

# Interim Guidance: CTR-affected Designation for Cities

## Purpose

The purpose of this document is to provide interim guidance on how cities will be designated Commute Trip Reduction (CTR)-affected, or lose their CTR-affected designation, for the next couple of years. This interim guidance will be used until the Commute Trip Reduction-affected Designation for Cities project more formally updates policies and practices.

## Background

A city becomes CTR-affected when it meets three criteria:

- location in an urban growth area (UGA)
- presence of a major employer worksite
- one hundred person hours of delay for a highway segment

Washington State Department of Transportation (WSDOT) staff and other CTR implementers are not able to apply these criteria because:

- Although the Washington Administrative Code (WAC) designates a list of UGAs as CTR-affected, status may have changed for some cities over time.
- We can no longer use the “one hundred person hours of delay for a highway segment” criterion to assess a city’s CTR-affected status, because WSDOT no longer collects these data.

Implementers and prospective implementers are requesting WSDOT provide guidance.

## Guidance

No action is required of implementers or potential implementers at this time. The project will not affect the current 2025-2029 CTR plan cycle. Cities that are designated CTR-affected in WAC but do not meet the UGA or major employer worksite criteria will not be considered CTR-affected. If CTR-affected cities are identified that are not currently in the CTR program, the next opportunity for newly CTR-affected cities to write CTR plans will be in 2027-2029, for the 2029-2033 plan cycle. In mid-2025 WSDOT will communicate a new method for determining CTR-affected status and a new list of CTR-affected cities.

## Notes

- The TDM Technical Committee may amend this process, upon recommendation from WSDOT staff.
- This project’s recommendations may prompt an evaluation of the CTR budget.

## References

- Revised Code of Washington (RCW or law) 70.94.521
- Washington Administrative Code (WAC or rule) 468-63-020 (2)(b)

## Contact

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