

Introduction

The City of Ottawa's *Transportation Impact Assessment (TIA) Guidelines* (specifically Module 4.1—Development Design) requires proponents of qualifying developments to use the City's **TDM-Supportive Development Design and Infrastructure Checklist** to assess the opportunity to implement design elements that are supportive of sustainable modes. The goal of this assessment is to ensure that the development provides safe and efficient access for all users, while creating an environment that encourages walking, cycling and transit use.

The remaining sections of this document are:

- Using the Checklist
- Glossary
- TDM-Supportive Development Design and Infrastructure Checklist: Non-Residential Developments
- TDM-Supportive Development Design and Infrastructure Checklist: Residential Developments

Readers are encouraged to contact the City of Ottawa's TDM Officer for any guidance and assistance they require to complete this checklist.

Using the Checklist

This **TDM-Supportive Development Design and Infrastructure Checklist** document includes two actual checklists, one for non-residential developments (office, institutional, retail or industrial) and one for residential developments (multi-family or condominium only; subdivisions are exempt). Readers may download the applicable checklist in electronic format and complete it electronically, or print it out and complete it by hand. As an alternative, they may create a freestanding document that lists the design and infrastructure measures being proposed and provides additional detail on them.

Each measure in the checklist is numbered for easy reference. Each measure is also flagged as:

- **REQUIRED** —The Official Plan or Zoning By-law provides related guidance that must be followed.
- **BASIC** —The measure is generally feasible and effective, and in most cases would benefit the development and its users.
- **BETTER** —The measure could maximize support for users of sustainable modes, and optimize development performance.

Glossary

This glossary defines and describes the following measures that are identified in the **TDM-Supportive Development Design and Infrastructure Checklist**:

Walking & cycling: Routes

- Building location & access points
- Facilities for walking & cycling
- Amenities for walking & cycling

Walking & cycling: End-of-trip facilities

- Bicycle parking
- Secure bicycle parking
- Shower & change facilities
- Bicycle repair station

Transit

- Walking routes to transit
- Customer amenities

Ridesharing

- Pick-up & drop-off facilities
- Carpool parking

Carsharing & bikesharing

- Carshare parking spaces
- Bikeshare station location

Parking

- Number of parking spaces
- Separate long-term & short-term parking areas

Other

- On-site amenities to minimize off-site trips

In addition to specific references made in this glossary, readers should consult the City of Ottawa's design and planning guidelines for a variety of different land uses and contexts, available on the City's website at www.ottawa.ca. Readers may also find the following resources to be helpful:

- *Promoting Sustainable Transportation through Site Design*, Institute of Transportation Engineers, 2004 (www.cite7.org/wpdm-package/iterp-promoting-sustainable-transportation)
- *Bicycle End-of-Trip Facilities: A Guide for Canadian Municipalities and Employers*, Transport Canada, 2010 (www.fcm.ca/Documents/tools/GMF/Transport_Canada/BikeEndofTrip_EN.pdf)

► ***Walking & cycling: Routes***

Building location & access points. Correctly positioning buildings and their entrances can help make walking convenient, comfortable and safe. Minimizing travel distances and maximizing visibility are key.

Facilities for walking & cycling. The Official Plan gives clear direction on the provision and design of walking and cycling facilities for both access and circulation. On larger, busier sites (e.g. multi-building campuses) the inclusion of sidewalks, pathways, marked crossings, stop signs and traffic calming features can create a safer and more supportive environment for active transportation.

Amenities for walking & cycling. Lighting, landscaping, benches and wayfinding can make walking and cycling safer and more secure, comfortable and accessible.

► ***Walking & cycling: End-of-trip facilities***

Bicycle parking. The Official Plan and Zoning By-law both address the need for adequate bicycle parking at developments. Weather protection and theft prevention are major concerns for commuters who spend hundreds or thousands of dollars on a quality bicycle. Bicycle racks should have a design that enables secure locking while preventing damage to wheels. They should be located within sight of busy areas such as main building entrances or staffed parking kiosks.

Secure bicycle parking. Ottawa's Zoning By-law requires a secure area for bicycles at office or residential developments having more than 50 bicycle parking spaces. Lockable outdoor bike cages or indoor storage rooms that limit access to registered users are ideal.

Shower & change facilities. Longer-distance cyclists, joggers and even pedestrians can need a place to shower and change at work; the lack of such facilities is a major barrier to active commuting. Lockers and drying racks provide a place to store gear away from workspaces, and showers and grooming stations allow commuters to make themselves presentable for the office.

Bicycle repair station. Cycling commuters can experience maintenance issues that make the homeward trip difficult or impossible. A small supply of tools (e.g. air pump, Allen keys, wrenches) and supplies (e.g. inner tube patches, chain lubricant) in the workplace can help.

► ***Transit***

Customer amenities. Larger developments that feature an on-site transit stop can make transit use more attractive by providing shelters, lighting and benches. Even better, they could integrate the passenger waiting area into a building entrance.

► **Ridesharing**

Pick-up & drop-off facilities. Having a safe place to load or unload passengers (for carpools as well as taxis and ride-hailing services) without obstructing pedestrians, cyclists or other vehicles can help make carpooling work.

Carpool parking. At destinations with large parking lots (or lots that regularly fill to capacity), signed priority carpool parking spaces can be an effective ridesharing incentive. Priority spaces are frequently abused by non-carpoolers, so a system to provide registered users with vehicle identification tags is recommended.

► **Carsharing & bikesharing**

Carshare parking spaces. For developments where carsharing could be an attractive option for employees, visitors or residents, ensuring an attractive location for future carshare parking spaces can avoid challenges associated with future retrofits.

Bikeshare station location. For developments where bikesharing could be an attractive option for employees, visitor or residents, ensuring an attractive location for a future bikeshare station can avoid challenges associated with future retrofits.

► **Parking**

Number of parking spaces. Parking capacity is an important variable in development design, as it can either support or subvert the mode share targets set during the transportation impact analysis (TIA). While the Zoning By-law establishes any minimum and/or maximum requirements for parking capacity, it also allows a reduction in any minimum to reflect the existence of on-site shower, change and locker rooms provided for cyclists.

Separate long-term & short-term parking areas. Because access to unused parking spaces can be a powerful incentive to drive, developments can better manage their parking supply and travel behaviours by separating long-term from short-term parking through the use of landscaping, gated controls or signs. Doing so makes it difficult for long-term parkers (e.g. commuters) to park in short-term areas (e.g. for visitors) as long as enforcement occurs; it also protects long-term parking capacity for its intended users.

► **Other**

On-site amenities to minimize off-site trips. Developments that offer facilities to limit employees' need for a car during their commute (e.g. to drop off children at daycare) or during their workday (e.g. to hit the gym) can free employees to make the commuting decision that otherwise works best for them.

TDM-Supportive Development Design and Infrastructure Checklist: *Non-Residential Developments (office, institutional, retail or industrial)*

Legend	
REQUIRED	The Official Plan or Zoning By-law provides related guidance that must be followed
BASIC	The measure is generally feasible and effective, and in most cases would benefit the development and its users
BETTER	The measure could maximize support for users of sustainable modes, and optimize development performance

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
1. WALKING & CYCLING: ROUTES		
1.1 Building location & access points		
BASIC	1.1.1 Locate building close to the street, and do not locate parking areas between the street and building entrances	☐
BASIC	1.1.2 Locate building entrances in order to minimize walking distances to sidewalks and transit stops/stations	☐
BASIC	1.1.3 Locate building doors and windows to ensure visibility of pedestrians from the building, for their security and comfort	☐
1.2 Facilities for walking & cycling		
REQUIRED	1.2.1 Provide convenient, direct access to stations or major stops along rapid transit routes within 600 metres; minimize walking distances from buildings to rapid transit; provide pedestrian-friendly, weather-protected (where possible) environment between rapid transit accesses and building entrances; ensure quality linkages from sidewalks through building entrances to integrated stops/stations (<i>see Official Plan policy 4.3.3</i>)	☐
REQUIRED	1.2.2 Provide safe, direct and attractive pedestrian access from public sidewalks to building entrances through such measures as: reducing distances between public sidewalks and major building entrances; providing walkways from public streets to major building entrances; within a site, providing walkways along the front of adjoining buildings, between adjacent buildings, and connecting areas where people may congregate, such as courtyards and transit stops; and providing weather protection through canopies, colonnades, and other design elements wherever possible (<i>see Official Plan policy 4.3.12</i>)	☐

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
REQUIRED	1.2.3 Provide sidewalks of smooth, well-drained walking surfaces of contrasting materials or treatments to differentiate pedestrian areas from vehicle areas, and provide marked pedestrian crosswalks at intersection sidewalks (<i>see Official Plan policy 4.3.10</i>)	☐
REQUIRED	1.2.4 Make sidewalks and open space areas easily accessible through features such as gradual grade transition, depressed curbs at street corners and convenient access to extra-wide parking spaces and ramps (<i>see Official Plan policy 4.3.10</i>)	☐
REQUIRED	1.2.5 Include adequately spaced inter-block/street cycling and pedestrian connections to facilitate travel by active transportation. Provide links to the existing or planned network of public sidewalks, multi-use pathways and on-road cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (<i>see Official Plan policy 4.3.11</i>)	☐
BASIC	1.2.6 Provide safe, direct and attractive walking routes from building entrances to nearby transit stops	☐
BASIC	1.2.7 Ensure that walking routes to transit stops are secure, visible, lighted, shaded and wind-protected wherever possible	☐
BASIC	1.2.8 Design roads used for access or circulation by cyclists using a target operating speed of no more than 30 km/h, or provide a separated cycling facility	☐
1.3 Amenities for walking & cycling		
BASIC	1.3.1 Provide lighting, landscaping and benches along walking and cycling routes between building entrances and streets, sidewalks and trails	☐
BASIC	1.3.2 Provide wayfinding signage for site access (where required, e.g. when multiple buildings or entrances exist) and egress (where warranted, such as when directions to reach transit stops/stations, trails or other common destinations are not obvious)	☐

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
2. WALKING & CYCLING: END-OF-TRIP FACILITIES		
2.1 Bicycle parking		
REQUIRED	2.1.1 Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (<i>see Official Plan policy 4.3.6</i>)	☐
REQUIRED	2.1.2 Provide the number of bicycle parking spaces specified for various land uses in different parts of Ottawa; provide convenient access to main entrances or well-used areas (<i>see Zoning By-law Section 111</i>)	☐
REQUIRED	2.1.3 Ensure that bicycle parking spaces and access aisles meet minimum dimensions; that no more than 50% of spaces are vertical spaces; and that parking racks are securely anchored (<i>see Zoning By-law Section 111</i>)	☐
BASIC	2.1.4 Provide bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met), plus the expected peak number of customer/visitor cyclists	☐
BETTER	2.1.5 Provide bicycle parking spaces equivalent to the expected number of commuter and customer/visitor cyclists, plus an additional buffer (e.g. 25 percent extra) to encourage other cyclists and ensure adequate capacity in peak cycling season	☐
2.2 Secure bicycle parking		
REQUIRED	2.2.1 Where more than 50 bicycle parking spaces are provided for a single office building, locate at least 25% of spaces within a building/structure, a secure area (e.g. supervised parking lot or enclosure) or bicycle lockers (<i>see Zoning By-law Section 111</i>)	☐
BETTER	2.2.2 Provide secure bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met)	☐
2.3 Shower & change facilities		
BASIC	2.3.1 Provide shower and change facilities for the use of active commuters	☐
BETTER	2.3.2 In addition to shower and change facilities, provide dedicated lockers, grooming stations, drying racks and laundry facilities for the use of active commuters	☐
2.4 Bicycle repair station		
BETTER	2.4.1 Provide a permanent bike repair station, with commonly used tools and an air pump, adjacent to the main bicycle parking area (or secure bicycle parking area, if provided)	☐

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
3. TRANSIT		
3.1 Customer amenities		
BASIC	3.1.1 Provide shelters, lighting and benches at any on-site transit stops	☐
BASIC	3.1.2 Where the site abuts an off-site transit stop and insufficient space exists for a transit shelter in the public right-of-way, protect land for a shelter and/or install a shelter	☐
BETTER	3.1.3 Provide a secure and comfortable interior waiting area by integrating any on-site transit stops into the building	☐
4. RIDESHARING		
4.1 Pick-up & drop-off facilities		
BASIC	4.1.1 Provide a designated area for carpool drivers (plus taxis and ride-hailing services) to drop off or pick up passengers without using fire lanes or other no-stopping zones	☐
4.2 Carpool parking		
BASIC	4.2.1 Provide signed parking spaces for carpools in a priority location close to a major building entrance, sufficient in number to accommodate the mode share target for carpools	☐
BETTER	4.2.2 At large developments, provide spaces for carpools in a separate, access-controlled parking area to simplify enforcement	☐
5. CARSHARING & BIKESHARING		
5.1 Carshare parking spaces		
BETTER	5.1.1 Provide carshare parking spaces in permitted non-residential zones, occupying either required or provided parking spaces (<i>see Zoning By-law Section 94</i>)	☐
5.2 Bikeshare station location		
BETTER	5.2.1 Provide a designated bikeshare station area near a major building entrance, preferably lighted and sheltered with a direct walkway connection	☐

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
6. PARKING		
6.1 Number of parking spaces		
REQUIRED	6.1.1 Do not provide more parking than permitted by zoning, nor less than required by zoning, unless a variance is being applied for	☐
BASIC	6.1.2 Provide parking for long-term and short-term users that is consistent with mode share targets, considering the potential for visitors to use off-site public parking	☐
BASIC	6.1.3 Where a site features more than one use, provide shared parking and reduce the cumulative number of parking spaces accordingly (<i>see Zoning By-law Section 104</i>)	☐
BETTER	6.1.4 Reduce the minimum number of parking spaces required by zoning by one space for each 13 square metres of gross floor area provided as shower rooms, change rooms, locker rooms and other facilities for cyclists in conjunction with bicycle parking (<i>see Zoning By-law Section 111</i>)	☐
6.2 Separate long-term & short-term parking areas		
BETTER	6.2.1 Separate short-term and long-term parking areas using signage or physical barriers, to permit access controls and simplify enforcement (i.e. to discourage employees from parking in visitor spaces, and vice versa)	☐
7. OTHER		
7.1 On-site amenities to minimize off-site trips		
BETTER	7.1.1 Provide on-site amenities to minimize mid-day or mid-commute errands	☐

TDM-Supportive Development Design and Infrastructure Checklist: *Residential Developments (multi-family or condominium)*

Legend	
REQUIRED	The Official Plan or Zoning By-law provides related guidance that must be followed
BASIC	The measure is generally feasible and effective, and in most cases would benefit the development and its users
BETTER	The measure could maximize support for users of sustainable modes, and optimize development performance

TDM-supportive design & infrastructure measures: <i>Residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
1. WALKING & CYCLING: ROUTES		
1.1 Building location & access points		
BASIC	1.1.1 Locate building close to the street, and do not locate parking areas between the street and building entrances	☒
BASIC	1.1.2 Locate building entrances in order to minimize walking distances to sidewalks and transit stops/stations	☒
BASIC	1.1.3 Locate building doors and windows to ensure visibility of pedestrians from the building, for their security and comfort	☒
1.2 Facilities for walking & cycling		
REQUIRED	1.2.1 Provide convenient, direct access to stations or major stops along rapid transit routes within 600 metres; minimize walking distances from buildings to rapid transit; provide pedestrian-friendly, weather-protected (where possible) environment between rapid transit accesses and building entrances; ensure quality linkages from sidewalks through building entrances to integrated stops/stations (<i>see Official Plan policy 4.3.3</i>)	☐ Major transit is beyond 600 metres of the site, and access cannot be improved through site plan
REQUIRED	1.2.2 Provide safe, direct and attractive pedestrian access from public sidewalks to building entrances through such measures as: reducing distances between public sidewalks and major building entrances; providing walkways from public streets to major building entrances; within a site, providing walkways along the front of adjoining buildings, between adjacent buildings, and connecting areas where people may congregate, such as courtyards and transit stops; and providing weather protection through canopies, colonnades, and other design elements wherever possible (<i>see Official Plan policy 4.3.12</i>)	☒ There is no sidewalk abutting the property, but direct, protected access is provided to the street from the main entrance and indoor bicycle storage

TDM-supportive design & infrastructure measures: <i>Residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
REQUIRED	1.2.3 Provide sidewalks of smooth, well-drained walking surfaces of contrasting materials or treatments to differentiate pedestrian areas from vehicle areas, and provide marked pedestrian crosswalks at intersection sidewalks (<i>see Official Plan policy 4.3.10</i>)	☒ Pedestrian areas are designed to zoning regulations
REQUIRED	1.2.4 Make sidewalks and open space areas easily accessible through features such as gradual grade transition, depressed curbs at street corners and convenient access to extra-wide parking spaces and ramps (<i>see Official Plan policy 4.3.10</i>)	☒ Accessibility measures integrated throughout
REQUIRED	1.2.5 Include adequately spaced inter-block/street cycling and pedestrian connections to facilitate travel by active transportation. Provide links to the existing or planned network of public sidewalks, multi-use pathways and on-road cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (<i>see Official Plan policy 4.3.11</i>)	☒ Direct access is provided between the street and main pedestrian entrance and bicycle storage room
BASIC	1.2.6 Provide safe, direct and attractive walking routes from building entrances to nearby transit stops	☐ No circulation network proposed
BASIC	1.2.7 Ensure that walking routes to transit stops are secure, visible, lighted, shaded and wind-protected wherever possible	☐ No circulation network proposed
BASIC	1.2.8 Design roads used for access or circulation by cyclists using a target operating speed of no more than 30 km/h, or provide a separated cycling facility	☐ no road network proposed
1.3 Amenities for walking & cycling		
BASIC	1.3.1 Provide lighting, landscaping and benches along walking and cycling routes between building entrances and streets, sidewalks and trails	☒ landscaping is provided along pedestrian access
BASIC	1.3.2 Provide wayfinding signage for site access (where required, e.g. when multiple buildings or entrances exist) and egress (where warranted, such as when directions to reach transit stops/stations, trails or other common destinations are not obvious)	☐ None proposed. Single building.

TDM-supportive design & infrastructure measures: <i>Residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
2. WALKING & CYCLING: END-OF-TRIP FACILITIES		
2.1 Bicycle parking		
REQUIRED	2.1.1 Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (<i>see Official Plan policy 4.3.6</i>)	☒ Bicycle parking is provided indoors and adjacent to main entrance
REQUIRED	2.1.2 Provide the number of bicycle parking spaces specified for various land uses in different parts of Ottawa; provide convenient access to main entrances or well-used areas (<i>see Zoning By-law Section 111</i>)	☒ Bicycle parking exceeds zoning requirements
REQUIRED	2.1.3 Ensure that bicycle parking spaces and access aisles meet minimum dimensions; that no more than 50% of spaces are vertical spaces; and that parking racks are securely anchored (<i>see Zoning By-law Section 111</i>)	☒ Bicycle parking spaces are designed to zoning regulations
BASIC	2.1.4 Provide bicycle parking spaces equivalent to the expected number of resident-owned bicycles, plus the expected peak number of visitor cyclists	☒ Bicycle parking is provided at a rate of 1:1, and visitor spaces at 0.1:1
2.2 Secure bicycle parking		
REQUIRED	2.2.1 Where more than 50 bicycle parking spaces are provided for a single residential building, locate at least 25% of spaces within a building/structure, a secure area (e.g. supervised parking lot or enclosure) or bicycle lockers (<i>see Zoning By-law Section 111</i>)	☒ 90% are located indoors
BETTER	2.2.2 Provide secure bicycle parking spaces equivalent to at least the number of units at condominiums or multi-family residential developments	☒ Bicycle parking is provided at a rate of 1:1
2.3 Bicycle repair station		
BETTER	2.3.1 Provide a permanent bike repair station, with commonly used tools and an air pump, adjacent to the main bicycle parking area (or secure bicycle parking area, if provided)	☐ None proposed.
3. TRANSIT		
3.1 Customer amenities		
BASIC	3.1.1 Provide shelters, lighting and benches at any on-site transit stops	☐ No transit stops on-site
BASIC	3.1.2 Where the site abuts an off-site transit stop and insufficient space exists for a transit shelter in the public right-of-way, protect land for a shelter and/or install a shelter	☐ No transit stops abut the site
BETTER	3.1.3 Provide a secure and comfortable interior waiting area by integrating any on-site transit stops into the building	☐ No transit stops on-site

TDM-supportive design & infrastructure measures: <i>Residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
4. RIDESHARING		
4.1 Pick-up & drop-off facilities		
BASIC	4.1.1 Provide a designated area for carpool drivers (plus taxis and ride-hailing services) to drop off or pick up passengers without using fire lanes or other no-stopping zones	☒ Stopping is permitted on the street in front of the building, access is provided via covered path
5. CARSHARING & BIKESHARING		
5.1 Carshare parking spaces		
BETTER	5.1.1 Provide up to three carshare parking spaces in an R3, R4 or R5 Zone for specified residential uses (see <i>Zoning By-law Section 94</i>)	☐ None proposed.
5.2 Bikeshare station location		
BETTER	5.2.1 Provide a designated bikeshare station area near a major building entrance, preferably lighted and sheltered with a direct walkway connection	☐ No bikeshare program exists in Ottawa
6. PARKING		
6.1 Number of parking spaces		
REQUIRED	6.1.1 Do not provide more parking than permitted by zoning, nor less than required by zoning, unless a variance is being applied for	☒ Variance is sought for reduced parking
BASIC	6.1.2 Provide parking for long-term and short-term users that is consistent with mode share targets, considering the potential for visitors to use off-site public parking	☒ Visitor parking is provided at the minimum required
BASIC	6.1.3 Where a site features more than one use, provide shared parking and reduce the cumulative number of parking spaces accordingly (see <i>Zoning By-law Section 104</i>)	☐ Single use development
BETTER	6.1.4 Reduce the minimum number of parking spaces required by zoning by one space for each 13 square metres of gross floor area provided as shower rooms, change rooms, locker rooms and other facilities for cyclists in conjunction with bicycle parking (see <i>Zoning By-law Section 111</i>)	☐ Variance is sought for reduced parking
6.2 Separate long-term & short-term parking areas		
BETTER	6.2.1 Provide separate areas for short-term and long-term parking (using signage or physical barriers) to permit access controls and simplify enforcement (i.e. to discourage residents from parking in visitor spaces, and vice versa)	☐ Visitor parking spaces are identified per the zoning by-law requirements