

Offer free annual programming for bike commuters, such as safety training and bicycle maintenance workshops

### Element Description

These types of programs encourage and/or educate new bike commuters and support existing bike commuters.

Programming can include:

- Partner with outside organizations such as the local TMA or Atlanta Bicycle Coalition to offer programming and services
- Form a bicycle advisory committee
- Provide bicyclist and motorist safety education campaigns
- Host bike commuting workshops
- Establish a “buddy” program to assist new/interested bike commuters
- Create web-based route mapping and planning, or partner with TMA



Source: Jeff Scher

## COMMUTER INFORMATION CENTER

O-A3

Display pertinent commuter information in central locations, including real-time arrival screens

### Element Description

Transportation information displays provide building occupants with useful information that can help them consider all available modes of travel to make informed commute decisions. An appropriate display in a high-traffic location can be a valuable amenity for those already using sustainable modes of travel and can encourage tenants to consider the sustainable transportation options that fit their needs.

Any digital, projection, or lighted display should depict the map at all times.

*Suggested standard map sizes:*

- 26.125" W x 29.75" H
- 21.75" W x 26.75" H

### Display Standards

Static Transportation Information Display

- Options include a framed paper or illuminated map, a digital screen displaying a map, or similar alternative design
- Map will depict the range of transportation options available within reasonable walking distance of the building (up to a 10-minute walk)

### Best Practice Photo



Source: The Wilbert Group

Real-time transit screens at the Peachtree Center MARTA Station.

## Element Description (continued)

### Real-Time Transportation Information Display

- Digital display should be at least 32" (diagonal) and located between 4 feet and 6 feet off the floor
- Should depict real-time transportation information at all times
- Display should include real-time arrivals information for the nearest MARTA station, local and regional bus routes, and shared-mobility services within reasonable walking distance (approx. 10 minutes) of the building
- Should also include other available free data feeds for transportation services convenient to the building (i.e., shuttle)

## Best Practice Photo



Source: Panasonic

## MICROMOBILITY PARKING

Designate a micromobility parking area

## Element Description

Reserved spaces for parking micromobility devices can include dockless and docked shared use bikes, scooters, and similar services.

The space should be:

- Publicly accessible 24-hours per day
- Marked with neutral, non-branded, or universally-branded signage to best inform commuters of where vehicles should be parked
- Appropriately-sized to allow for the simultaneous storage of 10 devices or more
- Located in an area that is visible from adjacent sidewalks and has convenient access to building entrance

If installed in the public right-of-way, permission is needed from the Atlanta Department of Transportation.

## Best Practice Photo



Source: Gary Kavanagh

## FLEXIBLE PARKING

Establish commuter part-time/flexible parking arrangements

O-A5

### Element Description

Provide 3-5 free days of parking each month for employees whose primary (3 days per week or more) commute mode is non-SOV. A flexible parking arrangement will provide added flexibility to commuters who may need to drive in a few days a month but do not want to be locked into monthly or weekly parking.

This option is not available to properties that provide free parking.

## BUS STOP INFRASTRUCTURE

Install and maintain new bus stop infrastructure in coordination with the transit operator

O-B1

### Element Description

The quality of transit infrastructure can encourage or deter ridership. Improvements for comfort and safety will help retain and attract transit riders. Improvements should meet City/SPI standards and can include the following:

- Bus turnabouts
- Boarding islands

- Curb realignments
- Improved visibility and/or lighting
- Bus stop coverage
- Adequate seating
- Permanent signage
- Up-to-date route and schedule information
- Real-time arrival displays





# MULTIMODAL WAYFINDING

Install multimodal wayfinding signage



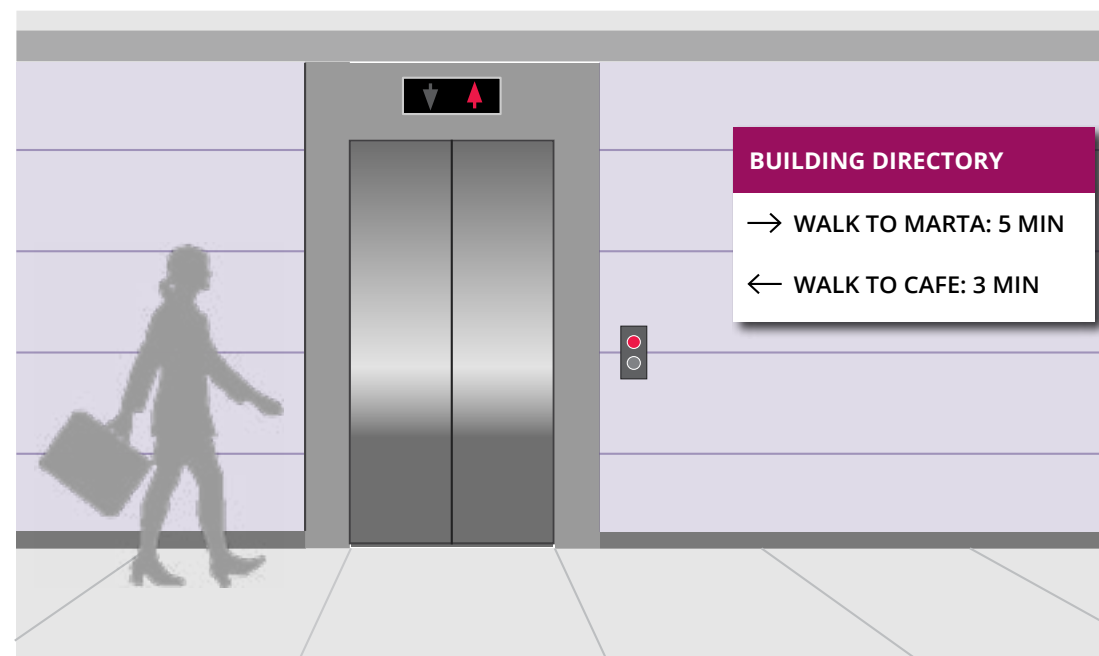
## Element Description

Provide multimodal wayfinding signage that can withstand weather elements in key locations to improve the ease of commutes. Signs should be located externally and/or internally so that the residents, tenants, employees, and visitors are directed to transportation services and infrastructure, including:

- Transit
- Bike share
- Car-share parking
- Bicycle/micro mobility parking and amenities (including repair stations

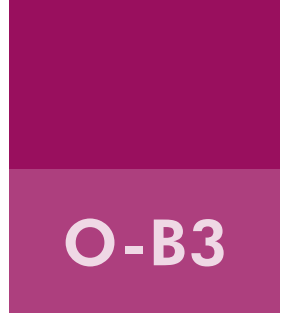
- and fleets)
- Showers and lockers
- Rideshare dropoff/pickup
- Shuttle/carpool/vanpool pick-up/drop-off locations

Wayfinding signage should meet City/SPI standards for any on-street wayfinding signage, and permission is needed from the Department of Public Works to install wayfinding signage in the public right-of-way.



# SHARED PARKING ARRANGEMENT

Property should enter into an agreement for shared parking with nearby private parking lot(s)



## Element Description

Traditional parking facilities are built to accommodate maximum demand at the peak for one use and typically sit empty at other times of the day. Shared parking may be applied when land uses have different parking demand patterns and are able to use the same parking spaces/areas throughout the day (e.g., daytime office parking and residential). Shared parking is most effective when these land uses have significantly different peak parking characteristics that vary by time of day, day of week, and/or season of the year. In these situations, shared parking strategies will result in fewer total parking spaces needed when compared to the total number of spaces needed for each land use or business separately.

Establishing the number of spaces required in a shared parking situation requires consideration of a several factors, including:

- The physical layout of the development (especially ease of pedestrian access from the parking spaces to the different uses);
- The type of users typically parking at each type of facility, and their parking patterns (e.g., employees who park for a full day vs. customers who park for an hour or two); and
- The total accumulation of parked vehicles expected for each use during different time periods.

## CARPOOL PROGRAM FOR TENANTS

Financially contribute to a carpool program for building tenants

O-B4

### Element Description

Property should provide or financially contribute to a managed carpool program for all tenants. Managed carpool programs facilitate carpooling to and from the property to reduce congestion in the parking lot and surrounding areas.

Managed carpool programs typically run at normal commute hours such as 7-10 AM and 4-6 PM OR on set shifts depending on the makeup of the tenant companies.



Source: Scoop

## DISCOUNTED OR FREE CARPOOL PARKING

Free or discounted onsite parking should be offered to registered/verified carpools and vanpools

O-B5

### Element Description

Best practice discounted rates are:

- A two-person carpool parking subsidy equal to one-third the single-occupant vehicle monthly rate
- A three-person (or more) carpools parking subsidy equal to two-thirds the single-occupant vehicle monthly rate
- Free parking for registered vanpools

Reduced parking rates for carpools and vanpools should be posted in the same public manner that all regular rates and charges are posted.

Clear and attractive signs promoting the program and registration instructions should be posted in the building in locations where building tenants routinely obtain information about building operation (e.g., websites, bulletin boards, locker rooms, etc).

The Building Transportation Coordinator (BTC) should send a reminder to tenant human resources contacts about the availability and benefits of this program on a regular basis, consistent with other routines for building information announcements.

This option is not available to properties that provide free parking.

## MICROMOBILITY FLEET

Provide and maintain and/or subsidize bicycle and/or micromobility fleet for tenant use

O-B6

### Element Description

Property should provide and maintain a fleet of bicycles, scooters, or other approved micromobility vehicles for use by residents, visitors, and/or employees. Vehicles can be checked out for a specific time and purpose or located at a central onsite “hub” and be made available on a first-come, first-served basis.

The number of bicycles in the fleet should be equivalent to the number of bicycle parking spaces required by zoning. The property owner should ensure that vehicles are properly stored and maintained, and should provide additional parking—beyond the bike parking required by zoning—to accommodate these vehicles. Secure parking should be provided for the fleet within an easily accessible bicycle room, a bicycle cage, or lockers. The property owner should provide helmets, locks, lights, baskets, and other amenities to facilitate convenient use of the fleet of bicycles.

Vehicles should be as simple to operate as possible. Electric-powered vehicles are encouraged.

**Maintenance:** This element requires an on-going maintenance plan. The fleet can be maintained by site/property management or by partnering with a local bike shop to purchase vehicles and set up maintenance and repair contracts should be considered.

### Best Practice Photo



Source: Noah Bryant

## ON-SITE CARSHARE

Provide on-site carshare parking spaces

O-B7

### Element Description

Property should provide on-site carshare parking spaces, and the property manager may proactively offer memberships to a third party carshare provider. Vehicles must be located at on-site unstaffed, self-service locations (other than any incidental garage valet service), and generally be available for pick-up by eligible users 24 hours per day.

All residents/tenants eligible to drive should have access to the vehicles.

The vehicles may also be made available to users who do not live or work on the subject property. Vehicles should be made available by reservation on an hourly basis or in smaller intervals. The property owner or a third party vendor should provide automobile insurance for its users when using car-share vehicles and should assume responsibility for maintaining carshare vehicles.

### Best Practice Photo



Source: University of Iowa

## ELIMINATE PARKING SPACE MINIMUM REQUIREMENTS IN LEASES

O-B8

### Element Description

Property should not require tenants to commit to or pay for a minimum number of spaces in their lease agreement. This is sometimes referred to as a “must-take” clause.

This element encourages tenants to experience the cost savings of opting not to rent or purchase parking.

## UNBUNDLE PARKING FROM BUILDING-SPACE LEASES

O-B9

Separate the cost of parking from tenant leases

### Element Description

Property should not “bundle” the price of parking spaces into the price paid by the tenant for building space. The cost should be a separate, optional line-item in the lease.

This element encourages tenants to experience the cost savings of opting not to rent or purchase parking.

## MARTA RAIL STATION CONNECTION

O-C1

Install or contribute financially to the installation of a MARTA rail station connection

### Element Description

In partnership with MARTA, property should construct or contribute financially to the construction of a direct, covered connection to nearest MARTA rail station. This connection should provide direct access to a MARTA rail station for all building tenants. Wayfinding signage for entrances should be posted clearly in the building lobby/common area.

### Best Practice Photo



Source: KDC

## PROVIDE AN ON-SITE DAYCARE FACILITY

O-C2

### Element Description

Property should include an on-site childcare facility to reduce commuting distances between households, places of employment, and childcare. The on-site childcare facility must be a licensed childcare program through the State of Georgia.

### Best Practice Photo



Source: HH Fremer Architects

## CHARGE FOR PARKING ON A DAILY BASIS

O-C3

### Element Description

Property should not offer a parking rate or pass beyond one day; no weekly, monthly, or annual parking passes should be provided.

Daily parking charges eliminate the “sunk cost” of a monthly permit, reducing the incentive for tenants to drive every day to “get their money’s worth.” By offering an on-demand daily parking option, commuters are not locked into one mode. Commuters can drive on the days they need but have the option of using another mode like walking, biking, teleworking, or taking transit on other days when convenient without incurring any parking costs.

## PARKING FEE STRUCTURE

O-C4

Set parking fee structure so that the cost of monthly parking is not lower than the sum of daily parking for the month

### Element Description

Property should not offer monthly parking passes with a cost lower than the sum of a month of weekday daily parking (21 days).

Discounted monthly passes encourage commuters to commit to a full-time car-centered commute. This fee structure is intended to decrease the number of SOV trips by removing that incentive for commuters and enabling greater flexibility by encouraging commuters to consider their commute options each day.

#### Example of daily parking fee structure:

Daily parking rate: \$10

Number of weekdays in month: x21

Cost of monthly parking: Must be \$210+

## REDUCE PARKING

Reduce parking supply below 80% of maximum allowable in the zoning ordinance

O-C5

### Element Description

Property should build 80% or less of maximum allowable parking established through zoning at the time of TMP approval. See the appendix for the full zoning ordinance.



## CONTRIBUTE TO A SHUTTLE

Financially contribute to a shuttle from transit to site

O-C6

### Element Description

Property should provide or financially contribute to a local shuttle service. New local shuttles will primarily provide service between the property and regional transit hubs while existing services may already serve multiple destinations in addition to a regional transit hub. Shuttle service should be provided free of charge to residents, tenants (employees), and guests. Shuttle stop locations should be posted with shuttle schedules (or frequency and hours). If the property is contributing to an existing shuttle, the arrangement should be negotiated with the shuttle operator.

Shuttle service lines should not replicate MARTA rail service lines. Shuttles must stop at legal curb space and comply with parking and traffic regulations. Eligible shuttle service should typically run from 7 AM to 8 PM, continuously, and must offer headways of 15 minutes or better during peak hours (generally 7 AM to 9 AM and 4 PM to 6 PM on weekdays), and headways of 30 minutes or better during off-peak periods (which should generally run at least until 8 PM, unless unnecessary for the particular land use). Shuttle service should be provided in vehicles with engines that meet the most recent emissions standards.

### Best Practice Photo



The Coca-Cola Red Bus connects commuters to transit stations.

Source: Lanier Parking

## 20-TRIP PUBLIC TRANSPORTATION CARD

Provide free transit passes

O-C7

### Element Description

Property should offer a fully subsidized 20-trip (or two 10-trip) MARTA, Xpress, Gwinnett County Transit, or CobbLinc pass for tenants' employees and property management company and/or building operator employees during the building's opening and at the start of a new tenant's occupancy (at minimum). All new tenants should be notified of this benefit through lease provisions in the manner that parking availability and rates are shared.

If a tenant, property management, or building operator employee declines the free transit pass, the property does not need to supply them with a pass.



3

## HOTEL DEVELOPMENT PROJECT

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# HOTEL PROPERTY CHECKLIST

## Overview

The Hotel Property Development Checklist on the following pages outlines the TMP elements that can be applied to new hotel developments.

The menu of elements is a tool to guide developments in selecting the right TMP elements for their projects. After reviewing the options, the developer should complete this checklist with their selected elements and submit it with other required SAP paperwork.

This checklist begins with the minimum requirements for all new hotel developments. From there, each new development must pick two elements from Level A, two elements from Level B, and one element from Level C. Implementing more measures than the minimum is encouraged.

The elements are tiered based on their effectiveness in reducing single occupancy vehicle trips and the cost of implementation.

Innovative measures not listed on the following pages will be evaluated on a case-by-case basis.

TABLE 3. HOTEL PROPERTY CHECKLIST

### Required Elements // Must have all 4

Fact Sheet ID	Description	Selected
H-R1	Require hotel management to appoint a Building Transportation Coordinator (BTC)	<input type="checkbox"/>
H-R2	Require building management to distribute up-to-date commuter information to employees as provided by Georgia Commute Options or a Transportation Management Association (TMA)	<input type="checkbox"/>
H-R3	Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA)	<input type="checkbox"/>
H-R4	Provide bicycle storage that meets or exceeds the zoning ordinance	<input type="checkbox"/>

### Level A Elements // Choose at least 2

Fact Sheet ID	Description	Selected
H-A1	Offer programs for bicyclists such as safety training and bicycle maintenance for staff	<input type="checkbox"/>
H-A2	Install commuter information center in an appropriate and central location, including real-time arrival screens	<input type="checkbox"/>
H-A3	Designate a micromobility parking area in coordination with the Atlanta Department of Transportation	<input type="checkbox"/>
H-A4	Install multimodal wayfinding signage	<input type="checkbox"/>
H-A5	Establish commuter part-time parking/flexible parking arrangement	<input type="checkbox"/>

### Level B Elements // Choose at least 1

Fact Sheet ID	Description	Selected
H-B1	Install and maintain or financially contribute to the installation of new bus stop infrastructure (in coordination with the appropriate transit operator)	<input type="checkbox"/>
H-B2	Execute a shared parking arrangement with an adjacent property or properties	<input type="checkbox"/>
H-B3	Set employee parking fee structure so that the cost of parking is not lower than the sum of daily parking for the month (21 business days)	<input type="checkbox"/>
H-B4	Provide discounted or free parking for carpools and vanpools	<input type="checkbox"/>
H-B5	Provide and maintain bicycle and/or micromobility fleet for visitor use and/or subsidize	<input type="checkbox"/>

**Level C Elements // Choose at least 1**

Fact Sheet ID	Description	Selected
H-C1	Charge for parking on a daily basis	<input type="checkbox"/>
H-C2	Reduce parking supply below 50% of maximum allowable in the zoning code	<input type="checkbox"/>
H-C3	Financially contribute to a shuttle from transit to site	<input type="checkbox"/>

# TRANSPORTATION COORDINATOR

Require building management to appoint a Building Transportation Coordinator (BTC)

H-R1

## Element Description

The Building Transportation Coordinator (BTC) is responsible for sharing commute options information with hotel employees and reporting TMP effectiveness to the City.

The BTC is a permanent staff position assigned to administer the requirements of the TMP. The BTC does not have to be a full-time job; the role of BTC can be filled by members of the hotel management team with other responsibilities. The BTC should receive support and direction from hotel management and attend any training that enables the BTC to carry out these responsibilities effectively. The BTC may delegate tasks required to administer the TMP to a third party, such as a Transportation Management Association (TMA), but should remain responsible for coordinating TMP compliance. Training may also be offered through the TMA.

## DISTRIBUTE COMMUTER INFORMATION

H-R2

Require building management to distribute up-to-date commuter information to employees

### Element Description

Information should include a description of all TMP program elements available to individuals commuting to the building, and how to access them, including:

- Transportation options available close to the building;
- Current transportation benefits offered to building tenant employees, such as transportation subsidies;
- Transportation and commuter events programmed through Georgia Commute Options or a TMA
- Bicycling amenities; and
- Other elements of the TMP, as applicable.

Commuter information should be accessible to all building tenants and their employees at any time through the building website/web-based portal and in paper form. New tenants and new employees of all tenants should receive commuter information prior to or upon occupancy, as part of the building and employee on-boarding process, and again for a total of twice per year. Published information should be updated as conditions change, with notification provided to all tenants and their employees.

If partnering with a TMA, the TMA can provide topical commute information to the Building Transportation Coordinator (BTC).

## REPORT ON TMP IMPLEMENTATION

H-R3

Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA), where available

### Element Description

By June 1 of each year, properties must complete the City of Atlanta Transportation Management Plan Reporting Form and submit it via the designated online portal through the City of Atlanta website. The reporting form is available in Appendix.

**OR** participate in a Transportation Management Association (TMA) where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

# BICYCLE STORAGE

Provide bicycle storage that meets or exceeds the zoning ordinance

H-R4

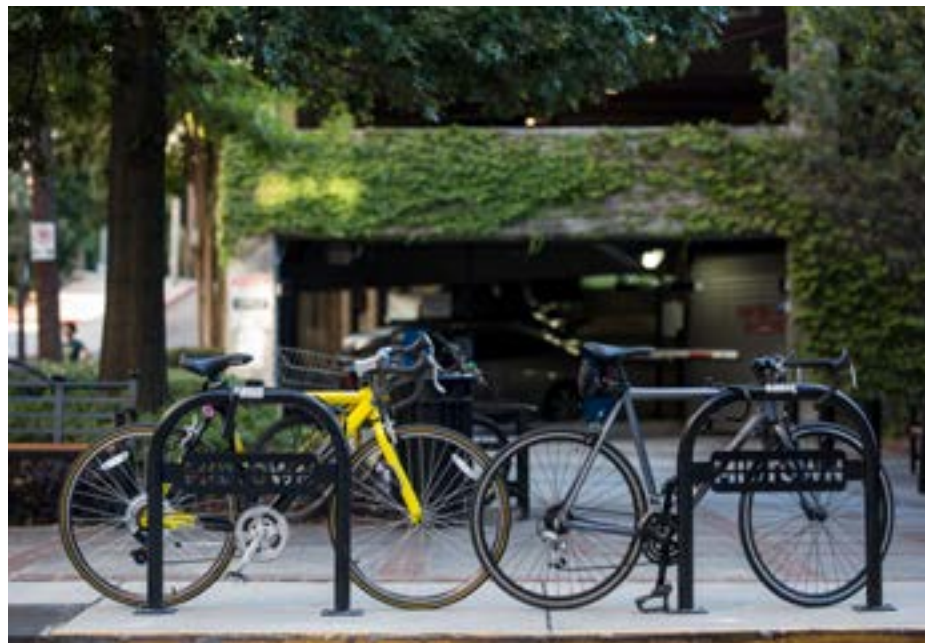
H-R4

## Element Description

Provide bicycle storage that meets or exceeds the zoning ordinance and that is attractive for tenants to use, safe and easy to access, protected from the elements, and secure from theft. In hotels, one fixed bicycle parking space is required per 4,000 square feet. Required spaces are not to exceed 50. When two bikes can be locked on both sides without conflict, each side can be counted as one required space.

Required spaces are not to exceed 50. When two bikes can be locked on both sides without conflict, each side can be counted as one required space. For the full ordinance reference, please see appendix.

## Best Practice Photos



## Fixed Bicycle Parking Features

The following elements are required for fixed bicycle parking spaces. A fixed bicycle space must be outside the building, but it may be covered:

### ACCESSIBILITY:

The fixed bicycle parking space shall be publicly accessible and located on-site or in the adjacent public right-of-way. Clear and maneuverable access to a public street or multi-use trail without the use of stairs shall be provided.

The fixed bicycle parking space shall be located at least as close as the closest automobile space serving the building, except for handicapped parking spaces.

When located in the public right-of-way, the bicycle rack shall not impede pedestrian use of the sidewalk and shall only be located within a street furniture and tree planting zone a maximum distance of 100 feet of the building entrance the rack is intended to serve.

### SAFETY:

The fixed bicycle parking space shall be provided in a well-lit location at all hours, and it shall include a metal anchor

sufficient to secure a bicycle frame when used in conjunction with a user-supplied lock.

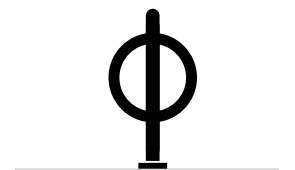
### PREFERRED BIKE RACK STYLE:

The following racks are high performing, secure, and intuitive styles that accommodate a variety of bicycles and attachments, allow for the locking of the frame and at least one wheel with a u-lock.

**INVERTED U**  
also called  
staple, loop



**POST & RING**



**WHEELWELL-SECURE**



Source: Essentials of Bike Parking (2015), Association of Pedestrian and Bicycle Professionals

# BICYCLE SAFETY AND MAINTENANCE PROGRAMS

H-A1

Offer free programs for bike commuters, such as safety training and bicycle maintenance workshops.

## Element Description

These types of programs encourage and/or educate new bike commuters and support existing bike commuters.

Programming can include:

- Partner with outside organizations such as the local TMA or Atlanta Bicycle Coalition to offer programming and services
- Form a bicycle advisory committee
- Provide bicyclist and motorist safety education campaigns
- Host bike commuting workshops
- Establish a “buddy” program to assist new/interested bike commuters
- Create web-based route mapping and planning, or partner with TMA



Source: Jeff Scher

# COMMUTER INFORMATION CENTER

H-A2

Display pertinent commuter information in central locations, including real-time arrival screens.

## Element Description

Transportation information displays provide building occupants with useful information that can help them consider all available modes of travel to make informed commute decisions. An appropriate display in a high-traffic location can be a valuable amenity for those already using sustainable modes of travel and can encourage tenants to consider the sustainable transportation options that fit their needs.

Any digital, projection, or lighted display should depict the map at all times.

*Suggested standard map sizes:*

- 26.125" W x 29.75" H
- 21.75" W x 26.75" H

## Display Standards

Static Transportation Information Display

- Options include a framed paper or illuminated map, a digital screen displaying a map, or similar alternative design
- Map will depict the range of transportation options available within reasonable walking distance of the building (up to a 10-minute walk)

## Best Practice Photo



Source: The Wilbert Group

Real-time transit screens at the Peachtree Center MARTA Station.

## MICROMOBILITY PARKING

Designate a micromobility parking area

### Element Description (continued)

#### Real-Time Transportation Information Display

- Display should be at least 32" (diagonal) and located between 4 feet and 6 feet off the floor.
- Should depict real-time transportation information at all times.
- Display should include real-time arrivals information for the nearest MARTA station, local and regional bus routes, and shared-mobility services within reasonable walking distance (approx. 10 minutes) of the building.
- Should also include other available free data feeds for transportation services convenient to the building (i.e. shuttle).

### Best Practice Photo



Source: Panasonic

### Element Description

Reserved spaces for parking micromobility devices can include dockless and docked shared use bikes, scooters, and similar services.

The space should be:

- Publicly accessible 24-hours per day
- Marked with neutral, non-branded, or universal-branded signage to best inform commuters of where vehicles should be parked.
- Appropriately sized to allow for the simultaneous storage of 10 devices or more.
- Located in an area that is visible from adjacent sidewalks and has convenient access to building entrances.

If installed in the public right-of-way, permission is needed from the Atlanta Department of Transportation.

### Best Practice Photo



Source: Gary Kavanagh

## MULTIMODAL WAYFINDING SIGNAGE

Install wayfinding signage throughout the property to support multimodal travel

H-A4

### Element Description

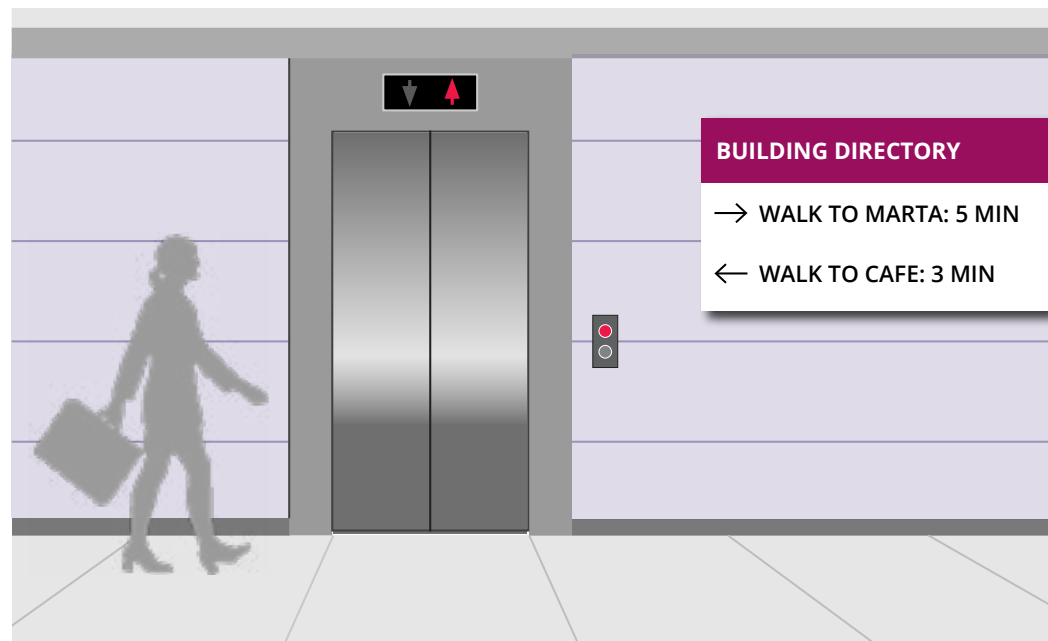
Provide multimodal wayfinding signage that can withstand weather elements in key locations to improve the ease of commutes. Signs should be located externally and/or internally so that the residents, tenants, employees and visitors are directed to transportation services and infrastructure, including:

- Transit
- Bike share
- Car-share parking
- Bicycle/micro mobility parking and

amenities (including repair stations and fleets)

- Showers and lockers
- Rideshare dropoff/pickup
- Shuttle/carpool/vanpool pick-up/drop-off locations

Wayfinding signage should meet City/SPI standards for any on-street wayfinding signage and permission is needed from the Department of Public Works to install wayfinding signage in the public right-of-way.



## FLEXIBLE PARKING

Establish commuter part-time/flexible parking arrangements

H-A5

### Element Description

Provide 3-5 free days of parking each month for employees whose primary (3 days per week or more) commute mode is non-SOV. A flexible parking arrangement will provide added flexibility to commuters who may need to drive in a few days a month but do not want to be locked into monthly or weekly parking.

This option is not available to properties that provide free parking

## BUS STOP INFRASTRUCTURE

Install and maintain new bus stop infrastructure in coordination with appropriate transit operator

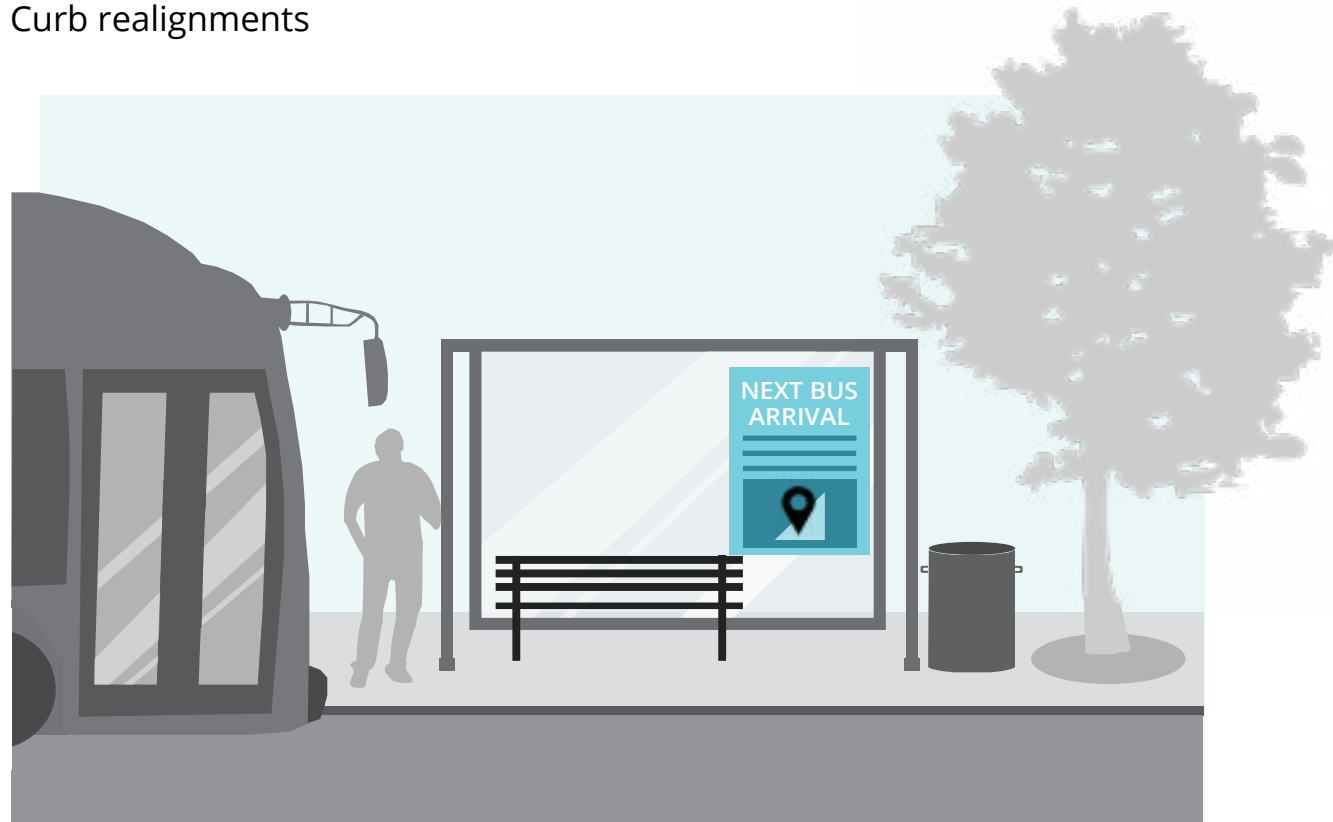
H-B1

### Element Description

The quality of transit infrastructure can encourage or deter ridership. Improvements for comfort and safety will help retain and attract transit riders. Improvements should meet City/SPI standards and can include the following:

- Bus turnabouts
- Boarding islands
- Curb realignments

- Improved visibility and/or lighting
- Bus stop coverage
- Adequate seating
- Permanent signage
- Up-to-date route and schedule information
- Real-time arrival displays



## SHARED PARKING ARRANGEMENT

Execute a shared parking arrangement with an adjacent property or properties

H-B2

### Element Description

Property should enter into an agreement for shared parking with nearby private parking lot(s).

Traditional parking facilities are built to accommodate maximum demand at the peak for one use and typically sit empty at other times of the day. Shared parking may be applied when land uses have different parking demand patterns and are able to use the same parking spaces/areas throughout the day (i.e., daytime office parking and residential). Shared parking is most effective when these land uses have significantly different peak parking characteristics that vary by time of day, day of week, and/or season of the year. In these situations, shared parking strategies will result in fewer total parking spaces needed when compared to the total number of spaces needed for each land use or business separately

Establishing the number of spaces required in a shared parking situation requires consideration of a several factors, including:

- The physical layout of the development (especially ease of pedestrian access from the parking spaces to the different uses);
- The type of users typically parking at each type of facility, and their parking patterns (e.g., employees who park for a full day vs. customers who park for an hour or two); and
- The total accumulation of parked vehicles expected for each use during different time periods.



## PARKING FEE STRUCTURE

Set employee parking fee structure so that the cost of monthly parking is not lower than the sum of daily parking for the month (21 business days)

H-B3

### Element Description

Property should not offer monthly parking passes with a cost lower than the sum of a month of weekday daily parking (21 days).

Discounted monthly passes encourage commuters to commit to a full-time car-centered commute. This fee structure is intended to decrease the number of SOV trips by removing that incentive for commuters and enabling greater flexibility by encouraging commuters to consider their commute options each day.

#### Example of daily parking fee structure:

Daily parking rate: \$10

Number of weekdays in month: x21

Cost of monthly parking: Must be \$210+

## DISCOUNTED OR FREE CARPOOL PARKING

Provide discounted or free parking for carpools and vanpools

H-B4

### Element Description

Free or discounted onsite parking should be offered to registered/verified carpools and vanpools at the following rates:

- Provide two-person carpools with a parking subsidy equal to one-third the single-occupant vehicle monthly rate
- Provide three-person (or more) carpools with a parking subsidy equal to two-thirds the single-occupant vehicle monthly rate
- Provide registered vanpools with free parking

This option is not available to properties that provide free parking.

### Best Practice Photo

Source: Purdue University



## MICROMOBILITY FLEET

Provide and maintain and/or subsidize bicycle and/or micromobility fleet for tenant use

H-B5

### Element Description

Site should provide and maintain a fleet of bicycles, scooters, or other approved micromobility vehicles for use by residents, guests, and/or employees. Vehicles can be checked out for a specific time and purpose or located at a central onsite “hub” and be made available on a first-come, first-served basis.

The number of bicycles in the fleet should be equivalent to the number of bicycle parking spaces required by zoning. The property owner should ensure that vehicles are properly stored and maintained, and should provide additional parking—beyond the bike parking required by zoning—to accommodate these vehicles. Secure parking should be provided for the fleet within an easily accessible bicycle room, a bicycle cage, or lockers. The property owner should provide helmets, locks, lights, baskets, and other amenities to facilitate convenient use of the fleet of bicycles.

Vehicles should be as simple to operate as possible. Electric-powered vehicles are encouraged.

**Maintenance:** This element requires an on-going maintenance plan. Fleet can be maintained by site/property management or by partnering with a local bike shop to purchase vehicles and set up maintenance and repair contracts should be considered.

### Best Practice Photo



Source: Noah Bryant

## CHARGE FOR PARKING ON A DAILY BASIS

H-C1

### Element Description

Property should not offer a parking rate or pass beyond one day; no weekly, monthly, or annual parking passes should be provided. Daily parking charges eliminate the “sunk cost” of a monthly permit, reducing the incentive for tenants to drive every day to “get their money’s worth.” By offering an on-demand daily parking option, commuters are not locked into one mode. Commuters can drive on the days they need but have the option of using another mode like walking, biking, teleworking, or taking transit on other days when convenient without incurring any parking costs.

## REDUCE PARKING SUPPLY

Reduce parking supply below 50% of maximum allowable in the zoning code

H-C2

### Element Description

Property should build 50% or less of maximum allowable parking established through zoning at the time of TMP approval. For additional details, see appendix.



## CONTRIBUTE TO A SHUTTLE

Financially contribute to a shuttle from transit to site

H-C3

### Element Description

Property should provide or financially contribute to a local shuttle service. New local shuttles will primarily provide service between the property and regional transit hubs while existing services may already serve multiple destinations in addition to a regional transit hub. Shuttle service should be provided free of charge to residents, tenants (employees), and guests. Shuttle stop locations should be posted with shuttle schedules (or frequency and hours). If the property is contributing to an existing shuttle, the arrangement should be negotiated with the shuttle operator.

Shuttle service lines should not replicate MARTA rail service lines. Shuttles must stop at legal curb space and comply with parking and traffic regulations. Eligible shuttle service should typically run from 7 AM to 8 PM, continuously, and must offer headways of 15 minutes or better during peak hours (generally 7 AM to 9 AM and 4 PM to 6 PM on weekdays), and headways of 30 minutes or better during off-peak periods (which should generally run at least until 8 PM, unless unnecessary for the particular land use). Shuttle service should be provided in vehicles with engines that meet the most recent emissions standards.

### Best Practice Photo



The Coca-Cola Red Bus connects commuters to transit stations.

Source: Lanier Parking

# 4

## RESIDENTIAL DEVELOPMENT PROJECT

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# RESIDENTIAL PROPERTY CHECKLIST

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### Overview

The Residential Property Development Checklist on the following pages outlines the TMP elements that can be applied to new residential developments.

The menu of elements is a tool to guide developments in selecting the right TMP elements for their projects. After reviewing the options, the developer should complete this checklist with their selected elements and submit it with other required SAP paperwork.

This checklist begins with the minimum requirements for all new residential developments. From there, each new development must pick two elements from Level A, and one element from Level B. Implementing more measures than the minimum is encouraged.

The elements are tiered based on their effectiveness in reducing single occupancy vehicle trips and the cost of implementation.

Innovative measures not listed on the following pages will be evaluated on a case-by-case basis.

**TABLE 4. RESIDENTIAL PROPERTY CHECKLIST**

**Required Elements // Must have all 4**

Fact Sheet ID	Description	Selected
R-R1	Require building management to appoint a Building Transportation Coordinator (BTC)	<input type="checkbox"/>
R-R2	Require building management to distribute up-to-date commuter information to staff as provided by Georgia Commute Options or a Transportation Management Association (TMA)	<input type="checkbox"/>
R-R3	Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA)	<input type="checkbox"/>
R-R4	Provide bicycle storage that meets or exceeds the zoning ordinance	<input type="checkbox"/>

**Level A Elements // Choose at least 2**

Fact Sheet ID	Description	Selected
R-A1	Provide and maintain a bicycle fix-it station on-site	<input type="checkbox"/>
R-A2	Install commuter information center in an appropriate and central location, including real-time arrival screens	<input type="checkbox"/>
R-A3	Designate a micromobility parking area in coordination with the Atlanta Department of Transportation	<input type="checkbox"/>
R-A4	Provide and maintain bicycle and/or micromobility fleet for resident use and/or subsidize	<input type="checkbox"/>
R-A5	Provide carshare on-site	<input type="checkbox"/>

**Level B Elements // Choose at least 1**

Fact Sheet ID	Description	Selected
R-B1	Unbundle parking from building-space leases or deeds	<input type="checkbox"/>
R-B2	Install and maintain or financially contribute to the installation of new bus stop infrastructure (in coordination with the appropriate transit operator)	<input type="checkbox"/>
R-B3	Execute a shared parking arrangement with an adjacent property or properties	<input type="checkbox"/>
R-B4	Reduce parking supply below 50% of maximum allowable in the zoning ordinance	<input type="checkbox"/>
R-B5	Financially contribute to a shuttle from transit to site	<input type="checkbox"/>
R-B6	Provide one 20-trip MARTA Breeze card for free, one time to each tenant at the start of a new tenant's occupancy.	<input type="checkbox"/>

# TRANSPORTATION COORDINATOR

R-R1

Require building management to appoint a Building Transportation Coordinator (BTC)

## Element Description

The Building Transportation Coordinator (BTC) is responsible for sharing commute options information with building tenants and surveying building occupants and reporting TMP effectiveness to the City .

The BTC is a permanent staff position assigned to administer the requirements of the TMP. The BTC does not have to be a full-time job; the role of BTC can be filled by members of the property management team with other responsibilities. The BTC should receive support and direction from building management and attend any training that enables the BTC to carry out these responsibilities effectively. The BTC may delegate tasks required to administer the TMP to a third party, such as a Transportation Management Association (TMA), but should remain responsible for coordinating TMP compliance. Training may also be offered through the TMA.

## COMMUTER INFORMATION

Distribute up-to-date commuter information as provided by Georgia Commute Options or a Transportation Management Association (TMA)

R-R2

### Element Description

Information should include a description of all TMP program elements available to residents and individuals commuting to the building, and how to access them, including:

- Transportation options available close to the building;
- Current transportation benefits offered to building tenants, such as transportation subsidies;
- Transportation and commuter events programmed through Georgia Commute Options or a TMA
- Bicycling amenities; and
- Other elements of the TMP, as applicable.

Commuter information should be accessible to all building residents at any time through the building website/web-based portal and in paper form. New residents should receive commuter information prior to or upon occupancy, as part of the building on-boarding process, and again for a total of twice per year. Published information should be updated as conditions change, with notification provided to all residents.

If partnering with a TMA, the TMA can provide topical commute information to the Building Transportation Coordinator (BTC).

## REPORT ON TMP IMPLEMENTATION

Annually report on TMP implementation to the City of Atlanta OR participate in a Transportation Management Association (TMA), where available

R-R3

### Element Description

By June 1 of each year, properties must complete the City of Atlanta Transportation Management Plan Reporting Form and submit it via the designated online portal through the City of Atlanta website. The reporting form is available in appendix.

**OR** participate in a Transportation Management Association (TMA) where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

# BICYCLE STORAGE

Provide bicycle storage that meets or exceeds the zoning ordinance

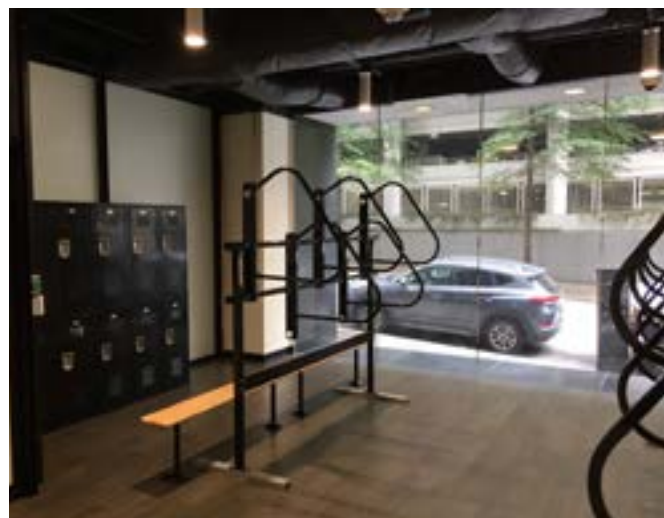
R-R4

R-R4

## Element Description

Provide bicycle storage that meets or exceeds the zoning ordinance and that is attractive for residents to use, safe and easy to access, protected from the elements, and secure from theft. In multi-family residential developments with fewer than 10 units, one fixed bicycle parking space is required for every five units. In multi-family residential developments with more than 10 units, one fixed bicycle parking space and one enclosed bicycle parking space is required for every ten units. Required spaces are not to exceed 50. When two bikes can be locked on both sides without conflict, each side can be counted as one required space. For the full ordinance reference, please see appendix.

## Best Practice Photos



The bike room at Peachtree Center



Bike parking at Ponce City Market

Source: Southern Doorway

## Enclosed Bicycle Parking Features

The following elements are required for enclosed bicycle parking spaces. An enclosed bicycle space includes bicycle storage in lockers, a room within a building, or within a parking structure:

### ACCESSIBILITY:

Enclosed bicycle parking spaces shall be accessible to all building occupants and to public entrances and walkways, secure, weather resistant, and provided with lighting at all hours.

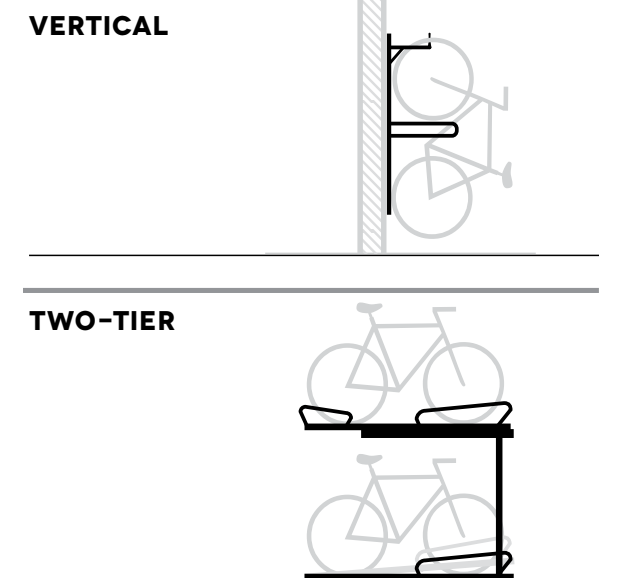
When located in the public right-of-way, the bicycle parking shall be of a type specified by the Office of Zoning and Development in coordination with the Department of Public Works.

In addition to the ordinance, consider providing the following elements when building bicycle parking:

- Wayfinding to, and tenant information about, parking location;
- Access that is separate from vehicular entry and egress points.

### PREFERRED BIKE RACK STYLE:

The following racks are high-density systems designed to maximize limited space, but they do not work for all users or bicycles. If installing these racks, reserve additional parking that accommodates bicycles with both wheels on the ground for users who are not able to lift a bicycle or operate a two-tier rack, or for bikes that are not compatible with two-tier or vertical racks.



Source: Essentials of Bike Parking (2015), Association of Pedestrian and Bicycle Professionals

## Fixed Bicycle Parking Features

The following elements are required for fixed bicycle parking spaces. A fixed bicycle space must be outside the building, but it may be covered:

### ACCESSIBILITY:

The fixed bicycle parking space shall be publicly accessible and located on-site or in the adjacent public right-of-way. Clear and maneuverable access to a public street or multi-use trail without the use of stairs shall be provided.

The fixed bicycle parking space shall be located at least as close as the closest automobile space serving the building, except for handicapped parking spaces.

When located in the public right-of-way, the bicycle rack shall not impede pedestrian use of the sidewalk and shall only be located within a street furniture and tree planting zone a maximum distance of 100 feet of the building entrance the rack is intended to serve.

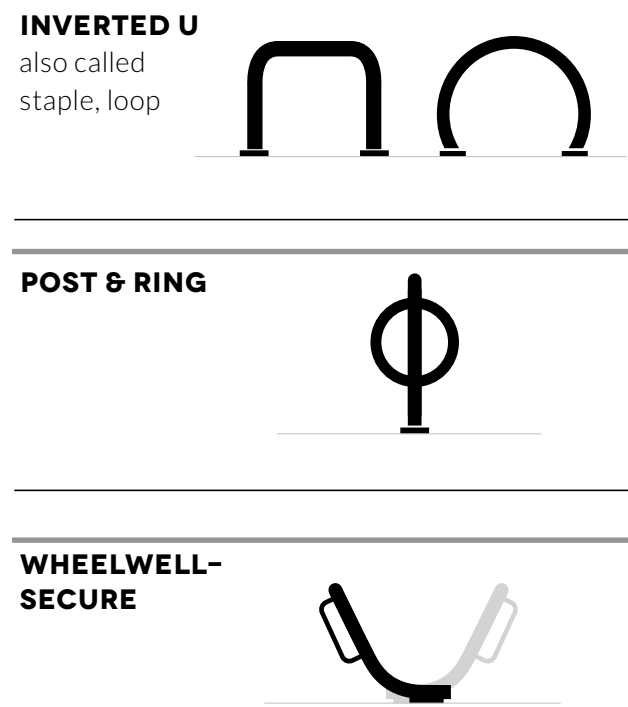
### SAFETY:

The fixed bicycle parking space shall be provided in a well-lit location at all hours, and it shall include a metal

anchor sufficient to secure a bicycle frame when used in conjunction with a user-supplied lock.

### PREFERRED BIKE RACK STYLE:

The following racks are high performing, secure, and intuitive styles that accommodate a variety of bicycles and attachments, allow for the locking of the frame and at least one wheel with a u-lock.



Source: Essentials of Bike Parking (2015), Association of Pedestrian and Bicycle Professionals

## BICYCLE FIX-IT STATION

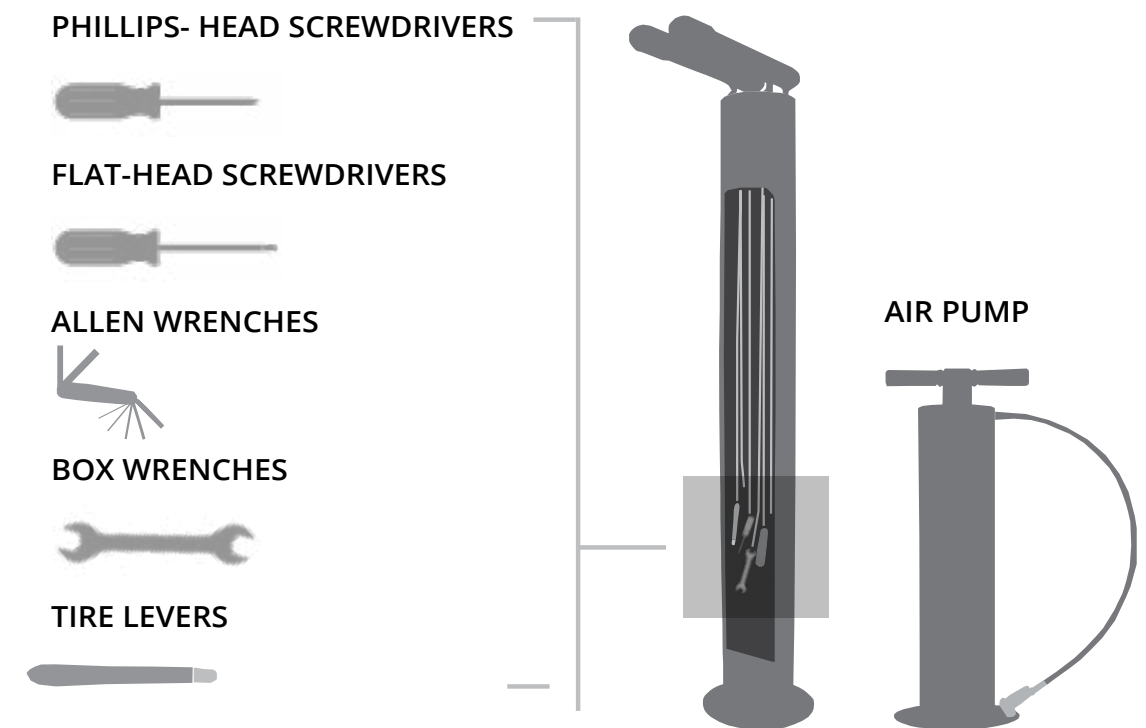
Provide and maintain a bicycle fix-it station on-site

### Element Description

Bicycle fix-it stations provide the tools necessary to perform basic bike repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools, which frequently include a versatile assortment of wrenches, screwdrivers, and tire levers, are securely attached to the stand with stainless steel cables and tamper-proof fasteners.

Bicycle fix-it stations may also include wheel supports and repair stands to make bicycle repair easier.

### Fix-It Station Components





# COMMUTER INFORMATION CENTER

Install commuter information center in an appropriate and central location, including real-time arrival screens



## Element Description

Display pertinent commuter information in central locations, including real-time arrival screens. Transportation information displays provide building occupants with useful information that can help them consider all available modes of travel to make informed commute decisions. An appropriate display in a high-traffic location can be a valuable amenity for those already using sustainable modes of travel and can encourage residents to consider the sustainable transportation options that fit their needs.

### Display Standards

Static Transportation Information Display:

- Options include a framed paper or illuminated map, a digital screen displaying a map, or similar alternative design.
- Map will depict the range of transportation options available within reasonable walking distance of the building (up to a 10-minute walk).
- Any digital, projection, or lighted display should depict the map at all times.

Suggested standard map sizes:

- 26.125" W x 29.75" H
- 21.75" W x 26.75" H



## Element Description (continued)

Real-Time Transportation Information Display:

- Display should be at least 32" (diagonal) and located between 4 feet and 6 feet off the floor.
- Should depict real-time transportation information at all times.
- Display should include real-time arrivals information for the nearest MARTA station, local and regional bus routes, and shared-mobility services within reasonable walking distance (approx. 10 minutes) of the building.
- Should also include other available free data feeds for transportation services convenient to the building (i.e. shuttle).

## Best Practice Photo

Source: Panasonic



## MICROMOBILITY PARKING

Designate a micromobility parking area

### Element Description

Reserved spaces for parking micro mobility devices can include dockless and docked shared use bikes, scooters, and similar services.

The space should be:

- Publicly accessible 24-hours per day.
- Marked with neutral, non-branded, or universal-branded signage to best inform commuters of where vehicles should be parked.
- Appropriately sized to allow for the simultaneous storage of 10 devices or more.
- Located in an area that is visible from adjacent sidewalks and has convenient access to building entrances.

If installed in the public right-of-way, permission is needed from the Atlanta Department of Transportation.

### Best Practice Photo



Source: Gary Kavanagh



## MICROMOBILITY FLEET

Provide and maintain and/or subsidize bicycle and/or micromobility fleet for resident use

### Element Description

Site should provide and maintain a fleet of bicycles, scooters, or other approved micromobility vehicles for use by residents, visitors, and/or employees. Vehicles can be checked out for a specific time and purpose or located at a central onsite “hub” and be made available on a first-come, first-served basis.

The number of bicycles in the fleet should be equivalent to the number of bicycle parking spaces required by zoning. The property owner should ensure that vehicles are properly stored and maintained, and should provide additional parking—beyond the bike parking required by zoning—to accommodate these vehicles. Secure parking should be provided for the fleet within an easily accessible bicycle room, a bicycle cage, or lockers. The property owner should provide helmets, locks, lights, baskets, and other amenities to facilitate convenient use of the fleet of bicycles.

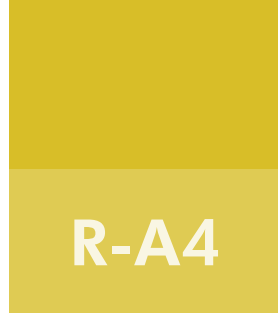
Vehicles should be as simple to operate as possible. Electric-powered vehicles are encouraged.

**Maintenance:** Element requires an on-going maintenance plan. Fleet can be maintained by site/property management or by partnering with a local bike shop to purchase vehicles and set up maintenance and repair contracts should be considered.

### Best Practice Photo



Source: Noah Bryant



## PROVIDE CARSHARE ON-SITE

Provide on-site carshare parking spaces

### Element Description

Property should provide on-site carshare parking spaces, and the property manager may proactively offer memberships to a third party carshare provider. Vehicles must be located at on-site unstaffed, self-service locations (other than any incidental garage valet service), and generally be available for pick-up by eligible users 24 hours per day.

All residents eligible to drive should have access to the vehicles. The vehicles may also be made available to users who do not live or work on the subject property. Vehicles should be made available by reservation on an hourly basis, or in smaller intervals. The property owner or a third party vendor should provide automobile insurance for its users when using car-share vehicles and should assume responsibility for maintaining car-share vehicles.

R-A5



Source: University of Iowa

## UNBUNDLE PARKING FROM BUILDING-SPACE LEASES

Separate the cost of parking from tenant leases or deeds

### Element Description

Property should not “bundle” the price of parking spaces into the price paid by the lessee or owner for building space. The cost should be a separate, optional line-item in the lease or deed.

R-B1

## BUS STOP INFRASTRUCTURE

Install and maintain new bus stop infrastructure in coordination with transit operators



R-B2

### Element Description

The quality of transit infrastructure can encourage or deter ridership. Improvements for comfort and safety will help retain and attract transit riders.

Improvements should meet City/SPI standards and can include the following:

- Curb realignments
- Improved visibility and/or lighting
- Bus stop coverage
- Adequate seating
- Permanent signage
- Up-to-date route and schedule information
- Real-time arrival displays

- Bus turnabouts
- Boarding islands



## SHARED PARKING ARRANGEMENT

Execute a shared parking arrangement with an adjacent property or properties



R-B3

### Element Description

Property should enter into an agreement for shared parking with nearby private parking lot(s).

Traditional parking facilities are built to accommodate maximum demand at the peak for one use and typically sit empty at other times of the day. Shared parking may be applied when land uses have different parking demand patterns and are able to use the same parking spaces/areas throughout the day (i.e. daytime office parking and residential). Shared parking is most effective when these land uses have significantly different peak parking characteristics that vary by time of day, day of week, and/or season of the year. In these situations, shared parking strategies will result in fewer total parking spaces needed when compared to the total number of spaces needed for each land use or business separately.

Establishing the number of spaces required in a shared parking situation requires consideration of several factors, including:

- The physical layout of the development (especially ease of pedestrian access from the parking spaces to the different uses);
- The type of users typically parking at each type of facility and their parking patterns (e.g. employees who park for a full day vs. customers who park for an hour or two); and
- The total accumulation of parked vehicles expected for each use during different time periods.

## REDUCE PARKING SUPPLY

Reduce parking supply below 50% of maximum allowable in the zoning ordinance

R-B4

### Element Description

Property should build 50% or less of maximum allowable parking established through zoning at the time of TMP approval. For additional details, see the appendix.



## CONTRIBUTE TO A SHUTTLE

Financially contribute to a shuttle from transit to site

R-B5

### Element Description

Property should provide or financially contribute to a local shuttle service. New local shuttles will primarily provide service between the property and regional transit hubs while existing services may already serve multiple destinations in addition to a regional transit hub. Shuttle service should be provided free of charge to residents, tenants (employees), and guests. Shuttle stop locations should be posted with shuttle schedules (or frequency and hours). If the property is contributing to an existing shuttle, the arrangement should be negotiated with the shuttle operator.

Shuttle service lines should not replicate MARTA rail service lines. Shuttles must stop at legal curb space and comply with parking and traffic regulations. Eligible shuttle service should typically run from 7 AM to 8 PM, continuously, and must offer headways of 15 minutes or better during peak hours (generally 7 AM to 9 AM and 4 PM to 6 PM on weekdays), and headways of 30 minutes or better during off-peak periods (which should generally run at least until 8 PM, unless unnecessary for the particular land use). Shuttle service should be provided in vehicles with engines that meet the most recent emissions standards.

### Best Practice Photo



The Coca-Cola Red Bus connects commuters to transit stations.

Source: Lanier Parking

## 20-TRIP PUBLIC TRANSPORTATION CARD

Provide free transit passes

R-B6

### Element Description

Property should offer a fully subsidized 20-trip MARTA pass for tenants at the start of a new tenant's occupancy. All new tenants should be notified of benefit through lease provisions, in the manner that parking availability and rates are shared.

If a tenant declines the free transit pass, the property does not need to supply them with a pass.



# 5

## APPENDIX: RELEVANT ZONING ORDINANCE REFERENCES

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# REFERENCE

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This appendix is meant to be used as a guideline. Confirm zoning requirements and standards with the latest information in Municode.

# BICYCLE PARKING REQUIREMENTS

Municode: [Sec. 16-28.014\(6\)](#)

Table of Bicycle Parking Requirements

	Fixed Bicycle Rack Parking Spaces	Enclosed Bicycle Parking Spaces	Maximum Combined Requirement
Residential Uses			
Multifamily (less than 10 units)	1 per 5 units, 2 min.	n/a	No more than 50 space required
Multifamily (10 or more units)	1 per 10 units, 2 min.	1 per 10 units, 2 min.	No more than 50 spaces required
Non-residential uses			
Offices	1 per 8,000 sf, 2 min.	1 per 8,000 sf, 2 min.	No more than 50 spaces required
All other non-residential uses	1 per 4,000 sf, 2 min.	n/a	No more than 50 spaces required

## BICYCLE PARKING REQUIREMENTS

1. Fixed bicycle rack parking spaces shall conform to the following minimum standards:

- Shall not be located inside a building, but may be covered.
- Shall be publicly accessible and provided with lighting at all hours.
- Shall be spaced to provide clear and maneuverable access to a public street or multi-use trail without the use of stairs.
- Shall be located on-site or in the adjacent public right-of-way.
- Shall include a metal anchor sufficient to secure the bicycle frame when used in conjunction with a user-supplied lock.
- When located on-site, shall be located at least as close as the closest automobile space serving the building, except for handicapped parking spaces.
- When located in the public right-of way, shall not impede pedestrian use of the sidewalk and shall only be located within a street furniture and tree planting zone a maximum distance of 100 feet of the building entrance the rack is intended to serve.
- When located in the public right-of-way, shall be of a type specified by the Office of Zoning and Development in coordination with the Department of Public Works.
- When two bikes can be locked on both sides without conflict, each side can be counted as one required space.

2. Enclosed bicycle parking spaces shall conform to the following minimum standards:

- Shall provide enclosed bicycle storage in lockers, a room within a building, or within a parking structure.
- Shall be accessible to all building occupants and to public entrances and walkways, secure, weather resistant, and provided with lighting at all hours.
- Shall provide clear and maneuverable access to a public street or multi-use trail without the use of stairs or elevators.

3. The board of zoning adjustment is hereby empowered to waive or reduce the bicycle parking requirements in any of the districts whenever the character or use of the building is such as to make unnecessary the full provision of bicycle parking facilities or where such regulations would impose an unreasonable hardship upon the use of the lot.

## SHOWERING FACILITY REQUIREMENTS

**Downtown and Buckhead (SPI-1, SPI-9, SPI-12)**

**Municode:** [Sec. 16-28.014\(6\)](#)

Buildings containing over 50,000 gross square feet of office space shall provide showering facilities, which shall include showers and lockers, in a ratio of at least two showering facilities for every 50,000 gross square feet of office space in excess of 50,000 square feet. Said facilities shall be available to all office tenants and their employees, provided that the number of shower facilities shall not be required to exceed four.

**Midtown (SPI-16)**

**Municode:** [Sec. 16-18P.022.](#)

All office buildings containing over 25,000 square feet of gross office space shall provide showering facilities including showers and lockers, in a ratio of at least one showering facility for every 25,000 square feet of gross office space, available to all building tenants and their employees, provided that no building shall be required to exceed a maximum of eight showering facilities.



# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-1: Downtown

Municode: [16-18A.015.](#)

	Minimum		Maximum	
	Within Parking Limitation District	Outside Parking Limitation District	Within Parking Limitation District	Outside Parking Limitation District
Hotels and motels	None	None	1 per lodging unit	1.5 per lodging unit
Residential	None	None	1.25 per 1 bdrm and 2.25 per 2+ bdrm	1.5 per 1 bdrm and 2.5 per 2+ bdrm
Eating & drinking establishments	None	1.5 per 1000 sq ft in SoNo for eating/drinking establishments	2.5 spaces per 1000 sq ft	3 spaces per 1000 sq ft
Commercial/retail	None	None	2.5 spaces per 1000 sq ft	3 spaces per 1000 sq ft
Institutional	None	None	2.5 spaces per 1000 sq ft	3 spaces per 1000 sq ft
Office	None	None	2.5 spaces per 1000 sq ft	3 spaces per 1000 sq ft
Recreation/Entertainment	None	None	1.5 spaces per 1000 sq ft	2.5 spaces per 1000 sq ft
All other uses	None	None	2 spaces per 1000 sq ft	2.5 spaces per 1000 sq ft

# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-9: Buckhead Village

Municode: [16-18I.023.](#)

	Minimum (75% of Maximum, unless special circumstances are met*)	Maximum
Hotels and motels	.75 spaces per rental unit + .375 spaces per employee + .75 spaces per 100 sq ft restaurant area + 1 space per 400 sq ft convention area	1 space per rental unit + .5 spaces per employee + 1 space per 100 sq ft restaurant area + 1 space per 300 sq ft convention area
Residential	1.5 spaces per unit + .375 spaces for each unit with 3+ bdrms + .25 spaces per unit for guest parking	2 spaces per unit + .5 spaces for each unit with 3+ bdrms + 1/3 space per unit for guest parking
Eating and Drinking Establishments	1 space per 400 sq ft	1 space per 300 sq ft
Retail	1 space per 400 sq ft	1 space per 300 sq ft
Schools, Colleges, Churches, Rec or Community Centers/ places of assembly	75% of determined maximum	One space for each four fixed seats; or one space for each 35 sq ft of enclosed floor area for the accommodation of movable seats in the largest assembly room, whichever is greater, plus the following: i. For elementary or middle schools: 2 spaces for each classroom; ii. For high schools: 4 spaces for each classroom; iii. For colleges and universities: 8 spaces for each classroom.
Office uses	None	2.5 spaces for each 1000 sq ft
Commercial recreation/ Theaters/ Convention halls	.75 spaces per 100 sq ft	1 space per 100 sq ft

# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-9: Buckhead Village (continued)

Municode: [16-18I.023](#).

	Minimum (75% of Maximum, unless special circumstances are met*)	Maximum
Child Care/Day Care/Pre-K/ Kindergarten	1 space per 800 sq ft	1 space per 600 sq ft
Nursing Homes	.75 spaces for each 4 beds	1 space for each 4 beds
Billiards/poolrooms/arcades	.75 spaces per 100 sq ft	1 space per 100 sq ft
Recreational establishments	.75 spaces per 400 sq ft	1 space per 400 sq ft
Shelter/Supportive housing	75% of determined maximum	One space for each on duty staff member + one space for each van/bus used by the facility + one space per 2000 sq ft
Single room occupancy residences	1 space per 400 sq ft	1 space per 300 sq ft
Tailoring/Dressmaking/Millinery	1 space per 400 sq ft	1 space per 300 sq ft
All other uses	.75 spaces per 200 sq ft	1 space per 200 sq ft

\*SPI-9 Reduction of off-street parking requirements - special circumstances: On-street parking spaces located within or adjacent/contiguous to parcel may be used to meet up to 25% of required off-street parking. Parking requirements may be reduced at the discretion of the director re: shared parking arrangements.

# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-12: Buckhead/Lenox Stations

Municode: [16-18L.016](#).

	Minimum (75% of Maximum, unless special circumstances are met*)	Maximum
Hotels and motels	None	1 space per rental unit + .5 spaces per employee + 1 space per 100 sq ft restaurant area + 1 space per 300 sq ft convention area
Residential	None	2 spaces per unit + .5 spaces for each unit with 3+ bdrms + 1/3 space per unit for guest parking
Eating and Drinking Establishments	None	1 space per 200 sq ft
Eating and Drinking Establishments with Liquor License	1 space per 300 sq ft	1 space per 100 sq ft
Retail	None	1 space per 200 sq ft
Schools, Colleges, Churches, Rec or Community Centers/ places of assembly	None	One space for each four fixed seats; or one space for each 35 sq ft of enclosed floor area for the accommodation of movable seats in the largest assembly room, whichever is greater, plus the following: i. For elementary or middle schools: 2 spaces for each classroom; ii. For high schools: 4 spaces for each classroom; iii. For colleges and universities: 8 spaces for each classroom.

# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-12: Buckhead/Lenox Stations (continued)

Municode: [16-18L.016](#).

	Minimum (75% of Maximum, unless special circumstances are met*)	Maximum
Office uses	None	2.5 spaces for each 1000 sq ft
Commercial recreation/ Theaters/ Convention halls	None	1 space per 100 sq ft
Child Care/Day Care/ Pre-K/ Kindergarten	None	1 space per 600 sq ft
Nursing Homes	None	1 space for each 4 beds
Recreational/entertainment establishments	None	1 space per 400 sq ft
Tailoring/Dressmaking/Millinery	None	1 space per 300 sq ft
Accessory uses	None	1 space per 300 sq ft
All other uses	None	1 space per 200 sq ft

# VEHICULAR OFF-STREET PARKING REQUIREMENTS

SPI-16: Midtown

Municode: [16-18P.020](#).

	Minimum		Maximum	
	East of Juniper (SPI-16 SA3 District)	All Other (SPI-16 SA1 and SPI-16 SA2)	East of Juniper (SPI-16 SA3 District)	All Other (SPI-16 SA1 and SPI-16 SA2)
<b>Residential</b>	None	None	1.25 spaces per 1 bdrm and 2.25 spaces per 2+ bdrm	
<b>Eating and Drinking Establishments</b>	1 per 300 sq ft	None	8 spaces per 1000 sq ft	
<b>Retail</b>	1 per 300 sq ft	None	6.5 spaces per 1000 sq ft	
<b>Office</b>	None	None	2 spaces per 1000 sq ft (may be shared with other uses)	
<b>Banks, business colleges, clubs/ lodges, printing</b>	None	None	6.5 spaces per 1000 sq ft	
<b>Dorms/Fraternities/Sororities</b>	None	None	1 space per each 2 bedrooms	
<b>Medical Office</b>	None	None	4.5 spaces per 1000 sq ft	
<b>Nursing Home/ Care Facilities</b>	None	None	1 space per each 4 bedrooms	
<b>Schools</b>	1 space per 6 fixed seats OR 1 space per 50 sq ft of largest assembly room (whichever is greater)		Minimum + 2 spaces per classroom for elementary/middle school; 4 spaces per classroom for high school; and 8 spaces per classroom for college/university	
<b>Shelter</b>	1 space per each on duty staff + 1 per 2000 sq ft		1 space for first 2 bdrms + 0.5 for each of 3 or more bdrms + 1/3 space for each dwelling unit	
<b>Other Non-Residential Uses</b>	None	None	3.5 spaces per 1000 sq ft	

# CARPOOL AND VANPOOL PARKING REQUIREMENTS

## Downtown and Midtown (SPI-1, SPI-16)

Municode: [Sec. 16-18A.015.](#)

- All office developments over 100,000 square feet shall reserve and designate at least five percent of the-parking spaces as “Carpool Only.” Such spaces shall be located near the building’s entrance or other preferable locations within the employee parking areas as approved by the commissioner of public works; and
- All new parking structures shall be built to accommodate vanpool access at entry level. The minimum ceiling height for vanpools is eight feet two inches.

## Buckhead Village (SPI-9)

Municode: [Sec. 16-18I.023.](#)

*Office uses, additional requirements.* Any development providing more than 50,000 square feet of gross office space shall reserve and designate at least five percent of the required parking spaces as “Carpool Only,” or “Vanpool Only.” Such spaces shall be located near the building’s entrance or other preferable locations. Parking structures accommodating vanpool access at entry level must provide a minimum ceiling height of eight feet and two inches.

## Buckhead/Lenox Station (SPI-12)

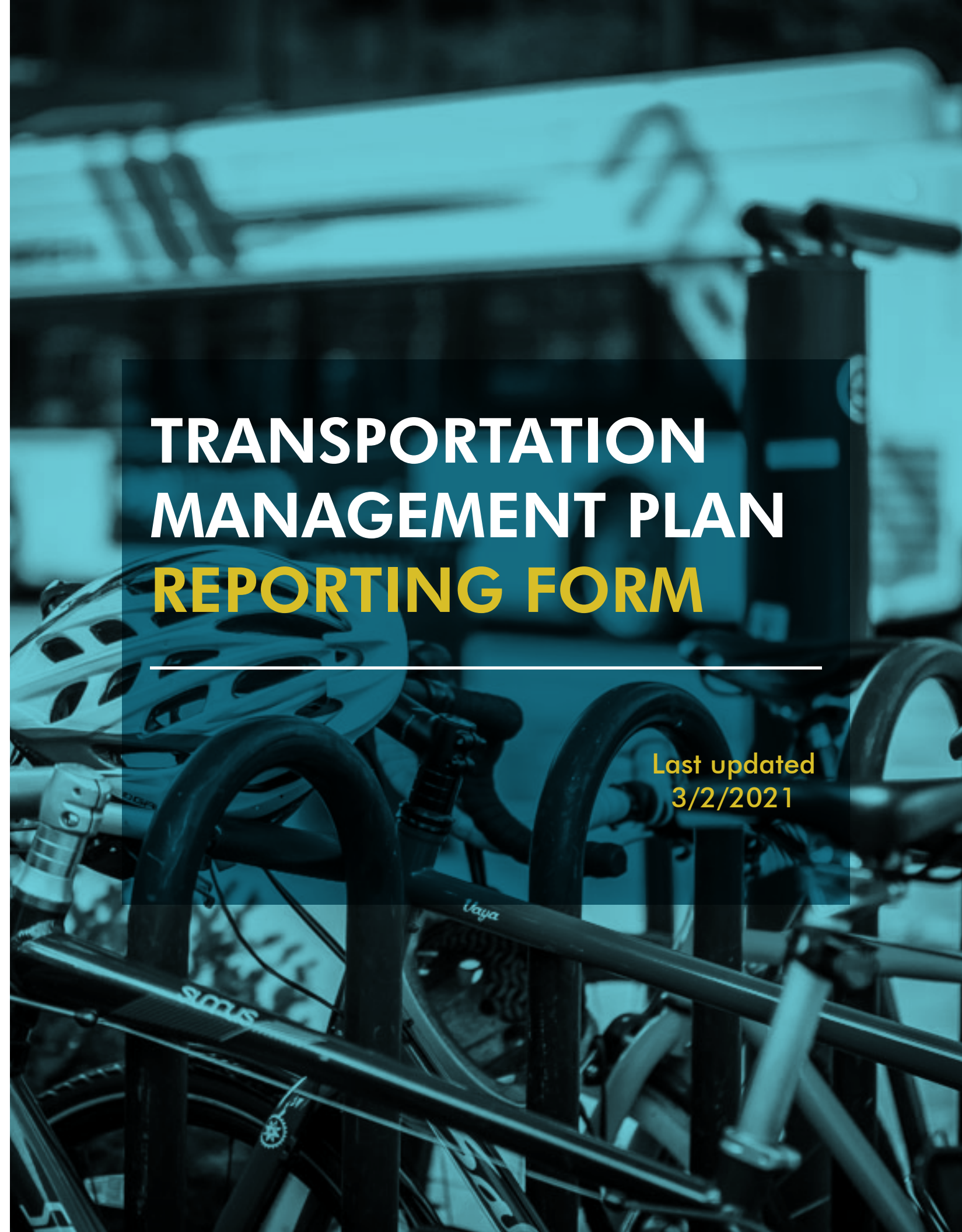
Municode: [Sec. 16-18L.016.](#)

*Office uses, additional requirements.* Any development providing more than 50,000 square feet of gross office space shall reserve and designate carpool and vanpool parking spaces with notification of such spaces to be provided to the Buckhead Area Transportation Management Association (BATMA) at the minimum ratios as follows:

- Three percent of all parking spaces as “carpool only,” but shall not be required to exceed seven such spaces, with a minimum of one such space to provide electrical conduit and infrastructure to encourage future access for electric vehicles.
- Two percent of all parking spaces as “vanpool only,” but shall not be required to exceed three such spaces.

# TRANSPORTATION MANAGEMENT PLAN REPORTING FORM

Last updated  
3/2/2021



# OFFICE PROPERTY REPORTING

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Transportation Management Plan (TMP) ordinances within the Downtown, Buckhead Village, Buckhead/Lenox Stations, and Midtown Special Public Interest zoning districts (SPIs 1, 9, 12, and 16) require building management to implement Transportation Management Plans that encourage alternatives to drive-alone commuting to their worksites. Reducing single occupancy vehicle (SOV) trips is intended to help reduce traffic congestion and improve air quality.

Office, hotel, or multi-family residential developments with more than 25,000 square feet of gross floor area must submit a Transportation Management Plan to the Office of Zoning during the application phase. By June 1 of each year, those affected buildings are required to complete the City of Atlanta TMP Reporting Form via the designated online portal through the Office of Zoning & Development's website. Alternatively, affected buildings may choose to participate in a Transportation Management Association (TMA), where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

The City uses the information in this report to help develop and maintain effective TMP programs. Please complete the report as carefully and completely as possible. Note that some sections require you to attach documentation of completion.

The information requested in this report is based on the TMP checklist your building submitted before receiving its Certificate of Occupancy. Please reference the Transportation Demand Management for the Built Environment Guidebook for additional information on the required TMP elements. If you would like to provide more information about your TMP program, you may upload a PDF attachment with your comments.

If, after filing this report for current reporting period, your building or organization is unable to completely implement its TMP program and required elements, contact the City or your TMA, where available, to amend your program. If you have any questions about how to fill out this form, please call 404-330-6145 or email \_\_\_\_\_.

## Property Information // Reporting Form

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### Property Information

---

Address: \_\_\_\_\_

Name: \_\_\_\_\_

### Property Owner Information

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Building Transportation Coordinator (BTC) Information

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Tenant Information //**

Total number of tenants: \_\_\_\_\_

Total number of employees: \_\_\_\_\_

Tenant Name (with ≥ 20 employees)	# of Employees	# of Parking Spaces

**Parking Information //**

Parking management company name (if applicable): \_\_\_\_\_

Total on-site parking spaces: \_\_\_\_\_

Carpool/vanpool spaces: \_\_\_\_\_

Visitor only spaces: \_\_\_\_\_

ADA accessible spaces: \_\_\_\_\_

Avg. daily # of vacant on-site parking spaces (if known): \_\_\_\_\_

Monthly parking rates (if applicable): \_\_\_\_\_

Daily tenant parking rate: \_\_\_\_\_

Daily visitor parking rate: \_\_\_\_\_

Describe any commuter part-time/flexible parking arrangements: \_\_\_\_\_

Briefly describe any shared parking agreement(s): \_\_\_\_\_

**Please attach a copy of any shared parking agreement(s).**

**Site Characteristics & Amenities //**

Gross sq. ft.: \_\_\_\_\_

Sq. footage space leased: \_\_\_\_\_

Describe any on-site loading/unloading zones for non-SOVs: \_\_\_\_\_

On-site services: (check all that apply)

Bus stop
Day care
Restaurant(s)
ATM

Gym
Mailing service
Dry Cleaner
Pharmacy

Please attach photo(s) for each amenity

Commuter information center	Micromobility parking area
Real-time transit screen(s)	Tenant micromobility or bicycle fleet
Bicycle storage: fixed	On-site carshare
Bicycle storage: enclosed	Multimodal wayfinding signage
Bicycle fix-it station	Commuter shower & locker facility

If you provide shuttle service to transit, describe the route and schedule:

What changes, if any, are anticipated in the next 12 months?

### TMP Elements/Activities //

#### Building Transportation Coordinator (BTC)

The City of Atlanta TMP ordinance requires your property to assign a Building Transportation Coordinator (BTC).

Where can a tenant find the BTC's information?

How long has the BTC been in this position?

Percent of time spent on BTC activities?

#### Commuter Benefits Program

The City of Atlanta TMP ordinance requires your property to distribute up-to-date commuter information as provided by Georgia Commute Options (GCO) or a TMA.

How often is information distributed?

Date of last distribution:

Do you distribute a newsletter to tenants?

If yes, how often?

If yes, is it physical, electronic, or both?

Do you offer free tenant bicycle programming ?

If yes, please describe the most recent program:

Date of most recent bike program:

Please attach a copy of the memo or brochure you share with tenants and employees that tells them their transportation options and the transportation amenities offered on-site.

### Financial Incentives //

Do you provide free transit passes to new tenants' employees and property management employees at the start of a new tenant's occupancy?

How many transit passes did you provide this year, by type:

MARTA Monthly	CobbLinc Express Monthly
MARTA 20-trip	CobbLinc Express 20-trip
Xpress Green Monthly	Gwinnett Co. Zone 1 Monthly
Xpress Green 10-trip	Gwinnett Co. Zone 1 10-trip
Xpress Blue Monthly	Gwinnett Co. Zone 2 Monthly
Xpress Blue 10-trip	Gwinnett Co. Zone 2 10-trip

Please describe any carpool/vanpool parking discounts or subsidies you offer:

Please describe any carpool program(s) you financially contribute to:

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Please describe any other incentives you offer to reduce SOV rates at your property:

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### **Commitment Statement //**

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I understand that the site listed above is required by the City of Atlanta to implement a Transportation Management Plan. I aware that the goal of the TMP is to reduce SOV trips to the site. I have reviewed this report and the site has implemented the elements as I have noted above.

Building Transportation Coordinator signature:  
Date:

# TRANSPORTATION MANAGEMENT PLAN REPORTING FORM

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Last updated  
3/2/2021



# HOTEL PROPERTY REPORTING

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Transportation Management Plan (TMP) ordinances within the Downtown, Buckhead Village, Buckhead/Lenox Stations, and Midtown Special Public Interest zoning districts (SPIs 1, 9, 12, and 16) require building management to implement Transportation Management Plans that encourage alternatives to drive-alone commuting to their worksites. Reducing single occupancy vehicle (SOV) trips is intended to help reduce traffic congestion and improve air quality.

Office, hotel, or multi-family residential developments with more than 25,000 square feet of gross floor area must submit a Transportation Management Plan to the Office of Zoning during the application phase. By June 1 of each year, those affected buildings are required to complete the City of Atlanta TMP Reporting Form via the designated online portal through the Office of Zoning & Development's website. Alternatively, affected buildings may choose to participate in a Transportation Management Association (TMA), where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

The City uses the information in this report to help develop and maintain effective TMP programs. Please complete the report as carefully and completely as possible. Note that some sections require you to attach documentation of completion.

The information requested in this report is based on the TMP checklist your building submitted before receiving its Certificate of Occupancy. Please reference the Transportation Demand Management for the Built Environment Guidebook for additional information on the required TMP elements. If you would like to provide more information about your TMP program, you may upload a PDF attachment with your comments.

If, after filing this report for current reporting period, your building or organization is unable to completely implement its TMP program and required elements, contact the City or your TMA, where available, to amend your program. If you have any questions about how to fill out this form, please call 404-330-6145 or email \_\_\_\_\_.

## Property Information // Reporting Form

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### Property Information

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Address: \_\_\_\_\_

Name: \_\_\_\_\_

### Property Owner Information

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Building Transportation Coordinator (BTC) Information

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Tenant Information //**

Total number of employees:

**Parking Information //**

Parking management company name (if applicable):

Total on-site parking spaces:

Carpool/vanpool spaces:

Visitor only spaces:

ADA accessible spaces:

Avg. daily # of vacant on-site parking spaces (if known):

Monthly employee parking rate (if applicable):

Daily employee parking rate:

Daily visitor parking rate:

Describe any commuter part-time/flexible parking arrangements:

Briefly describe any shared parking agreement(s):

Please attach a copy of any shared parking agreement(s).

**Site Characteristics & Amenities //**

Gross sq. ft.:

Total number of rentable rooms:

Describe any on-site loading/unloading zones for non-SOVs:

On-site services: (check all that apply)

Bus stop	Gym
Day care	Mailing service
Restaurant(s)	Dry Cleaner
ATM	Pharmacy

On-site amenities: (check all that apply)

Please attach photo(s) for each amenity

Commuter information center	Micromobility parking area
Real-time transit screen(s)	Visitor micromobility or bicycle fleet
Bicycle storage: fixed	On-site carshare
Bicycle storage: enclosed	Multimodal wayfinding signage
Bicycle fix-it station	Commuter shower & locker facility

If you provide shuttle service to transit, describe the route and schedule:

What changes, if any, are anticipated in the next 12 months?

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### **TMP Elements/Activities //**

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#### **Building Transportation Coordinator (BTC)**

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The City of Atlanta TMP ordinance requires your property to assign a Building Transportation Coordinator (BTC).

Where can a tenant find the BTC's information?

How long has the BTC been in this position?

Percent of time spent on BTC activities?

#### **Commuter Benefits Program**

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The City of Atlanta TMP ordinance requires your property to distribute up-to-date commuter information as provided by Georgia Commute Options (GCO) or a TMA.

How often is information distributed?

Date of last distribution:

Do you distribute a newsletter to staff?

If yes, how often?

If yes, is it physical, electronic, or both?

Do you offer free staff bicycle programming?

If yes, please describe the most recent program:

Date of most recent bike program:

Please attach a copy of the memo or brochure you share with tenants and employees that tells them their transportation options and the transportation amenities offered on-site.

### **Financial Incentives //**

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Please describe any carpool/vanpool parking discounts or subsidies you offer:

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Please describe any carpool program(s) you financially contribute to:

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Please describe any other incentives you offer to reduce SOV rates at your property:

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### **Commitment Statement //**

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I understand that the site listed above is required by the City of Atlanta to implement a Transportation Management Plan. I am aware that the goal of the TMP is to reduce SOV trips to the site. I have reviewed this report and the site has implemented the elements as I have noted above.

Building Transportation Coordinator signature:  
Date:

# TRANSPORTATION MANAGEMENT PLAN REPORTING FORM

Last updated  
3/2/2021

## RESIDENTIAL PROPERTY REPORTING

Transportation Management Plan (TMP) ordinances within the Downtown, Buckhead Village, Buckhead/Lenox Stations, and Midtown Special Public Interest zoning districts (SPIs 1, 9, 12, and 16) require building management to implement Transportation Management Plans that encourage alternatives to drive-alone commuting to their worksites. Reducing single occupancy vehicle (SOV) trips is intended to help reduce traffic congestion and improve air quality.

Office, hotel, or multi-family residential developments with more than 25,000 square feet of gross floor area must submit a Transportation Management Plan to the Office of Zoning during the application phase. By June 1 of each year, those affected buildings are required to complete the City of Atlanta TMP Reporting Form via the designated online portal through the Office of Zoning & Development's website. Alternatively, affected buildings may choose to participate in a Transportation Management Association (TMA), where available. On behalf of the property, the TMA will report to the City of Atlanta Office of Zoning & Development on TMP implementation and compliance.

The City uses the information in this report to help develop and maintain effective TMP programs. Please complete the report as carefully and completely as possible. Note that some sections require you to attach documentation of completion.

The information requested in this report is based on the TMP checklist your building submitted before receiving its Certificate of Occupancy. Please reference the Transportation Demand Management for the Built Environment Guidebook for additional information on the required TMP elements. If you would like to provide more information about your TMP program, you may upload a PDF attachment with your comments.

If, after filing this report for current reporting period, your building or organization is unable to completely implement its TMP program and required elements, contact the City or your TMA, where available, to amend your program. If you have any questions about how to fill out this form, please call 404-330-6145 or email \_\_\_\_\_.

## Property Information // Reporting Form

### Property Information

Address:

Name:

### Property Owner Information

Name:

Address:

Email:

Phone:

### Building Transportation Coordinator (BTC) Information

Name:

Address:

Email:

Phone:

## Tenant Information //

Total number of units:

Total number of residents (best estimate):

## Parking Information //

Parking management company name (if applicable):

Total on-site parking spaces:

Visitor only spaces:

ADA accessible spaces:

Avg. daily # of vacant on-site parking spaces (if known):

Is your parking unbundled? Meaning, the cost to rent a parking space is separate from the cost of renting a unit in your property.

Monthly parking rate (if applicable):

Annual parking rate (if applicable):

Briefly describe any shared parking agreement(s):

**Please attach a copy of any shared parking agreement(s).**

## Site Characteristics & Amenities //

Gross sq. ft.:

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Sq. footage space leased:

---

Describe any on-site loading/unloading zones for non-SOVs:

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On-site services: (check all that apply)

Bus stop	Gym
Day care	Mailing service
Restaurant(s)	Dry Cleaner
ATM	Pharmacy

On-site amenities: (check all that apply)

**Please attach photo(s) for each amenity**

Commuter information center	Micromobility parking area
Real-time transit screen(s)	Tenant micromobility or bicycle fleet
Bicycle storage: fixed	On-site carshare
Bicycle storage: enclosed	Multimodal wayfinding signage
Bicycle fix-it station	

If you provide shuttle service to transit, describe the route and schedule:

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What changes, if any, are anticipated in the next 12 months?

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## TMP Elements/Activities //

### Building Transportation Coordinator (BTC)

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The City of Atlanta TMP ordinance requires your property to assign a Building Transportation Coordinator (BTC).

Where can a tenant find the BTC's information?

How long has the BTC been in this position?

Percent of time spent on BTC activities?

### Commuter Benefits Program

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The City of Atlanta TMP ordinance requires your organization to distribute up-to-date commuter information as provided by Georgia Commute Options (GCO) or a TMA.

How often is information distributed?

Date of last distribution:

Do you distribute a newsletter to residents?

If yes, how often?

If yes, is it physical, electronic, or both?

Do you offer free resident bicycle programming?

If yes, please describe the most recent program:

Date of most recent bike program:

**Please attach a copy of the memo or brochure you share with residents and employees that tells them their transportation options and the transportation amenities offered on-site.**

## Financial Incentives //

Do you provide free transit passes to new tenants at the start of a new tenant's occupancy?

How many transit passes did you provide this year, by type:

MARTA Monthly

MARTA 20-trip

Please describe any other incentives you offer to reduce SOV rates at your property:

## Commitment Statement //

I understand that the site listed above is required by the City of Atlanta to implement a Transportation Management Plan. I am aware that the goal of the TMP is to reduce SOV trips to the site. I have reviewed this report and the site has implemented the elements as I have noted above.

Building Transportation Coordinator signature:

Date:

This document was jointly prepared by the City of Atlanta, Central Atlanta Progress, Livable Buckhead, and Midtown Alliance.

