

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, April 30, 2025 *(May Meeting)*

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 April 2, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda - *none*
5. Report to Committee *(50 minutes)*
  - A. 2026-2031 Transit Development Plan: Proposed 2025-2027 Service Improvements *(Otterstrom/Poole)*
  - B. 2026-2031 Transit Development Plan: Proposed 2025-2027 Capital Improvement Program *(Otterstrom/Johnston)*
  - C. 2026-2031 Transit Development Plan: Review Financial Forecast *(Johnston)*
  - D. Division Street Bus Rapid Transit: Implementation Strategy Refinement and Outreach *(Otterstrom/Wells)*
  - E. Technology Master Plan: Introduction and Initial Scoping *(Peterson)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
  - A. Transit Oriented Development (TOD) Pilot Project Update *(Otterstrom)*
  - B. 2026-2029 Title VI Program Update *(Otterstrom)*
8. Review June 4, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, June 4, 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 #: 2481 160 8884

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**

April 30, 2025

**AGENDA ITEM 2:** COMMITTEE CHAIR REPORT

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tim Hattenburg, Planning & Development Committee

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**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**

April 30, 2025

**AGENDA ITEM 3A :** MINUTES OF THE APRIL 2, 2025, COMMITTEE MEETING

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Draft Minutes of the April 2, 2025, 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 April 2, 2025, Meeting

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

### **MEMBERS PRESENT**

Tim Hattenburg, City of Spokane Valley – *Chair*  
Kitty Klitzke, City of Spokane  
Rhonda Bowers, Labor Representative  
(*Non-voting*)  
Brandon Rapez-Betty, Interim Co-Chief Executive Officer  
Karl Otterstrom, Interim Co-Chief Executive Officer

### **MEMBERS ABSENT**

Al French, Spokane County  
Dan Dunne, Small Cities Representative (Liberty Lake)  
Lili Navarrete, City of Spokane  
Chris Grover, Small Cities Representative (Cheney)  
*Ex-Officio*

### **STAFF PRESENT**

Nancy Williams, Chief Human Resources Officer  
Carly Cortright, Chief Communications &  
Customer Service Officer  
Kade Peterson, Chief Information Officer  
Tammy Johnston, Interim 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.

### **GUESTS PRESENT**

Jessica Kelch, Senior Project Manager

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

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

#### 2. **COMMITTEE CHAIR REPORT**

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

#### 3. **COMMITTEE ACTION**

##### A. **MINUTES OF THE MARCH 5, 2025, COMMITTEE MEETING**

**Ms. Kitty Klitzke moved to approve the March 5, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.**

#### 4. **COMMITTEE ACTION**

##### A. **BOARD CONSENT AGENDA** - none

##### B. **BOARD DISCUSSION AGENDA**

##### 1. **CONNECT 2035: INITIATIVE SEQUENCING APPROVAL (RESOLUTION)**

Mr. Karl Otterstrom presented. Spokane Transit's *Connect 2035 Strategic Plan* is the roadmap for investments to maintain and improve public transportation infrastructure and services for

our region through 2035. Implementation has begun with the sequencing of the plan's initiatives. Mr. Otterstrom presented a review of the March 20, 2025, Board Workshop, the redlined version of the Appendix with implementation dates included, and a draft Board resolution to approve the proposed sequencing for *Connect 2035*. According to the Conceptual Connect 2035 Spending Curve diagram, STA's reserves funds will be drawn down during the implementation of *Connect 2035*. While there is a downward trend in the chart, this represents a positive scenario, as funding is deployed for implementation of *Connect 2035*. The workshop provided good feedback regarding scenario planning, educating and involved the public, continuing partnerships with community leaders, and remaining good fiscal stewards. The board discussed the possible timing for the sales tax ballot measure. Staff presented to the board considerations for how STA is proposing to initiate the sequence initiatives. Mr. Otterstrom provided a list of all the initiatives and the outcomes they will support; this list will be presented to the full board later this month. Mr. Otterstrom presented 2025-2026 initiatives organized by *Connect 2035* goals. He highlighted the initiative to expand the number of shelters, including to stops with 25 or more daily boardings. Ms. Bowers asked if youths ridership was taken into account. Mr. Otterstrom noted that ridership numbers will include the entire year's ridership, reflecting fluctuations by time of year, to come up with a year-round average. Shelters may also be warranted due to other factors, including adjacent ridership generators with a high proportion of riders with limited mobility, as well as key transfer points between routes. Mr. Otterstrom provided the proposed updates and revisions to the timeline. Ms. Klitzke shared that several students presented to the City requests for trees and shade at the shelters. Mr. Otterstrom confirmed that these students have reached out to STA as well. Bus stops are often located in areas with limited sidewalk widths. STA does not have current capacity or capabilities for watering and maintaining street trees located in public right of way. Additionally, street trees can also interfere with the line of sight for bus operators as they approach bus stops if not carefully placed. As such, STA has no current plans to pursue a new initiative adding street trees on public right of way near bus stops.

**Ms. Kitty Klitzke moved to recommend the Board approve, by resolution, the identification of implementation years for the core investments and initiatives of the *Connect 2035 Strategic Plan*, by amending the Appendix of the plan as presented. Chair Hattenburg seconded, and the motion passed unanimously.**

## 5. REPORTS TO COMMITTEE

### A. FACILITIES MASTER PLAN PHASE 1 UPDATE

Mr. Brandon Rapez-Betty introduced the update on Phase 1 of the Facilities Master Plan (FMP), laying out the foundation for future discussion on the FMP so that the board has time to review and ask questions. The planning effort establishes the need for additional property to siting maintenance, operating and administration facilities, while ensuring flexibility to explore and/or invest in more than one prospective site. Ms. Jessica Kelch, the Senior Project Manager of the Facilities Master Plan, presented the report. Identified near-term needs are as follows: clean energy campus, training center, public meeting space, administrative space and warehouse storage space. Ms. Kelch reviewed a site evaluation map, which includes locations in the Public Transportation Benefit Area (PBTA) that staff have identified as candidate locations for new facilities. Next steps include staff asking for board acceptance of the FMP in June. Chair Hattenburg asked if there was any availability at any of the other facilities prior to expanding to other sites. Ms. Kelch responded that current facilities are generally maxed out. Additionally, the shift to zero emission buses is the big driver for getting the clean energy base underway. Battery

electric buses need more space between them and require larger maintenance bays. Mr. Rapez-Betty added that there is also a need to get indoor parking for the paratransit fleet, particularly during the winter months. Parking these vehicles indoors will save a lot of time and reduce safety risks during the winter months.

B. DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY UPDATE

At the March 5, 2025, Planning & Development Committee meeting, staff identified potential risks to the implementation schedule for Division Street Bus Rapid Transit (BRT) and indicated a mitigation strategy would be developed. Mr. Karl Otterstrom provided the background for *DivisionConnects*, which is a multi-agency, multi-phased transportation land use study focused on the opportunities and challenges along Division Street. Division Street Bus Rapid Transit (BRT) is the Locally Preferred Alternative (LPA), expected to be completed in 2030. To achieve this timeline with uncertainty on the North Spokane Corridor (NSC), the project will need to be divided into phases. A first phase would be considered the Minimum Operable Segment (MOS) for the project. Conceptually, the MOS for Division Street BRT is envisioned with four components: design/construct all BRT stations from downtown to Hastings Park & Ride, reconfigure Ruby Street alignment, implement BAT lanes along the Division/Ruby couplet, and implement the MOS investment as a “Corridor-based BRT” project to maintain Federal Small Starts eligibility. Mr. Otterstrom identified other Division Street BRT and *DivisionConnects* work as “Phase 2+” and outlined that that could entail. Next steps include: receiving community and partner input in May-June, 2025; seeking board action in July 2025 to formally establish the MOS and any changes to the Locally Preferred Alternative; and, submitting the ratings package for FTA Small Starts grant application for Phase 1 (MOS) in August 2025. Chair Hattenburg shared his support for the phased approach. Ms. Bowers voiced concerns about the tariffs in relation to operations. Mr. Rapez-Betty replied that New Flyer has held up STA’s quote for more buses in anticipation of the tariffs, as a result STA may need to reduce the order due to uncertainty of the end points for the tariffs.

C. 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW PRELIMINARY REVENUE AND EXPENDITURE FORECAST ASSUMPTIONS

Ms. Johnston reviewed the preliminary revenue and expenditure forecast assumptions and timeline which will help draft the 2026-2031 Transit Development Plan (TDP). The largest revenue source is voter approved sales tax. Ms. Johnston presented a historic view at this primary source of funding which is used to inform the staff’s decisions regarding recommendations made to the committee noting that the assumed 3.5% growth rate is consistent with the 8/10 of a cent sales tax (the last three years of this TDP are dependent on the renewal of the 2/10 of a cent sales tax). Ms. Johnston reviewed the TDP Revenue Forecast Assumptions which includes fixed route ridership – growth, ridership tied to service productivity, Paratransit and Rideshare ridership – growth, and fare revenue (includes FTA 5307 grants, state operating grants, and interest income earning rate).

The annual budget provides the baseline for operating expenses. Operating expenses are expected to grow at 4.5% in 2026, accounting for inflation and added costs from *Connect 2035* Initiatives, and grow 3.5% annually for 2027 through 2031. The TDP also fully funds the Capital Improvement Program (CIP) through the 2026-2031 time period. Ms. Johnston provided a summary of the 2026-2031 TDP assumptions and concluded her report with the TDP timeline.

D. 2026-2031 TRANSIT DEVELOPMENT PLAN: TACTICAL FRAMEWORK

As a step in the annual preparation of the STA’s Transit Development Plan (TDP), the Committee prepares and recommends the Board of Directors guidance statements that help frame priorities

to be included in the plan. Mr. Otterstrom reviewed the STA Hierarchy of Plans, and the Sections of the TDP. The previous tactical framework for 2024-2029 set forth in 2023 reflects the goals established in *Connect 2035*. Today's conversation focuses on the changes since last month's review. The feedback from the committee is that staff should be explicit in communicating the requirement for the renewal of the 2/10 of a cent sales tax prior to 2028. STA should reiterate the successful implementation of *STA Moving Forward* and convey how the community has benefited from current investments. Mr. Otterstrom provided a timeline for proposed outreach efforts which reflect Committee feedback.

6. CEO REPORT

Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

State Budget Update: Senate's bills passed out of chamber on March 29, 2025: ESSB 5161 (Budget bill), 5801 (Transportation Resources Bill), and SB 5800 (Transportation Bond Bill). House's bills are progressing more slowly: HB 1227 (Budget Bill, approved by Transportation Committee) and HB 2043 (Transportation Resources Bill, still in Committee). Mr. Otterstrom reviewed the key comparisons of the Transportation Bills. Division Street BRT is still fully funded through the Move Ahead Washington Act.

STA Annual Safety Awards Banquet: This event was celebrated last Sunday, March 30, 2025. The event was well attended and celebrated: the priority of safety and recognized groups throughout the agency. Mr. Rapez-Betty acknowledged the efforts of the communications team and the awards committee who helped plan the event.

Downtown Spokane Partnership Board: Mr. Rapez-Betty provided the Downtown Spokane Partnership (DSP) Board with an update on STA key priorities. The one that gained a lot of support was the relocation of a portion of STA administrative employees to the Plaza. Tenants and building owners in the area appreciate the increased presence of STA staff at the Plaza. Another point that was well received was the notion of a public meeting space.

7. COMMITTEE INFORMATION - none

8. REVIEW APRIL 30, 2025, COMMITTEE MEETING AGENDA *(May Meeting)*

9. NEW BUSINESS – none

10. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Klitzke shared a rooftop playground idea that she had learned about. Chair Hattenburg met with the governor briefly last weekend and he emphasized a willingness to work together during difficult financial situation ahead. According to Chair Hattenburg, the governor expressed the belief that STA is well-equipped to navigate these uncertain times.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:14 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant  
Planning & Development Department

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 30, 2025

**AGENDA ITEM 5A:** 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2028  
SERVICE IMPROVEMENTS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &  
Development Officer  
Emily Poole, Principal Transit Planner

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**SUMMARY:** As part of the continuing development of the 2026-2031 Transit Development Plan (TDP), staff will present an overview of the significant service changes that are expected to be incorporated into the Service Improvement Program, a key section of the TDP.

**BACKGROUND:** The Service Improvement Program (SIP), updated annually as described in *Connect Spokane* policies MI 3.3.3 and MI 3.4, outlines the planned Fixed Route service changes set to take place during the first three years of each Transit Development Plan. Developed in close coordination with the agency's financial projections, this year's SIP will become a section of the 2026-2031 Transit Development Plan (TDP) to address service changes in 2026, 2027 and 2028. A full draft of the SIP will be included in the draft TDP presented to the committee in June 2025.

During the time span of 2026 through 2028, STA will implement a number of improvements and optimizations to expand the reach and usefulness of the network. This includes implementing the North Idaho Pilot route, the final service investment in the *STA Moving Forward* plan. As a continuation of investments in High Performance Transit in the I-90/Valley corridor, STA is slated to construct Argonne Station Park and Ride, which will introduce an opportunity to restructure the Fixed Route network in the greater Spokane Valley. Additionally, the *Connect 2035* strategic plan, adopted by the STA Board of Directors in December 2024, implements several initiatives advancing the strategic goals of this new plan by 2028, including network optimizations in north Spokane and multiple mobility on demand pilots and infrastructure improvements at bus stops across the Fixed Route network. The service improvements outlined in the table below further highlight these planned improvements and initiatives.

**2026-2028 Service Improvements**

<p><b>2026 Overview:</b> Improvements in 2026 focus on the completion of projects from <i>STA Moving Forward</i> by introducing the pilot expansion of STA service into northern Idaho, subject to a cross-state partnership, as well as a restructure of routes in northern Spokane as part of the Route Optimization initiative of <i>Connect 2035</i>.</p>
<ul style="list-style-type: none"><li>As part of the <i>STA Moving Forward plan</i>, introduce pilot service connecting Spokane Valley and Liberty Lake with Kootenai County. This project is conditioned on a cross-state partnership agreement.</li></ul>



<ul style="list-style-type: none"><li>• Expand service coverage in Northeast Spokane by extending Route 36 North Central to North Freya Street via East Wellesley Avenue, linking the route to a simplified Route 20 SFCC that travels consistently on Riverside Avenue from downtown Spokane.</li></ul>
<ul style="list-style-type: none"><li>• Shift a segment of Route 23 Maple/Ash and Route 223 Shadle/Indian Trail to North Belt Street from the Ash Street and Maple Street couplet to improve service to the Shadle Shopping Center and Shadle Public Library.</li></ul>
<ul style="list-style-type: none"><li>• Subject to securing appropriate layover facilities, adjust Route 27 Crestline to service the North YMCA located near Newport Highway and North Nevada Street.</li></ul>
<ul style="list-style-type: none"><li>• Continue <i>Connect 2035</i> initiatives for lighting and shelter improvements.</li></ul>
<b><u>2027 Overview: Improvements in 2027</u></b> are focused on implementation of <i>Connect 2035</i> Mobility on Demand Pilots and the substantial completion of Argonne Station Park and Ride.
<ul style="list-style-type: none"><li>• Begin <i>Connective 2035</i> initiatives for Mobility on Demand pilots in North Spokane Valley and Latah Valley.</li></ul>
<ul style="list-style-type: none"><li>• With the substantial completion of Argonne Station Park and Ride, new HPT Route 7 is planned to begin service to this location.</li></ul>
<b><u>2028 Overview: Improvements in 2028</u></b> are primarily focused on adjusting routes in greater Spokane Valley to incorporate Argonne Station Park and Ride.
<ul style="list-style-type: none"><li>• <i>Connective 2035 Initiative</i>: Implement the restructure of service in greater Spokane Valley (Liberty Lake, Millwood and Spokane Valley) to expand service coverage.</li></ul>
<ul style="list-style-type: none"><li>• The third <i>Connect 2035</i> Mobility on Demand pilot initiative in Liberty Lake is programmed.</li></ul>

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 30, 2025

**AGENDA ITEM 5B:** 2026-2031 TRANSIT DEVELOPMENT PLAN: PROPOSED 2026-2031  
CAPITAL IMPROVEMENT PROGRAM

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Staff will provide an overview of the proposed programs and projects to be included in the draft Transit Development Plan: 2026-2031.

**BACKGROUND:** A major element of the state-required Transit Development Plan (TDP) is the Capital Improvement Program (CIP). The CIP is developed in accordance with Connect Spokane, including the following policy:

***SI-5.1 Capital Improvement Program (CIP)***

***STA shall maintain a Capital Improvement Program that shall cover a period of no less than six years and be in general conformance with the Comprehensive Plan. To enable STA to make educated, coordinated, and financially sound capital investments, a 6-year Capital Improvement Program must be developed. This program will be reviewed annually.***

The development of a six-year CIP provides a mid-term horizon for prioritizing resources, enhancing the transit system, and maintaining existing assets and resources in good repair. The CIP, in companionship with the Service Improvement Program, connects the long-range vision, goals and policies of STA's comprehensive and strategic plans, to the tactics and actions called for each year in the budget and annual action plan.

A capital project is a significant investment to acquire, develop, improve, or maintain a capital asset (such as property, buildings, vehicles, infrastructure, etc.). The CIP aggregates projects that have common objectives or are otherwise interconnected into programs. The capital programs are organized into five distinct program categories:

- Vehicles
- Facilities – Maintenance & Administration
- Facilities – Passenger & Operational
- Technology
- High Performance Transit Implementation

The preliminary capital projects table attached to this item covers the years 2026-2031, and when compiled into capital programs, embodies the central component of the capital improvement program.

In addition to the five categories of capital programs, the draft CIP, to be incorporated into the draft TDP, will identify:

- FTA Section 5307 Program of Projects
- FTA Section 5310 Apportionment Program

- FTA Section 5339 Bus and Bus Facilities Formula Program
- Fleet Replacement Plan

The draft CIP will be compiled and presented at the June committee meeting within the draft TDP. Attached is a tabular report of all existing and proposed projects for inclusion in the 2026-2031 CIP for committee review.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 30, 2025

**AGENDA ITEM 5C:** 2026-2031 TRANSIT DEVELOPMENT PLAN: REVIEW FINANCIAL FORECAST

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Tammy Johnston, Interim Chief Financial Officer/Director of Finance  
Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer

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**SUMMARY:** Staff will provide an overview of the proposed financial forecast to be included in the draft Transit Development Plan (TDP): 2026-2031.

**BACKGROUND:** A major element of the state-required Transit Development Plan (TDP) is the Operating and Financial Projections.

The revenue and expenditure forecast assumptions to be included in the 2026-2031 Transit Development Plan were reviewed and discussed at the April 2, 2025, Planning & Development Committee and the April 17, 2025, Board of Directors meeting. The Board of Directors provided general support of these assumptions and staff compiled a draft financial forecast incorporating these assumptions.

**RECOMMENDATION TO COMMITTEE:** Receive report

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 30, 2025

**AGENDA ITEM 5D:** DIVISION STREET BUS RAPID TRANSIT: IMPLEMENTATION STRATEGY  
REFINEMENT AND OUTREACH

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer  
Don Skillingstad, Senior Project Manager

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**SUMMARY:** At the April 2, 2025, Planning & Development Committee meeting, staff provided an update on the proposed mitigation strategy to address identified schedule risks. This mitigation strategy included exploring the feasibility of completing the project in phases, identifying a Minimum Operable Segment (MOS), developing a schedule and funding strategy for completion of all phases and updating the Locally Preferred Alternative (LPA).

Staff will provide an update on the project and efforts completed to date to further identify the MOS and a revised project schedule and funding strategy, and next steps.

**RECOMMENDATION TO COMMITTEE:** Receive report.

**SPOKANE TRANSIT AUTHORITY**

**PLANNING & DEVELOPMENT COMMITTEE MEETING**

April 30, 2025

**AGENDA ITEM 5E:** TECHNOLOGY MASTER PLAN: INTRODUCTION AND INITIAL SCOPING

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Kade Peterson, Chief Information Officer

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**SUMMARY:** Staff will provide an overview of efforts to develop a Technology Master Plan for STA.

**BACKGROUND:** STA will be developing a Technology Master Plan to guide the agency's technology investments into the foreseeable future. This plan will provide a strategic framework for aligning our technology goals with the agency's strategic plans, including *Connect 2035*. By creating short-, medium-, and long-term visions, it ensures that our technology investments are well-planned, cost-effective, and scalable. The plan will help us prioritize resources, streamline operations, and eliminate redundancy by identifying areas for improvement and integration. It will also support better decision-making by providing a roadmap for adopting new technologies, managing risks, and adapting to emerging trends. Ultimately, the Technology Master Plan will foster innovation, improve efficiency, and support sustainable growth, ensuring that technology is a key lever in achieving our strategic goals. It is also expected to inform future updates to the region's Intelligent Transportation Systems Architecture Plan, last updated in 2019.

**RECOMMENDATION TO COMMITTEE:** Receive report

**SPOKANE TRANSIT AUTHORITY**

**Planning & Development Committee Meeting**

April 30, 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

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**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

April 30, 2025

<b>AGENDA ITEM <u>7A</u>:</b>	TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE
<b>REFERRAL COMMITTEE:</b>	n/a
<b>SUBMITTED BY:</b>	Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer Brian Jennings, Director of Community Development

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**SUMMARY:** This report provides an update on the Transit Oriented Development (TOD) Pilot Project that implements 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 July of 2024 the Board received an update that shared the proposed framework to implement the Near-Term Investment Project. The framework has three components that together provide a more strategic approach to TOD investments while providing access to STA's TOD resources in 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.

#### **PTBA Jurisdictions - \$1 Million Allocated**

As presented last year, 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 analysis is being conducted by STA and is nearing conclusion.
- 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 improves pedestrian access to STA facilities 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.



Analysis and development by staff started in Q4 2024 and is near completion. Review of the findings, jurisdiction outreach to gather their input on the location analysis is expected to begin this month (April 2025). Staff expect to make modifications based on input from jurisdictional Planning teams and identifying a final list of locations by June 2025, which will 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.

Revised Project Schedule	
Date	Activity
Jul 2024	P&D Committee presentation
Oct 2024	Begin Initial Study
Apr 2025	Review Initial Findings/Feedback/List
Apr-May 2025	Obtain local input on draft TOD Emphasis Areas List
Jun 2025	Refine findings
July 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Sep 2025	Board resolution adopting TOD Emphasis Areas
Oct 2025	Draft and release initial RFPs for small scale technical assistance grants
Dec 2025	Applications Due - Evaluate and score projects for recommendation
Feb 2026	P&D Committee presentation of projects
Mar 2026	Board Resolution selecting projects

**RECOMMENDATION TO COMMITTEE:** Information Only.

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

April 30, 2025

**AGENDA ITEM 7B:** 2026-2029 TITLE VI PROGRAM UPDATE

**REFERRAL COMMITTEE:** n/a

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

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**SUMMARY:** Public transit agencies are required to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, was last adopted by the STA Board of Directors in March 2023. The updated Title VI Program is due to the Federal Transit Administration (FTA) by February 1, 2026, when the current program expires. The foregoing report provides an overview of the program and the proposed timeline for updating STA's program.

**BACKGROUND:** According to Section 601 of Title VI of the Civil Rights Act of 1964:

*No person in the United States shall, on the ground 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.*

The Civil Rights Restoration Act of 1987 further clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities (i.e. STA is a covered entity) without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government (FTA C 4702.1B, Chap. II-I). The Federal Transit Administration (FTA), from which STA receives Federal funds, is required to fulfill the US Department of Transportation's (USDOT) Title VI regulations (49 CFR part 21). Therefore, to ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program.

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program. Those requirements include:

- A public participation plan that includes an outreach plan to engage minority and limited English proficient populations
- Survey data regarding customer demographic and travel patterns

A vendor was recently selected to conduct a rider census that will provide data needed for customer demographics and travel patterns by surveying a random sample of riders across the Fixed Route system. The 2025 Rider Census will be conducted from April 28, 2025, to May 9, 2025.

Staff will provide a draft engagement plan with specific outreach details at the July 2025 Planning and Development Committee meeting. Additional outreach activities will include STA Website updates, stakeholder/provider survey, public open houses, STA Newsletter, and community meetings.

Below is a table that outlines the committee and board timeline for the 2026-2029 Title VI Program update.

Date	Meeting	Purpose
4/30/2025	P&D Committee Meeting	Introduce Project, Timeline
7/9/2025	P&D Committee Meeting	Upcoming Surveys, Draft Engagement Plan
9/3/2025	P&D Committee Meeting	Engagement, Surveys, Plan Update Activities, Timeline
11/5/2025	P&D Committee Meeting	Survey Results, Upcoming Public Hearing
11/20/2025	Board of Directors Meeting	Public Hearing
12/3/2025	P&D Committee Meeting	Recommend Adoption
12/18/2025	Board of Directors Meeting	Adoption & Resolution

**RECOMMENDATION TO COMMITTEE:** Information Only.

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

April 30, 2025

**AGENDA ITEM 8:** JUNE 4, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** Karl Otterstrom, Chief Planning & Development Officer

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**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 June 4, 2025. This will be the May Planning & Development Committee meeting.

**RECOMMENDATION TO COMMITTEE:** For discussion.

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

## PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, June 4, 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 *(5 minutes)*
  - A. Minutes of the April 30, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
  - A. Board Consent Agenda - *none*
  - B. Board Discussion Agenda *(15 minutes)*
    1. Facilities Master Plan Phase I Report Acceptance *(Otterstrom)*
5. Report to Committee *(35 minutes)*
  - A. 2026-2031 Transit Development Plan: Complete Draft (Public Hearing) *(Otterstrom/Poole)*
6. CEO Report *(Otterstrom/Rapez-Betty) (15 minutes)*
7. Committee Information
8. Review July 9, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, July 9, 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**

April 30, 2025

**AGENDA ITEM 9:** NEW BUSINESS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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**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**

April 2, 2025

**AGENDA ITEM 10:** COMMITTEE MEMBERS' EXPRESSIONS

**REFERRAL COMMITTEE:** n/a

**SUBMITTED BY:** n/a

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

**RECOMMENDATION TO COMMITTEE:** n/a