

**THURSTON REGIONAL PLANNING COUNCIL**  
**UNIFIED PLANNING WORK PROGRAM**

**STATE FISCAL YEAR 2009**  
(July 1, 2008 to June 30, 2009)

Adopted by TRPC  
May 2, 2008

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May 2, 2008

THURSTON REGIONAL PLANNING COUNCIL

**RESOLUTION NO. 2008-03**

RELATING to the 2009 Unified Planning Work Program between THURSTON REGIONAL PLANNING COUNCIL (TRPC) and the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT).

WHEREAS, the WSDOT and TRPC have cooperated in the past for regional and metropolitan transportation planning within Thurston County; and

WHEREAS, TRPC is the agency designated by the GOVERNOR as the METROPOLITAN PLANNING ORGANIZATION and the REGIONAL TRANSPORTATION PLANNING ORGANIZATION for the Thurston region; and

WHEREAS, TRPC has the authority to act on the Unified Planning Work Program;

NOW, THEREFORE BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

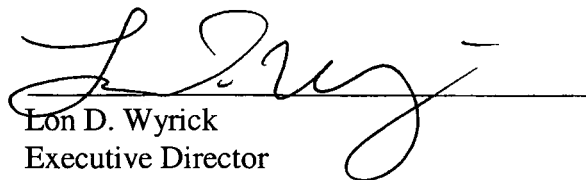
THAT the scope, content, budget, and funding sources of the Unified Planning Work Program for State Fiscal Year 2009 be approved as per attachment with the understanding that minor changes may be required following State review; and

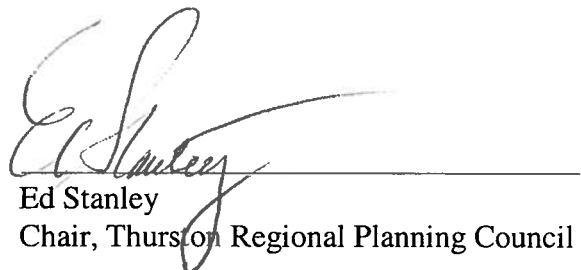
THAT any local match will be finalized through the TRPC budget process; and

THAT the Chair is authorized to file the necessary applications and execute contracts with the WSDOT upon completion of legal reviews.

Adopted this 2nd day of May, 2008.

ATTEST:

  
Lon D. Wyrick  
Executive Director

  
Ed Stanley  
Chair, Thurston Regional Planning Council



**STATE FISCAL YEAR 2009 UNIFIED PLANNING WORK PROGRAM**  
**THURSTON REGIONAL PLANNING COUNCIL**

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## BACKGROUND

Regional transportation planning is a process-oriented endeavor as much as it is a product-oriented one. Good process leads to consensus products. Regional transportation planning is:

- Coordination among jurisdictions, citizens, businesses, and other interests to identify a direction for the region's transportation system and then maintaining a course to get there.
- Exploring issues and opportunities, and evaluating the consequences of choices both big and small.
- Collaboration and communication among diverse and seemingly unrelated organizations with a common interest in transportation and livable communities.
- Weighing alternatives and prioritizing among important and sometimes competing options, making difficult decisions, and at times, having to reconsider a decision based on updated information.
- Answering questions that often lead to more questions.
- Looking at transportation and seeing not just cars and buses, but community livability, environmental quality, social equity, financial responsibility, economic vitality – across whole generations.

Regional transportation planning is the process of looking at the transportation system as a whole, without regard to jurisdiction or travel mode. The goal is to make decisions that – over time – result in more access, more choices, and a more sustainable relationship with our natural and social environment.

In the Thurston region, regional transportation planning falls primarily within three self-described arenas. The short-range planning arena generally deals with emerging issues or those that are likely to reach fruition within the ensuing five or six years. As its name implies, long-range planning tends to focus on the more distant time horizon, or on conceptual strategies. Data development and forecasting provide the robust and reliable information needed to perform work in both short- and long-range planning. All three components are critical for the effective functioning of the regional transportation planning program. They are mutually supportive and can rarely happen in isolation from each other.

For this reason, the SFY 2009 Unified Planning Work Program continues the organizational structure first introduced in SFY 2003:

- **Regional Transportation Planning** includes all the functions associated with short-range planning, long-range planning, and data development and forecasting. It also includes the programmatic staff support and 'front-of-the-house' tasks necessary to execute work specific to those three components. While the three basic components of the regional transportation planning program are consolidated, users will find details of the specific tasks and deliverables associated with each component included for information and accountability purposes.
- **Program Administration** includes only program management, accounting, and non-programmatic costs associated with the regional transportation program.

**PURPOSE**

The annual Unified Planning Work Program (UPWP) is a required statement of how state and federal funds will be used for transportation planning purposes by the Metropolitan Planning Organization (MPO) and the Washington State Department of Transportation (WSDOT) Olympic Region. The UPWP lists all work to be addressed in a given fiscal year, and identifies committed revenue sources from WSDOT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and regional Surface Transportation Program (STP) funds with corresponding local match amounts as required.

TRPC's regional transportation program must fulfill federal urban transportation planning regulations in 23 USC 134 and state requirements in RCW 47.80, WAC 486, and the WSDOT Regional Planning Standards. The UPWP is an important tool for ensuring compliance with these requirements.

The UPWP is developed and submitted for state and federal review in the third quarter of each state fiscal year for implementation at the beginning of the next state fiscal year. The state fiscal year runs from July 1st to June 30th. The UPWP is based on the transportation planning priorities of the region as well as federal and state emphasis areas. The intent of the UPWP is to provide a comprehensive, continuing and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development. This planning addresses all modes of transportation.

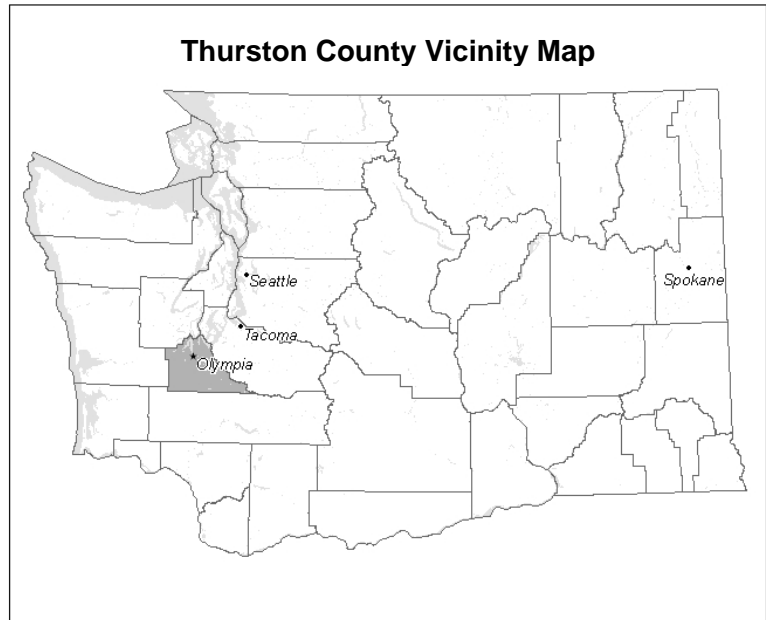
As the federally-designated MPO for Thurston County, Thurston Regional Planning Council (TRPC) is responsible for preparing the annual UPWP. This UPWP was developed through a collaborative process involving TRPC's member jurisdictions, WSDOT Olympic Region as well as the WSDOT Strategic Planning and Programming Division. A draft of the UPWP is reviewed for compliance with state and federal requirements by WSDOT, FHWA, and FTA. The final UPWP is formally adopted by TRPC prior to submittal to the WSDOT for approval by state and federal agencies.

**DESCRIPTION OF THE REGION**

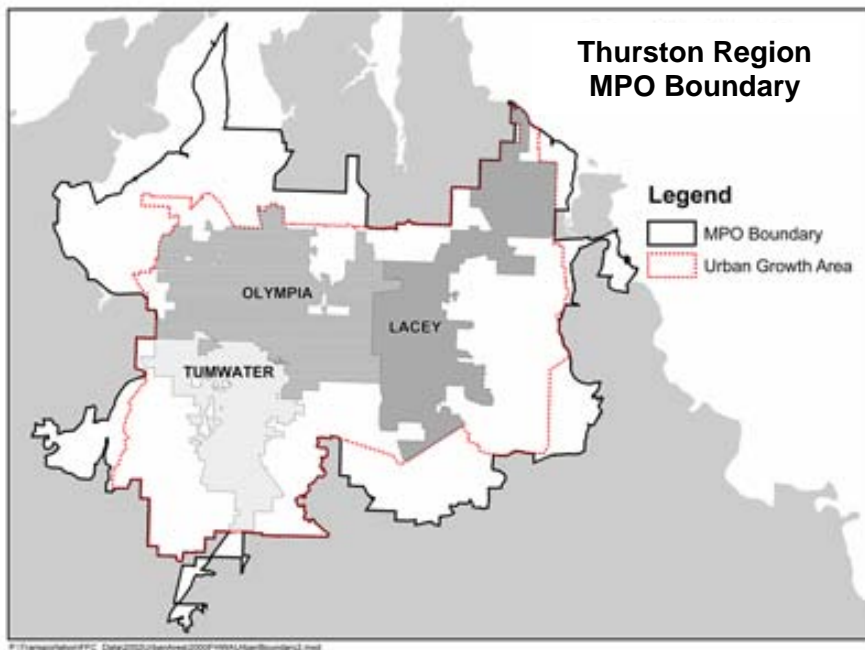
The regional transportation planning activities described in this UPWP cover a single-county region defined by the boundaries of Thurston County, Washington. This fast growing region, which is also the seat of state government, is located along the southernmost reaches of Puget Sound. It is bordered by the counties of Pierce, Mason, Lewis and Grays Harbor (Figure 1: Thurston County Vicinity Map).

Thurston County is the physical link between the Seattle-Tacoma metropolitan region to the northeast and the rural regions to the south and west. The state’s most important passenger and freight highway, Interstate 5, runs roughly north/south in Thurston County through the heart of the region’s metropolitan area where it intersects an east/west highway of statewide significance, US 101.

**Figure 1:**



**Figure 2:**



The metropolitan area of this single-county region is defined primarily by the cities and urban growth areas of Lacey, Olympia and Tumwater. The estimated 2008 population of the federally-defined urban area is 160,400. The rural area is defined by the remainder of the County, including its small cities, towns, and Indian reservations. The total county population is estimated to be a little more than 238,000.

**MPO/RTPO STRUCTURE**

Thurston Regional Planning Council is the federally-designated MPO for this region, as well as the state-designated Regional Transportation Planning Organization (RTPO). As the MPO/RTPO, the Regional Council is the lead planning agency for work specified in this Work Program.

TRPC is a 20-member intergovernmental council. Its membership includes the cities of Lacey, Olympia, Rainier, Tenino, Tumwater and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe and the Confederated Tribes of the Chehalis Reservation; Intercity Transit; the North Thurston and Olympia school districts; the LOTT Alliance (the Lacey, Olympia, Tumwater, Thurston County sewer and wastewater partnership) and Thurston County Public Utility District #1; as well as Associate members The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, the Economic Development Council of Thurston County, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington, TRPC has established a Transportation Policy Board (TPB) to serve as an advisory body on transportation policy issues relevant to TRPC in its role as the MPO/RTPO. The TPB membership consists of member representatives, and includes two citizen advisors, three business representatives, the Port of Olympia, and WSDOT Olympic Region.

Both TRPC and the Transportation Policy Board are advised on technical issues by the Technical Advisory Committee (TAC). The TAC is composed of planning and engineering staff from the member jurisdictions and the WSDOT Olympic Region. In addition, a residents' task force or other stakeholder groups are appointed on an as-needed basis to provide further advisory capacity on specific issues as authorized by the Regional Council.

Member rosters for CY 2008 are included in Appendix C.

**PLANNING FACTORS**

As the MPO/RTPO for the Thurston Region, TRPC is responsible for providing a transportation planning process that is consistent with planning factors outlined in the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (referred to hereafter as SAFETEA-LU). To fulfill its responsibility, TRPC's planning process must support projects and strategies that will:

- Support the economic vitality of the region and the state, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned

growth and economic development patterns;

- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operations; and
- Emphasize preservation of the existing transportation system.

Additionally, federal agencies expect TRPC to identify major transportation providers' federally-funded transportation planning activities in the UPWP.

WSDOT augments the federal requirements with planning guidance specific to the needs of Washington State. State-specific planning guidance for SFY 2009 includes:

- Continued implementation of regional transportation and growth management planning;
- Consistency with RCW 47.04.280 and the investment guidelines of the Washington Transportation Plan (WTP);
- Compliance with accountability requirements associated with the use of state transportation planning funds; and
- Implementation of work program development tasks.

These state and federal planning factors and emphasis areas inform how TRPC implements regional planning and its own priorities over the next year. TRPC's regional priorities support implementation of the long-range Regional Transportation Plan and are used to tailor the way in which state and federal requirements are met. Regional priorities augment on-going responsibilities, and are identified annually by policy makers. Regional priorities for SFY 2009 include:

- Evaluation of current performance measure data and identification of additional measures if warranted;
- Continued development of regional freight planning capacities and monitor progress of ports in the evaluation of Thurston County sites for major inter-modal freight facilities;
- Pursuit of Vision Reality Task Force follow-up activities as appropriate;
- Continued pursuit of funding for a High Capacity Transportation Study and make incremental progress as feasible within existing budget;
- Pursue measures for making regional strategy corridors into "smart corridors" via transportation technology and supportive land use strategies;
- Complete Rainier Traffic Circulation Study and assist affected agencies in securing funding for needed investments;
- Pursue follow-up implementation measures for Regional Trails Plan as appropriate, including identification of priority regional trail segments and evaluation of shared-use corridors with rail and utilities.
- Continue to develop easy-to-understand educational pieces that inform planning commissions and others about transportation / land use relationships and opportunities to better integrate decision-making;
- Explore new partnerships with the Emergency Management Council and other agencies and organizations to determine how TRPC can most effectively support response and recovery plans for meeting this region's safety and security needs; and

- Convene a policy maker Climate Change subcommittee to identify appropriate climate change issues for consideration at the regional level, including a white paper outlining next steps.

Of these regional work program priorities policy makers placed an emphasis on performance measures and freight mobility.

These regional work program priorities describe the way TRPC will comply with its state and federal planning requirements. They also include additional efforts to build needed capacity while maintaining the on-going work and core functions of the MPO / RTPO program.

## **UPWP ELEMENTS**

This SFY 2009 UPWP is divided into two regular work elements: Regional Transportation Planning, and Program Administration. Both elements include information on the purpose, work tasks involved and work products anticipated. Work functions associated with the Regional Transportation Planning element are further disaggregated to provide specific information for the three sub-elements – short-range planning, long-range planning, and data development and forecasting.

## REGIONAL TRANSPORTATION PLANNING

### Purpose

Ensure a comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development, and which supports effective, cooperative transportation decision-making.

The Regional Transportation Planning work element comprises work in the areas of short-range planning, long-range planning, and data development and forecasting. The UPWP recognizes that these three areas are closely related, and that the work of one area often assumes the characteristics of another area. In fact, it is often difficult to distinguish these areas. However, to facilitate program overview tasks are described for each of the three areas as sub-elements of the Regional Transportation Planning work program. Work Products, Functional Responsibility and Estimated Costs/Funding Sources are identified for the Regional Transportation Planning work element as a whole.

### Short-Range Planning Sub-element *(0-6 Year Planning Horizon, Approximately)*

Core functions, regional priorities and associated tasks that may be performed in SFY 2009 under the definition of short-range planning include, but are not limited to:

#### **Program Federal Funds**

- Conduct priority programming, administrative support, and project tracking of Regional Surface Transportation Program funds and Transportation Enhancement funds to support regional multi-modal priorities; and
- Develop and conduct required amendments to the Regional Transportation Improvement Program (RTIP), including integration of projects into the RTIP needed to implement paratransit and key station plans, transit, inter-city network, and inter-city rail, consistent with the Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act.
- Develop an annual listing of completed projects in cooperation with the WSDOT, Intercity Transit, and local agencies, and including pedestrian walkways and bicycle facilities.
- Monitor progress at WSDOT in implementing the new four-year STIP and update the RTIP as necessary to maintain consistency.
- Integrate federal Year of Expenditure requirements into the RTIP in accordance with state-mandated STIP software requirements;
- Implement process for allocating Congestion Management and Air Quality (CMAQ) funds attributed to the Thurston region.

#### **Support Travel Demand Management**

- Support implementation of regional and local CTR plans and TDM strategies;
- Support implementation of Growth and Transportation Efficiency Centers (GTEC) strategies in downtown Olympia; and
- Participate in activities of the statewide Commute Trip Reduction (CTR) Task Force and the Washington State Rideshare Organization.

#### **Support Public Transportation**

- Facilitate development and implementation of transit signal priority measures as appropriate;
- Participate with Intercity Transit on special studies, planning efforts, and other projects as requested;
- Support Intercity Transit data and analysis requests for use in local and regional studies;
- Ensure communication and collaboration with transit planners, safety professionals, emergency service providers, and the enforcement community as appropriate on regional project development; and
- Participate in the coordination of emergency preparedness procedures as requested.

**Coordinate Non-Emergency Human Services Transportation**

- Provide convener and implementation support for the Thurston County Human Services Transportation Forum, a partnership working together to ensure that non-emergency transportation services for people with special needs are seamless, comprehensive, and accessible to all;
- Support Rural Tribal (R/T) transportation program activities;
- Update as necessary, and provide on-going implementation of a Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region;
- Provide support to service providers to ensure full coordination with applicable metropolitan and statewide planning processes;
- Provide grant writing and administrative support for innovative partnerships working to address the basic mobility deficiencies experienced by people with special needs such as people with disabilities, low-income people joining the work force, and older residents accessing health care; and
- Participate in the activities of the Area Council on Coordinated Transportation.

**Support Non-Motorized Transportation**

- Evaluate issues and opportunities associated with use of active rail and utility corridors as shared-use trail corridors, identified as a priority implementation measure of the Regional Trails Plan; and
- Support the Chehalis-Western Trail “Bridging the Gap” project and implementation efforts including coordination with development of the Lacey-Olympia Woodland Trail.

**Ensure Regional Integration of Intelligent Transportation Systems (ITS)**

- Provide policy and procedural guidance as needed to facilitate local compliance with federal requirements related to the regional ITS architecture;
- Facilitate development of a deployment strategy for regional coordination of signal and data transmission technologies; and
- Participate in the activities of ITS Washington and the Washington State Intelligent Transportation Society.

**Support Safety in the Planning Process**

- Support transportation system safety through investment priorities, safety conscious planning, and other measures; and
- Provide input as appropriate to WSDOT and the legislature on local and regional safety needs for all modes of transport.

**Support Security in the Planning Process**

- Work with local agencies to update and maintain the Natural Hazards Mitigation Plan;
- Support development of a regional Critical Infrastructure Database; and
- Explore opportunities for greater partnership with the Emergency Management Council.

**Support Government-to-Government Coordination**

- Work with the region's partners to improve understanding, communications and coordination, and to promote positive and constructive tribal/non-tribal relations;
- Participate in government-to-government training opportunities; and
- Participate as appropriate in tribal planning and implementation processes.

**Facilitate Integrated Transportation / Land Use Decision-Making**

- Promote consistency between transportation investments and State and local planned growth and economic development;
- Evaluate and respond to updated Vision Reality Task Force (VRTF) indicator data;
- Implement VRTF follow-up measures as appropriate; and
- Continue to coordinate and communicate with adjacent regions on transportation and land use issues of inter-regional interest.

**Pursue Additional Policy-Maker Work Program Priorities**

- Review and refine updated Vision Reality Task Force indicators and, if appropriate, identify additional measures for evaluating effectiveness of investments, system performance, and transportation – land use integration;
- Continue efforts needed to develop a regional freight mobility strategy and participate as appropriate in discussions or analyses associated with a South Sound Logistics Center;
- Continue efforts to develop a regional vision and implementation strategy in support of passenger and freight rail, for subsequent integration into a future RTP, including work targeted towards future High Capacity Transportation and park-and-ride needs;
- Assess rural circulation and mobility issues associated with a trestle chokepoint at Rainier Road/Minnesota Avenue intersection and develop a preferred alternative and implementation strategy in conjunction with Rainier and area stakeholders;
- Evaluate issues and opportunities for developing shared-use trail corridors in association with active rail or utility corridors as called for in the Regional Trails Plan, and provide analysis as appropriate to support priority trail segments identified by policy makers;
- Work with local agencies on efforts to improve operational efficiency, access, and transportation-efficient land use activities in designated strategy corridors, including implementation of “Smart Corridor” operational improvements; and
- Evaluate issues and opportunities and identify ways to better incorporate climate change considerations into the regional transportation planning process.

**Ensure Air Quality Conformity**

- Review all regionally significant projects for compliance with regional air quality conformity requirements;
- Participate with the air quality consultation group; and
- Participate on the statewide Air Quality Roundtable.

**Conduct Public Education and Outreach**

- Develop and disseminate effective materials that make use of visualization techniques,

employ plain English writing styles, and which are available in a variety of formats including electronic web-based formats; and

- Incorporate innovative public involvement techniques from the very beginning stages of project scoping and development, seeking informed input and consensus on regional transportation decisions wherever possible.

#### **Provide Local Agency Support**

- Facilitate ad hoc working forums targeted to needs of local agency staff to promote sharing of ideas and experiences on specific issues of common concern;
- Provide technical and policy support to local agencies in the state-mandated updates of their Comprehensive Plans to ensure consistency with the Regional Transportation Plan;
- Participate on ad hoc jurisdictional study teams as requested, providing regional perspectives or expertise on efforts of regional significance;
- Participate in the three highway interchange studies being conducted in the Thurston region by Lacey, Olympia, Tumwater, and WSDOT Olympic Region and provide appropriate technical, policy and public process support to ensure consistency with the long-range regional plan and modeling assumptions;
- Provide regional coordination of, and application for, amendments to the Federal Functional Classification System on behalf of local jurisdictions; and
- Provide regional coordination of, and application for, amendments to the Statewide Freight and Goods Movement classification system on behalf of local jurisdictions.

#### **Coordinate with WSDOT**

- Coordinate with WSDOT to ensure consistency between regional and state transportation plans and priorities;
- Ensure consistency with RCW 47.04.280 and support as appropriate the investment guidelines of the Washington Transportation Plan specific to preservation, safety, mobility, environment, and stewardship;
- Support WSDOT compliance of attainment report required of OFM by RCW 47.04.280;
- Participate as appropriate in the development of corridor plans or studies on facilities of statewide significance;
- Participate in development, implementation, and statewide activities related to the Washington Transportation Plan, Highway System Plan, 'Target Zero' Highway Safety Plan, statewide Bicycle Plan, and other modal plans as appropriate; and
- Participate in the activities of the MPO/RTPO Coordinating Committee.

#### **Respond to Emerging Issues**

- Provide on-going support for WSDOT's Active Community Environments project and support for its Active Living Task Force as funds allow;
- Participate in efforts to improve coordination and consultation among local, regional, tribal, state, and federal agencies;
- Monitor and participate as appropriate on the West Coast Corridor initiative and organization;
- Monitor and respond to legislative activities and requests;
- Monitor and participate in regional, state, and federal efforts regarding SAFETEA-LU implementation; and

- Monitor and participate as appropriate in discussions regarding future federal transportation legislation.

**Other**

- Develop, monitor, and amend as necessary the Unified Planning Work Program;
- Certify MPO compliance with all federal transportation planning requirements; and
- Consult and coordinate with planning officials responsible for other types of planning activities affected by transportation, including growth management, economic development, environmental protection, airport operations, and freight movement.

**Long-Range Planning Sub-element (6 – 20+ Year Planning Horizon, Approximately)**

Core functions and associated tasks that may be performed in SFY 2009 under the definition of long-range planning include, but are not limited to:

**Maintain 20+ Year Regional Transportation Plan**

- Implement the annual long-range plan update strategy;
- Consider land use, natural resources, environmental protection, conservation, and historic preservation in the evaluation of long-range transportation strategies, including outreach to State and local agencies for data resources and input; and
- Make a determination during development of the CY 2009 amendment docket as to the need for a major overhaul of the long-range Regional Transportation Plan starting with the next amendment cycle.

**Encourage Public Participation in Long-range Transportation Issues**

- Design and implement strategic public outreach / input processes tailored to the specific long-range work program priorities identified in the Regional Transportation Plan, including forums, discussion groups, electronic communications, and media, as appropriate;
- Encourage the participation of pedestrians, cyclists, and people with disabilities in the public involvement process; and
- Encourage the participation of private sector and land use interests in the regional transportation planning process.

**Comply with GMA Requirements**

- Participate in the development and review of proposed changes to land use or transportation elements of local comprehensive plans to ensure proposed changes maintain consistency with the Regional Transportation Plan and long-range regional forecasting assumptions;
- Submit adopted long-range plan updates to WSDOT with notice of biennial currency;
- Support adopted Countywide Planning Policies through the regional transportation planning program and its associated forecasting processes; and
- Compile six-year Transportation Improvement Programs (TIPs) from local agencies and WSDOT (2 years) into a single, region-wide six-year TIP.

**Coordinate Regional and Federal Priorities**

- Monitor and respond to specific issues of federal interest as they relate to on-going regional efforts, such as mainstreaming safety in the transportation planning and decision-making

processes, integrating long-range planning and environmental review processes, and improving the way transportation systems are managed and operated through the planning process;

- Participate in selected activities of the Association of Metropolitan Planning Organizations; and
- Participate in selected activities of the Transportation Research Board.

### **Data Development and Forecasting Sub-element**

Core functions and associated tasks that may be performed in SFY 2009 under the definition of data development and forecasting include, but are not limited to:

#### **Conduct Data Collection, Analysis, and Management**

- Develop and refine data architecture and data collection methodologies as appropriate that support diverse regional transportation technical needs;
- Develop tools to integrate transportation data collected at local and state levels to create reliable forecasts of current and projected usage and system performance;
- Evaluate and refine as appropriate technical information and processes to ensure highest quality information is available to support decision-making needs;
- Evaluate and integrate Census Transportation Planning Package (CTPP) and Journey-to-Work (JTW) data as appropriate into the regional travel demand analysis processes;
- Integrate Buildable Lands data with transportation forecasting data, and analysis of real and projected implications; and
- Manage transportation-related data, and share that data with regional partners as appropriate.

#### **Develop, Apply and Maintain Regional Travel Demand Model**

- Coordinate with local engineering staff, Intercity Transit, and private consultants to ensure consistent interpretation and application of the transportation model;
- Provide on-going evaluation of the model's network characteristics and zonal structure, with refinements as appropriate to ensure the model is reliable, robust, and well-suited for the kinds of analysis it is used for;
- Coordinate with Intercity Transit on appropriate transit network characteristics for use in the regional travel demand model;
- Coordinate with the Technical Advisory Committee on application of level of service methodologies used at the regional level to ensure consistent and meaningful interpretation of results;
- Begin development of a freight forecasting model;
- Update the region-wide base year population and employment databases used for annual model revisions;
- Pursue increased technical capabilities to support short- and long-range regional work program priorities; and
- Provide technical documentation of transportation model development and assumptions.

#### **Provide Local Agency Technical Support**

- Perform annual update of regional transportation model for use in GMA concurrency analyses by local agencies;

- Provide regional travel projections in support of local transportation planning efforts;
- Support local transportation staff and Intercity Transit in applying the regional transportation database and model to support transit and local planning efforts; and
- Respond to technical, GIS, or other data-related requests from member jurisdictions.

**Ensure Technical Coordination with Partners**

- Coordinate with other regions and agencies to improve intra- and inter-region travel forecasting.

**Support Technical Capabilities**

- Purchase appropriate hardware and software to perform required technical work;
- Maintain hardware and software required to perform technical work; and
- Provide on-going development and refinement of GIS capabilities and analysis tools.

**Demonstrate Air Quality Conformity**

- Maintain Mobile6 air quality modeling capabilities and integration as required in state and federal reporting processes.

**Additional Regional Transportation Planning Work Tasks**

In order to perform regional transportation planning functions associated with the short-range planning, long-range planning, and data development and forecasting tasks, TRPC must also perform the following associated tasks:

- Maintain on-going public outreach and education programs;
- Respond to public and media inquiries;
- Support inter-regional coordination with local, tribal, regional, RTPO, state, and federal agencies;
- Support intra-regional coordination and consultation with local and state agencies, tribes, organizations, and interests;
- Respond to unforeseen emerging issues;
- Solicit supplemental grant funding;
- Provide grant support to TRPC members;
- Participate in meetings, workshops, advisory groups, and policy roundtables;
- Provide program support for Technical Advisory Committee and Transportation Policy Board meetings, including agenda development, word processing, recording and transcription functions, and mailings;
- Attend conferences and seminars;
- Participate in staff meetings; and
- Provide training and other necessary staff development to perform the regional transportation planning functions.

**Regional Transportation Planning Work Products**

Related work products for SFY 2009 may include, but are not limited to:

1. 2009-2011 (2012) Regional Transportation Improvement Program, and any amendments required to maintain its currency, as well as a 2009-2014 TIP for the entire region;
2. CY 2009 amendment to the RTP;
3. Documentation of regional air quality conformity compliance;
4. Contract administration for the “Rural / Tribal Transportation Program;”
5. SFY 2010 Unified Planning Work Program;
6. SFY 2009 UPWP Annual Report;
7. Distribution of CMAQ funds attributed to the Thurston region from SAFETEA-LU;
8. Annual MPO self-certification statement;
9. TRPC Regional Transportation Planning web site and electronic dissemination system;
10. Working forums tailored to needs of jurisdiction staff;
11. Amendments as needed to the Federal Functional Classification System and Highways of Statewide Significance;
12. Amendments as needed to the Statewide Freight and Goods Transportation System;
13. Briefings or informational papers for state or federal legislative representatives;
14. Memoranda and other correspondence in response to emerging issues for the region;
15. Notice of biennial currency of adopted Regional Transportation Plan for submittal to WSDOT;
16. Transportation data and metadata structures;
17. CTPP and Journey-to-Work data reports as appropriate;
18. Updated analysis zone structures as appropriate to improve regional modeling capabilities;
19. TAZ population and employment forecast estimates;
20. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data; and
21. Memoranda and correspondence supporting local use of the region-wide transportation model as needed.

Progress on issue-specific work tasks may also result in the following products:

22. White paper describing strategies for incorporating climate change into the regional transportation planning process; and
23. White papers, reports, research, presentations, and other materials specific to priority work program recommendations under development in this UPWP timeframe.

**Relationship to Other Elements**

The tasks and work products associated with this work element are mutually supportive, and must be undertaken in compliance with state and federal administrative requirements performed under the “Program Administration” work elements.

**Functional Responsibilities**

Work will be performed primarily by TRPC staff in cooperation with local and tribal agencies and WSDOT, FHWA, and FTA. Review and advisory roles are the responsibility of the TAC, TPB, TRPC, WSDOT, and such consultants and general public as considered appropriate. Approval authority is granted to the Thurston Regional Planning Council, FHWA, and the FTA.

**Estimated Cost and Funding Sources:**

FHWA / FTA Funds	\$230,103
TRPC Match for FHWA / FTA Funds	\$ 40,658
WSDOT RTPO Group 1 Funds	\$ 33,562
WSDOT RTPO Group 2 Funds	\$ 51,716
Regional STP Funds Dedicated to UPWP Support	\$472,446
TRPC Match for STP Funds	\$ 73,734
<b>Funding Support for Regional Transportation Planning Work Element</b>	<b>\$902,219</b>

## **PROGRAM ADMINISTRATION**

### **Purpose**

Thurston Regional Planning Council must conduct federal and state mandated program administration requirements. Program administration functions are those accounting and management functions which must be performed in order to maintain the regional transportation planning functions and tasks identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements. Program administration also includes general management and the necessary communications and coordination to ensure smooth integration of the transportation work program into the rest of the agency's functions.

Core functions and associated tasks that may be performed in SFY 2009 under the definition of Program Administration include, but are not limited to:

### **Manage Program**

- Perform general program management and supervisory functions;
- Perform general personnel management;
- Recruit and train staff;
- Develop calendar year budget and staffing patterns for integration with the rest of the agency; and
- Monitor and adjust budget as necessary.

### **Comply with State and Federal Accounting Procedures**

- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost plan; and
- Participate in annual program audits.

### **Additional Program Administration Work Tasks**

In order to perform these functions, TRPC must also perform the following associated tasks:

- Coordinate with federal, state and local agencies; and
- Maintain hardware and software necessary to ensure consistency between regional transportation planning needs and the overall agency technical strategy.

### **Work Products**

Work products for SFY 2009 may include, but are not limited to:

1. Calendar year 2010 budget and staffing pattern;
2. Monthly accounting summaries; and
3. Annual Direct Cost plan.

**Relationship to Other Elements**

The tasks and work products associated with this element provide the necessary managerial, accounting, and coordination support for the regional transportation planning work program element.

**Functional Responsibilities**

Work will be performed by TRPC staff. Review and advisory roles are the responsibility of the WSDOT. Approval authority is granted to the Thurston Regional Planning Council, FHWA, and FTA.

**Estimated Cost and Funding Sources**

FHWA / FTA Funds	\$ 40,453
TRPC Match for FHWA / FTA Funds	\$ 7,151
WSDOT RTPO Group 1 Funds	\$ 6,357
Regional STP Funds for UPWP Support	\$ 83,373
TRPC Match for STP Funds	\$ 13,012
<b>Funding Support for Program Administration Element</b>	<b>\$150,346</b>

**THURSTON REGIONAL PLANNING COUNCIL  
SFY 2009 UNIFIED PLANNING WORK PROGRAM  
JULY 1, 2008 – JUNE 30, 2009**

Work Element	FHWA		FTA		Regional STP		WSDOT Primary Support	Additional WSDOT Support	Total Expenditure
	FHWA Funds	TRPC Match 13.50%	FTA Funds	TRPC Match 20.00%	STP Funds	TRPC Match 13.50%	RTPO Group 1 Funds	RTPO Group 2 Funds	
<i>Regional Transportation Planning</i>	179,579	28,027	50,524	12,631	472,446	73,734	33,562		850,503
<i>Regional Trans Planning RTPO Group 2 Eligible Tasks</i>								51,716	51,716
Subtotal – Regional Transportation Planning	179,579	28,027	50,524	12,631	472,446	73,734	33,562	51,716	902,219
Program Administration	31,537	4,922	8,916	2,229	83,373	13,012	6,357		150,346
<b>Totals</b>	<b>\$211,116</b>	<b>\$ 32,949</b>	<b>\$ 59,440</b>	<b>\$ 14,860</b>	<b>\$555,819</b>	<b>\$ 86,746</b>	<b>\$ 39,919</b>	<b>\$ 51,716</b>	<b>\$1,052,565</b>

FHWA Federal Highway Administration  
 FTA Federal Transit Administration  
 RTPO Regional Transportation Planning Organization

STP Surface Transportation Program  
 TRPC Thurston Regional Planning Council  
 WSDOT Washington State Department of Transportation

# **APPENDIX A**

**UNFUNDED NEEDS FOR SFY 2009**

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## **I-5 / US 101 ORIGIN & DESTINATION SURVEY & LOCAL INTERCHANGE ANALYSIS**

### **Statement of Need**

In 1997 this region undertook an I-5 / US 101 Origin and Destination Survey, collecting data at the entry/exit points to Thurston County. This data continues to provide valuable input to the region's travel demand model, and an understanding of the inter-regional characteristics of travel along these two major state facilities. To augment that work, this region seeks funding to update that data and perform similar concurrent analysis at its urban interchanges.

The location of I-5 through the heart of the Thurston region – and the abundance of access points to that highway – renders the functionality of I-5 as that of a major arterial through Lacey, Olympia, and Tumwater. Anecdotally, the ease of highway access is understood to attract and generate local traffic movements that would otherwise have used surface streets. This in turn influences the kind of land uses that are viable adjacent or near these interchanges, the attractiveness of alternative travel choices, the ability of jurisdictions to effectively implement long range land use plans, and the ability of the WSDOT to effectively manage capacity on its important highways. However, no hard data exists to confirm or refute the anecdotal understanding of I-5 influences on local travel behavior in the Thurston region.

With funding support for an internal I-5/US 101 Origin and Destination Survey, the region can use license-plate matching at the urban interchanges in Lacey, Olympia, and Tumwater as well as at the Lewis and Pierce County borders and the intersection with SR 8 to determine the actual localized use of I-5 and US 101 relative to regional or inter-regional use. Focusing on the 12 urban highway access points and the three “external” points, data will be collected that documents the prevalence and nature of ‘local trip-making’ on the state's two principle highways in the Thurston region. This information will be valuable for calibrating the regional travel demand model, as well as for more detailed transportation / land use analysis and long range implementation strategies.

### **Relationship to Work Program Elements**

An updated origin and destination survey directly supports the Regional Transportation Planning work element, in particular its long-range planning and data development and forecasting functions.

Data will also be useful for the region's partners at WSDOT Olympic Region in implementing the Washington Transportation Plan and associated Route Development Plans, and for local agencies.

**Estimated Cost for This Unfunded Need: \$600,000**

## **HOUSEHOLD TRAVEL SURVEY**

### **Statement of Need**

In 1998, TRPC conducted a statistically valid survey of household travel characteristics across the region. This essential data was used in development of the regional travel demand model, enabling TRPC for the first time to use characteristics specific to this region and not those from communities elsewhere in the country.

Significant growth has occurred since that time. One consequence of that growth is that the region has transitioned from a predominately rural-suburban region to one that is increasingly urban-suburban. These shifts in demographics and land use likely indicate changes in the character of household travel in the region. This underscores the need to update critical data used to evaluate the regional transportation system.

An update of the household travel survey is timely, ensuring that future analysis of local and regional needs adequately reflects the multi-modal travel characteristics and needs of the Thurston region.

### **Relationship to Work Program Elements:**

This project is consistent with, and supports regional work program functions in the areas of data development and forecasting, long-range planning, and short-range planning. Tasks and work products for this potential project will be developed and incorporated into the Regional Transportation Planning work program as appropriate upon allocation of funds.

**Estimated Cost for This Unfunded Need: \$750,000**

## **THURSTON REGION HIGH CAPACITY TRANSPORTATION STUDY – A BLUEPRINT FOR FUTURE MOBILITY**

### **Statement of Need**

The Thurston Region is increasingly challenged by growth, with more residents commuting to central Puget Sound for work, increasing freight flows, and mounting roadway congestion.

The region seeks to develop a workable solution before continued development causes urban gridlock and requires expensive urban retrofit to provide adequate transportation services. Puget Sound's next looming bottlenecks are in Thurston County, impacting not only economic health and livability of the Thurston region, but also that of Western Washington and the State.

The region seeks funding for a High Capacity Transportation Plan that provides in-depth and critical evaluation of the various options and designs a system that makes sense. It must be comprehensive, visionary, and practical. This blueprint will guide future transportation investments, providing a comparison of options and recommendations for major roadways, rail, bus transit, park-and-rides, ferry travel, intermodal facilities, and freight mobility. The plan will identify key right-of-way that need protection and evaluate land use in the vicinity of major transportation facilities and the potential for future expansion. It will recommend improvements phases to grow appropriately with the community. And it will expand connectivity between south and central Puget Sound.

Within ten years, many of the key opportunities will be lost to growth, and congestion will substantially increase with little recourse for relief from alternatives. Day-to-day land use and economic decisions by government, business, and residents are shaping and limiting future transportation options. A regional blueprint is needed to overlay and harmonize these localized decisions to continue a seamless transportation system – meeting the future needs of the Thurston region, western Washington, and the State.

### **Relationship to Work Program Elements**

This project is consistent with, and supports regional work program functions in the areas of short- and long-range planning. Tasks and work products for this project will be developed and incorporated into the Regional Transportation Planning work program upon allocation of funds.

**Estimated Cost for this Unfunded Need: \$500,000**

**“DRIVE LESS. LIVE MORE.” TRIP REDUCTION EFFICIENCY STRATEGIES**

**Statement of Need**

On-going efforts at the local, regional, and state levels have helped to curb the growth in per capita vehicle miles traveled associated with commute trips. But more strategic effort is needed to optimize investments in Commute Trip Reduction (CTR) and Growth and Transportation Efficiency Centers (GTEC). Targeted strategies will help ensure successful implementation of local and regional trip reduction plans.

Additional funding is needed to develop community tools that will be available to residents, workers and visitors and that will support transportation choices. Funding is also needed to create a template for effective public outreach and education that can be easily adapted by a variety of users.

**Relationship to Work Program Elements**

This project is consistent with, and supports regional work program functions in the area of short-range planning. Tasks and work products for this project will be developed and incorporated into the Regional Transportation Planning work program upon allocation of funds.

**Estimated Cost for this Unfunded Need: \$150,000**

**PARK AND RIDE TRANSPORTATION EFFICIENCY INFRASTRUCTURE INVESTMENT**

**Statement of Need**

The Thurston region has unmet and growing need for safe and convenient park and ride facilities. Funding is needed to develop a comprehensive park and ride study and implementation strategy to guide future investments. That effort will work to identify and remove barriers to public/private partnerships in the development and operation of park and ride facilities. It will also identify strategic opportunities to implement shared-use park-and-ride facilities in the rural reaches of Thurston County.

**Relationship to Work Program Elements**

This project is consistent with and supports regional work program functions in the areas of short- and long-range planning. Tasks and work products for this project will be developed and incorporated in the Regional Transportation Planning work program upon allocation of funds.

**Estimated Cost for this Unfunded Need: \$100,000**

# **APPENDIX B**

**AN ALPHABET SOUP OF TRANSPORTATION  
A Glossary of Transportation Terms and Acronyms  
Found in the Unified Planning Work Program**

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# **An Alphabet Soup of Transportation**

## **A Glossary of Transportation Terms and Acronyms Found in the UPWP**

**ACCT** Agency Council on Coordinated Transportation. A WSDOT-sponsored council of state agencies, transportation providers, consumer advocates and legislators. ACCT promotes coordination of transportation resources for people with special transportation needs. TRPC plays an active role in coordinating these transportation resources in the Thurston region.

**ADA** Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes, and hiring practices to prevent discrimination against people with disabilities.

**Buildable Lands** Reference to a state-mandated work program undertaken by TRPC, which resulted in extremely detailed and accurate assessments of land use, including developed lands, developable lands, and undevelopable lands. While the work mandated by the State is complete, on-going analysis of the data generated for the work program is of significant benefit to regional transportation and land use planning.

**Class I Facility** Reference to a type of non-motorized transportation facility. Class I facilities are off-street facilities dedicated to bike, pedestrian, and other non-motorized travel. Most frequently, they utilize abandoned railroad corridors. Other designations include Class II, Class III, and Class IV facilities, all of which are on-street facilities and differ from each other in their function and design.

**Comprehensive Plan** Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by GMA to be consistent with the local plans. This overlapping consistency requirement ensures on-going coordination between local and regional agencies.

**Conformity** Process for assessing compliance of any transportation plan, program, or project with state air quality implementation plans. Process requirements are defined by the federal Clean Air Act and the Washington State Clean Air Act. The intent is to ensure that transportation investments do not cause air quality to deteriorate over time. The Thurston region must demonstrate conformity for particulate matter (PM<sub>10</sub>).

**CTPP** Census Transportation Planning Package. Refers to data generated every ten years as a part of the census. Select household and travel characteristics are bundled together by regionally-designated analysis zones, instead of the traditional census block geographies. This data is useful in validating or

recalibrating base assumptions about household characteristics, which are an essential feature of the travel demand modeling process.

- CTR** Commute Trip Reduction. State legislation requiring employers in the nine largest counties to implement measures to reduce the number of single occupant vehicle trips and vehicle miles traveled by their employees during the peak travel periods. Thurston County is one of the affected counties.
- EMME/2** A travel demand forecasting model that predicts future use of car, truck, bike and transit travel in the region. This is the model used in the Thurston region and to develop the 2025 Regional Transportation Plan.
- FHWA** Federal Highway Administration. The Thurston region is located within FHWA Region 10.
- FTA** Federal Transit Administration. The Thurston region is located within FTA Region 10.
- GMA** Growth Management Act. State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, Thurston Regional Planning Council is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.
- GTEC** Growth and Transportation Efficiency Centers. A concept introduced in 2006 as part of the Commute Trip Reduction Efficiency Act to increase the efficiency of the state's transportation system in areas containing high concentrations of housing and jobs. Cities and counties may establish GTECs in their densest employment or residential areas. Strategies may include capital and program investments as well as public / private partnerships.
- ITS** Intelligent Transportation Systems. A wide range of advanced technologies that improve the safety and operating efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance, freeway traffic maps shown on television or the internet to warn motorists of accidents, and devices that map 'real time' location of transit vehicles.
- ISTEA** Intermodal Surface Transportation Efficiency Act of 1991. This federal act revolutionized the way transportation decisions were made, and revenues spent, at the federal, state, and local levels. It placed a strong emphasis on coordination between local, regional, and state agencies with a mandate to better integrate transportation and land use decision-making processes.

System preservation and management became at least as important as system expansion. ISTEA required a coordinated, comprehensive, and financially-constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998.

- IT** Intercity Transit. IT is Thurston County’s public transportation provider.
- LOS** Level of Service. Measure describing operational traffic conditions. State law allows agencies to use any number of performance measures to evaluate operational efficiency of the transportation system, as long as it is coordinated regionally. Current application of LOS in this region is based on the traditional Volume-to-Capacity ratio, or V/C ratio, of a given roadway segment during the busiest two hours of the evening commute period. As the volume of traffic on a roadway during the peak commute time approaches the designed capacity, congestion increases.
- MPO** Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population. TRPC is the designated MPO for the urbanized area of Thurston County. The function of an MPO is to provide continuing, coordinated, comprehensive transportation planning in urbanized areas. The most visible products that result from that effort are a financially constrained 20-year regional transportation plan (RTP), a three-year Regional Transportation Improvement Program (RTIP), and an annual Unified Planning Work Program (UPWP). The MPO boundary in Thurston County is approximately that of the Lacey-Olympia-Tumwater urban growth area, with the inclusion of the Cooper Point peninsula.
- Olympic Region** One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County, and is headquartered in Tumwater.
- PM<sub>10</sub>** Particulate matter that is 10 microns or less in size, and is too small to be filtered by the nose and lungs. Particulate matter may be in the form of airborne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with PM<sub>10</sub> that is generated by transportation.
- RTIP** Regional Transportation Improvement Program. Federally required document produced by TRPC that identifies all federally funded projects for the current 3-year period. The RTIP is developed every year. In order for any federally-funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program. This results in the need to amend the RTIP occasionally throughout the year in order to add projects recently awarded funding.

<b>RTP</b>	Regional Transportation Plan. Thurston Regional Planning Council is required by state and federal laws to maintain a plan that looks out over at least a twenty year horizon, and ensures coordination across all jurisdictions for all modes of transport. The current plan, initially adopted in May 2004, extends to the 2030 planning horizon.
<b>RTPO</b>	Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. TRPC is the Planning Organization for Thurston County, which is a single-county RTPO.
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The federal transportation act that superseded TEA21, signed into law about two years late in August 2005. Also, the poster child for long names that force transportation planners to use acronyms.
<b>SFY</b>	State Fiscal Year. The time period from July 1 through June 30. The Unified Planning Work Program is based on this state fiscal year time period.
<b>STIP</b>	Statewide Transportation Improvement Program. Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. In order for a project to be included in the STIP it must first be included in the RTP.
<b>STP</b>	Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects. Approximately \$2.4 million per year of STP funds are awarded to projects selected by TRPC through a regional prioritization process. TRPC awards funds every 2-3 years to projects that support funding priorities established by the Council. In CY 2001, TRPC awarded \$7.5 million to projects throughout the region. Its next selection cycle will be in CY 2004.
<b>TAC</b>	Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate. Active TAC members include transportation staff from Lacey, Olympia, Tumwater, Yelm, Thurston County, Intercity Transit, and WSDOT Olympic Region.
<b>TAZ</b>	Traffic Analysis Zone. A geographic area established for modeling purposes that ranges in size from a few blocks to several square miles. TAZs are characterized by population, employment, and other factors, and serve as the primary unit of analysis for modeling purposes. The Thurston travel demand model has roughly 800 TAZs.

<b>TDM</b>	Travel Demand Management. TDM encompasses a suite of tools that modify peoples’ travel behavior to better manage capacity resources of the transportation system, and improve operating efficiency. Examples of TDM tools range from “incentive” type programs like employer-subsidized bus passes, compressed work weeks, and telework options, to “market measures” like employee-paid parking and variable-rate toll roads with rates based on time-of-day travel. The State’s Commute Trip Reduction program is a TDM element. Even measures like effective land use planning fall under the realm of TDM, since the way a community is built – and the kind of travel options it provides – will influence individual travel behavior.
<b>TEA21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century. This is the federal act that superseded ISTEA in 1998.
<b>TIP</b>	Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 3-6 year list of projects that will be pursued.
<b>TITLE VI</b>	Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.
<b>TPB</b>	Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. Active TPB members include elected representatives from Lacey, Olympia, Tenino, Tumwater, Yelm, Thurston County, Intercity Transit, as well as representatives from the WSDOT Olympic Region and the Port of Olympia. The TPB also includes two citizen representatives and three business representatives. All of the region’s legislatures were designated as ex officio members of the TPB as a result of 2003 legislation.
<b>TRPC</b>	Thurston Regional Planning Council. 20-member council of governments representing: the cities of Lacey, Olympia, Rainier, Tenino, Tumwater, and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe; the Confederated Tribes of the Chehalis Reservation; Intercity Transit; Griffin School District, Olympia School District, and North Thurston Public Schools; the Timberland Regional Library; the Economic Development Council of Thurston County; the Thurston County Public Utility District #1 and the LOTT Alliance; and the Puget Sound Regional Council. The Evergreen State College is a non-voting Charter Member Emeritus.

<b>UPWP</b>	Unified Planning Work Program. A federally-required annual report describing the agency's regional transportation work program and budget, detailing the various state and federal funding sources that will be used. It reflects the state fiscal year (July 1 – June 30) and is developed in the third quarter of the fiscal year for the ensuing fiscal year.
<b>UGA</b>	Urban Growth Area. This refers to those unincorporated areas outside of a city or town that is intended to become part of that city or town in the future, as required under the Growth Management Act, and for which joint planning between city and county is required.
<b>WSDOT</b>	Washington State Department of Transportation
<b>WSRO</b>	Washington State Rideshare Organization.
<b>WTP</b>	Washington Transportation Plan. The state equivalent of the regional transportation plan that must maintain a 20 + year perspective on statewide transportation issues.

# **APPENDIX C**

**CY 2008  
MEMBER ROSTERS  
and  
Staff Resources**

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**THURSTON REGIONAL PLANNING COUNCIL – CY 2008 MEMBERS**

Bucoda .....	Kathy Martin
Lacey.....	Virgil Clarkson
Olympia .....	Rhenda Strub
Rainier.....	Dennis McVey, Vice-Chair
Tenino .....	Ken Jones
Tumwater .....	Ed Stanley, Chair
Yelm.....	Bob Isom
Thurston County .....	Cathy Wolfe, Secretary
Confederated Tribes of the Chehalis Reservation.....	Lennea Magnus
Nisqually Indian Tribe .....	Francine Lester
Intercity Transit.....	Karen Valenzuela
North Thurston Public Schools.....	Shawn Lewis
Olympia School District .....	Frank Wilson
LOTT Alliance.....	Graeme Sackrison
Thurston County Public Utilities District No. 1 .....	Paul Pickett
Timberland Regional Library (Associate) .....	Dick Nichols
The Economic Development Council (Associate).....	Michael Cade
Lacey Fire District #3 .....	Frank Kirkbride
Puget Sound Regional Council (Associate).....	Norm Abbott
The Evergreen State College (Charter Member Emeritus)	Paul Smith

**TRANSPORTATION POLICY BOARD – CY 2008 MEMBERS**

Lacey.....	Graeme Sackrison
Olympia .....	Karen Messmer
Tenino .....	John O’Callahan
Tumwater .....	Pete Kmet, Chair
Yelm.....	Ron Harding
Thurston County .....	Bob Macleod
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe .....	Jim Longley
Intercity Transit.....	Tom Green
Port of Olympia.....	George Barner
WSDOT, Olympic Region.....	Kevin Dayton
Dept. of General Administration (Business rep).....	Joan Cullen
Business Representative.....	Tom Fender
Business Representative.....	pending
Citizen Representative .....	Doug DeForest, Vice-Chair
Citizen Advisor .....	Patty Betts

Ex Officio TPB Members – Washington State Legislature

2 <sup>nd</sup> Legislative District .....	Senator Marilyn Rasmussen Representative Jim McCune Representative Tom Campbell
20 <sup>th</sup> Legislative District.....	Senator Dan Swecker Representative Gary Alexander Representative Richard DeBolt
22 <sup>nd</sup> Legislative District .....	Senator Karen Fraser Representative Sam Hunt Representative Brendan Williams
35 <sup>th</sup> Legislative District.....	Senator Tim Sheldon Representative William Eickmeyer Representative Kathy Haigh

**TECHNICAL ADVISORY COMMITTEE – CY 2008 MEMBERS**

Lacey..... Martin Hoppe  
 Olympia ..... Dave Riker  
 Tumwater ..... Doug Johnston  
 Yelm..... Jim Gibson  
 Thurston County ..... Dale Rancour  
 Intercity Transit..... Dennis Bloom  
 WSDOT, Olympic Region..... George Kovich  
 WSDOT, Highways and Local Programs ..... Brian Moorehead

Thurston Regional Planning Council  
**Regional Transportation Staff Directory**

Agency Phone Number: 360.956.7575  
 Agency Fax Number: 360.956.7815  
 Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise and some other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the 2009 Unified Planning Work Program. It is representative of the kinds of things each person works on, but it is not inclusive. If you have questions about something you don't see on the list, get in touch with any of the people below and we'll help you find what you're looking for.

<b>Staff Contact</b>	<b>Primary Areas of Responsibility</b>
<b>Lon Wyrick</b> <i>Executive Director</i> <a href="mailto:wyrickl@trpc.org">wyrickl@trpc.org</a>	Oversight and management of all TRPC agency work programs.
<b>Susan Andrews</b> <i>Assistant Director</i> <a href="mailto:andrews@trpc.org">andrews@trpc.org</a>	Oversight and management of staffing and accounting functions and contract management.
<b>Thera Black</b> <i>Senior Planner</i> <a href="mailto:blackvt@trpc.org">blackvt@trpc.org</a>	MPO/RTPO program requirements. Regional Transportation Plan. Transportation finance. "Bridging the Gap." CMAQ funding. Air quality conformity. TPB support.
<b>Paul Brewster</b> <i>Associate Planner</i> <a href="mailto:brewstp@trpc.org">brewstp@trpc.org</a>	Trails and non-motorized transport planning. Hazards mitigation planning. Regional STP allocation. Federal functional classification. Tribal transportation planning. TAC support.
<b>Jailyn Brown</b> <i>Senior Planner</i> <a href="mailto:brownj@trpc.org">brownj@trpc.org</a>	Rail planning. High capacity transportation. Freight mobility. Regional Transportation Improvement Program. Transportation technology. Incident management planning. <i>Journeys</i> newsletter.
<b>Karen Parkhurst</b> <i>Senior Planner</i> <a href="mailto:parkhuk@trpc.org">parkhuk@trpc.org</a>	Rural and tribal transportation programs. Commute Trip Reduction and TDM. Legislative issues. Tribal relations. Grant management. Active Community Environment program.
<b>Bhanu Yerra</b> <i>Transportation Engineer</i> <a href="mailto:yerrab@trpc.org">yerrab@trpc.org</a>	Development and maintenance of regional travel demand model. Data development and management. Corridor analysis. Concurrency analysis. Transportation data requests. Air quality conformity modeling. Local agency modeling support.

# **APPENDIX D**

## **Federally-Funded Transportation Planning Activities in the Thurston Region**

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## **Federally-Funded Transportation Planning Activities in the Thurston Region**

As per 23 CFR 450.314(a)(2), the Unified Planning Work Program shall document planning activities to be performed with funds provided under title 23, U.S.C., and the Federal Transit Act. The main body of this Unified Planning Work Program documents those activities that will be performed by TRPC. This appendix documents additional transportation planning activities throughout the Thurston region that will be funded in part or whole with federal funds.

### **WSDOT:**

- Agency support: Activities providing data, information, analysis and policy and action recommendations to numerous customers throughout and outside the department. The decisions supported range from how federal and state funds are distributed to the location and cost-effective design of needed improvements to the transportation system.
- Research: Research activities facilitate the identification of research and development, manage the development and conduct of funded research projects, facilitate agency input to and participation in national research programs and projects, survey state DOT's for current practices, provide advice on research study design, and collaborate with universities, federal and state agencies, and others.
- External reporting: Activities allow the department to comply with federal requirements for reporting of statistical data on Washington's transportation system characteristics and use.
- Financial planning and economic analysis: Activities allow WSDOT to comply with numerous state requirements related to sound financial planning, forecasting, monitoring and management.
- Interagency coordination: Activities provide the means for WSDOT to work with its local, state and national partners to provide a true system that performs better than the simple sum of its independently owned and operated parts.
- Mapping / GIS spatial data: Mapping and GIS tools provide the means to display and analyze transportation system data, and present information in a useful format to support planning, design, operational and maintenance decisions.
- Performance analysis and reporting: Activities provide a vital and integral component of public agency administration, and is essential for program management and maintaining public support.
- Policy development: Activities in this area guide actions of the department in many different ways. Development of these policies also provides an important vehicle for validating that WSDOT correctly understands the State's transportation needs and challenges and is proposing the correct actions for meeting them.
- Project selection and priority: Project programming uses information on benefits and costs of transportation investment options to help decision-makers in allocating scarce funding to particular projects.
- RTPO / MPO support: WSDOT as the state transportation agency has a responsibility to work with the RTPOs and MPOs on a variety of planning and program development areas.
- Systems analysis and planning: Activities include studies that establish the background for future investment decisions and lead to inclusion of information into the Washington Transportation Plan, the Highway System Plan, and other planning products. The studies also provide identification of investments needed to protect public investments in the

transportation system by outlining preservation strategies and raising the awareness of the need for additions to the system based on locally-planned growth patterns.

- Strategic planning: Activities provide guidance to WSDOT management and offices as they develop strategic and business planning products and provide support and coordination for cabinet level strategic and policy planning efforts in the Governor's Office and the Office of Financial Management.
- Special studies: Activities include studies specifically requested by the Transportation Commission, the Legislature, the Governor's office and the federal transportation agencies to provide information, analysis and recommendations to decision-makers regarding topical issues.
- Statewide planning: The primary focus of this activity area is development of the Washington Transportation Plan. Statewide planning is the paramount vehicle for overall public involvement in Washington transportation policy development.

#### **Intercity Transit:**

Note that IT does not receive federal planning funds directly. However, due to the fact that they receive federal funds for capital projects, all of Intercity Transit's planning activities must be conducted in a manner compliant with federal requirements. Some specific activities of note:

- Participation in the Coordinated Human Services Transportation Planning activities;
- Title VI Compliance procedures;
- Environmental Justice assurance; and
- Paratransit planning.

# **APPENDIX E**

## **SFY 2009 Regional Transportation Work Program Requirements**

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# SFY 2009 Regional Transportation Work Program Requirements

This report summarizes the various federal and state requirements governing the regional transportation work program in the Thurston region, its processes, and its products. It delineates between on-going requirements, and those reflecting annual 'planning emphasis areas' as described for state fiscal year 2009.

## FEDERAL REQUIREMENTS OF METROPOLITAN PLANNING ORGANIZATIONS

### On-going Federal Requirements

*Principle source for federal requirements governing MPOs and the regional transportation planning process are: 23 CFR Part 450 Subpart C, the purposes of which are to implement the provisions of 23 U.S.C 134 and 49 U.S.C. 5303.*

Unified Planning Work Program: Develop a unified planning work program that meets requirements of 23 CFR part 420, and which discusses planning and transportation priorities facing the metropolitan planning area. Document planning activities to be performed with funds provided under title 23 and Chapter 53 of title 49 U.S.C.

Transportation Planning Process: Conduct a continuous, cooperative, and comprehensive planning process that will:

- Increase the safety of the transportation system for motorized and non-motorized users;
- Enhance security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the efficient preservation of the existing transportation system;
- Support the economic vitality of the metropolitan planning area especially by enabling global competitiveness, productivity, and efficiency.

The process shall reflect, as appropriate, transportation system development, land use, employment, economic development, human and natural environment, and housing and community development. It shall be carried out in coordination with the statewide transportation planning process and be consistent with the Strategic Highway Safety Plan and transit safety and security programs as appropriate. It will be consistent to the extent practicable with development of regional intelligent transportation system architectures. Additionally, the MPO will prepare a coordinated public transit-human services transportation plan that is coordinated and consistent with the metropolitan transportation planning process.

Public Involvement: Develop, adopt, and comply with a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, supports early and continuing involvement of the public in developing plans and TIPs, is responsive, employs visualization techniques as appropriate to describe plans and TIPs, and which includes to the maximum extent practicable electronically accessible formats and means, such as the World Wide Web. The public involvement process will demonstrate compliance with Title VI requirements of the Civil Rights Act of 1964; the Older Americans Act of 1965; the Americans with Disabilities Act of 1990; section 504 of the

Rehabilitation Act of 1973. It will seek out and consider the needs of those traditionally underserved by existing transportation systems, who may face challenges accessing employment and other services.

Consultation: The MPO should consult with agencies responsible for other planning activities within the metropolitan area that are affected by transportation or coordinate its planning processes to the extent practicable with such planning activities. Plans and TIPs shall be developed with due consideration of other related planning activities in the metropolitan area.

The planning process shall provide for the involvement of:

- traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers; freight shippers; and transit users.
- Local, State, and Federal environmental resource and permit agencies as appropriate.
- Indian Tribal Governments and the Secretary of the Interior.

Conformity: Conduct a planning process that provides for compliance with all transportation conformity requirements identified in the Clean Air Act as applicable to a maintenance area for PM<sub>10</sub>.

Long-range Transportation Plan: Develop a transportation plan addressing at least a 20 year planning horizon. The plan shall:

- Include both long-range and short-range strategies / actions that lead to the systematic development of an integrated Intermodal transportation system that facilitates the safe and efficient movement of people in goods, and addresses current and future transportation demand.
- Include operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
- Be reviewed and updated every four years in maintenance areas (TRPC) to confirm its validity and its consistency with current and forecast transportation and land use conditions and trends, and to extend the forecast period.
- Identify the projected transportation demand of persons and goods in the metropolitan planning area over the period of the plan (model).
- Be based on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity.
- Identify adopted management and operations strategies (e.g., traveler information, traffic surveillance and control, incident and emergency response, freight routing, pricing, public transportation management, travel demand management, telecommuting, parking management, and Intermodal connectivity) that address the need for improved system performance and delivery of services to users under varying conditions.
- Identify pedestrian walkway and bicycle transportation facilities, and transportation and transit enhancement activities as appropriate.
- Assess capital investment and other measures necessary to preserve the existing transportation system (including operational improvements, resurfacing, and rehabilitation of existing and future roadways and transit facilities) and provide for multimodal capacity increases based on regional priorities and needs.
- Describe all proposed projects in sufficient detail to develop cost estimates and in maintenance areas, to develop air quality conformity determinations.
- Include a discussion of potential environmental mitigation activities that may have the greatest potential to restore and maintain the environmental functions affected by the long-range plan.
- Include a financial plan that demonstrates the consistency of proposed transportation investments with already available and projected sources of revenue. The financial plan shall compare estimated revenue from existing and proposed funding sources that can reasonably be expected to be available for transportation uses, and the estimated costs of constructing, maintaining, and operating the total

(existing plus planned) transportation system over the period of the plan. Financial estimates shall be developed in cooperation between the MPO, State DOT, and the transit operators. Local, state, and federal revenue estimates will be developed, and any shortfalls identified. Proposed new revenues to cover shortfalls shall be identified, including strategies for ensuring their availability for proposed investments. Existing and proposed revenues shall cover all forecasted capital, operating, management, and maintenance costs and shall address inflationary impacts as appropriate.

- Include an air quality conformity analysis ascertaining that the projects, programs, and services identified in the long-range plan will not cause the region to exceed its motor vehicle emissions budget of 776.36 tons/year for PM<sub>10</sub> or particulate matter.
- Include a safety element that incorporates or summarizes relevant policies of the Strategic Highway Safety Plan, as well as emergency relief and disaster preparedness plans and strategies, and strategies and policies that safeguard the personal security of all motorized and non-motorized users.
- Be developed in consultation, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.
- Provide citizens and all system users with a reasonable opportunity to comment on the plan before it is approved by the MPO.

Transportation Improvement Program: Develop a transportation improvement program (TIP) for the metropolitan planning area that identifies a list of funding secured projects to be advanced in the first four years of the TIP, regardless of transportation mode:

- The TIP must be updated at least every four years, and must cover a period of not less than four years.
- The TIP development process must include reasonable opportunity for public involvement.
- The TIP shall include all regionally significant projects requiring an action by the FHWA or the FTA regardless of funding source.
- All projects must be consistent with the Regional Transportation Plan.
- Air quality conformity determination must demonstrate that the aggregate impact of all projects included in the TIP do not cause the region to exceed its motor vehicle emissions budget of 776.36 tons for PM<sub>10</sub>.
- The TIP will include a prioritized and financially constrained list of projects to be funded with sub-allocated Surface Transportation Program funds (regional STP funds) that are based on considerations required to be addressed as part of the metropolitan planning process. This constitutes an 'agreed to' list of projects for funding.
- The TIP shall include an annual listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year.
- The TIP shall include a financial plan that demonstrates how the approved TIP can be implemented. It shall include projects only if full funding can reasonably be anticipated to be available within the time period of the TIP.
- The MPO may revise the TIP at any time under procedures agreed to by the cooperating parties and consistent with the procedures established in the TIP.

Certifications: Comply with annual self-certification procedures, in cooperation with the State, the FHWA, and the FTA, to ensure that the planning process addresses major issues facing the area and is being conducted in accordance with all applicable requirements. Failure to comply may result in federal withholding of up to 20 percent of the funds apportioned to the metropolitan area, or withholding approval of all or certain categories of projects.

### **SFY 2009 Federal Planning Emphasis Areas:**

*Annual planning emphasis areas are typically developed by FHWA and FTA, and disseminated by WSDOT prior to the UPWP development process. These represent additional areas of focus to be addressed in the work program. Federal emphasis for SFY 2009 is on continuing compliance with new SAFETEA-LU planning requirements.*

## **STATE REQUIREMENTS OF REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS**

### **On-going State Requirements**

*Principle source for state requirements governing RTPOs and the regional transportation planning process are: RCW 47.80 and Chapters 468-86 WAC and 173-420.*

**Transportation Vision:** Prepare and periodically update a transportation strategy for the region that addresses alternative transportation modes and transportation demand management measures, and identifies preferred transportation policies to implement adopted growth strategies. Public investments in transportation should support achievement of these policy goals (RCW 47.04.280):

- **Preservation:** Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety:** Provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility:** Improve the predictable movement of goods and people.
- **Environment:** Enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- **Stewardship:** Continuously improve the quality, effectiveness, and efficiency of the transportation system.

These policy goals are intended to be the basis for establishing detailed and measurable objectives and related performance measures.

**Public Involvement:** Ensure early and continuous public involvement from conceptual planning through decision making, and provide an on-going forum for discussion of regional transportation issues.

**Regional Transportation Plan:** Prepare and periodically update a regional transportation plan that is consistent with county-wide planning policies. The plan shall:

- Identify existing or planned transportation facilities, services, and programs, including both capital and non-capital programs and services, regardless of mode.
- Establish level of service standards, at a minimum, for all state highways other than those of statewide significance, and state ferries, if applicable.
- Build upon applicable portions of existing local comprehensive plans and processes, and promote a regional perspective into the local comprehensive planning process.
- Use regionally coordinated, valid and consistent technical methods and data to identify and analyze needs and future travel demands based on common regional assumptions about growth, population, employment, mode split, etc, that recognize planning requirements of the GMA, and which are consistent with population forecasts prepared by the Office of Financial Management.
- Describe performance measures for use in evaluating the regional transportation system over time and assessing effectiveness of plan implementation measures.
- Assess regional development patterns, capital investment, and other measures necessary to ensure preservation of the existing and future regional transportation system (operations, resurfacing, rehabilitation) for roads, transit, non-motorized facilities, and rail corridors if applicable.

- Assess regional development patterns, capital investments, and other measures necessary to make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods.
- Set forth a proposed regional transportation approach, including capital investments, service improvements, programs, and travel demand management measures to guide development of an integrated, multi-modal regional transportation system. The plan shall identify priority levels for these investments to guide local jurisdictions and the state in implementation of the plan.
- Consider environmental impacts related to development of the regional transportation policies and facilities.
- Include 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 if necessary. If funding is insufficient, regional transportation strategies, at a minimum, shall be reassessed to ensure that transportation needs fall within probably funding levels.
- Assure conformity with Washington Clean Air Act requirements by demonstrating that the aggregate impact of all projects, programs, and services identified in the long-range plan for implementation does not exceed the motor vehicle emissions budget of 776.36 tons/year for PM<sub>10</sub>.
- Be based on a least cost planning methodology appropriate to the region that identifies the most cost effective facilities, services, and programs.
- Be reviewed biennially for currency.

All transportation projects, programs, and travel demand management measures within the region that have an impact on regional facilities or services must be consistent with the plan and with the adopted regional growth and transportation strategies.

Consultation: Encourage partnerships between federal, state, local, and tribal governments, special districts, the private sector, general public, and other interest groups during conception, technical analysis, policy development, and maintenance of the regional plan.

Certification: Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed as part of the regional transportation strategy and are consistent with the regional transportation plan. Certify consistency of county-wide planning policies and the regional transportation plan.

Transportation Improvement Program: In cooperation with transit operators and local governments in the region, develop a transportation improvement program that identifies regionally-significant projects and transportation demand management measures, and that is based on the six-year TIPs developed by each of these entities. The TIP shall be updated at least every two years. It shall demonstrate conformity with Washington Clean Air Act requirements prior to adoption, amendment, or upon significant revision to any project included in a conforming TIP.

Transportation Policy Board: RTPOs shall create a transportation policy board to provide policy advice to the RTPO, and which allows representation by major employers, WSDOT, transit districts, port districts, and member jurisdictions within the region to participate in policy making.

**SFY 2009 State Planning Emphasis Areas:**

*Annual planning emphasis areas are developed by WSDOT and must be reflected in adopted work programs. These are extra areas of focus in addition to on-going state requirements.*

1. Continue implementation of regional transportation and growth management planning.
2. Ensure consistency with RCW 47.04.280 and the investment guidelines of the Washington Transportation Plan (WTP). Provide support for the attainment report required of the Office of Financial Management by RCW 47.04.280.
3. Prepare corridor plans or studies on facilities of statewide or regional significance.
4. Participate in the development and implementation of statewide activities related to the WTP and other modal plans as appropriate.
5. Coordinate efforts with neighboring RTPOs on common transportation issues.
6. Collect, model, and analyze data applicable to the regional transportation plan, modal and issue plans, and the statewide plan as appropriate.
7. Communicate with elected officials and conduct public involvement in support of the regional transportation plan, modal and issue plans, and the statewide plan as appropriate.
8. Support the Governor's Executive Order 02-07 on climate change.
9. Comply with WSDOT administrative requirements in the tracking and reporting of use of state transportation planning funds.

# **APPENDIX F**

**WSDOT OLYMPIC REGION  
SFY 2009  
UNIFIED PLANNING WORK PROGRAM**

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## INTRODUCTION

The Unified Planning Work Program (UPWP) is prepared annually by the Washington State Department of Transportation (WSDOT) Olympic Region Transportation Planning Office as a coordination tool for transportation planning efforts with local, regional, state, and Tribal agencies and jurisdictions. It is also prepared to provide an easy reference to functions, services and products provided by the Olympic Region Transportation Planning Office. It serves as a source document to internal organizations as well as organizations external to WSDOT that work with or need support from this office.

The Olympic Region UPWP identifies transportation planning tasks covering federal, state, and local priorities, and provides a summary of funding sources required to meet the major policy and project issues of the upcoming year.

**Appendix A** contains a list of abbreviations to assist the reader. **Appendix B** shows the projected expenditures for 2009 by emphasis area and the program funding source. **Appendix C** includes an organizational chart and **Appendix D** lists office personnel by work element. **Appendix E** includes a prioritized list of unfunded studies that are of interest to our partners and the Department for consideration. **Appendix F** includes a list of other needs and products that would be conducted and/or delivered if additional funding were provided.

## DESCRIPTION OF THE OLYMPIC REGION

The WSDOT Olympic Region covers an area of seven counties, ranging from the urbanized areas of Thurston and Pierce Counties to the rural areas of the Kitsap and Olympic Peninsulas. The Olympic Region also contains part or all of the following MPOs/RTPOs:

- Peninsula Regional Transportation Planning Organization (PRTPO)
- Thurston Regional Planning Council (TRPC)
- Southwest Washington Regional Transportation Planning Organization (SWRTPO)
  - Grays Harbor Council of Governments (GHCOG)
- Puget Sound Regional Council (PSRC)
  - Kitsap Regional Coordinating Council (KRCC)
  - Pierce County Regional Council (PCRC)

The Olympic Region Planning Office is the lead agency for the Peninsula RTPO. It also advises and coordinates with the other MPOs/RTPOs. The Olympic Region Planning Office has the primary responsibility of performing multimodal transportation planning for the purpose of providing safe and efficient movement of people and goods.

## TABLE OF ORGANIZATION

The Olympic Region Transportation Planning Office's table of organization (see Appendix C) shows how each position currently relates to the work elements described. Below is a description of the duties of each position or group, although there is considerable cross-team utilization as workload dictates:

### **Statewide Planning / Corridor Analysis**

This group develops the Olympic Region's portion of the State Highway System Plan (HSP), an integral part of the Washington Transportation Plan (WTP). The group develops and evaluates strategies and projects that meet System Plan policies and service objectives. They work in cooperation with WSDOT Headquarters (HQ), Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs). They also participate in statewide process development and technical review efforts related to WTP.

Through special projects, such as feasibility analysis, environmental documentation and traffic analysis, they refine the strategies included in the Highway System Plan (HSP) and the plans of other modes. To support these functions, the group also engages in travel demand modeling/forecasting traffic analysis, and GIS analysis.

### **MPO/RTPO Coordination**

This group provides a variety of coordination functions within the regional area, particularly with Tribes, MPOs, RTPOs and their local jurisdictions. The members provide assistance in the development of the Olympic Region's portion of the Washington Transportation Plan (WTP), development of Regional Transportation Plans (RTPs), and review of local comprehensive plans. The team participates in the development of community driven Corridor Management Plans (CMP) and provides technical advice and assistance in support of National and State Scenic and Recreational Highway programs in coordination with the WSDOT Community Design Assistance Office.

The RTPO Coordinator position serves as the lead coordinator and staff person for the Peninsula RTPO. The position also manages projects associated with this RTPO.

### **Development Services**

These positions provide and coordinate the SEPA review and follow-up actions regarding proposed developments that affect the state highway system. This group also provides support and guidance with highway access management under the provisions of the Washington Administrative Code (WAC). Related work includes Government to Government Agreements, Developer Agreements, Pro Rata Share Agreements, Interlocal Agreements, Access Connection Permits, Survey Permits, and General Permits.

#### Region Support

The Public Involvement Coordinator works with project development to organize, coordinate, and execute public involvement for WSDOT projects. This includes

scheduling meetings, finding and reserving meeting halls, creating flyers, mailing meeting notices, placing newspaper advertisements, determining if interpreters are needed and hiring them if needed, and providing assistance at the meeting. This position also serves as the Region resource for determining the legal requirements for public notice, public hearings, Title IV, and Environmental Justice.

The Public Involvement Coordinator also develops and provides guidance on public involvement to the Region Planning Office for feasibility analyses, route development plans, environmental documentation, corridor studies and other projects as required.

#### Travel Demand Management

The Travel Demand Management (TDM) Coordinator works with project development, operations, construction, tribes, transit and local agencies to advocate a multimodal transportation system. The position also provides liaison efforts, coordination, and expertise with public transportation, long-range planning, and local projects. This position also serves as the Olympic Region coordinator/liaison for Public Transit Agencies and other offices of the Olympic Region.

## **KEY TRANSPORTATION PLANNING ISSUES FOR THE OLYMPIC REGION**

- (1) Safety is a top priority for the Transportation Planning Office. Our goal is to be accident free and comply with all safety requirements. To accomplish this goal we train our staff to keep safety in mind as they organize, conduct and participate in meetings and work as employees of WSDOT.
- (2) Continue study efforts. This includes continued support to key regional projects such as the Yelm Loop project, the Hood Canal Bridge Mitigation Planning, the West Olympia Access study, the SR 109 Corridor Management Plan, the Belfair Bypass project, the SR 302 EIS, Cross Base, I-5 HOV and the SR 167 Extension project.
- (3) Develop partnerships with local jurisdictions in assessing the state highway impacts of land development proposals and mitigation requirements; achieve a fair balance of all interests among mobility, safety, and access needs--consistent with land use and environmental laws and regulations.
- (4) Continue technical transportation planning advice and assistance/support to Tribes within the Olympic Region and affected planning boundaries, especially with regard to developing Tribal Transportation Plans and through participation with the Tribal Transportation Planning Organization (TTPO). The Planning Manager serves as Olympic Region's Tribal Liaison/contact.
- (5) Serve as the lead agency and primary staff for the Peninsula RTPO. Continue to help the organization reach their goals and continue to provide support to jurisdictions throughout the RTPO.
- (6) Manage the Olympic Region's elements of the Washington Transportation Plan (WTP), including continued efforts to monitor, update and improve the WTP and State Highway System Plan. Continue work identifying regional agency input, project prioritization in the Highway System Plan. This includes ongoing participation in the HSP Policy Group and Advisory Team as well as other functions as needed. Seek ways to improve coordination/planning of land/water transportation connections, traffic and systems issues with WSF and the Urban Planning Office.
- (7) Help ensure consistency among jurisdictions and between state, regional, and local plans in conformance with the State of Washington's Growth Management Act. Work toward partnerships in all aspects of project review and prioritization, and comprehensive plan coordination.
- (8) Provide travel demand forecasting services and GIS analysis for planning activities and other region projects.

## **ADMINISTRATION & STAFF SUPPORT**

The function of the Administrative and Staff Support Team is to guide and manage all aspects of the Planning Office. To this purpose, the team oversees and participates in all of the work elements described in this UPWP. The Planning Manager provides direction and manages resources on all matters of policies, priorities, operations, and supervision within the Planning Office. The Assistant Planning Manager assists the Planning Manager in guiding the office and policy setting. A primary focus of the Assistant Planning Manager is to provide specific oversight of the Development Services Team in the execution of their duties, as well as provide overwatch/support to the office administration and budget functions. The Secretary Senior leads and performs the administrative and secretarial roles for the office. Team responsibilities include:

- ✦ Supporting and participating in all work functions described in this UPWP.
- ✦ Managing staff meetings.
- ✦ Participating in various coordination, steering, and public meetings.
- ✦ Providing for staff management and supervision.
- ✦ Preparing and maintaining the UPWP.
- ✦ Preparing and monitoring budgets.
- ✦ Processing invoices for payment.
- ✦ Scheduling and organizing meetings.
- ✦ Supporting all office work activities with clerical functions.
- ✦ Emergent needs and expenditure tracking.
- ✦ Purchasing all office materials ensuring proper purchasing rules and payment processes are adhered to.
- ✦ Provide teams necessary resources to accomplish assigned missions.

### **Products**

- ✦ Yearly Unified Planning Work Program (UPWP), due each year in June.
- ✦ Classification Questionnaires, Performance Evaluations, other personnel documents.
- ✦ Payroll Records, Accounting, Vouchers, Budget and Filing Systems.

## WORK ELEMENTS

### 1. STATEWIDE PLANNING

WSDOT's State Highway System Plan (HSP) includes a comprehensive assessment of existing and projected 20-year deficiencies on the state's highway system. It is used as a guide to investment in the system, following strategies and policies as prioritized in the Washington Transportation Plan (2007-2026), meeting Federal and State requirements and fulfilling WSDOT responsibilities under the Growth Management Act (GMA):

The Region's involvement in the system planning effort will include:

- ✦ Determining existing and long-range deficiencies in the system. Continuing analysis of highway corridors, bottleneck/chokepoint location from inclusion in the next iteration of the HSP.
- ✦ Developing and reviewing new or modified objectives.
- ✦ Developing strategies/projects, in cooperation with local, regional, state agencies, and tribes.
- ✦ Developing cost estimates and analyzing congestion and safety benefits of those strategies/projects.
- ✦ Developing transportation system performance measures.
- ✦ Performing public involvement activities.
- ✦ Coordinating Olympic Region planning activities with the Urban Planning Office (UPO), other WSDOT regions, Washington State Ferries, and other WSDOT modal offices.
- ✦ Tracking and evaluating current planning strategies, and suggesting modifications where needed.
- ✦ Participating in Statewide process development and technical review efforts related to the new HSP.
- ✦ Support Region projects and Development Services by providing traffic analysis and travel demand forecasting services.
- ✦ Identification and documentation of ownerships of state right of way through tribal lands.

#### Products

- ✦ Strategies and cost estimates for the Highway System Plan.
- ✦ MPO/RTPO concurrence, local agency concurrence, and public involvement.
- ✦ Revised transportation system performance measurements, such as travel delay/congestion reduction and other bottleneck & chokepoint methodologies.
- ✦ Documentation of emerging bottleneck/chokepoint and highway corridor solution strategies.

- ✦ Updated Olympic Region portion of the Washington State Highway System Plan (HSP).
- ✦ GIS mapping and analysis services in support of system planning and Olympic Region projects.
- ✦ Reports to Olympic Region Project Offices and Development Services regarding traffic impacts and forecast results.

## **2. MPO/RTPO COORDINATION**

### **2. a. Regional Planning and Coordination**

This element consists of the Region's participation in the planning activities of the four MPOs/RTPOs and thirteen federally recognized tribes within the Olympic Region (see map on page 2). Functions include:

- ✦ Assist and support MPO/RTPO/WSDOT coordinating meetings.
- ✦ Participate in the process of integrating WTP with Metropolitan Transportation Plans (MTPs) and Regional Transportation Plans (RTPs) by attending local MPO/RTPO committee meetings, and by participating in public involvement activities.
- ✦ Coordinate the development of integrated Transportation Improvement Programs (TIP) and transportation plans through interaction with associated MPOs/RTPOs and Tribes.
- ✦ Assist MPOs/RTPOs and local agencies in their efforts to improve the quality, accuracy, and timeliness of their TIP and TIP Amendments.
- ✦ Review regional plans to assure consistency between regions for facilities that cross regional boundaries.
- ✦ Coordinate with other WSDOT offices including HQ, UPO, modes, and the Regions.
- ✦ Provide assistance and participate in local and regional planning projects and discussions (e.g. Rhodes Lake Road Corridor Study in Pierce County).
- ✦ Ensure WSDOT projects are identified in regional TIPs and regional participation in the coordination and prioritization process.

#### **Products**

- ✦ Regional Transportation System designation.
- ✦ Regional Level of Service Standards.
- ✦ Regional Transportation Plans (RTP).
- ✦ Metropolitan Transportation Plans (MTP).
- ✦ Transportation Improvement Programs (TIP).

- ✦ Identified regional issues, visions, priorities, and action planning.

## **2. b. Comprehensive Plan Participation and Review**

This element is seriously under funded. However, due to the increasing need for improved coordinated development between the local and state highway system, we will continue to dedicate some of the Region's long-range planning funds to allow at least some limited level of review and comment on comprehensive plans. Functions include:

- ✦ Review and comment on WSDOT's interests to Local Comprehensive Plans and Development Regulations.
- ✦ Participate in the development of and updates to comprehensive plans, sub-area plans, and development regulations as possible.
- ✦ Coordinate with the Urban Planning Office to provide comments on comprehensive plan revisions in Kitsap and Pierce Counties to ensure that Olympic Region interests are considered in their responses.
- ✦ Review and comment tracking of local jurisdictions plans and regulations
- ✦ Cooperate with local agencies and "go on record" when appropriate to ensure the Department's issues are understood.

### Products

- ✦ Comments to cities and counties on their comprehensive plans.
- ✦ Documented records of comments provided by Olympic Region/Urban Planning Office. Internal report of comprehensive planning activity.

## **2. c. Peninsula RTPO Lead Agency**

This element includes WSDOT's designation as the lead agency for the Peninsula RTPO. As lead agency, the Olympic Region guides and supports the Peninsula RTPO toward the goals established under the Growth Management Act of 1990. Staff support is provided to the Executive Council, Policy Board, the Technical Advisory Committee, and other subcommittees when enacted. Continued integration of WTP priorities/strategies with the Peninsula RTPO UPWP, RTP, and RTIP is provided.

This element includes the Region's work to collect, collate, and submit PRTPO documentation for inclusion in the State Transportation Improvement Program (STIP). Also the process of STIP amendments for the PRTPO as needed for local agencies and WSDOT.

### Products

- ✦ Yearly UPWP is due to WSDOT HQ by May 31st of each year.
- ✦ MPO/RTPO TIP (RTIP) is due to WSDOT HQ by October 1 each year.

- ↳ Annual reports, periodic Executive Council/Policy Board/Technical Advisory Committee meetings with associated summaries.
- ↳ Regional Transportation Plan revisions.
- ↳ Newsletters, mailings, etc.
- ↳ Enhancement Grant project selection process.
- ↳ Subcommittee reports, when enacted.
- ↳ Human Services Transit Plan updates and project prioritization.
- ↳ PRTPO annual State Transportation Improvement Program submission
- ↳ PRTPO STIP amendments

## **2. d Tribal Transportation Planning Organization Coordination and Tribal Liaison Function**

This element includes providing technical assistance and advice to tribes for a variety of planning efforts such as development of tribal transportation plans and various safety and economic development projects. This function is accomplished by staff from any of the teams whereas the Region Planning Manager serves as the Tribal Liaison on behalf of the Region Administrator.

- ↳ Provide assistance and participate in Tribal planning project discussions.
- ↳ Provide assistance to tribes, as it relates to state facilities in the development of their IRR system.
- ↳ Participate in the Tribal Transportation Planning Organization (TTPO), as required.
- ↳ Facilitate tribal interaction with various WSDOT departments for issue resolution such as ROW, signing, speed limits, and construction projects and community development as appropriate.
- ↳ The Region Planning Manager serves as the Tribal Liaison

### **Products**

- ↳ Periodic reports addressing tribal interaction
- ↳ Meeting summaries, coordination, and facilitation as needed.
- ↳ Support letters for inclusion of State Highways into the BIA IRR inventory.

### 3. CORRIDOR ANALYSIS

#### 3. a. Planning Studies

Planning Studies are a pre-design function, providing tools for supporting all WSDOT, MPO/RTPO, tribal, and local agency transportation decisions and programming functions. Corridor analysis provides the technical foundation, public involvement, and agency coordination necessary for stakeholders (including WSDOT and local jurisdictions on the route) to adopt and implement proposed highway improvements.

- ✦ Existing and forecast traffic conditions.
- ✦ Environmental and right-of-way issues.
- ✦ Functional, access, and roadside classifications.
- ✦ Transportation and land-use plans, decisions, and related facilities.
- ✦ Delivering various planning studies such as Route Development Plans, Corridor Management Plans, Feasibility Analyses, Discipline Reports, and Mitigation Plans.

Documentation of the corridor study also provides:

- ✦ A listing of recommendations for the facility which is consistent with the WTP and Highway System Plan service objectives and action strategies.
- ✦ Defined route continuity and access management for each route.
- ✦ Opportunities for Interlocal Agreements and improved Development Services coordination.
- ✦ Inclusive agency and public involvement to help develop strategies.
- ✦ Written study documentation and appropriate web pages.

WSDOT lead Planning Studies underway:

- ✦ Co-lead the **West Olympia Access Study** on US 101 in collaboration with the City of Olympia and the Thurston Regional Planning Council. It is anticipated that this study will be concluded in the fall of 2009.
- ✦ Lead the TPA funded **SR 302 EIS**. This project is a major undertaking and will move into the formal NEPA process in 2009. Two staff people from our office will be dedicated to the project along with significant consultant support.
- ✦ Provide on-going support for Region projects such as the **Cross-Base**, and the **Hood Canal Bridge Mitigation**. We anticipate that support for Hood Canal Bridge Mitigation will significantly increase in 2009 since the road will be closed in May and June for the pontoon float-in and replacement. Actual duties will depend on assignment by the Project Office, but we anticipate the following tasks may be assigned to this office:

- Documentation and coordination for Transit service to the water shuttle
  - Coordination with the Peninsula RTPO
  - Review and comment on the final public involvement plan
  - Coordination and outreach with Human Service and Emergency Service Providers
- ✦ Provide staff support and assistance for the **SR 109 Corridor Management Plan** led by the Grays Harbor Council of Governments. (WSDOT co-lead)
  - ✦ **SR 19 / SR 20 to Port Townsend Ferry Dock Corridor Needs Analysis** (\$340 k). This route is experiencing high traffic volumes, intersection delays and safety issues. Work was begun with Jefferson County to coordinate background data collection, traffic modeling and coordination with County planning efforts in late 2007 and the public process began in early fall of 2008. This project will require coordination with several modes (air, ferry and transit) as well as the County and City of Port Townsend. 1.5 FTE will be dedicated to this project. It is anticipated that the study will conclude in winter of 2009.

#### Products

- ✦ SR 19 & 20 web page, needs analysis, environmental review and tiered solution recommendations.
- ✦ SR 302 scope, schedule, traffic model and analysis, full range of alternatives, and beginning environmental analysis. This project is anticipated to conclude in late 2010.
- ✦ Complete the West Olympia Access study and provide preferred tiered solutions and study documentation.

#### 3. b. Study Participation With Others

This element ensures WSDOT involvement in local and regional planning by tribes, counties, cities and others agencies. Work effort includes coordination with other WSDOT offices to protect the state system and ensure WSDOT concerns are addressed.

##### Ongoing Planning Study Participation:

- ✦ In coordination with the Urban Planning Office, OR Planning will provide staff support and technical assistance for the **Pierce County Transportation Plan Update** to ensure coordinated development of the county and state highway systems.
- ✦ Coordinate WSDOT review and participation in the **Jamestown S’Klallam Interchange Justification Report** study. This study is led by the Jamestown S’Klallam Tribe to evaluate the need for a new interchange with US 101 on the east side of Sequim Bay.

- ✦ Represent WSDOT and provide technical support and assistance for development of the **Mason County Regional Trail Plan** and the **Pierce County Non-Motorized Plan**.
- ✦ Assist the Urban Planning Office with the **Bremerton Economic Development Study** to determine the transportation improvements that will need to be made to support anticipated job and population growth associated with development of the South Kitsap Industrial Area.

## Products

- ✦ Final reports and analysis as accomplished from study participation.
- ✦ Meeting summaries, technical support, and coordination with Olympic Region Traffic Operations, Environmental Services, and Project Development, and periodic updates with Region Management as needed.

### 3. c. Anticipated Planning Studies

Several of our regional partners are seeking funding for studies and projects in the 2008 Legislative session. If these studies or projects receive funding they require priority in our work program. A title and brief description of these studies is included in our Region A, B, C Study List. The A list includes studies that have the most legislative and citizen interest and are therefore the most likely to be funded. The B list includes studies that are very important, but have less visibility and support. The C list contains studies that are important to smaller constituencies and least likely to be funded.

- ✦ Provide technical support and coordinate review and approval of Kitsap County led **Kingston Subarea County Road Circulation Study**. This project builds on the SR 104 Kingston Circulation Plan and Remote Ferry Holding Lot Project that was shelved in 1999.
- ✦ Provide assistance in executing projects resulting from the **US 101 Regional Circulation Project in Grays Harbor County**. Projects include: re-evaluation of the US 101 EIS (\$5 million), Tri-City Operational Improvements (\$10million), Wishkah Mall Access Improvements (\$4 million), ITS Improvements (\$9 million), and Improve Port Industrial Road (\$4 million).
- ✦ Lead the **SR 104 Alternatives Analysis (SR 307 to Kingston --\$1.75 m)** This study would re-evaluate the effectiveness of the Kingston Circulation Project,

remote ferry holding lot, 4-lane alternatives proposed in the EIS, and provide for public involvement.

Products (when and if studies are funded):

- ✦ Final documentation of the study process and results.
- ✦ Web pages and periodic web updates, when WSDOT is project lead.
- ✦ Flyers, mailers, and media reports as needed to complete the study, when WSDOT is project lead.
- ✦ Technical analysis, such as traffic analysis, accident analysis, etc as needed to support study elements.
- ✦ Management of scope, schedule and budget, when WSDOT is project lead.
- ✦ Documentation and compliance with legal requirements such as Environmental Justice and tribal consultation, when WSDOT is project lead.

## **4. DEVELOPMENT SERVICES**

### **4. a. Development Review (SEPA/ Local Development Regulations)**

This element involves the review of developer and jurisdictional proposals forwarded from lead local agencies for:

- ✦ Impacts (primarily traffic and stormwater run-off impacts) of each development proposal to state transportation facilities per SEPA and design standards.
- ✦ Adequacy of the mitigation proposed by the developer for each proposal, whether the mitigation proposed is an actual highway improvement and/or a fair share contribution to a planned WSDOT project.
- ✦ Consistency of each proposal with established local, regional, and state transportation plans and policies.
- ✦ Adequacy of any proposed access connection to the state highways.
- ✦ Coordination of developer and WSDOT construction projects.

Development Review also includes providing information and guidance to developers and local agencies on WSDOT Development Services processes.

This element also involves the preparation of agreements between WSDOT and developers and/or local agencies for work by or for others in the WSDOT's right-of-way. This includes government-to-government agreements with Tribes on development proposals as they impact the state highway system. It may also include the development of Interlocal Agreements between WSDOT and the local agencies that control the land use permits.

To help establish statewide consistent approach toward development review, impact assessment, and impact mitigation/pro rata share collection, staff will continue to participate in the Statewide Development Services Team activities, including attending regular team meetings, assisting in updating the statewide Development Services Manual, and entering data in the Development Services database

#### **Products**

- ✦ Correspondence and letters documenting review comments that are sent to the jurisdiction or WSDOT section requesting the review.
- ✦ Legal and binding Developer Agreements between WSDOT and others for work done within WSDOT's right-of-way.
- ✦ Government-to-Government Agreements with Tribes.
- ✦ Interlocal Agreements with local jurisdictions.
- ✦ Statewide Development Services Manual.
- ✦ Region Development Services Internet homepage.

- ✦ Documentation of Development Services activity through the database.
- ✦ Region Development Services Guidebooks, such as the OR Highway Access Management Guidebook and OR Developer Agreement Guidebook.

#### **4. b. Access Connection, General, and Survey Permit Preparation**

This element involves the preparation and processing of General Permits, Access Connection Permits, and Survey Permits. General Permits are prepared to allow the applicant to be on state highway right-of-way for the requested purpose, while Access Connection Permits are prepared to allow the applicant to have vehicular access to/from the Managed Access state highway system. Survey Permits allow surveying activities to occur on the state highway right-of-way.

The permit process involves receiving the permit application from the applicant, processing that application by obtaining input from others such as WSDOT Maintenance, Traffic and/or Project Engineer offices, and then processing that information into a completed permit ready for the applicant to sign. Once signed by the applicant the permit is then signature executed by the Development Services Engineer, except for those permits on limited access highways that usually require HQ signature approval. In those cases Development Services will include HQ in the review and approval process.

Development Services provides region guidance and direction on implementing the statewide Highway Access Management Program. Also provided are Access Connection Permit and General Permit support and guidance to developers and their consultants, landowners, local agencies, tribes, WSDOT Maintenance and Project Engineer Offices and other WSDOT staff. The Development Services Engineer now serves as the Region Access Coordinator for both limited and managed access highways.

Development Services is responsible for maintaining and updating the access management classifications list for those state routes within Olympic Region. They also maintain and update the Olympic Region “Highway Access Management Guidebook” which is also kept on the Development Services Internet homepage. In addition, Development Services is responsible for maintaining and providing guidance within Olympic Region on the use of the statewide Roadway Access Management Permits System (RAMPS) database.

#### **Products**

- ✦ Access Connection Permits
- ✦ General Permits
- ✦ Survey Permits
- ✦ Highway Access Management Guidebook, designations, maps, and descriptions
- ✦ Olympic Region Development Services Internet Homepage
- ✦ RAMPS Database

## **5. REGION SUPPORT**

### **5. a. Public Involvement**

The Public Involvement Coordinator provides assistance to Project Managers and others in the Olympic Region, including support to the Region Communications Office. This support is in addition to normal support to the Region Planning Office. Services include:

- ✦ Public meeting coordination and participation to support Region planning studies and design or construction projects.
- ✦ Providing news releases and newsletters.
- ✦ Developing and providing guidance on public involvement plans for planning analyses and other design or construction projects in the Olympic Region.
- ✦ Training and assisting other region personnel in providing public involvement.
- ✦ Provide assistance and guidance to ensure compliance with Environmental Justice and Title VI requirements.

Current projects being supported in this fashion include: Yelm Loop; SR 704 Cross Base; the Bremerton Tunnel; I-5; Belfair Bypass; Burley/Ollaha Interchange project and the New Olympic Region Complex.

#### **Products**

- ✦ News releases
- ✦ Citizen responses
- ✦ Public involvement programs
- ✦ Region/project newsletters
- ✦ Public meetings
- ✦ Displays

### **5. b. TDM / Public Transportation**

This element includes:

- ✦ Region participation with local transit agencies in their development of 6-year transit plans, financial plans, and short- and long-range transit route plans.
- ✦ Operational reviews with transit agencies to identify and support specific improvements. Includes WTP integration for transit and non-motorized elements.
- ✦ Region work as a liaison between the local transit agency and the Department for both WSDOT project related issues and general transit operational and safety concerns. This function has recently been expanded to include both Kitsap Transit and Pierce Transit.
- ✦ Region point of contact for transit agencies on transit issues and coordination of issues within Region (Traffic, Operations, Project Development, Local Programs, etc.) Monitors and tracks issues through resolution.

- ✦ Provide technical assistance to public transit agencies with respect to HOV, park and ride facilities, fixed service, and BRT programs.
- ✦ Identifying, developing and improving park-and-ride lots and maintaining an inventory of existing and proposed park-and-ride and park-and-pool lots.
- ✦ Participation in the identification and determination of existing and long-range bicycle and pedestrian travel deficiencies in the existing transportation system.
- ✦ Operational reviews of existing highway and non-motorized facilities to identify deficiencies and support specific improvement solutions.
- ✦ Serving on various committees related to Travel Demand Management (TDM), such as WSDOT's Bicycle Pedestrian Advisory Committee (BPAC) and PSRC BPAC.
- ✦ High capacity transit planning with the region and other agencies.
- ✦ Regional participation in the review and development of the State Bicycle/Pedestrian Plan.

#### Products

- ✦ Region park-and-ride lot monitoring, inventories, and County level project ranking.
- ✦ Local transit agency's long-range and six-year transit plans.
- ✦ Region urban and rural non-motorized project ranking list.
- ✦ County level non-motorized plans and maps.
- ✦ PSRC Regional Bike Pedestrian Implementation Strategies.
- ✦ Timely comments, memos, meeting summaries, etc., to other interested public planning and private organizations concerning multimodal issues.
- ✦ Transit issue log/status report.
- ✦ Better coordination and relations between Pierce Transit, Kitsap Transit and WSDOT.

# Appendix A

## ABBREVIATIONS

ACP:	Access Connection Permit
BRT:	Bus Rapid Transit
CIPP:	Capital Improvement & Preservation Program
CLB:	Current Law Budget (State)
CMP:	Corridor Master Plan, or Corridor Management Plan
CTR:	Commute Trip Reduction (Program)
EA:	Environmental Assessment
EIS:	Environmental Impact Statement
FHWA:	Federal Highway Administration
FTA:	Federal Transit Administration
FTE:	Full Time Equivalent
GIS:	Geographic Information System
GMA:	Growth Management Act (State)
HCT:	High Capacity Transit
HCB:	Hood Canal Bridge
HSP:	Highway System Plan
HOV:	High Occupancy Vehicle
HQ:	Headquarters (WSDOT)
I1:	Designation for the WSDOT Mobility Improvement Program
I2:	Designation for the WSDOT Safety Improvement Program
ITS:	Intelligent Transportation System
LOS:	Level of Service
MIS:	Major Investment Study
MPO:	Metropolitan Planning Organization (Federal)
MTP:	Metropolitan Transportation Plan
PIO:	Public Involvement Office
PRTPO:	Peninsula Regional Transportation Planning Organization
PSRC:	Puget Sound Regional Council
RCW:	Revised Code of Washington
RDP:	Route Development Plan
RTP:	Regional Transportation Plan
RTPO:	Regional Transportation Planning Organization (State)
R/W:	Right of Way
SAFETEA-LU:	Safe Accountable, Flexible and Efficient Transportation Equity Act – a Legacy for Users
SEPA:	State Environmental Policy Act
SR:	Sign Route or State Route
SWRTPO:	Southwest Washington Regional Transportation Planning Organization
TDM:	Travel Demand Management
TEA21:	Transportation Equity Act of the 21 <sup>st</sup> Century (Federal)
TIB:	Transportation Improvement Board
TIP:	Transportation Improvement Program
TNB:	Tacoma Narrows Bridge
TPEAC:	Transportation Permit Efficiency and Accountability Committees
TRPC:	Thurston Regional Planning Council
TSM:	Transportation System Management
UPO:	Urban Planning Office
UPWP:	Unified Planning Work Program
WAC:	Washington Administrative Code
WSDOT:	Washington State Department of Transportation

WTP: Washington Transportation Plan

## Appendix B

### Projected Expenditure by Work Element and Source of Funds

(Developed for UPWP only)

Figures are approximate and are presented to illustrate level of effort and the balance between program elements.

Work Elements	T2	T6	I5	Other
<b>System Analysis</b>	<b>\$233,000</b>			
Technical Support & Review	\$233,000			
Administration	*			
<b>MPO/TRPO &amp; Local Agency Coordination</b>	<b>\$227,000</b>			
MPO/RTPO Tech Assist.	\$105,000			
Com Plan Review	\$49,000			
WTP	\$18,000			
TDM Coordination	\$38,000			
TTPO & Tribal Liaison	\$17,000			
PRTPO Lead Agency Administration	*	\$118,000		
<b>Corridor Planning</b>	<b>\$170,000</b>			
Route Development Plans	\$80,000			
PIO **	\$46,000			
SR 109 CMP	\$44,000			
West Olympia Access				\$349,000
SR 302 EIS ***				\$1.5M
Hood Canal Bridge Mitigation Planning				\$15,000
Administration	*			
<b>Development Services</b>			<b>\$462,500</b>	
Technical Review			\$462,500	
Administration			*	
<b>Total</b>	<b>\$630,000</b>	<b>\$118,000</b>	<b>\$462,500</b>	<b>\$1,846,000</b>

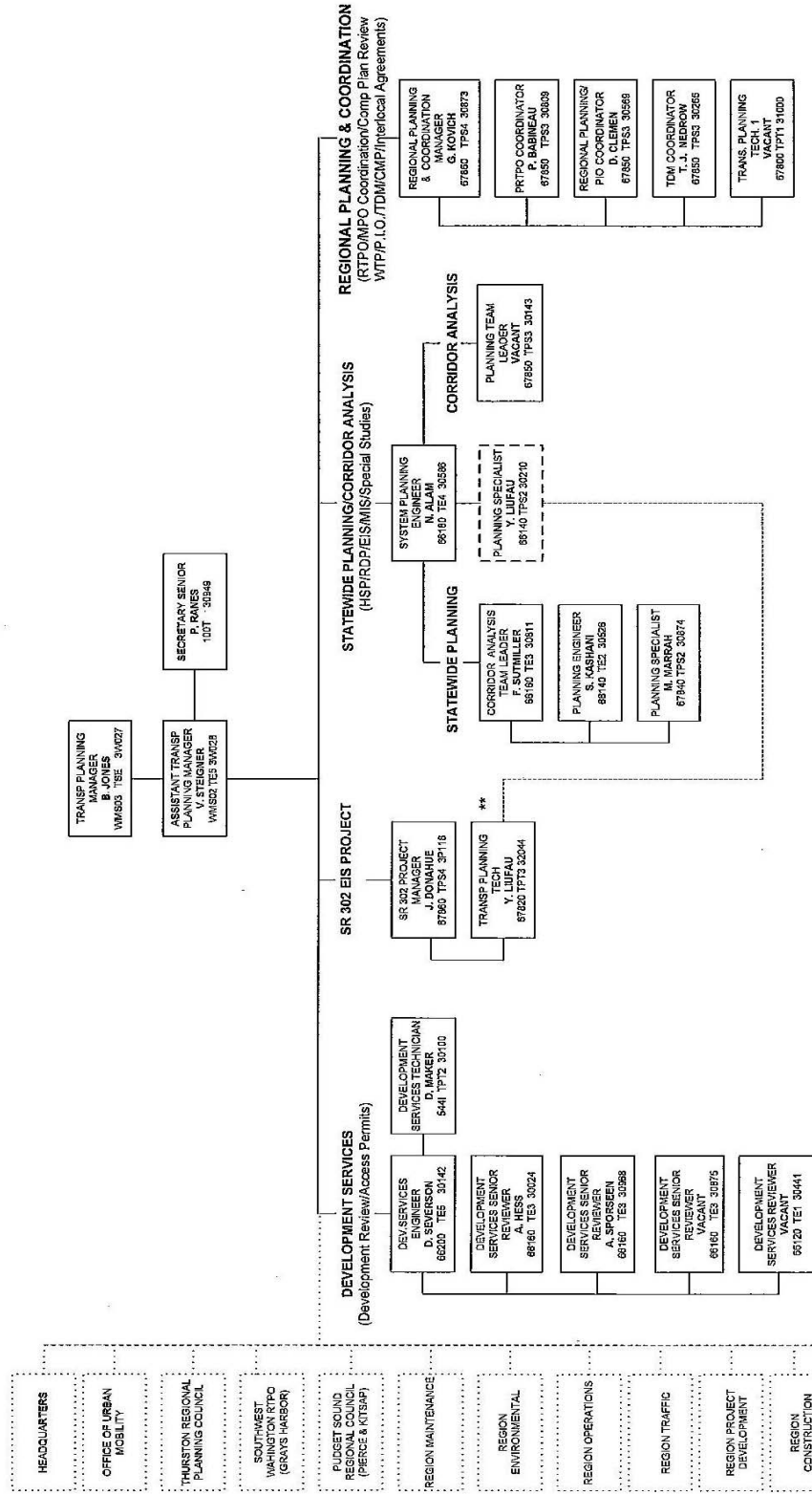
\* Administration is \$200,000 / year (7.5%) redistributed over all available work orders.

\*\* Actual costs for PIO assistance will depend on the needs of Region Construction projects.

\*\*\* Funds available thru June 2009. It is anticipated that the project will be redefined in the 2008 Legislative session. Final funding and scope/definition should be known by April 2008. It is anticipated that consultant support will still be required.

**Total Olympic Region Planning Office revenue available for SFY 2008 = \$3,056,500**

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION --- OLYMPIC REGION TRANSPORTATION PLANNING OFFICE



\*\* This position reports to John Donahue for the duration of the SR 302 EIS Project.

APPROVED BY: *[Signature]* DATE: 2/11/08  
 TRANSPORTATION PLANNING MANAGER  
 APPROVED BY: *[Signature]* DATE: 2/11/08  
 REGION ADMINISTRATOR

Revised 2/01/08

Appendix C

**Appendix D: Olympic Region Planning Office Staff – Work Elements Matrix**

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Admin. &amp; Staff Support</b>	<b>Systems Planning</b>	<b>MPO/RTPO, TTPO and Local Agency Coord.</b>	<b>Regional Planning and Coord.</b>	<b>Peninsula RTPO Lead Agency</b>	<b>Comprehensive Plan Review</b>	<b>Tribal Liaison</b>	<b>Corridor Planning</b>	<b>RDP &amp; Corridor Studies</b>	<b>Development Services</b>	<b>Development Services</b>	<b>Permit Preparation</b>	<b>Region Support</b>	<b>Public Involvement and Other Support</b>	<b>TDM/Public Transportation</b>	<b>SR 302 EIS</b>
<b>Administration Team</b>																		
Transportation Planning Manager	Bob Jones	357-2630	L	✓		✓	✓	✓	L		✓		✓			✓	✓	
Assistant Transportation Planning Manager	Vicki Steigner	357-2651	✓	✓		✓		✓			✓		✓			✓	✓	
Secretary Senior	Pamela Ranes	357-2644	✓															
<b>Development Services Team</b>																		
Development Services Engineer	Dale Severson	357-2736						✓					L	✓				
Grays Harbor & Thurston & Pierce County	Art Sporseen	357-2706						✓					✓	✓				
Clallam & Mason County & Pierce County	Alana Hess	357-2725						✓					✓	✓				
Jefferson & Kitsap County & Pierce County	Vacant	357-2727						✓					✓	✓				
Access Connection, General, & Survey Permits	Debbie Maker	357-2667											✓	L				
<b>System Analysis/Corridor Planning Team</b>																		
System Planning Engineer	Nazmul Alam	357-2722		L		✓					✓							
SR 302 EIS Project Manager	John Donahue	357-2788																L
<b>Statewide Planning</b>																		
System Analysis Team Leader	Forest Sutmiller	704-3208		✓		✓		✓			✓							
Traffic Analysis	Shirin Kashani	704-3205		✓							✓							
GIS	Martha Marrah	357-2679		✓							✓							

<b>Corridor Analysis</b>																		
Planning Team Leader	Vacant	357-2708																
Transportation Planner	Yvette Liufau	357-2623																✓
<b>Regional Planning &amp; Coordination Team</b>																		
Regional Planner (MPO/RTPO Coordination)	George Kovich	704-3207		✓			<b>L</b>	✓	<b>L</b>								✓	✓
PRTPO Coordinator	Patrick Babineau	357-2675					✓	<b>L</b>										
PIO Coordinator	Debbie Clemen	704-3204					✓										<b>L</b>	
TDM Coordinator	T. J. Nedrow	357-2728		✓			✓		✓									<b>L</b>
Transportation Planning Technician	Vacant						✓	✓	✓								✓	

## **Appendix E: Unfunded Products & Studies (includes A, B, & C list)**

As of 2/8/2008

**Olympic Region Planning Study List (for 2007-2008).** These studies are currently unfunded, however a need exists to address issues on these routes.

Studies (A List)-- Most Important as provided in Region HSP update.

- **US 101/SR 8 Interchange Feasibility and Design Study (\$625k) Thurston County** – This study would include design alternatives for the SR 8/US 101 interchange and supplement a bottleneck/chokepoint location where interim strategies of widening the existing one-lane ramps to two-lanes with design deviations are proposed.
- **US 101 (US 12 to SR 109 Hoquiam/Aberdeen) Corridor Study \$5m, Grays Harbor County** – This supplemental environmental impact statement (EIS) will build upon the 1998 Aberdeen-Hoquiam Corridor Project EIS by prioritizing transportation improvements as well as determining additional operational and access management measures that can be taken to improve Port access. This project was selected as the top priority of the US 101 Regional Circulation Study.
- **SR 104/US 101 to Kingston Alternatives Analysis (SR 307 to Kingston) \$1.75 m, Kitsap County** – Follow up on the SR 104 Environmental Impact Statement, which was discontinued in May 2002 due to a lack of funds. This study would begin with the alternatives proposed in the EIS, conduct additional evaluation of proposed ferry traffic (based on the new long-range plan), re-evaluate the effectiveness of the Kingston Circulation Project and Remote Ferry Holding lot and provide for community involvement.
- **SR 116 Corridor Management Plan (RDP) \$ 250k, Jefferson County**

Studies (B List) – High Importance as provided in the Region HSP update. They may be initiated this program year if legislatively funded.

- **I-5 HOV and/or C-D Feasibility Study (Grand Mound Interchange to SR 510 Interchange) \$3m and \$1.8m, Thurston County** – This two-phased study would determine short-term, medium-term, and long-term strategies for addressing capacity needs along the Interstate 5 corridor within Thurston County. Two phases are proposed.

**Phase 1: I-5/SR 121 5 to SR 510 (\$3m)** would analyze I-5 within the urban boundaries of Tumwater, Olympia, and Lacey. There are existing bottleneck and chokepoint issues within these urban cities that impact I-5 mainline. Mainline I-5 will also be approaching or exceeding capacity in the PM peak within 10 years along portions of the urban interstate.

**Phase 2: I-5/US 12 to SR 121 (\$1.8m)** would analyze the feasibility of high occupancy vehicle (HOV) lanes within Thurston County and consider other issues such as dedicated freight lanes, high speed ground transportation, commuter rail,

transportation demand management (TDM), and intelligent transportation system (ITS).

- **SR 161/SR 162/SR 167/SR 512 East Pierce County \$1.8m, Pierce County** – This comprehensive study of the regional city/county/state transportation network could find long-term solutions by identifying alternate routes or modes that could be developed to address transportation demand on the inter-regional network in East Pierce County.

Studies (C List) – Important, as provided in Region HSP update.

- **US 12/SR 8 Limited Aberdeen to Olympia Access Study \$1.3m, Grays Harbor and Thurston Counties** – This study would evaluate existing at-grade intersections with the intent of determining and prioritizing transportation improvements between Aberdeen and Olympia. At-grade separations may enhance economic vitality along the US 12/SR 8 corridors.
- **US 101/SR 112 to Deer Park Road Circulation and Access Study \$ 1.2m, Clallam County** – Modify the discontinued US 101 Port Angeles Alternative Study (Initiative 695) to match these limits and focus on circulation and access issues.
- **Tribal Partnerships, Region-wide Participation** - Studies should address “one way in, one way out” operational and access measures that can be taken to improve the function of state highways. Participate with tribal partners to pursue federal grants. Two examples include:
  - SR 109 from Quinault Nation Partnership for \$3.1m
  - SR 112 Makah Native Partnership for \$1.9m
- **US 101/SR 8 Rest Area Site Feasibility Study, \$ 800k, Grays Harbor, Jefferson, and Clallam Counties**. Goal is to provide public access to appropriately sized, restroom-equipped facilities, including recreational vehicle dump stations at designated sites, every 60 miles on the National Highway System and State and Rural highways. Economic Initiatives in current HSP have *not* identified specific locations for 3 locations (Vicinity Elma WB on SR 8 at MP 7, Vicinity Olympic National Forest on US 101 at MP 120, and Vicinity Potlach on US 101 at MP 310). May need enough study money to acquire ROW based upon prior site selection experience.

**Appendix F: Other Olympic Region T2 Products that could be delivered with additional funding. Items 1-6 are areas in which additional planning funding is necessary to effectively coordinate and deliver the work activities listed.**

- 1. Comprehensive Plan Review – Funding is not adequate for this emphasis area.** This UPWP increases support from 0.1 to 0.4 FTE for 2008 by using funding for statewide system planning that was provided for completion of the draft Highway System Plan.

Additional funding/FTE will be required if we are really going to participate, review, monitor, and comment on all of the proposed land use actions taken by cities and counties in our Region. The staff person (recommend a TPS3 or TPS4) would become the region “circuit rider”. **Estimated cost: \$90,000 /year and 1 FTE..**

- 2. Transit Coordination – An increasing need for better coordination with transit agencies is the early planning and scoping phases of state projects drives the need for additional funding for this function.** Issues about design criteria, bus stop location and crossing accommodations, park and ride policy/operations/maintenance and project coordination have become significant enough to delay project delivery. Olympic Region has created a Transit Liaison Coordinator position in Planning to serve as a point of contact and facilitate resolution of these issues affecting project delivery. This is a new mission for Planning. The current position is significantly underfunded. The Olympic Region Traffic Office has provided funding for 0.1 FTE from “Q” funds, but this budget is already significantly over-allocated. **Estimated cost to fully fund the position is: \$60,000 / year.**

- 3. Tribal Support** – increased requests for assistance and support from the tribes and an increasing requirement for early and continuous coordination has made providing this support an issue. Olympic Region has 13 of the state’s 29 federally recognized tribes within its geographic boundaries. Planning also serves as our Region’s Tribal Liaison/contact office. Additional funding/FTE is needed if consistent, reliable support is to be provided. **Estimated cost: \$50,000 / year and 0.5 FTE.**

- 4. MPO-RTPO Coordination** – Funding for this effort was reduced statewide in 1995/96 and has not increased for Regions to meet ever increasing demands for coordination and technical support, i.e. as the legislature places more responsibility on MPO/RTPOs. Efforts, such as the recent legislatively mandated CTR Re-design, and new Federal regulations under SAFETY-LU create a need for additional funding. **Estimated need is an additional \$45,000 / year.**

- 5. T6 – Peninsula RTPO funding** – Our role as the Peninsula RTPO staff also suffers from inadequate/low level of funding. New Federal requirements under SAFETY-LU, CTR Re-design, and the requirement for a Public Transit Human Services Plan are all unfunded mandates. Funding for the Peninsula RTPO has not been increased since 1995 (except for WTP funding support). The organization struggles to grow and meet the increasing planning and coordination demands. Additional funding for staff support and coordination is needed. **Estimated cost: \$60,000 / year.**

## **6. Park & Ride Inventory Update**

- Graphic portraying current inventory and projected needs on GIS platform.
- Currently exists in table format, last updated in 2002.
- Needs coordination w/seven transit agencies.
- **Estimated cost \$15,000.**