

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 5, 2025

10:00 a.m. – 11:30 a.m.

**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 December 4, 2024, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(25 minutes)*
  - A. 2025 Planning & Development Committee Work Program: Review *(Otterstrom)*
  - B. Connect 2035 Strategic Plan: Initiative Sequencing *(Otterstrom)*
  - C. Transit Development Plan 2026-2031 Overview *(Otterstrom)*
6. CEO Report *(Otterstrom /Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review March 5, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, March 5, 2025, at 10:00 a.m. in person.

Virtual Link:	<a href="#">Click here to join virtually</a>	
Password:	<b>Board Members:</b> 2025	<b>Guests:</b> Guest
Call-in Number:	1-408-418-9388	Event #: 2499 606 8526

*Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: [www.spokanetransit.com](http://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](http://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**

February 5, 2025

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tim Hattenburg, 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**

February 5, 2025

**AGENDA ITEM 3A :** MINUTES OF THE DECEMBER 4, 2024, COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

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

---

**SUMMARY:** Draft Minutes of the December 4, 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**

**DRAFT** Minutes of the December 4, 2024, Meeting

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

**MEMBERS ABSENT**

Dan Dunne, Small Cities Representative (Liberty Lake)

**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  
Tammy Johnston, Senior Financial Services  
Manager  
Vicki Clancy, Executive Assistant to the Chief  
Planning & Development Officer

**PROVIDING LEGAL COUNSEL**

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

---

1. **CALL TO ORDER AND ROLL CALL**

Chair Pam Haley called the meeting to order at 10:00 a.m. and Ms. Vicki Clancy conducted roll call.

2. **COMMITTEE CHAIR REPORT**

Chair Haley had no updates for the Planning & Development Committee.

3. **COMMITTEE ACTION**

A. **MINUTES OF THE NOVEMBER 6, 2024, COMMITTEE MEETING**

**Ms. Kitty Klitzke moved to approve the November 6, 2024, Planning & Development Committee meeting minutes. Chair Pam Haley seconded, and the motion passed unanimously.**

*Council Member Zack Zappone joined the meeting at 10:24 a.m.*

B. 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM: FINALIZE AND APPROVE

Mr. Karl Otterstrom presented the draft Planning & Development Committee work program for the upcoming year, which outlines key activities such as preparation of the 2026-2031 Transit Development Plan and the 2026 Action Plan and Operating and Capital Budgets, continuing design and engineering of Division Street BRT, progress on the Facilities Master Plan, and other planning initiatives like the Five Mile Mobility Hub Study and TOD Pilot Program. Mr. Sander asked about projects not in the work program, specifically Appleway Station, to which Mr. Otterstrom clarified that approved plans move to the implementation phase under the Performance & External Relations (PMER) Committee. Council Member Klitzke inquired about opportunities to explore for repurposing space at Five Mile Park and Ride, and Mr. Otterstrom noted STA is exploring repurposing options, such as adding charging stations and integrating other mobility services, while maintaining its current rider functionality until further changes are necessary.

**Mr. Zack Zappone moved to approve, by motion, the 2025 Planning & Development Work Program and forward to the Board for information. Ms. Kitty Klitzke seconded, and the motion passed unanimously.**

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA - none

B. BOARD DISCUSSION AGENDA

1. CONNECT SPOKANE COMPREHENSIVE PLAN: FINAL ADOPTION OF PLAN UPDATE (RESOLUTION)

Mr. Otterstrom presented the Connect 2035 Strategic Plan, STA's next 10-year roadmap for advancing transit, guided by the principles of *Connect Spokane*. The plan, developed through extensive community engagement (over 13,000 interactions via surveys, open houses, and workshops), includes a new vision statement: *Connecting everyone to opportunity*. It outlines 39 initiatives focused on riders, the community, and STA employees, supported by updated goals and funding strategies. Public Hearing feedback on November 21, 2024, highlighted concerns about Mobility on Demand pilots, bus stop improvements, and rail investment priorities.

Mr. Otterstrom addressed these: 1) Mobility on Demand pilots will extend access to underserved areas and provide key data for connecting riders to transit centers; 2) bus stop initiatives include adding lighting to all sheltered stops and shelters to stops with 25+ daily boardings; 3) rail feasibility will be evaluated as part of a High-Capacity Transit study. He compared City Line and Dallas' Oak Cliff Streetcar, noting that while the streetcar uses less energy, City Line serves more riders at lower costs, making it more environmentally efficient.

Board members' comments included Ms. Klitzke's emphasis on balancing rail interest with practicality, and Ms. Bowers' questions about public safety, which will be addressed in the plan, and past route comparisons in the Latah area, where a Mobility on Demand pilot could inform future fixed-route service. Mr. Zappone inquired about

amending the plan if projects come in under budget; Mr. Otterstrom confirmed this would require Board approval.

**Mr. Zack Zappone moved to recommend the STA Board of Directors approve, by resolution, the Connect 2035 Strategic Plan as presented. Ms. Kitty Klitzke seconded, and the motion passed unanimously.**

2. FINAL PROPOSED 2025 BUDGET

Ms. Tammy Johnston presented and reviewed the organizational priorities and core actions aligned with STA's Connect 2035 Strategic Plan goals. Ms. Johnston presented the draft operating and capital budgets.

**Operating Budget** – The final 2025 operating budget projects \$155.7M in revenues, an 8.7% increase from the 2024 budget, and \$131.4M in expenses, up 7.6%. The revenue forecast is based on actuals from the past 12 months, with a 1% growth assumption. The expense increase reflects expanded service, higher labor/benefits costs, and increased spending on contracted services, materials, and insurance.

**Capital Budget** – The 2025 capital budget totals \$84M, including \$16.5M for fleet replacement. Funding sources include federal (10.8%), state (16.2%), and local (73%) contributions. The capital budget has been reduced by \$19.8M compared to the initial 2025-2030 CIP forecast due to adjustments in project timing and costs.

Ms. Johnston reviewed operating budget assumptions and 2025 cash reserves, with an estimated 2024 year-end cash balance of \$140.3M, excluding designated reserves and the Fleet Replacement Fund.

The Board will consider adopting the final budget at their December 19, 2025, meeting and is available at the following link: <https://www.spokanetransit.com/financial-information/>

Mr. Zappone proposed adding a Communications Ambassador Program to the budget for educating the community about bus services. It was suggested that the budget be approved as presented, with flexibility for future amendments.

**Ms. Kitty Klitzke moved to recommend the Board adopt, by resolution, the Final Proposed 2025 Budget. Mr. Zack Zappone seconded, and the motion passed unanimously.**

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Karl Otterstrom presented an overview of the Division Street Bus Rapid Transit (BRT) project which is part of Connect 2035. This large project requires coordination between several agencies. The project is at 30% completion of design specifically at stations 7 through 28, from Holland Avenue to Bridgeport Avenue. Preliminary shelter and design marker options have been completed. FTA had its quarterly update in October, and the Capital Investment Grant (CIG)

application preparation is underway. Mr. Otterstrom presented the improved area of environmental impact approved by the FTA and the Washington State Department of Archeological and Historic Preservation. Geotechnical boring will begin in January and the National Environmental Policy Act (NEPA) documents will be submitted in Spring of 2025. Also, the cultural resources study is underway. Outreach for the project continues, updates to social media and the website are being regularly made, and a second batch of letters have been sent to adjacent landowners/business owners and taxpayers for stations 7 through 28. STA has provided another round of project updates to neighborhood councils throughout the corridor. Mr. Otterstrom reviewed the project schedule, with project completion set for 2030. Ms. Klitzke asked about bike lanes along the corridor. Mr. Otterstrom replied that the Washington State Department of Transportation (WSDOT) and STA are working on identifying a path forward. Mr. Zappone inquired about Division BRT routing in the downtown. Mr. Otterstrom noted the location for a layover, as well as travel times and connections in the area were decision factors.

6. CEO REPORT

Ms. Meyer provided a Sales Tax Update on November 2024 Voter-Approved Sales Tax Revenue (September 2024 Sales). Actual (\$10,268,086) compared to budget (\$8,743,306) for a 17.4% difference of \$1,524,780. Sales tax revenue is 5.1% YTD above budget (\$5.1M), 0.8% above November 2023 actual (\$0.1M) and 0.7% YTD above 2023 actual (\$0.8M).

7. COMMITTEE INFORMATION - none

8. REVIEW FEBRUARY 5, 2025, 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 11:23 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki Clancy".

Vicki Clancy, Executive Assistant  
Planning & Development Department

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

February 5, 2025

**AGENDA ITEM 5A :** 2025 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM:  
REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &  
Development Officer

---

**SUMMARY:** Staff will review the 2025 Planning and Development Committee Work Program to aid members' understanding of the activities that will be undertaken through the year.

**BACKGROUND:** According to STA Board Resolution 767-19, adopted at the January 17, 2019, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, in this capacity.

In December 2024, the Planning & Development Committee approved its work program for 2025. As was noted at the time, the work program is subject to change. The updated work program is provided below as information. Following the timeline is a brief list of non-recurring projects that the Committee may be directly involved in. Other projects or activities may emerge throughout the calendar year.

*Connect Spokane: A Comprehensive Plan for Public Transportation* identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA's strategic goals adopted as part of Phase 1 of *Connect 2035*.

The work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress this year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Transit Oriented Development (TOD) Pilot Project.

**2025 Planning & Development Committee Work Program**

Month	Committee Activities
January 2025	No Committee Meetings in January



Month	Committee Activities
February 2025	Review Committee Work Program Transit Development Plan (TDP) 2026-2031: Overview Connect 2035 Strategic Plan: Initiative sequencing discussion
March 2025	TDP 2026-2031: Develop mid-range planning guidance Facilities Master Plan: Approve Phase 1 findings and recommendations Connect 2035 Strategic Plan: Initiative sequencing discussion continued
April 2025	Connect 2035: Incorporate sequencing schedule into plan appendix TDP 2026-2031 <ul style="list-style-type: none"> <li>• Finalize mid-range planning guidance</li> <li>• Review preliminary revenue and expenditure forecast assumptions</li> <li>• Identify major activities</li> </ul> Division Street BRT: Draft FTA Capital Investment Grant (CIG) request for project ratings
May 2025	Facilities Master Plan: Phase 2 scope of work TDP 2026-2031 <ul style="list-style-type: none"> <li>• Proposed 2026-2028 Service Improvements</li> <li>• Review Preliminary Capital Improvement Program (2026-2031)</li> <li>• Review Financial Forecasts</li> </ul> Transit Oriented Development (TOD) Pilot Project: Identify Emphasis Areas
June 2025	Division Street BRT: Design and Public Outreach Update TDP 2026-2031: complete draft plan Public hearing conducted on draft TDP TOD Pilot Project: Request for Proposal
July 2025	TDP 2026-2031: Finalize and recommend approval FTA Section 5310: Notice of Funding Opportunity
August 2025	<i>No Board/Committee Meetings in August</i>
September 2025	TOD Pilot Project: Selection of Studies and Projects
October 2025	Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update
November 2025	Prepare 2026 Committee Work Program Public hearing on draft proposed 2026 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards

Month	Committee Activities
December 2025	Recommend approval of final proposed 2026 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program

In addition to Committee activities that have already been slotted into specific months of 2025, there are other upcoming planning projects that are expected to come before the Planning & Development Committee during the year. They include:

- Five Mile Mobility Hub Study
- Grant application approvals, as necessary

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

February 5, 2025

**AGENDA ITEM 5B :** CONNECT 2035 STRATEGIC PLAN: INITIATIVE SEQUENCING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer  
Brian Jennings, Deputy Director for Community Development

---

**SUMMARY:** Spokane Transit’s Connect 2035 Strategic Plan is the roadmap for investments and initiatives to maintain and improve public transportation infrastructure and services for our region through 2035. Implementation has started as we begin sequencing the plan’s initiatives. Staff will provide an overview of the sequencing effort, as well as considerations and assumptions that inform this effort.

**BACKGROUND:** The Planning & Development Committee has been at the forefront of the Board’s development of STA’s new ten-year strategic plan, Connect 2035. The planning project reached a significant milestone with the plan’s adoption at the December 19, 2024, STA Board meeting. While the final plan contains a project delivery timeframe, it became clear that there was a need to develop an implementation sequence to set internal and external expectations. This need for sequencing was discussed at the October 30, 2024, Board Workshop and the subsequent Planning & Development Committee and STA Board meetings. Included in those discussions was the recognition that the Safety Ambassador program targeted a 2025 implementation through the budget process, as well as verbal commitments by staff, before and after adoption of the plan, to bring forward the pilot for the eligibility-based low-income fare program. As this marks the beginning of implementation for Connect 2035, a draft timeline for the establishment of initiative sequencing is shown in the table below.

Date	Task
February 5, 2025	Initiative sequencing overview for P&D Committee discussion and input
March 5, 2025	DRAFT initiative sequencing timeline for P&D Committee review and input
March 12, 2025	Initiative sequencing overview for Citizen Advisory Committee discussion
March 20, 2025	Board Workshop on Connect 2035 Sequencing Timeline
April 2, 2025	Proposed Committee recommendation for Board action to revise Connect 2035 appendix to include sequencing timeline
April 17, 2025	Board action to approve Connect 2035 appendix revision

**RECOMMENDATION TO COMMITTEE:** For discussion.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

February 5, 2025

**AGENDA ITEM 5C:** TRANSIT DEVELOPMENT PLAN 2026-2031 OVERVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer  
Madeline Arredondo, Associate Transit Planner

---

**SUMMARY:** According to STA Board Resolution 681-11, the Planning and Development Committee is responsible for designing and coordinating the Board’s participation in Spokane Transit’s strategic and operational planning efforts. The agency’s primary mid-range planning document is the Transit Development Plan (TDP). The 2026-2031 TDP is expected to be adopted in July 2025 and will include the six-year Capital Improvement Program (CIP) and the three-year Service Improvement Program (SIP). The current TDP may be viewed on STA’s website at [spokanetransit.com/projects-plans/transit-development-plan](https://spokanetransit.com/projects-plans/transit-development-plan).

**BACKGROUND:** Per RCW 35.58.2795, transit agencies are required to submit a six-year TDP and provide consistency with comprehensive plans of the jurisdictions STA serves. The TDP needs to document how STA intends to meet state and local long-range priorities for: public transportation, capital improvements, significant operating changes, and funding for program needs.

The TDP sets forth regionally significant projects for inclusion in the Transportation Improvement Program (TIP). The TIP is a four-year program of regional transportation projects and demonstrates that resources are being used to implement the region’s long-range transportation plan. The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) responsible for updating the TIP annually.

This plan will provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit activities undertaken by STA. Additionally, the plan is used as a tool for preparing and consulting with the public on a proposed program of projects for the use of federal formula funds that STA receives to advance public transportation in the region.

The TDP is organized as follows:

- Plan Development and Public Consultation Information
- Section 1: Introduction and Agency System Overview
- Section 2: 2024 in Review
- Section 3: Mid-Range Tactical Framework (2026-2031)
- Section 4: Service Improvement Program (2026-2028)

- Section 5: Capital Improvement Program (2026-2031)
- Section 6: Operating and Financial Projections
- Appendices: Including the 2025 Annual Action Plan (Board Approved December 19, 2024) and the Asset Management Plan, among others

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 Tactical Framework over the next two meetings. Beginning in May, the Committee will review the draft sections of the plan ultimately working toward Board approval of the plan in July. The table below shows the preliminary schedule for the TDP.

February	March	April
Overview of the TDP process and requirements	Preparing Mid-range Tactical Framework	<ul style="list-style-type: none"><li>• Final Recommendation on Mid-Range Tactical Framework</li><li>• Revenue/Expenditure Forecast Assumptions</li></ul>
May	June	July
<ul style="list-style-type: none"><li>• Proposed Service Improvement Program</li><li>• Proposed Capital Improvement Program</li></ul>	<ul style="list-style-type: none"><li>• Present draft TDP</li><li>• Revenue/Expenditure Forecast Update</li></ul>	P&D Committee recommendation to the Board on Final Plan

**RECOMMENDATION TO COMMITTEE:** Receive report

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

February 5, 2025

**AGENDA ITEM 6:** CEO REPORT - INFORMATION

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &  
Development Officer  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer/Chief  
Operations Officer

---

**SUMMARY:** At this time, the Interim Co-CEOs 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**

February 5, 2025

**AGENDA ITEM 8:** MARCH 5, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/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 March 5, 2025

**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 5, 2025

10:00 a.m. – 11:30 a.m.

**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 *(15 minutes)*
  - A. Minutes of the February 5, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda
    1. Division Street Bus Rapid Transit: Work Order #6 Approval
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(10 minutes)*
  - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Otterstrom)*
  - B. Connect 2035 Draft Initiative Sequencing: *(Otterstrom)*
  - C. Facilities Master Plan Phase I Draft Recommendations
  - D. 2026-2031 Transit Development Plan: Tactical Framework and Stakeholder Outreach  
*(Otterstrom)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review April 2, 2025, Committee Meeting Draft Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, April 2, 2025, at 10:00 a.m. in person.

Virtual Link:	Join <a href="#">here</a>	
Password:	<b>Members:</b> 2025	<b>Guests:</b> 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](http://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](http://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**

February 5, 2025

**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**

February 5, 2025

**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