

**CITY OF MONROE**  
**ORDINANCE NO. 016/2025**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING MONROE MUNICIPAL CODE CHAPTER 22.88 MMC COMMUTE TRIP REDUCTION (CTR), AND ADOPTING THE 2025-2029 CITY OF MONROE CTR PLAN TO ENSURE CONSISTENCY WITH STATE LAW; SETTING FORTH LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, in 1991, the Washington State Legislature passed the Commute Trip Reduction Act (“CTR Act”) and incorporated it into the Washington Clear Air Act (RCW 70.94.521 through 70.94.555); and

WHEREAS, the CTR Act, which was amended in 2006 by the Commute Trip Reduction Efficiency Act, requires certain counties and cities to develop ordinances, plans and programs to reduce Vehicle Miles Traveled (VMT) and drive alone commute trips, and thereby reduce vehicle-related air pollution, traffic congestion and energy use; and

WHEREAS, in 2020, the Washington State Legislature repealed Chapter 70.94 RCW and recodified the CTR provisions in various sections of Chapter 70A.15 RCW; and

WHEREAS, the Commute Trip Reduction Act (CTR) is locally initiated and enforced per the requirements of the Revised Code of Washington (RCW); and

WHEREAS, the City of Monroe is subject to CTR requirements and has an inter-local agreement with Community Transit to administer the requirements of the CTR Act on behalf of the City of Monroe; and

WHEREAS, local jurisdictions have been asked by Community Transit to update their CTR Plans and amend their CTR regulations to incorporate the new statewide goals and targets; and

WHEREAS, CTR Plans are required to be updated every four (4) years; and

WHEREAS, the proposed code amendments incorporate the statewide goals and targets, which mostly serve to clarify items, update definitions, and relate to administration of the program; and

WHEREAS, as the City of Monroe’s CTR provisions are included in MMC Title 22 “Unified Development Regulations,” a Planning Commission public hearing and recommendation to the City Council is required; and

WHEREAS, the City’s proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on March 12, 2025; and

WHEREAS, SEPA Determination of Non-Significance (DNS) was issued on the proposed CTR code amendments and 2025-2029 CTR Plan on March 28, 2025, with no comments received and no appeal filed; and

WHEREAS, on April 14, 2025, the Planning Commission held a workshop to review the 2025-2029 CTR Plan and proposed code amendments and set forth in this ordinance; and

WHEREAS, the Planning Commission held a public hearing on May 12, 2025, to consider the proposed amendments, and all persons desiring to comment on the proposal were given a full and complete opportunity to be heard at said hearing; and

WHEREAS, the Planning Commission on June 9, 2025, adopted Findings of Fact, authorized the Chair of the Planning Commission to sign the Findings of Fact on behalf of the Commission, and recommended that the City Council approve the proposed amendments set forth herein; and

WHEREAS, the City Council held a public hearing on June 24, 2025, to consider the proposed amendments, and all persons desiring to comment on the proposal were given a full and complete opportunity to be heard at said hearing; and

WHEREAS, the Monroe City Council, after considering all information received, has determined to adopt the amendments as provided in this ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Findings. The above recitals, together with the Planning Commission Findings of Fact and Conclusions of Law dated June 9, 2025, and the content of Agenda Bill AB No. 25-259, are hereby adopted as legislative findings in support of this ordinance. The Monroe City Council further finds as follows:

- A. The Planning Commission held a public hearing on the substance of this ordinance on May 12, 2025, and recommended adoption by the City Council.
- B. The City is authorized by State law, including but not limited to Chapter 35A.63 RCW and Chapter 36.70A RCW, to adopt local regulations governing the use and development of land.
- C. The regulations set forth in this ordinance have been processed and considered by the City in material compliance with all applicable procedural requirements, including but not limited to requirements related to public notice and comment.
- D. All relevant requirements of SEPA have been satisfied with respect to this ordinance.
- E. The City Council has carefully considered, and the regulations set forth in this ordinance satisfy, the review requirements and criteria set forth in Title 22 MMC.

- F. In adopting this ordinance, the City considered and was guided by the applicable GMA planning goals enumerated at RCW 36.70A.020.
- G. The regulations set forth in this ordinance are consistent with and will implement the City's Comprehensive Plan and will meet the requirements and intent of the MMC.
- H. The regulations set forth in this ordinance are beneficial to the public health, safety, and welfare, and are in the public interest.

Section 2. Amendment of Chapter 22.88 MMC. Chapter 22.88 of the Monroe Municipal Code is hereby amended to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 3. Copy to the Department of Commerce. Pursuant to RCW 36.70A.106, a true and correct copy of this ordinance shall be transmitted to the WA Department of Commerce, Growth Management Services Division, within ten days after adoption.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 8<sup>th</sup> day of July, 2025.

First Reading: 06/24/2025  
 Adoption: 07/08/2025  
 Published: 07/11/2025  
 Effective: 07/16/2025

CITY OF MONROE, WASHINGTON:

  
 Geoffrey Thomas (Jul 9, 2025 11:52 PDT)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

  
 Jodi Wycoff (Jul 9, 2025 12:21 PDT)

Jodi Wycoff, City Clerk

  
 Zach Lell (Jul 9, 2025 07:17 PDT)

J. Zachary Lell, City Attorney

## EXHIBIT A

### Chapter 22.88

### COMMUTE TRIP REDUCTION (CTR)

#### Sections:

- 22.88.010 Purpose.
- 22.88.020 Administration.
- 22.88.030 Definitions.
- 22.88.040 CTR plan adoption by reference.
- 22.88.050 CTR goals.
- 22.88.060 Responsible city department.
- 22.88.070 Applicability.
- 22.88.080 Requirements for employers.
- 22.88.090 Record keeping.
- 22.88.100 Schedule and process for CTR reports.
- 22.88.110 Enforcement.
- 22.88.120 Exemptions and goal modifications.
- 22.88.130 Appeals.

#### 22.88.010 Purpose.

The purpose of this chapter is to provide a method for compliance with the Washington State Commute Trip Reduction Law of 1991 (RCW ~~70.94.521~~ [70A.15.4000](#) through ~~70.94.555~~ [70A.15.4110](#)), and as amended in 2006 by the Commute Trip Reduction Efficiency Act. The Commute Trip Reduction Law was passed to reduce traffic congestion, air pollution, and dependency on fossil fuels through employer-based programs encouraging alternative commute methods to the single-occupancy vehicle. The Commute Trip Reduction Law shall not be used as a substitute for reviews of projects under other city requirements for compliance with the State Environmental Policy Act (SEPA). (Ord. 005/2019 § 10 (Exh. B))

#### 22.88.020 Administration.

The zoning administrator or his/her designee shall have the duty and responsibility to administer the provisions of this chapter with the authority to promulgate rules and regulations to implement and administer this chapter. (Ord. 005/2019 § 10 (Exh. B))

## 22.88.030 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 who begins his or her regular workday at a major employer work site between six a.m. and nine a.m. (inclusive) on two or more weekdays for at least twelve continuous months. For the purpose of defining affected employees the following apply:

1. A full-time employee is a person other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week.
2. The employee will only be counted at his or her primary worksite.
3. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

B. "Affected urban growth area" means:

1. An urban growth area, designated pursuant to RCW [36.70A.110](#), whose boundaries contain a state highway segment exceeding the one hundred person per hours of delay threshold calculated by the Washington State Department of Transportation, and any contiguous urban growth areas; and
2. An urban growth area, designated pursuant to RCW [36.70A.110](#), containing a jurisdiction with a population over seventy thousand that adopted a commute trip reduction ordinance before the year 2000, and any contiguous urban growth areas; or
3. An urban growth area identified by the Washington Department of Transportation as listed in WAC [468-63-020\(2\)\(b\)](#).

C. "Alternative mode" means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including teleworking and compressed work weeks if they result in reducing commute trips.

D. "Alternative work schedules" means work schedules that allow employees to work their required hours outside of the traditional Monday to Friday, eight a.m. to five p.m. schedule. Programs such as compressed workweeks that eliminate work trips for affected employees are an example.

E. "Base year" means the twelve-month period that commences when the city of Monroe determines an employer is required to comply with the CTR law.

F. "Base year survey" or "baseline measurement" means the survey, during the base year, of employees at a major employer work site to determine the drive-alone rate and vehicle miles traveled per employee at the work site. The jurisdiction uses this measurement to

develop commute trip reduction goals for the major employer. The baseline measurements must be implemented in a manner that meets the requirements specified by the city.

G. “Baseline data collection” means the collection of employee trip data at a major worksite to determine the non-drive-alone trips and greenhouse gas emissions per employee at the worksite. The jurisdiction uses these measurements to develop commute trip reduction targets for the major employer. The baseline measurements must be implemented in a manner that meets the requirements and time frame specified by the city.

H. “Carpool” means a motor vehicle occupied by at least two people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

I. “City” means the city of Monroe.

J. “Commute trip reduction (CTR) plan” means the city of Monroe’s plan and ordinance to regulate and administer the CTR programs of major employers within its jurisdiction.

K. “Commute trip vehicle miles traveled per employee (VMT)” means the sum of the individual commute trip lengths in miles over a set period divided by the number of full-time employees.

L. “Commute trips” means trips made from a worker’s home to a work site during the peak period of six a.m. to nine a.m. (inclusive) on weekdays.

M. “Commuter” means a resident or employee in an affected urban growth area who is participating in the city’s commute trip reduction program, including any growth and transportation and efficiency center programs, implemented to meet Monroe’s established targets.

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

O. “Compressed work week” means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one workday every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly arrangements, the most typical being four ten-hour days or eighty hours in nine days, but may also include other arrangements.

P. “CTR law” means the Commute Trip Reduction Law passed by the Washington State legislature in 1991 (Chapter 202, Laws of 1991) and codified in RCW [70.94.521](#) [70A.15.4000](#) through [70.94.555](#) [70A.15.4110](#), and amended in 1997, 2006, and 2020 requiring each county containing an urban growth area, designated pursuant to RCW [36.70A.110](#), and each city within an urban growth area with a state highway segment exceeding the one hundred person hours of delay threshold calculated by the Department of Transportation, as well as

those counties and cities located in any contiguous urban growth areas to adopt a commute trip reduction plan and ordinance for major employers in the affected urban growth area.

Q. “CTR program” means an employer’s strategies to reduce affected employees’ SOV use, VMT per employee, and greenhouse gas emissions.

R. “Custom bus/bus pool” means a commuter bus service arranged specifically to transport employees to work.

S. “Drive-alone commute trip” means commute trips made by employees in single occupant vehicles.

ST. “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, that employs workers.

TU. “ETC” means employer transportation coordinator as required pursuant to RCW ~~70.94.531(3)~~70A.15.4040(3).

UV. “Flex-time” is an employer policy allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.

VW. “Full-time employee” means a person, other than an independent contractor, scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week on two or more weekdays per week.

WX. “Goals” means the established criteria for measuring effectiveness of employer programs as outlined in the city of Monroe’s CTR plan.

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

YZ. “Growth and transportation efficiency center (GTEC)” means a defined, compact, mixed use urban center that contains jobs or housing and supports multiple modes of transportation. For the purpose of funding, a GTEC must meet minimum criteria established by the CTR Board under RCW ~~70.94.524~~70A.15.4010, and must be certified by a regional transportation planning organization as established in RCW 47.80.020.

ZAA. “Implementation” means active pursuit by an employer of the CTR goals of RCW ~~70.94.521~~70A.15.4000 through ~~70.94.555~~70A.15.4110 and this chapter, as evidenced by appointment of a transportation coordinator, distribution of information to employees regarding alternatives to SOV commuting, and commencement of other measures according to its approved CTR program and schedule.

**AABB**. “Jurisdiction’s base year measurement” means the proportion of single-occupant vehicle commute trips by CTR commuters and commute trip vehicle miles traveled per CTR commuter on which commute trip reduction targets for the local jurisdiction shall be based. The jurisdiction’s base year measurement, for those jurisdictions with an affected urban growth area as of March 1, 2017, shall be determined based on employee surveys administered in the 2016-2017 survey cycle. If complete employee survey data from the 2016-2017 survey cycle is not available, then the base year measurement shall be calculated from the most recent and available set of complete employee survey data.

**BBCC**. “Major employer” means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single work site who begin their regular workday between six a.m. and nine a.m. on at least two weekdays for at least twelve continuous months.

**CCDD**. “Major work site” (or “worksites”) means a building or group of buildings that is/are on physically contiguous parcels of land or on parcels of land separated solely by private or public roadways or rights-of-way, and at which there are one hundred or more full-time employees.

**DDEE**. “Mode” means the means of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, walking, compressed work schedule and teleworking.

**EEFF**. “Notice” means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the postal service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday. Emails and facsimile (fax) transmissions are temporary notices of action that must be followed by the original document via mail or delivery.

**FFGG**. “Peak period” means the hours from six a.m. to nine a.m. (inclusive), Monday through Friday, except legal holidays.

**GGHH**. “Peak period trip” means any employee trip that delivers the employee to begin his or her regular workday between six a.m. and nine a.m. (inclusive), Monday through Friday, except legal holidays.

**HHII**. “Person hours of delay” means the daily person hours of delay per mile in the peak period of six a.m. to nine a.m. (inclusive), as calculated using the best available methodology by the Washington State Department of Transportation.

**IIJJ**. “Proportion of single-occupant vehicle trips” or “SOV rate” means the number of commute trips made by single-occupant automobiles divided by the number of full-time employees.

**JJKK**. “Single-occupant vehicle (SOV)” means a motor vehicle occupied by one employee for commute purposes, including a motorcycle. If there are other passengers occupying the

motor vehicle, but the ages of these passengers are sixteen or under, the motor vehicle is still considered a “single-occupant vehicle” for measurement purposes.

~~KKLL~~. “Single-occupant vehicle (SOV) trips” means commute trips made by affected employees in SOVs.

~~LLMM~~. “Target” means a quantifiable or measurable value that is expressed as a desired level of performance, against which actual achievement can be compared in order to assess progress, such as increase in non-drive-alone trips and reduction of greenhouse gas emissions.

~~MMNN~~. “Teleworking” means the use of telephones, computers, or other similar technology to permit an employee to work anywhere at any time, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

~~NNOO~~. “Transit” means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool. A transit trip counts as zero vehicle trips.

~~OOPP~~. “Transportation demand management (TDM)” means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

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

~~QQRR~~. “Vanpool” means a vehicle occupied by five to fifteen people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. A vanpool trip counts as zero vehicle trips.

~~RRSS~~. “Voluntary employer worksite” means the physical location occupied by an employer that is voluntarily implementing a CTR program.

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

~~TTUU~~. “Weekday” means any day of the week except Saturday or Sunday.

~~UUVV~~. “Writing,” “written,” or “in writing” means original signed and dated documents. Emails and facsimile (fax) transmissions are temporary notices of action that must be followed by the original signed and dated document via mail or delivery. (Ord. 005/2019 § 10 (Exh. B))

**22.88.040 CTR plan adoption by reference.**

The Monroe CTR plan, as approved and adopted in ~~2025~~2000, and updated in 2008 and 2017, is adopted wholly and incorporated herein by reference. (Ord. 005/2019 § 10 (Exh. B))

**22.88.050 CTR goals.**

The goals for reducing Monroe's proportion of drive-alone vehicle trips and commute trip vehicle miles traveled per employee are established in the Monroe CTR plan. The city will set the individual work site goals for major employers based on how the work site can contribute to city's overall goal established in the CTR plan. (Ord. 005/2019 § 10 (Exh. B))

**22.88.060 Responsible city department.**

The city of Monroe community development department is responsible for implementing this chapter, the CTR plan, and the Monroe CTR program, and should be identified together with any authority necessary to carry out such responsibilities as rule-making or certain administrative decisions. (Ord. 005/2019 § 10 (Exh. B))

**22.88.070 Applicability.**

The provisions of this chapter shall apply to any major employers or voluntary work sites within the corporate limits of the city of Monroe.

*A. Notification of Applicability.*

1. In addition to Monroe's established public notification for adoption of an ordinance, a notice of availability of a summary of this chapter, a notice of the requirements and criteria for major employers and voluntary work sites to comply with this chapter, and subsequent revisions shall be published at least once in Monroe's official newspaper not more than thirty days after passage of the ordinance codified in this chapter, or revisions.
2. Major employers and voluntary work sites located in Monroe are to receive written notification that they are subject to this chapter. Such notice shall be addressed to the company's chief executive officer, senior official, or CTR manager at the work site. Such notification shall provide ninety days for the major employer to perform a baseline survey. After the results of the baseline survey are provided to the major employer, they have ninety days to submit a CTR program to the city.
3. Major employers and voluntary work sites that, for whatever reason, do not receive notice within thirty days of passage of the ordinance codified in this chapter and are either notified or identify themselves to the city within ninety days of the passage of the ordinance will be granted an extension to assure up to ninety days within which to perform a baseline survey. After the results of the baseline survey are provided to the major employer, they have ninety days to submit a CTR program to the city.

4. Major employers that have not been identified or do not identify themselves within ninety days of the passage of the ordinance, do not complete a baseline survey within ninety days, or do not submit a CTR program within one hundred eighty days are in violation of this chapter.

5. If a major employer or voluntary work site has already performed a baseline survey, the major employer or voluntary work site is not required to perform another survey and is required to submit a CTR plan to the city within ninety days.

*B. New Major Employers and Voluntary Work Sites.*

1. Employers that meet the definition of “a major employer” in this chapter must identify themselves to the city within ninety days of either moving into the boundaries of Monroe or growing in employment at a work site to one hundred or more affected employees. Such employers shall be given ninety days to complete a baseline survey, and an additional ninety days to submit a CTR program once the baseline survey results are given to the employer. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program’s approval. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

2. Employers that do not identify themselves within ninety days are in violation of this chapter.

3. New major employers shall have four years from the city’s acceptance of the program to meet the CTR reduction goals as stated in the city’s CTR plan.

*C. Change in Status as a Major Employer.* Any of the following changes in an employer’s status will change the employer’s CTR program requirements:

1. If an employer initially designated as major employer no longer employs one hundred or more affected employees and expects not to employ one hundred or more affected employees for the next twelve months, that employer is no longer a major employer. It is the responsibility of the employer to notify the city that it is no longer an employer.

2. If the same employer returns to the level of one hundred or more affected employees within the same twelve months, that employer will be considered a major employer for the entire twelve months and will be subject to the same program requirements as other major employers.

3. If the same employer returns to the level of one hundred or more affected employees twelve or more months after its change in status to an unaffected employer, that employer shall be treated as a new major employer and will be subject to the same program requirements as other new major employers. (Ord. 005/2019 § 10 (Exh. B))

## 22.88.080 Requirements for employers.

Major employers and voluntary work sites are required to make a good faith effort, as defined in RCW ~~70.94.534(2)~~[70A.15.4050\(2\)](#) and this chapter, to develop and implement a CTR program that will encourage their employees to reduce drive-alone commute trips and commute trip vehicle miles traveled per employee. The employer shall submit a description of its program to city and provide an annual progress report to city on employee commuting and progress toward meeting the SOV goals and targets. The CTR program must include the mandatory elements as described below.

A. *CTR Program Description Requirements.* The CTR program description presents the strategies to be undertaken by an employer to achieve the program goals and targets stated in the city's CTR plan. 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 each other and to form or use transportation management organizations in developing and implementing CTR programs. At a minimum, the employer's description must include:

1. General description of the employment site location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees;
2. Number of employees affected by the CTR program;
3. Documentation of compliance with the mandatory CTR program elements (as described in subsection [\(B\)](#) of this section);
4. Description of the additional elements included in the CTR program (as described in subsection [\(B\)](#) of this section); and
5. Schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.

B. *Mandatory Program Elements.* Each employer's CTR program shall include the following mandatory elements:

1. *Employee Transportation Coordinator (ETC).* The employer shall designate an on-site transportation coordinator to administer the CTR program. The coordinator's and/or designee's name, location, and contact information must be displayed prominently at each affected work site. ETCs shall be trained in CTR program development and administration through a program approved by the city. The ETC shall attend annual ETC training and a minimum of six hours of other training or network meetings annually, or as organized by the city. The coordinator shall oversee all elements of the employer's CTR program and act as liaison between the employer and the city. The objective is to have an effective transportation coordinator presence at each work site; a major

employer with multiple sites may have one on-site transportation coordinator for all sites.

2. *Information Distribution.* Information about alternatives to drive-alone commuting shall be provided to employees at least twice a year. Each employer's program description and annual or biannual report must identify the information to be distributed and the method of distribution.

3. *Annual or Biannual Progress Report.* The CTR program must include an annual or biannual review of employee commuting and progress and good faith efforts toward meeting the goals and targets as outlined in the CTR plan. Determination of annual or biannual reporting requirement is dependent on work site commute trip reduction performance and the city will advise the major employer of required report frequency. Major employers shall file an annual or biannual progress report with the city in accordance with the format established by this chapter and consistent with the CTR Task Force Guidelines. The report shall describe each of the CTR measures that were in effect for the previous year(s), the results of any commuter surveys undertaken during the year(s), and the number of employees participating in CTR programs. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the CTR goals and targets. Survey information or approved alternative information must be provided every two years after implementation begins. The employer should contact the city for the format of the report.

4. *Biannual Survey or Measurement.* In addition to the specific program baseline measurement, employers shall conduct a program data evaluation as a means of determining work site progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect commute trip reduction program employee questionnaires (surveys) at least once every two years, and achieve a seventy percent response rate from employees at the work site.

~~5. *Annual Worksite Promotion of Employer CTR Program.* Major employers will hold at least one annual transportation fair or equivalent promotion, which is available to all employees at each major worksite.~~

~~6~~5. *ETC Training.* ETCs will be required to attend an ETC basic training session within six months of appointment.

~~7~~6. *Employer Notification.* Employers will be required to notify the city or designee when there are proposed changes to their CTR program, changes in ETC or contact information, and/or changes in number of employees at the worksite.

~~8~~7. *ETC Networking/Advanced Training.* ETCs will be required to attend at least six hours of networking or advanced training per year. Training and networking sessions may include marketing CTR programs to employees, trip planning, ridesharing, joint promotions and networking meetings.

98. Additional Program Elements. ~~In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals and targets. Elements may include, but are not limited to, one or more of the following:~~ Major employers shall choose at least five of the following measures including one from each subsection below (A. Commuting Support and Incentives, B. Information and Education, C. Amenities and Infrastructure). Alternative measures may be submitted by the employer to Community Transit for review and approval. Worksites located next to other employers are encouraged to partner to provide shared commuting amenities and distribute costs and benefits more broadly.

A. Commuting Support and Incentives.

1. Subsidized or free transit passes for employees.
2. Pre-tax payroll deductions for transit or vanpool expenses.
3. Provision of subsidies for carpooling or vanpooling.
4. Incentives rewarding avoidance of drive-alone commute trips such as gift cards or a parking cash-out program.
5. Guaranteed ride home programs for emergencies.
6. Shuttle services from transit stations to the workplace.
7. Employer telework program.
8. Flexible or compressed workweek schedules.
9. Options for working at alternative sites closer to employees' homes.
10. Incentives for walking or biking, such as gift cards or discounts on outdoor gear.
11. Rideshare matching events for vanpools and carpools.

B. Information and Education.

1. Commute options information and orientation for new hires.
2. Communication plan for sharing print and digital information on the employer's CTR program.
3. Information on commute options and resources displayed in common areas at the workplace and/or available online or by mobile app.
4. Educational campaigns, conducted at least once per year, on the benefits of alternative commuting.
5. Outreach campaigns, conducted at least once per year, to promote walking or biking, such as a "bike to work" month.

6. Workshop or transportation fair, conducted at least once per year, promoting sustainable transportation options.
7. Personalized travel planning assistance for employees, which could include guidance on transportation benefits, planning routes, or finding rideshare partners.
8. Real-time transit information display at the workplace or in a centrally accessible location.

C. Amenities and Infrastructure.

1. Preferential parking for carpoolers and vanpoolers.
2. Amenities for bike commuters including secure bike storage, showers, or bike repair stations.
3. Onsite amenities like a cafeteria, fitness center, micro-market, or daycare to reduce off-site trips.
4. Provision and maintenance of electric vehicle charging stations.
5. Parking space for carshare vehicles or company-owned cars for employee use.
  - a. ~~Provision of preferential parking or reduced parking charges, or both, for high-occupancy vehicles;~~
  - b. ~~Instituting or increasing parking charges for SOVs;~~
  - c. ~~Provision of commuter ride matching services to facilitate employee ride-sharing for commute trips;~~
  - d. ~~Provision of subsidies for transit fares;~~
  - e. ~~Provision of vans for vanpools;~~
  - f. ~~Provision of subsidies for carpools or vanpools;~~
  - g. ~~Permitting the use of the employer's vehicles for carpooling or vanpooling;~~
  - h. ~~Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;~~
  - i. ~~Cooperation with transportation providers to provide additional regular or express service to the work site;~~
  - j. ~~Construction of special loading and unloading facilities for transit, carpool, and vanpool users;~~

- ~~k. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;~~
- ~~l. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;~~
- ~~m. Establishment of a program to permit employees to work part or full time at home or at an alternative work site closer to their homes;~~
- ~~n. Establishment of a program of alternative work schedules, such as a compressed workweek, which reduces commuting;~~
- ~~o. Promotional activities for ridesharing and transit, as well as fixed commuter information centers;~~
- ~~p. Guaranteed rides in emergency situations for rideshare participants;~~
- ~~q. Reduction of parking provided in accordance with the Monroe zoning code;~~
- ~~r. Charging employees for parking, and/or the elimination of free parking; and~~
- ~~s. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities and emergency taxi services. (Ord. 005/2019 § 10 (Exh. B))~~

#### **22.88.090 Record keeping.**

Major employers shall include a list of the records they will keep as part of the CTR program they submit to the city for approval. Records shall reflect the measures selected by the employer. For example, an employer providing transit and vanpool pass subsidies shall keep monthly records of pass sales; employers with parking charges and reduced rates for carpools and vanpools shall record parking pass sales by type. Employers will maintain all records listed in their CTR program for a minimum of forty-eight months. The city of Monroe and the employer shall agree on the record keeping requirements as part of the accepted CTR program. (Ord. 005/2019 § 10 (Exh. B))

#### **22.88.100 Schedule and process for CTR reports.**

A. *CTR Program.* Not more than ninety days after the adoption of the ordinance codified in this chapter, or within ninety days after an employer qualifies under the provisions of this chapter, the employer will be given ninety days to complete baseline data collection, and an additional ninety days to submit a CTR program once the baseline data results are given to the employer. The CTR program will be developed in consultation with the city and implemented not more than ninety days after the program's approval by the city. Employers who do not implement an approved CTR program according to this section are in violation of this chapter.

B. *Document Review.* Monroe shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. The employer shall have thirty days to resubmit a modified program. If the employer receives no written notification of extension of the review period of its CTR program or comments on the CTR program or annual report within ninety days of submission, the employer's program or annual report is deemed accepted. The city may extend the review period up to ninety days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

C. *Schedule.* Upon review of an employer's initial CTR program, Monroe shall establish the employer's annual reporting date, which shall not be less than twelve months from the day the program is submitted. Each year, on the employer's reporting date, the employer shall submit to Monroe its annual CTR report.

D. *Modification of CTR Program Elements.* Any major employer may submit a request to the city to allow for the modification of CTR program elements, other than the mandatory elements specified in this chapter, including record keeping requirements. Such request may be granted if one of the following conditions exists:

1. The employer can demonstrate that it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or
2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

The city of Monroe may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request.

E. *Extensions.* An employer may request additional time to submit a CTR program or CTR annual progress report, or to implement or modify a program. Such requests shall be made in writing at least thirty days before the due date for which the extension is being requested. Extensions not to exceed ninety days shall be considered for reasonable causes. The city shall grant or deny the employer's extension request in writing within ten working days of receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for thirty days. Extensions shall not exempt an employer from any responsibility in meeting program goals and targets. 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.

An employer's annual reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of the zoning administrator.

F. *Implementation of Employer's CTR Program.* Unless extensions are granted, the employer shall implement its approved CTR program not more than ninety days after receiving written notice from the city that the program has been approved or with the expiration of the program review period without receiving notice from the city. (Ord. 005/2019 § 10 (Exh. B))

**22.88.110 Enforcement.**

A. *Compliance.* For purposes of this section, “compliance” shall mean fully implementing in good faith all provisions in an approved CTR program.

B. *Program Modification Criteria.* The following criteria for achieving goals and targets for non-drive-alone trips and greenhouse gas emissions per employee shall be applied in determining requirements for employer CTR program modifications:

1. If an employer makes a good faith effort, as defined in RCW ~~70.94.534(2)~~70A.15.4050(2) and this chapter, and meets either or both goals, the employer has satisfied the objectives 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)~~70A.15.4050(2) and this chapter, but has not met or is not likely to meet the applicable targets, 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 thirty days of reaching agreement;

3. If an employer fails to make a good faith effort as defined in RCW ~~70.94.534(2)~~70A.15.4050(2) and this chapter, and fails to meet the applicable targets, 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 thirty days to incorporate the modifications. If a revised program is not accepted, the city will send written notice to that effect to the employer within thirty 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 ten working days of the conference.

C. *Violations.* The following constitute violations if the deadlines established in this chapter are not met:

1. Failure to perform a baseline measurement within ninety days of written notification from the city that an employer qualifies as a major employer, including:

a. Employers notified or that have identified themselves to the city within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the notification or self-identification;

b. Employers not identified or self-identified within ninety days of the ordinance codified in this chapter being adopted and that do not perform baseline data collection consistent with the requirements specified by the city within ninety days from the adoption of the ordinance codified by this chapter;

- c. A new major employer that does not perform baseline data collection consistent with the requirements specified by the city within ninety days of identification as a major employer;
2. Failure to develop and/or submit on time a complete CTR program;
3. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed the goals and targets as specified in this chapter;
4. Submission of false or fraudulent data in response to survey and data collection requirements;
5. Failure to make a good faith effort, as defined in RCW ~~70.94.534(2)~~[70A.15.4050\(2\)](#) and this chapter; or
6. Failure to revise a CTR program as defined in RCW ~~70.94.534(4)~~[70A.15.4050\(2\)](#) and this chapter.

D. *Penalties.*

1. No major employer or voluntary worksite with an approved CTR program that has made a good faith effort may be held liable for failure to reach the applicable goals and targets;
2. A major 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 compliance if they:
  - a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
  - b. 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 ~~70.94.531~~[70A.15.4040](#));
3. Compliance with the requirements of this code is mandatory. The penalties and remedies for civil infractions established in MMC [1.04.050](#) and Chapter [7.80](#) RCW shall apply to any violation of this code. The enforcement actions authorized under this code shall be supplemental to such penalties and remedies. (Ord. 005/2019 § 10 (Exh. B))

**22.88.120 Exemptions and goal modifications.**

A. *Work Site Exemptions.* A major employer may request the city to grant an exemption from all CTR program requirements or penalties for a particular work site. The employer must demonstrate that it would experience undue hardship in complying with the 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 major employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures of the approved CTR plan. Exemptions may be granted by the city at any time based on written notice provided by the major employer. The notice should clearly explain the conditions for which the major 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 work site's CTR program. Exemptions may also be granted for 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 Board Guidelines to assess the validity of employee exemption requests. The city shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

~~C. *Modification of CTR Program Goals and Targets.*~~

~~1. A major employer may request that the city modify its CTR program goals and/or targets. Such requests shall be filed in writing at least sixty days prior to the date the work site is required to submit its program description or annual report. The modification request must clearly explain why the work site is unable to achieve each applicable goal and/or target. The work site must also demonstrate that it has implemented all of the elements contained in its approved CTR program.~~

~~2. The city will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines.~~

~~3. An employer may not request a modification of the applicable goals and/or targets until one year after city approval of its initial program description or annual report. (Ord. 005/2019 § 10 (Exh. B))~~

**22.88.130 Appeals.**

Administrative interpretations and administrative approvals may be appealed, by a major employer, to the hearing examiner in accordance with MMC [22.84.080](#). The appeal must be in writing and state in a clear and concise manner the specific exceptions and objections to the administrative decision. The decision on the appeal shall constitute a final decision appealable to the city council. (Ord. 005/2019 § 10 (Exh. B))

# Ordinance 016 2025\_Commute Trip Reduction

Final Audit Report

2025-07-09

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