Peninsula RTP Online – Update Procedures [June 2025]

The Peninsula RTP Online is organized so that it can be refreshed and kept current in a streamlined manner aligned with the rest of the work program.

Following is the process for updating the RTP Online. It describes what kind of changes PRTPO considers to be administrative in nature and those which are substantive in nature and entailing an amendment process. Substantive changes requiring an amendment are organized by updates to the RTP Project List and updates to the rest of the plan. These are two separate processes.

Administrative or Substantive Change

The Peninsula RTP Online serves a regulatory compliance function as well as a dynamic planning tool for PRTPO. It is designed to accommodate both so that it stays fresh and relevant to the rest of PRTPO's work program while also satisfying the well-established coordination guidance defined in RCW 47.80 that PRTPO has maintained since 1995. To support this dual function, changes to the RTP Online are categorized as either administrative changes, which are made as needed, or substantive changes that entail a more formal amendment procedure.

Administrative changes are small changes that do not alter established regional guidance or long-standing policy direction legislated in RCW 47.80. They will account for most changes to the RTP over time. These may be small updates, corrections, or narrative improvements to the storymaps. It includes changes to the *Strategic Agenda & Action Plan* to ensure its alignment with PRTPO's work program over time. The addition or deletion of issues PRTPO is concerned with, or specific actions that may be taken, is directed by the Executive Board as needed. This pertains solely to PRTPO and its ongoing regional work program and is not part of RCW 47.80. Administrative changes also include updates or additions to the regional transportation system data found in the Data Portal and ways of presenting that information, which is integral to regional transportation planning but does not have direct applicability to policy direction. These administrative updates will be made as needed.

Substantive changes are more consequential in nature. They alter in some way PRTPO's policy direction or involve changes to the RTPO responsibilities defined in RCW 47.80. A major overhaul of the region's vision, goals and policies is an example of a substantive change that would entail a formal amendment process. Another example is a change to the region's level of service standards, such as will be necessary after WSDOT defines its new multimodal level of service for Highways of Statewide Significance. A change of that nature is likely to be identified in the RTP Biennial Review PRTPO is required to conduct every two years. Substantive changes also include the annual RTP Project List update, which is handled in its own separate process every October.

The following describes how substantive changes to the RTP Online are handled.

Amending the RTP with Substantive Changes

There is an amendment process for updates to the RTP Project List and a different process for other substantive changes to the RTP Online. Both are described below.

Updates to the RTP Project List

The RTP Project List is updated annually, every October, and amended into the RTP as the current project list. There are two components to the RTP Project List – long-term regionally significant projects, and near-term local funding priorities.

Long-term Regionally Significant Projects: PRTPO tracks the progress of a small number of long-term regionally significant projects that will take many years, even decades, to complete. Some were awarded funding in legislative packages that have since been delayed while others are only partially funded or just beginning the long process of obtaining funding. Maintaining awareness of these big projects helps to keep them in the public eye as they proceed through these lengthy processes. The PRTPO Executive Board may direct that projects be added or deleted from this list in response to changing conditions or other factors.

Near-term Local Funding Priorities: PRTPO also adopts an annual list of priority projects that local agencies have identified internally as funding pursuits in the upcoming year. Projects come from adopted Transportation Improvement Programs, Tribal TIPs, Transit Development Plans, Capital Improvement Programs, or Schemes of Harbor Improvements which are developed each year by member agencies after affording an opportunity for public review and comment. Projects to be included on the RTP Project List are identified by member agencies and reflect the most current understanding of cost, schedule, and likely funding sources to be pursued. The RTP Project List offers a composite regional snapshot of the various projects that local and tribal partners intend to pursue funding for in the next year or two, representing a wide array of funding priorities across the region.

Both lists are updated at the same time every year though changes to the long-term list are infrequent. An updated draft of the RTP Project List is reviewed by the Technical Advisory Committee in September, concurrent with its review of the draft Regional Transportation Improvement Program. The RTP Project List is included as Appendix A in the RTIP to facilitate project reviews. That draft RTP Project List is presented for public review and comment as a part of the RTIP prior to consideration and adoption by the Executive Board in October. It is amended by reference into the RTP, replacing the previous year's project list.

Other Updates to the RTP Online

The rest of the RTP is updated as a part of PRTPO's Biennial Review process. That process occurs every two years, in conjunction with development of the UPWP for each new biennium.

In January of odd-numbered years, the Technical Advisory Committee will offer its assessment as to whether any updates to the RTP are warranted. That will be shared with the Executive Board in February, when it conducts its own general review of elements to assess the adequacy of the RTP Online in meeting PRTPO's needs.

The Board's direction will take one of three general forms: no issues to address at this time, minor changes or corrections are needed at this time, or significant changes are needed. This

If no issues are identified with the RTP Online, the Board will approve a statement of biennial certification in June that asserts no changes to the RTP Online are needed at this time.

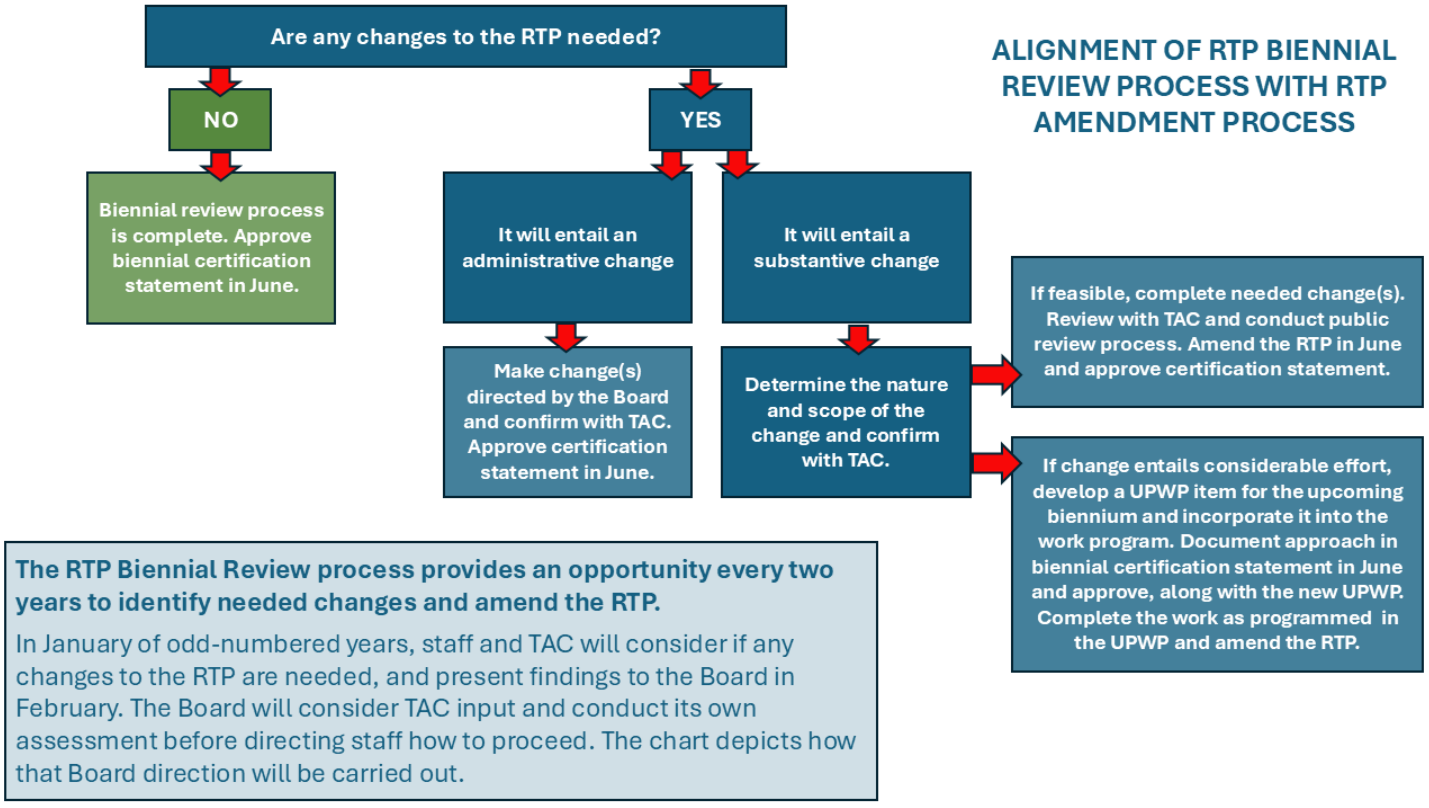
If changes are needed, a determination will be made as to whether it entails an administrative change or if it is a substantive change requiring an amendment.

If it is an administrative change, staff will execute those changes with input from the TAC and report to the Board when complete. The Board will acknowledge the changes in the biennial certification statement it accepts in June.

If it is a substantive change, staff will determine if it is feasible to complete this work in the remaining fiscal year. If so, staff will develop updated language with input from the TAC and report on status to the Board in April. If acceptable, an updated draft will be released for public review and comment. In June the Board will amend the RTP and acknowledge the changes in the biennial certification statement it accepts.

If the work cannot be completed within the current fiscal year, staff will work with the TAC to scope a process for completing that work and build it into the draft UPWP work program and budget being developed for the new biennium. In April the Board will consider the proposed approach for addressing those issues as a part of its UPWP draft review process. In June the Board will acknowledge this approach in the biennial certification statement it accepts. Work will commence on those changes as per the schedule indicated in the UPWP. After review by the TAC and Board, and a public review period, the RTP Online will be amended.

This approach is depicted in the flow chart below.



The RTP Biennial Review process provides an opportunity every two years to identify needed changes and amend the RTP.

In January of odd-numbered years, staff and TAC will consider if any changes to the RTP are needed, and present findings to the Board in February. The Board will consider TAC input and conduct its own assessment before directing staff how to proceed. The chart depicts how that Board direction will be carried out.

The overall aim of this approach to keeping the RTP current is to streamline the process and integrate it into other activities PRTPO does. Keeping this process efficient frees up capacity to pursue implementation activities and better aligns all the required RTPO requirements.

This approach to maintaining the RTP Online or the RTP Project List may be modified in the future by the PRTPO Executive Board to better support its ongoing needs.