

# City of Arlington Commuter Trip Reduction Four-Year Plan Update: 2025–2029

---

June 28, 2024



# Contents

---

Abbreviations.....	iv
Summary.....	v
Benefits of CTR.....	1
1. Local Land Use and Transportation Context and Objectives .....	1
2. How the CTR Program Will Help Achieve City of Arlington’s Land Use and Transportation Objectives.....	4
3. How the CTR Program Will Help Achieve Arlington’s Environmental Objectives, How the CTR Program Will Support City of Arlington’s Environmental Objectives in Addition to Greenhouse Gas Emission Reductions .....	4
4. How the CTR Program Will Help Achieve Regional and State Objectives.....	4
Performance Targets .....	7
5. CTR Performance Targets .....	7
6. Base Values for Each Performance Target .....	7
7. Method Used to Determine the Base Value for Each Target.....	7
8. How Arlington Will Measure Progress Toward Each Target .....	7
9. CTR-Affected Worksites in Arlington .....	7
10. Performance Targets for Each CTR-Affected Worksite.....	8
11. List the Base Value for Each Site.....	8
Services and Strategies.....	9
12. Services and Strategies Arlington Will Use to Achieve CTR Targets.....	9
13. How City of Arlington’s Services and Strategies Will Support CTR-Affected Employers.....	10
14. Barriers City of Arlington Must Address to Achieve CTR Targets .....	11
15. The Transportation Demand Management Technologies City of Arlington Plans to Use to Deliver CTR Services and Strategies .....	13
16. City of Arlington’s Local CTR Ordinance .....	13
17. City of Arlington’s Financial Plan .....	13
18. City of Arlington’s Implementation Structure .....	14
19. City of Arlington’s Implementation Schedule.....	14
20. CTR Plan for City of Arlington Employees .....	15

<b>Commuter Trip Reduction Four-Year Plan Update: 2025–2029</b>		<b>Contents (Continued)</b>
21.	How the CTR Plan for City of Arlington Employees Contributes to the Success of the Overall Plan.....	15
	Alignment with Plans .....	16
22.	Transit Agencies That Provide Service in City of Arlington .....	16
23.	Transit Plans Reviewed While Developing this Plan.....	16
24.	How This CTR Plan Supports the Transit Plan(s) .....	16
25.	Comprehensive Plan Updates Needed and When They Will Be Made.....	16
	Engagement .....	17
26.	City of Arlington’s Stakeholder Engagement.....	17
	Describe stakeholder engagement. ....	17
27.	Describe vulnerable populations considered. ....	26
28.	Describe engagement focused on vulnerable populations. ....	27
29.	List employers’ suggestions to make CTR more effective. ....	31
30.	Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.....	32
	Regional Transportation Planning Organization CTR Plan Review .....	33

## Appendixes

Appendix A : Current Program Participants

Appendix B: Comprehensive Plan Policies that Support CTR

Appendix C: Maps

Appendix D: City of Arlington Commute Trip Reduction Ordinance (AMC 10.80)

Appendix E: City of Arlington Policy 220 Alternate Work Arrangements

# Abbreviations

---

ACS	American Community Survey
Census	U.S. Census Bureau
City	City of Arlington, WA
Comprehensive Plan	City of Arlington Comprehensive Plan
County	Snohomish County
CTR	commute trip reduction
ETC	Employee Transportation Coordinator
PSRC	Puget Sound Regional Council
RCW	Revised Code of Washington
RTPO	regional transportation planning organizations
WAC	Washington Administrative Code
WSDOT	Washington State Department of Transportation

# Summary

The Commute Trip Reduction (CTR) Plan for the City of Arlington outlines policies and strategies to improve air quality and reduce traffic congestion through employer-based transportation programs that encourage the use of alternatives to single-occupant vehicle trips for commute purposes. This plan as well as previous CTR plans and ordinances has been developed to meet the requirements of the Washington State Commute Trip Reduction Act (RCW 70.94) initially adopted in 1991. In 2015, the Washington State Legislature updated the program to allow greater flexibility at the jurisdiction level to apply transportation demand management (TDM) strategies that better address local conditions.

This plan applies to “affected major employers” in the City of Arlington who employ 100 or more full-time employees at a single worksite and who are scheduled to begin their workday on weekdays between 6:00 a.m. and 9:00 a.m. The plan also applies to “voluntary employers” who choose to participate in the program even though they do not meet the criteria to be affected.

Building upon the accomplishments of the existing commute trip reduction program, as well as other successful TDM strategies, the plan outlines strategies the City of Arlington, along with other agencies, will implement to assist employers in meeting the goals of the plan.

# Benefits of CTR

---

## 1. Local Land Use and Transportation Context and Objectives

### a. Setting In Arlington as it is Today or Will Be in the Near Future

The City of Arlington is completing the 2024 Comprehensive Plan, and the CTR plan will be included. Arlington is updating the Comprehensive Plan to meet the requirements of the Washington State Growth Management Act and to align with Puget Sound Regional Council Policy Vision 2050 and the Snohomish County Countywide Planning Policies.

As an urban edge city currently consisting of nine square miles, Arlington’s current population of 19,868 (2020 census) is expected to grow by about 8,500 households with a projected population of 34,649 by 2044, according to Snohomish County’s Buildable Lands Report (BLR).

Arlington consists of three primary planning areas: Old Town Business and Residential Districts; Arlington Municipal Airport and the surrounding Cascade Industrial Center, and the Smokey Point planning area. The Old Town planning area consists of early to mid-1900 architecturally styled residential homes and commercial buildings, with an iconic “Main Street” serving the downtown corridor. The Airport and Cascade Industrial Center planning area includes 4,019 acres between the Cities of Arlington and Marysville reserved for manufacturing and industrial development. The third planning area, Smokey Point, has the most economic potential of all. Located along the western edge of the City and parallel to I-5, the Smokey Point Boulevard corridor is currently being studied for development as a transit oriented, mixed-use corridor, along its entirety, in anticipation of the Community Transit SWIFT BRT (Gold Line) in 2027.

The Comprehensive Plan will provide strategies to encourage, create, and support equity among all aspects of life, including neighborhood connectivity.

Transit services are currently provided by Community Transit, Sound Transit, and Snow Goose Transit. These three services combined provide a comprehensive service to the majority of Snohomish County and Arlington. There are several future changes that will impact Arlington commuters, including an updated bus network from Community Transit and a pilot program for Micro Transit (Community Transit program).

## b. Features of Land Use and Transportation Facilities and Services that Affect Commuters

### Land Use Features that Affect Commuters:

Lack of affordable housing near transit and worksites continues to impact commuters as the further away they live, the more inaccessible transit becomes. A lack of density along transit corridors means that transit is not as accessible as it could be for many.

### Transportation Facilities and Services that Affect Commuters:

Transit facilities and land use features also impact ridership, specifically lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) or well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors to larger population centers.

## c. Whether and How Commuting Patterns Have Changed in the Past Few Years

Most employer representatives who attended the employer workshop on May 14, 2024 reported that telework increased during the COVID-19 pandemic and continues to be at a higher rate now than before the pandemic. Some employers noted a decline in vanpool use during the pandemic but shared that demand is increasing now. Some employers noted that driving alone has been steady and popular over the last five years.

## d. The Most Important Land Use and Transportation Objectives from Plans that Commute Trip Reduction Most Directly Affects

The impacts and benefits to the City of Arlington of the Commute Trip Reduction (CTR) program reaches beyond the employment sites. CTR has continued to grow as the county grows and the program can be used to address a variety of transportation and environmental issues, especially as our ability to add capacity to roadways becomes a challenge.

**Meeting State and County Climate Change Goals** – In Snohomish County 62% of greenhouse gas emissions are attributable to transportation. By working to reduce vehicle miles traveled, CTR supports both the Governor’s and County Executive’s executive orders on climate change and reduction of greenhouse gas. In the last year alone, the CTR program in Snohomish County and the city of Bothell reduced greenhouse gas emissions by over 8 million pounds of carbon dioxide.

**Avoiding the costs of Roadway Expansion** – The cost of expanding roadways is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply.

**Meeting the needs of increased urbanization** – By 2035, the Snohomish County population is expected to grow by over 230,000 and employment is estimated to increase by almost 150,000 jobs. Most of this growth will go to the areas that are already urbanized. These are also areas where traffic problems are significant and alternative modes can be effective.

**Energy costs** – Rising and unpredictable fuel costs have put strains on the personal budgets of the residents of Snohomish County. The CTR program, through subsidies and assistance with lower cost commuting options, can help commuters meet their household needs.

**Consumer preferences and market trends** – CTR is addressing current consumer preferences in which more consumers want to live in multi-modal communities where it is possible to walk and bicycle safely, use neighborhood services, and have access to quality public transportation.

**Other environmental concerns** – CTR helps to address concerns over air pollution, depletion of natural areas, and other environmental impacts by reducing the demand for automobiles. For each car that is taken off the road, there is a significant benefit to the environment.

e. 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 Referenced

**Critical Aspects of Land Use and Transportation that Should Be Sustained:**

The City of Arlington is currently working towards providing walkable communities and complete streets throughout the city. The City has identified areas where commercial, industrial and higher density housing will most likely occur within the city. These areas include: Commercial Corridor Zone (Smokey Point Boulevard from 173<sup>rd</sup> Street to 200<sup>th</sup> Street and 204<sup>th</sup> Street from 67<sup>th</sup> Avenue NE to State Route 9 for Commercial and Higher Density Residential), Mixed-Use Overlay areas (Regulating Plan Place Types – Primarily for Commercial and Higher Density Residential), Master Planned Neighborhoods (Identified as MPN on the Zoning Map – Primarily for Single-Family Residential on small lots), and Cascade Industrial Center. It would be expected that future major employers would also be located in these areas. Community Transit currently provides transit service to some of these areas, but most of the areas have little or no transit services available.

**Key Changes that Should Be Considered**

- WSDOT has plans to expand and improve SR 531 from Smokey Point Boulevard to 67<sup>th</sup> Avenue, a major business corridor, but expansion has been delayed several times and timeline is unknown.



## 2. How the CTR Program Will Help Achieve City of Arlington’s Land Use and Transportation Objectives

- a. How and to What Extent the CTR Program Will Help City of Arlington Achieve the Land Use and Transportation Objectives Referenced in Question 1

CTR has continued to grow as the county grows and the program can be used to address a variety of transportation and environmental issues, especially as our ability to add capacity to roadways becomes a challenge.

## 3. How the CTR Program Will Help Achieve Arlington’s Environmental Objectives, How the CTR Program Will Support City of Arlington’s Environmental Objectives in Addition to Greenhouse Gas Emission Reductions

- a. How the CTR Program Will Support to Greenhouse Gas Emission Reductions

Encouraging other means of transportation besides single occupancy vehicles will ultimately reduce the potential number of cars on the roads, which has an effect on carbon emissions. Transit should consider the most efficient sizes of buses to meet the needs of commuters.

- b. How the CRR Program Will Support City of Arlington’s Environmental Objectives in Addition to Greenhouse Gas Emissions

Encouraging other means of transportation besides single occupancy vehicles will ultimately reduce the potential number of cars on the road, thus requiring less increase in road size and numbers, allowing for less disruption of natural areas.

## 4. How the CTR Program Will Help Achieve Regional and State Objectives

- a. The Local, Regional, and State Benefits that Would Be Gained If City of Arlington Achieves the CTR Targets

### **Local Benefits**

Avoiding the costs of Roadway Expansion – The cost of expanding roadways is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply.

### **Regional Benefits**

Meeting the needs of increased urbanization – By 2035, the Snohomish County population is expected to grow by over 230,000 and employment is estimated to increase by almost

150,000 jobs. Most of this growth will go to the areas that are already urbanized. These are also areas where traffic problems are significant and alternative modes can be effective.

### **State Benefits**

CTR helps to address concerns over air pollution, depletion of natural areas, and other environmental impacts by reducing the demand for automobiles. For each car that is taken off the road, there is a significant benefit to the environment.

#### **b. Adjacent CTR-Affected Cities and Counties.**

- City of Marysville
- Snohomish County
- Town of Darrington
- City of Stanwood
- Skagit County
- City of Everett
- City of Mount Vernon
- City of Lake Stevens
- City of Snohomish

#### **c. The Top Few Cross-Border and Regional Transportation Issues that Affect City of Arlington**

As housing costs in urban centers increase, many people with low incomes are moving or being displaced to areas outside of the urban cities to places like Arlington.

Longer travel times when taking regular transit or specialized transportation compared to other transportation options, like driving a personal vehicle, is one of the key mobility challenges.

Demographic trends point to a future with a higher percentage of people with specialized transportation needs living in the region by 2050. The oldest adults 85 and older will be the group that grows the most and who have a very high correlation with people with disabilities. In addition, youth, people with low incomes and working aged people with disabilities will continue to have mobility challenges that must be addressed.

The Regional Transportation Plan recognizes active transportation, such as walking or cycling, as an essential element of the region's transportation system. The region's existing sidewalks,

bicycle facilities and trails provide vital connections to transit and other local and regional destinations. However, there are substantial gaps in the facility network, leaving people unable to walk and bicycle to their destinations in some areas, particularly in less urban areas.

Streets and highways in rural areas have operational and design characteristics different from their urban counterparts. For example, while arterials in the urban area serve major activity centers and connect residential areas to employment centers, arterials in the rural area often serve longer through trips and are spaced more infrequently, providing fewer direct connections.

d. The Strategies City of Arlington, Adjacent Cities and Counties, and the Region Have Agreed to Use to Address the Top Issues Described in Section 4c

VISION 2050 provides a framework for long-range transportation planning in the region. A safe and efficient transportation system is essential to the region's quality of life and serves as the backbone of the economy. As the region continues to grow and the travel needs of people change over time, improving mobility will be a challenging task. The region is making historic investments in transit that include light rail, heavy rail, bus rapid transit, and ferries. Voters have approved measures authorizing \$54 billion to build out the region's light rail network, which will extend from Seattle to Everett, Tacoma, Redmond, and Issaquah. When complete, the region's light rail system will be among the largest in the nation. In addition, 28 new or extended bus rapid transit lines are planned across all four counties through 2040. Passenger-only ferry routes are also expanding, with four routes currently operating as of 2019 and new routes being studied for the future. Further investment in commuter rail service is also occurring.

The Regional Transportation Plan shows how the region intends to catch up and keep pace with expected growth. It identifies how the region's transportation system will be sustained and improved to better connect residents with employment centers, educational opportunities, major military installations, and other destinations such as the region's many recreational and cultural opportunities. It outlines unprecedented investments the region is making to improve highway, transit, rail, ferry, bicycle, and pedestrian systems to support the safe and efficient movement of people and goods. The plan describes how billions of dollars of federal, state, and local transportation funding will make improvements to the region's highway system, local roads, freight mobility, bicycle and pedestrian accessibility, and transit options.

Together, VISION 2050 and the Regional Transportation Plan serve to coordinate transportation planning and project implementation across jurisdictions and at the local level.

# Performance Targets

---

## 5. CTR Performance Targets

- a. Performance Targets that Reflect Only CTR-Affected Worksites

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:

Arlington: 70% DAR performance target

## 6. Base Values for Each Performance Target

- a. The Baseline Number

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. Method Used to Determine the Base Value for Each Target

- a. 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. How Arlington Will Measure Progress Toward Each Target

- a. The Method Used to Measure Progress for Each Target

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.

## 9. CTR-Affected Worksites in Arlington

- a. List of CTR-Affected Worksites

- City of Arlington

- Cascade Valley Hospital

- Senior Aerospace

- WA State Department of Social and Health Services

- Amazon Fulfillment Center (potential)

## **10. Performance Targets for Each CTR-Affected Worksite**

### **a. Performance Targets Established during the 2023–2025 Survey Cycle**

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.

## **11. List the Base Value for Each Site**

### **a. Base Values Established during the 2023–2025 Survey Cycle**

A base value will be established during the 2023-2025 survey cycle.

# Services and Strategies

---

## 12. Services and Strategies Arlington Will Use to Achieve CTR Targets

To help achieve the goals and targets of the CTR plan, Arlington revise the CTR ordinance to require affected employers to implement additional measures designed to increase the percentage of employees using some or all of the following modes: transit; vanpool; carpool; bicycle or walking; telework, compressed work week, or flexible work schedule; and other non-single occupant vehicle modes. The revised ordinance will require affected employers to choose at least five of the following measures including one from each category. Alternative measures may be submitted by the employer to Community Transit for review and approval.

### **Commuting Support and Incentives**

- Subsidized or free transit passes for employees.
- Pre-tax payroll deductions for transit or vanpool expenses.
- Provision of subsidies for carpooling or vanpooling.
- Incentives rewarding avoidance of single-occupancy commuting such as gift cards or a parking cash-out program.
- Guaranteed ride home programs for emergencies.
- Shuttle services from transit stations to the workplace.
- Employer telework program.
- Flexible or compressed workweek schedules.
- Options for working at alternative sites closer to employees' homes.
- Incentives for walking or biking, such as gift cards or discounts on outdoor gear.
- Rideshare matching events for vanpools and carpools.

### **Information and Education**

- Commute options information and orientation for new hires.
- Communication plan for sharing print and digital information on the employer's CTR program.
- Information on commute options and resources displayed in common areas at the workplace and/or available online or by mobile app.
- Educational campaigns on the benefits of alternative commuting.
- Outreach campaigns to promote walking or biking, such as a "bike to work" month.
- Workshops or fairs promoting sustainable transportation options.
- Personalized travel planning assistance for employees, which could include guidance on transportation benefits, planning routes, or finding rideshare partners.
- Real-time transit information display at the workplace or in a centrally accessible location.

### **Amenities and Infrastructure\***

\*Worksites located next to other employers may wish to partner to provide shared commuting amenities and distribute costs and benefits more broadly.

- Preferential parking for carpoolers and vanpoolers.
- Amenities for bike commuters including secure bike storage, showers, or bike repair stations.
- Onsite amenities like a cafeteria, fitness center, micro-market, or daycare to reduce off-site trips.
- Provision and maintenance of electric vehicle charging stations.
- Parking space for carshare vehicles or company-owned cars for employee use.

### **13. How City of Arlington's Services and Strategies Will Support CTR-Affected Employers**

#### **Community Transit Services and Strategies**

Through agreements with City of Arlington and the Washington State Department of Transportation (WSDOT), Community Transit is responsible for employer outreach, education and training, technical assistance, marketing incentives, program review, and administration of the employer data collection process. Community Transit acts as the liaison between City of Arlington and major affected employers and assists with preparation of CTR notification documentation and enforcement recommendations.

Community Transit also manages and implements complimentary and mutually reinforcing transportation demand management programs, including partnerships with multifamily communities, youth focused partnerships with schools and youth-serving organizations, and field marketing at neighborhood events.

Through long-term agreements with each CTR-affected jurisdiction and WSDOT, Community Transit works with CTR-affected and voluntary employers to develop and successfully implement CTR programs. This assistance includes:

- Employee Transportation Coordinator (ETC) Development and Support - The ETC is an integral part of the trip reduction program. Their job duties should include coordination of annual fairs, conducting promotions, distributing information, notifying the City of Arlington about program changes, and the collection and reporting of data. Community Transit provides training courses, networking meetings, and other assistance to the ETC designed to help meet the requirements of the program and increase the success of this key person.
- Program and Strategy Development – Community Transit provides consultation with employers to help worksites design and develop appropriate trip reduction strategies. Strategies may include carpool and vanpool programs, parking management, incentives programs, bicycling and walking programs, alternative work schedules, and telework programs.

- Promotions – Community Transit works with employers to design and conduct promotions, on-site transportation fairs, and other special events to increase awareness and use of commute alternatives. Assistance includes design and provision of materials, promotional items, staffing information booths and on-site ride matching.
- Incentives – Community Transit provides incentives to employees at affected worksite, such as the quarterly Smart Commuter Rewards program, to encourage the use of non-drive alone commute modes.
- Guaranteed Ride Home – Through an agreement with the employer, Community Transit offers emergency transportation to employees who choose an alternative to driving alone.
- Transit Pass Programs – Community Transit can work with employers to help identify appropriate ORCA Business Account programs for worksites.
- Affordable Transportation Alternatives – Community Transit provides affordable transportation alternatives to single occupancy vehicle commuting.
- Vanpool Services – Community Transit operates one of the largest vanpool programs in the nation. Vans are provided to groups of 5-15 commuters who pay a monthly fare based on travel distance and number of passengers.
- Transit Services – Community Transit, Everett Transit and Sound Transit provide bus and commuter rail service within Snohomish County. Community Transit staff assists ETCs with identifying potential riders, planning individual trips and marketing specific routes. Transit schedules and on-site transit pass programs are also available.

### **City of Arlington’s Services and Strategies**

- Key steps to reduce commute trips for CTR-affected employers include promoting more transit-oriented development for affordable housing, improving infrastructure around transit locations, and marketing around the time saving benefits of transit.
- The City and their transit service providers should also coordinate with major employers to promote a shared understanding and coordination around CTR planning and service times.

## **14. Barriers City of Arlington Must Address to Achieve CTR Targets**

### **a. How City of Arlington Will Address the Barriers**

To achieve CTR targets, Arlington must address several barriers. In the online open house held April 18 - May 18, 2024, respondents living and working in Arlington indicated a heavy reliance on personal vehicles due to long commute times and inadequate transit routes. Respondents also shared that transit routes are limited, with slow services or inconvenient schedules cited as major issues.

Safety concerns, such as high vehicle speeds and inadequate infrastructure for cyclists, were noted to hinder walking, biking, and public transit use. Respondents indicated that longer



commute times deter them from choosing alternative transportation modes such as public transit. Respondents also noted limited employer support for flexible commuting methods like remote work or compressed work weeks.

Snotrac shared a report during the CBO interviews: "Progress of Commute Trip Reduction Efforts in Snohomish County 2007-2022." The report identifies potential barriers to CTR:

**Size discrepancy:** CTR worksites are by their nature larger than non-CTR sites. As a result, their facilities are more likely to be located on larger lots farther away from dense urban centers, surrounded by free parking. In addition, larger companies have yielded more political power to shape transportation infrastructure to their benefit, increasing roadway capacity to their facilities. As a result, it's only natural that workers at large companies would tend to drive more than workers at small companies.

**Insufficient accountability:** Without any fear that jurisdictions will penalize employers for failure to comply with the CTR law, employers may be insufficiently motivated to conduct surveys, create CTR plans, and provide CTR programs and services to their employees.

**Suburban built environment:** The land use patterns and transportation systems of Snohomish County favor driving to such a strong degree that CTR strategies are ineffective.

## Barriers:

**Transit service - 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 of Arlington is updating the Comprehensive Plan and will include an update to the non-motorized infrastructure plan. The City of Arlington requires new industrial businesses to provide non-motorized connections to existing or proposed trails, streets, and other properties.

**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 CTR transportation coordinator should be encouraged to set a side time to complete the CTR tasks and attention should be given to the importance of the CTR coordinator position.

**Employer and ETC Investment:** Lack of major employer cooperation and investment in CTR worksite programs and lack of support for their appointed employee transportation coordinators is a frequent and universal CTR barrier. The employer and

ETC are the backbone of CTR programs. But at many sites the ETC is not given the opportunity to succeed because of lack of time and resources.

**How addressing:** The city will designate a CTR coordinator to collaborate proactively with Community Transit to identify and notify CTR affected worksites of requirements, and to determine that employers are demonstrating a good faith effort to achieve targets. As appropriate, the city will implement enforcement actions as outlined under ordinance.

**Additionally:** The City will propose a commuter benefit ordinance requiring businesses with 20 or more employees to allow their employees the opportunity to make a monthly pre-tax payroll deduction for transit or vanpool expenses. Employers may instead offer a partially or wholly employer-paid transit pass to satisfy its obligations under this law. This encourages commuters to use transit or vanpool to reduce traffic congestion and carbon emissions. Because the deduction is pre-tax, the law has the added benefit of lowering costs for both workers and businesses.

## 15. The Transportation Demand Management Technologies City of Arlington Plans to Use to Deliver CTR Services and Strategies

**Rideshare Online:** Employee transportation coordinators use the Rideshareonline.com platform to join and form carpools and vanpools, and for trip logging in support of non-drive alone incentives.

**WSDOT CTR survey tool:** The CTR RideAmigos tool is used for data collection purposes including biennial CTR surveys and worksite program reports.

## 16. City of Arlington's Local CTR Ordinance

Please see Appendix E.

The purpose of the ordinance is to comply with the statewide Commute Trip Reduction Law of 1991 (RCW 70.94.521 through 70.94.555; Chapter 202, Laws of 1991) as amended in 2006 by the Commute Trip Reduction Efficiency Act. The commute trip reduction ordinance shall not be used as a substitute for reviews of projects under other city requirements for compliance with the State Environmental Policy Act (SEPA).

## 17. City of Arlington's Financial Plan

### a. The Estimated Average Annual Costs

\$15,650 is the WSDOT formula funding amount for the City of Arlington, allocated to Community Transit to administer the CTR program.

City of Arlington staff time is included in the General Fund Budget for work related to CTR.

Table: Estimated Average Annual Costs

Activity	Estimated Average Annual Cost
Community Engagement	\$5000
Plan Update	\$5000

b. Likely Funding Sources, Public and Private, to Implement the Plan

Table: Estimated Average Annual Revenue

Source of Revenue	Estimated Average Annual Revenue
City of Arlington General Fund	No designated revenue budget

**18. City of Arlington’s Implementation Structure**

a. Who Will Conduct the Activities Listed in the Plan

The City of Arlington has contracted with Community Transit to administer and implement this plan.

b. Who Will Monitor Progress on the Plan

Job Title	Department
City of Arlington Planner	Community & Economic Development
City of Arlington Public Information Officer	Administration

The City of Arlington Public Information Officer is the CTR program coordinator for the City of Arlington. They will coordinate with Community Transit routinely on behalf of the City of Arlington.

**19. City of Arlington’s Implementation Schedule**

a. Timeline for Anticipated Projects and Actions

Project Name	Start	End
Comprehensive Plan Update	2023	Dec. 2024
CTR letter of support	Sept 2024	Dec 2024

Project Name	Start	End
Collaboration with Employees	Sept 2024	No end date
Commuter Benefit Ordinance	January 2025	June 2025
Youth Outreach to Middle Schools	June 2025	

**20. CTR Plan for City of Arlington Employees**

a. Services, Programs, Information, and Other Actions City of Arlington Put in Place to Help Employees Reduce Their Drive Alone Commute Trips

- Access to free Orca Cards
- Policy 220 Alternative Work Arrangements

**21. How the CTR Plan for City of Arlington Employees Contributes to the Success of the Overall Plan**

a. How the Plan for City of Arlington Employees Reinforces the Success of the Jurisdiction Plan

The City of Arlington employee participation adds to all the benefits of the goals of the plan, as a major employer we set the example for other employers in the jurisdiction.

# Alignment with Plans

---

## 22. Transit Agencies That Provide Service in City of Arlington

Transit Agencies:

- Community Transit
- Homage Senior Services of Snohomish County
- Snow Goose Transit

## 23. Transit Plans Reviewed While Developing this Plan

**Information Sources:**

- Community Transit 2023-2028 Transit Development Plan
- Transit Changes in 2024 & Beyond (Community Transit)
- Homage 2022 Annual Report
- Sound Transit Development Plan 2023-2028
- Sound Transit's System Performance Tracker

## 24. How This CTR Plan Supports the Transit Plan(s)

- Promotes transportation systems that support and enhance the movement of people.
- Preserve and extend the transportation systems in place and continually improve the quality, effectiveness and efficiency of the transportation system.
- Enhance quality of life through energy conservation and protecting the environment.  
    Prioritize sustainability by reducing greenhouse gases, with less cars on the road and decrease the need to build more roads.
- Increasing ridership by providing more and better access to transit. Listen to residents' needs and reflect needs in the transit plans.

## 25. Comprehensive Plan Updates Needed and When They Will Be Made

The City of Arlington 2024 Comprehensive Plan update is scheduled for adoption in November 2024. This plan will show updated multi-modal Transportation plans throughout the city. The Public Works Department is responsible for placing improvement items on the Capital Improvement Project list.

# Engagement

---

## 26. City of Arlington’s Stakeholder Engagement

Describe stakeholder engagement.

Community Transit along with local jurisdictions organized a series of stakeholder engagement activities on CTR topics throughout the development of this CTR Plan. City of Arlington collaborated with Community Transit by promoting and participating in stakeholder engagement activities. CTR engagement activities included:

- Online open house and surveys for two public comment periods:
  - CTR concepts public comment period (April 18 to May 18, 2024)
  - Draft CTR Plan public comment period (July 1 to July 31, 2024)
- Tabling events
- Community-based organization interviews
- Transit agency interviews
- CTR-affected employer workshops
- Notifications and other digital distribution
  - City of Arlington weekly e-newsletter and Facebook page notifications

### a. Who did you talk to?

#### **Community Members**

Community Transit and Snohomish County-area jurisdictions reached out to community members through a two-phase online open house engagement period. The first phase conveyed information about commute trip reduction, the CTR plan update process, and invited visitors to participate in a survey. The second phase of the online open house sought feedback on jurisdiction’s draft CTR plans and allowed the visitor to select which plan they commented on based on the jurisdictions in which they live and/or work.

During the first phase of the online open house, 2,137 people visited the open house website, and 144 responded to the survey. City of Arlington had 20 residents and 34 of workers respond to the survey. During the second phase of the open house, 908 visitors to the website reviewed draft CTR plans and 20 submitted comments.

From July 1-July 31, 2024, Community Transit hosted Phase 2 of the online open house, posting jurisdictional draft plans and providing an opportunity for stakeholders and the public

to review and provide comments. During Phase 2, the City of Arlington notified stakeholders of the Plan by direct communications, e-newsletters, and social media.

Community Transit attended six community events around Snohomish County to discuss transit services and upcoming services changes, CTR initiatives, and to provide attendees an opportunity to comment on the jurisdictional draft CTR Plans. Tabling events included the following:

- Arlington Farmers Market (engaged with 90 people)
- Everett Public Library Drop-In (engaged with 43 people)
- Marysville Farmers Market (engaged with 107 people)
- Everett Farmers Market (engaged with 165 people)
- Marysville Public Library Drop-In (engaged with 32 people)
- Latino Educational Training Institute (LETI) Expo (160 people)

### **Community-based organizations**

Community Transit interviewed representatives from a variety of community-based organizations in Snohomish County. Each community-based organization also received an engagement toolkit including social media posts and newsletter copy allowing them to easily engage community members in their networks with the CTR Plan update project. The community organizations interviewed as part of the CTR Plan update project include the following:

- Hopelink
- Community Health Centers
- Snohomish County Transportation Coalition (Snotrac)
- Homage
- North Sound Bicycle Advocacy Group
- BIKES Club / Sharing Wheels Community Bike Shop

### **CTR-affected employers**

Community Transit hosted a virtual workshop May 14, 2024, for ETCs and management staff from CTR-affected businesses in Snohomish County to discuss the draft CTR plans, provide feedback on increasing local CTR ordinance requirements for employers, and to make suggestions for improving CTR programs. Community Transit also provided CTR-affected

employers with information about the CTR online open house and survey in the CTR newsletter and provided related outreach materials for ETCs to share with their employees.

Thirty-eight individuals representing 30 Snohomish county-area, CTR-affected employers attended a virtual workshop. Employers represented in the virtual workshop are listed in table below.

Employer Workshop comments:

City of Arlington: We have an annual on-site employee Well-Being Fair and are coordinating with Colton at Community Transit to attend. Arlington is a more difficult area for public transit. Most of our employees are coming from areas that require cars. Our company vehicles are mostly parked at the city, and used when the employees go out on business calls. Except for police.

Skagit Regional Health/Cascade Valley Hospital: Bicycle parking would be feasible for hospitals. The bulk of our employees are in Skagit County (hospital in Snohomish County) - lots of CTR info won't apply. Alternative schedules won't work for most hospital employees. Parking at the hospital is free but managed for employee/doctor vs. patient parking. We could maybe integrate signage for preferential parking spots. Nothing has really changed since we're a hospital.

DSHS: Hospitals have unique shifts that can't be as flexible. We have a New ETC.

Table: Employer Workshop Participation

Employer Name	Worksite Location
City of Arlington	Arlington
Skagit Regional Health/Cascade Valley Hospital	Arlington
DSHS	Arlington/ Unincorporated Snohomish County
City of Bothell	Bothell
Nelson Nygaard (Transportation Consultant)	Bothell
AGC Biologics	Bothell
AT&T (and Move Redmond)	Bothell
GE Digital / Vernova	Bothell
Leviton Network Solutions / Wellington Hills Bothell Park	Bothell
Pfizer	Bothell
T-Mobile	Bothell
University of Washington Bothell/Cascadia College	Bothell
City of Edmonds	Edmonds
Edmonds College	Edmonds
City of Lynnwood	Lynnwood
City of Marysville	Marysville
The Everett Clinic	Marysville



City of Monroe	Monroe
Canyon Creek Cabinet Company	Monroe
Natural Factors	Monroe
City of Mountlake Terrace	Mountlake Terrace
Premera Blue Cross Mountlake Terrace	Mountlake Terrace
City of Mukilteo	Mukilteo
Novanta	Mukilteo
Snohomish County	Snohomish County
Boeing	Unincorporated Snohomish County
Korry Electronics	Unincorporated Snohomish County
Partner Therapeutics	Unincorporated Snohomish County
Reid Middleton	Unincorporated Snohomish County

### Transit Agency Interviews

Community Transit and MFA interviewed transit agencies to help inform the CTR plans and invite feedback on the drafts. The interview questions related to the Alignment with Plans section of the CTR Plan (#22-25) and #1c, “whether and how commuting patterns have changed in the past few years.” Transit agencies also received email invitations to comment on the draft CTR plans. The transit agencies interviewed include the following:

- Snow Goose Transit
- Community Transit
- Everett Transit
- Homage
- King County Metro
- Sound Transit

#### b. When did you talk to them?

##### Community members engagement activities

- Online open house and survey: April 18-May 18, 2024
- Online open house and draft plan public comment period: July 1-31, 2024.

##### Community events

- Arlington Farmers Market: July 13, 2024
- Everett Public Library Drop-In: July 15, 2024
- Marysville Farmers Market: July 19, 2024
- Everett Farmers Market: July 21, 2024

- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

Community-based organization interviews

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024
- Snotrac: May 1, 2024
- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

CTR-affected employer workshops

- Employer workshop: May 14, 2024

Additionally, Community Transit reached out to CTR-affected employers to provide information and outreach materials:

- CTR newsletter article (April Issue) about Phase 1 of the online open house and survey: April 2, 2024
- Email with outreach materials reminding ETCs to share the Phase 1 online open house and survey: April 24, 2024
- CTR newsletter article (July Issue) about Phase 2 of the online open house and survey: July 2, 2024
- Email with outreach materials encouraging ETS to share Phase 2 of the online open house and draft CTR plans: July 11 and July 19, 2024

Transit agencies interviews

- Email and phone interviews: April 2024
- Invitation to provide draft plan comments: July 2024

c. What did they have to say?

Community Members

Visitors to the online open house who completed surveys, noted the following:

- **Transportation Modes/Work from Home:** By far, the most common transportation mode mentioned is driving alone in a car, followed by riding the bus, and working from home. A few respondents mentioned bicycling or walking, carpooling/vanpooling, or working a compressed schedule.

- **Commute patterns:** Nearly every respondent mentioned that increased traffic, especially on area highways, was a noticeable change. A few mentioned that shifts in jobs and lack of employer support for work-from-home options required them to change their commute.
- **Convenience of single-occupancy vehicle trips:** Nearly every survey participant affirmed that it would be difficult to get around without a personal vehicle because of long commute times, transit stops that are not convenient to their home or workplace, transit routes that require too many transfers, and transit commute times that are up to three times longer than single-occupancy vehicle commutes.
- **Safety Concerns:** Most cited safety concerns as reasons they do not choose to take transit or other alternative transportation modes. Respondents noted high vehicle speeds and the lack of sidewalks and bike lanes deter them from walking or biking as part of their commute. Some respondents fear crime where transit stops lack amenities like lighting.
- **Benefits of CTR:** Respondents commonly recognized that CTR programs have the potential to reduce traffic congestion, improve road safety, reduce traffic noise, and improve air quality.
- **Suggestions:** Many respondents indicated a desire for more frequent transit services, more convenient transit stop locations, infrastructure improvements for biking and walking safety, and flexible work schedules that allow employees the option to work from home.
- **Arlington responses:** Respondents predominantly live and work in Arlington, with commute modes mostly consisting of driving alone, working from home, or occasionally biking or walking. Challenges to mobility include personal vehicle dependence, inadequate transit options, safety concerns, long commute times, and limited employer support for alternative commuting methods. Changes in commuting patterns include increased traffic congestion, job and location changes leading to longer commutes, and reliance on personal vehicles. Benefits of commute trip reduction include decreased traffic congestion, improved air quality, and enhanced road safety.

Visitors to the second phase of the online open house had an opportunity to review the draft CTR plans. Comments received on City of Arlington’s draft CTR plan include the following:

-Disability that impacts activities (Driving a car)

Visitors to community events (listed in #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers. Key feedback includes the following:

- **Service Area**
  - Several visitors asked when the light rail would reach Everett.
  - Several visitors expressed their enthusiasm for the opening of a new light rail line.
  - A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.

- A visitor asked for bus service in Marysville on 67th Street.
- A visitor said they would love to see frequent commuter times and routes that connect to Arlington Business Center.
- A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
- A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
- A couple visitors did not know the light rail would have a stop in Shoreline.
- A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
- A visitor identified a need for bus stops near Arlington High School.
- A visitor asked if buses can go directly to the new Everett Stadium in the future.
- A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.
- **Service Times**
  - A visitor shared they don't ride transit from Marysville through Everett to Lynnwood in the morning as the buses don't pass frequently enough.
  - A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September 2024.
- **Barriers to Commute Trip Reduction**
  - A few visitors noted they don't use transit because they have a car.
  - A visitor expressed concern about safety on buses and the drug usage on them.
  - Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
  - Several visitors asked about where to obtain free ORCA cards.

Community-based organizations

Community-based organizations noted the following:

- **Limited transit service area:** Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- **Limited service hours:** Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those

working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.

- **Time and flexibility:** Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.
- **ADA Services:** Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- **Land Use Planning:** The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.
- **Criminal Activity:** Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- **Amenities and Infrastructure:** Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.
- **Outreach and Education:** Multiple interviewees shared that enhanced education and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness

of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

#### Transit agencies interviews

Transit agencies interviewees discussed recent changes in commute patterns and noted planned service expansions.

- **Changes in commute patterns:** Community Transit, Everett Transit, King County Metro, Sound Transit indicated that post-pandemic ridership numbers are rising but have not returned to pre-pandemic levels. Everett Transit noted that they are at 82 percent of their pre-pandemic ridership levels and that peak commute hour trips are still below pre-pandemic levels. King County Metro indicated that peak-only routes (routes that only run during peak commuting hours) continue to underperform and thus, they are prioritizing increasing service on all-day and all-week routes. Sound Transit indicated that service levels have bounced back from the pandemic faster on light rail, commuter rail, and express buses.
- **Service expansions:** Sound Transit and Community Transit indicated that there is a planned light rail service extension to Lynnwood Center and bus service expansion along the light rail line. In response to recent community surveys, Community Transit is planning to increase mid-day, evening and weekend service and direct resources toward providing more local routes and enhancing access to the light rail for regional travel.

#### CTR-affected employers

Employers noted the following:

- **Local CTR ordinances:** Employers noted that providing CTR information and worksite amenities is easier than offering transit pass subsidies and incentives, increasing vanpool and transit services, and facilitating parking management programs.
- **Smaller employers** noted that offering vanpool vehicles, onsite daycare, and other services is more difficult given their smaller size.
- **Making information** about commuting options and resources accessible and easy to find is key.
- **Not everyone** knows about the pre-tax CTR incentive, so it is not always offered or well marketed.
- **Parking benefits** have room for exploration; managing programs and monitoring parking spaces are the biggest barriers. Challenges to parking management include the sunk costs of parking spaces and employee expectations of "convenient" parking.

- Incentives and promotions are preferable to deterrents, such as charging for parking that was previously free.

### **How did what they said influence the plan?**

City of Arlington plans to revise the CTR ordinance as detailed in Section #12 above to require affected employers to implement a choice of measures to increase the percentage of employees using commuting alternatives to driving alone. The list of pre-approved implementation measures relates to feedback received from employers, community members, and community-based organizations on barriers to using commute trip options other than driving alone. Examples of this include:

- Providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by employers, community-based organizations)
- Providing bicycle storage and amenities onsite (suggested by employers)
- Encouraging pre-tax deductions for commuting options to driving alone (suggested by employers)
- Providing trip planning support for using alternative commute options (suggested by community members)

City of Arlington also plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above.

The City of Arlington is excited that Community Transit is introducing innovative services, such as the Zip Car (on-demand micro transit) in Arlington, this is an option for people who use transit.

The City of Arlington is developing an update the City's Comprehensive Plan that will address pedestrian and bicycle transportation infrastructure.

## **27. Describe vulnerable populations considered.**

As part of a concerted effort to ensure the interests of vulnerable and highly impacted communities were represented in each jurisdiction's draft CTR Plan, Community Transit

engaged representatives from a variety of community-based organizations in Snohomish County that serve vulnerable populations including people who are low-income, disabled, unhoused, or speak English as a second language, as well as youth and the elderly. Additionally, several of the community events that Community Transit tabled at were held at libraries that serve vulnerable populations. Community Transit also provided an information table at the Latino Educational Training Institute (LETI) Expo at Edmonds College. In addition, these events created opportunities to meet people where they are at, removing barriers to participation.

## 28. Describe engagement focused on vulnerable populations.

### a. Who did you talk to?

- **Hopelink:** serves homeless and low-income families, children, seniors, and people with disabilities in King and Snohomish counties by providing a network of critical social services through programs for housing, transportation, family development, financial assistance, employment programs, adult education, financial literacy training, and five food banks.
- **Community Health Centers:** a nonprofit provider which offers affordable primary healthcare services, including medical, medical walk-in, dental, physical therapy, and pharmacy.
- **Snohomish County Transportation Coalition (Snotrac):** advocates for improvement in transportation service and solutions for people in Snohomish County with specialized transportation needs through community engagement, coordination of resources, and strategic partnerships.
- **Homage:** The largest provider of services for older adults and people with disabilities in Snohomish County, with programs in food and nutrition, health and wellness, home repair, social services, and transportation.
- **North Sound Bicycle Advocacy Group:** works with local jurisdictions and transportation departments **to raise safety awareness for cyclists and pedestrians and find workable solutions related to intermodal transportation, public safety, clean air, and quality of life for local communities.**
- **Sharing Wheels Community Bike Shop:** is a nonprofit bike shop located in Everett providing refurbished, used bicycles to thousands of adults and children as well as offering programs and resources for bike repair and upkeep.
- **BIKES Club:** is a recreational club which hosts rides and events year-round, in addition to advocating and fundraising for bike-related grants.

Community Transit also provided information tables at community events held at the Marysville Library, Everett Library, and the Latino Expo (LETI) at Edmonds College.



b. When did you talk to them?

Community-based organizations

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024
- Snotrac: May 1, 2024
- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

Community events

- Everett Public Library Drop-In: July 15, 2024
- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

c. What did they have to say?

Community-based organizations

Community-based organizations serving vulnerable populations noted the following:

- **Limited transit service area:** Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- **Limited service hours:** Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.
- **Time and flexibility:** Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-

door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.

- **ADA Services:** Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- **Land Use Planning:** The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.
- **Criminal Activity:** Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- **Amenities and Infrastructure:** Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.
- **Outreach and Education:** Multiple interviewees shared that enhanced education and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

Visitors to community events (listed in #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers. Key feedback includes the following:

- **Service Area**

- Several visitors asked when the light rail would reach Everett.
- Several visitors expressed their enthusiasm for the opening of a new light rail line.
- A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.
- A visitor asked for bus service in Marysville on 67th Street.
- Would love to see frequent commuter times and routes that connect to Arlington Business Center.
- A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
- A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
- A couple visitors did not know the light rail would have a stop in Shoreline.
- A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
- A visitor identified a need for bus stops near Arlington High School.
- A visitor asked if buses can go directly to the new Everett Stadium in the future.
- A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.
- **Service Times**
  - A visitor shared they don't ride transit from Marysville through Everett to Lynnwood in the morning as the buses don't pass frequently enough.
  - A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September, 2024.
- **Barriers to Commute Trip Reduction**
  - A few visitors noted they don't use transit because they have a car.
  - A visitor expressed concern about safety on buses and the drug usage on them.
  - Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
  - Several visitors asked about where to obtain free ORCA cards.

d. How did what they said influence the plan?

What they said influenced and re-enforced the city's plans for multi-model transportation options and support for future Community Transit Swift Gold Line Bus Rapid Transit (BRT).

City of Arlington plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above. A few examples of comments received that are incorporated into the plan are:

- Providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by community-based organizations)
- Providing trip planning support for using alternative commute options (suggested by community members)

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

Employers made the following suggestions during the Employer Workshop:

- Make information about commuting options and resources easier to find. Use newsletters and other forms of engagement sent directly to employees along with campaign posters and bulletin board notices.
- Increase awareness about pre-tax transit passes.
- Offer resources for managing parking programs and parking benefits.
- Focus on incentives for commute trip reductions rather than deterrents like charging for parking.
- Hold yearly wellness fairs featuring commute trip reduction options.
- Provide vanpool programs for employee work trips during the day.
- Implement parking programs aimed to reduce parking tension with surrounding neighborhoods.
- Offer internal shuttles for campuses and businesses with multiple locations.
- Improve safety and reduce crime around transit stops.
- Focus on "last mile" connections where transit stops are not convenient to the business' location.
- Provide more grant funding and incentives for employers' CTR programs.
- Help widely promote CTR programs and options.
- Increase bus routes, service hours, and public transportation options.

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

In addition, comments and suggestions from vulnerable populations and other groups will be considered as part of Community Transit’s future transit planning processes. Community Transit is currently implementing its [Transit Changes in 2024 and Beyond](#) service plan. Many suggestions about increased frequency and new service areas will be implemented as part of the service plan update process which will continue through 2026.

Community Transit makes changes to bus service up to four times per year. When considering changes, the Planning team considers many factors including input from the public.

The City of Arlington has included multiple goals, policies, and capital improvement projects in the 2024 Comprehensive Plan Update that address comments that derived from the public engagement for the CTR Plan.

- Community Transit Swift Gold Line Bus Rapid Transit (BRT). This service will dramatically improve transit service for Arlington, Marysville, and Everett. Swift BRT service offers shorter wait times between buses, faster and more reliable service, and connections to congestion-free Link light rail at Lynnwood, and in the future Everett. The fifteen-mile Swift Gold Line will provide fast, frequent service between Everett, Marysville, and Arlington, connecting to Community Transit’s Swift Blue Line and Sound Transit’s regional Sounder commuter rail service at Everett Station. The Swift Gold Line is currently in the project scoping study phase, with construction planned for 2027-2029 and service launch in 2029.  
Source: [Swift Gold Line | Community Transit](#)
- The city plans the continuation of the of the Community Transit Pilot program that will bring Micro-Transit to the city beginning in 2025. Micro-Transit is a way to get residents to and from the Swift Gold Line BRT.
- Transit Oriented Development (TOD) in the Commercial Corridor zoning of the Smokey Point subarea to align with the completion of the Swift Gold Line BRT.
- Development of an Affordable Housing Program for the overall city and will include the TOD of the Smokey Point subarea. The Affordable Housing Program work will begin in 2025.

The city will continue to develop multi-modal modes of transportation, develop trail systems, and explore first/last mile options for all residents within the city.

# Regional Transportation Planning Organization CTR Plan Review

---

City of Arlington provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review on (future date)

PSRC Comments:

## Appendices

## **APPENDIX A: Program Participants**

City of Arlington, 238 N Olympic Avenue, Arlington, WA

Cascade Valley Hospital, 330 South Stillaguamish Avenue, Arlington, WA

Senior Aerospace, 20100 71<sup>st</sup> Avenue NE, Arlington, WA

WA State Department of Social and Health Services, 3704 172<sup>nd</sup> Street NE, Arlington, WA

### **Potential Participants:**

Amazon Fulfillment Center, 4620 172<sup>nd</sup> Street NE, Arlington, WA 98223

Coca Cola Swire, 18215 59<sup>th</sup> Avenue NE, Arlington, WA 98223

Process Solutions, 17212 51<sup>st</sup> Avenue NE, Arlington, WA, 98223



## APPENDIX B: COMPREHENSIVE PLAN POLICIES THAT SUPPORT CTR

Supportive comprehensive plan goals and policies in the City of Arlington Comprehensive Plan.

<b>Book 1: Environment</b>	
Mitigate climate impact by reducing greenhouse gas emissions and prepare for climate change impacts.	E-4
Advance the adoption and implementation of actions that substantially reduce greenhouse gas emissions in support of state, regional, and local emissions reduction goals, including targets adopted by the Puget Sound Clean Air Agency.	E-4.1
Establish a greenhouse gas inventory development process.	E-4.5
Develop a climate action plan specific to local conditions.	E-4.6
<b>Book 2: Land Use</b>	
Provide unique places and context for the growth of social capital and community resiliency.	LU-1
Encourage development patterns that provide safe and welcoming environments for walking and biking.	LU-1.4
Ensure equitable access to City resources and programs through proactive and transparent outreach efforts, completed on multiple platforms, and where appropriate, in multiple languages.	LU-2
Conduct inclusive engagement to identify and address the diverse needs of the City's residents and workers.	LU-2.2
Address cross-jurisdictional growth, social, and cultural issues by working with affected jurisdictions.	LU-3
Recognize and work with contiguous systems that cross jurisdictional boundaries, including natural systems, land use patterns, and transportation and infrastructure systems, in community planning, development, and design.	LU-3.5
Encourage local businesses through the continued application of mixed-use residential corridors and multiple locations for neighborhood serving businesses.	LU-4
Promote the development of new retail, service, and civic mixed-uses and promote the enhancement of existing spaces to create urban centers.	LU-4.2
Support the transformation of key underutilized lands, such as surplus public lands or environmentally contaminated lands, to higher density mixed-use areas to enhance and complement the development of neighborhood centers.	LU-4.3

Encourage the development of neighborhood centers throughout the city, including transit station areas.	LU-4.4
Tailor concurrency programs for urban centers and other subareas to encourage development that can be supported by transit.	LU-4.5
Encourage developments that place employment areas and living areas in close proximity in order to maximize transportation choices, minimize vehicle miles traveled, optimize the use of existing and planned transportation systems and capital facilities, and improve the jobs-housing balance.	LU-4.6
Encourage coordination among the City, transportation providers, and developers to ensure that joint- and mixed-use developments are designed to promote and improve physical, mental, and social health, and reduce the impacts of climate change on the natural and built environments.	LU-4.7
Ensure coordination between development regulations and local organization efforts to address and improve healthy lifestyle options within the city.	LU-11
Streamline development standards and regulations, especially in neighborhood centers and high-capacity transit stations areas to provide flexibility and accommodate a broader range of project types and land uses.	LU-11.5
<b>Book 3: Housing</b>	
Provide housing options affordable to all demographics and incomes in all areas and zoning districts of the City.	H-2
Ensure housing options for extremely low to moderate-income households are dispersed throughout the City, inclusive of a variety of housing types, and located near amenities, such as commercial and employment areas, education centers, public services, transportation facilities, existing planned residential communities, and recreational opportunities.	H-2.5
Encourage development of housing opportunities to accommodate the elderly and those who have special needs (disabled, people with medical conditions, homeless individuals and families, and displaced people).	H-3
Provide capacity for senior housing and special needs housing; ensure it is well-distributed and thoughtfully located throughout the City (in close proximity to hospitals, public transportation, retail/service centers, medical facilities, parks, and other essential services).	H-3.1
Encourage mixed-income and mixed-use neighborhoods.	H-5
Promote diverse, inclusive, mixed-income residential neighborhoods where residents of varying income levels can live and interact.	H-5.1
Encourage residential development in commercial areas to help create an economically vibrant and diverse environment.	H-5.2
Promote neighborhoods that have a mix of jobs and housing.	H-5.3

Incentivize affordable multi-family, single family, and workforce housing near transportation and employment centers.	H-7
Encourage multi-family housing close to commercial and employment centers, transportation facilities, public services, schools, and park and recreation areas.	H-7.1
Promote well-connected housing, jobs, and services by allowing mixed-use development in commercial areas.	H-7.2
The City should implement zoning, regulations, and incentive changes near Transit Oriented Development (TOD)_sites to guide sustainable and equitable development patterns that incorporate affordable housing production and public benefit.	H-7.3
Preserve existing multi-family housing near transportation and employment centers as growth occurs.	H-7.5
<b>Book 4: Economic Development</b>	
Support a range of employment options at different income levels and a variety of amenities are available throughout the city.	ED-1
Promote diverse and sustainable employment sectors to support and encourage residents to live and work in Arlington.	ED-1.3
Promote a strong, diversified, and sustainable local and regional economy.	ED-2
Coordinate economic development plans with the City's transportation, housing, and land use policies and plans, and the Regional Growth Strategy, to support economic development that is compatible citywide.	ED-2.7
Actively cooperate with other agencies and local businesses to support economic development.	ED-3
Collaborate with businesses to identify specialized infrastructure, building design, transportation, or other needs required to maintain business operation.	ED-3.2
Encourage the development of unique economic hubs at various scales throughout the city to adequately serve residents and the region.	ED-7
Encourage businesses to plan for shared parking when redeveloping existing commercial areas in order to provide adequate parking. Reduce additional vehicle trips, provide multi-modal transportation options, and encourage pedestrian activity in commercial hubs.	ED-7.6
Invest in transportation and other infrastructure needed to support and provide connections to the various commercial centers throughout the city.	ED-7.8
Improve access to a variety of job opportunities for residents by prioritizing multi-modal transportation connections between residential areas and the commercial and manufacturing /industrial centers in the city.	ED-7.9

Support economic development activities that enhance the quality of life for Arlington residents.	ED-8
Identify and implement ways to provide services that will improve the quality of life for residents.	ED-8.1

<b>Book 5: Parks and Recreation</b>	
Ensure the equity and availability of potential funding streams to provide transportation improvements consistent with the Capital Improvement Plan in prioritizing and financing. Prioritize programs and projects that provide access to opportunities while preventing or mitigating negative impacts to people of color, people with low incomes, and people with special transportation needs.	P-2
Provide a trail system that creates links between commercial and residential areas in Arlington and connects to regional trails, parks, recreation facilities, and open spaces.	P-6
Develop and improve trails so they are suitable for multi-modal and non-motorized transportation and so they provide opportunities for recreation and education.	P-6.4
<b>Book 6: Transportation</b>	
Ensure capital facilities and utilities achieve efficient delivery of services, support equitable distribution of services, minimize environmental impacts, and maximize value for the community.	T-1
Reduce air pollution emissions associated with land use and transportation in accordance with national, state, regional, and local policies and standards.	T-1.5
Ensure adequate utility, capital facility, and transportation services to accommodate businesses providing jobs, goods, and service.	T-4
Make transportation investments that improve economic and living conditions so that industries and skilled workers continue to be retained and attracted to Arlington	T-4.2
Develop transportation strategies that encourage the use of pedestrian, bicycle, and mass transit facilities that will lead to savings of nonrenewable energy sources and reduce vehicle miles traveled.	T-5
Encourage non-motorized travel by providing safe and efficient movement of bicycles and pedestrians along streets and highways through constructing sidewalks and other footpath systems as well as bicycle paths.	T-5.1
Construct a multi-use trail network that connects the schools and downtown area with athletic fields/parks near the airport.	T-5.2
Coordinate bicycle/pedestrian facility improvements, including the Centennial and Airport Trails, with neighboring jurisdictions to connect routes, where possible.	T-5.3
Protect existing mass transit rights-of-way.	T-5.4

Continue to coordinate with agencies and neighboring jurisdictions involved with public transportation to identify what works best for the City and participate in those ventures and proposals that benefit Arlington.	T-5.5
Coordinate with surrounding communities to support public outreach efforts regarding transportation and land use strategies that encourage the use of public transportation.	T-5.6
Continue to maintain the transit levels of service used by Community Transit.	T-5.7
Develop pedestrian and bicycle level of service guidelines to assess completion of the established pedestrian and bicycle network in the Arlington Complete Streets Plan.	T-5.8
Implement Travel Demand Management and Transit Oriented Design to create a more walkable city.	T-6
Encourage measures or facilities in both private and public development that support alternate modes of transportation, such as showers/dressing rooms, lockers, and secure bike parking.	T-6.1
Develop a bicycle commuter strategy, involve local users of all levels to define all needs.	T-6.2
Encourage transit-oriented development and multi-modal planning in new developments through the permitting process.	T-6.3
Encourage major employers to develop carpools, commuter routes, and provide company incentives if carpools are used.	T-6.4
Encourage the plan for “pedestrian-scale” neighborhoods and centers to enhance access and mobility for active transportation users	T-6.5
Support the development of Mobility as a Service (MaaS) to provide a diverse menu of transport options, including public transportation, active modes such as walking and cycling, ride/car/bike-sharing, ride-share service, etc.	T-6.6
Plan, develop, and maintain a balanced multi-modal transportation system for the efficient movement of people, goods, and services within the City and between the community and other activity centers in the region.	T-8
Ensure that safe, convenient, and efficient multi-modal transportation facilities are provided for all residents and visitors to the City, including accessibility improvements to existing facilities as well as improvements to the service growth areas.	T-8.1
Design the street system to enable walkability. Encourage alternatives to single-occupancy vehicle trips and distribute vehicle trips along appropriate corridors.	T-8.2
Provide opportunities for public review and comment in significant transportation decision making activities.	T-8.3
Implement the adopted Complete Streets Program to ensure that all transportation projects include safe and appropriate facilities for pedestrians, bicyclists, transit users accommodating persons of all ages and abilities.	T-8.4

Maintain a safe, convenient, and efficient multi-modal transportation system for people and freight that allows freight to support the continued growth in goods movement and the growing needs of global trade and state, regional and local distribution of goods and services.	T-8.5
Prepare for and be responsive to changes in transportation technologies and mobility patterns for people and goods, and encourage partnerships with the private sector, where applicable.	T-8.6
Cooperate in efforts to acquire and/or purchase abandoned railroad right-of-way in order to preserve options for alternative transit corridors, such as commuter rail, and consider co-existing uses, such as freight rail, nonmotorized transportation, and recreational activities.	T-8.7
Future growth in the City will be accommodated and served consistent with the PSRC Regional Growth Strategy.	T-11
Focus transportation system improvements on connecting transportation centers and supporting existing and planned development consistent with future growth strategy.	T-11.1
Prioritize multi-modal transportation investments in centers and station areas.	T-11.2
Coordinate the planning and implementation of the City's multi-modal transportation system with adjacent and regional jurisdictions and agencies.	T-12
Work with WSDOT, Snohomish County, and Marysville in planning transportation-related facilities within and adjacent to the UGA.	T-12.1
Consider the special needs of subarea transportation facilities including appearance and safety.	T-13
Consider adopting alternative road standards for built neighborhoods, where necessary, to preserve the character of neighborhoods and provide safe alternative modes of travel.	T-13.3
Ensure new development and new services and facilities will arrive concurrently with the annexation of unincorporated Urban Growth Areas.	T-14
Coordinate land use proposals and density of development identified in the Land Use Book of the Comprehensive Plan with transportation centers within the City to support and encourage the use of public transit.	T-14.1
Encourage land use patterns that facilitate multi-purpose trips and reduce the number and length of trips by single-occupancy vehicles.	T-14.2
Develop a transportation system that minimizes negative impacts to, and promotes, human health.	T-16
Prioritize multi-modal transportation projects that increase connectivity between commercial and residential areas and regional trails.	T-16.1
Provide a trail system that creates links between commercial and residential areas in Arlington and connects to regional trails.	T-16.2

<b>Regional Collaboration Policies</b>	
Give funding priority – both for transportation infrastructure and for economic development – to support designated regional growth centers and manufacturing/industrial centers, consistent with the regional vision. Regional funds are prioritized to regional centers.	MPP-RC-7
Direct subregional funding, especially county-level and local funds, to countywide centers, high-capacity transit areas with a station area plan, and other local centers. County-level and local funding are also appropriate to prioritize to regional centers.	MPP-RC-8
Recognize and give regional funding priority to transportation facilities, infrastructure, and services that explicitly advance the development of housing in designated regional growth centers. Give additional priority to projects and services that advance and support new and existing affordable housing that includes low- and very low-income residents.	MPP-RC-9
<b>Regional Growth Strategy Policies</b>	
Attract 65% of the region’s residential growth and 75% of the region’s employment growth to the regional growth centers and high-capacity transit station areas to realize the multiple public benefits of compact growth around high-capacity transit investments. As jurisdictions plan for growth targets, focus development near high-capacity transit to achieve the regional goal.	MPP-RGS-8
<b>Environment Policies</b>	
Maintain and, where possible, improve air and water quality, soils, and natural systems to ensure the health and well-being of people, animals, and plants. Reduce the impacts of transportation on air and water quality, and climate change.	MPP-En-3
Reduce and mitigate noise and light pollution caused by transportation, industries, public facilities, and other sources.	MPP-En-7
Reduce impacts to vulnerable populations and areas that have been disproportionately affected by noise, air pollution, or other environmental impacts.	MPP-En-8
Continue efforts to reduce pollutants from transportation activities, including through the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use.	MPP-En-21
Meet all federal and state air quality standards and reduce emissions of air toxics and greenhouse gases.	MPP-En-22

<b>Climate Change Policies</b>	
Advance the adoption and implementation of actions that substantially reduce greenhouse gas emissions in support of state, regional, and local emissions reduction goals, including targets adopted by the Puget Sound Clean Air Agency	MPP-CC-1
Reduce greenhouse gases by expanding the use of conservation and alternative energy sources, electrifying the transportation system, and reducing vehicle miles traveled by increasing alternatives to driving alone.	MPP-CC-3
Support achievement of regional greenhouse gas emissions reduction goals through countywide planning policies and local comprehensive plans.	MPP-CC-11
Prioritize transportation investments that support achievement of regional greenhouse gas emissions reduction goals, such as by reducing vehicle miles traveled.	MPP-CC-12
<b>Development Patterns Policies</b>	
Develop high-quality, compact urban communities throughout the region's urban growth area that impart a sense of place, preserve local character, provide for mixed uses, and choices of housing types, and encourage walking, bicycling, and transit use.	MPP-DP-1
Enhance existing neighborhoods to provide a high degree of connectivity in the street network to accommodate walking, bicycling, and transit use, and sufficient public spaces.	MPP-DP-3
Design communities to provide safe and welcoming environments for walking and bicycling.	MPP-DP-15
Plan for densities that maximize benefits of transit investments in high-capacity transit station areas that are expected to attract significant new population or employment growth.	MPP-DP-22
Support the development of centers within all jurisdictions, including high-capacity transit station areas and countywide and local centers.	MPP-DP-25
Address nonmotorized, pedestrian, and other multimodal types of transportation options in concurrency programs – both in assessment and mitigation.	MPP-DP-53
Tailor concurrency programs for centers and other subareas to encourage development that can be supported by transit.	MPP-DP-54
<b>Housing Policies</b>	
Expand the supply and range of housing at densities to maximize the benefits of transit investments, including affordable units, in growth centers and station areas throughout the region.	MPP-H-7
Promote the development and preservation of long-term affordable housing options in walking distance to transit by implementing zoning, regulations, and incentives.	MPP-H-8
<b>Transportation Policies</b>	



Maintain and operate transportation systems that provide safe, efficient, and reliable movement of people, goods, and services.	MPP-T-1
Develop a transportation system that minimizes negative impacts to, and promotes, human health.	MPP-T-5
Fund, complete, and operate the highly efficient, multimodal system in the Regional Transportation Plan to support the Regional Growth Strategy. Coordinate WSDOT, regional, and local transportation agencies, in collaboration with the state legislature, to build the multimodal system.	MPP-T-7
Strategically expand capacity and increase efficiency of the transportation system to move goods, services, and people consistent with the Regional Growth Strategy. Focus on investments that produce the greatest net benefits to people and minimize the environmental impacts of transportation.	MPP-T-8
Implement transportation programs and projects that provide access to opportunities while preventing or mitigating negative impacts to people of color, people of low incomes, and people with special transportation needs.	MPP-T-9
Ensure mobility choices for people with special transportation needs, including persons with disabilities, seniors, youth, and people with low incomes.	MPP-T-10
Emphasize transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options, especially to and within centers and along corridors connecting centers.	MPP-T-12
Increase the proportion of trips made by transportation modes that are alternatives to driving alone, especially to and within centers and along corridors connecting centers, by ensuring availability of reliable and competitive transit options.	MPP-T-13
Integrate transportation systems to make it easy for people and freight to move from one mode or technology to another.	MPP-T-14
Prioritize investments in transportation facilities and services in the urban growth area that support compact, pedestrian- and transit-oriented densities and development.	MPP-T-15
Improve local street patterns – including their design and how they are used – for walking, bicycling, and transit use to enhance communities, connectivity, and physical activity.	MPP-T-16
Promote and incorporate bicycle and pedestrian travel as important modes of transportation by providing facilities and navigable connections.	MPP-T-17
Design transportation programs and projects to support local and regional growth centers and high-capacity transit station areas.	MPP-T-19
Promote the preservation of existing rights-of-way for future high-capacity transit.	MPP-T-20

Design transportation facilities to fit within the context of the built or natural environments in which they are located.	MPP-T-21
Prepare for changes in transportation technologies and mobility patterns, to support communities with a sustainable and efficient transportation system.	MPP-T-33

**APPENDIX C: MAPS**



City of Arlington

# Regulating Plan Place Types

## Place Types Map

### Legend

- Existing Mixed Use
- Proposed Mixed Use
- Mixed Use Place Type
- Community Center
- Neighborhood Corridor
- Special District
- Urban Center
- Village Center
- State Highway
- State Route
- Arlington



Aerial flown in 2015

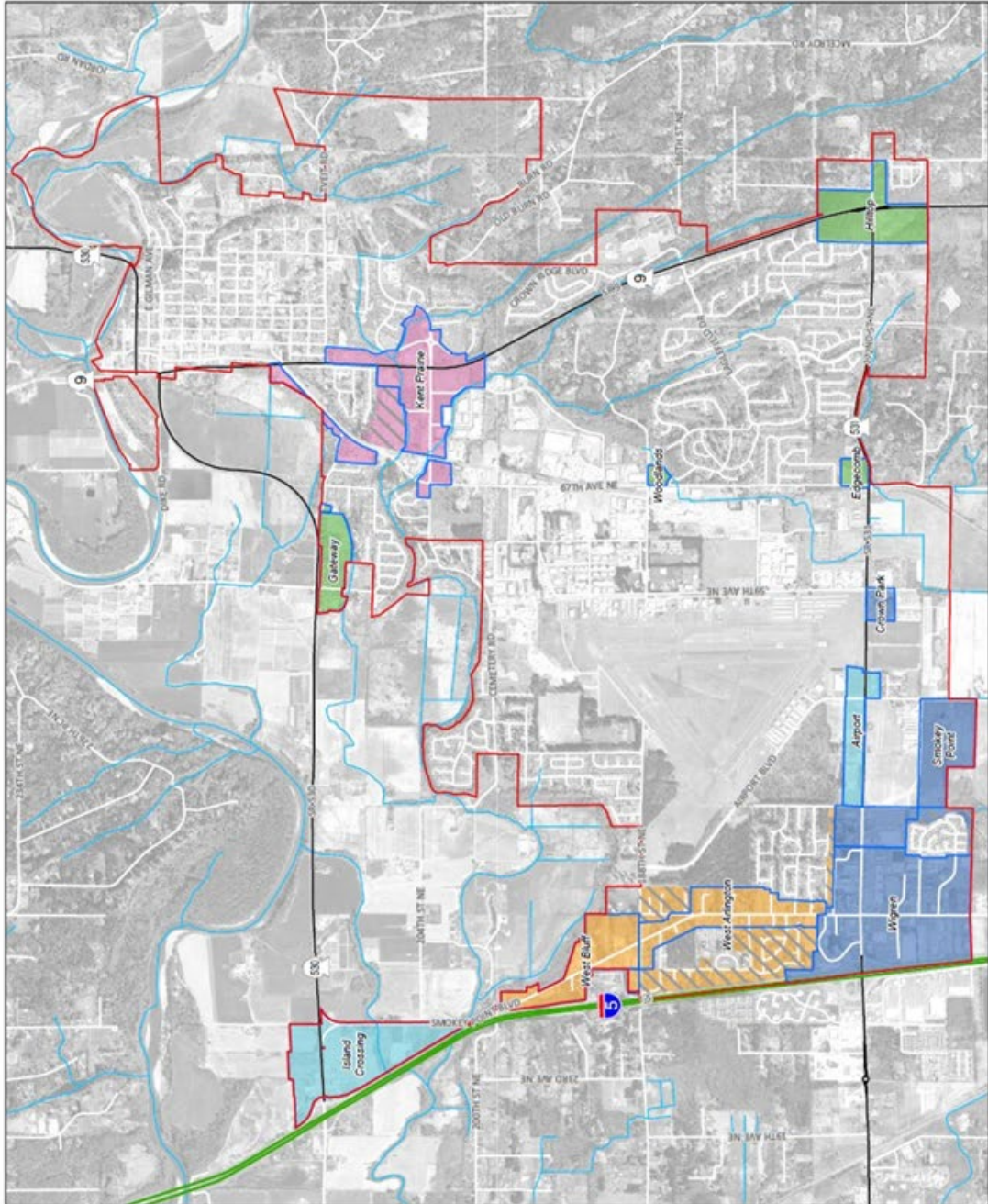
Scale: 0 1,200 2,500 5,000 Feet

Date: 7/25/2022

File: RegulatingPlans\_22



Cartographer: kdh

Map and GIS data are provided "AS IS" without warranties of any kind. The City of Arlington is not responsible for any errors or omissions in the data. The City of Arlington is not responsible for any damages or losses resulting from the use of the data. The City of Arlington is not responsible for any third-party claims or actions against the City of Arlington or its employees or agents. The City of Arlington is not responsible for any claims or actions against the City of Arlington or its employees or agents. The City of Arlington is not responsible for any claims or actions against the City of Arlington or its employees or agents.

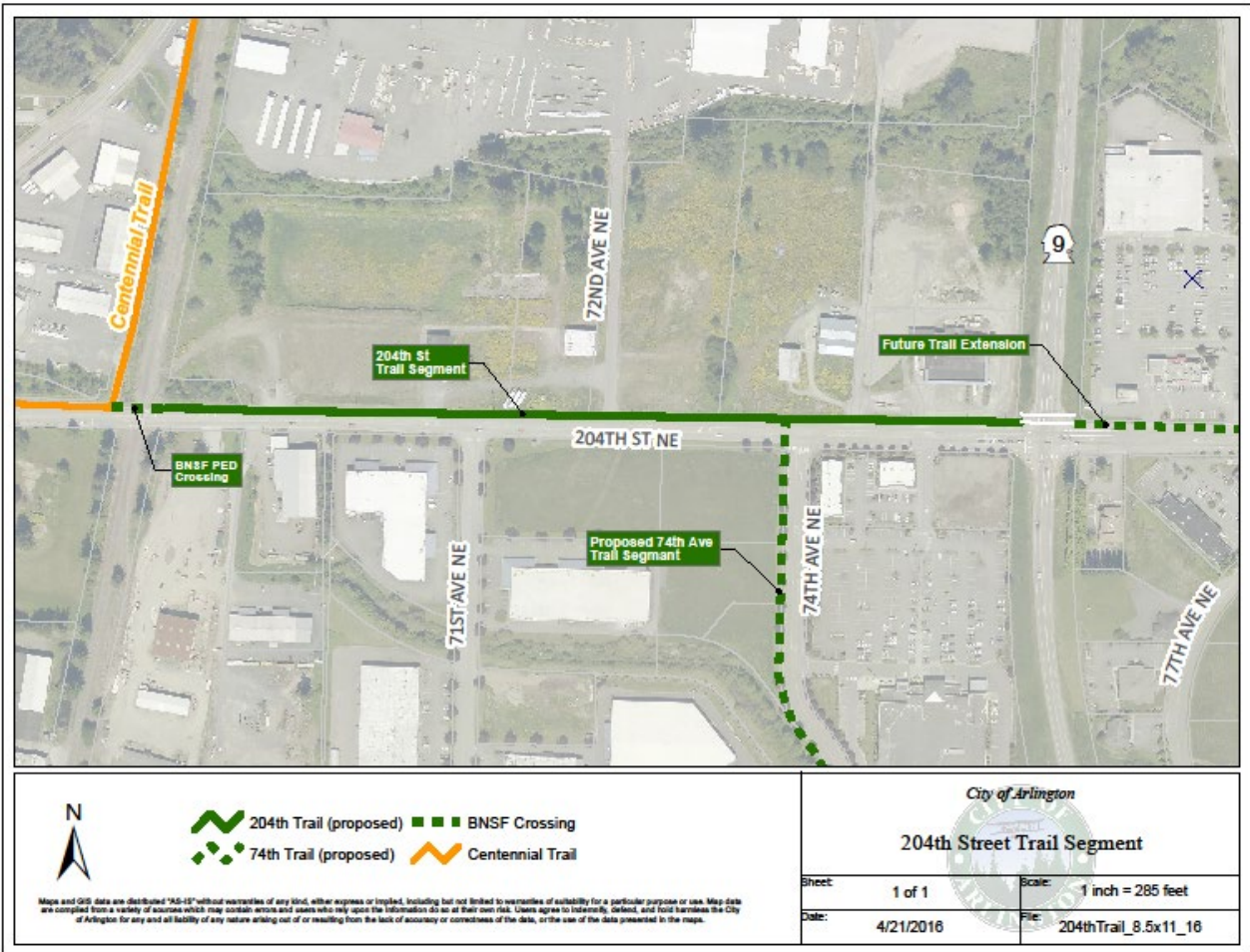







# Highland Drive Sidewalk Project Map



  Highland Dr Sidewalk	<p><i>City of Arlington</i>  <b>Highland Dr Sidewalk Project</b></p>				
<small>Maps and GIS data are distributed "AS-IS" without warranties of any kind, either express or implied, including but not limited to warranties of suitability for a particular purpose or use. Map data are compiled from a variety of sources which may contain errors and users who rely upon the information do so at their own risk. Users agree to indemnify, defend, and hold harmless the City of Arlington for any and all liability of any nature arising out of or resulting from the lack of accuracy or completeness of the data, or the use of the data presented in the maps.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Sheet:</b> 1 of 1</td> <td style="width: 50%;"><b>Scale:</b> 1 inch = 150 feet</td> </tr> <tr> <td><b>Date:</b> 5/13/2016</td> <td><b>File:</b> HighlandTrail_8.5x11_16</td> </tr> </table>	<b>Sheet:</b> 1 of 1	<b>Scale:</b> 1 inch = 150 feet	<b>Date:</b> 5/13/2016	<b>File:</b> HighlandTrail_8.5x11_16
<b>Sheet:</b> 1 of 1	<b>Scale:</b> 1 inch = 150 feet				
<b>Date:</b> 5/13/2016	<b>File:</b> HighlandTrail_8.5x11_16				

# 204<sup>th</sup> Street Trail Segment Map




 204th Trail (proposed)
  BNSF Crossing  
 74th Trail (proposed)
  Centennial Trail

Maps and GIS data are distributed "AS-IS" without warranties of any kind, either express or implied, including but not limited to warranties of suitability for a particular purpose or use. Map data are compiled from a variety of sources which may contain errors and users who rely upon the information do so at their own risk. Users agree to indemnify, defend, and hold harmless the City of Arlington for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data presented in the maps.





*City of Arlington*

### 204th Street Trail Segment

Sheet: 1 of 1	Scale: 1 inch = 285 feet
Date: 4/21/2016	File: 204thTrail_8.5x11_16

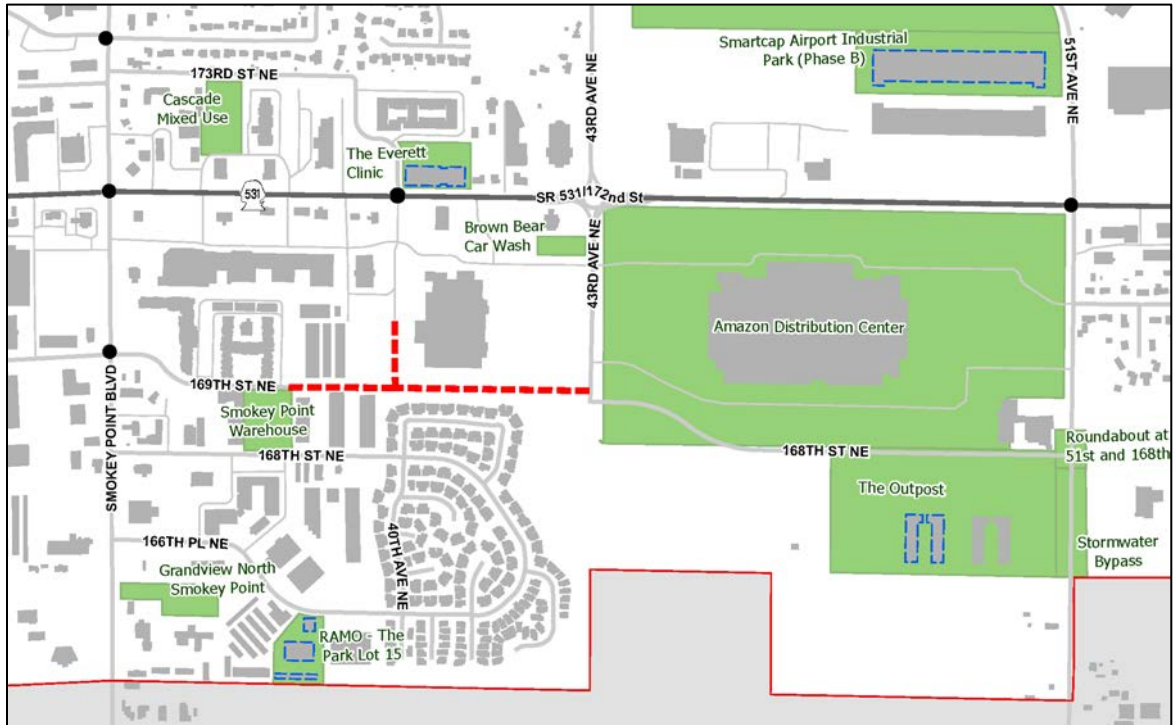
# 74th Avenue Trail Map



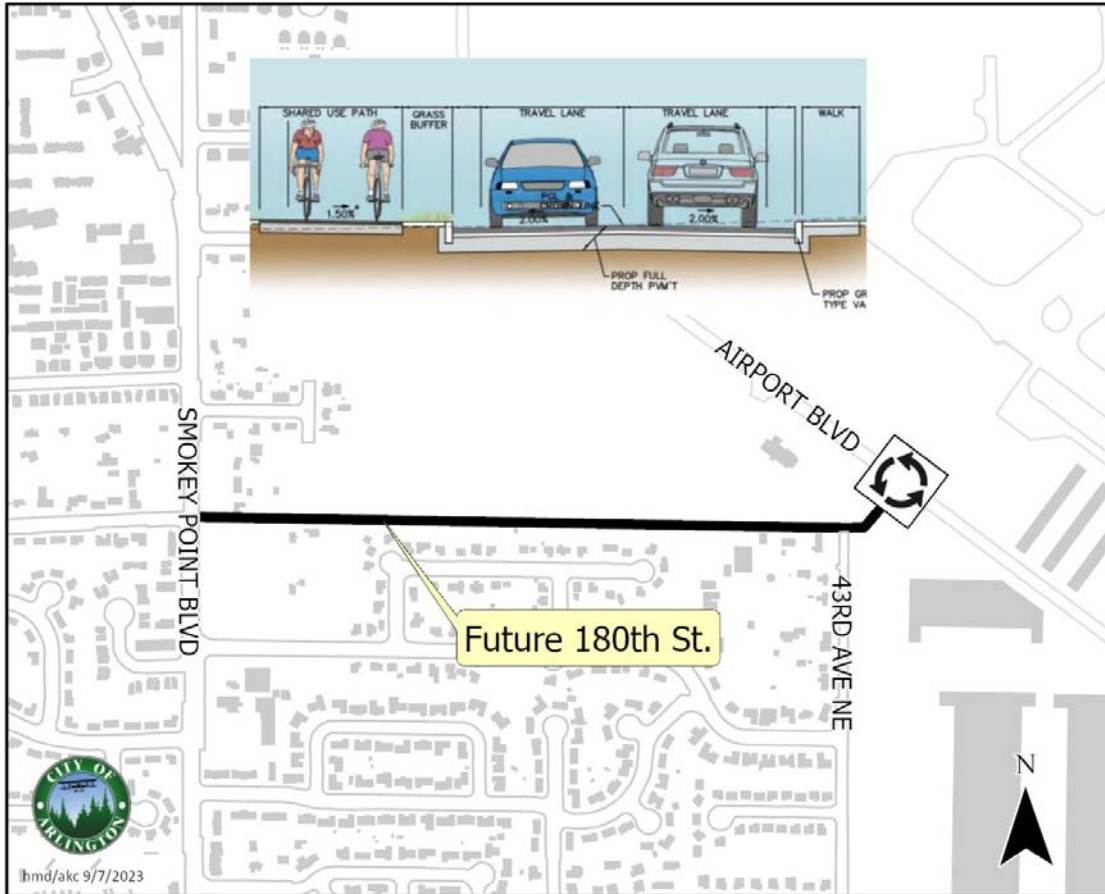
 <ul style="list-style-type: none"> <li> 204th Trail (proposed)</li> <li> 74th Trail (proposed)</li> <li> Arlington Valley Road Trail</li> </ul> <p style="text-align: right;"><i>Aerial flown in 2012</i></p> <p><small>Maps and GIS data are distributed "AS-IS" without warranties of any kind, either express or implied, including but not limited to warranties of suitability for a particular purpose or use. Map data are compiled from a variety of sources which may contain errors and users who rely upon the information do so at their own risk. Users agree to indemnify, defend, and hold harmless the City of Arlington for any and all liability of any nature arising out of or resulting from the lack of accuracy or correctness of the data, or the use of the data presented in the maps.</small></p>	<p><i>City of Arlington</i></p> <p><b>Proposed 74th Ave Trail Segment</b></p>	
	<p>Scale:</p> <p style="text-align: center;">1 inch = 333 feet</p>	<p>File:</p> <p style="text-align: center;">74thTrail_8.5x11_16</p>
	<p>Date:</p> <p style="text-align: center;">4/21/2016</p>	<p>Cartographer:</p> <p style="text-align: center;">kdh/akc</p>



# 169th Street Connector Future Project



180th Street Connector Future Project



# Appendix D

## Arlington Municipal Code Chapter 10.80 COMMUTE TRIP REDUCTION

### 10.80.010 Title.

The ordinance codified in this chapter shall be known as the "commute trip reduction ordinance of City of Arlington". (Ord. No. 2016-021, § 1, 12-5-2016)

### 10.80.020 Jurisdiction.

The requirements set forth in this chapter shall apply to all major employers at any single worksite within the incorporated area.

(Ord. No. 2016-021, § 1, 12-5-2016)

### 10.80.030 Purpose.

The purpose of this chapter is to comply with the statewide Commute Trip Reduction Law of 1991 (RCW 70.94.521 through 70.94.555; Chapter 202, Laws of 1991) as amended in 2006 by the Commute Trip Reduction Efficiency Act. The commute trip reduction ordinance shall not be used as a substitute for reviews of projects under other city requirements for compliance with the State Environmental Policy Act (SEPA).

(Ord. No. 2016-021, § 1, 12-5-2016)

### 10.80.040 Administration.

The city administrator or designee shall have the duty and responsibility to administer the provisions of this chapter with the authority to promulgate rules and regulations to implement and administer this chapter.

(Ord. No. 2016-021, § 1, 12-5-2016)

### 10.80.050 Definitions.

"Affected employee" means a full-time employee who begins their regular work day at a major employer worksite between six a.m. and nine a.m. (inclusive) on two or more weekdays for at least twelve continuous months. For the purpose of defining affected employees the following apply:

- (1) A full-time employee is a person other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week.
- (2) The employee will only be counted at his or her primary worksite.

(3) Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

"Affected urban growth area" means:

(1) An urban growth area, designated pursuant to RCW 36.70A.110, whose boundaries contain a state highway segment exceeding the one hundred person hours of delay threshold calculated by the Washington State Department of Transportation, and any contiguous urban growth areas; and

(2) An urban growth area, designated pursuant to RCW 36.70A.110, containing a jurisdiction with a population over seventy thousand that adopted a commute trip reduction ordinance before the year 2000, and any contiguous urban growth areas; or

(3) An urban growth area identified by the Washington State Department of Transportation as listed in WAC 468-63-020(2)(b).

"Alternative mode" means any means of commute transportation other than that in which the drive-alone motor vehicle is the dominant mode, including teleworking and compressed work weeks if they result in reducing commute trips.

"Alternative work schedules" means work schedules which allow employees to work their required hours outside of the traditional Monday through Friday eight a.m. to five p.m. schedule. Programs such as compressed work weeks that eliminate work days for affected employees are an example.

"Baseline data collection" means the collection of employee trip data at a major worksite to determine the non-drive alone trips per employee at the worksite. The jurisdiction uses these measurements to develop commute trip reduction targets for the major employer. The baseline measurements must be implemented in a manner that meets the requirements and timeframe specified by the city.

"Carpool" means a motor vehicle occupied by at least two people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

"City" means the city of Arlington.

"Commute trip" means trips made from a worker's home to a worksite during the peak time of six a.m. to nine a.m. (inclusive) on weekdays.

"Commuter matching service" means a system that assists in matching commuters for the purpose of commuting together, such as RideshareOnline.com.

"Compressed work week" means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four ten-hour days or eighty hours in nine days, but may also include other arrangements.

"CTR law" means a law passed in 1991 (Chapter 202, Laws of 1991), amended in 2006 and codified in RCW 70.94.521 through 70.94.551 requiring each county containing an urban growth area, designated pursuant to RCW 36.70A.110, and each city within an urban growth area with a state highway segment exceeding the one hundred person hours of delay threshold calculated by the department of transportation, as well as those counties and cities located in any contiguous urban growth areas. Counties and cities within the designation above shall adopt a commute trip reduction plan and ordinance for major employers in the affected urban growth area.

"CTR plan" means the city plan and ordinance to regulate and administer the CTR programs of major employers within its jurisdiction.

"CTR program" means an employer's strategies to increase affected employees' non-drive alone trips.

"Employer" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, nonprofit, or private, that employs workers.

"ETC" means employer transportation coordinator as required pursuant to RCW 70.94.531(3).

"Flex-time" means an employer policy allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

"Full-time employee" means a person, other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week on two or more weekdays per week.

"Goals" means the established criteria for measuring effectiveness of employer programs as outlined in the city's CTR plan.

"Good faith effort" means that an employer has met the minimum requirements identified in RCW 70.94.531 and this chapter, and is working collaboratively with the city to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed-upon length of time.

"Implementation" means active pursuit by an employer of the CTR goals of RCW 70.94.521 through 70.94.555, this chapter and the CTR plan as evidenced by appointment of a transportation coordinator, distribution of information to employees regarding alternatives for non-drive alone commuting, and commencement of other measures according to its approved CTR program and schedule.

"Major employer" means a private or public employer, including state agencies, that employs one hundred or more full-time affected employees at a single worksite who begin their regular workday between six a.m. and nine a.m. on at least two weekdays each week for at least twelve continuous months.

"Major worksite" or "worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels of land separated solely by private or public roadways or rights-of-way, and at which there are one hundred or more full-time affected employees.

"Mode" means the means of transportation used by employees, such as drive-alone motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and teleworking.

"Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the postal service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

"Single-occupant vehicle (SOV)" means a motor vehicle occupied by one employee for commute purposes, including a motorcycle. If there are other passengers occupying the motor vehicles, but the ages of these passengers are under sixteen, the motor vehicle is still considered a single-occupant vehicle for measurement purposes.

"Target" means a quantifiable or measurable value that is expressed as a desired level of performance, against which actual achievement can be compared in order to assess progress, such as increase in non-drive alone trips.

"Teleworking" means the use of telephones, computers, or other similar technology to permit an employee to work anywhere at any time, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

"Transit" means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

"Vanpool" means a vehicle occupied by from five to fifteen people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip.

"Voluntary worksite" means the physical location occupied by an employer that is voluntarily implementing a CTR program.

"Week" means a seven-day calendar period starting on Monday and continuing through Sunday.

"Weekday" means any day of the week except Saturday or Sunday.

"Writing," "written," or in "writing" means original written signed and dated documents delivered via the United States Postal Service.

(Ord. No. 2016-021, § 1, 12-5-2016)

10.80.060 City's CTR plan.

The city's CTR plan, as approved in December 2016 to be effective in 2017, is adopted wholly and incorporated herein by reference.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.070 Responsible city agency.

The city is responsible for implementing this chapter, the CTR plan, and the city CTR program should be identified together with any authority necessary to carry out such responsibilities such as rule making or certain administrative decisions.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.080 Applicability—Timeline for compliance.

The provisions of this chapter shall apply to any major employer or voluntary worksite within the corporate limits of the city.

(1) In addition to city's established public notification for adoption of an ordinance, a notice of availability of a summary of the ordinance codified in this chapter, a notice of the requirements and criteria for major employers to comply with said ordinance, and subsequent revisions shall be published at least once in city official newspaper not more than thirty days after passage of said ordinance or revisions.

(2) Major employers located in the city are to receive written notification that they are subject to this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, or CTR manager at the worksite. The major employer shall perform baseline data collection within ninety days of notification. After the results of the baseline data are provided to the major employer, the major employer shall submit a CTR program to the city within ninety days.

(3) Major employers that, for whatever reason, do not receive notice within thirty days of passage of the ordinance codified in this chapter and are either notified or identify themselves to the city within ninety days of the passage of said ordinance shall perform baseline data collection within ninety days of notification or the major employer shall submit a CTR program within ninety days of receipt of the baseline data results.

(4) New Major Employers. Employers that meet the definition of "major employer" in this chapter must identify themselves to the city within ninety days of either moving into the boundaries of city or

growing in employment at a worksite to one hundred or more affected employees. Such employers shall complete baseline data collection within ninety days of identification as a major employer and shall submit a CTR program within ninety days of the baseline data results. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

(5) Change in Status as a Major Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:

(A) If an employer initially designated as a major employer no longer employs one hundred or more affected employees and expects not to employ one hundred or more affected employees for the next twelve months, that employer is no longer a major employer. It is the responsibility of the employer to notify city that it is no longer a major employer.

(B) If the same employer returns to the level of one hundred or more affected employees within the same twelve months, that employer will be considered a major employer for the entire twelve months and will be subject to the same program requirements as other major employers.

(C) If the same employer returns to the level of one hundred or more affected employees twelve or more months after its change in status to a "voluntary" employer, that employer shall be treated as a new major employer and will be subject to the same program requirements as other new major employers.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.090 Requirements for employers.

A major employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this chapter, to develop and implement a CTR program that will encourage its employees to increase non-drive alone commute trips. The employer shall submit a description of its program to the city and provide quarterly progress reports to the city on employee commuting and progress toward meeting the goals and targets. The CTR program must include the mandatory elements as described below.

(1) CTR Program Description Requirements. The CTR program description presents the strategies to be undertaken by an employer to achieve the program goals and targets stated in the city's CTR plan. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other and to form or use transportation management organizations in developing and implementing CTR programs. At a minimum, the employer's description must include:

(A) General description of the employment site location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees;

(B) Number of employees affected by the CTR program;

(C) Documentation of compliance with the mandatory CTR program elements (as described in subsection (1)(B));

(D) Description of the additional elements included in the CTR program (as described in subsection (1)(B)); and



(E) Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.

(2) Mandatory Program Elements. Each employer's CTR program shall include the following mandatory elements:

(A) Transportation Coordinator. The employer shall designate an employee transportation coordinator (ETC) to administer the CTR program. The coordinator and/or designee's name, location, and contact information must be displayed prominently at each major worksite. The coordinator shall oversee all elements of the employer's CTR program and act as liaison between the employer and city. The objective is to have an effective transportation coordinator presence at each worksite; a major employer with multiple sites may have one transportation coordinator for all sites.

(B) Information Distribution. Information about alternatives to drive-alone commuting shall be provided to employees at least twice a year. One of the items distributed must be a description of the employer's worksite program. The employer's program description and quarterly report must identify the information to be distributed and the method of distribution.

(C) Quarterly Progress Report. The CTR program must include a quarterly review of employee commuting and progress and good faith efforts toward meeting the goals and targets as outlined in the CTR plan. Major employers shall file a quarterly progress report with the city in accordance with the format established by this chapter and consistent with the CTR board guidelines\*. The report shall describe each of the CTR measures that were in effect for the previous quarter, and the number of employees participating in the CTR program. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the worksite's CTR targets. The format of the report shall be provided by the city. The employer should contact the city for the format of the report.

\* CTR Guidelines can be found at [www.wsdot.wa.gov/transit/CTR/law.htm](http://www.wsdot.wa.gov/transit/CTR/law.htm)

(D) Trip Data Measurement. Employers shall conduct a quarterly program data evaluation as a means of determining worksite progress toward meeting CTR targets.

(E) Annual Worksite Promotion of Employer CTR Program. Major employers will hold at least one annual transportation fair or equivalent promotion which is available to all employees at each major worksite.

(F) ETC Training. ETCs will be required to attend an ETC basic training session within six months of appointment.

(G) Employer Notification. Employers will be required to notify the city or designee when there are proposed changes to their CTR program, changes in ETC or contact information, and/or changes in number of employees at the worksite.

(H) ETC Networking/Advanced Training. ETCs will be required to attend at least six hours of networking or advanced training per year. Training and networking sessions may include marketing CTR programs to employees, trip planning, ridesharing, joint promotions and networking meetings.

(I) Additional Program Elements. In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals and targets. Elements may include, but are not limited to, one or more of the following:

- (i) Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;
- (ii) Instituting or increasing parking charges for single occupant vehicles;
- (iii) Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;
- (iv) Provision of subsidies for transit fares;
- (v) Provision of vans for vanpools;
- (vi) Provision of subsidies for carpools or vanpools;
- (vii) Permitting the use of the employer's vehicles for carpooling or vanpooling;
- (viii) Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
- (ix) Cooperation with transportation providers to provide additional regular or express service to the worksite;
- (x) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
- (xi) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
- (xii) Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes;
- (xiii) Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; and
- (xiv) Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site daycare facilities and emergency taxi services.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.100 Record keeping.

Major employers shall include a list of the records they will keep as part of the CTR program they submit to the city for approval. Employers will maintain all records listed in their CTR program for a minimum of forty-eight months. The city and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

(Ord. No. 2016-021, § 1, 12-5-2016)

10.80.110 Schedule and process for CTR reports.

(a) CTR Program. Not more than ninety days after the adoption of the ordinance codified in this chapter, or within ninety days after an employer qualifies under the provisions of this chapter, the employer will be given ninety days to complete baseline data collection, and an additional ninety days to submit a CTR program once the baseline data results are given to the employer. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval by the city. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

(b) Document Review. The city shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. The employer shall have thirty days to resubmit a modified program. If the employer receives no written notification of extension of the review

period of its CTR program or comments on the CTR program or quarterly report within ninety days of submission, the employer's program or quarterly report is deemed accepted. The city may extend the review period up to ninety days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

(c) CTR Quarterly Progress Reports. Upon approval of an employer's initial CTR program, the employer shall submit quarterly reports on the dates requested from the city, no less than ninety days after program approval.

(d) Modification of CTR Program Elements. Any major employer may submit a request to the city to modify a CTR program element, other than the mandatory elements specified in this chapter, including record keeping requirements. Such requests may be granted if one of the following conditions exist:

(1) The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or

(2) The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

(e) Extensions. An employer may request additional time to submit a CTR program or CTR report, or to implement or modify a program. Such requests shall be via written notice at least ten working days before the due date for which the extension is being requested. Extensions not to exceed ninety days shall be considered for reasonable causes. The city shall grant or deny the employer's extension request by written notice within ten working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for thirty days. Extensions shall not exempt an employer from any responsibility in meeting program goals and targets. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's reporting date shall not be adjusted permanently as a result of these extensions. An employer's reporting date may be extended at the discretion of the city.

(f) Implementation of Employer's CTR Program. The employer shall implement its approved CTR program not more than ninety days after the program was first submitted to the city. Implementation of the approved program modifications shall begin within thirty days of the final decision or ninety days from submission of the CTR program or CTR quarterly report, whichever is greater.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.120 Enforcement.

(a) Compliance. For purposes of this section, compliance shall mean fully implementing in good faith all provisions in an approved CTR program.

(b) Program Modification Criteria. The following criteria for achieving targets for non-drive alone trips per employee shall be applied to determine requirements for employer CTR program modifications:

(1) If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this chapter, and meets either or both targets, the employer has satisfied the objectives of the CTR plan and will not be required to modify its CTR program.

(2) If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this chapter, but has not met or is not likely to meet the applicable targets, the city shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the city for approval within thirty days of reaching agreement.

(3) If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this chapter, and fails to meet the applicable targets, the city shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within thirty days to incorporate the modifications. In response to the recommended modifications, the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within thirty days of receiving written notice to revise its program. The city shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city will send written notice to that effect to the employer within thirty days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city within ten working days of the conference.

(c) Violations. The following constitute violations if the deadlines established in this chapter are not met:

(1) Failure to self-identify as a major employer within the timeframes indicated in the applicability—  
timeline for compliance section above;

(2) Failure to perform a baseline data collection including:

(A) Employers notified or that have identified themselves to the city within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the notification or self-identification;

(B) Employers not identified or self-identified within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the adoption of the ordinance codified by this chapter;

(C) A new major employer that does not perform baseline data collection consistent with the requirements specified by the city within ninety days of identification as a major employer;

(3) Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed the goals and targets as specified in this chapter;

(4) Submission of false or fraudulent data in response to data collection requirements;

(5) Failure to make a good faith effort, as defined in RCW 70.94.534(2); or

(6) Failure to revise a CTR program as defined in RCW 70.94.534(4).

(d) Penalties.

(1) No major employer with an approved CTR program which has made a good faith effort may be held liable for failure to reach the applicable goals and targets;

(2) Each day of failure to implement the program shall constitute a separate violation, subject to penalties as described in RCW Chapter 7.80. The maximum penalty shall be equal to the state of Washington Class I civil infraction of two hundred fifty dollars per day per violation, as described in RCW 7.80.120(1)(a), or whichever is greater.

(3) A major employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they:

(A) Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and

(B) Advise the union of the existence of the statute and the mandates of the CTR program approved by city and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

(Ord. No. 2016-021, § 1, 12-5-2016)

10.80.130 Exemptions and target modifications.

(a) Worksite Exemptions. A major employer may request the city to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this chapter as a result of the characteristics of its business, its work force, or its locations. An exemption may be granted if and only if the major employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures of the approved CTR plan. Exemptions may be granted by the city at any time based on written notice provided by the major employer. The notice should clearly explain the conditions for which the major employer is seeking an exemption from the requirements of the CTR program. The city shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

(b) Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city will use the criteria identified in the CTR board guidelines\* to assess the validity of employee exemption requests. The city shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year. \*CTR Guidelines can be found at [www.wsdot.wa.gov/transit/CTR/law.htm](http://www.wsdot.wa.gov/transit/CTR/law.htm)

(c) Modification of CTR Program Targets. A major employer may request that the city modify its CTR program targets. Such requests shall be filed in writing prior to the date the worksite is required to submit its program description or quarterly report. The target modification request must clearly explain why the worksite is unable to achieve the applicable target. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.

The city will review and grant or deny requests for target modifications in accordance with procedures and criteria identified in the CTR board guidelines. An employer may not request a modification of the applicable targets until one year after the city approval of its initial program description or report.

(Ord. No. 2016-021, § 1, 12-5-2016)

#### 10.80.140 Appeals.

Any major employer may appeal the administrative decisions regarding exemptions, modification of targets, modification of CTR program elements, and determinations concerning failure to implement a CTR program. The appeal must be filed with the city clerk not later than the tenth day following the date of the administrative decision, accompanied by the appropriate appeal fee. The appeal must be in writing and state in a clear and concise manner the specific exceptions and objections to the administrative decision. Appeals shall be heard by a hearing examiner appointed by the city. In reviewing the appeal, the hearing examiner shall determine whether the administrative decision is consistent with the provisions of this chapter, including the CTR plan. The hearing examiner shall have authority to affirm, modify, reverse or remand the administrative decision or to grant other appropriate relief. The decision on the appeal shall constitute a final decision appealable to the city council.

# Appendix E

## **City of Arlington EMPLOYEE POLICY 220 – ALTERNATIVE WORK ARRANGEMENTS**

Alternative work arrangements, such as teleworking, are supported by the City, subject to certain restrictions and limitations, to encourage, where appropriate, the use of alternative work arrangements, such as teleworking, in order to attract and retain a diverse and talented workforce by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state, and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction law. Additionally, to provide the City with the ability to place eligible employees meeting program requirements in a teleworking status, based on public health and safety recommendations and measure

