PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

March 16, 2023 | 10:00 – 11:30
Zoom Meeting – Login Below

1. 10:00 – 10:05 **Chair's Welcome and Introductions**

2. 10:05 – 10:10 **Consent Calendar** ACTION
   - *Approval of Agenda*
   - *Approval of Minutes from January 19, 2023 (Attachment)*

3. 10:10 – 10:25 **SFY 2024-25 UPWP Unfunded Activities** *(Attachment)* DISCUSSION
   As a part of its Unified Planning Work Program (UPWP), PRTPO includes a short list of unfunded planning activities that might be accomplished with additional resources. TAC members are asked to provide input on potential topics for inclusion in the SFY 2024-25 UPWP currently under development.

4. 10:25 – 10:45 **Scoping Considerations for an Overhaul of the Regional Transportation Plan** DISCUSSION
   As a part of its SFY 2024-25 Unified Planning Work Program, PRTPO is considering an overhaul of its Regional Transportation Plan. The concept under consideration would result in a streamlined plan that is better integrated with the rest of PRTPO's work program and planning products. This early TAC discussion is intended to vet the general approach and identify major issues that can be anticipated before committing to a process and schedule for the UPWP.

5. 10:45 – 11:00 **Preview Beta Dashboard for Regional Profile** PRESENTATION
   As a part of its Task 4 planning activities, PRTPO is developing a regional demographic profile and mapping tools that support planning and equity analysis across the region. This is a chance to look at an early dashboard of population characteristics and talk about the kind of features that would enhance this information for use by PRTPO members as well as what comes next.

6. 11:00 – 11:10 **2020 Census Urbanized Area Boundary Adjustments** *(Attachment)* DISCUSSION
   Every ten years counties and some cities engage in a collaborative process of adjusting Census boundary lines that define urban and rural areas to better reflect real-world conditions and other factors. All four counties are affected. This discussion will review that process, resources, and deadlines.

7. 11:10 – 11:15 **Other PRTPO Updates** BRIEFING
   These are quick updates on matters related to: SR 302 Corridor Study (attachment); Freight and Goods Classification System updates; federal funding swap pilot program; other.

8. 11:15 – 11:30 **Member Roundtable** ALL
   This is an opportunity to share activities of interest to other TAC members.

   11:30 **Adjourn**

NEXT TAC MEETING – May 18, 2023

Join Zoom Meeting
https://us02web.zoom.us/j/89711072703?pwd=RGJ0Q3dxUDhOS3JZM2EvbnM3d20zZz09

Or by phone:
+1 253 215 8782 US (Tacoma). Meeting ID: 897 1107 2703 Pass Code: 4780

Peninsula Regional Transportation Planning Organization

TAC Meeting Summary

Meeting Location:
Remote Meeting via Zoom software per Washington Governors order #20-28-15 of the Open Public Meetings Act and Public Records Act

January 19, 2023

Attendees

Technical Advisory Committee Members

Ken Gill – City of Shelton, PRTPO TAC Chair
Steve Gray – Clallam County, TAC Vice Chair
Melissa Mohr – Kitsap County
Chris Hammer- City of Port Orchard
Vicki Grover- City of Bremerton
Jonathan Boehme – City of Port Angeles
Katie Cole – City of Sequim
Nick Dostie – City of Sequim Alternate
Jayme Brooke – Jefferson Transit
Gary Abrams – Clallam Transit
Steffani Lillie – Kitsap Transit
Michael Bateman – City of Poulsbo
Ted Jackson – Port of Allyn
Tracy Parker – Squaxin Island Tribe
Marty Allen – Skokomish Tribe
Wendy Clark-Getzin – Jamestown S'Klallam Tribe
George Mazur – WSDOT Olympic Region

Staff and Guests

Thera Black, PRTPO Coordinator
Barb Trafton – Bainbridge Island Parks & Trails Foundation
Don Willot – Friends of Sound to Olympics Trail Association
Elizabeth Safsten – WSDOT Public Transportation

Welcome & Introductions

TAC Chair Ken Gill opened the meeting at 10:00 AM and facilitated introductions.

ACTION: Approval of the Consent Calendar

Wendy Clark-Getzin requested the September minutes be revised to better reflect the context she provided regarding previous Hood Canal Bridge coordination efforts with the Coast Guard and Senator Rolfes. Michael Bateman moved, and Jayme Brooke seconded to approve the Agenda and the September 15, 2022 meeting minutes as revised. The motion passed unanimously.

Potential Interest in 2023 Transportation Alternatives Call for Projects

PRTPO Coordinator Thera Black reviewed the unsuccessful call for projects in 2022, when PRTPO received no applications for the $516,000 in Transportation Alternatives funding. In the debrief afterwards, TAC members had commented on the limited funding available for a competitive process and suggested revisiting this question in January before determining whether to reissue the call for projects. She requested input from TAC members about a potential call in 2023. TAC input will be provided to the Board for its consideration in determining whether to launch another call for projects.

Discussion ensued about the feasibility of launching a call in spring of 2023. Members talked about other funding programs coming out, including the Recreation and Conservation Office (RCO) grants that fund projects

very similar to those eligible for TA funding. Those grants are offered every other year, in even years. The idea was floated of conducting a call in 2023 for small planning projects that would cue agencies up for bigger implementation grants later. Still others talked about the grant fatigue some agencies are facing as they try to deliver the projects that have already been funded before securing grants for more projects.

The general consensus after discussing various options is that 2024 will be a better year to conduct a call for TA projects. This would be enhanced with a little coordination ahead of time, perhaps in September, to see what the level of interest is ahead of the call. This will help agencies better estimate the value of pursuing a TA grant in the next round of funding. Ms. Black reported that she will forward this information on to the Board for its consideration.

Status of Federal Funding Swap Pilot Program

Ms. Black updated the TAC on the status of the federal funding swap pilot program working its way through the legislature. This was PRTPO's primary legislative priority in its 2023 Transportation Outlook. She reported that it has House and Senate support, adding that this region's legislators were aware of it and supportive as a result of the educational work that local agencies and PRTPO engaged in ahead of session. There is $25 million in state funds available for this initial stage of the pilot program with an exchange rate of 90 cents on the dollar. A report will be due to the legislature in December 2024 on the outcomes of the pilot program.

A consortium of organizations are working through the implementation details, including Local Programs, Washington State Association of Counties, Association of Washington Cities, and others. According to Axel Swanson at WSAC, an effort will be made late this winter to convene the 22 rural counties to work through outstanding implementation questions. The intent is that participation in the program will be voluntary, and that to the extent possible, it will honor and adhere to the various allocation processes employed by counties.

Wendy Clark-Getzin observed that tribes with a programmatic agreement already in place with FHWA may have little reason to participate, especially at the discounted exchange rate.

Michael Bateman asked whether funds exchanged for state revenue can be used as match for large federal grants. Steve Gray asked whether opt-in opportunities will be on a project-by-project basis, or if it will require all funds administered by a county to be exchanged. Ms. Black did not have answers but offered to forward those questions on to WSAC for consideration in the program development.

Overview of Puget Sound to Pacific Trail Planning Proposal

Barb Tafton and Don Willott provided background on the trails associations they are with and presented an overview of the Puget Sound to Pacific Trail proposal being developed for a federal RAISE grant. Ms. Tafton explained that the collaboration came about in response to an increase in funding opportunities for these kinds of projects, in an effort to secure some of that revenue for trail projects in this region. Development of the proposal is on a fast track, with RAISE grant applications due February 28th. It is being spearheaded by the three non-profit trails groups, in collaboration with various jurisdictions and other stakeholders.

The proposal is to complete the planning and design of a 200-mile linear corridor from the Bainbridge Island ferry terminal to the Pacific Ocean at La Push, building on the Olympic Discovery Trail and Sound-to-Olympics

Trail efforts. This would also complete the western-most segment of the Great American Rail Trail. The coalition is currently inviting cities, counties, and tribes along the route to participate, and is paying for completion of the RAISE grant application.

Co-applicants – the cities, counties, and tribes who participate – will identify their own project elements to be included in the proposal. The group needs one of these entities to step forward as the Lead Applicant for the project. Those negotiations are underway.

Ted Jackson inquired about safety and law enforcement on the trails, as well as maintenance responsibilities, noting that trail incidents are a different kind of emergency response issue for law enforcement. He suggested that engaging them early on would be beneficial. Ms. Tafton indicated that engagement would be up to the individual project partners, subject to the policies of the individual communities involved in the project. She added that the Bainbridge Island Park District has an emergency management plan for their trails and parks. She noted it would be good to think about emergency management in a coordinated fashion for the whole corridor, but that is not part of the proposal under consideration. Mr. Jackson indicated interest in a follow-up discussion with them about emergency management planning, in the context of the Allyn trail plan. Mr. Willott noted that Mr. Gray is another good source of information on planning for emergency response on trails.

Ms. Clark-Getzin inquired about MOUs. Ms. Tafton responded that federal agreements are not required for co-applicants, just between the Lead Applicant and co-applicants.

Mr. Bateman asked for clarification of what the overall final product would be for the co-applicants. Ms. Tafton explained it will depend upon what the co-applicants include as project elements. She advised they may not be able to include all the project segments agencies want to do but they will include as many as possible. Mr. Bateman advised they will be subject to federal procurement procedures in terms of hiring a consultant to manage the project or complete individual elements.

Mr. Gray asked for clarification of confirmed co-applicants at this point, noting the short timeline for working with jurisdictions to develop project elements. Ms. Tafton explained that lots of meetings are being scheduled and at this point Bainbridge Island has formally committed to participate, Kitsap County is in the process of approving its participation, and Poulsbo has a meeting scheduled to consider this. Port Townsend and Jefferson Transit have also both signed on.

Ms. Clark-Getzin asked about participation from WSDOT and whether it could be the Lead Applicant. Ms. Tafton explained that the Active Transportation division has committed to being a co-applicant but WSDOT will not be the Lead Applicant. There was discussion about the possibility of this project looking at alternate corridors or perhaps providing more improvements on US 101 or the ODT. Mr. Willott spoke of the importance of telling "the story" effectively so as to cue up additional funding opportunities.

Mr. Bateman asked for further specifics about what the project will produce. Ms. Tafton explained it will be a package of individual projects including up to 100% design for some elements, alternative alignment studies for some other areas, and plans for additional local connections. She encouraged people to contact the project manager, Steve Durrant, with more specific questions.

SFY 2024-2025 Work Program Development

Ms. Black updated the TAC on the next UPWP development that is getting underway, for the biennium that begins July 1. She reported on the Board's discussion in December about aspects of the work program these last few years that have been particularly valuable for members. Her aim is to minimize, to the extent possible, activities that don't add value to members while increasing opportunity for those that do add value. She asked TAC members to share thoughts about those aspects of the work program they have found useful or not.

Mr. Jackson commented on the value of information sharing around the table, hearing what is going on elsewhere in the region and drawing on the expertise of the group. PRTPO's advocacy for key concerns, such as the SR 3 Freight Corridor project, is important to local communities.

Mr. Bateman concurred that regional collaboration and coordination is valuable to Poulsbo. The opportunity to exchange information and share ideas is a primary benefit of participating in the regional process. Another benefit is the opportunity to establish and maintain working relationships with colleagues across the region.

There was discussion about Board interest in pursuing an update of the Regional Transportation Plan in the next biennium and the opportunity to use that as a way to increase focus on regional resilience and emergency preparation. Ms. Black advised that this was also identified as a potential theme by the Board in its discussion.

Other PRTPO Updates

Ms. Black provided brief updates on other topics. She highlighted results of the 2022 Consolidated Grants process, which due to schedule constraints precluded participation by the TAC. She referred to the priority array of projects included in the agenda packet that was presented to WSDOT for input into their funding process. She also described Board-directed Task 4 activities to be undertaken in the last quarter of the biennium. These activities were drawn from the list of Unfunded Needs in the UPWP, to be completed with about $10,000 of existing budget not needed in Task 2. This work will identify innovative strategies and best practices in delivering rural transit service and develop a more complete demographic profile that supports transit and other agencies in their planning and equity analysis.

Member Roundtable

Ms. Mohr reported that Kitsap County has a highly ranked Safe Routes to School application in the running for a grant. It will be located in the urban growth area just north of Bremerton and improve access to the middle school. The city is working on its segment of this project in the city limits, too, a good example of coordination.

Ms. Clark-Getzin reported that the Jamestown S'Klallam Tribe needs to update its transportation inventory. They will consider trails, bridges, culverts, and other facilities of importance to the Tribe but owned and maintained by others for inclusion on the inventory. This opens doors to some additional funding opportunities and enhances project standing in certain processes. She invited members with facilities of possible interest to contact her.

Mr. Gill reported that Shelton received a Section 130 grant, which is available to communities with rail lines running through them. It is intended to improve safety at rail crossings, typically on active rail lines, but Shelton

will use the funds to remove the rail ties on this abandoned line. The city has not been successful previously in getting state grants to convert this to a trail, so this is an important first step in implementing a significant rail-to-trail conversion in the heart of the city and will leave them well positioned to obtain future funding.

Mr. Boehme reported that Port Angeles is about to conduct groundbreaking for Phase 1 of the Race Street project. This project, which is partially funded with Transportation Alternatives revenue, will add a 12' pathway and planted median on Race Street between 8th Street and the National Park Visitor Center entrance. The city is looking for additional Phase 2 design funding, since they had to divert some Phase 2 design money to Phase 1 construction to account for cost increases due to inflation.

Mr. Allen reported that the Skokomish Tribe is in the final stage of plan approval with Local Programs for their Highway 106 sidewalk project, which will complete a gap between the Hood Canal School and the reservation. It will extend to Reservation Road and connect in with the rest of their sidewalk network. This is an important safety project for the Tribe, whose members have suffered bad injuries after being hit by cars because there is no place to walk other than the road. Construction will be completed this summer.

Ms. Clark-Getzin announced two promotions worth highlighting. First is Kitsap Transit's designation as a large urban transit agency by the Federal Transit Administration. She also congratulated Steve Gray on his recent promotion to Deputy Director of Clallam County Public Works.

Adjourn

There being no further business, the meeting adjourned at 11:40.

DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: March 9, 2023
Subject: **Unfunded Planning Needs for UPWP**

REQUESTED ACTION:

No action is requested. Input from the TAC will inform options presented to the Board for consideration.

Background

The Unified Planning Work Program, or UPWP, describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it. PRTPO operates solely on state funds amounting to about $137,000 per year for all expenses. PRTPO is drafting its SFY 2024-25 UPWP which goes into effect July 1, 2023.

One feature of the financially constrained UPWP is a short list of beneficial regional planning activities that PRTPO or one or more of its partners might undertake if additional funding were available. It has strategic value in calling attention to important planning needs and potentially opens the door to funding opportunities. The list of unfunded needs included in Appendix A of the current UPWP is attached for reference. Notice that it provides a general description of planning need and a range of costs. This is what we want to develop for the new UPWP with your input.

Inclusion of unfunded needs in the UPWP opens up some funding opportunities, especially within WSDOT but from other sources as well. It is also used by the Executive Board when budget can be reallocated from Planning or Administration to Board-directed activities in Task 4 of the UPWP, such as they did in December.

Potential Elements for Inclusion in SFY 2024-25 UPWP

What elements, if any, on the existing list of Unfunded Needs are worth carrying over into the next biennium? Are there new elements worth adding? Is there anything we might anticipate going into a major overhaul of the RTP that would be beneficial to include? One such item is an extension of PRTPO's service contract with the GIS Consortium providing us with important GIS support. We expect to receive end-of-biennium funding from WSDOT to extend our current service agreement to spring of 2024; additional funding could extend that 2025, through completion of the RTP.

Note that while this is a two-year UPWP, PRTPO's UPWP development policy calls for a review and amendment midway through the biennium. That means we will revisit this question again next year and can adjust the list then if warranted. We are not bound by this through the end of the next biennium.

Your discussion is helpful in identifying and understanding the range of regional planning support that PRTPO can offer through its work program. TAC input will be used in developing a draft for the Board's consideration in April.

Attachment:

Appendix A: SFY 2022-2023 Unfunded Needs

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Appendix A: SFY 2022-2023 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities would benefit the region and its members if funds were available. Following are priority unfunded needs with a cost range where work is scalable.

A. Increase Resilience of Regional Transportation System
Comments received on the 2040 Regional Transportation Plan revealed public interest in measures that can increase the resilience of the region's transportation system in what is a heavily constrained physical geography. Mountains and water limit traditional opportunities for system redundancy and access, making most communities in the region vulnerable when primary lifeline routes are severed. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. The intent is to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other such factors.

Estimated cost – $5,000 - $20,000

B. Strategies to Increase Rural Intercity Bus Service in the Peninsula Region
The Region's four transit agencies provide an array of coordinated, connecting services that result in important but limited long-distance rural intercity bus service. PRTPO members support expansion of this coordinated regional intercity service over time, making it easier and more convenient to complete a loop of the Olympic Peninsula via bus. Of particular interest is making reliable connections between every local and tribal community on the Olympic Peninsula to urban transit services on the Kitsap Peninsula that connect to Puget Sound systems.

This planning study is the first step in that process. It would convene the region's key transit and tribal partners along with stakeholders in adjacent Grays Harbor County to assess the challenges and opportunities for greater coordination between service providers, and any measures suitable for follow-up in the near- , medium- , and long-term. This will provide the foundation for future follow-up by PRTPO or its partners to expand that coordination and improve long-distance intercity service in the Peninsula Region.

Estimated cost - $7,500 - $15,000

C. Innovations in Rural Transit Service Delivery
New technologies and innovative service models have emerged in urban settings that are being adapted for rural settings, increasing transit access generally as well as opportunities for more coordinated services in the future. Micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access in small cities. Real-time travel data generated by smart phones and vehicles can increase transit reliability and system operating efficiency for agencies and

improve transit accessibility for passengers. On-demand service models like Uber and Lyft are inefficient in typical rural settings but may be viable in conjunction with regularly scheduled ferry service in those rural settings. Which of the emerging technologies and innovative service delivery models have potential to support rural system needs of the Peninsula Region?

This planning study would produce a synopsis of new and emerging opportunities with promise for rural systems in the Peninsula Region and key implementation considerations for transit agencies and their local, state, and tribal partners.

Estimated cost = $5,000 - $10,000

D. One-Click/One-Call Coordination Activities

Early engagement during development of the 2022 Human Services Transportation Plan update has revealed interest in a "one-click/one-call" dispatch service. This is a service run by a transportation or human services provider that matches individuals with the optimal mobility service provider for their specific travel needs and circumstances. Coordinated delivery of special needs transportation services across a large rural region can increase system efficiency and connect more people to the human services available to them while increasing travel convenience and reliability for the public.

This work program activity would focus initially on convening the region's various transportation service providers to begin exploring opportunities for establishing such a program in the Peninsula Region, identify candidate entities to lead such an effort, and next steps to advance the concept if it is deemed viable. The intent is to pre-position the concept for a future implementation grant opportunity by an interested proponent.

Estimated cost = $5,000 - $15,000

E. Transportation Strategies that Reduce GHG Emissions in Rural and Small Urban Settings

The nature of existing land use patterns and long-term trends in rural and small urban settings constrain the ability to reduce vehicle miles traveled and corresponding greenhouse gas emissions. Achieving compact urban growth is harder here than in metropolitan areas, leaving these communities with fewer opportunities than big urban places to shift more trips to walking, biking, and transit in lieu of car trips. Broadband access is not yet universal, meaning many people have no choice but to travel. And electric vehicle technology is harder and more expensive per capita to implement in rural communities than in urban ones. Rural communities must work harder and smarter to achieve emissions reduction benefits that come more easily in urban communities.

This study would evaluate the effects of greater adoption of electric vehicles by public sector fleets and by households and look at the effect of regionally significant services like Clallam Transit's Strait Shot, Kitsap Transit's passenger-only ferries, and Worker-Driver Programs serving the Navy Shipyard in reducing greenhouse gas emissions compared to those same trips made by private vehicle. It should consider the emissions reduction benefits of universal broadband access. The aim is to better understand which strategies are most effective in the Peninsula Region in reducing carbon emissions and the conditions under which they are successful, as well as provide PRTPO members with data and information to support their planning and implementation efforts. This would require outside expertise and additional funding resources.

Estimated cost = $15,000 - $50,000

DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: March 9, 2023
Subject: **Census Boundary Adjustments**

REQUESTED ACTION:

No action is requested. This discussion will inform work counties and some cities will undertake over the next few months.

Background

After every decennial Census there is a process to smooth out the new boundary lines defining urban and rural areas. These are the defined urban and rural that FHWA and FTA will recognize for the next decade. WSDOT oversees the process but the primary work is done at the local level. It entails reviewing the preliminary boundaries resulting from the 2020 Census and making adjustments that smooth out those lines, reflect logical landmarks or other features, and otherwise factor in important on-the-ground considerations that local agencies understand better than anyone else.

All four counties have affected urban areas to be considered in this process:

Clallam County
Port Angeles
Sequim

Jefferson County
Port Hadlock-Irondale
Port Townsend

Kitsap County
Bremerton

Mason County
Belfair
Shelton

WSDOT Guidance was sent to local agencies on February 27th from Ryan Clemens, and is attached.

This information sharing discussion is meant to help members understand what the process entails, draw on expertise from those involved with adjustments after the 2010 or even 2000 Census processes, and identify questions or additional resources needed to complete the work.

Attachment:
Urban Area Boundary Adjustment Guidance

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Urban Area Boundary Adjustment Guidance

Introduction

The Washington State Department of Transportation (WSDOT), in cooperation with the Federal Highway Administration, has adopted specific procedures for adjusting urban area boundaries. These boundaries are important because they define the breaks between rural and urban areas for transportation planning and operational purposes. This guidance defines the concepts and criteria and establishes the procedures to be used by local agencies and metropolitan planning organizations for requesting changes to urban area boundaries.

Urban Area Boundaries

Adjusted urban area boundaries are used primarily to establish eligibility for transportation planning and operational purposes. Among other things, eligibility for certain federal grant funds is tied to urban and rural designations. Adjusted urban areas should not be confused with the metropolitan planning area boundary or other boundary areas, such as urban growth area boundaries that may be selected for the comprehensive urban planning process.

The authority to adjust United States Census designated urban area boundaries is provided in 23 CFR 470.105 and clarified in Section 6 of the Federal Highway Administration's Highway Functional Classification Concepts, Criteria and Procedures guidance manual. This document and the federal guidance are provided to assist affected Washington state metropolitan planning organizations and local jurisdictions with the urban area adjustment process.

The urban area boundary adjustments are cooperatively negotiated by metropolitan planning organizations, local officials, and WSDOT before being submitted for approval by the Federal Highway Administration. The urban area boundary adjustment process must be completed before any resulting functional classification adjustments can be made.

In the 2020 Census, the United States Census Bureau no longer distinguishes between different types of urban areas. Additionally, the minimum population to qualify as urban was increased from 2,500 to 5,000. The 2020 census-designated urban areas can be compared to the 2010 adjusted urban area boundaries in this online map (link to be available shortly).

Boundary Review Team

Following each decennial census release of the urban area boundaries, WSDOT's Multimodal Planning and Data Division convenes a boundary review team to review boundary adjustment proposals from metropolitan planning organizations and other regional and local planning agencies. The boundary review team is responsible for coordination, review, and communicating adjustment decisions to the affected parties, planning partners, and the Federal Highway Administration. The team also moderates unresolved disagreements between affected agencies or organizations and negotiates the final draft adjusted urban area recommendations for approval by the Federal Highway Administration.

The boundary review team may consist of a staff representative from each of the following:

WSDOT – Multimodal Planning and Data Division

- Tribal and Regional Integrated Planning Office - Lead
- GIS & Roadway Data Office
- Crash Data and Reporting Office

WSDOT – Other Offices

- Capital Program Development & Management Office
- Local Programs Offices
- Region Planning Offices
- Public Transportation Division

Other Agency and Local Planning Representatives

- Federal Highway Administration Division Office
- Office of Financial Management
- County Road Administration Board
- Transportation Improvement Board
- Washington Association of Cities
- Washington State Association of Counties
- Local and regional planning partners
- Metropolitan Planning Organizations
- Regional Transportation Planning Organizations
- Tribal partners

During the urban area adjustment process the boundary review team interacts and communicates with regional WSDOT staff and local planning partners in all areas of the state affected by the boundary adjustments.

Urban Area Boundary Adjustment Process

The Tribal and Regional Integrated Planning Office initiates a process for affected parties to adjust the urban area boundaries. US Census maps and Federal Highway Administration and WSDOT guidance are provided to assist with the urban area adjustment process.

The following process steps will facilitate the urban area adjustment effort:

- The boundary review team will host six regional meetings to discuss the urban area adjustment process.
- The boundary review team will provide guidance, maps, resource information, and provide cooperative assistance necessary for the urban area adjustment process.
- If a metropolitan planning organization, regional transportation planning organization, or local agency decides to adjust an urban area, they are responsible for coordinating with other affected local agencies. They are also responsible for working cooperatively and negotiating any disputes.

- If necessary, the boundary review team will arbitrate disputes.
- WSDOT's boundary review team members are responsible for establishing or revising the final draft adjusted urban area boundaries and presenting them to the Multimodal Planning and Data Director.
- The Multimodal Planning and Data Director forwards the draft adjusted urban area boundaries to the Federal Highway Administration.
- The Federal Highway Administration provides final approval and notifies WSDOT's Multimodal Planning and Data Division
- WSDOT's Multimodal Planning and Data Division notifies affected parties.

Criteria for Establishing Adjusted Urban Area Boundaries

1. The adjusted urban area boundary, at a minimum, must encompass the entire 2020 decennial United States Census urban area of 5,000 people or greater.
2. A review of local and regional plans should be conducted so that the boundary reflects areas expected to be urban in the next decade (i.e., until the 2030 US Census urban area designation).
3. The adjusted urban area boundary will encompass a single contiguous area without holes or discontinuities and rural areas should not be situated along the inside edges of the adjusted urban area boundaries.
4. The adjusted urban area boundary should include entire municipalities (incorporated areas), as long as there is not an attempt to extend the boundaries beyond the area expected to become part of the urban area within the upcoming decade. Note: contiguous city watersheds may be excluded from the urban areas.
5. The adjusted urban area boundary should encompass areas outside of municipal boundaries having residential, commercial, industrial, and/or national defense land use patterns that are consistent with or related to urban development patterns.
6. The adjusted urban area boundary will encompass all traffic generators that are located within a reasonable distance to the US Census-designated urban areas, such as public parks, large places of assembly, large industrial plants, etc.
7. Rapidly expanding areas of urbanization should be included within the adjusted urban area boundary, especially if these areas are expected to fall within a 2030 US Census urban area designation.
8. Transportation terminals and/or access roads serving these areas, (e.g., airports and seaports), but outside of the urban area should be included if they are located within a reasonable distance from the US Census-designated urban area.
9. Consideration should be given to transit service routes (e.g., bus, passenger rail, etc.) and linkage points (e.g., stations and bus stops) with substantial implications and where inclusion will not unduly distort the 2020 US Census-designated urban area boundaries.
10. The adjusted urban area boundaries should be designed to avoid peripheral roadways from snaking in and out across the boundary. Adjustments should support consistent designations of roadways, such that they are either inside or outside of the boundary.

11. The adjusted urban area boundary, to the greatest degree possible, should be defined so that by using a map in the field it can be easily located. In instances where the boundary deviates from political jurisdictions, the boundary should follow physical features (e.g., rivers, streams, irrigation canals, transmission lines, railroads, streets, or highways). In instances where physical features are lacking, the AUA boundary should cross roads, streets, highways intersections, major crossroads, and/or interchanges that are easily identified in the field.

After the preliminary urban area boundary adjustments have been established using these criteria, any adjusted urban area boundary irregularities should be minimized to reduce confusion that can result from complex boundaries.

Additional Adjusted Urban Area Boundary Recommendations

1. Minimize confusion and ambiguity, such as between a divided highway, by either including or excluding both sides of the highway.
2. Roadways that define a boundary between two urban areas belong in the urban area that it primarily serves. If the roadway serves both urban areas equally, a binding agreement should be made that assigns the roadway appropriately.
3. If access-controlled roadways are used to define adjusted urban area boundaries, all ramps and interchanges for access-controlled roadways should be included or excluded, and interchanges should not be divided.
4. Coastal areas should reflect the generally accepted geospatial coastal boundaries.

Procedures

1. Establish the 2020 Census Boundary Review Team
2. The Federal Highway Administration will provide an online meeting to introduce the urban area adjustment process.
3. There will be 6 region webinars that provide an overview of the urban area adjustment process and provide local agencies and WSDOT region planners a chance to ask questions of the boundary review team. These webinars will be organized by the WSDOT Tribal and Regional Integrated Planning Office and will include local agencies involved with this process.
4. WSDOT will provide all resource information and maps at **[maps to be available shortly]**
5. Boundary review team meetings will occur weekly, or as needed, during April, May, June, and July 2023. The boundary review team will review all adjusted urban area boundary proposals and have the opportunity for input.
6. The deadline for local agencies to submit proposals to the boundary review team will conclude on **June 30, 2023**.
7. The boundary review team will complete their review and compile the draft adjusted urban area boundaries by **July 14, 2023** to ensure the following deadlines are met.
8. The draft adjusted urban area boundaries will be sent to the Multimodal Planning and Data Director, for WSDOT signature, and then forwarded to the Federal Highway Administration.

9. FHWA will review the draft adjusted urban areas and provide signature approval by **July 31, 2023**.

Following the Urban Area Adjustment Process

WSDOT's GIS and Roadway Data Office and Crash Data and Reporting Office staff will incorporate the new boundaries into the WSDOT systems. They will also work with all affected agencies to approve changes to the functional classification system by May 31, 2024.

Calendar Year 2023 data will be submitted to the Federal Highway Administration for the Highway Performance Monitoring System submittal, including the new urban area boundaries and functional classifications.

Urban Area Boundary Adjustment and Functional Classification Schedule

Date completed by	**Tasks**
February 28, 2023	Establish the urban area adjustment boundary review team
February 28, 2023	WSDOT provides updated maps to review
March 2023	The Federal Highway Administration provides introductory training meeting for boundary review team and local agency partners
March - May 2023	Boundary review team holds six regional webinars to provide training and answer questions.
April - June 2023	Metropolitan planning organizations, regional transportation planning organizations, and local agencies submit urban area adjustment proposals.
April - July 2023	Boundary review team holds regular meetings
July 14, 2023	Boundary review team provides draft adjusted urban areas to the Multimodal Planning and Data Director for review
July 21, 2023	Multimodal Planning and Data Director provides signature and submits proposed urban area adjustments to the Federal Highway Administration.

Functional Classification Update Process

Date completed by	**Tasks**
May 31, 2024	Incorporate new urban area boundaries and resulting functional classification into WSDOT systems.

June 15, 2024..... Include adjusted urban area boundaries and functional classification system in Highway Performance Management System submittal

Appendix A: US Census Urban Areas in Washington

- Aberdeen
- Anacortes
- Belfair
- Bellingham
- Birch Bay
- Bremerton
- Centralia
- Chelan
- Cheney
- Cle Elum
- Colville
- Connell
- Duvall
- Ellensburg
- Ephrata
- Freeland
- Friday Harbor
- Grandview
- Granite Falls
- Hood River, OR/WA
- Kennewick-Richland-Pasco
- Lewiston, ID/WA
- Long Beach
- Longview, WA/OR
- Lynden
- Marysville
- Monroe
- Montesano-Elma
- Moses Lake
- Mount Vernon
- North Bend
- Oak Harbor
- Ocean Park
- Ocean Shores
- Olympia-Lacey
- Omak
- Othello
- Point Roberts
- Port Angeles
- Port Hadlock-Irondale
- Port Townsend
- Portland, OR/WA
- Prosser
- Pullman
- Quincy
- Ridgefield
- Seattle-Tacoma
- Sequim
- Shelton
- Snoqualmie
- Spokane
- Stanwood
- Sultan
- Sunnyside
- Toppenish
- Walla Walla
- Wapato
- Wenatchee
- Woodland
- Yakima
- Yelm

Click here to visit the SR 302 Victor Area Online Open House through March 21, 2023 and share your thoughts.

SPRING 2023

SR 302 Victor Area Corridor Study

Overview

Over the last few decades, SR 302 in the Victor area has experienced several sloughing, settlement, and landslide events that have either partially or fully closed the road to vehicles, impacting access to the surrounding communities.

In 2021, the Washington State Legislature directed the Washington State Department of Transportation (WSDOT) to perform a corridor study of SR 302 near the Victor area. The study will recommend strategies to address current damage, prevent future sloughing, settlement, and landslide events, and improve safety and mobility for all users.

Stakeholder Advisory Committee

WSDOT has created a stakeholder advisory committee consisting of representatives from local and state agencies in Pierce County and Mason County, elected officials, nearby tribes, and WSDOT staff. The Stakeholder Advisory Committee will meet on a regular basis throughout the project to discuss the study and gather input that will be used to prioritize potential infrastructure and safety improvement strategies.

Project Timeline



Map of the SR 302 study area between SR 3 and Wright Bliss Road

STAY CONNECTED

Visit the **SR 302 Victor Area Corridor Study** webpage for project updates and to learn more about the corridor study.

FOR MORE INFORMATION

Ashley Carle, Multimodal Development Manager
360-357-2675 | Ashley.Carle@wsdot.wa.gov

SUMMER TO WINTER 2022	WINTER 2023	SPRING 2023
• Study scope of work and background • Engage local agency stakeholders • Collect and analyze data.	• Community outreach • Launch of online open house	• Analyze open house responses • Finalize recommendations

TITLE VI NOTICE TO THE PUBLIC: It is WSDOT's policy to assure that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. This is also reflected in WSDOT Executive Order 1087. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOTs Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at 360-705-7090.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.