



# MARYSVILLE

WASHINGTON

**PLANNING COMMISSION MEETING  
TUESDAY, MAY 13, 2025 – 6:30 PM  
501 DELTA AVENUE  
MARYSVILLE, WA 98270**

## AGENDA

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The Planning Commission meeting is a hybrid meeting which you are welcome to attend in person or via Teams. Anyone wishing to provide verbal public comment is encouraged to pre-register by contacting the Staff Contact for the agenda item outlined above the day prior to the meeting. Those providing verbal public comment will need to provide their name, address, e-mail and phone number for the public record.

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### CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Planning Commission meeting minutes - April 8, 2025

Suggested motion: I move to approve the April 8, 2025 Planning Commission

meeting minutes.

[Planning Commission minutes - April 8, 2025](#)

**3. AUDIENCE PARTICIPATION** *(for topics not on the agenda)*

**4. PUBLIC HEARING**

- 4.1 Updates to Commute Trip Reduction (CTR) Plan (2025-2029) and CTR Ordinance  
Suggested motion: I move to recommend approval of the amendments to MMC Chapter 11.52, Commute Trip Reduction and approval of the 2025 - 2029 CTR Plan for adoption by Ordinance.

[Commute Trip Reduction Memo and Exhibits](#)

- 4.2 Code Amendment Regulating Garage Sales  
Suggested motion: I move to recommend approval of the proposed amendments regulating garage sales to City Council for adoption by ordinance.

[Garage Sale Code Amendments and Memo](#)

[Exhibit 4](#)

[Exhibit 5](#)

**5. OLD BUSINESS**

- 5.1 Middle Housing Update  
No action. Brief update only.

[Memo re Middle Housing Update](#)

**6. NEW BUSINESS**

**7. DIRECTOR'S COMMENTS**

**8. ADJOURNMENT**

**9. NEXT MEETING - June 3, 2025**

**[CITY COUNCIL AGENDA ITEMS AND MINUTES](#)**

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# Agenda Bill

## PLANNING COMMISSION AGENDA ITEM REPORT

**DATE:** May 13, 2025

**SUBMITTED BY:** Angela Gemmer, Community Development

**ITEM TYPE:** Minutes

**AGENDA SECTION:** **APPROVAL OF MINUTES**

**SUBJECT:** Planning Commission meeting minutes - April 8, 2025

**SUGGESTED ACTION:** Suggested motion: I move to approve the April 8, 2025 Planning Commission meeting minutes.

**SUMMARY:** Approval of the attached meeting minutes.

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**ATTACHMENTS:**  
[Planning Commission minutes - April 8, 2025](#)

Community  
Development



501 Delta Ave  
Marysville, WA 98270

**Planning Commission  
Meeting Minutes**

**April 8, 2025**

**CALL TO ORDER**

Chair Leifer called the meeting to order at 6:38 p.m.

**1) ROLL CALL**

**Present:** Chair Stephen Leifer, Commissioner Gary Kemp, Commissioner Jerry Andes, Vice Chair Brandon Whitaker, Commissioner John Ray, Commissioner Raymond Miller

**Absent:** Commissioner Shanon Jordan

**Staff:** Planning Manager Chris Holland, Principal Planner Angela Gemmer

**2) APPROVAL OF MINUTES**

2.1 Approval of March 25, 2025 Planning Commission meeting minutes

**March 25, 2025**

**Motion** to approve the March 25, 2025 Planning Commission meeting minutes moved by Commissioner Jerry Andes seconded by Commissioner Gary Kemp.

**AYES: ALL**

**3) AUDIENCE PARTICIPATION**

None

**4) PUBLIC HEARING**

None

**5) OLD BUSINESS**

None

## 5.1 Middle Housing, Accessory Dwelling Unit, and Unit Lot Subdivision Amendments - Batch 2

### Middle Housing, Accessory Dwelling Unit and Unit Lot Subdivision Amendments - Batch 2

Principal Planner Gemmer reintroduced the topic and gave a presentation on Middle Housing, Accessory Dwelling Units, and Unit Lot Subdivision Amendments. She discussed Unit Lot Subdivisions and Density; Density - Units per Net Acre vs. Units per Lot; and a Comparison of Single Family Zones. She reviewed other Batch 2 code amendments as listed in the memorandum. General clarification questions and answers followed about zoning, density calculations, lot sizes, and potential configurations.

Todd, Keller Williams, Marysville, said they currently have about 11 projects going in the City of Everett with HB 1137 and are excited to see how things work out in Marysville because they would prefer to be working here. He asked clarification questions about potential development options for different scenarios.

Commissioner Andes asked if major transit refers to the just the SWIFT lines. Principal Planner Gemmer confirmed this refers to Bus Rapid Transit. There was some discussion about the potential alignment and general layout of stops along 51st. Ms. Gemmer offered to bring back a representative from Community Transit for more information.

Principal Planner Gemmer requested feedback on Master Planned Senior Community level of density of 14 units/acre which is being proposed. Commissioners requested an example to get more clarity on this. Ms. Gemmer offered to bring back a proposed site plan for discussion. Staff will bring back more information related to alternative lot sizes at the next meeting also.

Principal Planner Gemmer noted that staff is proposing to remove single family as an allowance in R18 and R28 Multifamily Zones. Chair Leifer thought it made sense to preserve multifamily zones for their intended purpose. Other commissioners concurred.

Vice Chair Whitaker referred to pages 23 and 24 regarding rules for calculating bonus space and asked why disc golf was removed. Ms. Gemmer explained that it was a use they didn't want to necessarily encourage, but it is still allowed.

## 6) NEW BUSINESS

## 7) DIRECTOR'S COMMENTS

Principal Planner Gemmer reported that Jeff Wilson will be the Interim Community Development Director until a permanent one is found.

Todd from Keller Williams made a comment about the huge population increase expected in coming years and the desire by most people for houses. He would love to see more houses and not so many apartments. He spoke to the importance of doing it properly so it is still a nice place to live. Commissioner Miller expressed appreciation for his comments and perspective. He also commented that many people can't afford homes, and apartments are still an important housing option.

**8) ADJOURNMENT**

Commissioner Kemp requested an excused absence at the next meeting because he will be out of town.

**Motion** to adjourn the meeting at 7:37 p.m. moved by Commissioner Raymond Miller seconded by Vice Chair Brandon Whitaker.

**AYES: ALL**

**9) NEXT MEETING - April 22, 2025**



# Agenda Bill

## PLANNING COMMISSION AGENDA ITEM REPORT

**DATE:** May 13, 2025

**SUBMITTED BY:** Kathryn Bird, Community Development

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** **PUBLIC HEARING**

**SUBJECT:** Updates to Commute Trip Reduction (CTR) Plan (2025-2029) and CTR Ordinance

**SUGGESTED ACTION:** Suggested motion: I move to recommend approval of the amendments to MMC Chapter 11.52, Commute Trip Reduction and approval of the 2025 - 2029 CTR Plan for adoption by Ordinance.

**SUMMARY:**

In 2006, the Washington State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act amending RCW 70.94.521 — 555 and requiring local governments in counties experiencing the greatest automobile related air pollution and traffic congestion to set new goals for reducing drive-alone trips and vehicle miles traveled. The CTR Plan is required to be updated every four (4) years. Additionally, Washington State Department of Transportation is requiring several updates to the CTR Plan and CTR Ordinance. These changes include:

- Requiring businesses with twenty (20) or more employees the option to make a monthly, pre-tax payroll deduction for transit/vanpool expenses or to offer a partially or wholly employer-paid transit pass.
- CTR goals, will be replaced, requiring major employers to select five (5) options from among three (3) categories, including:
  - Commute Support and Incentives
  - Information and Education
  - Amenities and Infrastructure.

Additional changes include:

- Amended definition of “drive alone commute.”
- Addition of requirements for biennial progress reports and a biennial measure of employee commute behavior (survey).
- Elimination of the “transportation fair” requirement.

These changes are included in the amendments to [MMC Chapter 11.52 Commute Trip Reduction \(Exhibit A\)](#), including adoption of the 2025 – 2029 CTR Plan ([Exhibit B](#)).

The Community Development Department respectfully requests the Planning Commission take public testimony during the public hearing and forward a recommendation of **approval** to City Council of the amendments to [MMC Chapter 11.52](#) and approval of the 2025 – 2029 CTR Plan for adoption by Ordinance.

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**ATTACHMENTS:**

[Commute Trip Reduction Memo and Exhibits](#)

## MEMORANDUM

**DATE:** May 13, 2025

**TO:** Planning Commission

**FROM:** Kathryn Bird, Associate Planner

**RE:** Public Hearing - Amendments to MMC Chapter 11.52 and adoption of the 2024 – 2029 Commute Trip Reduction Plan (CA25-0006)

**CC:** Jeff Wilson, Interim CD Director  
Chris Holland, Planning Manager  
Angela Gemmer, Principal Planner

**EXHIBIT A:** Amendments to MMC Chapter 11.52 *Commute Trip Reduction Plan*

**EXHIBIT B:** 2025-2029 Commute Trip Reduction Plan

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In 2006, the Washington State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act amending RCW 70.94.521 — 555 and requiring local governments in counties experiencing the greatest automobile related air pollution and traffic congestion to set new goals for reducing drive-alone trips and vehicle miles traveled. The CTR Plan is required to be updated every four (4) years. Additionally, Washington State Department of Transportation is requiring several updates to the CTR Plan and CTR Ordinance. These changes include:

- Requiring businesses with twenty (20) or more employees the option to make a monthly, pre-tax payroll deduction for transit/vanpool expenses or to offer a partially or wholly employer-paid transit pass.
- CTR goals will be replaced, requiring major employers to select five (5) options from among three (3) categories, including:
  - Commute Support and Incentives
  - Information and Education
  - Amenities and Infrastructure.

Additional changes include:

- Amended definition of “drive alone commute.”
- Addition of requirements for biennial progress reports and a biennial measure of employee commute behavior (survey).
- Elimination of the “transportation fair” requirement.

These changes are included in the amendments to [MMC Chapter 11.52 Commute Trip Reduction](#) (**Exhibit A**), including adoption of the 2025 – 2029 CTR Plan (**Exhibit B**).

The Community Development Department respectfully requests the Planning Commission take public testimony during the public hearing and forward a recommendation of **approval** of the amendments to [MMC Chapter 11.52](#) and approval of the 2025 – 2029 CTR Plan.

**Exhibit A**  
**Amendments to MMC Chapter 11.52**  
**Commute Trip Reduction (CTR) Plan**

**11.52.050 Definitions.**

“Affected employee” means a full-time employee who begins their regular work day at a major employer worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 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 52 weeks for an average of at least 35 hours per week on two or more weekdays 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.

“Alternative mode of transportation” means any means of commute transportation other than commuting in a single-occupant vehicle, including rideshares (carpool or vanpool), use of transit, bicycling, or walking.

“Alternative work schedules” means work schedules which allow employees to work their required hours outside of the traditional Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule, thereby allowing for a reduction of single-occupant vehicle commute trips. Examples include compressed work weeks, flex-time, and teleworking.

“Baseline data collection” means the collection of employee trip data at a major worksite to determine the non-drive-alone trips per employee at the worksite. The city 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 timeframe specified by the city.

“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.

“City” means the city of Marysville.

“Commute trip” means trips made from a worker’s home to a worksite during the peak time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.

“Commuter matching service” means a system that assists in matching commuters for the purpose of commuting together, such as RideshareOnline.com.

“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 work day 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 10-hour days or 80 hours in nine days, but may also include other arrangements.

“CTR law” means a law passed in 1991 (Chapter 202, Laws of 1991), amended in 2006 and codified in RCW [70.94.521](#) through [70.94.551](#) 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 100 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. Counties and cities within the designation above shall adopt a commute trip reduction plan and ordinance for major employers within their jurisdictional boundaries.

“CTR plan” means the city’s plan and ordinance to regulate and administer the CTR programs of major employers within the city.

“CTR program” means an employer’s strategies to increase affected employees’ non-single-occupancy vehicle trips.

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

“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.

“ETC” means employer transportation coordinator as required pursuant to RCW [70.94.531](#)(3).

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

“Good faith effort” shall have the meaning provided in RCW [70.94.534](#)(2), as now enacted or subsequently amended.

“Implementation” means active pursuit by an employer of the CTR goals of RCW [70.94.521](#) through [70.94.555](#), this chapter, and the CTR plan as evidenced by appointment of an ETC, distribution of information to employees regarding alternatives for non-drive-alone commuting, and commencement of other measures according to its approved CTR program and schedule.

“Major employer” means a private or public employer, including state agencies, that employs 100 or more affected employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on at least two weekdays each week for at least 12 continuous months.

“Major worksite” or “worksite” means a building or group of buildings that 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 100 or more affected employees.

“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.

“Single-occupant vehicle (SOV)” means a motor vehicle occupied by one employee for a commute trip, including a motorcycle. If there are other passengers occupying the motor vehicles, but the ages of these passengers are under 16, the motor vehicle is still considered a single-occupant vehicle for measurement purposes.

“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.

“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.

“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.

“Vanpool” means a vehicle occupied by from five to 15 people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip.

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

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

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

“Writing,” “written,” or “in writing” means original written signed and dated documents delivered via the United States Postal Service. (Ord. 3047 § 1, 2017).

### **11.52.060 City’s CTR Plan.**

The city’s CTR plan, ~~as approved in 2016 and adopted in 2017 and~~ as set forth in the ordinance codified in this chapter as Exhibit B, is adopted wholly and incorporated herein by reference.

### **11.52.080 Requirements for employers**

A major employer is required to make a good faith effort to develop and implement a CTR program that will encourage its employees to increase in non-single-vehicle commute trips. The employer shall submit a description of its program to the city and provide quarterly progress reports to the city on employee commuting and progress toward meeting the goals and targets. The CTR program must include the mandatory elements as described below.

(1) 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:

(a) general description of the employment worksite location, transportation characteristics, and surrounding services, including unique conditions experienced by the employer or its employees;

(b) number of employees affected by the CTR program;

(c) documentation of compliance with the mandatory CTR program elements (as described in subsection (2) of this section);

(d) description of the additional elements included in the CTR program (as described in subsection (2) of this section); and

(e) schedule of implementation, assignment of responsibilities, and commitment to provide appropriate resources.

(2) Mandatory Program Elements. Each employer’s CTR program shall include the following mandatory elements:

(a) Employee Transportation Coordinator. The employer shall designate an ETC to administer the CTR program. The ETC and/or designee's name, location, and contact information must be displayed prominently at each major worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and city. The objective is to have an effective transportation coordinator presence at each worksite; a major employer with multiple sites may have one ETC for all sites.

(b) Information Distribution. Information about alternative modes of transportation, other than commute trips in single-occupant vehicles, shall be provided to employees at least twice a year. One of the items distributed must be a description of the employer's worksite program. The employer's program description and quarterly report must identify the information to be distributed and the method of distribution.

(c) Quarterly Progress Report. The CTR program must include a quarterly review of employee commuting and progress and good faith efforts toward meeting the goals and targets as outlined in the CTR plan. Major employers shall file a quarterly progress report with the city in accordance with the format established by this chapter and consistent with the CTR board guidelines\*. The report shall describe each of the CTR measures that were in effect for the previous quarter, and the number of employees participating in the CTR program. Within the report, the employer should evaluate the effectiveness of the CTR program and, if necessary, propose modifications to achieve the worksite's CTR targets. The format of the report shall be provided by the city. The employer should contact the city for the format of the report. \*CTR Guidelines can be found at [www.wsdot.wa.gov/transit/CTR/law.htm](http://www.wsdot.wa.gov/transit/CTR/law.htm)

(d) Trip Data Measurement. Employers shall conduct a quarterly program data evaluation as a means of determining worksite progress toward meeting CTR targets.

~~(e) 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.~~

(f) ETC Training. ETCs will be required to attend an ETC basic training session within six months of appointment.

(g) 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.

(h) 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.

~~(i) 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:~~

~~(i) Provision of preferential parking or reduced parking charges, or both, for rideshare vehicles (carpool or vanpool);~~

~~(ii) Instituting or increasing parking charges for single-occupant vehicles;~~

~~(iii) Provision of commuter matching services to facilitate employee ride-sharing for commute trips;~~

~~(iv) Provision of subsidies for transit fares;~~

~~(v) Provision of vans for vanpools;~~

~~(vi) Provision of subsidies for carpools or vanpools;~~

~~(vii) Permitting the use of the employer's vehicles for carpooling or vanpooling;~~

~~(viii) Permitting alternative work schedules to facilitate employees' use of transit, carpools, or vanpools;~~

~~(ix) Cooperation with transportation providers to provide additional regular or express service to the worksite;~~

~~(x) Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;~~

~~(xi) Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;~~

~~(xii) Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes;~~

~~(xiii) Establishment of a program of alternative work schedules, such as a compressed work week which reduces commuting; and~~

~~(xiv) Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site daycare facilities and emergency taxi services.~~

~~(i) Businesses with 20 or more employees must allow employees the opportunity to make a monthly, pre-tax payroll deduction for transit/vanpool expenses or to offer a partially or wholly employer-paid transit pass.~~

(j) Major employers shall choose at least five of the following measures including one from each subsection below. 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.

(i) Commuting Support and Incentives.

(A) Subsidized or free transit passes for employees.

(B) Pre-tax payroll deductions for transit or vanpool expenses.

(C) Provision of subsidies for carpooling or vanpooling.

(D) Incentives rewarding avoidance of drive-alone commute trips such as gift cards or a parking cash-out program.

(E) Guaranteed ride home programs for emergencies.

(F) Shuttle services from transit stations to the workplace.

(G) Employer telework program.

(H) Flexible or compressed workweek schedules.

(I) Options for working at alternative sites closer to employees' homes.

(J) Incentives for walking or biking, such as gift cards or discounts on outdoor gear.

(K) Rideshare matching events for vanpools and carpools.

(ii) Information and Education.

- (A) Commute options information and orientation for new hires.
  - (B) Communication plan for sharing print and digital information on the employer's CTR program.
  - (C) Information on commute options and resources displayed in common areas at the workplace and/or available online or by mobile app.
  - (D) Educational campaigns, conducted at least once per year, on the benefits of alternative commuting.
  - (E) Outreach campaigns, conducted at least once per year, to promote walking or biking, such as a "bike to work" month.
  - (F) Workshop or transportation fair, conducted at least once per year, promoting sustainable transportation options.
  - (G) Personalized travel planning assistance for employees, which could include guidance on transportation benefits, planning routes, or finding rideshare partners.
  - (H) Real-time transit information display at the workplace or in a centrally accessible location.
- (iii) Amenities and Infrastructure.
- (A) Preferential parking for carpoolers and vanpoolers.
  - (B) Amenities for bike commuters including secure bike storage, showers, or bike repair stations.
  - (C) Onsite amenities like a cafeteria, fitness center, micro-market, or daycare to reduce off-site trips.
  - (D) Provision and maintenance of electric vehicle charging stations.
  - (E) Parking space for carshare vehicles or company-owned cars for employee use.

**11.52.100 Schedule and process for CTR reports.**

(1) CTR Program. Not more than 90 days after the adoption of the ordinance codified in this chapter, or within 90 days after an employer qualifies under the provisions of this chapter as a major employer, the employer will be given 90 days to complete baseline data collection, and an additional 90 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 90 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.

(2) Document Review. The city 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 30 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 quarterly report within 90 days of submission, the employer's program or quarterly report is deemed accepted. The city may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

(3) CTR Quarterly Progress Reports. Upon approval of an employer's initial CTR program, the employer shall submit quarterly reports on the dates requested from the city, no less than 90 days after program approval.

(4) CTR Biennial Progress Reports. CTR-affected employers shall report on the CTR programs every two years with the first biennial CTR progress report due two years after establishing their CTR program. The CTR biennial progress report is a standardized questionnaire that asks about elements of the employer's CTR program. The city/county will review and approve the CTR biennial progress report based on the CTR program's effectiveness at reducing drive-alone trips.

(5) Biennial measure of employee commute behavior. Employers shall conduct a program evaluation to determine worksite progress toward meeting CTR goals. The employer shall distribute and collect commute trip reduction program surveys at least once every two years and strive to achieve at least a 70 percent response rate from employees at the worksite. The first survey shall be conducted by the CTR-affected employer one year after establishing the employers CTR program and then every two years thereafter.

~~(4)~~(6) Modification of CTR Program Elements. Any major employer may submit a request to the city to modify a CTR program element, other than the mandatory elements specified in this chapter, including record keeping requirements. Such requests may be granted if one of the following conditions exist:

(a) The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer; or

(b) The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

~~(6)~~(7) Extensions. An employer may request additional time to submit a CTR program or CTR report, or to implement or modify a program. Such requests shall be via written notice at least 10 working days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. The city shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 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 reporting date shall not be adjusted permanently as a result of these extensions. An employer's reporting date may be extended at the discretion of the city.

~~(6)~~(8) Implementation of Employer's CTR Program. The employer shall implement its approved CTR program not more than 90 days after the program was first submitted to the city. Implementation of the approved program modifications shall begin within 30 days of the final decision or 90 days from submission of the CTR program or CTR quarterly report, whichever is greater.

**Exhibit B**  
**2025-2029 Commute Trip Reduction Plan**  
(See attached)



# CITY OF MARYSVILLE COMMUTE TRIP REDUCTION FOUR-YEAR PLAN UPDATE: 2025–2029

JUNE 13, 2024

Community Development Department  
❖ City of Marysville 501 Delta Avenue Marysville, WA 98270



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## Abbreviations

ACS	American Community Survey
CBO	Community Based Organization
Census	U.S. Census Bureau
City	City of Marysville
Comprehensive Plan	2015 Comprehensive Plan
County	Snohomish County
CTR	Commute Trip Reduction
ETC	Employee Transportation Coordinator
PSRC	Puget Sound Regional Council
RCW	Revised Code of Washington
RTPO	Regional Transportation Planning Organizations
WAC	Washington Administrative Code
WSDOT	Washington State Department of Transportation

## Executive Summary

The Commute Trip Reduction (CTR) program was developed under Washington State law to develop strategies to reduce the number of commute trips. CTR affects worksites with 100 or more full-time employees who begin their shift between 9 and 6 am on weekdays in the nine most populous counties in Washington State. Through biannual surveys, the program monitors the mode of commute employees choose, the length of their commute, and where they travel for work. Community Transit, in collaboration with WSDOT, assists local jurisdictions and individual worksites in administering their CTR program. This document summarizes the needs and benefits of reducing commute trips, proposes a measurable target, and proposes new requirements to incorporate into City of Marysville's local CTR Ordinance, which will apply to CTR-affected worksites.

# Benefits of CTR

## 1. Local Land Use and Transportation Context and Objectives

### a. Setting In City of Marysville as it is Today or Will Be in the Near Future

Marysville is a mid-size city located in northern Snohomish County. Incorporated in 1891, it has 73,780 residents per the 2023 Office of Financial Management population estimates. Approximately 8,725 workers commute in to the City, 24,900 workers commute out, and 2,006 workers both live and work in the City. This generates a significant amount of commuter traffic throughout the city and particularly through State Avenue and Interstate 5. Marysville has undergone rapid growth in the last few years largely through in-fill development. There are few vacant parcels remaining, but many residential zoned parcels are eligible for subdivision. Each new development is required to construct frontage improvements to improve pedestrian and bicycle transportation. Thus, there is a patchwork of complete and incomplete (lacking adequate shoulder width, sidewalk, bicycle lane, etc.) roads throughout the city. Marysville needs improved access to transit stops, business access and transit lanes for bus rapid transit and high occupancy vehicles to serve the many new communities. Filling in these gaps is a focus of the capital improvement plan.

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

Marysville has historically been predominantly a single-family community. The city has chosen to increase allowed density in its Downtown Master Plan Area in anticipation of continued growth. In-fill residential development continues at a rapid pace throughout the City. Larger employers in the City are mostly concentrated in the Smokey Point Area. Marysville is often referred to as a “bedroom community” as the majority of the workforce commutes to Everett and farther south into the Seattle Metro Area. Appendix A is Community Transit’s System Map for City of Marysville and Tulalip. Marysville has 5 major transit stops, concentrated near State Avenue. Bus lines run along some of the major streets in Marysville, but there is relatively little connectivity to the majority of residential neighborhoods.

### c. The changes to commuting patterns in Marysville in the last few years include:

- The PM peak hour traffic counts continue to increase as development expands.

The expansion of the afternoon peak does not directly affect the type of commute trips. However, it does add market demand for alternatives to drive-alone commutes.

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

Increases in housing density, completion of the multi-modal infrastructure systems, and vehicle miles traveled reductions are well supported by the CTR program. Community Transit is planning for the Swift Gold Line, which will be a bus line connecting Everett to Arlington through Marysville along State Avenue/Smokey Point Boulevard. Meanwhile, Marysville’s Capital Improvement Plan transportation projects are focused on completing the infrastructure systems for all transportation modes. These improvements will facilitate commuter access to non-drive alone modes. Capital Improvement projects include:

- Completing sidewalks and trails throughout the city.
- Building out the bikeway system.
- Implementing complete streets treatments on street upgrade projects.

**e. Critical Aspects Of Land Use And Transportation That Should Be Sustained And Key Changes That Should Be Considered To Improve Commute Trip Reduction’s Contribution To The Land Use And Transportation Objectives**

The city should accelerate land use and transportation improvements to meet sustainability, livability, and economic development goals. Increases in density of new housing and the capital improvement projects to build out multi-modal networks are going the right direction to support commute trip reduction.

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

COVID-19 initiated a surge of remote work. Since COVID-19 ended, many employers continue to offer full-time and hybrid work-from home schedules. A reverse trend toward returning to the office is occurring; it will likely take several years for employers and employees to find the right balance and reach an overall equilibrium across the workforce. The CTR program highly encourages work-from home, hybrid schedules, and flex schedules to reduce vehicle trips.

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

CTR closely aligns with the objectives of Transportation Element of Marysville’s Comprehensive Plan. The Transportation Element’s overall goal is, “The City will have a safe, cleaner, integrated, sustainable, and highly efficient multimodal transportation system that supports the City land use plan and regional growth strategy and promotes economic and environmental vitality and improves public health.” In collaboration with Snohomish County’s Countywide Planning Polices, the Transportation Element lists the following specific objectives:

- Transportation System Efficiency and Safety
- Public Involvement and Agency Coordination
- Land Use and Economic Development
- Mobility Options
- Sustainable Transportation Systems and the Environment

- Levels of Service Standards and Concurrency Program
- Financing and Implementation

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

City of Marysville will continue to expand its capital improvement projects, which include roadway widening, signaling upgrades, new sidewalks and multi-use trails. Marysville’s Public Works Department requires developers to construct frontage improvements on all new developments where the adjacent roadway is substandard. This includes road widening, sidewalks, street lights, bike lanes on select roadways, and crosswalks where needed.

Continued coordination with Community Transit to expand the number of bus routes and transit stations is needed. Encouraging high density housing such as mixed use, and multi-family, low-income, and senior community developments nearer transportation corridors or near major transit stations would improve access for the primary users of public transit.

**2. How the CTR Program Will Help Achieve City of Marysville’s Land Use and Transportation Objectives**

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

The CTR program and the city’s focus on increasing housing density and completing the multi-modal networks are mutually re-enforcing. By encouraging people to commute via non-drive-alone modes the CTR program supports the market for higher density housing close to transit and the demand for multi-modal networks. In turn the higher density housing near transit and the multi-modal networks offer more opportunities for people to commute via non-drive-alone modes

**3. How the CTR Program Will Help Achieve City of Marysville’s Environmental Objectives**

**a. How the CTR Program Will Support City of Marysville’s Greenhouse Gas Emission Reduction Efforts**

Every drive-alone commute trip that converts to transit, rideshare or a non-motorized mode eliminates the greenhouse gas emissions that would have been generated by that drive-alone trip.

## **b. How the CTR Program Will Support City of Marysville’s Environmental Objectives in Addition to Greenhouse Gas Emission Reductions**

As drive-alone trips shift to transit, rideshare and non-motorized the demand for new roadways decreases and more land area can be left in a natural, unbuilt state which also improves air quality.

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

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

#### **Local and Regional Benefits**

- Ease of access to goods and services for those who do not own personal vehicles.
- Expand access to jobs for low-income individuals
- Reduced congestion
- Improve air and water quality
- Reduce transportation costs for residents
- Improve health and recreation opportunities by constructing bike lanes
- Improved safety bicyclists and pedestrians

#### **State Benefits**

- Improve delivery of CTR programs.
- Produce more useful transportation behavior data.
- Expand investment and service to advance equity and environmental justice.
- Respond to shifting mobility patterns.
- Reduce greenhouse gas emissions.

### **b. Adjacent CTR-Affected Cities and Counties.**

- Arlington
- Everett
- Lake Stevens
- Tulalip Reservation

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

- As of 2019, almost half (47%) of the region’s population had specialized transportation needs due to age (minors and 65 or older), low income, or disability. Among this group, low- income and disabled individuals have the greatest need for specialized transportation.
- Water quality, air quality, and noise pollution
- A need for enhanced access to open space and recreation
- City of Marysville needs a more extensive public transit network that can serve both disadvantaged (low-income, disabled, etc.) people and commuters. Since the majority of commuters work outside of city limits, additional public transit routes out of town are essential to reducing commute trips.
- Many roadways throughout the City are not “complete streets” (containing vehicle lanes, bicycle lane, and a pedestrian sidewalk).

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

The City of Marysville is pursuing the following strategies to address the issues described in Section 4c above:

- The City of Marysville is currently collaborating with Community Transit on the Swift Bus Rapid Transit (BRT) Gold Line which will connect Everett Station with the Smokey Point Transit Center in Arlington.
- The City has standards in its Comprehensive Plan and Marysville Municipal Code to address water quality, air quality and noise pollution. Specific examples include adoption of the Department of Ecology’s Stormwater Management Manual for Western Washington, encouragement of Low Impact Development (LID), policies that encourage Greenhouse Gas Reduction (GHG), and a noise ordinance.
- The City is evaluating recreational opportunities within the community, and partnering with the City of Lake Stevens on an extension of the Bayview Trail from Marysville into Lake Stevens.
- The City encourages complete streets and requires pedestrian improvements with development projects, and bicycle improvements on designated bike lanes.

## Performance Targets

### 5. CTR Performance Targets

#### a. Performance Targets that Reflect Only CTR-Affected Worksites

Weighted average Drive Alone Rate (DAR) of 15.5 percent or below of 60 percent or less for CTR-affected worksite. The DAR performance target for City of Marysville is 68 percent.

#### b. Additional Performance Targets

None.

### 6. Base Values for Each Performance Target

#### a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

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

#### a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

### 8. How City of Marysville Will Measure Progress Toward Each Target

#### a. The Method Used to Measure Progress for Each Target

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

### 9. CTR-Affected Worksites in City of Marysville

#### a. List of CTR-Affected Worksites

- Marysville City Hall (501 Delta Avenue)
- Safran Cabin, Inc. (12810 State Avenue)
- The Everett Clinic (2901 174th Street NE)

### 10. Performance Targets for Each CTR-Affected Worksite

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

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

## **11. List the Base Value for Each Site**

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

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

## **Services and Strategies**

## **12. Services and Strategies City of Marysville Will Use to Achieve CTR Targets**

To help achieve the goals and targets of the CTR plan, City of Marysville will revise the CTR ordinance to require affected employers to implement additional measures designed to increase the percentage of employees using some or all of the following modes: transit; vanpool; carpool; bicycle or walking; telework, compressed work week, or flexible work schedule; and other non-single occupant vehicle modes. The revised ordinance will require affected employers to choose at least five of the following measures including one from each category. Alternative measures may be submitted by the employer to Community Transit for review and approval.

### **a. Commuting Support and Incentives**

- Subsidized or free transit passes for employees
- Pre-tax payroll deductions for transit or vanpool expenses
- Provision of subsidies for carpooling or vanpooling
- Incentives rewarding avoidance of single-occupancy commuting such as gift cards or a parking cash-out program.
- Guaranteed ride home programs for emergencies
- Shuttle services from transit stations to the workplace.
- Employer telework program
- Flexible or compressed workweek schedules
- Options for working at alternative sites closer to employees' homes
- Incentives for walking or biking, such as gift cards or discounts on outdoor gear
- Rideshare matching events for vanpools and carpools

### **b. Information and Education**

- Commute options information and orientation for new hires
- Communication plan for sharing print and digital information on the employer's CTR program.

- Information on commute options and resources displayed in common areas at the workplace and/or available online or by mobile app
- Educational campaigns on the benefits of alternative commuting
- Outreach campaigns to promote walking or biking, such as a “bike to work” month
- Workshops or fairs promoting sustainable transportation options
- Personalized travel planning assistance for employees, which could include guidance on transportation benefits, planning routes, or finding rideshare partners
- Real-time transit information display at the workplace or in a centrally accessible location

#### **c. Amenities and Infrastructure\***

- Preferential parking for carpoolers and vanpoolers
- Amenities for bike commuters including secure bike storage, showers, or bike repair stations
- Onsite amenities like a cafeteria, fitness center, micro-market, or daycare to reduce off-site trips
- Provision and maintenance of electric vehicle charging stations
- Parking space for carshare vehicles or company-owned cars for employee use

\* Worksites located next to other employers may wish to partner to provide shared commuting amenities and distribute costs and benefits more broadly.

## **13. How City of Marysville’s Services and Strategies Will Support CTR-Affected Employers**

### **Community Transit Services and Strategies**

Through agreements with City of Marysville and the Washington State Department of Transportation (WSDOT), Community Transit is responsible for employer outreach, education and training, technical assistance, marketing incentives, program review, and administration of the employer data collection process. Community Transit acts as the liaison between City of Marysville and major affected employers and assists with preparation of CTR notification documentation and enforcement recommendations.

Community Transit also manages and implements complimentary and mutually reinforcing transportation demand management programs, including partnerships with multifamily communities, youth focused partnerships with schools and youth-serving organizations, and field marketing at neighborhood events.

Through long-term agreements with each CTR-affected jurisdiction and WSDOT, Community Transit works with CTR-affected and voluntary employers to develop and successfully implement CTR programs. This assistance includes:

- **Employee Transportation Coordinator (ETC) Development and Support** - The ETC is an integral part of the trip reduction program. Their job duties should include coordination of

annual fairs, conducting promotions, distributing information, notifying the City of Marysville about program changes, and the collection and reporting of data. Community Transit provides training courses, networking meetings, and other assistance to the ETC designed to help meet the requirements of the program and increase the success of this key person.

- Program and Strategy Development – Community Transit provides consultation with employers to help worksites design and develop appropriate trip reduction strategies. Strategies may include carpool and vanpool programs, parking management, incentives programs, bicycling and walking programs, alternative work schedules, and telework programs.
- Promotions – Community Transit works with employers to design and conduct promotions, on-site transportation fairs, and other special events to increase awareness and use of commute alternatives. Assistance includes design and provision of materials, promotional items, staffing information booths and on-site ride matching.
- Incentives – Community Transit provides incentives to employees at affected worksite, such as the quarterly Smart Commuter Rewards program, to encourage the use of non-drive alone commute modes.
- Guaranteed Ride Home – Through an agreement with the employer, Community Transit offers emergency transportation to employees who choose an alternative to driving alone.
- Transit Pass Programs – Community Transit can work with employers to help identify appropriate ORCA Business Account programs for worksites.
- Affordable Transportation Alternatives – Community Transit provides affordable transportation alternatives to single occupancy vehicle commuting.
- Vanpool Services – Community Transit operates one of the largest vanpool programs in the nation. Vans are provided to groups of 5-15 commuters who pay a monthly fare based on travel distance and number of passengers.
- Transit Services – Community Transit, Everett Transit and Sound Transit provide bus and commuter rail service within Snohomish County. Community Transit staff assists ETCs with identifying potential riders, planning individual trips and marketing specific routes. Transit schedules and on-site transit pass programs are also available.

### **City of Marysville Services and Strategies**

City of Marysville will continue to promote more transit-oriented development for affordable housing, improving infrastructure around transit locations, and marketing around the time-saving benefits of transit. Marysville will coordinate with major employers to promote a shared understanding and coordination around CTR planning and service times. The City will continue to require dedicated carpool parking for office, industrial and institutional uses with more than 20 parking spaces to encourage carpooling. Parking space reductions are also possible when effective alternatives to automobile access are proposed and hearing examiner approval is obtained.

## 14. Barriers City of Marysville Must Address to Achieve CTR Targets

- **Transit service:** Long commute times  
**How addressing:** Marysville will continue to coordinate with Community Transit to build out bus services throughout the City.
- **Non-motorized access incomplete:** Many of the CTR affected work sites, including in the regional growth center, have limited access for non-motorized modes due to gaps in the non-motorized infrastructure networks (sidewalks, trails, bikeways, safe crossings.)  
**How addressing:** Road widening, traffic safety measures, frontage improvements, are underway throughout the city. The city will continue to seek funding from other agencies to complete roadway improvements and coordinate with developers to construct adequate frontages.
- **High employee transportation coordinator turnover and lack of worksite support:** Designation of an employee transportation coordinator is the responsibility of the CTR-affected employer. Often these duties are tacked onto a wholly unrelated job with no internal support.  
**How addressing: Marysville** can maintain an updated standard operating procedure for its own ETC. Marysville can be available to provide information and resources to other CTR-affected employers' ETC employees.
- **Employer and ETC Investment:** Lack of major employer cooperation and investment in CTR worksite programs and lack of support for their appointed employee transportation coordinators is a frequent and universal CTR barrier. The employer and ETC are the backbone of CTR programs. But at many sites the ETC is not given the opportunity to succeed because of lack of time and resources.  
**How addressing:** The City will designate a CTR coordinator to collaborate proactively with Community Transit to identify and notify CTR affected worksites of requirements, and to determine that employers are demonstrating a good faith effort to achieve targets. As appropriate, the city will implement enforcement actions as outlined under [MMC 11.52.110](#)
- **Additionally:** City of Marysville will propose a commuter benefit ordinance requiring businesses with 20 or more employees to allow their employees the opportunity to make a monthly pre-tax payroll deduction for transit or vanpool expenses. Employers may instead offer a partially or wholly employer-paid transit pass to satisfy its obligations under this law. This encourages commuters to use transit or vanpool to reduce traffic congestion and carbon emissions. Because the deduction is pre-tax, the law has the added benefit of lowering costs for both workers and businesses.

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

**Rideshare Online:** Employee transportation coordinators use the Rideshareonline.com platform to join and form carpools and vanpools, and for trip logging in support of non-drive alone incentives.

**WSDOT CTR survey tool:** The CTR Ride-Amigos tool is used for data collection purposes including biennial CTR surveys and worksite program reports.

## 16. City of Marysville’s Local CTR Ordinance

Marysville’s CTR Ordinance is located in [Marysville Municipal Code Chapter 11.52](#).

## 17. City of Marysville’s Financial Plan

### a. The Estimated Average Annual Costs

#### ESTIMATED AVERAGE ANNUAL COSTS

Activity	Estimated Average Annual Cost
Employer Engagement*	\$10,045
Commute Trip Reduction 4-year Plan	\$4,464
Performance Reporting*	\$6,696
Administration***	\$10,045
<b>Total</b>	<b>\$31,250</b>

\*Includes identifying worksites and employee transportation coordinators, conducting training, providing technical assistance, and reviewing employer CTR plans.

\*\* Includes worksite surveys and program reports.

\*\*\* Includes financial and program management; CTR for city employees; involvement in comprehensive, regional transportation, and transit planning; transportation demand management technical assistance to capital projects.

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

#### ESTIMATED AVERAGE ANNUAL REVENUE

Source of Revenue	Estimated Average Annual Revenue
Community Transit	\$31,250

## 18. City of Marysville’s Implementation Structure

### a. Who Will Conduct the Activities Listed in the Plan

City of Marysville will update its CTR Ordinance. The City of Marysville has contracted with Community Transit to administer and implement this plan for monitoring, outreach and enforcement.

### b. Who Will Monitor Progress on the Plan

Job Title	Name	Department
Associate Planner	Kathryn Bird	Community Development

Job Title	Name	Department
Planning Manager	Chris Holland	Community Development

Kathryn Bird, Associate Planner, is the CTR program coordinator for the City of Marysville. She will coordinate with Community Transit routinely on behalf of the City of Marysville.

## 19. City of Marysville’s Implementation Schedule

### a. Timeline for Anticipated Projects and Actions

	1 <sup>st</sup> Biennium July 25 – June 2027	2 <sup>nd</sup> Biennium July 2027 – June 2029
<b>Actions</b>	<p>Provide commute and other employee transportation coordinator services to city employees.</p> <p>Identify worksites and employee transportation coordinators</p> <p>Train and provide technical assistance to employee transportation coordinators</p> <p>Review employer CTR plans</p> <p>Assure conduct of worksite surveys and provision of program reports</p> <p>Conduct financial and program management</p> <p>Engage in comprehensive, regional transportation, and transit planning</p> <p>Provide transportation demand management technical assistance to capital projects</p> <p>Support parking maximums proposal</p> <p>Support city funding of employer incentives</p>	<p>Provide commute and other employee transportation coordinator services to city employees.</p> <p>Identify worksites and employee transportation coordinators</p> <p>Train and provide technical assistance to employee transportation coordinators</p> <p>Review employer CTR plans</p> <p>Assure conduct of worksite surveys and provision of program reports</p> <p>Conduct financial and program management</p> <p>Engage in comprehensive, regional transportation, and transit planning</p> <p>Provide transportation demand management technical assistance to capital projects</p> <p>Provide transportation demand management technical assistance to capital projects</p> <p>Undertake development activities for 2029 – 2033 four-year CTR plan.</p>

## **20. CTR Plan for City of Marysville Employees**

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

Marysville offers the following employee benefits which assist with commute trip reduction:

- Flex schedules
- Employee telework program
- Bicycle parking facilities, changing area and shower
- Alternative work schedules (9/80 and 4/10)

Kathryn Bird, Associate Planner, in the Community Development Department, also serves as the employee transportation coordinator for the City in its role as a CTR-affected worksite.

Kathryn administers the program elements 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
- Implementation of the following measures designed to achieve the city's commute trip reduction goals:

Publicize promotional challenges and campaigns

Administer CTR surveys and report results to the city council and executive management

Disseminate information regarding updates to transit services

## **21. How the CTR Plan for City of Marysville Employees Contributes to the Success of the Overall Plan**

### **a. How the Plan for City of Marysville Employees Reinforces the Success of the Jurisdiction Plan**

The actions included in the city-as-employer plan indicate the city's commitment and are similar to those included in all the CTR-affected work site plans. Thus, they create a mutually reinforcing community focused on CTR. Employers know that the city is involved and committed to CTR along with them. The regular forums for employee transportation coordinators foster relationships through sharing experiences and best practices. They provide a place for mutual problem solving and support. This strengthens the program at all affected sites in the city

## Alignment with Plans

### 22. Transit Agencies That Provide Service in City of Marysville

#### Transit Agencies

- Community Transit
- Homage Senior Services of Snohomish County

### 23. Transit Plans Reviewed While Developing this Plan

#### Information Sources

- Community Transit 2023-2028 Transit Development Plan
- Journey 2050 Community Transit Long Range Plan
- Transit Changes in 2024 & Beyond (Community Transit)
- Homage 2022 Annual Report

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

The CTR Plan supports the WSDOT transportation goals outlined in the Community Transit 2023-2028 Transit Development plan. Reducing the number of vehicles on the road enhances safety, improves the predictable movement of goods and people, promotes energy conservation and water and air quality, and extends the life of existing transportation infrastructure.

While Homage Senior Services primarily provides transportation assistance to vulnerable individuals outside of major transit service, commute trip reduction helps to reduce commute times. “Time is money”, and less time on the road frees up Homage’s resources to serve a greater number of people. Marysville’s commitment to improving city transportation infrastructure will improve safety for all residents, but especially for those who rely on pedestrian and public transit.

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

The CTR Plan closely aligns with the vision and objectives of Marysville’s Comprehensive Plan. No updates are needed in relation to the CTR Plan.

# Engagement

## 26. Describe stakeholder engagement.

Community Transit along with local jurisdictions organized a series of stakeholder engagement activities on CTR topics throughout the development of this CTR Plan. City of Marysville collaborated with Community Transit by promoting and participating in stakeholder engagement activities. CTR engagement activities included:

- Online open house and surveys for two public comment periods:
  - CTR concepts public comment period (April 18 to May 18, 2024)
  - Draft CTR Plan public comment period (July 1 to July 31, 2024)
- Tabling events
- Community-based organization interviews
- Transit agency interviews
- CTR-affected employer workshops
- Notifications and other digital distribution

### a. Who did you talk to?

#### Community Members

Community Transit and Snohomish County-area jurisdictions reached out to community members through a two-phase online open house engagement period. The first phase conveyed information about commute trip reduction, the CTR plan update process, and invited visitors to participate in a survey. The second phase of the online open house sought feedback on jurisdiction’s draft CTR plans and allowed the visitor to select which plan they commented on based on the jurisdictions in which they live and/or work.

During the first phase of the online open house, 2,137 people visited the open house website, and 144 responded to the survey. City of Marysville had 12 residents and 3 workers respond to the survey. During the second phase of the open house, 908 visitors to the website reviewed draft CTR plans and 20 submitted comments.

Community Transit attended six community events around Snohomish County to discuss transit services and upcoming services changes, CTR initiatives, and to provide attendees an opportunity to comment on the jurisdictional draft CTR Plans. Tabling events included the following:

- Arlington Farmers Market (engaged with 90 people)
- Everett Public Library Drop-In (engaged with 43 people)
- Marysville Farmers Market (engaged with 107 people)
- Everett Farmers Market (engaged with 165 people)
- Marysville Public Library Drop-In (engaged with 32 people)
- Latino Educational Training Institute (LETI) Expo (160 people)

City of Marysville will continue to accept comments on the CTR plan up until implementation and intends to continue to engage directly with affected employers and other CBOs prior to implementation.

### Community-based organizations

Community Transit interviewed representatives from a variety of community-based organizations in Snohomish County. Each community-based organization also received an engagement toolkit including social media posts and newsletter copy allowing them to easily engage community members in their networks with the CTR Plan update project. The community organizations interviewed as part of the CTR Plan update project include the following:

- Hopelink
- Community Health Centers
- Snohomish County Transportation Coalition (Snotrac)
- Homage
- North Sound Bicycle Advocacy Group
- BIKES Club / Sharing Wheels Community Bike Shop

City of Marysville will reach out to other community based organizations to solicit comments prior to implementation. Groups may include Catholic Community Services, Marysville Food Bank, and others.

### CTR-affected employers

Community Transit hosted a virtual workshop May 14, 2024, for ETCs and management staff from CTR-affected businesses in Snohomish County to discuss the draft CTR plans, provide feedback on increasing local CTR ordinance requirements for employers, and to make suggestions for improving CTR programs. Community Transit also provided CTR-affected employers with information about the CTR online open house and survey in the CTR newsletter and provided related outreach materials for ETCs to share with their employees.

Thirty-eight individuals representing 30 Snohomish county-area, CTR-affected employers attended a virtual workshop. Employers represented in the virtual workshop are listed in Table 1 below.

TABLE 1. EMPLOYER WORKSHOP PARTICIPATION

Employer Name	Worksite Location
City of Arlington	Arlington
Skagit Regional Health/Cascade Valley Hospital	Arlington
DSHS	Arlington/ Unincorporated Snohomish County
City of Bothell	Bothell
Nelson Nygaard (Transportation Consultant)	Bothell
AGC Biologics	Bothell
AT&T (and Move Redmond)	Bothell
GE Digital / Vernova	Bothell
Leviton Network Solutions / Wellington Hills Bothell Park	Bothell
Pfizer	Bothell
T-Mobile	Bothell
University of Washington Bothell/Cascadia College	Bothell
City of Edmonds	Edmonds
Edmonds College	Edmonds
City of Lynnwood	Lynnwood
City of Marysville	Marysville

The Everett Clinic	Marysville
City of Monroe	Monroe
Canyon Creek Cabinet Company	Monroe
Natural Factors	Monroe
City of Mountlake Terrace	Mountlake Terrace
Premera Blue Cross Mountlake Terrace	Mountlake Terrace
City of Mukilteo	Mukilteo
Novanta	Mukilteo
Snohomish County	Snohomish County
Boeing	Unincorporated Snohomish County
Korry Electronics	Unincorporated Snohomish County
Partner Therapeutics	Unincorporated Snohomish County
Reid Middleton	Unincorporated Snohomish County

### **Transit Agency Interviews**

Community Transit and MFA interviewed transit agencies to help inform the CTR plans and invite feedback on the drafts. The interview questions related to the Alignment with Plans section of the CTR Plan (#22-25) and #1c, “whether and how commuting patterns have changed in the past few years.” Transit agencies also received email invitations to comment on the draft CTR plans. The transit agencies interviewed include the following:

- Snow Goose Transit
- Community Transit
- Everett Transit
- Homage
- King County Metro
- Sound Transit

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

#### **Community members engagement activities**

- Online open house and survey: April 18-May 18, 2024
- Online open house and draft plan public comment period: July 1-31, 2024.

#### **Community events**

- Arlington Farmers Market: July 13, 2024
- Everett Public Library Drop-In: July 15, 2024
- Marysville Farmers Market: July 19, 2024
- Everett Farmers Market: July 21, 2024
- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

### Community-based organization interviews

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024
- Snotrac: May 1, 2024
- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

### CTR-affected employer workshops

- Employer workshop: May 14, 2024

Additionally, Community Transit reached out to CTR-affected employers to provide information and outreach materials:

- CTR newsletter article (April Issue) about Phase 1 of the online open house and survey: April 2, 2024
- Email with outreach materials reminding ETCs to share the Phase 1 online open house and survey: April 24, 2024
- CTR newsletter article (July Issue) about Phase 2 of the online open house and survey: July 2, 2024
- Email with outreach materials encouraging ETS to share Phase 2 of the online open house and draft CTR plans: July 11 and July 19, 2024

### Transit agencies interviews

- Email and phone interviews: April 2024
- Invitation to provide draft plan comments: July 2024

## c. What did they have to say?

### Community Members

Visitors to the online open house who completed surveys, noted the following:

- **Transportation Modes/Work from Home:** By far, the most common transportation mode mentioned is driving alone in a car, followed by riding the bus, and working from home. A few respondents mentioned bicycling or walking, carpooling/vanpooling, or working a compressed schedule.
- **Commute patterns:** Nearly every respondent mentioned that increased traffic, especially on area highways, was a noticeable change. A few mentioned that shifts in jobs and lack of employer support for work-from-home options required them to change their commute.
- **Convenience of single-occupancy vehicle trips:** Nearly every survey participant affirmed that it would be difficult to get around without a personal vehicle because of long commute times, transit stops that are not convenient to their home or workplace, transit routes that require too many transfers, and transit commute times that are up to three times longer than single-occupancy vehicle commutes.
- **Safety Concerns:** Most cited safety concerns as reasons they do not choose to take transit or other alternative transportation modes. Respondents noted high vehicle speeds and the lack of sidewalks and bike lanes deter them from walking or biking as part of their commute. Some respondents fear crime where transit stops lack amenities like lighting.
- **Benefits of CTR:** Respondents commonly recognized that CTR programs have the potential to reduce traffic congestion, improve road safety, reduce traffic noise, and improve air quality.

- **Suggestions:** Many respondents indicated a desire for more frequent transit services, more convenient transit stop locations, infrastructure improvements for biking and walking safety, and flexible work schedules that allow employees the option to work from home.

Visitors to the second phase of the online open house had an opportunity to review the draft CTR plans. Comments received on City of Marysville draft CTR plan include the following:

City of Marysville's draft CTR plan received 3 comments. One comment suggested that the City as an employer could offer more flexibility toward remote work. Another suggested to add electric vehicle charging stations at the park and rides and to improve the connection between Route 209 and 201/202.

Visitors to community events (listed in #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers. Key feedback includes the following:

- **Service Area**

- Several visitors asked when the light rail would reach Everett.
- Several visitors expressed their enthusiasm for the opening of a new light rail line.
- A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.
- A visitor asked for bus service in Marysville on 67th Street.
- A visitor said they would love to see frequent commuter times and routes that connect to Arlington Business Center.
- A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
- A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
- A couple visitors did not know the light rail would have a stop in Shoreline.
- A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
- A visitor identified a need for bus stops near Arlington High School.
- A visitor asked if buses can go directly to the new Everett Stadium in the future.
- A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.

- **Service Times**

- A visitor shared they don't ride transit from Marysville through Everett to Lynnwood in the morning as the buses don't pass frequently enough.
- A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September 2024.

- **Barriers to Commute Trip Reduction**

- A few visitors noted they don't use transit because they have a car.
- A visitor expressed concern about safety on buses and the drug usage on them.
- Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
- Several visitors asked about where to obtain free ORCA cards.

## Community-based organizations

Community-based organizations noted the following:

- **Limited transit service area:** Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- **Limited service hours:** Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.
- **Time and flexibility:** Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.
- **ADA Services:** Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- **Land Use Planning:** The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.
- **Criminal Activity:** Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- **Amenities and Infrastructure:** Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.
- **Outreach and Education:** Multiple interviewees shared that enhanced education and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

## Transit agencies interviews

Transit agencies interviewees discussed recent changes in commute patterns and noted planned service expansions.

- **Changes in commute patterns:** Community Transit, Everett Transit, King County Metro, Sound Transit indicated that post-pandemic ridership numbers are rising but have not returned to pre-pandemic levels. Everett Transit noted that they are at 82 percent of their pre-pandemic ridership levels and that peak commute hour trips are still below pre-pandemic levels. King County Metro indicated that peak-only routes (routes that only run during peak commuting hours) continue to underperform and thus, they are prioritizing increasing service on all-day and all-week routes. Sound Transit indicated that service levels have bounced back from the pandemic faster on light rail, commuter rail, and express buses.
- **Service expansions:** Sound Transit and Community Transit indicated that there is a planned light rail service extension to Lynnwood Center and bus service expansion along the light rail line. In response to recent community surveys, Community Transit is planning to increase mid-day, evening and weekend service and direct resources toward providing more local routes and enhancing access to the light rail for regional travel.

## CTR-affected employers

Employers noted the following:

- **Local CTR ordinances:** Employers noted that providing CTR information and worksite amenities is easier than offering transit pass subsidies and incentives, increasing vanpool and transit services, and facilitating parking management programs.
- Smaller employers noted that offering vanpool vehicles, onsite daycare, and other services is more difficult given their smaller size.
- Making information about commuting options and resources accessible and easy to find is key.
- Not everyone knows about the pre-tax CTR incentive, so it is not always offered or well marketed.
- Parking benefits have room for exploration; managing programs and monitoring parking spaces are the biggest barriers. Challenges to parking management include the sunk costs of parking spaces and employee expectations of "convenient" parking.
- Incentives and promotions are preferable to deterrents, such as charging for parking that was previously free.

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

The comments received closely align with what City of Marysville is already working to improve. City of Marysville plans to revise the CTR ordinance as detailed in Section #12 above to require affected employers to implement a choice of measures to increase the percentage of employees using commuting alternatives to driving alone. The list of pre-approved implementation measures relates to feedback received from employers, community members, and community-based organizations on barriers to using commute trip options other than driving alone. Examples of this include:

- Providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by employers, community-based organizations)
- Providing bicycle storage and amenities onsite (suggested by employers)
- Encouraging pre-tax deductions for commuting options to driving alone (suggested by employers)
- Providing trip planning support for using alternative commute options (suggested by community members)

City of Marysville also plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above.

## 27. Vulnerable Populations Considered

Frontline communities: low-income, disabled, unhoused, English as a second language, youth, and the elderly groups were considered “vulnerable”.

## 28. Engagement Focused on Vulnerable Populations

### a. Who did you talk to?

- **Hopelink:** serves homeless and low-income families, children, seniors, and people with disabilities in King and Snohomish counties by providing a network of critical social services through programs for housing, transportation, family development, financial assistance, employment programs, adult education, financial literacy training, and five food banks.
- **Community Health Centers:** a nonprofit provider which offers affordable primary healthcare services, including medical, medical walk-in, dental, physical therapy, and pharmacy.
- **Snohomish County Transportation Coalition (Snotrac):** advocates for improvement in transportation service and solutions for people in Snohomish County with specialized transportation needs through community engagement, coordination of resources, and strategic partnerships.
- **Homage:** The largest provider of services for older adults and people with disabilities in Snohomish County, with programs in food and nutrition, health and wellness, home repair, social services, and transportation.
- **North Sound Bicycle Advocacy Group:** works with local jurisdictions and transportation departments to raise safety awareness for cyclists and pedestrians and find workable solutions related to intermodal transportation, public safety, clean air, and quality of life for local communities.
- **Sharing Wheels Community Bike Shop:** is a nonprofit bike shop located in Everett providing refurbished, used bicycles to thousands of adults and children as well as offering programs and resources for bike repair and upkeep.
- **BIKES Club:** is a recreational club which hosts rides and events year-round, in addition to advocating and fundraising for bike-related grants.

Community Transit also provided information tables at community events held at the Marysville Library, Everett Library, and the Latino Expo (LETI) at Edmonds College.

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

#### Community-based organizations

- Hopelink: April 23, 2024
- Community Health Centers: April 25, 2024

- Snotrac: May 1, 2024
- Homage: May 8, 2024
- North Sound Bicycle Advocacy Group: May 14, 2024
- BIKES Club and Sharing Wheels Community Bike Shop: May 14, 2024

### Community events

- Everett Public Library Drop-In: July 15, 2024
- Marysville Public Library Drop-In: July 24, 2024
- LETI Expo: July 27, 2024

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

#### Community-based organizations

Community-based organizations serving vulnerable populations noted the following:

- **Limited transit service area:** Many interviewees identified the barrier of limited transit service in most of Snohomish County. Transportation service providers such as Homage and Hopelink shared that their organizations are flooded by demand and can only offer highly essential trips, such as getting to work and accessing medical services. Other commonly needed trips, such as going to the grocery store, accessing childcare, or going to the park, do not qualify for these transportation services.
- **Limited service hours:** Multiple interviewees shared that even when transit is available in their area, it may not be an option for employees with nontraditional hours, such as those working in healthcare. This could be due to gaps in service during non-peak hours or employees' feeling of safety using public transit during darker hours. Multiple people shared that offering shuttles or Dial-a-Ride Transportation (DART) were helpful measures to bridge these gaps.
- **Time and flexibility:** Saving time and the ability to make multiple stops are important considerations when choosing travel modes. Families who need to make multiple stops on their way to work for school or childcare may find ride sharing or taking transit more challenging. Multiple interviewees shared that effectively marketing the time savings of riding in the carpool lane and other perks of non-drive-alone modes could help address this. People who need to get to medical appointments are more likely to choose door-to-door service offered through DART or other services, because this provides a simpler solution, although the pickup services are not consistently on time.
- **ADA Services:** Interviewees acknowledged that ADA-compliant pickups must be offered with any fixed route and that demand for fixed-route service may not be as high in rural locations. They suggested that jurisdictions might direct more resources to organizations such as Homage or Hopelink to provide additional pickup services in areas where fixed-route public transit may not be a practical option. This could provide cost savings in addition to significant community benefits.
- **Land Use Planning:** The importance of affordable, transit-accessible housing was reiterated by many. Multiple interviewees shared that workers are commuting very long distances that are often outside the reach of transit, because it's too expensive to live closer to where they work. This creates barriers that can limit people from accessing employment if they would

need a car to get to and from work or prevent them from using transit if the commute is too long. Multiple interviewees shared that affordable housing along transit corridors should be a high priority for jurisdictions, and that housing should be considered alongside transportation planning and not as two separate issues.

- **Criminal Activity:** Many cited fears of criminal activity on public transit as a deterrent to taking public transit. Even if the risk of crime is relatively low, perceptions of safety can be very negative. Installing lighting and other security measures as well as holding discussions on safety concerns can help address some of these barriers.
- **Amenities and Infrastructure:** Additional barriers to transit include the lack of safe, accessible sidewalks (particularly for riders who rely on mobility devices) and well-lit, sheltered bus stops. Many areas lack sheltered bus stops or adequate sidewalk space, particularly in more rural areas that are outside the main transit corridors. Devoting resources to increasing and improving these structures could go a long way in encouraging greater ridership.
- **Outreach and Education:** Multiple interviewees shared that enhanced education and marketing could encourage more workers to try alternatives to single-occupancy vehicles for their commute trips. Interviewees noted that employees and community members in general may have limited awareness of the programs and benefits available to them. Transit agencies and local jurisdictions could address this by working to increase awareness of transit routes, vanpool options, reduced-fare programs, and convenience of the multimodal ORCA transit card. Housing developments, shopping centers, and healthcare waiting rooms, as well as transit agencies and jurisdictions, could all promote these available options for employees and for the broader community.

Visitors to community events (listed in #26a above) engaged with Community Transit staff about CTR and other public transit-related topics. The feedback received related to CTR falls under three major themes: service area, service times, and barriers. Key feedback includes the following:

- **Service Area**
  - Several visitors asked when the light rail would reach Everett.
  - Several visitors expressed their enthusiasm for the opening of a new light rail line.
  - A visitor requested bus routes near the Hibulb Cultural Center and casinos in Everett.
  - A visitor asked for bus service in Marysville on 67th Street.
  - Would love to see frequent commuter times and routes that connect to Arlington Business Center.
  - A visitor asked about nearby bus routes that pass by the Everett Farmers Market.
  - A visitor commented they were excited about Route 106 having weekend service so DART would be back in that area.
  - A couple visitors did not know the light rail would have a stop in Shoreline.
  - A visitor requested bus service from 67th to 100th street to connect to Cascade High School.
  - A visitor identified a need for bus stops near Arlington High School.
  - A visitor asked if buses can go directly to the new Everett Stadium in the future.

- A visitor mentioned how they would like bus service at an additional exit in Arlington to Island Crossing and downtown Arlington.
- **Service Times**
  - A visitor shared they don't ride transit from Marysville through Everett to Lynnwood in the morning as the buses don't pass frequently enough.
  - A few visitors commented that they look forward to increased service frequency in Snohomish County after service changes will be implemented in September, 2024.
- **Barriers to Commute Trip Reduction**
  - A few visitors noted they don't use transit because they have a car.
  - A visitor expressed concern about safety on buses and the drug usage on them.
  - Several visitors needed trip planning information. Some asked how to get to certain destinations and one inquired if there are parking fees at park and rides.
  - Several visitors asked about where to obtain free ORCA cards.

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

City of Marysville plans to continue partnering with Community Transit to support CTR-Affected employers by providing ETC training, commute trip reduction outreach and incentives, discounted ORCA pass programs, and trip planning support as detailed in Section #13 above. A few examples of comments received that are incorporated into the plan are:

- Coordinate with Community Transit to identify opportunities for providing free or discounted ORCA cards (suggested by community members)
- Improving outreach and education about reducing drive-alone trips (suggested by community-based organizations)
- Providing trip planning support for using alternative commute options (suggested by community members)

## **29. Employers' Suggestions to Make CTR More Effective**

Employers made the following suggestions during the Employer Workshop:

- Make information about commuting options and resources easier to find. Use newsletters and other forms of engagement sent directly to employees along with campaign posters and bulletin board notices.
- Increase awareness about pre-tax transit passes.
- Offer resources for managing parking programs and parking benefits.
- Focus on incentives for commute trip reductions rather than deterrents like charging for parking.
- Hold yearly wellness fairs featuring commute trip reduction options.
- Provide vanpool programs for employee work trips during the day.

- Implement parking programs aimed to reduce parking tension with surrounding neighborhoods.
- Offer internal shuttles for campuses and businesses with multiple locations.
- Improve safety and reduce crime around transit stops.
- Focus on “last mile” connections where transit stops are not convenient to the business’ location.
- Provide more grant funding and incentives for employers’ CTR programs.
- Help widely promote CTR programs and options.
- Increase bus routes, service hours, and public transportation options.
- Kory Electronics suggested that a bus line on Beverly Park would be helpful for getting residents from the new apartments to jobsites.

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

City of Marysville is aware of the issues that stakeholders brought forward and is currently working on the 2025 update to its Comprehensive Plan to help address these issues. The stakeholders’ input reinforced the City’s ongoing efforts to improve infrastructure and coordinate with Community Transit to better serve the City’s residents and vulnerable communities.

In addition, comments and suggestions from vulnerable populations and other groups will be considered as part of Community Transit’s future transit planning processes. Community Transit is currently implementing its [Transit Changes in 2024 and Beyond](#) service plan. Many suggestions about increased frequency and new service areas will be implemented as part of the service plan update process which will continue through 2026.

Community Transit makes changes to bus service up to four times per year. When considering changes, the Planning team considers many factors including input from the public.

### **Regional Transportation Planning Organization CTR Plan Review**

City of Marysville provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review on September 20<sup>th</sup>, 2024.

PSRC Comments:



## References

- *Regional Transportation Plan 2022-2050*. Puget Sound Regional Council. May 26, 2022.
- *Journey 2050 Community Transit Long Range Plan*. Community Transit. December 2023. [Community Transit Long Range Plan Update](#). Accessed June 7, 2024.
- *Community Transit 2023-2028 Transit Development Plan*. [communitytransit.org](#). Accessed June 7, 2024.
- *Transit Changes in 2024 and Beyond*. Community Transit. [Transit Changes in 2024 & Beyond | Community Transit](#). Accessed June 7, 2024.
- United States Census Bureau. Marysville CCD, Snohomish County, Washington. [https://data.census.gov/profile/Marysville\\_CCD,\\_Snohomish\\_County,\\_Washington?g=060XX00US5306191936](https://data.census.gov/profile/Marysville_CCD,_Snohomish_County,_Washington?g=060XX00US5306191936). Accessed 6.6.2024.
- *Your Impact Report: Homage 2022 Annual Report*. [2022-AR-Print\\_web.pdf \(homage.org\)](#). Accessed April 7, 2024
- *2015 Comprehensive Plan*. City of Marysville. 2015. <https://marysvillewa.gov/352/Comprehensive-Plan>. Accessed June 7, 2024.

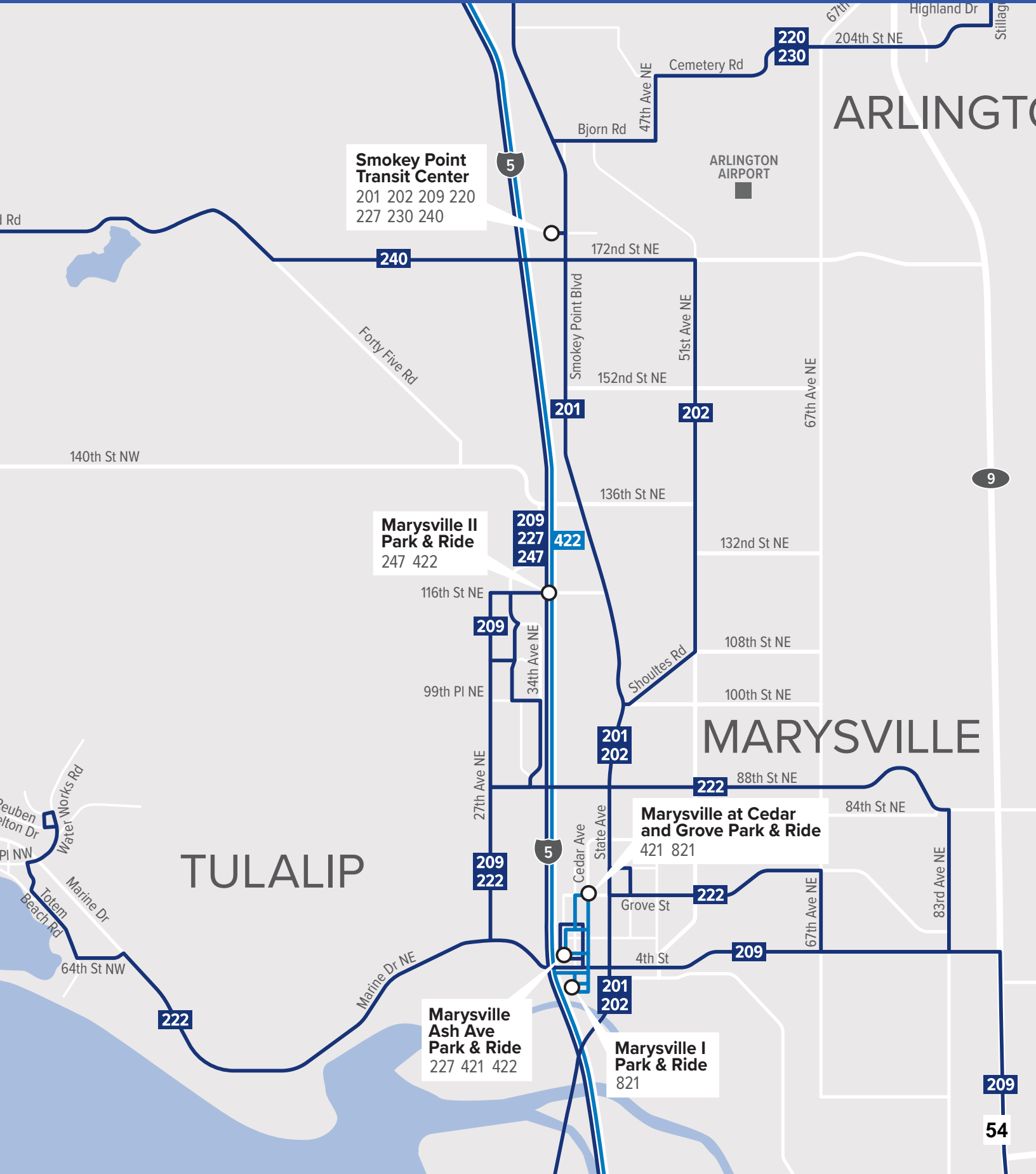
# Appendix A – Marysville Transit Map

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# Community Transit System Map

## Marysville/Tulalip detail

March 2024





# Agenda Bill

## PLANNING COMMISSION AGENDA ITEM REPORT

**DATE:** May 13, 2025

**SUBMITTED BY:** Emily Tsan, Community Development

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** **PUBLIC HEARING**

**SUBJECT:** Code Amendment Regulating Garage Sales

**SUGGESTED ACTION:** Suggested motion: I move to recommend approval of the proposed amendments regulating garage sales to City Council for adoption by ordinance.

**SUMMARY:** See attached memo.

**ATTACHMENTS:**  
[Garage Sale Code Amendments and Memo](#)  
[Exhibit 4](#)  
[Exhibit 5](#)

## MEMORANDUM

**DATE:** May 13, 2025

**TO:** Planning Commission

**FROM:** Emily Tsan, Planning Technician

**RE:** Code Amendment Draft: MMC Chapter 22C.010.070(9)

**CC:** Jeff Wilson, Interim Community Development Director  
Chris Holland, Planning Manager  
Angela Gemmer, Principal Planner

**EXHIBIT 1:** Planning Commission Suggested Option

**EXHIBIT 2:** Planning Staff Recommended Option

**EXHIBIT 3:** [PC Meeting Minutes – February 11<sup>th</sup> and March 11<sup>th</sup>](#)

**EXHIBIT 4:** PC Recommendation Option 1

**EXHIBIT 5:** PC Recommendation Option 2

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In 2023, the City’s sign code was updated to provide consistent regulations for all temporary signs. Currently MMC 22C.010.070(9) contains separate sign code provisions for garage sale signs, which are inconsistent with the overall temporary sign regulations. These standards are proposed to be amended, and the reader is instead directed to the temporary sign regulations as shown in **Exhibits 1 and 2**. Additional amendments are proposed to:

- 1) Ensure that the language about how frequent and long a garage sale can be matches the allowances in the temporary use code (MMC 22C.110.030(7)); and
- 2) Clarify that a garage sale is a compliant residential use if all city regulations are followed.

At the Planning Commission Public Hearing on March 11, 2025 (continued), the Commission suggested amendments on the duration and frequency of garage sales. In response, Planning staff conducted additional research on the following cities’ requirements: Arlington, Burlington, Everett, Lake Stevens, Lynnwood, Mill Creek, Monroe, Mount Vernon, Mountlake Terrace, Stanwood, Mukilteo and Snohomish.

Based on the research conducted on the 12 cities, most cities allow for a garage sale duration of 3-4 days, but frequency of sales varies, ranging per 30-day, 90-day, to yearly periods. The City of Marysville's current garage sale requirements outlined in the temporary use code —limiting operation to no more than 3 days in the same week and no more than 2 times in the same calendar year—align with other cities' limits. However, some cities allow greater flexibility in frequency.

Incorporating the research conducted, two options are proposed as further described below.

**Option 1** (shown as **Exhibit 1**), reflects the Planning Commission’s recommendation to amend the temporary use code in MMC 22C.110.030(7), which currently reads:

*(7) Garage sales, moving sales, and similar activities for the sale of personal belongings when operated not more than three days in the same week and not more than twice in the same calendar year.*

The proposed amendment would read:

*(7) Garage sales shall operate not more than six consecutive days in a row and twelve total days in the same calendar year.*

**Option 2** (shown as **Exhibit 2**) is recommended by Planning staff and proposes no changes to the existing temporary use code in MMC 22C.110.030(7), as it aligns more closely with the municipal codes of surrounding cities.

Staff respectfully request that at the Public Hearing on May 13, 2025 the Planning Commission select an option to recommend to City Council for adoption. As noted above, Staff recommends **Option 2**, as it is most consistent with what neighboring jurisdictions require and allows for reasonable frequency and duration of garage sales.

**Exhibit 1: Planning Commission Suggested Option**

**Permitted uses change:**

**22C.010.070 Permitted uses – Development conditions.**

(9) A garage sale shall comply with the following standards:

~~(a) No residential premises shall have more than two such sales per year and no such sale shall continue for more than six days within a 15-day period. Garage sales shall operate not more than three days in the same week and not more than twice in the same calendar year. Garage sales are limited to twelve calendar days per year, and shall not operate for more than six days in a row.~~

~~(b) Signs advertising such sales. Garage sale signs are subject to the standards in MMC 22C.160.260. shall not be attached to any public structures, signs or traffic control devices, nor to any utility poles. All such signs shall be removed 24 hours after the sale is completed.~~

~~A garage sale complying with the above conditions shall be considered as being is an allowed residential accessory use to all residential land uses. A garage sale violating one or more of the above conditions shall be considered as being is a commercial use and will be disallowed unless the use is permitted in the zone, and the use it complies with all applicable code requirements affecting commercial uses.~~

**Temporary use code change:**

**22C.110.030 Exempted temporary uses.**

The following activities and structures are exempt from requirements to obtain temporary use approval, but are not exempt from obtaining all other applicable permits outlined in the MMC, including but not limited to building permits, right-of-way permits, special events permits, business licenses, home occupation permits, sign permits, etc.: (7) Garage sales, moving sales, and similar activities for the sale of personal belongings when operated not more than twelve calendar ~~three days per year, in the same week~~ and not more than six days in a row ~~twice in the same calendar year.~~

Exhibit 2: Planning Staff Recommended Option

**Permitted uses change:**

**22C.010.070 Permitted uses – Development conditions.**

(9) A garage sale shall comply with the following standards:

~~(a) No residential premises shall have more than two such sales per year and no such sale shall continue for more than six days within a 15-day period. Garage sales shall operate not more than three days in the same week and not more than twice in the same calendar year.~~

Garage sales shall operate not more than three days in the same week and not more than twice in the same calendar year.

~~(b) Signs advertising such sales. Garage sale signs are subject to the standards in MMC 22C.160.260. shall not be attached to any public structures, signs or traffic control devices, nor to any utility poles. All such signs shall be removed 24 hours after the sale is completed.~~

A garage sale complying with the above conditions shall be considered as being is an allowed residential accessory use to all residential land uses. A garage sale violating one or more of the above conditions shall be considered as being is a commercial use and will be disallowed unless the use is permitted in the zone, and the use it complies with all applicable code requirements affecting commercial uses

**Temporary use code change (for reference only – existing code)**

**22C.110.030 Exempted temporary uses.**

The following activities and structures are exempt from requirements to obtain temporary use approval, but are not exempt from obtaining all other applicable permits outlined in the MMC, including but not limited to building permits, right-of-way permits, special events permits, business licenses, home occupation permits, sign permits, etc.:

(7) Garage sales, moving sales, and similar activities for the sale of personal belongings when operated not more than three days in the same week and not more than twice in the same calendar year.



## PC Recommendation - Garage Sale Code Amendments

The Planning Commission of the City of Marysville, having held a public hearing on May 13, 2025, in review of proposed amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* to comply with garage sale sign requirements of *MMC 22C.160.260 Temporary Signs* and *MMC 22C.110.030(7) Exempted Temporary Uses*, and having considered the exhibits and testimony presented, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The Community Development Department (CD) submitted the DRAFT amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* to the State of Washington Department of Commerce (DOC) for expedited review pursuant to RCW 36.70A.106(3)(b).
2. CD received a letter from the DOC acknowledging receipt of the request for expedited review on February 6, 2025.
3. CD received a letter from the DOC granting expedited review for Submittal ID: 2024-S-8085 via email on February 20, 2025.
4. The proposed amendments to the City’s development regulations are exempt from State Environmental Policy Act review under WAC 197-11-800(19).
5. The Planning Commission (PC) held a public work session on February 11, 2025 to both introduce and review the proposed code amendments as described above.
6. At the original duly advertised public hearing on March 11, 2025, the PC suggested amendments on the duration and frequency of garage sales.
7. Based on the PC’s direction, an amendment is proposed to the temporary use code in *MMC 22C.110.030(7)* to read:  

(7) Garage sales shall operate not more than six consecutive days in a row and twelve total days in the same calendar year.
8. On May 13, 2025, the PC held a second duly advertised public hearing on the proposed code amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* and *MMC 22C.160.260 Temporary Signs*.

### CONCLUSION:

At the public hearing held on May 15, 2025, the Planning Commission recommended **APPROVAL** of the proposed code amendments relating to *MMC 22C.010.070(9)* and *MMC 22C.110.030(7)*.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of approval of the development code amendments relating to *MMC 22C.010.070(9)* and *MMC 22C.110.030(7)*, by the Marysville Planning Commission this 15<sup>th</sup> day of May 2025.

By: \_\_\_\_\_  
Steve Leifer, Planning Commission Chair



COMMUNITY DEVELOPMENT DEPARTMENT  
501 Delta Avenue ♦ Marysville, WA 98270 ♦ (360) 363-8000

## PC Recommendation –Garage Sale Code Amendments

The Planning Commission of the City of Marysville, having held a public hearing on May 13, 2025, in review of proposed amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* to comply with garage sale sign requirements of *MMC 22C.160.260 Temporary Signs*, and having considered the exhibits and testimony presented, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

### FINDINGS:

1. The Community Development Department (CD) submitted the DRAFT amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* to the State of Washington Department of Commerce (DOC) for expedited review pursuant to RCW 36.70A.106(3)(b).
2. CD received a letter from the DOC acknowledging receipt of the request for expedited review on February 6, 2025.
3. CD received a letter from the DOC granting expedited review for Submittal ID: 2024-S-8085 via email on February 20, 2025.
4. The proposed amendment to the City’s development regulations is exempt from State Environmental Policy Act review under WAC 197-11-800(19).
5. The Planning Commission (PC) held a public work session on February 11, 2025 to both introduce and review the proposed code amendments as described above.
6. The PC held a duly advertised public hearing on March 11, 2025. This hearing was closed and a subsequent duly advertised public hearing was held on May 13, 2025
7. At the public hearing, the PC reviewed and considered the proposed code amendments to *MMC 22C.010.070(9) Permitted Uses – Development Conditions* to comply with temporary sign requirements of *MMC 22C.160.260 Temporary Signs*.

### CONCLUSION:

At the public hearing held on May 15, 2025, the Planning Commission recommended **APPROVAL** of the proposed code amendments relating to *MMC 22C.010.070(9)*.

### RECOMMENDATION:

Forwarded to City Council as a Recommendation of approval of the development code amendments relating to *MMC 22C.010.070(9)*, by the Marysville Planning Commission this 15<sup>th</sup> day of May 2025.

By: \_\_\_\_\_  
**Steve Leifer, Planning Commission Chair**



# Agenda Bill

## PLANNING COMMISSION AGENDA ITEM REPORT

**DATE:** May 13, 2025

**SUBMITTED BY:** Angela Gemmer, Community Development

**ITEM TYPE:** Discussion Item

**AGENDA SECTION:** **OLD BUSINESS**

**SUBJECT:** Middle Housing Update

**SUGGESTED ACTION:** No action. Brief update only.

**SUMMARY:** See attached memo.

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**ATTACHMENTS:**  
[Memo re Middle Housing Update](#)

## MEMORANDUM

**DATE:** May 13, 2025  
**TO:** Planning Commission  
**FROM:** Angela Gemmer, Principal Planner  
**SUBJECT:** Middle Housing Update  
**ECC:** Jeff Wilson, Interim Community Development Director  
Chris Holland, Planning Manager

### Introduction

At the May 5<sup>th</sup> City Council work session, staff requested policy direction from City Council on Washington state's [House Bill \(HB\) 1110](#) pertaining to Middle Housing and on [Senate Bill \(SB\) 5258](#) pertaining to Unit Lot Subdivisions.<sup>1</sup>

**Middle Housing.** For Middle Housing, policy direction was sought on four key matters:

- Whether existing lot sizes should be adjusted to moderate the impacts of Middle Housing.
- Whether single family detached residences should be prohibited in certain multi-family zones.
- Whether certain areas should be exempted from Middle Housing requirements, as allowed by State law, due to locational or physical constraints.
- Whether the Conditional Use Permit requirement should be removed for Master Planned Senior Communities (MPSC) in multi-family zones, and what the level of density should be for MPSC in the proposed Neighborhood Residential zone.

**Unit Lot Subdivisions.** For Unit Lot Subdivisions, policy direction was requested on the following matter:

- The number of lots that the City should allow under its Unit Lot Subdivision provisions.

At the May 13<sup>th</sup> Planning Commission work session, staff will provide a verbal update on City Council's policy direction on the matters outlined above. Staff will be preparing code amendments that align with the policy direction received from City Council and anticipate presenting these to the Planning Commission at the June work sessions for review and feedback. The Public Hearing that was originally proposed for May 28<sup>th</sup> has been cancelled to allow for more public outreach opportunities. Open Houses will be held on Monday, May 12<sup>th</sup> from 4 to 6 pm at the Marysville Public Library and Monday, June 2<sup>nd</sup> from 4 to 6 pm at the Lakewood High School.

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<sup>1</sup> A Unit Lot Subdivision (ULS) allows for the subdivision of a parent lot (i.e. original lot or parcel) into "unit lots" (i.e. child lots). ULS are most often used to subdivide townhouses and other attached units along the walls that separate the units; however, the ULS process can also be used for the subdivision of multiple detached structures located on a parent lot (e.g. cottages, accessory dwelling units, etc.). For a structure to be subdivided through the ULS process, each dwelling unit must have its own foundation on the ground.