

# **RTPO Transportation Planning Guidebook**

June 1998



**Washington State Department of Transportation**

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**Washington State Department of Transportation**  
Planning and Programming Service Center  
Transportation Planning Office

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During 1990, as part of the Growth Management Act, (GMA) the legislature authorized the creation of Regional Transportation Planning Organizations (RCW 47.80). Regional Transportation Planning Organizations (RTPO) are voluntary organizations composed of local governments whose purpose is to coordinate transportation planning on a regional basis, and to develop a regional transportation plan. This program is intended to parallel the metropolitan planning program already required by the federal government in urbanized areas of the state, and to provide broad guidance in developing the transportation element of local comprehensive plans for those cities and counties planning under the GMA. The legislature has authorized a grant program to fund this work. The Washington State Department of Transportation was given the authority to administer this grant program, and to establish minimum standards for the development of regional transportation plans. The minimum standards are included in Chapter 468-86 Washington Administrative Code (WAC) which is attached as an appendix.

The purpose of this document is to provide RTPOs with a set of “recommended best planning practices.” These best practices were developed in cooperation with regional agencies and local governments across the state. They are recommendations and are not required to be explicitly adhered to by the RTPOs unless otherwise specified in the RCW or WAC. They are intended to guide the RTPOs in the use of Regional Transportation Planning grants, in developing their planning process, and to assist lead transportation planning agencies in developing required planning products under the program.

The goal of this document is to provide guidance that is sufficient to ensure an optimum level of consistency across the state, while providing flexibility for regions to meet specific needs. This document will continue to evolve to meet the changing needs and requirements of both the RTPOs and the state.

### **Who Should Use This Guide**

Regional Planners, WSDOT Regional Administrators, RTPO Directors, RTPO Planning staff, local elected officials, and state elected officials.

### **Scope of This Guide**

The planning standards are set out in five sections: Regional Transportation Planning Process, Certification, Public Involvement, Implementation, and Administrative Guidelines.

### **How to Use This Guide**

This guide is intended to assist planners in carrying out the functions of Regional Transportation Planning Organizations. It is intended to be general in nature and is not a complete inventory of planning solutions. It was designed in this manner to increase understanding of the RTPO program and to help streamline the regional transportation planning process. The text has been cross referenced with relevant RCW, WAC, and GMA regulations where necessary.

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**Introduction**

This document is intended to guide RTPOs through the planning process from identification of present conditions to forecasting our transportation future. The most difficult task within this process is arriving at an understanding of what each city, county or region is willing to accomplish and able to afford. Each jurisdiction must decide this for itself. The collective discussion of transportation issues makes it easier to determine transportation costs and benefits leading to the adoption of effective strategies and policies. These policies and strategies help guide important planning decisions. It is the responsibility of each community to determine its regional vision, the transportation systems its citizens want to plan for, and the resources its citizens are willing to invest to achieve these goals.

**Role of the RTPOs**

The RTPO planning process is about cooperation. It is about local citizens, private interests, public interests, elected officials, and resource agencies partnering to jointly determine a future for their local communities, counties and regions. The initial planning requirements of the RTPO legislation have already been accomplished. Each RTPO has set up broad guidelines and planning procedures that bring regional interests together and coordinate the local and regional planning processes. RTPOs have provided a framework to help each region answer important transportation questions. These questions include: what is the community/regional vision? What does the community want its transportation system to look like and perform in the years ahead? — What resources are the citizens willing to expend to accomplish these tasks?

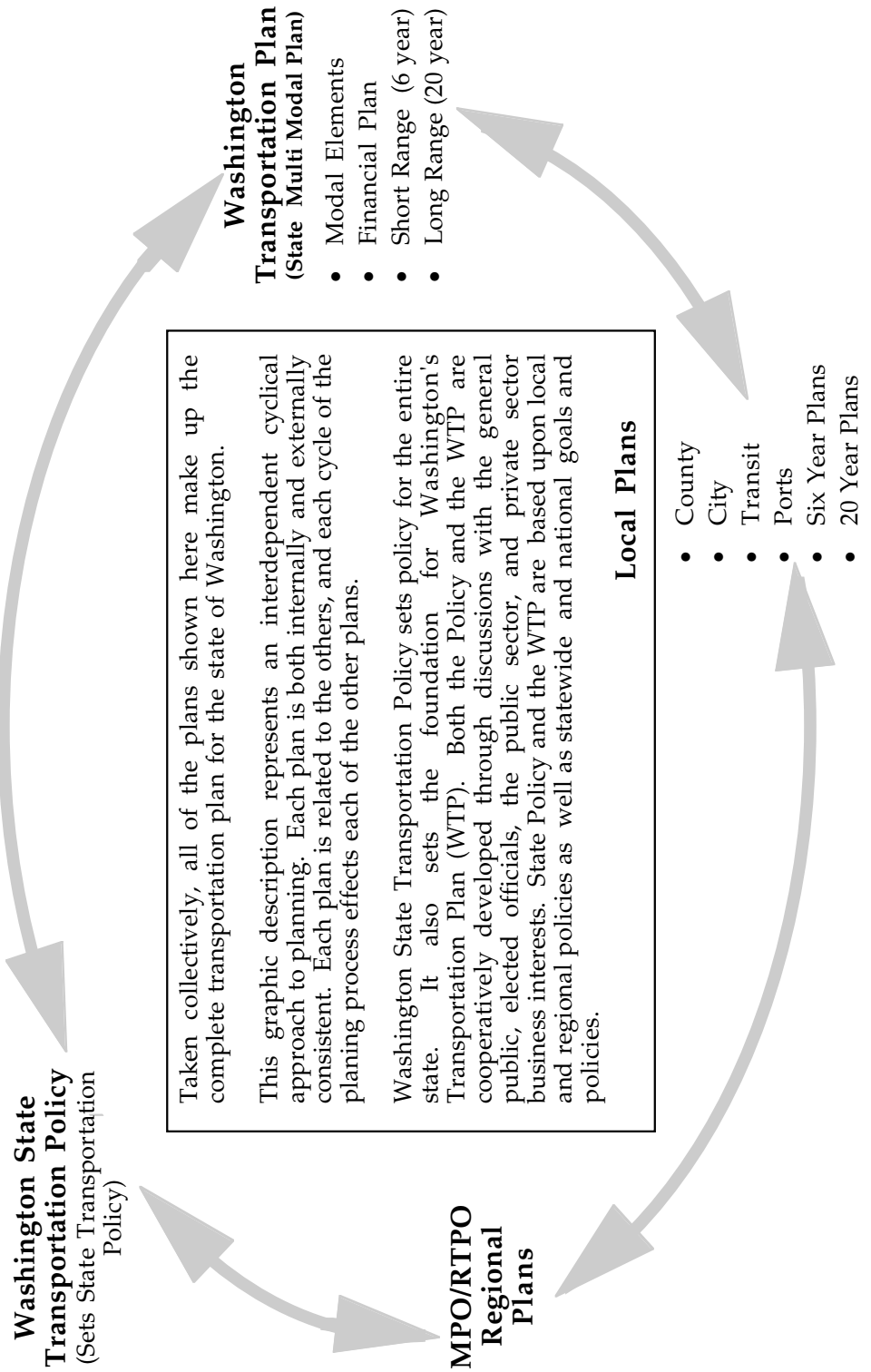
**Plan Relationships**

The RTPO transportation planning process began as a bottoms up approach. Cities and counties explored their needs and developed comprehensive plans. In addition, counties developed county wide or multi-county planning policies. Regional transportation plans were then developed to mesh with the local plans and county wide planning policies. Plans were then fine tuned to mesh with adjacent jurisdictions and the adopted county wide planning policies. But now that the first round of plans have been completed, a cyclic planning process is evolving (see Figure 1 on the following page). Planning is undertaken to ensure consistent policy among the various jurisdictions, be they state, regional, or local. It really does not matter where one begins in the planning process because the process is both cyclic and iterative. If one component of a plan changes it may or may not have an affect on other components. But if any one plan changes significantly, it can affect each of the other plans in the cycle. Agreement and consistency are critical factors in planning. Consistency demands that plans are continuously monitored for performance and updated as needed. While the planning process may not be perfect, it can gradually improve through increased cooperation through each planning cycle. The GMA and RTPO processes are designed to achieve consistency and to foster continuous improvement.

***State Requirements***

The GMA and RTPO programs are about coordinated processes. They are intended to set up procedures that guide the planning process and encourage collaborative planning. This approach calls for the establishment of a regional transportation plan within each RTPO. Each regional transportation plan is to be used as a guide for achieving consistency among the local transportation plans in each region. The state's role in this transportation process is to provide the policy guidance outlined in State Transportation Policy.

**Figure 1**  
**Transportation Plan Relationships**



## **Regional Transportation Planning Process**

The Regional Transportation Planning Process is meant to establish a consistent and meaningful method of making transportation decisions on a regional basis. The process is meant to assure that all issues are brought out for open discussion and debate. It is an important process that will determine the future direction and characteristics of each RTPO for years to come. The components and relationships of the Regional Transportation Plan (RTP) to state and local plans is shown in Figure 2.

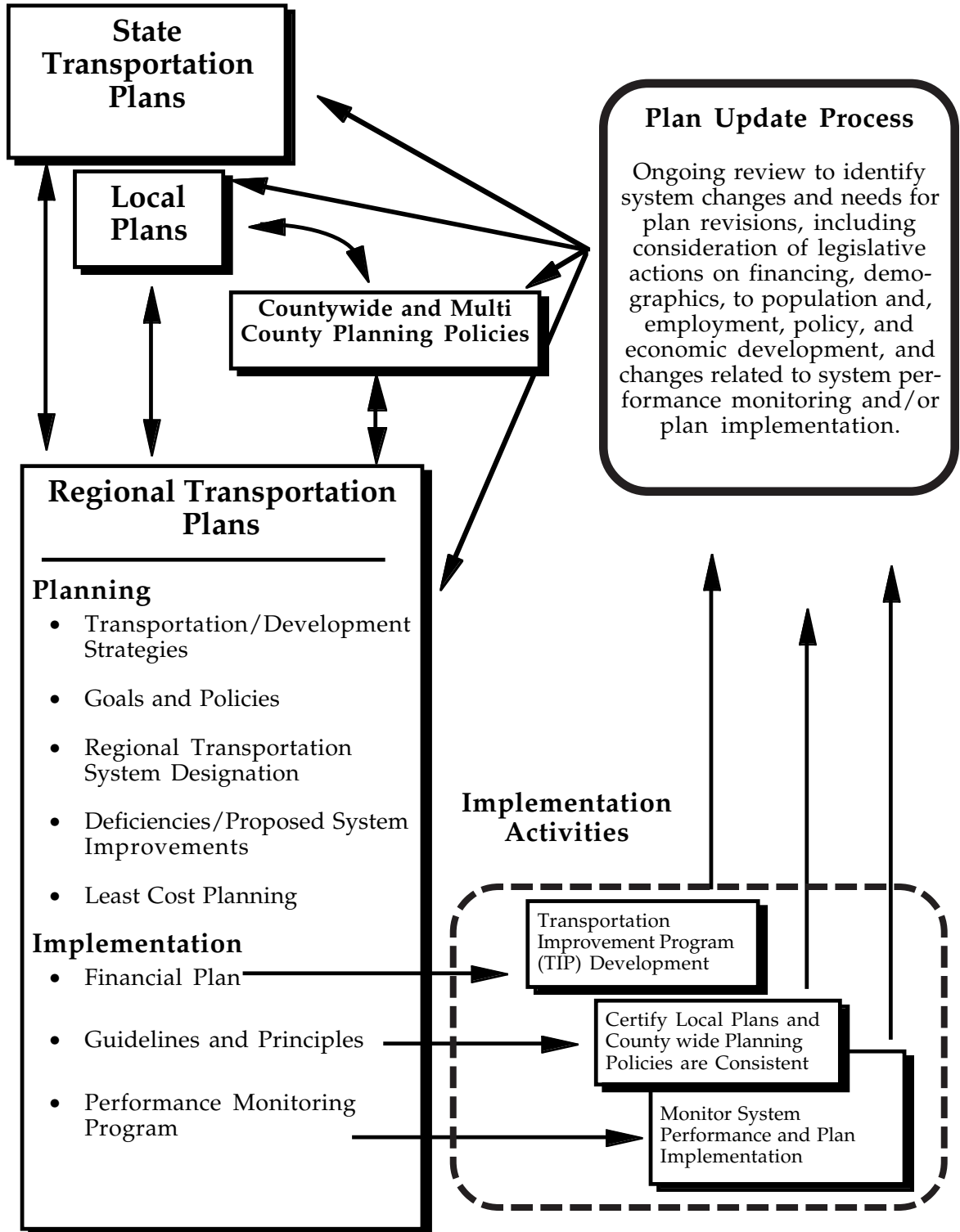
### **General Transportation Planning Principles**

The Regional Transportation Planning Program is meant to foster an ongoing transportation planning and decision making process that actively plans for the regional transportation system as well as coordinates between jurisdictions. This process should adhere to the following general principles:

- **Consistency** — the process should ensure through the use of appropriate technical methods, that once adopted, regional plans, local comprehensive plans, and statewide plans are consistent.
- **Partnering** — all stakeholders should partner through the process including: federal, state, and local agencies; tribal governments; special districts; the private sector; interest groups; and the general public through all phases of the process, including; conception, technical analysis, policy development, and decision making.
- **Public Involvement** — the process should ensure early and continuous public involvement from conceptual planning through decision making.
- **Regional Perspective** — the process should promote a regional perspective in the local comprehensive planning process.
- **Continuous Improvement** — the process should guide the development of the regional transportation system, continuously monitor progress, and point out adjustments needed as a result of changing conditions.
- **Short- and Long-Term Perspectives** — the process should be ongoing, and incorporate multimodal planning activities of short (0-6 years) and long (7 years and beyond) range, to address major capacity expansion and operational improvements to the regional transportation system.
- **Sustainability** — the process should consider financial, economic, community, and environmental resources and their associated impacts when developing regional transportation facilities.

Within these principles, RTPOs should develop their own ongoing planning process for the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.

**Figure 2**  
**Components of the Regional Transportation Planning Process**



## **Planning Strategies**

The RTPO planning process recognizes two basic strategies which drive transportation planning within each region. These include a regional transportation strategy (see Figure 3) and a regional development strategy. The first deals with transportation modes and facilities within each region. The second is related to land use patterns and other investments within the region and how these relate to the transportation system.

### **Regional Transportation Strategy**

- Guides development of the transportation system within each region.
- Limits the type and scope of transportation systems that will be included in the regional transportation plan.
- Defines specific categories of facilities or service improvements, transportation system management strategies, and demand management strategies proposed for implementation on the regional transportation system.
- Identifies priority levels for these improvements that guide local jurisdictions and the state in implementing their transportation programs and projects.

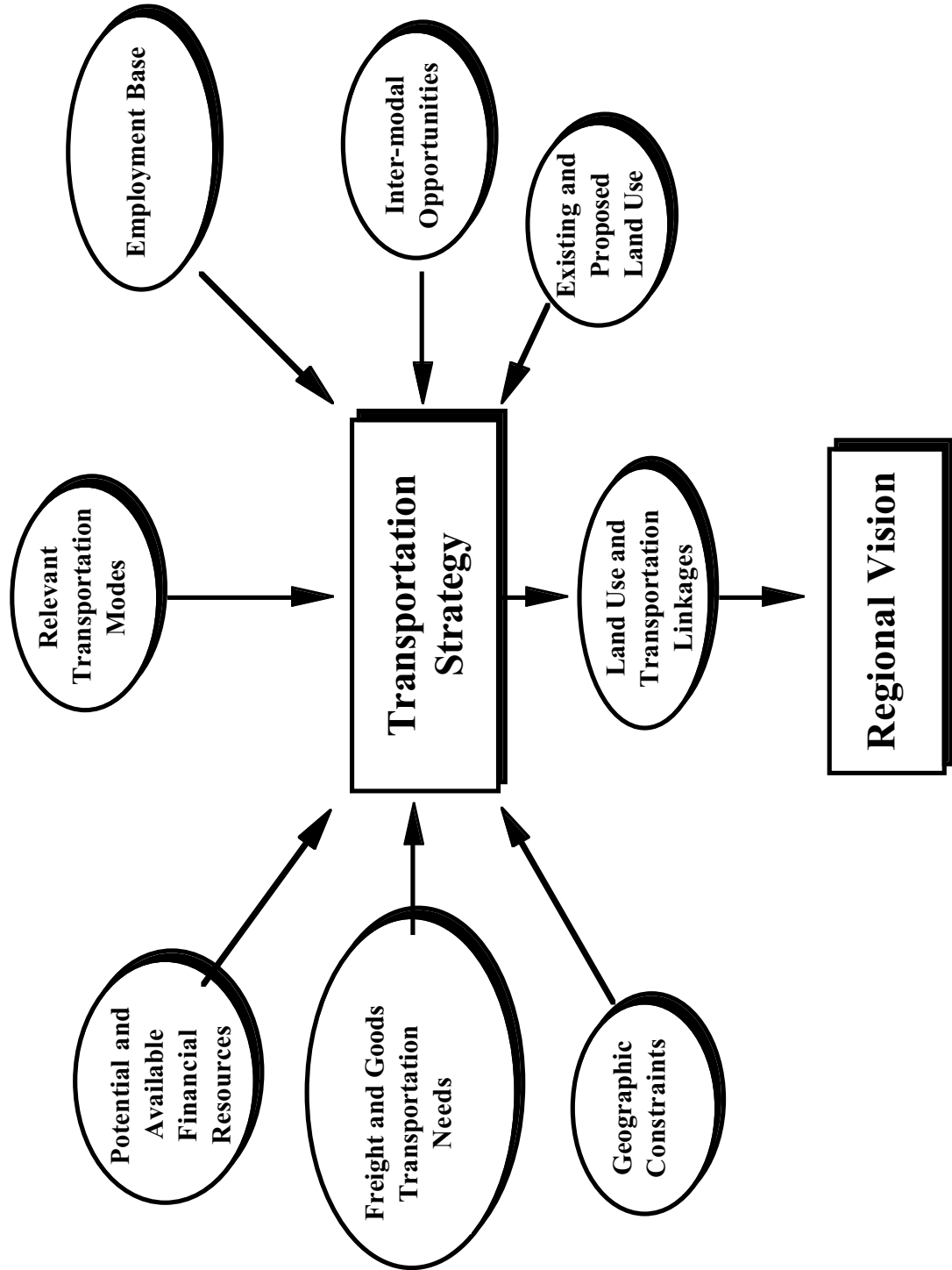
### **Regional Development Strategy**

- Describes the general configuration of existing and proposed local land use that serves as the basis for transportation planning in the region.
- Should provide regional input to local planning efforts.
- Should provide a regional perspective of potential growth and transportation requirements for the RTP.
- Should be based on the GMA requirements of local comprehensive plans, including:
  - Land use
  - Housing
  - Capital facilities
  - Utilities
  - Rural elements
  - Local transportation

### **Regional Transportation Plan and Its Elements**

The major product of the regional transportation planning process is a regional transportation plan. Once adopted, the regional transportation plan is the basis for developing a regional transportation system that is consistent with local comprehensive plans and state transportation policies. The plan should identify and address regional transportation issues, including regional transportation system facility and service improvements identified as needed and proposed for implementation over the next 20 years. Regions are encouraged to develop a plan that best fits their needs and includes all the elements described throughout this chapter.

Figure 3  
Transportation Strategy Elements



## **Regional Goals and Policies**

The region's goals and policies determine the framework for the transportation plan. All items in the plan should be based on the need to fulfill these goals and should be designed to guide transportation planning activity within the region. The goals and policies serve to direct a variety of local, regional, and state planning efforts for implementing the transportation infrastructure within the region and have significant implications upon the region's land use. They are important because they set the framework for the "hard" planning decisions. Goals and policies should be focused on regional transportation issues, and on regional responses to statewide transportation issues, goals, and policies. As a minimum, the region's policies in the following areas must be described:

- **Intergovernmental Coordination**

Intergovernmental coordination is crucial to assuring consistency and for dealing with problems that impact more than one governmental agency. These policies describe how the region coordinate transportation planning among its member agencies, including the relationship between regional transportation planning, local comprehensive planning, and state transportation planning.

- **Coordinate Level of Service Standards**

Level of service standards represent the minimum performance level desired for transportation facilities and services within the region. These standards are used to identify deficient facilities and services on the transportation system by comparing current conditions to projected future conditions. From this analysis it can be determined whether current transportation funding is adequate to support expected growth and proposed land use developments. Local governments that are required to plan, or who choose to plan under the Growth Management Act must establish level of service standards as part of the transportation element of the local comprehensive plan. The Growth Management Act states that these standards should be regionally coordinated. This section of the regional transportation plan should describe how these level of service standards were established and coordinated across jurisdictions within the region.

- **Other Goals and Policies**

Additional goals may be developed for other concerns in the region. These could be related to transportation modes, economic development, tourism, land use considerations, environmental concerns, and other related items that may effect transportation.

## **Designation of the Regional Transportation System**

Each RTPO must designate a regional transportation system. To be a part of the regional transportation system, a facility or service should have one or more of the following characteristics (RCW 47.80.030):

- Physically crosses member county lines and provides significant regional connections.
- Is or will be used by a significant number of people who live or work outside the county in which the facility, service, or project is located.



- Significant impacts are expected to be felt in more than one county.
- Potentially adverse impacts of the facility, service, or project can be better avoided or mitigated through adherence to regional policies, and
- Transportation needs addressed by a project have been identified by the regional transportation planning process and the remedy is deemed to have regional significance.

Given these characteristics, regions shall, at a minimum, include the following transportation facilities and services in the regional transportation system:

- All state transportation facilities and services including highway, rail, and marine.
- Local freeways, expressways, and principal arterials.
- High capacity transit systems (under a broad definition that includes express oriented transit service that operates on an exclusive right of way, including dedicated HOV lanes to separated fixed guideway systems).

Regions should consider all other regionally significant transportation facilities and services including:

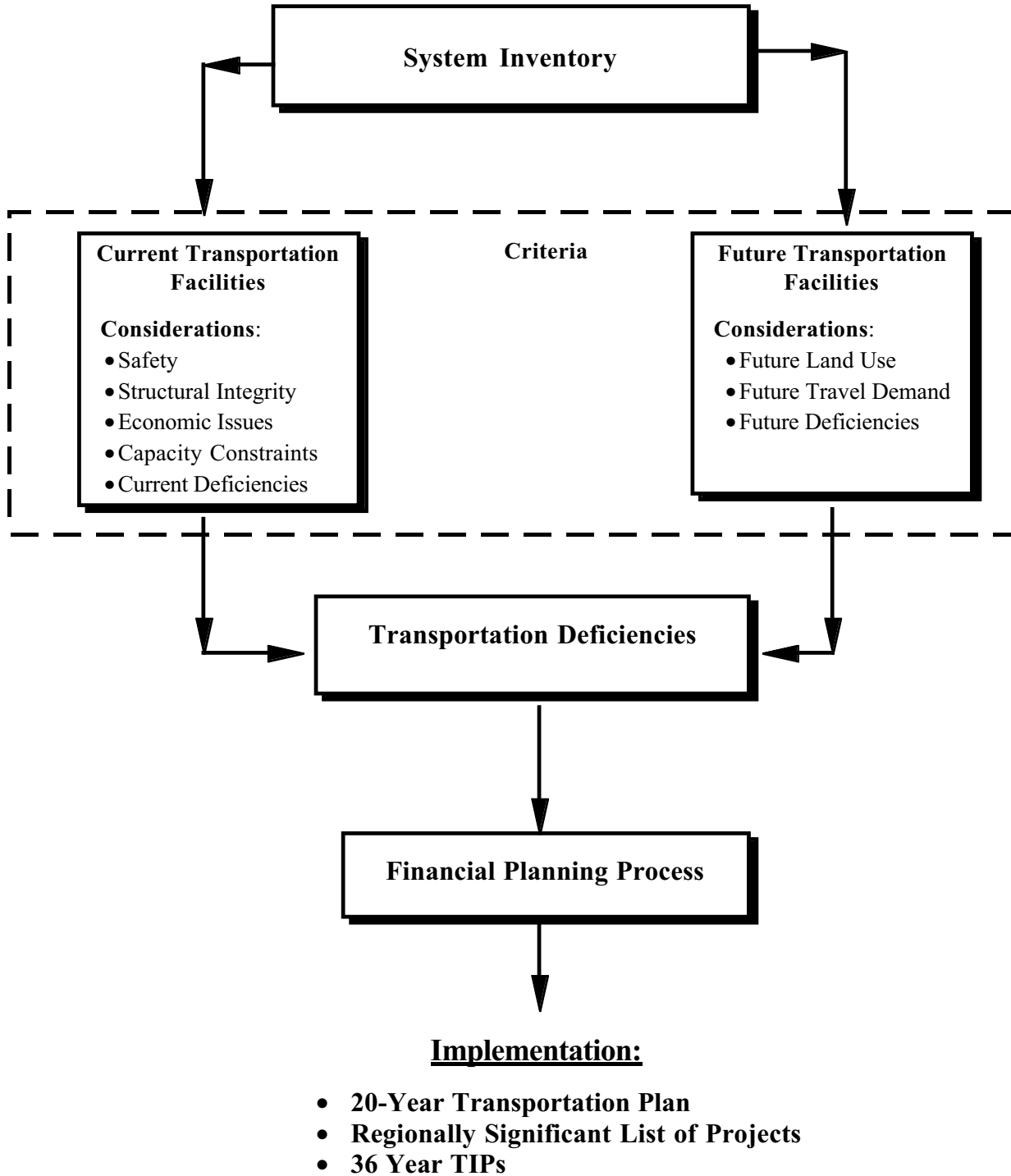
- Airports
- Other transit services and facilities
- Other roadways
- Rail facilities
- Marine transportation facilities
- Any other transportation facilities or services that the region deems as meeting the characteristics listed above.

### **Identification of Regional Transportation Deficiencies**

Once the regional system is designated, potential deficiencies can be determined. Deficiencies should be noted for each transportation mode. Deficiencies should also be regionally prioritized so that local project programming decisions can be made more easily. To aid in the determination of deficiencies, the following components should be developed:

- An inventory of existing regional transportation facilities and services including physical, operational, and usage characteristics of the regional transportation system.
- An evaluation of current facilities and services comparing current usage, and operational characteristics to level of service standards, and identification of regional transportation needs.
- Forecasts of future travel demand based on the regional development strategy, local comprehensive plans, and coordinated common regional assumptions (growth, population, employment, land use, mode split, etc.), and

Figure 4  
Identification of Transportation Deficiencies



- Identification of future regional transportation system deficiencies, comparing future travel needs for movement of people and goods to available facilities and services.

### **Include A Descriptive List of All Significant Transportation Projects and Programs**

Once transportation deficiencies have been identified, projects can be developed and prioritized. All regionally significant transportation projects must be identified in the regional transportation plan. Regions should cooperatively decide which projects are regionally significant. All projects included in the plan must be consistent with the plan. Each RTPO should determine methods and processes to establish regional project consistency. As a minimum, regionally significant transportation projects shall include major capacity or operational improvements for state transportation facilities; locally owned freeways, expressways and principal arterials; and high capacity transit systems.

### **Technical Methods**

A number of technical methods are available to analyze current travel conditions, forecast future travel demand, and determine mobility deficiencies. Technical methods should be based upon coordinated common regional assumptions (growth, population, employment, land use, mode split, etc.) to improve consistency among plans within each region.

This guidebook does not contain detailed guidance on appropriate technical methods. However, WSDOT intends to periodically supplement these guidelines with technical briefs describing valid methodologies for surveying, modeling, forecasting, data collection, and other transportation related technical methods. Regional Transportation Planning Organizations should collect and maintain transportation related data for the region. Each RTPO shall define the specific data needed for its process. Examples of these data items include traffic counts, vehicle miles, facility capacities, transit ridership, service levels, collisions, vehicle occupancy, truck volumes, population, and employment. Data collection, analysis, and storage shall be an ongoing part of the RTPO work program. Each RTPO should develop cooperative data gathering agreements with member jurisdictions and the state to avoid data duplication and to minimize costs.

Specific guidance on technical methods is as follows:

### **Data**

- Use existing data whenever available — contact your RTPO representative in the Olympia Service Center Planning Office for existing WSDOT data resources.
- Several data collection services are available through the WSDOT Planning Office — contact your RTPO representative in the Olympia Service Center Planning Office for a list of available WSDOT data collection services.
- Basic data collection activities should include traffic volumes and vehicles miles of travel.

- Urban areas should consider other measures that allow measurement of the people moving capability of transportation systems such as vehicle occupancy.

### **Land Use Based Travel Demand Models**

RTPOs should use land use based travel demand models for urban area transportation planning (usually greater than 50,000 population). The complexity of these models can vary depending on the size of the urban area. A number of inputs are necessary to develop land based travel models. These include:

- Basic assumptions of the transportation and development strategies of the region.
- Forecast population and employment.
- Established traffic analysis zones (TAZs) — use existing when available.
- Allocation of each community's share of the regional forecasted population and employment growth to individual TAZs.
- Current and historical data on the activities and land uses within each zone (land use inventory).
- A transportation network future forecast year with expected speeds, accessibility and volumes.
- Capital facilities and comprehensive plan capacities, densities, and constraints for each zone.
- Any other proposal, information, or expected changes from the existing conditions.

In rural areas, RTPOs are encouraged to use basic straight line extrapolation formulas and other low cost modeling techniques to determine transportation needs. The WSDOT Olympia Planning Office periodically prepares a statewide travel forecast based on a modified trendline analysis. This data can be made available to each RTPO by contacting your WSDOT RTPO service representative.

### **Highway Capacity Analysis**

RTPOs should use methods consistent with the *Highway Capacity Manual* and the Highway Research Board Special Report 209, National Research Council, Washington DC, for capacity analysis.

### **Access Management**

The regional transportation plan should contain policies supporting the incorporation of access control on state and local highways. In 1991 the legislature adopted an access management law in RCW Chapter 47.50. This law seeks to balance the needs of through traffic with access to property on the state highway system. Benefits to be realized by applying the law and subsequently adopted administrative code include:

- Preservation of capacity on the state highway system.
- Improved safety by removing conflict.
- Improved conditions for non-motorized traffic.

- Improved esthetics due to decreased curb cuts.
- Improved air quality due to reduced congestion, and
- Improved traveler ambiance for all modes.

Access management should be an integral part of any regional transportation plan as it supports policies that are key to the Washington Transportation Plan, and critical to implementing regional transportation plans. The most relevant of these policies is to maximize the efficiency of the existing transportation system. The law incorporates the following:

- A clear and consistent permitting process with a fee schedule.
- A classification system for all state highways.
- Flexible standards for access design, and
- Well defined administrative procedures.

### **Transportation Level Of Service Standards (LOS)**

The role of the RTPO regarding LOS is to monitor and support the consistency requirements of state law. Each RTPO member agency should develop transportation level of service standards appropriate to its needs. The role of the RTPO is to coordinate consistency among the jurisdictions through the regional transportation plan and the RTPO planning process.

### **Concurrency**

Under state law, concurrency is the responsibility of local government jurisdictions. RTPOs should provide a monitoring and support role to member agencies. Similar to its role in LOS, the RTPO should provide regionally consistent guidelines, monitor problems, and when necessary, mediate conflicts among its member jurisdictions.

### **Performance Monitoring Program**

Each RTPO must describe their performance monitoring system in the RTP. The performance monitoring system is used to track implementation of the Regional Transportation System over time and is necessary to determine the adequacy of the plan. Performance monitoring measures should be coordinated and measurable on a consistent basis throughout the RTPO. Performance monitoring is closely tied with identification of existing deficiencies since it explains how to determine if the noted deficiencies are being overcome and whether or not system improvements are having the desired effect on the performance of the transportation system. Many of the data items used to determine system deficiencies can be used to monitor system performance.

For RTPO planning purposes, two different classes of performance monitoring measures have been identified. These include system performance monitoring items and plan implementation performance monitoring items. Examples of each are described below.

### **System Performance Monitoring**

These measures are technical in nature and usually address micro level performance measures. They include:

- Traffic volumes
- Vehicle miles of travel (VMT)
- Established regional LOS standards
- Fixed screenline parameters
- Travel time
- Speed
- Safety standards
- Other measures established by the RTPO

### **Plan Implementation Performance Monitoring**

These measures involve comparing the broad regional transportation strategy and regional development strategy against field observations to determine their effectiveness. If transportation and development patterns have not evolved as anticipated and can be shown to be inconsistent, appropriate revisions to the RTP should be made to correct these differences. Appropriate revisions can be determined by reviewing the interrelationships between growth and transportation within the region and by reviewing current strategies such as access control or land use policies.

It is recommended that a two tier performance monitoring approach be applied as follows:

- The RTPO should first look at the general transportation and development strategies for the region as a whole (plan implementation performance monitoring) and determine if plan implementation is successful on a macro scale — whether the plan meets the objectives of the transportation and development strategies.
- The RTPO should monitor a few critical locations on the transportation system (system performance monitoring) using the technical methods suggested above and compare results to the recommended LOS standards adopted for the system.
- The actual process used to monitor performance will depend on the types of data available and on the type of LOS measures adopted for each region.
- Every two years the results of the performance monitoring review should be documented in a biennial report. A description of this report is included in the implementation section of this document.

### **Financial Plan**

The long-range financial plan demonstrates that the necessary resources are available to implement the plan. If resources are lacking, the plan will clearly show what portions of the plan should be implemented and which portions should be postponed until resources become available. The financial plan includes an analysis of maintenance and operations expenses. The financial plan covers the entire 20-year horizon and includes three sections as described below:

- An analysis of funding capability including an inventory of revenue sources for regional transportation improvements, and probable funding levels available for regional transportation improvements from each source.
- A financing plan which compares probable funding with identified current and future needs, identifies funding shortfalls, and
- If funding shortfalls are identified, an analysis of additional funding resources to make up the shortfall, or a reassessment of the regional development strategy to ensure that transportation needs fall within current funding and reasonable projections of future funding levels.

Information regarding past transportation revenue receipts and expenditures is available through the WSDOT Planning Office. This information is available for each county and city. WSDOT financially constrained information is also available in the Highway Systems Plan. Contact your RTPO representative in the planning office for further information and assistance.

## **Transportation Planning Guidelines and Principles**

Each RTPO is required to establish guidelines and principles that provide direction in the development and evaluation of the transportation elements of local comprehensive plans and assure that state, regional and local goals for the development of transportation plans are met. The guidelines and principles provide a regional framework for the development and update of local comprehensive plans.

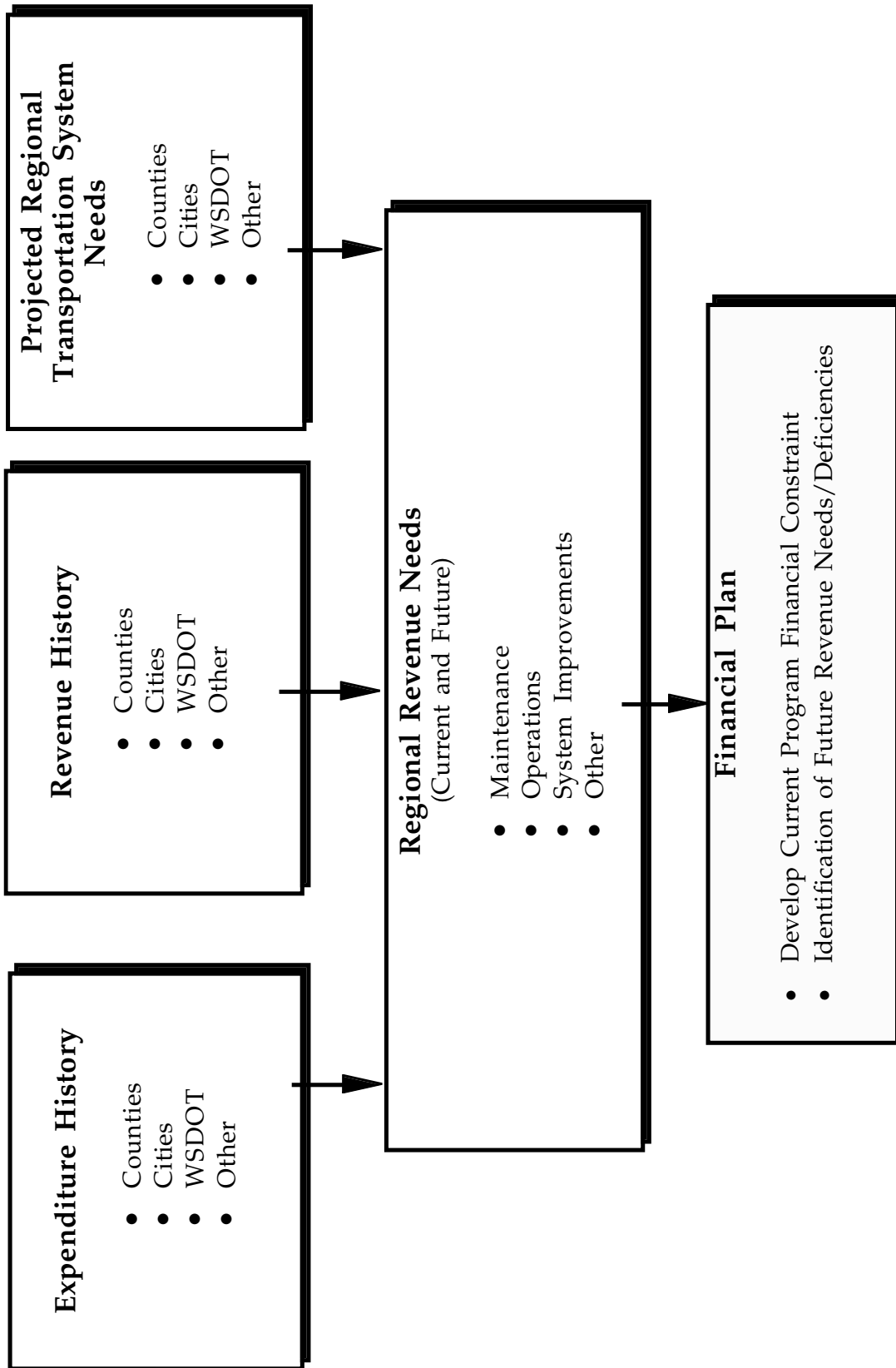
Regions should consider the following when developing guidelines and principles:

- Base them upon existing or amended county-wide or multi-county transportation planning policies and existing goals and policies from local comprehensive plans as appropriate.
- Focus on regional transportation issues.
- Reflect the response of the region to statewide transportation issues, goals, and policies.
- Be consistent with existing regional growth and transportation strategies.

Where applicable, guidelines and principles should address the relationship between the following factors for each region (RCW 47.80.026):

- Concentration of economic activity.
- Residential density.
- Development corridors and urban design that, where appropriate, supports high capacity transit.
- Freight transportation and port access.
- Development patterns that promote pedestrian and non-motorized transportation, circulation systems, access to regional systems, and effective and efficient highway systems.
- The ability of transportation facilities and programs to retain existing and attract new jobs and private investment and to accommodate growth in demand.

Figure 5  
Financial Planning Process





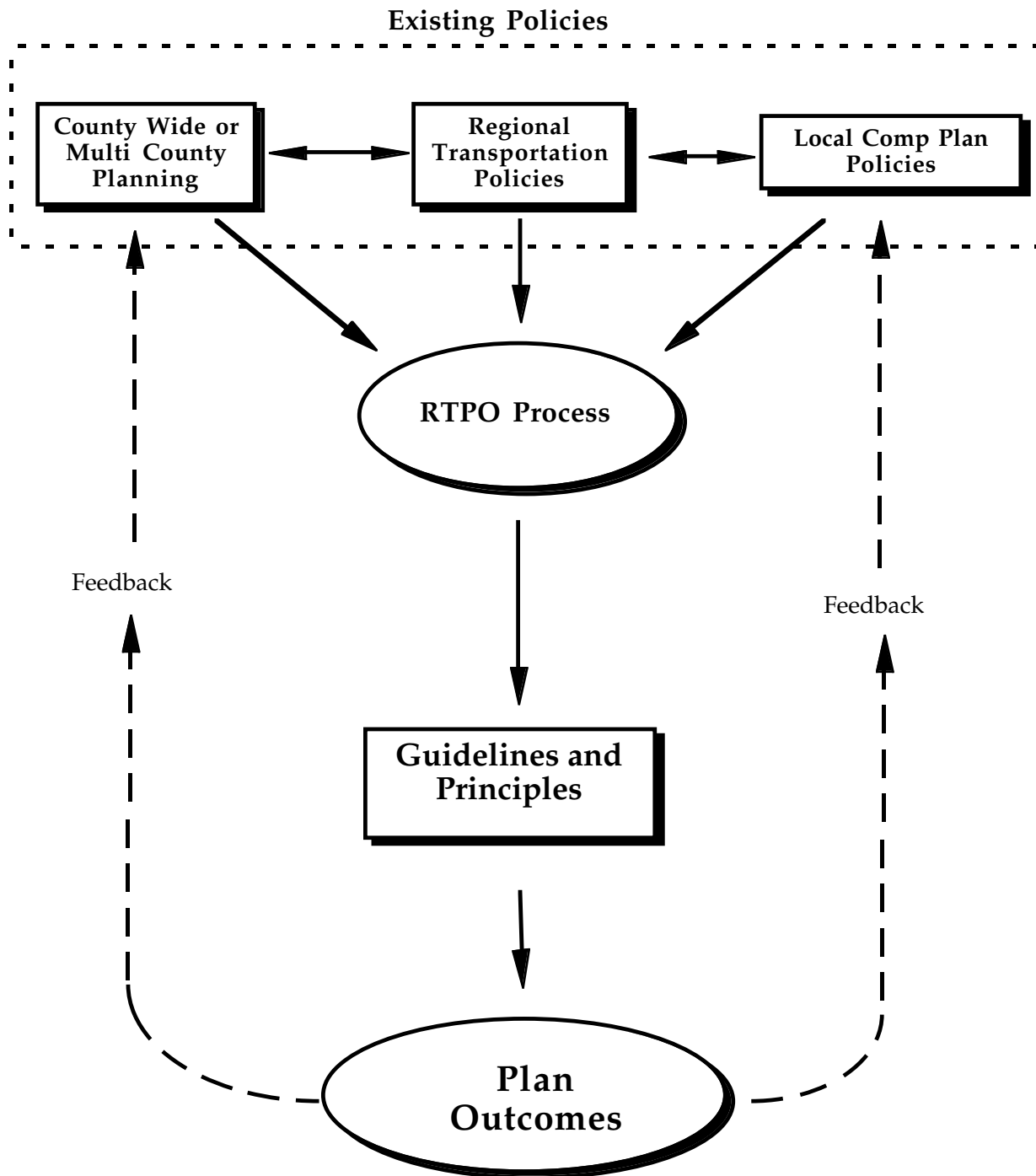
- Transportation demand management.
- Joint and mixed use developments.
- Present and future railroad right of way corridor utilization, and
- Intermodal connections.

The guidelines and principles are the basis of consistency. Once the RTP is adopted, the guidelines and principles set the basic requirements for assessing consistency of the local comprehensive plans. Without consistency the planning process can break down into interjurisdictional conflict. Guidelines and principles should be reviewed every two years for currency and updated as needed.

## **Plan Revisions**

State law requires that the plan be reviewed for currency on a two year cycle. The currency review should be incorporated into the general biennial review process outlined later in the implementation section of this document. Each two-year review may or may not result in an update of the regional transportation plan. Results of each review may show that the plan meets all the identified regional needs and that revisions are not necessary. However, if revisions are necessary they should be included in the RTPO's Unified Planning Work Program as work items.

Figure 6  
Transportation Guidelines and Principles



## Certification

The Growth Management Act (Chapter 47.80.023) requires RTPOs to certify that the transportation element of comprehensive plans adopted by counties, cities and towns reflect, and are consistent with the regional transportation plans. The legislation specifically requires that each RTPO certify that the transportation element of all comprehensive plans for cities and counties planning under the Growth Management Act meet the following requirements. The plans must:

- Reflect the transportation guidelines and principles established in the regional transportation plan.
- Be consistent with the adopted regional transportation plan.
- Conform with the requirements of RCW 36.70A.070.
- Reflect consistency between the countywide and multi county planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan.

### ***Recommended Certification Process***

The certification process should be as simple as possible and still meet the requirements of state law and individual needs of the RTPO. The recommended process includes three simple steps. These steps include:

#### ***Comparison of Planning Policies***

Compare countywide or multi-county planning policies and the adopted RTPO goals and planning policies at the regional level. RTPOs are required to certify consistency of the countywide planning policies with the regional transportation plan (RCW 47.80.030(4)). Note any inconsistencies. Develop a comparison matrix that can facilitate this process.

Since the local comprehensive plans were adopted and reviewed under the GMA process, local planning policies are assumed to meet GMA requirements unless discrepancies have been noted in previous reviews or hearings board actions.

#### ***Comparison of Adopted Guidelines and Principles with Content of the Transportation Element of each Local Comprehensive Plan***

This task is best accomplished by developing a uniform checklist that the RTPO can use on a consistent basis to evaluate the consistency of each comprehensive plan. Note any inconsistencies.

#### ***Certification Documentation***

Develop a formal process for certifying consistency, which includes; 1) a formal written response on findings, and 2) a formal action by the policy board. This process should document that each of the four required consistency checks noted in the previous section have been met. If inconsistencies are found, the documentation should recommend steps that could be taken to meet conformity requirements. All recommendations should be developed on a cooperative basis among the involved parties. Recommendations could include:

- Modification of local policies, plan components, or other relevant transportation related provisions, or

## ***Regional Transportation Planning Process***

- In some instances, the parties may consider potential modifications to appropriate regional policies, guidelines, or procedures.

The above process is not meant to be prescriptive. Regions should cooperatively define and establish certification procedures that suit their own needs and requirements.

Much of the certification work can be completed early in the planning process. The recommended approach to developing guidelines and principles is to base them upon existing policies previously adopted by cities and counties in the RTPO. These policies are already likely to be consistent with the transportation elements of local comprehensive plans since they are based on previously adopted countywide or multi-county planning policies.

The certification requirements described above do not apply within counties not required to plan, or who choose not to plan under the GMA.

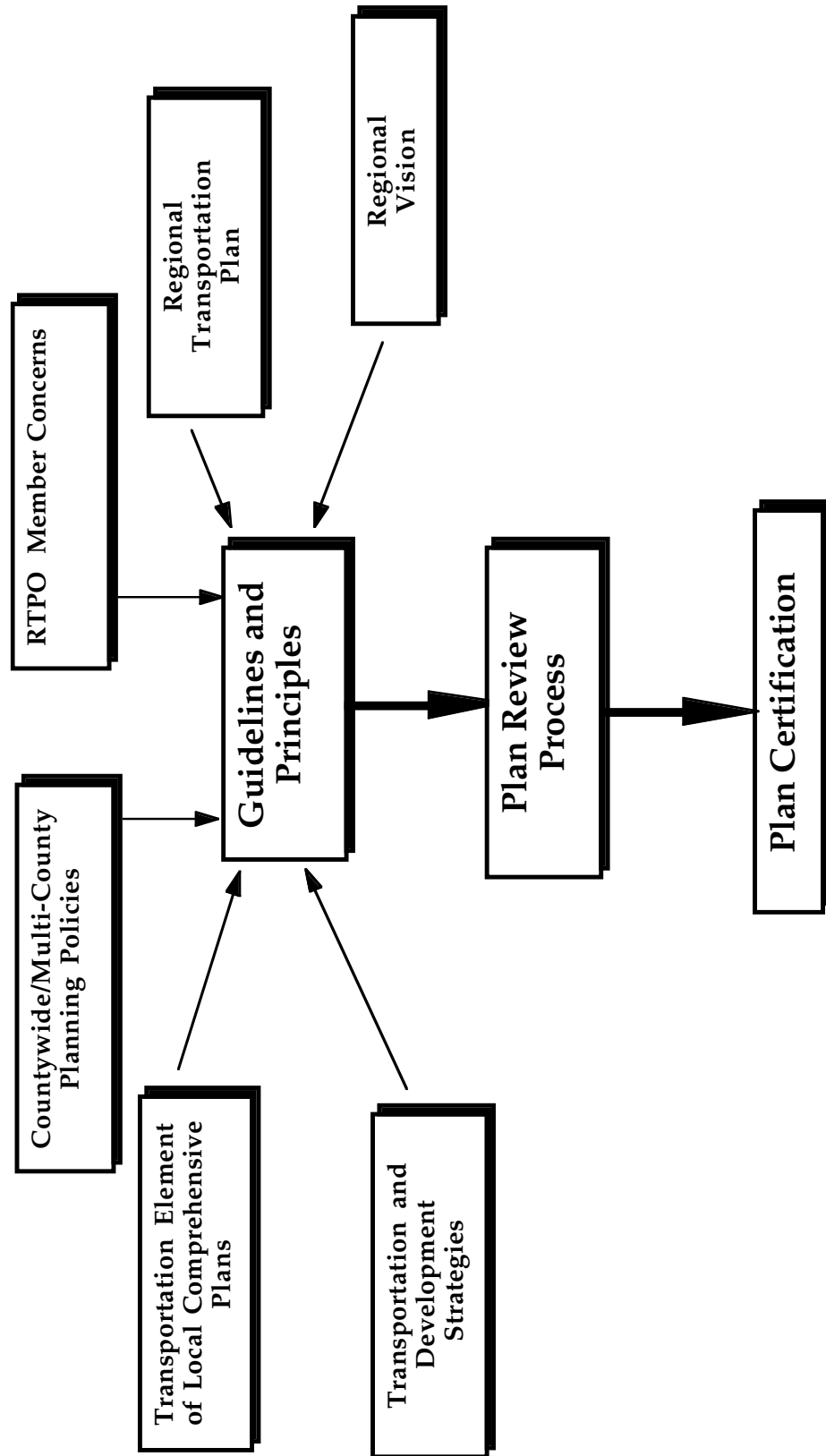
### ***Certification Role of WSDOT Region***

WSDOT regional offices have two roles in the RTPO certification process. One is to work with RTPOs to ensure that the RTPO regional transportation plan and the Washington Transportation Plan are consistent. The second is to support the RTPO's effort to maintain consistency between the RTP and the transportation elements of local comprehensive plans, as well as between the RTP and county wide planning policies.

An RTPO may need assistance from WSDOT if local agencies have difficulty complying with the guidelines and principles. If these guidelines cannot be met and the transportation element of the local comprehensive plan is inconsistent with the regional plan, the local plan cannot be certified. If the local plans cannot be certified this could potentially damage the WSDOT planning process since it would be very likely that these local plans would also be inconsistent with WTP and its various components (e.g., Highway Systems Plan). In effect, this certification process provides WSDOT and each RTPO an additional opportunity to resolve any issues that were missed during the initial GMA plan review process.

The attainment of consistency is an iterative process by which all plans, state, regional and local, are fine tuned over a period of time, with continuous refinement and improvement.

Figure 7  
Certification Process



## **Public Involvement**

Public involvement should be incorporated at every stage of the planning process. RTPOs should actively recruit public input and shall consider public comment during the development of the regional transportation plan. RTPOs should document their public involvement plan as a part of the regional transportation plan.

The federal government has published a document entitled “*Public Involvement Techniques for Transportation Decision Making.*” This document outlines five basic principles of an effective public involvement program:

- Act in accord with basic democratic principles — openly debate the issues.
- Maintain continuous contact among all stakeholders throughout the decision making process.
- Use a variety of public involvement techniques that target different groups — avoid a one-size-fits-all approach.
- Reach out actively to the public and elicit responses.
- Focus the participation effort on achieving decisions rather than participation because it is required.

A number of techniques to improve public involvement are available. Some of the techniques discussed in this document include:

### ***Outreach and Organization:***

- Citizen Committees
- Outreach to underserved individuals — advocacy groups, religious organizations, and English as a second language organizations
- Mailing Lists
- Media Strategies
- Newsletters and related materials
- Key person interviews
- Speaker’s bureaus and volunteers
- Briefings

### ***Meetings:***

- Conferences, workshops, and retreats
- Open forum meetings
- Meeting techniques — brainstorming, charrettes, and visioning
- Public hearings/meetings
- Open houses

*Feedback Techniques:*

- On line services
- Drop in centers
- Surveys
- Hot lines
- Focus groups
- Facilitation

*Special Techniques:*

- Special events
- Games and contests
- Interactive video
- Teleconferencing
- Transportation fairs
- Site visits
- Computer simulations

For more detailed information, contact your designated RTPO representative located in the WSDOT Planning Office.

## **Implementation**

Implementation of the regional transportation plan is the responsibility of the local agencies and the WSDOT through their individual projects and programs. However, the RTPO can facilitate and monitor the process to ensure that the necessary intergovernmental coordination and vision attainment is taking place in the region. This involves follow through of the performance monitoring system and the Regional Transportation Improvement Program (RTIP). Details of establishing a performance monitoring system are discussed in an earlier section of this guidebook. The following section describes the documentation process of system performance.

### ***Biennial Performance Monitoring Report***

Performance monitoring should be documented at least once every two years through a performance monitoring report. This report should describe:

- Projects and programs from the RTIP that have been implemented.
- New projects that should be included in the next RTIP for each mode of transportation identified in the regional transportation strategy.
- Currency of the Regional Transportation Plan — are updates needed and if so in what areas of the plan.
- An explanation of any revised intergovernmental coordination procedures that may be necessary.
- A description of any necessary updates to the performance monitoring system that may be necessary.
- Recommended updates of the Guidelines and Principles that may be necessary.

A copy of this report should be forwarded to WSDOT Planning Office.

### ***Regional Transportation Improvement Program (RTIP)***

Each RTPO shall complete a regional transportation improvement program (RTIP) at least once every two years (RCW 47.80.023). It is intended that the RTIP meet the requirements of both federal and state law regarding transportation improvement programs and plans. To achieve this end, the RTIP should include a separate section for insertion into the State Transportation Improvement Program. This can be best accomplished as outlined below:

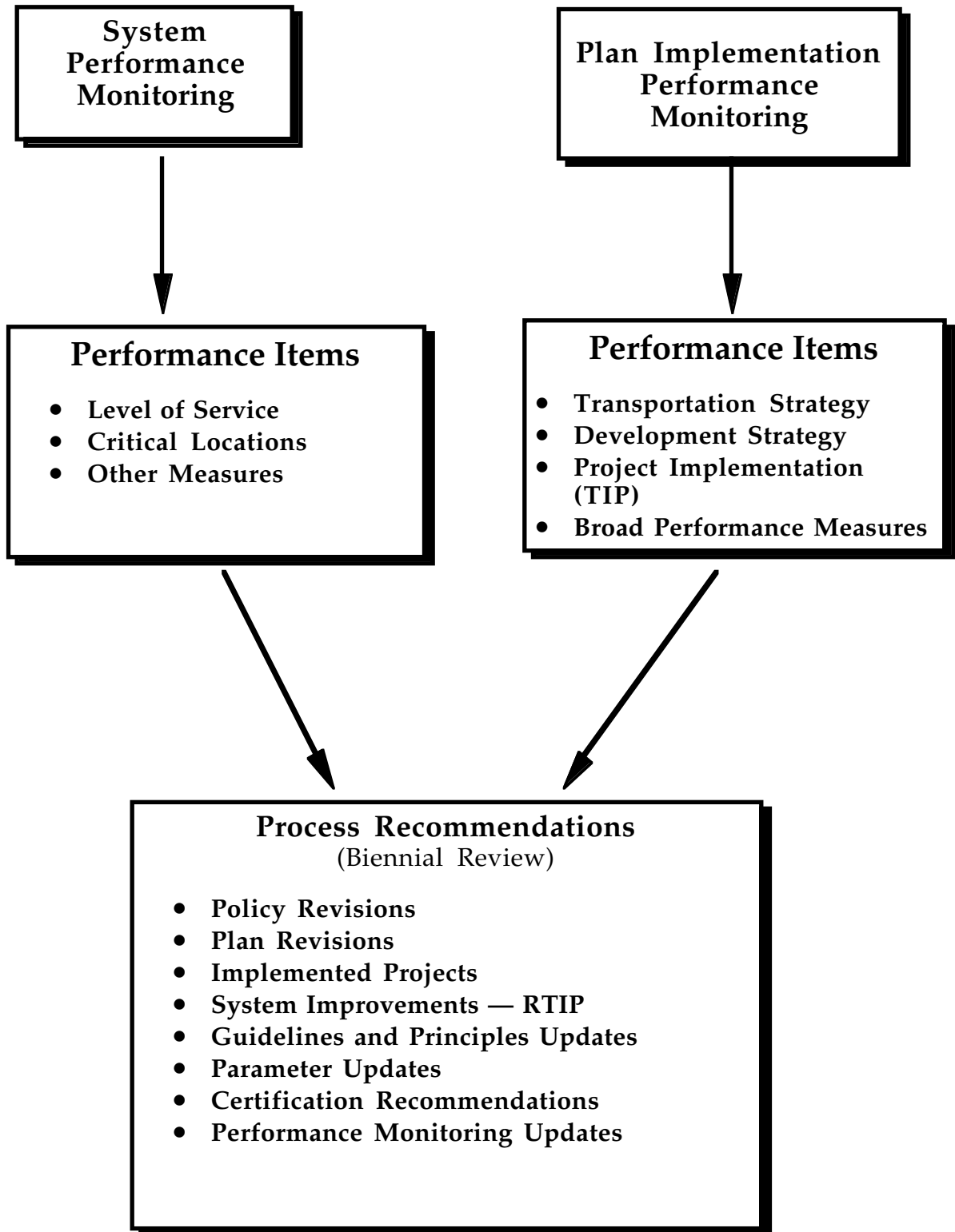
### **Development of the RTIP**

To meet the requirements of state law, the RTIP should:

- Cover a six-year period and be cooperatively developed by local government agencies, public transit agencies, and the Department of Transportation within each region.
- Include all regionally significant transportation projects, programs, and transportation demand management measures proposed to be implemented during each year of the next six-year period.
- Include all regionally significant projects.



Figure 8  
Performance Monitoring Process



- Include all regionally significant projects from the local six-year transit development plans and six-year comprehensive transportation programs required by RCW 35.58.2795, 35.77.010, and 36.81.121 for transit agencies, cities, towns, and counties.
- Include all proposed WSDOT projects within the region.
- Comply with all state and federal Clean Air Act requirements.
- Include only projects consistent with both local and regional transportation plans, and
- Include a financial section outlining how the RTIP is financially constrained, showing sources and amounts of funding reasonably expected to be received for each year of the ensuing six-year period, and include an explanation of all assumptions supporting the expected levels of funding.

### **Development of the STIP**

To facilitate development of the STIP and meet the requirements of federal law, the first three-year portion of the six-year RTIP should:

- Be included in a separate pull-out section of the six-year regional TIP.
- Include all transportation projects funded by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
- Include all federally funded public lands transportation projects.
- Include all WSDOT funded projects.
- Include all regionally significant transportation projects regardless of funding source — regionally significant projects should be clearly designated as such.
- Comply with all state and federal Clean Air Act requirements.
- Include only projects consistent with the metropolitan and/or regional transportation plans, and
- Include a financial section outlining how the RTIP is financially constrained, showing sources and amounts of funding reasonably expected to be received for each year of the ensuing three-year period, and include an explanation of all assumptions supporting the expected levels of funding.

The first three-year portion of each six-year RTIP should be forwarded to WSDOT by October 1 for incorporation into the STIP.

### **How To Get Transportation Projects Funded Through the RTPO Process**

The RTPO can play an important role in obtaining funding for regional transportation projects and planning studies. WSDOT staff is available to provide guidance and training on this issue through each RTPO.

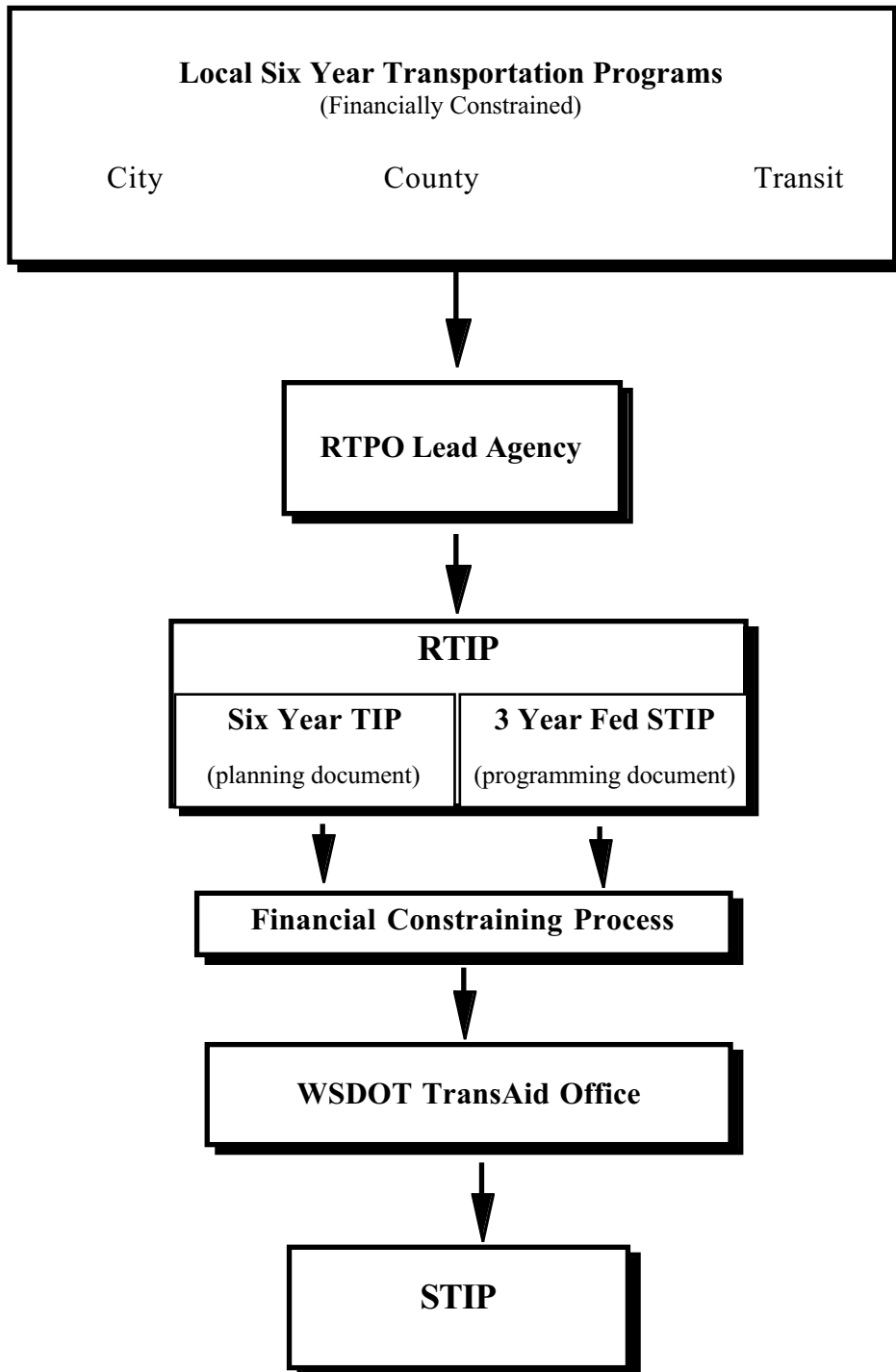
Most funding agencies currently give preference to funding jointly sponsored transportation projects. RTPOs can develop jointly sponsored projects. They represent multiple city, county, port districts, and transit agencies as well as the WSDOT. Major projects backed by an RTPO have an excellent chance of receiving funding.

This is especially true for projects that include partnerships of WSDOT, CRAB, and TIB. The more partners the better. All WSDOT projects are prioritized through a rigorous process that includes a detailed benefit cost analysis. This analysis includes both financial and more subjective assessments including inter-jurisdictional participation, environmental impacts, and economic benefits to the community. The final analysis results in a benefit cost ratio. The higher the ratio of benefits to costs, the higher the priority of the project. WSDOT projects that include outside sources of funding such as funds from city, county, port districts, and private organizations tend to rank higher on the priority array list. This is true because for WSDOT projects, the benefit/cost ratio is based only upon WSDOT contributed funds.

Therefore, local agencies should work towards integrating their projects with those of other agencies. Projects that are cooperatively developed and include multiple sources of funding commitments tend to rank higher in the selection process. Project cooperation can be used to the mutual advantage of each RTPO and WSDOT. This type of cooperative effort reduces the cost basis of each project, and also tends to increase its subjective benefits. Funding and construction of such projects are, therefore, more likely to become a reality.

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**Figure 9**  
**RTPO RTIP/STIP Development Process**



**Legal Basis**

The regional transportation planning program was authorized by the 1990 Legislature as part of the state's Growth Management Act. The program is contained Chapter 47.80 RCW, with funding appropriations made as part of the Transportation Budget.

**Program Description**

The Regional Transportation Planning Program creates a formal mechanism for local governments and the state to coordinate transportation planning for regional transportation facilities. The GMA authorized the creation of Regional Transportation Planning Organizations (RTPOs). Unlike other portions of the Growth Management Act which apply only to certain counties, the Regional Transportation Planning Program is available to all counties and cities statewide.

Regional Transportation Planning Organizations are formed through the voluntary association of local governments within regions. Regions are defined as a minimum of one county with at least 100,000 population. Regions may be formed in areas with less than 100,000 population with a minimum of three counties. An RTPO must have as members all the counties in the region, and at least 60 percent of the cities and towns representing at least 75 percent of the cities and towns population.

The duties of the RTPO are to prepare and periodically update a transportation strategy for the region; develop transportation guidelines and principles; develop a Regional Transportation Plan, certify that local government transportation plans meet state requirements; ensure that local plans are consistent with the regional transportation plan and county wide planning policies; develop a six-year regional transportation improvement program, and review the Regional Transportation Plan every two years to ensure that it is current.

**Relationship to Federal Metropolitan Planning Organization Program**

The federal government requires a regional transportation planning process in urbanized areas with over 50,000 population. This process is carried out by Metropolitan Planning Organizations (MPOs) that have been jointly designated by local governments and the State Governor. There are currently eight MPOs in Washington. The legislation authorizing RTPOs states that RTPOs shall be the same organization as that designated as the MPO. The intent is that the Regional Transportation Planning Program be integrated with the Metropolitan Planning Organization Program in these urbanized areas. The Regional Transportation Planning Program extends transportation planning by these organizations to rural areas currently not covered by the Federal program. WSDOT intends to administer these two programs jointly without duplication.

## **Regional Transportation Planning Organization Designation**

### ***Determining the Region***

Local government should decide the geographic extent and composition of their region. The region should reflect common transportation concerns, and a willingness among the local governments to work together in a cooperative planning process. Where contiguous urbanized areas or designated urban growth areas cross county boundaries, the RTPO should include all those counties as members.

### ***Establishing the Organization***

A Regional Transportation Planning Organization shall be a formal organization, with membership of counties, cities, and towns within the region. The RTPO must determine its own structure to ensure equitable and acceptable representation by member governments. Once the RTPO is established, all cities and counties planning under GMA, are subject to the certification and consistency requirements described in Chapter 47.80 RCW. Figure 10 indicates the general organizational structure and relationships for the RTPO and participating planning agencies and interests.

The RTPO may be an existing regional organization, or may be established as a new transportation planning organization. WSDOT requires that an interlocal agreement that establishes the organization and defines duties and relationships be submitted as part of the designation package (described further below). Within urbanized areas of greater than 50,000 population, the RTPO and MPO lead agency must be the same organization.

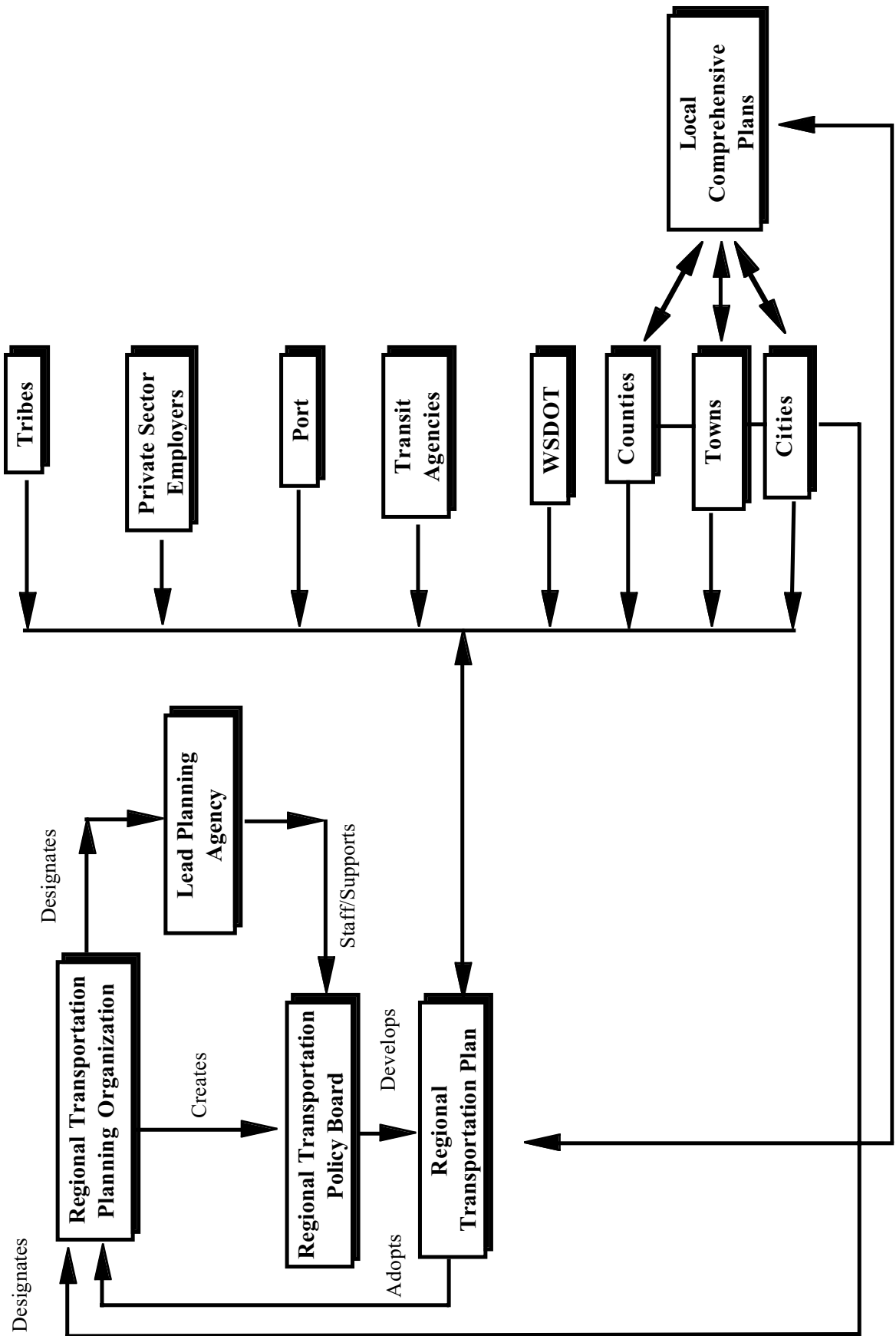
### ***Lead Planning Agency***

Once a Regional Transportation Planning Organization has been established, the RTPO shall designate a Lead Planning Agency to staff the Regional Transportation Planning Program. This lead planning agency may be a regional council, a county, a city or town agency, or a Washington State Department of Transportation Regional Office. The lead planning agency is the designated recipient of the regional transportation planning grants from WSDOT.

### ***Transportation Policy Board***

Regional Transportation Planning Organizations shall also create a Transportation Policy Board, to provide policy advice to the RTPO. The RTPO shall allow representatives of major employers, WSDOT, transit districts, port districts, and where applicable, native American tribal interests, and member cities, towns, and counties to participate in policy making. The Transportation Policy Board provides a means of formal participation in the Regional Transportation Plan development for those not a member of the RTPO, but who have a major stake in regional transportation facilities.

Figure 10  
RTPO Organizational Structure



## ***Technical and Citizen Participation***

RTPOs are encouraged to utilize the technical expertise of member jurisdictions and Transportation Policy Board members through technical advisory committees in the development and upkeep of the Regional Transportation Plan. A citizen participation process will be required as part of the Regional Transportation Plan Standards being developed for this program. RTPOs shall provide for meaningful citizen participation at all stages in the regional transportation planning process.

## ***Designation Procedures***

Local governments who want to participate in the Regional Transportation Planning Program must submit an RTPO Designation Package to WSDOT. This information is necessary for WSDOT to verify that the RTPO meets the state requirements. This package must contain the following information:

- A description of the region.
- A formal designation of the RTPO, in the form of a resolution or other legal declaration.
- A list of all RTPO member local governments.
- A copy of the interlocal agreement that will govern RTPO operations.
- A formal designation by the RTPO of the lead planning agency, and
- A description of the RTPO's Transportation Policy Board.

## ***WSDOT Verification***

WSDOT has the responsibility of verifying that RTPOs designated by local governments meet the state requirements. WSDOT will review the RTPO designation package, make a finding of verification, and concur with the local designation. Once verified, the RTPO may proceed in carrying out its duties and may receive regional transportation planning formula grants. If significant changes are made in the structure of the RTPO, WSDOT may request that an updated designation package be submitted for verification review.

## ***Certification***

The Growth Management Act (Chapter 47.80.023) requires Regional Transportation Planning Organizations to certify that the transportation element of comprehensive plans adopted by counties, cities and towns reflect the transportation guidelines and principles, are consistent with the regional transportation plan, and where appropriate, conform with RCW 36.70A.070. Certification of conformity with RCW 36.70A.070 does not apply to counties not required, or who chose not to plan under RCW 36.70A.070. Regions should develop their own procedures and methods for certification.

## **The Formula Grant Program**

### ***Allocation***

Regional Transportation Planning Formula Grant funds are made available by legislative appropriation to WSDOT. These funds are allocated to regions based on a formula defined in state law that provides a base amount per county, with the remaining funds allocated on a per capita basis. Every two years, the legislative



appropriation to WSDOT will provide an amount for the base, and an amount to be allocated per capita. All funding under this program will be distributed to lead planning agencies, as designated by the RTPO. Funding is available only for the biennium in which it is appropriated. Funding allocations cannot be carried over between biennia.

### **Agreement**

Once an RTPO has been designated and verified, WSDOT will execute an agreement with the lead planning agency. This agreement will define the requirements for the use of the state regional transportation planning grants. The RTPO work program should conform to this Transportation Planning Guidebook. This guidebook will be incorporated by reference as a part of the RTPO Agreement. A new agreement will be prepared and executed each biennium.

### **Work Program**

All Regional Transportation Planning work proposed by the RTPO must be included in a planning work program, which will become the scope of work for the WSDOT/RTPO agreement. The planning work program may cover a single state fiscal year or a state fiscal biennium (a two-year period beginning on July 1 and ending June 30). RTPOs may amend their work program at any time during the biennium as needed.

Work programs shall be submitted to WSDOT for approval. Upon WSDOT approval of the work program, it becomes the scope of work for the WSDOT/RTPO agreement. All amendments to the work program shall be submitted to WSDOT for approval.

For RTPOs that are also MPOs, both federal and state transportation planning funds shall be combined in one planning work program to avoid duplication and to promote coordination between these programs.

### **RTPO UPWP Outline**

#### **Description of the RTPO Structure**

This is a description of the membership of the RTPO, the Executive Board, the Policy Board(s), the Technical Advisory Committee, and any subcommittees or working groups within the MPO/RTPO structure.

#### **Table of Organization of the RTPO**

##### **Work Elements**

These shall include but are not limited to the list shown below. Include a brief description of each work element using the following outline within each work element:

1. Purpose/function
2. Work tasks
3. Work products
4. Identify the agency assigned to complete the task if other than the RTPO
5. Include separate breakdowns of each type of fund by source showing local match (if any) for each funding category.

6. Equipment Purchases. Major equipment, software, and computer purchases totaling more than ten percent of the RTPO's annual total state funding budget shall be detailed within the UPWP and approved by WSDOT prior to purchase.
7. Items to consider in developing the work elements include:
  - Appropriate elements for completing or updating the Regional Transportation plan, WAC 468-86 (SHB1928), other mandates of the State Growth Management Act, any appropriate federal requirements, and other appropriate elements.
  - Incorporation of the "Emphasis Areas" into the work elements.
  - Coordination among all jurisdictions and transportation activities within the RTPO.
  - Funding distribution should reflect appropriate uses of specific funds.

**Minimum Required Work Elements**

- a. Administration  
Office management, personnel activities, training, conferences, and clerical support, required administrative documents and records, etc.
- b. Planning Documentation  
Developing the Transportation Plan document, the UPWP, the Regional TIP, Quarterly Reports (when applicable), Annual Reports, amendments to the UPWP, environmental documents, resolutions for adoption of various decisions related to the RTPO and UPWP, and recording and determining findings of public meetings.
- c. RTPO Program Management  
Work related to maintaining and performing the duties required by RTPOs, inter-jurisdictional coordination, project programming, compiling, reviewing, and organizing planning data and information, environmental analysis, and other items.
- d. Transportation Modeling/GIS Analysis/Data Collection, Review and Analysis/Technical Assistance  
Include any modeling and data collection activities that are needed to develop the Regional Transportation Plan, Transportation Improvement Program, analysis of local transportation projects, and determination of transportation impacts caused by major economic developments. Maintenance and upkeep of data bases related to the transportation plan or supporting GIS. Include any special planning or research studies funded by non traditional funding sources such as STP or other grants.
- e. Multimodal and Public Transportation Planning (where appropriate)  
Coordination of public transportation with local providers and integration of public transportation planning into the regional transportation plan. Discuss coordination with WSDOT and local transit and paratransit providers and other

pertinent modes including airports, rail, marine, and freight. Work with transit providers regarding ADA implementation and Title VI compliance where appropriate.

f. Other Items as Appropriate

Include any discretionary grant proposals.

**Financial Synopsis: Proposed Funding Revenues and Expenditures Spreadsheet**

A description of proposed funding expenditures by type (i.e., STP, RTPO, PTBA, local, etc.) and proposed local match shown in both dollars and on a percentage basis for each work element

**Unfunded Regional Work Items (Optional)**

Include a description of desirable programs that are currently unfunded.

**RTPO UPWP Guidelines**

Purchase of GIS systems and specialized software and modeling programs are encouraged RTPO planning items. However, before purchasing such equipment, the RTPO must first assure the WSDOT Planning Office that trained staff will be available to obtain the full use of such equipment by the RTPO or its member jurisdictions

RTPOs must submit annual reports. Each report should explain the accomplishments and problems experienced during the year while implementing the UPWP. These reports shall also track the expenditure of each type of funding and any associated matching funds on an individual basis. A spreadsheet detailing total fund expenditures and estimates of the completed work effort for each work item should also be included in the annual report.

RTPOs will be required to spend their funds and complete activities outlined in their UPWPs on a timely basis. After April 1 of the first fiscal year of the biennium, the planning office will review the expenditures and accomplishments of each RTPO. If upon notification and discussion with the RTPO, it is determined that adequate progress has not been made, the unspent funds may be transferred out of the RTPO's account and transferred into a Discretionary Grant fund for redistribution among the RTPOs on a competitive basis. As an example, the April 1 date represents three fourths of the fiscal year. If only 50 percent of the RTPO funds have been expended and a reasonable explanation for this is not available, the underspent 25 percent may be removed from the RTPO account and placed in the Discretionary Grant Fund.

Expenditures will be reviewed on a similar basis after January 1, of the second fiscal year of the biennium.

**Eligible Planning Activities/Equipment Eligible for RTPO Funds**

Regional Transportation Planning Grants are provided to support the development and upkeep of a regional transportation plan. As guidance, WSDOT will use the Federal cost principles contained in OMB Circular A-87, or its most recent replacement, to judge the eligibility of individual cost items. In general, eligible costs within the following tasks are acceptable:

- Maintaining a regional forum through the RTPO and Transportation Policy Board for regional transportation planning purposes.
- Developing and updating the Regional Transportation Plan through regional planning studies, subarea studies, data collection and analysis, and other activities directly related to regional transportation planning.
- Producing required documents such as the planning work program, interlocal agreements, and regional transportation plan.
- Administrative activities to support the regional transportation planning process.
- Map of the Region  
Develop various planning maps for the region. This could include purchase and development of a Geographic Information System (GIS).
- Develop/Determine the Region's Key Transportation Issues  
This is a description of the transportation issues in the region that the RTPO is facing, and how the work program will address them in the development of the Regional Transportation Plan, in general terms.
- RTPO Staff Development  
RTPO funds may be expended to train planning staff or attend transportation planning conferences.
- RTPO Administration  
This item includes funding of overhead and operation of the RTPO.
- Document Development  
Developing the UPWP, the TIP, Quarterly Reports, Annual Reports, amendments to the UPWP, and resolutions for adoption of various decisions related to the RTPO structure and UPWP.
- Regional Transportation Plan Development or Update  
Plan Implementation/TIP development — this includes development of a project programming process and all necessary coordination.
- Local Coordination  
Working directly with the RTPO membership on transportation issues that relate to the Regional Transportation Planning Process. This is a very broad definition and is unique to each area. Funding may be spent on travel by city and county representatives to attend regular Regional meetings and on the coordination and administrative effort involved with conducting such meetings.
- Public Involvement Program  
Develop programs and procedures for enhancing public participation within the planning process. Also funds may be used for conducting public meetings.

- Data Collection

For the RTPOs and local jurisdictions to facilitate the development of Regional Transportation Plans and Transportation Improvement Programs. This item could include purchase of traffic counters, using state resources for data collection, or hiring special consultants.

- Data Management

Once data is collected and large data bases are established considerable time and effort can be spent on organizing, updating, and keeping track of data. This also includes the setup and management of data bases. Includes purchase of software products.

- Data Analysis and Travel Forecast

For RTPOs and local jurisdictions to facilitate the development of Regional Transportation Plans and Transportation Improvement Programs. Collected data will be reviewed for relevancy and meaning. Includes data extrapolations and estimates of future volumes and travel patterns for vehicles, transit and freight movements. Includes purchase of software products for use on a regional basis.

- Special Transportation Planning Studies Sub Area

RTPO and STP funding may be spent on special studies that enhance the regional planning transportation process or development of the RTP within the RTPO.

- Corridor Studies

Same as directly above on a corridor scale.

- Technical Studies

Includes technical studies related to development of the RTP or improved traffic flow on the regionally designated transportation system.

- Transit Planning

PTBA studies or other transit related planning studies can be facilitated with RTPO funds.

- Special Needs Transportation

Studies addressing transit needs and proposals for elderly or other special factions of the general population can be funded.

- Transportation Demand Management

Studies addressing methods of reducing or spreading travel demand may be conducted.

- Environmental Considerations

This includes conducting the environmental review process for the Regional Transportation Plan.

### **Local Match**

The formula grant program has no local match requirement. RTPO funds cannot supplant current PL or Section 8 moneys, but can be used to leverage additional planning grants.

### **Lapse of Funds**

Since the Regional Transportation Planning Program is voluntary, and the money is appropriated for a biennium period only, there is a chance that state funds allocated to specific regions may not be used. To avoid this situation, regions will have a fixed amount of time to develop an RTPO and a planning work program that utilizes their allocation. On March 31 of the first year of each biennium, regional allocations to areas that have not established an RTPO, or have not developed a planning work program, may lapse and become part of the discretionary grant program described in the following section. Regions which get a late start in the biennium may still apply for discretionary funds for completing their planning work program.

## **The Discretionary Grant Program**

### **Program Description**

The Regional Transportation Planning legislation provides for an amount of funds to be administered by WSDOT as a discretionary grant program for special regional planning projects. This program also includes grants to allow counties which have significant transportation interests in common with an adjoining region to also participate in that region's planning efforts. The law also provides that formula grant funds allocated to regions who choose not to participate in the regional transportation planning program will be reallocated to the discretionary grant program.

### **Project Application**

When available, regions may apply for discretionary grant funds by submitting a letter of interest, along with a scope of work and budget to the WSDOT Planning Office located in the Olympia Service Center. The scope and budget should follow the same format as individual work items the planning work program.

### **Project Selection**

To assist WSDOT in the Discretionary Grant Program project selection process, the MPO/RTPO/WSDOT/Advisory Committee shall create and appoint a project review panel. The panel members, representing both independent transportation interests and MPO/RTPOs, shall review applications and forward recommendations to WSDOT. Membership of the review panel shall be three to five positions.

Priority for Discretionary Grant Program funding will be given to applications for the preparation and completion of regional transportation plans, development of related inventory and data bases, and planning efforts concerning cross regional issues. The recipient Regional Transportation Planning Organizations should demonstrate the ability to spend allocated and discretionary funds, and the commitment to deliver planning products in a timely and professional manner. In addition, a demonstrated local commitment to the project should be shown.

***Eligible Expenses***

Eligible expenses under the discretionary grant program are those directly related to the completion of the specific special study. The federal cost principles contained in OMB Circular A-87, or its replacement, will be used as guidance on the eligibility of individual cost items.

***Local Match***

The Discretionary Grant Program does not require a local match.

***Grant Administration***

Approved special studies will become part of the planning work program, and will be administered under the provisions of the WSDOT/RTPO Agreement.

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**Transportation Planning Acronyms**

AASHTO	American Association of State Highway and Transportation Officials
ACDPlot	Automated Collision Diagram Plotting System
ADA	Americans with Disabilities Act
ARB	Agency Request Budget (State)
AVC	Automated Vehicle Control
AVI	Automatic Vehicle Identification
BFRC	Benton Franklin Regional Council
BFW	Bicycle Federation of Washington
BLM	Bureau of Land Management
CAA	Clean Air Act
CAAD	Computer Aided Design and Drafting
CDBG	Community Development Block Grant
CERB	Community Economic Revitalization Board
CESF	Community Economic Strategies Fund
CFP	Capital Facilities Plan
CIP	Capital Improvement Program
CLB	Current Law Budget (State)
CM/AQ	Congestion Mitigation Air Quality
CMP	Corridor Master Plan, or Corridor Management Plan
CMS	Congestion Management System
CMS	Congestion Management System
CPMS	Capital Program Management System
CRAB	County Road Administration Board
CRAB	County Road Administration Board
CTAA	Community Transit Association of America
CTR	Commute Trip Reduction
CTR	Commute Trip Reduction (Program)
CWCOG	Cowlitz-Wahkiakum Council of Governments (Kelso, WA)
DCTED	Washington State Department of Community, Trade, and Economic Development
DEIS	Draft Environmental Impact Statement
DNR	Washington State Department of Natural Resources
DOE	Department of Energy
DOH	Washington State Department of Health
DSHS	Washington State Department of Social and Health Services
EA	Environmental Assessment
EAC	Enhancement Advisory Committee
EDC	Economic Development Council

## ***Transportation Planning Acronyms***

EDD	Economic Development District
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ERP	Expert Review Panel
FAA	Federal Aviation Administration
FAME	Freeway Arterial Management Effort
FCC	Federal Communications Commission
FERC	Federal Energy Regulatory Commission
FGTS	Freight and Goods Transportation System
FHWA	Federal Highway Administration
FLHP	Federal Land Highway Program
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTE	Full Time Equivalent
GIS	Geographic Information System
GMA	Growth Management Act
GP	General Purpose
GPS	Global Positioning System
GWMA	Ground Water Management Area
HAL/HAC	High Accident Location/High Accident Corridor
HCT	High Capacity Transit
HELP	Heavy Truck Electronic License Plate
HOV	High Occupancy Vehicle
HPMS	Highway Performance Monitoring System
HPR	Highway Planning and Research Program
HSIP	Highway Safety Improvement Projects
HUD	U. S. Department of Housing and Urban Development
I1	Designation for the WSDOT Mobility Improvement Program
I2	Designation for the WSDOT Safety Improvement Program
IAWG	Interagency Work Group
IISC	Institute ISTEA Steering Committee
IM	Interstate Maintenance
IMS	Intermodal Management System
IRC	(Southwest Washington) Intergovernmental Resource Center (Vancouver, WA)
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation System (replaced IVHS)
IVHS	Intelligent Vehicle Highway System
IX Funds	Interstate Discretionary Funds
LAG	Local Agency Guidelines (WSDOT)

LID	Local Improvement District
LOS	Level of Service
LRS	Linear Referencing System
LTC	Legislative Transportation Committee
MIA	Major Investment Analyses
MIS	Major Investment Study
MMIS	Major Metropolitan Investment Studies
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Plan
MVET	Motor Vehicle Excise Tax
MVF	Motor Vehicle Fund
NARC	National Association of Regional Councils
NCHRP	National Cooperative Highway Research Program
NEPA	National Environmental Policy Act
NGPA	Natural Gas Policy Act
NHS	National Highway System
O & D	Origination and Destination
O & M	Operation and Maintenance
OA	Obligation Authority
ODOT	Oregon Department of Transportation
OEDP	Overall Economic Development Plan
OFM	Washington State Office of Financial Management
OSC	Olympia Service Center (WSDOT)
OUM	Office of Urban Mobility (WSDOT)
P&PSC	Planning and Programming Service Center
PAC	Policy Advisory Committee
PIC	Private Industry Council
PIO	Public Involvement Office
PMS	Pavement Management System
PRTPO	Peninsula Regional Transportation Planning Organization
PSRC	Puget Sound Regional Council
PTSA	Public Transportation Systems Account
PTSRD	Public Transportation and Rail Division
PUD	Public Utility District
R/W	Right of Way
RAAD	Rapid Availability Accident Data
RAP	Rural Arterial Program (CRAB)
RCRA	Resource Conservation and Recovery Act

## ***Transportation Planning Acronyms***

RCW	Revised Code of Washington
RDP	Route Development Planning
RTA	Regional Transit Authority
RTAP	Rural Transit Assistance Program
RTP	Regional Transportation Plan
RTPO	Regional Transportation Planning Organization
SEPA	State Environmental Policy Act
SHRP	Strategic Highway Research Program
SOV	Single Occupancy Vehicle
SPR	State Planning and Research
SR	Sign Route or State Route
SRTC	Spokane Regional Transportation Council
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
STPP	Surface Transportation Policy Project (Washington, DC)
SWIBS	State of Washington Inventory of Bridge Systems
SWRTPO	Southwest Regional Transportation Planning Organization
TAC	Technical Advisory Committee
TCM	Traffic Control Measures
TDM	Transportation Demand Management
TIA	Transportation Improvement Account (TIB)
TIB	Transportation Improvement Board
TIP	Transportation Improvement Program
Title 23	Code of federal regulations pertaining to Federal Aid Highways
TMA	Transportation Management Area (an MPO over 200,000 population)
TRAC	Transportation Research Center
TRB	Transportation Research Board
TRIPS	Transportation Information and Planning Support System
TRIS	Transportation Research Information System
TRPC	Thurston Regional Transportation Council
TSM	Transportation System Management
UATA	Urban Arterial Trust Account (TIB)
UCC	Utilities Coordinating Committee
UGA	Urban Growth Area
ULID	Utility Local Improvement District
UPWP	Unified Planning Work Program
UW	University of Washington

UZA	Urbanized Area
VMT	Vehicle Miles Traveled
WAC	Washington Administrative Code
WATS	Wenatchee Area Transportation Study
WCCOG	Whatcom County Council of Governments
WIM	Weigh In Motion
WINGS	Washington Information Network GIS System
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol
WSU	Washington State University
WTP	Washington Transportation Plan
WTPI	Washington Transportation Policy Institute
WTSC	Washington Traffic Safety Commission
WUTC	Washington Utilities and Transportation Commission
YVCOG	Yakima Valley Conference of Governments

*3:P:DP/TPG*



**Achievable Density**

The density of residential development (usually expressed as number of dwelling units per acre) that can actually be built, taking into consideration the required street dedications, setbacks, parking, and environmental constraints such as slopes, wetlands, etc.

**Acre, Gross**

An acre of land measured including all land uses (i.e., streets, sidewalks, utility easements as well as buildable lots).

**Acre, Net**

An acre of land calculated excluding all unusable spaces (i.e., streets, sidewalks, utility easements, drainage channels, etc.)

**Action Strategy**

Describes the actions necessary to implement the community vision. This includes new transportation facilities and services to be provided and funding sources.

**Adequate Facilities Ordinance**

An ordinance that requires a determination that there will be adequate public facilities available to support a development before the development is approved.

**Arterial**

A major street carrying the traffic of local and collector streets to and from freeways and other major streets. Arterials generally have traffic signals at intersections and may have limits on driveway spacing and street intersection spacing. Arterials are most likely to be designated as “roadways of regional significance.”

**Average Vehicle Occupancy (AVO)**

The average number of persons traveling in a vehicle on a facility.

**Build Out**

Having no remaining vacant land; fully developed to the maximum permitted by adopted plans and zoning.

**Capacity Accounting Procedure**

A procedure followed by a city or county to account for the accumulated requests for capacity from developments that have received development approval. The procedure assures that transportation capacity is set aside so that it is available when the development is complete.

**Capacity**

The maximum amount of traffic or people that can be accommodated on a transportation facility at any point in time.

## **Capital Facilities**

The physical structures which serve urban development.

## **Capital Facilities Element**

The capital facilities element of the comprehensive plan includes: an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities; a forecast of the future needs for such capital facilities; and the proposed locations and capacities of expanded or new capital facilities.

## **Concurrency Management System**

A part of the comprehensive plan which describes how the concurrency management requirements of the Growth Management Program will be met. The system will include level of service standards, monitoring methods, and implementation methods.

## **Concurrency**

Requirement that public facilities and services be provided concurrent with new development. A process of reassessment, concurrency is the key link between land use and transportation. The state's Growth Management Program very specifically defines "concurrent with development" for transportation as meaning that "improvement or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years."

## **Cost Estimates**

Cost of new facilities or services necessary to compare the transportation needs with the available revenues. Costs must be estimated for:

- Maintenance and operation of the existing and proposed transportation system.
- Costs of designing and building new, expanded, or replacement facilities.
- Costs of acquiring new transit vehicles or ferry vessels and related capital costs.
- Program costs for operating transportation services such as transit or ridesharing.
- General costs associated with administering, planning, and operating the transportation system.

## **Critical Areas**

As a key part in managing growth in Washington, the Growth Management Program requires that every county and city classify and designate critical areas: wetlands, aquifer recharge areas, fish and wildlife habitat, frequently flooded areas, geologically hazardous areas, and rare/endangered plant habitat.

## **Cultural**

A coded recording of recreational opportunities as related to a specific recreational feature.



**Deficiency**

The condition when a facility does not meet adopted level of service standards.

**Degradation**

The threshold level of travel demand which can be added to a transportation facility before the “surplus” capacity is used up.

**Delay**

An indicator of transportation level of service at intersection measured as the length of time at which a vehicle is stopped.

**Density**

(Land Use Measure)

For residential development, density means the number of housing units per acre. For population, density means the number of people per acre or square mile.

**Density**

(Transportation Measure)

An indicator of transportation level of service measured as the number of vehicles per mile per lane.

**Developable Land**

Land that is suitable as a location for structures because it is free of hazards (flood, fire, geological, etc.), has access to services (water, sewer, storm drainage, and transportation), and will not disrupt or adversely affect natural resource areas.

**Driveability**

Driving safety, ease, and pleasure as related to road conditions, lane and shoulder width, traffic volume, and opposing traffic separation.

**Element**

A component or chapter of the comprehensive plan. State law requires each city comprehensive plan to include six elements. Counties must also prepare a Rural Element. In addition, elements addressing recreation, conservation, and solar energy may be included at local option.

**Exceptional View Area**

An isolated area of high visual quality which is located along a state route not eligible for Scenic and Recreational Highways designation because of its overall low visual quality.

**Exemption**

A land use type which is exempted from Concurrency provisions of the Growth Management Act.

**Expressway**

A divided arterial highway for through traffic with full or partial control of access and generally with grade separations at intersections.

## **Finance Element**

The finance element of the transportation plan assures the recommended improvements are financially feasible to implement. It includes:

An analysis of funding capability

A multi-year financing plan

If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.

## **Financing**

A series of actions to be taken which will result in a system of projects and services being provided based on the identification of needs, cost estimates, assessment of the ability to pay, the development of financial policies and financing schedule, the establishment of forecasted cash flow, and priorities to govern management of the system.

## **Freeway**

A divided arterial highway designed for the safe nonimpeded movement of large volumes of traffic, with full control of access and grade separations at intersections.

## **Growth Management Act**

House Bill 2929 (RCW 36.70a and RCW 47.80).

Adopted in 1990 and all associated amendments since that time.

## **Growth Management Policy Committee:**

A committee authorized by the Growth Management Act to represent the interest of local agencies in the development of county wide planning policies.

## **Growth Management Program**

New Washington planning law that relates land use, transportation, capital facilities, housing, public utilities, and environmental protection in its requirements (RCW 36.70a and RCW 47.80).

## **Growth Phasing**

A capacity allocation method which “preapproves” a certain level of development capacity in an area, based upon a study of current and future travel demands.

## **Highway/Transit Assignment**

The fifth and final step in travel forecasting. A forecast of the highway route or transit route a trip will traverse. Highway/transit assignment simulates the traffic volumes and transit ridership on the highway and transit system.

## **Home-Based Trip**

A trip with one end at the residence of the trip-maker.

## **Home-Based Work Trip**

A trip, for the purpose of work, with one end at the residence of the trip-maker.

## **Impact Area**

The geographic area within which the traffic impacts of a development must be evaluated.

## **Impact fee**

A fee levied on the developer of a project by a city, county, or special district as compensation for the expected effects of that development. The Growth Management Act authorizes imposition of impact fees on new development and sets the conditions under which they may be imposed.

## **Implementation Measure**

An action, procedure, program, or technique that carries out comprehensive plan policy.

## **Infrastructure Capacity Monitoring System**

A system established by a local government, either manual or automated, to maintain current capacity information for all public facilities for which level of service standards are established. This system needs to include all reservations of capacity issued to date through the development permitting process in order to ensure concurrency.

## **Intactness**

The integrity of visual pattern; the extent to which the landscape is free from visual encroachments. A visual quality criterion.

## **Intergovernmental Coordination**

Efforts include an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and within a given region. RCW 36.70A.100 and RCW 47.80.010 of the Growth Management Act require intergovernmental coordination for both land use and transportation.

## **Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)**

The federal authorizing act for transportation for fiscal year 1991-1997. The act provides about \$155 billion in total funding for that period.

## **Land Use Assumptions**

The proposed and existing land uses, i.e., retail, various residential densities, office, manufacturing, etc., used in developing travel forecasts. These land uses are represented by population and employment numbers in the travel forecasting process.

## **Land Use Based Travel Models**

Land use based travel models are used to forecast future travel on the transportation system. The forecast is linked to the land use assumption. This travel forecast is used to identify future deficiencies in the transportation system and to determine concurrency.

## **Land Use Element**

The land use element of the comprehensive plan designates the proposed general distribution and general location and extent of the uses of the land. Land uses include, but are not limited to the following, where appropriate: agriculture, timber production, housing, commerce, industry, recreation, open spaces, public utilities, and public facilities. The land use element includes population densities, building intensities, and estimates of future population growth.

## **Land Use Strategies**

An action that addresses the relationship between land uses to reduce the number of vehicular trips generated and/or reduce the length of trips.

## **Latent Travel Demand**

Travel demand which does not currently exist, but which will be attracted by the expansion of transportation capacity.

## **Level of Service**

A method of measuring and defining the type and quality of particular public service such as transportation, fire protection, police protection, library service, schools/ education, etc. The county and cities must cooperatively develop standards for level of service for public services and infrastructure as a part of the policies governing growth management.

## **Level of Service Standards (LOS)**

A gauge for evaluating the quality of service on the transportation system. Described by travel times, freedom to maneuver, traffic interruptions, comfort, convenience, and safety.

## **Link Concurrency Management System**

A system for determining concurrency between street or road capacity and the expected traffic impact. A new development that addresses only the street or road segment immediately adjacent to the development proposal.

## **Metropolitan Area Boundary MAB**

An area determined by an agreement between the governor and the metropolitan planning organization (MPO) as defined in (23 USC 134).

## **Mobility**

A measure of transportation service performance which takes into consideration the ability of a traveler to move from origin to destination at the time and with the travel mode desired.

## **Mode of Travel**

Means of travel such as auto driver, vehicle passenger, transit passenger, bicyclist or pedestrian.

## **Mode Split**

The fourth step in forecasting travel is determining what mode of transportation (automobile, transit, carpool) will be used to make a trip.

## **Model**

A mathematical formula that expresses the actions and interactions of the elements of a system in such a manner that the system may be evaluated under any given set of conditions, i.e., land-use, economic, socioeconomic, and travel characteristics.

## **Multimodal Transportation Systems**

Buses, ferries, cars, bicycles are all examples of modes of travel. In a multimodal transportation system, each of these components is factored in so that service can be delivered efficiently. For example, the waterfront trolley which conveys ferry passengers to a bus terminal might be considered an interdependent multimodal transportation system.

## **National Ambient Air Quality Standards (NAAQS)**

Air quality standards promulgated for criteria pollutants (including ozone, carbon monoxide, particulates, nitrogen dioxide, sulfur dioxide, and lead) under the federal Clean Air Act (40 CFR 50). The standard for carbon monoxide is 35 parts per million over a one-hour period or nine (9.0) parts per million over an eight-hour period. The standard for ozone is 0.08 parts per million over an eight-hour period. The standard for PM<sub>10</sub> is 50  $\mu\text{g}/\text{m}^3$  annual arithmetic mean or 150  $\mu\text{g}/\text{m}^3$  maximum twenty-four hour average concentration.

## **Natural Resource Lands**

Natural resource lands are agricultural, forest, and mineral resource lands which have longterm commercial significance.

## **Nonattainment Area**

The geographic area designated as not meeting the NAAQS for a criteria pollutant. The boundaries are proposed by the governor, approved by EPA, and include that area required to implement plans and programs for attainment of the NAAQS published in the Federal Register.

## **Nonhome Based (NHB) Trip**

A trip that takes place between two points, neither of which is the home end of the tripmaker.

## **Open Space**

Any parcel or area of land or water that is essentially unimproved and devoted to an open space use such as preservation of natural resources, outdoor recreation not requiring development of play fields or structures, or public health and safety (flood control). Landscape settings having attributes which are predominantly natural in character.

## **Operational Conditions**

Description of the transportation facility or service. Includes pavement width, number of lanes, access points, signalization, etc., for roads and transit vehicle capacity, service frequency, transit stop convenience, and safety for transit service.

## **Pass Through**

Traffic using the highway system of a locality which neither originates in nor is destined to the locality.

## **Peak Period**

The time period during which the maximum amount of travel occurs. Generally, there is a morning peak and an afternoon peak period, and less frequently, a mid-day peak period. The peak period usually extends for at least two hours, which encompasses the peak hour.

## **Pedestrian Friendly Development**

Development designs that encourage walking by providing site amenities for pedestrians. Pedestrian friendly environments reduce auto dependence and may encourage the use of public transportation.

## **Performance Monitoring Program**

Monitoring the performance of the program is an integral part of the regional transportation plan. It determines how well the plan is being implemented and whether the system improvements and/or applied system demand strategies are having the desired effect. Each RTPO must implement and describe the performance monitoring system they have adopted.

## **Planning Commission**

A group of people appointed by the City Council or County Commission to administer planning and land use regulations for the jurisdiction.

## **Prima Facie**

Legal evidence adequate to establish a fact or raise a presumption of fact unless refuted. Legislative bodies must provide that certain facts shall be “prima facie” evidence of other facts (i.e., by providing a “rational connection” of the facts).

## **Public Facilities**

Includes streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreations facilities, and schools.

## **Public Services**

Includes fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other governmental services.

## **Public Utilities Element**

The Public Utilities Element of the comprehensive plan describes the general location, proposed location, and capacity of all existing and proposed utilities including, but not limited to, electrical lines, telecommunications lines, and natural gas lines.

## **Queue**

A line, as of people or vehicles, waiting a turn.

## **Regional Development Strategy**

The Regional Transportation Plan must contain an explicit statement defining the regional development strategy, which is a generalized scheme of existing and proposed land use that serves as the basis for transportation planning.

## **Regional Transportation Plan**

The Regional Transportation Plan is a product of the regional transportation planning process. It guides the improvement of the regional transportation system. The plan shall identify and address regional transportation issues. It is proposed by the Regional Transportation Planning Organization.

## **Regional Transportation Planning Organization (RTPO)**

The body designated by neighboring local jurisdictions within one or more counties, through voluntary association, to achieve transportation coordination for the region.

## **Reserve Capacity**

The capacity of a lane at an unsignalized intersection minus the demand for the land.

## **Reserved Capacity**

The amount of capacity reserved for use by previously approved development or capacity otherwise committed by the jurisdiction.

## **Rezoning**

A growth control measure which prespecifies the type and density of development that can occur in an area.

## **Scenic and Recreational Corridor**

The scenic and recreational corridor includes the road, its right-of-way, all elements visible from the road, as well as all cultural, historical, and recreational elements accessible from the road and considered important in the highway designation, regardless of whether or not they are visible from the road. The scenic and recreational corridor is thus a conglomeration of visible lands and recreational and cultural resources lands, linked together by visual and physical access. This complex network of natural and human-built elements varies in size and configuration, and may be interspersed by extensive areas of privately held lands not considered part of the corridor by definition.

## **Scenic and Recreational Highway**

(1) A highway which has been officially designated as Scenic and Recreational by the Washington State Legislature before December 1, 1990. (2) A highway which has passed through a threshold determination process and has been nominated for and has received legislative designation for inclusion in the Scenic and Recreational Highway program.

## **Scenic Byway**

Any roadway designated as a Scenic Byway by state or federal agencies or authorities, comprised of outstanding local or regional scenic character.

## **Scenic Highway**

A federal definition based upon the interim scenic byway guidance. A road that has been designated through some legislation or some other official declaration for its scenic, historic, recreational, archaeological, or cultural values. Scenic highways are roads designated through state, federal actions along federal, state, and local highway systems. They can be classified as parkways, greenways, trails, heritage highways, drives, roads, byways, backways, or highways.

## **Service Level Ordinances**

An ordinance which requires that a fixed LOS be met on all of a community's roadways or transit routes. Development impacts are evaluated on a case-by-case basis.

## **State Environmental Protection Act (SEPA):**

Act which requires consideration of alternatives and mitigation of environmental impacts for major projects and programs both public and private.

## **State Implementation Plan (SIP)**

A plan that is intended to eliminate or reduce the severity and number of violations of the national ambient air quality standards and expeditiously achieve those standards.

## **Strategy Plan**

A plan of actions necessary to achieve the adopted goals.



## **System Improvement and Strategy Plan**

The improvement and strategy plan defines specific improvements and system or demand management strategies proposed for implementation in the regional transportation plan and identifies priority levels for improvements.

## **Through Traffic**

The amount of traffic which passes “through” on a facility without having an origin or destination in the jurisdiction.

## **Traffic Stream**

The motor vehicle traffic flow on a street or road facility.

## **Transfer of Development Rights (TDR)**

A program that permits a property owner or developer to relocate development potential from areas where proposed land use or environmental impacts are considered undesirable to another site which can accommodate increased development beyond that for which it was zoned.

## **Transit LOS**

Level of service standards for the transit system. These standards can measure either supply related or demand related functions.

## **Transit**

The entire public transportation/high occupancy vehicle system including buses, ferries, vanpools, carpools, etc.

## **Transportation Control Measure (TCM)**

A transportation project, program, or action listed in the state implementation plan that will aid in elimination or reduction of the severity or number of violations of the national ambient air quality standards and help expeditiously attain and maintain those standards.

## **Transportation Demand Management**

Action intended to modify travel behavior, usually to avoid more costly expansion of the transportation system. Transportation demand management addresses traffic congestion by focusing on reducing travel demand rather than increasing transportation supply to increase transportation efficiency. Travel demand is reduced by measures which either eliminate trip making or accommodate person trips in fewer vehicles and may include incentives, disincentives, and the provision of transportation alternatives.

## **Transportation Element**

Describes the location, capacity, and level of service for all transportation facilities and services. The transportation element of the comprehensive plan includes:

Land use assumptions

Level of service standards  
Inventory of existing services and facilities  
Current and future deficiencies  
Analysis of financing  
Reassessment/concurrency  
Action strategy  
Intergovernmental coordination

### **Transportation Improvement Program (TIP)**

A schedule of intended transportation improvements (or continuation of current activities) as required in Section 134 of Title 23 USC. A TIP shall include projects within the MPO's area that are proposed for funding under Title 23 USC and the Federal Transit Act, projects that are part of or consistent with the transportation plan as previously defined, and transportation control measures that are included in State Implementation Plan for meeting NAAQS.

### **Transportation Management Association:**

An association of private and public organizations whose purpose is to provide and promote alternative travel options to travelers.

### **Transportation Plan**

A document that describes transportation policies, strategies, and facilities within the metropolitan area boundary defined in the Intermodal Surface Transportation Efficiency Act of 1991 (PL 102-240). A plan is based on existing and future transportation needs with due consideration given to the transportation elements of local comprehensive plans and forecasts. It is required under the regulation implementing Section 134 of Title 23 USC, and Section 8 of the Federal Transit Act, and is intended to foster a continuing, cooperative, and comprehensive planning process.

### **Transportation Projects**

An action that expends funds or approves physical and or operational alterations to a transportation system.

### **Transportation Systems Management (TSM)**

Encompasses an array of actions that can be taken to increase the carrying capacity of roadways.

### **Trip Distribution**

The third step in forecasting travel is forecasting where trips begin and where they end. This is done for different trip purposes on trip types. Common examples are home to work, home to school, home to other, and non-home-based (trips that do not begin or end at home).

## **Trip Generation**

The second step in forecasting travel is forecasting the number of trips generated by the forecasted land use; the number of trips made to and from each type of land use by day. Trip generation provides the linkage between land use and travel. Trips generated at the home end are generally termed “Production.” Trips generated by business are generally termed “Attractions.”

## **Trip Length**

The length of a trip measured in miles; may be airline distance or over-the-road distance.

## **Trip Purpose**

The reason for making a trip. Each trip may have a purpose at each end; for example, home to work.

## **Trip**

A one-direction movement which begins at the origin and ends at the destination. For example, a trip movement from a residence to a work place is a trip from home to work.

## **Unity**

The degree to which visual elements of the landscape join to form a coherent, harmonious visual pattern. A visual quality criterion.

## **Urban Growth Areas**

Areas where urban growth will be encouraged. Counties and cities must cooperatively establish the urban growth areas and cities must be located inside urban growth areas. Once established, cities cannot annex land outside the urban growth area. Growth outside of urban growth areas must be rural in character.

## **Urban Growth**

Refers to growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of such land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources. When allowed to spread over wide areas, urban growth typically requires urban governmental services.

## **Vested Rights**

The act of authorizing completion of a development project pursuant to prior rules or regulations. Determinations of vested rights are normally made on a case-by-case basis by the local government relying on Statutes and Case Law of the State of Washington.

## **Visual Character**

A descriptive summary of pattern elements (form, line, color, and texture), and pattern character (dominance, scale, diversity, and harmony). Visual character underlies visual quality factors.

## **Visual Quality**

An array of interactive factors involving both the viewer and the resource, and encompassing the excellence of the visual experience.

## **Vividness**

The memorability of landscape components as they combine in striking and distinctive visual patterns. A visual quality criterion.

## **Zoning**

A map and ordinance text which divides a city or county into land use “zones” and specifies the land uses and size restrictions for buildings within that zone.

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468-66-150

Title 468 WAC: Transportation, Department of

(b) For allowing or suffering any sign to remain in a condition of disrepair or unreasonable state of repair after the expiration of thirty days following written notification thereof.

(c) For maintaining any sign, for which a permit has been issued, in violation of any provision of the act or these regulations after the expiration of thirty days following written notification thereof.

(d) For any convictions of a violation of the act or any of these regulations, any permit held by the convicted person may be revoked whether or not such violation is related to the sign for which the permit is revoked.

(e) For maintaining a discontinued sign as defined in WAC 468-66-010(6).

(2) Notice whenever required herein shall be given to the person entitled thereto by registered mail at the last known address of such person which shall be such address as may be on file with the department, if any, otherwise the last address of such person shown by the tax records of the county in which the real property upon which the sign in question is maintained.

(3) Computation of time when dependent upon giving of notice shall relate to the day of mailing such notice rather than the day of receipt.

[Statutory Authority: Chapter 47.42 RCW. 97-17-010 (Order 170), § 468-66-150, filed 8/7/97, effective 9/7/97. Statutory Authority: RCW 47.42.060, 86-01-063 (Order 99), § 468-66-150, filed 12/17/85. Statutory Authority: 1977 ex.s. c 151, 79-01-033 (DOT Order 10 and Comm. Order 1, Resolution No. 13), § 468-66-150, filed 12/20/78. Formerly WAC 252-40-110.]

Chapter 468-86 WAC

RTPO PLANNING STANDARDS AND GUIDELINES

WAC

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468-86-120	Financial component.
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468-86-140	High capacity transit and public transportation interrelationships.
468-86-150	Certification.
468-86-160	Regional transportation improvement program.

**WAC 468-86-010 Authority.** The regional transportation planning program was authorized by the 1990 legislature as part of the state's Growth Management Act. The program is contained in chapter 47.80 RCW, with funding appropriations made as part of the Department of Transportation Appropriations Act.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-010, filed 4/15/97, effective 5/16/97.]

[1998 WAC Supp—page 1610]

**WAC 468-86-020 Purpose/intent.** (1) The regional transportation planning program creates a formal mechanism for local governments and the state to coordinate transportation planning for regional transportation facilities. The act authorized the creation of regional transportation planning organizations (RTPO) by local governments to coordinate transportation planning among jurisdictions and develop a regional transportation plan. The regional transportation planning program is available to all counties and cities state-wide (RCW 47.80.020).

(2) The legislature has authorized a grant program to fund this work. The department has the authority to administer this grant program, and to develop in cooperation with the RTPOs:

- (a) Minimum planning standards for the development of a regional transportation plan;
- (b) The RTPO regional transportation improvement program;
- (c) Planning guidelines and principles;
- (d) Certification standards for the transportation portion of local comprehensive plans and county-wide planning policies;
- (e) The adoption of LOS standards on state transportation facilities; and
- (f) RTPO regional transportation strategies.

(3) The purpose of the minimum planning standards is to guide RTPOs in the use of the regional transportation planning grants, and in the development of planning products under the program. Work proposed by each regional transportation planning organization shall be included in a work program that demonstrates adherence to the planning standards within this chapter. The intent of the department is to provide guidance that is sufficient to ensure a minimum level of consistency across the state, while providing flexibility for regions to meet specific mobility needs.

(4) The department will achieve this purpose through the establishment of these rules and through the cooperative development and maintenance of a set of RTPO planning standards and guidelines. Copies of these standards and guidelines will be available through the department's transportation planning office.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-020, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-030 Definitions.** "Consistency" means that no feature of a plan or regulation is incompatible with any other feature of a plan or regulation. Consistency is indicative of a capacity for orderly integration or operation with other elements in a system.

"Department" means the department of transportation (WSDOT).

"Least cost planning" means a process of comparing direct and indirect costs of demand and supply options to meet transportation goals and/or policies where the intent of the process is to identify the most cost-effective mix of options.

"Level of service" means an established minimum capacity for both transit and regional arterials that must be provided per unit of demand or other appropriate measure of need.

## Regional Transportation Planning Program

468-86-030

"Organization" means regional transportation planning organization (RTPO).

"Region" means the area that includes the local jurisdictions that comprise the regional transportation planning organization.

"Urbanized area" means those areas designated as such by the U.S. Bureau of the Census.

"Urban growth areas" means those areas designated by a county pursuant to RCW 36.70A.110.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-030, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-040 Determining the region.** Local governments should decide the geographic extent and composition of their region. The region should reflect common transportation concerns and a willingness among the local governments to work together in a cooperative planning process.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-040, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-050 Establishing the organization.** (1) A regional transportation planning organization is a voluntary association of local governments within the region. It shall be a formal organization formed through an interlocal agreement that establishes the organization, defines duties and relationships, and includes a transportation policy board. The establishment of a technical advisory committee (TAC) is recommended. The RTPO must determine its own structure to ensure equitable and acceptable representation by member governments. Regions are encouraged to seek native American tribal involvement.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-050, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-060 Relationship to MPOs.** The federal government requires a regional transportation planning process in urbanized areas with over fifty thousand population. This process is carried out by metropolitan planning organizations (MPOs) that have been jointly designated by local governments and the state. The intent is that the regional transportation planning program be integrated with the metropolitan planning organization program in these urbanized areas. RCW 47.80.020 requires that RTPOs shall be the same organization as that designated as the MPO. The regional transportation planning program provides the opportunity for transportation planning in rural areas within the RTPO. The department intends to jointly administer these two programs.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-060, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-070 Designation procedures.** (1) Local governments desiring participation in the regional transportation planning program must submit an RTPO designation package to WSDOT. This information is necessary for WSDOT to verify that the RTPO meets the requirements of RCW 47.80.020. This package shall contain the following items:

(a) A description of the region;

(b) A formal designation of the RTPO, in the form of a resolution or other legal declaration;

(c) A list of all RTPO member local governments;

(d) A copy of the interlocal agreement that will govern RTPO operations;

(e) A formal designation by the RTPO of the lead planning agency; and

(f) A description of the RTPO's transportation policy board.

(2) WSDOT has the responsibility of verifying that RTPOs designated by local governments meet the state requirements. The most recent annual OFM population data will be used to verify population figures. WSDOT will review the RTPO designation package, make a finding of verification, and concur with or deny the local designation. Once verified, the RTPO may proceed in carrying out its duties and may receive regional transportation planning formula grants. If significant changes are made in the structure of the RTPO, WSDOT may request that another designation package be submitted for verification review.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-070, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-080 Least-cost planning methodology.** The methodology shall consider direct and indirect costs and benefits for all reasonable options to meet planning goals and objectives. The methodology shall treat demand and supply resources on a consistent and integrated basis. The regional transportation planning organizations shall consult the guidelines set forth by the department for implementing a least-cost planning methodology. Regional transportation plans should incrementally incorporate least-cost planning methodologies as these concepts are developed. The regional transportation plan adopted after July 1, 2000, shall be based on a least-cost planning methodology appropriate to the region.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-080, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-090 Regional transportation goals and objectives.** The regional transportation planning program is meant to foster an ongoing transportation planning and decision-making process that actively plans for the improvement of regional transportation systems and coordinates this process among jurisdictions. The goals and objectives of the regional transportation plan should incorporate existing transportation related county-wide planning policies or multicounty transportation related planning policies where adopted and adhere to the following principles:

(1) Build upon applicable portions of the existing local comprehensive plan and process and promote the establishment of a regional perspective into the local comprehensive plan;

(2) Encourage partnerships between federal, state, local and tribal governments, special districts, the private sector, the general public, and other interest groups during conception, technical analysis, policy development, and decision processes in developing, updating, and maintaining the regional transportation plan;

(3) Ensure early and continuous public involvement from conceptual planning through decision making;

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(4) Shall be ongoing, and incorporate short and long range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system;

(5) Use regionally coordinated, valid and consistent technical methods and data should be used in identifying and analyzing needs;

(6) Consider environmental impacts related to the development of regional transportation policies and facilities and;

(7) Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning and state transportation planning.

Within these principles, regions shall develop their own ongoing planning process for the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-090, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-100 Regional transportation strategy.**

Each regional transportation planning organization shall develop a regional transportation strategy. The strategy should identify alternative transportation modes within the region and recommend policies to:

- (1) Address each transportation mode;
- (2) Address intermodal connections between modes; and
- (3) Address transportation demand management where required.

The regional transportation strategy is intended to guide development of the regional transportation plan and any periodic updates.

Adopted multicounty and county-wide planning policies and policies from local comprehensive plans that are regional in scope and regionally consistent should provide the basis for the regional transportation strategy. The regional transportation strategy should be periodically reviewed and updated as necessary to reflect changing priorities or to maintain regional consistency.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-100, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-110 Needs, deficiencies, data requirements, and coordinated regional transportation and land use assumptions.** (1) The following components shall be developed and incorporated in the RTP:

(a) An inventory of existing regional transportation facilities and services, including physical, operational, and usage characteristics of the regional transportation system;

(b) An evaluation of current facilities and services, comparing current usage, and operational characteristics to level of service standards, and identification of regional transportation needs;

(c) Forecasts of future travel demand, based on the regional transportation strategy and local comprehensive plans;

(d) Identification of future regional transportation system deficiencies, comparing future travel needs for movement of people and goods to available facilities and services; and

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(e) Coordinated common regional assumptions (growth, population, employment, mode split, etc.) among local jurisdictions for the development of all transportation models to ensure consistency within the RTPO, and:

(i) These common regional assumptions shall recognize the planning requirements of the state's Growth Management Act, and;

(ii) Be consistent with population forecasts prepared by the office of financial management.

(2) **Performance monitoring.** An integral part of the regional transportation plan is monitoring the performance of the regional transportation system over time. This information is necessary to determine the success of plan implementation and the effect of the desired improvements on the performance of the regional transportation system. Each RTPO shall describe their performance monitoring system in the regional transportation plan. The performance monitoring measures shall include traffic volumes and vehicle miles of travel (VMT) at a minimum and can include, but are not limited to, travel time, speed, safety standards and other measures. Performance monitoring measures should be coordinated and measurable on a consistent basis throughout the RTPO.

**(3) Regional development patterns and investments.**

The regional transportation plan shall include a general assessment of regional development patterns and investments. This analysis is intended to provide direction and background information for updates of the regional transportation plan. The RTP updates shall be based upon a general retrospective discussion of current land use and transportation patterns and their relationship to the region's goals and objectives and elsewhere in the regional transportation plan. Current and projected development patterns and the expected magnitudes and time frame in which these developments are expected to occur should be reviewed and evaluated against the regional growth and transportation strategies. If the regional growth and transportation strategies have changed or current and projected development can be shown to be inconsistent, the plan should be updated to reflect these changes, or development policies should be updated to assure consistency and continuity of transportation and land use issues within the region. The region's interrelationships between growth and transportation should be discussed along with strategies such as access control, development of heritage corridors, and other measures designed to maintain current and proposed development patterns consistent with the regional transportation plan and the transportation and land use elements of local comprehensive plans.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-110, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-120 Financial component.** The financial component shall include the following:

(1) An analysis of funding capacity including an inventory of revenue sources for regional transportation improvements, and probable funding levels available for regional transportation improvements from each source;

(2) Probable funding comparisons with identified current and future needs, including identified funding shortfalls; and

(3) If funding shortfalls are identified, an analysis of additional funding resources to make up the shortfall, or a

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reassessment of the regional transportation strategies, at a minimum, to ensure that transportation needs fall within probable funding levels.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-120, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-130 Proposed future transportation network.** Based upon the identified needs and probable funding levels within the region, the proposed future transportation network defines specific facility or service improvements, transportation system management strategies, and demand management strategies proposed for implementation on the regional transportation system. The plan shall identify priority levels for these improvements to guide local jurisdictions and the state in implementation and development of the regional transportation improvement program.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-130, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-140 High capacity transit and public transportation interrelationships.** Within those RTPOs where there is an existing or proposed high capacity transit system, the regional transportation plan shall discuss the relationship between the high capacity transit system and conventional public transit system. This could include policies to maintain coordinated arrivals and departures of interconnecting routes, coordination with other multimodal transportation centers, and other strategies targeted at improving these intermodal relationships over time.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-140, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-150 Certification.** (1) By December 31, 1996, each RTPO shall certify, that the transportation element of all comprehensive plans for cities and counties planning under the Growth Management Act:

- (a) Reflect the transportation guidelines and principles established in the regional transportation plan;
  - (b) Are consistent with the adopted regional transportation plan; and
  - (c) Conform with the requirements of RCW 36.70A.070.
- (2) Each RTPO shall also certify that county-wide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.

(3) Regions shall cooperatively define and establish measures and processes to determine regional consistency with the adopted regional transportation plan.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-150, filed 4/15/97, effective 5/16/97.]

**WAC 468-86-160 Regional transportation improvement program.** (1) Each RTPO shall compile a regional transportation improvement program (TIP) at least once every two years. The regional TIP shall:

- (a) Be developed on a cooperative basis by local government agencies, public transit agencies, and the department of transportation within each region;
- (b) Consist of a list of regionally significant transportation projects and programs including projects proposed for construction and transportation demand management mea-

asures proposed to be implemented during each year for the next six-year period;

(c) Consist of regionally significant projects included in the local six-year transit development plans and six-year comprehensive transportation programs required by RCW 35.58.2795, 35.77.010, and 36.81.121 for transit agencies, cities, towns, and counties;

(d) Include all proposed WSDOT projects in the region;

(e) Include only projects consistent with the regional transportation plan;

(f) Include a financial section outlining:

- (i) Sources of funding reasonably expected to be received for each year of the ensuing three-year period; and
- (ii) All assumptions and explanations supporting the expected levels of funding consistent with information included in the financial component of the regional transportation plan.

(2) The six-year regional TIP developed by each RTPO is intended for use as a planning document and shall be available at the lead planning agency office of the RTPO.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. 97-09-046 (Order 169), § 468-86-160, filed 4/15/97, effective 5/16/97.]

## Chapter 468-105 WAC

## PUBLIC ADVISORY ELECTIONS FOR SELECTED STATE TRANSPORTATION FACILITIES

## WAC

- 468-105-020 Definitions.
- 468-105-040 Local involvement committee.
- 468-105-050 Establishing affected project area.
- 468-105-060 Project description.
- 468-105-070 Public advisory elections.
- 468-105-080 Public advisory election results.

**WAC 468-105-020 Definitions.** For the purpose of implementing RCW 47.46.030 (3) through (11) relative to the process for conducting public advisory elections on selected transportation facilities, the following definitions apply:

(1) "Affected project area" means a geographic area of the state impacted by the imposition of tolls or user fees that is defined and established by the department following a public comment period and a recommendation by the public private local involvement committee. The affected project area is a geographic portion of the state which is depicted in a map.

(2) "City" means any jurisdiction formed under Titles 35 and 35A RCW including any first class city (RCW 35.01.010), second class city (RCW 35.01.020), town (RCW 35.01.040) or code city (RCW 35A.01.035).

(3) "County auditor" shall have the same meaning as provided in RCW 29.01.043.

(4) "Department" means the Washington state department of transportation.

(5) "Initial affected project area" means a geographic area of the state that is defined by the department as a result of a comprehensive analysis of traffic patterns and economic impacts created by the imposition of tolls or user fees to finance a proposed project.

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## Regional Transportation Planning Organizations

Chapter 47.80

**Chapter 47.80**  
**REGIONAL TRANSPORTATION PLANNING**  
**ORGANIZATIONS**

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47.80.904	Effective date—1994 c 158.

**47.80.010 Findings—Declaration.** The legislature finds that while the transportation system in Washington is owned and operated by numerous public jurisdictions, it should function as one interconnected and coordinated system. Transportation planning, at all jurisdictional levels, should be coordinated with local comprehensive plans. Further, local jurisdictions and the state should cooperate to achieve both state-wide and local transportation goals. To facilitate this coordination and cooperation among state and local jurisdictions, the legislature declares it to be in the state's interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state. [1990 1st ex.s. c 17 § 53.]

**47.80.011 Legislative intent.** The legislature recognizes that recent legislative enactments have significantly added to the complexity of and to the potential for benefits from integrated transportation and comprehensive planning and that there is currently a unique opportunity for integration of local comprehensive plans and regional goals with state and local transportation programs. Further, approaches to transportation demand management initiatives and local and state transportation funding can be better coordinated to insure an efficient, effective transportation system that insures mobility and accessibility, and addresses community needs.

The legislature further finds that transportation and land use share a critical relationship that policy makers can better utilize to address regional strategies.

Prudent and cost-effective investment by the state and by local governments in highway facilities, local streets and arterials, rail facilities, marine facilities, nonmotorized transportation facilities and systems, public transit systems, transportation system management, transportation demand management, and the development of high capacity transit systems can help to effectively address mobility needs. Such investment can also enhance local and state objectives for effective comprehensive planning, economic development strategies, and clean air policies.

The legislature finds that addressing public initiatives regarding transportation and comprehensive planning necessitates an innovative approach. Improved integration between

transportation and comprehensive planning among public institutions, particularly in the state's largest metropolitan areas is considered by the state to be imperative, and to have significant benefit to the citizens of Washington. [1994 c 158 § 1.]

**47.80.020 Regional transportation planning organizations authorized.** The legislature hereby authorizes creation of regional transportation planning organizations within the state. Each regional transportation planning organization shall be formed through the voluntary association of local governments within a county, or within geographically contiguous counties. Each organization shall:

- (1) Encompass at least one complete county;
- (2) Have a population of at least one hundred thousand, or contain a minimum of three counties; and
- (3) Have as members all counties within the region, and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population.

The state department of transportation must verify that each regional transportation planning organization conforms with the requirements of this section.

In urbanized areas, the regional transportation planning organization is the same as the metropolitan planning organization designated for federal transportation planning purposes. [1990 1st ex.s. c 17 § 54.]

**47.80.023 Organization's duties.** Each regional transportation planning organization shall have the following duties:

(1) Prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional corridors and shall recommend preferred transportation policies to implement adopted growth strategies. The strategy shall serve as a guide in preparation of the regional transportation plan.

(2) Prepare a regional transportation plan as set forth in RCW 47.80.030 that is consistent with county-wide planning policies if such have been adopted pursuant to chapter 36.70A RCW, with county, city, and town comprehensive plans, and state transportation plans.

(3) Certify by December 31, 1996, that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed pursuant to RCW 47.80.026, are consistent with the adopted regional transportation plan, and, where appropriate, conform with the requirements of RCW 36.70A.070.

(4) Where appropriate, certify that county-wide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.

(5) Develop, in cooperation with the department of transportation, operators of public transportation services and local governments within the region, a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures. The regional transportation improvement program shall be based on the programs, projects, and transportation demand management

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measures of regional significance as identified by transit agencies, cities, and counties pursuant to RCW 35.58.2795, 35.77.010, and 36.81.121, respectively. The program shall include a priority list of projects and programs, project segments and programs, transportation demand management measures, and a specific financial plan that demonstrates how the transportation improvement program can be funded. The program shall be updated at least every two years for the ensuing six-year period.

(6) Designate a lead planning agency to coordinate preparation of the regional transportation plan and carry out the other responsibilities of the organization. The lead planning agency may be a regional organization, a component county, city, or town agency, or the appropriate Washington state department of transportation district office. [1994 c 158 § 2.]

**47.80.026 Comprehensive plans, transportation guidelines, and principles.** Each regional transportation planning organization, with cooperation from component cities, towns, and counties, shall establish guidelines and principles by July 1, 1995, that provide specific direction for the development and evaluation of the transportation elements of comprehensive plans, where such plans exist, and to assure that state, regional, and local goals for the development of transportation systems are met. These guidelines and principles shall address at a minimum the relationship between transportation systems and the following factors: Concentration of economic activity, residential density, development corridors and urban design that, where appropriate, supports high capacity transit, freight transportation and port access, development patterns that promote pedestrian and nonmotorized transportation, circulation systems, access to regional systems, effective and efficient highway systems, the ability of transportation facilities and programs to retain existing and attract new jobs and private investment and to accommodate growth in demand, transportation demand management, joint and mixed use developments, present and future railroad right-of-way corridor utilization, and intermodal connections.

Examples shall be published by the organization to assist local governments in interpreting and explaining the requirements of this section. [1994 c 158 § 3.]

**47.80.030 Regional transportation plan—Contents, review, use.** (1) Each regional transportation planning organization shall develop in cooperation with the department of transportation, providers of public transportation and high capacity transportation, ports, and local governments within the region, adopt, and periodically update a regional transportation plan that:

(a) Is based on a least cost planning methodology that identifies the most cost-effective facilities, services, and programs;

(b) Identifies existing or planned transportation facilities, services, and programs, including but not limited to major roadways including state highways and regional arterials, transit and nonmotorized services and facilities, multimodal and intermodal facilities, marine ports and airports, railroads, and noncapital programs including transportation demand management that should function as an integrated regional

transportation system, giving emphasis to those facilities, services, and programs that exhibit one or more of the following characteristics:

(i) Physically crosses member county lines;

(ii) Is or will be used by a significant number of people who live or work outside the county in which the facility, service, or project is located;

(iii) Significant impacts are expected to be felt in more than one county;

(iv) Potentially adverse impacts of the facility, service, program, or project can be better avoided or mitigated through adherence to regional policies; and

(v) Transportation needs addressed by a project have been identified by the regional transportation planning process and the remedy is deemed to have regional significance;

(c) Establishes level of service standards at a minimum for all state highways and state ferry routes. These regionally established level of service standards for state highways and state ferries shall be developed jointly with the department of transportation, to encourage consistency across jurisdictions. In establishing level of service standards for state highways and state ferries, consideration shall be given for the necessary balance between providing for the free interjurisdictional movement of people and goods and the needs of local commuters using state facilities;

(d) Includes a financial plan demonstrating how the regional transportation plan can be implemented, indicating resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommending any innovative financing techniques to finance needed facilities, services, and programs;

(e) Assesses regional development patterns, capital investment and other measures necessary to:

(i) Ensure the preservation of the existing regional transportation system, including requirements for operational improvements, resurfacing, restoration, and rehabilitation of existing and future major roadways, as well as operations, maintenance, modernization, and rehabilitation of existing and future transit, railroad systems and corridors, and nonmotorized facilities; and

(ii) Make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods;

(f) Sets forth a proposed regional transportation approach, including capital investments, service improvements, programs, and transportation demand management measures to guide the development of the integrated, multimodal regional transportation system; and

(g) Where appropriate, sets forth the relationship of high capacity transportation providers and other public transit providers with regard to responsibility for, and the coordination between, services and facilities.

(2) The organization shall review the regional transportation plan biennially for currency and forward the adopted plan along with documentation of the biennial review to the state department of transportation.

(3) All transportation projects, programs, and transportation demand management measures within the region that have an impact upon regional facilities or services must be consistent with the plan and with the adopted regional

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growth and transportation strategies. [1994 c 158 § 4; 1990 1st ex.s. c 17 § 55.]

**47.80.040 Transportation policy boards.** Each regional transportation planning organization shall create a transportation policy board. Transportation policy boards shall provide policy advice to the regional transportation planning organization and shall allow representatives of major employers within the region, the department of transportation, transit districts, port districts, and member cities, towns, and counties within the region to participate in policy making. [1990 1st ex.s. c 17 § 56.]

**47.80.050 Allocation of regional transportation planning funds.** Biennial appropriations to the department of transportation to carry out the regional transportation planning program shall set forth the amounts to be allocated as follows:

- (1) A base amount per county for each county within each regional transportation planning organization, to be distributed to the lead planning agency;
- (2) An amount to be distributed to each lead planning agency on a per capita basis; and
- (3) An amount to be administered by the department of transportation as a discretionary grant program for special regional planning projects, including grants to allow counties which have significant transportation interests in common with an adjoining region to also participate in that region's planning efforts. [1990 1st ex.s. c 17 § 57.]

**47.80.060 Executive board membership.** In order to qualify for state planning funds available to regional transportation planning organizations, the regional transportation planning organizations containing any county with a population in excess of one million shall provide voting membership on its executive board to the state transportation commission, the state department of transportation, and the three largest public port districts within the region as determined by gross operating revenues. It shall further assure that at least fifty percent of the county and city local elected officials who serve on the executive board also serve on transit agency boards or on a regional transit authority. [1992 c 101 § 31.]

**Section headings not part of law—Severability—Effective date—1992 c 101:** See RCW 81.112.900 through 81.112.902.

**47.80.070 State-wide consistency.** In order to ensure state-wide consistency in the regional transportation planning process, the state department of transportation, in conformance with chapter 34.05 RCW, shall:

- (1) In cooperation with regional transportation planning organizations, establish minimum standards for development of a regional transportation plan;
- (2) Facilitate coordination between regional transportation planning organizations; and
- (3) Through the regional transportation planning process, and through state planning efforts as required by RCW 47.01.071, identify and jointly plan improvements and strategies within those corridors important to moving people and goods on a regional or state-wide basis. [1994 c 158 § 5.]

(1996 Ed.)

**47.80.900 Severability—1990 1st ex.s. c 17.** See RCW 36.70A.900.

**47.80.901 Part, section headings not law—1990 1st ex.s. c 17.** See RCW 36.70A.901.

**47.80.902 Captions not part of law—1994 c 158.** Captions used in this act do not constitute any part of the law. [1994 c 158 § 11.]

**47.80.903 Severability—1994 c 158.** If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected. [1994 c 158 § 12.]

**47.80.904 Effective date—1994 c 158.** This act shall take effect July 1, 1994. [1994 c 158 § 13.]

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