



Date: November 1, 2013  
To: TPAC, MTAC and interested parties  
From: John Mermin, Senior Transportation Planner  
Subject: Regional Transportation Functional Plan – process to request extension to deadline

---

## **PURPOSE**

This memo provides guidance on how Metro will administer requests for extensions from the compliance deadlines for Regional Transportation Functional Plan (RTFP).

## **BACKGROUND**

The Regional Transportation Functional Plan (RTFP) is part of Metro Code (Chapter 3.08) and implements the policies contained in the Regional Transportation Plan. Per the Oregon Transportation Planning Rule (TPR), Cities and Counties local transportation system plans and implementing ordinances must be consistent with the RTFP.

The original deadlines for RTFP compliance were developed in consultation with individual jurisdictions prior to adoption of the RTFP in 2010. The updated deadlines (see attachment 1) reflect extensions requested in Fall 2012.

## **EXTENSION REQUESTS**

The RTFP allows a city or county to seek an extension of time for compliance using a form provided by Metro. (See attachment 2). Electronic copies in Word format are available to download at [www.oregonmetro.gov/tsp](http://www.oregonmetro.gov/tsp) For efficiency of processing, **please submit the extension form to Metro's COO between November 1 and November 15**. The criteria for receiving an extension is as follows:

- 1) Progress has been made toward compliance, or*
- 2) There is good cause for failing to meet the deadline for compliance.*

Upon receipt of an extension request, Metro will notify ODOT as required by the RTFP and will post the request on its website. Metro's COO is required to issue an order approving or denying the request within 30 days.

**Attachment 1. Regional Transportation Functional Plan (RTFP) Compliance Deadlines**  
(as of 11/1/13)

Jurisdiction	Adoption year of last Transportation System Plan (TSP) update	2013	2014	2015
Beaverton	2010	City is in compliance with RTFP		
Clackamas County	2001	•		
Cornelius*	2005		•	
Damascus	n/a		•	
Durham	<i>unknown</i>	Metro has issued exemption from RTFP through 2022		
Fairview	2000		•	
Forest Grove	1999	•		
Gladstone	1995	•		
Gresham	2002	•		
Happy Valley	2009		•	
Hillsboro	2004	•		
Johnson City	<i>unknown</i>	Metro has issued exemption from RTFP through 2022		
King City	<i>unknown</i>	Metro has issued exemption from RTFP through 2022		
Lake Oswego	1997	•		
Maywood Park	<i>unknown</i>	Metro supports an exemption from RTFP		
Milwaukie	2007	•		
Multnomah County	2006		•	
Oregon City	2013	City is in compliance with RTFP		
Portland	2007		•	
Rivergrove	<i>unknown</i>	Metro has issued exemption from RTFP through 2022		
Sherwood	2005		•	
Tigard	2010	City is in compliance with RTFP		
Troutdale	2005	•		
Tualatin	2013	City is in compliance with RTFP		
West Linn	2008		•	
Wilsonville	2013	City is in compliance with RTFP		
Washington County	2002		•	
Wood Village	2012		•	

The Compliance deadline is December 31 for the year indicated.

\*Cornelius has received an extension until December 31, 2016

**Attachment 2. Regional Transportation Functional Plan (RTFP) extension form**



**Extension of RTFP Compliance Deadlines**

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email \_\_\_\_\_

Requests for extensions of Regional Transportation Functional Plan (RTFP) compliance deadlines, as authorized in Title 6 of the plan, must be filed with Metro's Chief Operating Officer (COO) on this application form.

Metro Code, 3.08.620, sets forth the criteria and procedure for Metro consideration of extensions of compliance deadlines. The criteria, from Metro Code 3.08.620(B), are as follows:

*The Chief Operating Officer may grant an extension if: (1) the city or county is making progress toward compliance or (2) there is good cause for failure to meet the deadline for compliance.*

Please complete this application form and submit it to the Chief Operating Officer with a copy to John Mermin, Planning and Development Department:

Martha Bennett  
Chief Operating Officer  
Metro  
600 NE Grand Avenue  
Portland, OR 97232

Please submit this request between November 1 – November 15<sup>th</sup>, 2013.

