

RESOLUTION NO. M-2602

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
ADOPTING THE CITY OF OLYMPIA COMMUTE TRIP REDUCTION FOUR-YEAR PLAN  
UPDATE: 2025-2029**

**WHEREAS**, the Washington State Legislature passed the Commute Trip Reduction (CTR) Law in 1991 as part of the Washington Clean Air Act and in response to the federal Clean Air Act; and

**WHEREAS**, the CTR law requires local governments and county governments within affected areas to adopt ordinances that define CTR requirements for affected employers within their jurisdiction; and

**WHEREAS**, the Olympia City Council adopted the Olympia Commute Trip Reduction Plan (OMC 12.10) on February 2, 1993, and implemented measures as required by the Washington State Commute Trip Reduction Law (RCW 70.94.527); and

**WHEREAS**, the local CTR plan shall be updated at least once every four years, in order to establish new four-year targets and program strategies and update other elements as needed; and

**WHEREAS**, the Thurston Regional Planning Council implements the CTR program on behalf of the City of Olympia; and

**WHEREAS**, the CTR plan aims to decrease the number of drive-alone trips and increase the number of trips made by walking or rolling, biking, and taking transit; and

**WHEREAS**, the Olympia Comprehensive Plan, the Olympia Transportation Master Plan, and the Thurston Climate Mitigation Plan share goals and targets to reduce vehicle trips;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** that the City of Olympia Commute Trip Reduction Four-Year Plan Update: 2025-2029 is adopted.

**PASSED BY THE OLYMPIA CITY COUNCIL** this 8th day of April 2025.

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ATTEST:

*Sean Krier* \_\_\_\_\_

APPROVED AS TO FORM:

**Mark Barber** \_\_\_\_\_

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

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## Benefits of CTR

1. Describe the local land use and transportation context and objectives.
  - a. Describe the setting in the jurisdiction as it is today or will be in the near future.

Olympia is the state capitol with a bustling waterfront and a port located in its downtown. The downtown is surrounded by older neighborhoods on a dense street grid, while other parts of the city give way to more circuitous routes due to subdivisions, waterways, and two highways in the area. The westside of Olympia serves as a regional retail hub and the Capitol Campus is located just south of downtown. Olympia is strategically located at the southern end of Puget Sound, placing it within one to two hours of major economic and recreational destinations throughout the region. As of 2023, the population of Olympia and its Urban Growth Area was more than 69,000 and is estimated to grow to more than 87,000 by 2045 – a 27 percent increase.

Olympia is an employment hub for the region, with more than 60,000 jobs, and many people commute and travel into the city from surrounding areas. Of those who worked in Olympia in 2017, 84 percent lived in another community. Projections for job growth indicate that downtown, the Capitol Campus, and the medical district on Lilly Road are likely to continue to be the biggest employment centers in Thurston County.

The City recently adopted its first Transportation Master Plan (TMP) which turns the vision of the Comprehensive Plan “to move people, not just cars” into 20 years of prioritized projects across the city. The ultimate goal of the TMP is to increase the number of trips by walking, biking, and transit, and it will guide the City’s investments. This Plan will influence how the City connects its transportation network and, in turn, creates better conditions for a wider range of people, abilities, and modes.

- b. Describe features of land use and transportation facilities and services that affect commuters.

- The City of Olympia uses a Complete Streets approach. As stated in the [Transportation Master Plan](#): “Olympia’s future transportation system will focus on moving people, not just cars. Our ability to create vibrant urban areas, reduce our environmental impact, and conserve our financial and energy resources will depend on an increase in walking, biking, and transit.”
- We continue to build bicycle projects in Olympia, but there are gaps in the network. Our

Transportation Master Plan provides a 20-year project list that will help create a low-stress bike network throughout the city. It will include bike corridors, enhanced bike lanes, pathways, and enhanced crosswalks.

- A significant sidewalk network already exists in our city, but we are working toward our goal to have sidewalks on both sides of our largest streets: arterials, major collectors, and neighborhood collectors.
- The condition of sidewalks in Olympia is important to community members and commuters. We are currently addressing sidewalk repair by: conducting a sidewalk condition inventory; repairing multiple sidewalks across the city; and preparing for sidewalk repair policy discussions.
- Access to safer crossings to reach common destinations such as shopping centers, schools, employment hubs, and public transit stops can impact your commute. The Transportation Master Plan has a robust list of enhanced crosswalk locations planned for Olympia.
- Intercity Transit provides fare-free transit in Olympia, which reduces some of the financial barriers of using public transit. The City plans to support transit operations through transit signal priority, signal timing, queue jump lanes, in-lane boarding, and more, particularly on its urban corridors. Urban corridors are streets with surrounding land uses that are densifying over time, creating a symbiotic relationship with more frequent transit service.
- In June 2023, the City adopted the Residential Parking Reductions Ordinance which reduces parking minimums in new residential development. This may help support commuters who want to live closer to employment hubs, such as downtown Olympia and along urban corridors.
- Housing in more dense urban settings provides a more walkable environment and supports more extensive public transit systems, thereby reducing dependence on private vehicles. The [Housing Action Plan](#) lays out multiple strategies to address housing shortages and housing affordability in the City of Olympia, making it easier for more people to live closer to where they work. This, in turn, makes it easier for people to walk, roll, ride a bike, or take transit to work.
- Many of Olympia's streets were built in an era when [Complete Streets](#) requirements did not exist. Therefore, many streets are missing sidewalks, bike lanes, and other features that are now considered essential. The City continues to retrofit the streets to serve more people who walk and roll, ride a bicycle, or take public transit.

**c. Describe whether and how commuting patterns have changed in the past few years.**

- Telework, especially among State workers, continues to impact commute patterns in Olympia. According to the 2019 Commute Trip Reduction (CTR) survey, only 6% of Capitol Campus employees teleworked on any workday prior to the COVID-19 pandemic. Telework increased significantly during the Stay Home, Stay Healthy order and traffic volumes plummeted. According to OFM's Modern Work Environment Dashboard (updated June 2024), 77% of eligible State employees participate in telework.
- In January 2020, Intercity Transit went fare-free and ridership was up nearly 40% from the year before. However, COVID-19 impacted ridership significantly when they had to stop their fixed-route service lines. Intercity Transit continues to rebuild their service and ridership levels.
- Increasing housing prices in both Olympia and the greater Puget Sound area combined with the flexibility of telework likely impact where people live, work, and how they get around. These factors may influence community members to leave Olympia, or it could bring in new residents from outside the area.
- After COVID-19, fewer commute trips are made in our community, so we will focus on making it easier for people to not drive for all types of trips.

**d. List the most important land use and transportation objectives from your city or county's plans that commute trip reduction most directly affects.**

- Our Comprehensive Plan includes a goal for our transportation system to provide attractive walking, rolling, biking, and transit options, so that land use densities can increase without creating more traffic congestion. By reducing driving trips overall, we can increase density, both for housing and employment, without increasing traffic.
- The Transportation Master Plan identifies the projects we need to build to advance the vision of the Olympia Comprehensive Plan of building a street system where people will make fewer trips by car and more trips by walking, biking, and taking transit. Since our vehicle network is more complete, the goal of the TMP is to increase the number of trips made by walking and rolling, biking, and taking transit.
- The Downtown Strategy, completed in 2017, and the Capital Mall Triangle Subarea Plan and Planned Action, completed in 2024, are two strategic plans that encourage housing growth and multimodal investments in areas close to employment centers that are already served by frequent transit service.
- The Thurston Climate Mitigation Plan identifies the transportation sector as the second-largest source of greenhouse gas emissions in Thurston County. Our goal is to reach net-zero emissions by 2040 and CTR will help reduce vehicle miles traveled (VMT).
- The creation of the Thurston Climate Mitigation Plan was one of the first actions in the Sustainable Thurston Plan adopted in 2013. Sustainable Thurston set a goal for the Thurston region to move toward carbon neutrality, and create vibrant centers, corridors, and neighborhoods, while accommodating growth.

**e. Describe 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 you reference.**

- As Olympia grows, it is more cost effective, sustainable, and equitable to improve the street system for modes other than driving alone. The City will continue to build transportation projects that create better conditions for pedestrians, bicyclists, and people who use transit.
- The City will continue to increase density in downtown Olympia, along urban corridors, in the Capital Mall Triangle, and in the Lilly/Martin/Pacific area, and it will also encourage more types of housing in areas previously limited to single family homes.
- Multimodal Concurrency will increase the capacity of our street system by adding bike, pedestrian, and transit improvements, in addition to improvements for cars and trucks. This is how we will accommodate the trips from new development, instead of relying on increasing the number of vehicle travel lanes.
- To promote safer conditions on our streets, we will continue to update and build projects in our [Street Safety Plan](#). We will also consider a speed management program, explore a traffic safety camera policy, and consider lowering speed limits on some of our streets.
- As stated in the Transportation Master Plan, new technology is emerging and our policies will

need to have people, rather than the technology, at their center. We will need to ensure streets are inviting and comfortable to the pedestrian, the most vulnerable user of our transportation system.

- Olympia will continue to build multimodal projects that support pedestrians, bicyclists, transit riders, and also drivers. Here is a selection of planned projects that have been included in the City's Capitol Facilities Plan (construction year is subject to change):
  - Fones Road Corridor (2024)
  - Downtown Bike Corridor (2024)
  - 2024 Sidewalk Repair (2024)
  - Elliott Avenue Sidewalk Project (2025)
  - 4th Avenue and Plum Street Bike and Pedestrian Safety Improvements (2025)
  - Pacific and State Pedestrian and Bike Safety Improvements (2025)
  - Westside Bike Corridor (2025)
  - 2025 Sidewalk Repair (2025)
  - Mottman Road Pedestrian and Street Improvements (2026)
  - Martin Way Pedestrian Safety Improvements (2026)
  - I-5 Bike Trail Connection (2026)

**2. Describe how the CTR program will help achieve the jurisdiction's land use and transportation objectives.**

- a. Describe how and to what extent your CTR program will help your city or county achieve the land use and transportation objectives referenced in question 1.**

The CTR program will help achieve the jurisdiction's land use and transportation objectives by providing resources and education on commute options, which will encourage residents to utilize current and new multimodal infrastructure. CTR will reduce demand on the city's transportation system and allow the City to maximize city infrastructure investments by reducing single occupancy vehicles (SOV) on the streets. By collaborating on CTR and encouraging worksite density in the urban core, it makes the area more walkable, bikeable, and transit friendly. Encouraging market rate parking pricing and continuing to expand multimodal options will also help the City achieve their CTR goals.

**3. Describe how the CTR program will help achieve the jurisdiction's environmental objectives.**

- a. Describe how the CTR program will support jurisdiction greenhouse gas emission reduction efforts.**

The Thurston Climate Mitigation Plan was adopted by Thurston County and the cities of Olympia, Lacey, and Tumwater. This Plan sets greenhouse gas (GHG) reduction targets for the region. In Thurston County, the transportation sector is second only to the built environment (energy use in homes and commercial buildings) for GHG emissions. The GHG emissions targets for our region are:

- Achieve 45 percent reduction of 2015 levels by 2030
- Achieve 85 percent reduction of 2015 levels by 2050

In addition to the regional goals, the City Council worked with local youth to adopt a Climate Inheritance Resolution in 2019. This Resolution sets a target to reduce community-wide greenhouse gas emissions by 59 percent by 2030 (as compared to a 2019 baseline) and achieve net-zero emissions by 2040.

The City of Olympia is focused on making it easier for people to walk and roll, bike, and take public transit. Reducing vehicle trips will result in fewer GHG emissions. The City will also need to consider policies that support a switch to electric or more efficient vehicles, such as supporting more charging stations. Every drive-alone commute trip that converts to transit, rideshare, telework, or a non-motorized mode eliminates the greenhouse gas emissions that would have been generated by that drive-alone trip.

**b. Describe how the CTR program will support jurisdiction environmental objectives in addition to greenhouse gas emission reductions.**

- Reducing vehicles on the road reduces tire fragments and other harmful chemicals from getting into our water systems, which affects fish and other habitat.
- CTR helps to reduce vehicle trips which removes pressure to build more parking. Instead of dedicating more land to parking, it can be used to increase density near public transit, downtown, and along urban corridors. This may help reduce sprawl into rural areas and preserve that land for farming, animal habitat, and carbon sequestration.
- Reduced vehicle trips increase the efficiency of the transportation network which can result in reduced idle time, increased fuel efficiency, and less pollution and congestion.
- CTR outreach campaigns help inform the community about the impact their transportation choices have on climate change.

**4. Describe how your CTR program will help achieve regional and state objectives.**

**a. Summarize the local, regional, and state benefits that would be gained if you achieve your CTR targets.**

City of Olympia Comprehensive Plan

Goal: Walking, biking, riding the bus, and carpooling are convenient for trips to work or school. Fewer drive-alone trips will reduce pollution, energy consumption, and the growth in traffic congestion.

Objectives:

- Support the State's CTR Law with policies and programs that encourage walking and rolling, bicycling, car- or vanpooling, and taking transit.
- Expanding CTR efforts to other employment centers beyond the Capitol Campus and downtown, such as the Capital Mall area and around Lilly Road.
- Increasing parking management on public streets in employment hubs and encouraging parking management programs at large worksites.
- Continue to encourage employers to provide incentives for employees to walk, bike, or take the bus, such as cash or prizes.
- Working with the Olympia Downtown Alliance to provide incentives to walk, bike, or ride the bus to jobs downtown.
- Partnering to expand school-based programs to encourage students to walk, bike, or ride the

bus.

- Encouraging staggered or flexible start and stop times at schools and worksites to reduce congestion.
- Reduced parking requirements, especially for new development in areas with frequent transit service.
- Building more infrastructure to support walking, biking, and taking the bus.
- Supporting telework and compressed/flexible schedules.
- Encourage employers to locate new worksites in dense parts of the city with better access to transit, such as downtown or along urban corridors.

State CTR Draft Plan objectives:

- Improve delivery of CTR programs.
- Produce more useful transportation behavior data.
- Respond to shifting mobility patterns.
- Reduce greenhouse gas emissions.

Summary of benefits that would be gained by meeting CTR targets:

- Reduce greenhouse gas emissions: The state and region both have the goal of reducing greenhouse gas emissions. Each commute trip that is shifted to a non-drive alone mode through the city's CTR program reduces greenhouse gas emissions.
- Improve delivery of CTR programs: The emphasis in Olympia's Transportation Master Plan on building projects that support walking and rolling, bicycling, and using transit will improve conditions for more modes. The hope is that it will also result in a reduction of vehicle trips. This in turn will make all the CTR actions more productive and easier to deliver. This aligns with the region and state's CTR goals.
- Foster interagency collaboration: The requirements of the CTR program to consider state, regional and adjacent community goals naturally foster interagency collaboration which, in turn, yields a more integrated and robust multimodal transportation system that better meets the travel needs of all community members.
- Improve quality of life: CTR often results in fewer motor vehicle trips, which means:
  - Less congestion
  - Less pollution in the air and water
  - Less pressure to widen streets
  - Less wear and tear on our streets
  - Safer streets, as fewer vehicle trips may result in fewer collisions
  - A healthier population, due to better air and water quality
  - A more active population when people walk, bike, or take the bus (taking the bus also typically means walking to and from the bus stop)
  - Lower development costs, since parking typically makes up about 20% of the cost of a project

**b. List adjacent CTR-affected cities and counties.**

Thurston County, Pierce County, City of Lacey, City of Tumwater.

**c. Describe the top few cross-border and regional transportation issues that affect your jurisdiction.**

- Due to state agencies being a big employer, we have out-of-county commuters, so aligning commute options can be difficult.
- Travel to and from Joint Base Lewis-McChord (JBLM).
- Lack of high-occupancy vehicle (HOV) system in Thurston County.
- Few choices for high-capacity transit into Thurston County.

**d. Describe the strategies you, adjacent cities and counties, and your region have agreed to use to address the top issues described in the previous bullet.**

- High level of collaboration with Pierce County.
- Robust vanpool program in Thurston and Pierce Counties to serve our region's commuters.
- Discussed the benefit of HOV lanes with regional transportation officials.
- Collaborated with Thurston Regional Planning Council (TRPC) and Intercity Transit to encourage more high-capacity options in our city and region.

## **Performance targets**

**5. List your jurisdiction's CTR performance target(s).**

**a. List performance targets that reflect only CTR-affected worksites.**

For Olympia, we recommend a 5.6 percentage point reduction (equivalent to 12.3% reduction) to 40.0% DAR.

**b. List any additional performance targets.**

N/A

**6. List the base value you'll use for each performance target.**

**a. For each performance target, provide the number you'll use as the baseline (or starting number). You'll measure the difference between this number and your results to report performance.**

As of December 2023, CTR Survey Results, City of Olympia Baseline: 45.60% DAR

**7. Describe the method you used to determine the base value for each target.**

**a. Provide the source for each base value listed.**

The source will be the CTR Survey.

**8. Describe how you'll measure progress toward each target.**

**a. List the method you'll use to measure progress for each target.**

CTR Survey

**9. List your jurisdiction's CTR-affected worksites.**

**a. List all your CTR-affected sites.**

- City of Olympia - Maintenance Center
- City of Olympia - City Hall
- Commission on African American Affairs – Olympia
- Intercity Transit - Pattison Street Office
- Kaiser Permanente - Olympia Medical Clinic

- MultiCare Health System - Multicare Capital Medical Center
- Providence St. Peter Hospital – Hospital
- South Puget Sound Community College - Mottman Campus
- South Puget Sound Community College - Allied Health
- Thurston County - County Courthouse
- Thurston County - Atrium Building
- Washington Health Benefit Exchange - Olympia Headquarters
- Washington State Administrative Office of the Courts – Olympia
- Washington State Arts Commission – Headquarters
- Washington State Auditor's Office - Sunset Office
- Washington State Auditor's Office – Headquarters
- Washington State Board for Community and Technical Colleges - Olympia Headquarters
- Washington State Board for Volunteer Firefighters and Reserve Officers - Olympia Headquarters
- Washington State Board of Accountancy - Olympia Headquarters
- Washington State Board of Industrial Insurance Appeals – Headquarters
- Washington State Board of Tax Appeals - Olympia Headquarters
- Washington State Caseload Forecast Council - Headquarters Office
- Washington State Commission on African American Affairs – Olympia
- Washington State Commission on Asian Pacific American Affairs - Olympia Headquarters
- Washington State Commission on Hispanic Affairs - Olympia Headquarters
- Washington State Commission on Judicial Conduct - Olympia Headquarters
- Washington State Commission on Salaries for Elected Officials - Olympia Headquarters
- Washington State Consolidated Technology Services - 1500 Jefferson Building
- Washington State County Road Administration Board - Main Office
- Washington State Department of Agriculture – Headquarters
- Washington State Department of Archaeology and Historic Preservation - Olympia Headquarters
- Washington State Department of Children Youth and Families - 1500 Jefferson Building
- Washington State Department of Children Youth and Families - 1310 Jefferson Building
- Washington State Department of Commerce - Plum Street Headquarters
- Washington State Department of Corrections - Central Office
- Washington State Department of Employment Security – Headquarters
- Washington State Department of Enterprise Services - 1500 Jefferson Building
- Washington State Department of Enterprise Services - Fleet Operations
- Washington State Department of Enterprise Services - 616 Cherry
- Washington State Department of Enterprise Services - Capitol Campus
- Washington State Department of Enterprise Services - 1222 State Ave
- Washington State Department of Enterprise Services - BRD/TDM & Parking Services
- Washington State Department of Enterprise Services - Capitol Security & Visitor Services
- Washington State Department of Fish & Wildlife - Natural Resources Building
- Washington State Department of Fish & Wildlife - Capitol Way
- Washington State Department of Labor & Industries - WISHA Lab
- Washington State Department of Licensing - Highways Licenses Building
- Washington State Department of Licensing - Black Lake Complex
- Washington State Department of Natural Resources - Olympia Headquarters
- Washington State Department of Natural Resources - Webster Nursery
- Washington State Department of Natural Resources - Seed Orchard

- Washington State Department of Natural Resources - Aquatic Resources
- Washington State Department of Social and Health Services - OSSD-OB2
- Washington State Department of Social and Health Services - Capitol View Complex
- Washington State Department of Transportation - Headquarters Transportation Building
- Washington State Department of Veterans Affairs – Headquarters
- Washington State Employees Credit Union - Main Office
- Washington State Freight Mobility Strategic Investment Board - Olympia Headquarters
- Washington State Governor's Office of Indian Affairs - Olympia Headquarters
- Washington State Health Care Authority - Cherry St. Building & Town Square
- Washington State Health Care Facilities Authority - Olympia Headquarters
- Washington State House of Representatives - John L. O'Brien Building
- Washington State Human Rights Commission - Olympia Headquarters
- Washington State Investment Board - Olympia Headquarters
- Washington State Joint Legislative Audit and Review Committee – Headquarters
- Washington State Joint Transportation Committee – Legislature
- Washington State Law Library - Temple of Justice
- Washington State Legislative Evaluation and Accountability Program - Helen Somers Building
- Washington State Legislative Service Center - Olympia Headquarters
- Washington State Liquor and Cannabis Board – Headquarters
- Washington State Lottery – Headquarters
- Washington State Office of Administrative Hearings – Headquarters
- Washington State Office of Civil Legal Aid - Olympia Headquarters
- Washington State Office of Financial Management - Insurance Building
- Washington State Office of Financial Management - 1500 Jefferson Building
- Washington State Office of Independent Investigation - Raad Building
- Washington State Office of Financial Management - Helen Sommers Building
- Washington State Office of Legislative Support Services - Washington Building
- Washington State Office of Legislative Support Services - 15th Ave & Sid Snyder Ave buildings
- Washington State Office of Lieutenant Governor - Legislative Building
- Washington State Office of Minority and Women's Business Enterprises - Olympia Headquarters
- Washington State Office of Public Defense - Olympia Headquarters
- Washington State Office of Superintendent of Public Instruction - Olympia Headquarters
- Washington State Office of the Attorney General - Highways Licenses Building
- Washington State Office of the Attorney General - Bristol Court
- Washington State Office of the Code Reviser - Pritchard Library
- Washington State Office of the Governor - Legislative & Insurance Building
- Washington State Office of the Insurance Commissioner - Capitol Campus Insurance Building
- Washington State Office of the Secretary of State - Legislative Building
- Washington State Office of the Secretary of State - Corporations and Charities Division
- Washington State Office of the Secretary of State - Archives - Main Building
- Washington State Office of the State Actuary - Olympia Headquarters
- Washington State Office of the Treasurer - Legislative Building
- Washington State Office of the Treasurer - Helen Sommers Building
- Washington State Patrol - Headquarters - Sommers Building

- Washington State Patrol - Department Psychologist Office
- Washington State Pollution Liability Insurance Agency - Olympia Headquarters
- Washington State Public Disclosure Commission - Olympia Headquarters
- Washington State Public Employment Relations Commission - Olympia Headquarters
- Washington State Recreation and Conservation Office – Headquarters
- Washington State Senate - Capitol Campus
- Washington State Student Achievement Council - Olympia Headquarters
- Washington State Supreme Court - Temple of Justice
- Washington State Traffic Safety Commission - Olympia Headquarters
- Washington State Transportation Commission - Olympia Headquarters
- Washington State Transportation Improvement Board - Olympia Headquarters
- Washington State University - WSU Extension Energy Program
- Washington State University - Extension Office
- Washington State University - Government Relations and Academic Policy Office
- Washington State Utilities and Transportation Commission - Woodland Square
- Washington State Workforce Training and Education Coordinating Board – Olympia

**10. List a performance target for each CTR-affected worksite.**

- a. **For any performance targets tied to the CTR survey, indicate that you'll establish performance targets during the 2023-2025 survey cycle.**  
We will use the jurisdictional target for all the worksites.

**11. List the base value you'll use for each site.**

- a. **For any performance targets tied to the CTR survey, indicate that you'll establish a base value during the 2023-2025 survey cycle.**  
We will use jurisdictional targets and baseline.

## **Services and strategies**

**12. Describe the services and strategies your jurisdiction will use to achieve CTR targets.**

- Gradually align the cost of monthly parking permits and leased lot passes, so they are the same cost as daily parking.
- Convert 9-hour meters in the Downtown core to short-term visitor parking, to prioritize access to local businesses and to reduce long-term commuter parking. Consider expanding secure bike parking downtown to provide more reliable options for bicycle storage.
- Consider eliminating monthly meter permits and leased lot passes.
- Consider eliminating discounts on permits or passes to employees of large worksites downtown.
- Continue to encourage hybrid-work for all employers in the city to potentially reduce congestion and peak hour travel demand.
- Collaborate with transit agencies to improve service downtown and along urban corridors.
- Work with the State to locate new worksites in the City's dense urban area - in locations where frequent transit is possible, and where employees can choose to walk, roll, or bike.
- Encourage all employers in the city to reduce employee drive-alone commute trips. Provide specific emphasis for worksites downtown.

- Build projects that support walking and rolling, biking, taking transit, and ridesharing for commuting.
- Encourage areas, such as malls, with high concentrations of employees, to develop coordinated commuter programs to reduce drive-alone commuting.
- Work with community partners to provide programs, services and incentives that will promote transit, ridesharing, walking and rolling, and biking.
- Encourage employers and schools to stagger start times to reduce peak-hour traffic volumes.
- Encourage employers to allow flexible or compressed work schedules, so employees can more easily take advantage of transit and ridesharing opportunities.
- Give City employees high-quality commuter services and incentives, while limiting parking availability, as a way to discourage drive-alone commuting.
- Require end-of-trip facilities, such as clothes lockers, showers and bike parking for people who walk or roll, bicycle, or take transit to school and work.
- Educate community members about travel options and how these choices benefit them, the community, and the environment.
- Discourage drive-alone commutes by managing the cost and supply of public parking, but give priority to parking for business patrons.
- Establish parking standards that meet the needs of business patrons but does not result in cheap and readily available parking for employees.
- Work with adjacent cities and the State of Washington on consistent parking strategies to help meet the commute trip reduction goals of the region. This will also ensure that parking standards do not act as a deterrent to the location of development.
- Collaborate to establish more park-and-ride lots in the region.

**13. Describe how jurisdiction services and strategies will support CTR-affected employers.**

- Reducing access to free, ample parking will encourage use of other modes, instead of driving.
- Multimodal concurrency will increase the capacity of our street system by adding bike, pedestrian, and transit improvements, in addition to improvements for cars and trucks. This will help to build a more connected pedestrian and bicycle network which may result in less trips by car.
- The Transportation Master Plan (TMP) and the Thurston Climate Mitigation Plan share goals and targets to reduce vehicle trips. These plans will guide projects and policies that support CTR.
- The new Transportation Benefit District sales tax will generate approximately \$3.1 million annually. This revenue is dedicated to pedestrian, bicycle, and active transportation projects. More revenue for active transportation projects will support CTR goals.
- We are improving street connections to create a gridded street system that will shorten trips for pedestrians, bicyclists, and drivers.
- We require bike parking in new commercial and multi-family developments. Increasing access to amenities that support active transportation may result in increased use of walking and rolling, biking, and taking transit.

**14. Describe barriers your jurisdiction must address to achieve CTR targets.**

**a. Describe how you'll address these barriers.**

- Discounted monthly parking permits encourage people to drive downtown and foster a “use it or lose it” situation. We will continue to work toward reducing the gap between the cost of daily parking and the cost of monthly parking permits.
- City code (OMC 12.10.070) allows us to issue an infraction for CTR sites that are not complying with the CTR Ordinance. However, it is not common practice for the City to impose this fee. We will consider other options to encourage compliance.
- Safety concerns can be a deterrent for people interested in active transportation. We will continue to update our [Street Safety Plan](#) and build projects to improve conditions for a wider range of people and modes. Our Transportation division will continue to collaborate with the Olympia Police Department to help inform public outreach and enforcement strategies.
- There are gaps in the pedestrian and bicycle networks in Olympia. The City's Transportation Master Plan includes prioritized project lists to start to build out these important networks.

**15. Describe the transportation demand management technologies your jurisdiction plans to use to deliver CTR services and strategies.**

- TRPC, who implements the program on behalf of the City of Olympia, utilizes statewide CTR technology such as Rideshareonline, and the CTR Survey Tool to administer the CTR Survey and Program Report.

**16. Transcribe or link to your local CTR ordinance.**

<https://www.codepublishing.com/WA/Olympia/html0217/Olympia12/Olympia1210.html>

**17. Describe your financial plan.**

**a. Describe the estimated average annual costs of your plan.**

Thurston Regional Planning Council administers the CTR Program on behalf of the City of Olympia. Funding is provided by WSDOT by worksite and for large and small state agencies. Total funding for the Thurston Region is: \$750,000/biennium.

**b. Describe likely funding sources, public and private, to implement your plan.**

Funding for CTR in Olympia comes primarily from the WSDOT CTR funding. Local investment in transportation infrastructure and planning comes from federal, state and local sources. Information on how the City of Olympia spends transportation dollars is defined in the annual [Operating Budget and the Capital Facilities Plan](#).

The City's Operating Budget allocates funds for operations and maintenance costs, such as pothole repair, signs, paint striping, staff, or supplies.

The Capital Facilities Plan is a funding document that shows the City's current understanding of what it can build in the next 6 years and how the City plans to pay for it. Projects in this Plan are derived from the [Transportation Master Plan](#). There are six revenue sources: Transportation Benefit District (TBD) Sales Tax, TBD License Fee, Voted Utility Tax, Real Estate Excise Tax, Impact Fees, and grants.

**18. It will be important for the City of Olympia to continue to evaluate potential new transportation funding sources. Describe your implementation structure.**

**a. Describe who will conduct the activities listed in your plan.**

Thurston Regional Planning Council administers the CTR Program on behalf of the City of Olympia.

**b. Indicate who will monitor progress on your plan.**

Veronica Jarvis, Senior TDM Planner, Thurston Regional Planning Council.

**19. List your implementation schedule.**

**a. Provide the timeline for anticipated projects. (see section 1. E)**

For implementation of CTR related activities, TRPC, who implements the program on behalf of the jurisdiction, carries out these activities on behalf of Olympia:

- i. Tasks listed in the WSDOT CTR Administrative Workplan.
- ii. Biennial Commute Trip Reduction Survey.
- iii. Biennial Program reporting.
- iv. Quarterly networking sessions.
- v. Promotions such as the Bicycle Community Challenge, Switch Your Trips WA, Ride Transit Month, etc.

**20. Describe the CTR plan for jurisdiction employees.**

**a. Describe the services, programs, information, and other actions your city or county put in place to help its employees reduce their drive alone commute trips.**

Kristin Gilkerson, the CTR Program Administrator in the Public Works Transportation Department, also serves as the employee transportation coordinator for the City in its role as a CTR-affected worksite.

Kristin administers the program elements required of the employer including:

- Designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite.
- Regular distribution of information to employees regarding alternatives to single-occupant vehicle commuting.
- A regular review of employee commuting and reporting of progress toward meeting the single-occupant vehicle reduction goals to the City consistent with the method established in the commute trip reduction plan and the rules established by the Department of Transportation under RCW 70A.15.4060.
- Implementation of the following measures designed to achieve the City's commute trip reduction goals:
  - Publicize promotional challenges and campaigns.
  - Serve as commuter advisor to employees.

- Provide information to employees about the CTR program and its benefits.
- Administer CTR surveys and report results to executive management.
- Produce the City of Olympia program report.
- Attends ETC networking sessions.

**21. Describe how the CTR plan for jurisdiction employees contributes to the success of the overall plan.**

**a. Describe how the plan for jurisdiction employees reinforces the success of the jurisdiction plan?**

By providing City employees with a strong CTR program that encourages telework, compressed and flexible schedules, carpooling/vanpooling, transit and active transportation – we are participating and contributing to regional CTR goals. Providing bike parking, participating in CTR events such as the Bicycle Community Challenge, and offering a guaranteed ride home program demonstrates our own commitment to the CTR goals set for our city. Regular participation in ETC networking sessions also allows us to share opportunities, challenges, and ideas about CTR best practices with other cities, state agencies, and CTR affected sites in our region.

## **Alignment with plans**

**22. List the transit agencies that provide service in your jurisdiction.**

Intercity Transit, Lewis County Transit, Grays Harbor Transit, Mason Transit.

**23. List the transit plans you reviewed while developing this plan**

Intercity Transit Strategic Plan 2024-2029

**24. Describe how this CTR plan supports the transit plans.**

Intercity Transit is continuing with the implementation of the Long-Range Plan (which is within the strategic plan) recognizing that the impacts of COVID-19, and impacts to the labor market, may continue to delay forward momentum. Intercity transit also plans to promote strategies that remove barriers to better utilize their services. The CTR Plan supports several initiatives listed under IT’s “Design Principle #6: Support a range of transportation choices” including, but not limited to:

- Supporting/expanding vanpool and ridesharing programs.
- Promoting and encouraging alternate modes to driving alone.
- Supporting CTR and TDM efforts by state and local jurisdictions.
- Providing new opportunities for first- and last-mile strategies.

**25. Describe any comprehensive plan updates that are needed and when they will be made.**

The Olympia 2045: Comprehensive Plan Update is currently underway. The deadline to complete this periodic update is December 31, 2025. During this update, we are fine-tuning the plan to get us closer to our vision of “Complete Streets that move people, not just cars.” Changes include:

- Adding policies that will help us become a net-zero carbon emissions city by 2040.

- Updating policies to incorporate the City’s Transportation Master Plan, which was adopted in 2021.
- Ensuring we are consistent with new state mandates, including one that requires us to measure how the system works for all modes of transportation.
- Adding equity considerations.
- Expanding the Transportation Demand Management section to address reducing all vehicle trips while still noting those that can lead to congestion, such as work or school trips.
- Changing the Parking section to address everyone who parks, rather than focus on commuters.
- This CTR local plan also outlines the direction the City of Olympia is heading and its goals to promote public transit use.

Visit [engage.olympia.wa.gov/transportation2045](https://engage.olympia.wa.gov/transportation2045) to learn more.

## Engagement

### 26. Describe stakeholder engagement.

#### a. Who did you talk to?

The City of Olympia’s worksites are primarily state agencies, so TRPC initiated outreach with both the Employee Transportation Coordinator network and the Business Resource Groups at state agencies that represent vulnerable populations at state agencies. This outreach was done in spring and summer of 2024.

- City of Olympia

Stakeholder organizations:

- Intercity Transit
- Thurston EDC (presentation)
- Thurston Chamber of Commerce (presentation)
- Rural Transit
- OPOP Olympians for People-Oriented Places
- Thurston Thrives (Public health)
- Local Tribes
- State DEI Council
- State Employee Black Community
- State Employee Veteran Community
- State Employee LGBTQ
- State Employee Latinos
- State Employee Disability Inclusion Network
- State Employee Immigrants
- State Employee Hawaiians, Asians, Pacific Islanders
- City of Olympia Bicycle and Pedestrian Advisory Committee

#### b. When did you talk to them?

Spring and summer of 2024. May 2024 via a Transportation Options Survey, more focused outreach was done in August of 2024 in neighborhoods with CTR worksites and environmental health disparities. Outreach was done via Nextdoor, TRPC Social Media,

and targeted flyers with QR codes to a survey for community based organizations and businesses.

**c. What did they have to say?**

People want safer, more reliable transportation options that are not cars. See attachment for rollup of feedback.

**d. How did what they said influence the plan?**

The feedback from stakeholders is in alignment with the City of Olympia's upcoming transportation investments.

**27. Describe vulnerable populations considered. (as noted above, these are the state Business Resource Groups)**

- State Employee Black Community
- State Employee Veteran Community
- State Employee LGBTQ
- State Employee Latinos
- State Employee Disability Inclusion Network
- State Employee Immigrants
- State Employee Hawaiians, Asians, Pacific Islanders
- Additional targeted outreach was done using the Environmental Health Disparities map provided by WSDOT. See attached summary of outreach from that work.

**28. Describe engagement focused on vulnerable populations.**

**a. Who did you talk to?**

- State Employee Black Community
- State Employee Veteran Community
- State Employee LGBTQ
- State Employee Latinos
- State Employee Disability Inclusion Network
- State Employee Immigrants
- State Employee Hawaiians, Asians, Pacific Islanders
- Additional targeted outreach was done using the Environmental Health Disparities map provided by WSDOT. See attached summary of outreach from that work.

**29. List employers' suggestions to make CTR more effective.**

- Improving public transportation
- Remote work flexibility at all employers in the area
- Improving biking and walking infrastructure
- Creating a light rail system in our area
- Better options for travel between Tacoma-Thurston

**30. Describe results of engagement focused on vulnerable populations that will be provided for use in comprehensive plan and transit plan updates.**

See attached rollups of stakeholder feedback and suggestions.

**Regional transportation planning organization CTR plan review RTPO comments**

TRPC certifies that this CTR Plan is consistent with the regional CTR plan and the Regional Transportation Plan's Goals and Policies.