

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, February 4, 2015, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 90 minutes

1. Call to Order and Roll Call
2. Public Expressions
3. Committee Chair Report (*5 minutes*)
4. Committee Action (*5 minutes*)
 - A. Approval of Minutes
 1. Minutes of the December 3, 2014, Committee Meeting – *corrections/approval*
5. Committee Action
 - A. Board Consent Agenda
(*No items being presented this month.*)
 - B. Board Discussion Agenda
(*No items being presented this month.*)
6. Committee Reports (*70 minutes*)
 - A. Planning & Development Committee 2015 Work Program Review (*Karl Otterstrom*)
 - B. Bus Stop Policy Framework (*Karl Otterstrom*)
 - C. National Association of City Transportation Officials (NACTO) Conference Report (*Candace Mumm*)
7. Committee Information – *no discussion/staff available for questions*
 - A. West Plains Transit Center Design Update (*Karl Otterstrom*)
 - B. Federal Transit Administration 5310 Call for Projects (*Karl Otterstrom*)
8. CEO Report (*E. Susan Meyer*) (*5 minutes*)
9. New Business
10. Committee Members' Expressions (*5 minutes*)
11. Review March 4, 2015, Committee Meeting Draft Agenda
12. Adjourn
13. Next Committee Meeting: March 4, 2015, 10:00 a.m. (STA Southside Conference Room, 1230 W Boone Avenue, Spokane, WA)

Agendas of regular Committee and Board meetings are available the Friday afternoon preceding each meeting at the STA Administrative Office, 1230 West Boone Avenue, Spokane, Washington. 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. For more information, see www.spokanetransit.com. Upon request, alternative formats of this information will be produced for people who are disabled. The meeting facility is accessible for people using wheelchairs. For other accommodations, please call 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

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

February 4, 2015

AGENDA ITEM 2 : PUBLIC EXPRESSIONS

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

At this time, the Planning & Development Committee will give the public an opportunity to express comments or opinions.

Anyone wishing to speak should sign in on the sheet provided and indicate the subject of interest.

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 3 : COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Al French, 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

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 4.A : **MINUTES OF THE DECEMBER 3, 2014 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Angela Stephens, Executive Assistant 

SUMMARY:

Minutes of the December 3, 2014 Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

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 10:00 A.M.

Draft Minutes of the December 3, 2014, Meeting
Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Shelly O'Quinn, Spokane County
Ed Pace, City of Spokane Valley
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

*Chair

STAFF PRESENT

Steve Blaska, Director of Operations
Beth Bousley, Director of Communications & Customer Service
Steve Doolittle, Director of Human Resources
Karl Otterstrom, Director of Planning
Lynda Warren, Director of Finance & Information Services
Jessica Charlton, Projects Manager
Lynn Holmes, Financial Services Manager
Susan Millbank, Ombudsman & Accessibility Officer
Brandon Rapez-Betty, Senior Communications Specialist

GUESTS

Tom Arnold, Coffman Engineers
Bob Moore, Moore Communications
Jeff Warner, ALSC Architects

1. CALL TO ORDER AND ROLL CALL

Chair French called the meeting to order at 10:07 a.m. Introductions were made.

2. PUBLIC EXPRESSIONS

None.

Due to the shortened duration of the Planning & Development Committee meeting (30 minutes), Chair French announced that the order of the agenda would be changed to allow for discussion of the Plaza Renovation Project as the first item.

Ms. Mumm arrived at 10:08.

5. COMMITTEE ACTION

B. BOARD DISCUSSION AGENDA

1. PLAZA RENOVATION – PROJECT REVISIONS AND AUTHORIZATION

This item was directed to the Planning & Development Committee by the Board of Directors at the November 20, 2014 Board meeting. Mr. Otterstrom reminded the Committee of the goal of the Plaza renovation project: *to support a vibrant downtown by improving the Plaza's functionality for the customer and community.* Mr. Otterstrom reviewed the background of the project beginning with the May 2014 Board approval of Phase I of the Plaza Renovation project. At the July 24, 2014 meeting, the Board considered moving forward with the full project; however, a group of downtown businesses requested a pause in the project to allow for further review and the Board concurred. July-November 2014, an ad hoc committee of downtown business groups convened to discuss the project; also, extensive additional input was received from the public. November 14, 2014, the ad hoc committee submitted input. November 20, 2014, the STA Board directed the Planning &

Development Committee to evaluate input and recommend a final renovation plan to the Board at the December 18, 2014 meeting.

Mr. Otterstrom said that there is agreement from the ad hoc committee on many elements of the Plaza Renovation. Mr. Otterstrom said there is much that STA can work with to improve the project renovation plan and operations into the future.

The full report from the ad hoc committee was provided at the November Board meeting. Mr. Otterstrom said that staff has reviewed the report and identified the major categories of input from the ad hoc committee including:

- recommendations and input directly related to the renovation project
- suggestions and input related to the transit operations and network design
- suggested strategies and tactics related to facility operations and customer relations

Staff has identified major elements of recommendations within those categories which staff believes could be supported and recommended to the Board by the Planning & Development Committee. Staff recommends and requests Committee concurrence with the following recommendations from the ad hoc committee:

- support for Smart Bus Implementation; indoor waiting areas; moving Customer Service and Security to the first floor (the administrative element of Security would still be recommended to move to the second floor to make room for customer oriented activities)
- reducing the amount of indoor space and reprogramming the second floor (shelling off extra space)
- retail space on the first floor
- eliminating plans for public conference space

Staff is recommending non-concurrence with the recommendation to eliminate the escalators. Staff recommends retaining the re-located escalators. The number of people in the Plaza each day connecting from the first floor to the second floor skywalk system make the escalators an essential element of infrastructure. Removal of the escalators would directly impact the operability of the facility for customers using the skywalks to go to neighboring buildings.

Ms. Meyer remarked to the Committee that the project architects/engineers (Jeff Warner, ALSC, and Tom Arnold, Coffman Engineers) were in attendance at the Committee meeting to answer any questions.

Mr. Pace asked about the extra cost. Mr. Otterstrom said that the net would be a reduction in cost and that additional financial details would be presented further along in the presentation.

Staff recommends concurrence with:

- ad hoc committee's request for a Police Department CPTED (Crime Prevention through Environmental Design) review
- Other ideas for utilizing public spaces from the ad hoc committee will be further assessed
 - Staff is recommending to obtain the services of a national expert in public place-making during the next phase of the design to activate space so it is purposeful and useful

Chair French pointed out that a previous assessment conducted by Auble, Jolicoeur & Gentry in the mid-2000's identified other potential uses for the Plaza. Chair French said that one of the conversations at that time was that locating employment offices and services in the Plaza would change the character of the Plaza in such a way that it would become aligned with the nature of social services or government facilities. For this reason the Board moved away from that idea at the

time. Chair French said that he offered this information as a historical point of view, not that it could not be re-looked at; however, this would be the second time to visit the idea.

In the input related to transit operation and network design, the ad hoc committee supported:

- “satellite depots” (transit centers) to provide new transfer and layover capacity outside the downtown core
- “load and go” operations of frequent routes with off-board fare collection to reduce dwell time and curb space requirement of operations.

The ad hoc committee endorsed elements of STA Moving Forward. The ad hoc committee’s suggestions for strategies and tactics related to facility operations and customer relations included:

- a courtesy campaign
- better passenger queuing
- other trespassing consequences
- additional security
- expanding limited commission geographic boundaries for STA security

Staff will provide further evaluation of these items in the first quarter of 2015. Mr. Otterstrom presented graphics illustrating the first and second floor levels of the Plaza with recommended changes included. The plans include areas for future tenants which would be shells until developed by the tenant with tenant funding. The second floor would have shelled-off areas for any un-programmed space which was previously proposed as meeting/conference room space. The rotunda area is proposed to be walled off in an attractive way to allow use for STA events or open houses.

Ms. Mumm asked if there would be a family bathroom. Mr. Otterstrom said there is not a family bathroom on the first floor but the family bathroom on the second floor would be retained.

Ms. Mumm asked what would happen if no money was spent in the northeast quadrant of the second floor (the rotunda). Mr. Otterstrom said that the area would then remain open; the ad hoc recommendation was to wall it off. Ms. Mumm said she has attended many public events in that area and would hate to lose that space from a public perspective. Ms. Mumm said that it is a frequently used, very important space.

Ms. Meyer responded that the plan is to provide a separation of the rotunda area that would provide some degree of transparency (e.g. glass or Plexiglas-type panels) so that events can still be held there and the space could still be publicly accessible on an as-needed basis. Ms. Mumm encouraged the idea of remaining flexible in the design of this area because sometimes a lot of space is needed. Ms. Meyer asked if staff could, based on the recommendation of the Committee and Board, take that consideration to the architect with that objective.

Ms. O’Quinn said that it would seem that there could be some unique ways to put up temporary attractive walls that could be removed when necessary but would take the area “out of production” when not in use. There was further discussion regarding the viability of the need to close off the space and design options. Mr. Otterstrom said that the design option of the space could be further analyzed but that the ad hoc committee’s objective could be met while still maintaining flexibility for use of the space.

The recommended changes from the full renovation plan include:

Element	Cost Impact
Eliminate conference/meeting space	Cost savings
Wall-off un-programmed space on second floor	Increased cost for rotunda enclosure to account for longer-term closure as suggested
Schedule delay	Cost increase (approximately \$70,000)

Based on the proposed modifications, the project is estimated to cost \$4.9 - \$5.2 million (subject to further refinement). The previous estimate for the full project was \$5.83 million.

Ms. O'Quinn asked about the necessity of retaining the escalator since there is an existing elevator and a staircase to the second floor. Mr. Blaska responded that the escalator is used and perceived as a significant passenger amenity for access to the skywalk system. Mr. Otterstrom said that the overall assessment was that it would be very disruptive to bring the escalator in later due to structural developments that need to be completed in the initial phase of the remodel. Mr. Blaska said that from the transit customers' perspective, removing the escalator would have a negative effect on transit service. Ms. Mumm said that a lot of city employees ride the bus and use the skywalk to get from STA to City Hall. Chair French said that he had at first questioned the relocation of the escalators, but after talking with the design team he was convinced of the logic due to how disruptive the current escalator position is with regard to security, visibility and being able to maintain access to the monitors. If relocation is not done now it will become exponentially more expensive to do in the future.

Mr. Pace said that the work that staff has done and the work that the ad hoc committee has done feels like a win-win situation and that he would like to move it forward. Mr. Pace asked if a motion was needed. Chair French affirmed that a motion and recommendation was needed.

Mr. Pace moved to recommend the Board authorize reactivation of the Plaza Renovation project, as modified, effective December 18, 2014, and approve a new project budget, subject to the final preparation and submission of revised final cost estimates prior to said date. Ms. O'Quinn seconded the motion. Motion passed unanimously.

Chair French thanked the Board and staff for working through the process and establishing a final result that more people can be supportive of. Ms. Mumm thanked the consultants and contractors for their patience.

Ms. Meyer recommended for consideration, moving to item 4.A.-Approval of the November 5, 2014 Minutes as the only other action item to be covered for the Committee at this time (due to lack of time). The Committee concurred.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE NOVEMBER 5, 2014, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the November 5, 2014 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Pace. Ms. O'Quinn said she was not at the last meeting and abstained. Motion passed with one abstention.

B. PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

As presented in packet.

5. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. Mid-range Planning Guidance – Request for Approval

This item was forwarded to the December 10, 2014 Board Operations Committee meeting for review and approval.

B. BOARD DISCUSSION AGENDA

1. Plaza Renovation – Project Revisions and Authorization

Please see item 5.B.1. above.

6. COMMITTEE REPORTS

None.

7. COMMITTEE INFORMATION

None.

8. CEO REPORT

None.

9. NEW BUSINESS

None.

10. COMMITTEE MEMBERS' EXPRESSIONS

None.

11. REVIEW OF FEBRUARY 4, 2015, COMMITTEE MEETING AGENDA

As presented in packet.

12. NEXT MEETING – WEDNESDAY, FEBRUARY 4, 2015 10:00 A.M. (NO MEETING IN JANUARY) STA SOUTHSIDE CONFERENCE ROOM, 1230 BOONE AVENUE

13. ADJOURN

Chair French adjourned the meeting at 10:32 a.m.

Respectfully submitted,

Angela Stephens, Executive Assistant

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

February 4, 2015

AGENDA ITEM 6.A : PLANNING & DEVELOPMENT COMMITTEE 2015 WORK PROGRAM REVIEW

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

SUMMARY: Staff will provide an overview of the Committee’s 2015 Work Program (below) as developed in late 2014. This will be reviewed in order to provide context for discussions on work program items that will follow in the meeting.

Draft Planning & Development Committee Work Program

Month	Annual Planning Calendar	Other Planning Projects
December 2014	<ul style="list-style-type: none"> Planning and Development Committee develop mid-range planning guidance for Board concurrence 	<ul style="list-style-type: none"> STA Moving Forward – Plan Adoption Committee/Board Consideration of Plaza Renovation Input from Downtown Business Groups
January 2015	<ul style="list-style-type: none"> Review Work Program 	<ul style="list-style-type: none"> Public Outreach Calendar of High Performance Transit Facilities/Communications Design Project
February 2015	<ul style="list-style-type: none"> Planning and Development Committee discussion of new and revised activities and initiatives for the six-year plan horizon (through 2020) 	<ul style="list-style-type: none"> West Plains Transit Center Design Update Update on Central City Line Strategic Overlay Plan
March 2015	<ul style="list-style-type: none"> Staff to submit draft update to revenue and expenditure forecasts; the close-out of prior-year financials will suggest the value of forecast update 	<ul style="list-style-type: none">
April 2015		<ul style="list-style-type: none">
May 2015	<ul style="list-style-type: none"> Preliminary Draft Transit Development Plan submitted to Planning and Development Committee for discussion. Contains the following elements (at minimum): <ul style="list-style-type: none"> Current year Strategic Plan Service Implementation Plan (2016-2018) Capital Improvement Program (2016-2021) 	<ul style="list-style-type: none">
June 2015	<ul style="list-style-type: none"> Revised Draft TDP submitted to the STA Board of Directors Public hearing conducted on TDP 	<ul style="list-style-type: none">
July 2015	<ul style="list-style-type: none"> 2016 Annual Strategic Plan/Budget guidance workshop (full Board) Action on recommended TDP 	<ul style="list-style-type: none"> Tentative: Authorize Submission of Small Starts Grant Application
August 2015	No Board/Committee Meetings in August	
September 2015	<ul style="list-style-type: none"> Updated financial forecasts Draft Budget submitted to Committee and Board Public hearing scheduled for October on Budget 	<ul style="list-style-type: none">
October 2015	<ul style="list-style-type: none"> Public hearing on draft Annual Strategic Plan and Budget Adoption of Annual Strategic Plan 	<ul style="list-style-type: none">
November 2015	<ul style="list-style-type: none"> Board adoption of Annual Budget 	<ul style="list-style-type: none">
December 2015	<ul style="list-style-type: none"> Planning and Development Committee develop mid-range planning guidance for Board concurrence 	<ul style="list-style-type: none">

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM: 6.B : BUS STOP POLICY FRAMEWORK

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
Kathleen Weinand, Transit Planner

SUMMARY:

Managing the environment around bus stops can be challenging because of insufficient right-of-way, the necessity for jurisdictional coordination or limited resources. However, these areas are an important part of the customers' experience and are a representation of STA to non-riders passing by.

Ongoing issues surrounding bus stop access, signs and poles, shelters, benches and other bus stop investments have highlighted the need for better defined standards, policies, procedures and coordination with partner jurisdictions in these areas. A two-phased project is proposed to accomplish this work. The first phase will review the issues, industry best practices and STA's established Comprehensive Plan Policy. The possible product of Phase I is amendments to the Comprehensive Plan. Phase I is expected to be completed in June of 2015 and will guide Phase II of the project. Phase II will begin in June and is expected to be completed by December of 2015. The potential products of Phase II include bus stop investment design standards, memorandums of understanding, code changes and informational materials.

A summary of the best practices and existing conditions will be shared with at the February 4, 2015 Committee meeting. This summary will also provide information outlining where shelters have been placed during the last several years and locations planned for the near-term (2015/2016). Selected existing relevant policies from *Connect Spokane* have been attached to this item for you review. This phase of the project discussion will focus on policy questions, such as: What is important to stakeholders? Should there be a shift from the current roles and responsibilities between STA and local jurisdictions for the installation, maintenance, and liability of signs and poles, benches, shelters and other stop investments? What are the goals for the placement of shelters and benches? Are they different than what is currently expressed in *Connect Spokane*?

Outreach to stakeholders and jurisdiction staff will be conducted throughout February.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

Connect Spokane Policy Related to the Bus Stop Environment

HP 7. Permanence

HPT features permanence of investments.

Regardless of mode, HPT should express to the customer through wayfinding, tactile enhancements at stations, or alignments that it will be available in the future. This permanence and definitiveness is also critical in directing those developing the built environment to focus new growth around transit.

SI 1. Support

Successful infrastructure investments align with the mission, long-term goals, and long-range plan of a transit agency.

To ensure that infrastructure investments are cost-effective, useful, and efficient, capital projects must support long-term agency objectives. Infrastructure built with the support of the transit agency's coordinated long-range vision is more likely to succeed than infrastructure built independent from system-wide goals.

SI 4. Strategic Opportunism

Transit agencies faced with free or low-cost capital opportunities should consider the long-term operating expenses to prevent those investments from becoming liabilities.

On the surface, any free or inexpensive land/facility offered to the transit agency may seem too good to pass up. However, if it is not part of a long-range plan or a strategic opportunity to improve service, seemingly excellent development opportunities can become burdensome investments. Refusing donated/inexpensive capital may seem foolish, but it may prevent those projects from becoming an unnecessary strain on the transit agency's network and finances.

SI-1.0 – Capital Investment Considerations

Use the following list of considerations to help evaluate the benefits of proposed capital projects.

Capital projects are required as a part of an assortment of services which are provided. STA does not have the resources to complete all of the capital projects identified. However, the following list of considerations help STA evaluate the benefits of each project. These considerations are in addition to the other policies in this plan.

- ***Impact to Operations***

Consider the impacts on operational cost, STA staff requirements, speed and reliability of service, and how the project supports the transit network and system.

- ***Impact to the Customer Experience***

Consider the impacts on ridership, customer comfort and usability of the system.

- **Value Engineering/ Expected Lifetime**

Consider options which may increase durability, reduce maintenance needs and add value relative to the cost. Also consider the expected useful life span of the capital investment.

- **Impact to Safety and the Environment**

Consider the safety, environmental and other impacts related to how the project will impact the surroundings of employees and customers.

SI-3.0 – Passenger Interface Components

3.1 Stops

All STA bus stops shall feature signs with readable and accurate information.

Transit stops are one of the most important pieces of the transit network and should be treated accordingly. They determine the access for the customers, so their placement, type, and branding should be carefully considered.

3.2 Benches

STA shall work with local authorities to ensure that bus benches are placed properly, designed adequately, and serve the needs of customers sufficiently.

Benches provide comfort for all types of passengers. Although local jurisdictions are responsible for the operations and maintenance of bus benches, coordination with STA increases the likelihood that everyone's needs are being met. Generally, STA recommends bench locations which meet one of the following criteria:

- 1) 10 or more weekday average boardings
- 2) Transfer point between two or more routes
- 3) Adjacent to ridership generator with a high percentage of riders with limited mobility

3.3 Shelters and Awnings

The placement and maintenance of shelters or other weather cover for passenger waiting areas where appropriate shall be encouraged.

STA shall work with local and regional jurisdictions to position bus shelters, awnings and other weather protection which can encourage ridership by protecting waiting patrons from adverse weather elements. Shelters also provide an appropriate location for posting important ridership information. Stops to have shelters funded by STA must meet at least one of the following criteria:

- 1) 25 or more weekday average boardings
- 2) Transfer point between two or more routes
- 3) Adjacent to a ridership generator with a high percentage of riders with limited mobility

3.4 Lighting

Stops, benches, and shelters shall have pedestrian-scale lighting whenever possible.

While any lighting enhances the safety and security of transit stops, System Infrastructure benches, and shelters, lighting designed specifically to illuminate the path of a pedestrian can do a better job than general street lights.

3.6 Pedestrian Infrastructure

As funding allows, Spokane Transit may partner with local jurisdictions to improve pedestrian infrastructure in locations where there is a direct and tangible benefit to customers accessing a transit stop or other transit facility.

The vast majority of STA's transit customers use public sidewalks to access transit stops. By allowing people to safely and efficiently reach their destination, pedestrian infrastructure plays a significant role in completing the transit network. STA supports efforts to improve and enhance pedestrian connections to its facilities. Financial contributions to such infrastructure should maximize transit benefit and grant opportunities and should be directly determined by Spokane Transit, and other jurisdictions or agencies.

RF-1.3 Advertising

STA shall pursue and permit advertising as a revenue opportunity consistent with jurisdictional and community standards.

Advertising provides an important source of income for STA. However, the negative impacts of advertising on STA riders and other community members can be notable. STA should recognize this and ensure that the attempt to secure revenue does not negatively impact public perception or ridership.

SU-1.4 Capital Projects

Integrate sustainability into facility design, construction, and demolition.

The physical plant that supports the agency has a long term effect on the agency's ability to operate efficiently and represents an opportunity to conserve natural and financial resources.

- Anticipate emerging requirements e.g., ADA.
- Integrate sustainable design criteria into facility design and construction decisions.
- Strive to achieve the Leadership in Energy and Environmental Design (LEED) Silver standard for facilities.
- Construct facilities to the highest defined energy conservation standard justified by net present value analysis of capital and forecast energy costs of at least 30 years.
- Maximize use of recycled building materials.
- Incorporate recycling (deconstruction practices) into the demolition of obsolete STA facilities.

Title VI Compliance System-wide Transit Amenities Service Policy

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops and stations along those routes with variances from this policy to support connectivity of routes and riders with limited mobility.

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

February 4, 2015

AGENDA ITEM 6.C : NATIONAL ASSOCIATION OF CITY TRANSPORTATION
OFFICIALS CONFERENCE REPORT

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Candace Mumm, Committee Member

SUMMARY: At this time, Ms. Mumm will share information with the Committee regarding the National Association of City Transportation Officials (NACTO) conference which she recently attended.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 7.A : WEST PLAINS TRANSIT CENTER DESIGN UPDATE

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
Don Skillingstad, Capital Projects Manager

SUMMARY: The West Plains Transit Center (WPTC) project is moving forward on three concurrent paths: the Interchange Justification Report (IJR), property acquisition, and the engineering design paths. The Technical Committee and Core Stakeholder Group, set up by the STA Board, have met numerous times to assist in the technical design of the project and to provide overall direction. The following list identifies the milestones and accomplishments to date.

Interchange Justification Report

- Methods and Assumptions document completed; currently obtaining signatures
- Charter Agreement document completed; currently obtaining signatures
- Policy Point 1 (Project Need) completed
- Policy Point 2 (Alternatives) completed; preferred flyer stop alternative identified, to be reviewed by the Core Stakeholder Group on 2/11/15
- Policy Point 3 (Operational and Collision Analysis) completed; under review by WSDOT
- Weave Analysis completed
- Policy Point 4 (Access Connection Analysis) in draft; under review by Committee
- Policy Point 5 (Land Use and Transportation) in draft; under review by Committee

Property Acquisition

- Owner has granted access to the property, for appraisal, surveying, geotechnical and environmental work
- FTA has granted approval of a Categorical Exclusion for the acquisition
- The ALTA property survey has been completed; awaiting final property boundary location to finalize
- The boundary and topographical survey has been completed; awaiting final property boundary location to finalize
- Property appraisal has been completed; awaiting final property boundary location to finalize the appraisal
- Draft Phase I Environmental Site Assessment has been completed; no environmental concerns identified

Engineering/Design

- Project Management Plan is complete
- Quality Control Plan is complete
- Public Involvement Plan is complete
- FTA has granted approval of a Categorical Exclusion for the geotechnical and environmental work
- Geotechnical borings and installation of the monitoring well have been completed
- Test pits have been completed for the stormwater infiltration design
- Conceptual designs of the site layout are in process which will determine the property boundary location in order to move forward with the land acquisition

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 7.B : **FEDERAL TRANSIT ADMINISTRATION 5310 CALL FOR PROJECTS**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning
 Gordon Howell, Transit Planner

SUMMARY: Spokane Transit Authority (STA) is the designated recipient for approximately \$927,990 in available federal funds¹ from the Enhanced Mobility of Seniors and Individuals with Disabilities program, also known as Section 5310. The goal of the 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation options available. With the passage of MAP-21, STA is now the designated recipient for Federal Transit Administration (FTA) Section 5310 funding for the Spokane Urbanized Area (UZA). This means that STA has the responsibility of administering and managing Section 5310 funds among subrecipients within the UZA.

There are two types of projects eligible for Section 5310 funding. The first category of projects is for “traditional” capital projects that include purchase of rolling stock, passenger facilities, and mobility management. A minimum of 55% of the total allocated 5310 funds must be used for these types of projects. The second category of projects is known as “other 5310 projects,” which includes a mix of both capital and operating projects that exceed the requirements of ADA or aim to decrease one’s dependence on paratransit services. These projects include expanding paratransit service boundaries, ADA accessibility improvements that enhance access to fixed route services, and travel training programs. A maximum of 45% of the total allocated funds can be used for these types of projects.

Match for capital projects remains 80% federal and 20% local. For operating projects, the minimum local match is 50%.

STA is required to produce a Program Management Plan (PMP) for Section 5310, which has been sent to FTA for approval. Required elements of the PMP include application requirements and project selection criteria. STA plans to issue a Call for Projects, through the SRTC public process, for Section 5310 funding in March. We anticipate that the SRTC Policy Board will recommend a list of eligible projects for funding to the STA Board in May.

¹The available funds were based on Section 5310 previous funding allocations to STA for 2013 and 2014 and estimated allocations for 2015. For 2013, STA received \$362,985 in 5310 funds, of which \$207,730 remains. For 2014, STA received \$360,260 in 5310 funds, of which none were spent. STA estimates it will receive \$360,000 in 5310 funds for 2015.

RECOMMENDATION TO COMMITTEE: Information only.

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 8: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: N/A

SUMMARY:

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

RECOMMENDATION TO COMMITTEE: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

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: N/A

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

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

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

February 4, 2015

AGENDA ITEM 11 : REVIEW MARCH 4, 2015, DRAFT AGENDA ITEMS – INFORMATION

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Karl Otterstrom, Director of Planning

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 March 4, 2015 Committee meeting.

Proposed agenda items include:

- Minutes of the February 4, 2015, Committee meeting – *corrections/approval*
- CMAQ Grant Application Authorizations – *Consent Agenda*
- Draft Update to Revenue and Expenditure Forecast – *Committee Reports*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____