

# 11 PARKING & MOBILITY

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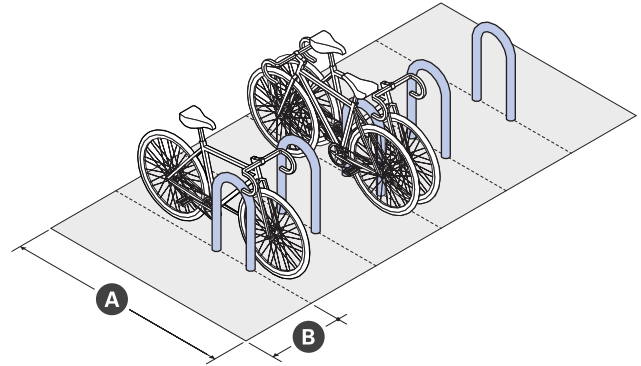


## 11.1 BICYCLE PARKING

### 1. General

- a. Design Guidance
  - i. The City of Somerville's Bicycle Parking Guide and the latest version of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines should be referenced for guidance.
- b. Size & Layout
  - i. Each bicycle parking space must be two (2) feet by six (6) feet in size or the minimum required by the manufacturer of a bicycle rack or locker, whichever is more.
- c. Access
  - i. Areas designed for bicycle parking spaces must have a hard, stabilized surface.
  - ii. Bicycle parking spaces must have at least one (1) access aisle at least five (5) feet wide to allow room for maneuvering. This access aisle must be kept free from obstructions.
  - iii. Bicycle parking spaces must be accessible without moving another bicycle or lifting or carrying a bicycle over any steps or stairs.
  - iv. Outdoor access routes must be appropriately lighted to allow for safe nighttime use.
- d. Weather Protection
  - i. When provided, weather protection must be permanent, designed to protect bicycles from rainfall, and provide no less than seven (7) feet of clearance above ground level.
- e. Bicycle Racks
  - i. All bike racks must:
    - a). Be a fixed-in-place stand that is securely anchored to the ground;
    - b). Provide support to the bicycle frame, allowing it to stand upright without the use of a kick-stand, and prevent the bicycle from falling over;
    - c). Be configured to provide two points of contact to allow locking of the frame and at least one wheel with a user-provided locking device;
    - d). Be constructed of materials that resist cutting, rusting, bending, or deformation; and
    - e). Be arranged in rows (with bicycles parked side-by-side) or in alignment (with bicycles parked end-to-end).
- f. Bicycle Lockers
  - i. All bicycle lockers must:
    - a). Be securely anchored to the ground;
    - b). Be configured to provide support to the bicycle, allowing it to stand upright without the use of a kick-stand, and
    - c). Be secured by means of a lockable door or, alternatively, configured internally to allow locking of the frame and at least one wheel

FIGURE 11.1 (a) Bicycle Parking Spaces



- with a user-provided locking device.
  - g. Signage
    - i. If required bicycle parking is not visible from the street or principal entrance(s), a sign must be posted at the principal entrance(s) indicating the location of the parking. The D4-3 sign from the Manual on Uniform Traffic Control Devices (MUTCD) is recommended (see Figure 7.1).
- ### 2. Short-Term Bicycle Parking
- a. Short-term bicycle parking may be provided in any combination of bicycle racks and bicycle lockers. Racks that are double height or require hanging of a bicycle are prohibited for short-term bicycle parking.
  - b. Short-term bicycle parking must be provided outside of a principal building and within fifty (50) feet of the principal entrance of the use served by the parking.
  - c. Short-term bicycle parking must be at the same grade as the abutting sidewalk or at a location that can be reached by an accessible route from the sidewalk that is a minimum of five (5) feet wide, with no steps and a six percent (6%) slope or less.
  - d. Bike racks may be installed within the furnishing zone of a sidewalk of an abutting public thoroughfare provided that an encroachment permit is granted by the Board of Aldermen. A rack may also consist of a hoop affixed to a parking meter, with approval from the Director of Traffic and Parking.
    - i. Any required short-term bicycle parking provided in a structure or under cover must be:
      - a). Provided at ground level;
      - b). Provided free of charge;
      - c). Clearly marked as bicycle parking;
      - d). Separated from vehicle parking by a physical

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barrier to minimize the possibility of parked bicycles being hit by a vehicle; and

- e). Co-located in relative proximity to the nearest vehicular parking spaces.

### 3. Long-Term Bicycle Parking

- a. Long-term bicycle parking may be provided through any combination of racks or lockers.
- b. Long-term bicycle parking must be provided in a well-lit, secure location within the same building as the use the parking is intended to serve or within an accessory structure located within two-hundred (200) feet of the principal entrance of the building.
- c. To provide security, long-term bicycle parking must either be:
  - i. In a locked room;
  - ii. In an area that is enclosed by a fence with a locked gate. The fence must be either 8 feet high, or be floor-to-ceiling;
  - iii. Within view of an attendant or security guard;
  - iv. In an area that is monitored by a security camera; or
  - v. In an area that is visible from employee work areas.
- d. All required long-term bicycle parking spaces must be designed to provide continuous shelter from the elements.
- e. Long-term bicycle parking serving multiple uses may be combined into a single area or accessory structure.
- f. Where long-term bicycle parking is located adjacent to motor vehicle parking or loading facilities, a physical barrier must be provided to prevent potential damage to bicycles by other vehicles.
- g. When twenty (20) or more long term bicycle parking

spaces are provided, a minimum of five percent (5%) of the spaces must be three (3) feet by eight (8) feet in size to accommodate tandem bicycles or bicycles with trailers.

- h. No more than twenty five (25%) of long term bicycle parking space may be provided as racks that require bicycles to be hung or lifted off the ground or floor.

### 4. Alternative Compliance

- a. The provisions of [Section 11.1](#) may be modified by Special Permit to accommodate alternative technologies and methods for providing bicycle parking.
  - i. In its discretion to approve or deny a Special Permit to modify the provisions of [Section 11.1](#) Bicycle Parking, the [review board](#) shall consider, at least, the following:
    - a). The review considerations for all Special Permits as specified in Section 5.1 Special Permits.
    - b). The ability of alternative technologies and methods of bicycle parking to provide equal or greater benefits to bicycle users.

## 11.2 MOTOR VEHICLE PARKING

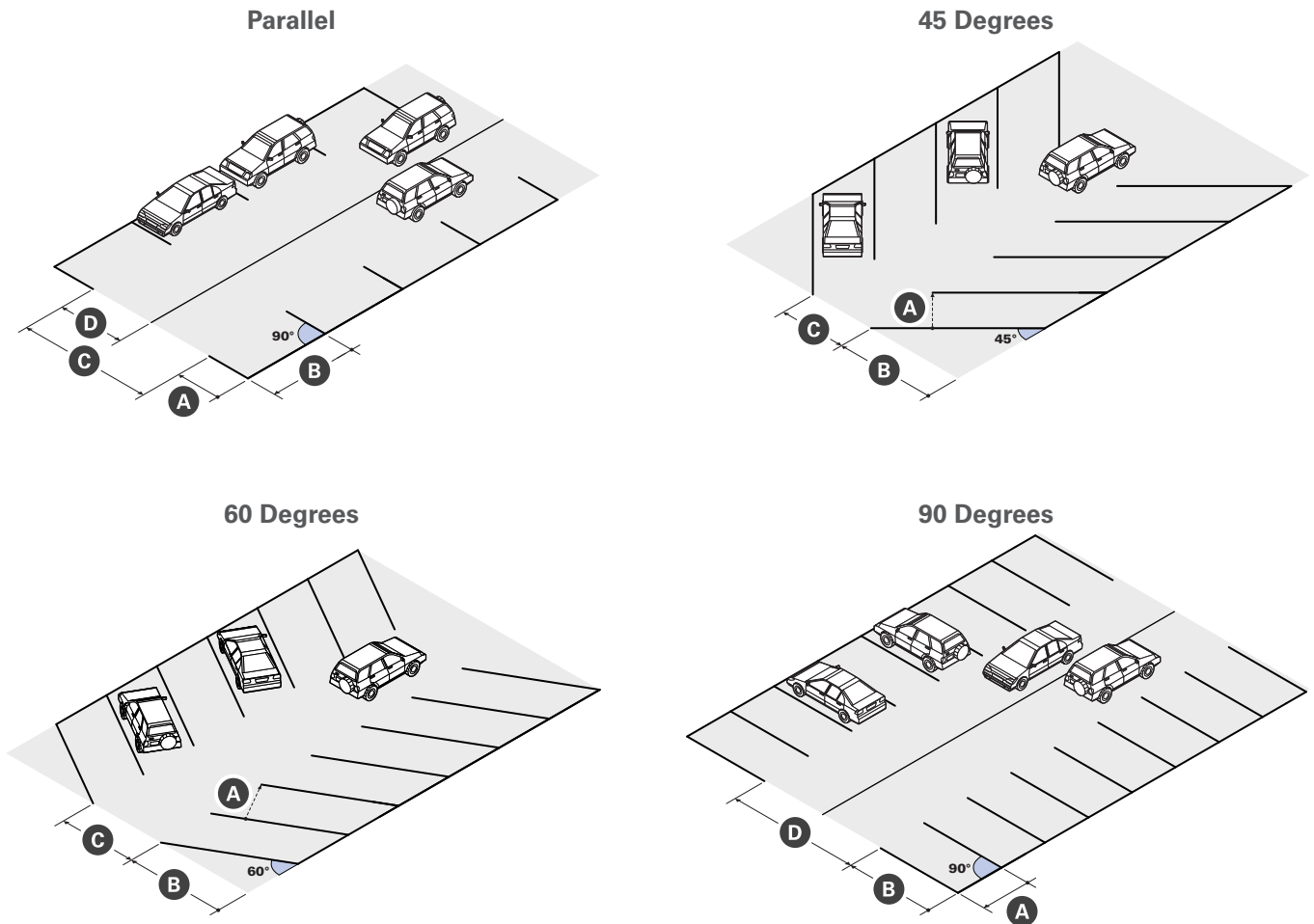
### 1. General

- a. Approval by the City Engineer Required
  - i. All curb cuts, driveways, parking spaces, and parking lots must comply with the applicable provisions of Chapter 11, Article II, Sec. 11-33 Driveway Construction of The Code of Ordinances, City of Somerville, Massachusetts.
- b. Permitted Types
  - i. Off-street parking may be provided as surface parking space(s), above-ground structured parking, or underground structured parking. Zoning districts include restrictions on the type of off-street parking that is permitted in each district.
- c. Parking Setbacks
  - i. All off-street parking, excluding underground structured parking, must be located at or behind the required parking setback as indicated for each building type.
  - ii. Parking is never permitted within a private frontage.
- d. Access
  - i. All off-street parking must have direct access to a public thoroughfare from an alley, driveway, maneuvering aisle, or permanent access easement.
  - ii. If an improved alley with a right-of-way of at least eighteen (18) feet is provided, all off-street parking must be accessed from the alley.
- e. Circulation

FIGURE 11.1 (b) MUTCD Figure D4-3



**TABLE 11.2 (a) Parking Space & Drive Aisle Dimensions**



	Parallel	45 Degrees	60 Degrees	90 Degrees
<b>A</b> Stall Width (min)	8 ft	N/A	N/A	8 ft
<b>B</b> Stall Length (min)	16 ft	18 ft	18 ft	16 ft
<b>C</b> Drive Aisle, 1 Way (min)	12 ft	12 ft	12 ft	N/A
<b>D</b> Drive Aisle, 2 Way (min)	20 ft	N/A	N/A	20 ft
<b>E</b> Vertical Clearance	7.5 ft	7.5 ft	7.5 ft	7.5 ft

- i. Parking lots and structures must be designed so that vehicles enter or exit onto a public thoroughfare in a forward direction rather than backing out into the roadway.
- ii. Ingress and egress from individual parking spaces must be from a drive aisle or driveway.
- iii. Vehicles are not permitted to enter or exit parking spaces directly from a public thoroughfare except as follows:
  - a). Parking lots with six (6) or less parking spaces

- may be designed to permit motor vehicles to enter or exit a parking space directly from a rear alley by special permit.
- b). In its discretion to approve or deny a special permit authorizing parking spaces that are directly accessible from a rear alley, the review board shall consider, at least, the following:
  - i). Adequate alley width and surface material to accommodate vehicular turning movements.

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- ii). Location of alley intersections in relation to the safety of pedestrians, bicyclists, and motor vehicles.
- iii). Sight lines needed by the driver of any vehicle entering or exiting the site.
- f. Parking Space & Drive Aisle Dimensions
  - i. All parking spaces and drive aisles must comply with the minimum dimensional standards shown in Table 11.2 (a), with the following exceptions:
    - a). Motorcycle and scooter parking stalls must measure at least four feet in width and eight feet in depth.
    - b). Mechanical access parking is exempt from parking stall and drive aisle dimensional requirements.
    - c). When twenty (20) or more spaces are required, up to twenty percent (20%) of those spaces may be designed as parking for compact cars with the minimum stall length reduced to sixteen (16) feet and minimum stall width reduced to seven and one half (7.5) feet. Compact spaces must be clearly identified with a pavement marking and signage.
    - d). When the side of a parking space abuts a wall or other obstruction that is taller than six (6) inches, the width of the parking space must be increased by one foot.
  - g. Accessibility
    - i. All parking spaces, lots, and structures must comply with relevant State and Federal regulations for parking designed for persons with disabilities, including 521 CMR 300.
  - h. Lighting
    - i. All off-street parking must be provided with adequate light for use at night in accordance with the provisions of §6.H. Outdoor Lighting.
  - i. Signage
    - i. All traffic control signs must be installed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).

### 2. Parking Lots

- a. Access
  - i. Pedestrian access from parking lots must lead directly to a public sidewalk (i.e., not directly into a building).
- b. Design & Construction
  - i. No surface parking lot may have a grade in excess of ten percent (10%).
  - ii. Individual parking spaces must be delineated with paint or similar method and maintained in clear, visible condition to identify the parking spaces from drive aisles and other circulation features.
  - iii. Wheel stops, bumper guards, or other alternatives

- must be installed to prevent vehicles from damaging or encroaching upon any sidewalk, landscaping, fence, wall, or structure and must be properly anchored and secured into the ground.
- iv. Parking lots abutting, within fifty (50) feet, or visible from the right-of-way of a public thoroughfare, except alleys, must be effectively screened by a perimeter wall or fence.
  - a). Perimeter walls and fences must be no more than four (4) feet in height measured from the surface of the lot, no less than fifty percent (50%) opaque, and designed to allow surveillance over and beyond the wall or fence by pedestrians approaching or passing the parking lot.
- c. Capacity
  - i. Unless otherwise specified, the actual parking of motor vehicles in excess of the number of parking spaces delineated in a parking lot is prohibited.

### 3. Parking Structures

- a. Vehicular Entrances
  - i. Vehicular entrances to parking structures may be no more than twenty four (24) feet in width.
- b. Access
  - i. Pedestrian access to structured parking must lead directly to a public sidewalk (i.e., not directly into a building), except underground levels which may be exited by pedestrians directly into a building.
- c. Facade Design
  - i. Unless setback by space designed for occupancy by non-parking uses, the facade of any story of a building occupied by motor vehicle parking must be designed as follows:
    - a). Fenestration must be vertically and horizontally aligned and all floors fronting on the facade must be level (not inclined).
    - b). The facade must include fenestration designed to appear as windows for between twenty percent (20%) and fifty percent (50%) of the wall area of each floor.
    - c). Windows must be back-lit during evening hours and internal light sources must be concealed from view from public sidewalks.
    - d). The facade area masking the floors occupied by motor vehicle parking must be seamlessly integrated into the architectural design of the building's facade.
- d. Electric Vehicle Service Equipment (EVSE)
  - i. Accessory Parking
    - a). Parking structures used for accessory parking must provide electrical capacity capable of supporting Level 2 EVSE to at least twenty-five percent (25%) of parking spaces, rounded up

to the next whole number.

- ii. Commercial Parking
  - a). Parking structures used for commercial parking must provide electrical capacity capable of supporting Level 2 EVSE to at least fifteen percent (15%) of parking spaces, rounded up to the next whole number, and at least five percent (5%) of parking spaces, rounded up to the next whole number, must have an operational Level 2 EVSE installed.
- iii. EVSE capable of simultaneously charging two (2) vehicles is counted as two (2) Level 2 EVSE.

#### 4. Flexible use of Accessory Parking

- a. When existing accessory parking spaces are not needed to meet the parking demand of a principal use (such as when the principal use is closed for business), the property owner may make the unused or under-utilized parking spaces available for other uses, including commercial parking, when permitted in the district where the lot is located.

#### 5. Loading Facilities

- a. General
  - i. Buildings providing space for uses that regularly receive or distribute large quantities of goods must provide loading facilities as required by the Director of Traffic and Parking. Loading facilities must be sufficient to adequately serve the intended use(s).
  - ii. The Director of Traffic and Parking may authorize the use of an alley for loading activities in lieu of requiring a separate on-site loading facility.
  - iii. Loading and unloading activities are not permitted within a public thoroughfare except in a loading zone during permitted hours designated by the Director of Traffic and Parking.
- b. Design & Construction
  - i. Loading facilities, including all docks and areas used for the storing and staging of materials being transported to or from the site, must be fully enclosed within a building or located to the side or rear of buildings and screened from view from any public thoroughfare (excluding alleys) or civic space according to §10.7. Screening.
  - ii. Common loading facilities may be shared by two or more buildings or multiple uses within the same building with the approval of the Director of Traffic and Parking.
- c. Neighborhood Compatibility
  - i. Loading and unloading activities may not encroach on or interfere with the use of sidewalks, drive aisles, or parking areas, or public thoroughfares.
  - ii. Maneuvering aisles and driveways may serve both required parking and loading bays if they meet the

design needs of each activity.

- iii. Loading facilities requiring vehicles to back in from a public thoroughfare are permitted.
- iv. Loading and unloading activities for lots abutting the NR or UR districts are limited to the hours of the day between 7:00 a.m. and 10:00 p.m. All loading docks on these lots must be signed to indicate 'no idling'.

#### 6. Alternative Compliance

- a. The provisions of Section 11.2 may be modified by Special Permit to accommodate alternative technologies and methods for providing motor vehicle parking.
  - i. In its discretion to approve or deny a Special Permit to modify the provisions of Section 11.2 Motor Vehicle Parking, the review board shall consider, at least, the following:
    - a). The review considerations for all Special Permits as specified in Section 5.1 Special Permits.
    - b). The ability of alternative technologies and methods of motor vehicle parking to provide equal or greater benefits to motor vehicle users.

# 11. PARKING & MOBILITY

## Shared Parking

### 11.3 SHARED PARKING

#### 1. Purpose

- a. To allow parking to be shared between uses on the same lot or between buildings on the same block when the actual demand for parking is less than the total number of spaces required by this Ordinance for each individual use.
- b. To help prevent land from being unnecessarily devoted to the parking of motor vehicles.
- c. To support the efficient use of Somerville’s limited land area for productive uses that contribute toward the City’s tax base.
- d. To encourage the efficient use of existing parking resources.
- e. To help reduce impermeable surfaces and associated storm water runoff and pollution.

#### 2. Applicability

- a. This section is applicable to all real property located outside of a Transit Area and subject to a minimum parking requirement by this Ordinance.
- b. Motor vehicle parking spaces may be shared between uses on the same lot and buildings on the same block as specified elsewhere in this Ordinance.

#### 3. Restrictions

- a. Accessible parking space (for persons with disabilities) may not be shared and must be provided on-site.

#### 4. Reductions to Minimum Parking

- a. Development proposing to share parking may use Table 11.3 (a) to reduce the number of motor vehicle parking spaces required for the combined uses.
- b. Activities qualifying as evening commercial include all uses from the Assembly & Entertainment, Bar/ Restaurant/Tavern, Hotel/Hostel, and Private, Non-Profit Club or Lodge use categories.
- c. The reduction to minimum parking requirements due to shared parking is calculated as follows:
  - i. Replace each ‘X’ on Table 11.3 (a) with the total number of motor vehicle parking spaces required for all commercial uses. See the Vehicular Parking

table for the zoning district where the lot is located to determine this number.

- ii. Replace each ‘Y’ on Table 11.3 (a) with the total number of motor vehicle parking spaces required for all residential uses. See the Vehicular Parking table for the zoning district where the lot is located to determine this number.
- iii. Multiple the number required by §11.3.3.i and §11.3.3.ii (above) as indicated for each time slot for all three columns of Table 11.3 (a).
- iv. Add the result of each cell together for each row on Table 11.3 (a).
- v. The row (time period) with the highest total parking requirement is the reduced minimum number of parking spaces that are required for all participating uses.

#### 5. Shared Parking Agreements

- a. Shared parking requires a written agreement among all owners of record.
- b. An attested copy of the agreement between the owners of record must be submitted to the Building Department and in a form deemed acceptable by the City Solicitors Office prior to and as a condition of the issuance of a Building Permit.
- c. Revocation of an existing parking agreement will only be accepted if the required off-street parking spaces are provided in accordance with the standards for the district where each property is located.

#### 6. Signage

- a. Shared parking facilities must provide signage identifying the permitted users.

**TABLE 11.3 (a) Shared Parking Calculation**

Time of Day	Commercial	Evening Commercial	Residential	Total
<b>6am - 9am</b>	( X ) * 25%	( X ) * 0%	( Y ) * 100%	= sum of this row
<b>9am - 7pm</b>	( X ) * 100%	( X ) * 50%	( Y ) * 65%	= sum of this row
<b>7pm - 11pm</b>	( X ) * 25%	( X ) * 100%	( Y ) * 100%	= sum of this row
<b>11pm - 6am</b>	( X ) * 0%	( X ) * 25%	( Y ) * 100%	= sum of this row



## **11.4 MOBILITY MANAGEMENT**

### **1. Purpose**

- a. To improve transportation options available to travelers, promote the use of efficient travel modes, and reduce the need to travel.
- b. To decrease vehicular air pollutant emissions, conserve energy resources, and reduce ambient noise levels by reducing vehicular trips, total vehicle miles traveled, and traffic congestion within the city.
- c. To reduce automobile dependence and the associated costs of owning, operating, and maintaining an automobile.
- d. To decrease costs associated with the construction, repair, maintenance, and improvement of city thoroughfares and parking facilities.
- e. To decrease the cost of traffic enforcement and promote traffic safety.
- f. To reduce the demand for parking facilities and increase the capacity and efficiency of existing transportation infrastructure.
- g. To support a fiscal return on federal, state, and local financial investment made in public transportation infrastructure by increasing ridership of public transportation services.
- h. To incorporate transportation planning considerations into development review.
- i. To encourage the establishment of agencies or associations to manage mobility management programs and services implemented within the city.

### **2. Applicability**

- a. This Section is applicable to the following:
  - i. Development of any building type with fifty thousand (50,000) gross square feet or more of commercial floor area.
  - ii. Development of any multi-tenant building that has non-residential uses with a combined total of fifty (50) or more employees.
  - iii. Non-residential uses with fifty (50) or more employees.
  - iv. Development of any building with twenty (20) or more total dwelling units.
  - v. Hotel or Hostel uses with fifty (50) or more rooms or beds.
  - vi. Commercial parking uses.

### **3. Mobility Management Plan Required**

- a. A mobility management plan (MMP) is required for all development and for Coordinated Development Special Permit applications.
- b. Development review applications are not considered complete and will not be scheduled for a public hearing until the Director of Transportation & Infrastructure has

approved the proposed mobility management plan.

- c. Review boards may not issue a special permit, site plan approval, or variance; the Building Official may not issue a zoning compliance certificate, building permit, certificate of occupancy, or any other permit; and until the Director of Transportation & Infrastructure has approved the proposed mobility management plan.

### **4. Review Authority**

- a. The Director of Transportation & Infrastructure, or their designee, is responsible for reviewing, conditioning, approving, and denying mobility management plans and annual reports.

### **5. Procedure**

- a. Mobility management plans must be submitted to the Director of Transportation & Infrastructure prior to or simultaneously with development review applications.
- b. The Director of Transportation & Infrastructure shall issue a written preliminary decision within thirty (30) days of receipt of the mobility management plan indicating approval, approval with conditions, or denial of the proposed plan.
- c. The Director of Transportation & Infrastructure shall issue a written final decision within sixty (60) days of receipt of the mobility management plan indicating approval, approval with conditions, or denial of the proposed plan. The final decision of the Director of Transportation & Infrastructure must be posted on the City website.
- d. Upon mutual agreement by the applicant and the Director of Transportation & Infrastructure, the time limits required of the Director to issue a preliminary and final decision may be extended. Mutual agreement of extended time limits must be recorded in writing.
- e. Failure by the Director of Transportation & Infrastructure to issue a written final decision within sixty (60) days or any extended time period, if applicable, is deemed to be constructive approval of the proposed mobility management plan.
- f. The commitments and obligations of an approved mobility management plan are automatically transferred to the new property owner when real property subject to the provisions of this Section is exchanged between private parties.
- g. The Director of Transportation & Infrastructure shall issue a reconciliation letter to address any conditions applied by the review boards to a discretionary or administrative permit approval required for development subject to the provisions of this Section.

### **6. Mobility Management Plans**

- a. The Director of Transportation & Infrastructure shall establish submittal requirements for MMPs. The

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## Mobility Management

Director shall make the submittal requirements available to the public on the City website.

- b. MMPs for buildings or uses must include, but may not be limited to, the following:
  - i. A commitment to control the percentage of trips made by automobile at fifty percent (50%) or less.
  - ii. Identification of who, what, when, where, and how each required or proposed program and service will be implemented or, if unknown at that time, establish a time-line with milestones for when those outstanding questions will be answered.
- c. The cost associated with drafting a mobility management plan, annual updates, and all monitoring and reporting is borne by property owner.

### 7. Annual Reporting & Monitoring

- a. Mobility management plans must be updated on an annual basis and submitted for approval to the Director of Transportation & Infrastructure to validate continued compliance with the provisions of this Section.
- b. If annual monitoring and reporting identifies a shortfall in meeting the MMP's commitments, adjustments to existing programs and services or additional programs and services must be implemented.
- c. For the first two (2) years of occupancy or operations, annual updates must identify existing site based parking conditions, travel behavior of employees or residents, and identify the metrics and methods used for performance review.
- d. After two (2) years of occupancy or operations, a mobility management plan must also identify objective targets to reduce parking demand, single-occupant vehicle trips, vehicle miles traveled, or automobile vehicle trips associated with development, based on the performance review of previous years, and propose adjustments to existing programs and services or additional programs & services to achieve those objectives.
- e. To ascertain the level of success for implemented programs and services, incentives, and other measures, annual updates to mobility management plans must include, but may not be limited to, the following:
  - i. A statistically valid travel survey of employees and residents, as applicable.
  - ii. Annual reporting of parking utilization and operations for any Commercial Service Vehicular Parking facility.
  - iii. Biennial counts of automobile trips entering & exiting any parking facilities.
  - iv. A status update on the implementation of programs and services.

### 8. Compliance

- a. The review boards shall require compliance to a mobility management plan, as approved by the Director of Transportation & Infrastructure, as a condition of any discretionary or administrative permit required for development subject to the conditions of this Section.
- b. The review boards may require the posting of a bond or other performance guarantee to ensure compliance with the provisions of this section and implementation of an approved mobility management plan.

### 9. Required Programs & Services

- a. Commercial property owners must provide the following for their tenants:
  - i. On-Site Transportation Coordinator
  - ii. Posted Information
  - iii. Distributed Information
  - iv. Unbundled Parking
  - v. Preferential Parking for Carpool/Vanpool
  - vi. Qualified Transportation Fringe Benefits
  - vii. Guaranteed Ride Home Program
  - viii. Annual Mobility Educational Meeting
- b. Commercial property owners must require future tenants to provide the following to their employees through lease agreements:
  - i. Guaranteed Ride Home Program
  - ii. Qualified Transportation Fringe Benefits
- c. Commercial uses must provide the following for their employees:
  - i. On-Site Transportation Coordinator
  - ii. Posted Information
  - iii. Distributed Information
  - iv. Qualified Transportation Fringe Benefits
  - v. Guaranteed Ride Home Program
  - vi. Annual Mobility Educational Meeting
- d. Hotel or Hostel uses must provide the following:
  - i. Shuttle Services
- e. Commercial parking uses must provide the following:
  - i. Posted Information
  - ii. Preferential Parking for Carpool/Vanpool
- f. Residential property owners with twenty (20) or more dwelling units must provide the following:
  - i. Posted Information
  - ii. Distributed Information
  - iii. Unbundled Parking
  - iv. Car Share Vehicle Spaces
- g. A mobility management plan may voluntarily include additional programs and services.
- h. Programs and services not identified in this section may be proposed and included in a Mobility Management Plan with the approval of the Director of Transportation & Infrastructure.

## 10. Definitions & Standards

- a. Financial Incentives
  - i. Car-Sharing/Bike-Sharing Memberships: Full or partial employer-funded monthly memberships for local car-sharing and bike-sharing services.
  - ii. Parking Cash-Out Program: An employer-funded cash payment made available to employees who choose not to use a parking space in an employer subsidized parking lot or facility.
  - iii. Qualified Transportation Fringe Benefits: A 'Commuter Tax Benefit' that allows employers to save on payroll related taxes or employees to save on federal income taxes in accordance with the Internal Revenue Code through the provision of either Pre-Tax Payroll Deductions for Transit Passes/ Vanpool Costs or Subsidized Transit Passes.
- b. Shared Vehicle Services
  - i. Bikes at Work: Bicycles available on-site during the workday for employee business and personal use.
  - ii. Bike Share Station: Bike sharing vehicles available on-site for public use.
  - iii. Car Share Vehicle Spaces: On-site parking spaces provided at no cost for car-sharing vehicles.
  - iv. Fleet Vehicle(s): Company owned vehicle(s) available on-site during the workday for employees that carpool, vanpool, bike, walk, or take transit.
  - v. Guaranteed Ride Home Program: An employer subsidized ride home for employees that carpool, vanpool, bike, walk, or take transit.
    - a). Transportation must be provided to an employee for:
      - i). Emergency situations of the employee or a family member;
      - ii). Illness of the employee or a family member;
      - iii). Unscheduled overtime; and
      - iv). Bicycle damage.
    - ii). Availability of the ride home service may be restricted to no less than four (4) times per calendar year.
  - vi. Ride Matching Services: A no cost service to help employees interested in carpooling locate other interested carpoolers with similar schedules, routes, and destinations.
  - vii. Shuttle Services: Smaller buses or vans providing complimentary transportation for employees and guests.
  - viii. Visitor Commute Support: Full or partially funded daily transit passes or daily memberships for local car-sharing and bike-sharing services.
- c. Alternative Schedules
  - i. Flexible Work Hours: Compressed workweeks, flexible work hours, and staggered work shifts.
  - ii. Teleworking: Policies to permit and encourage employees to work from home or off-site.
- d. Marketing & Education
  - i. Bike Commuting Training: Classes (education and hands-on training) to encourage employee bike commuting offered on-site or through a third party provider.
  - ii. Distributed Information: Printed materials issued annually to all tenants and employees, and to new employees and tenants at the time of hire or occupancy, providing the following information:
    - a). Current maps identifying station locations, routes, and schedules for public transit serving the site;
    - b). Bicycle route and facility information, including regional/local bicycle maps;
    - c). A listing of facilities available for carpoolers, vanpoolers, bicyclists, transit riders and pedestrians at the site.
  - iii. On-Site Transportation Coordinator: a person with the responsibility to implement and administer the programs and services of an approved Mobility Management Plan and serve as a point of contact to the City of Somerville.
  - iv. Posted Information: A bulletin board, display case, or kiosk located in a building lobby, common area, or other conspicuous location displaying the following information:
    - a). Current maps identifying station locations, routes, and schedules for public transit serving the site;
    - b). Bicycle route and facility information, including regional/local bicycle maps;
    - c). A listing of facilities available for carpoolers, vanpoolers, bicyclists, transit riders and pedestrians at the site.
  - v. Transportation Signage: Wayfinding providing directions to and clearly identifying transportation facilities such as transit stations, bus stops, bicycle parking, carpool spaces, etc.
- e. Parking Management
  - i. Charging for Employee Parking: Elimination of existing subsidies for off-site employee parking and charging for on-site employee parking.
  - ii. Demand-Responsive Pricing: Adjustable hourly rates charged for employee or customer parking to manage parking availability.
  - iii. Parking Lease Adjustments: Rental of parking spaces on a monthly rather than yearly basis.
  - iv. Preferential Parking for Carpool/Vanpool: Parking spaces located in a preferential location and reserved for registered carpool and vanpool vehicles.
  - v. Shared Parking: Parking spaces shared by two (2) or more uses when the peak needs of each use

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occurs at different times.

- vi. Unbundled Parking: Parking spaces rented, leased, or sold as an option rather than a requirement of the rental, lease, or purchase of a dwelling unit or non-residential floor space.
- f. On-Site Services
  - i. Bicycle Repair Station: On-site bike repair station or room available for residents or employees.
  - ii. Child Care: The caring for and supervision of children available on site for employees.
  - iii. Concierge Services: an employee of an apartment building, hotel or office building providing services to residents or employees.
  - iv. On-Site Transit Pass Sales: Retail sales of public transportation passes.

### 11. Mobility Management Associations

- a. Mobility Management Associations are organizations formed to help individual uses and property owners collectively implement and administer the programs and services required by this Section.
- b. A representative from an approved Mobility Management Association may jointly represent employers, parking facility operators, and property owners subject to the provisions of this Section in place of a required on-site transportation coordinator.

### 12. Enforcement

- a. In accordance with §1.1.7. Fines & Penalties, the Building Official shall consider each day as a separate offense for development that is not in compliance with the provisions of this Section.