



MEMORANDUM

DATE: November 13, 2008

TO: Transportation Commission

FROM: Drew Redman, Associate Transportation Planner

SUBJECT: Transportation Management Program (TMP) Update Recommendation

In the fall of 2007, the Transportation Department initiated a review of TMPs due to the high level of development activity in the City and a desire to better understand the effectiveness of the current TMP requirements, adopted in 1995. During this review, a report was developed (full report accessible at www.bellevuewa.gov/transportation-management-program.htm). Several revisions of the TMP code were proposed as potential alternatives at Transportation Commission meetings on March 13 and September 25. On November 13th, staff will review potential alternatives, summarize public/stakeholder input, and describe the staff recommendation. **Staff requests that the Commission make a specific TMP code update recommendation to City Council at this meeting.**

Background

What is a Transportation Management Program?

Transportation Management Programs are included in the transportation development code (Attachment 1), and they require some property owners of newly constructed large buildings to implement automobile trip reduction programs. Specific requirements vary for each development and may include:

- Posting and distributing transit and ridesharing information
- Designating a transportation coordinator
- Providing preferential parking for carpools and vanpools
- Providing a \$15/month financial incentives for each carpool, vanpool, and transit commuter in the building
- Providing a Guaranteed Ride Home program for carpool, vanpool, and transit commuters

Downtown office developments have enhanced requirements such as providing commuter information for tenants having 50 or more employees, instituting lease agreements incorporating employee surveys and line item parking costs, providing a ridematching service, and demonstrating a 35 percent reduction in drive-alone commuting over a 10 year period.

How do TMPs fit into Transportation Demand Management (TDM) goals?

The comprehensive plan goal for downtown drive-alone rates is 60 percent. Under the state Growth and Transportation Efficiency Center program, Bellevue's Commute Downtown plan sets a goal of 5000 reduced automobile trips from by 2011. Since transit is only expected to accommodate 2400 trips, TMP carpool and vanpool requirements will be a major element in accommodating the remaining trips. TMPs also play a role in providing trip reduction programs for about 11,000 (31%) downtown employees who would not otherwise have such a program.

History

Thirty-five developments (mostly office) have been affected by TMPs since 1980. TMPs were codified in 1987, and updated in 1995. Recent and pending agreements, developments in

review, and expected developments add 28 new TMPs for a potential total of 63 TMPs (68 percent downtown). A complete list of these developments is provided in Attachment 2.

Performance

Out of the 13 buildings that have a designated performance measure, 4 of the buildings are meeting it, another 4 buildings have only baseline data, 1 building measured an increase in drive alone rates, and the last 4 buildings decreased drive-alone rates, but have not met their performance goals.

Since most TMPs do not have designated performance measures, performance measurements for each site were based on compliance rates for comparison purposes. Sixty percent of existing TMPs are known to be active in fulfilling some or all of their requirements (most in downtown). Average downtown compliance was 65 percent. Clients of the downtown Transportation Management Association (TMA), TransManage, show a significant difference with an average 75 percent compliance compared to 56 percent for non-clients. TMP buildings with Commute Trip Reduction-affected companies in downtown have an average compliance of 70 percent.

Development Trends and Impacts

Although the efficacy of TMPs may vary, approximately half of all forecasted new development is “captured” by TMP agreements, particularly in the high-growth areas of downtown, Factoria, and Bel-Red. The transportation impacts (trips and Vehicle Miles Traveled) from forecasted development are also centered in these growth areas (Attachment 3). Office land uses comprise the majority of these impacts, followed by multi-family residential development (Attachment 4). Citywide, it is expected that TMP agreements will address 72 percent of all new vehicle trips, and 77 percent of all new Vehicle Miles Traveled (VMT).

Challenges

Despite the potential of the TMP code to affect a majority of transportation impacts to some extent, and to bolster the City’s TDM goals, there are several challenges with past practices and existing code language, including:

- Monitoring and enforcement has historically been a low priority
- Compared to enhanced requirements for downtown developments, existing city-wide TMP requirements may have negligible effects addressing the expected transportation impacts in Bel-Red and Factoria/Eastgate
- A significant number of properties have been unable to meet performance goals, suggesting a reevaluation

Best Practices

These challenges led to a study of how other municipalities are incorporating TDM into development practices. Study areas included Seattle, Redmond, Kirkland, and 9 other municipalities. Practices include requiring membership in a Transportation Management Association, which reduces the need for direct oversight, and citywide requirements that account for changing growth patterns. Attachment 5 details the costs and benefits of each best practice.

Alternatives

Four potential TMP alternatives were developed with input from TDM partners TransManage and King County Metro, the Transportation Commission, multiple staff members in the Transportation, Planning and Community Development, and Development Services Departments. A comparison of alternatives is found in Attachment 6.

Alternative 1: No Action – This alternative proposes no code changes since the existing code addresses a majority of transportation impacts of current proposed development projects, and

provides a trip reduction program to the estimated 15,000 new employees in these new developments.

Alternative 2: Code Update - This alternative includes minimum revisions based on lessons learned from over 20 years of TMP administration and recognition of evolving conditions in Bellevue. Revisions include:

- Consistent Citywide requirements (eliminating enhanced downtown-only requirements)
 - Financial incentive for each non-drive-alone commuter equivalent to 20 percent of building's monthly parking rate
 - Performance goal of 20 percent drive-alone reduction, with specific 2-year targets
- Attachment 7 lists proposed code modifications.

Alternative 3: Code Update + Best Practices - This alternative would incorporate all of the proposed code modifications in Alternative 2, and many best practices (Attachment 8), including incentivizing TMA membership, shower and locker requirements for bicyclists and pedestrians, and adjusting requirements based on performance.

Alternative 4: Code Update + Menu of Options – This alternative includes proposed code modifications in Alternative 2 and a point-based system incorporating best practices, where each property owner is required (based on property size and land use) to reach a designated amount of points (Attachment 9, Table 1), which are earned by choosing to implement a menu of TMP elements (Attachment 9, Table 2). TMP elements are given an assigned value that, when implemented, are summed together to meet the required number of points (an example is provided in Attachment 9, Table 3). The most points are given to TMA membership and incentives for non-drive-alone commuters. This system would allow property owners/developers flexibility to choose programmatic options that are most applicable to their specific development.

Public/Stakeholder Involvement

These alternatives were presented to members of the public in two workshops on Tuesday, Oct. 28. A list of attendees and key comments from the workshop are below.

Attendees

Jim Hill (KDC)	Linda Abe (Su	Sunny Knott (KC Metro)
Clark Rice (KDC)	Development)	Debbie Jaksich (KC Metro)
Alison Crosier (KDC)	Cathy Munson (Schnitzer	Fidel Alvarez (Seattle
Bill Eager (TDA Inc.)	West)	DOT)
Brian Stoelker (Wright	Sarah Vega	Thang Nguyen
Runstad)	(TransManage)	(City of Kirkland)
Steve Nolen (TSI)	Greg King (KC Metro)	
David Markley (TSI)	Pamela Cook (KC Metro)	

General Comments

- The relationship between impact fees and trip reductions in TMPs needs to be more explicit.
 - Can credit be given for TMP participation?
- There is a disconnect between the trips reduced in TMPs and the Transportation Impact Fee –a higher impact fee could be reassessed at a later date if the performance goal is not met
- There is no connection with the supply of parking – perhaps a TMP credit could be applied to reduce the required parking ratios
- How does the supply of parking fit in?
- The key question is how well each strategy or requirement works, which differs for each building and business

- Enforcement is key to any TMP code requirements
 - Any oversight or coordination efforts makes for more effective TMPs
 - Be prepared to enforce compliance for buildings in foreign ownership. Seattle has had a difficult time contacting foreign owners. Property managers may be an avenue of support.

Alternative Specific Comments

Alternative 1: No Action

- Some current requirements are difficult to implement
- Financial penalty for not meeting performance goal may cause owners to resist agreement

Alternative 2: Code Update (A preferred alternative of one attendee because it adopts reasonable changes, but is a conservative approach)

- Requiring Free parking is counterintuitive to reducing the drive-alone mode share
- Consider a sunset provision for the programmatic requirements and/or the performance goal
- Mode share goals need to be more aggressive, not less.
- Reducing the performance goal doesn't get to the root of the problem, it only makes achievement easier

Alternative 3: Code Update + Best Practices

- Alternative 3 is too top-heavy
- Showers should not be required

Alternative 4: Code Update + Menu of Options (This was a preferred alternative of several attendees because it is less heavy-handed, and involves a series of steps before a financial penalty is assessed for not meeting performance goals)

- The menu of options offers flexibility to incorporate new, innovative programmatic elements
- Guaranteed Ride Home shouldn't be given points, it should be required.

Staff Recommendation

Staff recommend Alternative 4. Our rationale for this preference is that Alternative 4 addresses or provides for:

- lessons learned from over 20 years of administration
- a number of best practices, making TMP implementation more consistent regionally and nationally
- flexibility for property owners/developers to tailor their programs to the site and development conditions
- flexibility for the City and the property owner to enforce and ensure performance citywide
- flexibility to periodically update a menu of options based on effectiveness and innovation

Next Steps

Staff seek action regarding a preferred alternative. Depending on the Transportation Commission recommendation, a draft ordinance will be presented to the City Council for consideration in January.

Regardless of the recommendation or outcome, outreach efforts are intended to renew TMP agreements where implementation has lagged. If new TMP standards are recommended and adopted, staff will indicate to existing TMP-affected properties an opportunity to petition the Director for transition to any new standards.

If you have questions or need additional information prior to the meeting, please contact Drew Redman at 425-452-2851 (dredman@bellevuewa.gov)

Attachments

1. TMP Code
2. TMP List
3. Transportation Impacts from Development by MMA
4. Transportation Impacts from Development by Land Use
5. Best Practices
6. Comparison of Alternatives
7. Alternative 2: Code Update
8. Alternative 3: Code Update + Best Practices
9. Alternative 4: Code Update + Menu of Options

Attachment 1 –TMP Code

Bellevue City Code 14.60.070 Transportation management program.

- A.** The owner of property upon which new structural development is proposed shall, prior to any initial occupancy of any building, establish a transportation management program (TMP) to the extent required by BCC [14.60.070](#)(E) and in accordance with the provisions thereof.
- B.** Existing structures are not subject to the requirements of this section except where a substantial remodel is proposed.
- C.** The director shall specify the TMP submittal requirements, including type, detail, format, methodology, and number of copies, for an application subject to this section to be deemed complete and accepted for filing. The director may waive specific submittal requirements determined to be unnecessary for review of an application.
- D.** For the purposes of this section, the term “employees” includes all on-site workers in buildings subject to the requirements of this section.
- E.** The owner of any property for which a TMP is required shall include those components identified as requirements on the following Transportation Management Program Requirements Chart. The chart identifies the total gross square footage (for one or more structures) at which specific requirements become applicable. The requirements identified on the chart are described in BCC [14.60.070](#)(F).

TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS

Programmatic Requirement (1)	Office & High Technology Light Industry (2)	Mftng/Assembly (other than High Tech)	Professional Services Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Residential: Multiple Family Dwellings	Mixed Uses (3)
No requirements	Less than 30,000 gsf	Less than 50,000 gsf	Less than 30,000 gsf	Less than 80,000 gsf	Less than 60,000 gsf	Less than 100 units	(4)
Post information (See subsection (F)(1)(a) and (b))	30,000 gsf and over	50,000 gsf and over	30,000 gsf and over	80,000 gsf and over	60,000 gsf and over	100 units and over	(4)
Distribute information (See subsection (F)(2))	30,000 gsf and over	50,000 gsf and over	30,000 gsf and over	80,000 gsf and over	N/A	N/A	(4)
Provide transportation coordinator (See subsection (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	(4)
Provide preferential parking (See subsection (F)(4)(a), (b) and (c))	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	150,000 gsf and over	N/A	(4)
Provide financial incentive (See subsection (F)(5))	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	N/A	N/A	(4)
Provide guaranteed ride home (See subsection (F)(6))	50,000 gsf and over	150,000 gsf and over	50,000 gsf and over	80,000 gsf and over	N/A	N/A	(4)

Footnotes to Transportation Program Requirements Chart:

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

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

1. Post Information.

a. Post ridesharing and transit information from Metro or other approved sources in a visible central location in the building, such as the lobby or other public area near the major entrance to the building on a continual basis. This requirement applies to each building in a building complex.

b. All posting materials required by the Transportation Management Program Requirements Chart must be provided by a source approved by the director.

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

3. Provide a Transportation Coordinator.

a. The coordinator shall publicize the availability of ridesharing options, provide reports to the city (see BCC [14.60.070\(l\)](#)), act as liaison to the city, and provide ridesharing matching assistance in conjunction with Metro or a private system sponsored by the property owner as approved by the city.

b. The property owner must provide the transportation coordinator's name to the city. The coordinator must be available for meetings and training sessions conducted by the city or other agency approved by the city.

4. Provide Preferential Parking.

a. Provide specially marked parking spaces in a preferential location between 6:00 a.m. and 9:00 a.m. for each registered carpool and vanpool in which tenants and their employees participate. A preferential location includes proximity to the building and covered parking when possible.

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

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

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

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

- G. Determination of Requirements for Mixed Uses.** The director shall determine the transportation management program requirements for mixed uses. These requirements shall be limited to the requirements described in subsections E and F. The director shall apply the requirements for the same or most similar uses as described in subsections E and F.
- H. Substitution of Alternate Program.** With the approval of the director, an alternate transportation management program may be substituted by the property owner for those components identified as requirements in subsection F if, in the judgment of the director, the alternate program is at least equal in potential benefits to the requirements in subsection F.
- I. Reporting Requirements.** Beginning one year after the issuance of a final certificate of occupancy, and every two years thereafter for development subject to this section, the property owner shall submit a report to the director, who shall then determine compliance with this section. The report shall describe each of the required transportation management program components that were in effect for all previous years, the total number of on-site employees, the expenditures for financial incentives and guaranteed ride home, the number of bus passes sold, and the number of registered carpools and vanpools. A report form will be provided to the property owner by the city.
- J. Recording.** Prior to the issuance of a building permit or of any approvals made pursuant to Chapter [20.30](#) BCC, the owner of property subject to this section shall record an agreement between the city and the property owner with King County division of records and elections and with the Bellevue city clerk that requires compliance with this section by the present and future owners of the property. ([Ord. 4822](#) § 1, 1995.)

Bellevue City Code 14.60.080 Transportation management program – Downtown.

- A.** The director may require a transportation management program (TMP) for any project proposed within the downtown in order to reduce congestion, reduce peak hour trips, or implement the policies of the comprehensive plan.
- B. Programmatic Requirements.**
 - 1.** The owner of a building with 50,000 gross square feet or more of office shall, in addition to the programmatic elements identified in the Transportation Management Requirement Chart in BCC [14.60.070](#)(F), perform or cause to be performed the following elements:
 - a.** Commuting options information boards for each tenant with 50 or more employees.
 - b.** Leases in which the tenants are required to participate in periodic employee surveys.
 - c.** Identification of parking cost as a separate line item in such leases and a minimum rate for monthly long-term parking, not less than the cost of a current Metro two-zone pass.
 - d.** A personalized ridematching service for building employees to encourage carpool and vanpool formation. The ridematching service must enhance the computerized ridematching service available from Metro (or a comparable service), with personalized follow-up with individual employees.
 - 2. Duration.** The programmatic requirements shall continue for the life of the building.
- C. Performance Goals.**

1. The owner of a building with 50,000 gross square feet or more of office shall, as part of the TMP for the building, comply with the following performance goals:
 - a. For every other year beginning with the building's first certificate of occupancy (CO) anniversary and for 10 years thereafter, the performance goals shall become more restrictive, so that by the tenth year the maximum SOV rate will be reduced by 35 percent from the CO year baseline.
 - b. The city may adjust the above rates every other year based on review of current conditions in the downtown, the characteristics of the building, and other local or state regulations.
 - c. These performance goals apply to present and future property owners for the life of the building.

D. Survey and Analysis Requirements.

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

3. Analysis of Performance Goals.

a. Single Occupancy Vehicle Use Formula:

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

NS = number of employees who commute to work by SOV

NT = total number of employees.

E. Reporting Requirements.

1. **Content of Evaluation Report.** The property owner shall submit a report to the city which includes the following elements:
 - a. The property owner's compliance with the performance goals listed in BCC [14.60.080\(C\)](#), including the number of HOV spaces, their location, how HOV spaces are monitored, loading and van parking locations, transportation coordinator activities, the number and location of commuter information centers and employer commuter options boards, an example of lease language, past and current parking costs and ridematch activities.
 - b. The results of the employee survey, including the survey procedures and the percent SOV use by employees.
 - c. Any nonrequired activities undertaken by the property owner to encourage HOV and transit use or any unusual circumstances which have affected SOV use.

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

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

F. Failure to Meet Performance Goals.

1. Remedies. If the city determines that the property owner has failed to meet the performance goals of BCC [14.60.080\(C\)](#), 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 BCC [14.60.080\(D\)\(1\)](#).

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 BCC [14.60.080\(E\)\(1\)](#), 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 BCC [14.60.080](#) if he/she fails to:

1. Comply with the programmatic requirements of BCC [14.60.080](#)(B)(1); or
2. Comply with the reporting requirements of BCC [14.60.080](#)(E); or
3. Submit the required action plans required in BCC [14.60.080](#)(F)(2); or
4. Implement the required action plans required in BCC [14.60.080](#)(F)(2); or
5. Conduct the required employee survey of BCC [14.60.080](#)(F)(3). ([Ord. 4822](#) § 1, 1995.)

Attachment 2 – TMP List

TMP #	Building Name	Address	Status
2	One Bellevue Center	411 108th Ave NE	Existing
3	US Bank Plaza/Plaza Center	10900 & 10800 NE 8th St	Existing
4	Skyline Tower/First Mutual Bank	10900 NE 4th St and 400 108th Ave NE	Existing
5	Symetra Financial Center	777 108th Ave NE	Existing
6	Bellevue Place	10500 NE 8th	Existing
7	City Center Bellevue	500 108th Ave. NE	Existing
8	110 Atrium Place	110 110th Ave NE	Existing
9	Plaza East	1110 NE 8th	Existing
10	Bellevue Pacific Center	188 106th Ave. NE	Existing
11	Pacific First Plaza	155 108th Ave NE	Existing
12	Key Center	601 108th Ave. NE	Existing
13	112 @ 12th	1100, 1110, & 1120 12th Ave NE	Existing
14	Civica	202 & 225 108th Ave NE	Existing
15	The Summit	320 108th Ave NE	Existing
16	Lincoln Square	610 Bellevue Way NE	Pending
17	Newport Towers	12920 SE 38th St and 3655 131st Ave SE	Existing
18	Boeing I-90 Eastgate	3005 160th Ave SE	Existing
19	Sunset Corporate Campus	13810 and 13920 SE Eastgate Way	Existing
21	Sunset Ridge Office Bldg 3,4, & 5	3180, 3150 & 3060 139th Ave SE	Existing
22	Sunset Ridge Condos	2900 142nd PI SE	Existing
23	Unigard Insurance Park	15805 NE 24th Street	Existing
24	Overlake Hospital	1035 116th Ave NE	Existing
25	Avalon Meydenbauer	221 105th Ave NE	Recent
26	Advanta	3005 160th Ave SE	Recent
27	Belletini	1115 108th Ave NE	Recent
28	Tower 333	333 104th Ave NE	Recent
29	Group Health Medical Center	925 116th Ave NE	Recent
30	Washington Square	10620 NE 8th Street	Recent
31	Ashwood Commons Phase II	909 110th Ave NE	Pending
32	City Center East	10903 NE 6th Street	Pending
33	1020 Tower	1020 108TH Avenue NE	Recent
34	Vue Hanover	1019 108th Avenue NE	Pending
35	Bravern	11155 NE 8th Street	Pending
36	Bellevue Towers	10608 NE 4th	Pending
37	Ridgewood Plaza	11900 NE 1st Street	Existing
38	989 Elements	989 112th Ave NE	Existing
39	Metro 112	317 112th Ave NE	Pending
40	Belcarra	1032 106th Ave NE	Pending
41	Dally Building	11624 SE 5th St	Existing
42	Forum Condos	10129 Main St	Existing
43	Kelsey Lane Condos	12559 NE 8th St	Existing
44	1101 NE 12th St	1101 NE 12th St	Existing
45	Lowe's	11959 Northup Way	Existing
46	Burkheimer Office Building	2675 120th Ave NE	Existing
47	415 118th SE	415 118th Ave SE	Existing
48	2851 & 2863 124th Ave SE	2851 & 2863 124th Ave SE	Existing
49	324 102nd Ave SE	324 102nd Ave SE	Existing
50a	Excalibur Apartments	123 112th Ave NE	Existing
50b	Tally Building	200 112th Ave NE	Existing
51	355 118th Ave SE	355 118th Ave SE	Existing
52	Bellevue @ Main	15 Bellevue Way SE	In Review
53	Lake Hills Shopping Center	549 156th Ave SE	Pending
54	8th St Office Highrise	10833 NE 8th St	In Review
55	Bellevue Plaza	139 106th Ave NE	In Review
56	The Summit Bldg C	320 108th Ave NE	Pending
57	Legacy Apartments	200 106th Ave NE	In Review
58	Pacific Regent	919 109th Ave NE	In Review
59	Vida Condos	11011 NE 9th St	In Review
60	Avalon @ NE 10th St	939 Bellevue Way NE	In Review
61	Hanover Bellevue Cadillac	1001 106th Ave NE	Expected
62	Lincoln Square II	410 & 523 Bellevue Way NE	Expected
63	Surrey Building	10777 Main St	Expected
64	Puget Sound Energy	13230 SE 32nd St	Recent

Attachment 3 - Transportation Impacts from Development by MMA

A review of transportation impacts of forecasted developments revealed that new P.M. peak vehicle trips (Figure 1) and Vehicle Miles Traveled, or “VMT” (Figure 2) were heaviest in Downtown, Eastgate, Bel-Red, and Factoria. Figures 1 also shows that TMPs capture 87 percent of Downtown trips, 56 percent of Eastgate trips, 61 percent of Bel-Red trips, and 94 percent of Factoria trips. Figure 2 shows that TMPs capture 88 percent of Downtown VMT, 72 percent of Eastgate VMT, 61 percent of Bel-Red VMT, and 94 percent of Factoria VMT.

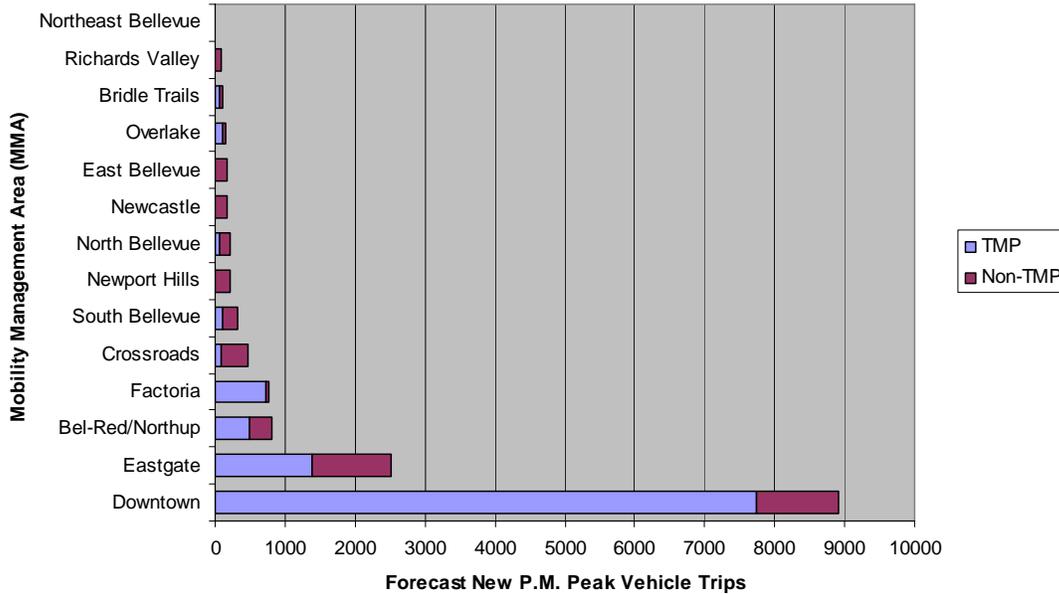


Figure 1 - Forecast New Vehicle Trips by MMA
source: 2000-2007 Concurrency Reports

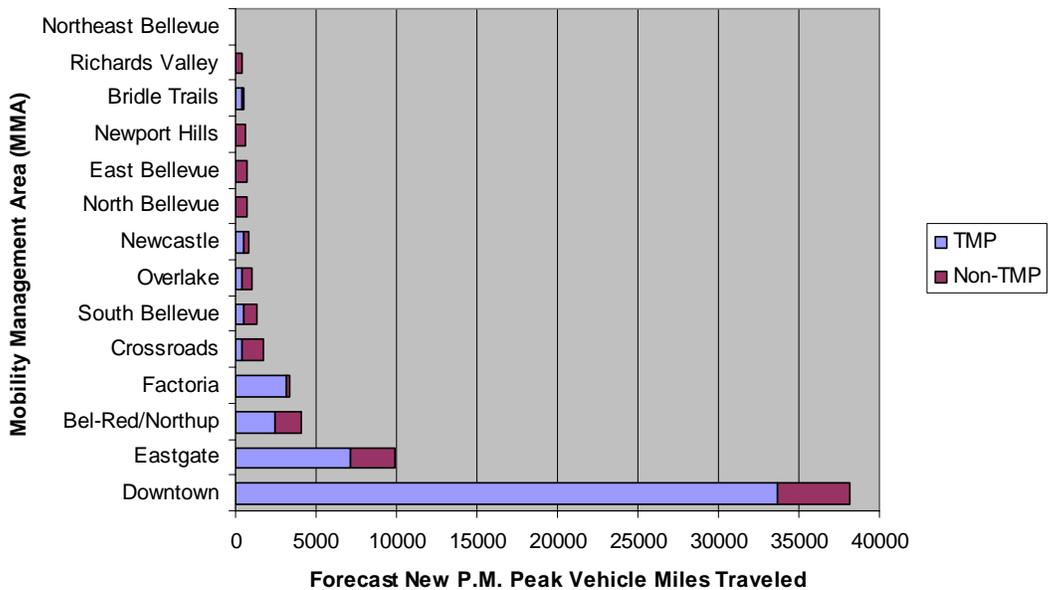


Figure 1 - Forecast New VMT by MMA
source: 2000-2007 Concurrency Reports

Attachment 4 - Transportation Impacts from Development by Land Use

A review of forecasted developments by land use shows that office and multi-family projects add a majority of P.M. peak vehicle trips (Figure 1) and VMT (Figure 2) to the transportation system. Figures 1 and 2 also show that under existing code requirements, TMPs capture 87 percent of the forecasted office trips and VMT, and 86 percent of multi-family trips and VMT.

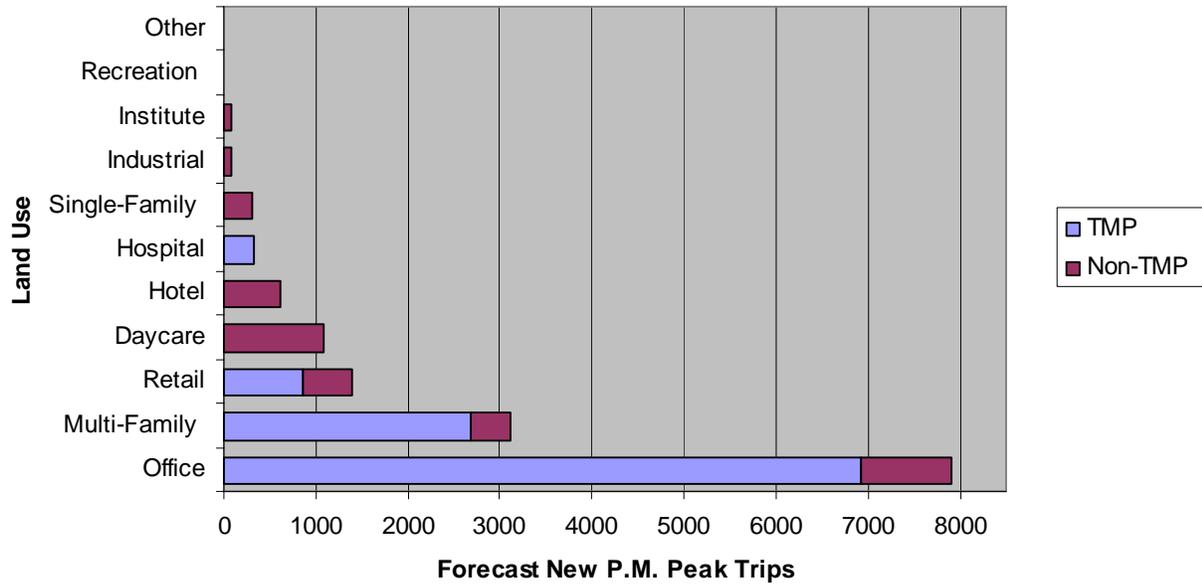


Figure 2 - Forecast New Vehicle Trips by Land Use
source: 2000-2007 Development Reports

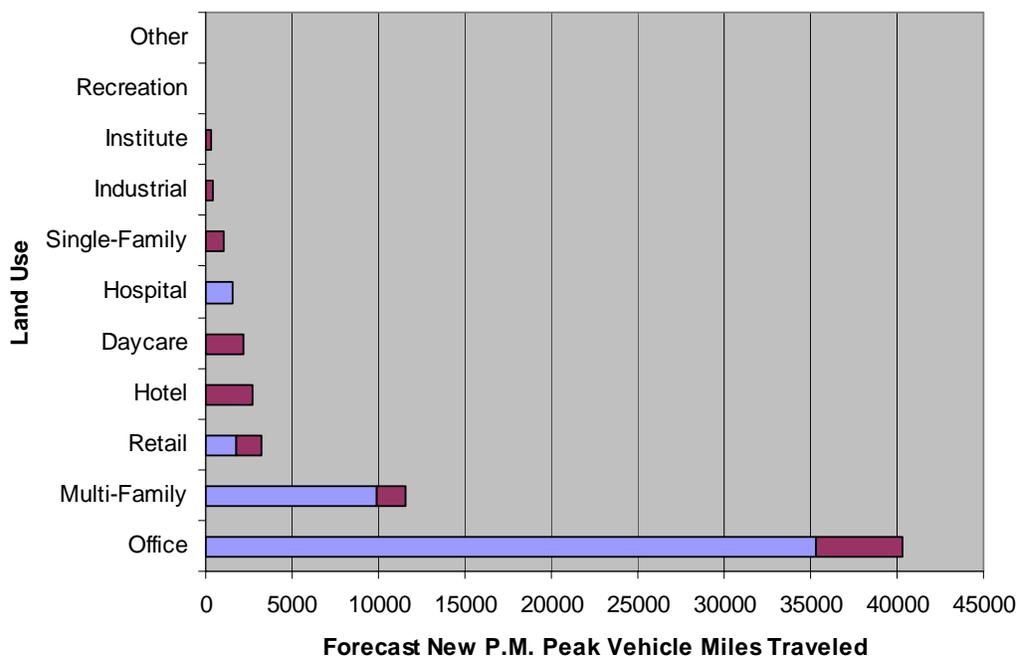


Figure 3 - Forecast New VMT by Land Use
source: 2000-2007 Concurrency Reports

Attachment 5 – Best Practices

	Best Practice	Cost		Benefit		Precedent
		City	Property Owner	City	Property Owner	
A	Requirements determined by trip #	Compliance monitoring at larger # of affected properties	Formerly exempt land uses now non-exempt	Straightforward; accounts for "all" land uses; Corresponds with concurrency threshold	Less confusing	Seattle; Redmond
B	Implementation plan earlier in development process			TDM considerations incorporated with design		Minneapolis; Arlington Co.
C	TMA membership where applicable	TMA support/ coordination	TMA dues	Better TMP performance; Stronger leverage with private sector; Less need for City staff oversight; Short-term owners more likely to be tracked	TMP administration; Stronger leverage with City	Redmond; Seattle; Kirkland; Minneapolis; Davis
D	Bike racks; Showers; Lockers		Cost of construction and operations and maintenance	Increased multi-modal options	Sustainable marketing; Better options for tenants	All study areas
E	On site pass sales		Coordination and staffing	Increased multi-modal options	Sustainable marketing; Better options for tenants	Seattle; San Francisco; Minneapolis
F	Posted notice of all activities practiced onsite w/ contact info			Increased awareness of multi-modal options		Redmond; Beverly Hills
G	2 year incremental performance goals			More specific evaluation measure	More specific evaluation measure	Seattle; Redmond; Davis
H	Trip generation analysis used as baseline	Assumed v. actual baseline		Contingency for no actual baseline; No survey cost for baseline	No survey cost for baseline	Redmond; Minneapolis; Cambridge
I	Credits toward goal for TMA membership; etc.	Assumed v. actual performance increase	TMA dues	Higher likelihood of meeting performance goals	Higher likelihood of meeting performance goals	Sacramento; Davis; Cambridge
J	Requirements diminish or increase as goals are met or unmet	Increased frequency of performance evaluation	Increased frequency of performance evaluation; Increased requirements	Performance is maintained	Decreased requirements	Redmond; Davis; Minneapolis

	Best Practice	Cost		Benefit		Precedent
		City	Property Owner	City	Property Owner	
K	Legal County Recording and confirmation of both agreement and implementation plan		Recording fees (for agreement, initial implementation plan, and for any revised plan)	Increased understanding of specific requirements	Increased understanding of specific requirements	Seattle; Sacramento; Minneapolis
L	Notification of change in ownership w/ TMP reapproval	Increased frequency of TMP review	Notification and Reapproval process	New owners remain aware of ongoing requirement; Contacts updated regularly	New owner understands specific requirements and may apply for changes	Seattle; Cambridge
M	Parking Capacity Reduction	Monitoring and enforcement	Ongoing implementation, Latent parking revenue	Increased multi-modal options	Design/ Construction savings	Seattle, Kirkland, San Francisco, Surrey, B.C.
N	Shared use of facilities (carpool/vanpool parking, showers, etc.)	Demand may exceed supply of facilities	Facilities/ Services provided for non-tenants; Compensation for building tenants/ employees using off-site facilities/services	Infrastructure used more efficiently	Facilities/ Services not required if available nearby	

Attachment 6 – Comparison of Alternatives

Table 1 summarizes alternative scenarios and their associated costs and benefits to the City and to property owners, followed by Table 2 indicating which TMP elements are included in each alternative.

		Alternative 1: No Action	Alternative 2: Code Update	Alternative 3: Code Update + Best Practices	Alternative 4: Code Update + Menu of Options
Costs	<i>City</i>	Increased oversight	Increased oversight	Increased oversight	Increased oversight
	<i>Property Owner</i>	TMP Implementation; Recording fees	TMP Implementation; Recording fees; Increased requirements (particularly for non-downtown properties)	TMP Implementation; Recording fees; Potential increased requirements	TMP Implementation; Recording fees; Potential increased requirements
Benefits	<i>City</i>	Administration and enforcement of existing code	Update reflects lessons learned for each requirement	Update reflects lessons learned for each requirement; Consistent with local and national practices	Update reflects lessons learned for each requirement; Flexible system allows for strategies most suited to a particular building
	<i>Property Owner</i>		Update adopts more realistic drive alone goals; Citywide requirements are more equitable	Sustainable marketing; Higher likelihood of fulfilling performance goal; Potential decreased requirements	Choice of programmatic options; Potential decreased requirements

Table 1 - TMP Alternatives

Element		Alternative 1: No Action	Alternative 2: Code Update	Alternative 3: Code Update + Best Practices	Alternative 4: Code Update + Menu of Options
Current TMP code	Post information	x	x	x	x
	Distribute information	x	x	x	x
	Designate Transportation Coordinator	x	x	x	x
	Preferential parking	x	x	x	O
	Financial Incentive	x	x	x	O
	Guaranteed Ride Home Program	x	x	x	O
	Leases stating line item parking cost	x	x	x	x
	Ridematching Service	x	x	x	x
	Performance Goal	x	x	x	x
	Survey	x	x	x	x
	Report	x	x	x	x
	Best Practices	Implementation plan earlier		x	x
TMA membership				O	O
Bike Commuter Parking			x	x	x
Building or Campus-based Bikeshare or Bike Maintenance Program				x	O
Showers				x	O
Lockers				x	O
Posted on site activities with contact info			x	x	x
2 year performance goals			x	x	x
Credit towards goal				O	
Adjust requirements according to performance				x	x
Record Implementation plan			x	x	x
Notice of ownership change			x	x	x
Shared use of facilities			O	O	O
Provide shuttle service					O
Locate Carshare vehicle on-site					O
Additional Elements	Provide Carshare membership				O
	Voluntary Lease Agreements for Unsubsidized parking				O

x - Required, O - Optional

Table 2 - TMP Alternatives Comparison

Attachment 7 – Alternative 2: Code Update

Current TMP Code	Proposed Modification (struck through and underlined)	Comments
BCC 14.60.070.B	<u>Existing TMP-affected properties may petition the Director to transition to current code requirements.</u> Existing structures <u>that are not TMP-affected</u> are not subject to the requirements of this section except where a substantial remodel <u>as defined in the Land Use Code</u> is proposed.	Existing TMP-affected buildings have a wide variety of requirements. Allowing a transition to new requirements would make TMP implementation more consistent and equitable.
Transportation Coordinator (BCC 14.60.070.F.3.b)	The property owner must provide the transportation coordinator's name to the city. The coordinator must be available for <u>quarterly</u> meetings and training sessions conducted by the city or other agency approved by the city. <u>The property owner must allow the coordinator to access building tenants quarterly. TransManage or another organization approved by the City may act as Transportation Coordinator.</u>	Contracts with TransManage should be encouraged due to higher rates of compliance at contracted sites
Preferential parking (BCC 14.60.070.F.4)	<p>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. <u>At least 1 parking space, or 5 percent of parking spaces, whichever is greater, shall be designated preferential spaces. Additional spaces will be designated if demand exceeds supply.</u> A preferential location <u>includes is characterized by</u> proximity to <u>the a main building entrance, exclusive of designated disabled spaces,</u> and covered parking when possible. <u>For structured parking, a preferential location includes proximity to a building or elevator entrance and the primary vehicle entrance to the parking facility.</u> b. Preferential parking must be enforced and monitored through on-site inspection at least three mornings a week.</p> <p>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.</p>	Current requirement is not explicit about required amount of preferential parking or attributes of preferential locations in structured parking. Monitoring can be difficult for garage operators during peak hours, and the registration system ensures self-monitoring since every registered carpool and vanpool should have a preferred parking space.
Financial Incentive for non-drive-alone commuters (BCC 14.60.070.F.5)	Provide a minimum of \$15.00 <u>per monthly</u> financial incentive <u>equivalent to 20 percent of the on-site monthly cost of parking</u> for employees on-site who commute by carpool, vanpool, or transit, <u>walking, bicycling, or any other non-drive-alone mode, including teleworking or multiple modes.</u> 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. <u>To be eligible for an incentive as a carpool or vanpool participant, a minimum of 3 participants may be required for each registered carpool and vanpool. Examples for implementing the financial incentive include a number of free parking days per month for transit users, and a reduction in monthly parking fees for each eligible carpool or vanpool participant. All non-drive-alone commuters shall have garage access privileges equivalent to drive-alone commuters, such as daily in-and-out parking privileges, including Free Park days, and weekend access if available.</u>	Direct transit subsidies are difficult for property management to administer; Free Park incentives substitute for a direct subsidy and are administratively feasible for property management; non-drive-alone commuting includes carpool, vanpool, transit, walking, bicycling and any combination thereof; \$15 fixed requirement established in 1995 does not consider cost of living increases and does not reflect the costs of non-drive-alone commuting; Free Park days address commuter concern for retaining ability to drive alone occasionally for work purposes or to run errands
Guaranteed Ride Home (GRH) Program (BCC 14.60.070.F.6)	Provide Guaranteed Ride Home. Provide a taxi-scrip system of <u>low-cost free</u> rides home for on-site <u>registered non-drive-alone</u> employees <u>transit riders or registered on-site employee carpools and vanpools who miss a bus or ride because of who have an unexpected</u> employer requirement to work late or because of a need to leave early due to illness or home emergency. <u>Requirement subject to availability of City-sponsored program.</u>	Low implementation rates, a high implementation burden, and anecdotal evidence suggests that a GRH program is difficult to administer; City staff are evaluating the merits of implementing a GRH program for all downtown employees, and if available, affected property owners would be required to participate

Current TMP Code	Proposed Modification (struck through and underlined)	Comments
Line item parking costs in lease agreements (BCC 14.60.080.B.1.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 <u>or the area market rate, whichever is lower.</u>	Separating the cost of parking from the cost of occupying building space makes the costs of parking more explicit. In many areas of the City, requiring parking to cost no less than a monthly transit pass is not consistent with market rates.
Performance Goal (BCC 14.60.080.C)	<p>The owner of a building with 50,000 gross square feet or more of office <u>subject to this requirement</u> shall, as part of the TMP for the building, comply with the following performance goals:</p> <p>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 <u>progressively</u> restrictive <u>by 4 percent every 2 years</u>, so that by the tenth year the maximum SOV rate will be reduced by 35 <u>20</u> percent from the CO year baseline. <u>The 4 percent increments shall be calculated by dividing the total 20 percent target by 5.</u></p> <p>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.</p> <p>c. These performance goals apply to present and future property owners for the life of the building.</p>	20% reduction over 10 years reduces current compliance burden; Citywide focus and 4% reduction every 2 years is consistent with CTR and GTEC plan goals

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Attachment 8 – Alternative 3: Code Update + Best Practices

		Best Practice	City	Benefit	Property Owner	Implementation Burden
A	Bicycle Options	Bicycle Commuter Parking	Increased multi-modal options	Sustainable marketing		Low
		Building or Campus-based Bikeshare Program	Increased multi-modal options	Sustainable marketing		Med
B	Shower/ Locker	Showers	Increased multi-modal options	Sustainable marketing		High
		Lockers	Increased multi-modal options	Sustainable marketing		Med
C	Credits toward goal for TMA membership; etc.	8% credit toward drive-alone goal for membership in a TMA maintaining an average client drive-alone rate equal to or less than the current area-wide average ¹	TMP performance; Stronger leverage with private sector; Staff devoted to higher priorities; Short-term owners more likely to be tracked	Higher likelihood of meeting performance goals; TMP support; Stronger leverage with City		High
		2% credit for doubling the amount of required carpool/vanpool spaces	Encourages ridesharing	Higher likelihood of meeting performance goals		Low
		4% credit for doubling the financial incentive for each designated non-drive-alone commuter	Encourages ridesharing, transit use, and non-motorized commuting	Higher likelihood of meeting performance goals		High
D	Requirements diminish or increase as goals are met or unmet	No reporting required if performance targets are attained, as measured in biennial survey	Performance is maintained	Decreased requirements		Low
		Financial Incentive required to be double (2X) the current rate if goals are unmet	Performance is maintained			High

¹ Or current area-wide target as determined by the Director

Attachment 9 – Alternative 4: Code Update + Menu of Options

Base requirements include posting commuter information, distributing information annually, designating a Transportation Coordinator, and submitting biennial reports. Table 1 shows the required number of additional points for each land use and property size, and Table 2 shows the point distribution for each TMP element.

	Office & High Technology Light Industry	Mftng/ Assembly (other than High Tech)	Professional Services Medical Clinics & Other Health Care Services	Hospitals	Retail/ Mixed Retail/ Shopping Centers	Mixed Uses
TMP Base Requirements	30,000 gsf or over ¹	50,000 gsf or over	30,000 gsf or over	80,000 sf or over	60,000 sf or over	4
TMP 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	4
If performance targets are attained	5 point reduction after biennial survey confirmation ²	N/A	N/A	N/A	N/A	4
If performance targets are not attained	Additional 5 points required with each biennial survey confirmation until improvement occurs or additional efforts demonstrate no improvement ³	N/A	N/A	N/A	N/A	4

¹ Base requirements include: Line item parking costs, Ridematching Service, Employee Survey, Performance Goal

² Point reductions shall not be below required base level points

³ No more than 88 points shall be required for any development

⁴ Requirements apply for the same or most similar land uses, as determined by the Director

Table 1 - Alternative 4: Point Requirements

The point distributions in Table 2 were determined by adding the scores of four different criteria: the financial and administrative burden of property owners, whether the TDM element provided or supported a non-drive-alone transportation option, and the relative amount of drive-alone reduction expected with each practice.

Building TDM Practice		Financial Burden ¹	Administrative Burden ²	Transportation Choices ³	Mode Shift Impacts ⁴	Points
Base Requirements	Post Information	Low	Low	Med	Low	5
	Distribute Information	n/a	Low	Med	Low	4
	Designate Transportation Coordinator	n/a	High	High	High	9
	Biennial Report	n/a	Med	n/a	n/a	2
	Line Item Parking Costs	n/a	Low	High	High	7
	Ridematching Service	n/a	Med	Med	Med	6
	Biennial Survey	n/a	Med	n/a	n/a	2
	Performance Goal	n/a	High	High	High	9
Point Options	Showers	High	High	High	Low	10
	Lockers	Med	Med	Med	Low	7
	Building or Campus-based Bikeshare or Bike Maintenance Program	Med	Med	High	Low	8
	Membership in a TMA maintaining an average client drive-alone rate equal to or less than the current area-wide average ⁵	n/a	High	High	High	18 ⁶
	Designate preferential carpool/vanpool parking for at least 1 space or 5% of spaces, whichever is greater	Low	Med	Med	Med	7
	Locate carshare vehicle onsite, and designate preferential carshare parking for at least 1 space	Med	Low	High	Low	7
	Provide shuttle service to/from transit center or designated park and ride	High	High	High	High	12
	Financial incentive for each designated non-drive-alone commuter	High	High	High	High	12
	Voluntary lease agreements for unsubsidized parking	n/a	Low	High	High	9
	Guaranteed Ride Home Program	n/a	Med	Med	Med	6

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

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 Or current area-wide target as determined by the director

⁶ Score is weighted to account for TMA services that reduce property owners' administrative burdens of: updating posted information, information distribution, designating a transportation coordinator, surveying and reporting, attaining performance goals,

Table 2 - Alternative 4: Point Distribution

The following examples illustrate the points that would likely be earned by an office development both in and outside of downtown. The downtown development has the option of joining the TMA, whereas the Bel-Red development does not.

		Points	Example		Example	
			300,000 sf Downtown Office Building	69 points required	300,000 sf Bel-Red Office Building	69 points required
Base Requirements	Post Information	5	x		x	
	Distribute Information	4	x		x	
	Designate Transportation Coordinator	9	x		x	
	Biennial Report	2	x		x	
	Line Item Parking Costs	7	x		x	
	Ridematching Service	6	x		x	
	Biennial Survey	2	x		x	
	Performance Goal	9	x	44 Points	x	44 Points
	Showers	10			x	
Point Options	Lockers	7			x	
	Building or Campus-based Bikeshare or Bike Maintenance Program	8			x	
	Membership in a TMA maintaining an average client drive-alone rate equal to or less than the current area-wide average ⁵	18 ⁶	x			
	Designate preferential carpool/vanpool parking for at least 1 space or 5% of spaces, whichever is greater	7	x			
	Locate carshare vehicle onsite, and designate preferential carshare parking for at least 1 space	7				
	Provide shuttle service to/from transit center or designated park and ride	12				
	Minimum 2 Free Park days/mo. financial incentive for each designated non-drive-alone commuter	12				
	Voluntary lease agreements for unsubsidized parking	9				
	Guaranteed Ride Home Program	6				
			Total Points	69	Total Points	69

Table 3 – Alternative 4: Example