

TRANSPORTATION ACCESS PLAN AGREEMENT (TAPA) GUIDELINES

*Guidelines for Preparing a Transportation Access Plan Agreement
for Article 80 Projects*

CONTENTS

CONTENTS	2
1. INTRODUCTION	3
1.1 WHAT IS A TRANSPORTATION ACCESS PLAN AGREEMENT?	3
2. TRANSPORTATION ACCESS PLAN AGREEMENT PROCESS	4
2.1 TAPA PROCESS	4
Article 80 Development Review	4
BDPA Board Approval	4
Design Development After BPDA Board	5
Public Improvement Commission (PIC)	5
TAPA	5
3. SUBMISSION DETAILS	6
3.1 SITE ADDRESS	6
3.2 ASSESSORS PARCELS	6
3.3 DEVELOPMENT SUMMARY	6
3.4 TAPA SITE PLAN	7
3.5 PARKING PLAN	10
3.6 LOADING AND SERVICES	11
3.7 BIKE PARKING PLAN	12
3.8 PHASING IF APPLICABLE	13
3.9 POLICY COMPLIANCE	14
3.9a TDM Point System	14
3.9b EVSE	18
3.10 MITIGATION	19
In-Kind	19
Bikeshare Station	19
In-Kind Language	20
Monetary	20
Bikeshare	20
Signal Upgrades or Installation	21
3.11 MONITORING AND REPORTING	21
3.12 OTHER EXHIBITS	21

1. INTRODUCTION

1.1 WHAT IS A TRANSPORTATION ACCESS PLAN AGREEMENT?

[Article 80¹](#) of the City of Boston Zoning Code requires all Applicants for each proposed project larger than 50,000 square feet and subject to Large Project Review (Article 80B) (each a “Proposed Project”) to enter into a Transportation Access Plan Agreement (TAPA). The Applicant is required to analyze the Proposed Project's impact on all modes of the transportation network, and propose measures intended to mitigate, limit, or minimize, to the extent economically feasible, any adverse impact on the transportation network reasonably attributable to the Proposed Project. The approved Transportation Access Plan shall be the basis for an Access Plan Agreement between the Boston Streets Cabinet, Boston Redevelopment Authority (“BPDA”) and the Applicant specifying the measures necessary to mitigate and monitor the transportation impacts of the Proposed Project.

These updated Transportation Access Plan Agreement guidelines provide clarity, consistency, and transparency to the Transportation Access Plan Agreement process.

¹ Article 80 Development and Approval, Code of Ordinances, Boston Redevelopment Authority.
https://library.municode.com/ma/boston/codes/redevelopment_authority?nodeId=ART80DEREAP

2. TRANSPORTATION ACCESS PLAN AGREEMENT PROCESS

2.1 TAPA PROCESS

The transportation elements of a Proposed Project are reviewed through the Article 80 process. The process for codifying approved transportation elements of a Proposed Project is multifaceted and coordinated with other post-board approvals.

Article 80 Development Review

During conceptual and early schematic design stages, the Planning Department reviews proposed development and any relevant transportation impact analyses. This review, and subsequent design iteration(s), form the basis for initial TAPA terms.

BDPA Board Approval

The initial terms of the TAPA are drafted prior to and included as part of BPDA Board Approval. These include:

- Completed transportation impact analysis (TIA) consistent with City of Boston Streets Cabinet, and Planning Department guidance
- Basic site plan including layout of any enabling transportation infrastructure
- Upgraded or new pedestrian curb ramps
- Minimum number of long-term bike parking spaces
- Location of bike parking room with clear and compliant access routes
- Minimum number of short-term publicly accessible bike parking spaces
- Maximum number of on-site vehicle parking spaces
- Bikeshare station location, including number of docks
- Bikeshare system monetary contribution
- Number of on-site loading bays by type
 - Maximum vehicle size, and routing
- Roadway configuration adjacent to the Proposed Project including sidewalk widths, property setbacks and pedestrian easements to be delivered by the Applicant as part of the Proposed Project
- Confirmation of policy compliance with:
 - EV Readiness Policy for New Developments
 - TDM Points System
 - Bike Parking Guidelines
 - Maximum parking ratios and site mobility score
- Off-site mitigation description and monetary value, as relevant

Design Development After BPDA Board

After BPDA Board approval, the Proposed Project advances through Design Development (approximately 60%-80% design). Planning Department staff review the Proposed Project at this stage of design to ensure continued compliance with BPDA Board Approval, and finalize TAPA terms. In this stage, the Proponent completes a final draft TAPA.

Public Improvement Commission (PIC)

PIC regulates Boston's public and private rights-of-way. When relevant, PIC review follows BPDA Board Approval for proponents seeking changes to the said right-of-ways. Any updates to draft TAPA exhibits should be made following PIC review to ensure the TAPA and PIC plans are consistent. The TAPA should not be finalized until after PIC approval. For more information on the PIC process, visit the [PIC website](#).

TAPA

The TAPA should be executed in tandem with other BPDA Article 80 Documents (i.e. Cooperation Agreement, Certificate of Compliance, etc.). The TAPA must be executed after Planning Department Design Review approval and prior to the issuance of the building permit.

3. SUBMISSION DETAILS

All Applicants will utilize a standardized TAPA template as the foundation for their Proposed Project's TAPA. This template is designed to streamline the execution process and ensure consistency across all Proposed Projects by achieving the following goals:

- **Efficient Review:** The standard format supports both developers and the Planning Department in quickly and efficiently reviewing TAPA elements.
- **Consistent Metrics:** It ensures standardized data collection for project metrics.
- **Streamlined Documentation:** To reduce the time required for execution, the template relies heavily on clear exhibits and graphics.
- **Data Integration:** Wherever possible, the TAPA will automatically pull practical project information directly from existing data sources to auto-populate the draft agreement.

The TAPA contains the following required elements. Items marked with an asterisk (*) will be entered directly into Salesforce, the Planning Department's data platform, and will automatically populate the draft TAPA.

3.1 SITE ADDRESS

- Address(es): Street Name and Street Number*

3.2 ASSESSORS PARCELS

- Parcel Number(s) (use [Boston Parcel Viewer](#))*
- Total Land Square Footage*

3.3 DEVELOPMENT SUMMARY

For entire project:

- Number of buildings*
- Total Building Square Footage (not including parking areas)*
- Square Footage by Use (not including vehicular parking and loading areas)*
- Total Residential Units*
- Total Maximum Vehicle Parking Spaces*
- Total Maximum Stacker Vehicle Parking Spaces*
- Total Maximum Surface Vehicle Parking Spaces*
- Total Square Footage of Surface Vehicle Parking Area*
- Total Maximum Garage Vehicle Parking Spaces*
- Total Square Footage of Garage Parking Area*
- Total On-Site Loading Areas*
- Loading Area(s) Spaces by Vehicle Types and Uses (i.e. Deliveries, Trash, etc)*
- Total Minimum Indoor Bike Parking Spaces*
- Total Minimum Outdoor Publicly Accessible Bike Parking Spaces*

- Number of Proposed Bluebikes Stations*
- Number of Proposed Bluebikes Docks*
- Location of Bluebikes Station*
- Proposed Percentage of Permeable Areas
- Proposed Percentage of Impermeable Areas

On a building-by-building basis:

- Address*
- Total Square Footage*
- Total Residential/Dorm Square Footage*
- Total Residential/Dorm Units*
- Total Dorm Beds*
- Total Senior Units*
- Total Retail Square Footage*
- Total Office Square Footage*
- Total “Other Commercial” (Specify) Square Footage*
- Total Land Use Square Footage*
- Total Hotel Square Footage*
- Total Hotel Rooms*
- Total Vehicle Parking Spaces (Stackers)*
- Vehicle Parking Ratio(s) by Use*
- Total Outdoor Publicly Accessible Bike Parking Spaces*
- Total Indoor Bike Parking Spaces*
- Number of Proposed Bluebikes Stations*
- Number of Proposed Bluebikes Docks*
- Location of Bluebikes station*

3.4 TAPA SITE PLAN

A site plan is critically important for any development proposal because it provides a graphical representation of the Proposed Project. The TAPA site plan will build upon the site plan attached to the BPDA Board Memorandum. Including a site plan with the BPDA Board Memorandum will ensure consistency between the review of the development and design of critical elements. Site plan elements in the Board Memorandum include:

- ☐ First floor overlaid on adjacent full scope of rights-of-ways, other abutting and proximate public or private property boundaries
- ☐ Existing and proposed curb lines
- ☐ Sidewalk dimensions and proposed project setbacks from property lines and easement areas and type, indicating width related to property lines
- ☐ Curb cut(s), with width(s) indicated, and identified directional vehicle access and egress
- ☐ Vehicle access and egress
- ☐ Loading access and egress

- ☐ Pedestrian site access and connections to public sidewalks, routes and ramps (which shall all be in compliance with [Public Right Of Way Accessible Guidelines](#))
- ☐ Loading bays/docks/trash storage and compactors
- ☐ Streetscape design including street trees, short-term bike racks, green infrastructure, street lights, street signs, traffic and pedestrian signals/mast arms and other vertical elements
- ☐ Limits of work
- ☐ Transformer location
- ☐ Proposed enhancements to bus stops (design, shelters), and dimensions
- ☐ Proposed enhancements to other transit infrastructure
- ☐ Proposed locations for Bluebikes Stations
- ☐ Proposed streetscape improvements (curb extensions and other constructed safety improvements, signal upgrades, raised elements)
- ☐ Location of bike parking room, and path of travel to enter

The TAPA Site Plan will be attached as Exhibit B to the TAPA, signed and stamped by a licensed engineer in the State of Massachusetts. The Applicant agrees to construct all elements illustrated in the TAPA Site Plan as part of the Proposed Project. An amendment to this TAPA will be required when: (1) the TAPA Site Plan changes, (2) the Applicant will alter from what was agreed in the TAPA the overall site access of the Proposed Project, (3) site operations will change, (4) area circulation patterns, and/or (5) the TAPA expires before the Proposed Project is complete, and said TAPA amendment shall be agreed to by and among the Parties. Described below are the elements that should be included in the dimensioned TAPA Site Plan:

- ☐ General
 - ☐ Property lines
 - ☐ North arrow
 - ☐ Legend
 - ☐ Limit of work
 - ☐ Any work performed by others
 - ☐ Locus map
 - ☐ Scale (1"=20' or as appropriate in 10' increments to fit on an 8.5x11')
- ☐ Streets
 - ☐ Existing and proposed streets and dimensions including street name labels and whether public or private (open to public travel) or driveway
 - ☐ Street directionality
 - ☐ Limits of proposed repaving/restoration after construction
 - ☐ Catch basins (on Proposed Project side of street)
 - ☐ Curb cuts, including noted width of any modified curb cuts
 - ☐ Curb line changes with curb-to-curb dimension noted
 - ☐ Turning movements for design and control vehicles (AutoTURN) with any curblane changes that change turning movements
 - ☐ Raised elements (ie: crosswalks, intersections, speed humps)

- ☐ Existing and proposed pedestrian curb ramps and detectable warning panels, including attestation of compliance with the latest federal accessibility guidelines
- ☐ On-street parking including dimensions noted
- ☐ Key pick-up/drop-off locations on site and in the public way
- ☐ Proposed regulations for on-street parking
- ☐ Proposed locations for Bluebikes including number of docks
- ☐ Location of traffic and pedestrian signals, including cabinets
- ☐ Vertical projections
- ☐ Curbside use plan (*signage plans not to be included*)
- ☐ Conceptual pavement markings (*full pavement parking plans not to be included*)
- ☐ Sidewalks
 - ☐ Sidewalk materials and widths
 - ☐ Note property setback for Highway and/or Pedestrian Easement
 - ☐ Existing and proposed street trees including tree pit dimensions
 - ☐ Existing and proposed street lights
 - ☐ Sidewalk clear zone dimensions
 - ☐ Furnishing zone
 - ☐ Green infrastructure
 - ☐ Street furniture
 - ☐ Hydrants
 - ☐ Utility poles
 - ☐ Short-term bike parking
 - ☐ Bus stops, noting length and critical dimensions including boarding and alighting areas
 - ☐ Waste receptacles
 - ☐ Bus shelters and dimensions
- ☐ Bike lanes and off-street paths
 - ☐ Width of clear travel space and buffer, if any
 - ☐ Elevation (sidewalk vs street grade)
 - ☐ Buffer treatment and materiality between vehicles and bike lane, depending whether vehicles are moving or parking
 - ☐ Materiality of bike lane(s)/cycle track(s)
 - ☐ Buffer treatment and materiality between bike lane and pedestrian zone
 - ☐ Geometric and temporal treatment at intersection(s) including physical separation, signalized treatments, etc
- ☐ Building elements
 - ☐ Ground floor of new buildings including noted uses
 - ☐ Pedestrian access points including primary or secondary and accessibility
 - ☐ Lobby
 - ☐ Mail room
 - ☐ Garage layout if on first floor including accessible spaces, ramps, support beams

- ☐ Garage circulation directionality
- ☐ Outlines of adjacent existing buildings including paths to entrances
- ☐ Bike rooms and access point(s) separated from vehicular driveways/garages
- ☐ Trash and recycling storage including paths for collection vehicles including storage receptacle types
- ☐ Loading access and egress including paths for vehicles
- ☐ Loading bays including paths for vehicles
- ☐ Site design
 - ☐ Setbacks relative to other properties
 - ☐ Fire access plans as applicable
 - ☐ Flood mitigation measures as applicable
 - ☐ Seating elements
 - ☐ Key destinations as relevant
 - ☐ Fences
 - ☐ Trees
 - ☐ Landscaping including key elements and materiality
 - ☐ Green infrastructure
 - ☐ Pedestrian site access and connections to public sidewalks
 - ☐ Accessible connections and accessibility improvements to comply with minimum standards (i.e. new compliant pedestrian ramps, minimum dimensions, confirmation of accessible grades, etc.)
 - ☐ Transformer location

3.5 PARKING PLAN

Parking shall not exceed the amount permitted in the BPDA Board Memorandum and shall be in compliance with the Boston Maximum Parking Ratios and Air Pollution Control Commission, where applicable. The Applicant agrees all elements of the Proposed Project shall be constructed in compliance with the Parking Management Plan. The submission requirements for Exhibit C include:

- ☐ General
 - ☐ Property line
 - ☐ North arrow
 - ☐ Legend
 - ☐ Locus map
 - ☐ Scale (1"=20' or as appropriate in 10' increments to fit on an 8.5x11')
- ☐ Number of spaces (and numbering system)
- ☐ Level(s) of parking
- ☐ Angle of parking
- ☐ Property boundaries and adjoining roads or entrances
- ☐ Parking dedicated to specific uses
- ☐ Dimensions of spaces (length, width, aisle width), noting key space as representative vs providing length of every space

- ☐ Pavement markings
- ☐ Stackers, including specifications
- ☐ Signage
- ☐ Compact spaces and dimensions
- ☐ Accessible (ADA) parking spaces with width, signage, and path of travel
- ☐ Directionality markings
- ☐ Any ramps with grades provided
- ☐ Parking garage heights
- ☐ Bollards
- ☐ Wheel stops
- ☐ Fire lanes and emergency access routes
- ☐ Building support as applicable
- ☐ Drainage provisions
- ☐ Pedestrian markings and crossings within the lot/garage
- ☐ Special-use spaces (preferential spaces, car share spaces, motorcycle parking)
- ☐ EV Charging spaces served and charging station locations
 - ☐ Indicate level of charger
- ☐ Relationship to buildings and site features
- ☐ Garage door inset, dimensions and height clearance

If parking lot:

- ☐ Landscape islands and planting areas
- ☐ Pedestrian paths, sidewalks and crosswalks that are convenient, direct, and well-lit for pedestrians, emphasizing their visibility to drivers and protection from crashes
- ☐ Buffer zones to adjacent properties
- ☐ Tree protection zones (if applicable)
- ☐ Materiality
- ☐ Overhead coverage of spaces as applicable
- ☐ Enclosure of spaces as applicable

3.6 LOADING AND SERVICES

The Loading Plan will be attached as Exhibit D to the TAPA. Turning movements shall be portrayed on the plans for the largest permitted vehicle. The number of bays shall not exceed the number permitted in the BPDA Board Memorandum. The largest vehicle shall be included on the planset. The submission requirements for the loading exhibit include:

- ☐ General
 - ☐ Property line
 - ☐ North arrow
 - ☐ Legend
 - ☐ Scale (1"=20' or as appropriate in 10' increments to fit on an 8.5x11')

- ☐ Maximum vehicle size and demonstration that vehicles will not extend out past building face and/or affect accessible passage by other users on the sidewalk or bike facilities
- ☐ Drive-in ramp slope
- ☐ Curb cut size
- ☐ Number of bays, compactors/dumpsters
- ☐ Bay layout
- ☐ Setback from building
- ☐ Relationship to building elements (lab storage area, trash storage area, etc)
- ☐ Traffic flow
- ☐ Bays associated by use if applicable
- ☐ Turning movements demonstrating access to individual bays with each vehicle size as applicable
- ☐ Clearance heights
- ☐ Access restrictions (i.e. turn restrictions)
- ☐ Access control gates
- ☐ Bollards/barriers

3.7 BIKE PARKING PLAN

Every building in the City of Boston should comply with the [Bike Parking Guidelines](#). Rates, layouts, and rack requirements can be found in the guidelines. Compliance with the Bike Parking Guidelines shall be required in all Proposed Projects subject to Transportation Access Plan Agreements (TAPAs) and Site Plan Review administered by the Boston Streets Cabinet and Planning Department. Said compliance is also required for all Proposed Projects subject to the BPDA's Article 80 Small and Large Project Review. Applicants must provide a bike parking plan along with all project filings, including the Small Project Review Application, Project Notification Form, and Draft Project Impact Report.

The BPDA Board Memo will stipulate the number of long-and-short-term bike parking spaces, as well as the agreed upon location for the bike parking room. The number of spaces is calculated based on the building programming and rate requirements can be found in the Bike Parking Guidelines. The number of spaces are located in the project metrics table of the BPDA Board Memorandum. The details of the bike parking guidelines are critical to support functional bike rooms. While the quantity of bike parking spaces are located in the project metrics table of the BPDA Board Memorandum, it is critical that other design elements are confirmed. These can be captured in a blanket statement listed below. Any deviations that have been agreed upon should be mentioned here. These include number of on-ground spaces, number of total racks, multiple bike rooms, atypical access, etc. The language to be included in every Proposed Project's BPDA Board Memorandum can be found below:

- *The project will comply with the Boston Streets Cabinet's current Bike Parking Guidelines.*

In the TAPA, the Applicant will provide a full bike parking plan that defines the layout of the bike parking room and types of bike racks. The 1:10 scale Bicycle Parking Plan, as approved by the Streets Cabinet and Planning Department, shall be attached as Exhibit E of the TAPA. The Applicant agrees that as part of the Proposed Project, all bicycle parking shall be constructed in strict compliance with the illustrated Bicycle Parking Plan. Submission requirements include:

- ☐ Long-term bike parking:
 - ☐ Bike parking room in the context of other uses on ground floor
 - ☐ Characteristics of separation for people biking from vehicles
 - ☐ Access route clearly articulated to the bike room and to building circulation
 - ☐ Constriction points
 - ☐ Number of doors required to traverse and proposed means of opening them (automatic/detected vs actuated/called)
 - ☐ Note overall quantity of on-ground vs two-tiered racks including number of extra-large bikes
 - ☐ Aisle width between bike parking spaces
 - ☐ Note representative dimension of extra-large bike and on-ground spaces
 - ☐ Appropriate elevator dimensions (if applicable)
- ☐ Bike Rack Specifications
 - ☐ Specifications for all long-term and short-term bike parking
- ☐ Showers and changing facilities including access route from bike room
- ☐ Lockers including access route from bike room

3.8 PHASING IF APPLICABLE

A Phasing Diagram is attached as Exhibit F as needed. This is relevant for multi-phase Proposed Projects only. Phases should be chronological and represented numerically. If a phasing plan that is not chronological is not known, the phasing plan below should be represented alphabetically. The minimum infrastructure to be built with each building should be attached as Exhibit F. For complex projects, a diagram for each building may be necessary. Interim conditions should be stated as needed. Each building should be attached to each street network section in the chart below, more generally. The chart should include the delivery of mitigation items with each phase.

Phase	Building	Street Network Segments	Mitigation Delivery
1	Building [X]	[X] Street between [X] and [X]	

3.9 POLICY COMPLIANCE

The Streets Cabinet policies apply to transportation elements of developments that are codified in the TAPA.

3.9a TDM Point System

The TDM point system tool allows Applicants to choose from a wide variety of strategies to help manage people's travel choices. These strategies incentivize people to drive less, ride transit and bike more, carpool, and use carshare. The tool assigns points to large developments based on their location, and allows Applicants to choose from a wide variety of strategies to reach the target points. A TDM plan is submitted as part of the transportation development review process. The Applicant will agree to comply with the TDM Points System prior to and as a material element of BPDA board approval for the Proposed Project and note any high-impact strategies that were fundamental to the review of the Proposed Project in the BPDA board memo as appropriate. The BPDA Board Memorandum stock language includes:

- *The project will comply with the Boston Streets Cabinet's Transportation Demand Management Points System. The selected strategies will be specified and codified in the Transportation Access Plan Agreement ("TAPA"). For this project, minimum expected requirements include [indicate high-impact strategy]*

For the TAPA, a full compliance plan will be submitted by the Applicant. The Applicant may download the Excel model TDM tool linked [here](#). The Applicant shall identify the location of the Proposed Project and find the corresponding mobility score range. Based on the Applicant's mobility score, the Proposed Project will be assigned target points. The Applicant should select whether the Proposed Project is residential or not. Some TDM strategies may not apply if a project is only residential. The Applicant should indicate compliance with baseline requirements as required for all projects unless unattainable. One of three impact strategies must be selected due to the impact these strategies have on achieving mode shift and reducing drive alone behavior. The Applicant must then select elective strategies to increase the total points achieved to meet the target score. At least one must be bicycle-related and one must be vehicle-related. The proponent should export the Excel sheet with selected strategies as a PDF and attach it as an exhibit to the TAPA.

In addition to the sheet, legally binding language will be added as appropriate for the selected strategies. Stock language can be found below:

In order to maximize the use of sustainable modes of transportation, the Developer shall institute Transportation Demand Management (TDM) measures, in pursuit of compliance with the Transportation Demand Management Points System (attached as Exhibit I) below:

Maintain a Transportation Management Association (TMA) membership: *The Developer shall become a member of a TMA if located within an existing service area of a TMA. A Boston Planning Department written approval shall be required for such TMA.*

Described below are the Developer's commitments to TMA membership:

- Provide written evidence to the City that the occupant(s) of the Development have contacted the local TMA prior to the issuance of a Certificate of Occupancy.
- Provide written evidence that the occupant(s) of the Development have become a member of the local TMA within six (6) months of the issuance of Certificate of Occupancy. The City may waive this requirement at its discretion.

Designate an On-Site TDM Coordinator: A TDM Coordinator shall oversee all transportation issues including managing TDM Measures, parking, loading, and service. In addition, the TDM Coordinator will be responsible for the Transportation Monitoring and Annual Report described below, and will serve as the contact and liaison for the BPDA and TMA.

Described below are the Developer's commitments for a TDM Coordinator:

- Designate a full-time, on-site TDM Coordinator.
- Provide the Boston Planning Department with the name and contact information of the TDM Coordinator.

Implement Marketing, Events, and Real-Time Transit Information: The Developer shall promote travel alternatives to employees and/or residents of the Development by:

- Providing employees, residents, and visitors (as applicable) with public transit system maps and real-time transit information, per MBTA Bus Stop Design Guide (2025, attached as Exhibit K).
- Provide an annual (or more frequent) newsletter or bulletin summarizing public transit, ridesharing, bicycling, alternative work schedules, and other travel options.
- Conduct at least two events annually promoting multimodal travel.
- Promote bicycles as an alternative to SOV travel, provide promotional material on bicycle commuting and bicycle safety, and provide incentives for bicycle use.
- Share marketing materials and confirmation of events and presence of real-time information source annually with the BPDA.

Emergency Ride Home Program: The Developer shall provide a minimum of three emergency ride home trips or reimbursement of taxi or rideshare costs for per employees/tenants who have commuted to work by bus, train, carpool, vanpool, bike, or on foot.

Participation in MBTA Perq Program: The Developer shall facilitate transit pass purchases (with pre-tax benefits, if applicable) through participation in MBTA's Perq Program. The Developer will confirm participation annually to the BPDA.

Unbundled, Market Rate Parking: Developer shall provide to the BPDA evidence of unbundled, market rate parking by:

- Demonstration of monthly market-rate parking price, which the BPDA reasonably determines to be consistent with market rate parking prices found within one mile of the TAPA Site Plan.
- Developer shall share with the BPDA each lease agreement within the Development, and the separate market rate parking use agreement.

Bicycle Parking Enhancements and Support: The Developer shall provide a fully-stocked on-site repair station that includes:

- A bike repair stand
 - Two identical tire levers;
 - Two screwdrivers: one flat head and one Phillips;
 - Double-sided wrenches at the following sizes: 8, 9, 10, 11, 15, 32 mm;
 - Allen wrenches with the following standard sizes: 2.5, 3, 5, 6, 8mm;
 - An air pump that works with Schrader and Presta valves.
- The developer shall also provide on-site bicycle repair clinics that are conducted by trained bicycle mechanics offering free tune-ups to building occupants, on a quarterly basis.

Transit Pass Program: Described below are the Developer's commitment for Transit Pass Programs:

- Residents:
 - The Developer will provide initial occupants of each residential unit a [percent] subsidy of an MBTA subway and bus pass for the first year of occupancy. Only one MBTA pass subsidy per residential unit will be offered. This subsidy does not extend to any subsequent occupants of said unit.
- Retail/Commercial Tenants:
 - The Developer will provide subsidies for monthly MBTA transit passes at a [percent] level for all full-time and part-time employees. Subsidies must be provided for the life of the TAPA.

Bikeshare Membership Subsidy

FOR RESIDENTIAL: The Developer shall offer initial occupants of residential units a one-year, [membership] Level membership to a bicycle sharing service (i.e., Blue Bikes). Only one bicycle sharing service membership per residential unit must be offered. This subsidy does not extend to any subsequent occupants of said unit.

FOR NON-RESIDENTIAL: The Developer shall provide [MEMBERSHIP LEVEL] bike share memberships to employees for the term of this TAPA.

E-Bike/E-Cargo Bike Program: The Developer shall provide and make available to all residents and tenants [NUMBER] e-bikes and/or [NUMBER] e-cargo bike(s), subject to review and written approval by the BPDA. The Developer shall report usage annually to the BPDA, and shall demonstrate to the satisfaction of the BPDA a state of good repair of the e-bikes/e-cargo bike(s) every three years.

Parking Cash Out: The Developer will provide monthly payments to commercial tenants who forgo on-site parking equal to the monthly market cost of the space, reflecting the capital and maintenance cost of the parking provision. The Developer will report usage to the BPDA annually. The Developer will evaluate the market rate change every three years.

Carpool Program With Preferential Spaces: The Developer shall provide a car matching service for tenants and employees, either through the on-site transportation coordinator or TMA, that allows users to identify and track availability of rides to/from home and work destinations, such as through a website or app. The Developer shall designate carpool parking spaces, with vehicles identified by hangtags, and will practice regular enforcement. The Developer shall price carpool parking at a discount of [PERCENTAGE, AT LEAST 50%]% of the normal rate.

Car Share Membership/Subsidy: Described below are the Developer's commitments to subsidize car share membership:

- The Developer shall provide tenants a membership to a car-share service, subsidized at [PERCENTAGE]%. The service must have a vehicle available within one-half mile.
- The Developer shall report usage annually to the City, and will evaluate the subsidy level every three years.

Car Share Parking: Described below are the Developer's commitments to provide car share vehicle parking:

- IF NOT EV: The Developer shall provide [NUMBER] car share vehicle(s) with a designated on-site parking space, to be managed privately or by a third-party car share operator. If a third-party car share operator is chosen, the parking space and infrastructure necessary to operate the car share service shall be provided by Developer.
- IF EV: The Developer shall provide [NUMBER] EV car share vehicle(s) with a designated on-site parking space equipped with EV charging infrastructure, to be managed privately or by a third-party car share operator. If a third-party car share operator is chosen, the parking space and infrastructure necessary to operate the car share service shall be provided by Developer.
- IF PUBLIC: The Developer shall provide [NUMBER] car share vehicle(s) with a designated on-site parking space, to be managed privately or by a third-party car share operator. If a third-party car share operator is chosen, the parking space and infrastructure necessary to operate the car share service shall be provided. The Developer shall make available the car share vehicle(s) to the public 24 hours a day, 7 days a week.
- IF PUBLIC EV: The Developer shall provide [NUMBER] EV car share vehicle(s) with a designated on-site parking space equipped with EV charging infrastructure, to be managed privately or by a third-party car share operator. If a third-party car-share operator is chosen, the Developer shall provide the parking space and infrastructure necessary to operate the car-share service. The Developer shall make available the car-share vehicle(s) will be available to the public 24 hours a day, 7 days a week.

Mixed-Use Development

- The Developer shall incorporate a centralized parcel drop-off/receiving station into any residential component of the Development.

Bundling Transportation Options

- The Developer shall install elements of greening, placemaking, and seating, which could include WiFi, device charging, real-time Public Transit arrival information, community information, at [LOCATION] or another publicly-accessible space around the development identified in cooperation with the BPDA.

3.9b EVSE

The Electric Vehicle Readiness Policy for Proposed Projects that trigger the Transportation Access Plan Agreement (TAPA) process or that are located within a Parking Freeze zone, shall have 25% of parking spaces be EVSE-Installed; and the remaining 75% of parking spaces shall be EV-Ready for future installation, to the maximum extent practicable.

For all new developments requiring TAPA or Article 80 review, 25% of all parking spaces in parking areas shall be EVSE-Installed, meaning each parking space must be equipped with functioning Level 2 Chargers, or the equivalent thereof must be provided. The City approved EV Requirement Equivalent Calculator must be used if chargers other than Level 2 Chargers are installed. Electric vehicle charging stations come in three levels which are further defined in the policy (level 1, level 2, DCFC). These three charging types gain different points to meet the policy requirement as listed in the EVSE-Installed Equivalence Chart. Each parking space is equal to one point.

EVSE-Installed Equivalence Chart

CATEGORY / NAME / OPTIONS	WEIGHTED POINTS (PER MITIGATION MEASURE)	RESTRICTION/RANGE
LEVEL 1 CHARGER	1	Only land uses classified as Residential and/or Office may offset with this option. Parking spaces must be assigned for residential.
LEVEL 2 CHARGER	1	
DCFC - 50KW	8	
DCFC - 125-150KW	24	
EV CARSHARE	19	
ELECTRIC BIKE PARKING	0.50	Maximum of 5 points.

The BPDA Board Memorandum will confirm compliance with the policy. The stock language includes:

- The project will install new electric vehicle charging stations in compliance with the City of Boston Streets Cabinet's Electric Vehicle Readiness Policy for New Developments, which requires 25% of off-street parking spaces to be equipped with electric vehicle charging stations and the remaining 75% to be ready for future installation. The details of the compliance with this policy will be codified in the Transportation Access Plan Agreement.

The TAPA will confirm the spaces that are equipped with EV chargers and charging speeds on Exhibit C Parking Plan and the TAPA will also include a chart with the EV chargers and speeds noted. The following is the stock language within the TAPA.

- *The Developer must meet the requirements for Electric Vehicle Supply Equipment (EVSE) Installed parking spaces to a minimum of [NUMBER OF PARKING SPACES (to equal 25% of total parking supply)] parking spaces. The Developer may supply chargers of greater charging speed to meet the equivalent service level that Level 2 chargers would provide. The Developer must provide information regarding the selected charger types. The chart below outlines the Developer's commitments related to charger types to meet the EVSE-Installed to service 25% of parking spaces, or equivalent service.*

Level 1 Charger	[NUMBER OF PARKING SPACES SERVED]
Level 2 Charger	[NUMBER OF PARKING SPACES SERVED]
DCFC - 50KW	[NUMBER OF PARKING SPACES SERVED]
DCFC - 150KW	[NUMBER OF PARKING SPACES SERVED]
EV Carshare	[NUMBER OF PARKING SPACES SERVED]
Electric Bike Parking	[NUMBER OF PARKING SPACES SERVED]

3.10 MITIGATION

The mitigation section of the TAPA is intended for any off-site (or approved on-site beyond enabling infrastructure) in-kind transportation mitigation improvements or monetary contributions for City-implemented mitigation measures. The City of Boston has a strong preference for "in-kind mitigation" vs. monetary contributions as a means for addressing the impacts of Proposed Projects. Rather than solely providing cash, Applicants are encouraged to make physical improvements or provide specific community benefits that directly offset the Proposed Project's negative effects.

In-Kind

The Applicant details the scope of any in-kind transportation improvements in the mitigation section as appropriate. Descriptions should include a value of the improvements and an agreement on alternative solutions if conditions do not warrant the original agreed upon mitigation to be completed. A conceptual-level drawing should be attached as Exhibit G for all off-site mitigation.

Bikeshare Station

Applicants shall provide space for a dedicated bikeshare station(s) within Proposed Projects. The station demand for more than one station can be calculated based on square footage as compared to the rate table of the Bike Parking Guidelines by the proponent and reviewed by the Planning Department and Streets Cabinet staff. The number of bikeshare stations and number of docks are

codified in the Proposed Project metrics table of the BPDA Board Memo. The location of the station is codified in the mitigation description. The following text offers Board Memo language for station siting:

- *If bike share station is not on the site plan, and not determined: The proponent will provide space for one (1) TK(TK) dock bike share station onsite upon issuance of Certificate of Occupancy. The Proponent will work with City of Boston Streets Cabinet and the Planning Department to site the station appropriately. Bike share stations may require Administrative Review by PIC.*
- *If bike share station is not on the site plan, and determined: The Proponent will provide space for one (1) TK(TK) dock bike share station off-site upon issuance of Certificate of Occupancy. As currently contemplated, the bike share station is to be sited at TK. Bike share stations may require Administrative Review by PIC.*
- *If bike share station is on the site plan, and determined: The Applicant will provide space for one (1) TK(TK) dock bike share station onsite upon issuance of Certificate of Occupancy. As currently contemplated, the bike share station is to be sited at TK. Bike share stations may require Administrative Review by PIC.*

In the TAPA, the bikeshare station location is confirmed within the mitigation section and included on the Site Plan Exhibit B or Conceptual Mitigation Exhibit G as appropriate.

In-Kind Language

In-kind language will vary based on the mitigation work being completed. Elements of this language must include future reviews and approvals required, dollar amount estimate, circumstantial flexibility, and completion timing requirements. This language can include:

- *This mitigation measure is subject to Planning Department, Streets, PWD, and other City or State agency review as needed. This mitigation measure is subject to design review and BPDA discretion. PIC approvals for proposed improvements shall be completed before building permit issuance for the Proposed Project. The physical mitigation improvements must be completed upon Certificate of Occupancy. The estimated value of this mitigation is \$XXX,000. In the event that circumstances change regarding this mitigation, the BPDA and the City will work with the Proponent to identify an alternative solution with comparable impact and estimated value.*

Monetary

Monetary contributions to the city are best accepted into existing funding streams. These can include ongoing capital improvement projects, state of good repair projects, programs, capital design efforts, or transportation planning/analysis efforts. A frequent monetary contribution includes bike share. Funding language must include a recipient (example: City Department, state agency), a time (example: upon Certificate of Occupancy), a frequency (example: one-time), and an amount (example: \$75,000).

Bikeshare

Bikeshare monetary commitments are captured in the Board Memorandum and further defined in the TAPA. The amount is calculated based on the building programming. Contribution rates can be

found in the Bike Parking Guidelines. The stock text for the bike share monetary commitment in the BPDA board memo to be reiterated in the TAPA mitigation section can be found below:

- *The proponent will make a one-time monetary contribution of \$TK00.00 to the Boston Transportation Department (“BTD”) to be contributed upon issuance of Certificate of Occupancy to support the bikeshare system.*

Signal Upgrades or Installation

Any Applicant performing upgrades to signal infrastructure or installing new infrastructure for traffic signals owned and operated by the City of Boston, or to be owned and operated by the City of Boston, as part of the in-kind mitigation commitments of the Proposed Project must comply with the [2024 Boston Transportation Department Signal Operations Design Policy](#), or relevant signal policy. The [Signal Design Submission Requirements](#) should be referred to.

The following deliverables should be delivered with the TIA:

- Intersection counts & within 1,000 ft per policy
- Intersection crash analysis

At Board Approval:

- Synchro model files along with both input and output files.
- Documentation showing how pedestrian timing performance measures were determined.
- Signal timing concepts

At TAPA:

- 25% Submission: Preparation of a plan depicting basic traffic signal strategy including traffic signal housing locations (w/ signal housing display chart), signs, pavement markings, and proposed traffic signal phasing diagram.

3.11 MONITORING AND REPORTING

The following standard language will be included for monitoring and reporting:

- *The purpose of the Transportation Monitoring and Annual Report is to provide the Streets Cabinet and Planning Department an update on transportation-related issues, such as the performance of TDM Measures and data collection on site access and parking. The Developer shall provide an Annual Report to the City and BRA d/b/a the BPDA by November 30th. If the Certificate of Occupancy for the Development is issued less than 6 months before November 30th, then the report will be due November 30th of the following year. All employee sites with 250 or more employees are required to submit yearly ridesharing surveys to the Massachusetts Department of Environmental Protection (DEP) by November 15th. The information may be used to inform the Annual Report due November 30th to the City and BRA d/b/a the BPDA.*

3.12 OTHER EXHIBITS

Other exhibits may be added as needed. Policies that are relevant to the Proposed Project can be attached as appendices as needed, including the Bike Parking Guidelines, MBTA Bus Stop Design

Guidelines, TDM Point System, and Maximum Parking Ratios. The BPDA Board Memorandum can be added as an exhibit as needed as well.