



Transportation Commission Study Session

DATE: September 8, 2016
TO: Chair Zahn and Members of the Transportation Commission
FROM: Michael Ingram, Senior Transportation Planner
SUBJECT: Review of City requirements for Transportation Management Programs at large real estate developments

DIRECTION REQUESTED

- X Action
- X Discussion
- X Information

Topics to be addressed at this meeting are as follows:

- I. Review of feedback received via an Online Open House
- II. Review of staff recommendations for revisions to current TMP requirements
- III. Determine Commission recommendation to City Council for revisions to current TMP requirements.
- IV. Determine Commission representative for City Council meeting on September 19.

BACKGROUND

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 previous meetings the Commission has received information about the origin of TMPs in Bellevue, 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 and other analyses are posted on the TMP page of the City website (<http://www.bellevuewa.gov/trip-reduction-large-buildings.htm>).

In late April/early May the City conducted an online survey of persons directly involved with TMP requirements or TMP implementation activities in Bellevue. An overview of the results was presented at the Commission meeting on May 12. Among respondents, a majority (71%) felt it was “appropriate” or “highly appropriate” that buildings generating significant travel demand be expected to make efforts to reduce their ongoing impacts on the transportation system. Respondents were asked about current city requirements, including the ease of implementation, the extent to which tenants appreciate the required feature/activity and the effectiveness of the activity in contributing to trip reduction. Current code elements receiving the most positive feedback were posting and distributing information and designating a Transportation Coordinator. Code elements receiving mixed feedback included provision of a guaranteed ride home, a performance goal and parking cost as a line item in tenant leases (these last two currently apply only at office buildings in Downtown). None of the current code requirements received more negative “votes” than positive votes, though the line item parking cost provision was essentially an even split. Also, it’s worth noting that the overall number of respondents was low (21 started the survey, 17 completed it). The intended audience, TMP implementers, is a fairly small population; notice of the survey was sent to 57 names on the City’s list of TMP contacts. The TMP implementers survey report is posted on the [City’s TMP webpage](#).

INFORMATION

a. Stakeholder outreach process – Online Open House

In the period since the July 14 Commission meeting, the City has sponsored an online open house for the TMP code review process. Per direction received at the Commission meeting on July 14, the open house content was streamlined and the requested feedback focused on key issues.

The open house ran for nearly 5 weeks (July 21-August 24). The target audience for the online open house was managers of TMP-affected buildings as well others with some direct involvement with TMPs, including developers of buildings affected by TMP requirements, owners of such buildings and persons working to implement TMPs at buildings in Bellevue.

Notice of the online open house was initially sent by email to persons who are involved with implementing current TMPs in Bellevue and to persons who City records show were involved with permits for large development projects in Bellevue since Jan 1, 2012. Several reminders were sent to all contacts on these lists. Local chapters of two professional organizations, the National Association of Industrial & Office Properties (NAIOP) and the Building Owners & Managers Association (BOMA), were also contacted and asked to pass word of the open house to their members. The Bellevue Downtown Association forwarded notice of the open house to members for whom it was relevant. Notice was also sent to persons involved with implementing Commute Trip Reduction (CTR) programs at 57 worksites in Bellevue affected by State and City CTR requirements (which apply to large employers). Notice of the open house was posted on the City's TMP webpage and on the rotating banner of the City's Choose Your Way Bellevue website. Overall, there were 118 unique visitors to the online open house and 20 people responded to the survey questions.

Following are key takeaways from the open house survey and comments.

- 1) Participants strongly expressed a *desire for increased flexibility in TMP implementation requirements*
 - All participants responded that the city should either increase flexibility as much as possible (13 responses) or balance a baseline set of activities with increased flexibility (7 responses).
 - 13 of 40 comments (regardless of the question asked) referred to the need for flexibility or to differences between or uniqueness of particular buildings
 - The concept of a “menu of options” for implementation activities was the most popular option for revisions to code requirements.

- 2) Participants were *divided about expanding performance targets*
 - 6 responded that use of targets should be expanded; 12 responded that use of targets should not be expanded.
 - Overall sentiment was supportive of continued measurement for performance tracking, even in comments left by those who opposed binding targets.

- 3) Participants strongly *supported continuing to require residential buildings to post information* (18 to 1).

Following are additional observations from the survey and the respondent comments:

- 1) Several participants noted the importance of technological change
 - 6 comments cited changing technology as part of their reasoning
- 2) Relatively few participants suggested the removal of TMP requirements altogether
 - Only 3 of 20 who took the survey selected Option 3 – Eliminate TMP requirements

A summary report of the online open house is included as Attachment 1.

b. Staff recommendations for code revision

Staff have identified recommendations for the nature and scope of changes to the TMP code provisions. There are six areas of recommended revision; these are described in greater detail and rationale discussed in Attachment 2. 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 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. (See item c below for discussion of this change).

Each of these recommended changes will be discussed at the Commission meeting on September 8, as useful.

Commissioners are asked to decide whether to endorse the staff recommendation “as is” or whether to recommend some modified version to the City Council.

c. Threshold sizes for developments affected by TMP requirements

The last element of the staff recommendation for changes to TMP code provisions concerns the minimum size thresholds at which TMP requirements come into effect. This issue was identified in the memo for the July 14 Commission meeting, but not discussed at the meeting. Staff believe it is useful to include this issue in the recommendation to the City Council and therefore wish to consider it at the Commission meeting on September 8. Current thresholds for TMP requirements are as low as 30,000 gross square feet for Office uses and Medical Clinics. At these levels, the only requirement in the current code is posting of information regarding ridesharing and transit and annual distribution of information to tenants (as well as to new tenants and new employees). The staff recommendation includes adjustments to thresholds for these and other TMP-affected land uses. Details of the potential adjustments are shown on the first page of Attachment 3. (Note: this is the same document as was previously included as an attachment to the staff memo for the Commission meeting on July 14.) Eliminating the TMP conditions for smaller buildings, where the only requirement is post and distribute information, would not only reduce the number of TMP agreements that must be established and monitored, but also would recognize that certain conditions have changed since the current code was adopted (in 1995). Specifically,

- Information about travel options is more readily available, via the internet (including by smartphone)
- The City now has a robust travel options program, [Choose Your Way Bellevue](#), directed to individuals (as well as employers and property managers)

Feedback received in the course of the TMP code review process (from Commissioners and from stakeholders via the survey and the online open house) suggests there is value in continuing to post information in buildings. However, adjusting the threshold upward to affect only larger buildings may be appropriate, in recognition of the evolving options for securing information and the costs involved with ongoing implementation (by building managers) and monitoring (by the City).

NEXT STEPS

On September 19th, staff and a Commission representative will brief the City Council on the TMP review process and present recommendations for revisions to TMP code requirements. If the Council directs that revisions to current requirements be pursued, staff and the Transportation Commission will work to identify specific proposed revisions to City code language; this process would extend over several months and include a public hearing. Final consideration by the City Council of any changes to City Code would take place in 2017.

If you have questions or need additional information prior to the meeting on September 8, please contact me at 425-452-4166 or mingram@bellevuewa.gov.

ATTACHMENTS

1. Bellevue TMP requirements online open house summary report
2. Staff recommendation for revisions to TMP requirements
3. Current TMP code requirements and potential adjustments to thresholds for requirements

Bellevue Transportation Management Program (TMP) Requirements Online Open House Summary

The City of Bellevue hosted an online open house from July 21 through August 24, 2016. The open house aimed to:

- Provide information about current TMP requirements
- Present key issues identified in the TMP code review process and solicit feedback on how to address these options
- Indicate potential options for TMP code revisions and solicit feedback about these options.

Outreach

The target audience for the online open house was managers of TMP-affected buildings as well others with some direct involvement with TMPs, including developers of buildings affected by TMP requirements, owners of such buildings and persons working to implement TMPs at buildings in Bellevue. Notice of the online open house was initially sent by email to persons who are involved with implementing current TMPs in Bellevue (58 names) and to persons who City records show were involved with permits for large development projects in Bellevue since Jan 1, 2012 (186 names). Two reminder notices were sent to these contacts over the span of the month the open house was active.

Local chapters of two professional organizations, the National Association of Industrial & Office Properties (NAIOP) and the Building Owners & Managers Association (BOMA), were also contacted and asked to pass word of the open house to their members. The NAIOP chapter included notice of the open house in an e-newsletter; it is unclear whether the BOMA chapter did any communication about the open house.

The Bellevue Downtown Association forwarded notice of the open house to members for whom it was relevant. Several weeks into the open house, notice was sent to persons involved with implementing Commute Trip Reduction (CTR) programs at 57 worksites in Bellevue affected by state and city CTR requirements (which apply to large employers). One reminder notice was sent as a follow up to these contacts.

All communications included messaging that encouraged recipients to pass the open house link on to others involved with TMP development or implementation in Bellevue. Notice of the open house was also posted on the [City's TMP webpage](#) and on the rotating banner of the City's [Choose Your Way Bellevue](#) website.

Participation

- Site visits: 181
- Site users (unique individuals): 118
- Average time on site: 5 min 23 sec
- Survey responses: 20

Survey Results

Key Issues

Current code requires specific activities at buildings with TMP agreements. This makes it clear what is expected of building managers and sets a consistent baseline for all buildings. An alternative approach would be to allow more flexible options for TMP implementation, so that building managers could choose activities they feel fit best with their specific building, taking into account the location, tenant mix, and other factors. In the absence of specific requirements, it may be necessary for the City to do additional monitoring and engagement with building managers to ensure there is a baseline of effective measures in place.

1. Should the City code continue to specify particular implementation activities at TMP buildings, or should building managers be allowed flexibility in which activities to choose for their building?

The City should continue to specify particular implementation activities at TMP sites	0	0%
The City should allow building managers as much flexibility as possible in selecting implementation activities at TMP sites.	13	65.0%
The City should strike a balance between requiring a minimum baseline set of activities and allow flexibility in what is selected for additional activities.	7	35.0%
Don't know	0	0%

2. Please elaborate on your choice.

Building managers will have the most thorough knowledge of the unique challenges facing their building. For this reason it makes sense that they be the ultimate decision maker in regards to implementing any TMP activities at their site.

Building users and demographic of tenants requires a broader set of tools for TMP implementation. New technology - phone apps that track bus lines/schedules, sharing economy that created uber, lyft, and zip cars, are implementation strategies that are now available to building managers that didn't exist ten years ago. The required TMP boards in buildings is fast becoming a relic of a bygone era.

Each building has unique transportation needs. The managers are best suited and more likely to come up with a plan that actually works for their building.

I think there should be a balance between a minimum baseline so the most important/vital aspects are implemented, but also provide flexibility to building managers for additional activities, as well as flexibility in identifying which activities make the most sense at given TMP buildings given the variables of building size, tenant mix, location and proximity.

It seems too restrictive to set very specific goals. This is especially true given that the types of buildings downtown vary so much. What works for an apartment tower may not be the same as an office tower or hotel.

Provide a menu of built in or programmatic options and allow building managers to select from that menu or provide alternative pathways for compliance.

Since there is no consistent usage of all large buildings, flexibility is necessary. For instance, we are not in downtown Bellevue, and are open long hours with varying work schedules. Our employees commute from multiple directions, making carpooling difficult, if not impossible. However, the majority of the traffic to and from our building is our customers. We have implemented some creative (van service) measures for them -- another reason to allow flexibility of building managers.

The 1st option is inflexible and basically treats every building the same. Buildings are like snowflakes or people, unique. Since every building is unique and faces its own sets of challenges it would be best to treat them that way and allow building managers to pick and choose what works for them. You don't even really need to do any more monitoring or engagement than you already do. You could spend the same amount of time as before and the results would most likely still be better . The only downside is your employees would have to think a little more critically.

The second option is chosen because every building in the CBD is different. Different clientele and needs. For instance, a building that is leased by a large company should work with and add to/and enhance their CTR efforts.

Yes, the end outcome is most important. But what assurance would Bellevue have that the building managers truly want to achieve the desired outcome? If given flexibility, will they do all they could to achieve the desired outcome. Or just enough to appear that they're giving a good faith effort. If Bellevue and the building manager agree that a particular implementation activity would not make a meaningful contribution to achieving the desired outcome, exempt them from that implementation activity.

Designating a trip reduction target ties TMPs to their intended purpose of reducing the impact of new buildings on the transportation system. However, shifting to a trip reduction target requires resources to conduct commute surveys to track performance. Current code requires trip reduction targets only at office buildings in Downtown Bellevue.

3. Should more buildings have targets for trip reduction?

Yes, performance targets should be more broadly used at TMP buildings.	6	31.6%
No, performance targets should not be extended beyond their current use at office buildings in Downtown Bellevue.	12	63.2%
Don't know	1	5.3%

4. Please elaborate on your choice.

I believe the current targets are on target. The percentage of increase in non-SOV has been steady.
I don't like the idea of performance targets. Is there a reward or punishment for meeting the targets? Some buildings would have a much easier time at it than others. That said, gathering data is critical to finding out what works and what doesn't. There is just no reason to link taking performance surveys with implementing trip reduction targets. Surveys and performance tracking should happen regardless.
If we have not meant the current goals, we should focus on fixing what we have. Expanding a program that does not work is not a good idea. Fix it the program then think about expanding it.
Provide forum for building managers to report TMP information.
See above. Our situation in NE Bellevue varies widely from the buildings of downtown Bellevue.
The trip reduction target is an awful idea. A waste of time money and effort for everyone involved.
Without performance targets and measurements, how do you know what is being done is working?

City code currently requires TMP agreements at multifamily residential projects of 100 or more units. The only requirement for these sites is to post information regarding transit and ridesharing. Feedback to date suggests there continues to be value in posting information (which may be presented via signs, printed materials or an electronic display).

5. Should residential land uses continue to be subject to TMP requirements?

Yes, posting information is useful and should continue to be required at sites with 100 or more units.	14	73.7%
Yes, posting information is useful, but should only be required at very large sites, with more than 200 units.	4	21.1%
Posting information should not be required at residential sites.	1	5.3%

6. Please elaborate on your choice.

I agree information is always good. We must remember the way people communicate and get their information has changed since the smart phone. My kids have phone apps for everything from bus routes, shopping, uber ect. A list of website and apps seems to me to be the most effective plan.
I agree that posting information is useful and beneficial, although I'm unsure why postings shouldn't be heavily emphasized, if not required, at residential buildings with less than 100 units. I also think it would be beneficial in buildings with 200 units or more to have ORCA sign-ups on site or through the building management.
Information is valuable. Residents should have information readily available so that they know their choices.
Information posting is always helpful to tenants no matter how large the building.
Most residents use their phones to get information. Paper postings get very little use and shouldn't be required (unless in a senior development). Most buildings with 100 or more units incorporate resident websites which can be used to encourage alternative transportation choices.
Mostly redundant if this is done at both home and work.
Seems like very low cost to post some signs or rider info. If there's some value, seems like very little cost for a perceived benefit.
There should also be more strict measures taken as they are with office buildings. You should work on trip reduction at peoples homes and work place. This will cause a more dramatic effect in the goal being achieved.

This makes a lot more sense. Spend your efforts educating people about their options and let them make the choice. If people are still choosing to drive their own cars after you have shown them other options, then improve the damn options. Stop trying to force those less well off onto public transit. How do you like sitting for a couple hours next to someone who has not bathed in weeks?

You should just post this information at all residential projects. I would say you could find most of it on the internet, however people may not ever think to look for it, so might as well put it in their face.

Options

1. Do you think the TMP code requirements for new development should be:

Unchanged (Option 1)	0	0%
Revised (Option 2)	11	78.6%
Eliminated (Option 3)	3	21.4%

2. If you think the code should be revised, select the change(s) you prefer:

Note: Several people chose more than one category (14 individuals answered this question)

a. Revise code to fix elements that are dated, not working	4	28.6%
b. Revise, expand performance goals.	4	28.6%
c. Shift from prescriptive requirements to a flexible “menu of options” approach for implementation activities.	11	78.6%

3. Why do you prefer these change(s)?

Allow for maximum flexibility as not each building or scenario will be the same.

Flexibility is necessary since the flow of employees and customers to and from buildings varies so widely. Also, the location of buildings throughout Bellevue makes many situations unique and make hard and fast requirements impossible. In our case, we aren't in a central location. Employees often come from long distances and our company's long hours and varying schedules make carpooling extremely difficult. We have been creative in providing van service for nearby customers. We need flexibility.

Measurement is key to justifying the burden of regulations, to know what works and what doesn't work.

Need to reduce/remove parking requirements for all downtown projects/reduce for periphery based on location from downtown...will ultimately send trips to mass transit as parking will not be affordable.

New technology available to users to select transportation options. Building owners should focus on building less parking/charging for parking to get people to stop using their cars. This is the most effective tool to change public car driving behavior.

The Cons for Option 3 seem kind of suspect. Bullet 1: Conflicts with Bullet 2. Bullet 2: From reading about SEPA, sounds like it is already something that needs to be implemented regardless if TMP requirements are in effect or not. So this bullet point is trying to make it sound like Option 3 creates extra work for the city and developers when it doesn't. And wont SEPA provide the standard framework referred to in Bullet 1? Bullet 3: SEPA has to be followed anyways. No "extra" work is created by eliminating TMP. Bullet 4: Are these bullet points for real? Someone really doesn't want Option 3 to happen. How do less code provisions make the permitting process less predictable? Bullet 5: Well... You would only need to monitor and enforce buildings unlucky enough to be grandfathered into TMP code provisions. So how does this make things more difficult than what they already are? Bullet 6: This is the only bullet with any merit and it is basically speculation. If anything the studies you refer to earlier show that even buildings without TMP requirements have seen a drop in single occupancy ridership.

We have not met the goals likely due to structural changes in the way people move around. As the technology changes so does everything else. Options and flexibility we be far more effective.

While this may be difficult to implement initially, the potential payoff is the greatest out of all the choices listed here. In addition, it serves as a proving ground for all ideas by essentially turning each building into it's own little case study. This will highlight what works and what doesn't while providing numerous data points that can be used to pin point which TMP activities work at certain types of building.

a. need to be realistic (optimistic, but also realistic) and up-to-date with environmental trends b. traffic congestion exists throughout the City limits, therefore Plans should be developed for all key areas of congestion c. Property Owners and/or their Managers are (should be) more aware of the personality within buildings. I believe formulating a customized Plan for each building would be more effective.

4. Please offer any additional comments on the TMP options.

As technology advances does will the way people communicate, where they live and how they move around. TMP programs will need to be flexible so the people actually using the systems can actually benefit. People don't like to sit in traffic, if there are options, they will use them. Trying to heavily regulate these programs is likely counter productive and could be one of the major reasons why the goals were not met.

Option 2b is the poorest choice here. It tries to simplify a complex problem resulting in inefficiency and inflexibility.

Way to be fair and objective when writing out the Pros and Cons. I was really impressed, good to see bureaucracy in action. Why even bring up Option 3? It would be a historical event for any government department to admit it could be downsized to little ill effect. I know Option 3 won't happen. Please go with Option 2c, it has the highest upside.

While targets may be seen as good goals, they should not be requirements. All situations are different and frequent workforce changes need to be taken into consideration. If the targets are requirements, the oversight, especially with workforce changes/adjustments, seems a waste of time for City staff. Plus, we can only offer information and incentives to employees. We can't require that they change their transportation choices.

Comment

1. Do you have any other feedback to share?

August 24, 2016 Dear Mr. Ingram, This is in response to your email of July 22nd, concerning upcoming changes to the City's transportation management program. This is an important issue for the City. It is also an important issue for Kemper Development. A great deal of Kemper Development effort has gone into this subject, starting at least as far back as 1986 for Bellevue Place. The City's online open house was well done, informative, and raised valid issues. It is important to keep these programs in perspective, however. In spite of widespread transportation management programs at almost all levels of government, the changes in the Seattle urban area travel have been modest. Over the past 15 years (2000 through 2014), the changes for journey to work trips have been in the desired direction, but are small[1]:

- Drive alone: declined from 78.7% to 77.1%
- Carpooling: declined slightly from 11.5% to 11.1%
- Transit: increased from 10.0% to 11.8%

Therefore, while the programs have brought about changes consistent with program goals, the changes have been small and illustrate the difficulty of changing travel behavior. From a regional viewpoint, it is unlikely that commuters would have noticed these changes. If the costs are reasonable, transportation management is a step in the right direction, but is a very small part of dealing with our major travel congestion problems. Is there evidence that the actual benefits have exceeded the governmental and private sector costs? Up to now, the City's requirements have included a mix of specified actions for the building owner along with performance requirements. One or the other would be better. We prefer "performance" so long as:

- The performance goals are realistically achievable.

Determining such goals is no minor task. It will require research on elasticity of travel demand to changes in costs, transit availability, parking and other factors.

- Goals should recognize the starting point for a given building. For example, it's far easier for a building that starts at 80% single-occupant commuters to make a 5-point reduction to 75% than for a building starting at 65% to make a reduction to 60%. Lower shares are increasingly difficult.
- Goals should recognize potential effects of upcoming changes in the technology of urban travel? Examples include Uber-type ridesharing, and car sharing.

Thank you for the opportunity to comment. James Hill Vice President, Kemper Development Company [1] Source: Census, American Community Survey, Seattle urban area, daily journey to work, 2000, 2014.

Can you please have the cops ticket people driving slow in the passing lane? I know it's part of Seattle culture and all for some reason, however traffic would be remarkably improved if that changed.

I don't believe there is going to be a significant reduction in number of trips unless there are more "park once" options for people coming from outside the City. A public parking structure with a downtown "hop-on/hop-off" circulator bus I think would be hugely beneficial for residents and employees in Downtown, and I think there are funding options (such as advertising and LIDs) that would keep cost of a circulator low. PLEASE do not waste any more dollars funding another parking study that will provide the same conclusions as every other parking study that's been done.

I feel like the person in charge of listing the options should be put on a different project. You should get someone a little better at twisting the truth, whoever wrote the Pros and Cons is awful at it.

2. Are you a: (select all that apply)

Note: Several people chose more than one category (15 individuals answered this question)

Building developer	4	26.7%
Building manager	7	46.7%
Owner/manager of a business in a large building	0	0%
Employee at a large building	1	6.7%
Bellevue resident	3	20.0%
Other – write in	6	40.0%

Other responses:

- ETC (2)
- Architect
- Education Manager for CRE Association
- Energy manager for company with multiple locations
- Owner/manager of business in a small building

3. If you would like to be added to our project mailing list, please provide your name and email address:

[Five individuals provided contact information]

Attachment 2: Staff Recommendation for Revisions to TMP Requirements

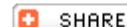
31 August 2016

Staff recommend the following changes to current City code requirements for Transportation Management Programs (TMPs). New buildings meeting certain size thresholds are subject to TMP requirements, with the specific requirements determined by building size and use. Current City code requirements for TMPs were adopted in 1995 and are specified in BCC 14.60.070 and 14.60.080. The following recommendations for revisions are informed by the various analyses and public engagements conducted by staff and discussed with the Transportation Commission in spring and summer 2016.

	Recommended revision to current TMP code elements	Comparison to current code requirements	Discussion
1	Fix elements that are dated and/or not working.	<p>Two issues* have been identified with current code requirements:</p> <ul style="list-style-type: none"> • Requirement to post information at individual tenant workspaces in Downtown Bellevue office buildings. • Enforcement provisions. <p>(*See also item 2 below regarding performance goal.)</p>	<p>Current code requires posting transit and rideshare information in workspaces of individual tenants at Office buildings in Downtown with 50 or more employees. This is difficult to monitor and, arguably, is less important than in years past, given access to relevant information on the internet.</p> <p>Enforcement provisions are lacking for parts of the current code (BCC 14.60.070) and unworkable for others (BCC 14.60.080).</p>
2	<p>Revise performance goal (which applies to Office buildings in Downtown), so that is realistic and equitable.</p> <p>Specify performance goal as a <i>target rate for drive-alone commuting</i> (rather than as a reduction from an initial baseline measurement).</p>	<p>Current code specifies that office buildings in Downtown Bellevue reduce their rate of drive-alone commuting by 35% over 10 years from an initial measurement</p>	<p>Two key problems have been identified with the current code requirement for trip reduction:</p> <ul style="list-style-type: none"> • The expected 35% reduction is unrealistic, actual reductions over 10 years average 20% • Buildings that start with a low baseline measurement have a difficult challenge in making further reduction, yet code requires they do so, even if their current performance is exemplary. <p>Setting performance goal as a specific target rate for drive-alone commuting allows for more consistent expectations from building to building and aligns with</p>

			the approach used in other local jurisdictions that have TMP requirements.
3	<p>Extend performance goal to Office uses citywide.</p>	<p>Current code requires a performance goal (for trip reduction) only at Office buildings in Downtown. Office buildings elsewhere in the city and other building types citywide have only a requirement to implement certain measures to encourage trip reduction.</p>	<p>Extending the performance goal requirement to (new) Office buildings citywide makes the TMP requirements more equitable. It also recognizes that transportation impacts and challenges exist in both the Downtown and outside Downtown settings.</p> <p>Office uses are the predominant employment citywide and generally have employees commuting during peak periods.</p>
4	<p>Add flexibility to implementation measures, while maintaining minimum requirements.</p> <p>A more flexible approach could include the following:</p> <ol style="list-style-type: none"> a. Set minimum baseline measures (e.g., post & distribute transit and ridesharing information, designate a Building Transportation Coordinator). b. Require additional measures at buildings meeting certain use categories and size thresholds. c. The additional measures may be selected from a City “<i>TMP Implementation Guidelines</i>” document. d. Office buildings meeting their drive-alone rate targets are relieved of the requirement to implement the additional measures. 	<p>Current code is prescriptive. It specifies particular measures that building owners/managers are required to implement (the specific measures vary by building use and size).</p>	<p>By allowing flexibility, building managers can select the most appropriate measures, considering such factors as tenant mix and proximity to transit.</p> <p>Common themes throughout the TMP review process have been to accommodate future changes in technology and transportation. Allowing more flexibility in implementation measures and administrative revision of City guidance* will facilitate adaption to changes.</p> <p>Maintaining certain minimum requirements (e.g., posting information, designating a Building Transportation Coordinator) will set a common baseline across buildings and facilitate monitoring.</p> <p>(*See <i>TMP Implementation Guidelines</i> description below.)</p>

5	Develop and maintain a <i>TMP Implementation Guidelines</i> document.	Current TMP requirements (including required implementation activities) are detailed in code, can only be adjusted via a code amendment process.	<p>The proposed <i>TMP Implementation Guidelines</i> could be revised administratively, providing more flexibility to adapt as conditions evolve. The City currently has several transportation documents that provide additional guidance, in support of requirements specified in City code. These are,</p> <ul style="list-style-type: none"> • Commuter Trip Reduction Implementation Guidelines • Impact Fee Manual • Development Standards Manual <p>(The City of Seattle uses a similar model for TMPs: A “Director’s Rule” provides guidance on how to develop TMP agreements and implement requirements that are identified in City code.)</p>
6	Increase building size thresholds for minimum TMP requirements of posting and distributing information.	<p>Current thresholds for TMP requirements are as low as 30,000 gross square feet for Office uses and Medical Clinics. At these levels, the only requirement in the current code is posting of information regarding ridesharing and transit and annual distribution of information to tenants (as well as to new tenants and new employees).</p> <p>Other uses (Manufacturing, Retail, Residential) also have thresholds for posting and distributing information. These too should be increased.</p>	<p>Eliminating the TMP conditions for smaller buildings, where the only requirement is post and distribute information, would not only reduce the number of TMP agreements that must be established and monitored, but also would recognize that certain conditions have changed since the current code was adopted (in 1995). Specifically,</p> <ul style="list-style-type: none"> • Information about travel options is more readily available, via the internet (including by smartphone) • The City now has a robust travel options program, Choose Your Way Bellevue, directed to individuals (as well as employers and property managers)

14.60.070 Transportation management program.


- A. The owner of property upon which new structural development is proposed shall, prior to any initial occupancy of any building, establish a transportation management program (TMP) to the extent required by subsection E of this section and in accordance with the provisions thereof.
- B. Existing structures are not subject to the requirements of this section except where a substantial remodel is proposed.
- C. The director shall specify the TMP submittal requirements, including type, detail, format, methodology, and number of copies, for an application subject to this section to be deemed complete and accepted for filing. The director may waive specific submittal requirements determined to be unnecessary for review of an application.
- D. For the purposes of this section, the term “employees” includes all on-site workers in buildings subject to the requirements of this section.
- E. The owner of any property for which a TMP is required shall include those components identified as requirements on the following Transportation Management Program Requirements Chart. The chart identifies the total gross square footage (for one or more structures) at which specific requirements become applicable. The requirements identified on the chart are described in subsection F of this section.

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)
Post information (See subsections (F)(1)(a) and (b))	30,000 gsf and over change to 50,000 gsf and over	50,000 gsf and over change to 150,000 gsf and over	30,000 gsf and over change to 50,000 gsf and over	80,000 gsf and over	60,000 gsf and over change to 150,000 gsf and over	100 units and over change to 200 units	(4)
Distribute information (See subsection (F)(2))	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)
Provide transportation coordinator (See subsections	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)

(F)(3)(a) and (b))							
Provide preferential parking (See subsections (F)(4)(a), (b) and (c))	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)
Provide financial incentive (See subsection (F) (5))	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)
Provide guaranteed ride home (See subsection (F) (6))	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)

Footnotes to Transportation Program Requirements Chart:

- (1) Specific actions that the owner of the property must take to mitigate parking and traffic 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 subsection (G)(1) of this section.

F. As indicated on the Transportation Management Program Requirements Chart, the property owner shall:

1. Post Information.

- a. Post ridesharing and transit information from Metro or other approved sources in a visible central location in the building, such as the lobby or other public area near the major entrance to the building on a continual basis. This requirement applies to each building in a building complex.
- b. All posting materials required by the Transportation Management Program Requirements Chart must be provided by a source approved by the director.

2. Distribute Information. Distribute ridesharing and transit information from Metro or other approved sources annually to all tenants and employees and to new tenants and new employees. Such information must identify available ridesharing and transit services.

3. Provide a Transportation Coordinator.

- a. The coordinator shall publicize the availability of ridesharing options, provide reports to the city (see subsection I of this section), act as liaison to the city, and provide ridesharing matching assistance in conjunction with Metro or a private system sponsored by the property owner as approved by the city.

b. 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.

4. Provide Preferential Parking.

a. Provide specially marked parking spaces 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. A preferential location includes proximity to the building and covered parking when possible.

b. Preferential parking must be enforced and monitored through on-site inspection at least three mornings a week.

c. To facilitate monitoring, carpools and vanpools must be certified by the coordinator through a registration system as approved by the city, and be recertified quarterly.

5. Provide Financial Incentive. Provide a minimum of \$15.00 per month financial incentive for employees on site who commute by carpool, vanpool or transit. The financial incentive for transit riders and Metro vanpool riders will be a discounted Metro Transit (or a comparable service) bus/vanpool pass. The financial incentive for each carpool and non-Metro vanpool participant will be a cash bonus to the participant, a coupon redeemable for gasoline, or an equivalent discount in parking charges.

6. Provide Guaranteed Ride Home. Provide a taxi scrip system of low-cost rides home for on-site employee transit riders or registered on-site employee carpools and vanpools who miss a bus or ride because of an employer requirement to work late or because of a need to leave early due to illness or home emergency.

G. Determination of Requirements for Mixed Uses. The director shall determine the transportation management program requirements for mixed uses. These requirements shall be limited to the requirements described in subsections E and F of this section. The director shall apply the requirements for the same or most similar uses as described in subsections E and F of this section.

H. Substitution of Alternate Program. With the approval of the director, an alternate transportation management program may be substituted by the property owner for those components identified as requirements in subsection F of this section if, in the judgment of the director, the alternate program is at least equal in potential benefits to the requirements in subsection F of this section.

I. Reporting Requirements. Beginning one year after the issuance of a final certificate of occupancy, and every two years thereafter for development subject to this section, the property owner shall submit a report to the director, who shall then determine compliance with this section. The report shall describe each of the required transportation management program components that were in effect for all previous years, the total number of on-site employees, the expenditures for financial incentives and guaranteed ride home, the number of bus passes sold, and the number of registered carpools and vanpools. A report form will be provided to the property owner by the city.

J. Recording. Prior to the issuance of a building permit or of any approvals made pursuant to Chapter [20.30](#) LUC, the owner of property subject to this section shall record an agreement between the city and the property owner with King County division of records and elections and with the Bellevue city clerk that requires compliance with this section by the present and future owners of the property. (Ord. [6181](#) § 2, 2014.)

14.60.080 Transportation management program – Downtown.



A. The director may require a transportation management program (TMP) for any project proposed within the downtown in order to reduce congestion, reduce peak hour trips, or implement the policies of the comprehensive plan.

B. Programmatic Requirements.

1. The owner of a building with 50,000 gross square feet or more of office shall, in addition to the programmatic elements identified in the Transportation Management Requirement Chart in BCC [14.60.070\(F\)](#), perform or cause to be performed the following elements:

- a. Commuting options information boards for each tenant with 50 or more employees.
- b. Leases in which the tenants are required to participate in periodic employee surveys.
- c. Identification of parking cost as a separate line item in such leases and a minimum rate for monthly long-term parking, not less than the cost of a current Metro two-zone pass.
- d. A personalized ridematching service for building employees to encourage carpool and vanpool formation. The ridematching service must enhance the computerized ridematching service available from Metro (or a comparable service), with personalized follow-up with individual employees.

2. Duration. The programmatic requirements shall continue for the life of the building.

C. Performance Goals.

1. The owner of a building with 50,000 gross square feet or more of office shall, as part of the TMP for the building, comply with the following performance goals:

- a. For every other year beginning with the building's first certificate of occupancy (CO) anniversary and for 10 years thereafter, the performance goals shall become more restrictive, so that by the tenth year the maximum SOV rate will be reduced by 35 percent from the CO year baseline.
- b. The city may adjust the above rates every other year based on review of current conditions in the downtown, the characteristics of the building, and other local or state regulations.
- c. These performance goals apply to present and future property owners for the life of the building.

D. Survey and Analysis Requirements.

1. Employee Survey. The property owner shall conduct a survey to determine the employee mode split. The survey must be conducted by an independent agent approved by the city. This survey shall be conducted in a manner to produce a 70 percent response rate and shall be representative of the employee population. If the response rate is less than 70 percent, all nonresponses up to 70 percent shall be considered SOV trips. The survey results shall be used as the basis for calculating performance levels. The city shall provide a survey form to the property owner.

2. Schedule of Survey. The survey is to be conducted every two years; the first survey shall be conducted one year after the issuance of the CO.

3. Analysis of Performance Goals.

a. Single-Occupancy Vehicle Use Formula:

$(NS/NT)(100) = \text{percent SOV use, where:}$

NS = number of employees who commute to work by SOV

NT = total number of employees.

E. Reporting Requirements.

1. Content of Evaluation Report. The property owner shall submit a report to the city which includes the following elements:
 - a. The property owner's compliance with the performance goals listed in subsection C of this section, including the number of HOV spaces, their location, how HOV spaces are monitored, loading and van parking locations, transportation coordinator activities, the number and location of commuter information centers and employer commuter options boards, an example of lease language, past and current parking costs and ridematch activities.
 - b. The results of the employee survey, including the survey procedures and the percent SOV use by employees.
 - c. Any nonrequired activities undertaken by the property owner to encourage HOV and transit use or any unusual circumstances which have affected SOV use.

The city will provide a report form to the property owner.

2. Reporting Schedule. An initial action plan for implementing the TMP shall be submitted within six months of the issuance of the temporary certificate of occupancy. The action plan shall describe transportation management techniques that the property owner will use to encourage HOV use by employees and reduce peak period vehicle trips as necessary to meet the performance goals. City staff will be available to assist in the development of the action plan. The evaluation reports shall occur by building's first CO anniversary, and every two years thereafter.

F. Failure to Meet Performance Goals.

1. Remedies. If the city determines that the property owner has failed to meet the performance goals of subsection C of this section, the property owner shall comply with the action plan, employee survey and reporting requirements as set forth below.
2. Action Plan Requirement.
 - a. Plan Required. If the property owner fails to meet the performance goals, the property owner shall prepare, submit to the city and implement an action plan to meet the performance goals within one year.
 - b. Adequacy of Plan. The property owner will be allowed flexibility in developing the action plan subject to city review and approval, which approval shall not be unreasonably withheld. As a guide to this review, the city will evaluate the following:
 - i. The relationship of the number of employees that would be affected by the plan actions to the size of the deficiency which must be reduced.
 - ii. The effectiveness of proposed actions as they have been applied elsewhere in comparable settings.
 - iii. The schedule for implementation of the action plan and the assignment of responsibilities for each task.
3. Annual Employee Survey Requirements. An employee survey shall be conducted within one year of the date of submission of the previous report to the city. This survey shall be conducted under the same conditions and using the same methods as described in subsection (D)(1) of this section.
4. Annual Report Requirement. A report shall be submitted one year after the submission of the previous report. The report shall include all of the contents described in subsection (E)(1) of this section, and in addition shall include descriptions of:
 - a. Implementation of the action plan, including expenditures; and

b. Summary of effectiveness of elements of the action plan.

5. Duration. The property owner shall comply with the action plan, the annual survey and the annual report requirements every year that the property owner fails to meet the performance goals up to a maximum of six years after submission of the first report.

6. Assurance Device. In the event of a failure by the property owner to meet the performance goals, the property owner shall provide to the city an assurance bond, or other assurance device referenced in BCC [14.60.021](#)(C), at the property owner's option, securing any financial incentives prescribed in an action plan. The assurance device shall equal the cost of the maximum incentive levels which could be required for the following year as referenced in the action plan. The amount of the assurance device shall be determined when the level of activity is determined on the action plan. The assurance device shall be issued not later than 60 days after this determination.

G. Violations. The property owner shall be in violation of the requirements of this section if he/she fails to:

1. Comply with the programmatic requirements of subsection (B)(1) of this section; or
 2. Comply with the reporting requirements of subsection E of this section; or
 3. Submit the required action plans required in subsection (F)(2) of this section; or
 4. Implement the required action plans required in subsection (F)(2) of this section; or
 5. Conduct the required employee survey of subsection (F)(3) of this section. (Ord. [6181](#) § 2, 2014.)
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20.25J.050 Parking, transportation management and commute trip reduction requirements.

**A. Parking.**

1. The provisions of LUC [20.20.590](#), except as they conflict with this section, apply to development in the Medical Institution District.
2. Performance Standards for Parking Structures. The Director may approve a proposal for a parking structure through the Design Review process of LUC 20.25J.015.B. The Director may approve the parking structure only if:
 - a. Driveway openings from public rights-of-way are limited and the number of access lanes in each opening are minimized.
 - b. The structure exhibits a horizontal, rather than sloping, building line, as viewed from 116th Ave. NE and NE 12th Street.
 - c. The dimension of the parking structure abutting pedestrian areas is minimized. If a parking structure abutting pedestrian areas is necessary for functional reasons, mitigation shall be provided through the addition of planting, modulation, materials variation, artwork or other features that would cover at least 50 percent of the parking structure facade area unless a smaller coverage area is approved through a Master Development Plan or Design Review where Master Development Plan approval is not required.
 - d. The parking structure complies with the requirements of the Design Review Guidelines of LUC [20.25J.080](#).
 - e. A wall or other screening of sufficient height to screen parked vehicles from views from adjoining rights-of-way and which exhibits a visually pleasing character is provided at all above-ground levels of the structure.
 - f. Safe pedestrian connection between the parking structure and the principal use exists.
 - g. Loading areas are provided for vanpools/carpools.
 - h. Vehicle height clearances for structured parking must be at least seven and one-half feet for the entry level to accommodate vanpool parking.
 - i. For all uses, no more than 25 percent of the required parking spaces may be designed and constructed in accordance with the dimensions for compact stalls provided in LUC 20.20.590.K.11.

B. Transportation Management Program.

The requirements of BCC [14.60.070](#) (Transportation Management Program) must be met as part of the Master Development Plan or Design Review where Master Development Plan approval is not required. An alternative TMP may be required by the City and/or proposed by the applicant, whereby a performance standard is designated and program features to attain this performance standard are established. Such program features may include special site design features, annual promotion events, contracted parking enforcement, shuttle services, financial incentives to employees, and a guaranteed-ride-home program.

C. Commute Trip Reduction.

The requirements of Chapter [14.40](#) BCC must be met as part of a required Master Development Plan or Design Review where Master Development Plan approval is not required. (Ord. [5831](#), 8-4-08, § 2; Ord. [5587](#), 3-7-05, § 2)
