

City of
Bellevue



Transportation Commission Study Session

DATE: June 1, 2017

TO: Members of the Transportation Commission

FROM: Michael Ingram, Senior Transportation Planner, 425-452-4166
mingram@bellevuewa.gov

SUBJECT: Revision of City requirements for Transportation Management Programs at large real estate developments

DIRECTION REQUESTED

Action

X Discussion/Direction

X Information

The Transportation Management Program (TMP) Code Revision is scheduled as a Study Session item for the Commission meeting on June 8. In accordance with direction received from the City Council in September 2016, work is currently focused on six recommended changes to existing City code provisions for TMPs (listed on page 2). The focus of the meeting on June 8 will be on:

- Implementation activities expected at TMP buildings (relates to Recommendation 4).
- Soliciting stakeholder input on the implementation activities and the performance goals.

Staff will brief the Commission on the recommended framework for determining expectations and options for implementation activities at TMP buildings. Staff will also show proposed key content items for the Online Open House, which is intended to gain stakeholder input on implementation activities and on performance goals for TMP office buildings. Input received from stakeholders will inform the refinement of the TMP code revisions and the *TMP Implementation Guidelines*. **Commission comment is requested.**

BACKGROUND

Note: All but the final paragraph of this Background section is repeated from the May 11, 2017 meeting packet.

Bellevue City Code section 14.60.070 requires new buildings meeting certain thresholds for size and category of use to develop and implement automobile trip reduction programs directed to tenant employees or residents, in order to reduce transportation impacts related to development. Required elements of these Transportation Management Programs (TMPs) vary according to building size and use but often include features such as distributing transit and

ride-sharing information, designating a transportation coordinator, providing preferential parking for carpools, providing financial incentives for commuters and setting up a "guaranteed ride home" program. An additional overlay of requirements applies to office buildings in downtown (BCC 14.60.080) which includes a performance standard (35% reduction in drive-alone commuting to a building over a 10-year period) and additional programmatic elements. There is also provision in the Medical Institution District section of the Land Use Code (BCC 20.25J.050) for a TMP to be required at development in this area; the TMP may be per the requirements of BCC 14.60.070 or based on a performance standard and program features established as needed to attain the designated performance standard.

In March 2016, staff and the Commission initiated a process to review current requirements. Elements of the review included consideration of the origin of TMPs in Bellevue, examination of current City code requirements for TMPs and the extent that buildings currently affected by these agreements are in compliance with their requirements. Also reviewed was effectiveness of TMP buildings in reducing rates of drive alone commuting, comparison of TMP requirements with Commute Trip Reduction (CTR) requirements that apply to large employers as well as review of TMP requirements at other local jurisdictions. Details of these analyses are posted on the TMP page of the City website (<http://www.bellevuewa.gov/trip-reduction-large-buildings.htm>).

The review of TMP requirements also involved two initiatives to solicit input from stakeholders and affected parties. The first initiative was an online survey of persons directly involved with TMP requirements or TMP implementation activities in Bellevue (in late April/early May). The second initiative was an online open house (for five weeks in July/August). Reports of feedback from these outreach efforts are posted on the [City's TMP webpage](#).

At the meeting on September 8, 2016 the Commission endorsed six general changes to current requirements. The six recommended changes are:

- 1) Fix elements that are dated and/or not working.
- 2) Revise performance goal (which applies to Office buildings in Downtown), so that it is realistic and equitable. Specify performance goal as a *target rate for drive-alone commuting* (rather than as a reduction from an initial baseline measurement).
- 3) Extend performance goal to Office uses citywide
- 4) Add flexibility to implementation measures, while maintaining minimum requirements.
- 5) Develop and maintain a *TMP Implementation Guidelines* document.
- 6) Increase building size thresholds for minimum TMP requirements of posting and distributing information.

On September 26, 2016 City staff, Chair Zahn and Commissioner Wu briefed the City Council on the TMP review initiative and the recommended changes. Council members expressed support for the work to date and for the six areas of revision recommended by the Commission.

Relating to Recommendation 1, staff provided an overview to the Commission on November 10, 2016 of the code and the process for enforcement of the City's Commute Trip Reduction regulations ([BCC 14.40.110](#)). Experience working with the CTR enforcement framework has shown it to be effective and staff proposed it as a model for how TMP enforcement could be addressed. Consistent with Commission input at the November 10, 2016 meeting, staff are working to identify corresponding revisions to City TMP code, so as to include "CTR-like" enforcement provisions.

Regarding Recommendations 2 and 3, the performance goal, staff briefed the Commission on May 11, 2017 on a proposed approach. The staff recommendation is to look at performance of Commute Trip Reduction (CTR) worksites as an indicator of "good" performance that is reasonably achievable at TMP-affected office buildings (over time, if not right away). Staff recommend setting the TMP goal as the average of CTR site performance for the last three survey cycles (currently 2011/2012, 2013/2014, 2015/2016); averaging over three survey cycles limits the fluctuation that can occur with any given survey cycle. Averages for the last three survey cycles are 53% drive-alone in Downtown and 72% drive-alone outside downtown (rounded figures).

INFORMATION

Remaining issues for fleshing out the proposed TMP code revisions are,

- Identifying options and expectations for implementation activities at TMP buildings, and
- Soliciting stakeholder input on the implementation activities and the performance goals.

As discussed at the March 9 and May 11 meetings, Staff have been working with a TMP Sounding Board group to provide input to the update of the TMP framework. Participants include city staff, a King County Metro staff person, a representative from TransManage (the Bellevue TMA), representatives from three property management companies and a representative from a parking management company. The group has held three meetings to date and has provided input on implementation activities (and the setting of performance goals).

For implementation activities, the proposed direction is to maintain overall expectations at a level consistent with current requirements, but allow flexibility to property owners/managers in selecting the specific activities. At buildings with a performance goal, the expected level of implementation activity may be reduced once a goal is reached and performance appears stable; conversely, the expected level of implementation activity may increase if there is not evidence of progress toward the goal.

In assessing current and proposed options for implementation activities, it is apparent that they are not all equal both in terms of the levels of effort/expense involved with implementation and in terms of level of impact on mode choice. Therefore, it is proposed that the activities be categorized, as follows:

- Tier 1 activities, higher impact
- Tier 2 activities, lower impact

To be considered Tier 1, higher impact for trip reduction, an activity must meet a 2-part test:

- i. Does it save the commuter time and/or money?
- ii. Does it plausibly offer the potential to affect 5% or more of commute trips?
(determined by observing effect at existing buildings in similar settings)

Examples of Tier 1, higher impact, activities are,

- Providing a financial incentive to non-drive alone commuters
- Providing a shuttle service from either the home origin area or from a nearby transit hub (to connect the “last mile”)

Examples of Tier 2, lower impact, activities are,

- Providing designated, preferred parking stalls for carpools & vanpools
- Providing shower facilities for bicyclists.

Additional detail regarding the proposed implementation framework and activities is captured in the *TMP Implementation Guidelines*; a document intended to serve as a resource for building developers, building managers, city staff and others involved in TMP development, implementation and monitoring. A draft of the *TMP Implementation Guidelines* was included as an attachment to the memo for the May 11 Commission meeting and is also attached to this memo.

Per interest expressed at the May 11 meeting, I anticipate meeting with Commissioner Chirls to discuss the behavior change associated with TMPs and the outreach approach for this current process. If other Commissioners are interested in meeting individually to discuss stakeholder outreach or other questions, please feel free to contact me at mingram@bellevuewa.gov or 425-452-4166.

NEXT STEPS

With Commission concurrence, staff will proceed with posting an online open house in June. Key objectives of the TMP Online Open House will be to gain stakeholder input on implementation activities and on performance goals for TMP office buildings. At the July 13 meeting, city staff will provide a report on the stakeholder input received via the TMP Online Open House (if it is completed at that time), present a revised draft of the *TMP Implementation Guidelines* and, potentially, a markup of City code showing proposed revisions.

ATTACHMENTS

1. Draft TMP Implementation Guidelines (slightly revised from the version included with the May 11 memo)

DRAFT

City of Bellevue

Transportation Management Program Implementation Guidelines

--Date of Issuance--

Supporting [Bellevue City Code section 14.60.070](#)

I. Purpose of these Guidelines

These *Transportation Management Program Implementation Guidelines* supplement the direction provided by city code for Transportation Management Programs (TMPs). The *TMP Implementation Guidelines* provide City of Bellevue (“city”) staff, project developers, owners/managers of affected buildings, and other interested parties with information and resources to inform the development, implementation and monitoring of TMPs at buildings in Bellevue that have, as a condition of their development, a requirement to reduce ongoing travel demand. These *TMP Implementation Guidelines* may also be a resource for similar conditions that apply at certain buildings where, as a condition of development, there is a requirement to limit off-site impacts of parking demand generated by activities in the building.

II. Basis and Purpose of TMP Requirements

The Washington State Environmental Policy Act (SEPA, RCW 43.21.C) sets a framework in which large development projects must be evaluated to identify impacts; where impacts are identified, mitigation measures must be considered. In transportation terms, large development projects typically involve impacts to peak period transportation system performance; sometimes there are also spillover parking impacts. Bellevue City Code section 14.60.070 provides a framework for mitigating such impacts through measures to reduce transportation demand associated with large development projects. These code provisions typically apply only to new development projects but may also apply to projects involving a substantial remodel (which, by city code definition includes an expansion of 20% or more in floor area, per BCC 20.50.044). Establishing these mitigation measures in city code as TMP requirements makes the development review process more streamlined, creates more predictability for developers and facilitates consistency in requirements for buildings (similar buildings have similar requirements). Because the impacts are ongoing, the TMP requirements continue for the life of the building.

Commented [IM1]: The Transportation Commission will consider whether to recommend extending TMP conditions to existing buildings that change use, e.g., from warehouse to office.

III. Process and Responsibilities for TMP Development

A. Overview of steps for establishing a TMP

In conjunction with the review of a permit application for a proposed development project, the city will determine whether a proposed project requires establishment of a Transportation Management Program (TMP). The TMP requirement, if applicable, will typically be noted during the pre-application meeting and will be listed as a condition of building permit approval in the design review staff report.

For projects that are determined to require a TMP, there are two parts to the process of establishing a TMP.

Step 1. Agreement to develop and implement a TMP.

Proponent must complete an Agreement Regarding Conditions to Building Permit stating that s/he will establish a Transportation Management Program, consistent with requirements of Bellevue City Code section 14.60.070. The city will provide a template for this agreement. The template must be completed, signed and notarized by the project proponent, approved by the city and recorded by the proponent at the King County Recorder's Office. This step is must be completed prior to issuance by the city of a Building Permit.

Step 2: Identification of TMP Implementation Program.

Proponent must submit a plan detailing the implementation measures to be undertaken at the building. Implementation measures may include installation and maintenance of certain features or facilities at the building as well as periodic or ongoing program activities to support and encourage reduction of drive-alone commuting by persons working in the building. The implementation measures must address the base requirements (specifically identified in BCC 14.60.070.E) as well as any additional activities necessary to comply with requirements. Subsection C below (TMP Program Elements table) identifies the requirements and available options to address them; subsection D (TMP program elements description) provides further detail regarding the scope and implementation of the requirements,

For buildings with a performance goal (typically, these are Office uses) the TMP implementation program must include sufficient elements to support progress toward meeting the performance goal. The city will evaluate the proposed TMP Implementation Program for the likelihood of the proposed program to support progress toward the performance goal, considering factors such as the number of employees that would be affected by proposed elements and their effectiveness when applied elsewhere in similar settings. Modification of a proposed TMP Implementation Program may be required for approval. Once occupied, buildings that

fail to make progress toward their performance goal will be required modify their TMP Implementation Agreement so as to provide more support and encouragement to use of non-drive-alone commute modes by workers in the building.

The city will provide a template for the TMP Implementation Agreement. The template must be completed and signed by the project proponent and approved by the city. This step must be completed prior to issuance by the city of a Temporary Certificate of Occupancy (prior to the first TCO, if project involves multiple phases).

- B. Determination of TMP Performance Goal (generally applies to Office uses only)
Supports city code section [REDACTED]. See also Attachment 1, TMP Site Goals by Zone.

For a building with a performance goal, the goal may be set at a level according to either of the following references:

- a. at a level corresponding to the goal for drive-alone commute mode share specified in the Bellevue Comprehensive Plan for the zone in which the building is located,
or
- b. at a level corresponding to the areawide average of drive-alone commute trips to employers affected by Commute Trip Reduction program requirements for the zone in which the building is located.

Attachment 1 shows the zones and the associated target values for drive-alone commute mode share.

Once established, the performance goal remains in effect for the life of the building.

Potential additional element: Alternative or appeal process for developing, setting goals. --will determine if this is needed--.

IV. TMP Composition

- A. TMP Program Elements: Requirements, including options

Supports Code Section 14.60.070.E.

See table on next page for Program Elements; see subsection B below for descriptions of Program Elements.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office & High Technology Light Industry (2)	Mftng/ Assembly (other than High Tech)	Professional Services/Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (3)
	No requirements	Less than 30,000 gsf	Less than 50,000 gsf	Less than 30,000 gsf	Less than 80,000 gsf	Less than 60,000 gsf	Less than 100 units	(4)
	Required Baseline Elements							
1	Post information	30,000 gsf and over	50,000 gsf and over	30,000 gsf and over	80,000 gsf and over	60,000 gsf and over	100 units and over	(4)
2	Distribute information	30,000 gsf and over	50,000 gsf and over	30,000 gsf and over	80,000 gsf and over	N/A	N/A	(4)
3	Provide building transportation coordinator	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	150,000 gsf and over	N/A	(4)
4	Identify parking cost as a separate line item in tenant leases	50,000 gsf and over	N/A	N/A	N/A	N/A	N/A	(4)
5	Leases in which tenants are required to participate in periodic surveys	50,000 gsf and over	N/A	N/A	N/A	N/A	N/A	(4)

Commented [IM2]: Highlighted threshold sizes to be reviewed by Transportation Commission in July, may be revised upward.

Commented [IM3]: Line item parking cost requirement moved from 14.60.080 (B); expanded from Downtown to citywide.

Commented [IM4]: Lease language with periodic survey requirement moved from 14.60.080 (B); expanded from Downtown to citywide.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office & High Technology Light Industry (2)	Mftng/ Assembly (other than High Tech)	Professional Services/Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (3)
6	Conduct periodic surveys of workers in building, to determine TMP effectiveness.	50,000 gsf and over	N/A	N/A	N/A	N/A	N/A	(4)
7	Submit periodic report describing implementation of TMP provisions	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	150,000 gsf and over	N/A	(4)
	Additional Elements Required (Choose from list below; Tier 1 = higher impact; Tier 2 = lower impact)	# of activities required: Tier 1: 1 Tier 2: 2 Note: this is the minimum. Buildings not progressing toward performance goal may need to add activities, beyond the minimum; buildings meeting goal may reduce activities to minimum or below.	# of activities required: Tier 1: 1 Tier 2: 2	# of activities required: Tier 1: 1 Tier 2: 2	# of activities required: Tier 1: 1 Tier 2: 2	# of activities required: Tier 1: 0 Tier 2: 1	N/A	(4)

Commented [IM5]: Requirements set at same level as current code, with added flexibility to select implementation activity.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office & High Technology Light Industry (2)	Mftng/ Assembly (other than High Tech)	Professional Services/Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (3)
	Tier 1 Elements (most impactful)							
8	Provide financial incentive	50,000-gsf and-over	150,000-gsf and-over	50,000-gsf and over	80,000 gsf and over	N/A	N/A	(4)
9	Provide shuttle van/bus service							
10	Provide flexible parking options—high impact							
	Tier 2 Elements (less impactful)							
11	Provide guaranteed ride home	50,000-gsf and-over	150,000-gsf and-over	50,000-gsf and over	80,000 gsf and over	N/A	N/A	(4)
12	Provide preferential HOV parking	50,000-gsf and-over	150,000-gsf and-over	50,000-gsf and over	80,000 gsf and over	150,000 gsf and over	N/A	(4)
13	Provide flexible parking options—low impact							

Commented [IM6]: Current code requirement, for uses/thresholds indicated. Optional activity under new framework.

Commented [IM7]: Current code requirement, for uses/thresholds indicated. Optional activity under new framework.

Commented [IM8]: Current code requirement, for uses/thresholds indicated. Optional activity under new framework.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office & High Technology Light Industry (2)	Mftng/ Assembly (other than High Tech)	Professional Services/Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (3)
14	Conduct annual transportation options event							
15	Provide secure, covered bicycle parking							
16	Provide shower facilities							
17	Provide off-street passenger loading area							
18	Provide parking on-site for carshare vehicles							
19	Annual TMP services contract with TMA							

Footnotes to Transportation Program Requirements Table:

- (1) Specific actions that the owner of the property must take to mitigate traffic and/or parking impacts.
- (2) Excluding medical clinics and other health care services.
- (3) Other than mixed retail.
- (4) Requirements for mixed uses will be determined on a project basis as described in BCC 14.60.070.G.

Commented [IM9]: Buildings with TMA service contracts have higher overall level of compliance and lower levels of drive-alone commuting (according to available data). Some initial feedback from TMP Sounding Board suggests this should be categorized as a Tier 1 activity.

Commented [IM10]: Add footnote or definition of "gsf".

B. TMP Program Elements Descriptions

The descriptions below provide additional information regarding each of the activities listed in the chart above.

- Elements 1-7 are required at some or all TMP sites
- Elements 8-10 are activities considered “higher impact” for trip reduction. Some TMP sites required to pursue at least one of these activities.
Note: To be considered “higher impact” for trip reduction, an activity must meet a 2-part test:
 - i. Does it save the commuter time and/or money?
 - ii. Does it plausibly offer the potential to affect 5% or more of commute trips (determined by observing effect at existing buildings in similar settings)
- Elements 11-19 are activities considered “lower impact” for trip reduction. Some TMP sites are required to pursue at least two of these activities.

1. Post Information. Post up-to-date commute options information in a visible central location.

Implementation guidance:

- A commuter information center board, with posted information and printed material available for users to take, is the traditional approach to posting information. Currently, availability of printed materials is limited.
- An alternative option is to provide an electronic display and/or kiosk; preferably this will include display of real-time transit and travel options information (e.g., TransitScreen).
- With either option, the Commute Program Summary for the building should be made available (either as a hard copy or an electronic display; see “Distribute Information” element below for detail).
- Commuter information centers, kiosks and building fliers should include contact information for the Building Transportation Coordinator (except at residential sites).

The following are acceptable approaches at residential sites and may be useful at other TMP sites when used in conjunction with other approaches, identified above:

- Provision of relevant printed materials at the Project concierge desk or leasing office,
- Posting a sign in each building lobby directing residents to the concierge desk or leasing office for printed materials and/or identifying one or more websites with relevant information regarding transportation options.

Applicability: Required element for all TMP sites.

- 2. Distribute Information.** Distribute up-to-date commuter information tailored to the TMP site.

Implementation guidance: Building must compile and produce a “Commute Program Summary” that includes relevant information for persons commuting to the site. This Commute Program Summary is typically a flier or brochure, which describes commute options, relevant building services and supporting activities offered by the building management and includes contact information for the building transportation coordinator. It must be distributed to all tenants and all employees at least once each year and to new tenants and new employees as they move in. A building internet or intranet page describing these elements may be distributed in lieu of a paper document.

Applicability: Required at Office, Manufacturing/Assembly, Professional Services/Medical Clinics & Other Health Care Services, Hospitals.

- 3. Provide a Building Transportation Coordinator.** The building transportation coordinator shall act as liaison to the city and shall perform tasks specified in the TMP agreement for the building, as they are described in the TMP agreement document and as they may be further described in the *TMP Implementation Guidelines*. The property owner must provide the transportation coordinator’s name to the city. The coordinator must be available for meetings and training sessions conducted by the city or other agency approved by the city.

Implementation guidance: The building transportation coordinator should be available to provide commute options information and assistance to workers in the building .

Applicability: Required at Office, Manufacturing/Assembly, Professional Services/Medical Clinics & Other Health Care Services, Hospitals, Retail/Mixed Retail/Shopping Centers.

- 4. Identify parking as a separate line item in tenant leases.** Cost of parking must not be bundled with floor space lease.

Implementation Guidance: For buildings in Downtown, the minimum monthly rate per stall must be not less than the cost of a countywide transit pass (\$117.00, as of spring 2017). For buildings located outside Downtown, the per-stall rate must be not less than 50% of cost in Downtown.

Commented [IM11]: Line item parking cost is a requirement of current code for Office buildings in Downtown. Code specifies per stall rate not less than cost of 2-zone metro pass. Propose to expand line item parking cost requirement to Office uses citywide.

Applicability: Required at Office uses.

5. Leases in which tenants are required to participate in periodic surveys.

Implementation guidance: Tenant leases must include language requiring tenant cooperation in surveying their employees in conjunction with periodic building-wide commute surveys.

Commented [IM12]: Survey participation requirement is an element of current code for Office buildings in Downtown. Propose to expand the tenant survey participation requirement to Office uses citywide.

Applicability: Required at Office uses.

6. Conduct periodic surveys of workers in building, to determine TMP effectiveness.

Implementation guidance: Surveys are typically conducted every second year. The survey process is described in section V, subsection B, below.

Applicability: Required at buildings with performance goal (typically, these are Office uses).

7. Submit periodic report detailing compliance with TMP requirements.

Implementation guidance: Implementation reports are typically required every second year. The reporting process is described in section V, subsection A, below.

Applicability: Required at Office, Manufacturing/Assembly, Professional Services/Medical Clinics & Other Health Care Services, Hospitals, Retail/Mixed Retail/Shopping Centers.

8. Provide financial incentive.

Implementation guidance: Provide a financial incentive to employees on site who customarily commute by non-drive-alone travel mode. The level of incentive must be at least 25% of the cost of a one-month, countywide transit pass.

Commented [IM13]: Missing from options identified are subsidies for walkers, bicyclists. Also missing is a way to provide subsidy to carpools in locations without an end-user parking charge.

Incentives may be in the following forms:

- Monthly transit pass subsidy or credit to ORCA card
- Vanpool fare subsidy

The following are options in locations where an end-user parking charge prevails:

- Discount in monthly parking charge for carpools (assume 2 persons per carpool)
- Discounted or free parking for registered vanpools (assume 5 persons per vanpool)

Commented [IM14]: Current cost of a 2-zone Metro pass is \$117/month; 25% is \$29.25. (By comparison, current City code—adopted in 1995—requires a \$15/month subsidy, which is equivalent to \$25.10 in 2016.

The minimum parking charge discount for carpools and vanpools must be calculated as multiple of the occupancy, using the values indicated above.

Discussion: The financial incentive may be provided to the end user (commuter) by the building manager or by the tenant.

Applicability: Optional at all TMP sites. (Credited as a Tier 1 activity.)

9. Provide shuttle van/bus service.

Implementation guidance: Offer custom van or bus service to the worksite. The service may be from the home origin area of employees or from a nearby transit hub. If this is a “last-mile” service connecting the TMP building to a transit hub, service must be provided free of charge to the end user. In the case of “last-mile” service, frequency must be at least every 30 minutes during the AM and the PM peak commute periods. Service provided at lesser frequency will considered a “Tier 2” level activity.

Applicability: Optional at all TMP sites. (Credited as a Tier 1 activity.)

10. Provide flexible parking options — high impact (applies to locations where end-user parking charge prevails)

Implementation guidance: Provide flexibility in parking access to commuters who do not purchase (or otherwise secure) a monthly parking pass. Offer at least two of the following features:

- Daily parking with in/out privileges
- Daily parking at cost not to exceed 1/15th of monthly pass cost
- One or more free park days each month to non-SOV mode users.
- Reduced-rate, flex-use parking pass, providing fewer days than monthly parking pass.
- Free or minimal cost weekend garage access for tenants without monthly pass.
- Other?

Discussion: The intent of this activity is to add no-cost or low-cost options for commuters with only an occasional need to drive. In locations where parking is generally priced, a commuter must choose whether to purchase (or otherwise secure) a monthly parking pass. Those without a monthly parking pass typically face barriers of cost (high daily rate, no in-out privileges) and, sometimes, of access (garage closed to non-cardholders on weekends). By adding flexibility to

Commented [IM15]: Flexible parking options also listed as low impact activity (for locations without a prevailing parking charge to the end-user); see item 13 below.

Commented [IM16]: A monthly pass provides for 20 – 22 workdays of parking. 1/15th of the current average downtown parking cost is \$13.81

address the occasional need for parking access, commuters are better able to make non-drive-alone options pencil out as their usual daily commute choice.

Applicability: Optional at all TMP sites. Credited as a Tier 1 (most impactful) activity in locations where an end-user parking charge prevails.

Issue/question for discussion: How should this be credited in locations where parking is generally available free of charge to the end user? Is the parking flexibility as impactful in a setting where users (or their employers) are not making an economic decision on whether or not to purchase a monthly parking pass?

11. Provide Guaranteed Ride Home.

Implementation guidance: Provide a free ride home (e.g., via taxi, Uber, Lyft) to employees at the building who miss a carpool or transit ride owing to sickness, an unexpected requirement to work late or to leave early owing to a home emergency. Users should be eligible for at least 4 rides per year.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

12. Provide preferential parking.

Implementation guidance: Provide specially marked parking stalls in a preferential location between 6:00 a.m. and 9:00 a.m. for each registered carpool and vanpool in which tenants and their employees participate.

- In garage parking, characteristics of a preferential location include a parking deck level near the access and proximity to a building elevator.
- For surface parking, characteristics of a preferential location include proximity to the building entrance and covered parking when possible.
- The number of designated stalls must be scaled to meet the demand.
- Approved users of such stalls should be provided with permit tags, showing their eligibility.
- Spaces must be monitored regularly (at least 3x/week) to ensure correct usage.

Designation of preferred parking offers visible encouragement of HOV commuting, adds convenience for users and provides a visible, consistent location for users to meet their carpool/vanpool.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

13. Provide flexible parking options—low impact (applies to locations where parking is generally free of charge to commuters).
See discussion under activity 10, above.

14. Conduct annual transportation options event.

Implementation guidance: Promote and conduct a transportation options event directed toward employees working in the building. The event should highlight the most relevant transportation options and/or any new programs or features as well as provide information about building commute program options and services. The event should be promoted to employees and held in a visible, common area of the building. The most effective events offer rewards (e.g., giveaway items, prize drawings) and/or food to encourage attendance and engagement.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

15. Provide secure, covered bicycle parking.

Implementation guidance: Bicycle parking should meet the following conditions,

- provide protection from weather,
- be accessible employees coming and going at all hours,
- be sufficiently secure to accommodate bicycles parked overnight,
- supply adequate to meet demand,
- be available free of charge to employees.

Wayfinding to bike parking should be provided from the garage entrance or other logical building access point.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

16. Provide shower facilities.

Implementation guidance: Provide shower facilities for use by workers on site who arrive by bicycle or walking. Shower facilities should be available at no charge to the employee. Additional features may include provision of towel service and/or gear/clothing storage lockers.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

17. Provide off-street passenger loading area.

Implementation guidance: Provide a loading area suitable for carpool/vanpool pickup/dropoff as well as for loading of taxi/transportation network company passengers. Loading area may also be useful for passengers accessing autonomous vehicles. Loading area may be on a building site or on street (public or private) immediately adjacent, provided it offers convenient access to a building entrance. Use of the loading area must be time limited (typically 15 minutes maximum) and monitor as needed to ensure proper use and turnover.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

18. Provide parking on-site for carshare vehicles.

Implementation guidance: Provide one or more designated parking stalls for carshare vehicles. Carshare vehicles are available for rent by the hour or the minute. Allow for public access to carshare vehicles, where possible.

Discussion: Zipcar is a carshare service currently operating in Bellevue. Two other services, Car2go and ReachNow operate in the region, but are not currently operating in Bellevue.

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

19. Annual TMP services contract with TMA.

Implementation guidance: Engage with a Transportation Management Association (TMA) to provide a suite of services in support of compliance with TMP requirements.

Discussion: By engaging a TMA, buildings are able to tap into available expertise and supporting program elements for trip reduction as well as support the maintenance of trip reduction services capacity at the areawide or community level. TransManage, a service of the Bellevue Downtown Association, is the only TMA currently active in Bellevue (services are offered citywide).

Applicability: Optional at all TMP sites. (Credited as a Tier 2 activity.)

Commented [IM17]: Buildings with TMA service contracts have higher overall level of compliance and lower levels of drive-alone commuting (according to available data). Some initial feedback from TMP Sounding Board suggests this should be categorized as a Tier 1 activity.

V. Monitoring and Evaluation of TMP Implementation

A. Periodic reporting on implementation activities

Commented [IM18]: Content of this subsection "A" corresponds to current administrative practice

Managers of TMP buildings shall complete a TMP Implementation Report every second year, describing measures taken to comply with the TMP Implementation agreement for their building. The City will provide a reporting form. Currently, TMP Implementation Reports are solicited in the fall of every odd-numbered year. The city will evaluate the TMP Implementation Reports and determine if the implementation measures meet the requirements for the building. Managers of buildings at which implementation falls short may be contacted and provided information or direction on how their program activities may be brought into compliance. (See also subsection “C” below.)

Buildings that are not fully compliant with their implementation requirements or which are falling short of their performance goal may be required to submit TMP Implementation Reports more frequently.

B. Periodic surveying at sites with a TMP performance goal

Managers of TMP buildings with a performance goal (generally, these are Office uses) shall undertake a survey every second year to determine performance. The survey must be conducted by an independent agent approved by the city. The survey shall be conducted in such a way as to target an overall response rate of 70% and shall be representative of the employee population. A minimum response rate of 50% response rate is expected. The city will provide a survey format and will process surveys. Currently, surveys are conducted in the fall of every even-numbered year.

Where the performance requirement for a building is associated with Office use, only workers in the office component of the building should participate in the survey. Any employees in ancillary businesses, such as food service, sundry retail or child care should not be included in the survey.

For each new building affected by a TMP performance goal, an initial baseline survey is conducted. The baseline survey should take place once the building reaches 90% occupancy. The city and the building manager will consult to determine whether this baseline survey is conducted in conjunction with the regular, biennial survey process (the preferred option) or conducted at a separate time (if circumstances warrant and there is available means to conduct a survey outside of the usual cycle).

Any building tenants currently participating in the Commute Trip Reduction (CTR) program (BCC 14.40) and that have conducted or are scheduled conduct a workplace commute survey in conjunction with the CTR program should not participate in the

Commented [IM19]: Content of this subsection “B” corresponds to current administrative practice, except for the final paragraph, which is new.

building commute survey. The city will obtain the relevant CTR program survey results and determine overall building performance based on the combination of the building survey and the CTR tenant survey(s).

Any building in which CTR program surveys capture 90% or more of the building population need not conduct a separate survey of the remaining building population; building performance may be evaluated based on the available CTR survey results.

If a building meets or exceeds its performance goal for three consecutive survey cycles, the survey requirement may be waived for subsequent survey cycles, until the tenant composition changes.

C. Performance evaluation & adjustments to implementation activities

The city will evaluate the biennial TMP Implementation Reports to determine the level of compliance with activities identified in the corresponding TMP Implementation Agreement for each building. Buildings that fail to fully implement activities identified in their TMP Implementation Agreement may be sent notice by the city. A substantive response is expected within 30 days from the building manager, detailing proposed actions to more fully address the provisions of the building TMP Implementation Agreement.

Buildings with a performance goal are expected to make ongoing progress toward their goal. When a measurement shows a decline in performance, the city will send notice to the building manager, with a recommendation to consider ways to more effectively implement their existing TMP activities or enhance their TMP program elements. Buildings where a performance decline continues for a second measurement will be contacted by the city, with a request to provide information within 30 days regarding any change to circumstances that might account for the performance decline (e.g., change in tenant mix, change in parking cost or availability, reduction in transit service, etc). The city will evaluate the building manager response and send notice within 30 days, stating whether adjustments to the TMP activities must be made so as to provide more support and better encourage use of non-drive-alone commute modes by workers in the building. The city evaluation will consider overall conditions, including whether there is a pattern of similar performance decline at other TMP buildings. Managers of buildings where adjustments are required must respond within 30 days, clearly stating the revisions to implementation activities the manager proposes to undertake to enhance TMP effectiveness. The city will evaluate the proposed revisions for the likelihood of the

proposed program to support progress toward the performance goal, considering factors such as,

- the number of employees that would be affected by proposed elements
- the effectiveness of the proposed elements when applied elsewhere in similar settings
- the alternative activities that may be available to the building.

The city will provide notice of acceptance or rejection of the proposed changes to the TMP Implementation Program within 30 days.

Managers of TMP-affected buildings may propose revisions to their TMP Implementation Program agreement at any time. City staff will review the proposed change and provide notice of acceptance or rejection of the proposed change within 30 days. Considerations in evaluating proposed changes may include the following:

- the alignment of the proposed changes with the corresponding requirements for the building identified BCC 14.60.070 and in the TMP Program Requirements table (Section IV, above)
- the extent to which other buildings with similar conditions have succeeded in implementing the proposed activity or activities
- the number of employees that would be affected by proposed elements and their effectiveness when applied elsewhere in similar settings
- likelihood of the proposed program to support progress toward the performance goal (if applicable).

VI. Enforcement of Transportation Management Program Conditions

A. Good faith effort.

Property owners implementing TMPs are expected to make a good faith effort to fully execute the activities in the approved TMP Implementation Program agreement and to work toward meeting applicable performance goals. A property owner has made a good faith effort if, at minimum, s/he has:

- Met the minimum program and reporting requirements established in the *TMP Implementation Guidelines* and in BCC 14.60.070;
- Provided adequate information and documentation when requested by the city; and
- Worked collaboratively with the city to implement an existing program or to make adjustments and develop a modified program according to the process described in Section V, subsection C.

Commented [IM20]: This is modeled on the expectations for workites affected by Commute Trip Reduction program requirements.

B. Violations and enforcement

The following actions constitute violations of [CODE]:

- Failure to perform a required baseline survey, as described in Section V above;
- Failure to perform a required performance measurement survey, as described in Section V above;
- Failure to develop and submit on time a complete TMP Implementation Program, as described in Section III, or a modified TMP Implementation Program, as described in Section V, subsection C;
- Failure to fully implement an approved TMP Implementation Plan, unless the property owner can adequately show that performance goals have been met;
- Submission of false or fraudulent data in response to performance measurement survey requirements;
- Failure to make a good faith effort, as defined in subsection A above and in BCC 14.60.070; or
- Failure to make required revisions to a TMP Implementation Program according to the process described in Section V, subsection C.

The city may issue a notice of civil violation and impose monetary penalties in the manner set forth in Chapter 1.18 BCC. Penalties may be up to \$250 per day for each violation committed by a property owner. Each day of failure to implement the program shall constitute a separate violation, subject to penalties as described in 7.80 RCW. No monetary penalties shall accrue subsequent to the filing of an appeal by a property owner of such notice of a civil violation.

VII. **Appeal of Administrative Decisions**

(Need to determine if this is/is not needed)

Representatives of TMP-affected buildings may appeal administrative decisions by completing an [Appeal Notification Form](#) and filing a formal appeal with the City Clerk at the following address:

City Clerk
City of Bellevue
PO Box 90012
Bellevue, WA 98009-9012

The street address for delivering appeal documentation is 450 110th Avenue NE, Bellevue, WA, 98004.

VIII. Revision of TMP Agreements

A. Revisions to TMP agreements developed under current code
--content to be added--

B. Revisions to TMP agreements developed under earlier City code frameworks or other conditions.
--content to be added--

IX. Definitions and Acronyms
--content to be added, if needed--

X. Guidelines Review and Update Schedule
These TMP Implementation Guidelines will be reviewed annually and updated on July 1st of each year, when warranted.

Attachment 1: Transportation Management Program Zones and Performance Goals

Note: The contents of this attachment supplement Section III.B Determination of Site Goal. Generally, goals apply only to Office uses.

There are currently two zones used for determination of the relevant goal for TMP sites. Zone limits are shown on the map on the next page.

Downtown zone TMP Goal Level Options

- a. Comprehensive Plan target level: **35% maximum drive-alone mode share for commute trips**

Source: Bellevue Comprehensive Plan Figure TR-3.

or

- b. Average performance at worksites affected by Commute Trip Reduction worksites (most recent three survey cycles): **53% of commute trips occur by drive-alone mode.**

Source: CTR program survey results for Downtown worksites for 2011/2012, 2013/2014, 2015/2016 measurement cycles.

Outside Downtown zone TMP Goal Level Options

- a. Comprehensive Plan target level: **60% maximum drive-alone mode share for commute trips**

Source: Bellevue Comprehensive Plan Figure TR-3.

or

- b. Average drive-alone rate at Commute Trip Reduction worksites (most recent three survey cycles): **72% of commute trips occur by drive-alone mode**

Source: CTR program survey results for Downtown worksites for 2011/2012, 2013/2014, 2015/2016 measurement cycles.

Project proponents may select either of the values indicated above (corresponding to the zone in the project is located) as the goal for their building or buildings. Typically, the higher drive-alone value is the logical, preferred choice. The value, once identified for a particular building, remains in effect for the life of the building (i.e., it does not change, even if there is subsequent change in the corresponding value in the Comprehensive Plan or in CTR site performance).

Bellevue Transportation Management Program Zones & Goals

