



Committee Members: (Chair) Councilmember Elfers, Councilmember Cole, Councilmember Kenna
(Alternate Deputy Mayor Bowman)

Staff: Community & Economic Development Director Ryan Windish

The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (First Floor Conference Room), or virtually by using the meeting access link below.

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COMMITTEE MEMBERS

COMMITTEE BUSINESS

1. Resolution No. 1717 - Commute Trip Reduction Plan 2025-2029
2. Ordinance No. 2925 - Amending SMC Chapter 16.06 - Commute Trip Reduction

REPORTS

1. Permit Report - Year-to-date

ADJOURNMENT

SUBJECT: Resolution No. 1717 - Commute Trip Reduction Plan 2025-2029**CATEGORY:** Resolution

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Resolution_No_1717_CTR Plan Adoption
2. Draft CTR Plan - 2025 - 2029

STAFF CONTACT: Ryan Windish, Community & Economic Development Director

SUMMARY BACKGROUND:

Resolution No. 1717 would adopt the 2025-2029 Commute Trip Reduction Plan in compliance with state law.

The Washington State Commute Trip Reduction (CTR) Program aims to reduce carbon emissions and traffic congestion on the state's busiest commute routes. The program targets worksites with 100 or more full-time employees who start their shifts between 6 and 9 a.m. on weekdays in the nine most populous counties in the state.

Pierce County, utilizing the Washington State Department of Transportation (WDOT) CTR Plan Template and guidelines, took the lead on coordinating and conducting the required outreach and engagement processes. The City of Sumner, along with several other jurisdictions throughout Pierce County, updated the detailed and specific areas of the CTR plan for their respective jurisdiction. The first CTR Plan was First plan was written in 2008 and then updated in 2013 and 2015, but was not a full plan. The 2025-2029 CTR Plan s more rigorous than the original 2008 version.

The CTR Plan is required by state law and includes the following:

- Establish Performance Targets
- Summary of Outreach and engagement and results
- Review of Comprehensive Plan, Transprotation Plan
- Review of transit agency plans
- Strategies for achieving performance targets
- Implementation Schedule and Financial Plan

The CTR Plan process also requires approval by the following:

- Puget Sound Regional Council (PSRC) which was received on November 18, 2024.
- WSDOT Transportation Demand Management Committee which was approved on February 6, 2025.
- City Council approval is planned for April-May 2025.

Key aspects of the CTR Program include:

- Transportation Demand Management (TDM) Strategies: Worksites develop and manage their own programs based on TDM strategies that have the greatest effect for their employees
- Commute Trip Reduction Surveys: Worksites conduct surveys every other year to measure vehicle miles traveled and the mode choices of their employees.
- Technical Assistance: WSDOT provides technical assistance to jurisdictions and employers implementing commute trip reduction
- Incentives: Programs like Rideshare Online offer resources for commuting options, including tracking commutes, finding vanpool/carpool partners, and earning cash incentives
- Guaranteed Ride Home Program: Provides employees with up to eight trips per year in case of family emergencies, illness, unscheduled overtime, or other unplanned circumstances

The approval process also requires State Environmental Policy Act (SEPA) review and a Determination of Non-Significance (DNS).

The CTR Plan must be approved by the City Council by June 30, 2025.

COUNCIL COMMITTEE/STUDY SESSION: Community Development Committee MEETING/STUDY SESSION DATE: 3/26/2025 COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Move to recommend approval of Resolution No. 1717 adopting the 2025-2029 Commute Trip Reduction Plan in compliance with state law.

RESOLUTION NO. 1717

CITY OF SUMNER, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL ADOPTING THE “CITY OF SUMNER COMMUTE TRIP REDUCTION FOUR-YEAR PLAN, 2025-2029” PURSUANT TO RCW 70A.15.4000 THROUGH 4080.

WHEREAS, the Commute Trip Reduction Act (RCW 70A.15.4000-4080) requires the City of Sumner to adopt a Commute Trip Reduction (CTR) Plan; and

WHEREAS, the City Council adopted the previous Commute Trip Reduction Plan in 1992; and

WHEREAS, in collaboration with Pierce County, CTR-affected employers and community members discussed the benefits of employer based CTR programs, identified barriers to decreasing drive alone commute trips and identified possible solutions needed to shift mode split at employer workshops, and feedback gathered through community interviews, community events, public surveys and an open house; and

WHEREAS, the City of Sumner worked in collaboration with Pierce County to complete the update to the CTR Plan and the document has been reviewed and approved by the Washington State department of Transportation (WSDOT) and the Puget Sound Regional Council (PSRC); and

WHEREAS, the City Council finds that it is in the public interest to adopt the City of Sumner CTR Four-Year Plan set forth;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON

Section 1. The City Council hereby adopts the City of Sumner Four-Year Commute Trip Reduction Plan, 2025-2029, as shown in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. The effective date for the Pierce County Four-Year Commute Trip Reduction Plan 2025-2029, shall be July 1, 2025-June 30, 2029.

ADOPTED this 21st day of April 2025.

Mayor Kathy Hayden

Attest:

Approved as to form:

City Clerk Michelle Converse

City Attorney Andrea Marquez

City of Sumner Commute Trip Reduction Four-Year Plan Update: 2025– 2029

March 24, 2025 Draft



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- 2 Likely Revenue Sources for Funding CTR Plan
- 3 Anticipated CTR Projects and Actions

Appendixes

Appendix A

City of Sumner Zoning Map

Appendix B

CTR-Sumner Survey Response

Abbreviations

ACS	American Community Survey
BNSF	Burlington Northern Santa Fe
Census	U.S. Census Bureau
City	City of Sumner
Comprehensive Plan	City of Sumner 2024 Comprehensive Plan
County	Pierce County
CTR	commute trip reduction
ESUV	East Sumner Urban Village
ETC	Employee Transportation Coordinator
MIC	Manufacturing/Industrial Center
PSRC	Puget Sound Regional Council
RCW	Revised Code of Washington
RTPO	regional transportation planning organizations
State	State of Washington
SR	State Route
TCP	Town Center Plan
WAC	Washington Administrative Code
WSDOT	Washington State Department of Transportation

Benefits of CTR

1. Local Land Use and Transportation Context and Objectives

The purpose of this section is to outline the existing and planned land use and transportation infrastructure that impacts the City of Sumner's ability to reduce drive-alone trips.

a. Setting In the City of Sumner as It Is Today or Will Be in the Near Future

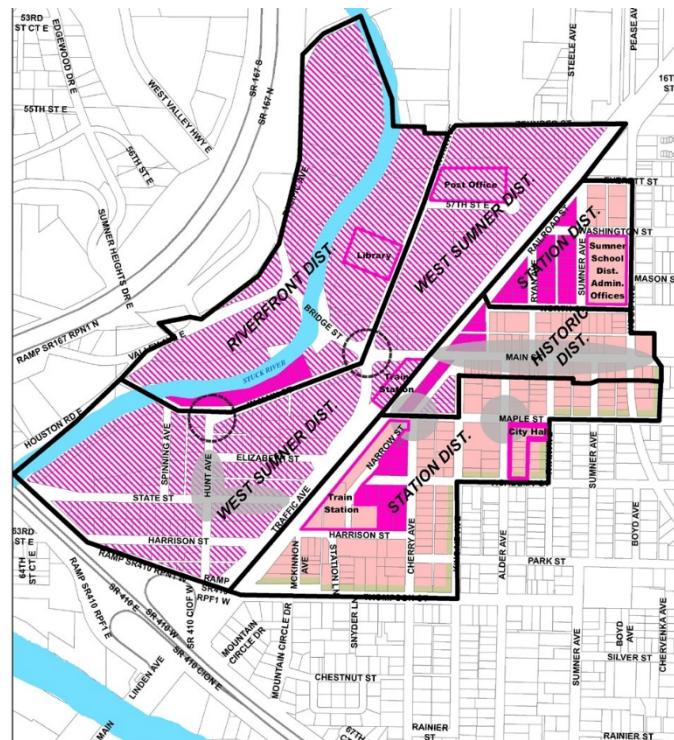
The City of Sumner is a small town located in Pierce County with an estimated population of 10,800. What makes Sumner unique is its natural topography where two rivers converge in a valley. The city contains two state freeways (SR167 and SR410), two railroads (Burlington Northern Santa Fe (BNSF) and Union Pacific (UP) and two rivers (Puyallup and White) that contribute to the character and landscape of the community. The City of Sumner is about 7.2 square miles and resides mostly within the valley floor with some growth and connections to the west and east hills. The largest areas of land in Sumner fall under the Manufacturing/Industrial Center (MIC) districts, primarily located in the north portion of the city, see Zoning Map below.

There is a consistent population growth of between 1-3% and a substantial employment growth over the last 20 years as the Sumner-Pacific Regional Manufacturing/Industrial Center (MIC) has built out with warehouses, manufacturing, and other industrial operations. Current employment is about 22,000 within the city limits. Pierce County has adopted housing, employment, and population growth targets for Sumner for 2020-2044 as follows: 1,985 housing units; 5,313 jobs; 4,904 residents. The Sumner-Pacific MIC also must plan for 20,000 jobs total in order to maintain its status as a Manufacturing Industrial Center, per PSRC requirements. Sumner's Comprehensive plan includes two planned action areas, one area that preserves downtown as the Town Center Plan (TCP) and the East Sumner Urban Village (ESUV) located in East Sumner. The City is planning for the development of 800 multifamily housing units in the next 3-5 years within these planned action areas that will jump the population by at least 25% and increase demands for city services and transit.



Image of White River in the MIC District, Sumner, WA

City of Sumner



b. Features of Land Use and Transportation Facilities and Services that Affect Commuters

Land Use Features that Affect Commuters

Land use features that have the greatest impact on commuters include the location of north/south railroads with limited crossing areas, and undercapacity state highway systems including SR167, SR410 and SR162 (Orting Hwy). East/west connections are limited and impacted by the railroads and the White River. In addition, the steep hills on the east and west sides of the city contribute to limited access from the plateau to the east and hills to the west. Finally, planned residential growth east and south of Sumner (e.g. Tehaleh and Orting) have contributed to cut-through traffic and ridership demand at the Sumner Sounder Station.

The MIC district located primarily in the north end of the city, contains at least one large employer that impact commuting times. With a designated truck route through Traffic Ave, commuters are often impacted with transport traffic and the varying trains that cross through the City.

Transportation Facilities and Services that Affect Commuters

Transportation facilities and services that affect commuters in Sumner include the Sumner Sounder commuter rail station /transit facility that estimates 1,000 boardings per day by 2030 and is the biggest contributor to parking and traffic congestion in Sumner's downtown during the afternoon peak hour commute. Access to the Sumner Station is currently via park and ride and drop off while Sound Transit is under contract to construct a new 4 ½ story parking garage by 2026, adding a net increase of 500 stalls.

Bus facilities that currently serve the City of Sumner include Sound Transit's bus route #596, see route below. It provides commuters with 8 trips in the morning and 10 trips in the afternoon/evening to and from Sumner Station to the Bonney Lake Park and ride facility. There is not regular local bus transit service (e.g. Pierce Transit) that serves the Cities of Sumner and Bonney Lake for regional connection, contributing to inequities and costs associated with the commute.

596 - Sumner – Bonney Lake

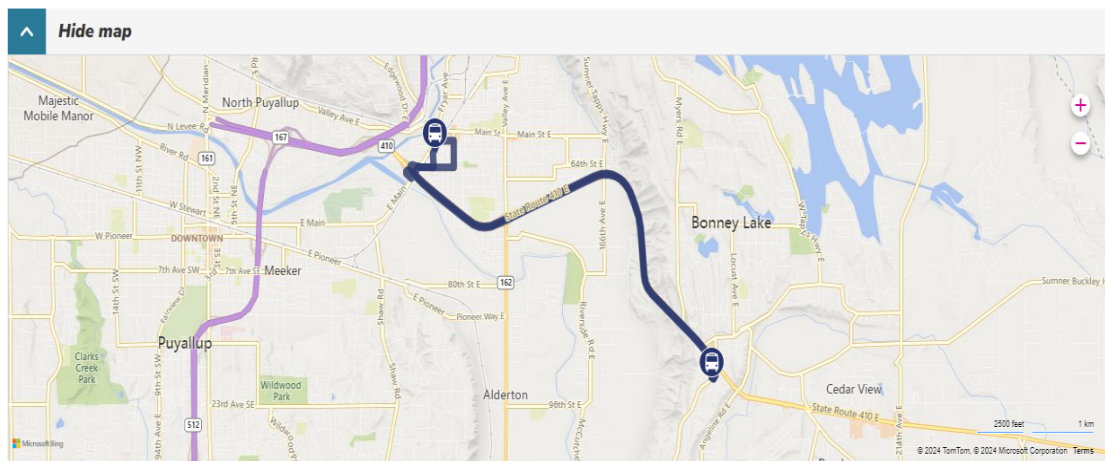


Figure 2: Sounder Bus Connection to Sumner Station

State highways that have inadequate capacity cause commuters to seek other options including using the West Valley Hwy and East Valley Hwy and other cut-through options. This cut-through traffic significantly impacts businesses and residents of Sumner by creating back-ups on minor arterials and collector streets as well as speeding in neighborhoods. As described above, the limited east-west connections also make it difficult on commuters. SR162 stretching south to Orting from Sumner is also below the necessary capacity and creates morning and evening peak hour back-ups.

c. Whether and How Commuting Patterns Have Changed in the Past Few Years

The COVID 19 pandemic created the opportunity to work from home (WFH) and has significantly changed commute patterns in Sumner. Pre-covid ridership at the Sounder Station was about 1,200 riders per day. This high demand and ridership came from Bonney Lake, south Sumner, Puyallup, and Orting and created parking challenges at the Sounder station. Since 2020 ridership has been below pre-covid numbers and the demand for parking has decreased with high demand being mid-week (Tuesday-Thursday). However, commuters are still utilizing the freeways and City surface streets to cut-through town heading north in the morning and south in the afternoon. This has

rebounded to be similar to pre-covid commute patterns. The City has sponsored a pilot project, last-mile shuttle service from the Sounder Station to the MIC. This has resulted in about 20 riders per day using the service.

d. The Most Important Land Use and Transportation Objectives from Plans that Commute Trip Reduction Most Directly Affects

CTR directly affects land use, climate and transportation objectives adopted in Sumner's 2024 Comprehensive Plan. Sumner retains its small-town atmosphere and walkability by taking appropriate steps to improve the street system and to reduce commuter traffic through town. Strategies and policies implemented as part of this CTR Plan help support the Comprehensive Plan objectives by encouraging development of complete streets and collaborating with public agencies to increase access and circulation in the city by transit, vanpool, pedestrians, bicyclists and other alternative transportation modes. The most prominent examples of these policies include the following:

Economic Development

Policy 2.4 Plan for adequate residential and commercial land to support a substantial work force and reduce worker commute times and maintain a good jobs-to-housing balance.

Community Character

- Policy 2.1. Urban Villages. Establish and support Urban Villages in key areas that allow a mix of residential and commercial uses that support each other and help reduce automobile trips. Area plans shall be prepared to indicate in more detail allowable uses, design themes, buffering, public spaces, etc.
- Policy 3.2. In cooperation with Pierce Transit and Sound Transit, establish the Town Center area as the intra-community transit hub
- Policy 7.4. Work with Sound Transit, Pierce Transit and other providers to explore ways to reduce through-traffic in Sumner, such as additional park and ride sites outside of Sumner and shuttle services.

Commuter Rail/Regional Transit Sub-Element

- Policy 7.2 Continue working with transit providers to expand and enhance bus transit service and a regional park-and-ride system that serves regional destinations and growing neighborhoods and employment areas of Sumner.
- Policy 7.3 Prioritize agency coordination and funding for commuter connections to Sumner's primary employment center, the Sumner-Pacific Manufacturing Industrial Center (MIC).
- Policy 7.7 Support a shuttle or autonomous transit that would connect the Historic Downtown area with eastern areas of the city.

Sumner's 2024 Comprehensive Plan <https://connects.sumnerwa.gov/planning-sumners-future>

Commute Trip Reduction and Transportation Demand Management

- Policy 8.3 Promote reduced employee travel during the daily peak travel periods through flexible work schedules and programs for telecommuting or at an alternate work site closer to home.
- Policy 8.4 Encourage employers to provide TDM measures in the workplace through such programs as preferential parking for HOVs, transit pass subsidies, improved access for transit vehicles, and employee incentives for using HOVs.
- Policy 8.5 Implement the provisions of the State Commute Trip Reduction Act.

Equity in Transportation-Related Decisions

- Policy 9.1 Prioritize improvements that will improve multimodal transportation in underserved neighborhoods.
- Policy 9.3 Ensure mobility for all residents within the UGA providing an accessible and affordable transportation system and encouraging public and private transportation operators to meet the needs of such persons. The City shall ensure that its transportation system meets the requirements in the Americans with Disabilities Act (ADA), apply design standards responding to the diverse community needs and improve existing City transportation facilities to meet these needs.

Transportation Element

Overall Goal: Provide an efficient and safe multimodal transportation system to improve mobility for residents, employees, and visitors of Sumner while maintaining the small-town quality of life within the City and supporting the economic vitality of the City.

- Policy 1.1 Provide a multimodal transportation system that is compatible with State and regional growth plans, plans of adjacent jurisdictions, and with public transit providers
- Policy 1.3 In managing transportation improvements that might increase regional traffic through the community, balance the desire to maintain the city character with future growth and diverse needs of the community.
- Policy 3.5 Establish truck routes based on functional classification, connectivity, and land uses
- Policy 3.6 Provide a highly interconnected network of streets, sidewalks, bicycle lanes, and trails for ease and variety of travel.
- Policy 5.8 Promote programs that reduce the demands on the transportation system through the following <transportation> strategies

The *City of Sumner 2024-2044 Transportation Management Plan* contains the following goals and objectives directly related to Commute Trip Reduction:

Goal 8. Promote programs that reduce the demand on the transportation system.

- Policy 8.1. Encourage the use of high occupancy vehicles (HOV) programs – buses, carpools, and vanpools – through both private programs and under the direction of Pierce Transit and Sound Transit.
- Policy 8.2. Promote the use of transit, carpools, or vanpools.
- Policy 8.3. Promote reduced employee travel during the daily peak travel periods through flexible work schedules and programs for telecommuting or at an alternate work site closer to home.
- Policy 8.4. Encourage employers to provide TDM measures in the workplace through such programs as preferential parking for HOVs, transit pass subsidies, improved access for transit vehicles, and employee incentives for using HOVs.
- Policy 8.5. Implement the provisions of the State Commute Trip Reduction Act.
- Policy 8.6. Consider pricing programs as an option for reducing reliance on single-occupancy vehicle (SOV) travel.
- Policy 8.7. Incentivize transit oriented and higher density land uses that encourage walking or biking near transit stations.

e. Critical Aspects of Land Use and Transportation that Should Be Sustained and Key Changes that Should Be Considered to Improve Commute Trip Reduction's Contribution to the Land Use and Transportation Objectives Referenced

Critical Aspects of Land Use and Transportation that Should Be Sustained

Sound Transit currently operates two bus routes, connecting transit riders to park and ride locations in Puyallup and Bonney Lake. Maintaining these connections aids in the success of the CTR program for Sumner.

The City of Sumner 2024 Comprehensive Plan identifies neighborhood planned areas and the MIC with anticipated levels of growth and adopts policies that support increased transportation improvements.

- Town Center: To include Sumner Station, Downtown Main Street and Puyallup Riverfront along Fryar/Traffic Ave
- East Sumner Urban Village- which encompasses East Sumner neighborhood, up to Sumner Tapps Highway.
- MIC: Stretching for the edge of Town Center up to Stewart Road, and the areas between East and West Valley Hwy.

Sumner's Transportation Management Plan/FEIS 2024 <https://connects.sumnerwa.gov/planning-sumners-future>

These centers, except for the MIC, will see increased housing and prioritized development that support the efforts of the CTR program. The Town Center, in particular, is a Transit Oriented Design (TOD) that will allow for high density housing within ¼ mile walk of the downtown and the Sounder station.

Key Changes that Should Be Considered

Continuing to make investments into infrastructure for active transportation and considering an additional public transit system will help to increase livability, maintain sustainability, and support transportation goals for Sumner commuters and residents. Other considerations include prioritizing disabled persons and increasing their access for walking and transit connection.

The City also continues to advocate for increased capacity on local State freeways and highways to reduce the impacts of cut-through traffic during commute times.

2. How the CTR Program Will Help Achieve City of Sumner's Land Use and Transportation Objectives

a. How and to What Extent the CTR Program Will Help the City of Sumner Achieve the Land Use and Transportation Objectives Referenced in Question 1

The relevant goals listed from the 2024 Comprehensive Plan are aligned with the goals and programmatic elements of the CTR Program. The City's focus on encouraging and increasing access for alternative modes of transit and, establishing employment center-specific targets, are in some cases directly met through the CTR program.

In turn, emphasizing transportation investments to decrease drive-alone rates will offer more opportunities for employees to take advantage of the CTR program benefits and incentives that their employers provide. CTR incentives and benefits include bicycle infrastructure such as showers and parking, carpool parking and rideshare systems, and teleworking policies.

3. How the CTR Program Will Help Achieve the City of Sumner's Environmental Objectives

a. How the CTR Program Will Support City of Sumner's Greenhouse Gas Emission Reduction Efforts

The City of Sumner is aligning with the County's Sustainability 2030 plan by aiming to reduce countywide and municipal greenhouse gas emissions by 45 percent by 2030 from a 2015 baseline. The actions outlined in the Sustainability 2030 Plan are designed to address this goal through targets relating to transportation, energy and built environment, waste reduction, nature-based climate solutions, outreach and education, and growing community capacity. Transportation-related goals are some of the most impactful, as 31 percent of countywide greenhouse gas emissions come from on-road vehicles, aviation, and other marine and off-road transportation equipment.¹⁹ Under Sumner's Comprehensive Plan the transportation section includes relevant goals:

Sumner's CTR ordinance <https://www.codepublishing.com/WA/Sumner/#1/html/Sumner16/Sumner1606.html>

The CTR program supports greenhouse gas reduction goals by promoting other modes of transportation through employer education and engagement, as well as incentives. As more people shift to alternative modes of transportation, the reduction in SOV trips can help reduce greenhouse gas emissions. The CTR program also supports many of the transportation goals outlined in the Greenhouse Gas Reduction Plan outright, as well as the CTR goals.

b. How the CTR Program Will Support City of Sumner's Environmental Objectives in addition to Greenhouse Gas Emission Reductions

The CTR program supports both the environmental objectives and greenhouse gas emissions reduction goal by prioritizing alternative modes of transportation, coordinating between agencies and employers, and recognizing the impact that drive-alone rates have on air quality.

4. How the CTR Program Will Help Achieve Regional and State Objectives

a. The Local, Regional, and State Benefits that Would Be Gained If the City of Sumner Achieves the CTR Targets

By addressing key objectives outlined in regional and state transportation plans, the potential advantages of successful CTR implementation are significant. From reducing greenhouse gas emissions in highway-adjacent communities to promoting nonmotorized transportation and improving transit service quality, CTR induced benefits contribute to broader goals of sustainability, accessibility, and mobility. Furthermore, aligning with the overarching aim of increasing multimodal travel across communities, the CTR program can be a strategic tool to meet diverse transportation needs while fostering a more resilient and connected transportation network.

Local, Regional and State Benefits

- Decrease in greenhouse gas emissions, especially for highway-adjacent communities: the County, region, and State have goals to decrease GHG emissions. Every reduction in SOV trips contributes to a decrease in emissions.
- Increase in nonmotorized transportation: the Regional Transportation Plan and 2024 Comprehensive Plan both emphasize increases in nonmotorized transportation via walking, biking, or rolling. CTR incentives and infrastructure can help to improve this.
- Increased service: both the County and region have objectives that are centered around increasing service. Implementation of the CTR Plan can help to further this goal by providing additional demand for transit services, increasing coordination between employers and transit agencies, and adding outreach and education.
- The WTP emphasizes efforts to increase multimodal travel; implementing CTR is an inherent effort to increase multimodal travel across communities. The implementation of the program would provide a benefit in meeting this objective.
- By incorporating environmental justice goals and requirements set forth in the Healthy Environment for All Act (HEAL Act) and Pierce County's Equity Note policies, CTR and corresponding decreases in GHG emissions, Nitrogen Oxides emissions, and particulate matter, can help improve air quality in overburdened communities for vulnerable populations.

b. Adjacent CTR-Affected Cities and Counties.

In relation to City of Sumner, the following are adjacent CTR affected cities and counties:

Cities: Bonney Lake, Auburn, Pacific, Fife, Puyallup, Milton, Edgewood

Counties: King County and Un-incorporated Pierce County lands

c. The Top Few Cross-Border and Regional Transportation Issues that Affect the City of Sumner.

Highway Congestion

SR167/SR410 congestion and cut-through traffic. Remains the top cross-border issue that affects commuters in Sumner. On ramps to SR410 at Traffic Ave and Sumner-Tapps Highway experiences back ups at traffic lights have an impact on commuters. In the MIC district, traffic congestion impacts SR167 for commuters seeking to head north or south out of Sumner.

Drive alone contributes to regional transportation issues that cause congestion to the highway systems.

Transit Access

Convenience and access to transit creates a barrier to commuters who desire to seek this option. The City of Sumner maintains a Town Center within one-quarter mile of the Sumner Sounder Station, yet safe and direct access by bicycle and walking remains the top issue. Pierce County: Vision 2050 forecasts that transit boardings will more than triple by 2050. Investing in transit-oriented communities aligns with the 2050 Regional Transportation plan.

Bicycle Infrastructure

The Sumner Link trail provides an integral missing link between the Interurban Trail, connecting Pierce County to Seattle, and the Foothills Trail, which leads to Mt. Rainier from city of Puyallup. This regional trail system supports bicyclist movement and sections of the Sumner link trail located between Auburn/Algona Pacific will likely be developed, with plans for future connections to be developed south towards the Foothills Trail. The regional transportation plan has also identified bicycle facilities where there are opportunities to fill gaps and create an accessible and connected bicycle/pedestrian network.

d. The Strategies the City of Sumner, Adjacent Cities and Counties, and the Region Have Agreed to Address the Top Issues Described in Section 4c

Congestion

Pierce County has secured grant funding to implement neighborhood and corridor CTR projects. These projects will provide residents, commuters, students, schools and employers in the targeted area with tailored CTR programs. These tailored programs will aim to meet the concerns identified by the community in the targeted area. Pierce County will continue applying for grants to support CTR neighborhood and corridor projects.

Transit Connectivity and Access

Even though the County is not a transit service provider, the County looks for opportunities to support the growth of transit options. The County helps residents and commuters access transit by providing information on transit route planning, supporting a ride buddy program and ride classes, making available free ORCA cards loaded with transit fares, providing safety gear, educating on ways to combine bicycling and transit, asking employers to provide their employees with transit subsidy programs, promoting a rideshare month campaign with prizes, and coordinating with transit agencies to promote their services and products.

The County plans to develop a multi-family housing sustainable transportation toolkit. This toolkit will show developers and property managers of multi-family developments how to incorporate transit fare programs into their resident package along with providing bike racks and spaces for teleworkers.

Through this CTR Plan, Comprehensive Plan, and other planning efforts with the departments of Parks and Recreation and Human Services, the County will coordinate with the transit agencies on land use development, community needs and transit service.

Active Transportation Infrastructure

The County will look for opportunities to support the growth of bicycling in Pierce County. Pierce County will assist residents and commuters to try adding or increasing their bicycle trips by:

- lending organizations a cycling skills course kit to teach confident riding,
- promoting bicycle courses and rides,
- providing free safety gear, educating on ways to combine bicycling and transit,
- asking employers to provide their employees with bicycle parking, bicycle fix-it stations with tools, showers and clothes lockers and incentives,
- supporting a retail discount program for bicyclist,
- and promoting a bike month campaign with prizes.

Performance Targets

5. CTR Performance Targets

a. Performance Targets That Reflect Only CTR-Affected Worksites

Weighted average drive-alone rate of 60 percent or less for CTR-Affected worksites at the jurisdictional level.

b. Additional Performance Targets

No additional performance targets are designated for this CTR Plan.

6. Base Values for Each Performance Target

a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026-,2028 and 2030 survey results.

7. Method Used to Determine the Base Value for Each Target

a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

8. How City of Sumner Will Measure Progress Toward Each Target

a. The Method Used to Measure Progress for Each Target

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

9. CTR-Affected Worksites in City of Sumner

List of CTR-Affected Work sites:

Amazon Warehouses

City of Sumner

10. Performance Targets for Each CTR-Affected Worksite

a. Performance Targets Established during the 2023–2025 Survey Cycle

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

11. List the Base Value for Each Site

a. Base Values Established during the 2023–2025 Survey Cycle

A base value will be established during the 2023-2025 survey cycle.

Services and Strategies

12. Services and Strategies City of Sumner Will Use to Achieve CTR Targets

Ride Together Pierce provides services that help businesses in Pierce County implement commuter programs and make alternative transportation options easy for riders to access.

Services for Employers

- Program development and analysis assistance
- Employee Transportation Coordinator training
- Employer network opportunities
- ORCA product assistance
- Survey assistance
- Staffing at worksite transportation fairs
- Vanpool formation assistance
- Marketing materials such as posters and brochures
- Online library of materials
- RideshareOnline.com online ridematching
- Countywide and statewide campaigns, see eligibility criteria for each campaign
- HOV parking signs and hang tags
- Emergency Ride Home
- Quarterly and Annual Employer recognition

Services for Residents

- Vanpool formation assistance
- RideshareOnline.com online ridematching
- Your Work, Your Way Campaign, promoting telework and compressed work weeks
- Bike Everywhere Challenge, promoting biking as a mode of transportation
- Walk Everywhere Challenge, promoting walking as a mode of transportation
- Rideshare Campaign, promoting rideshare as a mode of transportation
- First Time User Guides,
- Resources to help plan and save on commuting
- Travel modes information

13. How the City of Sumner's Services and Strategies Will Support CTR-Affected Employers

Ride Together Services and Strategies

The City assists employers with developing effective strategies and programs that support CTR and help their employees choose sustainable transportation practices. Pierce County's CTR services and strategies are available and provided free of cost to the employer, not requiring them to budget for these services. These services support CTR- affected employers in the following ways:

- CTR programs help businesses meet their sustainability goals and climate action visions and missions.
- CTR survey results can be used to identify the commute plans that best suit employees' needs and to help employers develop their own CTR plans.
- Funding rideshare events and campaigns will provide a community of awareness that will support the CTR actions of individual employers.
- Customized support and tools can be piloted by the employer, allowing for program modifications and final implementation of successful programs with no financial risk to the employer.
- The County fulfills requests for free translated materials to help employers provide information to non- English or limited English speakers at no additional cost to the employer.
- Employers can take advantage of other employee events such as a benefit fair to share commute options and information.
- The County supports ETCs with ongoing training and seeks feedback from ETCs for improving transportation plans and CTR strategies and services.
- Providing employees with commute option benefits such as transit subsidies and HOV parking, may reduce the costs associated with providing parking spaces or increase client parking.
- Employer commute options programs, which help to reduce the rate of solo driving, thereby benefitting the economy, environment, and businesses by reducing traffic congestion, air pollution, and fuel consumption.

14. Barriers the City of Sumner Must Address to Achieve CTR Targets

a. How City of Sumner Will Address the Barriers

One the greatest barriers to achieving CTR targets is the availability of local transit options. The City will continue to be involved in long-range transit planning with Pierce Transit with the goal of reestablishing a local transit service in Sumner.

15. The Transportation Demand Management Technologies the City of Sumner Plans to Use to Deliver CTR Services and Strategies

In partnership with Pierce County, the following transportation demand management technologies to deliver CTR services and strategies are provided:

- A website that offers CTR information for residents, commuters, and employers. There will be first-time guides for sustainable transportation modes, and links to services such as ride-share matching and transit route planning.
- The website will host an employer portal for turnkey materials to promote commute options services to their employees, campaign mode materials, and training videos for ETCs.
- The website will house a comprehensive Telework Tool for businesses, managers, and teleworkers. The toolkit will provide the resources needed to establish a policy, training for how to manage employees in a telework setting, and answer frequently asked questions about teleworking.
- The website will have a Contact Us form that will be monitored by the Ride Together Pierce team.
- Host a trip-tracking calendar that will allow people to record their trips, watch their environmental and cost savings, earn achievement badges, join team challenges, and view team results live as trips are logged.
- The trip calendar will track campaign statistics and will include a prize entry form.
- Management of the Emergency Ride Home program to allow sustainable commute users to request an e- voucher for a taxi, Lyft or Uber ride home from their worksite. Users who pay the taxi, Lyft, or Uber provider directly, can submit a reimbursement claim for the trip expense.
- Provide trip planning through the Ride Together Pierce ride management tool. The user can input their origin and destination and the tool will provide trip suggestions for carpooling, vanpooling, transit, bicycling and walking.
- Promote transit trip planning tools that will suggest routes, times, and fares for the Pierce, King, Kitsap, and Snohomish regions.
- Provide matching services for ride-sharing through the Ride Together Pierce ride management tool for joining or forming carpools and vanpools. Users can enter their home origin and work destination, hours, and days worked to request potential matches.
- Communicate programs and services through the Ride Together Pierce community newsletter email distribution list.
- Promote programs and services by posting on Ride Together Pierce social media accounts.

16. City of Sumner's Local CTR Ordinance

Sumner's CTR Ordinance can be found in Sumner Municipal Code (SMC) Chapter 16.06 <https://www.codepublishing.com/WA/Sumner/#/html/Sumner16/Sumner1606.html>

17. Commute Trip Reduction Regional Financial Plan

a. The Estimated Average Annual Costs

The 2025–2029 CTR Financial Plan for the region is provided as Table 1. Explanatory notes for each activity follow.

Table 1—2025–2029 CTR Financial Plan for Pierce County and the Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place

Activity	Estimated Average Annual Cost
Employer Engagement	\$410,000
Performance Reporting	\$12,000
Administration and Agency Coordination	\$26,000
Commute Trip Reduction Plan Development	\$21,000
Pierce County Employee Commute Options Program	92,000
Estimated Annual Total	\$561,000

b. The Likely Funding Sources, Public and Private, to Implement the Plan

Table 2—Likely Revenue Sources for Funding CTR Plan

Activity	Estimated Average Annual Revenue
Pierce County	\$149,000
Washington State Department of Transportation CTR Formula Funds	\$75,000
Congestion Mitigation and Air Quality Federal Competitive Grant Funds	\$337,000
Total	\$561,000

18. The City of Sumner's Implementation Structure

a. Who Will Conduct the Activities Listed in the Plan

The CTR-affected Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place contract with Pierce County for CTR program administration. It is expected that the cities will continue contracting during the 2025–2029 plan years. Within the City of Sumner, the Community Development, Public Works Department, and Administration Department will be responsible for plan implementation.

Who Will Monitor Progress on the Plan:

Job Title	Name	Department
CTR Coordinator	The Pierce County Planning and Public Works Department, with staff from the CTR-affected cities, will monitor the progress of the CTR Plan.	
City Clerk	Michelle Converse	Legal – City of Sumner

19. The City of Sumner’s Implementation Schedule

a. Table 3-Timeline for Anticipated Projects and Actions

1st Biennium July 2025–June 2027	2nd Biennium July 2027–June 2029
• Provide commute planning and other employee transportation services to Pierce County employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, ride-share matching assistance, transportation fair and event support, transit trip planning, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports • Provide access to the survey tool and training on how to • complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional and state CTR planning and collaborate CTR efforts with local agencies.	• Provide commute planning and other employee transportation services to Pierce County employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports. • Provide access to the survey tool and training on how to complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional, and state CTR planning and collaborate CTR efforts with local agencies. • Undertake development activities for 2029–2033 four- year CTR plan.

20. The CTR Plan for the City of Sumner Employees

a. Services, Programs, Information, and Other Actions City of Sumner Put in Place to Help Employees Reduce Their Drive Alone Commute Trips

- The City of Sumner communicates programs and services provided by Pierce County including emails from the Ride Together Pierce program and events.

21. How the CTR Plan for City of Sumner Employees Contributes to the Success of the Overall Plan

a. How the Plan for City of Sumner Employees Reinforces the Success of the Jurisdiction Plan

The actions included in the City's commute options employee program indicate the City's commitment to the goals of the CTR Plan. The City's employee program is similar to the worksite programs of other CTR- affected employers. Thus, they create a mutually reinforcing community focused on CTR efforts. Employers know that the city is involved and committed to CTR along with them. The regular forums for ETCs foster relationships through sharing experiences and best practices and provide a place for mutual problem-solving and support. This strengthens the program at all affected sites in the City of Sumner.

Alignment with Plans

22. Transit Agencies That Provide Service in City of Sumner

Transit Agencies:

- Pierce Transit
- Sound Transit

23. Transit Plans Reviewed While Developing this Plan

Information Sources:

- Pierce Transit Development Plan 2023-2028
- Sound Transit Development Plan 2023-2028

24. How This CTR Plan Supports the Transit Plan(s)

CTR plans play a crucial role in supporting transit initiatives by encouraging employees to choose public transit options for their daily commutes. By providing incentives, subsidies, and informational campaigns, CTR programs promote transit usage among commuters. Specifically:

- **ORCA Product Assistance:** Increases use of transit service through the ORCA Business Passport program that offers pretax and subsidized transit passes.
- **Engagement in the Planning Process:** Efforts to gather public feedback through an online open house and engaging stakeholders in interviews regarding the CTR plan increases stakeholder awareness of and support for transit and other travel modes. Facilitating workshops on developing CTR plans for jurisdictions helps staff learn how others are promoting and supporting transit use.
- **Instituting Parking Maximums:** Reducing the supply of parking by instituting parking maximums for new development will help encourage people in those developments to look to non-drive-alone modes of travel, foremost transit.

25. Comprehensive Plan Updates Needed and When They Will Be Made

The desire for bikeways, trails and pedestrian crossings in the Sumner Rivergrove Community and through the MIC district will be considered in the next Comprehensive Plan update. LOS for sidewalk connection, safety and ADA accessible will be scored upon the next effort for update.

Engagement

26. City of Sumner's & Pierce County CTR Stakeholder Engagement

Pierce County developed a series of outreach activities designed to engage members of the community, vulnerable populations, employers, and community-based organizations on behalf of CTR-affected jurisdictions located in Pierce County. City of Sumner partnered with Pierce County in the delivery and promotion of these outreach activities and encouraged residents and employees in City of Sumner to participate. Pierce County offered the following outreach activities:

- Community survey
- Online open house
- Workshops with employers
- Community-based organization interviews
- In addition, Pierce County collected public feedback related to CTR at a variety of in-person community events in 2022-2023.

a. Who we Talked To

The open house survey targeted all 24 jurisdictions with Pierce County and received responses from 152 participants. Of all the survey responses, 2 responses indicated they live in City of Sumner (see Appendix B) and 5 work in the City of Sumner.

Sumner feels that the overall results are an indication of the transportation needs of our residents and commuters. Like other suburban cities in Pierce County, Sumner is situated along existing rail lines and is currently served by Sound Transit train service. Outside of the train service, commuters are dependent on finding carpool options.

We talked to the following employers and community-based organizations that work with communities:

ForeverGreen Trails

- Remote work is a key CTR strategy that increased significantly during the COVID-19 pandemic. It preserves transportation capacity for those who need to commute while eliminating environmental impacts from trips not taken.
- Densification reduces transportation barriers and impacts. Managing land use to avoid low-density, single use development is necessary for people to be able to get around without a car.
- Improving transit corridors requires collaboration between local and state jurisdictions and transit authorities—infrastructure and service improvements rely on multiple agencies working together.
- It's important to reduce collision risk and make sustainable modes safer. Making them enjoyable is also key.

Tacoma-Pierce Health Department

- Exposure to low air quality is higher in communities divided by highways and other heavily traveled roads.
- Speeding on multilane roadways is a major safety issue and can be difficult to manage on a local level.
- Pierce County is under-resourced for public transit. Expanding service, investing in more complete streets and first/last mile programs, and constructing and improving sidewalks—particularly near libraries, schools, and other similar facilities—is important to make transit a more accessible choice.
 - This is especially important for people using mobility devices who may rely on public transit. Most municipalities have a budget for sidewalk improvement requests from people using mobility devices, but often the budgets aren't fully utilized.
- Weather, distance, and geographic features such as hills can be barriers to choosing active mobility options.
- There are not enough protected or connected bike lanes. Glass and debris on major roadways can further deter people from choosing to ride their bicycles.
- Accessing childcare is a widespread barrier to choosing non-drive-alone modes.
- There is a lot of free parking in Pierce County which makes driving seem like an economical and easy choice.

Pierce County arranged interviews for the following community-based organizations which serve populations in City of Sumner:

YMCA of Pierce and Kitsap Counties

- Accessing childcare is a big issue, particularly in unincorporated Pierce County. Transportation can be a barrier to access to basic services for families.
- Families who need to make multiple stops during their commute are less likely to choose non-drive-alone options.
- Areas on the Kitsap Peninsula and in Bethel and unincorporated Pierce County are not served by transit. This includes the city of Sumner.
- Ride Together Pierce's programming and incentives can help communities to embrace healthier practices such as active mobility and reducing emissions from driving alone. This can help with developing *Blue Zones*, a project that encourages changes in the local community that leads to healthier options for community participants.

Pierce County Planning and Public Works Data <https://www.ridetogetherpierce.com/>

b. When did we talk to Them

The online community survey was open from February- April 2024

The Commute Trip Reduction Plan online open house was held from April- May 2024.

Pierce County collected public feedback on CTR at the following events:

- Tree Giveaway, held in South Hill on 3/21/2022
- South Sound Sustainability Expo, held in Tacoma on 4/16/2022
- Spring Garden Fest, held in Tacoma on 5/21/2022
- Parkland National Night Out, held in Parkland on 8/2/2022
- Trails Conference, held in University Place on 9/29/2022
- Sumner Brain Health Event, held in Sumner on 10/8/2022
- Thriftapalooza, held in Puyallup on 11/5/2022
- South Hill Library: Teen Corner Climate Impacts Display, held in South Hill on 12/12/2022
- Tree Giveaway, held in Parkland on 3/25/2023
- South Sound Sustainability Expo, held in Tacoma on 4/22/2023
- Safe Streets: Washington High School Youth Leading Change, held in Parkland on 4/25/2023
- Safe Streets: Red Barn Youth Center, held in Key Peninsula on 5/1/2023
- Orting Library Climate Change Display, held in Orting on 5/2/2023
- Safe Streets: Pacific Islander Health Board of WA, held in Fife on 5/17/2023
- Pipeline Trail Party, held in Tacoma on 5/20/2023
- Safe Streets: Bethel Community Services, held in Bethel/Spanaway on 6/9/2023
- Kids Kraze, held in University Place on 6/10/2023
- Safe Streets: Peace, Understanding, Love, Loyalty Coalition, held in Tacoma on 6/17/2023
- Lakewood Summer Fest, held in Lakewood on 7/15/2023
- Safe Streets: Puget Sound Educational School District Latinx Family Advocacy Group, held in Prairie Ridge on 7/25/2023

c. What did Stakeholders have to say?

Tabling Events

Pierce County-area residents and workers provided feedback on the county transportation system and CTR at outreach tables hosted by Pierce County Sustainable 2030 Plan staff. The following summary of comments received at tabling events, grouped by the event location, were reviewed for the CTR Plan.

- **Bethel/Spanaway**
 - Provide electric buses and dedicated bus lanes.
 - Provide a more walkable environment.
 - Encourage carpooling.
- **Fife**
 - Create public transportation routes that serve working-class and poor communities.
 - Improve safety on transit systems.
 - Offer vouchers for low-income, disabled, homeless, vulnerable community members.
 - Provide carpooling incentives.
- **Key Peninsula**
 - Add more transit routes and make them more accessible to communities.
 - Bring electric buses to Key Peninsula.
 - Improve walking conditions in Key Peninsula.
- **Lakewood**
 - Provide shuttles to Clover Park Technical College.
 - Improve ADA transit options for Clover Park Technical College and throughout Pierce County.
 - Improve transit service to outlying areas of Pierce County.
 - Separate sidewalks from the road for walking and biking in Ruston.
 - Install moving sidewalks.
- **Orting**
 - Install more streetlights.
 - Add more bike lanes and sidewalks.
- **Parkland**
 - Improve accessibility for riders with disabilities.
 - Make neighborhoods more walkable.
 - Provide low-cost transit passes for low-income residents.
- **Bonney Lake**
 - Bring public transportation to Bonney Lake.
 - Encourage residents to walk and bike to destinations in Bonney Lake and improve walking and biking infrastructure.
 - Encourage carpooling to work from Bonney Lake.

- Encourage residents to run multiple errands in one trip to reduce overall trips.
- **Puyallup**
 - Provide new transportation modes such as high-speed rail and water taxis.
 - Extend light rail and Sounder service.
- **South Hill**
 - Provide a public transportation system that is easy to use and accessible to all by 2030.
 - Provide more infrastructure and community green space to support walking.
- **Sumner**
 - Provide more outreach classes and information in Spanish.
- **Tacoma and Unincorporated Pierce County**
 - Add bike lanes to Pearl Street.
 - Provide high-speed rail.
 - Improve accessibility for ADA transit riders.
 - Add more transit stops and increase the transit service area.
 - Provide electric bikes for low-income residents.
 - Provide more sidewalks and bike lanes.
 - Provide more transportation options for elderly residents.
- **University Place**
 - Improve biking and walking conditions in rural areas.
 - Add more bike paths and space for biking.

Pierce County Comprehensive Plan Scoping Survey

- When asked “Which alternatives to a car would you consider using at least once a week if comfortable, convenient, and safe?,” 46.2 percent of respondents reported that they would walk, followed by 36.3 to 39.2 percent said that they would ride the bus or rail.
- When asked “In safe and comfortable walking conditions, how far are you willing to walk to a destination such as your work, a transit stop, or a place to do errands?,” 26.7 percent of respondents reported that they would walk .5 to 1 mile, 29.6 percent reported that they would walk .25 to .5 miles and 31 percent reported that they would walk less than 1/4 mile.

Community Member Survey

Pierce County, in collaboration with the Ride Together Pierce program, conducted an online survey to collect information about commuter habits and gather feedback on potential sustainable and affordable commuting options. This survey was distributed to Ride Together Pierce newsletter

subscribers, promoted on Ride Together Pierce's social media sites, and available on the Ride Together Pierce website. The survey received 74 responses from residents across Pierce County. Key themes include the following:

Public Transportation: Many respondents indicated that more direct and frequent transit service, transit stops located closer to home, and amenities such as bus shelters would encourage them to ride transit.

Bicycle Infrastructure and Education: Respondents indicated that providing improved bicycle infrastructure, such as dedicated bike lanes, and improving roadway safety would encourage commuting by bicycle. A few respondents expressed interest in programs focused on bicycle safety education and safe route planning.

Incentives: Several respondents identified financial incentives such as cash, gifts, or point-based reward programs as a motivation to try alternatives to drive-alone trips.

Vanpools/Carpools: Although respondents expressed a willingness to try carpooling and vanpooling, they identified difficulty forming vanpool/carpool groups and a need for flexible vanpool/carpool timing as deterrents.

Telecommuting: Several respondents noted they would choose to work from home if their office policy allowed.

Land Use: Some respondents noted a desire to live closer to their workplace if there were affordable housing available and that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips.

Safety: Safety was identified as a major deterrent for choosing sustainable commute options. In addition to feeling unsafe while biking, some respondents mentioned concerns about the safety of public transportation. Additionally, one respondent noted that they avoid carpooling due to their distrust of the driving abilities of other people.

Commute Trip Reduction Online Open House

Following the online community member survey, Pierce County hosted an online open house that described what could be included in each section of the 2025–2029 CTR Plan and asked respondents to provide comments and additional input on commuting preferences and barriers. There were 238 respondents to the survey embedded in the online open house. Key themes of the feedback provided are summarized below:

Changes in Commuting Patterns: Most respondents shared that, despite an increase in working from home, they have observed significant increases in congestion and travel time during their commutes, and several shared that there are more cars driving on side streets and through neighborhoods. Multiple respondents shared observations that driving behavior has become more dangerous and they do not feel safe on the road when driving, biking, or walking. Many respondents noted that several bus routes have been eliminated or reduced and remaining routes are more challenging to access.

Public Transportation: Several respondents expressed interest in expanded public transportation options, such as more frequent Sound Transit Sounder commuter trains or access to Sound Transit Link light rail. Multiple respondents emphasized the importance of expanded service locations,

routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel.

Additionally, respondents appreciated on-demand runner systems, transit cars that can be hailed by a smart phone app in areas where bus service is not available and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops.

Active Mobility: Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes, noting they would like to see dedicated, protected bicycle lanes and more sidewalks.

Safety: In addition to safety improvements for pedestrians and bicyclists, respondents expressed safety concerns for transit riders, noting the presence of crime and drug use on buses. Others emphasized the need for an overall shift toward prioritizing people over cars, advocating for policies and infrastructure to support pedestrians, cyclists, and public transportation riders.

Performance Metrics: Asked to share their thoughts on selecting CTR performance metrics, respondents expressed a preference for jurisdictions to consider their local transportation needs and set realistic, impactful goals. This could include considering environmental factors and integrating low-carbon targets.

Employer Network Event

Keep doing:

- Providing promotional materials, templates, and campaigns.
- Training and ongoing coordination and support for ETCs.

Start doing:

- Employer and employee spotlight.
- Providing vanpool vans and assisting with ride-share matching and formation.
- Adding earlier or later transit routes and improving the Emergency Ride Home program²⁷ for those working early or late shifts.
- Subsidies for items such as bike racks, helmets, walking shoes, and ORCA cards.

Stop doing:

- Opt-out option to not receive printed campaign posters (employers will print the posters in-house).

Partner Visioning Meeting

What should the CTR program keep doing?

- Provide ETCs with toolkits, materials, and training to promote CTR programs.
- Support CTR survey planning and recognize ETCs for their efforts.
- Maintain the Ride Together Pierce webpage and resources, as well as programs and campaigns such as Bike Swap, Emergency Ride Home, handing out ORCA cards, and other incentives.

What is one bold new idea the CTR program should consider doing?

- Promote a free transit month for all commuters and analyze ridership data.
- Provide grants for high-quality, secure bike parking.
- Promote safety, particularly with regard to public transportation (i.e., accessible, well-lit bus stops).

Employer and Tribal Relations Interviews

MultiCare Health System

- Subsidized ORCA cards are a popular benefit.
- Spanish is the most common language spoken other than English, followed by Tagalog.
- Employees want easier transit and ride-sharing options.
- Information about the environmental benefits of CTR would encourage more people to participate.
- On-site promotions would reach more employees than email.

Virginia Mason Franciscan Hospital

- Carpooling and teleworking are the most popular non-drive-alone modes.
- Spanish is the most common language spoken other than English, followed by Vietnamese and Russian.
- Employees want easier transit and ride-sharing options.
- Safety tips for riding transit, carpooling, or riding bicycles would encourage people to participate.
- Parking is always limited; often employees have to park in the patient lot and end up running late.

DSHS Child Study and Treatment Center

- The bicycle map is the most popular pamphlet. Adding secure on-site bike parking would make this mode more accessible.
- Working early or late shifts can be a barrier to participating in ride-sharing or taking the bus.
- Employees commute from all over, so finding ride-sharing partners can be challenging.

Toray Composite Materials America

- Getting information out to employees can be challenging. Not all have access to a computer, so using QR codes in printed materials (such as posters and break room signs) could more effectively reach people.
- Emphasizing sustainability could be a good way to garner additional leadership support.

Pierce County Senior Counsel for Tribal Relations

- Elder and veteran transportation needs are not being met. This may include mobility and access issues and first/last mile route planning.
- Would like transit agencies to do a better job reaching out to tribes. Does not support rail going through tribal land.

- Support for opening relationships to have conversations around transportation needs.
- Would like agencies and government to support tribal treaty rights.
- No responses were received from the informational and engagement request emails sent to the Puyallup, Muckleshoot, Nisqually, and Squaxin Tribes.

Transit Agency Outreach/Interviews

Pierce Transit shared that its next upcoming System Restoration goal is to restore 15-minute frequencies on Routes 2 and 3. The agency noted that peaks in ridership have expanded throughout the day and on weekends, and that more students are riding transit with the Youth Ride Free program.

Intercity Transit shared that the agency primarily serves riders commuting between counties, as well as the large military population commuting to JBLM. Upcoming changes may include more effectively connecting military residents with the base, as well as increasing the span and frequency of existing express routes to provide better connections with Pierce Transit and Sound Transit routes. Staff noted that the rise of remote work, particularly among government workers based in Olympia, has drastically impacted reduced ridership.

Sound Transit shared that working with employers is a key strategy to develop successful CTR strategies. For instance, negotiating reasonable transit pricing with the ORCA Passport Program can be very impactful, as it can incentivize people to shift to transit without a massive added cost to employers who provide ORCA Passport Programs to their employees. Building these connections relies on enhanced marketing and partnering with jurisdictions and organizations, such as Downtown On the Go, to better reach employers. Staff also provided the following details on ridership:

- With the rise in remote work, commuting peaks are lower on Monday and Friday and higher Tuesday through Thursday. Peaks overall are broader throughout the day and on the weekend, particularly for large events.
- Ridership was least impacted during the pandemic on the 574 (Lakewood, Tacoma, Airport) route, indicating a high proportion of essential workers along that route.

Pierce County Transportation Advisory Commission CTR Plan Presentation

What would make commuting easier? What should the CTR program consider doing?

- Create transportation hubs in low-income or historically disadvantaged communities with free options such as bike-sharing and scooters and focus on connecting people to public transportation.
- Work to connect nearby (CTR-affected and non-CTR-affected) employers using carpool/vanpool.

- Improve bike infrastructure; focus on routes with lower traffic speeds.
- Increase public transit, provide more direct routes, and offer door-to-door van service to bridge gaps.
- Pay for vanpool and provide vehicles for employee use in case of emergency.
- Improve minimum requirements for CTR-affected employers (e.g., subsidized ORCA cards, staggered work schedules, and telework).
- Analyze traffic data near major employers and synchronize intersections to reduce congestion.
- Add schools to the CTR program.

d. How Stakeholders' Comments Influenced the Plan

- Pierce County collected comments at several community events during 2022 and 2023. At these events, people said that Pierce County should offer [transit] vouchers for low-income, disabled, homeless, and vulnerable community members; provide carpooling incentives; encourage residents to walk, bike and carpool to destinations; and provide outreach classes and information in Spanish. To support these interests, the County will:
 - Make ORCA cards loaded with transit fares available at community events and for CTR-affected employers to hand out to employees.
 - Encourage the use of sustainable modes of transportation by providing information on their website including first-time rider guides; marketing sustainable alternative transportation campaigns with incentives; offering training opportunities such as bicycle classes, bicycle skills courses, and transit field trips; promoting a bicycle buddy matching program; and work with employers to provide translated materials.
- Respondents to the Spring 2024 Community Survey shared interest in programs focused on bike safety education and safe route planning, financial incentives, gifts or reward programs, help forming carpool groups, options to work from home. To support these interests:
- Pierce County will look for funding opportunities for additional incentives to those offered with mode campaigns and providing free ORCA cards loaded with transit fare.
 - Pierce County will promote partner incentive programs such as occasional vanpool formation incentives offered by transit agencies.
 - Pierce County will promote its online telework toolkit to businesses and school career centers.
- The preferred sustainable transportation modes as reported in the Spring 2024 Open House Survey were to ride the city or regional bus, ride a bicycle, walk or use a mobility device that rolls or a scooter or skateboard, and work from home. To help support these modes Pierce County will provide:
 - Transit ridership: transit fare and ORCA cards, transit training, classes, or field trips.
 - Bicycling: bicycle classes, skills course training, bike rides, bicycle buddy ride-share matching, support or safety gear such as reflective gear or tire repair kits, transit fare to combine bicycling and transit for longer trips.

- Walk or use a mobility device that rolls or a scooter or skateboard: provide opportunities to receive support or safety gear such as reflective gear and umbrellas or transit fare to combine walking and transit for longer trips.
- Work from home: online telework toolkit for businesses, managers, and teleworkers.
- The top barriers to sustainable transportation modes as reported in the Spring 2024 Open House Survey were the lack of transit availability, that transit takes too long, and concerns about safety while riding transit. The secondary barriers reported included that riding a bicycle feels unsafe and that people feel their commute is too long for riding a bicycle. To address these barriers, Pierce County will:
 - Share with transit agencies the valuable comments received from the CTR Plan outreach and engagement process and collaborate with transit agencies
 - Provide transit riding classes and field trips to help grow rider confidence.
 - Address rider safety concerns by providing transit agency safety information to commuters.
 - Goal T-12.2 of the 2024 Comprehensive Plan endorses the concept of complete streets, which promotes roadways that are safe and convenient for all users and new Goal T-12.7 prioritizes developing a safe, connected network of active transportation facilities that allows for access to centers and community destinations.¹³
 - Goal T-16.8 of the 2024 Comprehensive Plan encourages placement of transit shelters that are well lit and clearly visible.¹⁴
- During the Employer Network and Employer Interviews, Employee Transportation Coordinators discussed what was working and areas where their CTR programs could use additional support from the County and cities. Ideas that were mentioned included an employer and employee spotlight, assisting with ridematching, improving the Emergency Ride Home program, offering subsidies for commuter and safety gear, on-site promotions, and more printed materials for employees who do not computer-based jobs. To address these concerns, Pierce County will:
 - Spotlight individual employer efforts when promoting Best Commuter Business honorees and continue listing quarterly Employee Transportation Coordinator kudo recipients on the Ride Together Pierce webpage.
 - Support employer efforts to conduct personalized ridematching efforts or events to help form carpools and vanpools.
 - Improve access to the Emergency Ride Home program by adding an e-voucher payment option to the already provided reimbursement process.
 - Provide employers access to free bicycle helmets and ORCA cards loaded with transit fare to offer to their employees. We will investigate grant opportunities to fund other safety gear, incentives, and bike racks.
 - In addition to the posters, rack cards and flyers provided to employers to post around their worksite, Pierce County will add QR codes to printed materials, and also develop tabletop tents that can be displayed in employee break rooms and other locations.
- The Transportation Advisory Commission raised many points that will aid the success of future CTR work. Pierce County will continue seeking grant opportunities to address some the raised points:

- Work to connect CTR-affected employers with non-CTR-affected employers to help widen the pool for forming carpools and vanpools.
- Improve services at transportation hubs.
- Work with high schools and colleges and universities to develop CTR program for staff, faculty and students.

27. Vulnerable Populations Considered

Staff identified vulnerable populations by using the Washington Environmental Health Disparities map and Pierce County's Equity Index . The highest environmental health disparity¹⁵ scores and lowest equity index scores¹⁶ are most prevalent along the I-5 corridor.

The feedback provided by community-based organization interviews that serve families, youth and vulnerable populations was considered in development of this CTR Plan. The demographics of some area populations served by community-based organizations are as follows:

Native Hawaiian and other Pacific Islander residents make up two percent of Pierce County's population.

Hispanic and Latino ethnicities represent twelve percent of Pierce County's population.

Cost-burdened households spend more than 30 percent of their income on rent and utilities. In Pierce County, 22 percent of property owners are cost-burdened, and 49 percent of renters are cost-burdened.

The Bethel Community is a rural area in Pierce County located in the 98387 ZIP Code and centered around the Bethel School District, which serves 20,000 students. Approximately 47 percent of the students qualify for free and reduced lunch. According to the Tacoma-Pierce County Health Department, the Bethel Community has a high number of youth and families with adverse childhood experiences and substance use disorders.

Washington Environmental Health Disparities Map <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

Pierce County Equity Index <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

28. Engagement Focused on Vulnerable Populations

a. Who did we engage

As part of the Sustainability 2030 Plan engagement efforts, staff held several focus groups that were led by Safe Streets, a grassroots organization that unites and inspires neighbors, youth, and businesses to build safe, healthy, and thriving communities. The CTR Plan reviewed the transportation comments received at the focus groups to help inform plan strategies. These focus groups were held at:

- Pacific Islander Health Board of Washington.
- Puget Sound Educational School District Latinx Family Advocacy Group.
- DeMark Apartments and the Pierce County Housing Authority.
- Bethel Community Services.

b. When did we Talk to Them

- Pacific Islander Health Board of WA (Safe Streets tabling event in Fife on 5/17/23).
- Puget Sound Educational School District Latinx Family Advocacy Group (Safe Streets tabling event in Prairie Ridge on 7/25/23).
- DeMark Apartments and the Pierce County Housing Authority (Safe Streets tabling event in unincorporated Pierce County on 7/25/23).
- Bethel Community Services (Safe Streets tabling event in Bethel/Spanaway on 6/9/23).

c. What Stakeholders Said

- **Pacific Islander Health Board of WA**
 - Create public transportation routes that focus on working-class and poor communities.
 - Improve safety on transit systems.
 - More bus routes and trains in low-income areas are needed, as well as higher wages for drivers.
 - For poor ones/disabled ones, provide cheap prices, a voucher for gas, etc., as well as for disabled, vulnerable/homeless, etc.
 - Carpooling incentives such as free gas or reduced taxes for those in a given area riding together.
 - Provide better carpooling and public transportation to meet the needs of low-income communities.
- **Puget Sound Educational School District Latinx Family Advocacy Group**
 - Create a public transportation route for the city of Bonney Lake so then we can reduce our car use.
 - We need public transportation in the Bonney Lake community.
 - We need more bikes or to walk to places that are nearby.
- **DeMark Apartments w/Pierce County Housing Authority**
 - Climate change is going to change no matter what. Where it would

make a difference is in construction. Transporting workers and waste from construction.

- Create an electric bike program for low-income riders.
- Redesign main streets with more bike lanes and sidewalks.
- Reconfigure community streets with more roundabouts to slow traffic and keep kids safer.
- We need more public transportation for older people.

- **Bethel Community Services**

- Provide electric and free buses to reduce traffic.
- Make areas more walkable.
- If public transportation were better—such as an electric bus that could go on certain roads not available to the public—it would incentivize people to use it instead of cars.
- Provide affordable eco-friendly cars and buses.

d. How Stakeholders' Comments Influenced the Plan

Several employers and attendees at tabling events suggested providing outreach classes and information in Spanish. Pierce County provides a downloadable First Time Rider Guide in Spanish, Russian, Vietnamese, Tagalog, Korean, Chinese, and Khmer.

Event attendees suggested vouchers for low-income, disabled, homeless, and vulnerable community members. Pierce County will make ORCA cards loaded with transit fares available at community events and cards will be available for CTR-affected employers to hand out to employees.

29. Employers' Suggestions to Make CTR More Effective

The employees that participated in the Employee Transportation Coordinator Network Event and employer interviews made the following suggestions:

- Keep providing promotional materials, templates, and campaigns.
- Continue offering training opportunities for ETCs.
- Share information on how other employers are supporting CTR.
- Increase the vanpool fleet and provide more assistance for ride-share matching and vanpool formation.
- Add earlier and later transit services.
- Expand the Emergency Ride Home service to better help those working early or late shifts.
- Provide more subsidies for bike racks, helmets, walking shoes, and ORCA cards.
- Provide more information about the environmental benefits of CTR to encourage more people to participate.
- Provide more safety tips for riding transit, carpooling, and riding bicycles.
- Add secure on-site bike parking to the bicycle map.
- Include QR codes on printed materials, especially posters for employee break rooms.
- Reach out to tribes to learn elder and veteran transportation needs and to collaborate on siting new transit and rail routes.

30. Results of Engagement Focused on Vulnerable Populations that Will Be Provided for Use in Comprehensive Plan and Transit Plan Updates

Land Use: A common theme heard during public engagement is that many workers have a desire to live closer to their workplace and would do so if there were affordable housing available. Many indicated that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips. This identified need can be addressed as part of the 2024 Comprehensive Plan update by prioritizing and focusing housing growth, infrastructure development, and transit investment on the County's designated centers of local importance as well as any other areas with CTR-affected employers.

Safety: Safety was identified as a major deterrent by several public engagement participants for riding bikes and walking to work. Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes and suggested dedicated, protected bicycle lanes and more sidewalks. The 2024 Comprehensive Plan update should recognize these concerns and prioritize safety improvement projects. The 2024 Comprehensive Plan update includes new Goals T4A-T4A.3, that recognize the importance of safety improvements needed to construct a successful multimodal transportation network. These new goals aim to use Vision Zero plans and strategies to prioritize safety projects.

Public Transit: Several public engagement participants expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple participants emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, participants appreciated transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops and expressed feeling unsafe on transit because of the conduct of other riders. Several community-based organizations suggested providing free or low-cost ORCA cards for vulnerable populations. Plans to expand transit service, offer free or low cost ORCA cards, and investment in transit amenities and rider safety should be prioritized in the comprehensive plan update.

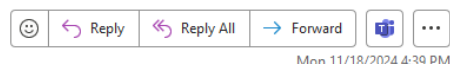
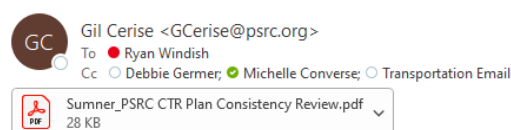
These results of public engagement with vulnerable populations and this CTR Plan have been shared with the transit agencies listed in this plan and with the Comprehensive Plan update team.

Regional Transportation Planning Organization CTR Plan Review

City of Sumner provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review on October 9, 2024

PSRC Comments:

PSRC comments on the City of Sumner draft CTR Plan



Mon 11/18/2024 4:39 PM

****EXTERNAL EMAIL****

Thank you for submitting a draft City of Sumner 2025-2029 CTR Plan for regional consistency review.

As the Regional Transportation Planning Organization for King, Kitsap, Pierce, and Snohomish counties, PSRC is responsible for reviewing the local CTR plans for all CTR-affected jurisdictions in the four-county region for consistency with the regional plan. The Regional Transportation Plan (RTP) (2022-2050) implements the VISION 2050 regional growth strategy, outlines Transportation Demand Management (TDM) and other mobility priorities for the region and serves as PSRC's current regional plan.

PSRC finds your draft CTR plan to be consistent with the RTP based on our review, summarized in the attached document. PSRC will continue to engage with your jurisdiction on this local CTR plan and other TDM efforts as we develop the Regional Transportation Plan (2026-2050), which will serve as the regional CTR plan in addition to meeting other federal and state requirements. We ask that you continue to engage with us in the development of that plan.

Thank you again for providing the draft plan to PSRC for our review. If you have any questions or need additional information, please contact me at gcerise@psrc.org or (206) 971-3053.

Gil Cerise (he/him)
Program Manager
Puget Sound Regional Council

Phone 206-971-3053 | Cell 206-330-9091
gcerise@psrc.org
www.psrc.org

1201 Third Avenue, Suite 500, Seattle, WA 98101



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2025-2029 Draft Commute Trip Reduction Plan Consistency Review Prepared for: Sumner

PSRC staff have reviewed the draft plan and noted our findings by section:

Benefits of Commute Trip Reduction

In responding to Question 4, the plan explicitly ties intended CTR outcomes to the Regional Transportation Plan (2022-2050), particularly goals related to non-motorized transportation. The narrative could be strengthened by mentioning how the Sumner CTR plan relates to or supports the TDM priorities in the Regional Transportation Plan ([Pages 93-98](#)).

As of the publication of the [WSDOT guidance for 2025-2029 CTR plans](#), Bonney Lake, Pacific, Milton, and Edgewood did not have any active CTR-affected worksites. Unless this has changed, PSRC suggests removing them from the list of adjacent CTR-affected jurisdictions in Section 4b of the plan.

Performance Targets

The plan adopts a local target drive-alone rate of 60 percent or less, consistent with the statewide target, to measure CTR effectiveness. Like many other jurisdictions, this plan indicates Sumner will use 2023-2025 CTR survey data to set the baseline and future survey results (2026, 2028, and 2030) to evaluate progress for CTR worksites. PSRC may reach out in the future for further details to help develop a regional baseline and target for the regional plan.

Services and Strategies

PSRC reviewed the services and strategies described in this section and did not identify anything inconsistent with regional transportation goals.

Alignment with Plans

The draft plan identifies the transit agencies providing service in Sumner as Pierce Transit and Sound Transit and indicates the transit development plans of both agencies were reviewed in the development of this CTR plan. Given there are currently no Pierce Transit routes directly serving Sumner, PSRC suggests removing Pierce Transit from the response to Question 22. However, there could be an opportunity to talk about longer range planning coordination with transit agencies, like Pierce Transit, to add local transit service in the future as a means of reducing drive-alone trips.

1



2025-2029 Draft Commute Trip Reduction Plan Consistency Review Prepared for: Sumner

The response to Question 24 addresses the connections between the broad transit goals and the intended outcomes of the CTR plan. This section could be strengthened by tying CTR programming to specific transit investments or services in Sumner, such as Sounder.

Engagement

The RTP identifies a regional need to better address equity in TDM, and understanding the transportation needs of underserved and historically marginalized populations is critical to achieving that goal. The Sumner draft CTR plan detailed extensive outreach conducted by Pierce County, in coordination with Sumner and other cities, to inform local CTR plans, including outreach at community events, employer workshops, and online open houses and surveys.

The primary outreach strategy to understand the needs of vulnerable populations was engaging with community-based organizations that serve and represent Native Hawaiian and other Pacific Islanders, Hispanic and Latino people, and cost-burdened households. Where possible, it might be useful to highlight what the city and county heard specifically from vulnerable populations in Sumner during this outreach (as well as updating Section 26a). PSRC appreciates this through engagement and encourages Sumner and Pierce County to continue engaging with vulnerable populations in future planning processes.

References

Sumner's 2024 Comprehensive Plan <https://connects.sumnerwa.gov/planning-sumners-future>

Sumner's Transportation Management Plan/2024 FEIS <https://connects.sumnerwa.gov/planning-sumners-future>

Sumner's CTR ordinance <https://www.codepublishing.com/WA/Sumner/#!/html/Sumner16/Sumner1606.html>

Pierce County Planning and Public Works Data <https://www.ridetogetherpierce.com/>

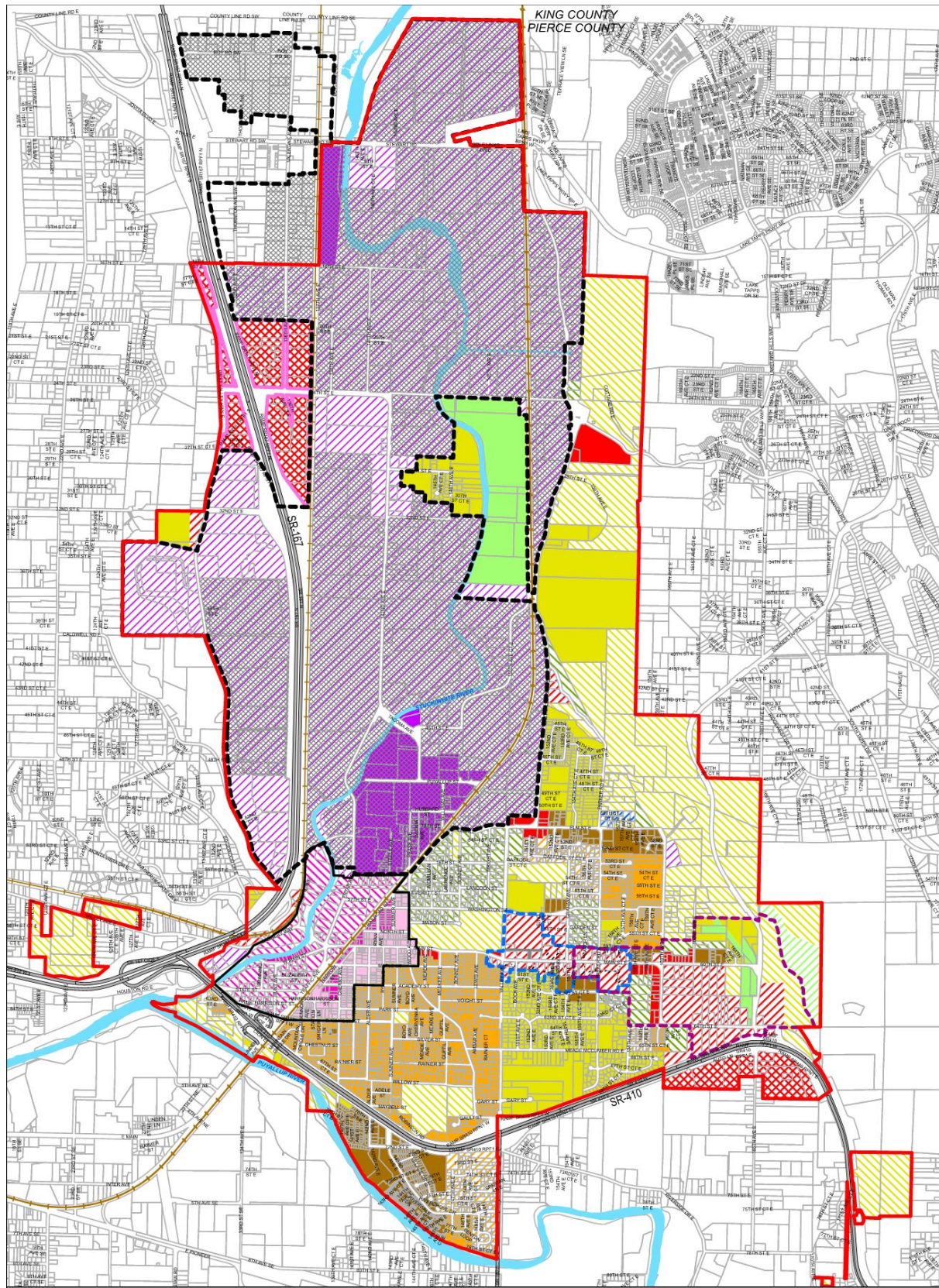
Washington Environmental Health Disparities Map <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

Pierce County Equity Index <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

Appendixes

Appendix A

City of Sumner Zoning Map





City of Sumner
Zoning Map

Adopted: 02-15-2023
Ordinance: #2832
Plotted: 06-01-2023

Source: City of Sumner Community Development Department, 2023

Disclaimer:
Map features are approximate only. The City of Sumner does not guarantee the accuracy of this map nor assume any liability from the use of or reliance on the information herein.

Scale:
0 0.25 0.5 Miles

ZONING AMENDMENTS/OVERLAYS:

- Cross-Access Corridors/Combined Driveways (deducted)
- Cross-Access Corridors/Combined Driveways (not deducted)
- East Main St Design Strategy Area
- East Sumner Neighborhood
- MIC Zone
- MIC Core Overlay
- Town Center Area
- Truck Parking Overlay

TOWN CENTER ZONING:

- 3 Stories, Single Family/Multi-Family
- 4 Stories, Multi-Family/Commercial
- 5 Stories, Multi-Family/Commercial
- 6 Stories, Multi-Family/Commercial

ZONING DESIGNATIONS:

- General Commercial
- Interchange Commercial
- Neighborhood Commercial
- Heavy Industrial
- Light Industrial
- Resource Protection
- Residential Protection
- High Density Residential
- Medium Density Residential
- Low Density Residential 12000
- Low Density Residential 8500
- Low Density Residential 7200
- Low Density Residential 6000
- Low Density Residential 4000

Sumner City Limits Parcels

Appendix B

CTR-Sumner Survey Response

Commute Trip Reduction

Response ID:253 Data

2. Benefits of Commute Trip Reduction**1. What jurisdiction do you live in?**

Sumner

2. What jurisdiction do you work in?

Sumner

3. How easily do you feel you can get around without driving alone?

I find it very easy and regularly choose not to drive alone.

4. What changes in commuting patterns and/or traffic have you observed in the past few years? How has it impacted your life?

The development of intelligent transportation systems has made travel smoother and improved my efficiency.

5. If more people reduce their drive-alone trips, we could experience benefits such as reduced traffic congestion and better air quality. What potential benefits are most important to you?**Select up to 2 choices.**

Reduced traffic congestion

Cleaner air

3. Services and Strategies**6. What transportation mode do you usually use to get around?****Select up to 2.**

Walk or use a mobility device that rolls, or a scooter or skateboard

Bicycle

7. What alternative transportation mode would you prefer to use?**Select up to 2.**

Walk or use a mobility device that rolls, or a scooter or skateboard

Bicycle

8. What is stopping you from using your preferred alternative transportation mode?**Select up to 3 choices.**

Available transit routes or stops do not suit my needs.

My commute is too long for riding a bicycle.

9. What are some programs, support services, resources, or changes that would help you choose not to drive alone?**Select up to 3 choices.**

Field trips, training classes, bus buddy or bicycle buddy to learn how to ride a bicycle or bus.

Detailed bicycle maps or help planning bicycle routes.

Help with bus, commuter train and light rail route planning.

Please provide the description for your response to the last question:**10. Is there anything else you'd like us to consider in drafting this section?**

Logistics plans should consider staffing and training to support the effective implementation of the CTR.

4. Performance Targets

11. Do you have a preferred Performance Target option? Why do you prefer this option? Is there anything you'd like us to consider in drafting this section?

Prefer comprehensive goals that balance multiple factors such as time, cost and environment.

5. Engagement

12.

Is there anything additional you'd like us to consider when conducting engagement?

Timely and public feedback on processing progress to enhance transparency and trust.

6. Demographic Questions

13. What is your race/ethnicity? Mark all that apply.

We ask this question to ensure we are reaching all Pierce County residents.

Black/African

14. Which age group do you belong to?

26-40

15. Including yourself, how many people are in your household?

3

16. Do you identify as a frontline community member?

Learn more about what it means to be a frontline community member

Frontline communities are those who are or will be, unfairly burdened by climate change, often experiencing the first and worst impacts. Frontline community members may be individuals from one or more of the following backgrounds:

Black, Indigenous, and People of Color (BIPOC)

Speak English as a second language

Living with a low or fixed income

Ages 16-26

Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, including those questioning their gender identity or sexual orientation (LGBTQIA+)

Living with three or more generations in one home

Living with more than one family in one home

Living with a disability

Immigrant or refugee

Experiencing homelessness

Completed formal education less than or up to a high school/GED level

Experiencing pregnancy

Yes

17. What is your annual household income before taxes?

Less than \$25,000

Commute Trip Reduction

Response ID:196 Data

2. Benefits of Commute Trip Reduction

1. What jurisdiction do you live in?

Sumner

2. What jurisdiction do you work in?

Sumner

3. How easily do you feel you can get around without driving alone?

It requires some effort, but I can use alternative transportation modes and sometimes do.

4. What changes in commuting patterns and/or traffic have you observed in the past few years? How has it impacted your life?

What changes in commuting patterns and/or traffic have you observed in the past few years? How has it impacted your life? - Text Analysis

5. If more people reduce their drive-alone trips, we could experience benefits such as reduced traffic congestion and better air quality. What potential benefits are most important to you?

Select up to 2 choices.

Fewer greenhouse gas emissions/climate impacts

3. Services and Strategies

6. What transportation mode do you usually use to get around?

Select up to 2.

Ride the city or regional bus

Bicycle

7. What alternative transportation mode would you prefer to use?

Select up to 2.

Walk or use a mobility device that rolls, or a scooter or skateboard

Vanpool (3-15 people in a transit agency provided vehicle)

8. What is stopping you from using your preferred alternative transportation mode?

Select up to 3 choices.

Transit takes too long.

I don't know how to ride the bus, commuter train or light rail.

Riding a bicycle feels unsafe.

9. What are some programs, support services, resources, or changes that would help you choose not to drive alone?

Select up to 3 choices.

Starter guides for the different modes.

Help with bus, commuter train and light rail route planning.

Please provide the description for your response to the last question:

10. Is there anything else you'd like us to consider in drafting this section?

4. Performance Targets

11. Do you have a preferred Performance Target option? Why do you prefer this option? Is there anything you'd like us to consider in drafting this section?

5. Engagement

12.

Is there anything additional you'd like us to consider when conducting engagement?

6. Demographic Questions

13. What is your race/ethnicity? Mark all that apply.

We ask this question to ensure we are reaching all Pierce County residents.

White

14. Which age group do you belong to?

26-40

15. Including yourself, how many people are in your household?

3

16. Do you identify as a frontline community member?

Learn more about what it means to be a frontline community member

Frontline communities are those who are or will be, unfairly burdened by climate change, often experiencing the first and worst impacts. Frontline community members may be individuals from one or more of the following backgrounds:

Black, Indigenous, and People of Color (BIPOC)

Speak English as a second language

Living with a low or fixed income

Ages 16-26

Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, including those questioning their gender identity or sexual orientation (LGBTQIA+)

Living with three or more generations in one home

Living with more than one family in one home

Living with a disability

Immigrant or refugee

Experiencing homelessness

Completed formal education less than or up to a high school/GED level

Experiencing pregnancy

No

17. What is your annual household income before taxes?

\$50,000 to \$99,999

SUBJECT: Ordinance No. 2925 - Amending SMC Chapter 16.06 - Commute Trip Reduction

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2925_SMC_16.06 - CTR Plan 25-29

STAFF CONTACT: Ryan Windish, Community & Economic Development Director

SUMMARY BACKGROUND:

Ordinance No. 2925 would amend Sumner Municipal Code (SMC) Chapter 16.06, Commute Trip Reduction, and bring the City's code into compliance with state law and other necessary updates needed for clarification and eliminate sections of code that are no longer relevant. The Council adopted Resolution No. 1717 adopting an updated Commute Trip Reduction program for 2025-2029. Ordinance No. 2925 is a follow-up to that approval and makes specific amendments to SMC 16.06 implementing the new CTR Plan.

The Washington State Commute Trip Reduction (CTR) Program aims to reduce carbon emissions and traffic congestion on the state's busiest commute routes. The program targets worksites with 100 or more full-time employees who start their shifts between 6 and 9 a.m. on weekdays in the nine most populous counties in the state.

The Pierce County, utilizing the Washington State Department of Transportation (WDOT) CTR Plan Template and guidelines, took the lead on coordinating and conducting the required outreach and engagement processes. The City of Sumner, along with several other jurisdictions throughout Pierce County, updated the detailed and specific areas of the CTR plan for their respective jurisdiction. The first CTR Plan was First plan was written in 2008 and then updated in 2013 and 2015, but was not a full plan. The 2025-2029 CTR Plan s more rigorous than the original 2008 version.

The CTR Plan is required by state law and includes the following:

- Establish Performance Targets
- Summary of Outreach and engagement and results
- Review of Comprehensive Plan, Transprotation Plan
- Review of transit agency plans
- Strategies for achieving performance targets
- Implementation Schedule and Financial Plan

The CTR Plan process also requires approval by the following:

- Puget Sound Regional Council (PSRC) which was received on November 18, 2024.
- WSDOT Transportation Demand Management Committee which was approved on February 6, 2025.
- City Council approval is planned for April-May 2025.

Key aspects of the CTR Program include:

- Transportation Demand Management (TDM) Strategies: Worksites develop and manage their own programs based on TDM strategies that have the greatest effect for their employees
- Commute Trip Reduction Surveys: Worksites conduct surveys every other year to measure vehicle miles traveled and the mode choices of their employees.
- Technical Assistance: WSDOT provides technical assistance to jurisdictions and employers implementing commute trip reduction
- Incentives: Programs like Rideshare Online offer resources for commuting options, including tracking commutes, finding vanpool/carpool partners, and earning cash incentives

- Guaranteed Ride Home Program: Provides employees with up to eight trips per year in case of family emergencies, illness, unscheduled overtime, or other unplanned circumstances

COUNCIL COMMITTEE/STUDY SESSION: Community Development Committee MEETING/STUDY SESSION DATE: 3/26/2025 COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Move to adopt Ordinance No. 2925 amending Sumner Municipal Code Chapter 16.06 pertaining to Commute Trip Reduction requirements.

**ORDINANCE NO. 2925
CITY OF SUMNER, WASHINGTON**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING CHAPTER 16.06 COMMUTE TRIP REDUCTION AND AMENDING SUMNER MUNICIPAL CODE SECTIONS: 16.06.010; 16.06.020; 16.06.040; 16.06.050; 16.06.060; 16.06.070; 16.06.080; 16.06.090; AND REPEALING SECTIONS: 16.06.100; 16.06.110; 16.06.130; AND 16.06.135 AND RENUMBERING SUBSEQUENT SECTIONS.

WHEREAS, the Commute Trip Reduction Act (RCW 70A.15.4000-4080) requires the City of Sumner to adopt a Commute Trip Reduction (CTR) Plan; and

WHEREAS, the City Council adopted the previous Commute Trip Reduction Plan in 1992; and

WHEREAS, the City of Sumner worked in collaboration with Pierce County to complete the update to the CTR Plan and the document has been reviewed and approved by the Washington State department of Transportation (WSDOT) and the Puget Sound Regional Council (PSRC); and

WHEREAS, the City Council approved Resolution No. 1717 adopting an updated Four-Year Commute Trip Reduction Plan, 2025-2029; and

WHEREAS, Sumner Municipal Code (SMC) Chapter 16.06, "City of Sumner CTR Plan" must be amended to reference the adoption of the City's Four-Year Commute Trip Reduction Plan, 2025-2029 along with additional amendments and clarifications.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Sumner Municipal Code Chapter 16.06 "Commute Trip Reduction" is hereby amended to read as follows:

Chapter 16.06

COMMUTE TRIP REDUCTION

Sections:

- 16.06.010 Definitions.
- 16.06.020 City of Sumner CTR plan.
- 16.06.030 Responsible city agency.
- 16.06.040 Applicability.
- 16.06.050 Notification of applicability.
- 16.06.060 Requirements for employers – CTR program description.
- 16.06.070 Requirements for employers – CTR program elements.
- 16.06.080 Requirements for employers – CTR program reporting.
- 16.06.090 Requirements for employers – Record keeping.
- 16.06.100 *Repealed.*
- 16.06.110 ~~CTR program exemptions~~ *Repealed.*

- 16.06.120 CTR goal modification and exemptions.
- 16.06.130 ~~Credit for transportation demand management efforts.~~ Repealed.
- 16.06.135 ~~Credit for schedule changes.~~ Repealed.
- 16.06.140 Review schedule for CTR program descriptions and annual reports.
- 16.06.150 Enforcement.
- 16.06.160 Violations.
- 16.06.170 Penalties.
- 16.06.180 Appeals.

16.06.010 Definitions.

For the purpose of this chapter, the following definitions shall apply in the interpretation and enforcement of this chapter:

A. “Affected employee” means a full-time employee, including telework/telecommute employee, who begins ~~his or her~~ their regular work day at a single worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months. Seasonal ~~agriculture~~ employees and independent contract employees, ~~including seasonal employees of processors of agricultural products,~~ are excluded from the count of affected employees. Construction workers who work at a construction site with an expected duration of less than two years are excluded from this definition.

B. “Affected employer” means an employer that employs 100 or more ~~full-time affected employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months.~~

C. “Affected employer worksite” means a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or right-of-way, and at which there are 100 or more affected employees.

~~D.~~ “Alternative commute mode” refers to any means of commuting other than that in which the single-occupant motor vehicle is the dominant mode. Teleworking/telecommuting and compressed work weeks schedules are considered alternative commute modes if they result in the reduction of commute trips.

D. “Carpool” means a motor vehicle occupied by ~~at least two to six people of at least 16 years of age~~ traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

E. “Commute trip” means a trip that is made from ~~an worker’s/student’s affected employee’s home to an affected employer’s worksite/school with a regularly scheduled work start time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.~~

F. “Commute trip reduction (CTR) plan” means the city of Sumner plan and ordinance to regulate and administer the CTR programs of affected employers.

G. “Commute trip reduction (CTR) program” means an affected employer’s strategies to reduce affected employees’ single-occupant vehicle (SOV) use and vehicle miles traveled (VMT) per affected employee.

H. ~~“Commute trip reduction (CTR) task force guidelines” means the official guidelines of RCW 70.94.527 developed by the Washington State Commute Trip Reduction Task Force (RCW 70.94.537).~~

~~I. “Commute trip reduction (CTR) zone” means an area, such as a census tract or combination of census tracts, within the city characterized by similar employment density, population density, level of transit service, parking availability, access to high occupancy vehicle facilities, and other factors that are determined to affect the level of single-occupant vehicle commuting.~~

Commented [RW1]: PC ordinance doesn't have this definition. Delete?

~~J. “Commuter matching service” means a system that assists in matching commuters for the purpose of commuting together.~~

~~K. “Compressed work week” means an full-time affected employee’s work schedule that allows an employee them to eliminate at least one workday every two weeks by working longer more hours serving the remaining days, resulting in fewer commute trips by the employee. Compressed work weeks are understood to be an ongoing arrangement.~~

~~L. “Custom bus/buspool” means a commuter bus service arranged specifically to transport employees to work.~~

~~LM. “Day(s)” means calendar day(s).~~

~~M. “Department” means the City of Sumner Community Development Department.~~

~~N. “Dominant mode” means the mode of travel used for the greatest distance of a commute trip.~~

~~O. “Drive alone” means a motor vehicle occupied by one person for commute purposes, including a motorcycle.~~

~~PQ. “Employee transportation coordinator” means a designated person(s) who is responsible for administering the employer’s commute trip reduction program.~~

~~QP. “Employer” means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, or private, whether public, nonprofit, military installation or private, that employs workers. Excludes tribal reservations.~~

~~RQ. “Flex-time” means a flexible work schedule which is a mutual agreement between the employee and the employer to choose the work time, allows the employee to choose their work time but not the number of their working hours to facilitate the use of alternative modes. Flex-time is understood to be an ongoing arrangement.~~

~~SR. “Full-time employee” means a person other than an independent contractor or seasonal employee, scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week.~~

~~TS. “Good faith effort” means that an employer has met the minimum requirements identified in RCW 70A.15.4050 70.94.531 and this chapter and is working collaboratively with the city to continue its existing CTR program or is developing and implementing program modifications likely to result in performance improvements to its CTR program over an agreed-upon length of time.~~

~~UT. “Implementation” or “implement” means active pursuit by an employer to achieve the CTR goals of RCW 70A.15.4000-4110 70.94.521 through 70.94.551 and this chapter.~~

VU. “Mode” means the ~~means~~ type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ~~ferry~~, bicycle, compressed work weeks, teleworking/telecommuting, and walking.

WV. “Newly affected employer” refers to an employer that is not an affected employer upon the effective date of this chapter but who becomes an affected employer subsequent to the effective date of this chapter.

XW. “Proportion of single-occupant vehicle (SOV) trips” or “single-occupant vehicle (SOV) rate” means the number of commute trips over a set period made by affected employees in SOVs divided by the number of affected employees working during that period.

YX. “Single-occupant vehicle (SOV)” means a motor vehicle occupied by one affected employee for commute purposes, including a motorcycle.

ZY. “Single-occupant vehicle (SOV) trips” means trips made by affected employees/~~students~~ in SOVs.

Z. “Single worksite” means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way.

Commented [RW2]: See new definition for “affected employer worksite”

AA. “Teleworking/telecommuting” means the authorization of an affected employee to work from home, satellite office, alternative worksite or a teleworking center, thus eliminating a commute trip or reducing the distance traveled in a commute trip by at least half of the affected employee’s regular commute distance. ~~Teleworking can include, but is not limited to, the use of telephones, computers, or other similar technology.~~

BB. “Transportation demand management (TDM)” means the use of strategies to reduce the use of single-occupant vehicles and vehicle miles traveled.

CC. “Transit” means a multiple-occupant vehicle operated on a shared-ride basis. This definition includes bus, ~~ferry, or rail, shared-ride taxi, or shuttle bus.~~

DD. “Transportation management organization (TMO)” or “transportation management association (TMA)” means a group of employers or an association representing a group of employers in a defined geographic area. A TMO/TMA may represent employers within specific city limits, or may have a sphere of influence that extends beyond the city limits.

EE. “Vanpool” means a vehicle occupied by ~~seven~~ 3 to 15 people of 16 or more years of age traveling together for their commute trip that results in the reduction of ~~a minimum of one~~ motor vehicle trips.

FF. “Vehicle miles traveled (VMT) per affected employee” means the sum of the individual vehicle commute trip lengths in miles made by affected employers over a set period divided by the number of affected employees during that period.

GG. “Week” means a seven-day calendar period, ~~starting on Monday and continuing through Sunday.~~

HH. “Weekday” means Monday, Tuesday, Wednesday, Thursday, or Friday.

II. “Writing,” “written,” or “in writing” means original signed, including e-signatures, and dated documents that are mailed, Ffacsimile (fax) ~~transmission~~transmitted, emailed or a city approved document upload or sharing platform ~~are a temporary notice of action that must be followed by the original signed and dated via mail or delivery.~~

JJ. “Zone base year” means the period from January 1, 1992, through December 31, 1992, on which goals for VMT per employee and proportion of SOV trips shall be based.

Commented [RW3]: Not in County code.

16.06.020 City of Sumner CTR plan.

The City has a variety of responsibilities pursuant to the requirements of RCW 70A.15.4000-4110. The 1992-2025-2029 City of Sumner Commute Trip Reduction Plan addresses these state responsibilities and establishes the goals for the City as set forth in Attachment A is wholly incorporated herein by reference. The plan includes the following:

A. Goals for reductions in the proportion of single-occupant vehicle commute trips and the vehicle miles travelled per employee.

B. Designation of commute trip reduction zones.

C. Identification of the reductions in the proportion of single-occupant vehicle commute trips and the vehicle miles travelled per employee for the commute trip reduction zones in the city.

D. Requirements for affected employers.

E. A commitment to develop a commute trip reduction program for employees of the city.

F. A commitment to review city parking policies.

G. Summary of the appeals process for affected employers to appeal the decisions of the city.

H. The methodology for determining the base year values for single-occupant vehicle use and vehicle miles travelled per employee.

I. A methodology for ensuring that employers receive credit for existing transportation demand management efforts.

J. A commitment to ensure consistency with neighboring jurisdictions.

K. Reference to appropriate administrative guidelines for review and analysis of commute trip reduction programs.

Commented [RW4]: Simplifying text.

16.06.030 Responsible city agency.

The city human resources Community Development department will be responsible for implementing this chapter and the commute trip reduction plan.

16.06.040 Applicability.

A. Affected Employer. The provisions of this chapter shall apply to any affected employer at any single worksite within the limits of the city.

B. Change in Status as an Affected Employer. Any of the following changes in an employer’s status will change the employer’s CTR program requirements:

1. Becomes a Non-Affected Employer. If an employer initially designated as an affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the city in writing that it is no longer an affected employer and provide supporting evidence.

2. Change in Status Within a 12-Month Period. If an employer drops below the threshold and then returns to the threshold level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months, and will be subject to the program requirements as other affected employers.

3. Change in Status After a 12-Month Period. If an employer drops below the threshold and then returns to the threshold level of 100 or more affected employees 12 or more months after its change in status to an “unaffected” employer, that employer shall be treated as a newly affected employer.

C. Newly Affected Employers.

1. Reporting Date. Newly affected employers must identify themselves to the city within 180 days of either moving into the boundaries of the city or growing in employment at a worksite to 100 or more affected employees. It is the responsibility of the employer to notify the city of its affected employer status. Newly affected employers who do not identify themselves within 180 days will be considered to be in violation of this chapter.

2. Baseline Survey. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement. The employer shall utilize the state provided survey measurement tool or state approved equivalent format and strive to achieve at least a 70 percent response rate from employees who report to the worksite. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this chapter are in violation of this chapter.

2. CTR Program Schedule. Not more than 60 days after receiving notification of the results of the baseline measurement, the N~~Newly affected employers shall have 180 days to develop and submit a CTR program. After submittal of the program, newly affected employers shall have 180 days to implement the CTR program.~~

3. CTR Implementation Goal Achievements. The program shall be implemented not more than 180 days after approval by city. Employers who do not implement an approved CTR Program within 180 days are in violation of this chapter. For the duration of chapter 70.94 RCW and from the time of affected employer status, newly affected employers shall have two years to meet the first CTR goal of 15 percent; four years to meet the second goal of 20 percent; six years to meet the third goal of 25 percent; and 12 years for the fourth goal of 35 percent.

16.06.050 Notification of applicability.

A. Publication Notice. The city shall publish a notice of availability of the CTR ordinance and plan. This notice shall be published at least once in the city’s official newspaper not more than 30 days after passage of the ordinance codified in this chapter. Any revisions to the requirements and criteria for affected employers shall meet the same notice requirements.

B. Notice to Known Affected Employers. Known affected employers located in the city will receive written notification that they are subject to this chapter. Such notice shall be ~~by certified mail or delivery, return receipt,~~ addressed to the company’s chief executive officer, senior official, or highest ranking official CTR manager at the worksite. Such notification shall be delivered a minimum of ~~150~~ 30 days ~~prior to the due date for submittal of their CTR program after the adoption of the chapter or any revisions to the chapter.~~

C. Self-Identification of Affected Employers. Employers that, for whatever reasons, do not receive notice within 30 days of passage of the ordinance codified in this chapter shall identify themselves to the city within 90 days of the ~~passage of the ordinance codified in~~ adoption of this chapter. Upon self-identification, such affected employers will be granted 180 days to develop and submit a CTR program.

D. Notification of Non-Applicability. It is the responsibility of the employer to provide the city, in writing, the justification for non-applicability of this chapter to their worksite.

16.06.060 Requirements for employers – CTR program description.

A. CTR Program Description. Affected employers must develop a CTR program for their employees within 180 days of the adoption of the ordinance codified in this chapter. Employers are required to make a good faith effort, as defined in RCW 70A.15.4050 ~~70.94.531~~ and this chapter, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and SOV commute trips.

B. CTR Program Description Submittal Date. The CTR program description shall be submitted to the city within 180 days of the adoption of the ordinance codified in this chapter.

1. Extension. An employer may request additional time to submit a CTR program description. Such requests must be made in writing no less than 30 days before the due date for which the extension is being requested. Requests must be made by certified letter, return receipt. Extensions shall not exempt an employer from any responsibility in meeting program goals.

16.06.070 Requirements for employers – CTR program elements.

A. Employee Transportation Coordinator.

1. The employer shall designate a transportation coordinator to administer the CTR program. The coordinator's name, location, and telephone number must be displayed prominently at each affected worksite. The coordinator shall oversee all elements of the employer's CTR program and act as liaison between the employer and the city.

2. Employers with multiple affected worksites located in the City shall have effective onsite program administration at each affected worksite.

3. An employer may utilize the employee transportation coordinator services of a consultant or transportation management organization/association. If a consultant or transportation management organization/association is utilized, the employer will still be held responsible for meeting all the requirements of RCW 70A.15.4000-4110 and this chapter.

Commented [RW5]: Updating for current practices. Some employers hire consultants to administer their CTR program.

B. Information Distribution.

1. Information about alternatives to SOV commuting shall be provided to employees at least once a year. Each employer's program description and annual report must report the information to be distributed and the method of distribution.

2. All new employees at the time of hire or during the employer's new hire orientation shall receive information about alternatives to drive alone commuting, a summary of the employer's CTR Program and information to access a ridematching service database.

3. At least once a month, provide information to employees about commute options, employer program elements, or countywide/statewide commuter services, promotions, campaigns, programs and events.

4. Conduct a transportation event or promotional campaign at least once a year.

C. Emergency Ride Home. The employer shall offer to its employees an emergency ride home program that guarantees employees a free ride home in emergency situations on the day when they use alternative commute modes. The ride shall cover up to the first one hundred dollars (\$100) of the ride cost.

D. CTR Program Elements. In addition to the specific program elements described above, the employer's CTR program shall include, but are not limited to, one or more of the following:

1. Provision of preferential parking or reduced parking charges, or both, for high occupancy vehicles;
2. Instituting or increasing parking charges for SOVs;
3. Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;
4. Provision of subsidies for transit fares;
5. Provision of vans for vanpools;
6. Provision of subsidies for carpools or vanpools;
7. Permitting the use of the employer's vehicles for carpooling or vanpooling;
8. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
9. Cooperation with transit providers to provide additional regular or express service to the worksite;
10. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
11. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
12. Provision of a program of parking incentives such as rebate for employees who do not use the parking facilities;
13. Establishment of a program to permit employees to work part or full-time at home or at an alternative worksite closer to their homes;
14. Establishment of compressed work week schedules which reduces commute trips;
15. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities and emergency taxi services.

16.06.080 Requirements for employers – CTR program reporting.

A. Annual Reports. Annual reports shall be prepared by affected employer's utilizing the official CTR employee annual report and program description form. The annual reports ~~must include a review of~~

employee commuting and of the progress toward meeting the SOV and average VMT reduction goals outlines the strategies that were undertaken by an employer to achieve the commute trip reduction goals for the reporting period. It also outlines the strategies to be undertaken for the next reporting year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with other employers to implement program elements.

B. Due Date for Annual Reports. All annual reports shall be due to the city ~~human resources~~ Community Development department by the second Wednesday of December.

C. Surveying. Employers are required to survey their affected employees to measure progress toward CTR performance targets. Survey years are ~~biennial beginning in 2027~~ 1995, 1997, 1999, 2001, 2003, and 2005. Newly affected employees shall survey on an alternative schedule as outlined in SMC 16.06.040(C)(3). Depending on when a newly affected employer is identified, a baseline survey and measurement survey may be required during the established measurement schedule. For the purposes of this chapter, an employer shall not be required to survey more than once in a 12-month period. An employer's survey of employees shall utilize the Washington State Department of Transportation form or submit a city-state approved equivalent format data as set forth in the Washington State CTR Task Force Guidelines.

D. Extension. An employer may request additional time to submit an annual CTR program report. Such request shall be made in writing no less than 30 days before the due date for which the extension is being requested. Requests must be made ~~by certified letter, return receipt in writing to the city no less than 15 days prior to the due date.~~ Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements.

16.06.090 Requirements for employers –Record keeping.

Affected employers shall keep records related to the CTR program they implement. Employers shall maintain all records listed in their CTR programs for a minimum of 24 months.

16.06.100 CTR goal modification.

Repealed by Ord. 1965.

16.06.110 CTR program exemptions.

A. Employer Exemptions. ~~An affected employer may submit a request to the city to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with requirements of this chapter as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of SOV trips and VMT per employee. Exemptions may be granted by the city at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The city shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.~~

B. Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted to employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city will use the criteria identified in the CTR Task Force Guidelines to assess the validity of employee exemption requests. They city shall review annually all employee exemption requests and shall determine whether the exemption will be in effect during the following program year.

16.06.120 CTR goal modifications and exemptions.

A. Goal Modification. An affected employer may request that the city modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its CTR program description and annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program. The city will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Task Force Guidelines. An employer may not request a modification of the applicable goals until one year after the city approval of its initial CTR program description or annual report. At any time, any affected employer may request that the City grant a modification from a CTR program requirement other than designation of the employee transportation coordinator, information distribution, surveying, and annual reports.

1. Minor Goal Modification. A five percent reduction (e.g., reducing the 1999 performance target from 25 percent to 20 percent) may be granted from the applicable SOV or VMT performance targets after considering all of the following factors:

- a. Transit access to the site.
- b. Frequency of transit service during peak periods.
- c. Potential for internal ride-matching opportunities.
- d. Potential for ride-matching with other employers in the area.
- e. Access to the site for bicyclist and pedestrians.
- f. Ability to implement compressed work weeks and/or teleworking.
- g. ETC/employer participation in training sessions, events, promotions, and networking activities.
- h. Utilization of services provided by the local jurisdictions, transit agencies, and IMAs.

2. Major Goal Modification. A 10 percent reduction may be granted from the applicable SOV or VMT performance targets (e.g., reducing the 1999 goal from 25 to 15 percent) if all of the following conditions apply:

- a. No transit access within one-quarter mile of the site.
- b. Limited potential for internal ride-matching opportunities.
- c. No potential for ride-matching with other employers in the area.
- d. No reasonable access to the site for bicycles and pedestrians.

e. Limited ability to implement compressed work weeks and/or teleworking due to characteristics of the business.

f. ETC/employer participation in training sessions, events, promotions, and networking activities.

g. Utilization of services provided by the local jurisdiction, transit agencies, and TMAs.

B. Modification of individual program measures shall not exempt an affected employer from complying with other required program measures.

1. *Employee Adjustment.* Groups of employees (1) who are required to drive alone to work as a condition of employment, or (2) employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts may be exempted from a worksite's survey measurement. Affected employees who are exempted from a worksite's CTR Program shall be counted when determining the total number of affected employees at the worksite. Employees who telework/telecommute are not exempt from the program and shall be counted when determining the total number of affected employees.

2. *Hardship.* A one-year program waiver may be granted if and only if an affected employer demonstrates that it faces extraordinary circumstance, such as bankruptcy, and is unable to implement any measures that would reduce the proportion of drive alone trips or average VMT per employee.

C. Affected Employer May Request a CTR Program Modification or Waiver at Any Time. The department shall review such requests and notify the employer of its decision in writing within 30 days of the date the department receives the written request. The department shall review annually all modifications and exemptions and shall determine whether they will remain in effect during the following program year.

Commented [RW6]: Inserted Pierce County language as this seemed out of date.

16.06.130—Credit for transportation demand management efforts.

A. Credit for Transportation Demand Management Programs Implemented Prior to the Base Year. Employers with successful TDM programs implemented prior to the base year may be eligible to apply for a TDM program credit. If the employer's VMT per employee and proportion of SOV trips are equivalent to a 12 percent or greater reduction from the base year CTR zone values when these employers apply for the TDM program credit in their initial CTR program descriptions, they shall be considered to have met the first CTR goals. This three percentage point credit applies only to the first CTR goals.

B. Process to Apply for TDM Program Credit. Affected employers may apply for program exemption credit by applying to the city in their initial program description as part of any other annual report. This application shall be made within 180 days of passage of the ordinance codified in this chapter or within 180 days of attaining status as an affected employer. Application shall include results from a survey of employees utilizing the Washington State Department of Transportation Employee CTR Survey Form or equivalent data as specified in the Washington State Commute Trip Reduction Task Force Guidelines.

C. Annual Reporting. Employers that apply for credit and whose VMT per employee and proportion of SOV trips are equal to or less than goals for one or more future goal years, and commit in writing to continue their current level of effort, shall be exempt from the requirements of this chapter except for the requirements to submit annual CTR program reports utilizing the city of Sumner CTR program

report form as specified in SMC 16.06.090. If any of these reports indicate the employer does not satisfy the next applicable goal(s), the employer shall immediately become subject to all requirements of the CTR ordinance.

16.06.135 Credit for schedule changes.

A. Employers who have permanently modified their employees' work schedules so that some or all affected employees are to begin work between 6:00 a.m. and 9:00 a.m. are provided credit when calculating SOV trips and VMT per employee (RCW 70.94.537(2)(I)). This credit is to be awarded if implementation of the schedule change was an identified element in a worksite's approved CTR program, or if the schedule change occurred due to impacts associated with chapter 36.70A RCW, the Growth Management Act.

B. Credit. For every five employees whose schedules are changed in order to avoid a peak hour commute, a worksite will be credited with one full trip reduced.

1. Retroactive Credit. Any employer may apply for a retroactive credit for schedule changes implemented prior to the 1997 survey. Application for the retroactive credit shall be made in writing to the city within 180 days of becoming affected.

2. New Credit. At any time an employer may apply for new credit for schedule changes.

3. Application Process. The application must be submitted in writing. The credit application must include the following information:

a. An explanation of how the schedule change is related to provisions of the Growth Management Act of 1990 or a demonstration that the schedule change was an identified element of a previously approved annual report.

b. Shift Below 100 Affected Employees. Employers who shift below 100 affected employees are not affected as outlined in SMC 16.06.040(B)(1).

Commented [RW7]: No longer applicable or current.

16.06.140 Review schedule for CTR program descriptions and annual reports.

A. Document Review. Within 90 days of receipt of an employer's CTR program report form, the city shall provide the employer with written notification if a CTR program is deemed acceptable or unacceptable. If the CTR program is deemed unacceptable, the notification must give cause for the rejection. The city may extend the review period up to 90 days. If the review period is extended, the implementation date for the employer's CTR program will be extended an equivalent number of days.

B. Review Criteria. The city shall use the following criteria to determine whether an affected employer shall be required to make modifications to its CTR Program.

1. If an employer makes a good faith effort, as defined in RCW 70A.15.4050 and this Chapter, and meets or exceeds either the applicable drive alone or VMT reduction goal, the employer has satisfied the objectives of this chapter, and will not be required to modify its CTR Program.

2. If an employer makes a good faith effort, as defined in RCW 70A.15.4050 and this chapter, but fails to meet either the applicable drive alone and VMT reduction goals, the city shall work collaboratively with the employer to implement program modifications likely to result in improvements to the program over an agreed upon length of time.

3. If an employer fails to make a good faith effort, as defined in RCW 70A.15.4050 and this chapter, and fails to meet either the applicable drive alone and VMT reduction goals, the city shall

work collaboratively with the employer to identify modifications to the CTR Program and shall direct the employer to revise its program accordingly and submit the revised program to the city within 30 days.

C. Request for Conference. Within 10 days of receipt of written notice for an unacceptable CTR program, the city or the employer may request a conference to discuss the city's decision. This conference shall be scheduled during the city's official hours.

D. Implementation of CTR Program Modifications. If the city proposed modifications to an affected employer's CTR program due to the CTR program's unacceptability, the affected employer shall have 30 days to submit a revised CTR program that includes the proposed or other mutually agreed modifications.

E. Employer Intent to Modify. The employer shall notify the city in writing of its intent to substantially change or modify its approved program. Within 30 days, the city will review the request. If found unacceptable, the city shall work collaboratively with the employer to design program modifications likely to result in improvements to the program over an agreed upon length of time.

16.06.150 Enforcement.

A. Compliance. For purposes of this section, compliance shall mean fully implementing all provisions in an accepted CTR program or the affected employer is determined to have made a good faith effort as defined in RCW 70A.15.4050 and this Chapter.

B. Program Modification Criteria. The city shall use the following criteria in determining whether an affected employer shall be required to make modifications to its CTR program:

1. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this chapter, and meets either or both the applicable SOV and VMT goals, the employer has satisfied the objective of the CTR plan and will not be required to modify its CTR program.

2. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this chapter, but has not met or is not likely to meet the applicable SOV or VMT goal, the city shall work collaboratively with the employer to make modifications to its CTR program. After agreeing on modifications, the employer shall submit a revised CTR program description to the city for approval within 30 days of reaching an agreement.

3. If an employer fails to make a good faith effort, as defined in RCW 70.94.534(2) and this chapter, and fails to meet either the applicable SOV or VMT reduction goal, the city shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program within 30 days to incorporate the modifications. In response to the recommended modifications the employer shall submit a revised CTR program description, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. The city shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city within 10 working days of the conference.

Commented [RW8]: Moved this up in the document to Section .140

16.06.160 Violations.

The following constitute violations if the deadlines established in this chapter are not met:

- A. Failure to develop and/or submit on time a complete CTR program by the applicable deadlines as stated in this chapter.
- B. Failure to implement an approved CTR program by the applicable deadlines as stated in this chapter.
- C. Failure to modify an unacceptable CTR program by the applicable deadlines as stated in this chapter.
- D. Failure of an affected employer to identify itself to the city within 180 days of the effective date of this chapter.
- E. Failure of a newly affected employer to identify itself to the city within 180 days of becoming an affected employer.
- F. Failure to submit on time an annual CTR program report to the city.
- G. Failure to maintain agreed upon CTR program records.
- H. Intentionally submitting fraudulent, false, or bogus information, data and/or survey results.
- I. Failure to survey in the goal years.
- J. Failure to make a good faith effort as defined by RCW ~~70.94.534(4)~~ 70A.15.4050 and this chapter.

16.06.170 Penalties.

No affected employer with an approved CTR program may be held liable for failure to reach the applicable SOV or VMT goals.

- A. Civil Infraction. Any affected employer violating any provision of this chapter shall be guilty of a civil infraction, and subject to civil penalties pursuant to chapter 70.80 RCW.
- B. Written Notice. Whenever the city makes a determination that an affected employer is in violation of this chapter, the city shall issue a written notice and order and send it certified mail or registered mail, return receipt requested, to the affected employer. The notice and order shall contain:
 - 1. The name and address of the affected employer.
 - 2. A statement that the city has found the affected employer to be in violation of this chapter with a brief and concise description of the conditions found to be in violation.
 - 3. A statement of the corrective actions required to be taken. If the city has determined that corrective action is required, the order shall require that all corrective action be completed by a date stated in the notice.
 - 4. A statement specifying the amount of any civil penalty assessed on account of the violation.
 - 5. A statement advising that the order shall become final unless, no later than 10 days after the notice and order are served, any person aggrieved by the order requests in writing an appeal before the city hearing examiner.
- C. Penalty Amount. The penalty for violation shall be \$250.00 per day.

D. Penalty Accrual. Penalties will begin to accrue following the official date of notice from the city. In the event that an affected employer appeals the imposition of penalties, the penalties will not accrue during the appeals process. Should the hearing examiner decide in favor of the appellant, all or a portion of the monetary penalties will be dismissed.

E. Union Negotiations. An employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith if they:

1. Propose to recognized union any provisions of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
2. Advise the union of the existence of the statute and the mandates of the CTR program approved by the city and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.534-70A.15.4000-4110) and this chapter.

16.06.180 Appeals.

A. Appeals. Any affected employer may appeal administrative decisions regarding modification of goals, modification of CTR program elements, and penalties to the city hearing examiner. Appeals shall be filed within 30 days of the administrative decision.

B. Criteria to Judge Appeals. The hearing examiner will evaluate employers' appeals of administrative decisions by determining if the decisions were consistent with CTR law and task force guidelines. Appeals may be granted if the employer can show the violations for which the penalties were imposed occurred for reasons beyond the control of the employer, or the penalties were for the failure of the employer to revise its CTR program as directed by the city and the employer can demonstrate that measures the city directed the employer to incorporate in its CTR program are unlikely to reduce the proportion of ~~SOV~~ drive-alone trips and/or VMT per employee.

C. Appeal to City Council. An affected employer may appeal any decision of the city hearing examiner to the city council. The city council will evaluate the employers' appeals of the administrative decisions and the hearing examiner's decision by determining if the decisions were consistent with the CTR Law, chapter 70.94-70A.15 RCW, ~~the Washington State Commute Trip Reduction Task Force Guidelines~~, and the city of Sumner CTR ordinance.

Section 2. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

Section 3. Effective date. This ordinance shall take effect five (5) days from the date of publication in the City's official newspaper.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this ____ day of _____

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

Andrea Marquez, City Attorney

First Reading:
Date Adopted:
Date of Publication:
Effective Date:



PERMIT ISSUANCE SUMMARY (01/01/2025 TO 03/24/2025) FOR CITY OF SUMNER

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
Building Commercial/Industrial	Accessory Structure	1	864	\$176,014.08	\$2,893.86
	Addition	1	1,024	\$100,000.00	\$22,198.88
	Certificate of Occupancy/Change of U	1	1,664	\$0.00	\$14,097.44
	Demolition	1	475	\$15,000.00	\$0.00
	Industrial Fence	1	0	\$20,000.00	\$672.50
	New Construction	3	20,021	\$4,083,386.50	\$303,562.29
	Tenant improvement	10	29,289	\$1,112,832.00	\$79,686.35
BUILDING COMMERCIAL/INDUSTRIAL TOTAL:		18	53,337	\$5,507,232.58	\$423,111.32
Building Residential	Addition	1	112	\$120,000.00	\$2,095.99
	Alteration, Remodel, Repair	2	2,550	\$69,561.00	\$1,605.25
	Demolition	2	5,800	\$0.00	\$0.00
BUILDING RESIDENTIAL TOTAL:		5	8,462	\$189,561.00	\$3,701.24
Fire Permits	Emergency Radio Responder	1	0	\$77,547.00	\$1,385.59
	Fire Alarm	13	0	\$225,394.00	\$5,126.21
	Fire Sprinkler	4	0	\$23,581.00	\$849.74
FIRE PERMITS TOTAL:		18	0	\$326,522.00	\$7,361.54
Mechanical Commercial/Industrial	Alteration, Remodel, Repair	2	0	\$7,600.00	\$212.17
MECHANICAL COMMERCIAL/INDUSTRIAL TOTAL:		2	0	\$7,600.00	\$212.17
Multifamily Building Permit	Alteration, Remodel, Repair	1	0	\$300,000.00	\$4,234.00
MULTIFAMILY BUILDING PERMIT TOTAL:		1	0	\$300,000.00	\$4,234.00
Plumbing Commercial/Industrial	Alteration, Remodel, Repair	1	0	\$0.00	\$41.00
PLUMBING COMMERCIAL/INDUSTRIAL TOTAL:		1	0	\$0.00	\$41.00
Plumbing Residential	Alteration, Remodel, Repair	5	0	\$0.00	\$219.15
PLUMBING RESIDENTIAL TOTAL:		5	0	\$0.00	\$219.15
Racks	Installation/Addition/Relocation	4	0	\$369,024.81	\$8,678.39
RACKS TOTAL:		4	0	\$369,024.81	\$8,678.39
Re-Roof	Commercial/Industrial	1	0	\$13,000.00	\$393.36
	Residential	14	0	\$249,465.75	\$4,071.60
RE-ROOF TOTAL:		15	0	\$262,465.75	\$4,464.96
Residential Mechanical	Alteration, Remodel, Repair	23	0	\$0.00	\$961.30
RESIDENTIAL MECHANICAL TOTAL:		23	0	\$0.00	\$961.30
Sewer Line Permit	Side Sewer Replacement	5	0	\$0.00	\$675.00
SEWER LINE PERMIT TOTAL:		5	0	\$0.00	\$675.00
Sign	Sign	7	0	\$0.00	\$360.00

* Double-click the Permit Work Class Name while in the browser to see Permit details for that Work Class.

PERMIT ISSUANCE SUMMARY (01/01/2025 TO 03/24/2025)

Permit Type	Permit Work Class*	Permits Issued	Square Feet	Valuation	Fees Paid
	SIGN TOTAL:	7	0	\$0.00	\$360.00
Site Development	Civil Site Development	4	0	\$0.00	\$102,396.98
	Sidewalk/Driveway Replacement	1	0	\$0.00	\$185.00
	SITE DEVELOPMENT TOTAL:	5	0	\$0.00	\$102,581.98
Solar Installation	Solar Residential	1	0	\$51,167.99	\$1,085.29
	SOLAR INSTALLATION TOTAL:	1	0	\$51,167.99	\$1,085.29
Street Obstruction Notification	Street Obstruction Notification	41	0	\$0.00	\$9,400.00
	STREET OBSTRUCTION NOTIFICATION TOTAL:	41	0	\$0.00	\$9,400.00
Tree Permit	Street Tree Permit	1	0	\$0.00	\$0.00
	TREE PERMIT TOTAL:	1	0	\$0.00	\$0.00
Water Line	Water Line	2	0	\$0.00	\$540.00
	WATER LINE TOTAL:	2	0	\$0.00	\$540.00
GRAND TOTAL:		154	61,799	\$7,013,574.13	\$567,627.34

* Double-click the Permit Work Class Name while in the browser to see Permit details for that Work Class.