

**PLANNING COMMISSION MEETING DATE:**

October 2, 2023

**SUBJECT:**

Approval and adoption of the Transportation Demand Management Ordinance and Policy.

**CASE NUMBER:**

Text Amendment TA22-0002

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**Recommendation**

APPROVE Resolution PC23-5068 to recommend to the City Council approval and adoption of Text Amendment TA22-0002, Transportation Demand Management Policy, and Categorical Exemption EX23-053.

**Introduction**

The City Council adopted a comprehensive update to the Climate Action Plan (CAP) in December 2020. The CAP includes eight strategies and 22 measures to achieve Greenhouse Gas (GHG) reductions by target year 2030. Staff provided a detailed report on the status of the implementation of all the CAP measures to the Planning Commission and the City Council in January 2023.

CAP Measure T-9 requires that the City adopt a Transportation Demand Management (TDM) Ordinance to reduce vehicular trips and the associated GHG emissions from new development projects. The General Plan Policy M-1.3 requires new development to prepare and implement TDM programs. To implement the CAP measure, streamline the implementation of the General Plan Policy, and to provide flexibility to the developers in meeting the TDM requirements, staff prepared the proposed TDM Ordinance and Policy.

**Discussion**

As San Marcos grows, it becomes important to balance demand on transportation infrastructure by facilitating other modes of mobility. The TDM Ordinance and Policy will result in citywide improvements that will facilitate multi-modal travel options for the City's residents and employees. Reducing reliance on roadways will likewise result in reduced congestion, vehicle miles traveled, and GHGs.

Ordinance Development: Staff and its consultants reviewed and evaluated TDM Ordinances from peer cities including adjacent City of Carlsbad, assessed currently approved TDM Plans for various private development projects in the city, interviewed employers in San Marcos that are responsible for implementing TDM Plans for their projects, and reviewed guidance provided by California Air Pollution Control Officers Association (CAPCOA). The resulting TDM Ordinance includes a set of strategies that a development project can select from to develop a project-specific TDM Plan. The TDM Ordinance will be codified as Chapter 20.350 in the City's Zoning Ordinance/ Title 20 of the Municipal Code. Implementation and strategy details are incorporated into the TDM Policy. The TDM Ordinance and the TDM Policy are discussed in turn below.



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**Zoning Ordinance-Chapter 20.350:** A new Chapter 20.350 (TDM Ordinance) is to be incorporated in Title 20 of the Municipal Code. This chapter establishes the TDM Ordinance with the goal of lessening traffic impacts by reducing vehicle miles traveled (VMT) in the City and the region and facilitating the use of alternative modes of transportation. Chapter 20.350 incorporates the TDM Policy by reference. As discussed below, the TDM Ordinance includes applicability criteria, requirements for project-specific TDM plans, and monitoring, reporting, and enforcement provisions.

**Applicability:** The TDM Ordinance will be applicable to any development project that is not exempt from CEQA requirements and would result in emission of more than 500 metric tons of carbon dioxide (MT of CO<sub>2</sub>) per year. This threshold complies with the currently established screening criteria of the adopted CAP compliance checklist. The CAP Checklist was adopted by the City with the adoption of the CAP for development projects to establish compliance with the CAP.

Developments that are below the 500 MT of CO<sub>2</sub> threshold are encouraged to voluntarily include TDM strategies.

**Project Specific TDM Plans:** Development projects that are subject to the TDM Ordinance are required to establish project-specific TDM Plans during the entitlement process in consultation with the City staff. The TDM Plans for projects shall include all mandatory strategies plus a selection of the optional strategies presented in the City's TDM Policy. The TDM Plans are to be considered by the decision-making body with the project's other entitlements.

Once approved by the City with other entitlement applications, the TDM Plans are binding on the applicant and successors for the life of the project. The applicant must notify the City when administration and monitoring of the TDM Plan transfers to a successor. After initial approval and during the life of the project, staff can work with the applicant or successor to amend their TDM Plans if needed.

**Monitoring, Reporting, and Enforcement:** The project applicants or their successors are responsible for implementation, monitoring, and reporting on their TDM Plan. The initial Monitoring Report is due to the City after one year of the issuance of final Certificate of Occupancy. After the initial report, Monitoring and Compliance Reports including relevant data to document compliance are required to be submitted every other year during the first five years of project operations. The reports should list all the strategies included in the project TDM Plan and show implementation efforts undertaken by the applicant/TDM coordinator. If certain strategies are not able to achieve desired goals of reduction in vehicle trips, the report should identify what strategies the project will employ moving forward to achieve the goal of trips reduction.

A project will be considered “non-compliant” with the TDM Ordinance for failure to submit a required TDM Plan during the entitlement process, to implement TDM strategies, or to submit Monitoring Reports. The City has the option to initiate its Code Enforcement process to gain compliance with the TDM Ordinance.



**TDM Policy:** The TDM Policy implements the TDM Ordinance/ Chapter 20.350 of the Municipal Code. It includes 29 strategies that a developer can choose from to develop their project-specific TDM Plan. Six of the strategies are mandatory for all projects and an additional 23 strategies are optional, each optional strategy has an assigned point value. Projects must implement the mandatory strategies and then can choose any combination of optional strategies to achieve the minimum-required 10 point score. The table below lists all the strategies and their associated point values (See Attachment A for details on strategies).

Transportation Demand Management Strategy	Applicable Land Use Type		Points
	Residential	Non-Residential	
<b>Mandatory Strategies</b>			
01 <a href="#">On-site TDM coordinator</a>	✓	✓	Mandatory
02 <a href="#">Information center for transportation alternatives</a>	✓	✓	Mandatory
03 <a href="#">Pedestrian access with internal and external connections and sidewalk connections</a>	✓	✓	Mandatory
04 <a href="#">Project frontage improvements</a>	✓	✓	Mandatory
05 <a href="#">Wayfinding signage</a>	✓	✓	Mandatory
06 <a href="#">Secure bike parking spaces/racks</a>	✓	✓	Mandatory
<b>Optional Strategies</b>			
07 <a href="#">Transit passes or subsidies</a>	✓	✓	1-5 [a]
08 <a href="#">Carshare parking space with a dedicated carshare vehicle</a>		✓	3-4
09 <a href="#">Reserved parking for carpool, vanpool, carshare, and/or park-and-ride</a>	✓	✓	1
10 <a href="#">Bike repair station</a>	✓	✓	1
11 <a href="#">Secure parking for e-bikes and cargo bikes</a>	✓	✓	1
12 <a href="#">Showers and lockers</a>		✓	1
13 <a href="#">Pre-tax transportation benefits</a>		✓	1
14 <a href="#">Telecommute work center for residents</a>	✓		1
15 <a href="#">Telecommute and/or compressed work week</a>		✓	2
16 <a href="#">Delivery supportive amenities</a>	✓	✓	1



	Transportation Demand Management Strategy	Applicable Land Use Type		Points
		Residential	Non-Residential	
17	<u>On-site childcare</u>	✓	✓	3
18	<u>Shuttle bus service</u>	✓	✓	5
19	<u>Vanpool program</u>	✓	✓	6
20	<u>Unbundled parking</u>	✓		1
21	<u>Priced parking</u>		✓	1
22	<u>Parking cash-out</u>		✓	1
23	<u>On-site fleet of bicycles, e-bikes, and/or scooters</u>	✓	✓	5
24	<u>Mixed use development with on-site amenities/services</u>	✓	✓	2
25	<u>Off-site pedestrian supportive strategies</u>	✓	✓	1-2 [a] (per feature)
26	<u>High-cost off-site transit stop amenities and upgrades</u>	✓	✓	3 (per feature)
27	<u>Low-cost off-site transit stop amenities and upgrades</u>	✓	✓	1 (per feature)
28	<u>Off-site bicycle infrastructure</u>	✓	✓	3-5 [a] (per mile)
29	<u>Other strategies (Requires City approval)</u>	✓	✓	TBD

**NOTES:**

(a) The number of points will be determined in consultation with City staff.

The mandatory strategies are essential for successful implementation of TDM Plans, such as offering a TDM coordinator and making information available on transportation alternatives. Also mandatory is compliance with the General Plan, such as constructing required pedestrian access and frontage improvements.

The optional strategies, such as providing designated carpool spaces or telecommute work centers, are taken from current City requirements or the CAP Compliance Checklist. The off-site improvement strategies provides greater flexibility in achieving the required 10-points for projects and to achieve the City's goals of promoting alternatives to driving throughout the City.

The selected optional strategies are to contribute to the minimum required point score. The scoring system provides flexibility in selection of the most effective strategies given a project's design, location, land use type, and other variables. The allocation of points for each strategy is derived from best



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practices observed in the TDM policies of other jurisdictions and agencies, the strategy's proven efficiency in reducing GHG emissions, and its alignment with the objectives outlined in the City's General Plan and Climate Action Plan.

**Additional Amendments:** The following updates and amendments to the Municipal Code are also proposed as part of the TDM Ordinance project:

- Title 12- Chapter 12.36: Chapter 12.36 (Peak Hour Traffic Management) of Title 12- Motor Vehicles and Traffic is to be removed in its entirety since the provisions of this Chapter are to be incorporated in the proposed Chapter 20.350 of Title 20 and the TDM Policy. The removal of this Chapter will eliminate redundancy of the TDM requirements from the Municipal Code.
- Title 20- Chapter 20.340: Chapter 20.340 (Off-Street Parking and Loading) of Title 20-Zoning Ordinance is to be amended to remove requirements on trip reduction measures as those requirements will now be included in Chapter 20.350 and the TDM Policy. Other amendments to this chapter include rearranging certain provisions for ease of use of the Code and stating the parking requirements for various uses in a consistent manner in Table 20.340-1. All proposed amendments are non-substantive and minor in nature.

### **Environmental Review**

The proposed Text Amendment to adopt the TDM Ordinance and approval of TDM Policy is exempt from environmental review under CEQA pursuant to Section 15061(b)(3), Review for Exemptions – Common Sense Rule, in that it can be seen with certainty that there is no possibility for this action to have a significant effect on the environment, and individual development applications will be reviewed under CEQA as they are proposed.

Adoption of this Ordinance and Policy would enact changes in land use regulations that will result in reduction of vehicle trips in the City that would in turn reduce GHG emissions and traffic congestion, and it can be seen with certainty that its adoption will not have a significant effect on the environment because it will not allow any development.

### **Public Comment**

The TDM Ordinance and Policy were posted on the City's web site for a 30-day comment period from July 19, 2023 to August 16, 2023. On August 9, 2023 the City held a virtual public workshop to garner community input on recommended Code updates. The workshop was advertised through the City's social media outlets and publication of the legal advertisement. Three members of the public attended the workshop and inquired about details of the Ordinance and Policy. During the public comment period, the City received three comments that are included in this report as Attachment B. The City has addressed comments from North County Transit District by including clarifications in the TDM Policy.



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### **Attachment(s)**

Adopting Resolution:

1. Resolution PC 23-5068 - A Resolution of the Planning Commission of the City of San Marcos recommending to the City Council approval and adoption of Transportation Demand Management Ordinance and Policy.

A – TDM Policy

B – Public Comments

Prepared by: Saima Qureshy, AICP, Sustainability Program Manager/Principal Planner

Reviewed by: Stephanie Keller, Deputy City Engineer

Submitted by: Joseph Farace, Planning Division Director

RESOLUTION PC 23-5068

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN MARCOS RECOMMENDING CITY COUNCIL APPROVAL OF AN ORDINANCE ADDING CHAPTER 20.350, AMENDING CHAPTER 20.340, AND REMOVING IN ITS ENTIRETY CHAPTER 12.36 (TITLE 12) OF THE SAN MARCOS MUNICIPAL CODE TO ADOPT THE TRANSPORATION DEMAND MANAGEMENT ORDINANCE; RECOMMENDING CITY COUNCIL APPROVAL OF A TRANSPORTATION DEMAND MANAGEMENT POLICY TO IMPLEMENT CHAPTER 20.350 OF THE MUNICIPAL CODE; AND RECOMMENDING THAT THE CITY COUNCIL FIND SAID ORDINANCE AND POLICY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (EX 23-053)

WHEREAS, as the City of San Marcos (“City”) grows, it becomes necessary to balance demand on transportation infrastructure by facilitating other modes of mobility; and

WHEREAS, the Transportation Demand Management (TDM) Ordinance and Policy will result in citywide improvements that will facilitate multi-modal travel options for city residents and employees; and

WHEREAS, the City’s adopted Climate Action Plan requires that the City adopt a Citywide TDM Ordinance to reduce vehicular trips in the City and to achieve the City’s Greenhouse Gas reduction goals per the State law; and

WHEREAS, the City’s General Plan Mobility Element includes goals and policies for new development to prepare and implement TDM Plans; and

WHEREAS, the proposed TDM Ordinance and Policy were circulated and posted on the City’s website for a 30-day comment period from July 19, 2023 to August 16, 2023; and

WHEREAS, on August 9, 2023 the City held a virtual public workshop to provide an informational overview of the proposed project to the general public; and

WHEREAS, the Development Services Department did study said request, and recommends approval of said request; and

WHEREAS, on October 2, 2023, the Planning Commission held a duly noticed public hearing in the manner prescribed by law to consider said request; and

WHEREAS, the Planning Commission did review and consider a Categorical Exemption (EX 23-053) pursuant to California Environmental Quality Act (CEQA) Section 15061 (b)(3); Review of Exemptions – Common Sense Rule, in that the adoption of this Ordinance and Policy

would enact changes in land use regulations that will result in reduction of vehicle trips in the City that would reduce GHG emissions and traffic congestion, and it can be seen with certainty that its adoption will not have a significant effect on the environment because it will not allow any new development. Individual development applications will continue to be reviewed under CEQA.

NOW, THEREFORE, the Planning Commission does hereby resolves as follows:

- A. The foregoing recitals are true and correct and are hereby incorporated by reference into this Resolution.
- B. The Planning Commission hereby recommends to the City Council approval of this Text Amendment, as shown on the attached Exhibits A and B, incorporated by reference and made a part of this Resolution as though fully set forth herein.
- C. The Planning Commission hereby also recommends to the City Council approval of the TDM Policy, as shown in Attachment A of the Staff Report, incorporated by reference and made a part of this Resolution as though fully set forth herein.
- D. The Planning Commission's decision is based on the following findings and determinations:
  1. The proposed Text Amendment to the Municipal Code and TDM Policy is consistent with the City's General Plan, in that the Text Amendment and TDM Policy implements policy M-1.3 of the General Plan Mobility Element and does not conflict with any goal, policy, or objective of the General Plan. It is consistent with and implements the adopted Climate Action plan in that it will facilitate and encourage the shift away from single occupancy vehicles to alternative travel modes such as walking, biking, carpooling, or taking transit.
  2. The proposed Text Amendment to the Municipal Code and the TDM Policy will not be detrimental to the public health, safety, morals and welfare in that the Text Amendment and the TDM Policy will result in reducing vehicular trips and traffic congestion due to new development in the City.
- E. This Text Amendment and TDM Policy are Categorically Exempt (EX23-053) from environmental review pursuant to CEQA 15061(b)(3), Review of Exemptions- Common Sense Rule.

PASSED, APPROVED AND ADOPTED by the Planning Commission of the City of San Marcos, California, at a regular meeting thereof, held on this 2<sup>nd</sup> day of October, 2023, by the following roll call vote:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

APPROVED:

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Christopher Carroll, Chairman  
San Marcos City Planning Commission

ATTEST:

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Gina Jackson, Senior Office Specialist

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## CHAPTER 20.340 OFF-STREET PARKING AND LOADING

### Section 20.340.010 Purpose of Chapter

The purpose of this chapter is to regulate the provision of off-street parking and loading for all land uses, facilitate community-wide accessibility, and promote viability of business within San Marcos. Specifically, the purpose of this chapter is to do the following:

- A. Ensure adequate off-street parking and loading facilities to serve land use needs.
- B. Provide adequate off-street parking, circulation, and access to help support the viability of businesses in the City.
- C. Maintain efficient use of land by avoiding excessive amounts of parking.
- D. Allow parking alternatives and reductions to off-street parking requirements that provide flexibility in meeting off-street parking needs, when appropriate.
- E. Ensure off-street parking and loading facilities are designed in a manner that ensures efficiency, protects public safety, minimizes adverse impacts to adjacent land uses, and promotes the general welfare of the community.

### Section 20.340.020 Applicability

- A. **Applicability.** The standards of this chapter shall be applied to new construction and establishment, conversion, or expansion of any land use in the City, applicable to increases in floor space, seating capacity, dwelling units, employees, or rooms/beds associated with a building or structure. Operations associated with a land use shall not commence, nor a building be occupied, unless off-street parking and loading facilities conform to the requirements of this chapter. Exceptions to these standards are permitted when either of the following occurs:
  1. An adopted Specific Plan, policy plan, or special overlay district supersedes the provisions of this chapter; or
  2. An exception has been granted through a Variance or DP in accordance with the provisions in Chapters 20.525 (Variances) and 20.510 (Director's Permit), respectively.

### Section 20.340.030 General Requirements

- A. **Use of Parking Areas.** Parking spaces regulated in this chapter shall be solely used for parking, not for the display of merchandise; storage or display of equipment; display for sale or lease; or repair of vehicles, trailers, recreation vehicles, boats, and etc. except when permitted by Chapter 20.455 (Temporary Events).
- B. **Required Availability and Maintenance.** All off-street parking and loading required by this chapter shall be available during all hours of operation, marked for their intended uses, and reserved for parking and loading purposes for the life of the use or facility. Parking spaces and associated driveways, maneuvering areas, and landscaping shall be maintained free of vandalism and litter. Striping, paving, walls, lights, and all other facilities shall be maintained in good condition.
- C. **Existing Facilities.** Any building or use for which parking facilities become substandard by the adoption of this chapter shall be considered a nonconforming use. Such nonconforming use may continue, but no

enlargement or expansion in such a use or building shall be made unless the required number of parking spaces or parking area, as designated by this chapter are provided.

- D. **Change of Occupancy or Use.** For a change of occupancy, a new business license, or enlargement of a structure or use where the parking demand is increased, off-street parking facilities and loading shall be provided in compliance with the minimum requirements of this chapter.
- E. **Parking of Inoperable or Unregistered Vehicles.** Except as set forth in this chapter, it shall be unlawful for any person to park or store an automotive vehicle or trailer without current registration from the Department of Motor Vehicles or in inoperable condition, except when stored in a fully enclosed building.
- F. **Change of Parking Requirements.** When parking requirements, as set forth in this chapter, are amended, such amendments shall not invalidate a previously approved permit.
- G. **Request for Special Review of Parking.** Modifications to parking improvement standards or other parking provisions in this chapter shall be considered in conjunction with the review permit applications or Site Development Plans by the appropriate authority. The applicant shall submit with the request, evidence necessary to demonstrate the unusual conditions warranting the modification, such as floor plans and other evidence, as requested by the reviewing authority.

## **Section 20.340.040 Required Number of Parking Spaces**

The requirements of this Section shall be applied uniformly, based on land uses, regardless of the Zone in which a land use is to be located, unless otherwise specified.

- A. **Minimum Standards.** Every use shall provide at least the minimum number of off-street parking spaces required by Table 20.340-1 (see Section 20.340.090 (Bicycle Parking) for bicycle parking requirements). Reductions to the parking requirements may be permitted, subject to compliance with the provisions of Section 20.340.050 (Off-Street Parking and Trip Reduction Measures). Required parking space dimensions, based on parking configuration, are established in Table 20.3403, Section 20.340.060 (Off-Street Parking Size and Location).
- B. **Uses Not Listed.** Parking requirements for uses not specifically listed in Table 20.340-1 will be determined by the Director, based on comparable uses in the Table or through a parking demand analysis of similar facilities in the region.
- C. **Mixed Use Sites.** Where multiple land uses are combined within a single building, structure, or parcel, off-street parking facilities for a single use shall not be considered as providing required parking facilities for any other uses. The aggregate number of parking spaces for each separate use, required by this chapter, shall be met, except where otherwise specified and a reduction of parking is allowed in compliance with Section 20.340.050 (Off-Street Parking and Trip Reduction Measures).
- D. **Rounding Calculations.** Calculations resulting in a fractional number shall be treated as follows: one (1) parking space is required for fractions of one-half (0.5) or greater; no additional parking space is required for fractions of less than one-half (0.5).
- E. **Calculations.**
  - 1. **Gross Floor Area Calculations.** Gross floor area calculations are based on the area within the surrounding exterior walls of a building or any portion, thereof, including shared bathroom spaces, storage areas, and areas for circulation.
  - 2. **Seating Calculations.** Where fixed seats provided are either benches, bleachers, or pews, such seats shall be calculated at one (1) seat per eighteen (18) inches and one (1) seat per twenty-four (24) inches of booth length for dining.

3. Assembly Area Calculations. All rooms or areas that can be logically used for seating, in addition to any fixed seating area, shall be calculated in determining the parking requirement for assembly areas.

**Table 20.340-1**  
**Parking Requirements by Land Use**

Land Use	Minimum Required Parking	Additional Use Regulations
<b>Residential Uses</b>		
Animal Keeping, Small	None required	
Accessory Dwelling Unit/Accessory Dwelling (Ord. 2017-1445, 7/11/2017)		See Section 20.410
Caretaker Unit	1 space	
Child Care Facility, Large Family Home	Required residential unit parking spaces and 1 space/2 employees	Tandem parking is permitted in driveways; vehicles cannot encroach into public rights-of-way
Child Care Facility, Small Family Home	Required residential unit parking spaces	Tandem parking is permitted in driveways; vehicles cannot encroach into public rights-of-way
Community Garden	None required.	
Duplex	2 spaces/unit; guest parking: 1 space/3 units	1 space shall be covered
Emergency Shelter	1 space per on duty staff person	
Qualified Worker Housing, Large	1 space/unit	
Qualified Worker Housing, Small		
Live/Work Space or Live/Work Unit	Refer to live/work requirements under Section 20.340.040.F, Table 20.240-2	
Mobile/Manufactured Home	2 covered spaces/mobilehome; 1 guest space/6 mobilehomes	Tandem parking is permitted
Mobile/Manufactured Home Mini Park		
Mobile/Manufactured Home Park		
Multifamily Dwelling	<b>Studio:</b> 1 space/unit; <b>1 Bedroom Unit:</b> 1.5 space/unit <b>2+ Bedroom Unit*:</b> 2 spaces/unit; 1 space shall be covered Guest Parking: 1 space/3 units	*1 garage space shall be provided for condominiums, duplexes, townhomes, patio homes. Apartments shall provide one covered parking space (garage or carport) of the required ratio. Additional multifamily requirements are

		provided in Section 20.340.040.G
Multifamily Dwelling, Affordable Housing (deed restricted)	Parking to be provided based on State's requirements	Additional multifamily requirements are provided in Section 20.340.040.G
Planned Residential Development (PRD)	Sum of individual parking requirements for each use; residential parking by bedroom count	Chapter 20.435 (Planned Residential Development)
Recreational Vehicles (RVs)/Parks	To be determined by the Director during SDP or CUP review process.	
Residential Care Facility, Small & Large	1 space/3 residents	Provision of parking shall be based on the population served and level of care provided at the facility. Minimum requirements here are guidelines for establishing appropriate service levels on a case by case basis at time of SDP review
Rooming House	1 space/room; plus 2 spaces	
Senior/Age-Restricted Dwelling or Unit	1.25 spaces/unit	Satisfies resident and visitor parking
Single-Family Attached	2 spaces/unit	1 space shall be covered
Single-Family Detached	<b>≤3,000 s.f. unit:</b> 2 attached covered spaces required; <b>&gt;3,000 s.f. unit:</b> 3 attached covered spaces required	See Table 20.340-5 for additional standards; Section 20.340.060.H
Supportive Housing	<b>Studio:</b> 1 space/unit <b>1 Bedroom Unit:</b> 1.5 space/unit <b>2+ Bedroom Unit:</b> 2 spaces/unit; 1 space shall be covered, Guest Parking: 1 space/3 units	
Transitional Housing	2 covered spaces/unit	
<b>Recreation, Education &amp; Public Assembly Uses</b>		
Animal Keeping, Large	1 space/250 s.f. gross floor area	
Assembly and Recreation	To be determined by the Director during SDP or CUP review process.	
Automobile Parking Lot or Storage	Adequate for facility, building, or area served.	

Garage (Enclosed or Freestanding)		
Cemetery	As provided by internal circulation system.	
Child Care Facility, Daycare Center	1 space/2 employees plus 1 space/5 children (per maximum capacity) or 1 space/10 children where adequate drop-off facilities are provided per 20.340.040.I.1.	
Club	10 spaces/1,000 s.f. of assembly floor area	
College, Nontraditional Campus Setting	3 spaces/1,000 s.f.	
College, Traditional Campus	1 space/3 non-resident students; plus 1 space/3 employees and faculty	
Conference/Convention Center	To be determined at time of Site Development Plan Review	
Extended Care Facility	To be determined by the Director during SDP or CUP review process.	
Museum, Library, or Gallery	1 space/350 s.f. gross floor area	Section 20.340.040.C
Outdoor Recreation Facility	To be determined by the Director during SDP or CUP review process.	
Places of Assembly	1 space/4 fixed seats or 1 space/50 s.f. assembly floor area with no fixed seating	Section 20.340.040.C
Small Place of Assembly	1 space/150 s.f. plus 1 space/instructor or employee.	
Public Buildings and Facilities	To be determined at time of application based on building/facility purpose.	
Public Maintenance Buildings and Facilities		
Public Park/Open Space/Recreation	To be determined by the Director during SDP or CUP review process.	
Recreation Facilities/Park (Manufactured Home Park Zone)	To be determined by the Director during SDP or CUP review process.	
School	<b>Elementary or Secondary School:</b> 1.5 spaces/classroom; 1 space/2 employees; and 1 space/75 s.f.	

	multipurpose/auditorium floor area <b>High School:</b> 1 space/2 employees and 1 space/5 students	
Small Wind Energy Systems	No parking required.	Only applies to private facilities in Residential Zone.
Sport Court, Lighted & Unlighted	3 spaces/court and/or 1 space/200 s.f. gross floor area	
Stable, Private	None required.	
Stable, Public	1 space/4 stalls and/or enclosures	
Swimming Pool/Sauna/Hot Tub	No parking required.	Only applies to private facilities in Residential Zone
<b>Agricultural Uses</b>		
Agricultural/Horticultural, Non-Commercial	No parking required.	
Agricultural/Horticultural, Commercial	1 space/250 s.f. gross floor area plus 1 space/1,000 s.f. outdoor area usage	
Agricultural/Horticultural, Processing and Packaging	1 space/250 s.f. gross floor area plus 1 space/1,500 s.f. outdoor area/greenhouse space	
Small Animals		
Plants and Crops		
Plants and crops Wholesale Production	1 space/3 employees plus on-site area for 1 commercial loading/unloading vehicle	Only applies in R-1-20 Zone
Greenhouse/Nursery	1 space/250 s.f. gross floor area; plus 1 space/1,500 s.f. outdoor area usage	
Commercial Production		
Retail		
Sales Stand	2 spaces	
<b>General Retail Uses</b>		
Adult Entertainment Business	1 space/250 s.f. gross floor area plus 1 space/2 employees	
Animal Shelter	1 space/250 s.f. gross floor area	
ATM, Freestanding Exterior/Exterior Wall	1 space/ATM, plus queue space for 5 cars for drive-through facilities	
ATM, Interior to Building/Vestibule	1 space/ATM; on-street parking may satisfy requirements at the discretion of the Director.	
Automotive Fueling Station	1 space/1,000 s.f. minus convenience store area; plus 3.3 spaces/1,000 s.f. convenience	

	store; plus 5 queue spaces for self-service auto wash	
Automotive Rentals	2.5 spaces/1,000 s.f.	
Automotive Sales, New	1 space/400 s.f. interior showroom floor area and office plus 1 space/2,000 s.f. outdoor display area plus 1 space/300 s.f. floor area for the parts department	
Automotive Sales, Other Vehicle Sales	1 space/1,000 s.f. interior showroom floor area plus 1 space/1,000 s.f. outdoor display area plus 1 space/350 s.f. office floor area	
Automotive Sales, Used		
Automotive Sales, Wholesale		
Bar	1 space/3 seats or 1 space/100 s.f. gross floor area whichever is greater	
Catering	1 space/400 s.f. gross floor area	
Catering, Food Truck	Per issued food facility permit requirements	
Cigar Lounge/Smoke Shop	1 space/250 s.f. gross floor area	
Commercial Artist/Production Studio	1 space/350 s.f. gross floor area	
Commercial Entertainment	1 space/3 seats up to 800 seats then 1 space/6 seats +1 space/employee	
Commercial Recreation, Indoor	1 space/250 s.f. gross floor area; plus 1 space/employee	
Commercial Recreation, Outdoor	4 spaces/court and/or 1 space/200 s.f. gross floor area	
Drive-Through	Parking per primary land use	Refer to stacking per Section 20.340.040.H
Dry Cleaning or Laundry, Plant	1 space/500 s.f. gross floor area	
Employee Services	3 spaces/1,000 s.f.	
Funeral Home/Mortuary	14 spaces/1,000 s.f.	
Kiosk (stand-alone)	2 spaces	
Lodging, Bed & Breakfast	1 space/guest room; plus 2 spaces	
Lodging, Hotel	1 space/guest room; plus 10 spaces/1,000 s.f. banquet, assembly, meeting, or restaurant floor area or 1 space/8 seats; for accessory	Additional parking per standards if additional uses (e.g., restaurants, conference/convention centers) are open to public patronage
Lodging, Motel		

	retail uses greater than 5,000 s.f.: 2.5 spaces/1,000 s.f.	
Market, Grocery/Supermarket	1 space/250 s.f. gross floor area	
Market; Convenience		
Market; Liquor		
Market; Specialty Food and Beverage		
Merchandise Sales, Discount	1 space/250 s.f. gross floor area	
Merchandise Sales, New Retail <100,000 s.f.		
Merchandise Sales, New Retail <30,000 s.f.		
Merchandise Sales, New Retail >100,000 s.f.	1 space/250 s.f. gross floor area	
Merchandise Sales, Showrooms		
Merchandise Sales, Used/Pawn		
Moving Company	1 space/4,000 s.f. gross floor area	
Nightclub	1 space/30 s.f. of dance floor area; 1 space/100 sf of bar/seating area	
Nursery (Retail-Plant)	1 space/250 s.f. gross floor area plus 1 space/1,000 s.f. outdoor area usage	
Outdoor Dining	Area comprising less than 25% of indoor seating shall not require additional parking; area greater than 25% of the indoor spaces shall require 1 space/150 s.f.	
Parcel Delivery Service	1 space/250 s.f. gross floor area For office space; 1 space/500 s.f. gross floor area	
Parking Lot Sale	No parking required for temporary events; minimum of 80% of parking lot shall be available for parking during event.	20.455 Temporary Events
Restaurant, Sit-Down and/or Take-Out	<b>1,000 s.f. or less:</b> 1 space/250 s.f. gross floor area plus 2 employee spaces; <b>1,001-4,000 s.f.:</b> 1 space/3 seats	

	or 1 space/100 s.f. gross floor area whichever is greater; plus 3 employee spaces; <b>4,001 s.f. and larger:</b> 1 space/3 seats or 1 space/100 s.f. gross floor area whichever is greater; plus 1 space/employee	
<b>Office, Professional, and Business Support Services</b>		
Business Support Service	1 space/250 s.f. gross floor area	
Financial Institution	1 space/250 s.f. gross floor area; for drive-through facilities, refer to stacking per Section 20.340.040.H	
Financial Institution, with Drive-Through		
Internet-Based Sales	1 space/350 s.f. gross floor area	
Medical; Hospital	1 space/3 beds plus 1 space/250 s.f. administration	
Medical; Urgent Care	1 space /200 s.f. gross floor area	
Office; Corporate, Regional Administrative, Business, and Professional	1 space/250 s.f. gross floor area	
Office; Government	1 space/200 s.f. gross floor area	
Office; Medical, Dental, and Holistic	1 space/200 s.f. gross floor area	Including massage establishments.
Research and Development (R&D)	1 space/400 s.f. gross floor area	
R&D Fabrication and Light Manufacturing	1 space/500 s.f. gross floor area	
Technical/Scientific/Medical Laboratory, Incidental Uses	1 space/350 s.f. gross floor area	
<b>Service Uses</b>		
Animal Sales and Services	1 space/400 s.f. gross floor area	
Auctions, Indoor	1 space/3 fixed seat, or 1 space/100 s.f. assembly space	
Automotive Services, Repair	1 space/800 s.f. gross floor area + 1 for every employee	
Automotive Services, Washing/Detailing	1 space/500 s.f.; plus queue spaces for minimum of 5 cars	
Dry Cleaning or Laundry, Agency	1 space/250 s.f. gross floor area	
Equipment Rental Yards	1 space/250 s.f. gross floor area plus 1 space/10,000 s.f. outdoor area usage	
Firearm Shooting Range (Indoor) (Ord. No. 2016-1419, 2-23-2016)	1.25 parking spaces/shooting lane, plus 1 parking space for every 250 square feet of retail	

	and office area, plus 1 parking space for every 4,000 square feet of storage/warehouse area	
Massage Establishment	1 space/treatment room; plus 1 space/employee	
Massage, Accessory Use		
Personal Services, Fitness/Health Facility	1 space/250 s.f. gross floor area; plus 1 space/employee	
Personal Services, General	1 space/300 s.f. gross floor area	
Personal Services, Instructional and Limited Instructional	1 space/250 s.f. gross floor area; plus 1 space/employee	
Tattoo and/or Body Art Facility	1 space/250 s.f. gross floor area; plus 1 space/employee	
<b>Industrial, Manufacturing &amp; Processing Uses</b>		
Boat Building	1 space/500 s.f. gross floor area	
Building Material Storage & Sales Yard	1 space/10,000 s.f. gross storage area (indoor or outdoor) plus parking for office floor area per this Table	
Commercial Bakery	1 space/500 s.f. gross floor area + 1 space for every 200 s.f. of service area open to public	
Contractor Office & Services	Per square footage of individual uses per this Table	
Food Processing	1 space/750 s.f. processing floor area plus 1 space/300 s.f. office gross floor area	
Fueling Station; Fleets	1 space/300 s.f. office space plus 1 space/4 bays	
Furniture and Carpentry	1 space/500 s.f. gross floor area	
Industrial Design and Services	1 space/400 s.f. gross floor area except office area shall provide 1 space/300 s.f. gross floor area and retail area shall provide 1 space/250 s.f. gross floor area	Section 20.340.040.C
Machine Repair Shop	1 space/500 s.f. gross floor area	
Manufacturing and Assembly	1 space/500 s.f. gross floor area plus 1 space/300 s.f. office gross floor area	
Metal Working Shop	1 space/500 s.f. gross floor area	
Microbrewery/winery w/ Tasting Room	1 space/500 s.f. gross floor area	

Microbrewery/winery Tasting Room with Restaurant	1 space/500 s.f. gross floor area plus 1 space/3 seats, plus 1 space/2 employees	
Newspaper Printing	1 space/500 s.f. gross floor area plus 1 space/300 s.f. office gross floor area	
Outdoor Storage, Accessory Use	1 space/10,000 s.f. gross storage area (indoor or outdoor) plus parking for office floor area per this Table	Section 20.340.040.C
Outdoor Storage, Primary Use		
Renewable Energy Harvesting/Production	To be determined at time of application review.	
Self-Storage	3 spaces, plus 1 space/100 units	
Warehousing, Indoor	1 space/4,000 s.f. gross floor area plus parking for office floor area per this Table	Section 20.340.040.C
Water Treatment and Filtering Services	To be determined at time of Site Development Plan Review	
Wholesale, Processing, and Distribution	1 space/4,000 s.f. gross floor area; or 1 space for each employee and employer, whichever is greater.	
<b>Transportation, Communication &amp; Utility Uses(2)</b>		
Antenna or Communication Facility	No parking required; sufficient usable on-site area shall be provided for employee/service agents and loading activities	
Non-Public Antenna or Communication Facility	To be determined at time of application review.	
Parking; Fleets	No parking required	
Public Utilities		
Transportation Dispatch Only	1 space/500 s.f.; plus 1 space/commercial vehicle	
Transportation Dispatch, Fleet Usage		
<b>Recycling Facilities</b>		
Small Collection Facility	1 space/500 s.f.; plus 1 space/bin	
Large Collection Facility		
Small Processing Facility	1 space/400 s.f. gross floor area	
Large Processing Facility		
Reverse Vending	2 spaces	

( Ord. No. 2021-1512 , § 2(Exh. B), 1-11-22)

(Supp. No. 8, Update 3)

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**F. Mixed Use Parking Requirements**

**Table 20.340-2**  
**Mixed Use Parking Requirements**

Land Use	Minimum Required Vehicular Parking	Minimum Required Motorcycle Parking	Minimum Required Bicycle Parking
<b>Residential</b>			
Studio	1 space/unit	0.1 space per studio	0.5 space per studio
1 Bedroom Unit	1.25 space /unit	0.1 space per unit	0.5 space per unit
2 Bedroom Unit	1.75 spaces/unit	0.1 space/unit	0.75 space/unit
3+ Bedroom Unit	2.0 spaces/unit	0.1 space/unit	1 space/unit
<b>Senior Housing</b>	0.8 space/unit	0.1 space/unit	0.5 space/unit
<b>Live-Work Units</b>	<b>≤ 2,000 s.f.: 1 space</b> <b>&gt; 2,000 s.f.: 2 spaces</b>	0.25 space/1,000 s.f. per unit 0.25 space/1,000 s.f. per unit	.75 space/1,000 s.f. per unit .75 space/1,000 s.f. per unit
<b>Non-Residential</b>	1 space/350 s.f.	0.75 space/1,000 s.f. per unit	.75 space/1,000 s.f. per unit
<b>Restaurants</b>		1 space/1,000 s.f. 0.25 space/1,000 s.f.	1 space/500 s.f. 1 space/2000 s.f.
Sit-down	1 space/120 s.f.		
Take-out	1 space/150 s.f.		

**G. Additional Multifamily Requirements**

1. Residential projects and Mixed Use projects with residential components that provide required uncovered parking shall assign parking spaces by dwelling unit. Spaces shall be clearly marked to denote assigned parking. For the convenience of tenants and guests, parking spaces shall be located as close as possible to the unit or common facility it is intended to serve. The project applicant shall submit a Parking Management Plan during the Site Development Plan Review.
2. Required guest parking shall be provided, per the requirements in Table 20.340-1 and shall be clearly marked. Guest parking need not be in addition to required residential parking when parking spaces are not assigned.
3. Parking spaces adjacent to non-residential tenants shall be clearly marked for customer parking and shall not permit residential assigned parking.
4. All permanent, assigned, and unassigned spaces must be full sized spaces, nine (9) feet wide by eighteen (18) feet long. Unassigned spaces are permitted to include compact spaces, evenly distributed throughout the project.

H. **Drive-Through Facilities/Stacking Capacity.** For drive-through facilities that permit transaction of business directly with customers within a motor vehicle, the minimum length provided per vehicle for stacking capacity of vehicles in a drive-through service lane shall be twenty-five (25) linear feet. The total stacking capacity required shall be determined through CUP review and approval.

I. **Prohibited Uses and Exceptions**

1. **Daycare or Commercial Child Daycare.** Required parking may be reduced per the standards of Table 20.340-1 where adequate drop-off facilities are provided.
  - a. Drop-off facilities shall be designed to accommodate a continuous flow of vehicles to safely load and unload children. Adequacy will be determined by the approval authority during project application review.
2. **Overnight Parking.** Outside overnight parking is prohibited for vehicles associated with repair activities and fueling/service stations.

J. **Permitted Off-Site Parking.** Off-site parking may be used to comply with the required off-street parking, subject to the provisions of Section 20.340.080 (Off-Site Parking Alternatives).

(Ord. No. 2022-1527 , § 2(Exh. A), 10-25-2022)

## Section 20.340.050 Off-Street Parking Size and Location

Every use shall provide the required off-street parking spaces in accordance with the location and dimensional requirements in this Section.

A. **Vehicular Parking and Driveway Sizes.** Table 20.340-4 regulates minimum off-street space dimensions and drive aisle requirements for various angles of parking. See Figure 20.340-1 that graphically supplements Table 20.340-4.

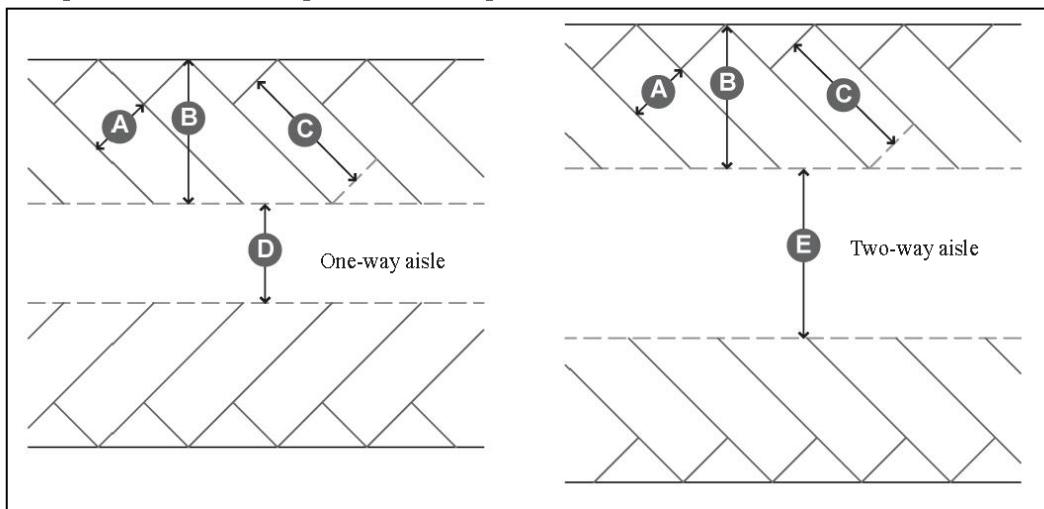
**Table 20.340-4**  
**Parking Dimensions Table**

Angle	A	B <sup>1</sup>	C <sup>2</sup>	D	E
	Space Width	Space Depth	Space Length	One-Way Aisle Width	Two-Way Aisle Width
<b>Standard Vehicle</b>					
Parallel <sup>2</sup>	9' 0"	9' 0"	22' 0"	12' 0"	20' 0"
30°	9' 0"	18' 0"	20' 0"	12' 0"	24' 0"
45°	9' 0"	20' 6"	20' 0"	14' 0"	24' 0"
60°	9' 0"	22' 0"	20' 0"	18' 0"	24' 0"
Perpendicular	9' 0"	18' 0"	18' 0"	24' 0"	24' 0"
<b>Compact Vehicle<sup>4</sup></b>					
Parallel <sup>3</sup>	8' 6"	8' 6"	20' 0"	12' 0"	20' 0"
30°	8' 6"	15' 6"	16' 0"	12' 0"	24' 0"
45°	8' 6"	17' 0"	16' 0"	14' 0"	24' 0"
60°	8' 6"	18' 0"	16' 0"	18' 0"	24' 0"
Perpendicular	8' 6"	16' 0"	16' 0"	24' 0"	24' 0"

Notes:

1. Measured perpendicular to aisle.
2. The paved parking space length may be decreased by up to 2 feet by providing an equivalent vehicle overhang into landscaped areas, or other paved walkways.
3. End spaces may be reduced to 18 feet.
4. Compact spaces shall not exceed the overall number of required parking spaces in Section 20.340.060.I.

**Figure 20.340-1 Parking Dimensions Figure**



- B. **Minimum Vertical Clearances.** Vertical clearance for all standard parking spaces, including entrances, shall be a minimum of seven (7) feet, except the front three (3) feet of a parking space in an enclosed garage in a residential Zone may have a vertical clearance of four (4) feet.
- C. **Minimum Drive aisle and Driveway Widths.** Drive aisle widths in parking areas shall comply with the minimum requirements specified in Table 20.340-4. Residential garages shall reference subsection H, below. Shared driveway access with adjacent lots is encouraged, provided the following requirements are met:
  1. The driveway is directly adjacent to a shared property line;
  2. An easement for the use of the driveway is obtained;
  3. The driveway width is adequate to serve the additional number of vehicles to be served.
- D. **Driveway Entrances.** Parking lot driveway entrances shall be located in a manner to coordinate with future median openings and shall line up with opposite side driveway entrances. Location criteria shall be per the City's Urban Street Design Criteria or its successor and shall be to the satisfaction of the City Engineer.
- E. **Sufficient Vehicular Maneuvering Area, Access, and Circulation.** The following standards are provided to ensure suitable maneuvering and circulation for parking lots or loading areas accessed from a public street or alley:
  1. All access and circulation shall facilitate vehicles entering and exiting a facility or lot without backing up into a public street, reentering a public ROW, or making other hazardous turning movements, including trucks, solid waste, emergency, and other public service vehicles.
  2. If such circulation, described in paragraph A is not possible, a turnaround area shall be provided, subject to the requirements of the San Marcos Fire Department or City of San Marcos Engineering Division.

3. Traffic controls at ingress and egress points and directional arrow markings on the pavement may be required, as determined to be necessary by the City for public safety.

F. **Parking Location.** Off-street parking shall be provided in a paved parking area, building, as follows:

1. **Residential Development.** All off-street parking for residential uses shall be located on the same site as the uses they are intended to serve, but shall not be located within a required front or corner side setback, except as otherwise provided in this chapter.
2. **Multifamily Residential within Mixed Use Development.** At least one (1) space for each residential unit shall be located on-site; other required parking spaces may be located off-site, subject to the standards for off-site parking in Section 20.340.080 (Off-Site Parking Alternatives) and the following standards.
  - a. Residential parking garages shall be located adjacent and behind the building elevation.
  - b. Surface parking for commercial uses shall be located adjacent to or behind buildings and is prohibited at street corners, unless otherwise approved by the City at the time of site development review.
3. **Non-Residential Development within Mixed Use.** Parking required to serve non-residential uses may be on the same or different site as the uses served, subject to complying with the standards for off-site parking in Section 20.340.080 (Off-Site Parking Alternatives).

G. **DesignExceptions.** Where an applicant can demonstrate to the satisfaction of the approval authority that exceptions on the dimensions, otherwise required by this Section, are warranted in order to achieve environmental design and sustainable building objectives (i.e., certification under the LEED™ Green Building Rating System or an equivalent), specific parking area design variances may be approved by the Director.

H. **Garage Standards.** Consistent with the standards of Chapter 20.215 (Residential Zones), garages within the R Zones shall conform to the standards and regulations of Table 20.340-5. All garages and parking spaces shall be constructed concurrently with the dwelling unit prior to occupation.

**Table 20.340-5**  
**Garage Development Standards**

Home Type	Garage/Space Type	Minimum Dimension Requirements	Additional Regulation(s)
<b>Residential and Agricultural Zones</b>			
≤3,000 s.f. dwelling unit	Attached 2 Car	20 feet x 20 feet (400 s.f.) interior minimum	Shall be constructed out of the same materials as the principal dwelling structure on the lot or parcel.
≥3,001 s.f. dwelling unit	Attached 3 Car	20 foot depth required, 640 s.f. interior minimum	Third space may be tandem; no required portion shall be eligible for garage conversion
<b>R-2/R-3 Zone</b>			
Rental	Single unit-assigned parking space	12 feet x 20 feet (240 s.f.) interior minimum	Space shall be covered and assigned

Ownership	Single enclosed garage space	12 feet x 20 feet (240 s.f.) interior minimum	Automatic garage door required
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- I. **Compact Car Spaces.** Compact car spaces may be permitted in accordance with the following standards:
  1. **Dimensions.** Spaces shall be the minimum size specified in Table 20.340-4.
  2. **Designation of Parking.** "Compact" shall be clearly marked on the pavement or curb to designate spaces.
  3. **Distribution of Spaces.** When included, compact spaces shall be distributed throughout the parking area, and shall not be provided disproportionately near building(s).
  4. **For Industrial and Office uses.** Parking lots of thirty (30) or more spaces shall be permitted to include compact spaces for up to twenty percent (20%) of total required spaces.
  5. **For Uncovered Multifamily Parking and Guest Parking.** Compact parking spaces shall be permitted for up to twenty percent (20%) of the total required spaces. All garage dimensions shall conform to standards of Section 20.340.060.H (Garage Standards), and compact spaces shall not be used to count toward requirements for covered spaces. Compact spaces shall not count toward required single-family residential parking spaces.
  6. **Other Land Uses.** Land uses not identified in Section 20.340.040 (Required Number of Parking Spaces) with parking lots of thirty (30) spaces or more shall be permitted to include compact spaces for up to twenty percent (20%) of total required spaces.
- J. **ADA Compliant Parking Spaces.** ADA compliant parking spaces shall be provided on-site for each land use and/or development in accordance with the following standards:
  1. Designated ADA parking spaces shall be provided in compliance with state law (Title 24) and the California Vehicle Code (Section 22507.8), including required number of parking spaces and design requirements.
  2. Parking spaces and loading/unloading areas shall be reserved for the life of the approved land use.
  3. Designated parking shall be visibly marked with blue paint and appropriate signage, per state requirements.
- K. **Electric/Alternative Fuel Vehicle Parking.** Electric/alternative fuel vehicle parking and charging stations shall be provided in accordance with the following standards. Charging station levels are defined in Chapter 20.600 (Definitions).
  1. **Number of Spaces Required.**
    - a. All multi-family residential and non-residential projects are required to provide 5% of their required spaces as Electric Vehicle charging stations (Level 2 or better). Projects that emit fewer than 500 MT of carbon dioxide equivalent annually are exempt from this requirement, as identified in the City's Climate Action Plan Consistency Review Checklist.
    - b. All residential and non-residential Electrical Vehicle parking must comply with the requirements of Chapter 17.28 of this Municipal Code and the California Green Building Standards Code.

2. **Permit Requirements.** All applicable electrical and building permit requirements, restrictions and inspections shall apply to the construction of charging/exchange stations. Charging stations/spaces:
  - a. Shall be posted with signage indicating the space is only for Electric Vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.
  - b. Should be sited within parking areas to discourage non-electric vehicle use.
  - c. Shall not interfere with on-site parking or pedestrian circulation.
  - d. Shall be maintained in functioning order in all respects.

(Ord. No. 2023-1529 , § 3(Att. A), 2-28-2023)

## Section 20.340.060 Parking Lot Improvement Standards and Other Parking Layouts

### A. Parking Lot Improvement Standards.

1. **Pavement Surfacing.** All circulation, loading, ingress and egress, and off-street parking areas shall be surfaced with an asphaltic or cement concrete paving, designed to withstand repeated vehicular traffic. Other paving material may be used, such as pervious surfaces, subject to the approval of the Director and/or City Engineer.
  - a. All surface water runoff shall be conveyed into a public ROW or storm drain or directed into planting areas. Drains shall be provided in accordance with the specifications of the City Engineer. Runoff shall be treated per the requirements of the latest NPDES permit prior to entering the public ROW or storm drain.
2. **Striping.** All parking spaces (with the exception of single-family garages or carport) and, when required, aisles, loading Zones, pedestrian walks and crossings, visitor parking, and fire lanes shall be striped or otherwise designated to provide safe access, circulation, and parking.
  - a. Pavement markings and other distinctions shall be maintained in a visible and legible manner.
3. **Bumper Guards or Wheel Stops.** Bumper guards or wheel stops shall be provided in such a manner as to ensure that no portion of any parked vehicle shall touch any wall, fence, building or project beyond any lot lines bounding a parking area facility.

### 4. Landscaping Requirements.

- a. Except those areas devoted to driveways and/or pedestrian walkways, all off-street parking areas or structures abutting a public street or sidewalk shall be bound by a planting strip or appropriate permeable drainage treatment with minimum widths established by Site Development Plan Review standards or permit application review and shall comply with the American with Disabilities Act standards. The design shall include a method to ensure separation between landscaping and vehicle.
- b. In addition to the requirements of paragraph 4.a above, for any required parking area of more than ten (10) spaces, landscaping shall be installed and maintained as follows:
  - i. Landscaped areas shall be evenly dispersed throughout the parking lot and shall include a combination of trees, shrubs, and ground cover, emphasizing drought-tolerant landscaping.
  - ii. Parking lots shall be required to provide trees for shade at a minimum of one (1) tree for every five (5) parking spaces, in planters or landscaped islands evenly distributed

throughout the parking lot. Trees shall be selected from the City's approved planting list, shall be a minimum twenty-four (24)-inch box size, and designed to achieve a goal of fifty percent (50%) shade requirement within fifteen (15) years of planting.

- iii. Tree planters shall have a minimum interior dimension of five (5) feet and/or shall be sized to accommodate the selected species of tree growth. To increase the parking lot landscape area, a two (2)-foot landscaped overhang area may be provided as part of the eighteen (18)-foot minimum length of a parking space, provided the total depth of such overhang area is in accordance with the specifications of Table 20.340-4. Such overhang area shall not be considered as part of the landscaping requirement. In no case shall such overhang be considered part of a required walkway or sidewalk width.
- iv. Landscape irrigation shall be provided per the requirements of Chapter 20.330 (Water Efficient Landscape Standards).
- v. Parking area landscaping requirements may be reduced if a developer provides substitute open areas as approved by the Director. Substitute areas may include reflection pools, lawns, and similar landscape features.

5. **Pedestrian Walkways and Bicycle Paths.** To ensure public safety and convenience, internal circulation and connections shall be created between a project and street and parking areas to address the needs of pedestrians, bicyclists, and vehicles and shall be designed to comply with the American with Disabilities Act and the following other standards:

- a. Parking lots should provide direct, continuous, and safe path(s) between the parking area and public entrance of a building or use to minimize pedestrian conflicts with vehicles.
- b. Where pedestrian and/or bicycle paths parallel the side of a building or use with a public entry, pedestrian walkways shall be provided at a minimum interval of seventy-five (75) feet.
- c. Pedestrian and bicycle paths within parking lots or intersecting vehicular driveways shall be clearly distinguished using pavement markings, signage, planter areas, fences, raised curbs at a minimum of six (6) inches high, or other methods that ensure these routes are visible to drivers and require vehicles to yield to pedestrians and bicyclists.
- d. Vehicular drives and aisles shall not be permitted to intersect a bicycle path at intervals of less than eighty (80) feet.
- e. Bicycle paths and pedestrian walkways shall not be required in private parking lots in industrial, warehouse, and manufacturing uses, or for other developments requiring less than ten (10) off-street parking spaces, if deemed unnecessary by the City.

6. **Lighting.** Lighting fixtures in parking areas, access drives, and internal vehicular circulation shall be directed and shielded so as not to illuminate surrounding properties and shall comply with the following standards, as verified through a photometric study.

- a. Lighting shall comply with the City's standards.
- b. Parking lot illumination levels shall achieve a uniform ratio of three to one (3:1) (average to minimum) and maintain an average of one (1) foot candle, with a minimum of one-half (1/2) foot candle.
- c. Parking garages shall achieve and maintain uniform lighting at a minimum of three (3) foot candles.
- d. Perimeter lighting, not affiliated with the lighting of parking lots, shall not exceed one-half (1/2) foot candle at any point along the property line of the subject or adjacent parcel.

7. **Parking Area Screening.**
  - a. Parking lots shall be screened from major public streets and adjacent residential land uses with plants, trees, low walls, fences, berms, or grade changes that are a minimum of forty-two (42) inches in height.
  - b. Interior property lines between parking lot areas and an existing or proposed residential development shall require a six (6)-foot-high decorative masonry wall or street trees.
8. **Maintenance.** Refer to Section 20.340.030.B (Required Availability and Maintenance) for parking area maintenance requirements.
9. **Parking Locater Signs.** Signage clearly identifying the location of parking lots shall be required where parking garages or parking lots are provided that serve off-site uses. See Section 20.340.080 (Off-Site Parking Alternatives) for further requirements and affiliated parking scenarios.
10. **Alternative Energy Systems.** Non-commercial alternative energy systems solar and wind) including the provision of solar panels on parking lot shade structures or carports are permitted as an accessory use in all non-residential, R-2, and R-3 Zone parking areas subject to Site Development Plan Review. See Chapter 20.450 (Renewable Energy).

B. **Additional Improvement Standards for Multifamily Residential and Mixed Use Developments.** Parking improvement standards for multifamily residential and mixed use developments shall comply with the standards in this Section and the following design standards:

1. The design and materials used for covered parking structures shall be compatible with the design of the main structure on the property.
2. Metal carports with decking for roofs shall be prohibited. Metal posts painted to match the color scheme of the project may be acceptable, but shall not be located within the designated area of the parking space and cannot be counted as part of the required parking stall width. Trees, lattice/trellis structures and/or decorative masonry walls shall be incorporated as part of carports to minimize visual impact.
3. Solutions that minimize the visual impact of residential and commercial driveways shall be used including shared driveways, alley access, or other design approaches that minimize the number and width of driveways and curb cuts.
4. Surface parking shall be divided into smaller, landscaped lots or courts with defined pedestrian connections, landscaping, and shade trees.
5. There shall be a ratio of at least one (1) tree for every seven (7) parking spaces throughout or adjacent to open and covered parking areas. Rows of parking stalls, either open or covered, shall be broken up by a tree planting approximately every seven (7) spaces.
6. Reduction of parking stall size shall be allowed to be reduced by two and one-half (2.5) feet if:
  - a. The two and one-half (2.5) feet gained (by use of a parking stall overhang) shall be incorporated into adjacent landscaping areas.
  - b. For angled parking, the triangular space at the head of each stall shall be landscaped (as a planter when abutting a sidewalk or incorporated into adjacent landscaped strips).
7. The more efficient ninety (90)-degree parking arrangement shall be used when possible, so as to minimize parking lot area.
8. Dwelling units and parking/driveway areas shall have a minimum five (5)-foot landscaped separation, but, in general shall be located as far apart as possible.

C. **Tandem Parking.** Tandem parking shall be permitted for multifamily housing components of mixed use projects, and daycare homes, subject to approval of a DP.

1. **Tandem Parking for Mixed Use Projects.** For the residential components of mixed use project, the following conditions shall be met for tandem spaces:
  - a. Tandem spaces are required to be assigned for the same dwelling unit.
  - b. Up to ten percent (10%) of the total off-street parking spaces provided may incorporate tandem parking.
  - c. The minimum dimension for two (2) parking spaces in tandem shall be nine (9) feet in width by thirty-four (34) feet in length.

D. **Tuck Under Parking.** Tuck under parking shall be subject to the following requirements:

1. Parking is restricted to an alley or the rear forty percent (40%) of the site.
2. Parking spaces shall not be visible from the street or from an adjacent property.

E. **Parking Structures.** Parking structures, above or below grade, shall be subject to CUP approval by the Planning Commission when no other entitlement is required. All parking structures shall comply with the following requirements.

1. Parking structures shall be subject to applicable regulations in this section and to the regulations for main buildings and accessory structures, including setback requirements.
2. Transition ramps, which are also used as back-up space for parking stalls shall have a maximum slope of five percent (5%). The maximum slope for transition ramps with no adjacent parking spaces shall be ten percent (10%). A ramp used for ingress and egress to a public street shall have a transition section at least sixteen (16) feet long and a maximum slope of five percent (5%).
3. Parking structures with more than three hundred (300) spaces shall provide secondary circulation ramps and additional ingress and egress if deemed necessary by a traffic study prepared by a state registered traffic engineer.
4. All parking structures shall be architecturally compatible with existing or proposed structures and shall be subject to review and approval during the Site Development Plan Review process. The following factors shall be considered while reviewing a proposal: bulk, scale, proportion, building materials, colors, signage, architectural features, and landscaping. The design and location of the parking structure should be screened by the main building if possible.
5. Parking structures shall be provided with a minimum ten (10)-foot-wide perimeter landscape planter at ground level. Parked cars shall be screened on each level through landscape planters or trellises and/or decorative screening wall or railings.
6. Parking structures shall be designed with smart technology systems, subject to approval by the City.

F. **Valet Parking.** Valet parking for restaurants within Mixed Use projects may be authorized through a CUP as a means of satisfying up to one hundred percent (100%) of applicable off-street parking requirements, subject to satisfying the approval criteria for Off-Site Parking in Section 20.340.080.A (Off-Site Parking Criteria).

## **Section 20.340.070 Off-Site Parking Alternatives**

Where use of off-site parking is authorized to satisfy the parking requirements of this chapter, parking shall be provided by one (1) or more alternatives in this section, in accordance with the following requirements:

A. **Off-Site Parking Criteria.** Off-site parking options may be permitted through Site Development Plan Review, or Director Permit, subject to the following standards:

1. **Parking Distance.** Off-site parking spaces must be located no farther than eight hundred (800) feet of the primary entrance to a site and provide a traversable pedestrian route that complies with Title 24 and ADA standards, not more than six hundred (600) feet in length, over and along public streets or walkways or permanently established easements between the parking site and the buildings or structures they serve.
2. **Improvement Standards.** All off-site parking spaces shall conform to the same standards for access, configuration, layout, size, etc. as is required for off-street parking in this chapter.
3. **Off-Site Parking Agreement.** An agreement in a form satisfactory to the City Attorney, providing for the use of the off-site parking area, executed by the owner/tenants or other parties involved must be approved and guarantee the long term availability of the parking, commensurate with the uses they serve. Off-site parking privileges shall continue for as long as this binding agreement remains in force.

B. **Collective Parking.** Collective parking may be permitted where appropriate locations are identified for commercial or industrial Zones serving two (2) or more buildings or uses. Collective parking may be approved per the following requirements:

1. Total parking spaces provided shall not be less than the sum of the requirements for the individual uses served, as identified by Table 20.340-1, unless a DP is approved.
2. Parking facilities on adjoining lots may share access points and driveways, subject to a recorded covenant for the properties on which the facilities are located.
3. A covenant or agreement establishing the long-term availability, maintenance, and use of the collective parking area(s) shall be executed by all parties involved and approved by the City. Collective parking privileges shall continue in effect for as long as the parking agreement remains in force. If the collective parking agreement lapses or is no longer valid, then parking must be provided for each use on-site, as required by this chapter.

C. **Shared Parking.** Shared parking allows reduction of parking spaces for any site development or adjacent parcels proposing two (2) or more land uses where the hours of operation for the uses allows shared use of parking spaces to occur without conflict. Parking reductions are permitted, subject to the following standards:

1. Approval of a Site Development Plan, or DP, supported by a shared parking study, accompanied by the following findings:
  - a. Land uses/buildings participating in the shared parking program demonstrate different parking profile demands;
  - b. Parking spaces designated for shared parking are not otherwise committed to satisfying parking requirements for some other use at similar times;
  - c. Spaces are located within six hundred (600) feet of the use to be served and comply with the distance requirements, above, in Section 20.340.080.A (Off-Site Parking Criteria).
2. A parking management plan that includes a shared parking study, citing Urban Land Institute (ULI) accepted ratios or an equivalent source to be approved by the Director, is required as part of the DP application to clearly define and achieve projected shared parking.
  - a. Base parking requirements shall be calculated as the sum of the requirements for each land use, per the requirements of Table 20.340-1.
  - b. When different land uses share a common parking footprint, the total number of spaces required to support the collective uses will be determined by parking profiles rather than by individual peak ratios.

- c. Review and approval of shared parking studies and associated parking management plan(s) will be at the discretion of the applicable approval authority.
3. A shared parking agreement establishing the long-term availability, maintenance, and spaces required, commensurate with the use of the facility, shall be approved and recorded by the City. Shared parking privileges will continue in effect for as long as the agreement remains binding on all parties. If a shared parking agreement lapses or is no longer valid, then parking must be sufficiently provided for each use, as required by this chapter.

D. **"Park Once" Program.** Establishment and participation in a "Park Once" program may be used to comply with off-street parking requirements, in accordance with the following standards:

1. A "park once" parking strategy may be established for mixed use sites in a City-owned parking lot, parking assessment district, or other areas where opportunities exist to provide a centralized parking area, within a walkable distance of 1,320 feet of adjoining businesses and uses that encourages patrons to park once and walk to their destinations.
2. A parking management plan shall be required to define the parking demand needs of participating sites or areas, proposed uses and/or programs, site or parking characteristics, walkability, transit opportunities, and other factors that support the development of the program.
3. A covenant or agreement establishing the long-term availability, maintenance, and use of the parking area(s) used in the park once program or parking assessment district shall be executed by all parties involved and approved by the City. Collective parking privileges shall continue in effect for as long as the parking agreement remains in force. If the collective parking agreement lapses or is no longer valid, then parking must be provided for each use on-site as required by this chapter.

E. **In-Lieu Fees.** The owner/tenant of any property upon which a development project is proposed, adjacent to a City parking facility or within a parking assessment district may meet their off-site parking requirements, established in Table 20.340-1 through payment of an in-lieu fee, subject to the following standards:

1. **Criteria.** The reviewing authority must make the following findings:
  - a. An existing or planned parking facility exists within six hundred (600) feet of the site.
  - b. There is available planned parking capacity to offset parking demands.
  - c. The parking will be available when the project is ready for occupancy.
2. **Within a Parking Assessment District.** Parking may be provided by payment of an in-lieu fee to a parking assessment district, if a separate fund has been established for the collection of in lieu fees to be used to provide new or improved parking spaces in a participating district.

## Section 20.340.080 Bicycle Parking

A. **Applicability.** Bicycle parking facilities shall be provided per Table 20.340-6 and the standards in this section. Bicycle parking facility classifications are defined in Chapter 20.600 (Definitions) and in the TDM Policy.

1. Stand alone building below the thresholds for required bicycle parking in Table 20.340-4 are not required to provide bicycle parking. 2. Where two (2) or more small uses exist in a single building below the thresholds for required bicycle parking, Table 20.340-6, they are encouraged to provide one (1) bicycle space per tenant and group.

B. **Minimum Bicycle Parking Requirements.** Bicycle parking spaces shall be provided in compliance with the minimum requirements in Table 20.340-6 and the standards that follow.

**Table 20.340-6**  
**Minimum Bicycle Spaces Required by Land Use**

Building Type	Required Bicycle Parking <sup>(1)</sup>	Minimum Spaces	Type Required
Single-family detached units	None	0	N/A
Single-family attached units	None	0	N/A
Multifamily units including units in mixed use projects <sup>(2)</sup>	1 space/5 attached units	No minimum	Secure and weather protected 100% Class I lockers, including garages or accessible indoor areas; or Class II racks with direct access to residential buildings and entries
Mixed Use	Refer to bicycle parking requirements for Mixed Use in Section 20.340.040.F, Table 340-2	No minimum	<b>Residential Uses:</b> 100% Class I lockers, including garages or accessible indoor areas; or Class II racks with direct access to residential entries <b>Non-Residential Uses:</b> 25% Class I; 75% Class 2
Commercial	1 space/5,000 s.f. gross floor area	2	25% Class I; 75% Class 2
Office	1 space/10,000 s.f. gross floor area	2	25% Class I; 75% Class 2
Retail	1 space/7,500 s.f. gross floor area	2	25% Class I; 75% Class 2
Industrial	1 space/10,000 s.f. gross floor area	2	25% Class I; 75% Class 2

Notes:

1. Fractions over 0.5 shall be rounded up to the nearest whole number.
2. Shall apply to all units in an R-3 Zone, attached PRD units in any R Zone, Specific Plan areas and Mixed Use zones.

1. **Design.** Bicycle parking facilities shall be designed to the following standards and installed in a manner that allows adequate spacing for bicycle use and access:
  - a. Designed so as not to cause damage to bicycles.
  - b. Consist of racks or lockers anchored so they cannot be easily removed and of solid construction to resist rust, corrosion, hammers, and saws.
  - c. For Class II facilities, allow both bicycle frame and wheels to be locked using a standard U-lock.

- d. Each bicycle parking space shall be no less than six (6) feet by two (2) feet wide and provide a minimum of two (2) feet behind the bicycle or adjacent to the nearest wall for access.
2. **Location.** The following provisions regulate the location of bicycle parking:
  - a. Bicycle parking shall be located in close proximity to public entrances and other high activity areas or highly visible, active, well-lit areas and shall not interfere with a public ROW or pedestrian movement. If the parking is not visible from the sidewalk, a sign directing bicyclists to the parking location shall be posted.
  - b. A parcel or development with multiple buildings is permitted to group all required bicycle parking into a single location, subject to Site Development Plan Review.
  - c. When located within a parking area, spaces shall be protected by curbs, fences, planters, bumpers, or similar barriers to protect bicycles from damage by motor vehicles.
3. **Feasibility.** Where the provision of bicycle parking is physically not feasible, the requirements of this section may be modified by the Director or applicable approval authority.

### Section 20.340.90 Truck Loading and Unloading Areas Loading Space Requirements and Design Standards

- A. **Applicability.** Loading and unloading areas permanently reserved and maintained for the temporary parking of commercial vehicles for the loading or unloading of merchandise or materials, providing adequate ingress and egress from a public ROW or alley.
- B. **Minimum Loading Space Requirements.** Loading spaces shall be provided and maintained on the same lot with every building in any commercial, mixed use, or industrial Zones per the minimum requirements of Table 20.340-7 and the standards in this section.
  1. For developments with 3,000 square feet of gross floor area or less, loading spaces shall be a minimum of ten (10) feet by twenty (20) feet, with twelve (12) feet of vertical clearance; exceptions to the vertical clearance requirement may be permitted within an enclosed parking garage, subject to City approval.
  2. For developments with more than 3,000 square feet gross floor area:
    - a. the first loading space shall be a minimum of twelve (12) feet by thirty (30) feet, with fourteen (14) feet of vertical clearance;
    - b. all additional loading spaces shall be a minimum of ten (10) feet by twenty (20) feet, with twelve (12) feet of vertical clearance;
    - c. exceptions to the vertical clearance requirement may be permitted within an enclosed parking garage, subject to City approval.
  3. Additional width shall be provided where loading spaces are adjacent to a building along the length of the space. Additional loading sizes shall be permitted as pertinent to the loading needs of the use or building.
  4. No more than three (3) loading spaces shall be required for any use or building despite gross floor area size.
  5. All loading space shall have adequate ingress and egress, as approved by the City.

**Table 20.340-7**  
**Minimum Loading Spaces Required**

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(Supp. No. 8, Update 3)

Land Use Category	Loading Spaces Required <sup>(*)</sup>
<b>Residential Uses</b>	
Residential Care Facility	1 loading space/20,000 s.f. gross floor area
<b>Recreation, Education, and Public Assembly Uses</b>	
Entertainment/Recreation Uses	1 loading space/25,000 s.f. gross floor area for uses/buildings 12,500 s.f. or larger
Educational Institution (All Types)	2 loading spaces
Family Child Care Homes (< 14 children)	None
Daycare or Commercial Child Daycare	1 loading space for uses 10,000 s.f. or larger
Public, Quasi-Public, and Public Assembly	1 loading space/20,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Conference/Convention Center	To be determined at time of Site Plan Review
<b>General Retail Uses</b>	
All Uses not listed below	1 loading space/25,000 s.f. gross floor area; 1 space minimum
Automotive Sales and Service	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Food Service	1 loading space/25,000 s.f. gross floor area for uses/buildings 12,500 s.f. or larger
Dry Cleaning or Laundry Plant	1 loading space/10,000 s.f. gross floor area; 1 loading space minimum
Merchandise Sales/Showrooms	1 loading space/40,000 s.f. gross floor area; 1 loading space minimum
Market (Any type) & Liquor Stores	0—40,000 s.f. gross floor area: 1 loading space; >40,000 s.f. gross floor area: 1 loading space/25,000 s.f.
Merchandise Sales, New Retail	1 loading space/25,000 s.f. gross floor area; 1 space minimum
Merchandise Sales, Used/Pawn	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Wholesale business	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Hotels/Motel	2 loading spaces
<b>All Services</b>	
All Uses not listed below	1 loading space/25,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Hotels/Motel	2 loading spaces
Office; Medical and Dental	1 loading space/20,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Urgent Care/Hospital	1 loading space/10,000 s.f. gross floor area
Animal Related Uses	1 loading space for uses 10,000 s.f. or larger
<b>Industrial, Manufacturing, and Processing Uses</b>	
All Uses (Indoor or outdoor)	1 loading space/40,000 s.f. gross floor area; 1 space minimum for buildings/uses larger than 10,000 s.f.
<b>Transportation, Communication, and Utility Uses</b>	

Antenna or Communication Facility	None. Sufficient usable on-site area shall be provided for loading activities
<b>Other Uses</b>	
Similar Conforming Uses	Loading will be required per "similar" land use listed in this Table as deemed appropriate by the Director

**Note:**

\* The maximum number of loading spaces required for any building or use regardless of size shall be three (3) spaces.

6. All loading facilities and maneuvering areas shall be on-site and designed so that vehicles do not back in from or onto a public street and maneuvering, loading, or unloading of vehicles does not interfere with the movement of traffic and pedestrians on the street.
7. All loading spaces, in connection with any existing building or use, shall be maintained so long as said building remains, unless an equivalent number of spaces are provided on a continuous lot in conformity with the requirements of this article, provided that this regulation shall not require the maintenance of more loading space than is hereby required for a new building, nor the maintenance of such space for any type of main building other than those specified.

**C. Required Location of Loading Spaces.** The following standards apply to the location of loading areas:

1. Lots abutting upon a street. Loading areas in the front of the building or facing front setbacks shall be prohibited unless there are no other ingress or egress points provided within sixty (60) feet of the lot frontage. The preferred location of all service, loading and dock areas, trash and truck parking areas is at the rear of buildings, out of public view from adjacent roadways, when possible.
2. Lots abutting upon an alley. Loading space abutting an alley shall adjoin or have direct access from said alley. The length of the loading space shall be measured perpendicular to or parallel with the center line of the alley. Where such loading is parallel with the alley, the loading space shall extend across the full width of the lot, except that if only two (2) spaces are required, the length of the loading area shall not exceed fifty (50) feet.
3. Screening of loading spaces. Areas for loading and unloading shall be designed to avoid potential adverse noise, visual, and illumination impacts on neighboring residences. Height shall screen loading activities.
  - a. Any loading space or areas visible from a street shall be screened on three (3) sides by a fence, hedge, or wall at a height that will fully screen loading activity and shall be designed to be compatible with the primary structures and on-site landscaping.
  - b. Dense vegetative hedges, combined with decorative six (6)- to eight (8)-foot-high walls are the preferred screening method.
4. Prohibited parking areas. Truck parking shall be prohibited:
  - a. Within the freeway frontage or other public or private roads.
  - b. Within access easements and driveways other than for loading and unloading purposes.
  - c. Within the front setback.
5. Truck and/or delivery truck washing shall be prohibited within those areas that have direct visibility from State Route 78.

## CHAPTER 20.350 TRANSPORTATION DEMAND MANAGEMENT

### **20.350.010 Purpose of Chapter.**

This Chapter establishes Transportation Demand Management (TDM) Ordinance with the goals of lessening traffic impacts by reducing vehicle miles traveled (VMT) in the City and the region and facilitating the use of alternative modes of transportation by residents, tenants, employees and visitors. The TDM Ordinance also implements the Greenhouse Gas emissions reduction measure of the City's Climate Action Plan.

### **20.350.020 Incorporation of Transportation Demand Management Policy by Reference.**

The City Manager or their designee shall establish and maintain the rules, procedures, and additional requirements within a TDM Policy to implement the provisions of this Chapter. The TDM Policy is incorporated by reference into this Chapter. The City Manager or their designee is hereby authorized to modify the TDM Policy as necessary, provided such amendments are consistent with this Chapter and State law.

### **20.350.030 Definitions.**

The following words and phrases shall have the meanings below when used in this Chapter. Additional information is provided in the TDM Policy.

- A. ***Carpool*** shall mean a motor vehicle occupied by two or more persons travelling together.
- B. ***Commute*** shall mean a regular trip between home and work-related facilities, i.e., home to park-and-ride to work.
- C. ***Complex*** shall mean either:
  - 1. A business park, shopping center, or other commercial/industrial project in separate or common ownership, which can be identified by any of the following characteristics:
    - (a) It is known by a common name given to the project by its developer or owner(s);
    - (b) It is governed by a common set of covenants, conditions, and restrictions;
    - (c) It was approved, or is to be approved, as an entity by the City;
    - (d) It is covered by a single tentative, final subdivision map or parcel map;
    - (e) It is managed as a single aggregated center by the property owner or management company; or
  - 2. Any non-retail multi-tenant building or group of buildings with 50 or more employees at the single site, which is not included within the definition of ***complex*** pursuant to Section 12.36.030(a) above.
  - 3. Any set of residences served by a single management company, on-site management team, or homeowners association.
- D. ***Compressed work week*** shall mean a policy and supportive strategies that allow an employee to work fewer but longer days within a week.
- E. ***Employee*** shall mean any person hired by any employer, including part-time and seasonal employees.
- F. ***Employer*** shall mean any private or public employer, including the City, who has a permanent place of business in the City.

- G. **Single-Occupancy Vehicle** shall mean a motor-driven vehicle (to include two-wheel, motor-driven vehicles) occupied by one person. For the purposes of this ordinance, motorized e-bikes and scooters are excluded from this definition.
- H. **Telecommuting** shall mean a policy and supportive strategies that allow an employee to work wholly or partially from home or other remote location.
- I. **Transportation Demand Management (TDM)** is a system of strategies, policies, and programs that aim to increase availability and convenience of alternative travel modes to reduce the number of single-occupancy vehicle trips.
- J. **TDM Coordinator** shall mean an assigned on-site person, by the developer/owner/project operator who is responsible for implementing and monitoring the project's TDM Plan, as approved by the City. The TDM coordinator shall be responsible for sharing TDM information with residents, employees, and other project users, answering questions, and coordinating with the City on matters such as monitoring and reporting.
- K. **TDM Plan-Applicant** A plan/documentation prepared by the project applicant/developer that shows how a proposed development will show compliance with Chapter 20.350 of the SMMC and adopted TDM Policy. The TDM Plans shall include information on which strategies will be applicable to the project and details on how they will be implemented and monitored over time.
- L. **Vanpool** shall mean a van occupied by three to 15 people travelling together.

#### **20.350.040 Applicability.**

- A. The standards of this Chapter and the TDM Policy shall apply to all development projects that are not exempt from CEQA and that emit more than 500 metric tons of carbon dioxide (MT of CO<sub>2</sub>) per year.
- B. Projects that are subject to this Ordinance shall submit a project specific TDM Plan for the City's review and approval with the entitlement application to show compliance with this Chapter and the TDM Policy.

#### **20.350.050 TDM Plans.**

- A. Development projects that are subject to the TDM Ordinance and Policy are required to establish project specific TDM Plans that include all mandatory and a selection of optional strategies from the City's TDM Policy. Project applicants shall submit their project's TDM Plans to the City with their entitlement application. A project's TDM Plan is to be considered by the decision making body with project's other entitlements.
- B. After initial approval and during the life of the project, City Manager or designee are authorized to approve amendments to TDM Plans, in consultation with and based on input from the project applicants or successors.
- C. City approved TDM Plans for development projects are binding on the project applicant and successors for the life of the project. The applicant is required to notify the City when administration and monitoring of the TDM Plan transfers to their successor.

#### **20.350.60 Monitoring and Reporting.**

- A. Monitoring. The project applicant or their successor and the TDM Coordinator are responsible for implementation, monitoring, and reporting of their project's TDM Plan. Monitoring mechanisms may include printed copies of materials provided to employees or residents, photographs of installed features, site inspections by City staff, documented site inspections by applicant staff, or surveys of site employees and/or residents to determine the mode share for single-occupancy vehicles, carpooling/vanpooling, public transit, walking, bicycling, and telecommuting. Surveys may also include participation rates for programmatic strategies and usage of infrastructure strategies. Collaboration with City staff is required to determine the monitoring documentation appropriate to the specific measures and nature of the project.

B. Reporting. The project applicant/their successor or TDM coordinator shall submit TDM Plan's Monitoring and Compliance Reports to the City, during the first five years of a project's operations, with relevant data and reports to document compliance with the project's TDM Plan. The initial/first Report shall be due to the City after one year of issuance of final Certificate of Occupancy. After the initial report, Monitoring Reports are required to be submitted to the City after every other year. The reports may include results of surveys and mode choices by project residents and/or employees to disclose if mode share goals are being met. The reports should list all the mandatory and optional strategies that a project included in its TDM Plan and show implementation efforts undertaken by the applicant/TDM coordinator. The report should additionally identify participation rate by employees/residents for each strategy. If certain strategies are not able to achieve desired goals of reduction in vehicle trips, the report should identify what strategies the project will employ moving forward to achieve the goal of trips reduction.

### **20.350.070 Enforcement.**

- A. The City Manager or their designee shall investigate and enforce this Chapter. Any City authorized personnel or enforcement officer may exercise any enforcement power as set forth in Chapter 1.12 of the San Marcos Municipal Code.
- B. The City Manager or their designee may delegate to or enter into a contract with a consulting firm to implement and administer any of the provisions of this Chapter on behalf of the City.
- C. TDM amenities approved and installed pursuant to the provisions of this Chapter and project specific TDM Plan shall be maintained in accordance with the policies and requirements of the TDM Policy. Failure to do so may be subject to enforcement to the provisions of this section. Non-compliance with this Chapter includes failure to submit a TDM Plan when required; failure to submit biennial Monitoring and Compliance Reports or non-implementation of TDM strategies included in a project's TDM Plan.
- D. If the City determines that a project's mode share goals are not being met and strategies included in the TDM Plan are deemed insufficient, the TDM Coordinator shall work with the City to revise the project's TDM Plan to modify or replace strategies.

### **20.350.080 Fees.**

An applicant for a project subject to this Chapter shall include with the TDM Plan and with subsequent Monitoring and Compliance Reports, all fees established by the City Council by resolution to cover the City's cost to review the TDM documentation packages and any other documents that the city staff reviews pursuant to the requirements of this Chapter, the TDM Policy and the project specific TDM Plan.

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## CHAPTER 20.340 OFF-STREET PARKING AND LOADING

### Section 20.340.010 Purpose of Chapter

The purpose of this chapter is to regulate the provision of off-street parking and loading for all land uses, facilitate community-wide accessibility, and promote viability of business within San Marcos. Specifically, the purpose of this chapter is to do the following:

- A. Ensure adequate off-street parking and loading facilities to serve land use needs.
- B. Provide adequate off-street parking, circulation, and access to help support the viability of businesses in the City.
- C. Maintain efficient use of land by avoiding excessive amounts of parking.
- D. Allow parking alternatives and reductions to off-street parking requirements that provide flexibility in meeting off-street parking needs, when appropriate.
- E. Ensure off-street parking and loading facilities are designed in a manner that ensures efficiency, protects public safety, minimizes adverse impacts to adjacent land uses, and promotes the general welfare of the community.

### Section 20.340.020 Applicability

- A. **Applicability.** The standards of this chapter shall be applied to new construction and establishment, conversion, or expansion of any land use in the City, applicable to increases in floor space, seating capacity, dwelling units, employees, or rooms/beds associated with a building or structure. Operations associated with a land use shall not commence, nor a building be occupied, unless off-street parking and loading facilities conform to the requirements of this chapter. Exceptions to these standards are permitted when either of the following occurs:
  1. An adopted Specific Plan, policy plan, or special overlay district supersedes the provisions of this chapter; or
  2. An exception has been granted through a Variance or DP in accordance with the provisions in Chapters 20.525 (Variances) and 20.510 (Director's Permit), respectively.

### Section 20.340.030 General Requirements

- A. **Use of Parking Areas.** Parking spaces regulated in this chapter shall be solely used for parking, not for the display of merchandise; storage or display of equipment; display for sale or lease; or repair of vehicles, trailers, recreation vehicles, boats, and etc. except when permitted by Chapter 20.455 (Temporary Events).
- B. **Required Availability and Maintenance.** All off-street parking and loading required by this chapter shall be available during all hours of operation, marked for their intended uses, and reserved for parking and loading purposes for the life of the use or facility. Parking spaces and associated driveways, maneuvering areas, and landscaping shall be maintained free of vandalism and litter. Striping, paving, walls, lights, and all other facilities shall be maintained in good condition.
- C. **Existing Facilities.** Any building or use for which parking facilities become substandard by the adoption of this chapter shall be considered a nonconforming use. Such nonconforming use may continue, but no

enlargement or expansion in such a use or building shall be made unless the required number of parking spaces or parking area, as designated by this chapter are provided.

- D. **Change of Occupancy or Use.** For a change of occupancy, a new business license, or enlargement of a structure or use where the parking demand is increased, off-street parking facilities and loading shall be provided in compliance with the minimum requirements of this chapter.
- E. **Parking of Inoperable or Unregistered Vehicles.** Except as set forth in this chapter, it shall be unlawful for any person to park or store an automotive vehicle or trailer without current registration from the Department of Motor Vehicles or in inoperable condition, except when stored in a fully enclosed building.
- F. **Change of Parking Requirements.** When parking requirements, as set forth in this chapter, are amended, such amendments shall not invalidate a previously approved permit.
- G. **Request for Special Review of Parking.** Modifications to parking improvement standards or other parking provisions in this chapter shall be considered in conjunction with the review permit applications or Site Development Plans by the appropriate authority. The applicant shall submit with the request, evidence necessary to demonstrate the unusual conditions warranting the modification, such as floor plans and other evidence, as requested by the reviewing authority.

## **Section 20.340.040 Required Number of Parking Spaces**

The requirements of this Section shall be applied uniformly, based on land uses, regardless of the Zone in which a land use is to be located, unless otherwise specified.

- A. **Minimum Standards.** Every use shall provide at least the minimum number of off-street parking spaces required by Table 20.340-1 (see Section 20.340.090 (Bicycle Parking) for bicycle parking requirements). Reductions to the parking requirements may be permitted, subject to compliance with the provisions of Section 20.340.050 (Off-Street Parking and Trip Reduction Measures). Required parking space dimensions, based on parking configuration, are established in Table 20.3403, Section 20.340.060 (Off-Street Parking Size and Location).
- B. **Uses Not Listed.** Parking requirements for uses not specifically listed in Table 20.340-1 will be determined by the Director, based on comparable uses in the Table or through a parking demand analysis of similar facilities in the region.
- C. **Mixed Use Sites.** Where multiple land uses are combined within a single building, structure, or parcel, off-street parking facilities for a single use shall not be considered as providing required parking facilities for any other uses. The aggregate number of parking spaces for each separate use, required by this chapter, shall be met, except where otherwise specified and a reduction of parking is allowed in compliance with Section 20.340.050 (Off-Street Parking and Trip Reduction Measures).
- D. **Rounding Calculations.** Calculations resulting in a fractional number shall be treated as follows: one (1) parking space is required for fractions of one-half (0.5) or greater; no additional parking space is required for fractions of less than one-half (0.5).
- E. **Calculations.**
  - 1. **Gross Floor Area Calculations.** Gross floor area calculations are based on the area within the surrounding exterior walls of a building or any portion, thereof, including shared bathroom spaces, storage areas, and areas for circulation.
  - 2. **Seating Calculations.** Where fixed seats provided are either benches, bleachers, or pews, such seats shall be calculated at one (1) seat per eighteen (18) inches and one (1) seat per twenty-four (24) inches of booth length for dining.

3. Assembly Area Calculations. All rooms or areas that can be logically used for seating, in addition to any fixed seating area, shall be calculated in determining the parking requirement for assembly areas.

**Table 20.340-1**  
**Parking Requirements by Land Use**

Land Use	Minimum Required Parking	Additional Use Regulations
<b>Residential Uses</b>		
Animal Keeping, Small	None required	
Accessory Dwelling Unit/Accessory Dwelling (Ord. 2017-1445, 7/11/2017)	<del>1 space/Accessory Dwelling Unit</del>	<a href="#">See Section 20.410</a>
Caretaker Unit	1 space	<del>Interior dimension: 20 feet x 20 feet</del>
Child Care Facility, Large Family Home	Required residential unit parking spaces and 1 space/2 employees	Tandem parking is permitted in driveways; vehicles cannot encroach into public rights-of-way
Child Care Facility, Small Family Home	Required residential unit parking spaces	Tandem parking is permitted in driveways; vehicles cannot encroach into public rights-of-way
Community Garden	None required.	
Duplex	2 spaces/unit; guest parking: 1 space/3 units	1 space shall be covered
Emergency Shelter	1 space per on duty staff person	
Qualified Worker Housing, Large	1 space/unit	<del>Space shall be covered</del>
Qualified Worker Housing, Small		
Live/Work Space or Live/Work Unit	Refer to live/work requirements under Section 20.340.040.F, Table 20.240-2	
Mobile/Manufactured Home	2 covered spaces/mobilehome; 1 guest space/6 mobilehomes	Tandem parking is permitted
Mobile/Manufactured Home Mini Park		
Mobile/Manufactured Home Park		
Multifamily Dwelling	<b>Studio:</b> 1 space/unit; <b>1 Bedroom Unit:</b> 1.5 space/unit <b>2+ Bedroom Unit*:</b> 2 spaces/unit; 1 space shall be covered Guest Parking: 1 space/3 units	*1 garage space shall be provided for condominiums, duplexes, townhomes, patio homes. Apartments shall provide one covered parking space (garage or carport) of the required ratio. Additional

		multifamily requirements are provided in Section 20.340.040.G
Multifamily Dwelling, Affordable Housing (deed restricted)	<u>1.7 spaces/unit</u> <u>Parking to be provided based on State's requirements</u>	Additional multifamily requirements are provided in Section 20.340.040.G
<u>Non-Commercial Horticulture</u>	<u>None required.</u>	
Planned Residential Development (PRD)	Sum of individual parking requirements for each use; residential parking by bedroom count	Chapter 20.435 (Planned Residential Development)
<u>Private Residential Garage</u>	<u>None required.</u>	
Recreational Vehicles (RVs)/Parks	To be determined by the Director during SDP or CUP review process.	
Residential Care Facility, Small & Large	1 space/3 residents	Provision of parking shall be based on the population served and level of care provided at the facility. Minimum requirements here are guidelines for establishing appropriate service levels on a case by case basis at time of SDP review
Rooming House	1 space/room; plus 2 spaces	
Senior/Age-Restricted Dwelling or Unit	1.25 spaces/unit	Satisfies resident and visitor parking
Single-Family Attached	2 spaces/unit	1 space shall be covered
Single-Family Detached	<b>≤3,000 s.f. unit:</b> 2 attached covered spaces required; <b>&gt;3,000 s.f. unit:</b> 3 attached covered spaces required	See Table 20.340-5 for additional standards; Section 20.340.060.H
<u>Sport Court, on a Residential Lot</u>	<u>None required.</u>	<u>Residential Zones only.</u>
Supportive Housing	<b>Studio:</b> 1 space/unit <b>1 Bedroom Unit:</b> 1.5 space/unit <b>2+ Bedroom Unit:</b> 2 spaces/unit; 1 space shall be covered, Guest Parking: 1 space/3 units	
Transitional Housing	2 covered spaces/unit	
<b>Recreation, Education &amp; Public Assembly Uses</b>		
Animal Keeping, Large	1 space/250 s.f. gross floor area	
Assembly and Recreation	To be determined by the Director during SDP or CUP review process.	

Automobile Parking Lot or Storage Garage (Enclosed or Freestanding)	Adequate for facility, building, or area served.	
Cemetery	As provided by internal circulation system.	
Child Care Facility, Daycare Center	1 space/2 employees plus 1 space/5 children (per maximum capacity) or 1 space/10 children where adequate drop-off facilities are provided per 20.340.040.I.1.	
Club	10 spaces/1,000 s.f. of assembly floor area	
College, Nontraditional Campus Setting	3 spaces/1,000 s.f.	
College, Traditional Campus	1 space/3 non-resident students; plus 1 space/3 employees and faculty	
Conference/Convention Center	To be determined at time of Site Development Plan Review	
Extended Care Facility	To be determined by the Director during SDP or CUP review process.	
Museum, Library, or Gallery	1 space/350 s.f. gross floor area	Section 20.340.040.C
Outdoor Recreation Facility	To be determined by the Director during SDP or CUP review process.	
Places of Assembly	1 space/4 fixed seats or 1 space/50 s.f. assembly floor area with no fixed seating	Section 20.340.040.C
Small Place of Assembly	1 space/150 s.f. plus 1 space/instructor or employee.	
Public Buildings and Facilities	To be determined at time of application based on building/facility purpose.	
Public Maintenance Buildings and Facilities		
Public Park/Open Space/Recreation	To be determined by the Director during SDP or CUP review process.	
Recreation Facilities/Park (Manufactured Home Park Zone)	To be determined by the Director during SDP or CUP review process.	
School	<b>Elementary or Secondary School:</b> 1.5 spaces/classroom; 1	

	space/2 employees; and 1 space/75 s.f. multipurpose/auditorium floor area <b>High School:</b> 1 space/2 employees and 1 space/5 students	
Small Wind Energy Systems	No parking required.	Only applies to private facilities in Residential Zone.
Sport Court, Lighted & Unlighted	3 spaces/court and/or 1 space/200 s.f. gross floor area	
Stable, Private	None required.	
Stable, Public	1 space/4 stalls and/or enclosures	
Swimming Pool/Sauna/Hot Tub	No parking required.	Only applies to private facilities in Residential Zone
<b>Agricultural Uses</b>		
Agricultural/Horticultural, Non-Commercial	No parking required.	
Agricultural/Horticultural, Commercial	1 space/250 s.f. gross floor area plus 1 space/1,000 s.f. outdoor area usage	
Agricultural/Horticultural, Processing and Packaging	1 space/250 s.f. gross floor area plus 1 space/1,500 s.f. outdoor area usage	
Small Animals	1 space/250 s.f. gross floor area plus 1 space/1,500 s.f. outdoor area/greenhouse space	
Plants and Crops		
<u>Plants and crops</u> Wholesale Production	1 space/3 employees plus on-site area for 1 commercial loading/unloading vehicle	Only applies in R-1-20 Zone
Greenhouse/Nursery	1 space/250 s.f. gross floor area; plus 1 space/1,500 s.f. outdoor area usage	
Commercial Production		
Retail		
Sales Stand	2 spaces	
<b>General Retail Uses</b>		
Adult Entertainment Business	1 space/250 s.f. gross floor area plus 1 space/2 employees	
Animal Shelter	1 space/250 s.f. gross floor area	
ATM, Freestanding Exterior/Exterior Wall	1 space/ATM, plus queue space for 5 cars for drive-through facilities	
ATM, Interior to Building/Vestibule	1 space/ATM; on-street parking may satisfy requirements at the discretion of the Director.	

Automotive Fueling Station	1 space/1,000 s.f. minus convenience store area; plus 3.3 spaces/1,000 s.f. convenience store; plus 5 queue spaces for self-service auto wash	
Automotive Rentals	2.5 spaces/1,000 s.f.	
Automotive Sales, New	1 space/400 s.f. interior showroom floor area and office plus 1 space/2,000 s.f. outdoor display area plus 1 space/300 s.f. floor area for the parts department	
Automotive Sales, Other Vehicle Sales	1 space/1,000 s.f. interior showroom floor area plus 1 space/1,000 s.f. outdoor display area plus 1 space/350 s.f. office floor area	
Automotive Sales, Used		
Automotive Sales, Wholesale		
Bar	1 space/3 seats or 1 space/100 s.f. gross floor area whichever is greater	
Catering	<u>2.5 space/1,000-1 space/400</u> s.f. gross floor area	
Catering, Food Truck	Per issued food facility permit requirements	
Cigar Lounge/Smoke Shop	1 space/250 s.f. gross floor area	
Commercial Artist/Production Studio	1 space/350 s.f. gross floor area	
Commercial Entertainment	1 space/3 seats up to 800 seats then 1 space/6 seats +1 space/employee	
Commercial Recreation, Indoor	1 space/250 s.f. gross floor area; plus 1 space/employee	
Commercial Recreation, Outdoor	4 spaces/court and/or 1 space/200 s.f. gross floor area	
Drive-Through	Parking per primary land use	Refer to stacking per Section 20.340.040.H
Dry Cleaning or Laundry, Plant	1 space/500 s.f. gross floor area	
Employee Services	3 spaces/1,000 s.f.	
Funeral Home/Mortuary	14 spaces/1,000 s.f.	
Kiosk (stand-alone)	2 spaces	
Lodging, Bed & Breakfast	1 space/guest room; plus 2 spaces	
Lodging, Hotel	1 space/guest room; plus 10 spaces/1,000 s.f. banquet,	Additional parking per standards if additional uses
Lodging, Motel		

	assembly, meeting, or restaurant floor area or 1 space/8 seats; for accessory retail uses greater than 5,000 s.f.: 2.5 spaces/1,000 s.f.	(e.g., restaurants, conference/convention centers) are open to public patronage
Market, Grocery/Supermarket	1 space/250 s.f. gross floor area	
Market; Convenience		
Market; Liquor		
Market; Specialty Food and Beverage		
Merchandise Sales, Discount	1 space/250 s.f. gross floor area	
Merchandise Sales, New Retail <100,000 s.f.		
Merchandise Sales, New Retail <30,000 s.f.		
Merchandise Sales, New Retail >100,000 s.f.	1 space/250 s.f. gross floor area	
Merchandise Sales, Showrooms		
Merchandise Sales, Used/Pawn		
Moving Company	1 space/4,000 s.f. gross floor area	
Nightclub	1 space/30 s.f. of dance floor area; 1 space/100 sf of bar/seating area	
Nursery (Retail-Plant)	1 space/250 s.f. gross floor area plus 1 space/1,000 s.f. outdoor area usage	
Outdoor Dining	Area comprising less than 25% of indoor seating shall not require additional parking; area greater than 25% of the indoor spaces shall require 1 space/150 s.f.	
Parcel Delivery Service	1 space/250 s.f. gross floor area For office space; 1 space/500 s.f. gross floor area	
<a href="#"><u>Parking Facility, Enclosed Freestanding</u></a>	<a href="#"><u>No parking required.</u></a>	
Parking Lot Sale	No parking required for temporary events; minimum of 80% of parking lot shall be available for parking during event.	20.455 Temporary Events

Restaurant, Sit-Down and/or Take-Out	<b>1,000 s.f. or less:</b> 1 space/250 s.f. gross floor area plus 2 employee spaces; <b>1,001-4,000 s.f.:</b> 1 space/3 seats or 1 space/100 s.f. gross floor area whichever is greater; plus 3 employee spaces; <b>4,001 s.f. and larger:</b> 1 space/3 seats or 1 space/100 s.f. gross floor area whichever is greater; plus 1 space/employee	
<b>Office, Professional, and Business Support Services</b>		
Business Support Service	<u>4 spaces/1,000-1 space/250</u> s.f. gross floor area	
Financial Institution	<u>4 spaces/1,000-1 space/250</u> s.f. gross floor area; for drive-through facilities, refer to stacking per Section 20.340.040.H	
Financial Institution, with Drive-Through		
Internet-Based Sales	1 space/350 s.f. gross floor area	
Medical; Hospital	1 space/3 beds plus 1 space/250 s.f. administration	
Medical; Urgent Care	1 space /200 s.f. gross floor area	
Office; Corporate, Regional Administrative, Business, and Professional	<u>4 spaces/1,000-1 space/250</u> s.f. gross floor area	
Office; Government	<u>5 spaces/1,000-1 space/200</u> s.f. gross floor area	
Office; Medical, Dental, and Holistic	<u>5 spaces/1,000-1 space/200</u> s.f. gross floor area	Including massage establishments.
Research and Development (R&D)	<u>3 spaces/1,000-1 space/400</u> s.f. gross floor area	
R&D Fabrication and Light Manufacturing	1 space/500 s.f. gross floor area	
Technical/Scientific/Medical Laboratory, Incidental Uses	1 space/350 s.f. gross floor area	
<b>Service Uses</b>		
Animal Sales and Services	<u>2.5 spaces/1,000-1 space/400</u> s.f. gross floor area	
Auctions, Indoor	1 space/3 fixed seat, or 1 space/100 s.f. assembly space	
Automotive Services, Repair	1 space/800 s.f. gross floor area + 1 for every employee	

Automotive Services, Washing/Detailing	<del>2 spaces/1,000</del> <ins>1 space/500</ins> s.f.; plus queue spaces for minimum of 5 cars	
Dry Cleaning or Laundry, Agency	1 space/250 s.f. gross floor area	
Equipment Rental Yards	1 space/250 s.f. gross floor area plus 1 space/10,000 s.f. outdoor area usage	
Firearm Shooting Range (Indoor) (Ord. No. 2016-1419, 2-23-2016)	1.25 parking spaces/shooting lane, plus 1 parking space for every 250 square feet of retail and office area, plus 1 parking space for every 4,000 square feet of storage/warehouse area	
Massage Establishment	1 space/treatment room; plus 1 space/employee	
Massage, Accessory Use		
Personal Services, Fitness/Health Facility	1 space/250 s.f. gross floor area; plus 1 space/employee	
Personal Services, General	1 space/300 s.f. gross floor area	
Personal Services, Instructional and Limited Instructional	1 space/250 s.f. gross floor area; plus 1 space/employee	
Tattoo and/or Body Art Facility	1 space/250 s.f. gross floor area; plus 1 space/employee	
<b>Industrial, Manufacturing &amp; Processing Uses</b>		
Boat Building	1 space/500 s.f. gross floor area	
Building Material Storage & Sales Yard	1 space/10,000 s.f. gross storage area (indoor or outdoor) plus parking for office floor area per this Table	
Commercial Bakery	1 space/500 s.f. gross floor area + 1 space for every 200 s.f. of service area open to public	
Contractor Office & Services	Per square footage of individual uses per this Table	
Food Processing	1 space/750 s.f. processing floor area plus 1 space/300 s.f. office gross floor area	
Fueling Station; Fleets	1 space/300 s.f. office space plus 1 space/4 bays	
Furniture and Carpentry	1 space/500 s.f. gross floor area	
Industrial Design and Services	1 space/400 s.f. gross floor area except office area shall provide 1 space/300 s.f. gross floor area	Section 20.340.040.C

	and retail area shall provide 1 space/250 s.f. gross floor area	
Machine Repair Shop	1 space/500 s.f. gross floor area	
Manufacturing and Assembly	1 space/500 s.f. gross floor area plus 1 space/300 s.f. office gross floor area	
Metal Working Shop	1 space/500 s.f. gross floor area	
Microbrewery/ <u>winery w/</u> Tasting Room	1 space/500 s.f. gross floor area	
Microbrewery/ <u>winery</u> Tasting Room with Restaurant	1 space/500 s.f. gross floor area plus 1 space/3 seats, plus 1 space/2 employees	
Newspaper Printing	1 space/500 s.f. gross floor area plus 1 space/300 s.f. office gross floor area	
Outdoor Storage, Accessory Use	1 space/10,000 s.f. gross storage area (indoor or outdoor) plus parking for office floor area per this Table	Section 20.340.040.C
Outdoor Storage, Primary Use	1 space/10,000 s.f. gross storage area (indoor or outdoor) plus parking for office floor area per this Table	Section 20.340.040.C
Renewable Energy Harvesting/Production	To be determined at time of application review.	
Self-Storage	3 spaces, plus 1 space/100 units	
Warehousing, Indoor	1 space/4,000 s.f. gross floor area plus parking for office floor area per this Table	Section 20.340.040.C
Water Treatment and Filtering Services	To be determined at time of Site Development Plan Review	
Wholesale, Processing, and Distribution	1 space/4,000 s.f. gross floor area; or 1 space for each employee and employer, whichever is greater.	
<u>Winery/Tasting Room</u>	<u>1 space/500 s.f. gross floor area</u>	
<b>Transportation, Communication &amp; Utility Uses(2)</b>		
Antenna or Communication Facility	No parking required; sufficient usable on-site area shall be provided for employee/service agents and loading activities	
Non-Public Antenna or Communication Facility	To be determined at time of application review.	
Parking; Fleets	No parking required	
Public Utilities		
Transportation Dispatch Only		

Transportation Dispatch, Fleet Usage	<del>2 spaces/1,000 s.f.</del> <del>1 space/500 s.f.</del> plus 1 space/commercial vehicle	
<b>Recycling Facilities</b>		
Small Collection Facility	<del>2 spaces/1,000 s.f.</del> <del>1 space/500 s.f.</del> plus 1 space/bin	
Large Collection Facility		
Small Processing Facility	1 space/400 s.f. gross floor area	
Large Processing Facility		
Reverse Vending	2 spaces	

( Ord. No. 2021-1512 , § 2(Exh. B), 1-11-22)

#### F. Mixed Use Parking Requirements

**Table 20.340-2**  
**Mixed Use Parking Requirements**

Land Use	Minimum Required Vehicular Parking	Minimum Required Motorcycle Parking	Minimum Required Bicycle Parking
<b>Residential</b>			
Studio	1 space/unit	0.1 space per studio	0.5 space per studio
1 Bedroom Unit	1.25 space /unit	0.1 space per unit	0.5 space per unit
2 Bedroom Unit	1.75 spaces/unit	0.1 space/unit	0.75 space/unit
3+ Bedroom Unit	2.0 spaces/unit	0.1 space/unit	1 space/unit
<b>Senior Housing</b>	0.8 space/unit	0.1 space/unit	0.5 space/unit
<b>Live-Work Units</b>	<del>≤ 2,000 s.f.: 1 space</del> <del>&gt; 2,000 s.f.: 2 spaces</del>	0.25 space/1,000 s.f. per unit 0.25 space/1,000 s.f. per unit	.75 space/1,000 s.f. per unit .75 space/1,000 s.f. per unit
<b>Non-Residential</b>	<del>3 spaces/1,000-1 space/350 s.f.</del>	0.75 space/1,000 s.f. per unit	.75 space/1,000 s.f. per unit
<b>Restaurants</b>			
Sit-down	<del>8.5 spaces/1,000-1 space/120 s.f.</del>	1 space/1,000 s.f.	<del>2 spaces/1,000-1 space/500 s.f.</del>
Take-out	<del>6.5 spaces/1,000-1 space/150 s.f.</del>	0.25 space/1,000 s.f.	<del>0.5 space/1,000-1 space/2000 s.f.</del>

#### G. Additional Multifamily Requirements

(Supp. No. 8, Update 3)

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1. Residential projects and Mixed Use projects with residential components that provide required uncovered parking shall assign parking spaces by dwelling unit. Spaces shall be clearly marked to denote assigned parking. For the convenience of tenants and guests, parking spaces shall be located as close as possible to the unit or common facility it is intended to serve. The project applicant shall submit a Parking Management Plan during the Site Development Plan Review.
2. Required guest parking shall be provided, per the requirements in Table 20.340-1 and shall be clearly marked. Guest parking need not be in addition to required residential parking when parking spaces are not assigned.
3. Parking spaces adjacent to non-residential tenants shall be clearly marked for customer parking and shall not permit residential assigned parking.
4. All permanent, assigned, and unassigned spaces must be full sized spaces, nine (9) feet wide by eighteen (18) feet long. Unassigned spaces are permitted to include compact spaces, evenly distributed throughout the project.

H. **Drive-Through Facilities/Stacking Capacity.** For drive-through facilities that permit transaction of business directly with customers within a motor vehicle, the minimum length provided per vehicle for stacking capacity of vehicles in a drive-through service lane shall be twenty-five (25) linear feet. The total stacking capacity required shall be determined through CUP review and approval.

I. **Prohibited Uses and Exceptions**

1. **Daycare or Commercial Child Daycare.** Required parking may be reduced per the standards of Table 20.340-1 where adequate drop-off facilities are provided.
  - a. Drop-off facilities shall be designed to accommodate a continuous flow of vehicles to safely load and unload children. Adequacy will be determined by the approval authority during project application review.
2. **Overnight Parking.** Outside overnight parking is prohibited for vehicles associated with repair activities and fueling/service stations.

J. **Permitted Off-Site Parking.** Off-site parking may be used to comply with the required off-street parking, subject to the provisions of Section 20.340.080 (Off-Site Parking Alternatives).

(Ord. No. 2022-1527 , § 2(Exh. A), 10-25-2022)

### **Section 20.340.050 Off Street Parking and Trip Reduction Measures**

~~This section provides the criteria, optional means, and requirements for the reduction of off-street parking and trips.~~

A. ~~Criteria.~~ ~~Required parking for any use may be reduced through approval of Site Development Plan Review or DP depending on proposed project, consistent with the following requirements:~~

- ~~1. The parking serves special conditions, such as proximity to frequent transit service or special characteristics of the population residing, working, or visiting the site~~
- ~~2. Proposed parking satisfies the requirements for the uses served, as can be demonstrated through a parking management plan~~
- ~~3. Parking demand generated by the project does not exceed capacity or result in a negative impact on the supply of off-street parking in the surrounding area~~

B. **Parking Reduction Measures.** The number of off street parking spaces may be reduced, as provided by Table 20.340-3, subject to meeting the criteria, above, and may require submittal of a parking management plan, per Section 20.340.050.C (Parking Management Plan).

**Table 20.340-3**  
**Parking Reduction Measures**

<b>Project Features</b>	<b>Parking Reduction Description and Criteria</b>
Mixed use Projects	A parking reduction may be granted when the reviewing authority determines that a reduction is justified, based on the characteristics of the uses and a parking demand study using the Urban Land Institute accepted ratios, and/or other appropriate source, as approved by the Director. The Director may require a parking management plan, conducted by a licensed traffic engineer or other traffic professional.
Transit Accessibility- location within 1/4 mile (1,320 linear feet) of transit	A parking reduction may be granted for non-residential, multifamily, and mixed use developments proposed within 1/4 mile of local or regional mass transit lines or routes, when the reviewing authority determines that the parking management plan, submitted by the applicant, justifies the reduction based on documented mass transportation use characteristics of patrons and employees of the respective uses.

C. **Parking Management Plan.** To evaluate a project's compliance with the parking reduction criteria (above), the reviewing authority may require submittal of a parking management plan in addition to the required permit. The parking management plan shall indicate evidence or documentation necessary to demonstrate the conditions that warrant a parking reduction, including the following:

1. Parking quantity information that documents the need for fewer spaces (e.g., sales receipts, records of customer visits, information on parking standards required for the proposed land use in other cities, etc.);
2. Floor plans indicating the typical uses of the building; and
3. Programs that may be implemented that would reduce parking demand.

Requests for parking reductions shall be processed as part of the required project permit application, or through Site Development Plan Review, pursuant to Chapter 20.515 (Site Development Plan Review) if no other permit is sought. Review and approval of parking management plans will be at the discretion of the Director, or appropriate reviewing authority.

D. **Transportation Demand and Trip Reduction Measures.** Trip reduction requirements ensure large non-residential development projects provide adequate development of alternative transportation facilities or programs, thereby, reducing demand for vehicular commute trips.

1. **Applicability.** The provisions of this section are required for all major non-residential development projects and the non-residential portions of mixed use development projects that exceed 25,000 square feet of gross floor area, including new construction and the expansion of an existing facility or use. Major non-residential development projects, 25,000 square feet or less, may optionally provide the following facilities or programs in return for a reduction in vehicle parking requirements. The Director may, if projected traffic conditions warrant, require the provisions of this section to developments of 25,000 square feet or less.

2. **Preferential Parking for Carpool and Vanpool Vehicles.** Reserves and designates preferred parking, defined as covered, shaded, or located as close as possible to point(s) of primary pedestrian access from the parking area to an employee entrance for carpool and vanpool vehicles.
  - a. **Requirement:** Office or industrial developments must provide a minimum of ten percent (10%) of the employee parking spaces for preferred parking for carpool and vanpool vehicles.
3. **Passenger Loading Areas.** Public parking areas shall designate a passenger loading area for embarking and disembarking passengers from ridesharing vehicles. Such passenger loading areas shall be located next to the primary pedestrian access from the parking area to adjacent building(s) and shall be designed to include a turn out large enough to accommodate waiting vehicles equivalent to one half of one percent (0.5%) of required parking for the project.
4. **Shower and Locker Facilities.** All development projects expected to employ one hundred fifty (150) or more persons shall provide shower and locker facilities for use by employees or tenants who commute by bicycle or walking.
  - a. **Requirement:** One (1) shower and six (6) lockers with minimum dimensions of twelve (12) inches by eighteen (18) inches by thirty six (36) inches shall be provided for each one hundred fifty (150) employees or fraction thereof. Design and/or management of shower and locker facilities shall provide access for both male and female employees and must be located within the main structure onsite and shall comply with the California Building Code.
  - b. **Optional Trip Reduction:** Developments with one hundred (100) or more employees may reduce their parking requirement by providing shower and storage locker facilities for bicycle commuters. A maximum reduction of two percent (2%) of required parking is permitted.
5. **Secure Bicycle Parking.** Developments that provide additional secure bicycle parking facilities over and above the minimum requirement may reduce their parking requirement by one (1) vehicle space for every three (3) additional bicycle spaces provided. A maximum reduction of two percent (2%) of required parking is permitted.

## Section 20.340.0650 Off-Street Parking Size and Location

Every use shall provide the required off-street parking spaces in accordance with the location and dimensional requirements in this Section.

- A. **Vehicular Parking and Driveway Sizes.** Table 20.340-4 regulates minimum off-street space dimensions and drive aisle requirements for various angles of parking. See Figure 20.340-1 that graphically supplements Table 20.340-4.

**Table 20.340-4**  
**Parking Dimensions Table**

Angle	A	B <sup>1</sup>	C <sup>2</sup>	D	E
	Space Width	Space Depth	Space Length	One-Way Aisle Width	Two-Way Aisle Width
<b>Standard Vehicle</b>					
Parallel <sup>2</sup>	9' 0"	9' 0"	22' 0"	12' 0"	20' 0"
30°	9' 0"	18' 0"	20' 0"	12' 0"	24' 0"
45°	9' 0"	20' 6"	20' 0"	14' 0"	24' 0"

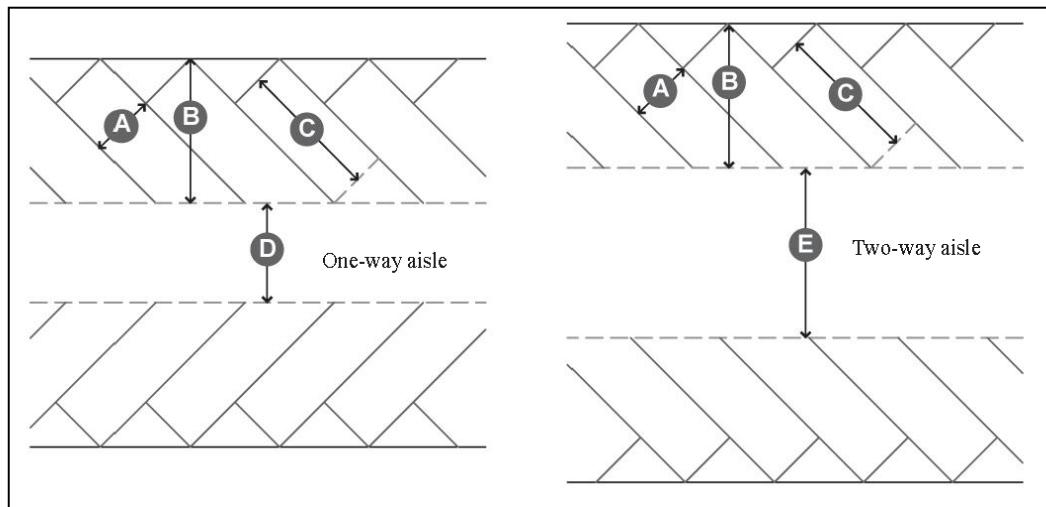
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(Supp. No. 8, Update 3)

60°	9' 0"	22' 0"	20' 0"	18' 0"	24' 0"
Perpendicular	9' 0"	18' 0"	18' 0"	24' 0"	24' 0"
<b>Compact Vehicle<sup>4</sup></b>					
Parallel <sup>3</sup>	8' 6"	8' 6"	20' 0"	12' 0"	20' 0"
30°	8' 6"	15' 6"	16' 0"	12' 0"	24' 0"
45°	8' 6"	17' 0"	16' 0"	14' 0"	24' 0"
60°	8' 6"	18' 0"	16' 0"	18' 0"	24' 0"
Perpendicular	8' 6"	16' 0"	16' 0"	24' 0"	24' 0"

## Notes:

1. Measured perpendicular to aisle.
2. The paved parking space length may be decreased by up to 2 feet by providing an equivalent vehicle overhang into landscaped areas, or other paved walkways.
3. End spaces may be reduced to 18 feet.
4. Compact spaces shall not exceed the overall number of required parking spaces in Section 20.340.060.I.

**Figure 20.340-1 Parking Dimensions Figure**

- B. **Minimum Vertical Clearances.** Vertical clearance for all standard parking spaces, including entrances, shall be a minimum of seven (7) feet, except the front three (3) feet of a parking space in an enclosed garage in a residential Zone may have a vertical clearance of four (4) feet.
- C. **Minimum Drive aisle and Driveway Widths.** Driveway-Drive aisle widths in parking areas shall comply with the minimum requirements specified in Table 20.340-4, except for residential garages shall reference (see subsection H, below). Shared driveway access with adjacent lots is encouraged, provided the following requirements are met:
  1. The driveway is directly adjacent to a shared property line;
  2. An easement for the use of the driveway is obtained;
  3. The driveway width is adequate to serve the additional number of vehicles to be served.
- D. **Driveway Entrances.** Parking lot driveway entrances shall be located in a manner to coordinate with future median openings and shall line up with opposite side driveway entrances. Location criteria shall be per the City's Urban Street Design Criteria or its successor and shall be to the satisfaction of the City Engineer.

E. **Sufficient Vehicular Maneuvering Area, Access, and Circulation.** The following standards are provided to ensure suitable maneuvering and circulation for parking lots or loading areas accessed from a public street or alley:

1. All access and circulation shall facilitate vehicles entering and exiting a facility or lot without backing up into a public street, reentering a public ROW, or making other hazardous turning movements, including trucks, solid waste, emergency, and other public service vehicles.
2. If such circulation, described in paragraph A is not possible, a turnaround area shall be provided, subject to the requirements of the San Marcos Fire Department or City of San Marcos Engineering Division.
3. Traffic controls at ingress and egress points and directional arrow markings on the pavement may be required, as determined to be necessary by the City for public safety.

F. **Parking Location.** Off-street parking shall be provided in a paved parking area, building, as follows:

1. **Residential Development.** All off-street parking for residential uses shall be located on the same site as the uses they are intended to serve, but shall not be located within a required front or corner side setback, except as otherwise provided in this chapter.
2. **Multifamily Residential within Mixed Use Development.** At least one (1) space for each residential unit shall be located on-site; other required parking spaces may be located off-site, subject to the standards for off-site parking in Section 20.340.080 (Off-Site Parking Alternatives) and the following standards.
  - a. Residential parking garages shall be located adjacent and behind the building elevation.
  - b. Surface parking for commercial uses shall be located adjacent to or behind buildings and is prohibited at street corners, unless otherwise approved by the City at the time of site development review.
3. **Non-Residential Development within Mixed Use.** Parking required to serve non-residential uses may be on the same or different site as the uses served, subject to complying with the standards for off-site parking in Section 20.340.080 (Off-Site Parking Alternatives).

G. **Design Variances/Exceptions.** Where an applicant can demonstrate to the satisfaction of the approval authority that variations/exceptions on the dimensions, otherwise required by this Section, are warranted in order to achieve environmental design and sustainable building objectives (i.e., certification under the LEED™ Green Building Rating System or an equivalent), specific parking area design variances may be approved by the Director.

H. **Garage Standards.** Consistent with the standards of Chapter 20.215 (Residential Zones), garages within the R Zones shall conform to the standards and regulations of Table 20.340-5. All garages and parking spaces shall be constructed concurrently with the dwelling unit prior to occupation.

**Table 20.340-5**  
**Garage Development Standards**

Home Type	Garage/Space Type	Minimum Dimension Requirements	Additional Regulation(s)
<b>Residential and Agricultural Zones</b>			
≤3,000 s.f. dwelling unit	Attached 2 Car	20 feet x 20 feet (400 s.f.) interior minimum	Shall be constructed out of the same materials as the principal dwelling

			structure on the lot or parcel.
≥3,001 s.f. dwelling unit	Attached 3 Car	20 foot depth required, 640 s.f. interior minimum	Third space may be tandem; no required portion shall be eligible for garage conversion
<b>R-2/R-3 Zone</b>			
Rental	Single unit-assigned parking space	12 feet x 20 feet (240 s.f.) interior minimum	Space shall be covered and assigned
Ownership	Single enclosed garage space	12 feet x 20 feet (240 s.f.) interior minimum	Automatic garage door required

I. **Compact Car Spaces.** Compact car spaces may be permitted in accordance with the following standards:

1. **Dimensions.** Spaces shall be the minimum size specified in Table 20.340-4.
2. **Designation of Parking.** "Compact" shall be clearly marked on the pavement or curb to designate spaces.
3. **Distribution of Spaces.** When included, compact spaces shall be distributed throughout the parking area, and shall not be provided disproportionately near building(s).
4. **For Industrial and Office uses.** Parking lots of thirty (30) or more spaces shall be permitted to include compact spaces for up to twenty percent (20%) of total required spaces.
5. **For Uncovered Multifamily Parking and Guest Parking.** Compact parking spaces shall be permitted for up to twenty percent (20%) of the total required spaces. All garage dimensions shall conform to standards of Section 20.340.060.H (Garage Standards), and compact spaces shall not be used to count toward requirements for covered spaces. Compact spaces shall not count toward required single-family residential parking spaces.
6. **Other Land Uses.** Land uses not identified in Section 20.340.040 (Required Number of Parking Spaces) with parking lots of thirty (30) spaces or more shall be permitted to include compact spaces for up to twenty percent (20%) of total required spaces.

J. **ADA Compliant Parking Spaces ~~for Disabled Persons~~.** ADA compliant parking spaces ~~for disabled person~~ shall be provided on-site for each land use and/or development in accordance with the following standards:

1. Designated ADA parking spaces ~~for the disabled~~ shall be provided in compliance with state law (Title 24) and the California Vehicle Code (Section 22507.8), including required number of parking spaces and design requirements.
2. Parking spaces and loading/unloading areas shall be reserved for the life of the approved land use.
3. Designated parking shall be visibly marked with blue paint and appropriate signage, per state requirements.

K. **Electric/Alternative Fuel Vehicle Parking.** Electric/alternative fuel vehicle parking and charging stations shall be provided in accordance with the following standards. Charging station levels are defined in Chapter 20.600 (Definitions).

1. **Number of Spaces Required.**
  - a. All multi-family residential and non-residential projects are required to provide 5% of their required spaces as Electric Vehicle charging stations (Level 2 or better). Projects that emit fewer than 500 MT of carbon dioxide equivalent annually are exempt from this requirement, as identified in the City's Climate Action Plan Consistency Review Checklist.
  - b. All residential and non-residential Electrical Vehicle parking must comply with the requirements of Chapter 17.28 of this Municipal Code and the California Green Building Standards Code.
2. **Permit Requirements.** All applicable electrical and building permit requirements, restrictions and inspections shall apply to the construction of charging/exchange stations. Charging stations/spaces:
  - a. Shall be posted with signage indicating the space is only for Electric Vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced by the owner. Information identifying voltage and amperage levels or safety information must be posted.
  - b. Should be sited within parking areas to discourage non-electric vehicle use.
  - c. Shall not interfere with on-site parking or pedestrian circulation.
  - d. Shall be maintained in functioning order in all respects.

(Ord. No. 2023-1529 , § 3(Att. A), 2-28-2023)

## **Section 20.340.0760 Parking Lot Improvement Standards and Other Parking Layouts**

### **A. Parking Lot Improvement Standards.**

1. **Pavement Surfacing.** All circulation, loading, ingress and egress, and off-street parking areas shall be surfaced with an asphaltic or cement concrete paving, designed to withstand repeated vehicular traffic. Other paving material may be used, such as pervious surfaces, subject to the approval of the Director and/or City Engineer.
  - a. All surface water runoff shall be conveyed into a public ROW or storm drain or directed into planting areas. Drains shall be provided in accordance with the specifications of the City Engineer. Runoff shall be treated per the requirements of the latest NPDES permit prior to entering the public ROW or storm drain.
2. **Striping.** All parking spaces (with the exception of single-family garages or carport) and, when required, aisles, loading Zones, pedestrian walks and crossings, visitor parking, and fire lanes shall be striped or otherwise designated to provide safe access, circulation, and parking.
  - a. Pavement markings and other distinctions shall be maintained in a visible and legible manner.
3. **Bumper Guards or Wheel Stops.** Bumper guards or wheel stops shall be provided in such a manner as to ensure that no portion of any parked vehicle shall touch any wall, fence, building or project beyond any lot lines bounding a parking area facility.
4. **Landscaping Requirements.**
  - a. Except those areas devoted to driveways and/or pedestrian walkways, all off-street parking areas or structures abutting a public street or sidewalk shall be bound by a planting strip or appropriate permeable drainage treatment with minimum widths established by Site Development Plan Review standards or permit application review and shall comply with the American with

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(Supp. No. 8, Update 3)

Disabilities Act standards. The design shall include a method to ensure separation between landscaping and vehicle.

b. In addition to the requirements of paragraph 4.a above, for any required parking area of more than ten (10) spaces, landscaping shall be installed and maintained as follows:

i. Landscaped areas shall be evenly dispersed throughout the parking lot and shall include a combination of trees, shrubs, and ground cover, emphasizing drought-tolerant landscaping.

ii. Parking lots shall be required to provide trees for shade at a minimum of one (1) tree for every five (5) parking spaces, in planters or landscaped islands evenly distributed throughout the parking lot. Trees shall be selected from the City's approved planting list, shall be a minimum twenty-four (24)-inch box size, and designed to achieve a goal of fifty percent (50%) shade requirement within fifteen (15) years of planting.

iii. Tree planters shall have a minimum interior dimension of five (5) feet and/or shall be sized to accommodate the selected species of tree growth. To increase the parking lot landscape area, a two (2)-foot landscaped overhang area may be provided as part of the eighteen (18)-foot minimum length of a parking space, provided the total depth of such overhang area is in accordance with the specifications of Table 20.340-4. Such overhang area shall not be considered as part of the landscaping requirement. In no case shall such overhang be considered part of a required walkway or sidewalk width.

iv. Landscape irrigation shall be provided per the requirements of Chapter 20.330 (Water Efficient Landscape Standards).

v. Parking area landscaping requirements may be reduced if a developer provides substitute open areas as approved by the Director. Substitute areas may include reflection pools, lawns, and similar landscape features.

5. **Pedestrian Walkways and Bicycle Paths.** To ensure public safety and convenience, internal circulation and connections shall be created between a project and street and parking areas to address the needs of pedestrians, bicyclists, and vehicles and shall be designed to comply with the American with Disabilities Act and the following other standards:

a. Parking lots should provide direct, continuous, and safe path(s) between the parking area and public entrance of a building or use to minimize pedestrian conflicts with vehicles.

b. Where pedestrian and/or bicycle paths parallel the side of a building or use with a public entry, pedestrian walkways shall be provided at a minimum interval of seventy-five (75) feet.

c. Pedestrian and bicycle paths within parking lots or intersecting vehicular driveways shall be clearly distinguished using pavement markings, signage, planter areas, fences, raised curbs at a minimum of six (6) inches high, or other methods that ensure these routes are visible to drivers and require vehicles to yield to pedestrians and bicyclists.

d. Vehicular drives and aisles shall not be permitted to intersect a bicycle path at intervals of less than eighty (80) feet.

e. Bicycle paths and pedestrian walkways shall not be required in private parking lots in industrial, warehouse, and manufacturing uses, or for other developments requiring less than ten (10) off-street parking spaces, if deemed unnecessary by the City.

6. **Lighting.** Lighting fixtures in parking areas, access drives, and internal vehicular circulation shall be directed and shielded so as not to illuminate surrounding properties and shall comply with the following standards, as verified through a photometric study.

a. Lighting shall comply with the City's standards.

- b. Parking lot illumination levels shall achieve a uniform ratio of three to one (3:1) (average to minimum) and maintain an average of one (1) foot candle, with a minimum of one-half (1/2) foot candle.
- c. Parking garages shall achieve and maintain uniform lighting at a minimum of three (3) foot candles.
- d. Perimeter lighting, not affiliated with the lighting of parking lots, shall not exceed one-half (1/2) foot candle at any point along the property line of the subject or adjacent parcel.

7. **Parking Area Screening.**

- a. Parking lots shall be screened from major public streets and adjacent residential land uses with plants, trees, low walls, fences, berms, or grade changes that are a minimum of forty-two (42) inches in height.
- b. Interior property lines between parking lot areas and an existing or proposed residential development shall require a six (6)-foot-high decorative masonry wall or street trees.

8. **Maintenance.** Refer to Section 20.340.030.B (Required Availability and Maintenance) for parking area maintenance requirements.

9. **Parking Locator Signs.** Signage clearly identifying the location of parking lots shall be required where parking garages or parking lots are provided that serve off-site uses. See Section 20.340.080 (Off-Site Parking Alternatives) for further requirements and affiliated parking scenarios.

10. **Alternative Energy Systems.** Non-commercial alternative energy systems (solar and wind) including the provision of solar panels on parking lot shade structures or carports are permitted as an accessory use in all non-residential, R-2, and R-3 Zone parking areas subject to Site Development Plan Review. See Chapter 20.450 (Renewable Energy).

B. **Additional Improvement Standards for Multifamily Residential and Mixed Use Developments.** Parking improvement standards for multifamily residential and mixed use developments shall comply with the standards in this Section and the following design standards:

- 1. The design and materials used for covered parking structures shall be compatible with the design of the main structure on the property.
- 2. Metal carports with decking for roofs shall be prohibited. Metal posts painted to match the color scheme of the project may be acceptable, but shall not be located within the designated area of the parking space and cannot be counted as part of the required parking stall width. Trees, lattice/trellis structures and/or decorative masonry walls shall be incorporated as part of carports to minimize visual impact.
- 3. Solutions that minimize the visual impact of residential and commercial driveways shall be used including shared driveways, alley access, or other design approaches that minimize the number and width of driveways and curb cuts.
- 4. Surface parking shall be divided into smaller, landscaped lots or courts with defined pedestrian connections, landscaping, and shade trees.
- 5. There shall be a ratio of at least one (1) tree for every seven (7) parking spaces throughout or adjacent to open and covered parking areas. Rows of parking stalls, either open or covered, shall be broken up by a tree planting approximately every seven (7) spaces.
- 6. Reduction of parking stall size shall be allowed to be reduced by two and one-half (2.5) feet if:
  - a. The two and one-half (2.5) feet gained (by use of a parking stall overhang) shall be incorporated into adjacent landscaping areas.

- b. For angled parking, the triangular space at the head of each stall shall be landscaped (as a planter when abutting a sidewalk or incorporated into adjacent landscaped strips).
- 7. The more efficient ninety (90)-degree parking arrangement shall be used when possible, so as to minimize parking lot area.
- 8. Dwelling Units and parking/driveway areas shall have a minimum five (5)-foot landscaped separation, but, in general shall be located as far apart as possible.

C. **Tandem Parking.** Tandem parking shall be permitted for multifamily housing components of mixed use projects, and daycare homes, subject to approval of a DP.

- 1. **Tandem Parking for Mixed Use Projects.** For the residential components of mixed use project, the following conditions shall be met for tandem spaces:
  - a. Tandem spaces are required to be assigned for the same dwelling unit.
  - b. Up to ten percent (10%) of the total off-street parking spaces provided may incorporate tandem parking.
  - c. The minimum dimension for two (2) parking spaces in tandem shall be nine (9) feet in width by thirty-four (34) feet in length.

D. **Tuck Under Parking.** Tuck under parking shall be subject to the following requirements:

- 1. Parking is restricted to an alley or the rear forty percent (40%) of the site.
- 2. Parking spaces shall not be visible from the street or from an adjacent property.

E. **Parking Structures.** Parking structures, above or below grade, shall be subject to CUP approval by the Planning Commission when no other entitlement is required. All parking structures shall comply with the following requirements.

- 1. Parking structures shall be subject to applicable regulations in this section and to the regulations for main buildings and accessory structures, including setback requirements.
- 2. Transition ramps, which are also used as back-up space for parking stalls shall have a maximum slope of five percent (5%). The maximum slope for transition ramps with no adjacent parking spaces shall be ten percent (10%). A ramp used for ingress and egress to a public street shall have a transition section at least sixteen (16) feet long and a maximum slope of five percent (5%).
- 3. Parking structures with more than three hundred (300) spaces shall provide secondary circulation ramps and additional ingress and egress if deemed necessary by a traffic study prepared by a state registered traffic engineer.
- 4. All parking structures shall be architecturally compatible with existing or proposed structures and shall be subject to review and approval during the Site Development Plan Review process. The following factors shall be considered while reviewing a proposal: bulk, scale, proportion, building materials, colors, signage, architectural features, and landscaping. The design and location of the parking structure should be screened by the main building if possible.
- 5. Parking structures shall be provided with a minimum ten (10)-foot-wide perimeter landscape planter at ground level. Parked cars shall be screened on each level through landscape planters or trellises and/or decorative screening wall or railings.
- 6. Parking structures shall be designed with smart technology systems, subject to approval by the City.

F. **Valet Parking.** Valet parking for restaurants within Mixed Use projects may be authorized through a CUP as a means of satisfying up to one hundred percent (100%) of applicable off-street parking requirements, subject to satisfying the approval criteria for Off-Site Parking in Section 20.340.080.A (Off-Site Parking Criteria).

## **Section 20.340.0870 Off-Site Parking Alternatives**

Where use of off-site parking is authorized to satisfy the parking requirements of this chapter, parking shall be provided by one (1) or more alternatives in this section, in accordance with the following requirements:

- A. **Off-Site Parking Criteria.** Off-site parking options may be permitted through Site Development Plan Review, or Director Permit, subject to the following standards:
  1. **Parking Distance.** Off-site parking spaces must be located no farther than eight hundred (800) feet of the primary entrance to a site and provide a traversable pedestrian route that complies with Title 24 and ADA standards, not more than six hundred (600) feet in length, over and along public streets or walkways or permanently established easements between the parking site and the buildings or structures they serve.
  2. **Improvement Standards.** All off-site parking spaces shall conform to the same standards for access, configuration, layout, size, etc. as is required for off-street parking in this chapter.
  3. **Off-Site Parking Agreement.** An agreement in a form satisfactory to the City Attorney, providing for the use of the off-site parking area, executed by the owner/tenants or other parties involved must be approved and guarantee the long term availability of the parking, commensurate with the uses they serve. Off-site parking privileges shall continue for as long as this binding agreement remains in force.
- B. **Collective Parking.** Collective parking may be permitted where appropriate locations are identified for commercial or industrial Zones serving two (2) or more buildings or uses. Collective parking may be approved per the following requirements:
  1. Total parking spaces provided shall not be less than the sum of the requirements for the individual uses served, as identified by Table 20.340-1, unless a DP is approved.
  2. Parking facilities on adjoining lots may share access points and driveways, subject to a recorded covenant for the properties on which the facilities are located.
  3. A covenant or agreement establishing the long-term availability, maintenance, and use of the collective parking area(s) shall be executed by all parties involved and approved by the City. Collective parking privileges shall continue in effect for as long as the parking agreement remains in force. If the collective parking agreement lapses or is no longer valid, then parking must be provided for each use on-site, as required by this chapter.
- C. **Shared Parking.** Shared parking allows reduction of parking spaces for any site development or adjacent parcels proposing two (2) or more land uses where the hours of operation for the uses allows shared use of parking spaces to occur without conflict. Parking reductions are permitted, subject to the following standards:
  1. Approval of a Site Development Plan, or DP, supported by a shared parking study, accompanied by the following findings:
    - a. Land uses/buildings participating in the shared parking program demonstrate different parking profile demands;
    - b. Parking spaces designated for shared parking are not otherwise committed to satisfying parking requirements for some other use at similar times;
    - c. Spaces are located within six hundred (600) feet of the use to be served and comply with the distance requirements, above, in Section 20.340.080.A (Off-Site Parking Criteria).

2. A parking management plan that includes a shared parking study, citing Urban Land Institute (ULI) accepted ratios or an equivalent source to be approved by the Director, is required as part of the DP application to clearly define and achieve projected shared parking.
  - a. Base parking requirements shall be calculated as the sum of the requirements for each land use, per the requirements of Table 20.340-1.
  - b. When different land uses share a common parking footprint, the total number of spaces required to support the collective uses will be determined by parking profiles rather than by individual peak ratios.
  - c. Review and approval of shared parking studies and associated parking management plan(s) will be at the discretion of the applicable approval authority.
3. A shared parking agreement establishing the long-term availability, maintenance, and spaces required, commensurate with the use of the facility, shall be approved and recorded by the City. Shared parking privileges will continue in effect for as long as the agreement remains binding on all parties. If a shared parking agreement lapses or is no longer valid, then parking must be sufficiently provided for each use, as required by this chapter.

D. **"Park Once" Program.** Establishment and participation in a "Park Once" program may be used to comply with off-street parking requirements, in accordance with the following standards:

1. A "park once" parking strategy may be established for mixed use sites in a City-owned parking lot, parking assessment district, or other areas where opportunities exist to provide a centralized parking area, within a walkable distance of 1,320 feet of adjoining businesses and uses that encourages patrons to park once and walk to their destinations.
2. A parking management plan shall be required to define the parking demand needs of participating sites or areas, proposed uses and/or programs, site or parking characteristics, walkability, transit opportunities, and other factors that support the development of the program.
3. A covenant or agreement establishing the long-term availability, maintenance, and use of the parking area(s) used in the park once program or parking assessment district shall be executed by all parties involved and approved by the City. Collective parking privileges shall continue in effect for as long as the parking agreement remains in force. If the collective parking agreement lapses or is no longer valid, then parking must be provided for each use on-site as required by this chapter.

E. **In-Lieu Fees.** The owner/tenant of any property upon which a development project is proposed, adjacent to a City parking facility or within a parking assessment district may meet their off-site parking requirements, established in Table 20.340-1 through payment of an in-lieu fee, subject to the following standards:

1. **Criteria.** The reviewing authority must make the following findings:
  - a. An existing or planned parking facility exists within six hundred (600) feet of the site.
  - b. There is available planned parking capacity to offset parking demands.
  - c. The parking will be available when the project is ready for occupancy.
2. **Within a Parking Assessment District.** Parking may be provided by payment of an in-lieu fee to a parking assessment district, if a separate fund has been established for the collection of in lieu fees to be used to provide new or improved parking spaces in a participating district.

## Section 20.340.0980 Bicycle Parking

A. **Applicability.** Bicycle parking facilities shall be provided per Table 20.340-6 and the standards in this section. Bicycle parking facility classifications are defined in Chapter 20.600 (Definitions) [and in the TDM Policy](#).

1. Stand alone building below the thresholds for required bicycle parking in Table 20.340-4 are not required to provide bicycle parking.
2. Where two (2) or more small uses exist in a single building below the thresholds for required bicycle parking, Table 20.340-6, they are encouraged to provide one (1) bicycle space per tenant and group.

B. **Minimum Bicycle Parking Requirements.** Bicycle parking spaces shall be provided in compliance with the minimum requirements in Table 20.340-6 and the standards that follow.

**Table 20.340-6**  
**Minimum Bicycle Spaces Required by Land Use**

Building Type	Required Bicycle Parking <sup>(1)</sup>	Minimum Spaces	Type Required
Single-family detached units	None	0	N/A
Single-family attached units	None	0	N/A
Multifamily units <a href="#">including units in mixed use projects<sup>(2)</sup></a>	1 space/5 attached units	No minimum	<a href="#">Secure and weather protected</a> 100% Class I lockers, including garages or accessible indoor areas; or Class II racks with direct access to residential buildings and entries
Mixed Use	Refer to bicycle parking requirements for Mixed Use in Section 20.340.040.F, Table 340-2	No minimum	<b>Residential Uses:</b> 100% Class I lockers, including garages or accessible indoor areas; or Class II racks with direct access to residential entries <b>Non-Residential Uses:</b> 25% Class I; 75% Class 2
Commercial	1 space/5,000 s.f. gross floor area	2	25% Class I; 75% Class 2
Office	1 space/10,000 s.f. gross floor area	2	25% Class I; 75% Class 2
Retail	1 space/7,500 s.f. gross floor area	2	25% Class I; 75% Class 2
Industrial	1 space/10,000 s.f. gross floor area	2	25% Class I; 75% Class 2

Notes:

1. Fractions over 0.5 shall be rounded up to the nearest whole number.

2. Shall apply to all units in an R-3 Zone, ~~and~~ attached PRD units in any R Zone, [Specific Plan areas and Mixed Use zones](#).
  1. **Design.** Bicycle parking facilities shall be designed to the following standards and installed in a manner that allows adequate spacing for bicycle use and access:
    - a. Designed so as not to cause damage to bicycles.
    - b. Consist of racks or lockers anchored so they cannot be easily removed and of solid construction to resist rust, corrosion, hammers, and saws.
    - c. For Class II facilities, allow both bicycle frame and wheels to be locked using a standard U-lock.
    - d. Each bicycle parking space shall be no less than six (6) feet by two (2) feet wide and provide a minimum of two (2) feet behind the bicycle or adjacent to the nearest wall for access.
  2. **Location.** The following provisions regulate the location of bicycle parking:
    - a. Bicycle parking shall be located in close proximity to public entrances and other high activity areas or highly visible, active, well-lit areas and shall not interfere with a public ROW or pedestrian movement. If the parking is not visible from the sidewalk, a sign directing bicyclists to the parking location shall be posted.
    - b. A parcel or development with multiple buildings is permitted to group all required bicycle parking into a single location, subject to Site Development Plan Review.
    - c. When located within a parking area, spaces shall be protected by curbs, fences, planters, bumpers, or similar barriers to protect bicycles from damage by motor vehicles.
  3. **Feasibility.** Where the provision of bicycle parking is physically not feasible, the requirements of this section may be modified by the Director or applicable approval authority.

## **Section 20.340.~~1090~~ Truck Loading and Unloading Areas Loading Space Requirements and Design Standards**

- A. **Applicability.** Loading and unloading areas permanently reserved and maintained for the temporary parking of commercial vehicles for the loading or unloading of merchandise or materials, providing adequate ingress and egress from a public ROW or alley.
- B. **Minimum Loading Space Requirements.** Loading spaces shall be provided and maintained on the same lot with every building in any commercial, mixed use, or industrial Zones per the minimum requirements of Table 20.340-7 and the standards in this section.
  1. For developments with 3,000 square feet of gross floor area or less, loading spaces shall be a minimum of ten (10) feet by twenty (20) feet, with twelve (12) feet of vertical clearance; exceptions to the vertical clearance requirement may be permitted within an enclosed parking garage, subject to City approval.
  2. For developments with more than 3,000 square feet gross floor area:
    - a. the first loading space shall be a minimum of twelve (12) feet by thirty (30) feet, with fourteen (14) feet of vertical clearance;
    - b. all additional loading spaces shall be a minimum of ten (10) feet by twenty (20) feet, with twelve (12) feet of vertical clearance;
    - c. exceptions to the vertical clearance requirement may be permitted within an enclosed parking garage, subject to City approval.

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3. Additional width shall be provided where loading spaces are adjacent to a building along the length of the space. Additional loading sizes shall be permitted as pertinent to the loading needs of the use or building.
4. No more than three (3) loading spaces shall be required for any use or building despite gross floor area size.
5. All loading space shall have adequate ingress and egress, as approved by the City.

**Table 20.340-7**  
**Minimum Loading Spaces Required**

Land Use Category	Loading Spaces Required <sup>(*)</sup>
<b>Residential Uses</b>	
Residential Care Facility	1 loading space/20,000 s.f. gross floor area
<b>Recreation, Education, and Public Assembly Uses</b>	
Entertainment/Recreation Uses	1 loading space/25,000 s.f. gross floor area for uses/buildings 12,500 s.f. or larger
Educational Institution (All Types)	2 loading spaces
Family Child Care Homes (< 14 children)	None
Daycare or Commercial Child Daycare	1 loading space for uses 10,000 s.f. or larger
Public, Quasi-Public, and Public Assembly	1 loading space/20,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Conference/Convention Center	To be determined at time of Site Plan Review
<b>General Retail Uses</b>	
All Uses not listed below	1 loading space/25,000 s.f. gross floor area; 1 space minimum
Automotive Sales and Service	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Food Service	1 loading space/25,000 s.f. gross floor area for uses/buildings 12,500 s.f. or larger
Dry Cleaning or Laundry Plant	1 loading space/10,000 s.f. gross floor area; 1 loading space minimum
Merchandise Sales/Showrooms	1 loading space/40,000 s.f. gross floor area; 1 loading space minimum
Market (Any type) & Liquor Stores	0–40,000 s.f. gross floor area: 1 loading space; >40,000 s.f. gross floor area: 1 loading space/25,000 s.f.
Merchandise Sales, New Retail	1 loading space/25,000 s.f. gross floor area; 1 space minimum
Merchandise Sales, Used/Pawn	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Wholesale business	1 loading space/40,000 s.f. gross floor area; 1 space minimum
Hotels/Motel	2 loading spaces
<b>All Services</b>	
All Uses not listed below	1 loading space/25,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Hotels/Motel	2 loading spaces

Office; Medical and Dental	1 loading space/20,000 s.f. gross floor area for buildings/uses 10,000 s.f. or larger
Urgent Care/Hospital	1 loading space/10,000 s.f. gross floor area
Animal Related Uses	1 loading space for uses 10,000 s.f. or larger
<b>Industrial, Manufacturing, and Processing Uses</b>	
All Uses (Indoor or outdoor)	1 loading space/40,000 s.f. gross floor area; 1 space minimum for buildings/uses larger than 10,000 s.f.
<b>Transportation, Communication, and Utility Uses</b>	
Antenna or Communication Facility	None. Sufficient usable on-site area shall be provided for loading activities
<b>Other Uses</b>	
Similar Conforming Uses	Loading will be required per "similar" land use listed in this Table as deemed appropriate by the Director

Note:

\* The maximum number of loading spaces required for any building or use regardless of size shall be three (3) spaces.

6. All loading facilities and maneuvering areas shall be on-site and designed so that vehicles do not back in from or onto a public street and maneuvering, loading, or unloading of vehicles does not interfere with the movement of traffic and pedestrians on the street.
7. All loading spaces, in connection with any existing building or use, shall be maintained so long as said building remains, unless an equivalent number of spaces are provided on a continuous lot in conformity with the requirements of this article, provided that this regulation shall not require the maintenance of more loading space than is hereby required for a new building, nor the maintenance of such space for any type of main building other than those specified.

C. **Required Location of Loading Spaces.** The following standards apply to the location of loading areas:

1. Lots abutting upon a street. Loading areas in the front of the building or facing front setbacks shall be prohibited unless there are no other ingress or egress points provided within sixty (60) feet of the lot frontage. The preferred location of all service, loading and dock areas, trash and truck parking areas is at the rear of buildings, out of public view from adjacent roadways, when possible.
2. Lots abutting upon an alley. Loading space abutting an alley shall adjoin or have direct access from said alley. The length of the loading space shall be measured perpendicular to or parallel with the center line of the alley. Where such loading is parallel with the alley, the loading space shall extend across the full width of the lot, except that if only two (2) spaces are required, the length of the loading area shall not exceed fifty (50) feet.
3. Screening of loading spaces. Areas for loading and unloading shall be designed to avoid potential adverse noise, visual, and illumination impacts on neighboring residences. Height shall screen loading activities.
  - a. Any loading space or areas visible from a street shall be screened on three (3) sides by a fence, hedge, or wall at a height that will fully screen loading activity and shall be designed to be compatible with the primary structures and on-site landscaping.
  - b. Dense vegetative hedges, combined with decorative six (6)- to eight (8)-foot-high walls are the preferred screening method.

4. Prohibited parking areas. Truck parking shall be prohibited:
  - a. Within the freeway frontage or other public or private roads.
  - b. Within access easements and driveways other than for loading and unloading purposes.
  - c. Within the front setback.
5. Truck and/or delivery truck washing shall be prohibited within those areas that have direct visibility from State Route 78.

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## **CHAPTER 20.350 TRANSPORTATION DEMAND MANAGEMENT**

### **20.350.010 Purpose of Chapter.**

This Chapter establishes Transportation Demand Management (TDM) Ordinance with the goals of lessening traffic impacts by reducing vehicle miles traveled (VMT) in the City and the region and facilitating the use of alternative modes of transportation by residents, tenants, employees and visitors. The TDM Ordinance also implements the Greenhouse Gas emissions reduction measure of the City's Climate Action Plan.

### **20.350.020 Incorporation of Transportation Demand Management Policy by Reference.**

The City Manager or their designee shall establish and maintain the rules, procedures, and additional requirements within a TDM Policy to implement the provisions of this Chapter. The TDM Policy is incorporated by reference into this Chapter. The City Manager or their designee is hereby authorized to modify the TDM Policy as necessary, provided such amendments are consistent with this Chapter and State law.

### **20.350.030 Definitions.**

The following words and phrases shall have the meanings below when used in this Chapter. Additional information is provided in the TDM Policy.

- A. **Carpool** shall mean a motor vehicle occupied by two or more persons travelling together.
- B. **Commute** shall mean a regular trip between home and work-related facilities, i.e., home to park-and-ride to work.
- C. **Complex** shall mean either:
  - 1. A business park, shopping center, or other commercial/industrial project in separate or common ownership, which can be identified by any of the following characteristics:
    - (a) It is known by a common name given to the project by its developer or owner(s);
    - (b) It is governed by a common set of covenants, conditions, and restrictions;
    - (c) It was approved, or is to be approved, as an entity by the City;
    - (d) It is covered by a single tentative, final subdivision map or parcel map;
    - (e) It is managed as a single aggregated center by the property owner or management company; or
  - 2. Any non-retail multi-tenant building or group of buildings with 50 or more employees at the single site, which is not included within the definition of **complex** pursuant to Section 12.36.030(a) above.
  - 3. Any set of residences served by a single management company, on-site management team, or homeowners association.
- D. **Compressed work week** shall mean a policy and supportive strategies that allow an employee to work fewer but longer days within a week.
- E. **Employee** shall mean any person hired by any employer, including part-time and seasonal employees.
- F. **Employer** shall mean any private or public employer, including the City, who has a permanent place of business in the City.

- G. **Single-Occupancy Vehicle** shall mean a motor-driven vehicle (to include two-wheel, motor-driven vehicles) occupied by one person. For the purposes of this ordinance, motorized e-bikes and scooters are excluded from this definition.
- H. **Telecommuting** shall mean a policy and supportive strategies that allow an employee to work wholly or partially from home or other remote location.
- I. **Transportation Demand Management (TDM)** is a system of strategies, policies, and programs that aim to increase availability and convenience of alternative travel modes to reduce the number of single-occupancy vehicle trips.
- J. **TDM Coordinator** shall mean an assigned on-site person, by the developer/owner/project operator who is responsible for implementing and monitoring the project's TDM Plan, as approved by the City. The TDM coordinator shall be responsible for sharing TDM information with residents, employees, and other project users, answering questions, and coordinating with the City on matters such as monitoring and reporting.
- K. **TDM Plan-Applicant** A plan/documentation prepared by the project applicant/developer that shows how a proposed development will show compliance with Chapter 20.350 of the SMMC and adopted TDM Policy. The TDM Plans shall include information on which strategies will be applicable to the project and details on how they will be implemented and monitored over time.
- L. **Vanpool** shall mean a van occupied by three to 15 people travelling together.

### **20.350.040 Applicability.**

- A. The standards of this Chapter and the TDM Policy shall apply to all development projects that are not exempt from CEQA and that emit more than 500 metric tons of carbon dioxide (MT of CO<sub>2</sub>) per year.
- B. Projects that are subject to this Ordinance shall submit a project specific TDM Plan for the City's review and approval with the entitlement application to show compliance with this Chapter and the TDM Policy.

### **20.350.050 TDM Plans.**

- A. Development projects that are subject to the TDM Ordinance and Policy are required to establish project specific TDM Plans that include all mandatory and a selection of optional strategies from the City's TDM Policy. Project applicants shall submit their project's TDM Plans to the City with their entitlement application. A project's TDM Plan is to be considered by the decision making body with project's other entitlements.
- B. After initial approval and during the life of the project, City Manager or designee are authorized to approve amendments to TDM Plans, in consultation with and based on input from the project applicants or successors.
- C. City approved TDM Plans for development projects are binding on the project applicant and successors for the life of the project. The applicant is required to notify the City when administration and monitoring of the TDM Plan transfers to their successor.

### **20.350.60 Monitoring and Reporting.**

- A. Monitoring. The project applicant or their successor and the TDM Coordinator are responsible for implementation, monitoring, and reporting of their project's TDM Plan. Monitoring mechanisms may include printed copies of materials provided to employees or residents, photographs of installed features, site inspections by City staff, documented site inspections by applicant staff, or surveys of site employees and/or residents to determine the mode share for single-occupancy vehicles, carpooling/vanpooling, public transit, walking, bicycling, and telecommuting. Surveys may also include participation rates for programmatic strategies and usage of infrastructure strategies. Collaboration with City staff is required to determine the monitoring documentation appropriate to the specific measures and nature of the project.

B. Reporting. The project applicant/their successor or TDM coordinator shall submit TDM Plan's Monitoring and Compliance Reports to the City, during the first five years of a project's operations, with relevant data and reports to document compliance with the project's TDM Plan. The initial/first Report shall be due to the City after one year of issuance of final Certificate of Occupancy. After the initial report, Monitoring Reports are required to be submitted to the City after every other year. The reports may include results of surveys and mode choices by project residents and/or employees to disclose if mode share goals are being met. The reports should list all the mandatory and optional strategies that a project included in its TDM Plan and show implementation efforts undertaken by the applicant/TDM coordinator. The report should additionally identify participation rate by employees/residents for each strategy. If certain strategies are not able to achieve desired goals of reduction in vehicle trips, the report should identify what strategies the project will employ moving forward to achieve the goal of trips reduction.

### **20.350.070 Enforcement.**

- A. The City Manager or their designee shall investigate and enforce this Chapter. Any City authorized personnel or enforcement officer may exercise any enforcement power as set forth in Chapter 1.12 of the San Marcos Municipal Code.
- B. The City Manager or their designee may delegate to or enter into a contract with a consulting firm to implement and administer any of the provisions of this Chapter on behalf of the City.
- C. TDM amenities approved and installed pursuant to the provisions of this Chapter and project specific TDM Plan shall be maintained in accordance with the policies and requirements of the TDM Policy. Failure to do so may be subject to enforcement to the provisions of this section. Non-compliance with this Chapter includes failure to submit a TDM Plan when required; failure to submit biennial Monitoring and Compliance Reports or non-implementation of TDM strategies included in a project's TDM Plan.
- D. If the City determines that a project's mode share goals are not being met and strategies included in the TDM Plan are deemed insufficient, the TDM Coordinator shall work with the City to revise the project's TDM Plan to modify or replace strategies.

### **20.350.080 Fees.**

An applicant for a project subject to this Chapter shall include with the TDM Plan and with subsequent Monitoring and Compliance Reports, all fees established by the City Council by resolution to cover the City's cost to review the TDM documentation packages and any other documents that the city staff reviews pursuant to the requirements of this Chapter, the TDM Policy and the project specific TDM Plan.

## **CHAPTER 12.36 PEAK HOUR TRAFFIC MANAGEMENT**

### **12.36.010 Findings.**

The City Council of the City of San Marcos hereby finds and determines that:

- (a) ~~A significant increase in new employment opportunities is anticipated in the City in the next 20 years.~~
- (b) ~~Increased employment within the City will lead to increased traffic coming to and from, and within, the City.~~
- (c) ~~Traffic studies projecting future traffic levels within the City and adjoining freeways show that traffic will reach intolerable levels of congestion unless substantial measures are taken to reduce commute hour traffic levels; these studies indicate that a 45 percent reduction in peak hour traffic is necessary to meet minimum standards of traffic levels of service and that greater reductions may be necessary to avoid intolerable levels of service.~~
- (d) ~~Companion studies project that the 45 percent reduction is necessary to meet carbon monoxide concentration standards along local streets. Measures being undertaken to minimize the effects of future ambient noise levels along local streets and freeways are being based on future traffic volumes and distributions projected with the 45 percent reduction in peak hour traffic.~~
- (e) ~~Peak Hour Traffic Management ("PHTM") programs have been shown to be capable of reducing peak hour traffic levels and can be simple, inexpensive, and effective.~~
- (f) ~~Reductions in vehicular trips, both absolutely and within peak hour periods, are beneficial in terms of: reducing traffic congestion, vehicular emissions, energy consumption, and noise levels. Improved traffic levels of service, air quality, and ambient noise levels contribute to making the City an attractive and convenient place to live, work, visit, and do business.~~
- (g) ~~Minimizing inconvenience in commute trips and retaining an attractive environment will enable employers to continue effective recruitment and to retain qualified personnel.~~
- (h) ~~The City's General Plan mandates an uncongested traffic circulation system, energy conservation, and maintenance of noise and air quality levels within established standards.~~
- (i) ~~A PHTM program should equitably allocate responsibility for traffic level reductions and, combined with the assurance of mandatory requirements, if found necessary, will ensure that residents of, employees working within, and visitors to the City will not be adversely affected by traffic congestion.~~
- (j) ~~Cooperation with and coordination of PHTM programs with other communities in the region and through regional agencies will assist the City in meeting the goals of this ordinance.~~
- (k) ~~Adoption of the PHTM ordinance is in the best interests of the public's health, safety, and general welfare, both within the City and the region.~~

### **12.36.020 Purposes and Goals.**

- (a) **Purposes.** In recognition of these findings, the City of San Marcos does establish a PHTM ordinance for the following purposes:
  - (1) To reduce traffic impacts within the City and region by reducing both the number of vehicular trips and total vehicle miles travelled that might otherwise be generated by commuting.
  - (2) To reduce vehicular emissions, energy usage and ambient noise levels by reducing both the number of vehicular trips, total vehicle miles travelled and traffic congestion.

~~(b) Goals.~~

- ~~(1) To reduce peak hour traffic volumes generated by employees permanently working within the City by a minimum of 45 percent through use of employer and commercial/industrial complex developed PHTM programs.~~
- ~~(2) To maximize the use and application of alternative commute modes through cooperative public private development of City wide programs.~~
- ~~(3) To minimize the percentage of employees travelling to and from work during the same peak hour periods.~~

**12.36.030 Definitions.**

- ~~(a) **Alternative Work Hours Program** shall mean a system for shifting the work day of an employee so that the work day starts and/or ends outside the peak periods. Such programs include, but are not limited to: (1) compressed work weeks; (2) staggered work hours involving a shift in the set work hours of all employees at the work place; and (3) flexible work hours involving individually determined work hours within guidelines established by the employer. For purposes of determining the percentage reduction in peak period traffic, a non retail employer may "pair off" with another non retail employer so that each is treated as if it were a part of a single employer, with each credited for the weighted average percentage reduction in peak period traffic when one employer has a work day with shift ends coinciding with the peak periods and the other has a work day with shift ends outside the peak periods. Credit, or partial credit, for "paired off" employers shall be determined by the San Marcos Coordinator in accordance with established Task Force guidelines.~~
- ~~(b) **Car Pool** shall mean a motor vehicle occupied by two or more employees travelling together.~~
- ~~(c) **Commute** shall mean a regular trip to and from home to work related facilities, i.e., home to park n ride to work.~~
- ~~(d) **Complex** shall mean either:~~
  - ~~(1) Any business park, shopping center of ten acres or more, or other commercial/industrial project in separate or common ownership, which can be identified by two or more of the following characteristics:~~
    - ~~(a) It is known by a common name given to the project by its developer;~~
    - ~~(b) It is governed by a common set of covenants, conditions and restrictions;~~
    - ~~(c) It was approved, or is to be approved, as an entity by the City;~~
    - ~~(d) It is covered by a single tentative or final subdivision map; or~~
  - ~~(2) Any non retail multi tenant building or group of buildings with 50 or more employees at the single site, which is not included within the definition of **complex** pursuant to Section 12.36.030(d)(1) above.~~
- ~~(e) **Employee** shall mean any person hired by any employer, including part time and seasonal employees, but excluding any independent contractors hired by the employer.~~
- ~~(f) **Employer** shall mean any public or private employer, including the City, who has a permanent place of business in the City. For purposes of this ordinance, employer size shall be determined by gross employment. **Employer** shall not include:~~
  - ~~(1) Home occupations as defined in Section 62, Zoning code;~~
  - ~~(2) Contractors with no permanent place of business in the City;~~
  - ~~(3) Other businesses with no permanent work place location;~~

- (4) ~~Government agencies not required by law or regulations; and~~
- (5) ~~School districts with respect to employees actually employed at school sites however, school districts, colleges, and universities are strongly encouraged to actively participate in PHTM programs.~~
- (g) ~~**Level of Service** shall mean a measure of the percentage of capacity of a roadway or intersection being used during the peak hour.~~
- (h) ~~The terms **Peak Hour Periods**, **Peak Hour**, and **Peak Periods** shall mean those times and days during the week with the highest concentration of employees' commute trips. The City Council shall, by Resolution, establish the times and days of peak hour periods, peak hours and peak periods. **Peak Period Trips** shall mean employees' commute trips to or from a work place when the employee's work day begins or ends within a peak hour period, peak hour or peak periods. The terms **Peak Hour Periods**, **Peak Hour** and **Peak Periods** are synonymous for the purposes of this chapter and one or the other may be used depending upon the context.~~

~~(Ord. No. 89-808, 2-14-89)~~

- (i) ~~**Single Occupancy Vehicle** shall mean a motor driven vehicle (to include two wheel, motor driven vehicles) occupied by one employee for commute purposes.~~
- (j) ~~**Van Pool** shall mean a van occupied by three to 15 employees travelling together.~~
- (k) ~~**Work place** shall mean the place of employment, base of operation, or predominant location of an employee.~~

#### **12.36.040 PHTM Requirements.**

- (a) ~~**All Employers - Survey Reports.** Every existing or future employer not exempt pursuant to Section 12.36.030(f) from the requirements of this ordinance shall submit, on an annual basis such survey information as required by the PHTM Task Force in order to establish commute pattern data and to provide car pool and van pool matching information. During the initial year of program participation, employers will be required to submit a survey report by August 31. Submittal of all succeeding survey reports will be in conjunction with the Annual Report as set forth in Section 12.36.070.~~
- (b) ~~**Employers of Ten or More Employees Not Located in Complexes - Information Program.** Every employer of ten or more employees (determined by gross employment) not located in a complex shall design, implement, and provide a PHTM Information Program incorporating posting and dissemination of informational materials pertaining to transit, ride sharing and non-vehicular commute modes.~~
  - (1) ~~Every such existing employer shall submit and implement the information program within three months following the effective date of this ordinance. Every future employer shall submit and implement its PHTM Information Program within three months following issuance to such employer of a certificate of occupancy, if required or, otherwise, within three months following the date the employer opens for business.~~
  - (2) ~~The informational materials to be posted and/or disseminated shall be provided by the San Marcos Coordinator, and/or the employer. Updated information relating to transit, ride sharing, and non-vehicular commute modes and alternative routes shall be disseminated to all employees, new hired and existing.~~
- (c) ~~**Employers of 50 or More Employees and All Employers Within Complexes - PHTM Programs.** Every employer of 50 or more employees (determined by gross employment) and all employers located within complexes shall design, implement, and provide a PHTM Program designed to achieve the reductions in peak period traffic generated by its employees as set forth in the staged PHTM goals of this ordinance (Section 12.36.080).~~

(1) Every such existing employer shall submit and begin implementation of its PHTM Program within three months following the effective date of this ordinance. Every future employer shall submit and begin implementation of its PHTM Program within three months following issuance to such employer of a certificate of occupancy, if required, or, otherwise, within three months following the date the employer opens for business.

(2) The PHTM Program shall include the following:

(a) Appointment of an employee as a Coordinator who shall be responsible for primary implementation of the PHTM Program. Employers of less than 50 employees located in complexes may appoint the Complex Coordinator for this task, if desired.

(b) Any reasonable combination of PHTM measures, including, but not limited to, transit related programs, ride sharing (including car pool and van pool programs), non vehicular commute modes, alternative routes, and alternative work hour programs designed to achieve, over a period of time, a 45 percent reduction in the number of vehicle trips that would occur during the peak periods if the commute trips of all employees were made by single occupancy vehicle trips during the peak periods. Measures shall be designed to meet the staged PHTM goals set forth in Section 12.36.080.

(c) All PHTM Programs shall include information posting and dissemination as one element in the program.

(d) Complexes. Every complex shall design, implement, and provide the San Marcos Coordinator with a PHTM Program designed to achieve, in accordance with the schedule contained in the staged PHTM goals of this ordinance (Section 12.36.080), a 45 percent reduction in the number of vehicle trips that would occur during the peak periods if the commute trips of all employees at the complex were made by single occupancy vehicle trips during the peak periods.

(1) Existing complexes shall comply with the following requirements within three months following the effective date of this ordinance. Complexes not in existence of the effective date of this ordinance shall comply with the following requirements within three months following initial occupancy of the first building in the complex.

(2) A PHTM Program shall include the following:

a) Any reasonable combination of PHTM measures, including, but not limited to, transit related programs, ride sharing (including car pool and van pool programs), non vehicular commute modes, alternative routes, and coordination of alternative work hour programs, designed to achieve the percentage reduction in peak period commute trips required within the complex pursuant to the stage PHTM goals of this ordinance (Section 12.36.080).

b) A program for coordinating, monitoring and assisting the PHTM Programs of employers within the complex.

(3) Every complex shall have a Complex Coordinator who shall be responsible for primary implementation of the PHTM Program at the complex. The Complex Coordinator shall also serve as the liaison to the San Marcos Coordinator and the PHTM Task Force. The complex Coordinator shall assist with developing and implementing PHTM Programs for employers of less than 50 employees located within the complex, if so requested by such an employer.

(4) Every complex owner, property owners' association, landlord, and/or manager shall include reference to, and mandatory participation in, the requirements of this PHTM ordinance: (i) in the recorded conditions, covenants, and restrictions governing the complex, if any, and (ii) in every lease entered into subsequent to the effective date of this ordinance.

## **12.36.050 PHTM Task Force.**

~~A PHTM Task Force shall be formed by appointment of the City Council, and shall be responsible for ensuring the traffic levels of service during peak periods are accomplished in accordance with PHTM ordinance goals.~~

(a) ~~Composition.~~ The PHTM Task Force shall consist of the following:

- (1) ~~A representative who occupies an executive and/or management level position, or similar position within the complex, and has authority to act, relative to the mandated duties of the PHTM Task Force. Total Task Force representation of complexes shall not exceed six representatives. One third of complex representation shall be rotated from the Task Force every three years to include all complexes that fall under the definition of complex;~~
- (2) ~~A representative from each employer of 100 or more employees (determined by gross employment) who occupies an executive and/or management level position, or a similar position within the organization, and who has authority to act relative to the mandated duties of the PHTM Task Force; Total Task Force representation of employers of 100 or more shall not exceed ten representatives. Thirty percent of the representation of employers of 100 or more shall be rotated from the Task Force every three years to include all employers who meet this description;~~
- (3) ~~The San Marcos Coordinator;~~
- (4) ~~A representative from the transit authority serving San Marcos;~~
- (5) ~~A representative from the San Marcos School District, Palomar College and San Diego State University; and~~
- (6) ~~Other governmental agencies as deemed necessary by the City Council.~~

(b) ~~Meetings.~~ The PHTM Task Force shall hold its first meeting within two months following the effective date of this ordinance, and shall continue to meet on a regularly scheduled basis, as determined by the PHTM Task Force.

(c) ~~Activities.~~ The PHTM Task Force may undertake any and all programs necessary to coordinate and implement the City wide PHTM effort.

- (1) ~~The PHTM Task Force shall undertake the following:~~
  - a) ~~Monitor traffic congestion and compile results of employers' PHTM programs;~~
  - b) ~~Establish guidelines for minimally acceptable PHTM programs designed to reach the staged goals of Section 12.36.080;~~
  - c) ~~Coordinate PHTM efforts of all employers in the City;~~
  - d) ~~Work with the City to coordinate PHTM efforts with local and regional transit authorities;~~
  - e) ~~Seek the cooperation and assistance of neighboring communities and regional agencies and employers within neighboring communities in achieving PHTM goals;~~
  - f) ~~Pursuant to Section 12.36.100, review employer/complex PHTM programs for adequacy and, if necessary, mandate revisions to achieve minimally acceptable PHTM programs.~~
- (2) ~~The PHTM Task Force may undertake other activities which may include, but are not necessarily limited to, the following:~~
  - a) ~~Plan, coordinate and/or organize transportation services between the complexes, employment centers, and transit stops;~~
  - b) ~~Compile, distribute and annually update ride sharing materials;~~

- c) Plan and/or implement any PHTM Program element; and
- d) Recommend to the City Council improvements in City services and facilities to assist employers in meeting the goals of this ordinance.

#### **12.36.060 San Marcos Coordinator.**

The City Manager shall designate a Coordinator. The duties of the San Marcos Coordinator shall include, but not be limited to the following:

- (a) Participate in the PHTM Task Force;
- (b) Organize and collect intersection monitoring data;
- (c) Coordinate with other City departments with transportation related functions;
- (d) Provide direct support to those employers not within a complex;
- (e) Provide direct assistance in coordination of those employers choosing to "pair off";
- (f) Review and evaluate the employers' and complexes' PHTM Programs, employers' PHTM Information Programs, and employers' survey reports;
- (g) Participate in and coordinate with any regional PHTM activities, including Caltrans (COMMUTER COMPUTER) and North County Transit District;
- (h) Review compliance with this ordinance pursuant to Section 12.36.090; and, if found necessary, recommend implementation of the requirements of Section 12.36.100 to the PHTM Task Force;
- (i) Pursuant to Section 12.36.100, refer PHTM programs found inadequate to the PHTM Task Force for review and determination.

#### **12.36.070 Annual Report.**

Every required PHTM Program shall be submitted to the San Marcos Coordinator as an annual report describing: (i) its PHTM Program and its results during the reporting period; and (ii) the PHTM Program intended to be implemented in the ensuing year.

- (a) Time and Period of Submittal. An annual report is required to be submitted to the City by every employer no later than August 1 (starting in 1988) of that calendar year. The annual report shall cover the immediately preceding July 1–June 30 period, or, that portion of the period the employer was in business.
- (b) Contents. The annual report shall contain sufficient information to allow the San Marcos Coordinator to evaluate the extent and results of the PHTM Program. The annual report shall contain information as required by the PHTM Task Force, which shall include, but not be limited to, the following:
  - (1) A description of the measures taken to comply with this ordinance;
  - (2) The marketing measures undertaken by the employer to promote PHTM including, but not limited to: newsletter articles, transportation fairs, new employee PHTM orientation, meetings with zip code groups, PHTM presentations at staff meetings, distribution of car pool and van pool applications, PHTM incentive programs, and/or PHTM information booths in the work place;
  - (3) The average number of employees commuting to the work place by each of the following modes of transportation:
    - a) Single occupancy vehicles;
    - b) Car and/or van pools, including the number of occupants per vehicle;

- e) ~~Public transportation;~~
- d) ~~Bicycles and/or walking; and~~
- e) ~~All other modes;~~
- (4) ~~The total number of work place employees;~~
- (5) ~~The total number of employees per shift and hours;~~
- (6) ~~The total number of employees participating in an alternative work hours program and a description of that program;~~
- (7) ~~The number of on-site, off-street parking spaces provided;~~
- (8) ~~A description of any internal or external shuttle service;~~
- (9) ~~The existence of an employer's subsidy, if any, to any part of its PHTM Program.~~

#### **12.36.080 Staged PHTM Goals.**

~~Employers and complexes shall implement all feasible PHTM measures necessary to achieve the following reductions:~~

- (a) ~~At the time of an employer's first annual report, unless the employer has been in business in San Marcos for less than four months, a ten percent reduction; at the time of the complex's first annual report, unless the complex has had occupancy for less than four months, a ten percent reduction;~~
- (b) ~~At the time of the second annual report, a 20 percent reduction;~~
- (c) ~~At the time of the third annual report, a 30 percent reduction; and~~
- (d) ~~At the time of the fourth annual report, a 45 percent reduction.~~

#### **12.36.090 Evaluation of City-Wide PHTM Progress.**

- (a) ~~Review of City-wide PHTM Progress.~~ The San Marcos Coordinator shall review compliance with the requirements of the ordinance. Said review shall include review of: (i) PHTM Programs, (ii) annual reports, (iii) the results of the City's intersection monitoring program, (iv) employer surveys, and (v) the programs and progress of the PHTM Task Force.
- (b) ~~Report to City Council and PHTM Task Force.~~ The San Marcos Coordinator, as directed by the Task Force, shall yearly submit a summary report to the City Council and PHTM Task Force describing the results as of that date of the PHTM programs, a general summary of the programs of the PHTM Task Force and their prospects for success, and the relationship of the PHTM programs to the goals of this ordinance. The San Marcos Coordinator may recommend to the Task Force any changes to this ordinance as may be necessary to meet the goals established herein.
- (c) ~~Implementation of Mandatory PHTM Programs.~~ If, at any time after two years from the effective date of this ordinance, the PHTM Task Force determines, based on a report from the San Marcos Coordinator, that substantial progress is not being made to meet the goals of this ordinance based on the actual traffic reduction achieved by employers/complexes<sup>1</sup>. The Task Force may recommend that the City Council institute mandatory PHTM program requirements included in Section 12.36.100.
  - (1) ~~A hearing shall be held before the City Council following 30 days notice to all Employers of more than 50 Employees on a single shift and to representatives of all Complexes.~~
  - (2) ~~If, following said hearing, the City Council determines that substantial progress is not being made, and that time alone will not bring success to the PHTM Programs in place by Employers/Complexes, and the~~

PHTM Task Force, the City Council shall, by resolution, deem the provisions of Section 12.36.100 operative.

### **12.36.100 Mandatory PHTM Program.**

If, pursuant to Section 12.36.090(c), this section becomes operative, employers and complexes required to have PHTM programs shall be required to supplement their PHTM programs in accordance with this section.

- (a) Revision of an Employer's or Complex's PHTM Program for Failure to Achieve Staged PHTM Goals. If, after review of an employer's or complex's second annual report, or any annual report thereafter, the PHTM Task Force determines: (i) that, as indicated in such report, substantial progress is not being made toward reaching the staged PHTM goals, and (ii) that, on the basis of good cause, the PHTM measures included in the PHTM Program proposed for the ensuing year will not achieve the required reduction in peak period traffic, then the PHTM Task Force shall reject the submitted PHTM Program and require that revisions and/or additions be made in order to achieve the required reduction in peak period traffic within one year of submittal. Notice of such rejection shall be sent to the City Council by the PHTM Task Force. The San Marcos Coordinator shall assist the PHTM Task Force in its determination, by the following:
  - (1) The San Marcos Coordinator shall describe the reason(s) for rejection of a PHTM Program and shall include an indication of those kinds of measures which may be used to achieve an acceptable PHTM Program to the PHTM Task Force.
  - (2) If a PHTM Program has been required to be revised by any employer or complex, it shall be revised and resubmitted for review and approval within three months following the request.
  - (3) If any resubmitted PHTM Program is determined to be inadequate by the San Marcos Coordinator, the matter shall be referred to the PHTM Task Force for resolution. The PHTM Task Force may approve the original PHTM Program, a revised program, or may incorporate those elements it determines are necessary to achieve the required reduction in the PHTM Program and require that the employer and/or complex implement the program as designed by the PHTM Task Force.
  - (4) Any employer or complex whose PHTM Program has been rejected or modified pursuant to this subsection may appeal the decision of the PHTM Task Force to the City Council. A hearing shall be held before the City Council within 30 days of receipt of the appeal by the San Marcos Coordinator. The City Council may approve, modify, or overrule the action of the PHTM Task Force.
- (b) Revision of PHTM Programs Due to Failure to Achieve LOS Goals.
  - (1) The PHTM Task Force may require additional PHTM Program elements of individual employers and/or complexes meeting their stage PHTM Goals if:
    - a) A 45 percent reduction in peak period employee commute trips has not yet been achieved by the staged PHTM goals.
    - b) The PHTM Task Force determines that the employers and/or complexes are the primary contributors to the congestion at the affected City street or intersection.
  - (2) The PHTM Task Force shall specify a new peak period employee commute trip reduction goal and indicate those kinds of measures which may be used in addition to the then existing PHTM Program to achieve an acceptably modified PHTM Program.
  - (3) Employers and/or complexes required to modify their PHTM Programs pursuant to this subsection may appeal in accordance with the procedure set forth in Section 12.36.100(a)(4).

**12.36.110 Enforcement.**

- (a) ~~Failure to Provide Survey Data, Annual Reports, and/or Provide and Implement PHTM Information Programs and PHTM Programs. Any employer or complex who fails to provide the survey data or annual report required by this ordinance, after 30 days notice to remedy the failure, shall be guilty of an infraction. Any employer or complex who fails to provide the PHTM Information Program and/or who fails to implement said plan, as required by this ordinance, after 30 days notice to remedy the failure, shall be guilty of an infraction.~~
  - (1) ~~The fine shall be an amount not exceeding \$50.00 for the first infraction, an amount not exceeding \$100.00 for a second infraction, and an amount not exceeding \$250.00 for a third infraction in any calendar year. Any amounts collected as infraction fines shall be used to fund the development and purchase of PHTM marketing materials for employees in San Marcos.~~
  - (2) ~~Each failure to supply data, reports, programs, or implement the PHTM Information Program or PHTM Program, following the PHTM Task Force written request for such material and/or acts, shall constitute a separate violation.~~
- (b) ~~Other violations of This Ordinance, Except Section 12.36.100. Every employer and/or complex who fails to comply with any other provision of this ordinance, except those requirements mandated pursuant to Section 12.36.100, shall have 30 days, after notice of such failure, to correct the failure or be guilty of an infraction punishable as in Section 12.36.110(a) above.~~
- (c) ~~Violations of Section 12.36.100. Every employer or complex who fails to comply with any requirement mandated pursuant to Section 12.36.100 of this ordinance shall have 30 days, after notice of such failure, to correct the failure, or satisfactorily explain to the PHTM Task Force why compliance is impossible. If the employer or complex does not correct the failure within the time period or is not excused from compliance by the PHTM Task Force, then the PHTM Task Force shall refer the matter to the City Council for one of the following actions:~~
  - (1) ~~The City Council may grant an extension of time for compliance solely on the evidence that time is the only condition needed to accomplish the requirements; or~~
  - (2) ~~The City Council may find that an extension is not warranted, find a violation of this ordinance, and order compliance. Failure to comply shall be a violation and subject to a civil penalty of \$250.00 per day from the date the City Council orders compliance until the failure to comply is corrected. Any amounts collected as penalty shall be used to fund traffic related improvements in order to improve the level of service on roadways in the City.~~



## TRANSPORTATION DEMAND MANAGEMENT (TDM) POLICY

This TDM Policy implements the TDM Ordinance; Chapter 20.350 of the Municipal Code. As the City of San Marcos experiences growth, it becomes important to balance demand on transportation infrastructure by facilitating other modes of mobility. The TDM Ordinance and Policy will result in improvements throughout the City that will facilitate multi-modal travel options for City's residents and employees.

The TDM Ordinance and Policy also satisfy the Climate Action Plan (CAP) requirement that the City adopt the TDM Ordinance. The City adopted its Climate Action Plan in December, 2020 with the target of reducing Greenhouse Gas (GHG) emissions 42% below 2012 levels by the year 2030.

The TDM Policy will be updated by the City Manager or designee, as needed, to meet the goals and objectives of the General Plan, CAP, TDM Ordinance and other City initiatives. Changes to the TDM Ordinance itself will require approval from the City Council.

### PURPOSE AND INTENT

The TDM Policy and Chapter 20.350 of the Municipal Code include requirements and strategies that encourage a shift away from single-occupancy vehicles to alternative travel options such as walking, biking, carpooling or taking transit. Reducing reliance on roadways will likewise result in reduced congestion, vehicle miles traveled, and greenhouse gases (GHGs). The various TDM strategies reinforce and augment one another, collectively supporting alternative mobility choices.

### APPLICABILITY

The TDM Ordinance and Policy shall apply to any development project that is not exempt from CEQA requirements and would result in emission of more than 500 metric tons of carbon dioxide (MT of CO<sub>2</sub>) per year. Developments that do not meet the 500 MT of CO<sub>2</sub> threshold are encouraged to voluntarily include TDM strategies to facilitate alternative mobility options.

### TDM PLANS

Development projects that are subject to the TDM Ordinance and Policy are required to prepare project-specific TDM Plans that include all mandatory and a selection of optional strategies included in this Policy.

The City has established a list of pre-screened qualified consultants eligible to draft TDM Plans for the applicants. The list of pre-screened consultants is available on the City's website: <https://www.san-marcos.net/departments/development-services/planning/ceqa-resources-for-applicants-consultants>.

A TDM Plan, at a minimum, shall include the following:

- Description and graphical representation of Existing Conditions
- Description of proposed project
- Six mandatory strategies
- A selection of optional strategies that result in achieving a minimum of 10-point score
- For strategies that require physical improvements, a description and graphical representation of on-site and off-site improvements
- For programmatic strategies, a description of chosen strategies and the means of their implementation, monitoring and reporting
- Written acknowledgement by the project applicant and owner on implementation, monitoring and reporting of the TDM Plan by the applicant and successor.

This point scoring system for optional strategies is designed to provide flexibility to each individual project to select the most effective TDM strategies according to that projects' design, location, land use type and other variables. It aims to streamline the implementation process of the TDM Policy and maintain consistent standards across all projects. The allocation of points for each strategy is derived from best practices observed in other jurisdictions and agencies TDM Policies or Guidelines, the strategy's proven efficiency in reducing greenhouse gas emissions<sup>1</sup>, and its alignment with the objectives outlined in the City's General Plan and Climate Action Plan.

TDM Plans must be submitted to the City with the project application and should be approved by the decision-making body responsible for consideration of project's other entitlements. After initial approval and during the life of the project, the City Manager or their designee are authorized to approve amendments to TDM Plans, in consultation with and based on input from the project applicant or successor.

## MANDATORY AND OPTIONAL TDM STRATEGIES

All TDM Plans shall include the six mandatory strategies included in this Policy. Additional optional strategies must be selected in order to achieve the minimum 10 point score. Table 1 indicates whether each strategy is appropriate for residential and/or non-residential projects and lists associated strategy point values. Points are not awarded for mandatory strategies.

All TDM plans require monitoring for a minimum of five years and submittal of Monitoring and Compliance Reports to the City as stipulated in Section 20.350.060 of the San Marcos Municipal Code.

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<sup>1</sup> California Air Pollution Control Officers Association Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity (December 2021)

*Table 1: Mandatory and Optional TDM Strategies and Point Values*

Transportation Demand Management Strategy	Applicable Land Use Type		Points
	Residential	Non-Residential	
<b>Mandatory Strategies</b>			
01 On-site TDM coordinator	✓	✓	Mandatory
02 Information center for transportation alternatives	✓	✓	Mandatory
03 Pedestrian access with internal and external connections and sidewalk connections	✓	✓	Mandatory
04 Project frontage improvements	✓	✓	Mandatory
05 Wayfinding signage	✓	✓	Mandatory
06 Secure bike parking spaces/racks	✓	✓	Mandatory
<b>Optional Strategies</b>			
07 Transit passes or subsidies	✓	✓	1-5 [a]
08 Carshare parking space with a dedicated carshare vehicle		✓	3-4
09 Reserved parking for carpool, vanpool, carshare, and/or park-and-ride	✓	✓	1
10 Bike repair station	✓	✓	1
11 Secure parking for e-bikes and cargo bikes	✓	✓	1
12 Showers and lockers		✓	1
13 Pre-tax transportation benefits		✓	1
14 Telecommute work center for residents	✓		1
15 Telecommute and/or compressed work week		✓	2
16 Delivery supportive amenities	✓	✓	1
17 On-site childcare	✓	✓	3
18 Shuttle bus service	✓	✓	5
19 Vanpool program	✓	✓	6
20 Unbundled parking	✓		1
21 Priced parking		✓	1



Transportation Demand Management Strategy	Applicable Land Use Type		Points
	Residential	Non-Residential	
22 <b>Parking cash-out</b>		✓	1
23 <b>On-site fleet of bicycles, e-bikes, and/or scooters</b>	✓	✓	5
24 <b>Mixed use development with on-site amenities/services</b>	✓	✓	2
25 <b>Off-site pedestrian supportive strategies</b>	✓	✓	1-2 [a] (per feature)
26 <b>High-cost off-site transit stop amenities and upgrades</b>	✓	✓	3 (per feature)
27 <b>Low-cost off-site transit stop amenities and upgrades</b>	✓	✓	1 (per feature)
28 <b>Off-site bicycle infrastructure</b>	✓	✓	3-5 [a] (per mile)
29 <b>Other strategies (Requires City approval)</b>	✓	✓	TBD

**NOTES:**

(a) *The number of points will be determined in consultation with City staff.*



## TDM STRATEGY DESCRIPTIONS AND REQUIREMENTS

### STRATEGY 01 – ON-SITE TDM COORDINATOR

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

An on-site TDM coordinator serves as a liaison and source of TDM information for residents, employees, and other tenants. The TDM coordinator will be responsible for sharing TDM information, answering questions, and coordinating with the City on matters such as monitoring and reporting. The designated on-site TDM coordinator could be hired solely for that position or be an existing staff member. For example, at non-residential sites, the coordinator could be an employee of an on-site employer or the management company. At residential sites, the coordinator could be a member of building management or a homeowners association (HOA).



*Source: National Network for the Transportation Workforce*



## STRATEGY 02 – INFORMATION CENTER FOR TRANSPORTATION ALTERNATIVES

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

Each project shall have a physical (on-site) or web-based information center that has information for residents and employees such as ridematching information, public transit information, contact information for carpool/vanpool and transit, carpool/vanpool promotional material, bicycle facility information, and listing of on-site services or facilities. If physical, the information shall be displayed on a bulletin board, display case, or kiosk where the greatest number of residents and employees are likely to see it. If web-based, the webpage shall be located on a website frequented by employees, residents, and other visitors; information about accessing the webpage shall be physically posted in an area where the greatest number of residents and employees are likely to see it.



*Source: City of Oxnard*



### **STRATEGY 03 – PEDESTRIAN ACCESS WITH INTERNAL AND EXTERNAL CONNECTIONS AND SIDEWALK CONNECTIONS**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

Projects shall be designed to provide direct and safe walking connectivity to the external pedestrian network and to nearby transit stop (if applicable). The project's pedestrian facilities shall be designed to encourage walking by being well-lit, ADA accessible, and with features such as landscaping to improve the walking experience. Projects shall incorporate features such as pedestrian pathways through parking lots, direct access for pedestrians through wall opening in gated/walled projects, direct walkway to transit/bus stops, locate pedestrian access close to transit/bus stops during the site design process.



*Source: Kittelson & Associates, Inc.*



## **STRATEGY 04 – PROJECT FRONTAGE IMPROVEMENTS**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

Projects should provide frontage improvements including pedestrian, bicycle, and transit facilities as required by the City to maintain and improve connectivity and accessibility to and throughout the project. Frontage improvements can include but are not limited to sidewalks, trails, pedestrian ramps, ADA compliant bus stop pads for passenger boarding, crosswalks, and pedestrian signals; lighting; landscape buffers and canopy tree plantings; traffic calming and complete street improvements; transit turnouts, shelters, and amenities; bicycle facilities, buffers, delineators, and pavement markings; and other improvements based upon site characteristics and local context.



*Source: URBN Tampa Bay*



## **STRATEGY 05 – WAYFINDING SIGNAGE**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

Projects shall be designed with wayfinding signage, including pedestrian and cyclist signage, to improve the convenience and ease of accessing and navigating the project site as well as to provide directions to access points, bicycle parking, transit stops, rideshare pick-up/drop-off zones, nearby uses, and other related amenities.



*Source: National Sign Plazas*



## **STRATEGY 06 – SECURE BIKE PARKING SPACES/RACKS**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** N/A (Mandatory Strategy)

Projects shall provide bike parking spaces and/or racks for residents, employees, visitors, and customers. Public racks shall be accessible to all site visitors. Bicycle parking/racks shall be secure and weather-protected. Pedestrian-scale lighting for security and safety may be required. Bicycle parking and/or racks shall comply with CalGREEN and the Zoning Ordinance requirements at a minimum.



*Source: San Diego Association of Governments*



## STRATEGY 07 – TRANSIT PASSES OR SUBSIDIES

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1-5

Employers and HOAs can offer transit passes and subsidies that cover a portion of the cost of a monthly transit pass to encourage residents and employees to use transit. Subsidies at or below 50% of the transit pass cost do not qualify for point credit. For a subsidy of 60%-100% of the monthly transit pass cost, 1 point is earned for each 10% subsidy increment over the 50% minimum. For example, a subsidy of 70% of the monthly transit pass cost would receive 2 points. The subsidy must be provided for the equivalent of the North County Transit District (NCTD) Premium Regional pass (transit pass that works for NCTD and MTS) or higher. Transit passes and subsidies must be made available on an ongoing basis to all site employees and/or residents. Projects can contact NCTD for assistance when establishing this program.



*Source: North County Transit District*



## STRATEGY 08 – CARSHARE PARKING SPACE WITH A DEDICATED CARSHARE VEHICLE

**Applicable Project Type(s):** Non-Residential

**Point Value:** 3-4

Carshare vehicles offer people convenient access to a vehicle while helping reduce the need for individual vehicle ownership. Under this strategy, an employer can provide an on-site company-owned car share vehicle that can be shared for use only amongst employees at the worksite. Note, the vehicle must be a dedicated vehicle for carshare purposes, rather than shared with other uses. To be eligible for four points, the car share vehicle shall be a zero emissions/electric car.

To be eligible for point credit under this strategy, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.

This strategy differs from Vanpool program (Strategy 19) in that the vanpool program is for one-way commute trips with a dedicated driver, while the carshare vehicle is available at all times for employees to use individually or in groups, including for various trips throughout the workday.



*Source: Mobiag*

**STRATEGY 09 – RESERVED PARKING FOR CARPOOL, VANPOOL, CARSHARE AND/OR PARK-AND-RIDE**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1

Reserving parking at preferred locations for carshare, carpool, vanpool, park-and-ride, and other modes can help increase average vehicle occupancy and discourage single-occupant vehicle use. Reserved preferential parking for these vehicles should be close to the building entrance and covered when possible.

To be eligible for point credit under this strategy by implementing carshare and/or park-and-ride spaces, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.

Note, while carshare and park-and-ride spaces require project proximity to bicycle facilities or transit stops in order to be eligible for credit, carpool and vanpool spaces do not require proximity to bike facilities or transit stops.



*Source: California State University Channel Islands*



## **STRATEGY 10 – BIKE REPAIR STATION**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1

Bike repair stations include a space for repairs with on-site repair stands, air pumps, and other tools. Bike repair stations should be located in a visible, well-lit, and secure area. In addition, they must be maintained to ensure usability.

To be eligible for point credit under this strategy, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.



*Source: BikeTexas*



## **STRATEGY 11 – SECURE PARKING FOR E-BIKES AND CARGO BIKES**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1

Cargo bikes can be used in dense urban areas to make short delivery trips (for example, food drop-off from local restaurants). Providing accessible parking for these bikes on-site can help encourage their use by residents and employees, further reducing short local vehicle trips. A power source for e-bikes must be included. Note, this strategy is distinct from Strategy 06. Under Strategy 11, separate additional bike parking must be provided in a convenient location that includes the necessary infrastructure for charging and using e-bikes, including an easily accessible power source and protection from the elements; these spaces must also accommodate the larger footprint of a cargo bike (at least three feet wide and ten feet long each). Parking for e-bikes and cargo bikes shall be secure and weather-protected.



*Source: Bikes Make Life Better*



## **STRATEGY 12 – SHOWERS AND LOCKERS**

**Applicable Project Type(s):** Non-Residential

**Point Value:** 1

Showers, lockers, and changing rooms for employees can help encourage a shift from driving to biking. These end-of-trip facilities, when paired with secure bike parking, remove some of the barriers to commuting to and from work on a bike. These facilities should be located in a safe, well-lit, and convenient location and should be well maintained. Shower facilities should be shown on project plans for review by the City.



*Source: University of California Irvine*



### **STRATEGY 13 – PRE-TAX TRANSPORTATION BENEFITS**

**Applicable Project Type(s):** Non-Residential

**Point Value:** 1

Through this strategy, employees would have the option to participate in a pre-tax benefit program to pay with pre-tax funds for qualifying commute expenses for modes other than single-occupant motor vehicles. Projects can contact NCTD, if assistance is needed to establish this program.



*Source: Ottawa-Carleton Regional Transit Commission (OC Transpo)*



## **STRATEGY 14 – TELECOMMUTE WORK CENTER FOR RESIDENTS**

**Applicable Project Type(s):** Residential

**Point Value:** 1

Telecommuting programs enable employees to work from home or another remote location instead of driving daily to work. Residential projects can support telecommuting for their residents by providing a common area with tables, internet access, and other amenities. The telecommute center should be appropriately scaled for the size of the development and shown on project plans for review by the City.



*Source: TTEC*



## **STRATEGY 15 – TELECOMMUTE AND/OR COMPRESSED WORK WEEK**

**Applicable Project Type(s):** Non-Residential

**Point Value:** 2

Telecommuting and compressed work weeks are strategies employers can implement to reduce the number of commute days for employees. Telecommute programs enable employees to work wholly or partially from home or another remote location. Compressed work weeks allow employees to work fewer but longer days.

As part of this strategy, the employer must adopt and maintain a formal policy for telecommuting and/or compressed work weeks that is approved by the City.



*Source: Multiplier*



## **STRATEGY 16 – DELIVERY SUPPORTIVE AMENITIES**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1

Secure, easily accessible, and well-lit delivery amenities such as delivery lockers can reduce the number of trips residents and employees make to pick up deliveries at off-site locations, especially for larger items. This amenity should be shown on project plans for review by the City.



*Source: Liss Technologies Group*



## STRATEGY 17 – ON-SITE CHILDCARE

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 3

Providing on-site childcare during typical working hours can help reduce the need for residents or employees to make daily pick-up and drop-off driving trips. This amenity should be shown on project plans for review by the City.



*Source: Building Owners and Managers Association International*



## STRATEGY 18 – SHUTTLE BUS SERVICE

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 5

Establishing a free shuttle service for employees between key destinations can help reduce employee vehicle trips, encourage transit use, and bridge the first/last mile gap between transit stations and work. Such a service can also be applicable for larger residential development projects. This strategy would require coordination with the City and other agencies such as NCTD. It would be limited to projects that can demonstrate that a shuttle service would bridge a critical gap between the project site and other destination(s) such as a Sprinter station. Additionally a project could partner with NCTD to subsidize current or planned transit/microtransit services offered by NCTD.



*Source: City of Irvine*



## STRATEGY 19 – VANPOOL PROGRAM WITH DESIGNATED VAN PARKING SPACE

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 6

Vanpool provides groups of up to 15 people with a cost-effective and convenient shared commuting option. Employers can encourage their employees to vanpool through subsidies or another formal program. SANDAG currently provides a grant program for employer vanpools.

A reserved parking space for the vanpool vehicle must be provided on-site. In addition, a dedicated driver for the vanpool must be assigned who is available during working hours.

The TDM plan must include information pertaining to frequency, availability, and how to use/participate in the vanpool. Both the TDM plan and the information center (Strategy 02) must include information on the reservation system for employees and residents.

Note, this strategy could also be implemented by larger residential projects.

This strategy differs from carshare (Strategy 08) in that the vanpool program with dedicated driver is for one-way commute trips, while the carshare vehicle is available at all times for employees to use individually or in groups, including for various trips throughout the workday.



*Source: CommuteSmart*



## STRATEGY 20 – UNBUNDLED PARKING

**Applicable Project Type(s):** Residential

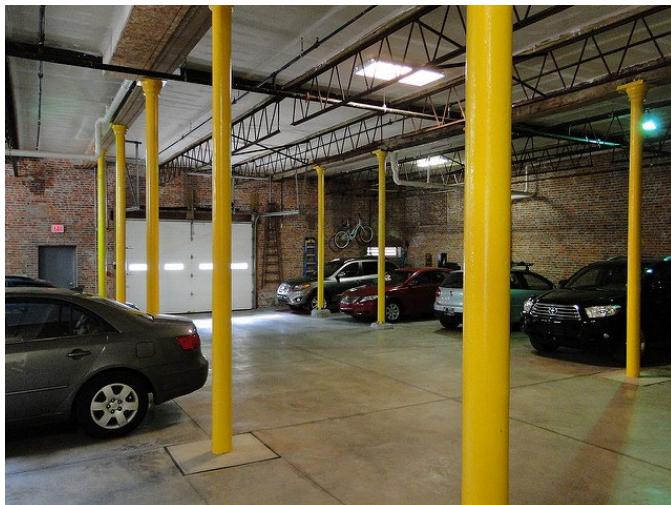
**Point Value:** 1

Unbundling parking involves separating a residential project's rent from parking cost. Tenants are given the option to pay for a parking space's rent separate from the rent of the unit itself, instead of the current practice where the cost of parking is included in total rent.

This strategy has limited effectiveness in areas where nearby free, unrestricted, and under-capacity on- or off-street parking could accommodate the project's parking demand. The applicant must demonstrate that the parking demand near the site is at least 85% of capacity during peak demand periods. This strategy is context dependent and would need to be approved by the City after consultation.

To be eligible for point credit under this strategy, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.



*Source: New England Building Supply*



## STRATEGY 21 – PRICED PARKING

**Applicable Project Type(s):** Non-Residential

**Point Value:** 1

Pricing on-site workplace parking increases the cost of choosing to drive to work and can encourage a shift to transit, carpooling, and other modes.

This strategy has limited effectiveness in areas where nearby free, unrestricted, and under-capacity on- or off-street parking could accommodate the project's parking demand. The applicant must demonstrate that the parking demand near the site is at least 85% of capacity during peak demand periods. This strategy is context-dependent and would need to be approved by the City after consultation.

To be eligible for point credit under this strategy, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.



*Source: Las Vegas Review-Journal*



## STRATEGY 22 – PARKING CASH-OUT

**Applicable Project Type(s):** Non-Residential

**Point Value:** 1

Under a parking cash-out program, employers who are providing subsidized parking can offer employees the cash value of a parking space to forgo the parking space itself. This strategy is only applicable where employers pay for or rent parking for their employees.

This strategy has limited effectiveness in areas where nearby free, unrestricted, and under-capacity on- or off-street parking could accommodate the project's parking demand. The applicant must demonstrate that the parking demand near the site is at least 85% of capacity during peak demand periods. This strategy is context-dependent and would need to be approved by the City after consultation.

To be eligible for point credit under this strategy, projects must be located within one-half mile of either of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.
- Existing transit stop – The attached Figures 1 through 3 show the areas in the city that are within one-half mile of a transit stop as of March 2023. This information should be verified at the time the TDM plan is being developed.



*Source: Texas Parking Services*

## **STRATEGY 23 – ON-SITE FLEET OF BICYCLES, E-BIKES, AND/OR SCOOTERS**

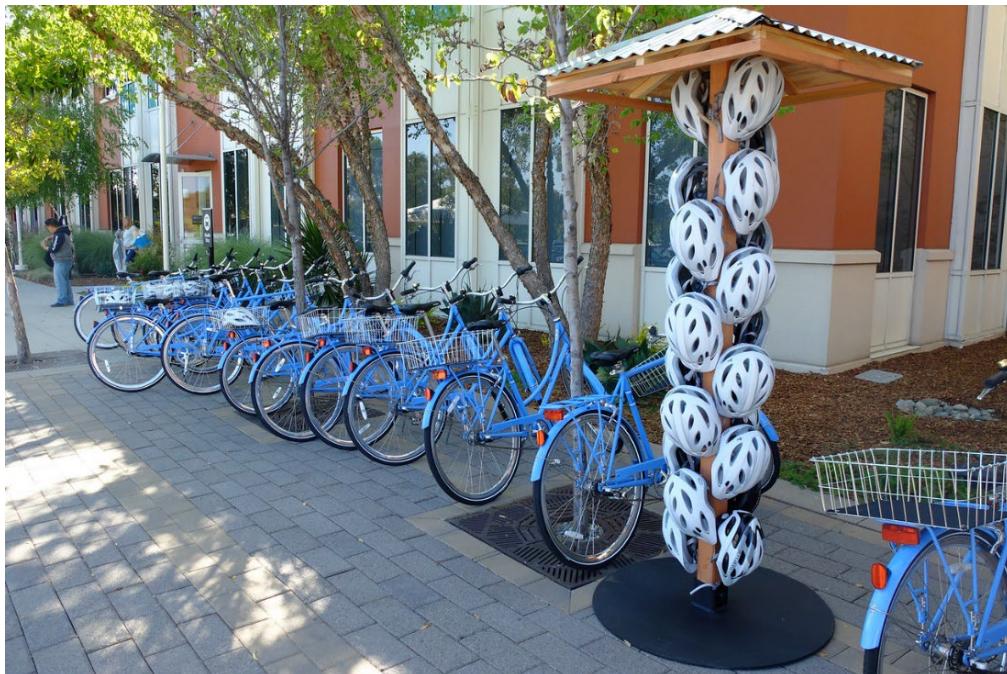
**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 5

Bikeshare and scootershare programs can help reduce vehicle trips by providing on-demand access to bikes and scooters for short-term trips. In addition, e-bikes can help increase the range of these trips, increasing the program's convenience. Projects can provide an on-site fleet for residents and/or employees to support a shift away from driving for short trips. The project must provide as many shared use bikes, e-bikes, or scooters as the number of required bike parking spaces, or at least five (5) bikes, e-bikes, or scooters (whichever is higher). The TDM plan must detail the proposed types of bikes, e-bikes, or scooters being provided for City approval.

To be eligible for point credit under this strategy, projects must be located within one-half mile of the following:

- High-quality bicycle facility – Defined as a multi-use path, buffered bike lanes meeting the City's minimum design widths, or protected bike lanes/separated bike lanes/cycle track.



*Source: Bikes Make Life Better*



## STRATEGY 24 – MIXED USE DEVELOPMENT WITH ON-SITE AMENITIES/SERVICES

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 2

On-site amenities can reduce the need for residents and employees to drive for errands during the day. Such services can include cafeterias, gyms and wellness centers, retail shops, and cafes/restaurants.



*Source: The Wall Street Journal*



## STRATEGY 25 – OFF-SITE PEDESTRIAN SUPPORTIVE STRATEGIES

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1-2 points per feature

Providing pedestrian-supportive facilities offsite (not on the project site or along the project frontage) can reduce greenhouse gas emissions by reducing overall driving trips in San Marcos. Pedestrian improvements can increase walking comfort and convenience, encouraging people who live, work, or visit the city to walk when possible. Facilities that improve the pedestrian experience can include, but are not limited to:

- Sidewalk connections
- New landscaped buffers between the sidewalk and vehicular traffic
- Bulbouts and curb extensions
- High-visibility crosswalks
- High-visibility curb ramps with truncated domes
- Pedestrian traffic signals

This strategy will require coordination and consultation with City staff to determine appropriate locations and designs.



*Source: National Association of City Transportation Officials*



## **STRATEGY 26 – HIGH-COST OFF-SITE TRANSIT STOP AMENITIES AND UPGRADES**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 3 points per feature

Bus stop improvements improve transit passenger comfort, reduce barriers to taking transit, and encourage higher transit mode share throughout the city. Bus stop improvements can also speed up boarding and alighting. Highly effective bus stop amenities and upgrades can include, but are not limited to:

- Shelters
- Benches
- Real-time bus information technology
- ADA compliant bus stop pad for passenger boarding

Amenities should be selected in coordination with the transit agency and City staff during the entitlement process.



*Source: National Association of City Transportation Officials*



## STRATEGY 27 – LOW-COST OFF-SITE TRANSIT STOP AMENITIES AND UPGRADES

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 1 point per feature

Low-cost bus stop improvements can also increase transit comfort and convenience, improve the waiting experience, or provide helpful information to riders. Low-cost bus stop amenities and upgrades can include, but are not limited to:

- Trash receptacles
- Static schedule and route displays
- Public art



*Source: Pinellas Suncoast Transit Authority*



## STRATEGY 28 – OFF-SITE BICYCLE INFRASTRUCTURE

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** 3-5 points per mile

Providing bikeways offsite (not on the project site or along frontage the project is required to improve) can reduce greenhouse gas emissions by reducing overall driving trips in San Marcos. Increased bikeway mileage can support bicycling comfort and convenience, encouraging people who live in, work in, or visit the city to bicycle when possible. Applicable bikeway types consist of the following:

- Class I bike paths and multi-use paths
- Class II bike lanes and buffered bike lanes
- Class IV one-way or two-way protected bike lanes (also known as separated bike lanes or cycle tracks)

To qualify, new bicycle infrastructure must be identified as part of the City's planned bikeway network and must close or contribute to the closure of a gap between two existing bikeways or extend an existing bikeway. The number of points per mile will be determined in consultation with City staff based on the type(s) of bicycle infrastructure and benefit value to overall trips reduction.



*Source: National Association of City Transportation Officials*



## **STRATEGY 29 – OTHER MEASURES**

**Applicable Project Type(s):** Residential and Non-Residential

**Point Value:** To be determined on an individual basis

Should a project not be able to meet requirements through the menu of available strategies (e.g., due to infeasibility), applicants can work with City staff to develop other TDM strategies that are feasible for the site and would reduce vehicle trips.



*Source: City of Seattle*



Figure 1: Half-Mile Walking Distance from Transit (North)

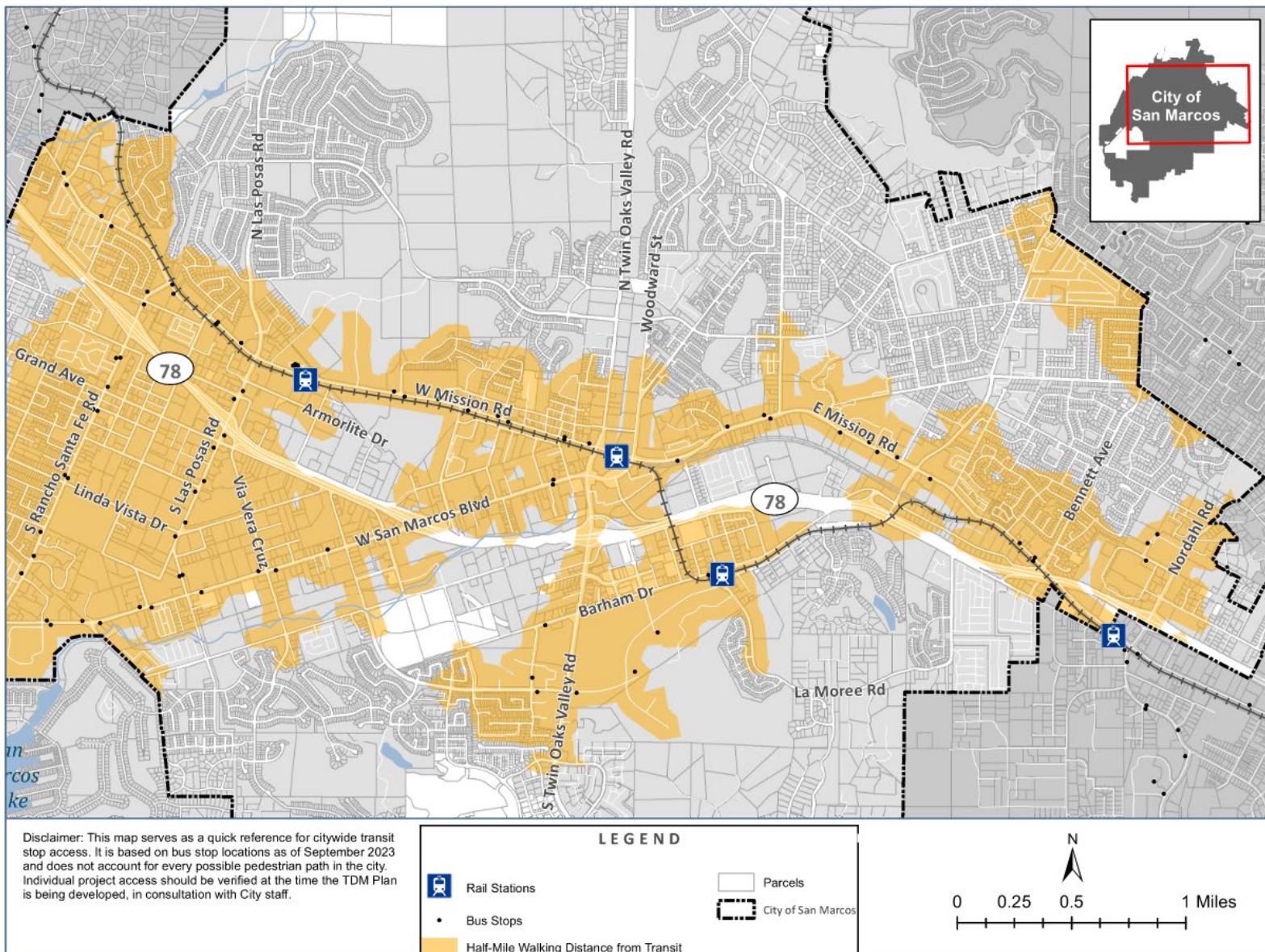




Figure 2: Half-Mile Walking Distance from Transit (Central)

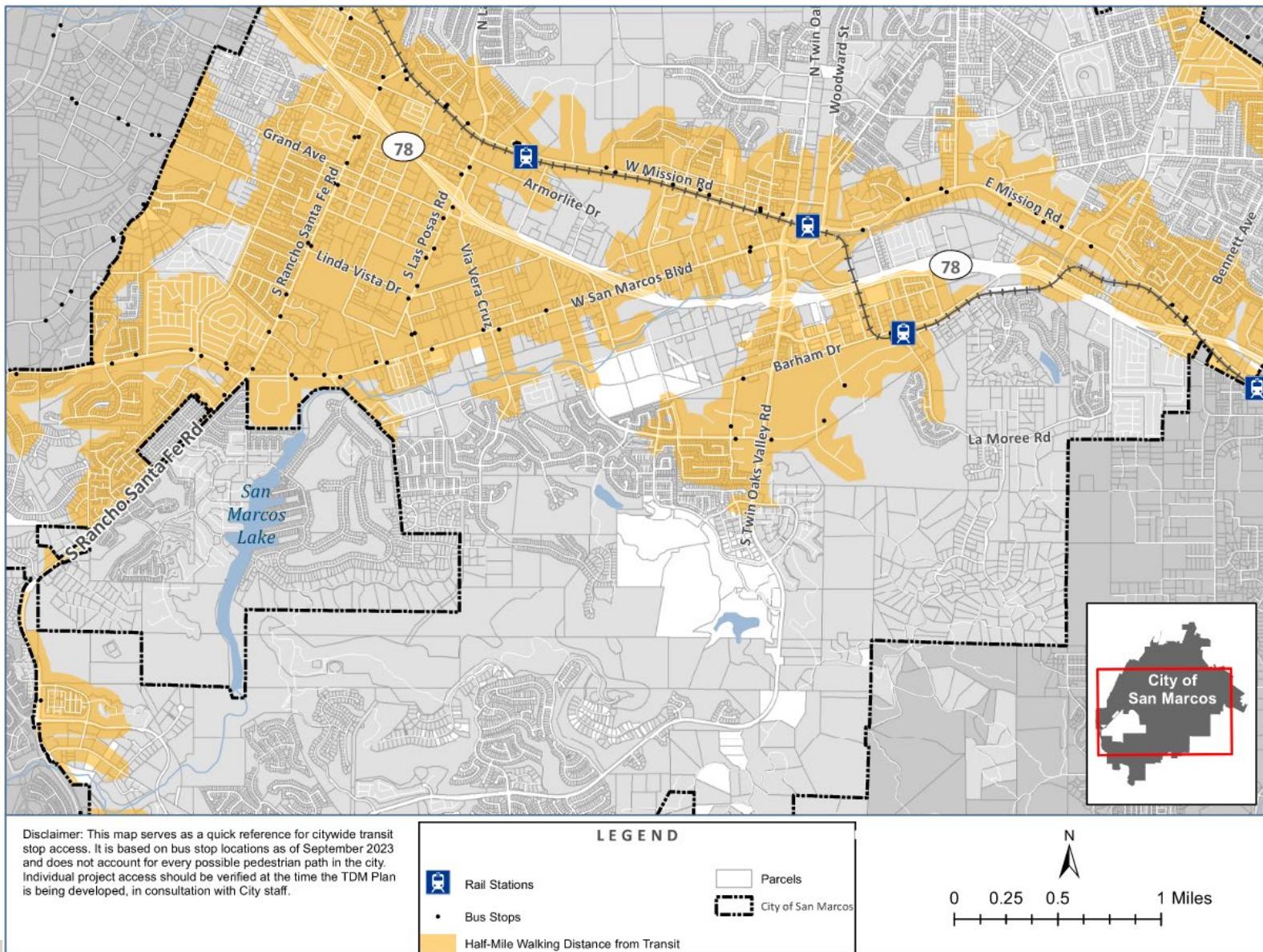
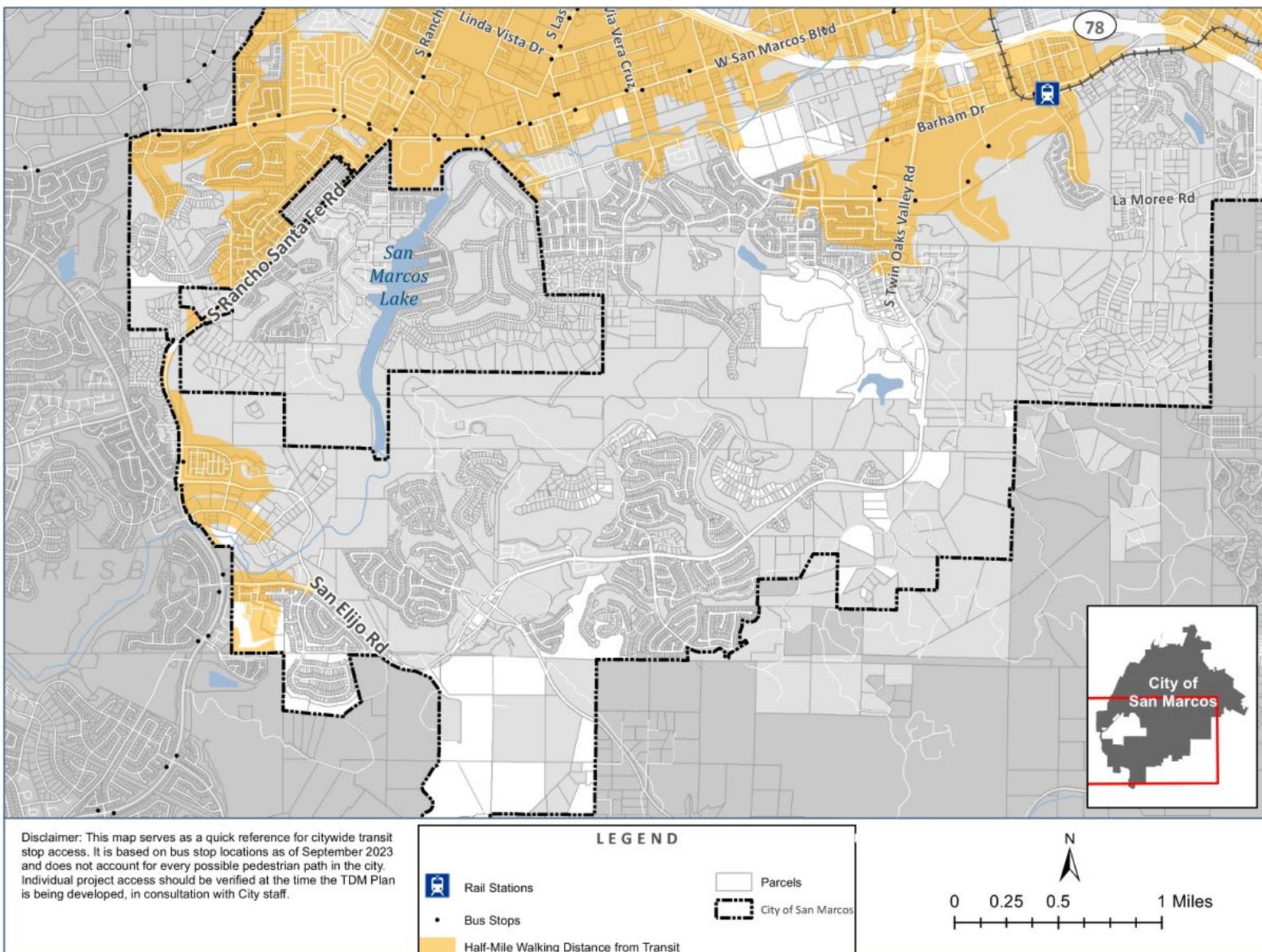


Figure 3: Half-Mile Walking Distance from Transit (South)





810 Mission Avenue  
Oceanside, CA 92054  
(760) 966-6500  
(760) 967-2001 (fax)  
GoNCTD.com

August 16, 2023

Saima Qureshy  
City of San Marcos  
1 Civic Center Drive  
San Marcos, CA 92069  
Sent Via Electronic Mail: [squireshy@san-marcos.net](mailto:squireshy@san-marcos.net)

Re: Draft Transportation Demand Management (TDM) Ordinance and Policy

Dear Ms. Qureshy:

Thank you for the opportunity to review the City of San Marcos Draft Transportation Demand Management (TDM) Ordinance and Policy.

The North County Transit District (NCTD) supports the usage of a half-mile walking distance from transit as a criterion for eligibility for select strategies in the TDM. As there was a recent re-routing of BREEZE route 347 in April 2023, NCTD encourages an update of the walkshed map to reflect this additional service down San Marcos Blvd.

NCTD also has suggestions for the following strategies:

**Strategy 3:** NCTD recommends that the project site design specifically allow for sufficient Americans with Disabilities Act (ADA) paths to connect pedestrians within the development to access nearby transit stops and minimize the walkshed when possible.

As described in NCTD's Bus Stop Development Handbook (2018), new developments should be designed to provide clear and direct access to bus stops (existing or new) and should emphasize pedestrian access, activity, and safety.

- Gated or walled developments should provide openings through walls to minimize the walking distance and provide a more direct route to bus stops.
- Developments with parking lots should be designed with clear pedestrian walkways.
- Distinct walkway networks should be provided where bus stops and/or transit centers can be linked with building entrances.
- Entrances to buildings should face the street with pedestrian access located close to the nearest bus stop.

**Strategy 7 and 13:** NCTD supports Strategies 7 and 13 and can provide contact information and resources for entities to assist in establishing these types of programs.

**ATTACHMENT B**

Re: Draft TDM Ordinance and Policy

August 16, 2023

Page 2 of 2

**Strategy 18:** NCTD recommends emphasizing that this shuttle bus service should be planned to complement the existing transit service. NCTD also recommends providing credit for entities that subsidize or partner with NCTD to support existing or new transit/microtransit services.

**Strategy 26 and 27:** NCTD is supportive of both Strategy 26 and 27 as proper stop and amenity placement throughout the system area helps to improve customer satisfaction as well as encourage the use of the transit system, and in turn, help communities achieve established sustainability goals and improve the overall quality of life.

NCTD recommends that any bus stop improvements include the construction of one ADA-compliant bus stop pad for passenger boarding. This design should include a clear, concrete sidewalk area with an 8-foot-deep by 5-foot-wide boarding and alighting area that meets standards set forth by the Americans with Disabilities Act (ADA) and that is connected to the curb and street. This clear area cannot have any street furniture or impediments in the 8' by 5' space.

The construction of this ADA bus pad at a transit stop should be considered for inclusion in **Strategy 4 and 25.**

Thank you again for allowing NCTD to review and comment on this project. Should you have any questions related to this review, feel free to contact me at (760) 966-6683 or via e-mail at [kpersons@nctd.org](mailto:kpersons@nctd.org).

Sincerely,



Katie Persons  
Director of Service Planning

cc: Chris Orlando, Chief Planning Communications Officer, NCTD  
Ioni Tcholakova, Transit Planner, NCTD

**ATTACHMENT B**

**From:** [Conrad Pawelski](#)  
**To:** [Saima Qureshy](#)  
**Cc:** [Rick Gittings](#)  
**Subject:** RE: Transportation Demand management Policy August 8th  
**Date:** Wednesday, August 16, 2023 4:13:24 PM  
**Attachments:** [image008.png](#)  
[image012.png](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Saima: I have some notes regarding the Public Work shop for the Transportation Demand Policy and would like a response to the items below. Our main issue is redundancy of what this creates.

Saima Qureshy  
City of San Marcos  
Transportation Demand Management  
Public Discussion meeting August 8, 2023

This public meeting zoom call was to bring to the public the policy that is to be brought to Traffic Commission, Planning Commission and City Council .

Initially I was informed by a third party regarding this meeting and in attendance found this to be attended by less than 20 individuals mostly being City Staff, Consultants to the City , and outside project managers/planners. If this was to have public input, they were not in attendance.  
Usually, a scoping session where there is community input. With little to no one in attendance, and I asking the only public comment.

#### Issues with the Transportation Demand Management Policy

1. Why develop a policy which is duplicative with State Regulatory code, that being CEQA.
  1. CEQA defines the need for transportation or not through the EIR process or through City (LEA) review as to whether it is necessary to have an EIR in the first place.
  2. CEQA review is deemed necessary reviews the need for traffic management if the project generates traffic.
2. City of San Marcos has limited control as an LEA to effectively manage the issue.
  1. State Highway 78 and all intersections of the freeway controlled by the State.
  2. Air traffic on the approach way to Palomar airport files over the city within our airspace and under 4,000 feet since we are close to runway.
  3. Cal State University San Marcos is outside of the regulatory responsibility of the City and controlled by themselves and they are entirely within San Marcos
  4. Palomar College same as above
3. The carbon output sets the size to a level beyond small projects.
4. Why develop a policy that has very limited control and is redundant.
5. Take the lead where additional regulation is not necessary to manage the community's

transportation.

6. The mandatory strategies are conditions for development depending on the nature of the project already some are onsite, and others are public improvements.

Thank You,  
Conrad Pawelski  
Chief Financial Officer  
(760) 759-2215  
[conradp@diamondprovides.com](mailto:conradp@diamondprovides.com)  
Diamond Provides Temp.- Restrooms, Fences, Power & Pumping

---

**From:** Saima Qureshy <SQureshy@san-marcos.net>  
**Sent:** Monday, August 14, 2023 5:25 PM  
**To:** Conrad Pawelski <conradp@diamondprovides.com>  
**Subject:** RE: Transportation Demand management Policy August 8th

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\*\*\* This is an external email \*\*\*

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Mr. Pawelski - Thank you for reaching out to us with your TDM related question. I presented the TDM info at the workshop on the 8<sup>th</sup>. Please let me know if you have any questions or if you need any information.

For your information, here is the flyer that we sent out related to the TDM Ordinance.

### **Notice of Release of Draft Transportation Demand Management Ordinance and Policy for public comment**

To implement the City's Climate Action Plan (CAP) measure and to reduce traffic impacts from the development projects, the City of San Marcos has drafted a TDM Ordinance and Policy which is posted on our web site for public comment.

<https://www.san-marcos.net/departments/development-services/draft-tdm-ordinance-and-policy>

The TDM Ordinance and Policy will be applicable to any development project that is not exempt from CEQA requirements and would result in emission of more than 500 metric tons of carbon dioxide (MT of CO<sub>2</sub>) per year. Developments that are below the 500 MT of CO<sub>2</sub> threshold are encouraged to voluntarily include TDM strategies to facilitate alternative mobility options.

### **Key TDM Ordinance and Policy highlights**

- The TDM Ordinance and its implementing Policy are applicable to all development projects that emit more than 500 MT of CO<sub>2</sub> per year and are not exempt from CEQA
- The TDM Policy lists six (6) mandatory strategies that are required for all projects to implement.

**ATTACHMENT B**

- The TDM Policy lists twenty-two (22) optional strategies, each assigned a specific point value.
- Applicable projects would have to establish a project specific TDM Plan that should include all mandatory and a selection of optional strategies to achieve a minimum of 10 point score.

## Public Workshop

The City has scheduled a virtual public workshop on August 9, 2023 at 6 pm to inform interested parties what is included in the TDM Ordinance. If you are interested in attending, please see the link below:

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[\*\*Click here to join the meeting\*\*](#)

Meeting ID: 272 498 220 529

Passcode: eXA7KY

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

## Public Comments

The City is requesting its CEQA consultants, development community and members of the public to review and comment on the TDM Ordinance and Policy. **Please provide your comments by 5:30 pm on August 16, 2023.**

You can email your comments to : [squareshy@san-marcos.net](mailto:squareshy@san-marcos.net)

Or send them via mail to this address:

Saima Qureshy, Principal Planner  
Development Services Department  
1 Civic Center Drive  
San Marcos, CA 92069

## Next Steps

The City will review comments received on the draft Ordinance and its implementing Policy and incorporate updates, if needed. Staff will hold Planning Commission hearings in September, 2023 and City Council hearings in October, 2023 to formally adopt the TDM Ordinance and Policy.

## Questions?

Contact: Saima Qureshy, Principal Planner, City of San Marcos

Email: [squareshy@san-marcos.net](mailto:squareshy@san-marcos.net)

Phone: (760) 744-1050, ext. 3222



Saima Qureshy, AICP, Sustainability Program Manager/Principal Planner  
City of San Marcos | 1 Civic Center Drive, San Marcos CA 92069  
T: (760) 744-1050 ext. 3222  
[squareshy@san-marcos.net](mailto:squareshy@san-marcos.net) | [www.san-marcos.net](http://www.san-marcos.net)

**At the City of San Marcos, the health and safety of our community is our top priority. For real-time updates about the City's response to COVID-19, visit [www.san-marcos.net/covid19](http://www.san-marcos.net/covid19).**

---

**From:** Conrad Pawelski <[conradp@diamondprovides.com](mailto:conradp@diamondprovides.com)>  
**Sent:** Monday, August 14, 2023 5:05 PM  
**To:** Traffic Division <[trafficdivision@san-marcos.net](mailto:trafficdivision@san-marcos.net)>  
**Subject:** Transportation Demand management Policy August 8th

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The meeting held by the City of San Marcos on the 8<sup>th</sup> had no contact information in the information attached for the meeting nor can I find it on the Cities website under transportation or Planning Dept. Could you email me with the contact information for the presenter at the meeting

Thank you,



**Conrad Pawelski**

Chief Financial Officer

**ADD TO CONTACTS**

Direct: [760.759.2215](tel:760.759.2215)  
Main: 1-888-744-7191  
[conradp@diamondprovides.com](mailto:conradp@diamondprovides.com)  
**HQ** 807 E. Mission Road  
San Marcos, CA 92069  
[diamondprovides.com](http://diamondprovides.com)

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**ATTACHMENT B**

**From:** [Beky@cox.net](mailto:Beky@cox.net)  
**To:** [Saima.Qureshy@tdm.org](mailto:Saima.Qureshy@tdm.org)  
**Subject:** TDM Ordinance  
**Date:** Wednesday, August 16, 2023 6:03:21 AM

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Stop with this nonsense. This does nothing but add costs with no demonstrated benefit.