

Guidance for 2025-2029 City, County, Regional Commute Trip Reduction Plans

**TRANSPORTATION DEMAND MANAGEMENT TECHNICAL
COMMITTEE**

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

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Introduction

This document outlines requirements and recommendations to complete 2025-2029 city, county, and regional commute trip reduction (CTR) plans. Developing a CTR plan provides the opportunity to spur conversation among a wide array of stakeholders about what CTR can do for your community and how CTR can support the achievement of performance targets in other plans.

Travel behavior and community interests have shifted significantly since your 2015-2019 CTR plan. The 2025-2029 planning process gives you an opportunity to engage community members about those changes and adapt your CTR program to address them. More than ever, it's important that your planning process considers input from people from vulnerable populations living in overburdened communities.

You must submit your plan to the Transportation Demand Management Technical Committee for review and approval no later than December 2024. Your city, county, or region must adopt your plan no later than June 2025.

This document includes associated sections of state law (Revised Code of Washington (RCW)) and rules (Washington Administrative Code (WAC)) for reference.

Email questions to TDM@wsdot.wa.gov.

State Commute Trip Reduction Program

In 1991, the Washington State Legislature passed the CTR Law ([RCW 70A.15.4000-4110](#) and [Chapter 468-63 WAC](#)) to address air pollution, petroleum-fuel consumption, and traffic congestion. The CTR Program began as a response to the Exxon Valdez grounding and concerns of federal mandates through the federal Clean Air Act. The program was incorporated into the Washington Clean Air Act. The CTR Law mandates four major actions to accomplish the program's purposes:

- Jurisdictions in affected areas must develop and implement a CTR ordinance and a CTR plan and engage major employers to provide CTR programs.
- WSDOT must create and implement a statewide CTR plan.
- Regional planning organizations must create and implement a CTR plan.
- The state must provide support and leadership.

The CTR Program is codified in the Washington Clean Air Act, RCW Chapter 70A.15. Rules for the program are codified in WAC 468-63. In 2006, the Legislature amended the CTR law to make the program more efficient, effective, and responsive to the local context.

Planning process

What time period will the city, county, and regional commute trip reduction plans cover?

Your four-year plan will be in effect from July 1, 2025 to June 30, 2029.

Which cities and counties need to develop a plan?

All cities and counties in [Appendix A](#) must develop a CTR plan.

Which regions need to develop a plan?

The following regional transportation planning organizations must adopt a 2025-2029 CTR plan:

- Puget Sound Regional Council
- Southwest Washington Regional Transportation Council
- Spokane Regional Transportation Council
- Thurston Regional Planning Council
- Whatcom Council of Governments
- Yakima Valley Conference of Governments

Sources: RCW 70A.15.4060, RCW 70A.15.4020(6), WAC 468-63-020(2)(b), WAC 468-63-020(2)(d)

Voluntary city, county, or tribal plans

Cities and counties in non-affected areas may develop and implement a CTR plan. Currently, no state funding is available for these efforts.

Sources: RCW 70A.15.4000

Multiple sources of planning requirements and rules

You must conduct planning in compliance with federal, state, regional, and local planning requirements. This document highlights many of these requirements (e.g., Americans with Disabilities Act and Title VI compliance). However, this document isn't comprehensive, nor does it include regional and local planning requirements. Collaborate with your city or county planners.

Use required headings and numbering

You must use the headings and numbering in the content requirements sections of this document (i.e., [Plan content requirements for cities and counties](#), [Plan content requirements for regions](#)). This will make review and collaboration more feasible.

The template, in [Appendix C](#), which incorporates required headings and numbering is provided to facilitate development of your CTR plan. You are not required to use the template. As noted above however, you must address all the listed topics in order.

What is the planning process?

Displayed below and in Figure 1 is a general timeline for the CTR planning process.

June 2023 – October 2023

Develop performance measurements.

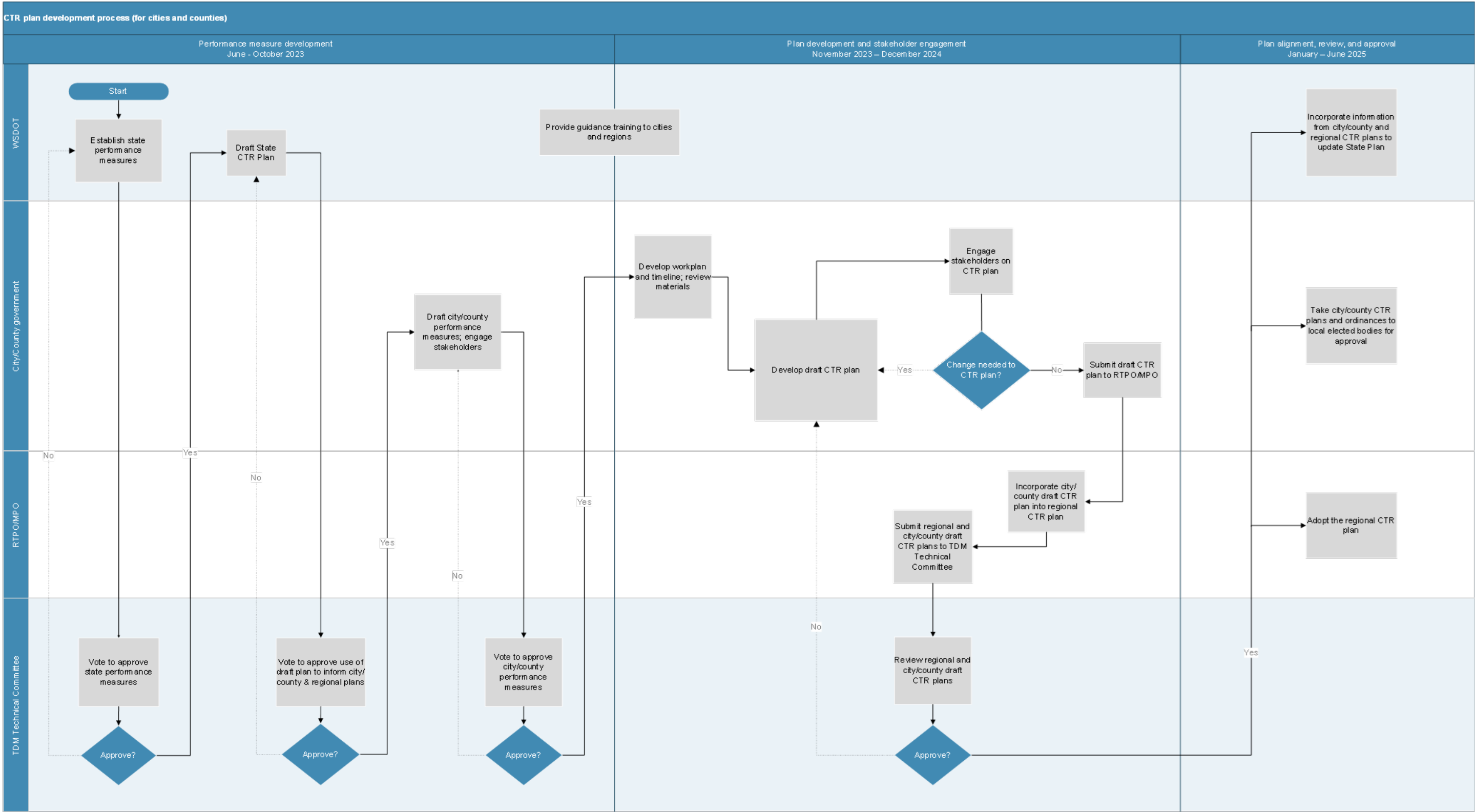
November 2023 – December 2024

- Develop a workplan and timeline (engage the public and stakeholders)
- Identify and review resources.
- Develop plan content and draft plan (engage the public and stakeholders).
- Integrate city, county, and regional 4-year plans.
- Obtain Transportation Demand Management Technical Committee approval.

January – June 2025

Obtain city or county approval.

Figure 1: City/county/regional plan process flow (zoom in to view detail)



Review and approvals

The review and approval process for city, county, and regional CTR plans is in the process flow chart on the preceding page (Figure 1).

All reviews and approvals must be complete by June 30, 2025.

Regional transportation planning organization and WSDOT review

Cities and counties submit the final draft of their local CTR plan to the applicable regional transportation planning organization (RTPO) and to WSDOT's Public Transportation Division by the date specified by the RTPO.

The RTPO will review the plan to determine consistency with the regional CTR plan.

WSDOT will review the plan for alignment with state guidance.

Cities and counties consider feedback from their RTPO and WSDOT and, if they so choose, revise their plan. Cities and counties then submit their plan to the Transportation Demand Management Technical Committee, which serves as the state's CTR Board.

Sources: WAC 468-63-040(1)(d)(ii), RCW 70A.15.4020(7), RCW 70A.15.4060(2)

Transportation Demand Management Technical Committee review and approval

Cities, counties, and regions must submit the revised final draft of their CTR plan to the Transportation Demand Management Technical Committee for review and approval no later than **Dec. 1, 2024**.

The committee serves as the state's CTR Board.

If the committee rejects the plan, you must revise and resubmit the plan.

Source: RCW 70A.15.4020(7)

Final city and county approval

Cities and counties submit their CTR plan to the jurisdiction's decision-making body. The city or county must 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.

Source: WAC 468-63-040(1)(b)(iv)

Local, regional, and state compatibility

CTR plans must be compatible with other transportation and land use plans at the city, county, region, and state levels.

Cities and counties must work with their RTPOs and adjacent communities when developing their CTR plan. Cities and counties must assure consistency with other jurisdictions in the treatment of employers who have CTR-affected worksites in more than one jurisdiction.

Plans you could consult include:

- Local plans (i.e., previous CTR plans, comprehensive plan, economic development plan, subarea plans).
- Adjacent jurisdiction plans.

- Regional plans (i.e., transportation and land use plans, CTR plans, coordinated public transit-human services transportation plans).
- Transit development plans.
- State plans (i.e., CTR plan, Statewide Public Transportation Plan, Statewide Human Services Transportation Plan, Active Transportation Plan).

Cities, counties, and regions must consider the [Draft State CTR Plan](#) when developing their 2025-2029 CTR plans. In 2025 the Transportation Demand Management Technical Committee and WSDOT will update and finalize the state plan using themes that emerge from city, county and regional CTR plans.

Sources: RCW 70A.15.4020(5), WAC 468-63-010(2)(c), WAC 468-63-040(1)(a), WAC 468-63-040(2), WAC 468-63-010(2)(b)

Engagement

This CTR plan development cycle is an opportunity to address changes that have occurred in your community over the past several years and conduct authentic public engagement. We encourage you to engage a wide range of people and allow time for meaningful conversations.

Cities, counties, and regions must engage the general public, vulnerable populations living in overburdened communities, and other stakeholders in developing the CTR plan. Other stakeholders could include:

- Community policymakers, leaders, and elected officials.
- Representatives of major employers.
- Local transit agencies.
- The applicable RTPO.
- Business associations and economic development organizations.
- Nonprofit transportation and land use advocacy organizations.
- Pedestrian and bicycle advocacy organizations.
- Public health agencies.
- Tribal governments.
- Employees and businesses affected by the CTR plan.

Inevitably, stakeholders will share ideas for transportation needs and improvements that are beyond the scope of the CTR program. Please capture and convey these ideas to planners working on the relevant transit, comprehensive, or regional transportation plan.

Source: WAC 468-63-040(1)(b)(i)

Title VI and ADA

Implementers must adhere to all nondiscrimination provisions in Chapter 49.60 RCW and must also comply with the Americans with Disabilities Act (ADA) of 1990, Public Law 101-336, including any amendments thereto which provide comprehensive civil rights protection to individuals with disabilities

in the areas of employment public accommodations; state and local government services; and telecommunication.

Coordinate with your planning department to ensure you're meeting your city or county's requirements for planning. Examples include:

- Include Title VI and ADA policy statements in outreach materials, publications, event sign in sheets, and website.
- Offer documents in multiple languages. To determine which languages to offer your documents in, contact your city/county planning department.
- Use demographic data to develop your outreach plan.
- Conduct planning processes in a non-discriminatory manner.
- Use a variety of strategies to allow all desired parties to participate.
- Consider vulnerable populations living in overburdened communities when developing plan content.

Required focus on commute trip reduction-affected worksites

City and county CTR plans must specifically address CTR-affected worksites. CTR-affected cities and counties can supplement the scope of their plan, if they so desire, to cover more of their community, including additional worksites and non-commute trips.

Sources: RCW 70A.15.4000, WAC 468-63-030(6)

How to determine if a worksite is commute trip reduction affected

A worksite is CTR affected if it meets any of the following sets of criteria:

- A private or public employer, including state agencies, that employs 100 or more full-time employees at a single worksite who begin their regular workday between 6-9 a.m. on weekdays for at least 12 continuous months during the year. These are referenced in law as a "major employer."
- A building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way, and at which there are 100 or more full-time employees, who begin their regular workday between 6-9 a.m. on weekdays, for at least 12 continuous months. These are referenced in law as "Major worksite."
- A military base or federal reservation, excluding tribal reservations, at which there are 100 or more full-time employees, who begin their regular workday between 6-9 a.m. on weekdays, for at least 12 continuous months during the year. These are referenced in law as "Major employment installation."

Source: RCW 70A.15.4010

Record keeping

You must retain records including all documents, papers, accounting records, and other materials pertaining to the TDM agreement with the state for six years from the date of completion of the agreement's final payment date. These record keeping requirements apply to documents associated with your CTR plan update.

Commute trip reduction ordinance for cities and counties

You may pursue needed updates to the city/county CTR ordinance immediately or include it as an action in the 2025-2029 plan.

Sources: WAC 468-63-040(2)(e), RCW 70A.15.4020(1)

Commute trip reduction plan content requirements for cities and counties

Benefits of commute trip reduction

1. Describe the local land use and transportation context and objectives.¹

- a. *Describe the setting in the jurisdiction as it is today or will be in the near future.*
- b. *Describe features of land use and transportation facilities and services that affect commuters.*

HINT:

- Focus on what exists now or will exist by 2029.
- Draw on analysis in the Comprehensive Plan and other jurisdiction and regional plans addressing land use/transportation

- c. *Describe whether and how commuting patterns have changed in the past few years.*

HINT: What are the implications for CTR?

- d. *List the most important land use and transportation objectives from your city or county's plans that commute trip reduction most directly affects.*
- e. *Describe critical aspects of land use and transportation that should be sustained and key changes that should be considered to improve commute trip reduction's contribution to the land use and transportation objectives you reference.*

HINT: Evaluate the adequacy of the land use, transportation facilities, and transportation services to support commute trip reduction.

Useful sources of information:

- Comprehensive Plan, Capital Improvement Plan, Economic Development Plan
- Transit Development Plan, Transit Long Range Plan
- Regional Comprehensive/Land Use Plan, Regional Transportation Plan
- US Census American Community Survey
- Previous Commute Trip Reduction Plan

¹ Sources: The plan shall highlight the existing and future land use and transportation conditions and characteristics considered most critical by the jurisdiction and evaluate the degree to which existing local services, policies, regulations, and programs, as well as any documented future investments, will complement the trip reduction efforts of CTR employers. (WAC 468-63-040(2)(a))

The state intends for local jurisdictions to use information in existing plans and programs, such as the local comprehensive plan, unified development codes, the transportation improvement program, economic development plans, and others, as much as possible in order to develop the local CTR plan. (WAC 468-63-040(2))

2. Describe how the CTR program will help achieve the jurisdiction's land use and transportation objectives.²

- a. Describe how and to what extent your CTR program will help your city or county achieve the land use and transportation objectives referenced in question 1.*

HINT: Useful sources of information:

- 2025-2029 CTR Performance Target
- Previous Commute Trip Reduction Plan

3. Describe how the CTR program will help achieve the jurisdiction's environmental objectives.³

- a. Describe how the CTR program will support jurisdiction greenhouse gas emission reduction efforts.*
- b. Describe how the CTR program will support jurisdiction environmental objectives in addition to greenhouse gas emission reductions.*

4. Describe how your CTR program will help achieve regional and state objectives.⁴

- a. Summarize the local, regional, and state benefits that would be gained if you achieve your CTR targets.*
- b. List adjacent CTR-affected cities and counties.*
- c. Describe the top few cross-border and regional transportation issues that affect your jurisdiction.*
- d. Describe the strategies you, adjacent cities and counties, and your region have agreed to use to address the top issues described in the previous bullet.*

HINT:

- projected changes in transportation system performance,
- projected reductions in emissions of pollutants,
- projected reductions in energy consumption, and
- projected benefits for economic development.

² Source: *The local CTR plan shall describe how the CTR program will help achieve the jurisdiction's broader land use and transportation goals. (WAC 468-63-040(2))*

³ Source: *The legislature also finds that increasing automotive transportation is a major factor in increasing consumption of gasoline and, thereby, increasing reliance on imported sources of petroleum. Moderating the growth in automotive travel is essential to stabilizing and reducing dependence on imported petroleum and improving the nation's energy security (...) The intent of this chapter is to require local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle commute trips. (RCW 70A.15.4000)*

⁴ Sources: *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:*

Regional transportation planning organizations (RTPOs) and WSDOT shall provide applicable data, if available, to assist this analysis. (WAC 468-63-030(3)(c))

The plan shall also discuss cross-boundary issues, such as passthrough commute patterns or larger regional issues, and how these affect the local CTR plan. (WAC 468-63-040(2)(a))

Performance targets

5. **List your jurisdiction's CTR performance target(s).**⁵
 - a. *List performance targets that reflect only CTR-affected worksites.*
 - b. *List any additional performance targets.*

HINT: Useful sources of information: see [Appendix B: Establishing performance targets](#).

6. **List the base value you'll use for each performance target.**⁶
 - a. *For each performance target, provide the number you'll use as the baseline (or starting number). You'll measure the difference between this number and your results to report performance.*

HINT: For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results. **Don't use CTR survey results from 2021-2023 or earlier** as a source for the base value. Past survey results will not be comparable to survey results in the 2023-2025 survey cycle due to changes in questions and calculation methods.

7. **Describe the method you used to determine the base value for each target.**
 - a. *Provide the source for each base value listed.*

HINT: For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

8. **Describe how you'll measure progress toward each target.**
 - a. *List the method you'll use to measure progress for each target.*

HINT: In many cases, this will be the CTR survey.

9. **List your jurisdiction's CTR-affected worksites.**⁷
 - a. *List all your CTR-affected sites.*
10. **List a performance target for each CTR-affected worksite.**⁸
 - a. *For any performance targets tied to the CTR survey, indicate that you'll establish performance targets during the 2023-2025 survey cycle.*

⁵ Source: The plan shall establish the jurisdiction's CTR goals and targets. (WAC 468-63-040(2)(b))

⁶ Source: The plan's measurement methodology shall be consistent with the measurement guidelines established by WSDOT and posted on the agency's website. (WAC 468-63-040(2)(c))

⁷ Source: The plan shall also identify the major employer worksites, including affected state agency locations, within the jurisdiction's affected urban growth area and any major employment installations. (WAC 468-63-040(2)(e))

⁸ Source: The plan shall describe the base year values and numerical targets for each major employer worksite required to participate in the CTR program. (WAC 468-63-040(2)(b))

11. List the base value you'll use for each site.

- a. For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle.*

Services and strategies

12. Describe the services and strategies your jurisdiction will use to achieve CTR targets.⁹

HINT: Strategies may include, but aren't limited to:

- Modifications of local policies and regulations
- Investments in services and facilities (filling in gaps in infrastructure identified in #3))
- Marketing and incentives

13. Describe how jurisdiction services and strategies will support CTR-affected employers.¹⁰

14. Describe barriers your jurisdiction must address to achieve CTR targets.¹¹

- a. Describe how you'll address these barriers.*

HINT: These could be physical, bureaucratic, funding, social norms, other.

15. Describe the transportation demand management technologies your jurisdiction plans to use to deliver CTR services and strategies.

16. Transcribe or link to your local CTR ordinance.¹²

17. Describe your financial plan.¹³

- a. Describe the estimated average annual costs of your plan.*
- b. Describe likely funding sources, public and private, to implement your plan.*

18. Describe your implementation structure.¹⁴

- a. Describe who will conduct the activities listed in your plan.*

⁹ Source: The plan shall describe what local services and strategies will be implemented to achieve the plan's goals and targets, and how these services and strategies will support the CTR programs of major employers. Strategies may include, but are not limited to: (i) Modifications of local policies and regulations, including the transportation concurrency system, street design standards, parking, and zoning; (ii) Investments in services and facilities, including transit services, nonmotorized facilities and amenities; and (RCW 70.94.527(5))(iii) Marketing and incentives. 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. (WAC 468-63-040(2)(d))

¹⁰ Source: The plan shall describe ...how these services and strategies will support the CTR programs of major employers. (WAC 468-63-040(2)(d))

¹¹ Source: The plan shall evaluate the existing barriers to the success of the CTR program and identify how the jurisdiction and its partners can overcome these barriers. (WAC 468-63-040(2)(a))

¹² Source: The plan shall describe the requirements for major employers that will be outlined in the local ordinance. (WAC 468-63-040(2)(e))

¹³ Source: The plan shall describe the funding revenues from public and private sources that are reasonably expected to be available, as well as the expected costs, to implement the plan and achieve its goals and targets. (WAC 468-63-040(2)(g))

¹⁴ Source: The plan shall describe how the various strategies identified in the CTR plan will be implemented, either by the local jurisdiction, its partners, or its contracting partners... (WAC 468-63-040(2)(h))

HINT: Possibilities include the city, county, transportation management association, contractors, or others.

b. Indicate who will monitor progress on your plan. List job title, department, and name.

19. List your implementation schedule.¹⁵

a. Provide the timeline for anticipated projects.

20. Describe the CTR plan for jurisdiction employees.¹⁶

a. Describe the services, programs, information, and other actions your city or county put in place to help its employees reduce their drive alone commute trips.

21. Describe how the CTR plan for jurisdiction employees contributes to the success of the overall plan.¹⁷

a. Describe how the plan for jurisdiction employees reinforces the success of the jurisdiction plan?

Alignment with plans

22. List the transit agencies that provide service in your jurisdiction.

23. List the transit plans you reviewed while developing this plan.

HINT: Review the six-year transit development plan of your local transit agency to determine if any additional service you envision in your plan is included. If the additional service is not included in the transit development plan, submit suggestions to the transit agency for their consideration in their next plan update.

24. Describe how this CTR plan supports the transit plans.

25. Describe any comprehensive plan updates that are needed and when they will be made.¹⁸

Engagement

26. Describe stakeholder engagement.¹⁹

a. Who did you talk to?

¹⁵ Source: The plan shall describe ...when the elements of the plan are expected to be implemented. (WAC 468-63-040(2)(h))

¹⁶ Source: The plan shall also describe the program that the local jurisdiction will offer to its employees. (WAC 468-63-040(2)(e))

¹⁷ Source: The plan shall also describe the program that the local jurisdiction will offer to its employees and how this contributes to the success of the overall plan. (WAC 468-63-040(2)(e))

¹⁸ Source: The local jurisdiction shall review the local comprehensive plan to ensure that it is consistent with the local CTR plan. If the local jurisdiction determines that the local comprehensive plan needs to be updated or amended to be consistent with the local CTR plan, the local jurisdiction shall identify in the local CTR plan what changes may be needed and when the changes will be made. (WAC 468-63-040(1)(c))

¹⁹ Sources: The plan shall be developed in consultation with local transit agencies, the applicable regional transportation planning organization, major employers, and other interested parties. (RCW 70A.15.4020(4))

The local jurisdiction shall invite, as appropriate, representatives of major employers, local transit agencies, the applicable RTPO, business associations and economic development organizations, nonprofit transportation and land use advocacy organizations, pedestrian and bicycle advocacy organizations, public health agencies, tribal governments, and residents, employees and businesses that will be affected by the CTR plan to participate in the development of the local CTR plan.

The state intends for the invited partners to work collaboratively with the local jurisdiction by providing data and plans and discussing opportunities, including new and reprioritized investments and policy changes, to reduce drive-alone commute trips in the jurisdiction and increase transportation access to affected major employer worksites. (WAC 468-63-040(1)(b)(i))

- b. When did you talk to them?*
- c. What did they have to say?*
- d. How did what they said influence the plan?*

HINT:

- Include all local stakeholder individuals and groups appropriate to your jurisdiction in your engagement for development of your plan.
- Possibilities, as appropriate for you, include representatives of major employers, local transit agencies, the applicable RTPO, business associations and economic development organizations, nonprofit transportation and land use advocacy organizations, pedestrian and bicycle advocacy organizations, public health agencies, tribal governments, and residents, employees and businesses that will be affected by your CTR plan.
- The state intends for the invited partners to work collaboratively with the local jurisdiction by providing data and plans and discussing opportunities, including new and reprioritized investments and policy changes, to reduce drive-alone commute trips in the jurisdiction and increase transportation access to affected major employer worksites.

27. Describe vulnerable populations considered.

28. Describe engagement focused on vulnerable populations.

- a. Who did you talk to?*
- b. When did you talk to them?*
- c. What did they have to say?*
- d. How did what they said influence the plan?*

29. List employers' suggestions to make CTR more effective.²⁰

30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.

The plan shall include documentation from the local jurisdiction that verifies consultation with employers, transit agencies and others to develop the plan. (WAC 468-63-040(2)(ff))

²⁰ *Source: The state intends for the plan to be a mechanism through which employers can describe what policy changes, services and support they need to make their CTR programs more effective. (WAC 468-63-040(2)(a))*

Content requirements for regions

Performance targets

1. List your region's CTR performance target(s).
2. List the base value you'll use for each performance target (if applicable).
3. Describe the method you used to determine the base value for each target (if applicable).
4. Describe how you'll measure progress toward each target.

Strategies for achieving targets

5. Describe the services and strategies your region will use to achieve CTR performance targets.
6. Describe the regional transportation demand management technologies that will be used to deliver CTR services and strategies.

Financial plan

7. Describe your financial plan.

Engagement

8. Describe engagement. Who did you talk to? When did you talk to them? What did they have to say? How did what they said influence the plan?
9. Describe vulnerable populations considered and how you engaged them. Who did you talk to? When did you talk to them?
10. Describe results of engagement focused on vulnerable populations. What did they have to say? How did what they said influence the regional CTR plan?
11. List the results of your engagement, including results from vulnerable populations, that will be provided for consideration in the state CTR and public transportation plan; regional growth, economic and transportation plans; and comprehensive plan and transit plan updates.

Appendix A: List of commute trip reduction-affected counties and cities

- Clark County
 - Unincorporated
 - Camas
 - Vancouver
 - Washougal
- King County
 - Unincorporated
 - Bothell – See Snohomish County
 - Auburn
 - Bellevue
 - Burien
 - Des Moines
 - Federal Way
 - Issaquah
 - Kent
 - Kirkland
 - Redmond
 - Renton
 - SeaTac
 - Seattle
 - Shoreline
 - Tukwila
 - Woodinville
- Kitsap County
 - Unincorporated
 - Bainbridge Island
 - Bremerton
 - Port Orchard
 - Poulsbo
- Pierce County
 - Unincorporated
 - DuPont
 - Fife
 - Gig Harbor
 - Lakewood
 - Puyallup
 - Sumner
 - Tacoma
 - University Place
- Snohomish County
 - Unincorporated
 - Arlington
 - Bothell
 - Edmonds
 - Everett
 - Lynnwood
 - Marysville
 - Monroe
 - Mountlake Terrace
 - Mukilteo
- Spokane County
 - Unincorporated
 - Airway Heights
 - Cheney
 - Liberty Lake
 - Medical Lake
 - Spokane
 - Spokane Valley
- Thurston County
 - Unincorporated
 - Lacey
 - Olympia
 - Tumwater
- Whatcom County
 - Bellingham
- Yakima County
 - Unincorporated
 - Moxee
 - Selah
 - Toppenish
 - Union Gap
 - Yakima

Appendix B: Establishing performance targets

Performance targets for commute trip reduction plans

Jurisdictions may choose the following performance target options for local and regional plans:

- Option 1.** Weighted average drive-alone rate (DAR) of 60 percent or less for CTR-affected worksites at the jurisdictional level.
- Option 2.** Weighted average DAR of 15.5 percent below, or less, of the jurisdiction's census performance in 2019 for CTR-affected worksites at the jurisdictional level (see table below).
- Option 3.** Weighted average DAR of a locally specific percent for CTR-affected worksites at the jurisdictional level.
- Option 4.** Other performance target and measure related to CTR.

Jurisdictions that choose Option 2 must use the table below for setting state-equivalent local or county targets.

Jurisdictions that choose the options 3 or 4 must obtain approval from the Transportation Demand Management Technical Committee before completing their CTR plan.

WSDOT has selected a measure of DAR and a statewide target of 60 percent.

County	Jurisdiction	DAR performance target
King	Auburn	67%
King	Bellevue	58%
King	Bothell	67%
King	Bothell East census designated place (CDP)	33%
King	Bothell West CDP	41%
King	Burien	62%
King	Des Moines	62%
King	East Renton Highlands CDP	54%
King	Federal Way	63%
King	Issaquah	65%
King	Kent	69%
King	Kirkland	62%
King	Mercer Island	57%
King	Redmond	62%
King	Renton	66%
King	SeaTac	64%
King	Seattle	39%
King	Shoreline	59%
King	Tukwila	69%
King	Woodinville	69%
Clark	Camas	64%
Clark	Vancouver	68%

County	Jurisdiction	DAR performance target
Clark	Washougal	57%
Snohomish	Arlington	70%
Snohomish	Arlington Heights CDP	Not available
Snohomish	Edmonds	62%
Snohomish	Everett	70%
Snohomish	Lynnwood	67%
Snohomish	North Lynnwood CDP	63%
Snohomish	Marysville	68%
Snohomish	North Marysville CDP	Not available
Snohomish	Monroe	66%
Snohomish	Monroe North CDP	60%
Snohomish	Mountlake Terrace	63%
Snohomish	Mukilteo	62%
Snohomish	Bothell	67%
Kitsap	Bainbridge Island	57%
Kitsap	Bremerton	58%
Kitsap	Port Orchard	65%
Kitsap	East Port Orchard CDP	Not available
Kitsap	Poulsbo	71%
Pierce	Dupont	71%
Pierce	Fife	73%
Pierce	Fife Heights CDP	Not available
Pierce	Gig Harbor	73%
Pierce	Lakewood	71%
Pierce	Puyallup	73%
Pierce	North Puyallup CDP	Not available
Pierce	Steilacoom	65%
Pierce	Sumner	73%
Pierce	Tacoma	68%
Pierce	University Place	65%
Spokane	Airway Heights	74%
Spokane	Cheney	53%
Spokane	Liberty Lake	65%
Spokane	Medical Lake	74%
Spokane	Spokane	66%
Spokane	Spokane Valley	65%
Thurston	Lacey	69%
Thurston	Olympia	68%

County	Jurisdiction	DAR performance target
Thurston	Tumwater	68%
Whatcom	Bellingham	64%
Yakima	Moxee	64%
Yakima	Selah	69%
Yakima	Toppenish	68%
Yakima	Union Gap	72%
Yakima	Yakima	73%

Appendix C: City and county plan template

[JURISDICTION NAME] Commute Trip Reduction Four-Year Plan Update: 2025–2029

Benefits of CTR

1. Describe the local land use and transportation context and objectives.²¹

- a. *Describe the setting in the jurisdiction as it is today or will be in the near future.*

[TYPE]

- b. *Describe features of land use and transportation facilities and services that affect commuters.*

HINT:

- Focus on what exists now or will exist by 2029.
- Draw on analysis in the Comprehensive Plan and other jurisdiction and regional plans addressing land use/transportation.

[TYPE]

- c. *Describe whether and how commuting patterns have changed in the past few years.*

HINT: What are the implications for CTR?

[TYPE]

- d. *List the most important land use and transportation objectives from your city or county's plans that commute trip reduction most directly affects.*

[TYPE]

- e. *Describe critical aspects of land use and transportation that should be sustained and key changes that should be considered to improve commute trip reduction's contribution to the land use and transportation objectives you reference.*

HINT: Evaluate the adequacy of the land use, transportation facilities, and transportation services to support commute trip reduction.

Useful sources of information:

²¹ Sources: The plan shall highlight the existing and future land use and transportation conditions and characteristics considered most critical by the jurisdiction and evaluate the degree to which existing local services, policies, regulations, and programs, as well as any documented future investments, will complement the trip reduction efforts of CTR employers. (WAC 468-63-040(2)(a))

The state intends for local jurisdictions to use information in existing plans and programs, such as the local comprehensive plan, unified development codes, the transportation improvement program, economic development plans, and others, as much as possible in order to develop the local CTR plan. (WAC 468-63-040(2))

- Comprehensive Plan, Capital Improvement Plan, Economic Development Plan
- Transit Development Plan, Transit Long Range Plan
- Regional Comprehensive/Land Use Plan, Regional Transportation Plan
- US Census American Community Survey
- Previous Commute Trip Reduction Plan

[TYPE]

2. Describe how the CTR program will help achieve the jurisdiction's land use and transportation objectives.²²

- a. Describe how and to what extent your CTR program will help your city or county achieve the land use and transportation objectives referenced in question 1.*

HINT: Useful sources of information:

- 2025-2029 CTR Performance Target
- Previous Commute Trip Reduction Plan

[TYPE]

3. Describe how the CTR program will help achieve the jurisdiction's environmental objectives.²³

- a. Describe how the CTR program will support jurisdiction greenhouse gas emission reduction efforts.*

[TYPE]

- b. Describe how the CTR program will support jurisdiction environmental objectives in addition to greenhouse gas emission reductions.*

[TYPE]

4. Describe how your CTR program will help achieve regional and state objectives.²⁴

- a. Summarize the local, regional, and state benefits that would be gained if you achieve your CTR targets.*

[TYPE]

²² Source: The local CTR plan shall describe how the CTR program will help achieve the jurisdiction's broader land use and transportation goals. (WAC 468-63-040(2))

²³ Source: The legislature also finds that increasing automotive transportation is a major factor in increasing consumption of gasoline and, thereby, increasing reliance on imported sources of petroleum. Moderating the growth in automotive travel is essential to stabilizing and reducing dependence on imported petroleum and improving the nation's energy security (...) The intent of this chapter is to require local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle commute trips. (RCW 70A.15.4000)

²⁴ Sources: 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:

Regional transportation planning organizations (RTPOs) and WSDOT shall provide applicable data, if available, to assist this analysis. (WAC 468-63-030(3)(c))

The plan shall also discuss cross-boundary issues, such as passthrough commute patterns or larger regional issues, and how these affect the local CTR plan. (WAC 468-63-040(2)(a))

b. List adjacent CTR-affected cities and counties.

[TYPE]

c. Describe the top few cross-border and regional transportation issues that affect your jurisdiction.

[TYPE]

d. Describe the strategies you, adjacent cities and counties, and your region have agreed to use to address the top issues described in the previous bullet.

HINT:

- projected changes in transportation system performance,
- projected reductions in emissions of pollutants,
- projected reductions in energy consumption, and
- projected benefits for economic development.

[TYPE]

Performance targets

5. List your jurisdiction's CTR performance target(s).²⁵

HINT: Useful sources of information: see [Appendix B: Establishing performance targets](#).

- a. *List performance targets that reflect only CTR-affected worksites.*

[TYPE]

- b. *List any additional performance targets.*

[TYPE]

6. List the base value you'll use for each performance target.²⁶

- a. *For each performance target, provide the number you'll use as the baseline (or starting number). You'll measure the difference between this number and your results to report performance.*

HINT: For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results. **Don't use CTR survey results from 2021-2023 or earlier** as a source for the base value. Past survey results will not be comparable to survey results in the 2023-2025 survey cycle due to changes in questions and calculation methods.

[TYPE]

7. Describe the method you used to determine the base value for each target.

- a. *Provide the source for each base value listed.*

HINT: For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

[TYPE]

8. Describe how you'll measure progress toward each target.

- a. *List the method you'll use to measure progress for each target.*

HINT: In many cases, this will be the CTR survey.

[TYPE]

²⁵ Source: The plan shall establish the jurisdiction's CTR goals and targets. (WAC 468-63-040(2)(b))

²⁶ Source: The plan's measurement methodology shall be consistent with the measurement guidelines established by WSDOT and posted on the agency's website. (WAC 468-63-040(2)(c))

9. List your jurisdiction's CTR-affected worksites.²⁷

- a. List all your CTR-affected sites.*

[TYPE]

10. List a performance target for each CTR-affected worksite.²⁸

- a. For any performance targets tied to the CTR survey, indicate that you'll establish performance targets during the 2023-2025 survey cycle.*

[TYPE]

11. List the base value you'll use for each site.

- a. For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle.*

[TYPE]

²⁷ Source: The plan shall also identify the major employer worksites, including affected state agency locations, within the jurisdiction's affected urban growth area and any major employment installations. (WAC 468-63-040(2)(e))

²⁸ Source: The plan shall describe the base year values and numerical targets for each major employer worksite required to participate in the CTR program. (WAC 468-63-040(2)(b))

Services and strategies

12. Describe the services and strategies your jurisdiction will use to achieve CTR targets.²⁹

HINT: Strategies may include, but aren't limited to:

- Modifications of local policies and regulations
- Investments in services and facilities (filling in gaps in infrastructure identified in #3))
- Marketing and incentives

[TYPE]

13. Describe how jurisdiction services and strategies will support CTR-affected employers.³⁰

[TYPE]

14. Describe barriers your jurisdiction must address to achieve CTR targets.³¹

a. Describe how you'll address these barriers.

HINT: These could be physical, bureaucratic, funding, social norms, other.

[TYPE]

15. Describe the transportation demand management technologies your jurisdiction plans to use to deliver CTR services and strategies.

[TYPE]

16. Transcribe or link to your local CTR ordinance.³²

[TYPE]

²⁹ Source: The plan shall describe what local services and strategies will be implemented to achieve the plan's goals and targets, and how these services and strategies will support the CTR programs of major employers. Strategies may include, but are not limited to: (i) Modifications of local policies and regulations, including the transportation concurrency system, street design standards, parking, and zoning; (ii) Investments in services and facilities, including transit services, nonmotorized facilities and amenities; and (RCW 70.94.527(5))(iii) Marketing and incentives. 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. (WAC 468-63-040(2)(d))

³⁰ Source: The plan shall describe ...how these services and strategies will support the CTR programs of major employers. (WAC 468-63-040(2)(d))

³¹ Source: The plan shall evaluate the existing barriers to the success of the CTR program and identify how the jurisdiction and its partners can overcome these barriers. (WAC 468-63-040(2)(a))

³² Source: The plan shall describe the requirements for major employers that will be outlined in the local ordinance. (WAC 468-63-040(2)(e))

17. Describe your financial plan.³³

- a. *Describe the estimated average annual costs of your plan.*

[TYPE]

- b. *Describe likely funding sources, public and private, to implement your plan.*

[TYPE]

18. Describe your implementation structure.³⁴

- a. *Describe who will conduct the activities listed in your plan.*

HINT: Possibilities include the city, county, transportation management association, contractors, or others.

[TYPE]

- b. *Indicate who will monitor progress on your plan. List job title, department, and name.*

[TYPE]

19. List your implementation schedule.³⁵

- a. *Provide the timeline for anticipated projects.*

[TYPE]

20. Describe the CTR plan for jurisdiction employees.³⁶

- a. *Describe the services, programs, information, and other actions your city or county put in place to help its employees reduce their drive alone commute trips.*

[TYPE]

21. Describe how the CTR plan for jurisdiction employees contributes to the success of the overall plan.³⁷

- a. *Describe how the plan for jurisdiction employees reinforces the success of the jurisdiction plan?*

[TYPE]

³³ Source: The plan shall describe the funding revenues from public and private sources that are reasonably expected to be available, as well as the expected costs, to implement the plan and achieve its goals and targets. (WAC 468-63-040(2)(g))

³⁴ Source: The plan shall describe how the various strategies identified in the CTR plan will be implemented, either by the local jurisdiction, its partners, or its contracting partners... (WAC 468-63-040(2)(h))

³⁵ Source: The plan shall describe ...when the elements of the plan are expected to be implemented. (WAC 468-63-040(2)(h))

³⁶ Source: The plan shall also describe the program that the local jurisdiction will offer to its employees. (WAC 468-63-040(2)(e))

³⁷ Source: The plan shall also describe the program that the local jurisdiction will offer to its employees and how this contributes to the success of the overall plan. (WAC 468-63-040(2)(e))

Alignment with plans

22. List the transit agencies that provide service in your jurisdiction.

[TYPE]

23. List the transit plans you reviewed while developing this plan.

HINT: Review the six-year transit development plan of your local transit agency to determine if any additional service you envision in your plan is included. If the additional service is not included in the transit development plan, submit suggestions to the transit agency for their consideration in their next plan update.

[TYPE]

24. Describe how this CTR plan supports the transit plans.

[TYPE]

25. Describe any comprehensive plan updates that are needed and when they will be made.³⁸

[TYPE]

³⁸ Source: The local jurisdiction shall review the local comprehensive plan to ensure that it is consistent with the local CTR plan. If the local jurisdiction determines that the local comprehensive plan needs to be updated or amended to be consistent with the local CTR plan, the local jurisdiction shall identify in the local CTR plan what changes may be needed and when the changes will be made. (WAC 468-63-040(1)(c))

Engagement

26. Describe stakeholder engagement.³⁹

HINT:

- Include all local stakeholder individuals and groups appropriate to your jurisdiction in your engagement for development of your plan.
- Possibilities, as appropriate for you, include representatives of major employers, local transit agencies, the applicable RTPO, business associations and economic development organizations, nonprofit transportation and land use advocacy organizations, pedestrian and bicycle advocacy organizations, public health agencies, tribal governments, and residents, employees and businesses that will be affected by your CTR plan.

The state intends for the invited partners to work collaboratively with the local jurisdiction by providing data and plans and discussing opportunities, including new and reprioritized investments and policy changes, to reduce drive-alone commute trips in the jurisdiction and increase transportation access to affected major employer worksites.

a. *Who did you talk to?*

[TYPE]

b. *When did you talk to them?*

[TYPE]

c. *What did they have to say?*

[TYPE]

d. *How did what they said influence the plan?*

[TYPE]

27. Describe vulnerable populations considered.

[TYPE]

28. Describe engagement focused on vulnerable populations.

a. *Who did you talk to?*

[TYPE]

³⁹ Sources: The plan shall be developed in consultation with local transit agencies, the applicable regional transportation planning organization, major employers, and other interested parties. (RCW 70A.15.4020(4))

The local jurisdiction shall invite, as appropriate, representatives of major employers, local transit agencies, the applicable RTPO, business associations and economic development organizations, nonprofit transportation and land use advocacy organizations, pedestrian and bicycle advocacy organizations, public health agencies, tribal governments, and residents, employees and businesses that will be affected by the CTR plan to participate in the development of the local CTR plan.

The state intends for the invited partners to work collaboratively with the local jurisdiction by providing data and plans and discussing opportunities, including new and reprioritized investments and policy changes, to reduce drive-alone commute trips in the jurisdiction and increase transportation access to affected major employer worksites. (WAC 468-63-040(1)(b)(i))

The plan shall include documentation from the local jurisdiction that verifies consultation with employers, transit agencies and others to develop the plan. (WAC 468-63-040(2)(f))

b. When did you talk to them?

[TYPE]

c. What did they have to say?

[TYPE]

d. How did what they said influence the plan?

[TYPE]

29. List employers' suggestions to make CTR more effective.⁴⁰

[TYPE]

30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.

[TYPE]

⁴⁰ Source: The state intends for the plan to be a mechanism through which employers can describe what policy changes, services and support they need to make their CTR programs more effective. (WAC 468-63-040(2)(a))

Regional transportation planning organization CTR plan review

RTPO comments

[TYPE]

Appendix D: Sample city plan

Stanleyville Commute Trip Reduction Four-Year Plan Update: 2025–2029

Benefits of CTR

1. Describe the local land use and transportation context and objectives.

a. Describe the setting in the jurisdiction as it is today or will be in the near future.

Stanleyville is an established, mature mid-size city located near the outer edge of the Big City metropolitan area in Ricardo County. Incorporated in 1910, it currently has 48,000 residents and 26,000 jobs thus offering a fairly good balance between jobs and housing. About 40% of the jobs (10,400) are held by residents of the city with the other 60% (15,600) held by people outside of the city. This condition generates a significant amount of commuter traffic throughout the city and particularly in the city's regional growth center where employment is concentrated.

As a mature city, the roadway system is largely complete and most of the land area is built out. What is missing in the transportation system is the infrastructure needed to support all modes. These systems are fragmented: sidewalks missing in some neighborhoods, insufficient pedestrian crossings, gaps in bikeways and trails, need for improved access to transit stops, business access and transit lanes for bus rapid transit, high occupancy vehicle and active transportation improvements to access the regional light rail station, and so on. Filling in these gaps is a focus of the capital improvement plan.

b. Describe features of land use and transportation facilities and services that affect commuters.

Stanleyville has historically been predominantly a single-family community. Since most of the city is built out, the city has chosen to add new housing through increasing density in the downtown core and along transit routes, particularly the bus rapid transit route provided by Ricardo County Transit, and in the regional growth center. The workers who choose to live in this new housing have ready access to transit and alternate modes for their commute trips.

At the same time large employers are being concentrated in the regional growth center. As a result, Ricardo County Transit has included additional transit service to this area in their transit development plan.

Meanwhile, the Capital Improvement Plan transportation projects are focused on completing the infrastructure systems for all transportation modes. This focus will facilitate commuter access to non-drive-alone modes. These projects include:

- Completing sidewalks and trails throughout the city.
- Building out the bikeway system.
- Developing a business access and transit lanes lane along the bus rapid transit corridor.
- Installing additional mid-block ped-actuated crossings.

- Implementing complete streets treatments on street upgrade projects.
 - Improving connections for all modes to the light rail station.
- c. *Describe whether and how commuting patterns have changed in the past few years.*

The changes to commuting patterns in Stanleyville in the last few years include:

- A significant reduction in transit commute trips.
- A significant increase in all day transit trips, particularly for front line and service workers.
- A significant increase in remote work.
- A shift in morning peak period to later in the morning due to the work culture of the tech industry.
- The expansion of the afternoon peak period due to the increasing percent of the population that is retired.

There are a number of implications for CTR from these changes.

- The changes in transit use means Ricardo County Transit can deploy service more evenly throughout the day, into the evening and on weekends making it possible for more workers in more industries to make their work trip on transit and leave their car at home. This benefits service workers, who are the most dependent on transit, in particular.
 - The increase in remote work means a permanent reduction in those commute trips, a goal of CTR.
 - The shift in the morning peak period means a reduction in the percentage of overall work commutes are happening between 6:00-9:00 a.m. However, traffic volumes and congestion during those hours have stayed constant.
 - The expansion of the afternoon peak does not directly affect commute trips. But to the extent it expands the market for transit and causes an increase in transit service it can be a benefit.
- d. *List the most important land use and transportation objectives from your city or county's plans that commute trip reduction most directly affects.*

Increases in housing density, completion of the multi-modal infrastructure systems, and vehicle miles traveled reductions are well supported by the CTR program.

- e. *Describe critical aspects of land use and transportation that should be sustained and key changes that should be considered to improve commute trip reduction's contribution to the land use and transportation objectives you reference.*

The city should accelerate land use and transportation improvements to meet sustainability, livability, and economic development goals.

Increases in density of new housing and the capital improvement projects to build out multi-modal networks are going the right direction to support commute trip reduction. That support will grow as these actions are implemented.

2. Describe how the CTR program will help achieve the jurisdiction's land use and transportation objectives.

- a. Describe how and to what extent your CTR program will help your city or county achieve the land use and transportation objectives referenced in question 1.*

The CTR program and the city's focus on increasing housing density and completing the multi-modal networks are mutually reinforcing. By encouraging people to commute via non-drive-alone modes the CTR program supports the market for higher density housing close to transit and the demand for multi-modal networks. In turn the higher density housing near transit and the multi-modal networks offer more opportunities for people to commute via non-drive-alone modes.

3. Describe how the CTR program will help achieve the jurisdiction's environmental objectives.

Stanleyville's environmental objectives include:

- Preserving and sustaining the natural environment.
- Improving air quality through reduction in greenhouse gas emissions.

- a. Describe how the CTR program will support jurisdiction greenhouse gas emission reduction efforts.*

Every drive-alone commute trip that converts to transit, rideshare or a non-motorized mode eliminates the greenhouse gas emissions that would have been generated by that drive-alone trip.

- b. Describe how the CTR program will support jurisdiction environmental objectives in addition to greenhouse gas emission reductions.*

Our city measures and reports greenhouse gas emissions. As drive-alone trips shift to transit, rideshare and non-motorized the demand for new roadways decreases and more land area can be left in a natural, unbuilt state which also improves air quality.

4. Describe how your CTR program will help achieve regional and state objectives.

- a. Summarize the regional and state benefits that would be gained if you achieved your CTR targets.*

Big City Regional Transportation Plan:

Goal: For a clean, integrated multimodal system for a rapidly growing region.

Objectives:

- Move people and goods.
- Improve air and water quality.
- Achieve greenhouse gas emission reduction goals.
- Strengthen the region's economy.
- Advance equity.
- Invest in neighborhoods.
- Foster innovation.

State CTR Draft Plan objectives:

- Improve delivery of CTR programs.
- Expand CTR market to address equity.
- Produce more useful transportation behavior data.
- Expand investment and service to advance equity and environmental justice.
- Respond to shifting mobility patterns.
- Reduce greenhouse gas emissions.

Summary of benefits

- Reduce greenhouse gas emissions: The state and region both have the goal of reducing greenhouse gas emissions. Each commute trip that is shifted to a non-drive alone mode through the city's CTR program reduces greenhouse gas emissions.
- Advance equity: By focusing particular attention on the Russian Community neighborhood and the northeast neighborhood (Pacific Islanders concentration) the city's CTR program is redressing past neglect and bringing these neighborhoods up to par with the rest of the city thereby advancing equity, which is a goal of the region and the state.
- Improve delivery of CTR programs: The emphasis in the capital improvement plan on building out non-motorized network infrastructure will improve connections for all modes of travel. This in turn will make all the CTR actions more productive and easier to deliver. This aligns with the region's and state's CTR goals.
- Foster interagency collaboration: The requirements of the CTR program to consider state, regional and adjacent community goals naturally foster interagency collaboration which, in turn, yields a more integrated and robust multimodal transportation system that better meets the travel needs of all citizens.

b. List adjacent CTR-affected cities and counties.

- City of Carrollton
- Ricardo County

c. Describe the top few cross-border and regional transportation issues that affect your jurisdiction.

- Connectivity: The roadways between the city and neighboring jurisdictions are inconsistent and reduce connectivity. For example, the road between Stanleyville and the city of Greenwood to the east is a fully developed two-lane arterial in both cities. However, the segment of the road passing through the county between the cities is a narrow two-lane road with no shoulders and a substandard bridge.
- Stanleyville-Carrollton business access and transit lanes Lane for Ricardo County Transit bus rapid transit line: The city is planning for a business access and transit lanes lane along the alignment for the Ricardo County Transit bus rapid transit line. Carrollton has not yet planned for this business access and transit lanes lane.

d. Describe the strategies you, adjacent cities and counties, and your region have agreed to use to address the top issues described in the previous bullet.

- Connectivity: The city Public Works Department is hosting discussions with Ricardo County Public Works to partner on ways to address connectivity issues. The two agencies are exploring grant opportunities for joint application.
- business access and transit lanes lane for bus rapid transit: The city is also in discussions with Carrollton and Ricardo County Transit on securing joint federal grant funding to complete the business access and transit lanes lane through Carrollton.

Performance targets

5. List your jurisdiction's CTR performance target(s).

- a. List performance targets that reflect only CTR-affected worksites*

Weighted average drive-alone rate of 60 percent or less for CTR-affected worksites at the jurisdictional level.

- b. List any additional numeric performance targets.*

None

6. List the base value you'll use for each performance target.

- a. Provide the number you'll use as the starting point for each performance target. you'll measure the difference between this number and your target, to report performance.*

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

7. Describe the method you used to determine the base value for each target.

- a. Provide the source for each base value listed.*

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

8. Describe how you'll measure progress toward each target.

- a. List the method you'll use to measure progress for each target.*

We will measure progress using the 2025-2027 survey results.

9. List your jurisdiction's CTR-affected worksites.

- a. List all your CTR-affected sites.
- Chamberlain High Performance Bicycles
 - Chartock's Automation and Technologies
 - Cramer Office Park
 - Elizer Enterprise Technology Solutions
 - Jabbar Technology Consultants
 - Lagerberg's Brewery
 - Port of Stanleyville
 - Maya, Maya and Associates Attorneys at Law
 - Millar Manufacturing
 - North Stanleyville Technical College: Administrative Building
 - North Stanleyville Technical College: Downtown Campus
 - Pippin-Timco Printing and Typing Service Center
 - Sisters of St. Emily Medical Center
 - Stanleyville Industrial Park
 - Wandler's Pug Pavilion
 - Watts Electrical Company
 - WSDOT Northeast Region Headquarters

10. List a performance target for each CTR-affected worksite.

- a. *For any performance targets tied to the CTR survey, indicate that you'll establish performance targets during the 2023-2025 survey cycle.*

Base year performance targets will be established during the 2023-2025 survey cycle.

11. List the base value you'll use for each site.

- a. *For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle.*

We will establish a base value during the 2023-2025 survey cycle.

Services and strategies

12. Describe the services and strategies your jurisdiction will use to achieve CTR targets.

In addition to the housing density and capital improvement plan actions mentioned earlier the city is pursuing the following actions in its CTR program.

- The Planning Department has proposed a change in parking requirements for new development from minimums to maximums. The proposal is moving through the city's review and approval process.
- The CTR program administrator has put forth two budget adds: 1) funding to support the Ricardo County transportation management association's regional and local rideshare events and campaigns and 2) funding to expand transit subsidies at worksites.
- The city is partnering with Ricardo County Transit and the adjacent city of Carrollton to pursue a federal infrastructure grant to design and build a business access and transit lanes lane for the bus rapid transit line running through Stanleyville and Carrollton.
- The city is exploring with Ricardo County Transit and Regional Transit Service the potential for shuttles between the Russian and Pacific Islander neighborhoods and the light rail station and CTR-affected worksites.

13. Describe how jurisdiction services and strategies will support CTR-affected employers.

- Having parking maximums rather than minimums will help employers wean their employees off of the expectation of unlimited parking and, eventually, will reduce employer real estate costs. Employers are urged to also charge for parking, which further diminishes the expectation of abundant and free parking.
- Funding rideshare events and campaigns will provide a community of awareness that will support the CTR actions of individual employers.
- Increasing transit subsidies will increase the employer interest in offering transit passes to employees and increase the use of transit.
- Provision of a business access and transit lanes lane for the bus rapid transit line will speed up bus rapid transit trips, thus shortening the time of the trip and making bus rapid transit more attractive to and from the station in the regional growth center.

14. Describe barriers your jurisdiction must address to achieve CTR targets.

a. Describe how you'll address these barriers.

Transit service: The CTR-affected employment sites in the regional growth center have excellent transit service. The rest of the CTR-affected sites are scattered throughout the city and have spotty transit service.

How addressing: The city is working with Ricardo County Transit to provide bus service to those sites where there would be a decent bus transit market. The city has asked Ricardo County Transit to work closely with the other sites to promote carpools, vanpools, shuttles to the light rail station and alternate work schedules including telework.

Non-motorized access incomplete: Many of the CTR affected work sites, including in the regional growth center, have limited access for non-motorized modes due to gaps in the non-motorized infrastructure networks (sidewalks, trails, bikeways, safe crossings.)

How addressing: The city has made completion of non-motorized infrastructure networks a priority in its Capital Improvement Plan and requires all new development to help fill in the gaps. Still, this is a multi-year effort.

High employee transportation coordinator turnover and lack of worksite support: Designation of an employee transportation coordinator is the responsibility of the CTR-affected employer. Often these duties are tacked onto a wholly unrelated job with no internal support.

How addressing: The city has asked Ricardo County Transit to take on the role of supporting employee transportation coordinators through monthly check-ins and provision of technical assistance. In addition, the city's CTR Program Administrator hosts a quarterly forum for employee transportation coordinators to share their experiences and solutions.

15. Describe the transportation demand management technologies your jurisdiction plans to use to deliver CTR services and strategies.

Ricardo County Transit and the employee transportation coordinators use the RideshareOnline.com platform to form car and vanpools, to track their use, and to promote and incentivize non-drive alone modes. They also use the state's CTR tool to conduct CTR surveys and gather program reports and promote the regional transit trip planning application.

16. Transcribe or link to your local CTR ordinance.

See ordinance attached. No changes are needed.

17. Describe your financial plan.

a. Describe the estimated average annual costs of your plan.

Activity	Estimated average annual cost
Employer engagement*	\$45,000
Commute Trip Reduction 4-year plan	\$20,000
Performance reporting**	\$30,000
Administration***	\$45,000
Total	\$140,000
* Includes identifying worksites and employee transportation coordinators, conducting training, providing technical assistance, and reviewing employer CTR plans.	
** Includes worksite surveys and program reports.	
*** Includes financial and program management; CTR for city employees; involvement in comprehensive, regional transportation, and transit planning; transportation demand management technical assistance to capital projects.	

b. Describe likely funding sources, public and private, to implement your plan.

Source of Revenue	Estimated average annual revenue
Stanleyville	\$45,000

WSDOT	\$45,000
CMAQ	\$50,000
Total	\$140,000

18. Describe your implementation structure.

a. Describe who will conduct the activities listed in your plan.

The city has contracted with Ricardo County Transit to implement and administer the city's CTR plan.

b. Indicate who will monitor progress on your plan. List job title, department, and name.

Burt Bettertrip is the CTR Program administrator for the city. He is in the Planning Department and will monitor the overall CTR plan.

19. List your implementation schedule.

	1st Biennium July 2025 – June 2027	2nd Biennium July 2027-June 2029
Actions	<p>Provide commute and other employee transportation coordinator services to city employees.</p> <p>Identify worksites and employee transportation coordinators.</p> <p>Train and provide technical assistance to employee transportation coordinators.</p> <p>Review employer CTR plans.</p> <p>Assure conduct of worksite surveys and provision of program reports.</p> <p>Conduct financial and program management.</p> <p>Engage in comprehensive, regional transportation, and transit planning.</p> <p>Provide transportation demand management technical assistance to capital projects.</p> <p>Support parking maximums proposal.</p> <p>Support city funding of employer incentives.</p>	<p>Provide commute and other employee transportation coordinator services to city employees.</p> <p>Identify worksites and employee transportation coordinators.</p> <p>Train and provide technical assistance to employee transportation coordinators.</p> <p>Review employer CTR plans.</p> <p>Assure conduct of worksite surveys and provision of program reports.</p> <p>Conduct financial and program management.</p> <p>Engage in comprehensive, regional transportation, and transit planning.</p> <p>Provide transportation demand management technical assistance to capital projects.</p> <p>Undertake development activities for 2029-2033 four-year CTR plan.</p>

20. Describe the CTR plan for jurisdiction employees.

a. Describe the services, programs, information, and other actions your city or county put in place to help its employees reduce their drive alone commute trips.

Burt Bettertrip, the CTR Program Administrator in the Planning Department, also serves as the employee transportation coordinator for the city in its role as a CTR-affected worksite.

Burt administers the program elements required of the employer including:

- Designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite.
- Regular distribution of information to employees regarding alternatives to single-occupant vehicle commuting.
- A regular review of employee commuting and reporting of progress toward meeting the single-occupant vehicle reduction goals to the city consistent with the method established in the commute trip reduction plan and the rules established by the department of transportation under RCW 70A.15.4060.
- Implementation of the following measures designed to achieve the city's commute trip reduction goals:
 - Administer city paid Regional Fare or All cards to all employees.
 - Administer employee parking payment program.
 - Publicize promotional challenges and campaigns.
 - Serve as commuter advisor to employees.
 - Provide briefings to various employee groups on the program and its benefits.
 - Administer CTR surveys and report results to the city council and executive management.
 - Produce City of Stanleyville program report.

21. Describe how the CTR plan for jurisdiction employees contributes to the success of the overall plan.

a. Describe how the plan for jurisdiction employees reinforces the success of the jurisdiction plan.

The actions included in the city-as-employer plan indicate the city's commitment and are similar to those included in all the CTR-affected work site plans. Thus, they create a mutually reinforcing community focused on CTR. Employers know that the city is involved and committed to CTR along with them. The regular forums for employee transportation coordinators foster relationships through sharing experiences and best practices. They provide a place for mutual problem solving and support. This strengthens the program at all affected sites in the city.

Alignment with plans

22. List the transit agencies that provide service in your jurisdiction.

- Ricardo County Transit
- Regional Transit Service

23. List the transit plans you reviewed while developing this plan.

Ricardo County Transit

- Six-year Transit Development Plan

- Long Range Plan

Regional Transit Service

- Six-year Transit Development Plan
- Long Range Plan

24. Describe how this CTR plan supports the transit plans.

Employer engagement and promotion: Increases use of transit through awareness and increased availability of subsidized transit passes.

Instituting parking maximums: Reduces the supply of parking by instituting parking maximums for new development. This will help encourage people in those developments to look to non-drive alone modes of travel, foremost transit.

Incentives: Provides employers with a payment for each employee using a non-drive alone mode for their commute trip, gives positive visibility to the CTR program and promotes transit use.

Marketing: Makes people more aware of transit options.

Engagement in the planning process: Increases awareness of and support for transit and other travel modes.

25. Describe any comprehensive plan updates that are needed and when they will be made.

The desire for sidewalks, bikeways, trails and pedestrian crossings in the Russian Community and northeast neighborhoods will be considered in the next Comprehensive Plan update. (See #27)

Engagement

26. Describe stakeholder engagement.

a. Who did you talk to?

The CTR Program administrator organized four workshops to gather stakeholder input to inform the plan. The topics covered included:

- Workshop 1: Local land use and transportation context and objectives and relationship to neighboring, regional and state CTR plans and transit plans.
- Workshop 2: Environmental goals and performance measurements.
- Workshop 3: CTR services and strategies.
- Workshop 4: Comprehensive Plan and other policy changes.

b. When did you talk to them?

These workshops were completed over the course of six months, from November 2023 – May 2024.

The table below lists the stakeholders invited to the workshops and indicates by an “X” which ones they attended.

Stakeholder	Workshop 1	Workshop 2	Workshop 3	Workshop 4
		January 2024	March 2024	May 2024

	November 2023			
Planning Commission	X	X	X	X
Planning Department	X	X	X	X
Public Works Department	X		X	X
Economic Development Department	X	X	X	X
CTR-affected employer representatives		X	X	X
Chamber of Commerce	X		X	
Economic Development Council	X	X	X	X
Regional transportation planning organization	X			X
Ricardo County Transit	X		X	
Regional Transit Service	X			
Transportation Options Coalition	X		X	
CTANE	X		X	
Sustainable Land Use Advocacy group	X		X	X
Public Health Association		X	X	
Human services transportation non-profit	X		X	
Tribal reps.	X		X	X
Russian community reps	X		X	

Pacific Islanders Advocates Association.	X		X	
Citizens at large	X	X	X	X

c. What did they have to say?

In general, all stakeholders liked the direction the city is going with increasing housing densities in the downtown and along transit corridors and with the capital improvement plan emphasis on building out non-drive alone infrastructure networks.

The Chamber, the Economic Development Department, The Economic Development Council, and employer reps all favored incentives to encourage employer participation in CTR.

The Chamber, the employers, and the Sustainable Land Use Advocacy group favored the concept of parking maximums.

The Human Services Transportation group, the Russian Community and the Pacific Islanders Advocates Association all wanted more transit and shuttles from their neighborhoods and for people who cannot drive to CTR-affected worksites in the city and elsewhere in the region.

The Russian Community neighborhood and the northeast neighborhood want the city to take measures to mitigate the isolation from the rest of the city and the regional growth center caused by the state routes bordering them.

d. How did what they said influence the plan?

The Planning Commission is hosting meetings on at what level to set parking maximums.

Stanleyville CTR program administrator will request a budget increase to fund expanded transit subsidies at worksites.

The city is exploring with Ricardo County Transit and Regional Transit Service the potential for shuttles between the Russian and Pacific Islander neighborhoods and the light rail station and CTR-affected worksites.

The city is partnering with Ricardo County Transit and the adjacent city of Carrollton to pursue a federal infrastructure grant to design and build a business access and transit lanes lane for the bus rapid transit line running through Stanleyville and Carrollton.

27. Describe vulnerable populations considered.

Russian Community Neighborhood: The northwest neighborhood in the city has come to be known, over the last 13 years, as the Russian Community due to an influx of Russian immigrants settling there. It is a neighborhood of smaller, less expensive housing and is the lowest income neighborhood in the city. Only 50% of the residents here own a car. Many residents, especially older people, speak only Russian. Originally developed in unincorporated Ricardo County, it also has few sidewalks or other non-motorized infrastructure. It has limited transit service. Further it is located north of a state route, cutting it off from the core of the city with few safe pedestrian crossings.

Pacific Islander concentration: The northeast neighborhood in the city hosts a concentration of Pacific Islanders. Incomes vary in this neighborhood with about 35% at poverty level. This is also a neighborhood of smaller, lower cost houses. Originally developed in the unincorporated county, this neighborhood is also short on sidewalks, trails, bikeways, and safe pedestrian crossings. It also has a state route dividing it from the rest of the city.

Workers categorized as ALICE (Asset Limited, Income Constrained, Employed): individuals and families who work, but are unable to meet their basic needs, including food, childcare, housing, health care and transportation. These workers can be found at CTR-affected worksites and at other worksites in Stanleyville.

28. Describe engagement focused on vulnerable populations.

a. Who did you talk to?

Engagement with the following groups, listed in the table in #27, focused on vulnerable populations:

CTANE, Public Health Association, Human Services Transportation non-profits, tribal representatives, Russian Community representatives, Pacific Islander Advocates Association, and citizens at large.

b. When did you talk to them?

See table in #26 above for when they were engaged.

c. What did they have to say?

The Human Services Transportation group, the Russian Community and the Pacific Islanders Association all wanted more transit and shuttles from their neighborhoods and for people who cannot drive to CTR-affected work sites in the city and elsewhere in the region.

The Russian Community neighborhood and the northeast neighborhood want the city to take measures to mitigate the isolation from the rest of the city and the regional growth center caused by the state routes bordering them.

ALICE populations wanted increased transit subsidies.

d. How did what they said influence the plan?

Stanleyville's CTR Program administrator will request a budget increase to fund expanded transit subsidies at worksites.

The city is exploring with Ricardo County Transit and Regional Transit Service the potential for shuttles between the Russian and Pacific Islander neighborhoods and the light rail station and CTR-affected worksites.

The city is partnering with Ricardo County Transit and the adjacent city of Carrollton to pursue a federal infrastructure grant to design and build a business access and transit lanes lane for the bus rapid transit line running through Stanleyville and Carrollton.

29. List employers' suggestions to make CTR more effective.

Employers expressed support for the following:

- City support for increased transit subsidies
- Building out the non-motorized infrastructure.
- Installing and upgrading pedestrian crossings to enhance safety.
- Working with WSDOT to allow more curb extensions and pedestrian refuge islands on state routes (needed to improve access to the regional growth center.)
- Instituting parking maximums.
- Exploring provision of shuttles between neighborhoods and the regional growth center and the light rail station and the regional growth center.

30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.

The desire for sidewalks, bikeways, trails and pedestrian crossings in the Russian Community and northeast neighborhoods will be considered in the next Comprehensive Plan update.

The city will request that Ricardo County Transit and Regional Transit Service include more service and shuttles to the Russian Community Neighborhood and the northeast neighborhood (Pacific Islanders concentration) in their six-year TDP updates.

Regional transportation planning organization CTR plan review

RTPO comments

The City of Stanleyville plan was reviewed and is consistent with the regional CTR Plan.

English

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Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Español

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한국어-Korean

제6조 관련 공지사항

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미국 장애인법(ADA) 정보

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русский-Russian

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tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phái Trại Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

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العربية - Arabic

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معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

-855: أو عن طريق الاتصال بالرقم المجاني wdsotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص (4232) 362-4ADA على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

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《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wdsotada@wsdot.wa.gov或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wdsotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

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Español - Spanish

Servicios de traducción

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tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

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русский-Russian

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العربية - Arabic

خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجاناً طلب خدمات المساعدة اللغوية عن

طريق الاتصال بالرقم 360-705-7921 أو مراسلتنا عبر البريد الإلكتروني: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 – Chinese

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