

Transportation Management Program (TMP) for:

Willows Preparatory School
12280 Redmond-Woodinville Road
Redmond WA 98052

I. Project Summary

The Willows Prep development is an educational commercial development comprised of approximately 15.2 acres, 2 school buildings, accommodating 300 students in grades 5th to 8th. The school hours are anticipated to be from 8:45 am to 3:15 pm. It is located at 12280 Redmond-Woodinville Rd., Redmond, WA 98052 (Parcel # 2626059019, 2626059071, 2626059052, 2626059050). The property includes:

Vehicle Parking: 369 vehicle parking spaces.

Bicycle Parking: 24 bicycle spaces will be provided.

II. Program Objective

The objective of the Transportation Management Program (TMP) is to manage site access, manage the on-site traffic at and around school start and dismissal times, and include elements to eliminate impacts to streets, and to reduce the level of traffic generation during morning and afternoon peak travel hours. Peak hours used in this TMP are 7:30 am to 9:30 am and 2:30 pm to 4:30 pm, Monday through Friday. Students are not anticipated to walk to the school; therefore, staff will all be on-site for the management of traffic and pedestrians.

III. Program Goal

The goal of the TMP is to ensure that drop-off and pick-up is managed on-site to minimize the duration of vehicle queue spillover onto Redmond Woodinville Road, noted in section I – **Project Summary**, to achieve and maintain a commute pattern for employees, students and visitors so that parking/queuing does not spillover onto adjacent streets, to manage on-site traffic operations during peak drop-off and pick-up times, and to maintain a commute pattern where 30% of all employees commute in other than single occupant vehicles to the site during morning and afternoon peak periods within two years of occupancy. This is to be achieved and maintained by creating travel patterns where employees can rely on alternate transportation options such as public transportation, carpooling, bicycling and walking, and eliminating the need to drive alone.

Based on other schools the Minimum Acceptable Level of queue spillover would be 4 minutes during the AM peak and under 6 minutes during the PM peak. The goal is for 0 minutes of queue spillover during the AM and PM peak.

The property owner will make a good faith effort to ensure that the elements of the TMP are implemented by direct provision, contracted services, a lease agreement, voluntary compliance of tenants, or any combination of these methods. "On-site", by definition means that all employee, students, and visitor vehicles are parked in off-street parking facilities provide for this development and not in the surrounding neighborhood.

IV. Program Elements

A. On-Site Elements:

- Willow's Preparatory School will use parent volunteers and staff monitors to regulate the flow of drop-off and pick-up traffic before and after school. This proactive monitoring program includes:
 - 1) Monitors directing traffic to prevent congestion;
 - 2) Monitors directing parents that need to park their vehicle away from the incoming/outbound traffic areas;
 - 3) Using portable 2-way radios to maintain contact between a monitor outside at the pick-up area and a monitor inside the building to quickly communicate that a child's parent is pulling up to the queue area.
 - 4) Using placards in parent vehicles with student ID to alert staff in advance of which child is next in line.
 - 5) In addition, school start and dismissal times are staggered by about 10 minutes for the various grades to help insure that parent arrival times will flow without congestion.

B. Vehicle parking:

Preferential parking for high occupancy vehicles (HOVs) (e.g., carpools and vanpools) will be designated within the area established as employee parking. At a minimum, 10% of employee parking shall be reserved for HOV parking. HOV parking in these spaces will be registered, monitored and enforced by the Transportation Coordinator. There will be a total of 58 staff and 67 visitor spaces within proximity to the school buildings, the site has a total of 369 spaces.

C. Transportation Coordinator:

The property owner shall identify the Transportation Coordinator and provide contact information. The Transportation Coordinator will:

- Implement TMP elements.
- Coordinate and prepare annual TMP reports, including collecting, measuring and reporting data on the effectiveness of the TMP actions in achieving the program goal.
- Prepare and distribute materials that describe and promote TMP services.
- Messaging to parents through monthly newsletter, parent presentations, etc. with topics that include on-site traffic flow and drop-off/pick-up procedures.
- Provide ridematching services for employees on-site and encourage student carpools.
- Register and monitor employee carpools and vanpools, monitor HOV stalls to ensure that the HOV parking supply is adequate, and ensure that signage is in place.
- Coordinate and conduct annual and periodic site promotions to encourage program participation.
- Coordinate activities with the City of Redmond, transportation service providers, and other Transportation Coordinators as appropriate.
- Maintain records and prepare reports as needed.

D. Measurement:

If the City of Redmond observes recurring queue spillover onto Redmond-Woodinville Road then a detailed report of the TMP activities. A baseline measurement will be taken within the first six months of substantial occupancy. Substantial occupancy occurs when 70% or more of site is occupied. The measurement shall be administered by the Transportation Coordinator and conducted annually until the program goal is met, and every two years thereafter.

E. Transportation Information Center:

The property owner will provide a permanent transportation center at the site in a location convenient for all employees, students, parents, and visitors to access. The display will include ridematching information, bus schedules, transportation resource contacts, transportation benefits offered at the site, student drop off and pickup procedures, and other TMP information.

F. Ridematching:

Ridematching services will be made available to all employees and students at the site through the Transportation Coordinator. Ridematching services will consist of:

- A registration system in which interested employees may register their interest and requirements for participating in a carpool or vanpool.
- An online matching system in which an employee may actively match with other employees working at the site who are seeking rideshare opportunities. (Note: There are publicly available free services)

G. Bicycle Facilities:

Bicycle parking racks will be provided in safe, convenient weather resistant locations. To the extent the bicycle population increases, it is expected that the use of vehicle parking spaces will decrease both in use and numbers.

H. Preferential Parking:

Preferential parking for HOVs will be designated on-site near the primary employee entrance. HOV parking in these spaces will be registered, monitored and enforced.

I. Incentives:

Property owner will provide incentives for employees who use alternatives to driving alone. These incentives will include a transit subsidy provided to employees who use public transportation or vanpools to the commute to the site. This subsidy shall be at least 25% of the cost for an adult two-zone peak period King County Metro transit pass or equivalent. Eligible employees are those who work a minimum of 20 hours per week at the site, and commute at least three times per week by transit and/or vanpool.

J. Promotion:

At least once a year, and individually as new employees are hired and as new students enroll, the property owner will distribute trip option information including, but not limited to, Metro (or similar) transit/commuter information packets. Property owner will also hold a special transportation event annually to increase awareness of available programs and commuting alternatives. Distribution of information and the transportation event may be conducted virtually, through email or website.

V. Program Review

If the City of Redmond observes recurring queue spillover onto Redmond-Woodinville Road then a detailed report of the TMP activities, survey results and progress toward meeting the TMP goals will be prepared and submitted to the City of Redmond Transportation Programs Administrator annually by a date agreed upon mutually by the property owner and the City. The study shall be at the owner's expense and conducted/summarized by a 3rd party with professional training in conducting such studies.

The study will include: identifying how long the queuing is occurring over multiple time periods over a month of observation, once the Minimum Acceptable Level is met then additional observations would be conducted on a schedule acceptable to the City to determine progress towards the TMP goal.

VI. Contingency Measures

In the event that two consecutive TMP reports show that the target goal in **Section III** is not met, the property owner will add the following elements one at a time, in no particular order, until the goals are met:

1. Provide 100% of a peak period two-zone bus pass or vanpool subsidy for up to 50 employees of the subject development.
2. Fund a Commuter Club for the site until the program goal has been met and maintained for two years. The club will require annual funding of \$5,000 which will be used to provide incentives for non-SOV commuting.
3. Become a member of a transportation management association (TMA) or similar type organization to facilitate the distribution of program services and coordination of trip reduction efforts.
4. Develop alternative strategies to manage vehicles efficiently that are acceptable to the City which may include physical improvements to the site to absorb the off-site queuing on-site.

VII. TMP Modification

Depending on the progress made toward the performance goal in **Section III** and the evolving nature of trip reduction strategies, it may be in the best interest of the parties to this agreement to delete, modify, or add elements to this TMP. Such changes may be initiated by request of the property owner, in writing, and submitted to the City of Redmond Transportation Programs Administrator. The City will approve, deny or suggest modifications to proposed changes and notify the property owner within 60 days of the request. The City will not unreasonably withhold approval of any proposed changes.

VIII. Nature of Obligation

The property owner agrees to inform subsequent owners and/or lessees of all or part of the site covered by this TMP, that Redmond Zoning Code (RZC) Section 21.52.020 (or its successor) contains specific requirements pertaining to maintenance of a TMP. Owners and/or lessees should consult the Redmond Zoning Code and the City of Redmond Transportation Programs Administrator regarding current code requirements for the TMP.

Under the RZC, any building, structure, development, activity, land use, or division of land not in conformance with the RZC, or is not a legal nonconformance, is declared to be unlawful, substandard, and a public nuisance, and is subject to the enforcement and abatement provisions in Chapter 1.14 of the Redmond Municipal Code, Enforcement and Penalties.

IX. Recording the Transportation Management Program

The TMP agreement shall be recorded on the property deed.

This Transportation Management Program is approved by:

PROPERTY OWNER:

BY:

Signature	Date
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Printed Name	Title
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CITY OF REDMOND

BY:

Signature	Date
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Printed Name	Title
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Please see Willows Prep school vehicle circulation and parking layout maps below: