



CITY OF SOMERVILLE

Office of Strategic Planning & Community Development

MOBILITY MANAGEMENT PLAN SUBMISSION REQUIREMENTS

A Mobility Management Plan (MMP) establishes commitments by a property owner or employer to implement mobility management programs and services in an effort to reduce motor vehicle trips and encourage residents, employees, and visitors to walk, ride a bike, or take transit. MMPs are required by the Somerville Zoning Ordinance for buildings with fifty thousand (50,000) square feet or more of commercial space, employers with fifty (50) or more employees, multi-tenant buildings where the tenants, in combination, have fifty (50) or more employees, residential buildings with twenty (20) or more dwelling units, and commercial parking facilities.

PROCEDURE:

Approval of an MMP is an administrative process conducted by the Director of Mobility (“the Director”). MMPs must be submitted to the Director separately from any Development Review Application, Master Plan Special Permit Application, or Comprehensive Permit Application. MMPs should be submitted prior to any development review applications. Following approval and signing of the MMP by the Director and the property owner or employer, the Director will provide a signed MMP certification letter, which is a required document for development review applications to be considered complete.

Within thirty (30) days of receipt of an MMP, the Director will issue a written preliminary decision indicating approval, approval with conditions, or denial of the proposed plan. Within sixty (60) days of receipt of an MMP, the Director will issue a written final decision indicating approval, approval with conditions, or denial of the proposed plan. The Director will issue a reconciliation letter to address any conditions applied by the review boards to a discretionary or administrative permit approval required for proposed development.

FORMAT & SUBMITTAL REQUIREMENTS

Submittal Requirements

- Two (2) printed copies of all required submittal materials.
- One (1) digital copy of all required submittal materials.

Printed Copies

- Written materials must be 8.5”x11” portrait-oriented pages.
- Plans and illustrations must be 11”x17” landscape-oriented page tri folded into 8.5”x11” size
- MMPs that are ten (10) pages or less may be bound by a single staple.
- MMPs over ten (10) total pages must be submitted as a booklet with a plastic comb, plastic coil, or wire lay flat binding.

Electronic Copies

- Unless otherwise specified, all documents must be submitted in PDF format. Electronic plan sets must be full size for the appropriate scale of each drawing.

MMPs must be submitted to:

Mobility Division
3rd Floor, City Hall
93 Highland Avenue
Somerville, MA 02143
(617) 625-6600 x2500

REQUIRED INFORMATION:

Contact Information

Provide the property address, property owner or company name, business address, telephone number, designated contact, and email address.

Project Description

Provide a description of the building or business subject to the MMP. Include the total commercial square footage, number of employees (by use category), and number of dwelling units by type. Identify the number of commercial parking spaces (by type), accessory parking spaces (by type), the pricing of motor vehicle parking spaces, long- and short-term bicycle parking spaces, and describe the loading and services operations for the building or business.

Local Transportation

Provide a description, map, and summary table of the transit services within walking distance of the development site. Identify the name (Green Line, 88, 90, EZRide, etc.), type of service (heavy rail, light rail, bus, etc.), origin and destination, ridership statistics, and headway times for each line or route on the summary table. Identify the nearest stop or station for each transit line or route, including the walking distance in feet and the average walking time for each stop or station from the principal entrance. Reference the most recent data and maps provided by the MBTA as necessary.

Provide a description and map of the local bicycle infrastructure servicing the development site. Reference official City of Somerville maps and other information as necessary.

Transportation Assumptions

Summarize the estimated trip generation, current mode split, and parking demand identified in any Transportation Impact Study (TIS) completed for the building or use. If the MMP is for a single employer, survey information of current employees collected within the previous year may be substituted. If there is no TIS or survey information, provide a best estimate of trip generation, mode split, and parking demand for the building or use and identify the reasoning for the estimates. Trip data must be provided in table format, indicating daily and peak hour (entering/exiting) trip rates, adjustments, and summarized with project trips by mode. Existing condition modal splits must be based on the most recent U.S. Census journey-to-work data for the Census tract where the development site is located, unless an alternate is approved by the Director.

Trip Distribution

Provide a site plan identifying the location of all motor vehicle parking, bicycle parking, principal entrances, and loading or services areas and visually identify the anticipated distribution of entering and existing trips by mode for all parking access points, principal entrances, and loading or service areas through surrounding intersections and along major transportation routes.

Mobility Management Commitments

Property owners and employers must commit to reasonable efforts to control the percentage of trips made to the development site by motor vehicle at 50% or less, consistent with SomerVision. The MMP must state this objective (or better) as the mode split goal for the building or use, along with a commitment to make reasonable efforts to achieve this goal. Identify the anticipated reduction in trips made by automobile from estimated existing conditions.

Identify who, what, when, where, and how each required or voluntary program and service will be implemented by the property owner or employer. For property owners, describe the programs and services future tenants will be held to through lease agreements and provide sample text of the proposed lease agreement. If information regarding program or service implementation is not yet known, provide commitments to identify the program details and an implementation schedule or timeline with milestones for when those outstanding questions will be answered.

Property owners of buildings with fifty thousand (50,000) square feet or more of commercial space and multi-tenant buildings where the tenants, in combination, may have fifty (50) or more employees *must provide* the following for their tenants:

- An on-site transportation coordinator for the building
- An annual mobility management educational meeting for tenants and their employees
- Posted mobility management information
- Distributed mobility management information, and
- Un-bundled parking (spaces rented, leased, or sold as an option rather than a requirement of the rental, lease, or purchase of a dwelling unit or non-residential floor space).

Property owners of buildings with fifty thousand (50,000) sf or more of commercial space and owners of multi-tenant buildings where the tenants, in combination, have fifty (50) or more employees *must require future tenants* to provide the following through lease agreements:

- Qualified transportation fringe benefits for employees, and
- A guaranteed ride home program for employees.

Commercial uses (*future tenants*) with fifty (50) or more employees *must provide* the following:

- An on-site transportation coordinator for the business,
- An annual mobility management education meeting for employees,
- Posted mobility management information,
- Distributed mobility management information,
- Qualified transportation fringe benefits for employees, and
- A guaranteed ride home program for employees.

Hotel or hostel uses *must provide* the following:

- Shuttle services.

Commercial parking uses *must provide* the following:

- Preferential parking locations for carpool/vanpool vehicles, and
- Posted mobility management information.

Property owners of a residential building with twenty (20) or more dwelling units *must provide* the following:

- Posted mobility management information,
- Distributed mobility management information, and
- Unbundled parking (spaces rented, leased, or sold as an option rather than a requirement of the rental, lease, or purchase of a dwelling unit or non-residential floor space).

Monitoring and Annual Reporting

Property owners and employers must commit to annual reporting and monitoring and to implement adjustments to existing programs and services or additional programs and services if annual monitoring and reporting identifies a shortfall in meeting the MMP's commitments. Describe the anticipated methodology for future surveys, counts, and other reporting instruments that will be used to ascertain the level of success of implemented mobility management programs & services including, but not limited to, the following:

- A statistically valid travel survey of employees or residents
- Annual reporting of parking utilization
- Biennial counts of motor vehicle trips entering & exiting any parking facilities
- A status update on the implementation of Mobility Management programs & services