

City of Bellevue

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# **Transportation Management Program Implementation Guidelines**

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Supporting Bellevue City Code section 14.60.070

Revised July 1, 2024



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**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 a Transportation Management Program Agreement 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 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 to 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.

A more stringent goal may be required at a building seeking approval to supply parking at a level below the minimum specified in city code.

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**

	<b>Programmatic Requirement (1)</b>	<b>Office (2)</b>	<b>Mftng/ Assembly</b>	<b>Professional Services/Medical Clinics &amp; Other Health Care Services (3)</b>	<b>Hospitals</b>	<b>Retail/ Mixed Retail/ Shopping Centers</b>	<b>Residential: Multiple Family Dwellings</b>	<b>Mixed Uses (4)</b>
	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)
	<b>Required Baseline Elements</b>							
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)

**TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS**

	<b>Programmatic Requirement (1)</b>	<b>Office (2)</b>	<b>Mftng/ Assembly</b>	<b>Professional Services/Medical Clinics &amp; Other Health Care Services (3)</b>	<b>Hospitals</b>	<b>Retail/ Mixed Retail/ Shopping Centers</b>	<b>Residential: Multiple Family Dwellings</b>	<b>Mixed Uses (4)</b>
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)
	<b>Additional Elements Required</b> (Choose from list below; Tier 1 = higher-impact; Tier 2 = lower-impact)	<b># of activities required*:</b> <b>Tier 1: 1</b> <b>Tier 2: 2</b> 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.	<b># of activities required*:</b> <b>Tier 1: 1</b> <b>Tier 2: 2</b>	<b># of activities required*:</b> <b>Tier 1: 1</b> <b>Tier 2: 2</b>	<b># of activities required*:</b> <b>Tier 1: 1</b> <b>Tier 2: 2</b>	<b># of activities required*:</b> <b>Tier 1: 0</b> <b>Tier 2: 1</b>	N/A*	(5)*

**TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS**

	<b>Programmatic Requirement (1)</b>	<b>Office (2)</b>	<b>Mftng/ Assembly</b>	<b>Professional Services/Medical Clinics &amp; Other Health Care Services (3)</b>	<b>Hospitals</b>	<b>Retail/ Mixed Retail/ Shopping Centers</b>	<b>Residential: Multiple Family Dwellings</b>	<b>Mixed Uses (4)</b>
	<b>Tier 1 Element Options (higher-impact)</b>							
8	Provide financial incentive							
9	Provide shuttle van/bus service							
10	Provide flexible parking options							
11	Daily Only Parking							
	<b>Tier 2 Element Options (lower-impact)</b>							
12	Provide guaranteed ride home							
13	Provide preferential HOV parking							
14	Conduct annual transportation options event							
15	Provide secure, covered bicycle parking							



**TRANSPORTATION MANAGEMENT PROGRAM REQUIREMENTS**

	<b>Programmatic Requirement (1)</b>	<b>Office (2)</b>	<b>Mftng/ Assembly</b>	<b>Professional Services/Medical Clinics &amp; Other Health Care Services (3)</b>	<b>Hospitals</b>	<b>Retail/ Mixed Retail/ Shopping Centers</b>	<b>Residential: Multiple Family Dwellings</b>	<b>Mixed Uses (4)</b>
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							

“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.
- \* Buildings approved with a parking supply lower than the minimum specified in city code may be required to pursue a greater number of Tier 1 and Tier 2 implementation activities.

**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 from 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.

Residential sites within a 2000' radius of a rail transit station or regional park&ride/transit center must post a map in a visible location showing walking route(s) to the transit station/center(s).

*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.

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

*Implementation Guidance:* Cost of parking must not be bundled with floor space rent. 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 July 2024). For buildings located outside Downtown, the per-stall rate must be not less than 50% of the cost in Downtown. (The Downtown zone is indicated in Attachment 1.) This requirement does not apply to tandem stalls, designated and marked electric vehicle stalls nor to designated and marked carpool stalls, provided the property owner has in place a means to regularly monitor and effectively enforce appropriate use of such stalls.

This requirement does not dictate the terms on which property owners and tenants may choose to offer parking to the end user.

*Applicability:* Required at Office uses.

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

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

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

**7. Submit periodic report detailing compliance with TMP requirements.**

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

*Applicability:* Required at all TMP sites.

**8. Provide financial incentive.**

*Implementation guidance:* Provide a financial incentive to employees on site who customarily commute by transit, carpool or vanpool. The monthly level of incentive for each employee must be at least 25% of the cost of a one-month, countywide transit pass (pass cost is \$117/month, as of July 2024). Incentives must be in the following forms:

Option 1:

- Monthly transit pass subsidy or credit to ORCA card, *and*
- Vanpool fare subsidy. In locations where an end-user parking charge prevails, a discount in the parking fee for the vanpool vehicle is an acceptable alternative.

In locations where an end-user parking charge prevails, the following additional element must be included:

- Discount in monthly parking charge for carpools

The minimum parking charge discount for vanpools and carpools must be calculated as a multiple of the vehicle occupancy, using default values of 5 persons per vanpool and 2 persons per carpool or alternative values as may be documented for a particular building.

Option 2, applicable only in locations where an end-user parking charge prevails: Provide a minimum of two free park days each month to all employees who customarily commute by transit, carpool or vanpool. Preferably, users of these free park days will be allowed in/out privileges during the workday.

Option 3:

Any combination of the above elements that provides a financial incentive equivalent to 25% (or more) of the cost of a monthly countywide transit pass to all employees on site who customarily commute by transit, carpool or vanpool.

*Discussion:* Provision of two free park days each month accommodates the occasional need to drive alone to work. By not incurring a charge when parking occasionally, commuters are less likely to make the leap to purchasing a monthly pass (and thus become regular SOV commuters). The financial incentive elements may be provided to the end user (employee 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 1/15<sup>th</sup> of monthly pass cost
- One or more free park days each month to those who customarily commute by non-SOV mode.
- 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 an end-user parking charge prevails, 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. Paid employee parking accessible on a 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,

- 8% of the cost of a monthly, countywide transit pass, or
- 8% of the prevailing market rate for a monthly parking pass.

Parkers should be allowed in/out privileges during the day. Total cost per month may be capped, provided the cap is at a level not less than the cost of a monthly, countywide transit pass (\$117, as of July 2024); for example, if after paying for 13 days parking in a month, a user reaches the monthly cap charge, additional days parking that month may be “free.”

*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 experienced 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 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.

For a given biennial report cycle, the requirement to submit a TMP Implementation Report may be waived at any building in which a single tenant participating in the Commute Trip Reduction program occupies 100% of the office floor area. This provision to waive the TMP Implementation Report does not apply in the case of any building approved to supply parking at a level below the minimum specified in city code at time of development; such buildings must submit a TMP Implementation Report each biennium, regardless of tenant composition.

B. Periodic surveying at sites with a TMP performance goal

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:

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

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 encompass 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 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.

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](mailto:mingram@bellevuewa.gov)  
 425-452-4166

**IX. Guidelines Review and Update Schedule**

The TMP Implementation Guidelines were first published on 16 November 2017. The TMP Implementation Guidelines will be reviewed annually and updated on July 1<sup>st</sup> of each year, when warranted. CTR Survey values cited in Attachment 1 may be revised at other times, as new CTR survey results become available. Revisions are tracked in the Change Log, below.

**Change Log**

Date	Section	Description
4 September 2019	Attachment 1. Transportation Management Program Zones and Performance Goals	Revised goal level options for the zones to incorporate 2017/2018 CTR survey results.
1 July 2020	III. Process and Responsibilities for TMP Development	Subsection A. Steps for Establishing a TMP. Minor text edits, non-substantive.  Subsection B. TMP Performance Goal. Added language to indicate that more stringent performance goal may be required at a building approved to supply parking at a level below the minimum specified in city code.
1 July 2020	IV. TMP Composition	Subsection B. TMP Program Elements Descriptions.  <i>5. Identify parking as a separate line item in tenant leases.</i> <ul style="list-style-type: none"> <li>• Revised date reference for transit pass price</li> <li>• Added text to note Downtown zone is shown in Attachment 1.</li> </ul> <i>8. Provide financial incentive.</i> <ul style="list-style-type: none"> <li>• Non-substantive edits to add clarity.</li> <li>• Revised date reference for transit pass price</li> </ul>



		<ul style="list-style-type: none"> <li>Revised text to clarify subsidy provision for carpool commuters, add parking discount as subsidy option for vanpool commuters</li> <li>Added option for free park days to satisfy this implementation element, in certain settings.</li> </ul> <p>10. <i>Provide flexible parking options—high impact.</i> Non-substantive edits to add clarity.</p> <p>11. <i>Paid employee parking accessible on a daily basis only.</i></p> <ul style="list-style-type: none"> <li>Revised name of element to add clarity</li> <li>Revised date reference for transit pass price</li> <li>Added clarity and flexibility to Implementation Guidance.</li> </ul>
6 November 2022	Attachment 1. Transportation Management Program Zones and Performance Goals	Revised goal level options for the zones as follows, to incorporate 2019/2020 CTR survey results.
22 April 2024	Attachment 1. Transportation Management Program Zones and Performance Goals	Revised goal level options for the zones to incorporate 2021/2022 CTR survey results
1 July 2024	IV. TMP Composition	<p>Subsection A: TMP Program Elements requirements. Added language (as footnote to TMP Implementation Elements table) to clarify that buildings approved with a parking supply lower than the minimum specified in city code may be required to pursue a greater number of Tier 1 and Tier 2 implementation activities.</p> <p>Subsection B. TMP Program Elements descriptions.</p> <p>1. <i>Post information</i> Added language to specify posting of local area map at residential sites within 2000' radius of rail transit station or regional park&amp;ride/transit center.</p> <p>5. <i>Identify parking as a separate line item in tenant leases.</i></p> <ul style="list-style-type: none"> <li>Revised date reference for transit pass price</li> </ul> <p>8. <i>Provide financial incentive.</i></p> <ul style="list-style-type: none"> <li>Revised date reference for transit pass price</li> </ul> <p>11. <i>Paid employee parking accessible on a daily basis only.</i></p>

		<ul style="list-style-type: none"> <li>• Revised date reference for transit pass price</li> </ul>
1 July 2024	V. Monitoring and Evaluation	<p>Subsection A. Biennial reporting. Added language to indicate biennial report may be waived for a site that is 100% occupied by a single tenant participating in the CTR program.</p> <p>Subsection B. Periodic surveying. Revised language to clarify the extent of CTR survey penetration in building population needed to exempt a building from requirement to conduct a separate survey.</p>
1 July 2024	IX. Guidelines Review and Update Schedule	<p>Added language to clarify that Attachment A target levels may be updated at any time, as new CTR survey results become available.</p> <p>Added Change Log to this Implementation Guidelines document, identifying changes since original, 16 November 2017 document.</p>
1 July 2024	Attachment 1. Transportation Management Program Zones and Performance Goals	Revised goal level options for the zones to incorporate updated Comprehensive Plan mode share targets for 2044

## **Attachment 1: Transportation Management Program Zones and Performance Goals**

*Revised April 22, 2024 to incorporate 2021/2022 CTR survey results and July 1, 2044 to incorporate 2044 Comprehensive Plan targets.*

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: **30% maximum drive-alone mode share for commute trips**

*Source:* 2024 Bellevue Comprehensive Plan.

*or*

- b. Average performance at worksites in Downtown participating in the Commute Trip Reduction program (most recent three survey cycles): **41% of commute trips occur by drive-alone mode.**

*Source:* CTR program survey results for Downtown worksites per 2017/2018, 2019/2020, 2021/2022 measurement cycles.

### Outside Downtown zone TMP Goal Level Options

- a. Comprehensive Plan target level: **45% maximum drive-alone mode share for commute trips**

*Source:* 2024 Bellevue Comprehensive Plan .

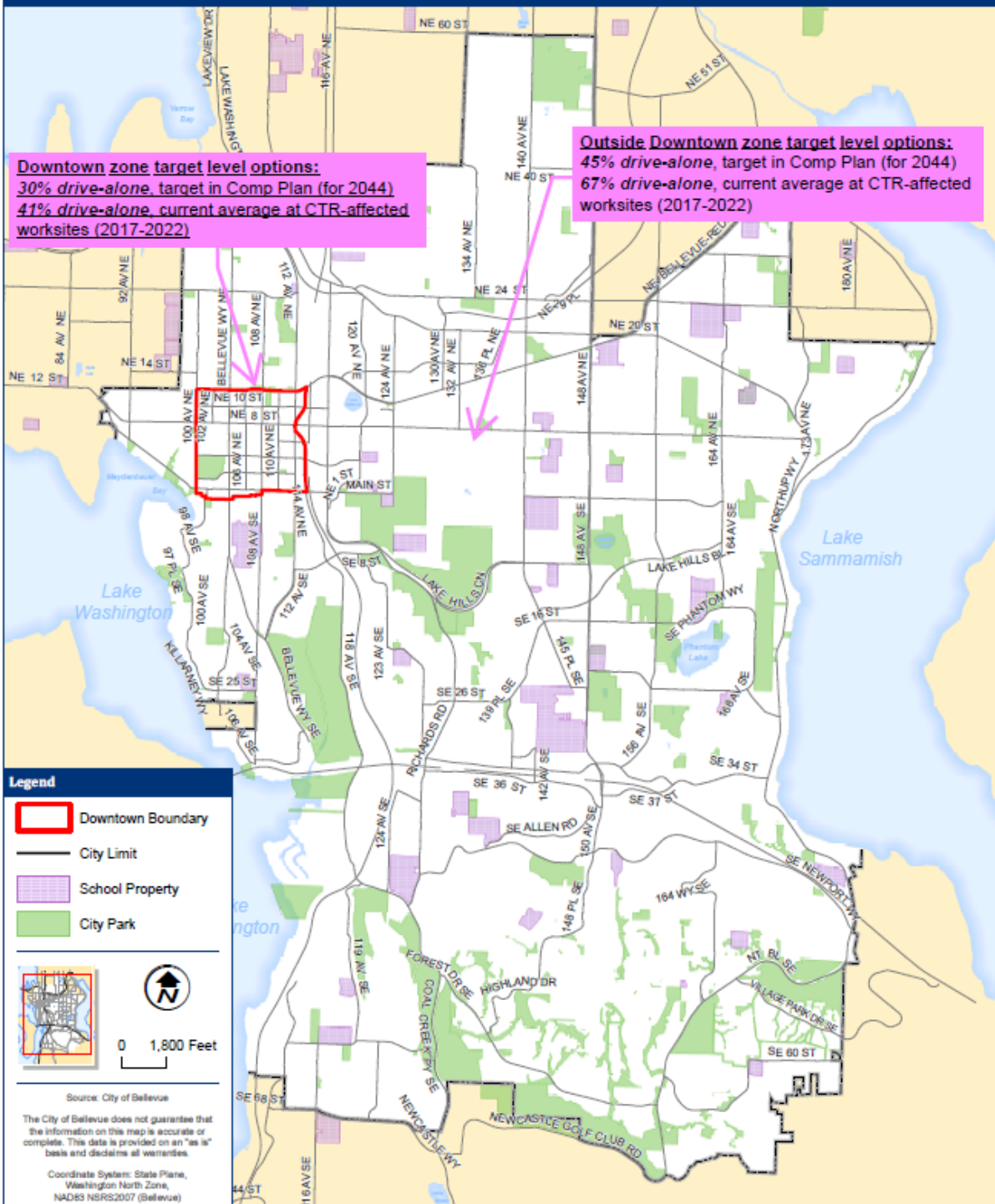
*Or*

- b. Average drive-alone rate at worksites outside Downtown participating in the Commute Trip Reduction program (most recent three survey cycles): **67% of commute trips occur by drive-alone mode**

*Source:* CTR program survey results for worksites outside Downtown per 2017/2018, 2019/2020, 2021/2022 measurement cycles.

Project proponents may select either of the values indicated above (corresponding to the zone in which 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 & Targets



Revised April 2024 to incorporate 2021-2022 CTR survey cycle results and on 1 July 2024 to incorporate 2044 Comprehensive Plan targets.

## **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.