PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

July 20, 2023 | 10:00 – 11:30
Zoom Meeting – Login Below

1. 10:00 – 10:05 **Welcome and Introductions**

2. 10:05 – 10:10 **Consent Calendar** ACTION
   - *Approval of Agenda*
   - *Approval of Minutes from May 18, 2023 (Attachment)*

3. 10:10 – 10:25 **2024-2029 RTIP Development** DISCUSSION
   Efforts are underway to develop the 2024-2029 Regional Transportation Improvement Program. This is a chance to raise any questions about the RTIP, clarify what information is needed, and next steps. The TAC will be asked to review the draft RTIP in September and recommend its approval to the Executive Board. We will also have an early discussion about the relationship of the RTIP to the Regional Transportation Plan in future years.

4. 10:25 – 10:45 **Regional Transportation Plan: Work Plan and Schedule** *(Attachment)* DISCUSSION
   In June the Executive Board reviewed the scope and schedule for completing an update of the RTP over this biennium. TAC input to date has been useful in vetting ideas about the approach. This is an opportunity to talk about the resulting work plan and the roles and responsibilities of the TAC, Executive Board, and staff in delivering a new RTP.

5. 10:45 – 11:00 **Regional Transportation Plan: Public Participation Plan** *(Attachment)* ACTION
   Prior to embarking on the RTP update, PRTPO will approve a Public Participation Plan that clarifies its approach for engagement throughout this process. The attached Public Participation Plan recognizes the need for outreach with the general public and stakeholders as well as inreach with members to ensure coordination and consistency with local, tribal, and state plans. The TAC is asked to recommend its approval to the Executive Board.

6. 11:00 – 11:15 **Update on PRTPO Online Tools** PRESENTATION
   Staff will review with the TAC the latest development and provide links to a beta version of the new Regional Profile that will support the RTP and other planning and information needs for members to test and comment on.

7. 11:15 – 11:30 **Member Roundtable** ALL
   An opportunity to share information on activities and other topics of interest.

   11:30 **Adjourn**

NEXT TAC MEETING – September 21, 2023

Join Zoom Meeting
https://us02web.zoom.us/j/82306004965?pwd=WUxmTnFwRHpkYkEwaE1KaFVXUlhSQT09

Or by phone:
+1 253 215 8782 US (Tacoma). Meeting ID: 823 0600 4965 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

May 18, 2023

Attendees

Technical Advisory Committee Members

Bek Ashby – PRTPO Chair
Chris Hammer – City of Port Orchard
Miranda Nash – Jefferson Transit
Jayme Brooke – Jefferson Transit
Gary Abrams – Clallam Transit
Ted Jackson – Port of Allyn
Michael Bateman – City of Poulsbo
Melissa Mohr – Kitsap County
Amy Asher – Mason Transit
Steffani Lillie – Kitsap Transit
Tracy Parker – Squaxin Island Tribe
Vicki Grover – City of Bremerton
Loretta Swanson – Mason County
Ryan Jeffries – City of Port Angeles
Jonathan Boehme – City of Port Angeles

Staff/Guests

Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Yvette Liufau, WSDOT Olympic Region

Welcome & Introductions

Coordinator Black opened the meeting at 10:03 AM and initiated self-introductions.

Approval of the May 18th 2023 TAC Agenda and the March 16th 2023 TAC Meeting Minutes (Consent Calendar)

The TAC approved, with a motion and seconded.

Election of TAC Officers

Ken Gill left the City of Shelton and thus is no longer the Chair of the TAC. Mr. Jackson nominated Member Bateman as Vice Chair and Steve Gray as Chair of the TAC. Coordinator Black advised that she had confirmed Mr. Gray's willingness to accept the role of Chair if nominated in his absence. Ms. Brooke seconded the nomination. Mr. Gray and Mr. Bateman were unanimously approved as Chair and Vice-Chair, respectively.

WSDOT "Complete Streets" in the Peninsula Region

Yvette Liufau of WSDOT Olympic Region presented the Complete Streets program at WSDOT. The presentation is available at: https://wsdot.wa.gov/construction-planning/complete-streets

Mr. Jeffries asked for clarification about what is meant by Complete Street gaps and how they are determined. Ms. Liufau explained that the gaps were identified in the WSDOT Active Transportation Plan. Also, during the project pre-design process the WSDOT staff will work with local communities to evaluate the gaps. She explained some of the factors that go into assessment, such as proximity of vulnerable populations and traffic speed.

DRAFT

Mr. Bateman asked about the WSDOT process for engaging locals in the screening process, or at least notification when WSDOT determines what projects are not eligible for Complete Street treatment. Ms. Liufau explained WSDOT has already screened over 100 projects, and this is not a standard part of the process. Ms. Grover commented that coordination between WSDOT and local agencies early in the process would be beneficial. This led to discussion about ways to include local agencies in the facility assessment and findings. It was suggested this be added to the WSDOT checklist.

Ms. Liufau asked if the TAC is a good place to brief local communities about WSDOT projects in the PRTPO Region. Mr. Jackson affirmed that the PRTPO is a good method for communicating about WSDOT projects and planning. Coordinator Black noted that WSDOT presents its projects to include in the next RTIP to the Executive Board in August every year. However, those projects are already well along at that point and are nearly ready to proceed. Working with the TAC is a good opportunity but it would be better to do that before the TIP project list is settled. She offered to work with WSDOT to determine timely opportunities for coordination with the TAC. More discussion followed.

Ms. Liufau walked through examples of projects where Complete Street treatments do not apply. This included a bundle of highly rural fish passage barrier removal projects and painting of the US 101 Hoh River Bridge. She then reviewed some examples where Complete Street treatments do apply. This includes a five-mile paving project in Clallam County from Port Angeles to Shore Road. Mr. Bateman asked why the bridge painting was exempt. Ms. Liufau explained that there were no other active transportation facilities connecting at either end, adding that Complete Streets screening is just one tool WSDOT uses to evaluate Active Transportation needs. Other measures identify active transportation needs when Complete Streets gap assessments screen projects out. Coordinator Black asked about off-system solutions to address gaps, perhaps on parallel routes to highways. Ms. Liufau noted that WSDOT is exploring such opportunities. She thanked the TAC for their help in understanding Complete Streets.

RTP Update – Kick-off Discussion

Coordinator Black explained that the RTP is being updated as directed by the Board. The TAC provided input and suggestions during the scoping process for the RTP update which has been helpful. An early working schedule is included in the meeting packet.

Coordinator Black reviewed the general approach and then posed a question to the TAC. How will TAC members know at the end if the RTP and planning process are successful?

Mr. Jackson explained this is his first RTP and is looking forward to thinking about this as he learns more about the process. Ms. Lillie noted that the local comprehensive plan updates will be underway during this same time. It is important to ensure coordination between the regional and local processes and avoid duplication of effort. This will be a good opportunity for the PRTPO to discuss concurrency and the RTP. Ms. Asher concurred on the need for coordination. She added that agencies need to be able to reference it for a variety of purposes during grant processes. The RTP is an important reference. To that point Ms. Lillie noted the importance of maintaining broad categories of need that allow jurisdictions flexibility when using the RTP. It needs to support maintenance projects and bus purchases, not just big capacity projects. Others agreed on the need for programmatic support and not just projects.

DRAFT

Ms. Lillie suggested that the PRTPO start with the old Plan, validate what is still useful, and move forward from that. Coordinator Black explained this approach assumes a fresh start built on what is still relevant from the old plan but in a new and simpler format. The current plan is overly complex for what the region needs and is expensive to maintain in its current format. She suggested a new format might increase the relevance and usefulness of the RTP, too. Ms. Lillie recommended creating an outline to share with the members. Vice Chair Bateman advised the budget and scope will be constraining factors. A simpler plan may be more useful than a complex plan.

Coordinator Black touched on some ways that other rural regions have used their RTP to highlight regionally significant issues and identify strategic follow-up measures. This will be explored further during the update.

She explained that engagement will be online instead of in-person due to budget and practical logistics. However, it is unclear whether it would be better to do one or two splashy online events over the next two years or conduct regular on-going engagement throughout. She asked for feedback from the TAC.

Ms. Brooke explained some challenges in reaching out to the public. It may be easier to get attention once or twice rather than try to maintain it for two years. Ms. Mohr commented that other efforts will be underway and asked for an approximate schedule. Coordinator Black said that whether it is an on-going process or just a couple of splashy events, outreach will conclude in spring 2025, followed by a public hearing before adoption in June 2025.

Ms. Lillie advised that each jurisdiction has social media sites and distribution lists. She encouraged PRTPO to use member channels to expand notification and access.

Vice Chair Bateman suggested that the RTP can be used to help educate people about how a project comes to be, from concept through project development. This is something people don't understand.

Ms. Black reported that in July the TAC will get the Board's scope and review a draft Public Participation Plan. Today's input will be helpful in drafting those elements.

Preview of New Regional Mapping Tool

Ms. Black presented a draft mapping tool being developed to support the RTP and also the Human Service Transportation Plan. This is being built with support from the GIS services contract PRTPO has with the Association of Washington Cities. The aim when complete is for these tools to also support members' need for information for grant requests, presentations, and research. The tools will also be for public use, making it easier for people to get access to useful information. The new mapping and infographic tools will be hosted on the PRTPO website. They are being developed with regularly updated data so that they can be easily refreshed and stay current and useful going forward.

Ms. Parker questioned the data she saw for the Squaxin Island Tribe's demographic snapshot. She explained many Tribes may have been undercounted in the 2020 Census. Ms. Black concurred with the concern. Data in the demographic snapshot comes from the Census Bureau's American Community Survey (ACS) but it is also prone to errors that are especially pronounced for tribes. She explained that small-area sampling at that scale generates huge margins of errors. Issues with small-area sampling are compounded by how the Census accounts

for native lands and how different people understand questions about race and ethnicity. She has been unable to find a more authoritative source than the Census Bureau. There was further discussion about the nuances of the Census tribal data. Ms. Black will follow up with tribal members to look at this closer and determine the best way for PRTPO to deal with these data issues in its regional profile.

2024-2029 Regional TIP Update
Coordinator Coviello provided a reminder about the upcoming RTIP work.

Update on Census Urbanized Area Boundary Review
Ms. Mohr reported on upcoming Census UA Boundary Review training that has been scheduled. Discussion followed about the 2020 Census boundary review process local agencies are going through. The deadline for requesting any changes is June 30.

Other PRTPO Updates
Ms. Black reported on a federal funding workshop she attended and commented that there are even more new programs due to rollout soon from the infrastructure bills. Every single federal and state grant has an equity emphasis that puts tribes and other rural communities in a good position to get funding if they have the capacity to deliver the projects. She asked if there is interest in a small grant application workshop to get an overview of the various opportunities that will be around for the next several years. There was an affirmative response from members. TAC members discussed details of some grant applications they had recently completed.

Member Roundtable
Mr. Jackson reported on broadband implementation efforts, explaining the importance of high speed internet access in reducing the need for motor vehicle trips and increasing accessibility. WSU has a survey on the streets collecting information on this from each county. The deadline for returning the surveys is June 14. Ms. Parker noted that the Tribe just received a thick packet of information on this. She is working on a tight deadline for a FEMA grant and was unsure what to do with it. Mr. Jackson offered to follow up with her on it.

Mr. Bateman reported the Johnson Parkway Corridor / SR 305 roundabout is nearly complete and may open in mid-June.

Mr. Jeffries reported the city will be seeking an amendment to its Signal Controller Upgrades project, and announced that the Race Street “Complete Streets” project construction has started. He also reported that the Safe Streets for All (SS4A) grant program is out and taking applications for Planning. Collaborating with multiple jurisdictions is best when competing for this grant.

Ms. Parker reported the Tribe is pursuing a tribal transit grant for a bus storage facility. Also, the Squaxin Island Tribe received a congressional earmark for an important pedestrian and safety improvement project at the SR 108/Old Olympic Highway/SR 101 interchange.

Adjourn
12:15 p.m.

DRAFT

DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: July 13, 2023
Subject: **RTP Work Plan and Schedule**

REQUESTED ACTION:

No action is requested but discussion and questions about the proposed work plan and schedule are encouraged.

Overview

During its last two meetings TAC members shared insights and ideas and provided feedback as staff developed a scope of work for updating the Regional Transportation Plan (RTP) for the Board. In June the Executive Board reviewed the work plan and schedule and offered no changes. That work commenced July 1.

As discussed earlier, this will be a streamlined planning process resulting in a simplified and different kind of plan than PRTPO has now. Every effort will be made to ensure it meets minimum state requirements in ways that provide lasting value to the region and PRTPO work program but there will not be opportunity to do much more than meet those basic requirements in this process. Keeping the process as simple and uncomplicated as possible will help maximize time available for the more meaningful elements of the RTP.

There are a few points to highlight in the attached work plan:

- **TAC and Executive Board will work on concurrent planning activities.** The work plan maintains concurrent efforts with the Executive Board leading primary work in policy development and strategic planning and the TAC leading primary work in technical arenas, project development, and in the refinement of local-regional consistency coordination. Important milestones mark coordination points between the TAC and Board and other key decision-points. We've worked to align milestones with regularly scheduled meetings of the TAC and Board. There is other RTP work underway that is not indicated with milestones. Aspects of regional transportation planning will be a big part of TAC and Board agendas for the next two years.

- **Focus on what matters.** Not all elements of a regional transportation plan are equally important. To get the most from everyone's limited time and resources the proposed work plan concentrates TAC and Board efforts on those elements of the plan and process with the most likely consequence for the region. Staff will take the lead in drafting more perfunctory elements of the plan that satisfy compliance requirements but offer little more, for review and refinement as appropriate by TAC and/or Board. The work plan calls out those areas where TAC and Board energies will be focused.

- **Right-size the analysis.** Many believe an RTP update requires travel demand modeling. It does not, especially in a highly rural region such as the Peninsula Region. This was an early point of concurrence with the TAC. The work plan clarifies that and describes some of the resources that will support a robust analysis and assessment of regional issues within the resources available to PRTPO. To the extent possible PRTPO is relying on readily available data from authoritative resources that can be easily maintained over time. There is no expectation that data or analysis from this process will be used for detailed system analysis or project development.

- **Make engagement easy and interesting.** PRTPO does not have the resources to conduct a series of in-person public events around the region. Instead, it will develop effective engagement tools that have both immediate and long-lasting value. Online tools let PRTPO take public engagement to the people – in their living rooms, on the ferry, at the library, wherever they have an internet connection – and at whatever hour is most convenient for them. This will increase public access to the planning process in ways PRTPO couldn't achieve with a few in-person meetings. Plus, resources and comment boards can be kept open for on-going education and engagement. There are unique opportunities for coordinated messaging and engagement with local agencies that are working during this same time on their local Comprehensive Plan updates, too. A separate Public Participation Plan describes the engagement approach for this RTP.

As the work plan and schedule makes clear, there are a lot of moving pieces in a regional transportation plan – even a small plan for a sparsely populated rural region. It is hoped that open and on-going communication and collaboration among Board, TAC, and staff will not only facilitate completion of this RTP as described but set the stage for future initiatives that benefit the region and its mobility partners.

This is not the only thing PRTPO will be working on with the TAC and Board over the next two years. In addition to the RTP update PRTPO will: develop two *Transportation Outlook* legislative folios and forums; conduct a call for Transportation Alternatives projects; complete administrative policies and bylaws amendments; prioritize Consolidated Grants projects; develop and amend two RTIPs; and develop and maintain its Unified Planning Work Programs, in addition to responding to requests for participation or information from WSDOT and other matters that will pop up. During this same time many of PRTPO's members will be updating their own Comprehensive Plans and Transit Development Plans, too. Keeping the RTP process simple and uncomplicated will benefit PRTPO and members alike.

Next Steps

In September the TAC will vet core technical assumptions underpinning the RTP including horizon year, components of the regional transportation system, regional level of service standards, forecast assumptions and system analysis, etc.

Attachment
Work Plan and Schedule for the PRTPO Regional Transportation Plan Update (June 16, 2023)

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

Work Plan for the PRTPO Regional Transportation Plan Update

Reviewed by the Executive Board

June 16, 2023

BACKGROUND

Between July 1, 2023 and June 30, 2025 PRTPO will complete an update of its Regional Transportation Plan (RTP). This will be an overhaul of the existing plan, not a refresh. This update will simplify the plan, migrate it to an online Storymap platform, and give it a long but useful shelf-life. The vision and strategic direction will reflect the collective insights and experience of an RTPO that began drafting its very first coordinated regional transportation plan in July 1993 for adoption in 1995 and which became a self-governing organization in 2019. This will be PRTPO's first regional transportation plan as an independent RTPO.

Through the development process we will not only satisfy all WSDOT compliance requirements, but we will try to increase the practical usefulness of the RTP to PRTPO and to all of its members. We will try to more fully integrate it into the on-going regional planning program. We can provide for relatively seamless future updates that keep the RTP current and responsive to emerging conditions over the next decade or more. It can support future PRTPO Board members trying to understand and prepare their communities for an increasingly uncertain future coming at them faster and faster.

RCW 47.80 mandates that Regional Transportation Planning Organizations like PRTPO develop a plan and it identifies numerous factors that must be considered. At the same time, it gives great latitude to each RTPO in determining how it will meet those requirements given their regional context and need.

This Work Plan outlines the approach for delivering a final RTP for review and adoption by the Executive Board in June 2025. It reflects the existing budget in the SFY 2024-2025 Unified Planning Work Program and is supported by the GIS services agreement PRTPO maintains through the Association of Washington Cities GIS Consortium. Though it's a streamlined process it can generate long-lasting value to PRTPO, its members, and communities across the region.

APPROACH

Plan development and community engagement are necessarily constrained by the budget and so efficiency and simplicity are primary considerations behind the proposed approach and schedule.

Board and TAC Engagement

The planning approach assumes active engagement by the Executive Board and the TAC throughout the process. Because there is not enough time or budget for both groups to delve deeply into all aspects of developing the new plan, the Board will provide primary direction on policy matters and strategic direction while the TAC will provide primary input on technical matters, local-regional planning coordination, and project development. These separate tracks will intersect at key junctures for feedback and coordination between both groups.

The Board and TAC will engage most deeply on content that is of highest value to PRTPO and this region. Some parts of any regional plan are somewhat rote. We'll concentrate the limited time that members have to invest in this process on those parts of the plan that matter most to PRTPO. Staff will take the lead in drafting perfunctory compliance elements such as the financial forecast and system inventory for vetting and refinement and will offer initial working language for other elements like the vision and goals as a starting point for policy maker discussions. In this way the Board, TAC, and staff will work together to keep things moving steadily while providing good opportunity for dialogue and exploration of regional considerations all along the way.

Analysis Appropriate for this Region

This update will not entail any travel demand modeling or other system operational forecasts and analyses that metropolitan plans typically include. This is a rural plan for a rural region. Most of the regionally significant system deficiencies and system vulnerabilities are well known even if the solutions are elusive.

The update will rely on data and spatial analysis though. PRTPO's GIS services agreement provides important technical support in developing demographic profiles and mapping tools that refresh regularly as data updates are released over the years, giving it a long shelf life and expediting future RTP updates.

Community Engagement

PRTPO does not have the resources to conduct in-person public meetings all across the region at various stages of this planning process and so will rely on virtual engagement techniques for its outreach. The Board will review a Public Participation Plan describing the outreach strategy for this RTP update.

Draft Plan Development

The format of the new RTP will be an online, interactive Storymap integrated with ESRI's ArcGIS data platform. The aim is to create an interesting, readable, informative plan that speaks to a wide range of audiences.

Recognizing that different users have different needs we will work to balance content that meets the need of those interested in top line information with content for those with a deeper understanding of issues and opportunities. Where possible the new plan will summarize relevant points from analyses and provide easy-to-access links to authoritative data sources, reports, and other resources.

The intent going into this process is to develop working draft content as we go so that when it is time to develop a draft plan, we are refining that draft more so than starting to write it. Throughout, we will strive for simplicity and try to minimize extraneous content that detracts from the recommendations and core themes of the new plan. Online formats open up new ways to connect people with information. We will produce a very thin summary of RTP highlights akin to an Executive Summary that can be easily downloaded as a pdf.

A Busload of Good Ideas

Board and TAC members should expect this process to generate ideas and uncover issues or opportunities that are important but just don't fit into the RTP itself. We will capture those ideas throughout and look for opportunities to integrate them later as the plan progresses or in PRTPO's work program or, if applicable, forward to more appropriate entities. We won't lose good ideas just because they don't fit within the RTP.

Schedule and Tasks

Plan development entails Board and TAC activities from July 2023 through June 2025 with notable decision points for both bodies throughout. Regular Board and TAC meetings align with key milestones of the process. It is a tight schedule with little room for delays or scope increase along the way and may need to be adjusted.

It is important to the success of this effort to clarify up front the framework for this approach to ensure it satisfies the Board's expectations about the process and approach. The details of this work plan will be integrated with the rest of PRTPO's work program. While updating its RTP, PRTPO will also amend its bylaws and develop new policies, revamp its Title VI Plan based on new WSDOT direction, conduct a Transportation Alternatives call for projects, complete two legislative agenda packets, prioritize Consolidated Grants proposals, develop and amend the Regional Transportation Improvement Program, respond to WSDOT study and information needs, and amend and update Unified Planning Work Programs. This work plan accounts for those other activities.

TASK AREA SUMMARY

The attached schedule schematic illustrates the approximate workflow in seven different but inter-related task areas, described below. There are few hard lines between these task areas; work in one area usually relates to another area. Some activities will happen concurrently to make best use of the time available.

A. PLANNING FRAMEWORK

This work establishes the foundation on which the rest of the plan is built. It drafts the vision, purpose, goals, and policies that underpin the plan and sets the planning horizon. It confirms which elements of the regional transportation system are addressed in this plan and how regional Level of Service standards are applied. It clarifies PRTPO's approach to coordination with local, tribal, and state partners.

B. REGIONAL CONTEXT

This work establishes the planning context for the update. It includes geographic and demographic profiles of the region, growth projections, and economic characteristics. It will identify critical factors shaping mobility in this region such as the mountains and sea, U.S. Navy bases, rural proximity to the Seattle metro area, and funding capacity. Data and insights from the adopted Human Services Transportation Plan will be incorporated as appropriate. PRTPO's own history with coordinated regional planning is relevant context.

C. SYSTEM INVENTORY

This work documents elements of the regional transportation system, pertinent characteristics of each element, and their significance to the overall system. It will address: state highways; major streets and roads; ferry systems; public and tribal transit systems; regional trails; airports; marine terminals; park-and-ride lots; broadband access; EV charging stations; and human services transportation.

D. REGIONAL EVALUATION

This work entails several work sessions to identify issues and opportunities affecting the regional transportation system and determine which to address in this plan. PRTPO will explore measures to address those concerns and evaluate how the RTP can best support needed efforts. It will result in an agreed upon list of priority concerns affecting the regional system and potential measures or actions that can help.

E. PRIORITY RTP RECOMMENDATIONS

This work builds on the regional evaluation to develop draft RTP recommendations. This is expected to include recommendations about an RTP project list as well as strategic actions to address programmatic needs and/or respond to unanswered questions or future uncertainties identified in the process. It will include the proposed process for supporting consistency between regional, tribal, local, and state plans.

F. DRAFT RTP DEVELOPMENT

To the extent practical, content for the draft RTP will be developed with input from TAC and Board members throughout the planning process with the aim of fine-tuning a draft plan for public review once the various elements have been compiled as a part of each task area above.

G. COMMUNITY ENGAGEMENT

A Public Participation Plan specific to this RTP update will be the first work product the Board will receive. It will describe outreach activities for the general public and inreach activities to ensure coordination and input from PRTPO members throughout the update process. Engagement will rely on interactive online tools.

MILESTONES

The schedule indicates several milestones for the Executive Board and Technical Advisory Committee throughout this process. As noted earlier, concurrent efforts will be underway. Milestones often mark inflection points when one group is handing its work to the next for review and input or approval. The following are principal milestones identified in this proposed work plan.

①	TAC	Jul 2023	Review and recommend to the Board the draft Public Participation Plan
❶	EB	Aug 2023	Review and accept or revise the draft Public Participation Plan
②	TAC	Sep 2023	Confirm core assumptions underpinning this update including specific elements of the regional transportation system, applicable LOS standards, suitability of HPMS data for traffic volume and VMT estimates, methodologies for projected growth rates
❷	EB	Dec 2023	Complete draft Vision statement, purpose of the RTP, horizon year, and regional strategy to the TAC for feedback
③	TAC	Jan 2024	Finalize Transportation Atlas and approve release to the Board
❸	EB	Apr 2024	Complete draft Goals and Policies
④	TAC	Jul 2024	Review/refine strategy for developing RTP project list and forward to the Board
❹	EB	Aug 2024	Complete draft list of priority regional issues to address in RTP
⑤	TAC	Sept 2024	Recommend RTIP projects to EB as initial list of projects in draft RTP and the procedural mechanism for keeping the list current
❺	EB	Oct 2024	Approve TAC recommendation regarding RTIP projects as initial list of projects in draft RTP
⑥	TAC	Nov 2024	Recommend draft consistency review framework to the EB
❻	EB	Dec 2024	Complete draft Strategic Action Plan as part of RTP recommendations
⑦	TAC	Jan 2025	Recommend to EB release of a draft RTP for public review and comment
❼	EB	Feb 2025	Approve release of the draft RTP and draft SEPA checklist for public review
❽	EB	Apr 2025	Close public comment period and provide direction to TAC and staff on necessary revisions to draft plan
⑧	TAC	May 2025	Recommend to EB adoption of new RTP
❾	EB	Jun 2025	Adopt new Regional Transportation Plan

16 June 2023

PRTPO Work Plan for RTP Update
Preliminary Scoping Timeline
Major activity areas

EB milestones: 1 2 3 4 5 6 7 8 9

2023 | Jul | Oct | Jan | Apr | Jul | Oct | Jan | Apr | June | 2025

TAC milestones: 1 2 3 4 5 6 7 8

A **PLANNING FRAMEWORK:** Vision. Goals and Policies. Levels of Service. Establish planning horizon. Confirm regional system. Compliance. Consistency, coordination.

B **REGIONAL CONTEXT:** Geography. Demographics. History. Unique factors. Travel characteristics. Funding profile.

C **SYSTEM INVENTORY:** Regional transportation system inventory and use characteristics. Future capacity, other system performance considerations.

D **REGIONAL EVALUATION:** Qualitative. Describe issues, opportunities. Confirm key regional themes. Explore and evaluate strategies. Clarify priority regional concerns.

E **PRIORITY RECOMMENDATIONS:** Multiple work sessions to develop and refine. Strategic Action Plan. Regional Project List. Consistency Coordination Framework.

F **DRAFT PLAN DEVELOPMENT:** Online Storymap format. On-going development throughout the planning process. Elements may be used as part of initial outreach.

G **COMMUNITY ENGAGEMENT:** Public Participation Plan describes inreach with members and outreach with public. Two public events + comment period and responses.

#1 #2 Comment

Some facet of RTP development will be on every Executive Board and TAC agenda between July 2023 and June 2025

ACTION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: July 13, 2023
Subject: **RTP Public Participation Plan**

REQUESTED ACTION:

Recommend that the Executive Board accept the Public Participation Plan for the RTP update.

Overview

A Public Participation Plan describes the overall approach to community engagement for major PRTPO planning activities. The Public Participation Plan for the RTP update proposes outreach activities for the general public and inreach activities with members.

Outreach activities for the general public and key stakeholders will occur at two specific stages in the update process. The first is midway through the process about a year from now to vet preliminary issues and strategies shaping up as central to the new RTP and make sure we have not overlooked other regionally significant issues with bearing on this plan. It's also an early opportunity to get public feedback on the draft vision, goals, and policies. The second opportunity will be late in the process to weigh in on strategic priorities and the draft plan, ahead of the formal public comment period.

Inreach activities will occur with members throughout the process. Inreach activities will enable extra coordination with members outside of regular TAC and Executive Board meetings. We realize that bimonthly meetings may not be adequate for the kind of coordination underpinning a regional plan like this. Inreach will help ensure the new RTP is consistent with and responsive to individual plans guiding local, tribal, and Olympic Region decision-making processes.

As noted elsewhere, simplicity and efficiency are overarching considerations for outreach and inreach activities. Both will rely on online tools and virtual engagement activities. In-person activities are not feasible given PRTPO's budget. Where appropriate PRTPO will turn to its members and other key stakeholders to help get word out about activities but will generally rely on its own distribution lists as described in the attached document. PRTPO will also use relevant public comments about the regional transportation system obtained during the Human Services Transportation Plan as input.

There may be limited opportunities to link engagement for the RTP update with local engagement efforts around Comp Plan updates. Members are encouraged to keep this in mind when developing outreach activities for your own planning efforts. This could be especially useful in conjunction with engagement around your transportation elements. Please reach out anytime if you have ideas about this and see an opportunity for local-regional cooperation in this regard.

Next Steps

The TAC is asked to offer any suggestions or corrections and then recommend the Executive Board approve the Public Participation Plan for the RTP update when they meet in August. We are starting to assemble some of the early components of the RTP web page and will launch that after the Board meets in August.

Attachment
Draft Public Participation Plan for the Regional Transportation Plan Update (July 2023 draft)

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

Peninsula Regional Transportation Planning Organization

Regional Transportation Plan Update - Public Participation Plan

Draft – July 2023

Introduction

In June 2021, PRTPO adopted Public Participation Protocols that describe the organization's approach to community engagement and education. Those Protocols specify that major work program activities involving community participation will have their own Public Participation Plans to guide that participation and establish realistic expectations based on the parameters of the specific project and other constraints such as budget and time.

This is the Public Participation Plan for PRTPO's update of its long-range Regional Transportation Plan (RTP). It describes the approach that PRTPO will pursue to ensure the updated plan reflects broad and informed community input and grows the capacity for future participation.

Regional Transportation Plan Update

Between July 2023 and June 2025 PRTPO will complete an update of its RTP, which was last updated in 2019.

The RTP fulfills specific requirements of Chapter 47.80 from the Revised Code of Washington (RCW), which spells out Regional Transportation Planning Organization (RTPO) responsibilities. This includes a long-range plan that supports on-going coordination efforts by local, state, and tribal governments to develop and maintain a multimodal transportation system and advance statewide and regional policy objectives over time. This is the first RTP update since PRTPO reorganized as an independent self-governing entity in 2019.

PRTPO's Regional Transportation Plan is concerned with regionally significant transportation facilities and services, and priority issues specific to the Peninsula Region. It builds on locally adopted Comprehensive Plans and transportation-related countywide planning policies, as well as over 30 years of collaboration at the regional level among PRTPO members. The RTP helps to ensure consistency and coordination among the many different owners and operators of the regional transportation system across the Peninsula Region. The RTP complements local, tribal, and state transportation plans and processes. Each plays important roles in establishing, maintaining, and improving the regional transportation system.

The RCW gives PRTPO great latitude in developing a plan that meets regional needs, but it must provide for early and continuous input in its development. This document outlines the approach PRTPO will take to ensure the planning process affords that opportunity and that the resulting Regional Transportation Plan reflects the broad community engagement underpinning local, tribal, and state plans.

Engagement Techniques for the RTP Update

PRTPO will rely on a mix of outreach and inreach activities throughout the regional planning process to obtain input, vet ideas, and evaluate strategies. This includes development of education and information tools that outlive the two-year timeframe of the update process itself, providing lasting value to the regional planning program. A non-traditional objective of this Public Participation Plan is to make it easier over time for more people to access relevant transportation information for their own purposes, helping minimize a barrier to broader participation and collaboration in the regional planning process. To the extent practical, data and

tools developed for this RTP will have broader application for members, the public, and PRTPO beyond this update planning cycle.

PRTPO will rely on virtual engagement activities throughout the planning process, using its website as a 24/7 forum for disseminating information, collecting input, and sharing resources across the four-county region. This is consistent with PRTPO's established practice of virtual meetings and underscores the region's emphatic support for universal broadband access. Online engagement is eliminating travel time, distance, and cost as barriers to participating in PRTPO events in this highly rural region.

Engagement efforts involve outreach activities and inreach activities, each directed to different stakeholders in this planning process.

> **Outreach activities** are targeted to the general public and stakeholder groups outside the PRTPO membership that have intersecting interests with RTP concerns. These activities will generally be oriented around two key aspects of the update process. This includes input on and vetting of regional issues and opportunities under consideration about midway through the planning process, and then evaluation of strategic priorities and the draft plan near the end of the process. This includes a formal public comment and hearing process prior to adoption. Outreach also includes development of interactive online tools that support on-going education and information sharing with the general public after adoption of the updated plan. Wherever possible PRTPO will tap established community organizations and stakeholder groups to connect with individuals within specific communities.
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> **Inreach activities** tap the insights and collective experience of PRTPO's 27 member organizations, each of which is responsible for building, maintaining, and operating different parts of the regional transportation system and is directly accountable to users of that transportation system. These activities will be ongoing throughout the process and organized around the regular bi-monthly meeting schedules of the Executive Board (Board) and Technical Advisory Committee (TAC). This will at times entail a work session or discussion followed by an online exercise to collect informed input from members on a topic or question that feeds back into follow-up materials for the next meeting. RTP inreach includes the coordination necessary to ensure consistency between local and regional plan updates that will be happening concurrently across the region.

PRTPO will use four primary means of communicating and engaging with its various publics throughout the update process.

- Zoom will be the primary meeting and event platform. No in-person meetings or public events will be conducted by PRTPO for this RTP update due to budget and geographic constraints.
- PRTPO's website [www.PRTPO.org] will host regional planning information and educational resources, public engagement tools, and other update materials. The format of the public-facing RTP will be an interactive Storymap hosted prominently on the website and supported by a slim, printable Executive Summary. At points throughout the update the website and RTP page will serve as a portal to online engagement opportunities.
- Online polls will be used for both outreach and inreach activities to collect feedback on specific topics or questions informing content of the draft plan. All input received will be saved as a part of the public record and archived in the process documentation.

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- Formal public notification of participation opportunities will be posted prominently on PRTPO's website, in its newspapers of public record[1], and via its email distribution lists. Where possible PRTPO will disseminate information through other channels including its members' information lists, websites, and recognized stakeholder lists.

Throughout all these techniques, PRTPO will strive to communicate in plain language that can be readily understood by the general public and other stakeholders, not just PRTPO members. Where possible, infographics will be introduced to enhance understanding of written materials.

Title VI and Federal Prohibitions Against Discrimination: Title VI prohibits discrimination on the basis of race, color, or national origin in programs receiving federal funds. Though it receives no federal funds, PRTPO assures that the update of its long-range regional transportation plan will not discriminate or cause disproportionate burdens on federally protected classes of people. Its notifications and complaint procedures will be published in Spanish and Tagalog to ensure Limited English Proficiency populations in the region are not barred from participating in this process.

Other Regional Considerations

PRTPO's Human Services Transportation Plan (HSTP) is concerned with the mobility needs of those residents who cannot drive, either because of age, low income, or disability. While a long-range regional plan is necessarily focused on sweeping issues, PRTPO will mine its HSTP for relevant insights about the region's vulnerable populations and the transportation barriers they face. Human services transportation providers have valuable insights about the mobility needs of these populations they directly serve. This RTP engagement process will tap these community channels to ensure the mobility needs of the most vulnerable are not overlooked in this update.

Schedule for Engagement

Engagement activities occur throughout the RTP update. Both the Executive Board and TAC will have one or more RTP topics on every meeting agenda from July 2023 through June 2025. Meetings are open to the public and noticed on PRTPO's website.

The attached schedule illustrates the intended sequence of inreach activities involving the Board and TAC including relevant milestones for each. If those activities proceed as scheduled, then the two primary outreach engagement opportunities with the general public will be in Summer of 2024 and Spring of 2025. If the schedule for the Board and TAC are overly ambitious, then outreach activities will be rescheduled as needed.

Regional Transportation Plan Point of Contact

The central point of contact for the RTP update and matters related to engagement and communications is the PRTPO Coordinator, Thera Black. Questions, suggestions, recommended contacts, and other matters can be sent to her directly by email at TheraB@PeninsulaRTPO.org or by phone at 360.878.0353.

[1] PRTPO newspapers of public record are Shelton-Mason County Journal, Kitsap Sun, Port Townsend – Jefferson County Leader, Sequim Gazette (Sound Publishing), and Peninsula Daily News – Clallam & Jefferson County Editions (Sound Publishing).

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PRTPO Work Plan for RTP Update
Preliminary Scoping Timeline
Major activity areas

EB milestones: 1 2 3 4 5 6 7 8 9

2023 | Jul | Oct | Jan | Apr | Jul | Oct | Jan | Apr | June | 2025

TAC milestones: 1 2 3 4 5 6 7 8

A **PLANNING FRAMEWORK:** Vision. Goals and Policies. Levels of Service. Establish planning horizon. Confirm regional system. Compliance. Consistency, coordination.

B **REGIONAL CONTEXT:** Geography. Demographics. History. Unique factors. Travel characteristics. Funding profile.

C **SYSTEM INVENTORY:** Regional transportation system inventory and use characteristics. Future capacity, other system performance considerations.

D **REGIONAL EVALUATION:** Qualitative. Describe issues, opportunities. Confirm key regional themes. Explore and evaluate strategies. Clarify priority regional concerns.

E **PRIORITY RECOMMENDATIONS:** Multiple work sessions to develop and refine. Strategic Action Plan. Regional Project List. Consistency Coordination Framework.

F **DRAFT PLAN DEVELOPMENT:** Online Storymap format. On-going development throughout the planning process. Elements may be used as part of initial outreach.

G **COMMUNITY ENGAGEMENT:** Public Participation Plan describes inreach with members and outreach with public. Two public events + comment period and responses.

#1 #2 Comment

Some facet of RTP development will be on every Executive Board and TAC agenda between July 2023 and June 2025