Virginia Mason Medical Center, First Hill campus 2019 MIMP ANNUAL REPORT

Autust 20, 2020

Virginia Mason First Hill campus Major Institutional Master Plan Annual Status Report

I. Introduction

A. Name of Major Institution: Virginia Mason Medical Center

B. Reporting Year: 2019

C. Major Institution Contact Information:

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D. Master Plan Status: The Virginia Mason Medical Center Major Institution Master Plan was reinstated and was approved by the City of Seattle Council on December 16, 2013. It is now in effect. There have been no amendments.

II. Progress in Meeting Master Plan Conditions

- A. Provide a General Overview of progress made in meeting the goals and conditions of the approved Master Plan: Virginia Mason issued a Request for Proposals from developers on October 15th, 2018 to inquire as to their interest and ideas on how to develop the partial blocks currently occupied by the Cassel Crag, Blackford Hall and MRI buildings, and the parking lot at Terry and University Street for new ambulatory and mixed use buildings. Developer proposals were received on December 6th. Virginia Mason has been evaluating the proposals since that time, and has interviewed the finalist teams. A decision to move forward with one of the proposals was made, and financial negotiations of various options has been occurring. No decision has been made yet to move forward with a preferred option. At the time Virginia Mason executes an agreement with the preferred developer, a Standing Advisory Committee meeting will be held to present the development framework and solicit input.

 There have been no Special Actions, DPD conclusions or council actions in the interim regarding
 - Major Institution Master Plan activities regarding work done under the master plan, with the exception of the renewal of the Skybridge Permit for the Lindeman Skybridge see below for additional information.
- B. In addition, list each condition and provide a brief narrative statement about the progress made towards compliance. This statement should include information explaining progress made (ranging from complete compliance, partial-compliance to non-compliance) and strategies used (successful or unsuccessful) in meeting the

condition plus, when applicable, what future measures will be pursued to reach compliance.

The Council hereby approves the proposed MIMP for Virginia Mason Medical Center, Clerk File 311081, subject to the following conditions:	Action Taken in reporting period:
Master Plan 1. The Standing Advisory Committee (SAC) will review and comment during the schematic and design stage of all proposed and potential projects intended for submission of applications to the City as follows: Any proposal for a new structure greater than 4,000 square feet or building addition greater than 4,000 square feet; proposed alley vacation petitions; and proposed street use term permits for skybridges. Design and schematics shall include future mechanical rooftop screening. The SAC will use the Design Guidelines checklist (Appendix E) for evaluation of all planned and potential projects outlined in the MIMP.	Virginia Mason has issued its report on the structural condition of the Skybridge to the City, per the requirements, in 2019.
2. The goal for the TMP is to maintain the employee SOV rate below 30 percent.	Please refer to section V below.
3. Prior to Master Use Permit submittal of the Madison block redevelopment, submit to SDOT for review and acceptance a concept streetscape design plan for the north side of Madison Street between Boren and Terry Avenues. Virginia Mason shall submit a draft of the Plan to the SAC for its review and comment concurrent with review by SDOT. The plan shall be consistent with the provisions of the Seattle Right-of-Way Improvements Manual. Elements of the plan must include, but are not limited to: a minimum 18-foot-wide sidewalk; street trees and landscaping; continuous facade-mounted overhead weather protection; seating and leaning rails; pedestrian scaled lighting; transit patron amenities, such as real-time bus arrival displays; and wayfinding that directs pedestrians to campus uses and the Bus Rapid Transit on Madison, as well as other transit options, such as the First Hill Street Car and transit connections to Sound Transit light rail.	No action in reporting period
4. Prior to approval of the first Master Use Permit for development under the final MIMP, submit to DPD for review and approval a comprehensive wayfinding plan incorporating entry points to and through the campus for pedestrians, bicyclists and motorists. DPD shall consult with SDOT in its review. Virginia Mason shall submit a draft of the Plan to the SAC for its review and comment concurrent with review by SDOT.	No action in reporting period

5. Virginia Mason shall coordinate with King County Metro to ensure existing transit stops are not impacted by development	Please see item F below
6. Current transit stops shall be incorporated into street improvement plans that are submitted with development. Amenities, such as benches and landscaping, should be provided and maintained by Virginia Mason	No action in reporting period.
7. Virginia Mason shall provide and maintain recycling and trash receptacles at any bus stop directly abutting Virginia Mason development.	Virginia Mason has located recycling cans in addition to trash cans at bus stops, but has found that the Public use both interchangeably, and have had to dispose of recycling can contents as trash. Also, two have been set on fire and not replaced. This provision requires rethinking.
8. Prior to issuance of a Master Use Permit for redevelopment of the Lindeman block, Virginia Mason shall present the open space plan to the SAC and Horizon House for review and comment and obtain DPD approval of the plan. Provision of a total of 10,000 square feet of open space on this block is a requirement of development approval of the plan	No action in reporting period
9. In the event a development footprint on the Lindeman block would preclude 10,000 square feet of public open space on that block, Virginia Mason shall submit a plan for review and comment by the SAC that shows Virginia Mason's actual open space plan for this site and where the remaining open space requirement would be provided. Prior to issuance of a Master Use Permit for the Lindeman block site, or for any development or addition exceeding 4,000 square feet on the site, Virginia Mason shall present the open space plan to the SAC for review and comment and obtain DPD approval of the plan. Provision of this open space shall be a requirement of development approval of the plan. Relocation of open space from the Lindeman Pavilion block to another location within the campus shall include an open space concept plan, including a Shadow Study, for the new location and will be reviewed as a minor amendment to the Master Plan.	No action in reporting period
10. No un-modulated facade shall exceed 110 feet in length. Modulation shall be achieved by stepping back or projecting forward sections of building facades. Modulation shall be perceivable at the building block scale, which is identified in the Design Guidelines as 200-400 feet.	No action in reporting period
11. With each Master Use Permit application, and each skybridge term permit application, Virginia Mason shall provide an updated view corridor analysis for that specific project.	No action in reporting period

12. Specific buildings have been conditioned to have lower height limits than MIO 240 (Benaroya Institute, Lindeman, Jones Pavilion and the Baroness Hotel). Conditioned heights are shown on page 47 of the MIMP. Existing buildings, and any future buildings that have not been identified in the MIMP, may not exceed the conditioned height limits on these sites. Any request to	No action in reporting period
change the conditioned heights shall require a major	
amendment to the MIMP.	
13. No new surface parking lots are included in the	No action in reporting period
MIMP. Any change of use within the MIO to surface	
parking for up to six months shall be considered a minor	
amendment to the MIMP. Such a change of use for a period	
greater than six months shall be considered a major	
amendment.	
14. For new construction, the mechanical equipment,	No action in reporting period
screening, and penthouses, with the exception of minor	
plumbing and ventilation stacks, may not exceed the MIO	
height limit of 240 feet or the conditioned height, whichever	
is lower.	
15. With each subsequent Master Use Permit	No action in reporting period
application, Virginia Mason shall provide an analysis of the	
impacts of parking driveways, loading and service area	
drives, and pick-up/drop- off areas on pedestrian and	
vehicular flow on the surrounding sidewalks and streets.	
Appropriate design measures shall be identified and	
implemented to avoid adverse impacts to pedestrians,	
bicyclists and motorists.	
16. Five years after the effective date of the MIMP,	The next time this will occur is in 2023.
and every five years thereafter, Virginia Mason shall hold a	
public meeting to review its annual report and other	
information intended to illustrate the status of MIMP	
implementation. The meeting shall be held in conjunction	
with a meeting of the SAC, and shall be widely advertised to	
the surrounding community and include the opportunity for	
public comment.	Completed in 2012 during anadystics of
Revisions to MIMP Text	Completed in 2013 during production of
17 Pavisa maga 22 taut un den Duan and Standton	the final compiled master plan.
17. Revise page 32, text under Proposed Structure	
Setbacks, Figures 10 and 14 and Table 8 of the Final	
MIMP to state and show graphically that the future	
building located on the Ninth Avenue Garage redevelopment site will have a maximum depth (east/west)	
of 93 feet. The east and west lower and upper level	
building setbacks shall be based on the merits of the	
building design and by balancing the needs of the residents	
to the west and the needs of the pedestrian experience on	
9th Avenue. A minimum setback of seven feet shall be	
Jui Avenue. A minimum schodek di seven ieet shan de	

required for portions of the building 45 feet or less in height and 12 feet for portions of the building above 45 feet in height.	
18. Revise Figure 10 (page 34 of MIMP) to remove the area that appears to be an alley but is actually an existing driveway, and correct the setbacks shown on the east side of the Cassel Crag/Blackford Hall site to 7' for portions of building <45' and 20' for portions of building >45'.	Completed in 2013 during production of the final compiled master plan.
19. Revise Figure 12 (page 37 of MIMP) to remove the notation of "alley" on the east side of the Cassel Crag/Blackford Hall site. The area is an existing driveway.	Completed in 2013 during production of the final compiled master plan.
20. Revise Table 6 (page 37 of MIMP) Proposed Building Setbacks - Cassel Crag/Blackford Hall Block, row labeled "Abutting an Alley". Replace this label with "Abutting an Interior Lot Line". The Code language shall read "Land Use Code requires 7' average/5' minimum setback for portions of buildings <45' in height and 20' for portions of buildings >45' in height". The "Street/Avenue" column shall be changed from "Alley" to "Interior Lot Line". In the columns under Virginia Mason's proposal, change "O" to "7" feet for portions of structure <45' and change "10" to "20" feet for portions >45'.	Completed in 2013 during production of the final compiled master plan.
21. On page 50 of the MIMP under Street-Level Uses and Facades in NC zones, the last sentence of the second paragraph shall be amended as follows:	Completed in 2013 during production of the final compiled master plan.
"If the proposed expansion to include the 1000 Madison block is approved, Virginia Mason intends to consider any of the following uses for potential location at street level along Madison Street and the portions of Boren and Terry Avenues within the NC-3 zoning and would be in compliance with the underlying zoning: medical services such as optical, eating and drinking establishments, retail sales and services, indoor sports and recreation, or perhaps lodging uses or additional open space."	
22. On page 54, the fourth sentence of the third full paragraph shall be amended as follows:	Completed in 2013 during production of the final compiled master plan.
"The average life of a street tree in Seattle is approximately 15 years, demonstrating an ongoing need for Virginia Mason to be is committed to maintaining mature street trees where possible and replacing trees as needed over time	
23. On page 79, the second sentence of the last paragraph in the description of the Chasselton Court Apartments shall be corrected as follows: "The majority of the apartments are studio apartments (55 units) with -six-seven one-bedroom apartments."	Completed in 2013 during production of the final compiled master plan.

24. On page 80, the description of Virginia Mason's	Completed in 2013 during production of
housing replacement proposal shall be replaced with the	the final compiled master plan.
following:	
Virginia Mason's housing replacement shall:	
 Provide a minimum number of units 	
equal to the number of units in the	
Chasselton Court apartments (62 units);	
 Provide no fewer than seven one- 	
bedroom units and no units smaller than	
the size of the studio units in the	
Chasselton Court apartments;	
• Include a minimum of 31,868 net	
rentable square feet, equivalent to that	
in the Chasselton Court apartments;	
Be of a construction quality equal to or	
greater than that in the Chasselton Court	
apartment units; and	
Be located within the greater First Hill	
neighborhood, defined as the area	
between Interstate Highway 5 on the	
west, Pike Street on the north, 12th	
Avenue and Boren Avenue on the east,	
and the south boundary of Yesler Terrace	
on the south, as shown outlined in a	
broken black line on Figure 1 at page four	
of the MIMP.	
Revisions to Design Guidelines (Appendix E)	Completed in 2013 during production of
25. On page 44, the following sentence shall be added	the final compiled design guidelines
at the beginning of the first paragraph on the right side of the	
graphic: "The views of upper level facades are of great	
importance to residents in surrounding highrise buildings."	
26. On page 45, amend 2.b "Multiple Views," as	Completed in 2013 during production of
follows:	the final compiled design guidelines
Design buildings including reafters street level	
Design buildings, including rooftops, street level	
facades, and upper level facades with consideration of	
how they will appear to viewers from surrounding	
residential buildings, non- motorized travelers at street level,	
and motorized travelers.	G 1, 1: 2012 1 : 1 : 2
27. On page 74, under 5.a, "Consider the building	Completed in 2013 during production of
from multiple vantage points," add "Views of Upper Level	the final compiled design guidelines
Facades".	No action in paragraphy and 1
Recommended Conditions - Rezone	No action in reporting period
28. The underlying street-level development	
standards for commercial zones shall apply, per SMC	

23.47A.008, to all street-facing facades in the underlying NC3-160 Pedestrian designated zones including Madison Street and portions of Boren and Terry Avenues.

29. In the event that development occurs along Madison Street, all existing businesses facing termination of leases and relocation shall: 1) be provided assistance from both the City of Seattle Office of Economic Development and Virginia Mason to identify available spaces in the surrounding areas for permanent or interim relocation; and 2) receive advance notice of the availability of lease space in the completed development. Virginia Mason is encouraged to continue leasing the existing commercial structures on the 1000 Madison Block until they are demolished for new construction.

The 1000 Madison block retail stores are now 100% occupied.

30. Before Virginia Mason may receive a permit to demolish the Chasselton or change the use of the Chasselton to a non-residential major institution use, DPD must find that Virginia Mason has performed either of the following two options:

Virginia Mason elected to execute the payment option in 2015 and has satisfied this requirement. No further action in reporting period.

- a. Virginia Mason has submitted or caused to be submitted a building permit application or applications for the construction of comparable housing to replace the housing in the Chasselton. The building permit application(s) for the replacement housing project(s) may not include projects that were the subject of a MUP application submitted to DPD prior to Council approval of the MIMP. Minor involvement by Virginia Mason in the housing project, such as merely adding Virginia Mason's name to a permit application for a housing project, does not satisfy Virginia Mason's obligation under this option. If Virginia Mason chooses performance option a, it is encouraged to:
 - Contribute to the housing replacement project in a manner that will assure that at least 10% of the units (i.e., a number equal to 10% of the demolished units, or a total of 7 units) will be rented for at least 10 years at rates affordable to persons earning less than 80% of the median area income; and
 - Utilize a design that allows the project to compete effectively for public and private affordable housing grants and loans. This design provision is not intended to discourage creative solutions, such as siting affordable units in high-rise buildings otherwise containing market rate housing. Virginia Mason may not receive credit in fulfillment of the housing replacement requirement for any portion of the housing replacement cost that is

financed by City funds. However, any City funds spent in excess of construction costs to provide affordability in what would otherwise be market-rate replacement units (i.e., to "buy down" rents in the completed building), shall not disqualify units as replacement housing under this condition.

- b. Virginia Mason has paid the City of Seattle to finance the construction of comparable replacement housing. Payment to the City under this option b shall be subject to the provisions of the City's Consolidated Plan for Housing and Community Development and the City's Housing Levy Administrative and Financial Plan in existence at the time the City assists in financing the replacement housing. The Office of Housing shall devote all funds provided by Virginia Mason under this option b to a project or projects within the greater First Hill Neighborhood. Under this option b, Virginia Mason may elect either:
 - Within two years of MIMP approval, to pay the City of Seattle \$4,460,000 to help fund the construction of comparable replacement housing; or
 - More than two years after final MIMP approval, to pay the City of Seattle 35% of the estimated cost of constructing the comparable replacement housing. The estimated cost shall be determined by DPD and the Office of Housing based on at least two development pro formas prepared by an individual(s) with demonstrated expertise in real estate financing or development. The determination of the estimated cost by DPD and the Office of Housing is final and not subject to appeal.

For purposes of performance option and of performance option b, the replacement housing must:

- a. Provide a minimum number of units equal to the number of units in the Chasselton Court apartments (62 units);
- Provide no fewer than seven one-bedroom units and no units smaller than the size of the studio units in the Chasselton Court apartments;
- c. Include a minimum of 31,868 net rentable square feet, equivalent to that in the Chasselton Court apartments;

 d. Be of a construction quality equal to or greater than that in the Chasselton Court apartment units; and e. Be located within the greater First Hill neighborhood, defined as the area between Interstate Highway 5 on the west, Pike Street on the north, 12th Avenue and Boren Avenue on the east, and the south boundary of Yesler Terrace on the south, as shown outlined in a broken black line on Figure 1 at page four of the MIMP. 	
DPD shall submit all proposals for replacement housing to the Standing Advisory Committee for review and comment. At the discretion of the City, the submittal may exclude financing details and related information.	
During Construction for Future Development - Air Quality 31. Site development would adhere to Puget Sound Clean Air Agency's regulations and the City's construction best practices regarding demolition activity and fugitive dust em1ss10ns, including the following:	No action in reporting period
a. As necessary during demolition, excavation, and construction, sprinkle debris and exposed areas to control dust;	
b. As necessary, cover or wet transported earth material;c. Provide quarry spall areas on-site prior to	
construction vehicles exiting the site; d. Wash truck tires and undercarriages prior to trucks traveling on City streets;	
e. Promptly sweep earth tracked or spilled onto City streets;f. monitor truck loads and routes to minimize	
dust-related impacts; g. Use well-maintained construction equipment and vehicles to reduce emissions from such	
equipment and construction-related trucks; h. Avoid prolonged periods of vehicle idling; and, I. Schedulethe delivery and removal of construction materials and heavy equipment	
to minimize congestion during peak travel time associated with adjacent streets. During Construction for Future Development - Noise	No action in reporting period
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32. A Construction Management Plan (CMP) shall be provided with each development proposal. The CMP would	

be coordinated with the DPD Noise Abatement Office (DPD), SDOT and VMMC. The Construction Management Plan shall be included in any information provided to the SAC for any new structure greater than 4,000 square feet or building addition greater than 4,000 square feet. The following elements shall be included in the CMP if applicable. The plan would include the following elements:

- a. Construction Communication Plan Prior to the initiation of the first major project under Virginia Mason, in close the Plan, coordination with the Standing Advisory Committee, shall develop an overall construction communication plan. This plan shall include a Contact person and Community Liaison. The Chair of the Standing Advisory Committee will also be included in the Construction Communication Plan associated with site-specific development along with the Contact person and Community Liaison.
- b. Construction Hours and Sensitive Receivers

 identify demolition and construction
 activities within permissible construction
 hours
- c. Construction Noise Requirements all demolition and construction activities shall conform to the Noise Ordinance, except as approved through the variance process.
- d. Measures to Minimize Noise Impacts list of measures to be implemented to reduce or prevent noise impacts during demolition and construction activities during standard and non-standard working hours. Construction Milestones a description of the various phases of demolition and construction, including a description of noise and traffic generators, and anticipated construction hours for each phase.
- f. Construction Noise Management identify techniques to minimize demolition and construction noise including: timing restrictions, noise reduction construction technologies, process modifications. These techniques beyond code may go requirements could include the and following:
 - Using properly sized and maintained

- mufflers, engine intake silencers, engine enclosures, and turning off idle equipment. Construction contracts can specify that mufflers be in good working order and that engine enclosures be used on equipment when the engine is the dominant source of noise.
- Stationary equipment could placed as far away from sensitive receiving locations as possible. Where this is infeasible, or where noise impacts re still significant, portable noise barriers could be placed around the equipment with the opening directed away from the sensitive receiving property. These measures are especially effective for used engines in compressors, welding machines, and similar equipment that operate continuously and contribute to high, steady background noise levels. In addition to providing about a 10dBA reduction in equivalent sound levels. the portable barriers to the public demonstrate the contractor's commitment to minimizing noise impacts during construction.
- Substituting hydraulic or electric models for welding and impact tools such as jack hammers, rock drills and pavement breakers where feasible could reduce construction and demolition noise. Electric pumps could be specified if pumps are required.
- Although, as safety warning devices back-up alarms are exempt from noise ordinances, these devices emit some of the most annoying sounds from a construction site. One potential mitigation measure would be to ensure that all equipment required to use backup alarms utilize ambient-sensing alarms that

broadcast a warning sound loud enough to be heard over background noise -- but without having to use a preset, maximum volume. An even better alternative would be to use fixed volume or ambient-sensing broadband backup alarms instead of typical pure tone alarms. Broadband alarms have been found to be very effective in reducing annoying noise from construction sites. Requiring operators to lift rather than drag materials wherever feasible can also minimize noise from material handling.

Construction staging areas expected to be in use for more than a few weeks should be placed as far as possible from sensitive receivers, particularly residences. Likewise, in where construction would areas occur within about 200 ft. of existing uses (such as residences, schools/classrooms. and noisesensitive businesses), effective noise control measures (possibly outlined in a construction noise management should be employed to plan) minimize the potential for noise impacts. In addition to placing noiseproducing equipment as far as possible from homes and businesses, such control could include using quiet equipment and temporary noise barriers to shield sensitive uses, and orienting the work areas to minimize noise transmission to sensitive off- site locations. Although the overall construction sound levels will vary with the type of equipment used, common sense distance attenuation should applied. Additionally, effort could be made by VMMC to plan the construction schedule to the extent feasible with nearby sensitive receivers to avoid the loudest

activities (e.g., demolition or jack-hammering) during the most sensitive time periods (10 PM to 7 AM weekdays, 10 PM to 9 AM weekends). A construction noise management plan would again be an appropriate location to identify these types of conflicts and establish less- intrusive construction schedules. During Construction for Future Development - Historic Resource	No action in reporting period
33. Care should be taken in order to avoid structural damage to nearby buildings that could occur due to construction-related vibrations and/or earthwork. Excavation, earthwork, pile driving etc. should be designed and/or monitored to minimize and/or immediately address any such impacts to historic properties. Monitoring could include crack monitors, periodic observation, and photography to document the structural integrity of historic buildings and determine whether there was resulting damage of interior or exterior finishes, or exterior masonry and/or framing. If such damage occurred, repairs should be made to the affected buildings.	
34. Care should be taken in order to avoid or limit the introduction of atmospheric elements that could alter and/or potentially damage historic building fabric or architectural features of historic resources. Construction activity could be monitored in order to prevent and address any such impacts to historic properties. Dust control measures would be implemented. During Construction for Future Development - Traffic and Parking	No action in reporting period No action in reporting period
35. Development and Implementation of a Construction Management Plan (CMP) for proposals that require demolition and/or construction that affects on or off site parking, existing pedestrian, bicycle, and vehicular circulation patterns or transit routes or stops. The CMP would be coordinated with DPD, SDOT and VMMC. The following elements shall be included in the CMP, if applicable:	
a. Construction Parking Management - Implementation of a construction · parking management program to identify off-site	

- parking supplies for construction workers and minimize impacts to VMMC parking supplies and surrounding public parking supplies.
- b. Construction Traffic/Street and Sidewalk Closures - demolition, earthwork excavating, concrete and other truck routing plans will be developed and submitted for approval through **SDOT** for site-specific development. Truck routing plans may include limitations on hauling of debris, earth and construction materials during peak hours. Traffic and pedestrian control signage and flaggers will be used as necessary to facilitate traffic and pedestrian flow per requirements of any street use permit issued by SDOT. Sidewalk closures maybe required to protect the public or provide site access during construction. If such closures are necessary, a plan specifying phasing and timing will be submitted to for approval. Other mitigation SDOT measures could include:
 - Coordinate with Metro transit relative to construction activity that could affect transit service proximate to the project site.
 - Where existing sidewalks or walkways are temporarily closed during construction, develop alternative routes to maintain pedestrian circulation patterns.
 - Enclose construction sites with a cyclone fence and cover walkways with staging for pedestrian safety.
 - Include a parking provision in construction contracts between VMMC and th general contractor and between the general contractor and subcontractors, such as specifying where construction workers should park, shuttles, etc.
 - Minimize any lane closures on Madison, Boren, and Seneca.
 - To the extent possible, schedule deliveries at off peak times to avoid

congestion. Develop a parking phasing plan to minimize disruptions to the parking supply serving VMMC patients and visitors. Restrict peak period truck traffic During Construction for Future Development - Public Services 36. The portions of the site that are under construction during phased redevelopment could be fenced and lit, as	No action in reporting period
well as monitored by surveillance cameras to help prevent	
construction site theft and vandalism.	X' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
37. During demolition and construction, recycle construction and debris waste to the extent feasible, based on	Virginia Mason recycles construction wastes and other wastes, as appropriate,
the existence of hazardous materials.	and to the extent feasible.
During Operation	Ambulance noise continues to be a
Noise	concern to the community. The
38. Potential noise impacts from emergency vehicle	Emergency Responders have reported to
sirens are exempt from the City noise limits. However,	Virginia Mason that their insurance and safety programs require them to use
VMMC, commercial ambulance companies, Medic One and the City should work jointly to address ambulance-	sirens. Virginia Mason does not have the
related noise impacts between midnight and 6 AM	ability to influence their risk management,
	as they are independent corporations.
39. Potential noise impacts could also result from new	No action in reporting period. No
HVAC equipment and other mechanical equipment	complaints received.
associated with new or renovated facilities and from loading docks and any refuse-hauling sites near off-site receivers.	
The following processes could be implemented to reduce the	
potential for noise impacts from these sources and activities.	
a. Select and position HVAC and air handling	
equipment to minimize noise impacts and	
maximize noise reduction to the extent	
possible. When conducting analyses to ensure compliance with the Seattle noise	
limits, assess sound levels as they relate	
to the nearest residential uses and any	
adjacent commercial locations.	
b. Locate and control exhaust vents for all	
underground parking facilities to reduce	
noise at both on- and off-site residential uses and to ensure compliance with the City	
noise limits.	
c. Design and site loading docks with	
consideration of nearby sensitive receivers	
and to ensure that noise from truck traffic to	
and from the docks and from loading	
activities would comply with the City noise	

limits. In locations where loading docks are located near on- and off-site sensitive receivers, evaluate the feasibility of mitigation measures such as implementing restrictions to limit noisy activities associated with deliveries to daytime hours. d. To the extent feasible, design garbage and recycling collection to minimize or eliminate line-of-sight to nearby sensitive receivers. In addition, work with the collection vendors to schedule collections at appropriate (i.e., least intrusive) times. For example, garbage and recycle hauling contracts could specifically limit pickups to daytime hours so as to avoid potential noise impacts from such activities at night	
40. Minimize the potential for noise impacts resulting from regular testing of emergency generators by locating the equipment away from sensitive receptors, and equipping the generators with noise controls, including ·installation of a silencer on the power source and mounting the generator on an isolation system to control ground borne vibration.	Virginia Mason tests their emergency generators monthly in the early AM. No complaints have been received from neighbors. The Jones generators are well-shielded. No new complaints have been received in the reporting period.
41. Minimize the potential for noise impacts related to outdoor maintenance activities by ensuring outdoor maintenance is restricted to daytime hours, whenever possible. In addition, minimize the impacts of any noisy outdoor work, such as lawn mowing and leaf blowing, by using the quietest available power equipment and limiting its duration when working near (e.g., within 200 feet) sensitive receivers. Finally, as redevelopment occurs, install exterior electrical outlets at appropriate locations on campus to enable the use of electric power maintenance tools when possible.	No changes to current operations during reporting period. No complaints received.
Aesthetics 42. Potential skybridges will be designed and constructed with materials that would contribute to transparency of the skybridge to the extent possible in order to minimize potential impacts to view corridors on campus. Height and width of skybridges will be limited to accommodate the passage of people and supplies between buildings. Approval of the location and final design of any skybridges will occur through the City's Term Permit process	No action in reporting period
Light and Glare 43. Control light spillage and light trespass, including direct glare, through lighting design measures, such as luminaire locations, light distributions, aiming angles, mounting heights, and shielding. Direct the light from	No action in reporting period

avtarior lighting fivtures downward and/or unward and access	
exterior lighting fixtures downward and/or upward and away from off-site residential land uses.	
44. Design new buildings with low reflective glass,	No action in reporting period
window recesses and overhangs, and facade modulation to	Two decion in reporting period
limit light and glare impacts to pedestrians, motorists and	
nearby residents	
45. Use street trees, landscaping and screening at	Virginia Mason continues to improve the
ground level to obstruct reflected glare from impacting off-	landscaping on the campus, per their
site receptors.	landscaping master plan.
46. Include landscaping or screens at the edges of	No action in reporting period
parking lots and parking structures to obstruct light and glare	Two decion in reporting period
caused by vehicle headlights.	
47. Design street-level retail activities to shield light to	No action in reporting period
minimize spilling over onto adjacent residential areas.	Two detion in reporting period
48. Equip interior lighting with automatic shut-off	Virginia Mason has been replacing select
devices consistent with code, function and safety	interior fixtures with new LED fixtures
requirements.	whose switching is appropriate and code-
requirements.	compliant.
49. Provide pedestrian-scale lighting consistent with	No action in reporting period
code, function and safety requirements.	
50. Where feasible, limit the amount of reflective	No action in reporting period
surfaces.	and the same of th
Shadows	No action in reporting period
51. To the extent feasible, orient the massing of the	The detach in reporting period
new buildings on adjacent campus open spaces and offsite	
residential uses to minimize the potential shadow impacts to	
these campus resources and offsite uses.	
Historic Resources	No action in reporting period
52. Prior to the approval of a demolition permit for a	1 21
building that was constructed 50 years ago or earlier, an	
historical analysis will be required to be submitted to the	
City. An analysis of potential impacts caused by new	
buildings constructed adjacent or across the street from a	
designated historic Landmark is also required at the time of	
Master Use Permit submittal, and will be referred to DON	
for review and approval.	
Transportation	No action in reporting period
53. As part of each project, ensure that pedestrian and	
vehicular circulation needs are addressed in a manner	
consistent with the campus wayfinding plan.	
54. As part of each project, provide frontage	No action in reporting period
improvements to ensure that pedestrian facilities meet	
.established city standards at the time of redevelopment.	
The extent of such improvements should take into account	
'priority design features' as described in the SDOT Right of	
Way Manual and the intent of the VMMC Master Plan	
Design Guidelines.	

55. The redevelopment of the 1000 Madison Block	No action in reporting period
under the Proposed Action is of particular significance to	
the Madison Street corridor and should take into account	
the need for frontage improvements that would support the	
planned 'High Capacity Transit Corridor' as well as	
providing amenities that exceed code requirements that	
would enhance the pedestrian experience along this	
segment of Madison Street. Such amenities could include	
seating areas, more extensive landscaping than required by	
code, a transit stop shelter that is integrated with the	
building design, retail uses that help activate the frontage,	
and weather protection.	NI4iin4ii1
56. As part of the review process for master plan	No action in reporting period
projects:	
a) Apply updated TMP elements and assess TMP	
performance	
b) Update MIMP parking requirements and	
reassess long-term campus parking supply	
recommendations	
c) Assess operational and safety conditions for	
proposed garage accesses and loading areas	
d) Assess pedestrian, truck, and vehicular	
circulation conditions, and identify safety	
deficiencies that could be remedied as part of the	
project under review.	
e) Assess loading berth requirements and	
where possible consolidate facilities so that the	
number of berths campus wide is less than the code	
requirement.	
f) Assess truck delivery routes between	
VMMC and I-5 and along Boren Street and	
other arterials to identify potential impacts to	
roadways along those routes.	
g) Reduce the impact of truck movements on	
local streets and potential conflicts with	
pedestrians by consolidating loading facilities and	
managing delivery schedules.	
h) Evaluate proposed bicycle parking facilities	
through the following design elements:	
Bicycle parking access should be	
ramped and well lit.	
Bicycle parking should be located	
close to building entrances or elevators if	
in a parking structure.	
Short-term general bicycle parking	
areas should be sheltered and secure	
Long-term staff bicycle parking	
Dong term starr oregere parking	

should be located in enclosures with secure access.

- Staff lockers for bicycle equipment should be provided in long-term bicycle parking areas.
- Bicycle racks should be designed to allow a U-lock to secure the frame and wheels to the rack.
- Bicycle parking should be separated from motor vehicle parking.
- Shower facilities and locker rooms should be close to the bicycle parking area.
- 57. As part of the project level environmental review, evaluate the potential for increased vehicular traffic and, if warranted by anticipated project impacts, implement the following roadway improvements to mitigate impacts.
 - a. On 9th Ave from Madison to University Streets:
 - Add northbound and southbound left turn pockets at Madison Street/9th Ave within the existing road width.
 - Signalize the intersection of Spring Street/9th Avenue and add a southbound left tum pocket and northbound right tum pocket on 9th Avenue. As part of the redesign of the intersection to add the turn pockets, work with King County Metro to evaluate the relocation of the existing transit stop to optimize commuter use and connections and avoid conflicts with access to Virginia Mason facilities. Maintain pedestrian safety by including pedestrian crossing beacons and controls and curb bulbs on Spring Street and on 9th Avenue if there is adequate road width. Add northbound and southbound left tum pockets at Seneca Street/ 9th Ave within the existing road width.
 - Improve sidewalks and roadway crossings to enhance pedestrian safety as part of frontage improvements when the 9th Avenue Garage and Buck Pavilion sites are

The Bus Rapid Transit "G" line is designed, and apparently awaiting approval to proceed. Virginia Mason has been working with the neighborhood to express grave concerns about the final alignment and the negative impacts of the proposed transit line, especially the proposal to eliminate most left turn lanes off Madison, the street parking on Madison and the small gains in transit speed for the significant impacts on the community. First Hill is a community that people travel TO and not just THROUGH. This line design prioritizes through traffic at the expense of the community's needs. We have also expressed concerns about the current plan to replace electric buses with diesel buses, and have requested that First Hill be prioritized for electric buses when they are available. To-date, there has been no response to our concerns. The project appears to be moving forward without changing to meet these concerns.

redeveloped.	
b. On Seneca Street:	
• Signalize the intersection of Seneca	
Street/ Terry Ave when the hospital	
core is redeveloped and the south leg	
of the intersection is constructed as a	
garage access.	
 Remove the Lindeman Garage 	
access on Seneca Street and	
provide a new access on 9th Avenue	
when the Lindeman Pavilion is	
expanded.	
c. At Spring Street/ 8th Ave, provide a	
northbound right turn lane within the	
existing road width or shift the stop control to	
the northbound/southbound movements.	NT
Public Services - Police	No action in reporting period.
58. Include permanent site design features to help	
reduce criminal activity and calls for service, including:	
orienting buildings towards sidewalks, streets and/or public	
open spaces; providing convenient public connections	
between buildings onsite and to the surrounding area; and	
providing adequate lighting and visibility onsite, including	
pedestrian lighting.	N
59. Apply Crime Prevention through Environmental	No action in reporting period
Design (CPTED) principles to the development of its open	
space and public amenities to enhance the safety and	
security of the areas.	
Public Services - Water/Sewer/Storm water	No action in reporting period
60. Evaluate the impact of development on the sewer	
infrastructure from the development site to where SPU's	
collection system connects to King County interceptors	
(approximately 4,500 LF downstream).	
61. Consider the installation of low impact	No action in reporting period
development measures such as bioretention cells or	
bioretention planters to reduce the demand on storm water	
infrastructure.	
62. Continue implementation of EnviroMason	No changes in reporting period
measures and other measures to reduce the demand on	
water and sewer.	
63. Implement the VMMC's Goal and Objective - To	Virginia Mason continues to strive to
build facilities that are resource- efficient - Participate in	recycle as many of our waste streams as
the Seattle 2030 District challenge. Public Services - Solid	feasible, in conjunction with the
Waste Continue implementation of EnviroMason measures,	requirements of the diverse waste haulers.
VMMC's environmental stewardship initiative, to include	This has become more challenging
waste reduction programs, such as recycling operating	recently as our waste haulers are
room plastics, food waste composting, hazardous waste	increasing their compliance requirements

recycling, and general office recycling.	and have fewer options for resale due to
	trade issues.
Public Services Solid Waste	No changes in reporting period
64. Continue implementation of EnviroMason	
measures, VMMC's environmental stewardship initiative,	
to include waste reduction programs, such as recycling	
operating room plastics, food waste composting, hazardous	
waste recycling, and general office recycling.	

- C. Virginia Mason's SAC is currently several members short of its full complement. Filling these vacancies will likely be deferred until there are active projects for the SAC to advise upon, or when the SAC goes below the minimum number of active members.
- D. Virginia Mason hosted a Standing Advisory Committee meeting on January 21, 2020 for 2019 to review the Master Plan in general. The meeting was delayed from its original date in November due to City Staff availability. 5 SAC members attended. Administrative SAC matters were discussed and new co-chairs were elected. No other actions were taken by the SAC.
- E. Virginia Mason has been actively participating in promoting the Public Realm Action Plan (PRAP) adopted by SDOT for First Hill that describes improvements to several streets on First Hill that are within the Major Institution Overlay Boundary. The impacted streets are Terry Avenue, University and Terrace Street. Virginia Mason has been advocating with the First Hill community for developers to include PRAP recommendations into their proposed projects for First Hill, and has been successful at influencing the projects favorably towards the PRAP. Virginia Mason has participated as a member of the First Hill Improvement Association in the successful request from the Washington State Convention Center to spend some of their street and alley vacation mitigation funds on First Hill to improve Terry Avenue. This project is now in design with a grant, and is actively seeking community input on its final configuration.
- F. Virginia Mason has also been actively engaged with SDOT and King County Metro in planning Bus Rapid Transit Line (BRT) improvements to Madison Avenue, at the south edge of the MIO. Virginia Mason has provided representation at a number of public meetings, and smaller focus group meetings to advance the development of the BRT line. Virginia Mason's previously-stated concerns about the currently proposed alignment blocking access to the Emergency Department from Madison Street for non-emergency vehicles are still in effect. Virginia Mason has been meeting with FHIA and the BRT consulting team discussing the potential for the First Hill BRT stops on Madison to shift from Center Access to Sidewalk access. This realignment would eliminate the need to block most of Madison Avenue's north/south left turns in First Hill, and would substantially reduce the cost of the BRT line while improving mobility on First Hill. Virginia Mason is encouraged that the current project eliminates "wired" streetcars in favor of buses, and dismayed that the buses selected are diesel, considering diesel's adverse health effects. We have asked that the project replace them with all-electric vehicles now, or at the next replacement of the custom buses for this route. Virginia Mason and FHIA are awaiting the Madison BRT team's response to these suggestions.
- G. The Major Institution Master Plan, Design Guidelines and Environmental Impact Statement are available on Virginia Mason's website at: https://www.virginiamason.org/MIMP

III. Major Institution Development Activity Initiated or Under Construction Within the MIO Boundary During the Reporting Period:

- A. List & Describe Development Activity Initiated or Under Construction (Non-Leased Activity)
 - a. Numerous small tenant improvement projects have occurred within the existing buildings. They have not affected the aspects of the campus governed by the MIMP legislation.
- B. Major Institution Leasing Activity to Non-Major Institution Uses.
 - a. Virginia Mason has not leased additional space within its MIO to Non-Major Institution uses within the reporting period.

IV. Major Institution Development Activity Outside but within 2,500 Feet of the MIO District Boundary:

- A. Leasing Activity During the Reporting Period
 - a. Virginia Mason currently does not lease any space outside, but within 2,500 feet of the MIO boundary, except for their lease holdings in Metropolitan Park West, 1100 Olive Way, Seattle, WA 98101 which is located within the Downtown Zone, and therefore exempt from MIMP-related adjacency concerns.
 - b. Virginia Mason has not leased additional space, or given up leased space within 2,500 feet of the MIO during the Reporting Period.
 - c. Some of Virginia Mason's leased off-site parking within 2,500 feet of the MIO has been changed or relocated. This offsite parking is allowed per 23.69.022 a.1, and is included in the Transportation Management Plan, per 23.69.022.a.5.
- B. Land and Building Acquisition During the Reporting Period
 - a. Virginia Mason has not acquired land or buildings within 2,500 feet of the MIO during the Reporting Period. Virginia Mason did sell a parcel they owned at 1111 Summit during the reporting period. This parcel was not in the Major Institution Overlay.
- V. Progress made in achieving the Goals and Objectives contained in the Transportation Management Program towards the reduction of Single-Occupant Vehicle use by Institution Employees, staff and/or students:

A. General Overview of progress in achieving the goals and objectives contained in the TMP:

The Building Transportation Coordinator is Sandra Franz

The Bunding	Transportation Coordinator is Sandra Franz	
	Proposed TMP	Progress Made
TRANSIT	1. Lower the cost of transit commutes:a. Provide 75% transit subsidy for bus, ferry and trains through the ORCA program	1 ORCA passes are still available to employees at a pre-tax cost to the employee of \$50/year.
	b. Provide a guaranteed ride home in case of family emergency	a. Metro's current fare cost for bus, which is least expensive, is \$2.75 for adults one way. A
	c. Provide Zipcar access to employees for personal and business use (5 hours each per month) d. Provide fleet vehicles for	full time employee working 220 days/year (minus vacation = 210 days) would pay \$1,155/year for comparable coverage, one
	business use	b. Virginia Mason continues to provide guaranteed ride home

		in case of family emergencies. a. Virginia Mason has fleet vehicles for business use
	 2. Improve transit access and utilization: a. Continue financial support for Metro Bus routes where they benefit Virginia Mason employees b. Continue participation in Transit Now agreement along with Swedish and Harborview Medical Centers to increase service to the King Street Station and the ferry terminal c. Participate in First Hill transportation meetings to work with Swedish, Harborview and Seattle University on common projects such as transit routes d. Continue offering ORCA passes to employees through Wageworks, which automatically deducts costs from staff paychecks and applies the appropriate fare reductions stated above to staff purchases for multiple transportation choices 	 Improve Transit Access and Utilization: Virginia Mason continues financial support for Metro Bus Routes where they benefit Virginia Mason employees Virginia Mason continues to participate in the Transit Now agreement. Virginia Mason continues to participate in and advocate for transit on First Hill Transportation concerns via their membership in the First Hill Improvement Association. Virginia Mason continues to offer ORCA passes directly as part of our Total Rewards benefits program. The regional pass is good for unlimited rides on Metro Transit, Community Transit, Everett Transit, Sound Transit, Kitsap Transit, Pierce Transit, King County Water Taxi (Vashon and West Seattle routes), Sound Transit Link light rail, Sounder Commute Rail, Seattle Streetcar, Seattle Monorail, Kitsap Transit Foot Ferry or Kitsap Transit Fast Ferry. It also covers the Vanpool and Vanshare on Community Transit, Metro, Kitsap Transit and Pierce Transit. Wageworks still is used for 75% subsidized passenger ferry passes.
HIGH OCCUPANCY VEHICLE (HOV)	3. Maintain the cost of HOV commutes below the cost of SOV commutes:a. Maintain carpool parking rates at no more than 75% of equivalent SOV rates	 3. Cost of HOV commutes: a. Our least expensive employee parking for SOV is \$200/month. b. Parking for carpools is \$200

	 b. Provide free parking for vanpools c. Provide vanpool riders with at least a 75% subsidy of the full cost of ridership 	/Month for 2. The carpool occupants split the cost. So, a 2 person carpool rider would pay \$100, which is less than 75% of SOV parking Carpool certification is performed by ABM services, our parking management company. Carpool parking spaces are available to employees in the Benaroya Research Institute garage and in the Tate Mason building. c. Vanpools are managed via various transit agencies at different rates, depending on distance, etc. We subsidize vanpools per the above information, and provide free parking spaces for vanpools.
	 4. Increase ridership by: a. Continuing an internal program for carpool/vanpool matching service ("Going My Way" carpool registration service) b. Promoting the Regional Ride Match System and Rideshare 	Virginia Mason provides links to Rideshare Online to help employees find the right carpool
BICYCLE	 5. Continue providing support services that include: a. Locked bike cages with weather protection and a minimum capacity of 75 parking spaces b. Shower facilities and lockers in multiple locations c. Support for the Virginia Mason Bicycle Club to improve bike storage, security, shower facilities, and benefits for frequent riders and to encourage ridership 	 5. Virginia Mason continues to: a. Provide locked, covered bike cages with 143 parking spaces: i. 20 spaces at Emergency entry ii. 98 spaces in Buck garage iii. 15 spaces in BRI garage iv. 10 spaces in Lindeman garage v. 32 public spaces at building entries (uncovered) b. Shower facilities and lockers in multiple locations c. Team members are offered free Jump Bike Access

		d. Support for the Virginia Mason Bicycle club via the Green commute program, information on Biking resources on Vnet, a Bike Buddy program and increased bicycle parking.
PEDESTRIAN	 6. Develop new programs and incentives to encourage employees to walk to work or to walk during their breaks a. Offer incentives for these activities through the Personal Health Assessment rewards program b. Program benefits will equal those provided to bicycle commuters. 	 6. Virginia Mason continues to promote healthy activities for employees: a. Through FHIA, we have developed two walking loops on First Hill, published a directory of First Hill that includes the walking maps and encourage employees to take a walk during their breaks. We also provide links to City of Seattle's walking maps and Pedestrian Program webpage on Vnet. b. We now are partnered with Vera Health for employee wellness, which offers employees \$100/year for participating in health screening and coaching c. Discounted Y membership to employees that attend at least 7 times a month. d. Staff who ask for lockers/showers can obtain them in order to support their walking habits.
MARKETING	 7. Maintain "V-Net" Parking and Commuter Services website to provide information for publicizing events, issuing street closure notices, and providing training and reminders on the CTR program 8. Either maintain the two commuter boards located in the lobby of Buck Pavilion and in the lobby of 	 Vnet continues to improve as a robust intranet for employees, and hosts information on the CTR program. The old Commuter boards are being phased out in favor of online resources like One Bus Away. The Buck entrance still contains a Metro commute board with paper bus schedules. Employees now all have access to computers if they need to access

	the hospital, or replace with	online information.
	computer terminals that access Metro trip planning and current traffic conditions as well as marketing features to reduce SOV trips 9. Provide commuter program policy information, program news and updates at least two times per year in emails to all employees and links to the Virginia Mason website describing the policies 10. Conduct a campus-wide transportation fair twice each year	9. Virginia Mason provides commuter program policy information via Vnet articles with links to the websites describing the policies.
INSTITUTIONAL POLICIES	 10. Continue participation in First Hill transportation meetings to work with Swedish, Harborview and Seattle University on common projects 11. Participate in city or community-led transportation initiatives or planning that affects Virginia Mason 12. Investigate and, when appropriate, implement health care delivery tools to reduce patient trips (potential tools include increased use of electronic communications between patients and physicians and the use of shuttle services or other subsidized transportation for specific patient groups) 	 11. Virginia Mason, Swedish and Harborview continue to participate in the FHIA Transportation committee, and have seats on the FHIA Board to advocate for transit and transportation improvements to First Hill. 12. Virginia Mason has developed a robust MyVirginiaMason medical portal/app where patients can securely communicate with their provider team online over transactions including appointments, messages, refills, test results and other transactions. Barriers to expanding this service include the Centers for Medicare and Medicaid Services' refusal to reimburse providers for online interactions. Virginia Mason is piloting a program to provide shuttle service from regional medical centers to the First Hill campus for patients undergoing procedures. Early results are not promising.
PARKING	13. Restrict employee SOV parking onsite during periods of peak demand to encourage use of non-SOV travel	13. SOV parking is restricted on First Hill by availability, as a certain number of the available parking

	 modes a. Provide shuttle service between Virginia Mason and Metropolitan Park facilities b. Unbundle parking from tenant lease agreements c. Maintain the minimum parking supply necessary to support operations while minimizing impacts to the surrounding community 	spaces are needed for patients and visitors, for carpools and vanpools and for fleet vehicles. Virginia Mason continues to balance demand for parking to support operations with demand for staff parking in their owned lots and facilities. Virginia Mason assists staff in finding parking from neighboring property owners, and leases over 1000 parking spaces on First Hill. Neighborhood parking currently averages approximately \$275/month, and varies by location. The higher cost is set by
		demand from downtown overflowing onto First Hill, and is a deterrent for most staff. Virginia Mason also offers a Commuter Parking Flexible Spending Account to provide pre- tax savings for out of pocket parking expenses incurred when commuting to and from work. a. The shuttle service between Virginia Mason and Metropolitan Park facilities is still in operation. b. Virginia Mason leases space to tenants in the Major Institution Overlay who have varying (and minimal) parking needs for their businesses or residences. Their
		parking is included in their lease, but is charged separately as an additional expense. Virginia Mason does not lease space from others in the Major Institution Overlay.
TMP REGULATION AND MONITORING	14. The goal for the TMP shall be to maintain an SOV commute rate of less than 30% as calculated using the CTR survey methodology for affected employeesa. Conduct a biennial survey of	9. The 2013 Master Plan established an SOV goal for Virginia Mason employees of 30% or lower. In 2019, this rate increased from 26% to 28% for First Hill, and a rate of 16.2% for Met Park, a reduction in SOV use, still well under the 30%

employee travel mode choices in
partnership with King County Metro

b. Provide annual program reports to the City of Seattle Department of Transportation, Department of Planning and Development, and the Standing Advisory Committee

target.

- a. Virginia Mason conducts a biennial survey and submits the required Transportation Management Plan to the required City of Seattle agencies.
- b. Virginia Mason only performs the TMP study every two years, and will not have updated information until 2021.

Many factors may have influenced this change in commute patterns, including:

- a. The significant subsidies and \$50/year ORCA pass
- b. Increased transit capacity, although many staff still list overcrowding on buses as a limiting factor
- c. The increasing cost of parking on First Hill
- d. Virginia Mason is actively developing and implementing work from home and alternative work schedule strategies that reduce peak hour commuting
- e. Staff are not wanting to drive in the increasing congestion of downtown
- f. Staff are shifting away from driving to transit to recapture the time spent driving on entertainment via personal devices
- g. Improved bicycle infrastructure is encouraging staff to try bicycling

Thank you,

Betsy Braun

Elizabeth "Betsy" Braun

Director, Planning & Real Estate



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CC:

- <u>DPD.</u> Each major institution shall provide DPD with two copies of the report, plus any additional copies needed for members of the Citizens Advisory Committee and Neighborhood Planning Groups. The major institution shall also provide DPD with an electronic copy of the report in Microsoft Word 7.0 or future updated versions. If it is not possible for the major institution to provide this information in Microsoft Word 7.0 or future updated versions, the Director may approve other options on a case-by-case basis.
- <u>Citizens Advisory Committees.</u> DPD shall provide one copy of the report to each member of the applicable Major Institution Standing Advisory Committee within two weeks after the deadline for submission of the annual status reports to DPD.
- <u>Neighborhood Planning Groups.</u> DPD shall provide copies of the report to neighborhood planning groups within the vicinity of the major institution within two weeks after the deadline for submission of the annual status report to DPD.
- <u>Available on City's Public Access Network (PAN).</u> DPD will post each major institution annual status report on PAN.