

# **CTR 4-year Plan Updates**

## **Proposed Process Flow, Approach and Timeline**

Sylvia Crum, Carol Thompson

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# Feedback from Implementers:

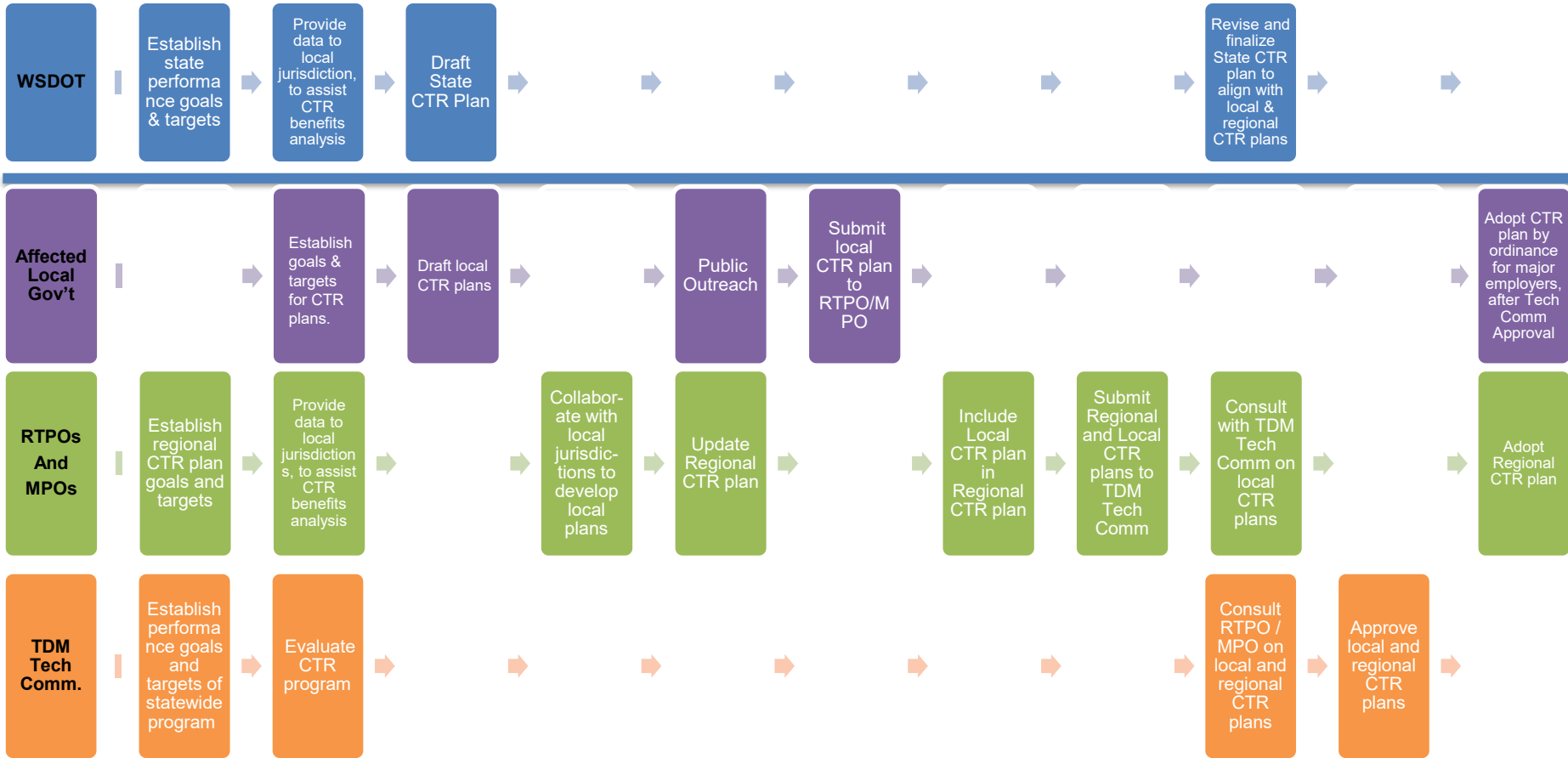


# Approach:

- Small group workshops with Implementers / other interested stakeholders
- Internal and external work to update 4-year plan writing template
- Seek TDM Tech Comm approval for 4-year plan writing guidance
- Develop the steps needed for jurisdictions to update 4-year plans and to receive approval from TDM Technical Committee
  - Process flow
  - Timeline

# CTR Plans Update Process Flow

**Read Top to Bottom, Left to Right**



# Timeline:

- **Dec 2022 – January 2023:** Seek TDM Technical Committee approval: Performance Targets straw proposal
- **January – April 2023:** WSDOT develops plan writing guidance, seeks approval
  - Includes state performance targets, funding formula evaluation and training for plan updates
- **May – Nov 2023:** Regions, counties and cities update 4-year plans
  - Includes time for training, collaboration with stakeholders, data gathering, drafting plan
  - Regional Transportation Planning Organizations review local plans, send to TDM Technical Committee
- **December 2023 – February 2024:** TDM Tech Comm reviews / approves state, region, county, city CTR plans
- **March – June 2024:** Jurisdictions seek plan approval by local governing bodies
  - Adopt or update local ordinances to include new CTR 4-year plan
- **July 2024 – June 2027:** Use CTR “4”-year plans

# CTR Plans Update Process Flow, draft 2: WAC & RCW

## 1. Establish state performance goals & targets

- **WAC 468-63-030** (2) Statewide program performance goals and targets. The CTR board shall establish the performance goals and targets of the statewide program every four years in its state CTR plan, per **RCW 70A.15.4060** (3): The board shall create a state commute trip reduction plan that shall be updated every four years as discussed in subsection (5) of this section. The state commute trip reduction plan shall include, but is not limited to: (a) Statewide commute trip reduction program goals that are designed to substantially improve the mobility of people and goods; (b) identification of strategies at the state and regional levels to achieve the goals and recommendations for how transportation demand management strategies can be targeted most effectively to support commute trip reduction program goals; (c) performance measures for assessing the cost-effectiveness of commute trip reduction strategies and the benefits for the state transportation system; and (d) a sustainable financial plan. The board shall review and approve regional commute trip reduction plans, and work collaboratively with regional transportation planning organizations in the establishment of the state commute trip reduction plan. **RCW 70A.15.4060** (5) The board shall evaluate and update the commute trip reduction program plan and recommend changes to the rules every four years, ... to ensure that the latest data methodology used by the department of transportation is incorporated into the program and to determine which areas of the state should be affected by the program. The board shall regularly identify urban growth areas that are projected to be affected by chapter 329, Laws of 2006 in the next four-year period and may provide advance planning support to the potentially affected jurisdictions

## 2. Provide data to local jurisdictions, to assist CTR benefits analysis

- **WAC 468-63-030** (3)(a)vii(c) In their local CTR plans, local jurisdictions shall communicate what local, regional and state benefits would be gained if the established targets were achieved. Benefits may include but are not limited to projected changes in transportation system performance, projected reductions in emissions of pollutants, projected reductions in energy consumption, and projected benefits for economic development. Regional transportation planning organizations (RTPOs) and WSDOT shall provide applicable data, if available, to assist this analysis.

## 3. Draft State CTR Plan

- **WAC 468-63-010** (1)(e) State Agency Leadership: **RCW 70A.15.4090** recognizes the state's crucial leadership role in establishing and implementing effective commute trip reduction programs, and intends for the department of general administration and other state agencies, including institutions of higher education, to aggressively develop substantive programs to reduce commute trips by state employees. The interagency board created in **RCW 70A.15.4100** is responsible for developing policies and guidelines to promote consistency among state agency commute trip reduction programs and for developing the state's leadership role. TDM State Leadership **RCW 70A.15.4090** The legislature hereby recognizes the state's crucial leadership role in establishing and implementing effective commute trip reduction programs. Therefore, it is the policy of the state that the department of transportation and other state agencies, including institutions of higher education, shall aggressively develop substantive programs to reduce commute trips by state employees. Implementation of these programs will reduce energy consumption, congestion in urban areas, and air and water pollution associated with automobile travel.

## 4. Review and finalize State CTR plan to align with local & regional CTR plans

- **70A.15.4060**(3) ...The [CTR] board shall review and approve regional commute trip reduction plans, and work collaboratively with regional transportation planning organizations in the establishment of the state commute trip reduction plan.

# CTR Plans Update Process Flow, draft 2: WAC & RCW

## Affected Local Governments

### 2 Establish goals and targets for CTR plan

- **WAC 468-63-030:** (3) Local program performance goals and targets. Local jurisdictions shall establish goals and targets for their CTR plan that contribute to goals established in the state plan and the purposes of the CTR program. The goals and targets shall be set for the affected urban growth area in the city or county's official jurisdiction and shall be targets for the four-year period under the state CTR plan based on the base year measurement for the urban growth area. **WAC 468-63-040** (1)(b): **Goals and targets.** The plan shall establish the jurisdiction's CTR goals and targets and show how achievement of these goals and targets will contribute to the jurisdiction's other adopted land use and transportation goals. The plan's goals and targets shall be established consistent with the standard described in **WAC 468-63-030**. The plan shall describe the base year values and numerical targets for each major employer worksite required to participate in the CTR program.

### 3 Draft local CTR Plan

- **WAC 468-63-040:** (1)(a) Purpose of local CTR plan. The state's intent in requiring local CTR plans is to ensure that CTR program goals and targets help jurisdictions achieve their broader transportation and land use goals, and that the jurisdiction in turn develops services, regulations, policies and programs that support the trip reduction investments of major employers. This can be achieved by integrating the local CTR plan and program with other transportation and land use plans and programs, and collaborating with local service providers, interest groups, and others to develop effective trip reduction strategies.

## 5 Public Outreach (& Integration with Other Plans)

- **WAC 468-63-040 (1)(b)(iv)** Public outreach. The local jurisdiction shall follow, at a minimum, a comparable process to the local requirements and procedures established for purposes of public outreach for comprehensive plan development, adoption, or amendment, including public notices and public meetings and hearings.
- **RCW 70A.15.4020(5):** The commute trip reduction plans adopted by counties, cities, and towns under this chapter shall be consistent with and may be incorporated in applicable state or regional transportation plans and local comprehensive plans and shall be coordinated, and consistent with, the commute trip reduction plans of counties, cities, or towns with which the county, city, or town has, in part, common borders or related regional issues. Such regional issues shall include assuring consistency in the treatment of employers who have worksites subject to the requirements of this chapter in more than one jurisdiction. Counties, cities, and towns adopting commute trip reduction plans may enter into agreements through the interlocal cooperation act or by resolution or ordinance as appropriate with other jurisdictions, local transit agencies, transportation management associations or other private or nonprofit providers of transportation services, or regional transportation planning organizations to coordinate the development and implementation of such plans. Transit agencies shall work with counties, cities, and towns as a part of their six-year transit development plan established in RCW [35.58.2795](#) to take into account the location of major employer worksites when planning and prioritizing transit service changes or the expansion of public transportation services, including rideshare services.
- **CTR Law Update 2021 Technical Report: Appendix B** - In 2006, legislators passed the CTR Efficiency Act requiring local governments in urban areas with traffic congestion to develop programs that reduce drive-alone trips and vehicle miles traveled for CTR-affected worksites and employees. This act amplified the role of local governments in CTR and strengthened the relationship between local governments and affected employers and worksites. Local plans and programs are now expected to be integrated with local land use and transportation plans to align policies and investments.
- **CTR Law Update 2021 Technical Report: Appendix X: Alignment with other state plans** – examples of other plans

### 6 Submit local CTR plan to RTPO/MPO

- **WAC 468-63-040 (1)(d)(ii)** RTPO review: **RCW 70A.15.4020(5)** requires the RTPO to review the local CTR plans. Local jurisdictions shall submit the final draft of their local CTR plans to the applicable RTPO by the date specified by the RTPO, so that the RTPO may review the plans before submission to the CTR board. The RTPO will review the local CTR plan to determine its consistency with the regional CTR plan and state requirements. **RCW 70A.15.4020(5):** Regional transportation planning organizations shall review the local commute trip reduction plans during the development and update of the regional commute trip reduction plan.

## 11 Adopt CTR plan by ordinance for major employers, after Tech Comm Approval

- **WAC 468-63-040 (iv) Approval by CTR board:** if the CTR board approves a local CTR plan, the local jurisdiction shall then adopt the local CTR plan by ordinance and begin to implement the plan and any other necessary changes to local ordinances, plans, or programs. If the CTR board rejects a local CTR plan, it shall communicate its reasoning and recommendations for improvement to the submitting RTPO. The RTPO shall then work with the local jurisdiction to improve the local plan. Jurisdictions may submit a revised local CTR plan to the RTPO and CTR board in the schedule jointly established by the RTPO and the CTR board.

# CTR Plans Update Process Flow, draft 2: WAC & RCW

## RTPOs and MPOs

• **WAC 468-63-030 (7)** Regional goal-setting. The RTPO in its regional CTR plan shall establish regional CTR program goals and targets. The regional program goals and targets shall be developed with consideration and inclusion of the contribution of local jurisdiction goals and targets in the region.

• **WAC 468-63-030 (3)(a)vii(c)** In their local CTR plans, local jurisdictions shall communicate what local, regional and state benefits would be gained if the established targets were achieved. Benefits may include but are not limited to projected changes in transportation system performance, projected reductions in emissions of pollutants, projected reductions in energy consumption, and projected benefits for economic development. Regional transportation planning organizations (RTPOs) and WSDOT shall provide applicable data, if available, to assist this analysis.

## 4 Collaborate with local jurisdictions on developing local plans

• **WAC 468-63-050 (e) (iii)** Determination of consistency. RCW [70A.15.4020 \(7\)](#) requires the RTPO to collaborate with the CTR board to evaluate the consistency of local CTR plans with the regional CTR plan. When the RTPO submits local CTR plans to the CTR board, it shall also submit its determination of which local CTR plans are consistent with the regional CTR plan and meet state requirements. If any plans are not consistent or do not meet state requirements, the RTPO shall describe its reasoning and what changes need to be made to the plan before it is approved. The CTR board shall use the RTPO recommendation during its review of the local and regional CTR plans. [70A.15.4020 \(7\)](#): The regional transportation planning organization shall collaborate with the commute trip reduction board to evaluate the consistency of local commute trip reduction plans with the regional commute trip reduction plan.

## 5 Review Local CTR plan development, update Regional CTR plan

• **RCW 70A.15.4020 (5)** Regional transportation planning organizations shall review the local commute trip reduction plans during the development and update of the regional commute trip reduction plan.

## 7 Include Local CTR plan in Regional CTR plan

• **WAC 468-63-050(1)(d)** Consistency and integration with other plans, programs and local requirements. **RCW 70A.15.4020 (6)** requires the regional CTR plan to be consistent with and incorporated into transportation demand management (TDM) components in the regional transportation plan (as required by [RCW 47.80.030](#)). The regional CTR plan shall be consistent with TDM components in the regional transportation plan. **RCW 70A.15.4020 (7)**: Each regional transportation planning organization implementing a regional commute trip reduction program shall, consistent with the rules and deadline established by the department of transportation, submit its plan as well as any related local commute trip reduction plans ... to the commute trip reduction board established under [RCW 70A.15.4060](#).

## 8 Submit Regional and Local CTR plans to TDM Tech Comm

• **70A.15.4020 (7)** Each regional transportation planning organization implementing a regional commute trip reduction program shall, consistent with the rules and deadline established by the department of transportation, submit its plan as well as any related local commute trip reduction plans and certified growth and transportation efficiency center programs, to the commute trip reduction board established under [RCW 70A.15.4060](#).

## 9 Consult with TDM Tech Comm to local jurisdictions about CTR plan

• **RCW 70A.15.4020 (7)**: The regional transportation planning organization shall collaborate with the commute trip reduction board to evaluate the consistency of local commute trip reduction plans with the regional commute trip reduction plan.

## 11 Adopt Regional CTR plan

- **WAC 468-63-040**: Adopt Regional CTR plan, after TDM Tech Comm approval
- **RCW: 70A.15.4060 (2)(j)** the department of transportation shall establish rules for commute trip reduction plans and implementation procedures. The commute trip reduction board shall advise the department on the content of the rules.
- **(j)** Guidelines for creating and updating regional commute trip reduction plans, including guidance to ensure the regional commute trip reduction plan is consistent with and incorporated into transportation demand management components in the regional transportation plan; The regional transportation does need to be adopted by the MPO/RTPO



# CTR Plans Update Process Flow, draft 2: WAC & RCW

## TDM Technical Committee

### 1 Establish performance goals and targets of statewide program

- **WAC 468-63-030 (2) Statewide program performance goals and targets.** The CTR board shall establish the performance goals and targets of the statewide program every four years in its state CTR plan, per **RCW 70A.15.4060 (3)**.
- **RCW 70A.15.4020 (4)**

### 2 Evaluate CTR Program

- **RCW 70A.15.4060 (5):** The board shall evaluate and update the commute trip reduction program plan and recommend changes to the rules every four years... to ensure that the latest data methodology used by the department of transportation is incorporated into the program and to determine which areas of the state should be affected by the program.

### 3 Consult RTP/MPO on local and regional CTR plans

- **RCW 70A.15.4020 (7)** The commute trip reduction board shall review the regional commute trip reduction plan and the local commute trip reduction plans. The regional transportation planning organization shall collaborate with the commute trip reduction board to evaluate the consistency of local commute trip reduction plans with the regional commute trip reduction plan. Local and regional plans must be approved by the commute trip reduction board in order to be eligible for state funding provided for the purposes of this chapter.

### 10 Approve local and regional CTR plans

- Approve local **WAC 468-63-040 (1)(d)(iv)** Approval by CTR board. **RCW 70A.15.4020 (7)** requires local CTR plans to be approved by the CTR board in order to be eligible for state CTR funding. The CTR board shall review the final drafts of local CTR plans and communicate its findings in writing to the submitting RTP/MPO within one hundred twenty days following receipt of the plans.