



**PENINSULA REGIONAL TRANSPORTATION PLANNING  
ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM (UPWP)**

**SFY 2017**

Adopted June 13, 2016

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PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
PROGRAM YEAR 2017 (SFY 2016- 2017)  
UNIFIED PLANNING WORK PROGRAM

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**Part I: BACKGROUND and HISTORY**

1. INTRODUCTION

In December 1990, representatives from Clallam, Jefferson, Mason, and Kitsap Counties by resolution formed the Peninsula Regional Transportation Planning Organization (RTPO) under the provisions of RCW 47.80. The primary purpose of the Peninsula RTPO is to provide for cooperative and respectful decision-making by the agencies within the region in order to bring about a continuous and comprehensive transportation planning process.

The regional priorities and needs of the Peninsula RTPO include projects to alleviate traffic congestion and promote safety and mobility for all users.

High priority projects include:

- A. The SR 3 corridor from Mason County through Kitsap County to the Hood Canal Bridge specifically the Belfair Bypass, the Gorst area highway improvements, and the Hood Canal Bridge area improvements;
- B. SR 19 & SR 20 safety and mobility improvements; and
- C. The intersections of state routes and county roads with particular attention to Highway 101 safety. Of these high priority projects, several were included in the 2015 state transportation package known as Connecting Washington and include Transit Oriented Development aspects to include Park and Ride improvements and other public transportation amenities. The Peninsula RTPO intends to steward these important projects through context-sensitive design and construction to alleviate traffic congestion and promote safety and mobility for all.

The Peninsula RTPO region’s economy and social environment is very closely tied to Washington State Ferries (WSF), which links the area with the Central Puget Sound and the rest of the state. WSF is the east/west highway system over the waters of the Puget Sound, just as highways through the mountains link eastern and western Washington. The aging fleet and terminal infrastructure lacks a reliable funding source which could force cuts in service along with the inability to meet long-term capital needs.

Rural transit service is also critical in connecting people to jobs, vital community services, and funding opportunities. The Peninsula RTPO supports efforts that facilitate safe, cost effective and efficient delivery of rural transit services, projects; and improved and integrated multi modal transportation systems while including consistent use of Transit Oriented Development (TOD) practices in planning and construction of “all” projects.

## **Part I: BACKGROUND and HISTORY**

### 2. PENINSULA RTPO STRUCTURE

The Peninsula RTPO is a voluntary regional organization, which consists of representation from four counties, nine cities, nine tribal nations, four transit agencies, port districts, major employers of the region, and the Washington State Department of Transportation (WSDOT). The regional transportation planning activities described in this Unified Planning Work Program (UPWP) covers a four county rural, exurban, and suburban region defined by the boundaries of Clallam, Jefferson, Mason, and Kitsap Counties, including nine tribal reservations.

The Executive Board (EB) is the governing body of the organization. Responsible for the management of the organization, it is comprised of officials from jurisdictions, tribes and organizations in the Olympic and Kitsap peninsula region. The primary function of the Executive Board is to establish the vision and goals for the Peninsula RTPO, approve policies devised from within the Peninsula RTPO, and provide the forum for coordination and cooperation of the participating agencies at the highest level of authority.

The Technical Advisory Committee (TAC) provides technical advice to the members of the Executive Board on all matters, which may come before the Board. Its membership consists of technical staff from the various organizations within the Peninsula RTPO. If needed, the TAC may establish a subcommittee to deal with specific technical issues.

The WSDOT's Olympic Region serves as the lead-planning agency for the Peninsula RTPO. The lead agency performs such duties as are assigned to it by the Executive Board (provided that adequate funding is available) including, but not limited to: providing staff support and coordination for the organization; serving as the recipient and managing available funding, hiring, supervising, and managing personnel, consultants and contractors; and providing such information as necessary to carry out the objectives of the Peninsula RTPO.

The Unified Planning Work Program (UPWP) is updated each year. If the UPWP needs to be amended during the fiscal year, PRTPO staff will prepare a briefing memo for the Executive Board explaining why the UPWP needs to be amended.

An amendment to the UPWP is required when new work tasks are identified that cause a budgetary change. When the Executive Board meets, it will decide by vote whether to approve the UPWP amendment.

The organizational chart (Figure 1), on Page 7, depicts the membership of the Peninsula RTPO. Figure 2 on Pages 9 & 10 depicts the representatives from each jurisdiction and Figure 3 on Page 11 depicts a map of the Peninsula RTPO's regional boundaries.

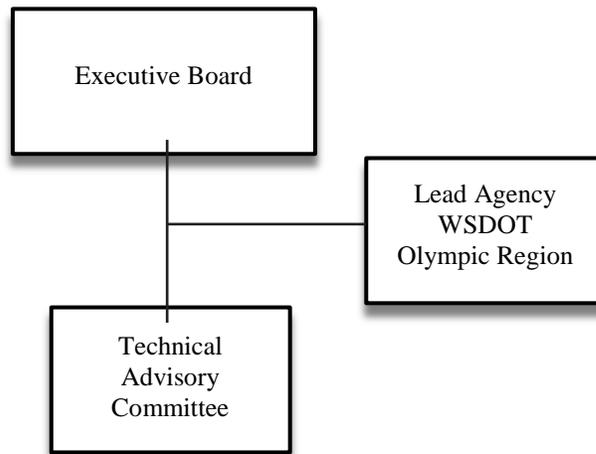
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**Part I: BACKGROUND and HISTORY**

**2. PENINSULA RTPO STRUCTURE**

**Figure 1**

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
Organizational Chart**



**Peninsula RTPO Membership**

- |                                 |                             |
|---------------------------------|-----------------------------|
| Clallam County                  | Clallam Transit System      |
| Jefferson County                | Jefferson Transit Authority |
| Kitsap County                   | Kitsap Transit              |
| Mason County                    | Mason Transit Authority     |
| City of Bainbridge Island       | Hoh River Tribe             |
| Bremerton                       | Jamestown S'Klallam Tribe   |
| Forks                           | Lower Elwha Klallam Tribe   |
| Port Angeles                    | Makah Tribe                 |
| Port Orchard                    | Port Gamble S'Klallam Tribe |
| Port Townsend                   | Quileute Tribe              |
| Poulsbo                         | Skokomish Indian Tribe      |
| Sequim                          | Squaxin Island Tribe        |
| Shelton                         | Suquamish Tribe             |
| Clallam County Port Districts   | Naval Base Kitsap           |
| Jefferson County Port Districts | Port Townsend Paper         |
| Kitsap County Port Districts    | WSDOT Olympic Region        |
| Mason County Port Districts     | Washington State Ferries    |

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**Part I: BACKGROUND and HISTORY**

**2. PENINSULA RTPO STRUCTURE**

**Figure 2**

**PENINSULA RTPO'S MEMBERSHIP REPRESENTATIVES**

**EXECUTIVE BOARD MEMBERS (EB)**

Clallam County – Mark Ozias

Jefferson County – David Sullivan, Monte Reinders, & Zoe Ann Lamp

Kitsap County – Robert Gelder, Andrew Nelson & David Forte

Mason County – Randy Neatherlin & Terri Jeffreys

City of Bremerton – Adam Brockus

City of Forks – John Hillcar & Paul Hampton

City of Port Angeles – Dan Gase & Patrick Downie

City of Port Orchard – Bek Ashby & Robert Putaansuu

City of Port Townsend – Catharine Robinson & David Faber

City of Sequim – Geneveve Starr, David Garlington & Matt Klontz

City of Shelton – Tracy Moore, Greg Clark & Mike Michael

Port of Allyn – Judy Scott

Port of Bremerton – Axel Strakeljahn & Cary Bozeman

Port of Shelton – Dick Taylor & John Dobson

Port of Port Townsend – Pete Hanke & Brad Clinefelter

Clallam Transit System – Brad Collins, Wendy Clark-Getzin & Bill Peach

Jefferson Transit Authority – Tammi Rubert, & Sara Crouch

Kitsap Transit – Steffani Lillie & Edward Coviello

Mason Transit Authority – Mike Oliver & Danette Brannin

Naval Base Kitsap – Lynn Wall & Kimberly Peacher

WSDOT, OR – Kevin Dayton & Dennis Engel

Hoh River Tribe – David Hanna

Jamestown S'Klallam Tribe – Annette Nesse

Lower Elwha Klallam Tribe – Carol Brown

Makah Tribe – Michelle Thompson, Bud Denney, Jeff Bartlett & David Lucas

Port Gamble S'Klallam Tribe – Joe Sparr

Quileute Nation – Larry Burtness

Skokomish Indian Tribe – Jody Rosier & Marty Allen

Squaxin Island Tribe – Richard Wells & Teresa A. Wright

Suquamish Tribe – Alison O'Sullivan

**Part I: BACKGROUND and HISTORY**

**2. PENINSULA RTPO STRUCTURE**

**Figure 2**

**PENINSULA RTPO'S MEMBERSHIP REPRESENTATIVES**

**TECHNICAL ADVISORY BOARD (TAC)**

Clallam County – Rich James

Jefferson County – Zoe Ann Lamp

Kitsap County – David Forte & Jeff Shea

Mason County – Dave Smith, Melissa McFadden & Loretta Swanson

City of Bremerton – Adam Brockus

City of Forks – John Hillcar & Paul Hampton

City of Port Angeles – Jonathan Boehme & Nathan West

City of Port Orchard – Bek Ashby

City of Port Townsend – David Peterson & Samantha Trone

City of Sequim – Matt Klontz & David Garlington

City of Shelton – Greg Clark, Mike Michael & Tracy Moore

Port of Allyn – Judy Scott

Port of Bremerton – Fred Salisbury

Port of Shelton – Dick Taylor

Port of Port Townsend – Larry Crockett & Jim Plvarnik

Clallam Transit System – Clint Wetzels & Wendy Clark-Getzin

Jefferson Transit Authority – Sara Crouch & Cheryl Loran

Kitsap Transit – Edward Coviello & Steffani Lillie

Mason Transit Authority – Mike Oliver

Naval Base Kitsap – Lynn Wall & Kimberly Peacher

WSDOT, OR – Dennis Engel & Nazmul Alam

Hoh River Tribe – David Hanna

Jamestown S'Klallam Tribe – Annette Nesse

Lower Elwha Klallam Tribe – Carol Brown

Makah Tribe – Michelle Thompson, Jeff Bartlett & David Lucas

Port Gamble S'Klallam Tribe – Joe Sparr

Quileute Nation – Larry Burtness

Skokomish Indian Tribe – Jody Rosier & Marty Allen

Squaxin Island Tribe – Richard Wells & Teresa A. Wright

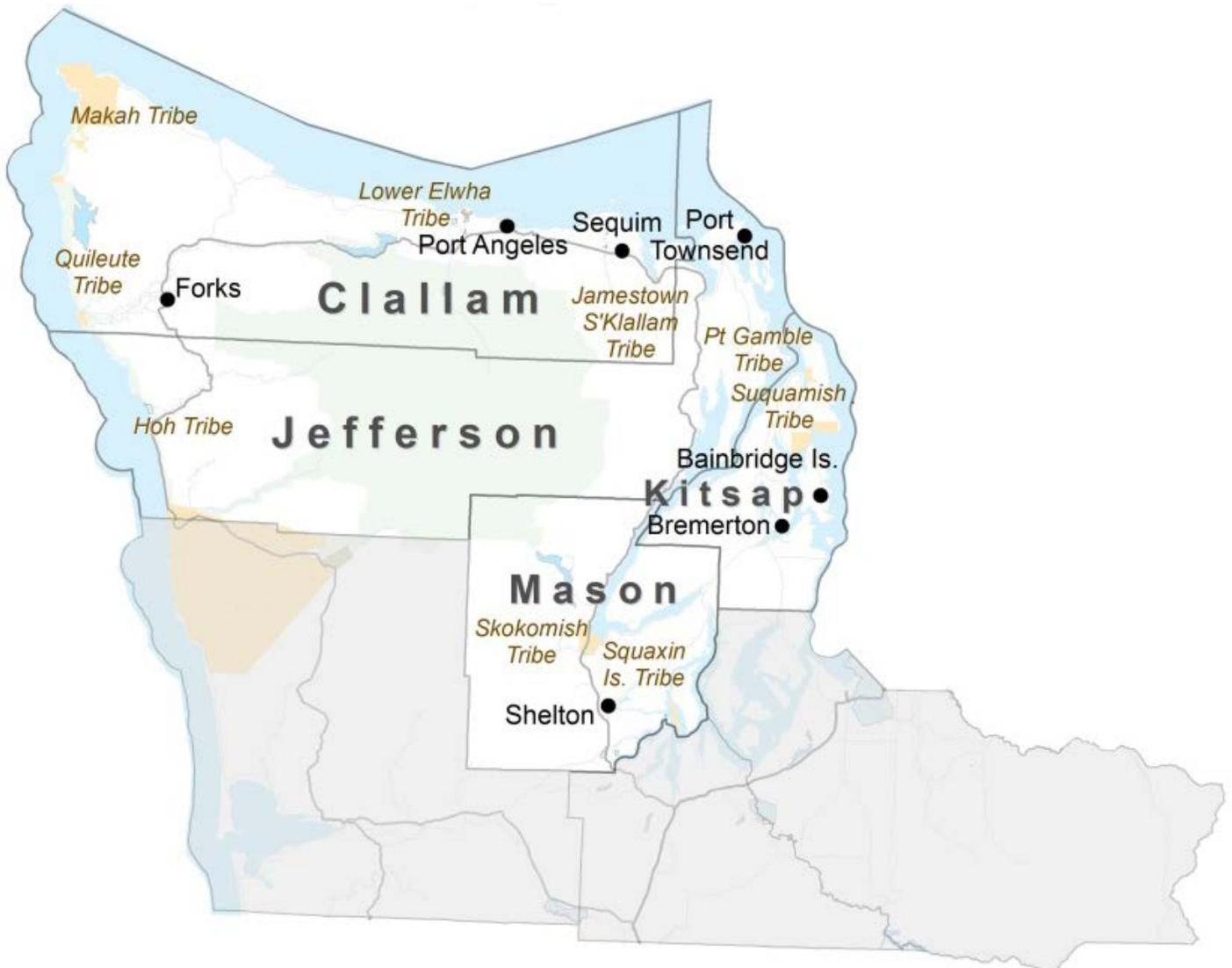
Suquamish Tribe – Alison O'Sullivan

**Part I: BACKGROUND and HISTORY**

**2. PENINSULA RTPO STRUCUTRE**

**Figure 3**

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
Regional Map**



**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
PROGRAM YEAR 2017 (SFY 2016 - 2017)  
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## Part I: BACKGROUND and HISTORY

### 3. ACCOMPLISHMENTS

#### A: LEGISLATIVE MANDATE

An RTPO has certain core requirements that are described as duties of the organization in RCW Section 47.80.023, and these requirements are summarized below for reference:

- To prepare and periodically update a transportation strategy for the Region.
- To prepare a regional transportation plan that is consistent with countywide policies, comprehensive plans in the Region, and with state transportation plans.
- To certify transportation elements of comprehensive plans that is adopted within the Region.
- To certify that countywide planning policies and the regional transportation plan are consistent.
- To develop a six-year regional transportation improvement program.
- To advance special needs coordinated transportation through specific opportunities and projects included in the coordinated transit-human services plan.
- To review level of service methodologies used by cities and counties planning under GMA.
- To work with cities, counties, transit agencies, WSDOT, and others to develop level of service standards or alternative performance measures.
- To submit every four years an updated – Coordinated Human Transportation Services Plan (HSTP) to the Agency Council on Coordinated Transportation.

Note: Since the Agency Council on Coordinated Transportation is no longer mandated in statute, the WSDOT Public Transportation maintains the requirements for both the 4 year cycle of updates to the HSTP and the 2 year cycle of prioritized project lists through contracts with the MPOs/RTPOs.

- To submit a prioritized human service and rural transit project list every two years.

## Part I: BACKGROUND and HISTORY

### 3. ACCOMPLISHMENTS

#### B: PROGRAM ADMINISTRATION

One of the most important achievements of the Peninsula RTPO has been the organization of a regional body that has demonstrated a commitment to regional coordination and solidarity over individual parochial interests. This has been accomplished through respectful, continuous and open communications by all of the participating jurisdictions and agencies, including major employers/producers in the private sector and their members at Peninsula RTPO meetings and their communications.

During the past program year, the Peninsula RTPO participated in or accomplished:

#### 1) Administer the Peninsula RTPO Transportation Planning program:

- a. **Provided administrative support to Executive Board (EB) and Technical Advisory Committee (TAC)** to include coordinating and scheduling meetings, and facilitating meeting discussions.
- b. **Prepared and coordinated the work effort with Kitsap County Public Works** to continue the development of the PRTPPO's Travel Demand Model.
- c. **Development of a required Title VI Plan** for the Peninsula RTPO. All RTPOs that receive federal funding must report their Title VI compliance following the guidance and requirements in FTA Circular 4702.1V.
- d. **As required, the Peninsula RTPO bylaws were reviewed** and revised in September 2015. After the required thirty-day review period, members approved the revised bylaws on November 20, 2015.
- e. **Developed and managed program year work plan and budget** that is responsive to state and federal planning requirements and/or guidance.

#### 2) Facilitated coordinated transportation planning in the region:

- a. **MPO/RTPO/WSDOT Coordinating Committee participation** - Peninsula RTPO staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- b. **Central point for regional transportation planning** – The Peninsula RTPO acted as a central point for regional transportation planning for the Olympic Peninsula region.

## Part I: BACKGROUND and HISTORY

### 3. ACCOMPLISHMENTS

#### C: COMMUNICATION AND OUTREACH

The Olympic Peninsula enjoys a visionary transportation system that efficiently and safely connects people, goods and services, offering choices and ensuring accessibility. This vision emphasizes a long-term quality of life for our generation and those to come by promoting economic growth, recreational resources, community services, non-motorized transportation and public transit. This vision cannot be achieved without communication and public interaction.

- 1) **Administer the Peninsula RTPO's Transportation Planning communications and outreach information.** As part of the Human Services Transportation Plan's continued coordination and collaboration effort. An initial meeting of the group was held on October 14, 2015, to set the course for the special transportation effort.
- 2) **Managing and Updating the Peninsula RTPO's Webpage:** During the past program year, Peninsula RTPO staff continued to reformat and enhance its webpage. The goal of the redesign was to increase its effectiveness to communicate, educate and inform the public about the organization as well as disseminate organizational information to members and the public.
- 3) **Respond to informational requests from state and federal elected officials related to Peninsula RTPO plans and priorities,** Responded to inquiries and requests for information by regional legislators while following state law RCW 42.17A.635 and other agency rules regarding use of state funds in lobbying. Updated the Legislative Outreach handout, depicting the Peninsula RTPO's needs and priorities for use by members when talking with their legislators.
- 4) **Regional Transportation Plan (RTP) Update.** A major overhaul of the RTP was finalized and approved by the Executive Board on September 18, 2015. During the overhaul process, staff conducted public outreach including 4 public open forums, 4 countywide meetings, and an internal and final review of the revised document by TAC members.

#### D. TRANSPORTATION PLANNING

The regional transportation planning process continues to evolve and strives to improve upon itself ensuring the coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process.

**Part I: BACKGROUND and HISTORY**

**3. ACCOMPLISHMENTS**

**D. TRANSPORTATION PLANNING continued**

During the past program year, the Peninsula RTPO participated/accomplished the following items:

- 1) **Six-Year Regional Transportation Improvement Program (RTIP)**  
Worked with TAC and individual RTPO members in the compiling and development of the Regional TIP for jurisdictions, tribes and agencies within the Peninsula RTPO region. This included contacting local offices and gathering the necessary data to compile a complete list. The completed RTIP was approved by the Executive Board on September 18, 2015. State Transportation Improvement Program (STIP) data was then forwarded to WSDOT Headquarters in October 2015. This effort includes amending the STIP as required and is an on-going effort.
- 2) **Interagency Coordination, Plan Reviews and other Planning Activities**
  - a. **Participated in Statewide planning document processes** – Continued to support and participate in Statewide planning document processes, to include, but not limited to, the Washington State Transportation Plan 2040, Phase II, the Washington State Highway System Plan (HSP), FAST Act Target Setting Collaboration, Transportation Efficiency (E.O. 14.04), Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, GMA Enhanced Collaboration, the Washington State Freight Plan, the State Multi-modal Plan and WSDOT Corridor Planning Studies.
  - b. **Review local jurisdictions comprehensive plans** – The Growth Management Act (GMA) requires each city and county in the state to undertake a comprehensive plan review process every eight years, as outlined in the GMA (RCW 36.70A.130). For the Peninsula RTPO region, major updates to local comprehensive plans are due in 2016. In addition, the updated comprehensive plans will require PRTPO staff to conduct a consistency review and certification per RCW 47.80.026 during this period. With the following two exceptions:
    - 1) Jefferson County was granted a 2-year time extension on the required update of their comprehensive plan by the Department of Commerce. Jefferson County's comprehensive plan update is now due by June 30, 2018.
    - 2) Member jurisdictions within Kitsap County will have their comprehensive plans reviewed by the Puget Sound Regional Council (PSRC) for consistency.

**Part I: BACKGROUND and HISTORY**

3. ACCOMPLISHMENTS

D. TRANSPORTATION PLANNING

During the past program year, the Peninsula RTPO participated/accomplished the following items:

- 2) **Interagency Coordination, Plan Reviews and other Planning Activities** continued:
  - c. **Coordinate establishment of the Transportation Alternatives Program (TAP) Grant Process** – Staff coordinated the establishment of a 4-year TAP grant cycle. In 2014, TAP grants were awarded through 2017. In order to continue this 4-year cycle, a TAP grant selection process is scheduled for May 2016 for the 2018 and 2019 allocation years.
  - d. **Coordinate with adjacent regions to work together on mutual issues and opportunities** - Supported and participated with others in ongoing transportation studies. Studies conducted in the RTPO area that RTPO members participated in included the SR 3/SR 304 Interchange Improvements study. Staff participated in statewide discussions during quarterly MPO/RTPO Coordinating Committee meetings.
  - e. **Regional Travel Demand Model Updates & Maintenance** – Kitsap County is in the process of developing a Travel Demand Model for the PRTPO region. On-going maintenance and improvement tasks to the model will help ensure that the model is kept up to date and usable on an as-needed basis, and that it continues to improve over time, rather than waiting until the next regional study need or GMA required update.
  - f. **Human Service Transportation Plan (HSTP)** – Funding is budgeted for the on-going coordinated human services transportation discussion effort. Staff support will ensure the continued coordination efforts. Staff assembled a committee that will provide a forum for coordinated needs transportation. The committee will also develop process improvements for the next round of consolidated grants scheduled for September 2016.
- 3) **Revisions of the Regional Transportation Plan (RTP)**

The RTP is an on-going effort and core activity of the Growth Management Act (GMA) with formal updates on an annual review and evaluation and as warranted by incremental and evolving transportation planning process.

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## Part I: BACKGROUND and HISTORY

### 4. KEY TRANSPORTATION ISSUES

In the regional transportation plan, the Peninsula RTPO has articulated the following key regional goals, which support the State Transportation Policy Goals of promoting mobility, safety, preservation, economic vitality, environment, and stewardship.

#### **MOBILITY**

RTP 2030 Goal 1: Transportation and Land Use Consistency Policies (RTP Page 31):

- 1.a Provide transportation facilities, motorized and non-motorized, that support the location of jobs, housing, industry, and other activities as called for in adopted land use plans.
- 1.b Commit to the development and implementation of land use plans and design standards that encourage accessibility via public and private motorized transportation, as well as active transportation opportunities, recognizing the unique needs of all Peninsula communities.

RTP 2030 Goal 2. Multi-modal Transportation System Policy (RTP Page 32):

- 2.a Maximize quality transportation choices including walking, biking, public transportation, marine transportation, and motor vehicles.

RTP 2030 Goal 3. Barrier-free Transportation (RTP Page 32):

- 3.a Ensure that transportation facilities are accessible to those with differing physical capabilities.

RTP 2030 Goal 6. Travel Demand Management (RTP Page 33):

- 6.a Promote mixed-use and transit-oriented development that reduces the need for auto travel, including financial and other incentives to encourage transportation efficient development and redevelopment.
- 6.b Improve access to public transportation, ridesharing, bicycling and walking.
- 6.c Ensure that travel alternatives are readily available during peak periods.
- 6.d Promote programs and services that encourage employees to commute to work by means other than driving alone or to change commuting patterns through teleworking, flex-time or compressed work weeks.

**Part I: BACKGROUND and HISTORY**

**4. KEY TRANSPORTATION ISSUES**

**SAFETY**

RTP 2030 Goal 4. System Safety and Security Policies (RTP Page 32):

- 4.a Use a combination of education, enforcement, design features, and investments, such as recoverable slopes, guardrail, etc. to mitigate existing hazards and avoid potential hazards.
- 4.b Support construction of shoulders with width sufficient to accommodate safe, multiple uses.

RTP 2030 Goal 4. System Safety and Security Policies (RTP Page 33):

- 4.c Invest in projects that improve passenger safety and security on public transportation and at associated facilities like park and ride lots and transit centers.
- 4.d Provide for safe school walking routes.

RTP 2030 Goal 2. Multi-modal Transportation System Policy (RTP Page 32):

- 2.b Develop transit transfer centers, activity centers, employment centers, schools, marine transportation terminals, the waterfronts, and airports to incorporate safe and efficient connections of travel modes.

RTP 2030 Goal 11: Public Transportation Policy (RTP Page 36):

- 11.f Provide safe, convenient, and cost-effective transportation service to youth, elders, people with disabilities or other people with special needs.

RTP 2030 Goal 12. Biking (RTP Page 37):

- 12.a Complete a safe and convenient regional bicycle network that functions as an integral part of the overall transportation system.

RTP 2030 Goal 13. Walking (RTP Page 38):

- 13.a Provide a direct, safe, interconnected transportation and pedestrian network that supports existing desired land uses.

## **Part I: BACKGROUND and HISTORY**

### **4. KEY TRANSPORTATION ISSUES**

#### **PRESERVATION**

RTP 2030 Goal 5. System Preservation, Maintenance and Repair Policies (RTP Page 33):

- 5.a Prioritize maintenance/preservation, operations, and repair of existing transportation system with an eye to adapting existing routes to accommodate non-motorized modes of transportation.
- 5.b Use preventive maintenance programs to ensure lowest life-cycle costs.
- 5.c Coordinate utility and road projects to minimize the impact of utility projects on the structural integrity of roads. Where possible, leverage investments for both project types to deliver more cost-effective public facilities.
- 5.d Explore innovative programs that reduce infrastructure life-cycle cost or increase efficiency of service delivery, including use of new materials, technologies, and resource partnerships.
- 5.e Coordinate road projects with neighboring jurisdictions.

RTP 2030 Goal 10. Federal and State Highways Policy: (RTP Page 35):

- 10.a Advocate for consistent maintenance and improvement of Federal and State Highways—especially the primacy of US 101—in consideration of the fact that the Olympic Peninsula is particularly reliant on Federal and State Highways due to topographic constraints and alternative routes are not often possible.

#### **ECONOMIC VITALITY**

RTP 2030 Goal 1. Transportation and Land Use Consistency Policies (RTP Page 31):

- 1.a Provide transportation facilities, motorized and non-motorized, that support the location of jobs, housing, industry and other activities as called for in adopted land use plans.

RTP 2030 Goal 6. Travel Demand Management Policies (RTP Page 33):

- 6.a Promote mixed-use and transit-oriented development that reduces the need for auto travel, including financial and other incentives to encourage transportation efficient development and redevelopment.

## Part I: BACKGROUND and HISTORY

### 4. KEY TRANSPORTATION ISSUES

#### **ECONOMIC VITALITY** continued

RTP 2030 Goal 6. Travel Demand Management Policies (RTP Page 33 & 34):

- 6.d Promote programs and services that encourage employees to commute to work by means other than driving alone or to change commuting patterns through teleworking, flex-time or compressed work weeks.
- 6.e Develop park and ride lots though out the region, including shared use of underutilized parking lots at business and other facilities.
- 6.g Use demand management techniques that provide alternatives during temporary congestion resulting from major construction projects.

RTP 2030 Goal 8. Freight Mobility Policies (RTP Page 34 & 35):

- 8.d Review potential conflicts of transportation and land use with freight movement, and address outstanding issues as part of the action.
- 8.e Minimize conflict caused by the growth of freight movement into and out of industrial areas in highly urbanized settings.
- 8.f Promote policies and designs standards that minimize congestion impacts on local streets caused by commercial delivery trucks, while maintaining economic support to businesses and services.
- 8.i Consider introduction of intermodal freight transfer sites near urban centers and other measures to reduce the volume of heavy freight traffic on city streets, improve livability and create employment opportunity.

RTP 2030 Goal 14. Rail Policies (RTP Page 38):

- 14.a Support appropriate short- and long-term opportunities for the potential shared uses of freight rail lines.

RTP Goal 15. Aviation Policies (RTP Page 38):

- 15.a Encourage coordination between the Peninsula port districts to maintain consistency between adopted land use plans and long-range airport development strategies, and to encourage land use compatibility in affected areas adjacent to the airport.

**Part I: BACKGROUND and HISTORY**

**4. KEY TRANSPORTATION ISSUES**

**ECONOMIC VITALITY** continued

RTP Goal 16. Marine Transportation Policies (RTP Page 39):

- 16.a Maintain existing marine terminal facilities for waterborne freight movement.
- 16.b Encourage coordination among all port districts and stakeholders to maintain consistency between adopted land use plans and long-range marine terminal development strategies, including adequate truck and rail access.

**ENVIRONMENT**

RTP 2030 Goal 19. Environmental and Human Health Policies (RTP Page 40 & 41):

- 19.a Protect water quality by effectively treating and managing runoff.
- 19.b Utilize current technologies to encourage on-site or regional infiltration of storm water.
- 19.c Minimize road crossings through designated environmentally sensitive areas and habitat corridors to avoid fragmentation and degradation of the Peninsula open spaces and wildlife habitats
- 19.d Use transportation planning, design, and construction measures that minimize negative impacts on fish-bearing streams.
- 19.e Encourage development of transportation systems that increase regional energy efficiency and reducing environmental impacts.
- 19.f Promote use of alternative fuels and technologies that reduce pollution emissions and other environmental impacts from motorized vehicles.
- 19.g Engage the fullest range of non-motorized forms of transportation as a means of encouraging overall physical activity and community health.

**Part I: BACKGROUND and HISTORY**

**4. KEY TRANSPORTATION ISSUES**

**STEWARDSHIP**

RTP 2030 Goal 10. Federal and State Highways Policies (RTP Page 36):

- 10.d Work to get the entire US 101 route and State Route connectors to urban areas within the Peninsula RTPO region designated as a critical freight corridor in State and Federal studies, plans, policies, and funding allocation.

RTP 2030 Goal 17. Public Involvement Policies (RTP Page 39):

- 17.a Encourage early and continuing public involvement in all aspects of the interdependent motorized and non-motorized transportation planning process.
- 17.b Ensure equal access to participation, including measures to ensure access to people and groups who have been traditionally underserved by the existing transportation system or public processes.

RTP 2030 Goal 18. Intergovernmental Coordination Policies (RTP Page 40):

- 18.a Encourage coordination and partnerships among the local, regional, state and Tribal governments in the operation of the transportation system.

RTP 2030 Goal 20. Performance Measures Policies (RTP Page 41):

- 20.a Use transportation performance measures to evaluate , monitor, and respond to the performance of Peninsula policies and investments.
- 20.b Use transportation performance measures that reflect priority regional objectives, such as consistency of transportation and land use decisions, improved accessibility, adequate maintenance and repair of the existing system, environmental protection, and safety.

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
PROGRAM YEAR 2017 (SFY 2016 - 2017)  
UNIFIED PLANNING WORK PROGRAM**

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

The following work program identifies major work projects to be undertaken in the forthcoming year by the participating jurisdictions in the Peninsula RTPO. The work program further defines the implementation processes and responsibilities

**1. INTRODUCTION**

The Peninsula Regional Transportation Planning Organization (RTPO) maintains an open, respectful and participatory process of communication, coordination and collaboration among its member jurisdictions, agencies and employers. This work program, which has been developed for Program Year 2017 (SFY 2016-2017 ), will continue to implement the work of this regional planning organization's goals, strategies and programs and respond to the State and Federal planning areas of emphasis.

**2. WORK PROGRAM EFFORTS**

**A. PROGRAM ADMINISTRATION**

*Purpose and Objectives*

Program Management consists of the tasks to be completed by the lead agency for administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements. WSDOT Olympic Region Planning Office provides management and staff support for the regional transportation planning process.

**WORK ELEMENTS**

**PROGRAM ADMINISTRATION**

**Funding Source:** State RTPO Funds

**Funding Amount:** \$47,626

**Work Performed By:** Lead Agency

**Timeline:** On-going, unless otherwise indicated.

Administer the Peninsula RTPO Transportation Planning Program by:

- 2A-1 Providing administrative support to the Executive Board (EB) and Technical Advisory Committee (TAC), including coordinating and scheduling meetings, and facilitating meeting discussions. As well as providing and coordinating support to subcommittees as established by the Peninsula RTPO. Preparing and monitoring contracts and work agreements where needed and as deemed necessary to ensure delivery of contracted services or projects.

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
PROGRAM YEAR 2017 (SFY 2016 - 2017)  
UNIFIED PLANNING WORK PROGRAM**

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

2. WORK PROGRAM EFFORTS

**PROGRAM ADMINISTRATION** continued

- 2A-2 Continue to support and participate in statewide planning document processes, to include, but not limited to Washington Transportation Plan 2040, Phase II, Washington State Ferries Long Range Plan, Highway System Plan, FAST Act Target Setting Collaboration, Transportation Efficiency, Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, and GMA Enhanced Collaboration. This effort includes review of new and updated statewide planning documents per WAC 468.86.090(7) to ensure regional issues and policies are addressed. Continue to provide on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal agencies to include participating on the WSDOT/MPO/RTPO Coordinating Committee and its subcommittees. Developing and managing program year work plan and budget that is responsive to state and federal planning requirements and/or guidance.
- 2A-3 There are no updates to foundation documents scheduled during this program year.
- 2A-4 Respond to inquiries and requests for information by regional legislators while following state law RCW 42,17A635 and other agency rules regarding use of state funding in lobbying. The legislative handout which depicts the needs and transportation priorities of the Peninsula RTPO is updated each September.
- 2A-5 The development of the Unified Planning Work Program (UPWP) will include work proposed for the next year by major activity and task. The UPWP will be amended to reflect the changes with its work program as requested.
- 2A-6 The UPWP Annual Performance and Expenditure report summarizes the progress made on the approved UPWP tasks, programs, and planning activities.
- 2A-7 Coordinate and provide administrative support for the Peninsula RTPO process to implement grant programs, which are administered through the Peninsula RTPO. These programs are primarily funded with federal and state formula grant funds, including the Consolidated Special Needs Transportation Grants and the Transportation Alternatives Program (TAP). To meet Federal funding obligations, the Peninsula RTPO currently facilitates a 4-year continuous TAP grant process. The Consolidated Special Needs Transportation Grants are scheduled to be prioritized in September 2016.

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

2. WORK PROGRAM EFFORTS

**PROGRAM ADMINISTRATION** continued

**Products**

- a. Meeting agendas, informational materials, minutes, and facilitated meetings.
- b. Amended Unified Planning Work Program (Change in actual budget allocation from the estimated).
- c. Annual Progress Report.
- d. Official correspondence to include but not limited to occasional special reports, technical memorandums, policy statements, resolutions, and letters of support prepared on behalf of the organization.
- e. Regular reports to the Executive Board and Technical Advisory Committee about issues discussions at the WSDOT/MPO/RTPO Coordinating Committee.
- f. Transportation Alternatives Program (TAP) grant update.

**TRANSPORTATION PLANNING**

*Purpose and Objectives*

The Peninsula RTPO plays an important role in meeting federal and state planning requirements to implement and coordinate the region's transportation planning activities. As the lead agency, WSDOT Olympic Region Planning Office provides management and staff support for the regional transportation planning process. The regional transportation planning process continues to evolve and strives to improve upon itself to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process.

**WORK ELEMENTS**

**TRANSPORTATION PLANNING**

**Funding Source:** State RTPO Funds  
**Funding Amount:** \$32,462  
**Work Performed By:** Lead Agency  
**Timeline:** On-going

## Part II: PROGRAM YEAR 2017- WORK SCOPE

### 2. WORK PROGRAM EFFORTS

#### **2B. TRANSPORTATION PLANNING** continued

- 2B-1 Peninsula RTPO staff participates in the quarterly MPO/RTPO/WSDOT Coordinating Committee meetings. For the Olympic and Kitsap Peninsula regions, the Peninsula RTPO also acts as a central point for regional transportation planning.
- 2B-2 The Regional Transportation Plan (RTP) is an on-going effort and core activity of the Growth Management Act (GMA) with formal updates on an annual review and evaluation, as warranted by incremental and evolving transportation process to include the update of regional project priorities and needs as required.
- 2B-3 The Olympic Peninsula enjoys a visionary transportation system that efficiently and safely connects people, goods and places, offering choices and ensuring accessibility. This vision cannot be achieved without communication and public interaction. Peninsula RTPO staff continues to implement enhancements to its webpage. The [Peninsula RTPO's webpage](#) is a vital communication asset with readily available information at a glance for members and public alike.
- 2B-4 Funding is budgeted for the on-going coordinated Human Services Transportation Plan (HSTP) discussion effort. Staff support will ensure the continued coordination efforts. Staff will assemble a committee that will provide a forum for coordinated needs transportation. The committee will also develop process improvements for the next consolidated grants application process. Coordination includes monthly electronic updates with quarterly meetings. Meeting minutes will be posted on the Peninsula RTPO's webpage. The next HSTP coordination meeting is scheduled for March 2016.

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

2. WORK PROGRAM EFFORTS

**DATA COLLECTION AND ANALYSIS**

*Purpose and Objectives*

The PRTPPO's Travel Demand Model requires on-going maintenance to update the model as changes require. The scope of the model development is to use all existing models, at their existing levels of detail, and to infill the rural areas at a less detailed level, in order to get a working model up and running affordably and efficiently. The ongoing maintenance required for the model is to make improvements to the model details and to maintain the best available information on the roadway network and land use.

**WORK ELEMENTS**

**TRAVEL DEMAND MODELING AND FORECASTING**

**Funding Source:** State Planning Funds

**Funding Amount:** \$10,000

**Work Performed By:** Kitsap County

**Timeline:** On-going

2C-1 The ongoing maintenance required for the model is to make improvements to the model details and to maintain the best available information on the roadway network and land use. Some of the ongoing tasks include:

- Updating roadway attributes as they change (speed limits, number of lanes, capacity...)
- Updating land use as it changes in order to ensure the base model does not get too out of date.
- Review traffic counts as the different jurisdictions collect them, conduct new counts where needed, and input counts into model to help maintain and improve model calibration over time.
- Add newly built roadways, and add greater network detail where needed to improve model usefulness at the local level.
- Modify TAZ structure as needed to improve model detail and sensitivity.

These maintenance and improvement tasks will help ensure that the model is kept up to date and usable on an as-needed basis, and that it continues to improve over time, rather than waiting until the next regional study need or GMA required update.

2C-2 Staff will update and manage agreement to include the ongoing maintenance of the travel demand model.

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

2. WORK PROGRAM EFFORTS

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

*Purpose and Objectives*

The Peninsula RTPO must carry out a regional transportation program that complies with all state guidance and planning area of emphasis. Some of these requirements are ongoing while others are annual efforts. Transportation planning efforts are to maintain and operate a regional transportation planning process that supports effective, respectful and cooperative regional transportation decision-making. Planning efforts encompass long-range comprehensive objectives of local jurisdictions, port districts, transit agencies, and tribes.

WORK ELEMENTS

**REGIONAL AND STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**Funding Source;** State Planning Funds  
**Funding Amount:** \$18,490  
**Work Performed By** Lead Agency with RTPO members  
**Timeline:** On-going - annual process with monthly amendments

- 2D-1 Compile and develop six-year Regional Transportation Improvement Program (RTIP) per WAC 468.86.160 that is based on programs and projects as identified by local jurisdictions, transit agencies, tribes, and WSDOT within the region. The RTIP is then submitted to WSDOT for inclusion in the State Transportation Improvement Program (STIP).
- 2D-2 TIP Amendments are compiled and submitted to WSDOT as required on a monthly basis.

**Note:** Member jurisdictions within Kitsap County submit their six-year Regional Transportation Improvement Program (RTIP) and their Statewide Transportation Improvement Program (STIP) projects to the Puget Sound Regional Council (PSRC). Kitsap County, which has dual membership in the Peninsula RTPO and PSRC, receives the majority of its funding through PSRC.

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

2. WORK PROGRAM EFFORTS

**RTPO PLANNING DUTIES**

*Purpose and Objectives*

The Growth Management Act (GMA) sets-up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans. The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city and town plans and policies. In order to achieve consistency, state law requires RTPOs to certify that the transportation elements of local comprehensive plans; 1) Reflect guidelines and principles established by the RTPOs; 2) Certify that local plans are consistent with the adopted regional transportation plan; 3) Conform to the requirements of RCW 36.70A.070.

WORK ELEMENTS

**REVIEW OF COUNTY, CITY, AND TOWN COMPREHENSIVE PLANS**

**Funding Source:** State Planning Funds  
**Funding Amount:** \$24,483  
**Work Performed By** Lead Agency with RTPO members  
**Timeline:** Mandatory comprehensive plan updates are due in 2016.

2E-1 Review local comprehensive and transportation plans to ensure they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. While performing these reviews, implement review process for certification of local comprehensive plans and maintain the required documentation. Though mandatory comprehensive plan updates are due in 2016, funds are reserved for review in anticipation of a possible late update of plans by local jurisdictions. Funds will be readdressed if no comprehensive and transportation plans are updated during the period.

Notes: With the following two exceptions:

1. Jefferson County was granted a 2 year time extension on the required update of their comprehensive plan by the Department of Commerce. Their comprehensive plan update is now due by June 30, 2018;
2. Member jurisdictions within Kitsap County will have their comprehensive plans reviewed by PSRC for consistency.

**Part II: PROGRAM YEAR 2017- WORK SCOPE**

**2. WORK PROGRAM EFFORTS**

**2E. RTPO PLANNING DUTIES** continued

- 2E-2 Coordinate with adjacent regions to work together on mutual issues and opportunities. This effort includes continued participation on interregional, state and federal transportation issues and policies of mutual interest to the Peninsula RTPO. Participation in the phased development of a Statewide Travel Demand Model leveraging data developed and collected by RTPOs to facilitate consistency.
- 2E-3 Analysis and Review of the Fixing America's Surface Transportation (FAST) Act legislation.

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
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**3. SFY 2017 Unified Planning Work Program Proposed Budget**

Task Code	Task Description	FHWA - PL			FTA - 5303			STP for Planning	STATE - RTPO	TASK FUNDING SUMMARY				
		Total FHWA 100%	FHWA 86.5%	Local Match 13.5%	Total FTA 100%	FTA 86.5%	Local Match 13.5%			FEDERAL	STP for Planning	STATE - RTPO	LOCAL	TOTAL
<b>2A</b>	<b>Program Administration</b>													
2A-1	Program Management and Support							\$ 32,387			32,387			32,387
2A-2	Regional and Statewide Coordination							\$ 1,664			1,664			1,664
2A-3	Update to Foundation Documents: Interlocal Agreement and Bylaws							\$ 0			\$ 0			\$ 0
2A-4	Coordination/Communication with Federal and State Legislators							\$ 2,080			2,080			2,080
2A-5	Unified Planning Work Program (UPWP)							\$ 4,160			4,160			4,160
2A-6	UPWP Annual Report							\$ 2,080			2,080			2,080
2A-7	Grant Program Administration Support							\$ 5,255			5,255			5,255
	<b>Program Administration Total</b>							<b>\$ 47,626</b>			<b>47,626</b>			<b>47,626</b>
<b>2B</b>	<b>Transportation Planning</b>													
2B-1	External Coordination with WSDOT and MPO/RTPO Members							\$ 6,828			6,828			6,828
2B-2	Regional Transportation Plan (RTP) Update (including regional strategy)							\$ 3,500			3,500			3,500
2B-3	Public and Stakeholder Participation and Outreach							\$ 12,134			12,134			12,134
2B-4	Human Services Transportation Plan (HSTP)							\$ 10,000			10,000			10,000
	<b>Transportation Planning Total</b>							<b>\$ 32,462</b>			<b>32,462</b>			<b>32,462</b>
<b>2C</b>	<b>Data Collection and Analysis</b>													
2C-1	Travel Demand Modeling and Forecasting							\$ 10,000			10,000			10,000
	<b>Data Collection and Analysis Total</b>							<b>\$ 10,000</b>			<b>10,000</b>			<b>10,000</b>
<b>2D</b>	<b>Transportation Improvement Program (TIP)</b>													
2D-1	TIP Development							\$ 10,551			10,551			10,551
2D-2	TIP Amendments							\$ 7,939			7,939			7,939
	<b>Transportation Improvement Program (TIP) Total</b>							<b>\$ 18,490</b>			<b>18,490</b>			<b>18,490</b>
<b>2E</b>	<b>RTPO Planning Duties (in addition to the above requirements)</b>													
2E-1	Review of County, City, and Town Comprehensive Plans							\$ 18,483			18,483			18,483
2E-2	Participate in State Planning Activities (WSDOT modal and corridor plans)							\$ 5,000			5,000			5,000
2E-3	Analysis and Review of FAST Act Requirements							\$ 1,000			1,000			1,000
	<b>RTPO Planning Duties Total</b>							<b>\$ 24,483</b>			<b>24,483</b>			<b>24,483</b>
	<b>UPWP TOTAL</b>							<b>\$ 133,061</b>			<b>133,061</b>			<b>133,061</b>

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
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### **Part III: UNFUNDED WORK PROGRAM**

#### 1. INTRODUCTIONS

The Regional Transportation Planning work efforts considered by the Peninsula RTPO have been very ambitious and are limited only by funding constraints. In addition, there are other work efforts which the Peninsula RTPO feels are important to the long-range development of the regional transportation system, but which cannot be accomplished because of funding limitations. This element of the Work Program document describes those work items.

#### 2. WORK PROGRAM EFFORTS

##### **A. REGIONAL MOBILITY PROGRAM**

The implementation of a Regional Mobility Program plan would make non-motorized travel easy and attractive for area residents, commuters, and visitors. A successful regional mobility program would:

- Make public transportation the efficient, affordable choice for a variety of trips.
- Partner with transit agencies to implement programs that encourage riding transit.
- Facilitate safe, easy ways to combine healthy travel choices such as walking and cycling with public transportation options.
- Provide travelers the information and tools needed to make the use of public transportation simple.

The Peninsula RTPO supports the development of a comprehensive program for regional mobility and a strategy for implementation that recognizes that the sequencing of the program components could be subject to funding, partner agency work plans, and other factors. Phase I would be a Feasibility Study that would establish the configuration of a comprehensive program to encourage and facilitate the use of transportation alternatives serving the transportation corridor. The study would engage partners and stakeholders to identify baseline travel conditions and user communities; establish measurable goals and objectives; and identify options for program configuration, strategies, and implementation.

Phase II would be the implementation phase of the comprehensive regional mobility program (3 years).

*Estimated Cost to scope out the first phase for this Unfunded Need: \$50,000*

**Part III: UNFUNDED WORK PROGRAM**

2. WORK PROGRAM EFFORTS

**B. REGIONAL TRAIL PLAN**

The counties of the region are developing active transportation facilities throughout their jurisdictions. The premier trail within the region is the Olympic Discovery Trail while Kitsap County has plans for a Sound to Olympics trail. Collaboration is essential to connect planned, proposed, and potential trail corridors in the region's communities.

Trail promote quality of life and community livability by providing transportation choice and offering access to community destinations; recreation opportunities by linking parks an open spaces; people with facilities to become more physically active, conserving energy and reducing greenhouse gas emissions; and maintaining biodiversity through greenway habitat conservation and restoration.

*Estimated Cost to scope out the first phase for this Unfunded Need: \$40,000*

**C. COMPREHENSIVE COMMUNICATIONS & OUTREACH PACKAGE**

The development of a comprehensive communications and outreach package to better promote the needs and priorities of the Peninsula RTPO.

The scope of this effort may include the identification of future transportation needs in the region and options for outreach to the public and the legislature.

*Estimated Cost to implement the comprehensive outreach package for this Unfunded Need: \$10,000.*

**D. AT-GRADE INTERSECTION PROJECT**

The Peninsula RTPO's At-Grade Intersection project would utilize the newly developed Regional Transportation Modeling software and associated intersection LOS software to examine the intersection level of service of 15 intersections selected in each jurisdiction of Clallam, Jefferson, Kitsap and Mason counties. These intersections selected for study will be those county road intersections with US 101 and other state routes that are suspected of failure of at least one turning movement level of service standard. The results of the study will be utilized by the Peninsula RTPO to program and prioritize future improvement funding and plans to bring these intersections back into level of service compliance requirements.

*Estimated Cost to implement this Unfunded Need: \$ is undefined*

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
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## **Part IV: GLOSSARY OF TRANSPORTATION TERMS AND ACRONYMS**

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.

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.

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 Plans. 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.

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.

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. Kitsap County is one of the affected counties.

FAST Act: Fixing America's Surface Transportation Act is a five-year legislation to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail network. The bill reforms and strengthens transportation programs, refocuses on national priorities provides long-term certainty and more flexibility for states and local governments, streamlines project approval processes, and maintains a strong commitment to safety.

FHWA Federal Highway Administration. The Peninsula RTPO region is located within FHWA - Washington State Division.

FTA Federal Transit Administration. The Peninsula RTPO 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, the Peninsula RTPO is responsible for creating

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
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UNIFIED PLANNING WORK PROGRAM**

and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.

#### **Part IV: GLOSSARY OF TRANSPORTATION TERMS AND ACRONYMS**

Lead Agency. The lead agency for the Peninsula Regional Transportation Planning Organization (Peninsula RTPO) is the WSDOT Olympic Region Planning Office, which provides management and staff support for the regional transportation planning process.

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.

MAP 21. On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 creates a streamlined, performance-based, and multi-modal program to address the many challenges facing the U.S. transportation system.

Olympic Region. One of six WSDOT geographic regions that deal with state transportation issues. The Olympic Region includes the Peninsula RTPO counties of Clallam, Jefferson, Kitsap and Mason Counties, and is headquartered in Tumwater.

RTIP - Regional Transportation Improvement Program. RTIP is a required document produced by the Peninsula RTPO 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.

RTP - Regional Transportation Plan. The Peninsula RTPO 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 the mid 1990's is being revised and updated.

RTPO - 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. Peninsula RTPO is the Planning Organization for

SFY - 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.

STIP - 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 RTIP.

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
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**Part IV: GLOSSARY OF TRANSPORTATION TERMS AND ACRONYMS**

STP - Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects. In the Peninsula RTPO Region, STP funds are awarded directly to the counties and not through the Peninsula RTPO organization.

TAC - Technical Advisory Committee. Advisory body to the Executive Council and Policy Board on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate.

TAZ - 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.

TDM - 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.

TIP - 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.

TITLE VI. 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.

UPWP - Unified Planning Work Program. This document outlines the administrative work of the Peninsula RTPO for the next year and next biennia.

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**Part V: WSDOT’S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

Washington State Department of Transportation (WSDOT)  
Unified Planning Work Program (UPWP) Development Process  
WSDOT Olympic Region Planning Office

The WSDOT’s 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 Planning Office serves as the lead office to coordinate planning, modeling, data collection and analysis, and programming activities with four regional planning organizations and agency divisions within WSDOT. The Olympic Region Planning Office provides support to the Peninsula RTPO as the organization’s lead agency. In addition to several interstate and state routes that serve the region, WSDOT operates ferry service, vanpools and Amtrak services. Olympic Region Planning works directly with tribes, cities, counties, agencies and organizations on transportation issues for the purpose of providing safe and efficient mobility of people and goods.

WSDOT STRATEGIC PLAN – RESULTS WSDOT

Result’s WSDOT, the agency’s strategic plan for 2014-2017, provides the vision, mission, values, goals, priority outcomes, and strategies to guide the work of the agency. This plan will ensure Washington has the most efficient and integrated multimodal transportation system possible, utilizing all of the available system capacity. WSDOT updated its strategic plan to underpin the agency’s commitment to the Governor’s Results Washington initiative. Results WSDOT, the agency’s strategic plan, has six policy goals.

- Goal 1: STRATEGIC INVESTMENTS - Effectively manage system assets and multi-modal investments on corridors to enhance economic vitality.
- Goal 2: MODAL INTEGRATION - Optimize existing system capacity through better interconnectivity of all transportation modes.
- Goal 3: ENVIRONMENTAL STEWARDSHIP - Promote sustainable practices to reduce greenhouse gas emissions and protect natural habitat and water quality.
- Goal 4: ORGANIZATIONAL STRENGTH - Support a culture of multi-disciplinary teams, innovation and people development through training, continuous improvement and Lean efforts.
- Goal 5: COMMUNITY ENGAGEMENT - Strengthen partnerships to increase credibility drive priorities and inform decision making.

## **Part V: WSDOT'S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

### WSDOT STRATEGIC PLAN – RESULTS WSDOT

- Goal 6: SMART TECHNOLOGY - Improve information system efficiency for users and enhance service delivery by expanding the use of technology.

When serving on the RTPO/MPO boards and committees, WSDOT will look for opportunities to incorporate Results WSDOT into the discussions and decision-making.

### MULTI MODAL PLANNING: FY 2017 WORK PROGRAM

WSDOT performs several transportation planning and external coordination activities. The activities included below represent multi-modal planning strategies within Results WSDOT that focus on transportation planning; they are not inclusive of all WSDOT projects and programs. This information highlights how the state's planning process connects with the MPO and RTPO planning processes statewide. Each region office may also have specific planning studies that are underway.

### **PRACTICAL SOLUTIONS**

- Practical Solutions is a two-part strategy that includes least cost planning and practical design. WSDOT is undertaking Practical Solutions to enable more flexible and sustainable transportation investment decisions. It encourages this by increasing the focus on project purpose and need throughout all phases of project development: planning, program management, environmental analysis, design, construction, and operations.
- WSDOT planning staff will apply practical solutions approaches in their planning work with MPOs and RTPOs.
- For more information: [www.wsdot.wa.gov/Projects/PracticalDesign](http://www.wsdot.wa.gov/Projects/PracticalDesign)

### **GROWTH MANAGEMENT ACT (GMA) COLLABORATION**

- WSDOT's vision of providing a sustainable and integrated multi-modal transportation system requires us to utilize all available capacity on the system and to leverage our limited resources. This is only possible by refocusing on working together with communities and other partners.

**Part V: WSDOT'S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

MULTI MODAL PLANNING: FY 2017 WORK PROGRAM

**GROWTH MANAGEMENT ACT (GMA) COLLABORATION** continued

- WSDOT recognizes city and county GMA Comprehensive Plans as the cornerstone of community decision-making, creating the foundations for future subarea plans, regional plans, development regulations, and transportation investment programs. Therefore, we think it is important for WSDOT to participate, listen to and understand these goals and plans, and share WSDOT strategies and policies for implementing a multi-modal transportation system.
- WSDOT strives to increase regional planning staff interaction and coordination with cities, counties, and MPOs and RTPOs early in the comprehensive plan process.
- For more information on the Washington State Department of Commerce Comprehensive Plan update schedule, refer to:  
<http://www.commerce.wa.gov/Documents/GMS-GMA-Update-Schedule-2015-2018.pdf>

**GOVERNOR'S EXECUTIVE ORDER 14-04 TRANSPORTATION EFFICIENCY**

- The Washington State Departments of Transportation, Commerce and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans.
- We will rely on the subcommittee we formed of MPOs and RTPOs, plus representatives of the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC).
- For more information:  
<http://www.wsdot.wa.gov/SustainableTransportation/CleanTranspo.htm>

**23 CFR 450.314 AND INTER-LOCAL AGREEMENTS**

- The Tribal and Regional Coordination Office is facilitating and coordinating the development of agreements to satisfy 23CFR450.314. The agreements will be between the MPO, the State(s), and the public transportation operator(s) to describe their mutual roles and responsibilities in carrying out the metropolitan transportation planning process.

**Part V: WSDOT'S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

**MULTI MODAL PLANNING: FY 2017 WORK PROGRAM**

**23 CFR 450.314 AND INTER-LOCAL AGREEMENTS** continued

- In addition, several MPOs and RTPOs have recently begun organizational structure change discussions. These changes create a need to update inter-local agreements and bylaws. Depending upon the MPO/RTPO, WSDOT's need to sign the documents is unique. In some cases these may require by the Attorney General and the Secretary of Transportation's signature.

**TRANSITION FROM MAP-21 TO FAST ACT IMPLEMENTATION**

- The President signed the Fixing America's Surface Transportation (FAST) Act into law on December 4, 2015, which replaces the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). Initial review of the FAST Act modifications and requirements does not reveal any necessary immediate changes for MPOs/RTPOs. Changes in federal requirements are usually accompanied with ample transition time; however, WSDOT will share any new information with MPOs/RTPOs as it becomes available.
- Transition to Performance Based Planning and Programming: As the analysis of the FAST ACT evolves, WSDOT will continue to work with the MPOs/RTPOs on any draft or final rules that are released, along with providing MPOs/RTPOs with the necessary information as we transition from MAP-21

**COMMUNITY ENGAGEMENT PLAN**

WSDOT's Community Engagement Plan's goal is to strengthen partnerships to increase credibility, drive priorities and inform decision making.

- WSDOT's Community Engagement Plan strives to:
  - 1) Increase consent on decisions made by WSDOT, communities, stakeholders and the Legislature based on a shared understanding of transportation needs and opportunities.
  - 2) Improve the understanding of transportation expenditures, investments, and respective benefits (outcomes).
  - 3) Improve public access to information and decision making so that WSDOT is recognized as the most credible source for information.

## **Part V: WSDOT'S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

### MULTI MODAL PLANNING: FY 2017 WORK PROGRAM

#### **TRANSPORTATION PLANS AND CORRIDOR STUDIES**

- WSDOT is in the process of working on several transportation plans with a statewide focus, including:
  - 1) Washington Transportation Plan 2040, Phase II
  - 2) Highway System Plan
  - 3) FAST Act Target Setting Collaboration
  - 4) State Public Transportation Plan
  - 5) Aviation Plan
  - 6) Corridor Sketches
  - 7) Statewide Travel Demand Model
  - 8) Practical Solutions
  - 9) GMA Enhanced Collaboration
  - 10) Ferry System Plan

WSDOT will also conduct corridor planning studies which are a fundamental building block of various state transportation plans; examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” Least Cost Planning and Practical Design.

#### **STATEWIDE MULTI MODAL TRAVEL DEMAND MODEL**

- A statewide multi-modal travel demand model is an analytical tool that will help us better understand where people live and how they travel around the state. This multi-modal forecasting model will allow us to better understand the statewide transportation system and how future projects and land use changes may affect it.
- When this project is funded by the legislature, a stakeholders working group will be formed. MPOs, RTPOs, and other agencies within the state will be invited to participate. This group will take part in the process of reviewing products and commenting upon the draft report.

**Part V: WSDOT'S OLYMPIC REGION PLANNING UPWP DEVELOPMENT PROCESS**

MULTI MODAL PLANNING: FY 2017 WORK PROGRAM

**WSDOT FERRIES**

- Washington State Ferries (WSF) completed an updated Long-Range Plan in response to direction from the 2007 legislative session. A draft plan was issued for public review and comment in early 2009 and finalized June 30, 2009. This plan used the most recent forecast information available. Using Puget Sound Regional Council's (PSRC's) regional model as a base, WSF forecast passenger and vehicle travel out to 2020 and 2030.
- WSF will begin the update process for the Long Range Plan in 2015. Regional forecast assumptions will be re-evaluated and the transportation demand management techniques identified in the plan. Peak period pricing and reservations will continue to be considered. Revised ferry level-of-service methods and standards will be discussed at regional transportation forums and incorporated into regional transportation plans where appropriate.
- WSF's system-wide origin/destination survey and long range ridership forecasts were updated in 2013. The travel forecast horizon will be extended to 2040 to synchronize with other regional planning efforts. These efforts will provide a technical foundation for the 2015 update of the WSF Long Range Plan.
- For more information, please contact Ray Deardorf, WSDOT Ferries' Planning Director, at 206-515-3491 or by email at [deardorf@wsdot.wa.gov](mailto:deardorf@wsdot.wa.gov).