

CITY OF BELLEVUE
BELLEVUE TRANSPORTATION COMMISSION
MINUTES

September 14, 2017
6:30 p.m.

Bellevue City Hall
City Council Conference Room 1E-113

COMMISSIONERS PRESENT: Commissioners Bishop, Chirls, Lampe, Marciante, Teh, Woosley, Wu

COMMISSIONERS ABSENT:

STAFF PRESENT: Kevin McDonald, David Berg, Mike Ingram, Molly Johnson, Eric Miller, Kristi Oosterveen, Department of Transportation

OTHERS PRESENT: Chris Breiland, Fehr & Peers

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Commissioner Bishop who presided.

2A. ROLL CALL

Upon the call of the roll, all Commissioners were present with the exception of Commissioner Teh who arrived at 6:31 p.m.

2B. ELECTION OF CHAIR AND VICE CHAIR

Commissioner Chirls thanked whoever nominated him to serve as Vice Chair but said he had decided to decline the nomination.

Principal Transportation Planner Kevin McDonald announced the nominations for positions of Chair and Vice Chair were Commissioner Bishop and Commissioner Woosley respectively.

No additional nominations were made.

Mr. McDonald said absent other nominations, Commissioner Bishop was elected Chair.

Chair Bishop noted no additional nominations for Vice Chair and declared Commissioner Woosley to be the new Vice Chair.

3. PUBLIC COMMENT

Mr. Richard Morris, 13430 SE 24th Street, said he serves as president of the Sunset Community Association. He reminded the Commission that he previously had proposed putting crosswalks and sidewalks on a portion of Kamber Road. He said since then the Association has been working with one of the engineers from the Department of Transportation. The Association recently had its annual picnic and people who attended had to

cross Kamber Road without a crosswalk. There are many families with kids who take walks along the east side of Kamber Road on the bicycle path. Kamber Road is a collector arterial and sees 9000 cars per day; it is not a neighborhood road.

Ms. Penny Gates, 2020 Kamber Road, said she has lived in her home on Kamber Road for 35 years. She said for a long time she has had a big ditch in front of her house that runoff water is supposed to follow. Many years ago someone dumped big boulders in it and now it is difficult to clean out. Someone with a clipboard 25 years ago said the ditch would be fixed up and planted with grass and shrubs, but that has not yet happened. Many new houses have gone up in the neighborhood in an area that used to be beautifully forested and many more people are now using Kamber Road, many of whom are pushing baby strollers with cars rushing past. She said a sidewalk and crosswalks are clearly needed before someone gets killed. Kamber Road used to be a country road and now it needs something to slow down the traffic.

Mr. Patrick Bannon, president of the Bellevue Downtown Association, 400 108th Avenue NE, Suite 110, thanked the Commission for advancing the Transportation Management Program code update and guidelines, which appear to be headed in the right direction. He said the organization is looking forward to the ongoing discussion. The BDA's TransManage service has been involved with TMP's for more than 30 years and currently serves more than 20 buildings in Bellevue, working with property managers in implementing their TMP requirements. The BDA is proud of the fact that the buildings it works with maintain higher rates of compliance and lower rates of drive-alone travel. He said Augusta Devries has been the TransManage program director for the past four years and recently stepped into an exciting new position at the BDA. Taking her place is Tim Kelly, a recent transplant from the Washington D.C. area where he was a program and marketing manager for Bike Arlington, which is heavily involved in TDM work in that fast-growing area.

4 APPROVAL OF AGENDA

A motion to approve the agenda was made by Commissioner Woosley. The motion was seconded by Commissioner Chirls and the motion carried unanimously.

5A. COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS – None

5B. COMMUNICATION FROM TRANSPORTATION DIRECTOR

Transportation Director David Berg apologized for having missed the Commission's annual retreat in July and the opportunity to talk about the accomplishments of the Commission and the goings on within the department. He thanked the Commissioners for the significant work that has been accomplished and the work that is ongoing. Bellevue is no longer a suburb of Seattle and is an urban city in its own right. Having a robust and up-to-date TMP program is very important and the work of the Commission on that topic has been appreciated.

The Commission has also done a lot of heavy lifting relative to Complete Streets, development of the Downtown Transportation Plan, and developing policy language for the Transportation Element of the Comprehensive Plan.

The Commission has also done a great deal of work relative to multimodal level of service and still has more work to do on that topic. How to prioritize projects given the range of mobility options the city is trying to encourage will continue to be a focus of the Commission. How to

measure levels of service for all modes will be critical.

Mr. Berg said the department has over the past year had a very large capital program with some very significant projects, some of which are now wrapping up and some of which are only starting. Projects in the 120th Avenue NE corridor are wrapping up, as are the non-motorized ped/bike improvements on Northup Way. The BelRed area has a road to nowhere under construction, namely the first phase of Spring Boulevard. The project is out ahead of Sound Transit construction and accordingly will save the city some \$10 million. The second phase of the project will be funded through the \$100 million TIFIA loan the city received a few months ago. The loan funds will allow for completing the infrastructure in BelRed prior to the East Link project coming online, and hopefully prior to much of the private redevelopment coming online.

The Commission has been involved in the transportation levy approved by the voters in November 2016. The Commission was in fact instrumental in coming up with the Rapid Implementation Program, which is one piece of the levy, and will be involved moving forward with prioritizing other projects for the future years of the levy.

Mr. Berg noted that Kristi Oosterveen leads the department relative to emergency preparedness. She works with the Office of Emergency Management to prepare for emergency events. Being prepared for emergencies, whether they are large or small, is important and is taken very seriously.

The department is continuing to work with the ITS implementation strategy and is developing partnerships with the private sector to advance new and innovative ways to deal with transportation challenges. Staff recently made a presentation to the City Council in August regarding the various ITS elements and venues of implementation.

Implementation of the East Link project continues to be a major focus for the department. The project is causing and will continue to cause disruptions. Staff from the Transportation Department as well as the Development Services Department are working with Sound Transit and the contractors to make sure all expectations of the city are met relative to mitigation, safety and mobility.

Mr. Berg said the efforts of the Commissioners are appreciated by the department. The Commission provides a great deal of guidance relative to elements the Council has asked for as well as what the community is saying. He noted, however, that there are still things that keep him up at night. Bellevue's workforce is aging and the department is facing a bundle of prospective retirements in the next five years. How to sustain the continuity of operations given the loss of knowledge, and what is being done to make sure new hires are ready to take over, is a current focus for the department. Capital funding is always an up and down proposition; while currently up, downturns should be anticipated. There is always a funding challenge when it comes to maintenance and operation of the system. Delivering on the big capital program will continue to be a challenge. The workload is huge and it will create construction disruption that residents do not like.

Mr. Berg said a performance survey is conducted annually in Bellevue. A firm is hired to conduct the survey and one of the questions asked is about whether or not the city is headed in the right direction. The top answer by those saying the city is headed in the right direction is that they like what they are seeing relative to growth and development. Those who believe the city is headed in the wrong direction gave the same reason. The growth and development that

is occurring in the city is happening exactly as it has been planned for the past 30 years or so, namely in the downtown, in BelRed, in the Eastgate corridor and in the Crossroads area. Growth comes with challenges, particularly in the transportation system. It is agreed that it is not possible to build out of congestion, but there are admittedly some chokepoints that need to be addressed. It will be important going forward to make sure residents and businesses are being told the story that the ongoing growth is following the plan, something that currently is not being done all that well. Attention needs to be given to being able to assure predictable travel times.

Commissioner Lampe asked if the city has recently seen increases in contractor prices. Mr. Berg said the city has not bid any projects in the past few months where that has been seen, but increases are being observed in certain types of construction, including concrete work given the current demand for concrete. Sound Transit has experienced challenges with station construction pricing, particularly the vertical projects.

Commissioner Chirls asked how the department is and will be handling employee development issues, including leadership and management training. Mr. Berg said one element is making sure time is carved out for folks to be able to have those conversations. Where the focus is continually on production only, employee development fails to be a priority. Beyond that, it is necessary to provide the tools to facilitate having the conversations on an ongoing basis. The department also needs to make sure it is paying attention to critical positions which if not occupied will be problematic. The process of making sure there are succession plans in place has been started.

Commissioner Woosley said the city in fact has a great story to tell with regard to growth and development, but suggested the Commission might help take a leadership role in telling the story. There are projects in the works that will add tremendous capacity and which will serve Bellevue very well, including the projects associated with I-405. Mr. Berg said the Council annually adopts a state and federal legislative agenda, and I-405 is always at the top of the list. He agreed that having Commissioners out in the community telling the story will be helpful.

Commissioner Wu pointed out that for cities like Bellevue that have done so well for so many years, the bar just keeps getting higher and the challenges greater. Mr. Berg agreed that there is a culture of perfection in Bellevue which continues to move the bar higher.

6. DRAFT MINUTES REVIEW/APPROVAL

A. July 13, 2017

A motion to approve the minutes as submitted was made by Commissioner Chirls. The motion was seconded by Commissioner Lampe and the motion carried unanimously.

7. STUDY SESSION

A. Transportation Management Program Review

Senior Transportation Planner Michael Ingram said transportation management programs are required by the city for large developments. Staff and the Commission have been reviewing the program requirements over the last 18 months. Input has also been sought from stakeholders and the public. He put before the Commission the package of staff recommendations for revising the current requirements and noted that a public hearing had been set for September

28.

Mr. Ingram said the key points of the staff recommendation were to revise upwards the minimum building threshold size; provide a menu of implementation activities options for building managers; and clarify what the city is expecting building owners and managers to accomplish.

The Commissioners were shown a chart showing the program requirements and the thresholds at which building managers face no requirements at all, are required to post and distribute information, and are required to provide a transportation coordinator. Mr. Ingram noted that currently there is a level of buildings for which the requirement is to post and distribute information. The process to date has shown that there continues to be value in having information posted and distributed. However, since 1995 when the program started, the ways in which people can access information have increased, so it now makes sense to focus on just the bigger buildings. The chart showed the proposed level at which the posting and distributing requirements would kick in.

Answering a question asked by Commissioner Woosley, Mr. Ingram said he took the time to review the list of buildings that are currently in the pipeline or under construction. The current requirement relative to residential buildings is that all buildings with 100 units or more must have a transportation management agreement and post information in the building. There are about eight buildings in the pipeline that have between 100 and 200 units and the recommendation is to set the threshold at 200 units. For the really big residential developments, like Hyde Square at NE 20th Street and 156th Avenue NE which has nearly 650 units, the argument can be made that everything possible to mitigate impacts should be done.

Commissioner Marciante said it would be helpful to know how many people will be left out by increase the building size threshold. Mr. Ingram pointed out that very few 30,000 square foot buildings are being constructed anymore. He noted that the outreach efforts indicated clear support for increasing the thresholds as proposed.

With regard to the implementation activities, Mr. Ingram said the direction by the Commission and the Council was to add flexibility while maintaining the minimum requirements. The recommended approach is to continue requiring the baseline activities of posting information and designating a transportation coordinator. Beyond that, the proposed approach includes a menu of options to provide for flexibility. Certain activities on the menu have a higher impact while others have a lower impact. Overall, a level of activity similar to the current code is expected. The baseline activities of posting and distributing information and designating a transportation coordinator will apply across most building types. For office buildings only, additional baseline requirements are included that currently apply only in the downtown. The recommendation is to extend the requirements to office buildings citywide. The first is to include in tenant leases a requirement to participate in periodic surveys. The second is to identify parking cost as a separate line item in tenant leases, something that downtown building managers report is consistent with market practices.

Commissioner Woosley agreed with the notion of applying the program to all comparably sized buildings throughout the city. He asked, however, about how the city will recognize the disparity between the downtown and areas outside of the downtown when it comes to transportation options. Mr. Ingram said a different level of performance can be expected in areas in the downtown and outside of the downtown.

Currently city code requires provision of financial incentives to employees in buildings who commute by transit, carpool or vanpool, and the amount specified is \$15 per month. The proposal is to increase the subsidy amount to 25% of the cost of a countywide transit pass and add in additional Tier 1 options for building managers to choose from, leaving the financial incentive as one option and including the provision of a shuttle van or bus service, flexible parking options, and daily rather than monthly parking passes.

The Tier 2 activities have lower impact and currently most worksites are required to choose two of them along with one higher impact activity. The currently requirement is for a guaranteed ride home for transit/carpool/vanpool riders who miss their rides, and providing preferential HOV parking. The latter is not generally liked by parking operators because it can be a monitoring hassle for them. The additional low-impact activities are providing shower facilities; providing off-street passenger loading areas; providing parking on-site for car share vehicles; and an annual TMP services contract with TMA. Building managers may also propose alternative strategies for the city to consider.

Mr. Ingram said the proposal is to have two zones: the downtown and the rest of the city outside of the downtown and to look to the performance seen at Commute Trip Reduction worksites, which are defined as sites with 100 or more employees who commute to the workplace between 6:00 a.m. and 9:00 a.m. There are 57 such sites in Bellevue and each has a target for how much trip reduction they are to accomplish in a given period of time. The city provides support to those work places by way of helping them to develop programs and activities that encourage employees to commute by means other than SOV. About a quarter of all workers in Bellevue work at a CTR site and staff believes what is being accomplished at those sites is a good representation of what can realistically be accomplished. For sites within the downtown, CTR sites have on average 53 percent drive alone, while the CTR sites outside of the downtown see 72 percent drive alone trips. Staff recommends using those percentages as the targets for large office buildings in the two zones.

Commissioner Wu commented that because the percentages are what is currently being achieved, there is no reason to set the goals any lower. Mr. Ingram said large worksites have lower drive-alone rates than small sites. There are a number of reasons for why that is the case. Additionally, the performance of buildings with a mix of different kinds of tenants tends to be higher than for large employers in a building. The average performance in the downtown is at 62.5 percent; while it is declining, it will take several years to reach the 53 percent goal.

Commissioner Woosley allowed that the goals are aspirational. He asked if in calculating drive-alone rates currently Microsoft is taken out of the mix given that they operate their own transit service. Mr. Ingram said single tenant buildings are removed from the mix. The Key Center, which is favorably located close to the transit center, currently is at 45 percent. He said the 35 percent target level in the Comprehensive Plan is far more aggressive.

Commissioner Chirls asked if staff spends more time with organizations that have reached their goals or those that have not reached their goals. Mr. Ingram said efforts are focused on those who have not reached their goals. Commissioner Chirls said that would seem to argue in favor of a building manager choosing a more aggressive target since they will receive more staff support. Mr. Ingram suggested that likely would not be a sufficient incentive. Buildings are expected to continue making steady progress toward their targets, and where incremental progress is not being made, the city can direct buildings to pursue more aggressive activities at additional costs. Compliance is expected; it is not voluntary.

Commissioner Teh pointed out there are no penalties associated with lack of performance. Mr. Ingram agreed but noted that there are potential penalties for failing to cooperate and make a good faith effort.

Commissioner Chirls said he was comfortable with the targets but not with how they might be perceived by different constituencies.

Mr. Ingram offered a proposed revision to the first paragraph of the code, 14.60.070(A). He said it had been brought to his attention by Commissioner Woosley that as drafted the language was overly broad. In working with the legal department, the language was changed to read "The director may require a transportation management program (TMP) for any project proposed as mitigation for impacts in order to reduce congestion, reduce peak hour trips, or implement the policies of the comprehensive plan."

Commissioner Marciante asked when the next opportunity will be to revise the targets. Mr. Ingram said the targets are not embedded in code. The numbers will likely be updated every two or three years.

B. Traffic Standards Code Director's Rule Amendments

Mr. McDonald introduced Molly Johnson, manager of the development review team in the Transportation Department. He explained that the team works to ensure that new development proposals, and in some cases capital investments made by the city, are consistent with the plans and policies of the Transportation Element and other transportation codes. He said the Traffic Standards Code is a regulatory document that provides authority for the team to condition developments to implement transportation system improvements to mitigate for impacts. Within the Traffic Standards Code there is a provision for the Transportation Director to make specific rules, called Director's rules, for how the code is implemented.

Continuing, Mr. McDonald explained that the Traffic Standards Code requires that a public hearing be held before making amendments to any Director's rule, but it does not provide that the Transportation Commission is to play a substantive role in providing any recommendations with respect to any Director's rule. Rather, the role of the Commission is to convene a public hearing and to listen to the comments made, after which the staff will take the information received and modify the Director's rules accordingly for administrative adoption by the Director. That is not to say the Commissioners cannot make comments on the proposal, only that no recommendation from the Commission is expected.

Ms. Johnson said the current version of the Director's rules have been in place since 2011. The proposal does not seek a major overhaul rather just a cleanup of a particular practice to match the city's current standard. The rule in question gives a methodology for testing for concurrency. All projects that will add more than 30 peak hour trips are required to test for concurrency using the transportation model. The current rule says every time the model is updated, the concurrency tests must be rerun. It used to be that the model was updated every three years or so, thus the rule was not an issue. Last year it was decided it would be a better practice to update the concurrency model annually. The problem is that large development projects can take anywhere from 12 to 24 months to go through the approval cycle, so meeting the one-year update cycle will be problematic. In essence, a project would need to do a concurrency test, and then halfway through the project or even close to its end to run the test again. That simply is not a good way to do business.

Chair Bishop said it was his understanding that updating the model includes adding to the base the land use projects approved over the past year as well as transportation system capacity projects. Ms. Johnson said that was correct. The approved projects are put in at the time of building permit approval, not at the time of entitlement approval. Sometimes those two events are close together, but sometimes they are quite a ways apart.

Ms. Johnson said updating the model annually will keep the model more current. The proposal is to change to the language of the Director's rule to reflect a certain amount of time. Projects are asked to run their concurrency tests at the beginning because the data is used to determine traffic impacts. The test results are reservation only. The actual trips are not assigned to a project until the project is approved. The proposal is to give each reservation a two-year time limit. All but a few of the largest projects can be completed in two years. Those not completed within that time frame generally have had major changes or something which makes the original concurrency test not all that accurate anyway.

Commissioner Chirls asked what the financial impact will be if the change is made. Ms. Johnson said there is a \$2500 modeling fee, and a charge for any additional staff time needed. On average, the cost will be on the order of \$3000 to \$5000 per project.

Chair Bishop noted that if a project changes such that it will add a single additional trip, the whole process must be started all over again. He asked if there is some rationale for that approach. Ms. Johnson the reason it is in the Director's rule is because it is in the code. Once the focus turns to overhauling the Traffic Standards Code, that issue can be addressed.

Chair Bishop pointed out typographical errors in the draft Director's rule, one in the last paragraph on page 4 and one in the third paragraph on page 5.

Commissioner Wu called attention to paragraph A on page 1 and suggested that it would be good to clarify that the 30 or more net new p.m. peak period average trips refers to vehicle trips. Referring to Land Use Code Processes I, II and III in the same paragraph, she asked into which category Chick Fil A falls. Ms. Johnson said the city has a prescriptive way of determining trips. She said she did not know which category the use fell into, but she said it was determined to be an allowed use and thus not a lot of review attached to it. The prescribed number of trips for the use, minus the number of trips for the Denny's restaurant that had been on the site, yielded very few net new trips. Chick Fil A recently came in for a pre-app for another store and they were informed that the city's prescriptive method did not adequately analyze their trips, thus they will be required to produce a custom trip generation and a custom queuing analysis.

Commissioner Wu called attention the last paragraph on page 2 and the reference to the calculation of internal capture rates based on the *Trip Generation Handbook – An ITE Proposed Recommended Practice*. She suggested including all industry standards that are approved by the city.

Commissioner Wu observed that in the first paragraph on page 3 reference is made to the adopted trip rate in the calculations and suggested there could be some flexibility by allowing a customized trip survey.

A motion to set October 12 as the public hearing date was made by Commissioner Woosley. The motion was seconded by Commissioner Chirls and the motion carried unanimously.

C. 2019-2030 Transportation Facilities Plan (TFP)

Capital Facilities Planning and Programming Administrator Kristi Oosterveen said the TFP is a 12-year list of transportation improvements. It is updated every two years or as directed by the Council. The Commission reviews the projects on the list and presents to the Council an update of the plan for the Council to consider and adopt. The TFP is financially constrained. The plan serves as an intermediate-range planning tool. The projects in the TFP are evaluated for inclusion in the Capital Investment Program (CIP), which is the funded seven-year plan implementation plan.

Ms. Oosterveen said projects that are highlighted in the Comprehensive Plan as well as the city's long-range facility plans are drawn on in developing the TFP. Mr. Ingram added that there are numerous needs identified in the various plans. The TFP ultimately is a prioritized list of those projects that can be afforded within a 12-year timeframe.

Chair Bishop asked if the sidewalk project along Kamber Road that has on three occasions been brought before the Commission by the public will be considered. Ms. Oosterveen said it would be before the Commission during the discussion of capacity projects versus non-motorized projects. The Kamber Road project fits into the long-range Pedestrian and Bicycle Implementation Initiative, though the projects in that plan are not prioritized via the TFP process.

Mr. Ingram said the Kamber Road sidewalk issue was brought before the Commission some 15 years ago. The Commission at that time supported having a sidewalk on one side of the road as being preferable to spending extra money for sidewalks on both sides of the road, given that there was not enough money to address all the priority needs in the city.

Ms. Oosterveen noted that in addition to serving as an intermediate-range planning tool, and a foundation for the CIP, the TFP establishes a list of projects that are subjected to environmental review to determine the cumulative impacts of transportation and other improvements. The current TFP was not subjected to a complete environmental review because it did not contain enough new projects. The TFP also serves as the basis for the city's impact fee program. The capacity projects in the TFP are relied on in developing the impact fee projects list. The impact fee schedule is updated every January for new development, and the impact fee revenues from those new developments flow into the Capital Investment Program.

Answering a question asked by Commissioner Wu, Implementation Planning Manager Eric Miller said the Commission is not involved in determining the impact fees. The Commission serves a role in recommending projects for the impact fee project list. Staff uses the list to calculate the maximum eligible impact fees. The Council ultimately adopts the fee schedule. The development review team looks at each development, identifies the number of new PM Peak hour trips, and applies the corresponding impact fee for the given use. The impact fee is approximately \$4800 per trip.

Commissioner Woosley observed it was not that long ago that the impact fee was \$500 per trip. It has gone up tenfold and the revenues constitute more than a quarter of transportation capital revenues. Mr. Miller said there are a number of factors that influence the total revenues that get allocated to transportation capital. The impact fees are dedicated to transportation capital and must be used for that purpose. Other sources are not dedicated and can get siphoned off to other projects. Commissioner Woosley said it would be helpful at the appropriate time to see if overall the city is growing its transportation capital budget adequately. Mr. Miller said more

information regarding the transportation revenue picture will be shared with the Commission as the TFP update moves along.

Commissioner Chirls said he would like to see the whole picture. He noted that the transportation director said maintenance funding is not sustainable. The Commission should be better informed with regard to maintenance funding and costs, impact fee revenues, and political decisions to spend funding that could be earmarked for transportation projects on other projects. Beyond that, there should be some projections shared with the Commission along with the implications of not spending enough on maintenance.

Chair Bishop said the pavement overlay program is one of the largest segments of the maintenance program. Some \$5 million to \$6 million annually is spent on the program, which relies on a very robust pavement rating system. He asked if there are similar methods utilized to evaluate other maintenance issues. Ms. Oosterveen said maintenance is one of the items she works on for the budget. She said the discussion has only recently ramped up with the budget office. She said she will bring information to the Commission once there is more information in hand. Maintenance of streets, signals and street lighting are the responsibility of the transportation department. Maintenance of landscaping is addressed by the parks department. A variety of issues are factored in, including frequency of care, in reaching a dollar amount per project and a total maintenance budget.

Ms. Oosterveen shared with the Commissioners a graphic indicating the revenue picture and the various sources that flow into the total. She noted that the transportation program gets all of the revenues that are dedicated to transportation, but gets only percentages of the other sources. Mr. Miller pointed out that in order to use property tax revenues in a capital program, there must be voter approval. Ms. Oosterveen clarified that the revenues shown were projected for the 12-year TFP period.

Ms. Oosterveen said the process of updating the TFP includes public involvement, including articles and notifications in *It's Your City*, the *Bellevue Reporter*, on NextDoor and in *Neighborhood News*. Information will also be published on the city's website, which will include E-Alerts specific to the TFP website. A dedicated email has been established to receive questions, and a web survey with map and project list will be part of the outreach effort along with Commission meetings and TFP open houses.

The TFP process will involve a number of meetings with the Commission through the end of 2018. Between October and December the focus will be on the criteria and strategies, as well as the public involvement process, capacity versus non-motorized projects, and levy project integration. The hope is that the TFP project list will be finalized by May 2018 and taken to the Council for approval. The environmental analysis will follow approval of the project list.

D. Multimodal Level of Service

Mr. McDonald said a final report documenting the work of the Commission was put together since the last meeting focused on multimodal LOS and has been delivered to Commissioners' desk packets. The report documents the work done through April 2017 on developing the metrics, standards and guidelines for all modes of transportation.

Mr. McDonald said when he first started with the city, the Comprehensive Plan policies were focused on making sure vehicles could travel along the arterials without a lot of friction. The 1993 Comprehensive Plan, which was the first under the Growth Management Act, began to

develop a more holistic view of mobility, making sure that the range of transportation facilities met the needs of different parts of the city. At the recommendation of the Commission in 2015, the Council adopted a policy aimed at establishing multimodal LOS measures, standards and targets.

Mr. McDonald called attention to a matrix outlining the metrics, standards and guidelines for all modes of the transportation that was approved by the Commission in April. He noted that for vehicle LOS, the metric is volume/capacity ratio or average delay at intersections, and typical urban travel time/speed along arterials based on 40 percent of the posted speed limit. Within different areas of the city there are different expectations of travel time/speed. The tool can be used by looking at travel time/speed along a corridor. If a segment of the corridor is not performing at the level of expectation established, investigation is warranted. If anything can be done about it, the remedy can be compared against priorities in other locations, and tradeoffs can be considered.

Mr. McDonald noted that the Wilburton Commercial Area CAC, of which Commissioner Wu is co-chair, is currently looking at different alternatives for growth out to 2035 in Wilburton. He said the travel time tool has been used to look at the differences between the alternatives to see what impact would be on travel time/travel speed along corridors.

For pedestrian LOS, a similar approach is taken in dealing with intersections and sidewalks. The matrix outlines the Commission's recommendations for how to treat the width of sidewalks and the landscape buffer; how to design intersections for pedestrian comfort and safety; and how frequently midblock crossings should occur. The sidewalk widths are standards, but intersection design and midblock crossing frequency are guidelines, thus providing flexibility for staff and the community to work together to find solutions that meet the needs given the context.

Bicycles move along corridors and cross streets at intersections. Bicycle riders fit into different comfort levels and as recommended the intent is to not focus only on facilities that the strong and fearless riders would be comfortable with. Instead, the focus is on improving the comfort level and safety of the interested but concerned, and even the enthused and confident. The table developed by the Commission represents the types of facilities needed to achieve a bicycle level of service along a roadway corridor based on the speed and volume of the traffic. The intent is to maintain the bicycle LOS across intersections by utilizing various components aimed at improving intersections for people riding bicycles.

The city does not own or operate the transit system, but it does own the rights-of-way on which buses operate along with the back-of-curb facilities transit passengers use in getting on and off of buses. The Commission concluded that transit stops deserve amenities for pedestrians ranging from weather protection to seating, paved bus door passenger zones and wayfinding. The light rail stations are the responsibility of Sound Transit. With regard to transit speed along the corridors that connect the Frequent Transit Network, the expectation in both the Transit Master Plan and the transit agencies plans is an average of about 14 miles per hour between activity centers. Calculating the difference between what is expected and actual transit speeds is the first step in determining what, if anything, can be done to improve things.

Commissioner Woosley commented that transit riders generally accept that taking the bus will take longer than taking one's car. Buses make frequent stops and that reality should be factored in. Commissioner Marciante pointed out that the city can utilize things like transit signal priority to help transit speeds increase. If people see transit going faster than vehicles stuck in

congestion, transit will be seen as a viable option.

Mr. McDonald noted that all of the metrics, standards and guidelines compete for space along an arterial, and decisions have to be made relative to type of project, project prioritization, and mode prioritization where there are competing or perhaps complementary interests. Part 2 of multimodal LOS implementation will help inform the development and prioritization of the transportation facilities plan and some of the embedded programs the CIP funds, such as the Neighborhood Sidewalk Program.

Chris Breiland with Fehr & Peers explained that the second part of multimodal LOS implementation will involve development of an approach to mobility in Bellevue that will deeply embed the multimodal LOS principles into city decisions regarding which projects to build, the priority of projects, and the resources to be used. Multimodal LOS can help projects that have not really been in the mix thus far, like midblock crossings that are defined in the downtown but nowhere else in the city. Once the desired projects are identified, multimodal LOS can be used to prioritize them according to need. Expanding to a multimodal LOS system, consideration will need to be given to evolving the funding mechanisms.

Answering a question asked by Commissioner Wu, Mr. McDonald said the multimodal LOS approach is expected to change the planning process by looking at a suite of projects in a different way, including how to fund them. There could be policy and code implications, and there could be implications for the impact fee program.

A motion to extend the meeting to 9:15 p.m. was made by Commissioner Woosley. The motion was seconded by Commissioner Lampe and the motion carried unanimously.

With regard to what projects to build, Mr. Breiland said there are three fundamental steps. The first, of course, is to identify the expected LOS for each mode. The next two steps are to consider the type of facility needed to achieve the expected LOS, and to document how an existing facility type compares to what is needed to meet the expected LOS. Where a gap is identified, a project may be needed. While it may sound daunting, the city has in fact already done much of the work. There are still metrics that have not previously been identified that need to be brought into the fold. Projects that get identified will over time be included in the plans and programs as they are updated.

Mr. Breiland said the multimodal LOS standards and guidelines involve explicit ways to look at the different needs of the community. As such the approach provides tools to be used in identifying priorities, such as corridor travel speed, bicycle level of traffic stress, sidewalk and landscape width, and transit stop components. Prioritizing multimodal LOS projects could include looking at the project evaluation for the TFP and CIP.

Project implementation focuses on how projects are funded. Currently impact fees are based on vehicle trip generation in the PM peak period and can expand vehicle capacity. Moving toward a multimodal infrastructure system will require evolving the impact fee program to focus on person trip capacity rather than vehicle capacity. Implementation of multimodal LOS will also look at how to bring the fuller approach to bear relative to the CIP to achieve specific outcomes. Potential changes may be needed in the development review arena as well, including changes to the Traffic Standards Code and the design manual to incorporate the multimodal LOS metrics and standards.

Mr. Breiland said there are two hypothetical applications in the scope of work to apply

multimodal LOS in Northtowne and Crossroads. The contexts are different for the two areas given that one is a neighborhood shopping center and the other is an activity center. The aim is to go through the process with the Commission and develop a dashboard showing how metrics that are important to the city but not explicitly multimodal LOS change based on different choices.

Mr. McDonald said the issue will be before the Commission again in December. The scope of work will be reviewed in more detail, and focus will be given to the issue of how to use multimodal LOS to help identify projects.

8. OLD BUSINESS

Mr. McDonald informed the Commission that the Planning Commission on September 27 would review the Transportation Commission's recommendations for Comprehensive Plan amendments for the complete streets policies and the downtown subarea plan. He said he would be present and he invited the Commissioners to attend.

9. NEW BUSINESS

Commissioner Wu made the suggestion that meeting agendas should not include more topics than can be adequately discussed.

Commissioner Chirls noted that materials are presented beforehand to the Commissioners. Commissioners should come to meetings having read the materials and ready to discuss them. It should not be necessary for staff to essentially read the materials to the Commissioners during the meeting. Commissioner Wu agreed, as did Commissioner Teh.

Mr. McDonald said the City Manager's Office has rolled out with the Planning Commission the concept of going completely electronic with regard to meeting materials. The Transportation Commission is next up to move in the same direction.

Commissioner Woosley said he appreciated the concern about not exceeding the scheduled agenda time. He said there are many different ways to address it. He said he would prefer to receive meeting materials in printed format. Chair Bishop concurred.

Mr. McDonald said the time sensitivity of certain items often dictates the Commission's agenda. Additionally, the workload is frequently large enough to trigger the need to have two meetings per month.

Commissioner Chirls said there would be more time for the Commissioners to ask questions if there was not a full presentation given by staff on every topic, especially if explanatory materials have been given to the Commissioners ahead of the meeting.

Commissioner Marciante suggested having Commissioners write up questions in advance of the meeting and submitting them to staff so they can come prepared to answer the questions as part of their presentations. Mr. McDonald said he would welcome that approach. Commissioner Chirls agreed as well but said he would not want written questions to be the only ones addressed.

Chair Bishop voiced frustration with the lack of time to have a full discussion of items on the agenda.

Mr. McDonald said he would recommend staff be very concise in their presentations and tell them to rely on the Commissioners having read the materials in the packet. He said he would help the Chair manage the time during meetings to facilitate enough discussion time to get questions answered. He said for his part he would seek to avoid overloading the agendas.

A motion to extend the meeting to 9:30 p.m. was made by Commissioner Lampe. The motion was seconded by Commissioner Woosley and the motion carried unanimously.

Commissioner Chirls said his opinion was that those changes would not be sufficient, because the only change to the current practice was to submit questions in advance. Chair Bishop said the other change was agreeing to ask staff to be more efficient in their presentations.

Commissioner Wu pointed out that each Commissioner has a different perspective, and the process of asking questions leads to a greater understanding.

Commissioner Woosley commented that Commission meetings almost always go to 9:30 p.m. In addition to taking the major steps of streamlining staff presentations and limiting the number of questions asked, the meetings should be planned to run until 9:30 p.m. to allow time for a full discussion. Mr. McDonald reminded the Commissioners that staff was given direction two years ago to try to finish meetings by 9:00 p.m. The option to extend the length of a meeting is always available.

Chair Bishop voiced support for continuing to schedule items with an eye on having the meetings end by 9:00 p.m. Commissioners Lampe and Chirls agreed. Chair Bishop added that four agenda items in a single meeting is probably at least one too many. Commissioner Chirls pointed out that limiting the number of items on the agenda logically could lead to having two meetings per month instead of one.

Mr. McDonald said there are issues that require the attention of the Commission, and there are issues the Commission has asked to have brought forward for one reason or another. He said he seeks to develop agendas that include both kinds of issues each time.

Commissioner Wu said one option for information-only issues would be to simply set aside ten minutes or so in which to ask questions about the materials included in the packet on the topic. Commissioner Chirls said that approach would actually put a limit on things the Commission values most, which is discussion and questions. He said he would rather put a limit on the thing the Commission values least, which is a regurgitation of the materials the Commission receives in advance.

Commissioner Teh proposed the Commissioners should do all of their homework ahead of time, including submitting questions, streamlining staff presentations to what the Commission should know and what decisions need to be made, and allowing time for a full discussion of the issues.

Commissioner Marciante said she would add to that allowing a specific amount of time for the staff presentation, holding Commission questions to the end, and then allowing a set amount of time for discussion. Commissioner Chirls said that approach might work, but said there is still a question as to how much time savings will result, making it difficult to schedule exact amounts of time for presentations and discussion.

10. PUBLIC COMMENT – None

11. REPORTS FROM COMMISSIONERS

Commissioner Lampe said he attended a seminar on electric cars at Downtown Park on September 11. He said the event was well attended.

Commissioner Lampe said he would like to have a quick report at a future meeting about the recommendations of the traffic mitigation program that involved several southern neighborhoods representatives.

Commissioner Marciante said a new mobility playbook was recently released by the city of Seattle. She said she found it to be very different from typical planning documents. She encouraged the Commissioners to take a look at it.

12. STAFF REPORTS

Mr. McDonald informed the Commissioners that there would be a bike share expo at City Hall on September 27 between 5:00 p.m. and 7:00 p.m. Bike share vendors have been invited to attend, bring their wares and make their pitches. There is no commitment on the part of the city to actually implement any bike share program.

Mr. McDonald shared with the Commissioners the transportation department staff organization chart, and an article from *Planning Magazine* on commissioner ethics. He added that the City Manager’s Office is developing a training program for all boards and commissions on ethics.

Commissioner Chirls said he recently forwarded to Mr. McDonald an interesting article from a British magazine called *Cyclist*. The article was on how London is trying to solve its traffic problems.

Commissioner Woosley reported that the East King County Chambers of Commerce Legislative Coalition met earlier in the day. It was reported there that the independent study on the I-405 hot lanes pilot program will be available later in the month. He also noted that the Eastside Transportation Association was slated to have its next monthly meeting on September 20. Congressman Adam Smith is scheduled to attend to address the federal role relative to transportation funding in the area.

13. COMMISSION CALENDAR

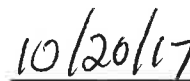
Mr. McDonald briefly reviewed the agenda items for the September 28 Commission meeting.

14. ADJOURN

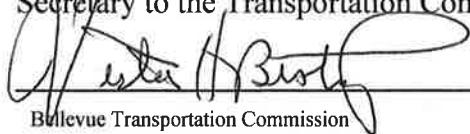
Chair Bishop adjourned the meeting at 9:38 p.m.

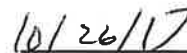


Secretary to the Transportation Commission



Date





Chairperson of the Transportation Commission

Date