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## TRAVEL DEMAND MANAGEMENT PLAN APPLICATION

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**555.1300. Purpose.** The purpose of the travel demand management ordinance is to support the City's transportation policies and to ensure that larger developments and uses with high-traffic demand have positive impacts on safety, equity, mobility, climate change, greenhouse gas emissions, mode split, and air quality.

**555.1310. Buildings and uses subject to a travel demand management plan.**

- (a) *In general.* Buildings and uses subject to a travel demand management plan are listed in Table 555-10, Buildings and Uses Subject to a Travel Demand Management Plan, along with the required minimum number of points required for each building or use. The number of points awarded for each travel demand management strategy is listed in Table 555-11, Travel Demand Management Strategies.
- (b) *Travel demand management plan, minor.* Minor travel demand management plans shall include a review for compliance with the minimum number of points required by this article.
- (c) *Travel demand management plan, major.* In addition to review for compliance with the minimum number of points required by this article, a major travel demand management plan shall include a report containing a traffic study prepared consistent with industry standards and certified by a licensed engineer.
- (d) *Travel demand management plan, discretionary.* The planning director, in consultation with the city engineer, may mandate a travel demand management plan that includes a report containing a traffic study prepared consistent with industry standards and certified by a licensed engineer for the establishment of any use, new building, or building expansion not specified in this chapter when it is determined by the planning director that the proposal presents unique transportation challenges due to the nature of the use or location. The required travel demand management strategies shall be determined based on the findings of the report.
- (e) *Mixed-use and multiple use development.* Mixed-use development is subject to a minor or major travel demand management plan only when either the residential or nonresidential use is subject to such requirement in Table 555-10, Buildings and Uses Subject to a Travel Demand Management Plan, provided that a discretionary travel demand management plan may be required for any building or use. When a development includes more than one (1) use subject to a minor or major travel demand management plan, the minimum required point total shall be based on only the use with the highest requirement rather than the sum of the point total for all applicable buildings or uses.
- (f) *Exceptions.* A written request may be submitted to the planning director requesting an exemption from the requirement to submit a travel demand management plan. The planning director shall consider, but not be limited to, the nature of the use and the number of vehicle trips the site is expected to generate, and whether a substantial percentage of the building's floor area would be dedicated to warehousing, storage, or other uses that reduce the applicability of travel demand management strategies required by this ordinance. Future conversion of the space to a different use or uses may necessitate the need for a travel demand management plan.

<p>For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.</p>
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**Table 555-10 Buildings and Uses Subject to a Travel Demand Management Plan**

<b><i>Buildings and Uses</i></b>	<b><i>Minor, Major, or Discretionary Travel Demand Management Plan Required</i></b>	<b><i>Minimum Points Required</i></b>
Any building or use containing fifty (50) or more and less than two hundred fifty (250) new or additional dwelling units or rooming units.	Minor	4
Any building or use containing fifty (50) or more new or additional dwelling units or rooming units within an existing building's floor area originally constructed for or historically used primarily for nonresidential uses.	Minor	4
Any nonresidential development containing more than twenty-five thousand (25,000) sq. ft. and less than two hundred thousand (200,000) sq. ft. of new or additional gross floor area.	Minor	6
Any building or use containing two hundred fifty (250) or more new or additional dwelling units or rooming units, except as otherwise authorized in this table for building conversions.	Major	6
Any nonresidential development containing two hundred thousand (200,000) sq. ft. or more of new or additional gross floor area.	Major	8
Establishment or expansion of a reception or meeting hall containing five thousand (5,000) sq. ft. of new or additional gross floor area.	Major	4
Establishment or expansion of a shopping center containing ten thousand (10,000) sq. ft. of new or additional gross floor area.	Major	4
The planning director, in consultation with the city engineer, may mandate a travel demand management plan that includes a report containing a traffic study prepared consistent with industry standards and certified by a licensed engineer for the establishment of any use, new building, or building expansion not specified in this chapter when it is determined by the planning director that the proposal presents unique transportation challenges due to the nature of the use or location.	Discretionary	As determined by the planning director

**555.1320. Application for travel demand management plan.** Any person having a legal or equitable interest in land which requires submission of a travel demand management plan may file an application for approval of such plan on a form approved by the zoning administrator.

**555.1330. Administrative review.** The planning director, in consultation with the city engineer, shall conduct the administrative review of the travel demand management plan. The planning director shall recommend to the

zoning administrator any mitigating measures deemed reasonable and necessary, and shall include such recommendation as a condition of the issuance of any building permit, zoning certificate or other approval required by this zoning ordinance or other applicable law. All findings and decisions of the planning director shall be final, subject to appeal to the city planning commission, as specified in Chapter 525, Administration and Procedures.

**555.1340. Content of travel demand management plans.** Any travel demand management plan shall contain at least the following:

- (a) A description of the goals of the travel demand management plan and its relationship to applicable city transportation policies and programs including how the development will contribute to a reduction in greenhouse gas emissions, achieve city mode split goals, reduce use of single-occupancy motor vehicles, and increase walking, bicycling, and transit as primary modes of travel.
- (b) An acknowledgement of a commitment to provide self-reported audits every two (2) years to the planning director and city engineer that confirms ongoing compliance with required strategies until it is deemed that the development is sufficiently meeting city transportation goals. If any points for travel demand management strategies are derived from non-infrastructure solutions, documentation of ongoing programmatic elements must be included in the audit.

**555.1350. Compliance with requirements of travel demand management strategies.** Points shall be awarded for travel demand strategies listed in Table 555-11, Travel Demand Management Strategies. All applicable standards shall be met in order to qualify for the points for each strategy. The required strategies shall be maintained in good order for the life of the structure or use. A list and description of the approved travel demand strategies for a given site shall be posted in a conspicuous common area of the development.

**Table 555-11 Travel Demand Management Strategies**

<b>Strategy</b>	<b>Points</b>	<b>Standards</b>
Transit fare provision	6	<ul style="list-style-type: none"> <li>a. The building owner or management company shall provide unlimited-ride transit passes to residents and employees utilizing a program administered through the regional transit agency.</li> <li>b. For single-tenant nonresidential uses, all full-time employees shall be provided unlimited-ride transit passes. For multi-tenant nonresidential uses, not less than seventy-five (75) percent of the full-time employees within the development shall be provided unlimited-ride transit passes.</li> <li>c. For residential uses, unlimited-ride transit passes shall be provided to all units within the development at a rate not less than one (1) pass per unit.</li> </ul>
Zero vehicle parking	6	<ul style="list-style-type: none"> <li>a. No off-street parking spaces for motor vehicles shall be provided for the development.</li> <li>b. Accessible spaces, spaces for shared vehicles, and up to three (3) temporary drop-off and pick-up spaces shall be exempt from this requirement.</li> </ul>
Transit fare subsidy	3	<ul style="list-style-type: none"> <li>a. The building owner or management company shall provide a transit fare subsidy for unlimited-ride transit passes not less than thirty (30) percent of the cost of the transit pass to residents and employees utilizing a program administered through the regional transit agency.</li> <li>b. For single-tenant nonresidential uses, all full-time employees shall be offered unlimited-ride transit passes at a reduced rate. For multi-tenant nonresidential uses, not less than seventy-five (75) percent of the full-time employees within the development shall qualify for unlimited-ride transit passes at a reduced rate.</li> </ul>

		c. For residential uses, unlimited-ride transit passes shall be made available to all units within the development at a rate not less than one (1) pass per unit.
Limited vehicle parking	3	<p>a. No more than one-half (0.5) space per residential unit shall be provided when the residential use requires a travel demand management plan.</p> <p>b. Off-street parking less than or equal to thirty (30) percent of the maximum parking requirement for the development shall be provided when the nonresidential use requires a travel demand management plan.</p> <p>c. A development shall not qualify for points for both the zero vehicle parking strategy and the limited parking strategy.</p>
Pedestrian realm improvements	3	<p>a. Improvements shall be implemented in the public right-of-way that support pedestrian activity and exceed minimum requirements, as approved by the planning director in consultation with the city engineer. In addition to any additional improvements determined by the planning director or city engineer, the development shall provide a minimum of two (2) of the following three (3) enhancements:</p> <ol style="list-style-type: none"> <li>1) A widened sidewalk that brings a substandard pedestrian space into compliance with the City of Minneapolis Street Design Guide. Sidewalks must be paved with materials that meet or exceed city standards for sidewalk finishes.</li> <li>2) Street trees and landscaping installed in an enhanced planting bed.</li> <li>3) Street furniture appropriate for the site's context, not disrupting the pedestrian thoroughway.</li> </ol>
Shower, locker, and long-term bicycle storage	2	<p>a. The development shall provide shower and locker facilities, and long-term bicycle parking at a fifty (50) percent greater rate than otherwise required by this zoning ordinance.</p> <p>b. Points for this strategy shall only be awarded for uses that are required by this chapter to provide shower and locker facilities.</p>
Shared vehicles	2	<p>a. Nonresidential uses shall provide one (1) shared vehicle per one hundred thousand (100,000) sq. ft. of nonresidential space, but not less than one (1) vehicle, when the nonresidential use requires a travel demand management plan.</p> <p>b. Residential uses shall provide a minimum of one (1) shared vehicle per one hundred (100) dwelling units when the nonresidential use requires a travel demand management plan, but not less than one (1) vehicle, when the nonresidential use requires a travel demand management plan.</p>
Unbundling and pricing of parking	1	<p>a. In a residential use subject to a travel demand management plan, parking spaces for residential units shall be leased or sold separately from the rental or purchase price of the housing units.</p> <p>b. In a nonresidential use subject to a travel demand management plan, a fee shall typically be charged for long-term customer and employee parking.</p> <p>c. Points for this strategy shall not be awarded for both this strategy and the Zero Vehicle Parking strategy.</p>
Real-time transit information	1	The development shall post real-time transit information in a public space near or at the entrance to the development.

Proposed by the applicant	As determined by the planning director	The property owner or representative may propose a travel demand management strategy not detailed in this table such as valet parking, mobility hubs, or other items as appropriate for the use and location. Points awarded shall be determined by the planning director in consultation with the city engineer.
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## TRAVEL DEMAND MANAGEMENT PLAN REQUIREMENTS CHECKLIST

**Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.<sup>1</sup>**

	Pre-application meeting.
	Completed Travel Demand Management Plan Application Worksheet and Accuracy Declaration.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	<p>One PDF copy of a travel demand management plan. Must include the following items:</p> <ul style="list-style-type: none"> <li>▪ Property address and description of the project.</li> <li>▪ A description of the goals of the travel demand management plan and its relationship to applicable city transportation policies and programs including how the development will contribute to a reduction in greenhouse gas emissions, achieve city mode split goals, reduce use of single-occupancy motor vehicles, and increase walking, bicycling, and transit as primary modes of travel.</li> <li>▪ An acknowledgement of a commitment to provide self-reported audits every two (2) years to the planning director and city engineer regarding the ongoing compliance with the required strategies and the travel patterns and transportation safety of the development until it is deemed that the development is sufficiently meeting city mode split and safety goals. If any points for travel demand management strategies are derived from non-infrastructure solutions, documentation of ongoing programmatic elements must be included in the audit.</li> <li>▪ Signature page for applicant, planning director, and public works director to sign.</li> </ul>
	<p>For major and discretionary travel demand management plans:</p> <ul style="list-style-type: none"> <li>▪ A report containing a traffic study prepared consistent with industry standards and certified by a licensed engineer (required focus and scope is determined by consultation with applicable Public Works staff)</li> </ul>
	Complete application(s) for all land use approvals related to the travel demand management plan, if applicable, submitted to the Zoning Administrator.

## FEES

APPLICATION TYPE	FEE (DOLLARS)
Travel demand management plans	
Major	620
Minor	325
Discretionary	0

<sup>1</sup> City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

## TRAVEL DEMAND MANAGEMENT PLAN APPLICATION WORKSHEET

<b>Name of Proposed Project</b> <i>If applicable</i>			
<b>Property Owner/Applicant</b>	Name		
	Mailing address, including city, state, and zip code		
	Phone number		
	Email		
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff, and is the authorized agent in place of the property owner</i>	Name		
	Mailing address, including city, state, and zip code		
	Phone number		
	Email		
<b>Property Information</b>	Address(es)		
	Identification number(s)		
	Lot area		
<b>Building Data</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross floor area of nonresidential uses (square feet)	Existing to remain:	Proposed new:
	Dwelling units	Existing:	Proposed:
<b>Parking Data</b>	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of accessible spaces	Existing:	Proposed:
	Number of electric vehicle spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:
	Number of loading berths	Existing:	Proposed:

## TRAVEL DEMAND MANAGEMENT PLAN WORKSHEET

Please complete the following tables according to Tables 555-10 and 555-11 in the zoning ordinance. Attach separate documents, if necessary.

**Notes:**

- When a development includes more than one (1) use subject to a minor or major travel demand management plan, the minimum required point total shall be based on only the use with the highest requirement rather than the sum of the point total for all applicable buildings or uses.
- Application is required to be submitted and processed concurrently with other required land use applications.
- CPED and Public Works staff shall review the travel demand management plan (TDMP) application concurrently and provide review comments to the applicant, if applicable.
- The final TDMP, with signatures, needs to be approved before a building permit can be obtained.
- All applicable standards for travel demand management strategies shall be met in order to qualify for the points for each strategy. The required strategies shall be maintained in good order for the life of the structure or use.

### BUILDINGS AND USES SUBJECT TO A TRAVEL DEMAND MANAGEMENT PLAN

TDMP REQUIRED	CHECK ONE	REQUIRED POINTS	BUILDINGS AND USES
Minor	<input type="checkbox"/>	4	50 to 249 new or additional dwelling or rooming units
Minor	<input type="checkbox"/>	4	50 or more new or additional dwelling or rooming units within an existing building's floor area originally constructed for or historically used primarily for nonresidential uses
Minor	<input type="checkbox"/>	6	25,000 to 199,999 sq. ft. of new or additional nonresidential gross floor area
Major	<input type="checkbox"/>	6	250+ new or additional dwelling or rooming units
Major	<input type="checkbox"/>	8	200,000+ sq. ft. of new or additional nonresidential gross floor area
Major	<input type="checkbox"/>	4	Reception or meeting hall containing 5,000 sq. ft. of new or additional gross floor area
Major	<input type="checkbox"/>	4	Shopping center containing 10,000 sq. ft. of new or additional gross floor area
Discretionary	<input type="checkbox"/>	As determined by the planning director	The planning director, in consultation with the city engineer, may mandate a travel demand management plan that includes a report containing a traffic study prepared consistent with industry standards and certified by a licensed engineer for the establishment of any use, new building, or building expansion not specified in this chapter when it is determined by the planning director that the proposal presents unique transportation challenges due to the nature of the use or location.



**TRAVEL DEMAND MANAGEMENT STRATEGIES**

STRATEGY	DESCRIPTION OF HOW PROPOSED STRATEGY WILL BE MET	VALUE
Transit fare provision		6
Zero vehicle parking		6
Transit fare subsidy		3
Limited vehicle parking		3
Pedestrian realm improvements		3
Shower, locker, and long-term bicycle storage		2
Shared vehicles		2
Unbundling and pricing of parking		1
Real-time transit information		1
Proposed by the applicant		As determined by the planning director
<b>TOTAL POINTS REQUESTED</b>	(Leave blank)	

### ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant):

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Applicant's name (please print):

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Applicant's signature:

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