

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 3, 2021

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 146 500 5114

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(15 minutes)*
 - A. Minutes of the February 3, 2021 Committee Meeting -- *Corrections/Approval*
 - B. City Line: Approval of Scope of Work for Wall Street, Station 28 Construction *(Otterstrom/Bielaski)*
 - C. High Performance Transit (HPT) Amenities Installation Revised Scope of Work – *(Otterstrom/Hanson)*
4. Committee Action
 - A. Board Consent Agenda
(No information included this month.)
 - B. Board Discussion Agenda *(10 minutes)*
 1. City Line: Browne’s Addition Stations Customized Shelters Request *(Otterstrom/Hanson)*
5. Reports to Committee *(35 minutes)*
 - A. DivisionConnects: Draft Recommendation Locally Preferred Alternative (Resolution) *(Otterstrom/Tresidder)*
 - B. 2022-2027 Transit Development Plan: Develop Mid-Range Planning Guidance *(Otterstrom/Tresidder)*
 - C. Draft SRTC 2021-2022 Unified Planning Work Program (UPWP) *(Otterstrom/Tresidder)*
 - D. I-90 / Valley Corridor Planning Update *(Otterstrom/Bielaski)*
6. CEO Report *(10 minutes)*
7. Committee Information
 - A. Connect Spokane Update – *(Otterstrom/Tresidder)*
8. March 31, 2021 **(April)** Committee Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members’ Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 31, 2021 **(April Meeting)**, 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA’s website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: AL French, Chair, Planning and Development Committee

SUMMARY: At this time, the Committee Chair will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 3A : MINUTES OF THE FEBRUARY 3, 2021 COMMITTEE MEETING

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Vicki Clancy, Executive Assistant, Planning and Development

SUMMARY: Draft Minutes of the February 3, 2021 Planning and Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO THE BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING AND DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the February 3, 2021, Board Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Candace Mumm, City of Spokane
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Hugh Severs, Small Cities Representative
(Liberty Lake) *Ex Officio*
Kevin Freeman, Small Cities Representative
(Millwood) *Ex Officio*
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Brandon Ropez-Betty, Director of Communications
& Customer Service
Fred Nelson, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Director of Human Resources &
Labor Relations
Vicki Clancy, Executive Assistant to Director of
Planning and Development

PROVIDING LEGAL COUNSEL

Laura McAloon, McAloon Law PLLC

1. CALL TO ORDER AND ROLL CALL

Chair Chris Grover called the meeting to order at 10:00 a.m. and conducted roll call.

2. COMMITTEE CHAIR REPORT

None.

3. COMMITTEE ACTION

A. MINUTES OF THE DECEMBER 2, 2020 COMMITTEE MEETING

Ms. Karen Stratton moved to approve the December 2, 2020, Planning and Development Committee meeting minutes. Mr. Tim Hattenburg seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

(No items being presented this month.)

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. REVIEW 2021 PLANNING AND DEVELOPMENT WORK PROGRAM

Mr. Otterstrom presented this scope of work for the upcoming year, 2021. The program was approved December 2020 and includes the Annual Planning Calendar which includes the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates: the Transit Development Plan, the Service Improvement Program, the Capital Improvement Program, and the Annual Strategic Plan/Budget. It also identifies other major planning efforts that will take place during 2021: City Line, Division BRT, Connect Spokane, and I-90/Valley HPT. Connect Spokane will come forward to the committee in the next month.

Ms. Candace Mumm requested that a bullet be added to “other major planning efforts” titled City Line Node Planning Support.

Ms. Mumm moved to approve the work program including adding City Line Node Plan and Support. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. TRANSIT DEVELOPMENT PLAN 2022-2027 OVERVIEW

Mr. Otterstrom presented. The Transit Development Plan (TDP) is a requirement of state law, SRTC policy, *Connect Spokane* policy, and the Federal Transit Administration (FTA). The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Planning Guidance over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan, working toward Board approval of the plan in July. Mr. Otterstrom reviewed the TDP project timeline. Staff will facilitate a discussion on mid-range planning guidance at the March Planning and Development Committee meeting.

Chair French asked if there was anything on STA’s wish list that could be accelerated to take advantage of the potential relief package/transportation infrastructure package that STA may receive. If there is, how do we mold that into our transit development plan in a timely fashion. One idea could be, electrification of the entire fleet? Or other opportunities. Ms. E. Susan Meyer responded that Division Bus Rapid Transit (BRT) could be the next Small Starts project under the Capital Investments Grant program.

Chair French asked, in regards to Division BRT, how much work can STA do before the North Spokane Corridor is completed? Mr. Otterstrom responded that there are a lot of steps to get there. The sooner a funding plan can be developed, the better; secured funding can streamline the project schedule. Ms. Mumm asked if STA needs to shore up support with SRTC. Chair French has already met with Kevin Wallace. What other groups (i.e., landowners) need to be brought to the table? Chair French offered to reach out to the key landowner on Division, and Amazon.

C. DIVISIONCONNECTS: DRAFT ALTERNATIVES FOR PUBLIC INPUT

Mr. Otterstrom presented. The DivisionConnects Study is a multi-jurisdictional study with two phases: 1) Transportation – Multimodal, Connectivity and 2) Land Use. The purpose of the study is to analyze the future of Division Street and transformative elements that could occur as a result of the planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. The study will review possible land use and transportation scenarios for Division Street, evaluate their performance, and ultimately make recommendations for improvements. Mr. Otterstrom presented a brief overview of the November 2020 Steering Committee meeting when the team was tasked with conducting additional analysis on four scenarios identified by the members: Center-running Bus Rapid Transit (BRT), Side-running A, Side-running B, and Side-running C. Mr. Otterstrom reviewed current public engagement activities. The Steering Committee is scheduled to meet February 24 and will hear public feedback to inform a recommendation for a locally preferred alternative. The recommendation is expected to be considered by the Planning and Development Committee in March followed by a public hearing and action of the full board. Mr. Otterstrom reviewed the public outreach timeline and upcoming actions.

Mr. Tim Hattenburg thanked Mr. Otterstrom, Jason Lien, and STA staff for the strategic planning and work for this project within less than a year. It is very impressive and will benefit the

community. Mike Tresidder, the Steering Committee, Ms. Meyer have been instrumental in this project.

Chair French noted that Spokane County had been removed as a stakeholder from Division Connects, Stage 2. Mr. Otterstrom stated that this typo will be corrected.

D. DOWNTOWN SPOKANE PLAN DEVELOPMENT UPDATE

Mr. Otterstrom presented. Beginning in late 2019, the City of Spokane partnered with Downtown Spokane Partnership (DSP) to update the downtown plan, Fast Forward Spokane, which will guide downtown development over the next 10 years. Mr. Otterstrom reviewed the downtown planning area, the timeline and next steps. The planning effort was disrupted by COVID-19, but continues to move forward. Mr. Otterstrom highlighted several goals included in the draft plan: Connected and Walkable; A Great Place to Live, Work and Play; and A Well-Organized Downtown. Next Steps include a tentative Public Meeting (#3) in February 2021, a review by Plan Commission Transportation Subcommittee (PCTS) meeting, a City Council study session, a Plan Commission workshop and hearing, and City Council adoption tentatively set for Spring 2021.

6. CEO REPORT

Ms. Meyer presented the CEO Report:

\$26 Billion Transportation Revenue Package – Representative Fey’s transportation revenue package is in the legislature; the framework indicates funding of \$26 billion over 16 years with no debt. There is 18 cents of gas tax that would go to maintenance and preservation, with a carbon fee of \$15 per ton increasing over the next few years. There is no list yet for the projects that will be included.

Forward Washington Transportation Revenue Package – Senator Hobbs has introduced his transportation revenue package called, “Forward Washington.” \$18 billion, with .06 cents of gas tax, and two carbon pricing options. There is some debt on the gas tax. The Division Bus BRT is the only transit project on the list for \$25 million. STA thanks Senator Billig for his advocacy to ensure the project is included.

Regional Mobility Grant – WSDOT recommended to the legislature two of the projects that STA submitted for the competitive Regional Mobility Grant: The I-90 High Performance Transit (HPT) for \$7.5 million, and Sprague HPT for \$2 million. WSDOT is carrying forward STA’s Cheney Line project into the next biennium with a \$5.5 million grant. The Liberty Lake shuttle is on the list of projects to be carried into the next biennium for \$67,560.

Federal Mask Mandate – The Centers of Disease Control and Prevention and the Transportation Security Administration (TSA) implemented a Security Directive requiring masks to be worn. It is hoped that compliance will be achieved through cooperation. Washington State already requires masks on public transportation; this requirement now carries the additional weight of the federal requirement. STA signage will be changed accordingly.

Vaccines – STA has encouraged employees to educate themselves in order to make informed decisions regarding vaccination. Ms. Nancy Williams, Director of Human Resources and Labor Relations, worked with the health district to place a few of the Paratransit Operators in unfilled spots at the Spokane arena. STA Paratransit and Coach Operators will become part of the next group eligible to receive vaccinations. STA introduced an incentive of two hours of pay (per each of the two doses) to employees that receive the vaccine. Evidence must be presented in order to access this incentive. Kudos to Ms. Williams and her work with the health district.

Ms. Mumm complimented Ms. Meyer on the vaccination incentive. Ms. Meyer responded to Ms. Mumm's question that Federal Relief Funding can be used for this. Chair French and Mr. Hattenburg may consider using this incentive as well.

7. COMMITTEE INFORMATION
(No information included this month.)
8. MARCH 3, 2021, COMMITTEE MEETING AGENDA
9. NEW BUSINESS -- None.

Ms. Meyer presented the following item that was omitted from the CEO Report:

January 2021 Voter-Approved Sales Tax Update – Revenue collected on November retail sales: 2.0% above January 2020 actual (\$0.1M), 2.0% YTD above 2020 actual (\$0.1M), and 18.4% YTD above budget (\$1.2M).

10. COMMITTEE MEMBER'S EXPRESSIONS -- None.
11. ADJOURNED

With no further business to come before the Board, Chair French adjourned the meeting at 11:31 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, MARCH 3, 2021, at 10:00 a.m. VIA WEBEX.

Respectively submitted,

Vicki Clancy

Vicki Clancy, Executive Assistant
Planning and Development Department

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 3B : CITY LINE: APPROVAL OF SCOPE OF WORK FOR WALL STREET, STATION 28 CONSTRUCTION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: As part of the City Line project, STA has committed to reconstructing Wall Street between Riverside Avenue and Main Avenue as a segment of the Bus Rapid Transit (BRT) project alignment that needs substantial upgrades to accommodate operations of the service. Additionally, Station 28 at the SCC Transit Center will be the eastern terminus of the City Line and will also be constructed. These two projects – Wall Street and Station 28 – were removed from the overall City Line design package because design decisions were not able to be made in time for inclusion in the City Line bid package that was advertised in December 2019.

STA subsequently tasked Coffman Engineers, under the existing on-call architectural and engineering services contract, to prepare design, specifications, and bidding documents for both Wall Street and Station 28. The proposed general scope of work is attached.

STA has elected to combine the two projects – Wall Street and Station 28 – into one bid package for the purpose of reducing contract administration efforts and receiving more competitive bids. Since the federal funding requirements of these City Line projects require the contractor to prepare additional documents and paperwork regardless of project size, combining these two projects into one bid package should reduce the contractor’s administration costs and result in lower bids.

The current engineer’s estimate for the Wall Street Reconstruction Project is \$930,000. The current engineer’s estimate for the Station 28 project is \$170,000. The combined engineer’s estimate for the two projects together is \$1.1M. The costs for the project are anticipated within the overall City Line budget of \$92.231 million comprised of local, state and federal resources.

As required by STA’s Procurement Policy, Committee review and approval of the scope of work is required prior to advertising the project and inviting contractors to bid. If approved, an Invitation for Bid (IFB) will be issued for procurement of a general contractor that will carry out the scope of work.

Once bids have been received, as required by STA’s Procurement Policy, this committee will then be tasked to recommend Award of Contract to the Board of Directors. Any further adjustments, if needed, to the project budget would also be made at that time once the actual construction costs are known.

RECOMMENDATION TO COMMITTEE: Approve the general scope of work and authorize staff to release an invitation for bid for the City Line Wall Street Reconstruction and Station 28 Construction Project.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

General Scope of Work: City Line Wall Street Reconstruction and Station 28 Construction

Wall Street Reconstruction

Reconstruction of Wall Street between Riverside and Main avenues as a segment of the City Line alignment. The scope generally include:

- Demolition of existing brick roadway, sidewalk tiles, trees, lighting, and bollards
- Complete reconstruction of Wall Street including, but not limited to:
 - Concrete curb and gutter
 - Asphalt roadway
 - Decorative porcelain sidewalk tiles
 - Street trees and landscaping
 - Electrical conduit and street lighting
 - Bollards for pedestrian safety
 - Coordinated utility vault work

Station 28 General Scope of Work:

Construction of City Line Station #28 in the center island of the Spokane Community College Transit Center including, but not limited to:

- Electrical and communications conduit for future HPT platform amenities
- Concrete footings for future HPT platform amenities
- Concrete station platform surface
- Railing

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 3C : HIGH PERFORMANCE TRANSIT (HPT) AMENITIES
INSTALLATION REVISED SCOPE OF WORK

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: On November 3, 2020, Planning and Development Committee approved the Scope of Work for HPT Amenities Installation and authorized the release of an Invitation for Bid (IFB). As development of the design has continued Staff has identified an addition to the Scope of Work that will benefit STA and the Project. Specifically, the procurement and installation of luminaires and associated components will be added to the Installation Contractor's responsibilities. The Background and General Scope of Work accompanying this cover sheet mirror what was presented in November with proposed revisions shown in red text.

Additionally, given current schedule constraints, any delays in completion of this work will directly affect STA's ability to begin service for the City Line. As such, Staff, in coordination with Legal Counsel, intend to include a Performance Incentive tied to the completion of the City Line portion of this work package.

BACKGROUND: STA's High-Performance Transit (HPT) network is a network of corridors that provide all-day, two-way, reliable, and frequent service that is competitive to private automobiles and features improved amenities. Enhanced passenger and stop amenities are a notable component of the plan and include shelters, station markers, light and technology poles, ~~lighting~~, benches, leaning rails, digital signs, cameras and fare collection equipment.

The fabrication and procurement of the amenities for HPT stations is being accomplished through a combination of new and existing contracts. Because these amenities will need to be installed in multiple locations and throughout multiple corridors over the next several years, STA proposes to procure and subsequently award a contract that includes installation at stations for the following projects/corridors: City Line, Monroe-Regal Line, Moran Station, STA Plaza and the Cheney Line. This will ensure continuity of components across stations and eliminate the need to train a new contractor for each project.

The general scope of work accompanies this staff report and recaps the requirements of the installation services. In general, the components to be installed under this contract vary by corridor and site and are grouped in packages for the various HPT stations. The scope comprises 33 stations along the City Line and 32 stations and other locations throughout the other HPT corridors and facilities. STA will furnish all amenities and components to the Contractor for installation. The City Line work will be prioritized in 2021, with some minor exceptions, over all other work to ensure current schedules are maintained.

The estimated cost of this contract over the initial term is approximately ~~\$3.1~~ \$4 million and would be funded through the budgets of the various HPT projects/corridors listed above. In addition to city and county licensing requirements and state public works requirements, the contractor will be required to meet all applicable federal terms and conditions as stipulated by the Federal Transit Administration (FTA).

STA staff and STA's consultant, IBI Group, are working toward a bid advertisement for this Scope ~~prior to the end of this year with a bid opening in February 2021~~ in March 2021 with a bid opening in April 2021. All bid proposals will be evaluated based on STA's bid policies and contract documents including a detailed work plan, past work experience and references to determine the lowest responsive bid from a responsible bidder. Once the successful bidder is selected and all appropriate evaluations have been completed, staff will seek Board approval to award a contract for the bid amount.

Below is the anticipated schedule for this procurement. These dates are subject to change as they are dependent upon the delivery timelines for fabricated amenities which are procured through a separate contract.

Milestone	Date
Bid Advertisement	03/28/2021
Bid Due Date	04/27/2021
Award of Contract	May 2021
Notice to Proceed	May 2021
Installation Training	Fall 2021
Start of City Line Amenities Installation	December 2021

RECOMMENDATION TO COMMITTEE: Approve the **revised** general Scope of Work for HPT Amenities Installation, use of Performance Incentives and authorize the release of an Invitation for Bid (IFB).

COMMITTEE ACTION:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

High Performance Transit (HPT) Amenities Installation

General Scope of Work

Installation of High-Performance Transit (HPT) Amenities at new and existing stations throughout the STA network. The scope of work will be broken into separate packages as shown below. Requirements and scope will vary slightly by package but, in general, the work across these packages includes:

- Coordination with STA, STA Contractors, and Vendors before, during, and after installation.
- Coordination with municipalities for temporary traffic control and all obstruction and electrical permits.
- Removal of existing temporary concrete knockouts and placement of new concrete.
- Installation of STA furnished shelters and HPT Amenities which are comprised of the following: HPT marker, pedestrian light poles, **luminaires**, individual seating benches and leaning rails, waste and recycling bins, and other related components.
- Provision, installation, and configuration of a luminaire system for the light poles, markers and shelters.
- Installation and initial testing of technology components, including digital monitors for real-time passenger information.
- Installation of power and communications wiring for HPT Amenities and technology components at the platforms.
- Coordination of special inspections as required in the Plans and Specifications with STA’s third-party testing contractor.
- Coordination of testing and acceptance of the technology components at each site as further defined in the Technical Specifications using acceptance criteria checklist provided by STA.

The packages of work are listed below in order of priority for completion. The City Line work will take precedence, with minor exceptions, and the schedule will be dictated in accordance with the overall City Line schedule and close coordination with the Project Management team and the General Contractor.

Package	Stations and other locations	Variations from General Requirements
City Line	33	<ul style="list-style-type: none"> – Assembly and installation of custom City Line Shelters. – Installation and configuration of a Bus Arrival Beacon system integrated into the City Line (HPT) Marker. – Railing post connection coordination with GC.
STA Plaza	7	<ul style="list-style-type: none"> – Assembly and installation of custom City Line Shelter at Zone 4. – Installation of 6 standalone HPT markers – Power and communication wiring into the Plaza for all Markers and both HPT platforms (Zones 4 & 6). Installation of conduit and raceways.
Monroe-Regal Line	15	<ul style="list-style-type: none"> – Installation of standard STA shelters.
Moran Station	1	<ul style="list-style-type: none"> – Assembly and installation of custom City Line type shelter. – Installation of additional light poles at lighting only platform.
Cheney Line	9	<ul style="list-style-type: none"> – Installation of standard STA shelters.
Total Stations	65	

The following is a preliminary schedule for the Installation work. STA will dictate the substantial completion dates for each package. For all packages other than the City Line, the Installer will be responsible for determining start dates and phasing for construction to meet the substantial completion dates as required.

Package	Work Start Date	Substantial Completion	Anticipated Duration
City Line	December 2021	April 2022	5 months
STA Plaza	TBD	December 2021	1 month
Monroe Regal Line	TBD	August 2022	3 months
Moran Station	TBD	August 2021	3 weeks
Cheney Line	TBD	August 2022	3 months

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM **4B1** : CITY LINE: BROWNE'S ADDITION STATIONS CUSTOMIZED SHELTERS REQUEST

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Nick Hanson, Capital Projects Manager

SUMMARY: Pursuant to *Connect Spokane* Policy SI 4.10, "HPT Station Identification and Customization," the Browne's Addition Neighborhood is requesting the STA Board of Directors allow for a customized shelter design to be installed at three City Line stations located in the neighborhood.

BACKGROUND: In June 2018, staff held a series of meetings with neighborhoods along the City Line to discuss options for making a request for customization of station elements. In accordance with *Connect Spokane* Policy SI 4.10 HPT Station Identification and Customization, groups can request customization of station elements.

Browne's Addition was the only neighborhood group to express interest and initially outlined their request in a Statement of Interest dated June 2018. This request centered around the architectural design of the shelters; specifically, they desired a final product that was comparable to the bus stop shelter that was installed adjacent to Coeur d'Alene Park. The neighborhood continued to reiterate this request as the City Line design process progressed over the next couple years. After the finalization of the shelter fabrication contract with Future Systems Inc, staff attended two neighborhood meetings to discuss specifics of the design request. Staff also facilitated a meeting between Browne's Addition representatives and Future Systems Inc. The neighborhood further clarified that their desire is to have a pitched roof matching the aesthetic of the previous shelter with similar colors, materials, and signage to replace the current design for the single bay, S1 shelter. STA then directed Future Systems to prepare a change order proposal for the design of a customized shelter based on those discussions.

On February 19, 2021, the Browne's Addition Neighborhood Council approved a motion to move forward with the customization process as discussed below and take this request to STA's Board of Directors for final approval in accordance with *Connect Spokane* Policies.

Shelter Customization Proposal

The final design would be consistent with the current design for the shelter footings and would focus on modifying the shelter roof. Currently, Browne's Addition is programmed for two C4 stations and a single S1 shelter. A set of two custom shelters would replace a single C4 station, for a total of five (5) custom shelters in Browne's Addition. STA also anticipates ordering a single spare for future replacements.

The upfront cost for the design will be \$68,365, however, the final cost of the customized shelter will not be known until the design is completed. Based on initial discussions, Future Systems has indicated that the cost of the custom shelter will be approximately similar to the cost of an S1 shelter. Because the ultimate net cost of this customization is unknown and *Connect Spokane* policies require the requesting entity to pay the total cost difference, staff is proposing that Browne's Addition Neighborhood cover 20% of the design cost (\$13,673), **or** the final net cost difference between the customized shelters (including design costs and spare) and the standard shelter plan costs, whichever is less. This payment would be due within 90 days of the installation of the final shelter.

The design process would include design reviews with the neighborhood and STA would not proceed to final design without concurrence from the neighborhood. Browne's Addition could withdraw its request during design in the event STA's contractor is not able to adequately satisfy the neighborhood's desired design aesthetics. These terms will be set forth in a memorandum of understanding or formal agreement between STA and the Neighborhood. The design and fabrication of these shelters would be sequenced to follow after the standard City Line shelters. As such, it is likely these customized shelters, if approved, would not be installed until after the start of revenue service of the City Line.

Analysis

The request by the Browne's Addition Neighborhood Council is the only such request along the City Line and as stated above, has been an enduring interest by the neighborhood since 2018. In bringing this forward to the Board of Directors, staff recognize the distinct historic qualities of Browne's Addition, including its legacy as a streetcar neighborhood. Staff also note that the request does not interfere with the station marker, a key element of City Line branding on each station platform.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve a motion to authorize the commissioning and installation of customized shelters in Browne's Addition, pursuant to Connect Spokane Policy SI 4.10, with a maximum cost contribution by Browne's Addition Neighborhood Council of \$13,673 and authorize the CEO to execute any agreements necessary to ensure full payment of said shelters.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 5A : DIVISIONCONNECTS: DRAFT RECOMMENDATION LOCALLY PREFERRED ALTERNATIVE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: Phase I of the DivisionConnects study seeks to inform decisions related to the configuration of bus rapid transit (BRT) on Division Street. Predicated on the evaluation of alternatives, public and stakeholder input, and advisory input of a project steering committee, staff will present a draft proposed preferred alternative for Division BRT that will be subject to a duly noticed public hearing before the Board of Directors later in the month.

BACKGROUND: DivisionConnects study's purpose is to analyze the future of Division Street and transformative elements that could occur as a result of planned system investments, namely implementation of bus rapid transit and the effect of a fully completed North Spokane Corridor. In addition to SRTC and STA jointly leading the first phase of the study, other project partners include WSDOT, City of Spokane, and Spokane County. A steering committee composed of members of the boards of directors for STA and SRTC is advising the project team. A consultant team led by Parametrix, Inc., is assisting with the effort. The study will look at possible land use and transportation scenarios for Division Street, evaluate their performance, and make recommendations for improvements.

Draft Alternatives & Public Engagement

As described at the last P&D Committee meeting, four alternatives emerged through a screening and preliminary evaluation process guided by the steering committee. Beginning in mid-January, the project team commenced a significant public outreach effort. Engagement activities to obtain community input on the four alternatives have included:

- An online story map that provided project background, as well as opportunities for public comment. The story map was available for review and input for more than a month beginning January 20.
- Project information mailing to all property owners, addresses and taxpayers within 1/8 mile of the corridor, totaling approximate 3,550 postcards.
- A virtual public open house was held the evening of Thursday, February 11.
- Interviews with targeted stakeholders with ownership and/or management of key and sizable properties along the corridor.
- A representative sample phone survey of area residents, including Spokane County and southern areas of Stevens and Pend Oreille counties, to gauge support for multimodal improvements along Division Street.

Concurrent with the public engagement activities, the consultant team finalized the evaluation of the four alternatives, documenting measurements, both quantitative and qualitative, for criteria identified in a transit evaluation framework.

Locally Preferred Alternative & Next Steps

Staff met with members of the Steering Committee over the past week to review evaluation results, including community input, and obtained advisory input from committee members. During the Planning and Development meeting, staff will outline the elements of a locally preferred alternative that will include:

- North and south terminals
- General alignment
- Mode
- Elements of bus rapid transit (BRT) including the type and location of dedicated lanes, stations and service architecture
- Complementary multimodal and transportation network changes that support the preferred transit project

Public feedback on the draft recommendation for a locally preferred alternative will be sought through a public hearing on March 18. Staff will also review the alternative with jurisdictional partners prior to the public hearing. Staff will present a final recommendation for a locally preferred alternative at the March 31 committee meeting along with a corridor development plan for a recommendation and approval by the full STA Board of Directors later in April.

RECOMMENDATION TO COMMITTEE: For information.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 5B : 2022 – 2027 TRANSIT DEVELOPMENT PLAN: DEVELOP MID-RANGE PLANNING GUIDANCE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: A step in the annual preparation of the agency’s transit development plan, the Committee prepares and recommends to the Board of Directors guidance statements that help frame priorities to be included in the plan. The committee will be offered an opportunity during the meeting to review existing guidance statements and consider revisions for the 2022-2027 Transit Development Plan (TDP).

BACKGROUND: According to STA Board Resolution 681-11, the Planning and Development Committee is accountable for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning. The agency’s primary mid-range planning document is the Transit Development Plan. The 2021-2026 TDP may be viewed on STA’s website at:

<https://spokanetransit.com/projects-plans/transit-development-plan>.

The 2022-2027 TDP is expected to be adopted in July 2020 and will include the Capital Improvement Program and the Service Improvement Program.

The first step in the development of the TDP is for the Board to set forth six-year planning guidance statements. The planning guidance statements set forth in the 2021-2026 TDP are as follows:

Board Guidance from 2021-2026 TDP

Foster and Sustain Quality. Continue initiatives and projects that improve the quality and usefulness of STA’s services, facilities, information, and customer service. Affordable public transportation adds value to the community and improves the quality of life in the region and the efficiency of the region’s road system through congestion relief. Employ new technologies and industry trends that advance these ends.

Maintain a State of Good Repair. Continue vehicle replacement and facility maintenance/improvement programs in order to avoid the problematic consequences of deferred action.

Expand Ridership. Continue to foster ridership markets in line with the principles of *Connect Spokane*. Identify and leverage the factors that drive ridership. Work and school trips make up the majority of trips taken on STA services. Continue to foster these foundational markets while expanding the usefulness of service for other travel purposes.

Proactively Partner in the Community. Coordinate with jurisdictions and other agencies to implement community planning and economic development strategies and pursue the agency’s sustainability goals. Be a leader in implementing the regional transportation visions.

Advance and Adapt the System Growth Strategy. Grow the transit system consistent with community growth and resources, recognizing there are underserved areas of the Public Transportation Benefit Area (PTBA). Respond to changing demographic and behavioral trends in population and job densities. Ensure that maintenance and operations facilities are sized to accommodate cost effective growth plans.

The Board also provided additional guidance due to the COVID-19 pandemic in July 2020.

- Ensure Financial Resilience
 - Avoid debt, consistent with longstanding practice and adopted policy
 - Prepare STA with appropriate levels of actions to respond to varying economic conditions
 - Allow usage of designated cash reserves with plan to recover reserves within 2 years
- Maintain Service Quality and State of Good Repair
 - Sustain quality, regardless of service level
 - Preserve essential capital projects to maintain a state of good repair
- Deliver *STA Moving Forward* (STAMF)
 - Amend STAMF to address changed conditions as provided in the STAMF plan and sales tax proposition resolution
 - Uphold commitment to delivering the City Line on time and on budget

The TDP project schedule proposes that the Planning and Development Committee develop the Mid-Range Planning Guidance over the next three meetings. At the April committee meeting, staff will propose revisions to guidance informed by the latest financial information and assumptions for future service levels. Beginning in May, the Committee will review the draft sections of the plan, working toward board approval of the plan in July, consistent with the schedule shown below.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Planning Guidance; first review of major activities	Final Recommendation on Mid-Range Planning Guidance, first look at revenue/expenditure forecast assumptions
May	June	July
Review proposed Service Improvement Program, Capital Improvement Program, financial forecasts	Draft TDP presented; Public hearing scheduled	P&D Committee recommendation on Final Plan

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 5C : DRAFT SRTC 2021 – 2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. Each year SRTC prepares a Unified Planning Work Program (UPWP) to define and coordinate all planning activities that will be conducted in the metropolitan planning area over the next state Fiscal Year (July 1, 2021 through June 30, 2022). These activities include their core responsibilities as the Metropolitan Planning Organization and the Regional Transportation Planning Organization, including planning projects and activities. The UPWP is completed in coordination with WSDOT and STA. Each cycle, STA submits a description of the planning activities it will engage in over the identified State Fiscal Years.

The Planning and Development Committee is asked to review the draft description of STA's ongoing and upcoming planning activities (attached) that will be submitted to SRTC for inclusion in the UPWP.

RECOMMENDATION TO COMMITTEE: Information only.

**SRTC July 1, 2021 - June 30, 2022 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted *STA Moving Forward*, a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016, voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Program of Projects, Service Improvement Program, and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2022-2027 and 2023-2028 TDP will be founded on STA's comprehensive plan, *Connect Spokane, and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Program of Projects, Capital Improvement Program, the Service Improvement Program, and the Transit Asset Management Plan. The TDP will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include public outreach.

Schedule

2022-2027 TDP: December 2020 – September 2021

2023-2028 TDP: December 2021 – September 2022

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

January 2019-December 2022

Source of Funds/Budget

Local

Division BRT Preliminary Engineering and Environmental Scoping

The next step to follow the Division High Performance Transit Study.

Expected Outcomes/Products

Develop the Division Line BRT preliminary engineering and design components: refinement of the locally preferred alternative, reasonable range of total project cost, draft service plan, anticipated environmental review requirements (NEPA scoping), and preliminary implementation schedule. These elements will be necessary in order to enter into the project development phase of a Small Starts project under the FTA Capital Investment Grant (CIG) program.

Schedule

May 2021 – June 2023

Source of Funds/Budget

Local

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Development Plan

The *STA Moving Forward* plan calls for a new transit center and expanded park and ride capacity along the I-90/Valley corridor as well as service improvements to accommodate and attract ridership growth, improve access to jobs and services and support the region’s economic development. New facilities and service within Spokane County is scheduled to be implemented by 2025. Pilot service to Post Falls and Coeur d’Alene is planned for in 2026.

Expected Outcomes/Products

A corridor development plan that establishes transit infrastructure improvements and service architecture for the I-90/Valley Line. The planning process will engage stakeholders in the corridor, including local cities, WSDOT and Idaho Transportation Department. It will include an evaluation framework for assessing the suitability of sites and

facility configurations. It will also prepare a service plan along with a phasing schedule for improvements. The corridor development plan will be followed by design, engineering permitting, construction and implementation phases.

Schedule

March 2021 – June 2022

Funding

Local

STA Facilities Master Plan Update

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to develop a plan for growth and in consideration of board direction related to transitioning to a zero-emission fleet.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

TBD

Funding

Local

5-Mile Park & Ride Mobility Hub Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and ride lots. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation and sustainable funding streams.

Schedule

August 2021 – July 2022

Funding

Local

Connect Spokane Update

In 2010, the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA's services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* policies, the update will include a significant public input element.

Expected Outcomes/Products

STA will review the existing plan, trends, and industry best practices with internal and external stakeholders and the general public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, new opportunities, and challenges. The revisions will then be reviewed by stakeholders and the general public, followed by a public hearing and ultimately adoption by the STA Board of Directors.

Schedule

March 2021 – January 2022

Source of Funds/Budget

Local

Sprague HPT Corridor Development Plan

The corridor development plan establishes the elements of the Sprague Line to be implemented as part of *STA Moving Forward*.

Expected Outcomes/Products

A corridor development plan that better defines the corridor scope, including station type, size, and location as well other stop and service improvements. The project will upgrade ten or more bus stops to stations, upgrades approximately 20 other bus stops to enhanced stop standards, implement transit signal priority at key locations, provide ADA and other street improvements and right-of-way acquisition (if necessary). The corridor development will be followed by preliminary design and environmental permitting, final design, construction and service upgrades, scheduled to be completed by 2024.

Schedule

May 2021 – March 2022

Source of Funds/Budget

Local/State

SPOKANE TRANSIT AUTHORITY

PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 5D : I-90 / VALLEY CORRIDOR PLANNING UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Rob Bielaski, Capital Projects Manager

SUMMARY: Staff will provide an overview of planning activities that begin later this month for the I-90/Valley High Performance Transit Corridor program of projects.

BACKGROUND: The I-90/Valley High Performance Transit (HPT) line is one of the identified HPT lines in *Connect Spokane*, STA's comprehensive plan for public transportation. The current concept for the I-90/Valley HPT project extends from downtown Spokane to Liberty Lake with potential future extension into Idaho. The corridor improvements are concentrated at stations, stops, key intersections, freeway interchanges, and corridor terminals. These projects may include relocation or enhancements to existing park and ride facilities, relocation and/or enhancement of existing stop locations, new station and stop design and construction, street and highway improvements, and right of way acquisition.

KPFF was secured as a project consultant in May 2020, with Work Order #1 executed in July 2020. Work Order #1 tasked KPFF with providing the planning and conceptual engineering services to support development of design concepts and costs associated with STA's application for WSDOT's Regional Mobility Grant.

STA submitted a Regional Mobility Grant application in September 2020 for the I-90/Valley Corridor. The project is recommended for funding in WSDOT's prioritized project list submitted to the Legislature in early February over two biennia, with \$1,013,900 in the 2021-2023 biennium and \$6,486,100 in the 2023-2025 biennium. The prospective state grant comprises just over half the I-90/Valley Line program budget, totaling approximately \$14.8 million.

Scope for Work Order #2 is being coordinated between the STA Planning Department and KPFF. The primary objective is to prepare a corridor development plan that functions as the primary roadmap for subsequent project phases, up to construction of improvements and service implementation. Work Order #2 scope will include the following activities:

- Establishment of Corridor Objectives and Evaluation Criteria
- Stakeholder engagement (WSDOT, ITD, SRTC, KMPO, Spokane and Kootenai Counties, Cities of Spokane, Spokane Valley, Liberty Lake, Post Falls, and Coeur d' Alene)
- Public engagement (virtual public meeting, online survey)
- Formation of a Technical Advisory Committee
- Analysis of existing transit service, ridership, traffic, and land uses
- Forecasts for future growth in ridership, traffic, and changes in land uses

- Development of transit service scenarios
- Feasibility analysis for civil improvements including roadway and signal improvements, and transit center / park and ride facilities.
- Evaluation of transit scenarios and Civil Improvements
- Corridor development plan documenting preferred transit investments and transit operations

Work Order #2 is anticipated to be executed in March 2021 and work will begin immediately upon execution. Tasks associated with this work order are expected to last 16 months. KPFF and STA staff will first start working on stakeholder and public engagement as well as establishment of corridor objectives and evaluation criteria. Next, the team will analyze transit service options and potential roadway, signal and park and ride improvements. The corridor development plan, a key deliverable of the current phase of work, is anticipated to be brought forward to the Board of Directors in summer 2022 for review and approval.

RECOMMENDATION TO COMMITTEE: Information only.

**SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING**

March 3, 2021

AGENDA ITEM 6 : CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the CEO will have an opportunity to comment on various topics of interest regarding Spokane Transit.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 7A : CONNECT SPOKANE UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development
Mike Tresidder, Associate Transit Planner

SUMMARY: *Connect Spokane* is STA’s Comprehensive Plan that sets forth a vision and policy framework for at least the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane Monitoring and Improvement Policy 3.1* states,

STA shall update Connect Spokane routinely. Spokane Transit will review and update as appropriate the Comprehensive Plan for Public Transportation beginning no later than three years following the last major adoption and/or revision. Significant public outreach shall be required as part of the update process, consistent with the policies of the Communications and Public Input Element.

The last major update was completed in 2017. A minor amendment to the plan was made in May 2019.

The Board, on the recommendation of the Planning and Development Committee, approved the scope of work at the March 2020 meeting. This completed Task 1 of six total tasks.

Task 2 was the “*Connect Spokane* Document Review” which concluded with a presentation at the July 2020 Planning & Development Committee meeting, where a short memo provided brief highlights of the proposed edits for each section that will be completed in Task 5.

Tasks 3 and 4, currently underway, lay out the primary objectives for undertaking this Plan Update at this time:

- (a) Increasing the readability of the document and clarifying its relationship to other STA guiding documents (Task 3); and
- (b) Developing updated policies that will see STA through the next 20 years of growth in the region (Task 4)

These tasks will continue through 2021 and include outreach to STA’s jurisdictional partners as well as to STA’s customers and the general public.

Proposed Approach & Timeline

To better utilize STA staff and committee time through 2021, planning staff is proposing to divide *Connect Spokane* into smaller sections to be analyzed, updated, and then presented to committee, thereby allowing a deeper dive into the critical updates of *Connect Spokane*. This process will occur through the remainder of 2021, with regular updates at P&D Committee meetings.

The first planned step will be an internal kick-off meeting to set internal expectations and solicit thoughtful input for this update. Planning staff will develop guidelines for reading Connect Spokane, as well as provide questions to consider for the internal stakeholders. The key outcomes of this meeting will be to (a) understand the importance of Connect Spokane to our work (b) ensure the Plan is successfully set up for future initiatives and (c) identify the key internal stakeholders to participate, and ensure they have enough time to dedicate to this update.

Staff will discuss this high-level approach and share the timeline in the Committee meeting, returning at the April committee meeting with a deeper dive into how the process will unfold through 2021.

RECOMMENDATION TO COMMITTEE: Information only.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 8 : MARCH 31, 2021 (**APRIL**) DRAFT COMMITTEE MEETING
AGENDA

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning and Development

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of March 31, 2021.

RECOMMENDATION TO COMMITTEE: For discussion.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, WA 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, March 31, 2021 (**April Meeting**)

10:00 a.m. – 11:30 a.m.

Via Video Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to view the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: XXX XXX XXXX

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the March 3, 2021 Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda
(No items being presented this month.)
 - B. Board Discussion Agenda *(10 minutes)*
 1. Division BRT: Locally Preferred Alternative and Corridor Development Plan – *(Otterstrom)*
 2. 2022-2027 Transit Development Plan: Finalize Mid-range Planning Guidance
(Otterstrom/Tresidder)
5. Reports to Committee *(30 minutes)*
 - A. 2022-2027 Transit Development Plan: Review Preliminary Revenue and Expenditure Forecast Assumptions *(Otterstrom/Liard)*
 - B. 2022-2027 Transit Development Plan: Major Activities (2022-2027) *(Otterstrom/Tresidder)*
 - C. FTA Section 5310 Funding Call for Projects Timeline *(Otterstrom/K.Williams)*
 - D. Connect Spokane: Timeline for Review of Plan Elements *(Otterstrom/Tresidder)*
 - E. US-195 / I-90 Study Update *(Otterstrom/Tresidder)*
6. CEO Report *(10 minutes)*
7. Committee Information
(No items being presented this month.)
8. May 5, 2021 Committee Meeting Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, May 5, 2021, 10:00 a.m. via Webex.

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate.

Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning and Development.

RECOMMENDATION TO COMMITTEE: N/A

SPOKANE TRANSIT AUTHORITY
PLANNING AND DEVELOPMENT COMMITTEE MEETING

March 3, 2021

AGENDA ITEM 10 : COMMITTEE MEMBER'S EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY: At this time, members of the Planning and Development Committee will have an opportunity to express comments or opinions.

RECOMMENDATION TO COMMITTEE: N/A