
Regional Transportation Plan Amendment Process

Adopted by the Wasatch Front Regional Council on March 28, 2024

Overview

The establishment of a process to address periodic requests to revise the Wasatch Front Regional Transportation Plan (RTP) and the Wasatch Choice Vision will help determine whether an amendment should be made. There are three general sources for RTP or Wasatch Choice Vision amendment requests: (1) local request from city or county elected officials that usually involve collector roads, minor arterials, active transportation projects, and/or land use centers; (2) environmental impact statements (EIS) or Transportation Improvement Program (TIP) amendments that make specific recommendations that change the RTP project listing or phasing; and (3) periodic requests from the Utah State Legislature, the Utah Department of Transportation (UDOT), or the Utah Transit Authority (UTA) that require an amendment to the RTP for new projects or the phasing of existing projects due to funding changes.

Level 1 modifications can be made by the Wasatch Front Regional Council (WFRC) staff without action by the Regional Council or Federal Highway Administration (FHWA). Level 2 modifications do not require a new regional emissions analysis but do need an opportunity for public comment, approval by the Regional Growth Committee (RGC), and a conformity determination from FHWA. Level 3 modifications require a new air quality conformity finding and a new regional emissions analysis including a full 30-day public comment period before final approval. These three levels of amendments are described below.

Level 1: Staff Modification (Exempt Projects)

Level 1 amendments, such as safety, transit, air quality, and other projects, are minor in terms of emissions and are defined as projects “exempt” from the requirements of a conformity determination as listed in [Table 2 of CFR 93.126](#) and the following:

- » change to existing or addition of operational projects, excluding modifications to intersections
- » change or addition of active transportation projects
- » clarification of the RTP’s project description
- » change or addition to the Wasatch Choice Vision land use centers
- » change in ownership
- » change that only modify needs-based phasing

LEVEL 1 - PROCESS

These types of RTP amendments, with the exception of Wasatch Choice Vision land use centers, would be reviewed by WFRC staff members and the Interagency Consultation Team. If the Interagency Consultation Team determines that the proposed projects are exempt, the amendment could be implemented without additional process beyond that listed in the Level 1 procedure below. Level 1 amendments would require approval by the WFRC Executive Director, in consultation with the FHWA, the Interagency Consultation Team, and RGC Chair and Vice-Chair, with the RGC and the RGC Technical Advisory Committees (TACs) informed of changes. The WFRC staff, RGC Chair/Vice-Chair, and/or Interagency Consultation Team can recommend a project be elevated to Level 2: Board Modification based on factors including: potential impacts, professional judgment, or lack of consensus. With the expressed support of the Interagency Consultation Team, the WFRC would declare in writing that the proposed amendments are exempt from conformity requirements and request written acknowledgment of this decision from FHWA. The approval of Level 1 amendments would require the following procedure:



- A. Formal request submitted to WFRC by the local community elected official or the transportation agency planning or regional director.
- B. WFRC staff review and coordination with Interagency Consultation Team (including a written description of all the proposed amendment in sufficient detail to assess the scope of the proposed changes); sponsoring agency representatives – planners, engineers, and/or elected officials; and affected communities or agencies representatives.
- C. WFRC staff coordination with the Federal Highway Administration to document that the proposed changes meet all the requirements above for exempt projects and a Level 1 amendment.
- D. WFRC staff recommendation and review with the RGC Chair and Vice-Chair.
- E. WFRC Executive Director approval.
- F. Inform RGC and RGC TAC.
- G. Respective entities may be notified of the change.
- H. Update and notification of amendment changes on the WFRC and Unified Plan websites including any tables, spreadsheets, and/or maps.

Wasatch Choice Vision land use center amendments would be reviewed by WFRC staff members, in consultation with the affected communities. If a change is warranted, the amendment could be implemented without additional process beyond that listed below. These Level 1 amendments would require approval by the WFRC Executive Director in consultation with the RGC Chair and Vice-Chair, with the RGC and RGC TACs informed of changes. The WFRC staff and/or RGC Chair/Vice-Chair can recommend a project be elevated to Level 2 based on factors including: potential impacts, professional judgment, or lack of consensus. The approval of amendments to Wasatch Choice Vision land use centers would require the following procedure:

- A. Request submitted by a local community or is initiated by WFRC in consultation with the local community.
- B. WFRC staff review and coordination with affected community representatives – planners, engineers, and/or elected officials.
- C. WFRC staff recommendation and review with the RGC Chair and Vice-Chair.
- D. WFRC Executive Director approval.
- E. Inform RGC and RGC TAC.
- F. Respective entities may be notified of the change.
- G. Update and notification of amendment changes on the WFRC website including any tables, spreadsheets, and/or maps.

Level 2: Board Modification (Non-Exempt, Non-Regionally Significant Projects)

Level 2 amendments are not exempt projects but also are not regionally significant projects. These types of amendments require a new conformity determination (a letter from FHWA stating that the existing conformity determination remains valid), but do not require a new regional emissions analysis. Level 2 projects include those listed in [Table 3 of CFR 93.127](#) and the following:

- » change to existing or addition of operational projects, specifically including modifications to intersections
- » change to existing or addition of collector or minor arterial new construction or roadway widening projects
- » change to existing project right-of-way or addition of roadway or transit corridor preservation projects
- » change to existing or addition of transit routes that are not on fixed guideways
- » change to the existing RTP functional classification, but not higher than minor arterial



LEVEL 2 - PROCESS

These types of RTP modifications would be reviewed by WFRC staff and the Interagency Consultation Team; sponsoring local community planners, engineers, and/or elected officials; the Federal Highway Administration; the RGC; the TACs; and the general public. If the Interagency Consultation Team determines that the proposed changes do not involve significant changes in design or scope to regionally significant facilities, the amendment can proceed without a new regional emissions analysis. The WFRC would declare in writing that the Interagency Consultation Team has decided that the existing conformity determination remains valid and request concurrence with this determination from FHWA. The Interagency Consultation Team or the RGC could recommend a formal 30-day public comment period if desired. The approval of Level 2 amendments would require the following procedure:

- A. Formal request submitted to WFRC by a local community elected official or transportation agency planning director or regional director.
- B. WFRC staff review and coordination with the Interagency Consultation Team (including a written description of all the proposed amendments in sufficient detail to assess the scope of the proposed changes) and sponsoring agency representatives – planners, engineers, and/or elected officials.
- C. WFRC staff financial constraint analysis in coordination with sponsoring agency.
- D. WFRC staff correspondence with the Federal Highway Administration to obtain concurrence that the existing regional emissions analysis remains valid, but a new conformity determination is required.
- E. WFRC staff data collection, travel demand modeling, and technical considerations requested by the RGC.
- F. Review and recommendation by the appropriate RGC TAC.
- G. Recommendation and approval by the RGC.
- H. Respective entities may be notified of the change.
- I. Update and notification of amendment changes on the WFRC and Unified Plan websites including any tables, spreadsheets, and/or maps.

Level 3: Full Amendment for Regionally Significant Projects

These types of RTP amendments would involve any change or modification to a regionally significant project as defined by either the RTP or through inter-agency consultation. The WFRC defines a project to be regionally significant as follows:

Regionally significant highway projects are identified as capacity projects on roadways functionally classified as a principal arterial or higher order facility, and certain minor arterials as identified through the interagency consultation process. The latest Utah Department of Transportation Functional Classification map is used to identify functional classification. Regionally significant transit projects are identified as fixed guideway transit to include bus rapid transit with predominantly exclusive lanes, light rail, and commuter rail.

Level 3 amendments may include all of the following circumstances:

- » significant change in design or scope of a regionally significant transportation project, such as number of lanes or length
- » significant change in the location, type, or size of a fixed guideway transit facility or station
- » change in the recommended financially constrained phasing of a regionally significant transportation project
- » the addition or deletion of any regionally significant transportation project to the RTP
- » change to the existing RTP functional classification, higher than minor arterial



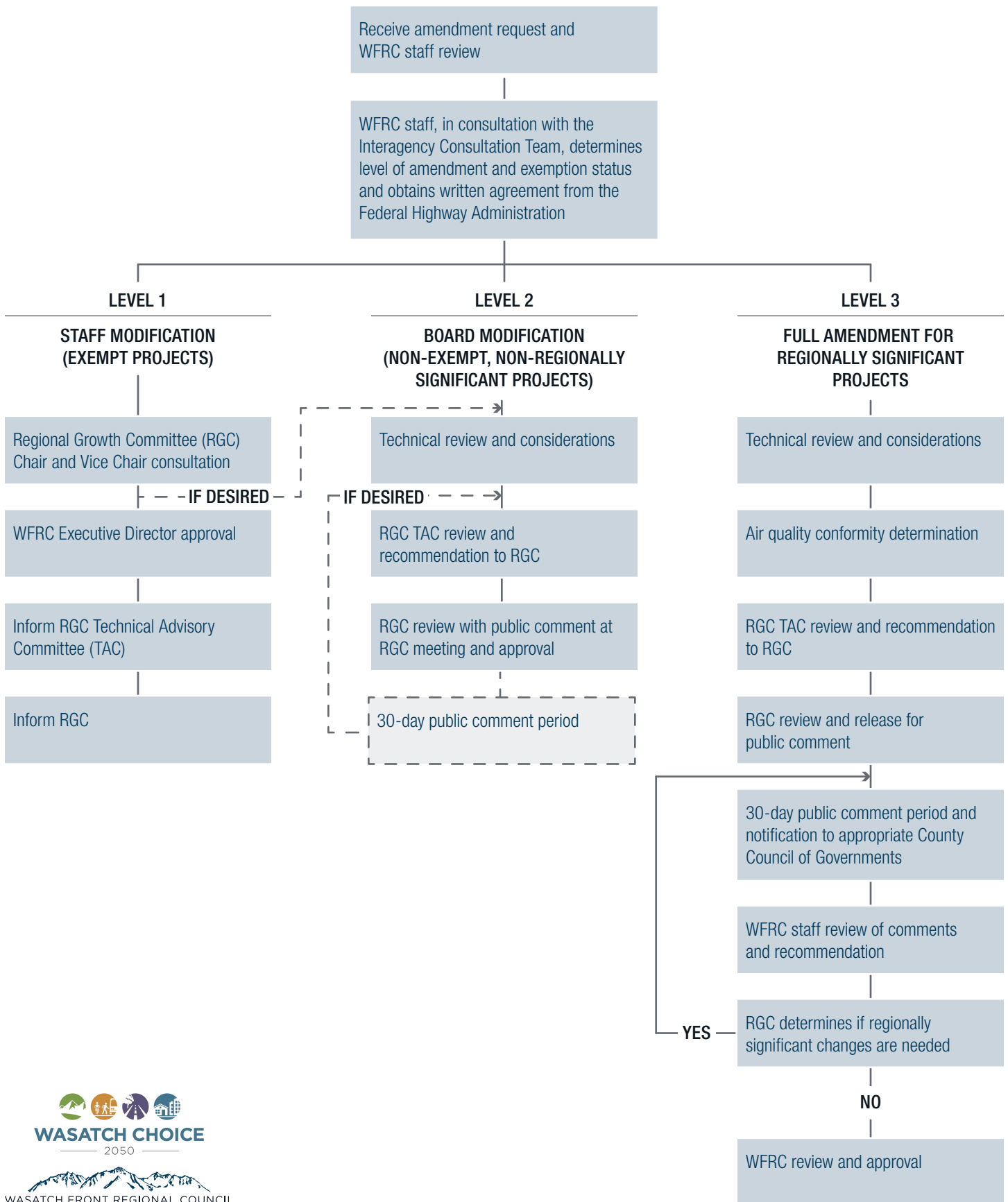
LEVEL 3 - PROCESS

These types of RTP amendments would be reviewed by WFRC staff and the Interagency Consultation Team; sponsoring local community planners, engineers, and/or elected officials; the Federal Highway Administration; the RGC; the TACs; the County Council of Governments (COGs); the Wasatch Front Regional Council; and the general public. The WFRC would declare in writing that the Interagency Consultation Team has decided that a new conformity determination and regional emissions analysis are required and request concurrence with this determination from FHWA. The approval of Level 3 amendments would require the following procedure:

- A. Formal request submitted to WFRC by local community elected official or transportation agency planning director or regional director.
- B. WFRC staff review and coordination with the Interagency Consultation Team (including a written description of all the proposed amendments in sufficient detail to assess the scope of the proposed changes), and sponsoring agency representatives – planners, engineers, and/or elected officials.
- C. WFRC staff financial constraint analysis in coordination with sponsoring agency.
- D. A new regional emissions analysis and air quality conformity determination as per current modeling procedures.
- E. WFRC staff correspondence with the Federal Highway Administration to obtain concurrence with the new regional emissions analysis and conformity determination.
- F. WFRC staff data collection, travel demand modeling, and technical considerations .
- G. Review and recommendation by the appropriate RGC TAC.
- H. Review and recommendation by the RGC for public comment.
- I. 30-day public comment would be noticed and a staff report provided to the applicable COGs.
- J. A written staff response within 30-days of the end of the comment period to all public comments received.
- K. Review and recommendation by the RGC (if additional significant modifications are necessary as a result of the comment period, then a new 30-day comment period would be warranted).
- L. Review and approval by the Wasatch Front Regional Council.
- M. Respective entities may be notified of the change.
- N. Update and notification of amendment changes on the WFRC and Unified Plan websites including any tables, spreadsheets, and/or maps.



Regional Transportation Plan Amendment Process



Regional Transportation Plan Amendment Process Levels

		LEVEL 1 STAFF MODIFICATION (EXEMPT PROJECTS)	LEVEL 2 BOARD MODIFICATION (NON-EXEMPT, NON-REGIONALLY SIGNIFICANT)	LEVEL 3 FULL AMENDMENT (NON-EXEMPT, REGIONALLY SIGNIFICANT)
		Staff or Regional Growth Committee Chair/Vice Chair could recommend elevating to Level 2	Regional Growth Committee or the Interagency Consultation Team could recommend 30-day public comment period	-
Roadway	Ownership change	All ownership changes	-	-
	Functional classification change	-	Collectors and minor arterials	Principal arterials and freeways
	Needs-based phasing	All changes that only modify needs-based phasing	-	-
	Corridor preservation	-	All corridor preservation projects	-
	Operational projects	Operational projects without modifications to signalized intersections	Operational projects with modifications to signalized intersections	-
	New construction or widening projects	-	Collectors and minor arterials	Principal arterials and freeways, including new intersection and interchanges
Transit	Needs-based phasing	All changes that only modify needs-based phasing	-	-
	Corridor preservation	-	All corridor preservation projects	-
	New construction, operational, or point projects	-	Non-fixed guideway transit	Fixed guideway transit facilities and stations
Active Transportation	Any active transportation project	-	-	
Land Use	Wasatch Choice Vision land use centers	-	-	



Regional Transportation Plan Amendment Process Timeline

Level 1 - Staff Modification (Exempt Projects)

	ACTIVITY	TIME REQUIRED
Pre-Month 1/Month 1	Receive and review with applicant (including discussion and refinement of application, including affected communities and agencies)	Due to WFRC staff by end of 2nd week of Month 1
	Staff determines amendment level in consultation with the Interagency Consultation Team and obtains letter of concurrence from the Federal Highway Administration	3rd week of Month 1
Month 2	Staff coordination with Regional Growth Committee (RGC) Chair and Vice Chair	1st week of Month 2
	Executive Director approval	2nd week of Month 2
	Inform RGC Technical Advisory Committees (TAC)	3rd Wednesday of Month 2
Month 3	Inform RGC	3rd Thursday of Month 3

Level 2 - Board Modification (Non-Exempt, Non-Regionally Significant Projects)

	ACTIVITY	TIME REQUIRED
Pre-Month 1/Month 1	Receive and review with applicant (including discussion and refinement of application)	Due to WFRC staff by end of 2nd week of Month 1
	Staff determines amendment level in consultation with the Interagency Consultation Team and obtains letter of concurrence from the Federal Highway Administration	3rd week of Month 1
	Data collection, travel demand modeling, and technical considerations	3rd and 4th week of Month 1
Month 2	Regional Growth Committee (RGC) Technical Advisory Committee (TAC) recommendation to RGC	3rd Wednesday of Month 2
Month 3	Internal coordination	1st and 2nd weeks of Month 3
	RGC review with public comment and approval	3rd Thursday of Month 3

For Levels 1 and 2, there are five possible amendment cycles:

	MONTH 1	MONTH 2	MONTH 3
1	January	February	March
2	March	April	May
3	June	July	August
4	August	September	October
5	November	December	January

Level 3 - Full Amendment on Regionally Significant Projects

	ACTIVITY	TIME REQUIRED
Pre-March/March or Pre-August/August	Receive and review with applicant (including discussion and refinement of application)	Due to WFRC staff by end of 2nd week of March/August
	Staff determines amendment level in consultation with the Interagency Consultation Team and obtains letter of concurrence from the Federal Highway Administration	3rd week of March/August
	Data collection, travel demand modeling, and technical considerations	3rd and 4th week of March/August
April or September	Preliminary air quality determination	Month of April/September
	Regional Growth Committee (RGC) Technical Advisory Committee (TAC) recommendation to RGC	3rd Wednesday of April/September
May or October	Draft air quality memorandum	1st of April/September to the 1st week of May/October
	Internal coordination	1st and 2nd weeks of May/October
	RGC review and approval for public comment	3rd Thursday of May/October
	Council of Government (COG) review (as needed)	
	<ul style="list-style-type: none"> • Salt Lake County • Weber County • Davis County • Box Elder County 	4th Thursday of May/October 1st Monday of June/November 2nd Wednesday of June/November Quarterly as needed (July/ October)
June or November	30-day public comment period	Month of June/November
July or December	Staff review comments with applicants	Month of July/December
	Optional TAC presentation	3rd Wednesday of July/December
August or January	Internal coordination	1st and 2nd weeks of August/January
	RGC review and recommendation	3rd Thursday of August/January
	Internal coordination	2nd and 3rd weeks of August/January
	WFRC review and approval with final air quality memorandum	4th Thursday of August/January



Regional Transportation Plan Amendment Technical Considerations

Process and Screening

1. Review each project and determine the level of amendment needed as per the Regional Transportation Plan Amendment Process adopted by the Wasatch Front Regional Council on January 27, 2022.
2. Determine which of the following requirements are applicable for each project:

DATA REQUIREMENTS (REQUIRED INFORMATION FROM PROJECT SPONSOR)

- » Type of project (capacity improvement, operational improvement, etc.)
- » Type of functional classification and regional significance
- » Cost of project
- » Length of project
- » Sponsor identified issues and benefits
- » Project phase requested
- » Requested or secured funding source (corridor preservation request, sales tax revenue, TIF, STP, etc.)

PRE-SCREENING REQUIREMENTS (REVIEWED WITH PROJECT SPONSOR PRIOR TO “GOAL ORIENTED TECHNICAL CONSIDERATIONS FOR RTP AMENDMENTS” BELOW)

- » Assess impacts on existing or planned road, transit, or active transportation facilities
- » Assess any impacts to community character
- » Supports environmental sustainability
- » Supports access to parks, open space, and recreation

REVIEW PUBLIC COMMENTS

- » Review any public comments for amendment projects

Goal-Oriented Technical Considers for RTP Amendments

LEVEL 1: Projects exempt from the following Technical Considerations

LEVEL 2: Projects are evaluated using only the Technical Consideration indicated by a yellow dot •

LEVEL 3: Projects are evaluated using all of the following Technical Considerations



SAFE, USER-FRIENDLY STREETS •



Objective	Mitigates safety issues
Technical Considerations	Roadway: UDOT's safety index average/usRAP or actual number of fatalities and serious injuries
	Transit: Reported bus and fixed guideway crashes
	Transit: Existing and planned first- and last-mile connections to stations or stops

MANAGEABLE AND RELIABLE TRAFFIC CONDITIONS •



Objective	Improves traffic conditions through management and reliability
Technical Considerations	Roadway: Change in vehicle hours of delay from existing traffic conditions or vehicle hours traveled (VHT)
	Roadway: Increases connectivity

FISCALLY EFFICIENT COMMUNITIES AND INFRASTRUCTURE •



Objective	Project readiness
Technical Considerations	Roadway/transit: Is part of a planning or environmental study
	Roadway/transit: Efforts underway to preserve the project's corridor

LIVABLE AND HEALTHY COMMUNITIES •



Objective	Supports the Wasatch Choice Vision
Technical Considerations	Roadway/transit: Provides improved access to urban, town, or job centers (as per GIS outputs and map review)

ACCESS TO ECONOMIC AND EDUCATIONAL OPPORTUNITIES



Objective	Improves access to job and educational opportunities
Technical Considerations	Roadway/transit: Connection to strategic clusters, freight centers, or on freight plan
	Roadway/transit: Access to jobs and educational centers ("access to opportunities" as per modeling outputs)

QUALITY TRANSPORTATION CHOICES



Objective	Supports transportation choices
Technical Considerations	Roadway: Supports multi-modal choices (transit, bicycle, and pedestrian)
	Transit: Existing and projected ridership

CLEAN AIR



Objective	Supports on-going efforts to maintain air quality standards
Technical Considerations	Roadway/transit: Separate process (i.e. air quality modeling and conformity determination on a regional level for Level 3 projects)



HOUSING CHOICES AND AFFORDABLE LIVING



Objective	Provide housing for people in all life stages and incomes
Technical Considerations	Roadway/transit: Serves or does not adversely impact (roadway) identified vulnerable communities (low income, minority, or zero-car households) and/or areas with concentrated elderly populations

AMPLE PARKS, OPEN SPACE, AND RECREATIONAL OPPORTUNITIES



Technical Considerations	Determined in project pre-screening
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A SUSTAINABLE ENVIRONMENT INCLUDING WATER, AGRICULTURE, AND OTHER NATURAL RESOURCES



Technical Considerations	Determined in project pre-screening
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