SDCI	Director's Rule 05-2021
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Index: Land Use Codes/Environmental	**Approved** **Date** (signature on file) 5/21/21 Nathan Torgelson, Director, SDCI	
	Approved **Date** (signature on file) 5/17/21 Sam Zimbabwe, Director, SDOT	

I. Purpose of this Rule

This Rule establishes the responsibilities of property owners, applicants, and proponents of projects (the "Applicant/Responsible Party") subject to the Land Use Code or State

Environmental Policy Act ("SEPA") requirements to develop a Transportation Management Program ("TMP"). This Rule also identifies the ordinance authority and establishes the content, procedures, compliance, and reporting requirements of TMPs.

II. Background: Objective of TMPs and Connection to City Policy Goals

To promote sustainable economic growth, mitigate project impacts, and shift away from single-occupancy vehicle ("SOV") travel according to the City's long-term planning goals, new development may be required to mitigate anticipated transportation and parking impacts by reducing SOV trips.

The main goal of any TMP is to induce other transportation mode choices rather than the SOV.[1] These other desired non-SOV modes include but are not limited to transit, bicycling, walking, bike share, and other emerging modes of micro-mobility (e.g. scooter and scooter share) and high occupancy vehicle ("HOV") trips including pooled Transportation Network Company ("TNC") services. Flexible work hours and working from home ("telework") can also be implemented to eliminate trips or move trips to off-peak periods.

Each approved TMP applies to a specific building or group of buildings over the lifetime of the buildings. It includes a goal and program elements that aim to reduce vehicle trips, parking impacts, or both, to induce transportation mode choices away from the SOV. ,

III. Applicability

Developments may be subject to a TMP if needed to mitigate impacts identified through SEPA review or through Land Use Code requirements. The Authority section below indicates how TMPs may be triggered through these pathways.

Note that for certain institutions that are conditional uses in single family zones under Seattle Municipal Code ("SMC") Chapter 23.44.022, this Director's Rule does not apply. See SMC 23.44.022.M for a description of required "Transportation Plan" elements for such institutions. TMPs are not "Transportation Plans" as defined in 23.44.022.

IV. Authority

Seattle's Environmental Policies and Procedures in SMC Chapter 25.05 authorize the Seattle Department of Construction and Inspections ("SDCI") to grant, condition, or deny land use permit applications that are subject to environmental review. Some

[1] For the purposes of this rule, and consistent with the evolution of mode share accounting, trips made in taxicabs or Transportation Network Company (TNC – e.g. Uber; Lyft, or other) vehicles with one passenger and one professional driver are considered to be equivalent to SOV trips. Therefore, any TNC vehicle or taxicab with a driver and one passenger is considered a single-occupant vehicle (SOV) for purposes of this rule, and in any surveying and program reporting that the rule requires for a property affected by a TMP.

environmental reviews will result in SDCI requiring a TMP as a condition of mitigation for identified transportation and parking impacts.

In addition, the Seattle Land Use and Zoning Code ("Title 23 SMC") contains requirements for certain projects to have a TMP regardless of any SEPA environmental review findings. These include:

- Major Institutions, see SMC 23.69;
- Certain SM-zoned areas, see 23.48.021.D.2;
    - SM-SLU, see 23.48.230.F, 23.48.290;
    - SM-U, see 23.48.610;
    - SM-UP, see 23.48.710
- Northgate Overlay District, see SMC 23.71;
- Downtown zones except for Pike Market Mixed zones, see 23.49.019.J; and
- Transportation Impact Mitigation for certain proposals not subject to SEPA environmental review, see SMC 23.52.008.

When a TMP is not required by the Land Use Code, SDCI may exercise its discretionary authority to approve a permit subject to TMP conditions. In this case, the published Master Use Permit ("MUP") decision or other permit decision will specify the requirement for a TMP and may reference an explicit SOV goal. This goal will consider current City long-term planning goals and network-level ("neighborhood-level") Commute Trip Reduction ("CTR") goals.

For TMPs triggered by the Land Use Code, the goal may be lower than CTR network goals, but cannot be higher. For TMPs triggered by SEPA mitigation, the SOV goal will relate to identified transportation or parking impacts to be mitigated and considering long-term planning goals and CTR network goals. Depending on the code authority that requires a TMP, the SOV goal is established in the MUP decision, the Land Use Code, or as the TMP document is drafted.

Permit decisions may also specify TMP elements, like a minimum transit subsidy or the maximum number of long-term parking spaces, but the specific requirements of a given TMP to achieve the SOV goal will be memorialized upon executing the actual TMP document. Failure to comply with TMP conditions or to achieve the goals established by the TMP shall be a violation of this rule and the SMC. Violations may subject the property owner or other responsible party to an enforcement action including civil penalties as provided for in SMC 23.90.018.

V. Coordination with Other Requirements and Processes

SDCI and the Seattle Department of Transportation ("SDOT") coordinate TMP requirements, including establishing any goals or TMP elements during MUP review and before developing a TMP document. SDCI and SDOT also coordinate final review of TMPs, and all TMPs are co-signed by SDCI and SDOT.

SDOT is also responsible for implementing the Washington State CTR requirements. Under SMC 25.02, employers with 100 or more employees commuting to a single worksite during the A.M. peak must comply with CTR requirements. Businesses affected by CTR requirements are not exempt from implementing a TMP if they occupy a building subject to TMP requirements. In this case, both CTR and TMP requirements apply. CTR requirements are linked to the business; TMP requirements are linked to the building. Should the CTR-affected business leave the building, the building owner is still responsible for fulfilling terms of the TMP and must ensure that new tenants, whether CTR-affected or not, implement the terms of the TMP.

TMP Elements that provide physical building or frontage improvements (infrastructure) or a reduction in allowable on-site parking should be coordinated with the City's Design Review process according to SMC 23.41. In these cases, this may require elements of a TMP to be agreed upon and included on a project's MUP before a TMP document is executed. Physical improvements or reduction in allowable on-site parking will be memorialized by inclusion in a plan set or as a condition in a MUP and reflected in the TMP as an element pursued to achieve the project's SOV goal.

The City will review TMP Elements considering applicable studies and plans, like the City of Seattle Comprehensive Plan, adopted modal and implementation plans (Bicycle, Pedestrian, and Transit Master Plans), and the City of Seattle Climate Action Plan. Required TMP Elements should achieve the City's long-term transportation goals and as a result may conflict with otherwise allowable development criteria per the Land Use Code. For example, a reduction in allowable on-site parking may be required by a TMP to achieve its goals, even if more parking is otherwise allowable for that specific land use.

VI. TMP Process and Responsibilities

Table 1 outlines typical steps and responsibilities associated with all parties' actions to establish and monitor compliance with the conditions listed in a TMP and the Applicant/Responsible Party's responsibility for establishing and maintaining the TMP. Some steps and their related ongoing responsibilities are further discussed in later sections of this rule.

In the table below and throughout latter sections of this rule, the term "Applicant / Responsible Party" is used to refer to any combination of property owner, developer, applicant, project proponent, and/or property manager who will be primarily responsible for ensuring the TMP is both established prior to permit issuance(s) and then implemented and monitored for the life of the building post-occupancy. The conditions by which the City approves a project are effective for the life of the project and apply to the current property owner, any future property owner(s), and their surrogates (e.g. property managers).

Table 1. Steps for Establishing and Implementing a TMP

Steps	Responsible Party
Prior to Permit Issuance (one-time actions)	
1. SDCI publishes a Director's Decision or other permit with conditions requiring a TMP to mitigate traffic and parking impacts. SDCI, with input from SDOT, will specify the TMP goal. See Section VII-A for further guidance on TMP goal structure.	SDCI
2. After the Director's Decision is published, but before SDCI issues a MUP or other permit for any project requiring a TMP, the property owner shall record an acknowledgment of the permit conditions in the manner prescribed by the City. See Attachment A.	Applicant
3. In consultation with the City, the applicant prepares a draft TMP stating the goal and detailing the elements that will be implemented to achieve the goal. A standard form for the TMP will be provided by SDCI. Physical elements required by the Director's Decision should be both listed in the TMP and included on plans for the project's building permit. The applicant submits this draft TMP to SDCI and SDOT for review. See Sections VII and VIII for further guidance on TMP elements.	Applicant
4. SDCI and SDOT review the draft TMP and building permit plans to determine compliance with the Director's Decision. The City may request additional elements or modification of proposed elements to determine the TMP goal can be met. Following any necessary revisions, SDCI and SDOT will make a decision on the applicant's draft TMP, prepare it for signatures, and sign a finalized version along with the applicant.	SDCI and SDOT
5. After the TMP has been approved and finalized by SDCI and SDOT, the applicant shall record the TMP with King County Records and Elections Division and submit a copy of the recorded TMP to SDCI and SDOT. Typically, the building permit cannot be issued until the TMP is recorded, as provided in the MUP Decision. See Section IX for further guidance on TMP recording requirements.	Applicant
Post-Occupancy (ongoing responsibilities)	
6. The applicant/responsible party shall provide tenants, agents, and representatives with a copy of the TMP as part of leasing documents and building management procedures and require tenants to comply with its conditions. Any violations of TMP requirements by building tenants will still be the responsibility of the Applicant/Responsible Party, unless responsibilities are explicitly transferred in a tenant's lease.	Applicant/ Responsible Party
7. The City shall establish a reporting schedule and communicate it to the applicant/responsible party. The applicant/responsible party shall conduct TMP-required surveys and produce regular reports at the applicant's expense in a manner and form prescribed by the City. In	Applicant/ Responsible Party

the absence of any specific exception, performance reporting by a tenant survey will be required every two years, with a program report update provided in non-survey years. See Section X for further guidance on TMP Reporting and Compliance monitoring.	
8. SDOT is responsible for monitoring compliance with the TMP requirements established by a MUP and communicating compliance violations to SDCI. The Applicant/Responsible Party shall facilitate the City's inspections of the site, program materials, and transportation survey results. See Section X for further guidance on TMP Reporting and Compliance monitoring.	SDCI, SDOT and Applicant/ Responsible Party
9. If the TMP goal is not being met, SDCI may require revisions to the TMP to meet the TMP goal. SDCI may also pursue enforcement actions as provided by the SMC. Whenever the City requires changes to a TMP the applicant shall: (1) submit a letter acknowledging the changes, (2) record copies of the new documents with the King County Records and Elections Division, and (3) file copies of the letter and revised TMP or Memorandum of Agreement with SDOT and SDCI. See Section XI for further guidance on TMP revisions.	SDCI, SDOT and Applicant/ Responsible Party

VII. TMP Composition

TMPs typically include an SOV goal and a list of program elements to be employed in, around, and in connection with use of the building by the Applicant/Responsible Party and tenants to achieve that goal. The Applicant/Responsible Party is expected to implement all program elements that are necessary to meet the TMP goal and have been identified in the recorded TMP.

A. Project Description

The TMP shall begin with a brief description of the project, with factors like land uses, square footage, number of units, number of anticipated residents/occupants/employees, proposed vehicle parking supply, and estimated number of vehicle trips projected per a Traffic Impact Assessment ("TIA") that has been prepared if applicable.

B. TMP Goal

The City establishes a TMP goal that a building shall meet and maintain for the life of the project to mitigate traffic and parking impacts of the project. This goal will typically take the form of an SOV[2] goal. It will consider current City long-term planning goals and network-level (neighborhood-level) CTR goals. Additional considerations on setting a TMP SOV goal are provided below.

Impacts of other planned projects, existing transportation conditions in the vicinity, and any specific SOV goals identified in the Land Use Code where applicable, shall be considered in establishing a goal. A TMP goal is typically a target maximum percentage of regular SOV trips to or from the site during the peak period. The goal measures employee, resident, and student trips if relevant.

Additional considerations in setting a TMP SOV goal include:

- Related goals set by the City through SDOT's CTR program;
- SOV goals adopted in the City's Comprehensive Plan; and
- City-wide and neighborhood-specific policies and strategies adopted toward SOV reduction goals in relevant and adopted City documents (e.g. modal master plans, Citywide Climate Action Plans, and others as relevant).

A TMP-conditioned building must always take steps to implement program elements in service of meeting its long-term TMP goal for the life of the building. In some instances, interim short-term TMP goals may be specified that lead towards the achievement of a long-term TMP goal.

C. Program Elements

[2] Trips made in taxicabs or Transportation Network Company ("TNC" – e.g. Uber; Lyft, or other) vehicles with one passenger and one professional driver are considered to be equivalent to SOV trips. Any TNC vehicle or taxicab with a driver and one passenger is considered a single-occupant vehicle (SOV) for purposes of this rule, and shall be accounted for as such in regular TMP Surveying and Program Reporting.

TMP elements are listed in Table 2 and defined more fully in Section VIII. Further TMP elements not described here may be necessary to meet the TMP goal and are identified on a project-by-project basis through negotiation between the Applicant/Responsible Party and the City.

All TMP elements, whether listed in this rule or not, must be described in sufficient detail in the approved TMP to define the responsibility of the Applicant/Responsible Party and clarify the intent and exact components of the element.

D. Project-Level Applicability of Program Elements

Table 2 provides a template that categorizes TMP elements as required or may be required for two types of projects: those that are primarily commercial or mixed-use in nature, and those that are primarily residential in nature. Elements required or that may be required vary among these project types to reflect the realities of trips with residential origins/destinations, and to consider the challenges in surveying residential tenants on their transportation preferences.

- **Required for all projects:** Unless modified in the Director's Decision, these TMP elements shall be included in all TMPs.

- **May be required:** These elements may be required, based on site-specific conditions or geographic context, to meet the TMP goal. Further guidance about the conditions that may cause an element to be required for a particular project is provided in Section VIII. Some items that are required for primarily commercial/mixed-use projects are not necessarily required for primarily residential projects.

After the TMP is approved, all elements in the TMP become required elements. Once memorialized, all required TMP elements must be met, and a failure to meet them can be grounds for Notices of Violation and monetary penalties according to the SMC. See Section X for further information about compliance monitoring.

E. Considerations for Primarily Residential TMP Projects

- Generally, residential buildings with TMPs will still be required to provide program information to the City at least every two years (Element 6), to confirm compliance with appropriate TMP elements .
- The City will generally relax or remove the tenant travel surveying requirement (Element 5), at its discretion, and only require at least one successful survey of tenant travel behavior and mode choices within 5 years of building occupancy. The City reserves the right to require additional tenant travel surveying in its discretion for the life of the project.
- While a majority of the Elements for primarily residential projects are categorized as "May be Required" **this does not imply** that primarily residential projects are exempt from providing programming, incentives, infrastructure and communication to encourage non-SOV trips. A TMP-affected site must provide a suite of elements to achieve the goal of reducing SOV trips to and from the site,

and the City will review a draft TMP developed by the Applicant/Responsible Party to determine necessary TMP elements on a case by case basis.

Table 2. TMP Elements by Project Use Type

	TMP Elements	Project Use Type	
		Primarily Commercial / Mixed-Use	Primarily Residential
A. Program Management & Encouragement Activities			
1	Appoint Building Transportation Coordinator ("BTC") and ensure BTC role is permanently staffed for life of the building	Required	Required
2	BTC will participate in Transportation Management Association ("TMA") programming, attending at least 1 training per year	Required	Required
3	Produce, distribute at least twice annually, and display permanently up-to-date transportation information in an appropriate and central location	Required	Required
4	Require all tenants to participate in the TMP, for example by making TMP provisions available to all tenants, and including relevant requirements as conditions of tenant leases	Required	Required
5	Conduct periodic surveys of TMP effectiveness, as established by the City at least once every two years	Required	May be Required* *(* at least 1 survey in first 5 years)*
6	Submit regular reports about TMP elements as required by the City at least once every two years, in non-survey years	Required	Required
B. Building and Frontage Features (Physical Improvements)			
7	Provide bicycle storage and amenities that meet City standards	Required	Required
8	Provide bicycle storage and amenities that go beyond City standards	May be Required	May be Required

	TMP Elements	Project Use Type	
		Primarily Commercial / Mixed-Use	Primarily Residential
9	Construct infrastructure improvements that are consistent with the City's *Design Guidelines and Design Review Process,* related to the transit, bicycle, and pedestrian environment	May be Required	May be Required
10	Reduce automobile parking supply below market demand for the type of land use and location	May be Required	May be Required
11	Enhance on-site bicycle parking by providing more bicycle parking than required by code or charging opportunities for e-bikes, e-scooters, and other sustainable electric micro-mobility devices	May be Required	May be Required
12	Provide on-site commuter shower and locker facility	May be Required	May be Required
13	Provide publicly-accessible locations for shared micro-mobility (bike share, scooter share) parking or charging hubs	May be Required	May be Required
14	Provide on-site business centers and conference facilities to support work-from-home	n/a	May be Required
C. Parking Management			
15	Institute pricing structures for on-site parking that generally discourages SOV use (especially for long periods and for frequent use)	May be Required	May be Required
16	Unbundle parking from building-space leases	May be Required	May be Required
17	Provide free parking and reserved spaces in convenient areas for vanpools registered with a public agency	May be Required	May be Required
18	Provide parking discount for verified carpools and reserved spaces in convenient areas	May be Required	May be Required
19	Designate car share (preferably electric-vehicle) parking, and allow public access where possible	May be Required	May be Required
20	Offer parking reservation system, real-time parking space data, or other tools to better manage on-site parking	May be Required	May be Required

	TMP Elements	Project Use Type	
		Primarily Commercial / Mixed-Use	Primarily Residential
D. Transit, Carpool & Vanpool Programs			
21	Provide or require tenants to offer transit pass subsidy to employees who work at the site	Required	May be Required
22	Provide information about ride-match opportunities	Required	May be Required
23	Offer a guaranteed ride home program when transit is unavailable	Required	May be Required
24	Provide options for getting to personal or business errands or appointments for those who have arrived by transit, like a building-based car share program, vehicle fleet, or vouchers for use of Transportation Network Companies ("TNC"s), bike share, scooter share, or other travel options	May be Required	May be Required
E. Bicycle/Walking Programs			
25	Offer incentives for commuters who bicycle or walk to TMP site	Required	May be Required
26	Offer programs for bicyclists like safety training and bicycle maintenance	May be Required	May be Required
27	Provide or require tenants to subsidize shared micro-mobility trips (bike share, scooter share, or other future programs) to all employees who work or live at the site	May be Required	May be Required
28	Provide building-owned shared bicycles or other micro-mobility devices for tenant use	May be Required	May be Required
F. Additional Employer-based Incentives for SOV Trip Reduction			
29	Offer telecommuting program for employees	May be Required	n/a
30	Promote flexible working hours or compressed work weeks	May be Required	n/a

	TMP Elements	Project Use Type	
		Primarily Commercial / Mixed-Use	Primarily Residential
31	Provide subscription bus service or shuttle to site if supplementing public transit service is deemed necessary	May be Required	n/a

VIII. TMP Program Elements: Intended Purpose and Description

The objectives, implementation expectations, and further description of all TMP Elements listed in Table 2 are outlined in this section. All of the elements are aimed at providing building tenants and their employees with incentives to use options other than driving alone or taking single-occupant taxis/TNCs for trips to and from the building.

A. Program Management & Encouragement Activities

A strong TMP begins with clear and consistent program management. The program manager for a TMP site is referred to as the Building Transportation Coordinator ("BTC"). In addition to managing the core elements of the building's TMP, the BTC must communicate effectively to building tenants and implement strategies that are critical to the success of every TMP. Sharing information is essential in helping individuals know what transportation options are available and how they can use them to influence people's choices about how to travel to and from the site.

1. **Appoint Building Transportation Coordinator ("BTC") and ensure BTC role is permanently staffed for life of the building.** The BTC required by the TMP is responsible for sharing commute options information with building tenants, and surveying building occupants on travel choices, and reporting TMP program information and effectiveness to the City. The BTC is a permanent staff role assigned to administer the requirements of the TMP. The BTC should receive support and direction from building management and attend any training that enables the BTC to carry out these responsibilities effectively. The BTC must attend at least 1 formal training annually. The BTC may delegate tasks required to administer the TMP to a third party, such as a Transportation Management Association (e.g. "Commute Seattle"), but shall remain responsible for coordinating TMP compliance. As part of TMP reporting requirements, the name, phone number, and email address of the BTC shall be filed with the City and its TMP services vendor (e.g. Commute Seattle) and updated anytime the designated BTC changes.

Applicability: Required for all projects.

2. **BTC will participate in Transportation Management Association ("TMA") programming, attending at least 1 training per year**. The City typically contracts with a Transportation Management Association to provide coordination, communications, and a base level of programming for BTC use. This programming often includes training sessions, hosted by SDOT or its agents, where BTCs can gain skills and knowledge on effective Transportation Demand Management strategies that can help them implement terms of the TMP. Trainings provide BTCs with practical tools to maximize employee, tenant, and management value of on-site and nearby transportation amenities, and to perform effective tenant surveying and TMP program effectiveness reporting. See above for further details on the role of a BTC, and see Section XII for more information about identifying an existing or establishing a new TMA.

   Applicability: Required for all projects.

3. **Produce, distribute at least twice annually, and display permanently up-to-date transportation information in an appropriate and central location.** Information shall include a description of all relevant TMP program elements available to individuals commuting to or living in the building, and how to access them, including:
   - Transportation options available close to the building;
   - Current transportation benefits offered to building tenants, like transit subsidies, walk/bike subsidies, and others;
   - Available HOV/carpool/vanpool programs and discounts;
   - Bicycling and other micro-mobility amenities; and
   - Other elements of the TMP, as applicable.

   Commuter information shall be accessible to all building tenants and their employees at any time through the building website/web-based portal and/or in paper form. The information shall be prominently displayed in an appropriate and central location. New tenants and new employees of all tenants shall receive commuter and transportation information prior to or upon occupancy, as part of the building "welcome" materials and/or employee on-boarding process, and on an ongoing basis thereafter at least twice per year. Published information shall be updated as conditions change, with notification provided to all residents and/or tenants and their employees. A copy of the current commuter information materials shall be included with the TMP in Program Reporting to the City.

   Applicability: Required for all projects.

4. **Require all tenants to participate in the TMP, for example by making TMP provisions available to all tenants, and including relevant requirements as conditions of tenant leases**. The TMP requirements apply to the entire building. The BTC or Property Manager must make sure that all TMP provisions are made available to all tenants. Particularly in commercial buildings, tenants are required to implement programming to influence travel behavior in order to do their part in the building meeting its TMP goals. Tenants must implement relevant TMP requirements for the life of the project and should work cooperatively with the BTC so that the building is able to meet these requirements. To effectively ensure that a given tenant is aware of TMP requirements and implements them, the BTC and building/property management should include relevant requirements as conditions of tenant leases, particularly for commercial leases.

   Applicability: Required for all projects.

5. **Conduct periodic surveys of TMP effectiveness, as established by the City at least once every 2 years**. ***(For primarily Residential projects: Conduct periodic surveys of TMP effectiveness, as established by the City up to every 2 years, but for primarily residential projects, required at least once during the first 5 years of occupancy.)*** The survey, conducted at least every 2 years, is used to evaluate whether the building is achieving its TMP goal. The survey shall be conducted at the building owner's or responsible party's cost. The survey questionnaire may be provided by the City or its agent (e.g. Commute Seattle). The building owner or responsible party is responsible for distributing the survey to the building tenants. A survey response rate of at least 50% is expected. The City shall process and share the survey results and analysis with the BTC. The City shall evaluate report and survey results to determine if the goal has been achieved, and in what way the responsible party may improve the TMP or other trip reduction programs at the site to meet the TMP goal. More frequent reporting may be required for sites that fail to meet the TMP goals.

   Applicability:

   - **Required for all projects that are primarily Commercial/Mixed-use.**

   - **May be required for projects that are primarily Residential.** At minimum, projects that are primarily Residential will be required to provide at least one tenant survey of travel choices within the first 5 years of building occupancy. Additional surveys required will be at the discretion of the City.

6. **Submit regular reports about TMP elements as required by the City at least once every 2 years, in non-survey years**. The City shall define the reporting period, which will typically be at least once every 2 years. Each report will describe current implementation of TMP elements (e.g. amenities and commuter programming offered), and include copies of TMP program related information distributed at the site during the year immediately

preceding the report. The City or its agent (e.g. Commute Seattle) will provide the reporting instrument with questions to be answered by the BTC concerning the building's TMP elements and amenities. Sites that are primarily residential are always required to submit Program Reports (Element 6), even if provided exemption from regular tenant travel surveying (Element 5).

Applicability: Required for all projects.

B. Building and Frontage Features (Physical Improvements)

Physical improvements enhance tenant access to a full range of transportation options and reduce reliance on SOV travel to and from work. Improvements include amenities that allow for easier use of transportation alternatives, seamlessly connect the building and the public transportation system, and information-sharing amenities.

7. **Provide bicycle storage and amenities that meet City standards**. Storage locations should be attractive for tenants to use by being easy to access, protected from the elements, safe to use, and secure from theft. Refer to Joint SDCI/SDOT Director's Rule 6-2020/1-2020, Bicycle Parking Guidelines and Application of Bicycle Parking Standards for required performance standards. The standards are further illustrated in SDOT's Seattle Bicycle Parking Guidelines.

   Applicability: Required for all projects.

8. **Provide bicycle storage and amenities that go beyond City standards**. In addition to meeting minimum standards, consider the following in building design to achieve maximum benefit for SOV trip reduction through attractive on-site bicycle storage:
   - Accessibility:
     - Locate bicycle parking so that it is at least as accessible as the most conveniently located vehicle parking (if provided);
     - Provide wayfinding to, and tenant information about, bicycle parking location; and
     - Provide bicycle parking access that is separate from vehicular entry and egress points.
   - Protection from the elements: covered from weather, on all sides; and
   - Safety:
     - Provide a well-lit bicycle parking area and approach;
     - Provide bicycle parking in a locked room or cage, or in bike lockers; and
     - Provide a high quality rack type that can be used to effectively lock bicycles to.

Other amenities to encourage bicycle use can include maintenance facilities including a work bench, tools, air pumps for tires, and a building-based bike share program.

Applicability: May be required to meet TMP goal. Providing these additional amenities are useful for any TMP building to increase bicycle mode share and decrease vehicle mode share. For buildings located in high-density areas, in close proximity to current or planned public bicycling infrastructure, or that plan to market bicycle amenities to attract tenants, this element can achieve a significant benefit towards TMP goals at a relatively minimum cost.

9. **Construct infrastructure improvements that are consistent with the City's *Design Guidelines and Design Review Process*, related to the transit, bicycle and pedestrian environment**. Improvements must be consistent with the Design Review Board recommendations and approved in the MUP. Potential improvements include but are not limited to the following:
    - Enhanced transit shelters;
    - Integrated shelters as part of building façade;
    - Covered passenger waiting areas;
    - Benches or lean rails in passenger waiting areas;
    - Enhanced sidewalk areas;
    - Pedestrian and bicycle connections to transit;
    - Safe bicycle access routes;
    - Illumination; and
    - Wayfinding features, including for bicycle parking, and pedestrian, bicycle, or transit route access.

    Applicability: May be required. These improvements are location-dependent and based on City Design Review and zoning review processes. For example, buildings that abut streets served by transit or that are in close proximity to Seattle's bicycle or pedestrian network should include appropriate mode-supportive infrastructure. Any site infrastructure associated with the MUP that is meant to achieve the TMP goal should be identified in the TMP.

10. **Reduce automobile parking supply below market demand for the type of land use and location.** Reducing parking supply may be a recommended strategy for TMPs that will lead directly to the achievement of TMP goals when pursued in conjunction with other supportive TMP elements and programming. TMP elements included elsewhere in this section can reduce the need for parking by reducing demand for automobile trips. It is beneficial to reduce automobile parking supply so as to not minimize or negate the other TMP programming elements that promote non-driving modes.

    Parking supply is a key determinant of whether an employee will drive alone to work, or whether a family will opt to purchase and own a second vehicle.

An over-supply of parking works against achieving a TMP goal and implicitly encourages more driving trips. Conversely, reducing vehicle parking supply below market demand is a proven mechanism to induce mode shift away from vehicle trips and towards more sustainable and efficient modes.

Applicability: May be required. The level of reduction in parking supply should be discussed with the City in early design guidance review, whenever possible, and should be particularly significant for buildings located in high-density areas, or in close proximity to high-frequency transit service, or that are projected to create a high number of recurring trips to the building, or any combination of the above. All buildings with a TMP are recommended to provide at least some level of reduction in vehicle parking supply on-site compared with projected parking demand as calculated in trip generation and assignment exercises. Doing so will demonstrate a good faith effort to explicitly link a reduced parking supply with fewer SOV trips, thereby increasing effectiveness of other TMP strategies. Notwithstanding, even if parking supply cannot be reduced during project design, it is still possible to otherwise reduce the effective amount of on-site parking supply built by reassigning portions of it to other uses such as bicycle or other micro-mobility parking, or staging areas for goods delivery.

11. **Enhance on-site bicycle parking by providing more bicycle parking than required by code or charging opportunities for e-bikes, e-scooters, and other sustainable electric micro-mobility devices**. While the SMC specifies a minimum amount of bicycle parking required, a TMP strategy that provides an amount above the minimum can ensure that there is adequate bicycle parking for all tenants who would like to ride their personal bike to and from the building. The Applicant/Responsible Party may increase the amount of bicycle parking required by the code to meet projected demand and even induce additional bicycle trips that would not otherwise occur due to a lack or perceived lack of available bicycle parking.

    The functionality and use of required on-site bicycle parking can be increased through sufficient electrical connections to the bicycle parking area to allow for charging opportunities for e-bikes, e-scooters, and other sustainable electric micro-mobility devices. Charging availability in secure bicycle parking areas can be an important determinant in the choice to use a bicycle or other micro-mobility device in place of a personal automobile or a single-occupant taxi or TNC trip.

    Applicability: May be required to meet TMP goal. Providing these additional amenities are useful for any TMP building to increase bicycle mode share and decrease vehicle mode share. For buildings located in high-density areas, in close proximity to current or planned public bicycling infrastructure, or that plan to market bicycle amenities to attract tenants, this element can achieve a significant benefit towards TMP goals at a relatively minimum cost.

This element can also be combined with Element 10, which outlines a reduction in automobile parking supply, as a means of repurposing space from large vehicle storage to bicycle and other micro-mobility device storage or charging opportunities.

12. **Provide on-site commuter shower and locker facility**. ***(For primarily residential projects: Provide on-site commuter shower and locker facility for on-site staff).*** Amenities like these can increase building mode share from active transportation. Projects that adopt this TMP element should consider the following guidelines for facilities: provide at least one shower and changing facility, and at least 4 mid- to full-size lockers, either for short-term daily storage, long-term overnight storage, or both; for every 50,000 square feet of building floor space. Shower, locker, and changing facility requirements may be met by providing access to shower facilities at an adjacent health club or similar facility within 600 feet of the property. The showers shall meet any applicable requirements specified in the Land Use Code.

    Applicability: May be required to meet TMP goal, particularly for buildings located close to current or planned public bicycling infrastructure. Buildings that are primarily residential are less likely to have this element required.

13. **Provide publicly-accessible locations for shared micro-mobility (bike share, scooter share) parking or charging hubs**. In addition to on-site, secure bicycle and micro-mobility device parking for owned devices, a building whose design provides publicly accessible spaces for orderly and clear parking locations for shared micro-mobility (bike share, scooter share, or other) will implicitly encourage the use of these shared, sustainable modes for travel to and from the TMP building. While some locations can be designated informally, TMP buildings can also work with micro-mobility vendors (or the City, should the City operate such programs in the future) to set up charging hubs for shared device parking. Doing so creates efficiencies in the shared mobility ecosystem, can provide TMP building owners with a supplemental income stream, and similarly implicitly encourages the use of such devices to travel to and from the TMP building.

    Shared micro-mobility can also improve first- and last-mile connectivity to transit, increasing a TMP building recorded transit mode share during regular surveying.

    Applicability: May be required to meet TMP goal. This element may be useful for buildings within dense parts of the City that already see high usage of shared micro-mobility, but also in outlying, less dense parts of the City to encourage a more equitable spread of device availability citywide. These amenities can also be particularly useful to increase sustainable mode share for TMP buildings outside core areas that have less frequent public transit

service in order to promote shared micro-mobility device use for first- and last-mile connections to transit.

14. **Provide on-site business centers and conference facilities to support work-from-home.** With increases in desires for flexible work arrangements and opportunities to work from home, especially resulting from the COVID-19 pandemic, residential buildings can promote a reduction in commute trips by offering on-site, common-area facilities that make it easier to choose to work at home on some or all days of the week.

    Applicability:
    - **Not applicable for projects that are primarily commercial/mixed-use**.
        - For specific elements related to employer-based incentives, including telecommuting, see Section F.
    - **May be required for projects that are primarily residential.**
        - Facilities to support work-from-home may be applicable in primarily residential TMP budlings, especially those of significant size with potential to impact commute behavior of large numbers of residents.

C. Parking Management

An oversupply of low cost, all-day parking will induce demand for driving and contributes to congestion. In addition to limiting the amount of on-site parking that is supplied as part of building design (see Section B), there are numerous strategies to manage the on-site parking that is provided to influence behavior to more favorable travel choice outcomes in line with TMP goals. The following elements are parking management strategies that use pricing, lease agreements, and on-site allocation of parking space types to create disincentives for commuter parking of SOVs while maximizing the value and capacity of a building's off-street parking.

15. **Institute pricing structures for on-site parking that generally discourages SOV use (especially for long periods and for frequent use)**. In addition to limiting available parking supply for vehicles as required in Section B, TMP sites that manage on-site parking can further discourage use of SOVs by creating targeted pricing models. These pricing strategies can provide an incentive to choose other modes or at minimum, incentives to choose SOVs only on a limited or short-term basis rather than for all trips. Any of the strategies below may be combined with each other and they may be most effective when rolled out in a package of active parking management strategies that use pricing signals to influence desired behavior.

    - Charge market rate or above for all parking in the building
        - Fees for parking an SOV should be at current market rates or above for the site's vicinity and should not be offered at a

discount for building tenants or residents. Cost perception is a significant decision factor in travel choice; making the cost of market-rate (or higher) parking visible to the end-user enables cost comparisons among all transportation options and encourages non-SOV travel choices.

- Set parking fees to encourage short-term parking and space turnover rather than long-term (e.g. all-day) parking
    - The hourly rate charged for short-term parking for building customers, visitors, or patients should be less than or equal to the equivalent hourly rate charged for longer-term parking. By not providing an hourly discount to long-term car storage, on-site parking is available for those who need to use it for short periods and will implicitly encourage regular long-term users to consider other non-SOV options.
- Prohibit price reductions for all-day parking
    - All-day parking discounts encourage regular building users to drive and should be avoided. There should be no discounted or favorable pricing for long-term parking, for example "early bird specials."
- Create "flex-use" parking passes
    - Full-month parking passes give people a financial incentive to drive to the building every day and will work against achieving a TMP goal. By offering flexible passes, pay-as-you-go parking debit accounts, ticket books, or other on-demand parking options, commuters can drive on the days they need to, and have the option of taking transit, carpooling, walking or biking when convenient throughout the month.

Applicability: May be required to meet TMP goal for buildings that include on-site parking.

16. **Unbundle parking from building-space leases**. The Applicant/Responsible Party should not "bundle" the price of parking spaces into the price paid by the lessee for building space. The cost should be a separate, optional, line-item in the lease. By unbundling, the true cost of parking is more transparent, and tenants have the opportunity to forgo or limit the amount of parking they choose to lease. This contributes towards favorable mode choice outcomes for the TMP site.

    Applicability: May be required to meet TMP goal for buildings that include on-site parking.

17. **Provide free parking and reserved spaces in convenient areas for vanpools registered with a public agency**. Vanpools registered with a public transit agency should park in off-street parking facilities free of charge. These vehicles should be provided reserved spaces in convenient and desirable areas, like those closest to elevators, the building's lobby or main entrance, or garage exits. Reserved spaces should be marked, signed, and have adequate clearance and maneuvering spaces along the access and egress routes.

    Applicability: May be required to meet TMP goal for buildings that include on-site parking. Vanpool use is most likely to be high for TMP buildings not located close to high-capacity transit service; however, even centrally-located TMP buildings can benefit from dedicated vanpool parking for commuters accessing the site from origin points with limited transit service.

18. **Provide parking discount for verified carpools and reserved spaces in convenient areas**. Parking operators may offer lower prices, especially as short-term promotions or introductory rates, for newly-formed carpools. Discounts should be structured so that carpools of three or more people receive a higher discount than two-person carpools. Verified carpool vehicles can be provided reserved spaces in convenient areas like those closest to elevators, the building's lobby or main entrance, or garage exits.

    As part of regular TMP program reporting, the BTC must engage in a straightforward self-certification process on use of carpool spaces should this element be offered. The City will provide further information on self-certification for TMP sites that adopt this element.

    Applicability: May be required to meet TMP goal for buildings that include on-site parking. Carpool use is most likely to be high for TMP buildings not located close to high-capacity transit service; however, even centrally-located TMP buildings can benefit from dedicated carpool parking for commuters accessing the site from origin points with limited transit service. The City notes that this element will be less practical or manageable for primarily residential sites.

19. **Designate car share (preferably electric vehicle) parking, and allow public access where possible**. Provide one or more parking spaces for car-sharing vehicles and consider designing on-site parking spaces for car share vehicles that supports electric vehicle charging. Allow public access wherever possible.

    Applicability: May be required to meet TMP goal in specific instances where car sharing is necessary to limit regular SOV commuting or to dissuade residents from owning a car. These instances must be clearly documented to warrant inclusion in a TMP, otherwise the presence of convenient car share vehicles may induce more vehicle trips than would otherwise occur.

Preference will be given for TMP sites that designate car sharing spaces for electric vehicles. On-site car share in residential buildings may also reduce the desire to own a car and therefore limit the aggregate number of car trips generated.

20. **Offer parking reservation system, real-time parking space data, or other tools to better manage on-site parking.** Tools that improve the user experience and take advantage of real-time data are increasingly available to optimize use of limited parking spaces. These are especially beneficial for occasional users who opt for flex-use arrangements and do not require a parking space every day. The tools can also link to pricing data and leverage the benefits of many of the strategies in Element 15.

    Applicability: May be required to meet TMP goal for buildings that include on-site parking.

D. Transit, Carpool & Vanpool Programs

Incentives that provide subsidized transit passes directly to building users are among the most valuable and critical to TMP success. Providing building users subsidized transit passes immediately upon occupancy removes a key initial barrier in the adoption of transit for a majority of trips. Once activated, these subsidies provide building users with a valuable resource in choosing the most popular option for peak-hour travel in Seattle and the region. Transit pass subsidies are required for TMPs (primarily commercial/mixed-use) to ensure that the choice to not drive is one that is encouraged and normalized for the life of the building. The subsidy element may be required for TMP sites that are primarily residential.

In addition to promoting transit programs, TMP buildings can play a role in fostering connections between potential carpool/vanpool candidates, leveraging both public and private services to contribute to meeting the building's TMP goal.

21. **Provide or require tenants to offer a transit pass subsidy to employees who work at the site**. ***(For primarily Residential projects: Provide transit pass subsidy to residents who live at the site, and to on-site building staff).*** A range of subsidy levels are possible through the ORCA card system, administered by King County Metro or its agent (e.g. Commute Seattle). TMP buildings shall provide a subsidy to offset some or all of the prevailing cost of a monthly regional pass ("PugetPass" or similar) otherwise incurred by end users. All regular users of the building (including its own property management, maintenance, and operations staff) shall be provided the opportunity to take advantage of a subsidized monthly transit pass. The level of subsidy required will be based on an individualized assessment of a TMP and the potential for this element to be most effective. The subsidy required may be up to 100% of the cost to the end user. BTCs are responsible for ensuring that all regular users of the building have the opportunity to enroll,

and can do so either directly or by the administrative staff of the building's tenants.

Applicability:

- **Required for all projects that are primarily commercial/mixed-use**.
    - For building users who do not elect to receive the transit pass subsidy, an alternate subsidy for walking/biking trips must be made available. See Section E.
- **May be required for projects that are primarily residential.** Providing subsidized passes for residents and building employees is likely to increase transit use. There may be instances where this strategy is required to achieve the goals of the TMP. Property managers should explore strategies by offering transit pass options to those that don't have transit pass access through their employer. In particular, this element may be required for a residential building's staff including property management, office/administration, and maintenance and operations staff.

22. **Provide information about ride-match opportunities**. Information is available through King County Metro and other transit agencies. The BTC is responsible for providing information to tenants and their employees and assisting with implementing ride-match programs. These programs match employees with potential carpool, vanpool, and vanshare riders who live in close proximity. Ride-match information may be posted through a building's internet page and by promoting employee use of services like Rideshare Online.com. Information should also be posted in print in an appropriate and central location in the building.

    Applicability:

    - **Required for all projects that are primarily commercial/mixed-use.**
    - **May be required for projects that are primarily Residential.**

23. **Offer a guaranteed ride home program when transit is unavailable**. This program serves as a last-resort method for commuters who regularly use sustainable and efficient forms of transportation but need to get home after available transit service has stopped. The ride home can be by taxi, TNC, company-owned vehicle, or car-sharing vehicle, or could be offered through an ORCA contract. The number of rides available per month or year may be limited.

    Applicability:

    - **Required for all projects that are primarily commercial/mixed-use.**
    - **May be required for projects that are primarily residential.**

24. **Provide options for getting to personal or business errands or appointments for those who have arrived by transit, like a building-based car share program, vehicle fleet, or vouchers for use of Transportation Network Companies ("TNC"s), bike share, scooter share, or other travel options.** These programs can provide flexibility necessary for irregular travel needs during the day for those who have chosen to use public transit for their primary trips.

    Applicability: May be required to meet TMP goal.

E. Bicycle/Walking Programs and Amenities

Commuting by sustainable and efficient modes of transportation, like walking, bicycling, using scooters, or other micro-mobility devices, is growing. The market for these travel options will continue to grow as Seattle becomes denser and more urbanized, and as concerns about the climate emergency become better reflected in travel choices. Biking, walking, and related TMP elements should be offered in a manner that reflects their importance, alongside transit, to decrease SOV use. Additional elements may be required to increase the desirability of traveling by these modes by removing some of the common barriers towards choosing them for regular or ad hoc trips to and from the TMP site.

25. **Offer incentives for commuters who bicycle or walk to the TMP site**. This could take many forms, including reimbursing employees who walk or bike to work through direct payments to offset building users' active transportation commute costs, subsidizing the cost of bicycle (including e-bike) purchases, or others. Incentive programs that require trip logging and tracking can be easily managed through third-party software.

    Applicability:

    - **Required for all projects that are primarily commercial/mixed-use**. This element must be offered as an option for building users who do not elect to take advantage of the transit pass subsidy (see Section D). This means that all building users must be offered the opportunity to claim a subsidy for transit use, or if they decline, a commensurate subsidy to encourage walking/biking trips.
    - **May be required for projects that are primarily Residential.** Like transit pass subsidies, it is not common for subsidies for walking and biking to be distributed through residential buildings, however there may be instances where this method may be required to achieve the goals of the TMP. In particular, it may be required for a residential building's staff including property management, office/administration, and maintenance and operations staff who do not take advantage of a transit pass subsidy.

26. **Offer programs for bicyclists like safety training and bicycle maintenance**. A bike maintenance program may include vouchers for employees for yearly bike tune-ups, having supplies on site for basic self-repairs like bike pump, patch kit, and hex wrenches, or sponsoring bike safety and maintenance workshops.

    Applicability: May be required to meet TMP goal, particularly for buildings located in close proximity to current or planned public bicycling infrastructure.

27. **Provide or require tenants to subsidize shared micro-mobility trips (bike share, scooter share, or other future programs) to all employees who work or live at the site.** For some, bike share, scooter share, or other forms of shared micro-mobility serve as an alternative to owning and maintaining a personal device. Their use is also more flexible than committing to and securing a personal device and allows for multimodal trips. For example, shared micro-mobility devices can be used to augment a transit trip by providing first- and last-mile connectivity between transit hubs, the TMP building, or home destinations.

    Applicability: May be required to meet TMP goal. This element may be useful for buildings in dense parts of the City that already see high usage of shared micro-mobility but also in outlying less dense parts of the City to encourage a more equitable availability of devices city-wide. Subsidizing these trips can be useful to increase sustainable mode share for TMP buildings outside core areas that have less frequent public transit service, so as to promote shared micro-mobility device use for first- and last- mile connections to transit.

28. **Provide building-owned shared bicycles or other micro-mobility devices for tenant use**. To encourage flexibility and fewer vehicle trips originating from a TMP building – for example at midday for a meeting – a TMP building can provide on-site bicycles or other micro-mobility devices like scooters. These devices can be made available for free or at low cost for employees to use for work or personal purposes during work hours. These programs support non-SOV commuting by providing an alternative to using a personal vehicle for errands during the work day. They may also increase marketability of the building to prospective tenants if the program is run at the building level.

    Applicability: May be required to meet TMP goal, particularly for buildings located in close proximity to current or planned public bicycling infrastructure.

F. Additional Employer-Based Incentives for SOV Trip Reduction

Other elements that can reduce commuter reliance on SOV travel, and contribute to meeting a building TMP goal, like the ones listed below, are generally most successful when implemented in owner-occupied buildings, single-employer buildings, or in buildings where all employers are required to participate. In multi-tenant buildings, these elements may often be rolled out at the tenant level, rather than at the property-wide level. The BTC can, however, encourage tenants to implement these elements and can find resources and support for how to implement them by consulting CTR resources from a local TMA. Generally, these elements are not relevant for TMP buildings that are primarily residential.

29. **Offer telecommuting program for employees**. Employees who are able to work from home can be encouraged to do so to reduce stress on the local and regional transportation network. Generally, the most useful days to encourage telework are Tuesday through Thursday, when commuter travel is highest.

    Applicability: May be required to meet TMP goal for commercial office buildings, where telework is appropriate to the types of job functions performed in the building. (Not applicable for primarily residential TMP sites).

30. **Promote flexible working hours or compressed work weeks**. Flexible start/end times outside typical peak commute periods enable employees to travel when demand on the transportation network is lower. Compressed work weeks (such as 9 days/80 hours) reduce the number of trips made to and from the TMP building and also may spread trip demand away from peak commute periods.

    Applicability: May be required to meet TMP goal for commercial office buildings, where flexible schedules or compressed work weeks are appropriate to the types of job functions performed in the building. (Not applicable for primarily residential TMP sites.)

31. **Provide subscription bus service or shuttle to site if supplementing public transit service is deemed necessary**. Private shuttle bus service can be used to help employees reach transit hubs, major destinations, or other buildings of the same employer. This element should only be pursued if the TMP site is not located adjacent to public transit options that can provide similar connections. Should it be pursued and loading would not occur on-site, coordination with the City of Seattle will be required to determine acceptable loading and unloading locations, designated curb space, and operational requirements related to permitting the shuttle vehicles.

    Applicability: May be required to meet TMP goal, particularly for owner-occupied buildings with other Seattle or Puget Sound area business locations

that will generate regular inter-building employee traffic. (Not applicable for primarily residential TMP sites.)

IX. TMP Recording Requirement

Unless otherwise specified in the Conditions of Approval, the TMP must be recorded against the property before SDCI issues a land use permit. Unless specified otherwise, a final draft TMP should be routed for signatures from the Applicant/Responsible Party only after SDCI in consultation with SDOT has provided informal approval of a final draft version, following review of earlier drafts. SDCI and SDOT will sign the TMP using an electronic signature method unless specified otherwise. It is then the responsibility of the Applicant/Responsible Party to record the final TMP with the King County Records and Elections Division and furnish a final recorded document to the City. Copies of the final recorded TMP must be sent to SDCI and SDOT.

X. TMP Reporting & Compliance Monitoring

Periodic reporting is essential for the City to determine the effectiveness of a TMP and if modifications are required to achieve SOV goals. Typically, and unless agreed to otherwise in an executed TMP, reporting will occur on the following schedule:

- In the first full year after the Certificate of Occupancy, the TMP-conditioned building, by its Applicant/Responsible Party, shall provide a baseline TMP Survey ("Survey") and a baseline TMP Program Report ("Program Report") in a manner required by the City.
- After the initial calendar year of occupancy, the TMP-conditioned site, by its Applicant/Responsible Party, shall report Survey data to the City every two years, and provide a Program Report during non-survey years.

SDOT is responsible for determining that Surveys and Program Reports are properly prepared by the Applicant/Responsible Party. The responsibility for preparing Surveys and Program Reports is borne by the Applicant/Responsible Party and is outlined below:

- The Applicant/Responsible Party is responsible for providing completed Surveys to SDOT every two years, and initially during the baseline year. The Survey shall provide sufficient information on travel behavior of tenants including mode choices and other relevant information. A response rate of 50% or greater is typically expected. SDOT shall then determine compliance with TMP elements.

- SDOT will provide, at minimum, a Survey form for use by the Applicant/Responsible Party in distributing to and collecting from site tenants. SDOT may offer services through a contracted vendor to assist the Applicant/Responsible Party with surveying. Engaging in effective surveying is, however, the sole responsibility of the Applicant/Responsible Party, and failure to effectively survey may result in SDOT referring the Applicant/Responsible Party of the non-compliant TMP-affected site to SDCI for enforcement action including civil penalties as provided by the SMC 23.90.018.

- The Applicant/Responsible Party is similarly responsible for providing a Program Report to SDOT during non-survey years, and initially during the baseline year. SDOT shall then determine compliance with TMP elements.

- The Program Report shall document compliance with required TMP elements. SDOT will provide, at minimum, a Program Reporting form for use by Applicant/Responsible Party. SDOT may offer services through a contracted vendor to assist the Applicant/Responsible Party in administering Program Reporting. However, providing a complete and accurate Program Report is the sole responsibility of the Applicant / Responsible Party, and failure to do so may result in SDOT referring the non-compliant TMP-affected site to SDCI for enforcement action including civil penalties as provided by the SMC 23.90.018.

- TMP sites that illustrate consistent achievement of long-term SOV goals may be granted allowance for reduced requirements for Surveying or Program Reporting subject to the SDCI's and SDOT's discretion.

XI. TMP Revisions

If the Applicant/Responsible Party does not show progress towards meeting applicable performance goals in its Surveying and Program Reporting, the City may direct the property owner to revise its TMP according to the procedures and criteria below. The City may also request revisions to a TMP where there is non-compliance by an Applicant/Responsible Party, including the failure to submit Surveys and Program Reports.

When requested by the City, the Applicant/Responsible Party shall submit a revised TMP within 90 days of receiving a written notice from the City. The City shall review the revised TMP and notify the Applicant/Responsible Party of accepting or rejecting the revised TMP. If a revised TMP is rejected, the City will send written notice to the Applicant/Responsible Party and if necessary, require the Applicant/Responsible Party to attend a meeting with City TMP staff for the purpose of reaching a consensus on the required TMP revisions. A final decision on the required TMP revisions will be issued in writing by the City within 45 days of the meeting.

The formal process for revising a TMP depends on how the original TMP was established. For a TMP where the Director's Decision establishing the TMP requirements only specifies the TMP goal and no program elements, any elements may be modified by written agreement between the Applicant/Responsible Party and the City.

Some TMPs have elements that are specific conditions in the Director's MUP decision. The elements specified in the original decision are a component of that decision. If the elements in the original permit are sought to be modified by the City or Applicant/Responsible Party, the Land Use Code requirements would apply, and the

decision would need to be republished. If a decision is republished, the code typically requires public notice and an opportunity to appeal the decision. This would not be an issue for elements that were subsequently added to the original list of elements because these later elements are not components of the Director's MUP decision.

An Applicant/Responsible Party may seek changes to a TMP goal or elements at any time after initially implementing the TMP. In addition to any notice and appeal requirements that may apply, SDCI and SDOT must approve in writing any modifications to the TMP. The revised TMP must be submitted to SDCI and SDOT for approval and re-recorded before it is implemented. SDOT and SDCI have sole discretion in approving or denying an Applicant's/Responsible Party's proposed changes to a TMP.

Modifications to TMPs developed as part of Major Institution Master Plans (MIMPs) must follow the processes required in SMC Chapter 23.69 for general revisions to the master plan.

XII. Identifying an Existing Transportation Management Association (TMA)

TMP sites are required to demonstrate participation in activities offered by a Transportation Management Association (TMA) as part of TMP Element 2. TMAs provide resources for BTCs and related parties, like Employee Transportation Coordinators ("ETC"s) at companies affected by the CTR law. A TMA offers information on relevant transportation options and programs that will assist a BTC in ensuring that TMP program elements are offered and SOV goals are met. An Applicant/Responsible Party should consult with the City for a list of active TMAs as part of the process during which a TMP is recorded.

The below summarizes how a new TMA can be established, should an Applicant/Responsible Party not desire to join an existing TMA:

A new TMA must submit documentation to SDCI and SDOT describing: its staff experience; affiliation with other organizations; mission statement, goals, and objectives; a strategic plan describing proposed service area and services offered; and a financial plan. The SDCI and SDOT Directors will evaluate TMA submittals for approval using the following criteria: suitability of TMA goals and objectives with regard to the purpose of a TMP; support of the TMA's mission from member employers; progress toward the developing and successfully deploying of the TMA's strategic plan; and financial management systems including financial stability.

XIII. Definitions and Acronyms

"Applicant/Responsible Party" means any combination of property owner, developer, applicant, project proponent, or property manager who will be primarily responsible for

ensuring the TMP is established before permit issuances and then implemented and monitored for the life of the building post-occupancy

"BTC" means a Building (or Institution) Transportation Coordinator.

"Carpool" means a vehicle occupied by two or more adults that travel together on a regular basis with a common origination and destination.

"CTR" means the Commute Trip Reduction Law, RCW 70.94.521-555 and SMC 25.02 that requires major employers to develop and implement a commute trip reduction program, and regularly report to the City.

"Employee" means all permanent, temporary, and contract employees who work a minimum of 20 hours per week at the site, commute at least three times per week during the AM Peak Period (measured as the percentage of trips that occur between 6:00 a.m. and 9:00 a.m., consistent with the State of Washington's Commute Trip Reduction [CTR] Act).

"ETC" means an Employee Transportation Coordinator. An ETC is a required position with a CTR-affected company. In some cases, an ETC may also serve as a BTC in a TMP building, however in other cases the BTC and ETC functions are accomplished by different people.

"HOV" means a high-occupancy vehicle and includes any modes of travel carrying two or more people, including but not limited to carpools, vanpools, transit, and custom bus service. It can also refer to a pooled TNC trip with at least 2 passengers and a professional driver.

"Land Use Code" means Section 23 of the Seattle Municipal Code.

"Major Institution" means an institution that by nature of its function and size, dominates and has the potential to change the character of the surrounding area or create significant negative impacts on the area. Major Institutions are subject to SMC Chapter 23.69 and are more fully defined in SMC 23.84A.025.

"Micro-mobility" means a transportation mode like a bicycle or scooter, and may include other emergent small devices as they are rolled out to consumers.

"MUP" means a Master Use Permit. The document issued to a project Applicant/Responsible Party, memorializing the land use decision made by SDCI on a MUP application.

"Primarily commercial/mixed-use" means a building whose primary land use is intended to contain commercial office space, retail space, industrial space, or a mix of these or any other uses that are not residential.

"Primarily residential" means a building whose primary land use is intended to be residential. For example, a building with mostly residential units that contains ground-floor retail space would be considered primarily residential.

"Program Report" means a report completed by a TMP BTC summarizing implementation status of a building's TMP. A Program Report is generally required every two years, unless otherwise specified by the City.

"SDCI" means the Seattle Department of Construction and Inspections.

"SDOT" means the Seattle Department of Transportation.

"SEPA" means the State Environmental Policy Act that is implemented by Seattle Municipal Code Chapter 25.05.

"Shared Micro-mobility" means micro-mobility devices like bicycles and scooters that are available to rent by the public, typically through a mobile application, and are typically stored in the public right-of-way.

"SMC" means the Seattle Municipal Code.

"SOV" means a single-occupant vehicle, which is traditionally a personally owned vehicle occupied by one person . Trips made in taxicabs or TNC vehicles with one passenger and one professional driver are considered to be equivalent to SOV trips, and are accounted as SOV trips in regular TMP Surveying and Program Reporting.

"Survey" means an assessment of travel behavior and mode choices made by TMP building occupants. A Survey is generally required at least every two years, unless otherwise specified by the City.

"Tenants" means individuals or entities that lease or rent space in a building.

"TIA" means a Traffic Impact Assessment. A TIA may be prepared to project potential traffic impacts of a new development, and may be referenced in the drafting of a TMP and its underlying elements.

"TMA" means the Transportation Management Association, which is an organization of employers or property owners, or a group representing employers or property owners, who are working together to administer and promote trip-reduction programs.

"TMP" means a Transportation Management Program, which is a required set of measures to reduce a project building's demand on transportation infrastructure. These measures typically seek to discourage commuting by SOV and encourage alternative commute modes. TMPs must be approved by SDCI, SDOT, and the owner of the project building as a condition of the project's Master Use Permit.

"TNC" means Transportation Network Company, and includes companies like Uber and Lyft that use a digital network or software application to connect passengers to drivers to provide prearranged rides. Trips made TNC vehicles with one passenger and one professional driver are considered to be equivalent to SOV trips, and are accounted for as such in regular TMP Surveying and Program Reporting.

"Unbundled parking" means to separate the cost of leasing parking spaces from the cost of leasing building space.

"Vanpool/vanshare" means a high occupancy vehicle that accommodates six or more people that are registered and permitted by a state, county, regional transit agency, or local jurisdiction to operate or ride in the vehicle. For a vanpool, members travel together between individual pickup and drop off locations. For a vanshare, members travel together between a single pickup and drop-off location.

ATTACHMENT A

[Date]

Nathan Torgelson, Director
Seattle Department of Construction and Inspections
700 Fifth Avenue, Suite 2000
P.O. Box 34019
Seattle, Washington 98124-4019

Re: TMP Acknowledgment Letter for Master Use Permit Number _____

I _____ (NAME), owner of _____ (LEGAL DESCRIPTION) _____ identified as _____ (ADDRESS) _____ understand and agree that:

- I am required to implement a Transportation Management Program (TMP) imposed on MUP number _____ pursuant to SMC _____.

- Additional MUP conditions unrelated to the TMP may apply to the proposal as specified by the Director's MUP decision;
- Failure to achieve the goals specified in the TMP and to comply with the requirements of the TMP according to SDCI Director's Rule 05-2021/SDOT Director's Rule 01-2021 shall be a violation of the permit conditions and may result in an enforcement action being initiated as provided for in SMC Chapter 23.90; and
- The conditions the City has required by approving the project are effective for the life of the project and apply to me and my company, and future property owners.

Sincerely,

CC: SDOT Transportation Management Program (TMP) lead
SDOT Development Review lead
SDCI Transportation Review lead