

**Guidance & Non-Binding Term Sheet for Parking Management at BelRed / 130<sup>th</sup> Link Station****1.0 Purpose**

1.1 Sound Transit and the City of Bellevue are parties to a Conveyance Agreement for Property at 130<sup>th</sup> Station dated Oct. 17, 2019 (the “Conveyance Agreement”). The Conveyance Agreement provided for Sound Transit to convey real property near the 130<sup>th</sup> Link Station to Bellevue for transit-oriented development (“TOD”) subject to certain requirements for Bellevue to provide parking and other transit access improvements. The Conveyance Agreement did not specify shared transit and TOD parking, but the City and Sound Transit have agreed to explore the conditions under which shared parking may be feasible. The purpose of this document is to share Sound Transit’s parking supply and management requirements, and considerations for transit parking delivered at BelRed / 130<sup>th</sup> Station, and the parameters and conditions under which Sound Transit will consider entering into a limited shared parking arrangement. This includes expectations and guidance for parking management, operations, maintenance, security, compliance/enforcement, customer information, cost sharing, utilization monitoring and program adjustment.

The intent of this term sheet is to inform potential development proposals for the site and facilitate the future development and execution of an Operations, Maintenance and Management (OMM) Agreement with the TOD developer of any proposal accepted by the City of Bellevue. The OMM Agreement will require acceptance by the Sound Transit Board of Directors.

**2.0 Agreements**

- 2.1 Developers must meet the terms of the Conveyance Agreement between the City of Bellevue and Sound Transit, including constructing parking and other access improvements that meet the requirements for permanent and interim transit access improvements described in Exhibit A to the Conveyance Agreement, the “Transit Access Improvement (TAI) Requirements.” The TAI Requirements describe, among other things, agency design standards related to compliance with the Americans with Disabilities Act (ADA), and supply, security, accessibility, and wayfinding for vehicle and bicycle parking.
- 2.2 Before the City of Bellevue enters into an agreement with a developer, a term sheet specifying the terms and conditions of any shared use of Sound Transit parking, and any limited provision for shared access to other TOD site parking by Sound Transit passengers, including provisions related to facility operations, maintenance, security, pricing, monitoring and enforcement of compliance with parking regulations, and cost-sharing, must be developed and signed between Sound Transit and the selected developer. The term sheet is non-binding but is intended to inform a future agreement between the TOD developer and Sound Transit.
- 2.3 The City of Bellevue and its selected property developer must comply with the interim TAI commitments of the Conveyance Agreement throughout the period of construction

of permanent parking, other TAI facilities, and any TOD on-site. According to Sound Transit's federal Record of Decision, a portion of the required interim parking spaces may be also provided within one quarter-mile walking distance of Spring District / 120<sup>th</sup> Link Station.

- 2.4 In the future, Sound Transit and the developer will need to develop and execute an Operations, Maintenance and Management (OMM) Agreement approved by the Sound Transit Board of Directors.

### 3.0 Shared Parking Opportunities

- 3.1 In accordance with [Sound Transit's System Access Policy \(R2013-03\)](#), park and ride spaces may be shared for use by the tenants of and visitors to an adjacent TOD when not in use or needed by transit passengers, with permission from, and compensation paid to Sound Transit.
- 3.2 Sound Transit and King County Metro data from 2018 and 2019 show that even at busy park and rides that regularly fill to capacity on weekdays, not all transit passengers use or need access to park and ride spaces 24/7. Facilities that filled between 8:30-9:30 AM on weekdays typically remained full until 2:30 PM, with occupancy rates dropping to ~75% by 4:00 PM, ~47% by 5:00 PM, and ~25% by 6:00 PM.
- 3.3 Given the typical parking utilization patterns noted above, the best opportunity for shared use of parking will occur during late afternoon, evening and weekends, excluding selected dates with major events that increase off-peak transit parking demand.
- 3.4 Permission for such limited shared use can support Sound Transit's mission to connect more people and more places by facilitating development of housing and commercial space that increases transit ridership by allowing more residences, workplaces, and other destinations to locate within convenient walking distance of transit.

### 4.0 Parking Management Options

- 4.1 A developer may propose to use one or a combination of the following parking management approaches to meet the parking-related TAI commitments of the Conveyance Agreement, and the accessory parking needs of the commercial and/or residential space developed. In all cases, Sound Transit would not own the transit parking portion of the garage that is integrated into a larger development. Consistent with the Conveyance Agreement, ST has a no cost permanent easement on the property for the TAI facilities:
  - 4.1.1 **Exclusive transit parking:** ST would have exclusive use of 300 parking spaces for transit passenger and 2 parking spaces for service vehicles, 24/7 and would operate, sign, and regulate use of the facility in the same way it does for other park and ride facilities owned or leased by the agency.
  - 4.1.2 **Limited shared parking:** With compensation for a pro-rated share of operations, maintenance and management costs as well as parking revenue, ST would permit time-limited use of a limited number of specific parking spaces by TOD residents, tenants, or visitors. These Sound Transit parking spaces would be

signed as available for shared use during selected evening and overnight hours (determined by Sound Transit as required to maintain needed park and ride capacity, or as defined in a parking demand analysis and shared parking study (Parking Study) by Sound Transit or a Sound Transit accepted independent transportation planner or engineer), and at all times during weekends and federal holidays, when not in use by Sound Transit passengers, and with the exception of major event dates determined in advance.

4.1.3 **Open shared parking:** The developer and ST may agree to establish a mutually open pool of shared parking spaces within all or a portion of one or multiple parking facilities. In this scenario:

4.1.3.1 All spaces in the pool would be open and available for flexible use by transit passengers and a limited number of permitted TOD residents, commercial tenants and visitors on a first-come, first-served basis, managed by permits.

4.1.3.2 Any shared pool of parking would be sized initially to accommodate the weekday peak combined demand for parking across all eligible and permitted user groups, including transit passenger vehicles, such that a minimum of 3% of the spaces in the shared pool would always be open and available for use by incoming permitted vehicles, regardless of their purpose for parking (e.g. access to transit, access to TOD destinations, or vehicle storage accessory to the TOD residences/businesses). Sound Transit will establish limits on the number of non-transit parking permits available for use by incoming vehicles during each period of the day to ensure that the required minimum of (3%) of spaces in the shared pool remains open and available for use by incoming transit passenger vehicles at all times.

4.2 Under any scenario, Sound Transit reserves the right to issue and limit the use of permits for the use of exclusive or shared parking spaces, and to charge any applicable user or permit fees.

## 5.0 Management Technology and Services

5.1 Consistent with the Conveyance Agreement, the developer of parking areas to be used exclusively by, or shared with, Sound Transit passengers shall purchase and install equipment and technology to support full parking management, including:

5.1.1 Static and dynamic signage for wayfinding and real-time passenger information on parking space availability (Dynamic signage with real-time parking availability information shall be provided outside each publicly accessible entrance to each facility accessible for transit passenger parking).

5.1.2 Genetech SharpVu cameras with fixed License Plate Recognition (LPR) capability and necessary internet / wifi connectivity and software licensing.

5.1.3 Parking pay stations (selected and specified by Sound Transit), if necessary to support fee payment by non-transit passengers.

- 5.2 Sound Transit's parking management service contractor will administer and enforce compliance with regulations on the use of any parking areas or spaces dedicated to the exclusive or shared use by passengers seeking to park and ride transit.
- 5.3 Use of any shared parking areas established by agreement of Sound Transit and the TOD developer will be managed with a license plate based permit system. The parking management service contractor will issue a limited number of permits for use during each time of day and day of week to each eligible user group (e.g. residents, commercial tenants, visitors, and transit passengers), with the specific limit of permits to be issued by period and by user group determined according to the Parking Study.
- 5.4 License plate numbers of TOD residents, tenants, and/or visitors may be used (with permission of vehicle owners) as proof of permission for time-limited use of shared parking areas in the Sound Transit parking facility.
- 5.5 Sound Transit's parking management contractor will use a combination of fixed and mobile license plate recognition (LPR) cameras to monitor the use of parking spaces throughout any shared parking areas, and to identify permitted and unpermitted vehicles as necessary to enforce compliance with permit and parking space use regulations.

## **6.0 Maintenance and Security**

- 6.1 Detailed requirements for operations, maintenance and preservation will be developed in the Operations, Maintenance and Management (OMM) Agreement.
- 6.2 Structural preservation, structural maintenance, rehabilitation, and repair activities required to maintain the facilities containing any parking spaces for the exclusive or shared use of Sound Transit shall be the responsibility of the owner of the parking facility and/or the owner of any TOD.
- 6.3 Cost of Maintenance: Per the Conveyance Agreement, Sound Transit is responsible for the cost of operational maintenance of the park and ride spaces on site. In general, Sound Transit does not maintain parking that we do not own. Sound Transit can fulfill this role through one of two options:
  - 6.3.1 Shared Parking: If ST agrees to a shared parking arrangement, we would prefer to have the TOD developer contract to maintain and secure it and have ST pay a pro rata share to have it maintained to our standards. In this case, Sound Transit will pay a share of the total facility maintenance costs based on the total supply of parking spaces (and associated parking space hours) allocated to transit passenger use.
  - 6.3.2 Exclusive Parking: If Sound Transit parking is dedicated exclusively to transit passengers, Sound Transit will consider providing security for transit parking areas. In this case, Sound Transit would take responsibility for appropriate security of all transit parking areas accessible to and for Sound Transit passengers. Sound Transit may also opt to contract out for maintenance and/or security services.
- 6.4 Sound Transit would prefer proposals from the developer or property owner to maintain the garage in accordance with Sound Transit standards and to contribute

proportionately (usage based pro-rata share) to the cost of such maintenancebut reserves the right to select its preferred option for the conduct of and payment for maintenance services.

## **7.0 Monitoring and Adustment**

- 7.1 Sound Transit’s parking management contractor will continually monitor the issuance and use of permits, and the utilization of parking spaces in all shared parking areas. This utilization data will be used to inform accounting for usage based pro-rated cost sharing, and to identify the need for any adjustment to the number of parking permits issued to any user group at any time of day, including any additional opportunity for shared evening or overnight use of ST controlled parking.