DCLU Director's Rule 34-86

Applicant CITY OF SEATTLE DEPARTMENT OF CONSTRUCTION AND LAND USE	**Page** 1 **of** 5	**Supersedes** NA
	Publication 10/30/86	**Effective** 12/1/86
	Code and Section Reference Land Use Code Sections 23.48.018 and 23 49.016 SMC	
Subject SUBSTITUTING VANPOOLS FOR LONG TERM UNRESTRICTED PARKING STALLS	**Type of Rule** Code Interpretation	
	Ordinance Authority 3.06.040	
Index LAND USE/TECHNICAL REQUIREMENTS	**Approved** Holly Miller	**Date** 11-18-86

Introduction

Section 23.49.016B1, Seattle Municipal Code (SMC) establishes the parking requirements for most downtown developments. Section 23.49.016B3 allows one vanpool to substitute for six required parking spaces. Section 23.48.018B SMC, sets forth parking requirements for major institutions. Section 23.48.018C, SMC requires a major institution to implement a transportation management program an element of which is a reduction in usage of single occupancy vehicles for commuting.

The purpose of this Rule is to implement the substitution and reduction provisions by describing what constitutes a vanpool program.

For the purposes of this Rule, "property owner" means the property owner, developer, sole lessee of the building, corporate entity or other entity responsible for the building.

RULE

I. The Memorandum of Agreement (MOA) required by Sections 23.49.016 and 23.48.018 shall specify the details of the vanpool program proposed for substitution of parking stalls. The executed MOA shall be notarized and recorded with the King County Office of Records and Elections by the Department of Construction and Land Use (DCLU), prior to issuance of construction permits for the development.

II. A vanpool program shall include:

A. A parking stall for each vanpool within the building's garage or parking area.

1. The parking stall shall be provided at no charge.

2. The stall shall be reserved for exclusive use by vanpools from 6:30 a.m. to 9:30 a.m. It may be leased on a daily basis for short-term parking if a vanpool has not used the stall by 9:30 a.m.

3. The vanpool stall and egress and ingress to the stall from the public street shall have continuous height clearance of at least 7'11" and driveways shall have turning radius which will accommodate an up to 15-seat van. These clearances need only be provided to any floor(s) where vanpool parking stalls are designated by the building management.

4. The vanpool stalls shall be clearly designated and convenient for commuters.

B. The property owner shall provide at no charge an administrator for the building vanpool program. The vanpool administrator may be the building transportation coordinator. The vanpool administrator shall:

1. Provide personalized ridematching information and assistance to all employees and tenants of the building.

2. Provide information and assistance to employers in the building about the vanpool program.

3. Explain to employers in the building how fleetpooling can work with a vanpool program.

4. Issue routine (at least quarterly) notices building-wide to all employers about the availability of the vanpool program.

5. Inform new employees working in the building about high occupancy vehicle commute alternatives and vanpools during hiring orientation.

6. Assure that vans have well-designated free parking in the building garage at a location convenient for commuters.

C. In providing a vanpool program, the property owner(s) may elect to make use of the Municipality of Metropolitan Seattle's (Metro) public vanpool program, contract to a third party (which also may be Metro), or provide a property owner(s) program.

In the event the property owner(s) operates a program, contracts to a third party or participates in a public vanpool, rider fares shall be parallel with or less than Metro fares for similar service and shall include at least a $15 per month subsidy per rider paid for by the developer. Documentation of rider fares and subsidies shall be required. The required subsidy level may be adjusted annually through provisions in the Memorandum of Agreement.

Regardless of how the property owner chooses to operate the vanpool program, the program shall be operated for the life of the building or fifty years whichever is less, unless the property owner elects to provide the required parking or to pay into the Downtown Parking Fund, if that option is applicable, or parking requirements are changed and spaces are no longer needed.

A vanpool program plan shall be prepared and submitted for approval to the Department of Construction and Land Use as part of the Memorandum of the Agreement. The program plan will include all elements of the administration and operation of the program as indicated below:

1. Property owner(s) operated vanpool program

   The property owner(s) shall:

   a. Include a vehicle depreciation plan as part of which is replacement of each vanpool vehicle with a new vehicle at least every five years.

   b. Provide that title to vanpool vehicles shall be retained by the property owner.

   c. Assure that vanpools meet state standards for average annual occupancy of participants per vehicle (seven persons).

   d. Provide training for drivers and back-up drivers in vehicle operation, safety management, and parking garage procedures and administration of the program, consistent with Metro standards.

   e. Provide for maintenance of the vehicles.

   f. Provide for the total administration, promotion and operation of the program.

2. Metro's Public Sponsored Vanpool Program

   a. Metro shall provide total administration including vans, insurance, maintenance, ridematching services, driver training and promotional materials at no charge to the property owner.

   b. The Building Transportation Coordinator at the site shall coordinate with Metro on information distribution and vanpool formation.

   c. Operating and capital costs of Metro-sponsored vanpools shall be recovered through vanpool rider fares.

   d. If the property owner(s) elects to substitute the Metro vanpool program to reduce the number of long-term parking spaces required according to Section 23.49.016B3, the property owner(s) may do so by contributing specified funds in a lump sum payment to the Transportaiton Services Management (TSM) account managed by the City.

      1. These funds shall bve used to subsidize building vanpool riders fares. 1986 subsidy levels are $15 per month per vanpool rider.

2. The total sum to be paid to the TSM account shall be based on the code substitution and reduction provisions of 8 vanpool seats per 6 parking stalls.

3. The lump sum shall be calculated based on net present value per seat for fifty years. 1986 lump sum payment per seat is $3,807. (See Attachment A for a current example of the calculations).

4. The lump sum shall be paid to the Seattle City Treasurer, (TSM) Account. Payment to the TSM shall be made prior to issuance of the final certificate of occupancy for the building unless appropriate bonding has been arranged with the Director. The MOA shall specify the terms for the payments and bonds.

5. The property owner shall receive acknowledgement that the payment has been received and the requirement satisfied.

6. The City shall make a monthly payout of the lump sum payment to the authorized operator of the vanpool program based upon actual monthly ridership.

7. If the vanpool program is discontinued and there are unexpected funds for the operation of the building vanpool, the funds shall be returned to the property owner, or, by mutual agreement, the funds may be used for other high occupancy vehicle incentives to commuters to the building.

3. Third Party Contracts

a. The third party may be a private operator or any public sponsored vanpool provider such as Metro.

b. The property owner shall assure that all aspects of the third party operations, including driver training, promotion, ridematching services, emergency management, rider fares, and administrative procedures are consistent with Metro standards.

c. A vanpool program plan shall be submitted to the Department of Construction and Land Use for approval as part of the MOA.

d. The developer shall provide at least a $15 vanpool far subsidy per rider per month.

ATTACHMENT A

Lump Sum Per Seat Payment

The net present value (NPV) formula is used to determine the up-front, lump sum contribution by the developer after total costs and potential interest earned are figured.

Total costs are calculated using the monthly subsidy plus inflation per seat per year. The number of seats purchased is based on the number of person trips to be mitigated by vanpooling as outlined in the matrix of Employee Passenger Trip End Objectives in the Memorandum of Agreement.

The NPV formula allows us to determine the lump sum dollar amount needed to support those costs recognizing the developer contribution will accrue interest before all costs for the total period are expended. The NPV formula shall be adjusted annually for inflation and interest rates.

Assumptions:

Inflation is 5%

Interest is 9%

The life of the program is fifty years.

The per person seat subsidy is $15.00 per month.

For example:

1986 and 1987 lump sum per seat payment is $3,807.

Minimum payment for an eight passenger van is $30,456.

If the developer elects to mitigate more trips to the building through the vanpool program, more seats may be purchased. Up to fifteen seats per vanpool may be purchased.

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