

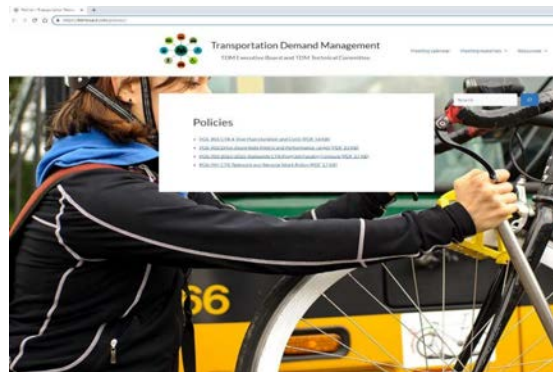
# Policy Archiving Project

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We've talked about a project to capture decisions made by the TDM Technical Committee regarding TDM and commute trip reduction policy. The purpose of this project is to facilitate recording of and access to the Technical Committee's policy decisions.

I'd like to talk with you today  
about our proposed  
publishing and format  
recommendations.

## Proposed publishing recommendation



<https://tdmboard.com/policies/>

By publishing I mean, how we propose to make them available. We propose to make policies available to the public by posting them on the TDM Technical Committee website. This is a Policies page where we would post all existing and

future policies approved by this committee. If you go to the website and click on the links you will see the long-term policies approved by this committee that we have placed in a standard policy format.

# Proposed format recommendation

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**POLICY**

See also: [RCW 70A 15.4060 \(2\)](#), [TDM Technical Committee meeting minutes Dec. 1, 2022](#), [TDM Technical Committee meeting minutes Feb. 8, 2023](#)  
Approved by: [Transportation Demand Management \(TDM\) Technical Committee](#)

**POL-901 CTR 4-YEAR PLAN DURATION AND CYCLE**

The commute trip reduction (CTR) law requires CTR-affected jurisdictional, regional, and state transportation planning organizations to create a CTR plan every four years. This policy applies to all CTR plans beginning July 1, 2023.

**1. CTR four-year plan update duration**

The duration of CTR plans will be four years.

**2. CTR four-year plan cycle**

The new CTR four-year plan cycle will shift from July 2023-June 2027 to July 2025-June 2029. The CTR program will continue this four-year cycle in the future.

This is the proposed standard policy format. We would document all past and future decisions made by the Technical Committee in this standard policy format. This proposed approach for publishing and format mirrors the Public

Transportation Division's  
existing procedure for  
recording policies.

## Decision

Do you approve the policy publishing recommendations and the recommended standard policy format?

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I encourage this committee to discuss these recommendations and then take a vote.