

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 10, 2024

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the June 5, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval *(Otterstrom)*
 - B. Board Discussion Agenda *(5 minutes)*
 1. 2025-2030 Transit Development Plan: Finalize and Approve (Resolution) *(Otterstrom)*
5. Reports to Committee *(50 minutes)*
 - A. Connect Spokane Comprehensive Plan: Review Draft Elements *(Otterstrom)*
 - B. Transit-Oriented Development: Pilot Project Framework *(Otterstrom)*
 - C. Connect 2035 Strategic Plan: Initiative Evaluation Overview *(Otterstrom)*
6. CEO Report (E. Susan Meyer) *(15 minutes)*
7. Committee Information
8. Review September 4, 2024, Committee Meeting Draft Agenda *(No August meeting)*
9. New Business
10. Committee Member's Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, September 4, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2024	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2493 286 2873

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Pam Haley, Chair, Planning & 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 & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 3A : MINUTES OF THE JUNE 5, 2024, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

SUMMARY: Draft Minutes of the June 5, 2024, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO 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 & DEVELOPMENT COMMITTEE MEETING

Minutes of the June 5, 2024

STA Northside Conference Room
Spokane Transit Authority, 1230 W. Boone Avenue, Spokane, WA
w/Virtual Public Viewing Option

MEMBERS PRESENT

Pam Haley, City of Spokane Valley – *Chair*
Kitty Klitzke, City of Spokane
Zack Zappone, City of Spokane
Chris Grover, Small Cities Representative
(Cheney), *Ex-Officio*
Dan Dunne, Small Cities Representative
(Liberty Lake)
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Rhonda Bowers, Labor Representative
(*Non-voting*)
E. Susan Meyer, Chief Executive Officer
Ex -Officio

STAFF PRESENT

Brandon Rapez-Betty, Chief Operations Officer
Karl Otterstrom, Chief Planning & Development
Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahan, Lamberson, Van Wert
& Oreskovich, P.C.

1. CALL TO ORDER AND ROLL CALL

Chair Pam Haley called the meeting to order at 10:10 a.m. and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair Haley had nothing to report at this time.

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 1, 2024, COMMITTEE MEETING

Mr. Dan Dunne moved to approve the May 1, 2024, Planning & Development Committee meeting minutes. Mr. Zack Zappone seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. WELLESLEY HIGH PERFORMANCE TRAQNSIT: REGIONAL MOBILITY GRANT APPLICATION APPROVAL

Mr. Karl Otterstrom presented. This is a grant request requiring board approval, as it was not part of the previously approved Capital Improvement Program (CIP). The Regional Mobility Grant (RMG) is a state program which supports local efforts to improve regional connectivity through public transportation investments. This has supported several regional mobility projects over the years, including the City Line and Moran Station Park and Ride. The Washington State Department of Transportation (WSDOT) is receiving applications for projects, with a final application deadline of June 25, 2024, for considering projects for

funding in the 2025-2027 biennium. There is a minimum 20% local match requirement for each grant application and WSDOT plans to forward a prioritized list of projects to the Legislature and governor in November 2024 for consideration in the 2025 legislative session.

Route 33 Wellesley is a very successful route and an excellent candidate initiative for investment in High Performance Transit (HPT) in Connect 2035. Since Connect 2035 is not yet finalized, Mr. Otterstrom noted that this is a bit out of sequence due to the timing of the grant opportunity. Looking at funds in mid-2025, this grant is due June 2024. Staff believe it is timely to advance the request to ensure improvements can be in place to support connectivity with the future Division Street Bus Rapid Transit (BRT) project.

STA will work with the community to develop the Wellesley HPT Corridor Development Plan to specify areas of focused investment, especially in concert in city/neighborhood planning priorities. The HPT stops will include HPT markers with real-time information displays, as well as area lighting and a passenger shelter. The project will also be a good opportunity to look at land use in the area with the City of Spokane, and to explore how to support redevelopment or in-fill development in the area. The project costs and requests may be revised as details are fully defined.

The draft 2025-2027 Capital Improvement Program identifies an RMG request of \$7,460,000, \$1,865,000 proposed matching funds, for a total estimated cost of \$9,325,000. The project includes planning, design, and construction.

Mr. Dunne inquired into the difference between BRT and HPT investments. Mr. Otterstrom replied that for the purposes of station upgrades, locations with the highest ridership will see improvements; in the case of Wellesley HPT there are about seven HPT stops anticipated based on high ridership, integration with the City of Spokane's comprehensive plan, and placement at other key nodes. While these stops are not as costly as a BRT station, they are, however, more costly than a regular stop improvement. Ms. Bowers understands that stops chosen are based on ridership and with the free fare for young people, a lot of these stops are vastly impacted by students. With schools being out for the summer there will be stops that will not implement the school focus. Ms. Bowers asked whether this would impact the dynamics of the ridership. Mr. Otterstrom replied that annual ridership is studied to determine which stops would benefit from the improvements. Looking at shelters that average 25 weekday boardings or more. Mr. Zappone asked if there were other projects that are being skipped over in favor of Wellesley HPT for this grant. Mr. Otterstrom replied that all projects currently under the CIP have funding in one form or another. There are currently no RMG-type projects within the CIP that do not already have grant funding secured.

Mr. Dan Dunne moved to recommend the Board of Directors approve submittal of a Washington State Regional Mobility Grant application for approximately \$7.46 million for the Wellesley High Performance Transit project. Mr. Zack Zappone seconded. The motion passed unanimously.

2. STA MOVING FORWARD: 2024 AMENDMENT (RESOLUTION)

Mr. Karl Otterstrom presented. Staff have prepared a proposed amendment for Committee consideration to the *STA Moving Forward ten-year strategic plan* to adjust several projects within that plan as it relates to their general scope description and/or timeline. This plan was adopted December 18, 2014, amended twice, once June 16, 2016, to add a timeline, and again November 19, 2020, to include a timeline for twelve projects. Mr. Otterstrom reviewed the timeline and the proposed new description language for two projects. The date of completion was revised on the third project included in the amendment.

Mr. Zack Zappone moved to recommend the STA Board of Directors adopt, by resolution, the STA Moving Forward Plan 2024 Amendment. Chair Pam Haley seconded. The motion passed unanimously.

3. ZERO-EMISSION BUS FLEET TRANSITION PLAN APPROVAL

Mr. Brandon Rapez-Betty presented. Staff are seeking the Committee's recommendation to the Board to approve the Zero-Emission Bus Fleet Transition Plan. Mr. Rapez-Betty presented a summary of the content and key findings of the Zero-Emission Bus Fleet Transition Board Workshop held on May 3, 2024. At the workshop, staff and consultants from the Center for Transportation and the Environment (CTE) presented information about the legislative and governmental guidance; the agency's planning, implementation, and projections for its transition to zero-emission propulsion systems, with particular focus on transition of the Fixed Route bus fleet. STA is compliant with zero-emission and carbon reduction legislation and is exploring alternative fuels such as hydrogen fuel cells. Many factors have changed the state of the bus manufacturing industry to such an extent that the Federal Transit Administration (FTA) is working with the manufacturers to see what can be done to help support this market.

Mr. Rapez-Betty provided the timeline of STA's journey through electrification beginning in 2005 through to the present-day. STA's grants team was extremely successful in acquiring funding in support of the zero-emission transition. Between 2016 and 2022 a total of \$31M in grants provided support to the electrification of the fleet.

Mr. Rapez-Betty reviewed projected block feasibility for battery electric buses, grid power demand, cost per mile-maintenance/fuel, a total fleet cost comparison, FTA safety recommendations based on August 2023 industry best practices, and next steps. STA's draft Workforce Development plan has been modeled according to FTA's guidance. A full draft Zero-Emission Bus Fleet Transition Plan was included in the packet. Mr. Zappone expressed an interest in having more time to review the plan. Others expressed confidence in the current timeline.

Mr. Dan Dunne moved to recommend the Board approve STA's Zero-Emission Bus Fleet Transition Plan. Ms. Kitty Klitzke seconded. The motion passed.

B. BOARD DISCUSSION AGENDA – none

5. REPORTS TO COMMITTEE

A. CONNECT SPOKANE COMPREHENSIVE PLAN UPDATE: DRAFT ELEMENTS REVIEW

Mr. Otterstrom reviewed the last few months of progress that Connect Spokane Update Phase 2 has undergone, highlighting the Board's engagement in discussions regarding fare box recovery and the equity and inclusion goals. Mr. Otterstrom presented minor updates to the following elements: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability. Mr. Otterstrom presented the proposed updates for regional transportation, land use, and economic development, and the proposed outreach approach and schedule leading to plan adoption in Fall 2024.

B. CONNECT 2035 STRATEGIC PLAN: WORKSHOP PREVIEW

In the interest of time Mr. Otterstrom proposed skipping over this item.

C. 2025-2030 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Mr. Otterstrom provided an overview of the draft 2025-2030 Transit Development Plan (TDP) in anticipation of public input during the month of June with the intent to seek Board approval of the

final plan in July 2024. Mr. Otterstrom reviewed the TDP Update Summary table outlining major sections of the plan and their corresponding method of preparing, including committee guidance and participation. Mr. Otterstrom reviewed highlights of the Service Improvement Program (SIP) and the Capital Improvement Program (CIP), and the next steps including a virtual public open house, a presentation at SRTC, the public hearing at the Board of Director’s meeting and adoption at the July 25, 2024, Board meeting.

Due to time constraints, Chair Haley adjourned the meeting at 11:30 a.m., after the conclusion of Report 5C.

D. I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN: ROUTE 7 SUPPLEMENTAL

Not presented.

E. TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT

Not presented.

6. CEO REPORT

Not presented but provided here for the record.

Sales Tax Update: March 2024 Voter-Approved Sales Tax Revenue (January 2024 Sales). Actual (\$8,274,027) compared to budget (\$8,241,832) for a 0.4% difference of \$32,195. Sales tax revenue is 1.6% YTD above budget (\$0.4M), 0.4% above March 2023 actual (\$0.03M) and 1.6% YTD above 2023 actual (\$0.4M).

7. COMMITTEE INFORMATION – none

8. REVIEW JULY 10, 2024, COMMITTEE MEETING AGENDA

9. NEW BUSINESS - none

10. COMMITTEE MEMBERS’ EXPRESSIONS - none

11. ADJOURN

With no further business to come before the Committee, Chair Haley adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, July 10, 2024, at 10:00 a.m. in person at STA Northside Conference Room

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 4A1 : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for the Section 5310 Call for Projects. Staff is requesting Planning & Development Committee approval of \$236,000 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and Planning & Development Committee recommendation, up to \$909,340 in combined federal 5310 funding (\$673,340) and STA local funding (\$236,000) is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane urbanized area.

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportioned formula grant funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve or enhance mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transportation is unavailable, insufficient, or inappropriate in meeting these needs. Spokane Transit is responsible for administering, contracting, and providing oversight of projects undertaken by non-profit organizations and governments selected through the annual Section 5310 Call for Projects. For the 2024 Section 5310 Call for Projects, \$673,340 is available in federal funding, with the additional local match provided as described below.

A minimum of 55%, or \$370,337, of the federal Section 5310 annual apportionment must be spent on “Traditional” capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by Washington State to provide human services transportation. Traditional capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complementary Paratransit services. These Traditional projects need to meet the special needs of seniors and individuals with disabilities. Traditional projects include a 20% local match requirement.

Depending on the types of projects proposed, and application scoring outcomes, it is conceivable that Traditional projects recommended for funding do not reach the 55% minimum threshold. In such an event, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible Traditional project, meeting the statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

Up to 45%, or \$303,003, of the annual apportionment may be awarded to projects categorized as “Other” and are operating projects which provide alternatives to public transportation, improve access to Fixed Route services, or exceed the requirements of Paratransit services. Eligible ‘Other’ projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. Other projects include a 50% local match requirement.

There is currently \$673,340 in FY24 Section 5310 annual apportionment funding available. Furthermore, staff are proposing an additional \$236,000 in local STA funds be allocated for the 2024 Section 5310 Call for Projects. The STA local funding request would continue the practice from the near term-investment funding that allows STA to use local funds to help subrecipients meet the required federal local match amounts. In the last two calls for projects (FY 2022, FY 2023), the STA Board of Directors approved awarding \$190,000 in local funds to reduce the local match requirement for projects awarded funding, for the 2022 5310 and 2023 5310 Call for Projects that were approved by the STA Board of Directors on December 16, 2021, and October 19, 2023, respectively. For the 2024 Call for Projects and based on the federal apportionment, staff recommend STA contribute 5% to “Traditional” projects local match and 35% towards the “Other” projects local match for a total of \$236,000 in STA local funds provided. The net effect is that all projects would be expected to provide up to 15% minimum local match or a total of \$160,339, across both project types (Other and Traditional projects).

Funding Source	Amount Available
FY2024 Apportionment (Federal Section 5310 Funding)	\$673,340
STA Local Match Contribution (pending Board approval)	\$236,000
Total Funding Available	\$909,340

The table below outlines the anticipated timeline for this call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

Date	Activity
July 10, 2024	Planning and Development Committee recommendation on allocation of local STA matching funds
July 25, 2024	Board action on allocation of local STA matching funds
August 5, 2024	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
August 12, 2024	Informational meeting for interested applicants
August 26, 2024	Preliminary proposals due

Date	Activity
September 4, 2024	Update Planning and Development Committee on preliminary proposals
September 23, 2024	Final project applications due
September – October 2024	Evaluation and ranking of projects
November 6, 2024	Planning and Development Committee recommends project awards
November 21, 2024	STA Board action on recommended project applications
December 2024	Submission of Program of Projects to FTA
2025	FTA approval and funds obligated
2025	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the allocation of \$236,000 in STA local funds to partially offset local match requirements for subrecipients in the 2024 Section 5310 Call for Projects.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 4B1 : 2025-2030 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Staff will review the final draft TDP and seek the Committee’s recommendation for board adoption.

BACKGROUND: The Transit Development Plan (TDP) is one of a series of planning documents that is built upon the goals, principles and policies contained within *Connect Spokane*, STA’s comprehensive plan for public transportation. It provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements, formula grant outlays, as well as STA’s financial forecast for the six-year period.

The Planning & Development Committee has been engaged in developing the various elements of the draft 2025-2030 TDP since February of 2024. During the review of the final draft plan with the Washington State Department of Transportation (WSDOT) on June 4, 2024, staff received feedback regarding the mid-range tactical framework, specifically Goal 2: Lead and collaborate with community partners to enhance the quality of life in our region. As a result of this feedback, a deliverable has been added under this goal to state:

“Partner in developing and implementing plans to connect to and address multimodal transportation needs and opportunities in the region.”

One comment was received from the Spokane Tribe of Indians Tribal Historic Preservation Office on June 5, 2024, regarding the SEPA Determination of Non-Significance (DNS) notice with a recommendation to implement an Inadvertent Discovery Plan (IDP) into the scope of work. STA provided a response to state that IDPs are for construction projects and may be considered for inclusion in scopes of work for specific construction projects, a determination outside the scope of the TDP. During the public open house event June 10, 2024, there were comments related to capital projects and service changes that were not specific to the Transit Development Plan.

A public hearing was held on June 20, 2024. Public comments were provided by five individuals in connection with the hearing, including one who provided comments in writing. The list below is a general summary of feedback received:

- General support for continued investments in transit as called for in the draft TDP.
- The desire to see more investments at bus stops throughout the system, including ADA, pedestrian access, shelters, seating and lighting.

- The desire to see more service provided in the future, including late nights, and to new areas such as Latah Valley.
- Interest in better addressing last mile solutions, including accommodation of bicycles at park and ride locations, safer pedestrian paths to bus stops, and collaboration with local public safety agencies for enforcement of traffic laws.
- The request for STA to introduce more shelters and benches in the system that may not be warranted by current ridership but may be beneficial to attract more ridership or address equity.

Staff have reviewed the feedback and concluded that many of the points tie to candidate initiatives in *Connect 2035*, STA's current strategic planning effort, or are matters of policy in *Connect Spokane*, STA's comprehensive plan, which is currently under review. As both planning efforts have additional public outreach through the end of the year, there will be opportunities to consider the feedback above in light of candidate initiatives (in the case of *Connect 2035*), or the review of policy changes, in the case of *Connect Spokane*.

The final draft 2025-2030 TDP is available at:

https://www.spokanetransit.com/wp-content/uploads/2024/06/2025_2030-TDP-Final-Draft.pdf

A draft of the Board resolution to adopt the plan is included in the packet.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors adopt, by resolution, the 2025-2030 Transit Development Plan.

hear
RESOLUTION NO. XXX-24

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2025-2030 TRANSIT DEVELOPMENT PLAN AND OTHER MATTERS PROPERLY RELATING THERETO

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the 2025-2030 Transit Development Plan, which includes the previously approved 2024 Annual Plan, the 2025-2027 Service Improvement Program, the 2025-2030 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from other transportation agencies, including private transportation operators pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 20, 2024; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 30, 2024; and,

WHEREAS, the 2025-2030 Transit Development Plan is generally consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the 2025-2030 Transit Development Plan as presented at this web page:

https://www.spokanetransit.com/wp-content/uploads/2024/05/2025_2030-TDP-Complete-Draft.pdf

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2025-2030 Transit Development Plan.

Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 25th day of July 2024.

Attest:

Dana Infalt
Clerk of the Authority

All French
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 5A : CONNECT SPOKANE COMPREHENSIVE PLAN: REVIEW DRAFT ELEMENTS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Staff will introduce draft redlines of the proposed updates to elements of Connect Spokane, STA’s comprehensive plan. The draft redlines, anticipated to be disseminated prior to the Committee meeting, represent Committee input gathered over the course of multiple meetings beginning in October 2023.

BACKGROUND: Connect Spokane is STA’s comprehensive plan and sets forth a planning vision and policy framework to help guide decisions made by the Board of Directors, staff, and partnering agencies for at least the next 30 years. The existing plan can be viewed here:

<https://www.spokanetransit.com/projects/comprehensive-plan/>

The Connect Spokane Phase 2 Update was initiated in July 2023, consistent with the Planning & Development Committee’s 2023 Work Program. A more detailed scope of work for the plan update was presented in September 2023, and identified several elements requiring a more substantial review and possible update. The table below highlights the update process to date.

Date	Phase 2 Activity
September 6, 2023	Presented proposed project timeline and scope of work for discussion of elements to be updated
October 4, 2023	Presented an overview of proposed updates to Communications and Public Input element. Began introductory discussion on proposed new Title VI/Equity and Inclusion element
November 1, 2023	Reviewed proposed outline for new Equity and Inclusion element
December 6, 2023	Reviewed initial redline draft of Communications and Public Input. Noted need to update public input categories table
January 31, 2024	Reviewed draft content for new Equity and Inclusion element, introduced Revenues and Fares element
March 6, 2024	Further review of new Equity and Inclusion element, proposed new policies for Revenues and Fares element

Date	Phase 2 Activity
March 27, 2024	Additional fare research, discussion on new policies Revenues and Fares element
May 1, 2024	Continued work on Revenues and Fares, draft text for Equity and Inclusion element
June 5, 2024	Reviewed proposed minor updates for the following elements: High Performance Transit (HPT), Fixed Route, Paratransit, Flexible Services, Communications and Public Input, Regional Transportation & Land Use, and Sustainability, as described in the table below
June 20, 2024 (Board meeting)	Obtained Board input on options to changes to existing Revenues and Fares policy 2.2, with a preference for language which reframes farebox recovery for purposes of setting fares to evaluate the standard fare relative to the average cost per passenger

Future actions and activities include the following:

Date (Range)	Action / Activity	Audience
July – September	Community Partner Outreach	Community Based Organizations UTAP partners Major Employers
August	Online Community Survey	STA Riders and general community
September 4, 2024	Revised Draft for review	Planning & Development Committee
September 19, 2024	Public Hearing	Board of Directors
October 2, 2024	Final Draft and recommendation to Board for adoption	Planning & Development Committee
October 17, 2024	Adoption	Board of Directors

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 5B : TRANSIT-ORIENTED DEVELOPMENT: PILOT PROJECT PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Brian Jennings, Deputy Director for Community Development

SUMMARY: Staff will present a proposed framework for advancing Transit-Oriented Development (TOD) within STA's Public Transportation Benefit Area (PTBA), implementing Near-Term Investment Project D-04: Launch Transit-Oriented Development Partnership.

BACKGROUND: In December 2021, the STA Board adopted resolution 790-21, identifying potential Near-Term Investment Project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project. In response to the resolution, staff have developed a framework for promoting and incentivizing TOD development in jurisdictions within the PTBA. As presented below, we propose to consider a more strategic approach to TOD investments that can provide regional access to STA's TOD resources to jurisdictions across the PTBA, including the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and unincorporated areas of Spokane County within Spokane Transit's PTBA.

PTBA Jurisdictions - \$1 Million Allocated

The proposed framework has three components:

- 1) **Identify and prioritize** current or future station locations in the PTBA with the greatest potential for TOD and opportunities for physical improvements via capital investment. This initial study would be conducted by STA.
- 2) **Small scale technical assistance grants** via a competitive Request for Proposals (RFP) process open to all jurisdictions in the PTBA. The funding will assist with planning, design, or preliminary engineering work that moves infrastructure projects closer to implementation.
- 3) **Station-Area planning grants** -Issue RFP for larger station-area planning grants that develop and deliver new land-use and sub-area plans intended for implementing TOD in concert with planned transit investments.

STA Properties - \$1 Million Allocated

- 1) **Identify and prioritize** – STA-owned facilities will also be considered and evaluated as part of this process.
- 2) **STA-owned properties** – Use funds for strategic land acquisitions, preliminary site-planning / programming, or feasibility analysis for redevelopment opportunities.

Initial analysis and development by staff will begin in 2024 with the initial study identified in the proposed framework. Review of the findings, public outreach, and gathering local input on the priority list of locations would follow in the winter. After further refinement based on public input, a final list of identified locations would be brought forward to the Board for official adoption as TOD areas of emphasis within the PTBA, leading to RFPs as described earlier in this report. STA

Proposed Project Schedule Date	Activity
Jul 2024	P&D Committee presentation
Jul 2024	Begin Initial Study
Aug-Oct 2024	Review Initial Findings/Feedback/List
Oct-Nov 2024	Obtain local input on draft TOD Emphasis Areas List
Nov-Dec 2024	Refine findings
Q1 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Q1 2025	Board resolution adopting TOD Emphasis Areas
Q2 2025	Draft and release initial RFPs for small scale technical assistance grants
Q2 2025	Draft and release RFP for station-area planning grant
Q3 2025	Evaluated and score projects for recommendation
Q3 2025	P&D Committee presentation of projects
Q4 2025	Board Resolution selecting projects

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 5C : CONNECT 2035 STRATEGIC PLAN: INITIATIVE EVALUATION OVERVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Staff will present the action items that resulted from the June 5, 2024, Board Workshop, and provide an overview of the material that will be provided to Board members for review in late July and August with a focus on how the material will be presented and organized and preview the next steps for Fall 2024.

BACKGROUND: The Planning & Development Committee has a key role in the development of STA’s new ten-year strategic plan, Connect 2035. Phase 2 of the planning effort began in summer 2023 and is on track to have the final *Connect 2035* plan ready for Board adoption in December 2024.

The fourth Board workshop for *Connect 2035* Phase 2 was held on June 5, 2024. The objectives of that workshop and along with post-workshop activities related to each objective are listed below. As described in the table, today’s discussion will provide an overview of the initiative evaluation.

Objective	Post-Workshop Activities
Recap past board efforts on Connect 2035	N/A
Update on community engagement efforts	Continued engagement with community-based organizations. Develop engagement plan for Fall 2024 when packages are available for review by community
Review candidate initiatives, gather Board feedback, and identify any gaps in identified initiatives	Initiatives will be evaluated and provided to the Board for review in late July 2024 through a video series
Build understanding of next steps in initiative evaluation, refinement, and packaging process	Material covered at June Board meeting and will be reviewed at the July Planning & Development Committee meeting

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer

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

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 8: SEPTEMBER 4, 2024, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of September 4, 2024.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 4, 2024

10:00 a.m. – 11:30 a.m.

STA Northside Conference Room

Spokane Transit Authority

1230 W. Boone Avenue, Spokane, WA

w/Virtual Public Viewing Option Link Below

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the July 10, 2024, Committee Meeting -- *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(5 minutes)*
 1. City Line Bus Procurement *(Rapez-Betty)*
 - B. Board Discussion Agenda *(5 minutes)*
 1. I-90 / Valley High Performance Transit Corridor Development Plan: Route 7 Supplemental Report Approval *(Otterstrom)*
5. Reports to Committee *(50 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
 - B. Connect 2035 Strategic Plan: Workshop Preview – Initiative Packaging *(Otterstrom)*
 - C. Connect Spokane Comprehensive Plan: Revised Draft
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review October 2, 2024, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 2, 2024, at 10:00 a.m. in person.

Virtual Link:	Join here		
Password:	Members: 2024		Guests: Guest
Call-in Number:	1-408-418-9388		Event #: XXXX XXX XXXX

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

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 & Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

July 10, 2024

AGENDA ITEM 10 : COMMITTEE MEMBERS' EXPRESSIONS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

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

RECOMMENDATION TO COMMITTEE: n/a