

Transportation Management Program (TMP) Requirements, per Proposed Bellevue City Code 14.60.070(E)

Transportation Management Programs, or TMPs, are a provision of the city's transportation development code (Bellevue City Code 14.60), which require some property owners of newly constructed large buildings to implement automobile trip reduction programs in order to reduce traffic and parking impacts related to development. Based on the project size and land use in the TMP Requirement Table below, each property owner must meet base requirements and, if applicable, reach a designated number of points. Property owners may choose from a menu of options on the following pages to fulfill point requirements. Each TMP option is assigned a value that, when implemented in conjunction with other TMP options, is summed to meet the required number of points.

| Requirement (1) | Office & High Technology Light Industry (2) | Mftng/Assembly (other than High Tech) | Professional Services Medical Clinics & Other Health Care Services | Hospitals (3) | Retail/ Mixed Retail/ Shopping Centers | Mixed Uses (4) |
|--|---|---|--|---------------------------------|--|-------------------|
| TMP Base Requirements | 30,000 gsf and over (5) | 50,000 gsf and over | 30,000 gsf and over | 80,000 gsf and over | 150,000 gsf and over | (6) |
| TMP Menu of Options Requirement | 69 points for 50,000 gsf or over | 45 points for 150,000 gsf or over | 45 points for 50,000 gsf or over | 45 points for 80,000 sf or over | 45 points for 150,000 sf or over | (6) |
| If performance targets are attained | 5 point reduction after biennial survey confirmation (7) | N/A | N/A | N/A | N/A | (6) |
| If performance targets are not attained | Additional 5 points required with each biennial survey confirmation until improvement occurs or additional efforts demonstrate no improvement (8) | N/A | N/A | N/A | N/A | (6) |

Footnotes to Transportation Management Program Requirements Table:

- (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) Including hospitals conditioned with a TMP under Bellevue City Code 20.25J.050(B).
- (4) Other than mixed retail.
- (5) Base requirements include: Line item parking costs, Employee Survey, Performance Goal
- (6) Requirements for mixed uses will be determined on a project basis.
- (7) Point reductions shall not be below required base level points
- (8) No more than 88 points shall be required for any development

TMP Menu of Options,

Implementation Activities in accordance with proposed Bellevue City Code 14.60.070(F(13))

| Menu Item | Description | Start-Up Burden ¹ | Ongoing Burden ² | Transportation Choices ³ | Mode Shift Impacts ⁴ | Points |
|--|--|------------------------------|-----------------------------|-------------------------------------|---------------------------------|--------|
| Scoring Criteria: Low=1 point, Med=2 points, High=3 points | | | | | | |
| 1 Post Information | Post ridesharing and transit information from King County Metro, Sound Transit, or other approved sources; information about walking and bicycling; traffic information; all TMP elements practiced onsite; and Transportation Coordinator's contact information 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. Posting a url link and providing a computer or kiosk for online access may be considered adequate for fulfilling this requirement if the url link provides sufficient information as determined by the director. This requirement applies to each building in a building complex or phased project. All posting materials required by the Transportation Management Program Requirements Table must be provided by a source approved by the director. | Low (1 pt) | Low (1 pt) | Med (2 pts) | Low (1 pt) | 5 |
| 2 Distribute Information | Distribute ridesharing and transit information from King County Metro, Sound Transit, 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; information about walking and bicycling; all TMP elements practiced onsite; and the Transportation Coordinator's contact information. | n/a (0 pts) | Low (1 pt) | Med (2 pts) | Low (1 pt) | 4 |
| 3 Designate Transportation Coordinator | The coordinator shall publicize the availability of commute options, provide reports to the city (see BCC 14.60.070(F)(7)), act as liaison to the city, assist with commute surveys, if required (see BCC 14.60.070(F)(10)), and provide ridesharing matching assistance in conjunction with Metro or a private system sponsored by the property owner as approved by the city. The property owner must provide the transportation coordinator's name to the city. The coordinator must be available for quarterly meetings and training sessions conducted by the city or other agency approved by the city. The property owner and manager must allow the coordinator to access building tenants quarterly. TransManage or another organization approved by the City may act as Transportation Coordinator. | n/a (0 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 9 |
| 4 Biennial Report | The property owner shall submit a completed report form provided by the city every two years, for the life of the building. The report shall describe compliance with each of the required transportation management program components, the total number of onsite employees, the total number of tenants, the total number of parking spaces, the location of carpool and vanpool loading zones, parking management operations, and any voluntary efforts to mitigate parking and traffic impacts. The city shall then determine compliance with this section. | n/a (0 pts) | Med (2 pts) | n/a (0 pts) | n/a (0 pts) | 2 |

Base Requirements (all affected development)

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| Menu Item | Description | Start-Up Burden ¹ | Ongoing Burden ² | Transportation Choices ³ | Mode Shift Impacts ⁴ | Points | |
|--|-------------------------|--|-----------------------------|-------------------------------------|---------------------------------|-----------------|----------|
| Scoring Criteria: Low=1 point, Med=2 points, High=3 points | | | | | | | |
| 5 | Line Item Parking Costs | Identification of parking cost as a separate line item in leases and a minimum rate for monthly long-term parking, not less than the retail cost of a current monthly Sound Transit two-zone pass or the area market parking rate, whichever is lower. | n/a (0 pts) | Low (1 pt) | High (3 pts) | High (3 pts) | 7 |
| 6 | Ridematching Service | Promote and facilitate the use of regional ridematching service's program of commute management tools, as available, for tenants and building management. Promote and facilitate use of regional ridematching service by building employees so as to encourage carpool and vanpool formation. At least 1 ridematching event shall be held annually and may include employees from adjacent buildings to encourage ridematching across buildings. | n/a (0 pts) | Med (2 pts) | Med (2 pts) | Med (2 pts) | 6 |
| 7 | Biennial 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. The survey results shall be used as the basis for calculating performance levels using the following Drive Alone Formula: $(NS/NT)(100) = \text{percent Drive Alone use}$, where; NS = number of employees who commute to work by Driving Alone NT = total number of employees The city shall provide a survey form to the property owner. For building tenants subject to Commute Trip Reduction (CTR) requirements, CTR survey results may substitute for the tenant survey. For buildings with 90 percent of employees subject to CTR requirements, CTR surveys may substitute for the building survey. The survey is to be conducted every two years; the baseline survey shall be conducted one year after the issuance of the CO. Surveys for CTR sites shall fall during odd years in order to correspond with the City's scheduled CTR survey periods. | n/a (0 pts) | Med (2 pts) | n/a (0 pts) | n/a (0 pts) | 2 |
| 8 | Performance Goal | For every other year beginning with the building's baseline survey and for 10 years thereafter, the performance goals shall become progressively restrictive by 4 percent every 2 years, so that by the tenth year the maximum SOV rate will be reduced by 20 percent from the baseline. The 4 percent increments shall be calculated by dividing the total 20 percent target by 5. For developments with multiple phases, the 10-year period begins one year after the issuance of the final certificate of occupancy for the first phase. The city may adjust the above rates every other year based on review of current conditions, the characteristics of the building, and other local or state regulations. | n/a (0 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 9 |

Additional Base Requirements (affected Office developments only)

TMP Menu of Options,

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| Menu Item | Description | Start-Up Burden ¹ | Ongoing Burden ² | Transportation Choices ³ | Mode Shift Impacts ⁴ | Points |
|--|--|------------------------------|-----------------------------|-------------------------------------|---------------------------------|-----------------|
| 9 Showers | Provide showers for employees to facilitate non-motorized transportation (e.g. bicycling, walking) to work. Provide at least one shower for every 50,000 sf, with changing facility. Shower and changing facility requirements may be met by providing free access to onsite or adjacent (within 600 feet) health club shower facilities. The shower(s) shall meet any applicable requirements specified in the Land Use Code. | High (3 pts) | High (3 pts) | High (3 pts) | Low (1 pt) | 10 |
| 10 Lockers | Provide storage space for employee's personal items to facilitate non-motorized transportation (e.g. bicycling, walking) to work. Provide at least four mid to full-size lockers for every 50,000 sf, either for short-term daily storage, long-term overnight storage, or both. Locker facility requirements may be met by providing free access to onsite or adjacent (within 600 feet) health club locker facilities. | Med (2 pts) | Med (2 pts) | Med (2 pts) | Low (1 pt) | 7 |
| 11 Building or Campus-based Bikeshare or Bike Maintenance Program | a. A bikeshare program includes providing on site at least one general purpose bicycle for free for employees to use for work or personal purposes. b. A bike maintenance program includes vouchers for employees for yearly bike tune-ups, and having supplies on site for basic self repairs (e.g. bike pump, patch kit, hex wrenches). | Med (2 pts) | Med (2 pts) | High (3 pts) | Low (1 pt) | 8 |
| 12 Membership in an approved TMA | Contract with an approved Transportation Management Association (TMA) for services such as on site transportation events, periodic distribution of information, tracking incentive distributions to eligible employees, and survey support (if applicable). A new TMA must submit documentation describing its: staff experience; affiliation with other organizations; mission statement, goals, and objectives; a strategic plan describing proposed service area and services offered, and; a financial plan. The director will evaluate TMA submittals for approval using the following criteria: Corporate Leadership and Involvement; Suitability of Goals and Objectives; Development and Deployment of Strategic Plan; Financial Management Systems (i.e. Financial Stability). | n/a (0 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 18 ⁶ |
| 13 Designate preferential carpool/vanpool parking for at least 1 space or 5% of spaces, whichever is greater | 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. At least 1 employee parking space, or 5 percent of employee parking spaces, whichever is greater, shall be designated preferential spaces. Additional spaces will be designated according to demand. A preferential location is characterized by proximity to a main building entrance, exclusive of designated disabled spaces, and covered parking when possible. For structured parking, a preferential location includes proximity to a building or elevator entrance and the primary vehicle entrance to the parking facility. 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. | Low (1 pt) | Med (2 pts) | Med (2 pts) | Med (2 pts) | 7 |

Scoring Criteria: Low=1 point, Med=2 points, High=3 points

Point Options
(Options must be implemented by TCO unless otherwise stated, and for at least 2 consecutive years)

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| Menu Item | Description | Start-Up Burden ¹ | Ongoing Burden ² | Transportation Choices ³ | Mode Shift Impacts ⁴ | Points | |
|--|--|---|-----------------------------|-------------------------------------|---------------------------------|-----------------|----|
| Scoring Criteria: Low=1 point, Med=2 points, High=3 points | | | | | | | |
| 14 | Locate one or more carshare vehicle(s) onsite, and designate preferential reserved parking stalls for vehicle(s) | Contract with a private carshare company, such as Zipcar, to locate one or more vehicles on site, or locate one or more fleet vehicles on site for building employees to use for work or personal purposes. Provide specially marked parking spaces in a preferential location. A preferential location is characterized by proximity to a main building entrance, exclusive of designated disabled spaces, and covered parking when possible. For structured parking, a preferential location includes proximity to a building or elevator entrance and the primary vehicle entrance to the parking facility. | Med (2 pts) | Low (1 pt) | High (3 pts) | Low (1 pt) | 7 |
| 15 | Provide one or more carshare membership(s) | Provide tenants one or more memberships in a carshare program, such as Zipcar, or provide one or more fleet vehicles for tenant employees to use for personal or business purposes. | Med (2 pts) | Low (1 pt) | High (3 pts) | Low (1 pt) | 7 |
| 16 | Provide shuttle service to/from transit center or designated public park and ride facility | Provide "last-mile" transit service (with vans, shuttles, or buses) to/from major public transportation facilities. The service plan must be finalized by TCO, and service must begin when the project is 20% occupied or sooner. | High (3 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 12 |
| 17 | Minimum financial incentive of 20% of market-rate parking/mo. for each registered non-drive-alone commuter | Provide a minimum monthly financial incentive for employees on-site who regularly commute by carpool, vanpool, or transit, walking, bicycling, or any other non-drive-alone mode, including teleworking or multiple modes. To be eligible for an incentive as a carpool or vanpool participant, a minimum of 3 persons is required for each registered carpool and vanpool, and a maximum of 2 building employees may be required for each registered carpool and vanpool. The financial incentive will be 20 percent of the building's parking rate, which can be implemented through Free Park days, subsidized transit passes for transit or non-motorized users, reduced monthly parking for carpools/vanpools, or any combination thereof. All non-drive-alone commuters shall have access privileges equivalent to drive-alone commuters, such as daily in-and-out parking privileges, including Free Park days, and weekend access if available. | High (3 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 12 |
| 18 | Voluntary lease agreements for unsubsidized parking | Identification in lease agreements that tenants will not subsidize employee parking costs. The direct cost of parking to the employee must not be less than the line item parking cost of each parking space, as stated in the lease agreement. Lease agreements must encompass at least 25% of onsite employees. | n/a (0 pts) | Low (1 pt) | High (3 pts) | High (3 pts) | 9 |
| 19 | Guaranteed Ride Home Program | Provide a taxi-scrip system of free rides home for on-site registered non-drive-alone employees who have an unexpected employer requirement to work late or because of a need to leave early due to illness or home emergency. | n/a (0 pts) | Med (2 pts) | Med (2 pts) | Med (2 pts) | 6 |

Point Options
(Options must be implemented by TCO unless otherwise stated, and for at least 2 consecutive years)

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|-----------|--|------------------------------|-----------------------------|-------------------------------------|---------------------------------|--------|
| 20 | Parking not exceeding minimum req'd by Land Use Code | n/a (0 pts) | High (3 pts) | n/a (0 pts) | High (3 pts) | 6 |
| 21 | TDM program to reduce weekday pk trips by 20% compared to forecasted trips | n/a (0 pts) | High (3 pts) | High (3 pts) | High (3 pts) | 9 |
| 22 | Variable priced parking | Low (1 pt) | High (3 pts) | Med (2 pts) | Low (1 pt) | 7 |
| 23 | Tenant Roster | n/a (0 pts) | Low (1 pt) | n/a (0 pts) | Low (1 pt) | 2 |

Scoring Criteria: Low=1 point, Med=2 points, High=3 points

Point Options (Options must be implemented by TCO unless otherwise stated, and for at least 2 consecutive years)

¹ Capital costs of property owners

² Operational and Maintenance costs of property owners

³ Score based on provision and support of a non-drive-alone mode

⁴ Score based on expected building-wide changes in drive-alone behavior

⁵ Membership in an approved TMA is valued at up to 18 points as follows: 9 points based on the TMP Menu of Options criteria (No start-up burden for property owners - 0 points; High ongoing burden for property owners to contract for service - 3 points; High support of transportation choices - 3 points; High influence toward shifting to non-drive alone modes - 3 points); AND 9 additional points credited for TMA services which reduce ongoing burden to TMP for property owners, including: Designating a Transportation Coordinator - 2 points; Conducting Biennial Report - 1 point; Providing Ridematching Services - 1 point; Administering Biennial Survey - 1 point; Attaining Performance Goal - 2 points; and Providing Incentives - 2 points.

Membership in an approved TMA that maintains an average TMP client drive alone rate equal to or less than the current area-wide average drive alone rate shall be worth 18 points. The area-wide average drive alone rate will be determined by the City's most recent Mode Share Survey or, if there is no survey data for the specific building location, will be determined by the director. Membership in an approved TMA that does not maintain an average TMP client drive alone rate equal to or less than the current area-wide average drive alone rate shall be valued at 9 points. Membership in an approved new TMA will be valued at 18 points for a 2-year trial period in order to establish an average client drive alone rate.