



Puget Sound Regional Council

REGIONAL TRANSPORTATION PLAN

2022-2050

Appendix D1: Administrative Procedures

2022





Americans with Disabilities Act (ADA) Information

Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting the ADA Coordinator, Thu Le, at 206-464-6175, with two weeks' advance notice. Persons who are deaf or hard of hearing may contact the ADA Coordinator, Thu Le, through TTY Relay 711.

Title VI Notice

PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, visit <https://www.psrc.org/title-vi>

Language Assistance

| العربية Arabic | 中文 Chinese | Deutsch German | Français French | 한국어 Korean | Русский Russian | Español Spanish | Tagalog | Tiếng việt Vietnamese
— visit <https://www.psrc.org/contact-center/language-assistance>

Funding for this document provided in part by member jurisdictions, grants from the U.S. Department of Transportation, Federal Transit Administration, Federal Highway Administration and Washington State Department of Transportation.

Additional copies of this document may be obtained by contacting:

Puget Sound Regional Council
Information Center
1011 Western Avenue, Suite 500
Seattle, Washington 98104-1035
206-464-7532 | info@psrc.org | psrc.org





Puget Sound Regional Council

REGIONAL TRANSPORTATION PLAN

2022–2050

Adopted May 26, 2022



Administrative Procedures

Introduction

This document provides information on the administrative procedures for amending the Regional Capacity Projects in the Regional Transportation Plan (RTP), ensuring that all regionally significant transportation investments meet the objectives of VISION 2050 and remain consistent with the RTP.

The RTP contains a variety of investments – to preserve and maintain the transportation system, improve the system’s efficiency, and expand the system with strategic capacity. These investments incorporate various modes of travel on a wide range of facilities, from local roads to major interstates. Most of these investments are considered “programmatic” in nature and are not called out as individual investments. These programmatic investments include, among other things, preservation, maintenance and operations, and capacity investments on local roadways.

Projects that seek to modify capacity on the regional system are required to be explicitly identified on the Regional Capacity Projects List and are subject to additional review and approval by PSRC’s Boards. The sections below describe in greater detail the thresholds for determining when an investment is considered a Regional Capacity Project. It is this subset of investments that are subject to the administrative procedures outlined in this document, and also subject to PSRC’s Approval process. These procedures and requirements are further discussed below.

SECTION 1 – DEFINITIONS

Regional Capacity Projects List

Table 1 below describes those investments in the RTP that are required to be on the Regional Capacity Project List, and which are subject to PSRC’s Approval process. The list can be found at the end of this document. Table 2 describes those investments in the RTP that are below this threshold and are not required to be on the Project List, nor are they subject to Approval. These investments are either programmatic in nature or are investments on local facilities.



TABLE 1: Projects Required to be on the Regional Capacity Project List and Subject to PSRC’s Approval Process (please note there may be some overlap in the categories below)

<p>Roadway Projects on principal arterials, State Routes or Interstates:</p> <p>Capacity changes</p> <p>Adding vehicle lanes</p> <p>Removing vehicle lanes</p> <p>Changing the configuration or usage of vehicle lanes</p> <p>Other multimodal improvements that may affect vehicle usage or capacity such as Business Access Transit or High Occupancy Vehicle lanes</p> <p>Street realignment or relocation</p> <p>Continuous left turn lanes that extend between two principal arterials or state routes</p> <p>New interchanges</p> <p>Reconstruction of existing interchanges that add new fly-over ramps or new turning movements</p> <p>Grade separations</p> <p>Areawide multimodal improvements around transit stations</p>	<p>Intelligent Transportation System (ITS) Projects:</p> <p>Projects over \$100 Million</p> <p>Bicycle and/or Pedestrian Projects:</p> <p>Projects over \$20 Million on separated pathways on dedicated rights of way</p> <p>Transit Projects:</p> <p>Park & ride lots resulting in more than 250 stalls</p> <p>New or relocated transit centers and stations</p> <p>New dedicated transit right of way, such as new alignments or tracks/infrastructure</p> <p>Bus flyer stops in the Interstate right of way</p> <p>Ferry Projects:</p> <p>New routes</p> <p>New or relocated ferry terminals</p>
---	---



TABLE 2: Projects Exempt from PSRC’s Approval Process & Not Required to be on the Regional Capacity Project List (please note there may be some overlap in the categories below)

<p>All Planning Studies</p> <p>Roadway Projects:</p> <p>Any investment on minor arterials and below (with the exception of State Routes)</p> <p>The following work on any facility (including principal arterials and above):</p> <p>Rehabilitation and maintenance</p> <p>Safety</p> <p>Operations (i.e., management of roadways, weigh stations, rest areas, studies, etc.)</p> <p>New shoulders or changes to shoulder usage</p> <p>Reconstruction of existing interchanges using the same alignment (additional lanes permitted, but not new turning movements)</p> <p>Left turn lanes not continuous, or other intersection improvements</p> <p>Intelligent Transportation System (ITS) Projects:</p> <p>Projects under \$100 Million</p>	<p>Bicycle and/or Pedestrian Projects:</p> <p>Facilities adjacent to and within roadway rights of way (bike lanes, sidewalks, pedestrian over/under-crossings etc.)</p> <p>Projects under \$20 Million on separated pathways on dedicated rights of way</p> <p>Transit Projects:</p> <p>New bus routes</p> <p>New buses, changes to bus service</p> <p>Bus amenities such as shelters, bus stop improvements, etc.</p> <p>Transit Maintenance and Operation bases</p> <p>Park & ride lots resulting in less than 250 stalls</p> <p>Transportation Demand Management (TDM) programs (e.g., ridesharing, vanpooling, commute trip reduction programs)</p> <p>Ferry Projects:</p> <p>Changes to existing ferry service</p> <p>New ferries on existing routes</p>
---	--



Regional Capacity Projects - Status Definitions

The Regional Capacity Projects List contains investments that are included in the plan’s financial strategy (the “Constrained” plan), but also contains investments that are identified as “Unprogrammed” and are not included in the financial plan nor in the regional air quality conformity finding. A project’s status within either of these two plan categories – Constrained or Unprogrammed – will affect the sponsor’s ability to program funds and move forward towards implementation. Further, the ability to program and obligate funds in the regional Transportation Improvement Program (TIP) depends upon the investment status in the plan. Table 3 below describes the plan statuses and their



corresponding requirements.

Table 3: Regional Capacity Project - Status Definitions

	Plan Category	Approval Status	Description	Regional Transportation Improvement Program Actions
<i>Ready To Go</i>   <i>Less Ready To Go</i>	Constrained	Approved	PSRC Executive Board has approved the project to proceed towards implementation.	Can program and obligate funds for any phase.
		Conditionally Approved	Approved pending the satisfaction of certain conditions, such as completion of NEPA; OR approved only for early right of way purchase.	Can program funds for any phase but may not obligate construction or right of way funds unless the conditions set by PSRC's Executive Board explicitly state otherwise.
		Candidate	Project is not yet approved; financial and other analysis remains to be done and Executive Board needs to take action.	Can program funds for any phase but may not obligate construction or right of way funds.
	Unprogrammed		Investment not yet included in the financial strategy and therefore not admitted to the Constrained portion of the plan.	Can only program and obligate study/planning funds.

The Regional Capacity Projects list at the end of this document provides detailed information on each project approved into the Regional Transportation Plan. This includes a brief description, the sponsoring agency, total estimated project cost in normalized 2022 dollars, location details, completion year and information relating to the project status and prioritization score per the adopted RTP Prioritization Framework. More information on these last two items is provided in the next section.

SECTION 2: ADMINISTRATIVE PROCEDURES – AMENDING THE PLAN AND PSRC’S APPROVAL PROCESS

Amending RTP Investments

The RTP is formally updated every four years. This generally provides a formal opportunity for new or revised projects to be amended into the plan. Amendments to the Regional Capacity Projects List between plan updates are made infrequently. The procedures below describe how these “mid-cycle” plan amendments will be considered.



New Regional Capacity Project Admission to the RTP

Projects must meet certain basic requirements prior to admission into the RTP. These basic requirements are identified below.

The proposed investment meets the thresholds of the Regional Capacity Projects List

The proposed investment has been derived from a comprehensive planning process, examples of which are listed below:

An approved local comprehensive plan developed under the state Growth Management Act;

An approved public transit short- or long-range capital improvement;

Washington State Department of Transportation's (WSDOT) approved State Transportation System Plan;

An approved capital improvement plan or program of a port or special purpose transportation agency;

A regional planning process conducted by one or more local, regional or state agencies with a recommendation of inclusion of project results in the regional transportation plan, as long as specific sponsorship is identified for individual investments.

The proposed investment has the concurrence of all affected parties (for example, locally-proposed investments on state-owned facilities would need to have WSDOT concurrence);

The sponsor of the proposed investment provides information addressing the RTP Prioritization Framework, based on evaluation measures adopted by PSRC's Boards.

New Regional Capacity Projects require an update to the regional model and a new determination of air quality conformity. As such, these requests are considered on a case-by-case basis based on timing and other factors. These plan amendments are reviewed to determine if they are minor or major amendments.

Minor plan amendments that demonstrably have no negative impact on the regional air quality conformity determination, do not require additional plan-level environmental review under the State Environmental Policy Act (SEPA), and are encompassed by the analysis completed as part of the plan's original Environmental Impact Statement will be processed by action of the Executive Board. Major plan amendments that require additional plan-level SEPA review or potentially have a noticeable impact on the regional air quality conformity determination must be approved by the General Assembly, and will preferably be completed at the regular plan update intervals specified by federal and state law. Major amendments can be processed on an as-needed basis by the General Assembly in cases where the Executive Board finds sufficient need to do so.



Amending Existing Regional Capacity Projects – Constrained Plan

Revisions to Regional Capacity Projects already contained in the adopted Constrained plan will be subject to the same requirements identified for new investments – the revision must be identified through an appropriate planning process, all affected parties must be in agreement, and the RTP Prioritization Framework must be addressed. A determination will be made as to whether or not the revision is of a scale to require new regional modeling and a new conformity determination. Changes in both scope and completion timeframe may affect the regional model. Requests will be reviewed on a case-by-case basis and information provided to PSRC’s Boards for their consideration.

Amending Existing Regional Capacity Projects – Moving from Unprogrammed to Constrained

In addition to the requirements identified above, requests to move projects into the Constrained plan from Unprogrammed will require additional information regarding the impact to the RTP financial strategy. The RTP has a constrained financial strategy, so that no additional investments may be included without reasonable expectation of funding. Projects requesting to be moved into the Constrained plan must have a reasonable funding source identified, and/or other investments must be moved out of the Constrained plan into Unprogrammed in order to maintain the financial constraint requirements of the plan.

PSRC’s Approval Process

As illustrated in Table 3, projects enter the plan as Candidate investments and must receive approval by PSRC’s Boards prior to implementation. For a project to receive Approval, the following must be met:

- Consistency with VISION 2050 Policies;

- Benefit–Cost Analysis (BCA) for investments greater than \$100 million;

- Final environmental documentation from a NEPA or SEPA process;

- Planning requirements, such as Memoranda of Agreements, zoning changes, etc.;

- Financial feasibility, demonstrating that the proposed project has a reasonable expectation of full funding;

- Air Quality, to determine if the project as submitted for Approval is consistent with the regional air quality conformity determination.

More information on the Approval requirements is available on PSRC’s [website](#). If a project changes such that the conditions under which Approval was granted or significantly altered, the Board may revisit the Approval status.



As part of the board amendment process, the following changes were made to the Regional Capacity Project List since publication of the draft Appendix D in January 2022:

- Four new projects were added (Project IDs 5761, 5762, 5763, 5764).
- The total project cost of Project ID 5716 was updated.
- Project IDs 5705, 5334 had their project locations, descriptions, and other elements to updated reflect alignment changes.
- King County sponsoring agencies were updated to reflect the correct lead agency name.
- Project descriptions of Project IDs 4194, 4419 were updated.

