



DATE: September 21, 2017
TO: Chair Bishop and Members of the Transportation Commission
FROM: Michael Ingram, Senior Transportation Planner, 425-452-4166
mingram@bellevuewa.gov
SUBJECT: Recommendation for Transportation Management Program code revision

DIRECTION REQUESTED

- X Action
- Discussion/Direction
- Information

At the Commission meeting on September 28, the Commission will hold a Public Hearing to receive comment regarding proposed revisions to City code sections 14.60.070 and 14.60.080, sections that concern requirements for Transportation Management Programs at large real estate developments. At the subsequent Study Session portion of the meeting, the Commission is requested to provide a recommendation to the City Council for revisions to these code sections. The Commission is also requested to designate one or more members to join staff in presenting the recommended revisions to the City Council at a Study Session, scheduled for October 16.

BACKGROUND

In March 2016, staff and the Commission initiated a process to review current requirements for ongoing trip reduction activities at large real estate developments. These “Transportation Management Program” (TMP) requirements have been in effect since the early 1980s; current code requirements were adopted in 1995 (BCC 14.60.070, 14.60.080). Last year, at the conclusion of the initial phase of the review process, 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, former 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 and for the six areas of revision recommended by the Commission.

Since the Council meeting, staff and the Commission have developed and reviewed revised options for enforcement of TMP provisions (November 2016); setting the performance goal for Office uses (May 2017); and providing flexibility in the implementation activities at buildings (June 2017). In addition, staff have developed and shared with the Commission drafts of the TMP Implementation Guidelines document, which is intended to supplement the provisions of City code and serve as a resource for building developers, building managers, city staff and others involved in TMP development, implementation and monitoring.

The proposed code revisions and TMP Implementation Guidelines also reflect input received via an Online Open House conducted July 14 – August 14 this year and staff discussion with the TMP Sounding Board stakeholder group (which included participants involved with property management, parking operations & management, the Bellevue Downtown Association, King County Metro Employer Services and the City’s development review group).

If adopted, the proposed changes to TMP code requirements would apply to new development projects. TMP conditions are set at the time of building permitting (as a mitigation measure for impacts of development); existing buildings with TMP agreements are not directly affected by the proposed changes. However, owners of some existing buildings may wish to shift to the new framework and may be permitted to do so, depending on specifics of how the original building conditions were set; page 20 of the TMP Implementation Guidelines outlines this process to the extent that we can detail it at this time.

Key materials relating to the TMP Code Review process are posted on the [TMP page of the city website](#) (accessible from the homepage by clicking on “Traffic”, then “Transportation Options”, then “Transportation Demand Management Program”, then “Trip Reduction—Large Buildings”).

INFORMATION

The proposed revisions to City code (Attachment 1) and the content of the TMP Implementation Guidelines (Attachment 2) incorporate the six recommended changes and reflect the discussions regarding the TMP topic held at multiple Commission meetings since November 2016. (Both attachments include staff comments intended to clarify the origins or reasons for certain content and thus aid reader understanding during the current review phase. These will be removed as we move forward with the code update process.)

At the last meeting, on September 14, the Commission reviewed the staff recommendation for revisions to current code requirements as well as the draft TMP Implementation Guidelines. Pursuant to discussion at that meeting, one minor text revision has been incorporated into the first subsection of the code (14.60.070 (A)). And minor text revisions have been incorporated into the TMP Implementation Guidelines, so as to enhance consistency in terminology for transportation network/ride-hailing services (page 14) and add a definition for “Transportation Management Association” (page 15).

The Commission is requested to make a recommendation to the City Council regarding the proposed changes to City code sections 14.60.070 and 14.60.080 (to support the staff recommended changes or some modified version).

If you have any questions concerning the proposed revisions to the TMP sections of City code, the TMP Implementation Guidelines or the TMP code revision process, please feel free to contact me at mingram@bellevuewa.gov or 425-452-4166.

NEXT STEPS

Following action by the Commission to recommend revisions to current code sections 14.60.070 and 14.60.080, the next step is to brief the City Council on the proposed revisions. A briefing to the City Council is scheduled for October 16. The Commission is requested to designate one or more members to join staff in presenting the recommended revisions to the Council at the study session. (Any action by the City Council to revise the current City code would take place at a subsequent meeting.)

ATTACHMENTS

1. City code sections 14.60.070 and 14.60.080, with proposed revisions
2. Draft TMP Implementation Guidelines

14.60.070 Transportation management program.

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

Commented [LA1]: From 14.60.080 (A)

B. 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. ~~The TMP requirements shall continue for the life of the building.~~

Commented [LA2]: From 14.60.080 (B)

BC. Existing structures are not subject to the requirements of this section except where a substantial remodel is proposed.

CD. 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. ~~The submittal requirements and process shall be detailed in the TMP Implementation Guidelines.~~

D. ~~For the purposes of this section, the term "employees" includes all on-site workers in buildings subject to the requirements of this section.~~

Commented [LA3]: Term "employees" does not appear in 14.60.070. Description of the meaning of "employees" moved to TMP Implementation Guidelines, where it is used in the formula for evaluating building survey performance.

E. The owner of any property for which a TMP is required shall ~~include develop and submit a TMP Implementation Plan including~~ those components identified as requirements on the following Transportation Management Program Requirements Chart ~~and further detailed in the TMP Implementation Guidelines~~. 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 (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (34)
No requirements	Less than 30,000 <u>50,000</u> gsf	Less than 50,000 <u>150,000</u> gsf	Less than 30,000 <u>50,000</u> gsf	Less than 80,000 gsf	Less than 60,000 <u>150,000</u> gsf	Less than 400 <u>200</u> units	(45)
Post information (See subsections (F)(1)(a) and (b))	30,000 <u>50,000</u> gsf and over	50,000 <u>150,000</u> gsf and over	30,000 <u>50,000</u> gsf and over	80,000 gsf and over	60,000 <u>150,000</u> gsf and over	400 <u>200</u> units and over	(45)
Distribute information (See subsection (F)(2))	30,000 <u>50,000</u> gsf and over	50,000 <u>150,000</u> gsf and over	30,000 <u>50,000</u> gsf and over	80,000 gsf and over	N/A	N/A	(45)
Provide transportation coordinator (See subsections (F)(3)(a) and (b))	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	(45)
Leases in which tenants are required to	<u>50,000 gsf and over</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	(45)

Commented [IM4]: Propose to remove reference to "High Technology Light Industry" use (described in LUC 20.50.024). No such projects are known to have been developed. If such a project were to be developed, it would be conditioned under the "Manufacturing/Assembly" category. Staff believe the employment density characteristics of a "High Technology Light Industry" development would be more akin to "Manufacturing/Assembly" than to "Office" (which now typically has higher density of employees than in the past).

Commented [IM5]: Propose to increase threshold building size at which minimum requirements (posting, distributing information) apply.

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 (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (34)
participate in periodic surveys (See subsection (F)(4))							
Identify parking cost as a separate line item in tenant leases (See subsection (F)(5))	50,000 gsf and over	N/A	N/A	N/A	N/A	N/A	(45)
Provide preferential parking (See subsections (F)(4)(a), (b) and (e))	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	(45)
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	(45)

Commented [IM4]: Propose to remove reference to "High Technology Light Industry" use (described in LUC 20.50.024). No such projects are known to have been developed. If such a project were to be developed, it would be conditioned under the "Manufacturing/Assembly" category. Staff believe the employment density characteristics of a "High Technology Light Industry" development would be more akin to "Manufacturing/Assembly" than to "Office" (which now typically has higher density of employees than in the past).

Commented [LA6]: Periodic survey requirement moved from 14.60.080 (B), expanded from downtown to citywide.

Commented [LA7]: Parking cost line item requirement moved from 14.60.080 (B), expanded from downtown to citywide

Commented [LA8]: Preferential parking made optional and moved to a menu of program elements within the TMP Implementation Guidelines.

Commented [LA9]: Financial incentives made optional and moved to a menu of program elements within the TMP Implementation Guidelines.

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 (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (34)
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	(45)
Additional Tier 1 and Tier 2 level activities, identified in the TMP Implementation Guidelines	50,000 gsf and over – Tier 1: 1 activity Tier 2: 2 activities	150,000 gsf and over – Tier 1: 1 activity Tier 2: 2 activities	50,000 gsf and over – Tier 1: 1 activity Tier 2: 2 activities	80,000 gsf and over – Tier 1: 1 activity Tier 2: 2 activities	150,000 gsf and over – Tier 1: not required Tier 2: 1 activity	N/A	(5)

Commented [IM4]: Propose to remove reference to "High Technology Light Industry" use (described in LUC 20.50.024). No such projects are known to have been developed. If such a project were to be developed, it would be conditioned under the "Manufacturing/Assembly" category. Staff believe the employment density characteristics of a "High Technology Light Industry" development would be more akin to "Manufacturing/Assembly" than to "Office" (which now typically has higher density of employees than in the past).

Commented [LA10]: Guaranteed ride home made optional and moved to a menu of program elements within the TMP Implementation Guidelines.

Commented [IM11]: Requirements set at same level as current code, with added flexibility to select implementation activity (from among the options identified in the TMP Implementation Guidelines).

"gsf" is gross square feet, as defined in LUC 20.50.020 (F)

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) Excluding assisted living facilities and nursing homes.
- (34) Other than mixed retail.
- (45) Requirements for mixed uses will be determined on a project basis as described in subsection (G)(4) of this section.

Commented [IM12]: There are no assisted living or nursing home facilities currently conditioned with TMP requirements. Propose to exclude these facilities, as they generate few peak-period trips.

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

Commented [LA13]: Details of required program elements moved to TMP Implementation Guidelines.

1. Post Information. Post up-to-date commuter information in a visible central location according to the requirements specified in the TMP Implementation Guidelines.

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 up-to-date commuter information tailored to the TMP site according to the requirements specified in the TMP Implementation Guidelines. ~~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 Building Transportation Coordinator. The transportation coordinator shall act as liaison to the city and shall perform tasks specified in the TMP agreement for the building and as 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.

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. Leases in which tenants are required to participate in periodic surveys. The property owner shall conduct a survey according to procedures and requirements specified in the TMP Implementation Guidelines. The property owner shall include participation in surveys as a requirement in leases.

Commented [LA14]: Periodic survey requirement moved from 14.60.080 (B), expanded from office buildings in downtown to (new) office buildings citywide.

~~5. Identify parking cost as a separate line item. The property owner shall identify parking cost as a separate line item in leases with a minimum per-stall rate not less than the cost of a monthly countywide transit pass or fraction thereof as detailed in the TMP Implementation Guidelines.~~

Commented [LA15]: Line item parking cost requirement moved from 14.60.080 (B) (1) (c), expanded from office buildings in downtown to (new) office buildings citywide

~~6. Tier 1 and Tier 2 activities shall be implemented at the level specified in the Transportation Management Program Requirements Chart; the TMP Implementation Guidelines specify the available options for activities, detail of their applicability and describe their implementation.~~

Commented [IM16]: Shifting from prescriptive requirements to a menu of available options for TMP compliance. (Available options listed in the TMP Implementation Guidelines.)

~~4. Provide Preferential Parking.~~

Commented [LA17]: Preferential parking made optional and moved to TMP Implementation Guidelines

~~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.~~

Commented [LA18]: Financial incentives made optional and moved to TMP Implementation Guidelines

~~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.~~

Commented [LA19]: Guaranteed ride home made optional and moved to TMP Implementation Guidelines

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, as further detailed in the TMP Implementation Guidelines. 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 subsections E and 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. Performance goal. An office building of 50,000 gsf or more shall have a performance goal. The TMP Implementation Guidelines detail the determination of the applicable performance goal. Once established, the performance goal remains in effect for the life of the building.

Commented [IM20]: Performance goal requirement moved from 14.60.080 (C), expanded from downtown to citywide.

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-Recorder's Office~~ 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.)

Commented [LA21]: Sub-sections I, J and K rearranged to better reflect the TMP process

K. 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~~ provide documentation of compliance with required elements as specified in the TMP agreement for the building and described in the TMP Implementation Guidelines. A report form will be provided to the property owner by the city as detailed in the TMP Implementation Guidelines.

The owner of a property with a TMP performance goal shall conduct a biennial survey to determine employee mode split. The survey must be conducted by an independent agent approved by the city according to protocols described in the TMP Implementation Guidelines. The city may designate a targeted minimum response rate. Surveys with response rates below the targeted minimum response rate may be invalid.

Commented [LA22]: Survey requirement moved from 14.60.080 (D)

L. Modification of TMP Implementation Agreement.

1. Failure to meet performance goal. If a property owner does not meet the applicable performance goal as determined through periodic measurement surveys, the city may direct the property owner to revise its TMP Implementation Agreement according to procedures and criteria established in the TMP Implementation Guidelines. The property owner shall submit a revised TMP Implementation Agreement within 90 days of receiving a written notice from the city. The city shall review the proposed revised TMP Implementation Agreement and notify the property owner of acceptance or rejection of

the revised program. If a revised program is not accepted, the city will send written notice to that effect to the property owner and, if necessary, require the property owner to attend a conference with program review staff for the purpose of reaching a consensus on the required TMP implementation activities. A final decision on the required TMP implementation activities will be issued in writing by the city within 30 days of the conference.

2. Property owner initiated. The owner of a property with a TMP requirement may propose modification of the TMP Implementation Agreement. Modifications are limited to the implementation activities and shall not affect the performance goal, if any. The TMP Implementation Guidelines describe the modification process and the criteria used for evaluation of proposed modifications.

M. Good Faith Effort.

1. Property owners implementing TMPs are expected to undertake good faith efforts to achieve the goals outlined in this section. Property owners are considered to be making a “Good Faith Effort” if the following conditions have been met.

a. The property owner has completed an initial baseline measurement survey according to the specifications in the TMP Implementation Guidelines if required;

b. The property owner has met the minimum program and reporting requirements identified in this section and the TMP Implementation Guidelines, including accurate survey results (where applicable);

c. The property owner has provided adequate information and documentation of implementation when requested by the city; and

d. The property owner is working collaboratively with the city to continue its existing program or is developing and implementing program modifications according to the process described in 14.60.070 (L) and the TMP Implementation Guidelines likely to result in improvements to the program meeting performance goals as defined in this section over an agreed-upon length of time.

2. An affected property owner with an approved transportation management program who has made a Good Faith Effort shall not be liable for civil penalties for failure to reach the applicable proportion of drive alone trip goal.

Commented [LA23]: The language describing a “good faith effort” is adapted from [RCW 70.94.534 \(2\)](#) (the CTR definition of “good faith effort”).

14.60.080 Transportation management program – Downtown.

SHARE

Commented [LA24]: This section to be removed, with elements collapsed into 14.60.070

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.

Commented [LA25]: Moved to 14.60.070 (A)

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.

Commented [LA26]: Moved to 14.60.070 (E) and (F)

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.

Commented [LA27]: Moved to 14.60.070 (E) and (F)

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.

Commented [LA28]: Moved to 14.60.070 (B)

C. Performance Goals.

Commented [LA29]: Moved to 14.60.070 (I)

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:~~

Commented [IM30]: Moved to 14.60.070 (I)

~~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.~~

Commented [IM31]: Moved to TMP Implementation Guidelines.

~~E. Reporting Requirements:~~

Commented [IM32]: Moved to 14.60.070 (K)

~~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.~~

Commented [IM33]: Moved to 14.60.070 (L)

~~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~~

Commented [IM34]: BCC 14.60.022 addresses violations of the Transportation Development Code. Additional description provided in the TMP Implementation Guidelines.

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.)

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 43.21C) 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 Bellevue Land Use Code (LUC) Section 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.

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 specified in the Land Use 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: Development of TMP Implementation Agreement.

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. Section IV, subsection A below (TMP Program Elements table) identifies the requirements and available options to address them; Section IV, subsection B (TMP program elements description) provides further detail regarding the required activities and available options for compliance.

For buildings with a performance goal (typically, these are Office uses) the TMP Implementation Agreement must include sufficient elements to support progress toward meeting the performance goal. The city will evaluate the proposed TMP Implementation Agreement 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 Agreement 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 any Certificate of Occupancy (prior to the first Temporary Certificate of Occupancy, if project involves multiple phases).

- B. Determination of TMP Performance Goal (generally applies to Office uses only)
Supports city code section 14.60.070 (I). 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.

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 (2)	Mftng/ Assembly	Professional Services/Medical Clinics & Other Health Care Services (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (4)
	No requirements	Less than 50,000 gsf	Less than 150,000 gsf	Less than 50,000 gsf	Less than 80,000 gsf	Less than 150,000 gsf	Less than 200 units	(5)
	Required Baseline Elements							
1	Post information	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	200 units and over	(5)
2	Distribute information	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	N/A	N/A	(5)
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	(5)
4	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	(5)
5	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	(5)

Commented [IM1]: Threshold sizes per the staff recommended changes, as indicated in TMP code revisions (markup) document.

Commented [IM2]: Lease language with periodic survey requirement expanded from Downtown to citywide.

Commented [IM3]: Line item parking cost requirement expanded from Downtown to citywide.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office (2)	Mftng/ Assembly	Professional Services/Medical Clinics & Other Health Care Services (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (4)
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	(5)
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	200 units and over	(5)
	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	(5)

Commented [IM4]: Requirements set at same level as current code, with added flexibility to select implementation activity.

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office (2)	Mftng/ Assembly	Professional Services/Medical Clinics & Other Health Care Services (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (4)
	Tier 1 Element Options (higher-impact)							
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							
11	Daily Only Parking							
	Tier 2 Element Options (lower-impact)							
12	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)
13	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)
14	Conduct annual transportation options event							
15	Provide secure, covered bicycle parking							

Commented [IM5]: Current code requirement, for the uses/thresholds indicated. Optional activity under new framework (affected buildings must select one Tier 1 activity, from among the four listed).

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

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

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

	Programmatic Requirement (1)	Office (2)	Mftng/ Assembly	Professional Services/Medical Clinics & Other Health Care Services (3)	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (4)
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 Transportation Management Association							

Commented [IM8]: Buildings with TMA service contracts have higher overall level of compliance and lower levels of drive-alone commuting (according to available data).

"gsf" is gross square feet, as defined in LUC 20.50.020 (F)

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) Excluding assisted living facilities and nursing homes.
- (4) Other than mixed retail.
- (5) Requirements for mixed uses will be determined on a project basis as described in BCC 14.60.070.G.

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 8-11 are activities considered "higher-impact" for trip reduction. Some TMP sites are required to pursue 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 12-19 are activities considered “lower-impact” for trip reduction. Most TMP sites are required to pursue two of these activities.

1. Post Information.

Implementation guidance: Post up-to-date commute options information in a visible central location. Following are two acceptable approaches:

- A commuter information center board, with posted information and printed material available for users to take. This is the traditional approach to posting information; currently, availability of printed materials transit providers and public agencies is limited.
- 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 regarding the Commute Program Summary).

- Commuter information centers, kiosks and building fliers should include contact information for the Building Transportation Coordinator (not required 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.

Implementation guidance: Distribute up-to-date commuter information tailored to the TMP site. This involves two elements:

1. 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.
2. Commute Program Summary 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.

Implementation guidance: 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. 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. 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 (for building performance measurement). Recommend that leases include provision that each tenant have a designated Transportation Coordinator to facilitate the survey process. Attachment 2 provides sample lease language.

Applicability: Required at Office uses.

Commented [IM9]: 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.

5. Identify parking as a separate line item in tenant leases.

Implementation Guidance: Cost of parking must not be bundled with floor space lease. 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 summer 2017). For buildings located outside Downtown, the per-stall rate must be not less than 50% of cost in Downtown.

Applicability: Required at Office uses.

Commented [IM10]: 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 (county-wide) Metro pass. Propose to expand line item parking cost requirement to Office uses citywide.

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 transit, carpool or vanpool. The level of incentive must be at least 25% of the cost of a one-month, countywide transit pass. 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 [IM11]: Current code requirement. Optional activity under new framework

Commented [IM12]: Current cost of a countywide transit 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, per US government Bureau of Labor Statistics data table)

The minimum parking charge discount for carpools and vanpools must be calculated as multiple of the occupancy, using the values indicated above or alternative values as may be documented for a particular building.

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

Applicability: Optional at all TMP sites. (Credited as a Tier 1, “higher-impact” 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 be considered a “Tier 2” level activity.

Applicability: Optional at all TMP sites. (Credited as a Tier 1, “higher-impact” 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.
- Provide parking access on daily basis only (no monthly parking) for up to 70% of people working in the building; see item 11 below for applicable details.

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

Commented [IM13]: A monthly pass provides for 20 – 22 workdays of parking. 1/15th of the current average monthly downtown parking cost is \$13.81 (calculated using monthly cost figure from 2016 BDA Downtown Parking Rate Survey).

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 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, “higher-impact” activity in locations where an end-user parking charge prevails. In locations where parking is generally available at no charge to the end user, no TMP program credit is provided; the baseline condition—free parking for all—accommodates the range of parking access needs and no price signal for the end user pertains.)

11. Provide parking access on daily basis only (applies to locations where end-user parking charge prevails)

Implementation guidance: Provide parking access on a daily and hourly basis only (no monthly parking passes). Daily charge shall not exceed the greater of 10% of the prevailing market rate or 10% of the cost of a monthly, countywide transit pass and should provide in/out privilege during the day. Total cost per month may be capped at a rate not less than the cost of a monthly, countywide transit pass (\$117, as of summer 2017).

Discussion: Daily parking charges send a price signal each day to the end user (commuter) and encourage use of alternative travel modes on days when a vehicle may not be needed. Facilities/workplaces that have used this framework for parking access have reduced demand (vehicle trips).

Applicability: Optional at all TMP sites. Credited as a Tier 1, “higher-impact” activity in locations where an end-user parking charge prevails AND the parking framework described in this element applies to at least 70% of people working in the building. At locations where parking is generally available at no charge to the end user, no TMP program credit is provided.

12. 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 must be eligible for at least 4 rides per year.

Applicability: Optional at all TMP sites. (Credited as a Tier 2, “lower-impact” activity.)

13. 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, “lower-impact” activity.)

14. Conduct annual transportation options event.

Implementation guidance: Promote and conduct a transportation options event at least once per year 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 must 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, “lower-impact” activity.)

15. Provide secure, covered bicycle parking.

Implementation guidance: Bicycle parking must meet all of the following conditions,

- provide protection from weather,
- be accessible to 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, “lower-impact” activity.)

16. Provide shower facilities.

Implementation guidance: Provide shower facilities for use by workers on site who arrive by bicycle or walking. Shower facilities must 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, “lower-impact” 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 ([on-demand ride-hailing](#)) 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 monitored as needed to ensure proper use and turnover.

Applicability: Optional at all TMP sites. (Credited as a Tier 2, “lower-impact” 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 and must be accessible for use by workers in the building who choose to

establish individual memberships with the service provider (workers may be responsible for their own membership and vehicle usage fees). 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. The carshare service model is distinct from on-demand ride-hailing services, such as taxis, Uber and Lyft (which do not align with the purpose of this program element).

Applicability: Optional at all TMP sites. (Credited as a Tier 2, “lower-impact” 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. For purposes of these Guidelines, a Transportation Management Association or “TMA” is a non-profit, member-controlled organization that provides transportation services in a particular area. It may be a public-private partnership, consisting primarily of area businesses with local government support. A TMA provides an institutional framework for supporting and/or providing transportation demand management programs and services.

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, “lower-impact” activity.)

20. Alternate program.

Required Baseline Elements, identified as Program Elements 1-7 in the Transportation Management Program Requirements table in Section IV, subsection A may not be removed. For other activities, a property owner may employ alternative or additional TMP program elements if the property owner and the city agree on the element’s relevance and potential effectiveness. Property owners should submit a description of the proposed alternative TMP element to

Commented [IM14]: Buildings with TransManage TMA service contracts have higher overall level of compliance and lower levels of drive-alone commuting (according to available data).

Commented [IM15]: Definition is adapted from the [Online TDM Encyclopedia](#), published by the Victoria Transportation Policy Institute.

the City’s TMP administrator, along with supporting information detailing why the proposed element is appropriate for the building and the reasons why it is expected to be effective in reducing trips. The City TMP administrator will evaluate the proposed alternative element and determine if it is suitable as a substitute for an existing approved element in the building TMP Implementation Agreement or may receive credit as an additional element. Criteria for this evaluation will include those described in Section V, subsection C below. If approved by the city, the program element may be assigned to either the Tier 1 (higher-impact) or Tier 2 (lower-impact) category, using the 2-part test described above in the introduction to this subsection “B”. The building TMP Implementation Agreement—described in Section III, subsection A of these TMP Implementation Guidelines—must be amended to reflect changes associated with the added or revised program elements.

Discussion: Each building has unique characteristics, and it may be that appropriate or effective TMP strategies are not included in this list. Property owners are encouraged to propose alternate program elements that they believe would be more relevant and/or effective than the options listed here.

Applicability: Optional at all TMP sites. (May be credited as a Tier 1, “higher-impact” or Tier 2, “lower-impact” activity.)

V. Monitoring and Evaluation of TMP Implementation

A. Periodic reporting on implementation activities

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

Commented [IM16]: Content of this subsection “A” corresponds to current administrative practice

Commented [IM17]: Content of this subsection “B” corresponds to current administrative practice, except for the final paragraph, which is new.

In addition to completing and submitting a periodic TMP Implementation Report, managers of TMP buildings with a performance goal (generally, these are Office uses) shall undertake a commute survey every second year to determine performance. The city will provide a survey format and will process surveys. The survey shall be conducted in such a way as to target an overall response rate of not less than 70% of the employee population in the building and shall be representative of the overall employee population. A minimum response rate of 50% of the overall building population is expected; buildings that fall short of the 50% response rate may be required to redo their survey. Currently, surveys are conducted in the fall of every even-numbered year.

Drive-alone rate performance will be evaluated according to the following formula:

$(NDA/NT)(100)$ = percent drive-alone mode use, where:

NDA = number of employees who commute to work by drive-alone mode

NT = total number of employees.

For purposes of this subsection, the term “employees” includes all on-site workers subject to the surveying requirements.

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 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, considering also overall conditions and performance at other TMP buildings.

If the city determines that adjustments to TMP activities must be made, it may begin the revision process described in BCC 14.60.070.L.1 and send notice directing the property owner to revise its TMP Implementation Agreement within 90 days. Managers of buildings where adjustments are required must respond by 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. If necessary, the city may require the property owner to attend a conference with program review staff for the purpose of reaching a consensus on required TMP implementation activities. A final decision regarding the required TMP implementation activities will be issued in writing by the city within 30 days of the conference. A revised TMP Implementation Agreement reflecting the changes to program activities must be signed by the property owner and the city.

VI. Enforcement of Transportation Management Program Conditions

A. Good faith effort.

1. Property owners implementing TMPs are expected to undertake good faith efforts to achieve the goals outlined in this section. Property owners are considered to be making a “Good Faith Effort” if the following conditions have been met:

- The property owner has completed an initial baseline measurement survey according to the specifications in the TMP Implementation Guidelines, if required;
- The property owner has met the minimum program and reporting requirements identified in city code and the TMP Implementation Guidelines, including accurate survey results (where applicable);
- The property owner has provided adequate information and documentation of implementation when requested by the city; and
- The property owner is working collaboratively with the city to continue its existing program or is developing and implementing program modifications according to the process described in 14.60.070 (L) and the TMP Implementation Guidelines.

2. An affected property owner with an approved transportation management program who has made a Good Faith Effort shall not be liable for civil penalties for failure to reach the applicable proportion of drive alone trip goal.

B. Violations and enforcement

Failure to comply with any provision of Chapter 14.60 BCC constitutes a civil violation as provided for in Chapter [1.18](#) BCC, for which a monetary penalty may be

Commented [IM18]: This is modeled on the expectations for worksites affected by Commute Trip Reduction program requirements.

assessed and abatement may be required as provided therein. The city shall seek compliance through Chapter [1.18](#) BCC if compliance is not achieved through this code. BCC 14.60.022.

VII. Modification of TMP Agreements

A. Revisions to TMP agreements developed under current code

Owners of TMP-affected buildings may propose revisions to their TMP Implementation 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).

If any change is approved, a revised TMP Implementation Agreement reflecting the change(s) to program activities must be signed by representatives of the property owner and the city.

B. Revisions to TMP agreements entered into under earlier City code frameworks or other conditions.

The formal process for revising a TMP depends on how the original TMP was established.

Buildings in which a TMP was required as a general condition of development, where no specific program elements or goal was identified in the Land Use Approval, may request a modification to an existing TMP agreement pursuant to LUC 20.30F.175. Any proposed revisions will be evaluated for consistency with the intent and anticipated performance of the original condition.

Some buildings have specific TMP program elements and/or goals included as a condition of their approval. The options and process for modifying TMP requirements at such buildings must be evaluated on a case by case basis.

Commented [IM19]: This refers to the updated code, anticipated to be considered by the City Council in Fall 2017.

For purposes of these Guidelines, Land Use Approval shall include, but not be limited to: Design Review, SEPA, Building Permit conditions and Land Use staff reports.

VIII. TMP Administrator

The city's TMP Administrator is the contact person identified on the TMP page of the city website. The current TMP Administrator is,

Michael Ingram, Senior Planner
Bellevue Transportation Department
P.O. Box 90012
Bellevue, WA 98009-9012
mingram@bellevuewa.gov
425-452-4166

IX. 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.

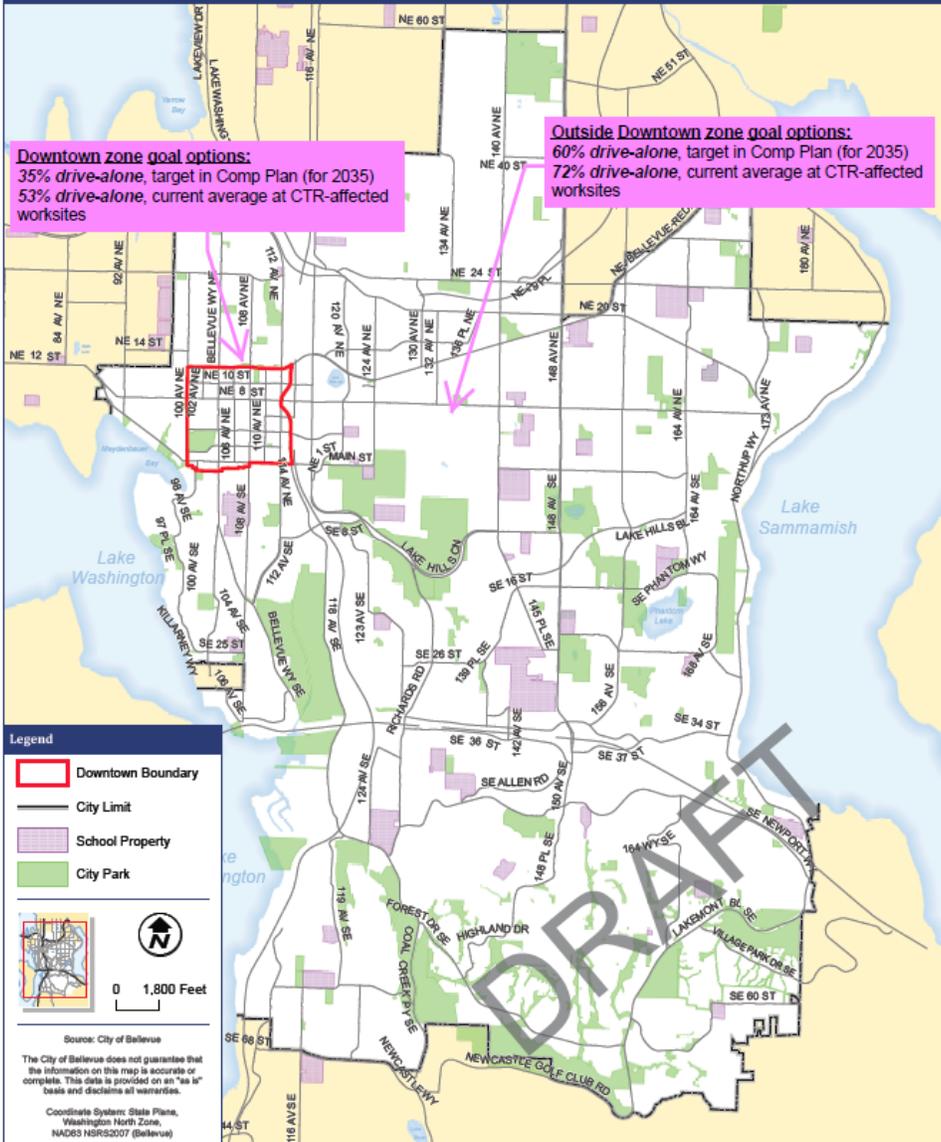
Project proponents may select either of the values indicated above (corresponding to the zone in the project is located) as the goal for their building or buildings. Typically, the higher drive-alone value is the logical, preferred choice. The value, once identified for a particular building, remains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

Bellevue Transportation Management Program Zones & Goals



Downtown zone goal options:
 35% drive-alone, target in Comp Plan (for 2035)
 53% drive-alone, current average at CTR-affected worksites

Outside Downtown zone goal options:
 60% drive-alone, target in Comp Plan (for 2035)
 72% drive-alone, current average at CTR-affected worksites



Attachment 2: Sample Lease Language

The following supports the survey participation requirement, described in Section IV, subsection B.4.

Periodic commute surveys of workers in office buildings are required as a means to evaluate building performance. Effective surveying of workers in the building requires cooperation and support from tenants of the office space. City code specifies that tenant leases shall include language requiring tenant cooperation in surveying their employees in conjunction with building-wide commute surveys (BCC 14.60.070.F.4). Following is language that may be adapted for use in such leases:

Tenant acknowledges that Landlord is required to comply with the Transportation Management Program requirement imposed with respect to the building by the City of Bellevue, pursuant to Bellevue City Code (BCC) section 14.60.070. Tenant shall cooperate with the Landlord in conducting the required periodic commute mode survey, including designating an employee to serve as Landlord's contact for purposes of communicating, promoting and conducting the survey among Tenant's employees.