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Mercer Island School District
Transportation Demand Management Plan
Mercer Island High School Campus

Coverage
The TDM covers all tenants on the High School Campus including the High School, CREST, MISD Administration offices, PEAK, CHILD, Youth Theater, other child care providers on site and any other current or future tenants on the campus. Certain elements may be specific to specific tenants, in which case they will be identified. When applicable to all campus tenants it will be so noted by reference to “all campus tenants”.

Goal
The goal of the TDM is to reduce the number of vehicle trips associated with the High School Campus, and minimize traffic and parking impacts on the neighborhood. The goal is to reduce the number of High School related vehicle trips by 10% within five years of adoption of the TDM and to accommodate all non-high school tenant generated parking on campus.

Base Implementation Requirements:
The following elements will be instituted with adoption of the TDM and continue in effect until modified by mutual agreement of the City and the School District.

Campus Transportation Coordinator
A transportation coordinator (TC) will be appointed to implement the TDM. The TC will be an employee of MISD who may or may not have other responsibilities for MISD or other campus tenants. The TC will oversee all elements of the TDM including:

- Communications with tenants, parents, staff, neighbors and City related to traffic and parking management on the campus
- Administration of the unified scheduling system (described later)
- On-site traffic management
- Management of on-site parking supply
- Monitoring of site traffic management (described later)

Other Tenant Transportation Contacts
Each tenant on the High School Campus will have an identified staff person who is responsible for coordinating with the Campus TC. The TC will facilitate at least two meetings per year (one at least two weeks prior to the start of the school year and once within the first three months of the calendar year) with all tenant representatives to discuss campus event scheduling and projected parking needs for events, parking and
circulation management (events and daily), reporting requirements, and other TDM related items.

**Communication**

The School District will communicate regarding site circulation and parking with tenants, students, parents and staff through newsletters, website, temporary or permanent signage and direct conversations, as needed.

**Neighborhood / City Communication**

Contact information for the Transportation Coordinator will be provided to the neighborhood and general public through the school website and school switchboards so that any transportation or parking concerns can be directly addressed. The TC will provide information quarterly (initially) in the form of a monitoring report to the City (see section on Monitoring and Reporting which follows). The reports will be available to the general public, including interested neighbors, as well

**Unified Facility Scheduling**

Tenants must get pre-approval from the campus TC to schedule open houses, performances, league games and any other occasions that draw a typically large numbers of vehicles. A master schedule will be developed and maintained which shows all such events scheduled for the site.

No campus tenant will be allowed to schedule any of these types of “high vehicle number” events during home High School football games, commencement or other high parking demand High School activities.

**Parking Management**

**Daily:**

The on-site parking will be managed to efficiently facilitate staff, visitor and parental needs. Management may include identification of short-term parking, temporary “no parking” areas, bus parking locations and specific assignment of parking spaces. It is important that most on-site parking assignment and management measures be flexible over time to respond to the changing needs and behavior patterns of all tenant staff, visitors, students and participants.

The base parking supply will consist of all parking included in the Mercer Island High School Expanded Environmental Checklist. An additional 99 parking spaces will be provided to accommodate the PEAK facility. Those spaces will be located as illustrated in the site plan attached as Exhibit A. An updated map indicating specific assignment and management measures will be provided to the City annually, or before the start of each school year or if modifications are planned, whichever occurs first. The map will be available through the TC for viewing by any interested party upon request.
The TC will negotiate the schedule with tenants so that no overlap of maximum facility use occurs without implementation of a Special Event management plan. Additionally, none of the tenants will be allowed to schedule open houses, performances, or league play during High School home football games or commencement.

In order to ensure that lot capacity will not be exceeded, PEAK activity schedulers will determine the potential demand of the events they are scheduling at the time they are being scheduled.

- Parking demand estimates shall be prepared for all “High Activity Events” at the time those events are scheduled, and those estimates shall be reported to the City. As defined in the First Amendment to the Development Agreement, “High Activity Events” means those events at the PEAK Project requiring more than 99 parking spaces including a dance or concert in the teen center and use of all four gyms in the field house.

- Event/activity scheduling and parking demand management and reporting must account for “parking demand overlap” (i.e., people arriving for an event/activity before people attending an earlier event/activity have departed). For example, basketball games should be scheduled with an “intermission” between games adequate to allow participants and spectators to depart before the arrival of participants and spectators for the next game.

- Parking counts shall be collected to determine the actual level of parking demand for various PEAK activity scenarios at the West Mercer site to help predict activity levels at the new PEAK facility.

- Also, parking counts of the School District parking lots and neighborhood streets shall be collected to determine the impact of “High Activity Events” as defined in the Development Agreement.

- Actual in-lot and on-street parking counts should be made during all “High Activity Events” and at representative examples of high demand scenarios reported in the TMP. These counts shall be compiled and included in the Parking Monitoring Report in the TMP.

- In order to determine the level of on-street parking associated with on-site activities, counts shall be made of “baseline” on-street parking conditions (i.e., the number of vehicles parked on-street when there is no on-site activity.) These baseline on-street parking counts shall be made and baseline on-street parking demands agreed upon, before the PEAK begins operations on Mercer Island.

**Enforcement**

MISD will have the authority to enforce parking restrictions, delegate enforcement of specifically assigned spaces to tenants to whom that specific parking is assigned, or contract with a vendor of parking and towing enforcement services. MISD will have ultimate authority over all parking located on campus to employ whatever means necessary to enforce the restrictions and assignments of all parking on campus. MISD

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1 Special Event is defined under the “Special Events” section of the TMP.
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will implement the same citation and towing policy currently in effect at the Mercer Island High School throughout the MISD campus.

**Special Events:**

As noted, all special events will be coordinated through the Transportation Coordinator. Any event, or combination of events, that is anticipated to generate a peak demand for parking that would utilize 90% or more of a facility’s assigned parking, will require the following measures:

- Identification and arrangements with other on campus facilities to utilize their assigned parking if needed during the event.
- Identification and phone number of individual associated with the event that will be responsible for the special event parking measures. This person must be on site during the event to supervise the procedures and to respond to and address any unforeseen challenges with on-site circulation and parking should they occur.
- Provision of information to special event attendees on location of additional parking, preferably through mailings and postings with other information on event and/or website information on event.
- Placement of directional signs to the additional parking at driveways which primarily serve the facility in which the event is occurring, at the location of the additional parking and at points in between, as needed, to direct attendees as seamlessly as possible to the additional parking.
- At least one person in reflective vest or clothing near facility driveway to direct attendees to available parking, in assigned lot, if available, or to additional parking location, if primary assigned lot is full. Additional personnel should be provided if needed, depending on attendance patterns and need for and location of additional parking.

As stated in Exhibit B of the First Amendment to the Development Agreement, the School District’s Special Events shall be restricted to:

1. PTSA Welcome Coffee
2. Fall Assembly
3. Homecoming Assembly
4. General Elections
5. Winter Sports Assembly
6. Martin Luther King Assembly

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2 The 90% threshold is the initial threshold established. This percent will be revisited after actual special events take place to determine if the actual number needs to be moved up or down, depending on how close estimated attendance and car usage reflects the actual experience.

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7. Spring Assembly
8. Mercer Island School Foundation Breakfast
9. ASB elections
10. Day of Respect
11. Senior Assembly
12. Senior Breakfast and Rehearsal
13. Football games and other sporting events

**Circulation Management**

*Daily:*

A campus wide map will be provided that shows the prevailing traffic patterns, and bus and car loading areas. Like the parking management plan, the figure will be submitted to the City prior to occupancy of the PEAK facility and annually, before the start of each school year or if modifications are planned, whichever occurs first.

**PEAK Parking and Circulation Plan**

PEAK will assign and sign at least six parking stalls nearest the main entrance for maximum parking of ten minutes. This parking will serve for parental and van transport drop-off and pick-up of children in the before and after school program and other youths using the facility. Additional short-term parking may be assigned in the same area, depending on the need experienced as visitation patterns are established. The number of assigned short-term parking spaces will accommodate the needs of the facility so as not to depend on any on-street pick up and drop off of children to the facility.

In addition to the minimum six spaces that are permanently signed and enforced for short-term parking, additional short-term parking maybe signed in the spaces closest to the main entrance. This signage may be movable to accommodate more specific short-term parking needs that may be more episodic or focused for isolated periods of time. The PEAK Transportation coordinator will have responsibility for directing the use of the signs.

PEAK Facility staff will be assigned to the parking in the north lot (spaces that are not reserved daytime weekday for CHILD parking) first, and to the PEAK assigned spaces furthest from the PEAK facility in the south lot, as needed. Staff parking in the north lot will reduce parking activity mixing with bus loading in the bus loading zone in the lot north of the facility (near CHILD). CHILD bus loading will take place along the bus loading curb in the north lot. Vans used to transport children will use the short-term parking adjacent to the north side of the PEAK facility.

Vehicles will be directed by signage and pavement marking in a counter-clockwise direction around the parking lot immediately to the south of the PEAK facility. **Signage**
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will also be provided to direct PEAK patrons to PEAK parking in the north end of the Administration Building Lot, where PEAK parking will be signed accordingly.

If there are significant changes to the location of required and shared PEAK parking spaces or the on-site circulation system, Exhibit C of the First Amendment to the Development Agreement will be amended.

Also, as stated on page 6 of the First Amendment to the Development Agreement, The District agrees that it shall provide a minimum of five days written notice to all property owners residing on the street having a “No Parking During School Days” sign posted to advise them (1) a District Special Event has been scheduled; (ii) parking signs prohibiting parking during school days will be covered during the District Special Event; and (iii) spillover parking may occur in the neighborhood. On the day of the District Special Event (which includes Mercer Island High School Special Events) and prior to commencement of such event, the District will be responsible for placing covers over each “No Parking During School Days” sign. The Club agrees to operate the PEAK Project as a local club and not as a regional facility.

Supplemental Implementation Requirements

In addition to the standard implementation elements, other supplemental measures may be implemented as needed to respond to changing school population, tenant mixture and concerns from neighbors that might be received, or to address any off-site impacts that may develop. The supplemental programs will be reviewed as part of the quarterly monitoring program.

Trip Reduction

The Transportation Coordinator will facilitate TDM program elements designed to reduce the number of vehicle trips to the campus. Program elements will include preferential and discounted student carpool parking, provision of transit service information and other incentives, as appropriate, to reduce vehicular impacts. The programs will be promoted at the beginning and middle of the school year.

Neighborhood Meetings

The school district will facilitate up to two meetings a year with neighbors, as requested, to work together to address any concerns related to off site traffic and parking issues, should they arise. Specifically, the school district may host an end of the school year meeting with members of the neighborhood to talk about successes, concerns, and modifications for the following year’s site circulation and parking management elements.

Monitoring and Reporting

The Transportation Coordinator will conduct a baseline survey of High School students, and all employees on the campus, including those of tenants, in October or November of each year. The TC will follow up with the tenant transportation coordinators to achieve
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at least a 70% participation level of all full time staff. The results will be provided annually, to supplement the quarterly/annual report described below.

For at least the first two years of operation, quarterly reports will be submitted to the City. The requirement for quarterly reports will be modified to an annual requirement after two years or when PEAK can demonstrate to the City that they can operate with little impact to the neighborhood, whichever occurs later. The reports will include:

- Results of the annual vehicle trip survey described above
- A description of all TDM program elements
- A current parking assignment and signage plan. If no changes have occurred since the last submittal the previous figure will be submitted as current.
- A current site circulation figure. If no changes have occurred since the last submittal the previous figure will be submitted as current.
- Documentation of any complaints received by the TC since submittal of the prior monitoring report and notation of how the complaint was addressed.
- Planned modifications to the current plan for the next annual period.
- Results of required in-lot and on-street parking utilization counts specified in the “Daily Parking Management” section.

The TC will coordinate an annual observation of site operations during peak daily vehicular activity with City Staff so that any potential off-site impacts of spillover parking or on-street queuing can be addressed. The observation will take place in October or November. A follow up observation will be coordinated, if needed, by the TC at the City’s request

Responsibility

Responsibility for the cost of implementing the Traffic Management Plan will be in accordance with the First Amendment to the Development Agreement, subsection vii. The Ground Lease and Joint Use Agreement between the Boys and Girls Club of King County, Inc. and the Mercer Island School District No. 400 further defines these responsibilities.
EXHIBIT A