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: Non-residential developments			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 (see Official Plan policy 4.3.3)	
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 (see Official Plan policy 4.3.12)	

	TDM-s	supportive design & infrastructure measures: Non-residential developments	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 (see Official Plan policy 4.3.10)	
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 (see Official Plan policy 4.3.10)	
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 onroad cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (see Official Plan policy 4.3.11)	
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-s	supportive design & infrastructure measures: Non-residential developments	Check if completed & add descriptions, explanations or plan/drawing references
	2.	WALKING & CYCLING: END-OF-TRIP FACILI	TIES
	2.1	Bicycle parking	
REQUIRED	2.1.1	Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (see Official Plan policy 4.3.6)	
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 (see Zoning By-law Section 111)	
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 (see Zoning By-law Section 111)	
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 (see Zoning By-law Section 111)	
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-s	supportive design & infrastructure measures: Non-residential developments	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 (see Zoning By-law Section 94)	
	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: Non-residential developments			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 (see Zoning By-law Section 104)	
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 Zoning By-law Section 111)	
	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 The Official Plan or Zoning By-law provides related guidance that must be followed The measure is generally feasible and effective, and in most cases would benefit the development and its users The measure could maximize support for users of sustainable modes, and optimize development performance

TDM-supportive design & infrastructure measures: Residential developments			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	No parking is proposed between the building and street
BASIC	1.1.2	Locate building entrances in order to minimize walking distances to sidewalks and transit stops/stations	Building entrance is located along McLeod Street.
BASIC	1.1.3	Locate building doors and windows to ensure visibility of pedestrians from the building, for their security and comfort	Windows overlook the pedestrian pathway and the street
	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 (see Official Plan policy 4.3.3)	Transit is located approx. 170 m away, with direct access from the proposed development on McLeod Street to transit on Bank Street using municipal sidewalks.
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 (see Official Plan policy 4.3.12)	Pedestrian access is provided directly from McLeod Street. An interlock stone walkway is proposed between the building entrance and the sidewalk.

	TDM-s	supportive design & infrastructure measures: Residential developments	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 (see Official Plan policy 4.3.10)	Interlock stone is proposed for the walkwa between the front entrance and public sidewalk
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 (see Official Plan policy 4.3.10)	Pedestrian pathway that leads from the public sidewalk to the rear amenity area is designed to meet accessibility requirements
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 onroad cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (see Official Plan policy 4.3.11)	A mid-block connection is provided between Argyle Avenue and McLeod Street
BASIC	1.2.6	Provide safe, direct and attractive walking routes from building entrances to nearby transit stops	Direct access to nearby transit via the public sidewalk in front of the existing building
BASIC	1.2.7	Ensure that walking routes to transit stops are secure, visible, lighted, shaded and wind-protected wherever possible	Walking route is a public sidewalk
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	N/A
	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	No change is occuring the front of the existing building. Street lighting is located on McLeod Street
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)	N/A

	TDM-s	upportive design & infrastructure measures: Residential developments	Check if completed & add descriptions, explanations or plan/drawing references
	2.	WALKING & CYCLING: END-OF-TRIP FACILI	TIES
	2.1	Bicycle parking	
REQUIRED	2.1.1	Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (see Official Plan policy 4.3.6)	Bicylce parking is located inside the building
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 (see Zoning By-law Section 111)	The proposed development is compliant with the required bicycle parking provisions
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 (see Zoning By-law Section 111)	✓
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	
	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 (see Zoning By-law Section 111)	N/A - less than 50 bike parking spaces are proposed
BETTER	2.2.2	Provide secure bicycle parking spaces equivalent to at least the number of units at condominiums or multifamily residential developments	
	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)	
	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	

	TDM-s	supportive design & infrastructure measures: Residential developments	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	
	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 Zoning By-law Section 94)	
	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	
	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	No parking is proposed, however this is include in the Zoning By-law Amendment
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 (see Zoning By-law Section 104)	
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 Zoning By-law Section 111)	
	6.2	Separate long-term & short-term parking areas	ï
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)	