

The background is a light blue color with various white line-art illustrations. At the top left, a thought bubble contains a crossed-out dollar sign and a pencil. To its right is a graph with a dashed line and a dollar sign. In the center, three people (two men and one woman) are sitting at a table. To the right of them is a window with a sunburst symbol. Below the window is a kitchen area with a stove and a refrigerator. In the bottom right, there is a parking sign with a 'P' and a bicycle. On the left side, there are two floor plans. The top one is labeled '900 sq ft' and the bottom one is labeled '628 sq ft'. An arrow points from the 900 sq ft plan to the 628 sq ft plan. There is also a small illustration of a refrigerator with 'zzz' written on it.

BOSTON COMPACT LIVING PILOT





City of Boston
Neighborhood Development



Boston
*Transportation
Department*



City of Boston
Mayor Martin J. Walsh

BOSTON COMPACT LIVING PILOT

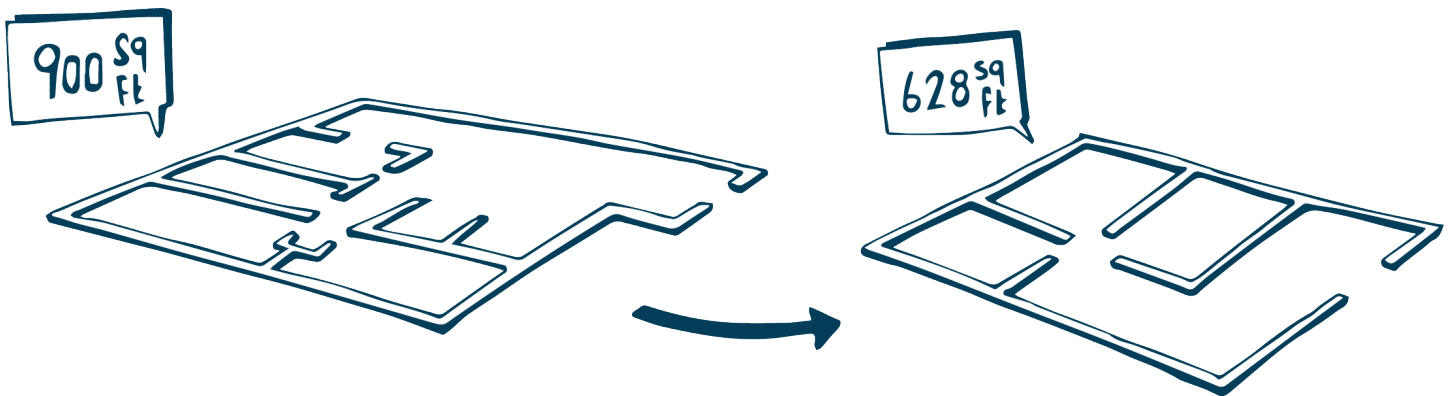
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What is Compact Living?

Compact Living is a new residential development strategy that incorporates well-designed efficient space, shared common spaces and amenities, and transportation incentives.

Compact Living is a promising model of development in Boston's current housing context. Given the increasing cost of living and expected population growth, Compact Living units offer a cost- and space-efficient way of building more units to accommodate growing demand for housing. Spurred by lifestyle and demographic changes such as decreasing family size, shifts in household makeup, increasing openness to sharing, reduced reliance on ownership, alternative family compositions, and advances in technology, many Boston residents are open to smaller living space in exchange for convenience of location and amenities. Both the BPDA and the Inspectional Services Department have seen an increase in the number of development applications proposing smaller units. Compact Living can fill an important gap in the housing stock, while aligning with the City of Boston's goals outlined in the *Imagine Boston 2030* and *Housing Boston 2030* plans.



The City of Boston's past work in the area of Compact Living has demonstrated the demand for, interest in, and feasibility of this kind of lifestyle. A citywide tour of a 385 ft² model compact unit, called the Urban Housing Unit, generated feedback about compact living from 2,000 community members. The Housing Innovation Competition solicited creative proposals for compact affordable units, facilitating development of new ideas and collaboration among developers, designers, and community members. The data and lessons collected from these efforts have been incorporated into the Compact Living Policy and Guidelines to ensure that compact units will meet the needs of Boston's residents.

Who is Compact Living for?



Compact Living as a housing type responds to shifting housing trends and demonstrated interest of many Boston residents and their communities by accommodating a diversity of users. Residents indicated a demand for alternative housing types and communicated that smaller units are sufficient when they are affordable and supplemented by shared amenity spaces. These ideas have been integrated into the policy outlined in this document.

Compact Living units are ideal for residents looking for affordable homes with easy access to transit, amenities, and services they need and enjoy. Studio and one-bedroom units often cater to young professionals and graduate students. These units are also ideal for those who may be looking to downsize, such as empty nesters and retirees, or people with disabilities who benefit from increased affordability in proximity to services that meet their needs. Compact Living is also a great mechanism for allowing existing residents of a community to have more affordable or space-efficient options in their neighborhood. Compact housing of all unit sizes is meant to attract a wide diversity of residents, including growing families with young children that may be seeking more affordable two- or three-bedroom units.

How big is a Compact Living unit?

Compact Living units are newly developed residential units that are less than typical square footage. (Refer to Appendix B for existing minimum size requirements for residential units in Boston.) In addition to aligning with these sizes, proposed projects with Compact Living units include shared common spaces and encourage transportation using walking, biking, and public transit modes. The size thresholds listed below were determined by several criteria: standard building code, careful research of existing models, and internal exercises to ensure livability and fluidity of interior layouts.

Units must otherwise comply with applicable federal, state, and local provisions relating to health, life safety, accessibility, complete streets standards, and the like. Sample floorplans are included for each of these unit types in the Guidelines as illustrative examples, however we encourage creative design solutions that maximize livability within these size ranges:

unit type

maximum size*

studio

450 ft²

one-bedroom

625 ft²

two-bedroom

850 ft²

three-bedroom

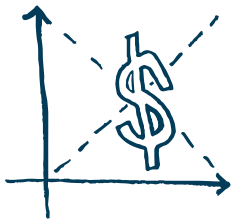
950 ft²

* Compact Living Policy applies to any unit less than these sizes!



Compact Living aspires to...

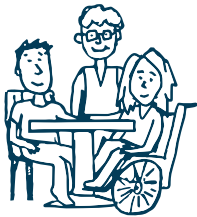
increase affordability.



Encouraging creative design to promote housing affordability is a major goal of Mayor Walsh's *Housing Boston 2030* plan. Reduced unit size allows for the creation of more units overall, including more Inclusionary Development Policy Units. Diversifying the housing stock for individuals and roommates will alleviate market pressure on family-style homes. The Compact Living Policy also encourages transit-oriented development, reducing automobile dependence and transportation expenses.

Increasing the number and type of affordable units in the city is the primary objective, but these units should still function for a diversity of users. Where significantly greater affordability is provided, some flexibility in the guidelines may be tolerated.

build community.



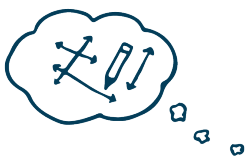
Proposed projects with Compact Living units should aspire to facilitate community-building and cohesion on both a building and neighborhood scale. All projects with Compact Living units should include shared spaces that provide a physical setting for common use and incorporate programming and design that encourage people to connect.

promote sustainability.



Compact Living units promote environmental and social sustainability in new residential development. Construction of compact units requires less energy and construction waste per unit, as the overall square footage of each unit is smaller. Additionally, the Compact Living Policy incentivizes use of public transit over single occupancy vehicle trips. The Policy aims to increase diversity of Boston's housing stock, contributing to social sustainability by alleviating market pressure on family-style dwellings and homes, which are largely occupied by individuals and roommates.

support creativity.



The Compact Living Guidelines are flexible. They intend to encourage developers' and designers' creativity and innovation to ensure that proposed projects meet the needs of Boston residents. The Guidelines are not meant to be prescriptive, and we encourage solutions beyond those previously tested.

Compact Living Policy

The City of Boston's Compact Living Policy applies to new developments of 10 or more residential units.

Developers who elect to propose Compact Living units must:

1. Comply with the Compact Living Guidelines in order to ensure appropriate quality of life for residents of Compact Living units. The Compact Living Guidelines provide standard principles and requirements for unit interior, shared space, and transportation for proposed projects with any units that fall under the maximum Compact Living square footage threshold (outlined on page 3).
2. Prepare and submit a new project application that includes documentation specific to Compact Living requirements. See page 7 for descriptions of required documentation.
3. Follow standard City of Boston regulatory review processes.
4. Follow the City of Boston Inclusionary Development Policy even when otherwise complying with all other zoning regulations.

Any proposed project that contains **one or more Compact Living units must comply with the Compact Living Policy in its entirety**. Projects seeking to take advantage of the Compact Living Policy with **10 to 14 units will be expected to go through Article 80 Small Project review**. Projects using the Compact Living Policy with 15 or more units will be expected to go through Small or Large Project review, as applicable.

For more information on the City of Boston's Development Review processes, visit: www.bostonplans.org/projects/development-review.

Inclusionary Development Policy

Developers creating ten or more units financed by the City, on City or BPDA land, and/or requiring zoning relief must comply with the Inclusionary Development Policy. For general information on this policy, see <http://www.bostonplans.org/housing/developers>. To address the unique character of Compact Living projects, the following policies will apply.

- **Income restricted rents/sales prices:** Rents and sales prices are 90% of the standard rent/sales price for each bedroom type. Where a co-living suite is being created, each bedroom is treated as a SRO (single-room occupancy) unit.
- **Amenity package:** Amenity packages for income restricted units are prorated at discount, and are calculated based on the discount between market and affordable rents. In condominiums, condominium fees are also prorated, based on the sales price, compared to the market rate sales prices.
- **Unit dispersion:** As with developments of standard sized units, income restricted units must be spread throughout the building. In co-living suites, all bedrooms within a single suite may be income restricted.



Compact Living Guidelines

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Compact Living Guidelines

Overview

The Compact Living Guidelines provide developers and designers with standards for the three key elements of Compact Living: unit interior, shared space, and transportation. These guidelines are not meant to be overly prescriptive. The goal is to encourage creativity, but ensure that proposed projects include livable, functional, thoughtfully-designed units and shared spaces. The Guidelines also aim to mitigate the potential impacts of increased density on the surrounding neighborhood by incentivizing reduced car trips and encouraging different modes of transportation.

Proposed Project Checklist

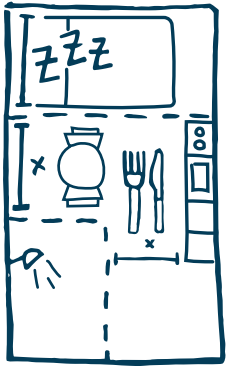
Developers who elect to build Compact Living Units must submit the following materials for review:

- **Concept description**
Applicants will provide description of how their proposed project will meet the aspirations of the Compact Living Pilot and fill a need in the surrounding neighborhood. Explain who you expect typical residents to be, how the proposed project will fit in with the surrounding neighborhood and why it is an important addition. Include a spreadsheet which includes the number of each bedroom type and unit sizes.
- **Unit interior plans**
Applicants will provide interior floor plans for each unit type, including square footage and furniture layouts, that demonstrate ample space to accommodate all living functions. Unit interior plans must also show sufficient storage space and capacity for natural light (through ceiling height and window openings). Drawings must be to scale and adequately dimensioned. *(See page 8 for unit interior design and programming guidelines)*
- **Shared space layout and management plan**
Applicants will provide a description of the intended use of each shared space and the management plan for the spaces. Floor plans showing the programmatic layout, design of the shared spaces, square footage, and dimensions of each space must also be provided. *(See page 12 for shared space design and programming guidelines)*
- **Walking distance to transit analysis**
Applicants will provide a walking-distance analysis from a proposed project's front door to the nearest transit station to determine the parking maximum. *(See page 14 for details)*
- **Transportation Demand Management (TDM) plan**
Applicants will provide a TDM plan which includes the number of parking spaces proposed, the list of TDM measures they have chosen to meet their required TDM points, and the designated TDM Coordinator for the proposed development. *(See page 15 for more information on how TDM points are allocated)*

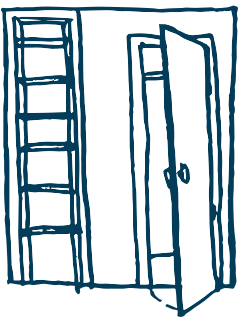
Unit Interior Guidelines

Design and Programming Principles

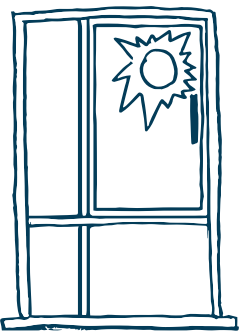
All interior spaces shall have clarity in spatial layout to avoid visual barriers to natural light or physical barriers that obstruct ease of movement. Requirements for unit interiors are as follows:



Function: Unit interior plans including furniture layouts will be submitted for review. Plans should demonstrate sufficient space to accommodate functions including sleeping, lounging, dining, bathing, and cooking using standard furniture. Clearance dimensions should also be included to indicate maneuverability around these functions. If spaces are intended to serve multiple functions and require specialized furniture, furniture should be included as part of the unit. Floor plans that make use of specialized furniture should illustrate different use scenarios. In addition, cooking areas should include cooking appliance(s) with fume ventilation, refrigerator, sink, food and utensil storage space, as well as contiguous food preparation surface areas not less than 4 square feet.



Storage: The design of Compact Living units shall provide ample storage space. Include or demonstrate space to accommodate closets and/or cabinets for essential items such as clothing, linens, and kitchen and bathroom supplies. If needed, supplement unit storage space with common area storage space for seasonal, large, and recreational items such as luggage and bikes. We encourage creative storage solutions like a resident lending library with common items that can be shared to reduce in-unit storage needs.

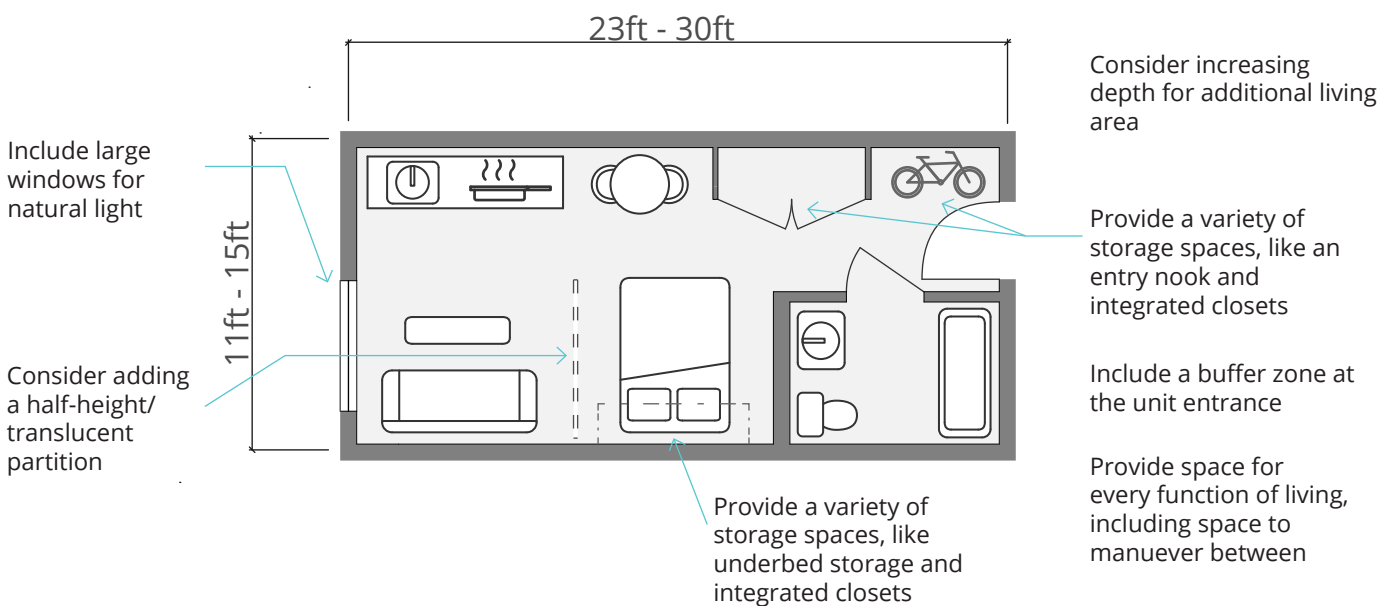


Daylight: All habitable spaces shall have sufficient access to daylight and natural ventilation. Units shall provide a minimum ceiling height of 8' 10", preferably 9 feet, and minimum windows sizes of at least 6' tall and equivalent to 15% of Habitable Room Area. Given the aspirations to maximize affordability, existing building code requirements, and the standardization of building materials, we recognize the challenges in meeting the ceiling height requirement and will consider modifications on a case-by-case basis. Recognizing these constraints, we encourage creative solutions to maximize daylight given the compact nature of the unit.

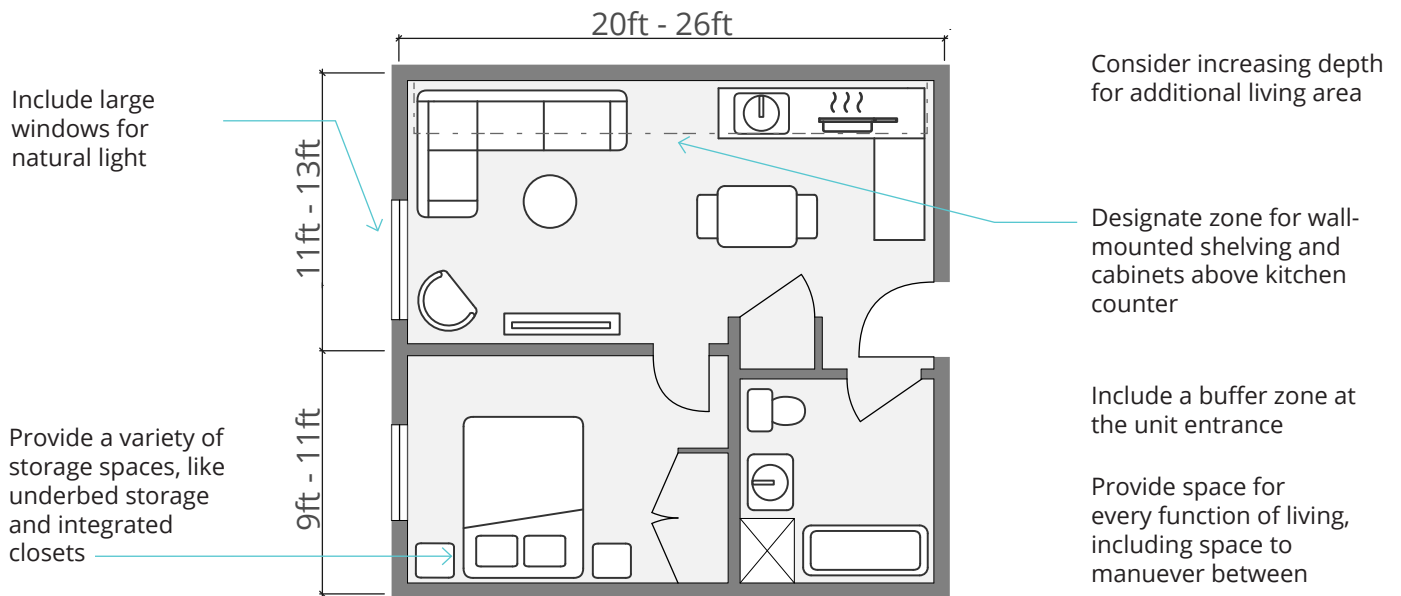
Compact Living Unit Floorplan Examples

The following diagrams depict conceptual layouts for use in the design and development process of Compact Living units. Unit interior diagrams are meant to encourage a variety of solutions to functionality and design. The diagrams provide a range of dimensions (noted on floorplan) to suggest creativity in programming and function. Note that the diagrams offer a variety of design suggestions to consider.

BPDA Design Review processes will focus on unit interior function and design.



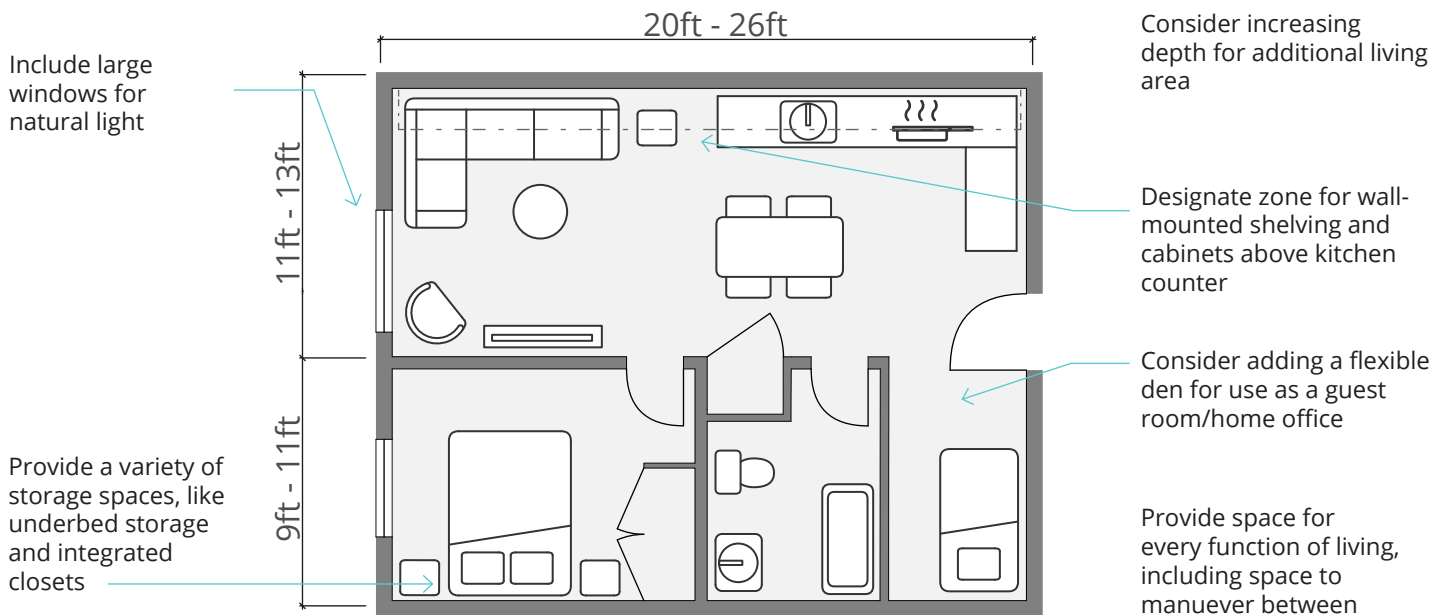
STUDIO
< 450 SF
(300 SF UNIT SHOWN)



ONE-BEDROOM

< **625 SF**

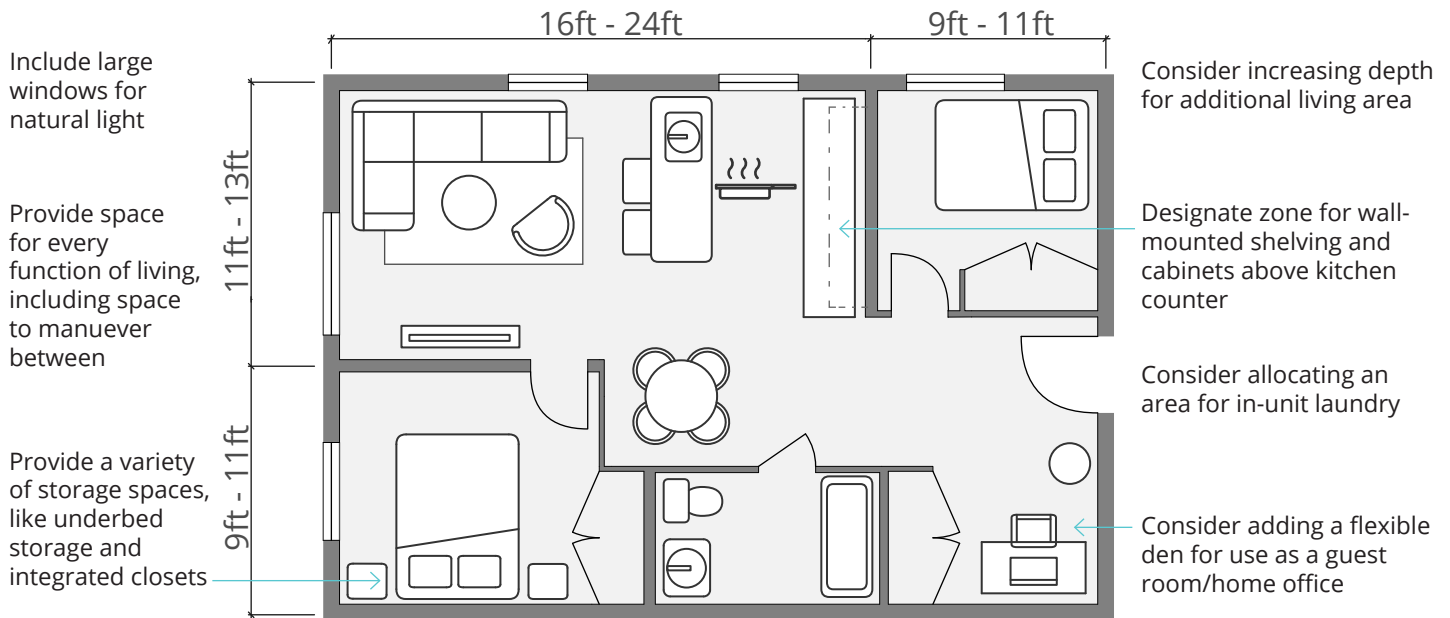
(450 SF UNIT SHOWN)



ONE-BEDROOM PLUS

< **625 SF**

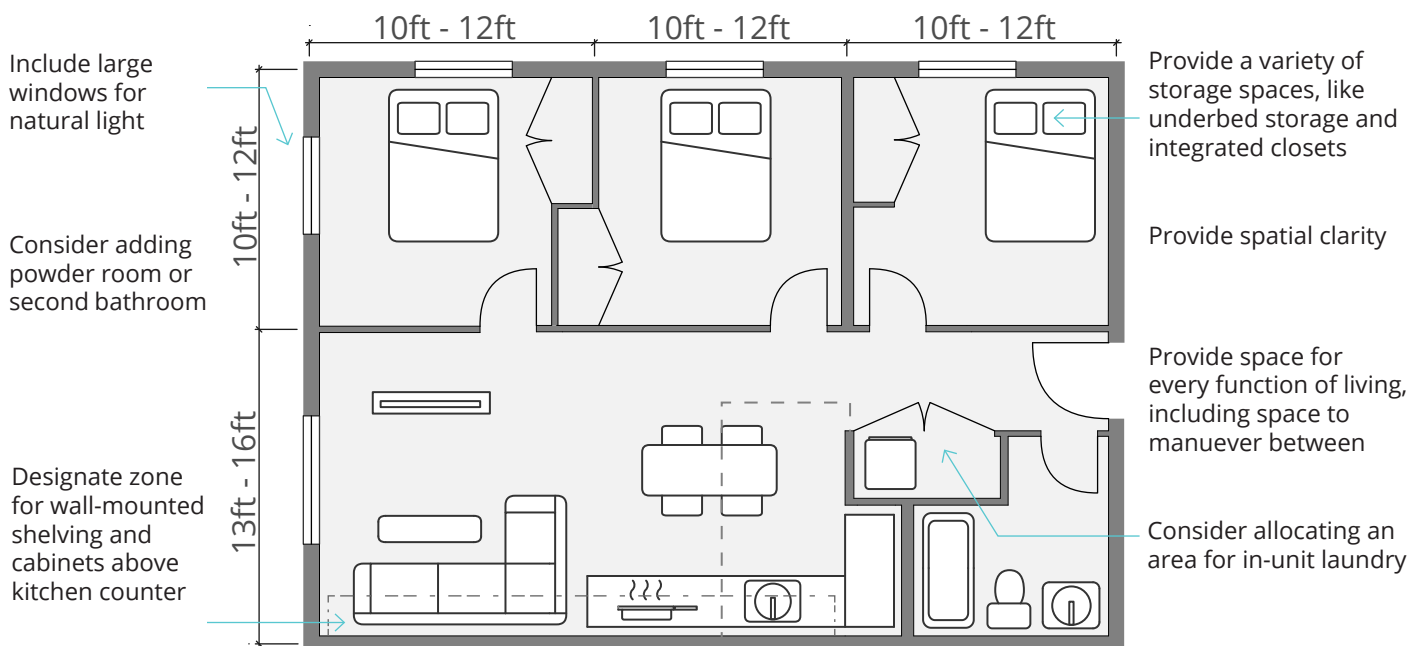
(550 SF UNIT SHOWN)



TWO-BEDROOM

< 850 SF

(650 SF UNIT SHOWN)



THREE-BEDROOM

< 950 SF

(750 SF UNIT SHOWN)

Shared Spaces Guidelines

Shared Spaces Size Requirements

With smaller unit interiors, residents of compact units will need additional shared living space outside of their private unit. Shared spaces will be evaluated in the context of the unit size and layouts, with the presumption that smaller units will require more generous shared spaces. Consideration will also be given to area context and neighborhood amenities. Required ratios of shared space to unit count for Compact Living proposed projects are:

Building Size	Required Shared Space
10-14 Units	Some shared space desirable; evaluated on a case by case basis
15-29 Units	40 Square Feet per Unit Minimum
30 or More Units	+ 20 Square Feet per each additional Unit over 29

Sample shared space calculation:
Shared space for 43 units = (29 units x 40 ft²) + (14 units x 20 ft²) = 1440 ft²

Design and Programming Principles

Shared spaces should be located both inside and outside a proposed project when applicable. Spaces should not only provide a physical setting for common use, but also incorporate programming and design that encourages residents to connect. Shared space layouts and management plans will be submitted for review. Detailed guidelines for indoor and outdoor shared spaces are as follows:



Function: Shared spaces should facilitate social interaction and contribute to building a sense of community. Examples of such spaces include a lounge, fitness room, common kitchen and dining room, laundry room, workspace, as well as outdoor seating and recreation areas. If not provided in all individual units, full kitchen(s) (including oven and full-sized appliances) may be built into shared spaces. Shared spaces should use Universal Design principles so that people of all ages and abilities can utilize the space and all of its amenities.

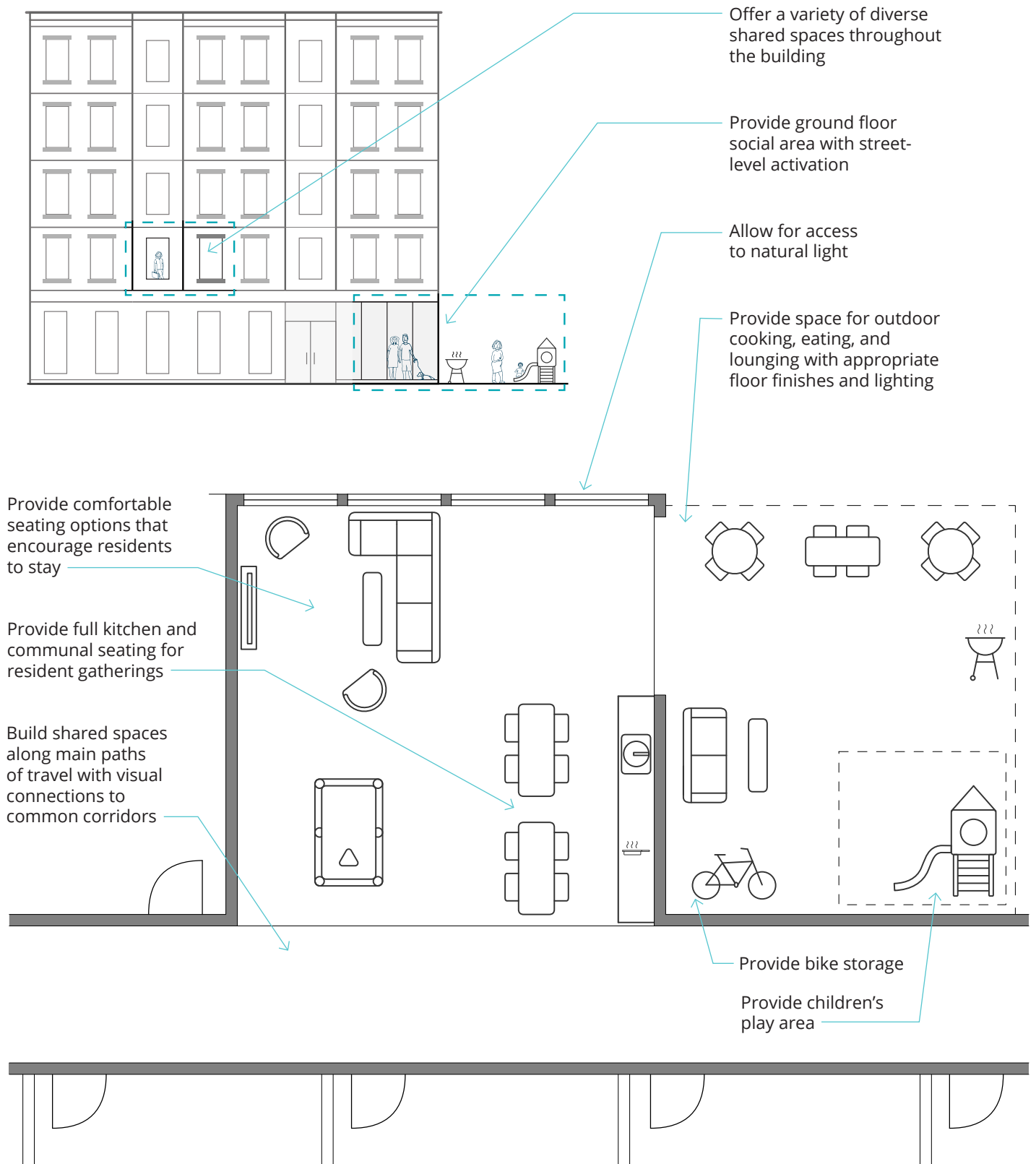


Location: Indoor shared space shall be located along common path of travel and with adequate access to natural light and ventilation. A portion of outdoor shared space at the ground level is encouraged. Preferably, indoor shared space is located adjacent to outdoor shared space. Shared spaces must be accessible to all residents.



Management: Shared spaces will require operating and maintenance to ensure spaces remain useful to residents. We encourage creative activation of the space with programming that encourages residents to build community.

Shared Space Example



Transportation Guidelines

Overview

In the Go Boston 2030 and Imagine Boston 2030 plans, the City of Boston set an ambitious goal to substantially grow the number of Boston residents walking, biking, using public transit, and carpooling to work. To help reach this goal, the City has developed the following Transportation Demand Management Guidelines which proposed projects with Compact Living units are required to implement. These Guidelines will help reduce overall cost of living for residents while minimizing potential congestion that could result from increased density.

Parking Guidelines

The following guidelines allow for reduced parking maximums for proposed projects with Compact Living units. This reduction seeks to avoid costly overparking associated with residential development and acknowledges there is less demand for parking for projects located within walking distance of transit. Additionally, Compact Living units may attract households with different transportation needs and priorities than other housing typologies.

Parking maximums are tied to a development’s walking distance from a transit station, defined as an MBTA Subway stop (Blue, Green, Orange, and Red lines and Mattapan trolley), or a Silver Line stop. Guidelines may be adjusted to align with community input gathered as part of Development Review processes. Applicants will provide a walking-distance analysis from a proposed project’s front door to the nearest transit station to determine parking maximum.

<u>Walking Distance from Transit Stop</u>	<u>Maximum Parking Per Unit Guidelines</u>
Within 0.25 miles	0.25
Between 0.25 and 0.5 miles	0.5
Beyond 0.5 miles	0.75

Resident Parking Permit

To minimize impact on on-street parking, **residents of Compact Living projects will not be allowed to obtain neighborhood residential permit parking stickers.** Developers of projects with Compact Living units must notify prospective residents about the inability to obtain residential parking permits prior to the signing of a lease or purchase of a unit.

Transportation Demand Management

All proposed projects with Compact Living Units are responsible for implementing Transportation Demand Management (TDM) strategies based on the number of parking spaces. Enacting TDM measures will improve mobility and access for residents, reduce congestion and air pollution, and increase safety by promoting walking, bicycling, public transit, and other sustainable modes of transportation.

Point requirements for proposed projects with Compact Living units correspond to the number of parking spaces. Proposed projects with 10-14 units are responsible for fulfilling 4 TDM points. For all other residential proposals, point requirements are as follows:

Number of Parking Spaces	TDM Points
0 Parking Spaces	4 Points
1 - 5 Parking Spaces	10 Points
6 - 10 Parking Spaces	11 Points
11 - 15 Parking Spaces	12 Points
16 - 20 Parking Spaces	13 Points
Each Additional 10 Parking Spaces (rounded up)	1 Point

TDM Measures

TDM measures, identified below, are assigned point values, grouped into four value categories. Proposed projects are required to implement sufficient measures to meet their assigned point total. See Appendix A for descriptions of each measure and corresponding requirements.

6 Points



- B2. Bike Share Station
- P1. Unbundled Parking, charged at market rate
- T1. Shuttle Bus Service, open to public
- T2. Subsidize Transit for Residents: **50% subsidy in perpetuity**
- L1. On-site Childcare

4 Points



- B5. Bike Share Membership: **100% subsidy in perpetuity**
- P2. Reduced Parking Supply: **50% below** Compact Living Guidelines max
- C1. On-site Car Share Parking Spaces: 2 spaces
- T2. Subsidize Transit for Residents: **100% subsidy for one year**
- L4. Delivery Supportive Amenities

2 Points



- B1. Additional bicycle parking
- B3. Bicycle Maintenance
- B5. Bike Share Membership: **50% subsidy in perpetuity**
- P2. Reduced Parking Supply: **25% below** Compact Living Guidelines max
- C1. On-site Car Share Parking Spaces: 1 space
- T2. Subsidize Transit for Residents: **100% subsidy for six months**
- I1. Real-Time Transportation Information Displays
- L2. Personal/Family Assistance Storage Facilities

1 Point



- B1. Bicycle Repair Station
- B5. Bike Share Membership: **100% subsidy for one year**
- T2. Subsidize Transit for Residents: **100% subsidy for one month**
- I2. Tailored Transportation Marketing Services

Bicycle Accommodations: all new proposed projects should refer to the City of Boston's Off-Street Bicycle Parking Guidelines for bicycle parking accommodation standards.

Appendix A: Transportation Demand Management Measures

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Introduction

Overview

In line with the City of Boston's *Go Boston 2030* and *Imagine Boston 2030* plans, the City is seeking to minimize people driving alone in cars as well as the construction of unnecessary parking. The City has therefore developed these Transportation Demand Management (TDM) strategies; all proposed projects containing Compact Living units are required to implement some subset based on a formula (see page 15). The measures presented here are a menu of options for developers to meet the required TDM point totals enumerated in the Compact Living Policy. A project needs to reach their TDM point requirements by combining various TDM measures. The measures are split into six categories: Bicycle, Parking, Car Share, Transit, Information, and Lifestyle. Each measure has an accompanying description that details the requirements for the measure both physically and as it relates to execution, the development process, and City Code.

Descriptions & Procedures

The following pages provide descriptions of each TDM measure, the specifications for time and quantity where necessary, and details about the point allocations. Points for each measure are distributed by 6, 4, 2, or 1 points. Any combination of these measures is acceptable to reach the target point value. There are also sections on the timeline of the TDM measure throughout Development Review, Pre-occupancy Monitoring and Reporting, and Ongoing Monitoring and Reporting. Relevant municipal codes/guidelines (if any) are included at the end of the fact sheet.

TDM Coordinator

For each proposed project subject to the Compact Living Policy, the project sponsor must designate a TDM coordinator. This person can be a building employee (i.e. building manager) or a third party employed individual. This TDM coordinator will be given the authority to implement all aspects of the agreed-upon TDM plan, and will be responsible for reporting.

Responsibilities

Responsibilities of the TDM coordinator are to:

- Ensure that all aspects of the TDM plan are being appropriately implemented;
- Be the primary contact person with the City of Boston regarding the TDM plan;
- Notify the City if the person designated as TDM coordinator changes;
- Facilitate all on-site visits required by TDM measures including:
 - For physical attributes of the site (i.e. parking spaces, bike storage facilities, delivery infrastructure, etc.) an on-site visit annually for five (5) years. Should the property owner be compliant with the TDM plan, the on-site visits will continue once every five (5) years thereafter; and
 - For contractual attributes of the site (i.e. memberships, marketing services, etc.) presentation of relevant evidential documents that these services are being provided in conjunction with on-site visits;
- Request a review of the TDM plan by City Staff should there be desired changes; and
- Be compliant with any enforcement proceeding should violations of the TDM plan occur.

Bicycle Measures

Overview

TDM measures that enhance bicycle access are crucial to user mobility throughout and around a project site. Not only does biking connect residents to nearby commercial, residential, and transit hubs, biking also provides a way to access even further areas. While some bicycle accommodations such as parking requirements are already mandated by the City for large projects, there are several options to choose from that can help reduce the amount of driving and encourage utilization of active transportation.

Measures

- B1. Additional Bicycle Parking
- B2. Bicycle Share Station
- B3. Bicycle Maintenance
- B4. Bicycle Repair Station
- B5. Bike Share Membership

B1 Additional Bicycle Parking *2 Points*

TDM Measure:

For all projects, City guidelines require one secure/covered bicycle parking space per unit, located in an easily accessed basement storage area or adjacent/attached garage or shed. For projects with ten or more units, in addition to the above, one outdoor/covered or outdoor/open bicycle parking space is required per five units, with a minimum of 4 spaces per building. Abiding by these standards is required, and will not net any TDM points. In order to receive 2 points for Bicycle Parking, the property owner must provide bicycle parking above and beyond the minimum with at least 1.5 spaces secure/covered bicycle space per unit of housing.

Requirements:

Development Review: The development proposal should include plans for location of bicycle parking, description of the type and number of spaces with the TDM Plan so that the City can identify whether points will be awarded. Developer should follow BTM guidelines for bicycle parking placement and design.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that the planned improvements to the streetscape have been implemented. Improvements should be either complete or at the level of completion agreed upon in the phasing plan. The City will provide the TDM coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner has shown compliance in following their TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): City of Boston Off-Street Bicycle Parking Guidelines, City of Boston Bike Parking Rack Installation Guidelines

B2 Bicycle Share Station *6 Points*

TDM Measure:

The property owner shall collaborate with BTM Active Transportation to provide a bicycle share station, to be sited by BTM Active Transportation. These bicycle share stations should be open and easily accessible to all residents of the development, as well as non-residents. Note that for any residential building with 100 or more units, the provision of a bicycle share station is already required per City guidelines. Therefore, these are not eligible to receive points for bicycle share stations. Further, BTM Active Transportation may decide that a new bicycle share station is not desired at that time, in which case the project would be ineligible for these points.

Requirements:

Development Review: This measure must be included in the TDM Plan.

Pre-occupancy monitoring and reporting: Proper documentation will be required to demonstrate that the appropriate fees have been submitted.

Ongoing monitoring and reporting: TDM Coordinator will provide City Staff with signed letter from BTM Active Transportation that states that development is in compliance.

Relevant municipal code(s)/guideline(s): City of Boston Off-Street Bicycle Parking Guidelines

B3 Bicycle Maintenance

2 Points

TDM Measure:

Bicycle maintenance services shall be offered to residents at least once a year for the entirety of the Project lifespan. If requested by any resident, the property owner should offer maintenance service either:

- For free at an on-site maintenance facility by a mechanic to be hired by the property owner; OR
- 100% subsidized at a nearby bicycle shop.

Tune up procedures which should be covered by the property owner include, at the minimum: an inspection and correction of braking mechanism, shifting mechanism, chain, and cables, as well as a cleaning and examination of the entire bicycle.

Requirements:

Development Review: This measure must be included in the TDM Plan.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by a member of City Staff to verify that the bicycle repair station meets the standards set forth by the development approval and TDM Plan. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: When City Staff visits for monitoring other TDM measures, the property owner must provide invoices for the above services, records of provided vouchers, and other documentation of the services with all sensitive resident information redacted. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): None

B4 Bicycle Repair Station

1 Point

TDM Measure:

A bicycle repair station shall be provided and easily accessible to all residents of the development. The location of the station should be secure and within the building, such as within an indoor bicycle storage facility or the garage. The tools provided should be in good condition and available to residents at all times in order to encourage bicycle use. At minimum, tools should include: a tire pump, wrenches, chain tool, lubricants, tire levers, hex keys/Allen wrenches, torx keys, screwdrivers, and spoke wrenches.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): None

Requirements:

Development Review: Plans submitted for review should include the location of any bicycle repair stations, and a description showing how the location is easily accessible. This should include a description of what tools will be provided at the repair station and a plan for how the resource will be made accessible to all residents (for example, a yearly educational program on proper use of the repair station). A description should also be provided detailing the property owner's plan for maintenance of the facility.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by a member of City Staff to verify that the bicycle repair station meets the standards set forth by the development approval and TDM Plan. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

B5 Bike Share Membership

4, 2, or 1 Points

TDM Measure:

The property owner shall offer to each resident a membership to the city's public bike share program, as per the Boston Bike Share Corporate Program (this can apply to residents as well as employees). Only developments within $\frac{1}{4}$ of a mile of a bicycle share station are eligible to earn points for this measure.

- If offered at 100% subsidy in perpetuity, this measure will earn the property owner 4 points.
- If offered at 50% subsidy in perpetuity, this measure falls will earn the property owner 2 points.
- If offered at 100% subsidy for 1 year each time there is a new owner/lessee, this measure will earn 1 point.

Requirements:

Development Review: This measure must be included in the TDM Plan.

Pre-occupancy monitoring and reporting: The TDM Coordinator must supply any additional information on how residents may be informed about the bike share membership, what policies are included in the membership, and other relevant logistics. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: When City Staff visits for monitoring other TDM measures, the TDM Coordinator must supply any invoices, receipts, marketing materials, or other documents relevant to bike share memberships in order to demonstrate upkeep of the program. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): Boston Bike Share Corporate Program



Parking Measures

Overview

Parking management is focused on discouraging the amount of trips made by private vehicles. This includes reducing the parking supply to limit the amount of vehicles allowed on the Site as well as unbundling parking so that the decision to own/lease a space is made independent of the decision to own/lease a residential unit. Ideally, an individual would weigh the full cost of parking with the value of other modes of sustainable transportation.

Measures

- P1. Unbundled Parking
- P2. Reduced Parking

P1 Unbundled Parking

6 Points

TDM Measure:

Any parking spaces owned by the property owner shall be rented or sold separately from the development itself. This allows residents to opt out of the purchase of a parking space, and encourages the use of alternative transit modes. Parking will be sold or leased at market rate based on the location of the property within the city. Depending on the location, these parking spaces may or may not be allowed to be sold or leased to non-residents.

Requirements:

Development Review: This measure must be included in the TDM Plan.

Pre-occupancy monitoring and reporting: None.

Ongoing monitoring and reporting: When City Staff visits to monitor other TDM measures, the TDM coordinator must provide City staff with sample documentation to demonstrate the sale/rental of individual parking spaces. The City will also verify that documentation demonstrating the sale/rental of a unit to a resident does not include the price of parking. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): None.

P2 Reduced Parking

4 or 2 Points

TDM Measure:

All development projects shall provide parking at a rate no greater than that of the parking maximum spelled out in the compact policy. In order to receive points for this measure, the property owner shall provide parking at:

- 50% below the Compact Living Design Guidelines maximum for 4 points; OR
- 25% below the Compact Living Design Guidelines maximum for 2 points

Requirements:

Development Review: Plans submitted for review should include the locations of all parking spaces proposed by the Developer. These plans will be reviewed by City staff and compared to the Compact Policy parking maximums. Points will be allocated accordingly.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that the parking provided is consistent with all plans submitted to and approved by the City. Improvements should be either complete or at the level of completion agreed upon in the phasing plan. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): Boston Zoning Code Article 23 and Access Boston 2000-2010

Car Share Measures

Overview

Car-sharing provides an opportunity to reduce both the incentive for individuals to use vehicular transit as often as well as the economic burden of owning a personal vehicle. Car share services have been on the rise as people move away from owning their own vehicles. While this still contributes to vehicle miles traveled, it is not nearly as impactful as owning a vehicle. Facilitating the infrastructure for these cars is therefore significant and can provide connections for residents to destinations that may be harder to reach.

Measures

C1. On-site Car Share /Parking

C1 On-Site Car Share Parking

4 or 2 Points

TDM Measure:

Car share parking spaces shall be provided on the property to all residents, as well as to visitors and other non-residents. The property owner may choose to provide:

- 2 spaces, earning the property owner 4 points; OR
- 1 space, earning the property owner 2 points

Requirements:

Development Review: Plans submitted by the property owner should identify the locations and/or designation of parking spaces for car-shares. It should be included in the accompanying TDM Plan and will be awarded appropriate points based on execution of the measure.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that car share parking is provided as shown in all plans approved by the City. The TDM coordinator must also present a contract with the car-share service for the lease of the designated spot(s).

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): None

Transit Measures

Overview

Transit is comprised of vehicles that can be occupied with greater numbers of individuals than typical personal vehicles. These services include shuttles, city buses, and rapid mass transit. These measures are centered around moving large amounts of people in the same direction. The goal is to reduce vehicle miles traveled (VMT) through more sustainable forms of transportation. Transit options are often used to make longer trips that are less accessible to bicycles or pedestrians.

Measures

- T1. Shuttle Bus Service, open to public
- T2. Subsidize Transit for Residents

T1 Shuttle Bus Service, open to public

6 Points

TDM Measure:

The Development Project should provide a local shuttle bus service between the project site, major transit hubs, commercial centers, and/or other residential hubs. This service should be publicly accessible (although charging a small fee to the public may be acceptable), with proper communication of the service being prominent on the site via posted schedules and clearly marked stops. The shuttle bus service must be available for a reasonable portion of the day, including at a minimum the peak morning hours (7 AM to 9 AM) to the peak evening hours (4 PM to 6 PM). This service should operate at headways of 15 minutes or less during the peak hours and at 30 minutes or less during off-peak hours. Shuttle services must be licensed with appropriate operating authority. If an area already has publicly accessible private shuttle service, the City may award points for sponsoring this existing service in a manner that materially improved service, such as extending times, service area, or frequency, or making an otherwise non-publicly accessible system publicly accessible.

Requirements:

Development Review: This measure must be included in the submitted TDM Plan. Any planned shuttle bus routes, stops, headways, and hours of operation should be detailed in the plan. Other relevant information, such as the shuttle operator selected and proximity of shuttle stops to public transit locations, should also be provided at the City's request. The feasibility of the proposed shuttle service and any conflict with existing services will be reviewed by the City. Points will be awarded owner should the proposal be approved.

Pre-occupancy monitoring and reporting: Once the plan is approved by City staff, the property owner shall conduct any required construction work for the implementation of the plan. This may include the construction of shuttle stops or signage. All construction must be approved and monitored by City staff.

Ongoing monitoring and reporting: Service details such as routes, scheduling, and contracts with operators shall be provided to the City upon request. The City will confirm that the information provided in the TDM plans is executed as described.

Relevant municipal code(s)/guideline(s): None.

T2 Subsidize Public Transit for Residents

6, 4, 2, or 1 Points

TDM Measure:

The property owner shall offer to all residents MBTA unlimited local bus and subway public transit passes at least once a year for the entire lifespan of the project. If requested, the property owner shall provide the passes to each resident subsidized at one of the following levels:

- 50% MBTA monthly unlimited local bus and subway pass subsidized in perpetuity - 6 Points; OR
- 100% MBTA monthly unlimited local bus and subway pass subsidized for one year - 4 Points; OR
- 100% subsidized MBTA monthly unlimited local bus and subway pass for 6 months each time there is a new owner/lessee - 2 Points; OR
- 100% subsidized MBTA monthly unlimited local bus and subway pass for 1 month each time there is a new owner/lessee - 1 Point

The property owner may determine the method by which residents will receive the subsidy, to be approved by the City.

Requirements:

Development Review: The property owner shall submit in the TDM plan the level of subsidy to which they will commit. In addition the property owner will outline a strategy for advertising the transit pass subsidy to residents and a planned method for distribution of the subsidized passes.

Pre-occupancy monitoring and reporting: None.

Ongoing monitoring and reporting: When City Staff visits to monitor other TDM measures, the property owner must provide the number of residents who have chosen to opt in to the transit subsidy program, the marketing material showing this benefit, and with invoices or receipts from any purchases of transit subsidies. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): None.

Information Measures

Overview

These measures are focused on making sure residents, visitors, and building employees are well-informed about the transportation options that are available to them. This information is best suited to individuals when it is personalized, relevant, and updated in real-time.

Measures

11. Real-Time Transportation Information Displays
12. Tailored Transportation Marketing Service

I1 Real-Time Transportation Information Displays

2 Points

TDM Measure:

The development project will supply real-time transportation information displays in the form of television screens, computer monitors, or other appropriate substitutes within the project site that show what sustainable transportation options are nearby in order to best support the needs of the community. These must at a minimum be placed at major lobbies and/or entry and exit points of the site. These information displays should include distance and times to walk to nearby modes of transportation, information on arrivals and departures for nearby mass transit options, car-share and bike-share availability, and/or any other relevant modes of transportation.

Requirements:

Development Review: Plans for the location and type of information displays shall be included in any site plans submitted for approval to the City.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that any proposed and approved designs for information displays have been implemented completely.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): None

I2 Tailored Transportation Marketing Services

1 Point

TDM Measure:

The Development Project shall create and distribute promotions to encourage use of nearby transportation options. This can include flyers, messaging and communications, incentives programs, or other creative solutions. There must also be a welcome packet included with tailored marketing information about nearby transportation options.

Requirements:

Development Review: The property owner will outline the services to be provided in the TDM plan.

Pre-occupancy monitoring and reporting: The property owner must provide to the City information on the individual(s) who will facilitate the marketing plan. The City will review the qualifications of the individual(s) along with a sample of the promotional marketing packet that will be provided to residents. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: When City Staff visits to monitor other TDM measures, the property owner must provide both a marketing plan and documentation of marketing activities. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): None.

Lifestyle Measures

Overview

These measures are focused on encouraging lifestyle decision that prioritize sustainable transportation and reduced VMT. This includes items like promoting families/individuals with children by providing on-site childcare as well as storage for family items. A significant measure in this category is delivery support services; promoting the use of delivery services to reduce individual trips made to stores by potentially using personal vehicles.

Measures

- L1. On-Site Childcare
- L2. Personal/Family Assistance Storage Facilities
- L3. Delivery Supportive Amenities

L1 On-Site Childcare

6 Points

TDM Measure:

The Development Project should provide an on-site childcare facility with hopes of diminishing commuting distances between the home, the workplace, and childcare services. This on-site facility must meet all state and City requirements and be consistent with the Zoning Code. If included, the childcare facility must remain for the duration of the Project's existence.

Ongoing monitoring and reporting: When City Staff visits to monitor other TDM measures, the property owner must provide documentation of operations such as expenses and staff information. If the property owner is unable to find required staff to maintain the operations of the childcare facility, evidence of search efforts, such as active and well-advertised job postings, should be provided to the City. If there are no other TDM measures requiring site visits by City Staff, the property owner must submit these records annually for five (5) years. Then, once every five (5) years if the property owner is compliant with the TDM plan.

Relevant municipal code(s)/guideline(s): Massachusetts Department of Early Education and Care Standards for the Licensure or Approval of Family Child Care

Requirements:

Development Review: Plans submitted for approval by the City should include the size and location of any on-site child care facilities. Detailed plans on capacity, staff hire, and programming should also be provided.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that the facilities for on-site child care have been built as detailed in any approved plans. Proof of certification by the Department of Early Education and Care or a clear plan for certification should be provided as well.

L2 Personal/Family Assistance Storage Facilities

2 Points

TDM Measure:

The property owner shall provide to all residents one of either:
Option 1: On-site, secure storage for 1) items such as car seats, strollers, and athletic gear, and 2) cargo bicycles and other large bicycles. Storage locations of each type should be provided at a rate of one per 20 units of housing.
Option 2: One collapsible shopping cart for every 10 units of housing, and one cargo bicycle for every 20 units of housing. These should be available for any resident to reserve and borrow on an hourly basis and should be cleaned and maintained by the property owner.

Requirements:

Development Review: The location and dimensions of the storage facilities should be included in any plans provided for review by City staff.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by City Staff to verify that all plans for storage facilities submitted to and approved by the City have been constructed as detailed.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): None

L3 Delivery Supportive Amenities

4 Points

TDM Measure:

The Development Project shall supply facilitation of delivery services by designating an area for receiving deliveries which includes some of the following:

- Temporary storage for package deliveries, laundry deliveries, and other deliveries;
- Clothes lockers for delivery services;
- Temporary refrigeration for grocery deliveries; or
- Any other services that support the facilitation of package deliveries.

The overarching goal of this measure is to aid in reducing Vehicle Miles Traveled by personal, single-occupancy vehicles.

Requirements:

Development Review: The development proposal should include information on location and description of these amenities.

Pre-occupancy monitoring and reporting: The TDM coordinator will schedule and facilitate a site inspection by a member of City Staff to verify the existence of storage locations, staffing desk, refrigeration services, or anything else included in the terms of approval. The City will provide the TDM Coordinator with a signed copy of the approved TDM Plan.

Ongoing monitoring and reporting: City Staff will conduct an on-site visit annually for five (5) years to ensure that this TDM measure is being maintained. Then, the City Staff will visit every five (5) years if the property owner is compliant with the TDM plan. This on-site visit will be done in conjunction with monitoring other TDM measures.

Relevant municipal code(s)/guideline(s): None

Appendix B:

Boston

Residential Unit Size Guidelines

The chart below outlines the standards in place for unit sizes in residential developments in Boston. The Compact Living Policy offers a new threshold below existing minimum sizes.

	Affordable Housing Design Guidelines (DND) <i>Target unit size for developments with affordable housing subsidy.*</i>	Neighborhood Unit Minimum (BPDA) <i>Minimum unit size for developments further than 1 mile from transit.</i>	Metro Unit Minimum (BPDA) <i>Minimum unit size for developments within 1 mile of transit.**</i>	Compact Living Maximum <i>Compact Living Policy applies to proposed projects (of 10 or more units) less than this maximum threshold</i>
<i>Studio</i>	500 ft ²	500 ft ²	450 ft ²	450 ft ²
<i>1 Bedroom</i>	600 ft ²	750 ft ²	625 ft ²	625 ft ²
<i>2 Bedroom</i>	750 ft ²	900 ft ²	850 ft ²	850 ft ²
<i>3 Bedroom</i>	1000 ft ²	1,100 ft ²		950 ft ²

*Affordable housing developments with Compact Living units will need to comply with DND design guidelines to receive DND funding and the Compact Living Guidelines.

**Existing minimum unit sizes in practice

