

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, May 6, 2015, 10:00 a.m.
Spokane Transit Southside Conference Room

AGENDA

Estimated meeting time: 60 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 April 1, 2015, Committee Meeting – *corrections/approval*
 - B. Board Consent Agenda
(*No items being presented this month.*)
 - C. Board Action – Committee Recommendations Agenda
(*No items being presented this month.*)
 - D. Board Action Agenda
(*No items being presented this month.*)
5. Reports to Committee (*45 minutes*)
 - A. Post Ballot Measure Discussion (*Steve Blaska/Karl Otterstrom*)
6. Committee Information – *no discussion/staff available for questions*
 - A. Bus Stop Policy Framework – Preliminary Draft Comprehensive Plan Amendments (Public Hearing at the May 21, 2015 Board meeting) (*Karl Otterstrom*)
7. CEO Report
8. New Business
9. Committee Members' Expressions (*5 minutes*)
10. Review June 3, 2015, Committee Meeting Agenda
11. Adjourn
12. Next Committee Meeting: June 3, 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**

May 6, 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**

May 6, 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**

May 6, 2015

AGENDA ITEM 4.A : **MINUTES OF THE APRIL 1, 2015 COMMITTEE MEETING –
CORRECTIONS AND/OR APPROVAL**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: Angela Stephens, Executive Assistant 

SUMMARY:

Minutes of the April 1, 2015 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 April 1, 2015, Meeting
Southside Conference Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Shelly O'Quinn, Spokane County

*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 Systems
Susan Millbank, Ombudsman & Accessibility Officer
Merilee Robar, Executive Assistant, Finance
& Information Systems
Chad Johnson, Transit Planner

GUESTS

1. CALL TO ORDER AND ROLL CALL

Acting Chair Pace called the meeting to order at 10:05 a.m. Roll was called.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE MARCH 4, 2015, COMMITTEE MEETING

Ms. Mumm moved to recommend approval of the March 4, 2015 Planning & Development Committee meeting minutes. The motion was seconded by Acting Chair Pace. Motion passed unanimously.

B. BOARD CONSENT AGENDA

1. REQUEST FOR AUTHORIZATION TO SUBMIT ADDITIONAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) GRANT APPLICATION – MONROE HIGH PERFORMANCE TRANSIT (HPT) INFRASTRUCTURE UPGRADES

Mr. Otterstrom explained that this item was newly added to the agenda. Mr. Otterstrom reminded the Committee that subsequent to the P&D Committee's recommendation in March, the Board gave authorization to submit five CMAQ project grant applications to the Spokane Regional Transportation Council (SRTC) for the 2018-2020 call for projects.

In discussions with the City of Spokane, a new opportunity to coordinate on a mutual project has presented itself. It is not yet clear whether the City of Spokane or Spokane Transit will submit the grant, however the STA staff is requesting authorization from the Board to submit the grant application to ensure that the opportunity is not lost. Mr. Otterstrom gave a brief background of the call for projects, eligibility, approval, and funding process. The submittal deadline is April 30th. Mr. Otterstrom reviewed the originally proposed projects (below).

Chair French arrived at 10:08 a.m. Acting Chair Pace turned the meeting over to Chair French.

Five CMAQ Projects Originally Proposed and Authorized

Project Title	CMAQ Amount
Fixed Route Bus Replacement	\$1.28 M
I-90 Corridor Planning Study – To Include Park and Ride Siting	\$650,000
Division HPT Corridor Improvements	\$2.6 M
Transit Rider Education and Marketing Strategies for Implementation of 2020 Network Improvements	\$450,000
Bicycle Storage Improvements at Transit Facilities	\$584,000
Total Authorization	\$5.56 Million

Ms. Meyer asked if there is a requirement for the Board to revisit and withdraw projects if the April 28th ballot measure does not pass. Mr. Otterstrom said that a good practice is to submit before the deadline and this would be prior to the April proposition 1 ballot measure vote. However; if the ballot measure does not pass, staff will come back to the Board and revisit and withdraw any projects post submittal. All of the projects, other than the Fixed Route Bus Replacement, are to some degree dependent on successful passage of the ballot measure.

Ms. Mumm asked what could be the earliest the Board could consider resubmittal of the ballot measure if it does not pass in April. Chair French said that August would be the next ballot and the deadline for that would be May 8. Ms. Mumm asked if the projects could stay submitted for the CMAQ grants with a contingency rather than pulling the projects if the ballot measure does not pass in April. Chair French said there would be conversation to be had if the ballot measure does not pass: 1) if STA went back to the ballot, what would it go back to the ballot with; 2), when does STA start having the conversation about downsizing service. Having prior experience with it, Chair French said the process of downsizing is very labor intensive and community agonizing. If necessary, it is better to start the conversation sooner rather than later. More will be known in May.

Mr. Otterstrom explained the additional project submittal request for the Monroe Street High Performance Transit Infrastructure Upgrades.

Additional Proposed CMAQ Project Application for FY 2018 - 2020

Project Title	Project Description	CMAQ Amount	Notes
Monroe Street High Performance Transit Infrastructure Upgrades	Installation of bus bulb-outs, transit shelters, communication conduit and other amenities that support the HPT network on Monroe Street from Summit Blvd to Garland Ave. The amount requested represents approximately 84% of the total project cost of \$500,000.	\$421,965	The project is included in the update to the City's Six-Year Transportation Plan and STA Moving Forward.

The project is proposed to be integrated with the city's work on the Monroe street corridor. The city will be conducting a prioritization on a dozen different potential projects to submit to SRTC. Only six projects are allowed to be submitted per jurisdiction/agency. The project may or may not be one that the Council selects as a priority. If it does not make the Council's top six, Spokane Transit will submit the grant application if the Board authorizes it. Improvements are less expensive when integrated with the jurisdictions' reconstruction of the roadway.

Chair French asked if there was a motion from the Committee.

Mr. Pace moved to recommend Board authorization to submit an additional grant application, Monroe Street High Performance Transit Infrastructure Upgrades, for the Congestion Mitigation & Air Quality (CMAQ) program for the fiscal years of 2018- 2020 and forward to the Board consent agenda. Ms. Mumm seconded and the motion passed unanimously.

C. BOARD ACTION – COMMITTEE RECOMMENDATIONS AGENDA

No items presented this month.

5. COMMITTEE REPORTS

A. BUS STOP POLICY FRAMEWORK DRAFT COMPREHENSIVE PLAN AMENDMENTS

Mr. Otterstrom explained that this is the third discussion the Planning and Development Committee has engaged in to address ongoing issues surrounding bus stops. It is part of a two-phase process. The first phase includes robust discussion about bus stop access, signs and poles, shelters, benches and other bus stop features and the need for better defined standards, policies, procedures and coordination with partner jurisdictions in these areas. The second phase of the process will be more technical in nature and involve implementation timelines, design standards and code changes with jurisdictions. As a part of this project, the Committee has reviewed an inventory of existing conditions and industry best practices for these areas and has provided staff direction on priorities, shelter advertising and other policy related to these areas.

Chair French asked if bus shelter policies for the jurisdictions served are now harmonized. Mr. Otterstrom said that shelters at the jurisdiction level have no conflict with code but when jurisdictions are developing street design standards or rebuilding a street they should consider shelter accommodations. The bus bench advertising is jurisdiction based and staff suggested to the Committee last month that STA does not change that at this point. Chair French asked how a bus shelter would be

primarily paid for if a jurisdiction restricts bench and shelter advertising. Mr. Otterstrom said that shelters are largely paid for through grants. The STA Moving Forward plan also provides funding for more shelters. STA has no shelters that are funded through advertising. Ms. Meyer said there is no jurisdictional prohibition on bench advertising. The City of Spokane has a prohibition on bus shelter advertising but not bench advertising. Ms. Mumm said that Councilman Mike Allen conducted several focus groups on the subject and it does not “pencil” - you can’t generally make enough money off of it. Mr. Otterstrom said the revenue stream is not sufficient to support the type of shelters that people want. The interest in seeing more advertising at bus stops is very low. These findings were discussed at the March Committee meeting.

Throughout February and early March staff, primarily Kathleen Weinand, has met with the following stakeholder groups and individuals in order to receive feedback on policy questions related to bus stop areas and proposed draft comprehensive plan amendments.

- STA Citizen Advisory Committee (2 times)
- Local jurisdiction staff & WSDOT Engineers (3 times)
- Cheney City Admin. Mark Schuller & Public Works Dir. Todd Ableman
- City of Spokane Urban Forester, Angel Spell
- City of Spokane Community Assembly Pedestrian Transportation and Traffic Committee (PeTT)
- Spokane County Access 4 All Advisory Committee
- City of Spokane Valley Planning Commission
- City of Spokane Neighborhood Services Staff
- Spokane Valley Mayor Dean Grafos, City Admin. Mike Jackson & Public Works Dir. Eric Guth

The following is a summary of the input received from the various stakeholders regarding bus stop areas:

- Cleanliness is a high priority.
- Desire for more shelters.
- Infill of missing sidewalks is important for improving access to bus stops.
- Crosswalks and signal timing near bus stops impact their accessibility.
- Coordination between local jurisdictions and STA on the review of Development Proposal needs improvement.
- Jurisdictions are interested in requiring bus stop improvements as development mitigation and would like more guidance from STA for when this is appropriate.
- Support for creating design standards for bus stop area improvements
- Responses to the idea of advertising on shelters ranged from indifference to aversion.
- Input in the design of shelters and other amenities is important to some communities.
- Functionality of bus stop features is more important than aesthetics.
- Fiscal responsibility when making investments is important.
- Placement of shelters should consider planning efforts in the area.
- Lighting of bus stop areas is important for visibility of passengers and security.
- Concern about crime, security and undesirable behaviors (sleeping, smoking) at stops deters riders.
- Snow and ice can be a barrier to stop access.
- A periodic review of bus stop conditions is supported.
- The existing criteria for which stops warrant a shelter does not need to be changed but the process by which shelter installation is prioritized and implemented should be more transparent.
- People with disabilities emphasized the need for non-sloped, hard-surfaced boarding area at stops.
- Bus stop design should limit delay to other traffic.

- Support for trash receptacles at stops.
- Support for centralized management of bus stop signs (under STA's management).

Chair French asked if it would be the goal that jurisdictions would acquire land adjacent to right-of-ways for the purpose of shelters and then provide land to STA. Mr. Otterstrom said that typically STA does not have any property rights for bus shelters. Mr. Otterstrom said that the best design standard outcome would be that the jurisdiction has control over the public right of way and that the jurisdiction then provides STA with a site license to locate and maintain the shelter itself. When a piece of property needs to be purchased to extend the public right of way for installation of a shelter due to inadequate set-backs between the curb and the right of way line, STA might purchase a small parcel sliver and deed it to the jurisdiction to extend the public right-of-way sufficient to install shelters. Mr. Otterstrom said STA Moving Forward includes a significant dollar amount for improvements to passenger amenities which would include the purchase of right of way in the Spokane Valley as will be required to provide for such amenities.

Mr. Otterstrom reviewed the proposed amendments with the Committee. The Committee discussed and made minor revisions to the proposed amendments. Mr. Otterstrom said that staff will make the revisions to the draft and the changes will be reflected to the item that goes to the Board in the April packet. The next steps will be a public hearing on the proposed amendments in May. The amendments will come back to the P&D Committee and Board in June with a request for action

Ms. Mumm asked if the feedback has been ranked and prioritized. Mr. Otterstrom said that the feedback is qualitative rather than a formal survey. Mr. Otterstrom said that staff will consider formalizing the feedback for the final draft. Ms. Mumm said that the city could use the prioritized results for some of the city's transportation subcommittee findings.

B. TRANSIT DEVELOPMENT PLAN – MAJOR ACTIVITIES

Mr. Otterstrom explained that each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for the six year planning horizon and submit it to the Washington State Department of Transportation no later than September 1. New and revised major activities for the six year planning horizon must be identified as part of the effort to draft the 2015 TDP. The following Major Activities were identified in the 2014 TDP:

Major Activities 2014-2020

Currently Planned

- Expand maintenance facilities to meet existing and planned needs
- Continue Smart Bus: CAD/AVL Implementation
- Continue Business Systems Implementation
- Continue Plaza Renovation
- Fleet Replacement (2015-2021)
- Implement STA Moving Forward/HPT Network Development (2015-2020)

Additional Activities

- Fixed Route Radio Replacement
- Smart Card Upgrade/Farebox Upgrade
- Universal Transit Access Pass (UTAP) Expansion

Staff has identified the following new activities to be considered for inclusion in the 2015 update to the six-year plan:

- Develop a Transit Asset Management Plan pursuant to new federal requirements (2015-2016)
- Procure a new contract for supplemental Paratransit service (as early as 2018)
- Coordinate with local and regional jurisdictions to establish Design Standards for Bus Stop Areas (2015)
- Develop an ADA Transition Plan to systematically address obstacles to improve accessibility to bus stops (2016)
- Develop and implement procedures to periodically review the condition of bus stop areas and bus stop amenities.

Some activities are subject to the outcome of Proposition 1; the preliminary draft will reflect that outcome. Other activities and revisions may be included as further input on the TDP is gathered.

Mr. Otterstrom reviewed the timeline for the draft TDP. Staff will provide a preliminary draft of the TDP at the May Committee meeting. Given the events to come before May's meeting, the draft may be in skeletal framework form dependent upon what needs to be reset and the Board's guidance. A public hearing would be scheduled for June with adoption anticipated in July to meet the requirement by state law to submit the publication to the Washington State Department of Transportation no later than September 1 of each year.

6. COMMITTEE INFORMATION

No items presented this month.

7. CEO REPORT

Ms. Meyer reported on current requests for proposals that fall within the CEO's authority to issue:

- Armored Car Request for Proposal (RFP) – the current five-year contract is with Loomis expires June 30, 2015. This contract provides armored car service for the Plaza & Boone facility and provides cash processing services for farebox revenues. The current RFP was issued March 2015. Proposals are due April 2015. Estimated annual cost of services is \$70,000. The final request for the Award of Contract will be requested of the PMER and Board in May 2015. Ms. Warren gave a detailed explanation of the process for farebox revenue accounting. There is no physical access to the revenue until it is counted at the bank and this amount is matched against the probed data that STA downloads from the farebox.
- Communications & Marketing RFP – the current contract with BHW1 expires July 31, 2015. This contract provides communication & marketing services in partnership with STA Communications & Leadership Teams. The current RFP was issued April 2015. Proposals are due May 2015. Estimated Annual Cost of Services is \$100,000.

Ms. Meyer reported that March sales tax revenue is up: +5.1% March 2015/March 2014, +6.2% YTD, 2015/2014, +0.6% YTD Budget. February fixed route ridership is down: -1% weekday, -1% YTD, -0.8% total, -2.2% YTD. Ridership at Eastern is down and ridership at the community colleges is down.

Ms. Meyer gave a brief state legislative update. The Chair's 2015-2017 Budget, Senate Transportation Committee funding for transit programs is at the same level as last biennium with two exceptions:

- Regional Mobility Grant Program funding is increased by \$5M for a total of \$45M for new projects (the House Chair version increased by \$10M to the statutorily-required level of \$50M for new projects). STA will continue to work with legislators to keep pushing for the full increase to \$50M.
- The \$13M per year in operating grants from the 2012 fee bill is not included. This was due to sunset June 2015.

Ms. Meyer reported on the September 2015 proposed service revisions. The proposed changes are dependent on a positive outcome of the April 28 ballot measure. The proposed service revisions would be significant as they would affect every route in the system. The draft recommendation will potentially be presented to the PMER and P&D Committees on May 6, 2015. The final recommendation will be presented to the Board for action in June. Potential service changes would take place effective September 20, 2015. Mr. Otterstrom added that a public hearing will occur in May. There was discussion regarding the timeline and language to add to the public notice to the effect of: the proposed service changes are "subject to the final canvassing of the April 28 election." If the ballot measure is not successful, the public hearing will be cancelled because the proposed service increases will not be possible.

8. NEW BUSINESS

Ms. Mumm said that the City of Spokane learned from a recent audit that its tax collections on cell businesses have been incorrect. The city has been collecting a percent on the percent. Ms. Mumm said that she noticed that there is also an annotation related to the PTBA tax. The city found thousands of dollars had not been collected on cell phone utility taxes. Ms. Warren will follow up on this.

9. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm said the City of Spokane has picked the next two neighborhoods for neighborhood planning. West Hills was one of the selections. Starting in June of 2015 Spokane Falls Community College is considering putting funding in. The West Hills area has a booming development area. There have been two injuries on the roadway in front of the college. Ms. Mumm said the president of the college is very interested in developing a great master plan. Mr. Otterstrom asked who the city project manager will be. Ms. Mumm was not certain but thought it might be Joanne Wright. Ms. Mumm said that the city really needs STA at the table in this project development as a critical partner. Ms. Meyer thanked Ms. Mumm.

Mr. Pace thanked Ms. Meyer for her overall support and management of the Spokane Valley Transportation meeting. Mr. Pace thanked Mr. Otterstrom and Mr. Ropez-Betty for outstanding efforts in pulling the meeting together, including last minute location changes and more attendees than originally anticipated. Ms. Meyer thanked Mr. Pace for initiating the meeting between Spokane Transit and the Valley.

Ms. Mumm said that at Monday night's council meeting, the council supported the STA ballot measure and took a majority vote to support the resolution. Also, in the previous meeting the council voted to support a

nomination for the STA CEO for a national award. Chair French added that he has been working to collect letters of support from federal legislators and state and local leaders in support of this award nomination.

10. REVIEW OF MAY 6, 2015, COMMITTEE MEETING AGENDA

As presented in packet with one potential addition if the ballot measure does not pass:

- Post Ballot Measure Decision Tree Process

11. NEXT MEETING – WEDNESDAY, MAY 6, 2015 10:00 A.M. STA SOUTHSIDE CONFERENCE ROOM, 1230 BOONE AVENUE

12. ADJOURN

Chair French adjourned the meeting at 11:06 a.m.

Respectfully submitted,

Angela Stephens, Executive Assistant

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

May 6, 2015

AGENDA ITEM 5.A : **POST BALLOT MEASURE DISCUSSION**

REFERRAL COMMITTEE: N/A

SUBMITTED BY: E. Susan Meyer, C.E.O.
Steve Blaska, Director of Operations
Karl Otterstrom, Director of Planning

SUMMARY:

As of this writing, the final outcomes of the election on STA Proposition 1 are not certain. However, staff proposes to dedicate time during the Committee meeting to discuss with Committee members the ramifications of the election on key objectives and assumptions.

RECOMMENDATION TO COMMITTEE: For discussion.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

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

May 6, 2015

**AGENDA ITEM 6.A : BUS STOP POLICY FRAMEWORK – PRELIMINARY DRAFT
COMPREHENSIVE PLAN AMENDMENTS**

REFERRAL COMMITTEE: N/A

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

SUMMARY:

Draft amendments to the *Connect Spokane* comprehensive plan are the culmination of a project to improve the policy framework to address on-going issues related to bus stop access, signs and poles, shelters, benches and other bus stop features and the need for better defined standards, policies, procedures and coordination with partner jurisdictions in these areas. As a part of this project the Committee has reviewed an inventory of existing conditions and industry best practices for these areas. The Committee has also provided staff direction on priorities, shelter advertising and other related policy questions. Staff met with stakeholder groups and individuals in order to receive feedback on policy questions related to bus stop areas to guide the draft amendments. The Committee reviewed a preliminary draft of the amendments at their April 2015 meeting and provided input to the proposed amendments. A revised draft is attached and incorporates the guidance provided by the Committee.

A hearing on the draft amendments is scheduled for the May 21, 2015, Board meeting. The Board could then take action at the June Board meeting.

In addition to the amendments to *Connect Spokane*, the Board will be asked to adopt findings and recommendations to guide Phase II of the project which will start in June. These recommendations could include an outline of items to be addressed by bus stop design guidelines, direction to seek centralized management of bus stop signs, direction to work with local and regional jurisdictions to develop coordinated procedures for the approval of bus stop locations and STA review of development applications.

RECOMMENDATION TO COMMITTEE: Discussion

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____

2015 Draft Amendments to *Connect Spokane: A Comprehensive Plan for Public Transportation*

The following new strategy is proposed to be added to the *High Performance Transit Connect Strategies* (pg. 25):

High Performance Transit Network Facility Design and Service Communications Standards

Develop standard guidelines for facility design and service branding communications for the HPT Network.

Nested within STA's overall branding strategy, distinctive facilities and branding for the HPT Network communicate its unique attributes to customers and those developing the built environment.

System Infrastructure Policies, SI-3.0 – Passenger Interface Components (pgs. 60-61) are proposed to be amended as follows:

SI-3.0 – Passenger Interface Components

3.1 Stops

All STA bus stops shall feature signs mounted in a uniform manner to identify the area as a stop and provide 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 proportion—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 with new shelters will comply with the Americans with Disabilities Act. 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 proportion 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.

3.7 Accessibility

When making improvements and/or designing bus stops, STA shall partner with local and regional jurisdictions to assure that bus stops promote usability for all passengers, including passengers who use mobility devices.

Inaccessible bus stops can effectively prevent the use of fixed-route bus service by people with disabilities, thus limiting their mobility and potentially leading to increased paratransit costs. Accessibility improvements for people with disabilities can enhance the usability of the transit system for all riders.

3.8 HPT Stations and Stops

The permanence of the HPT Corridor shall be expressed to customers and those developing the built environment with distinctive amenities at HPT stations and stops.

Enhancements that distinguish stations in High Performance Transit (HPT) Corridors from other types of transit stops are a critical part of the High Performance Transit principles.

System Infrastructure Connect Strategies (pg. 62) are proposed to be amended as follows:

System Infrastructure Connect Strategies

Design Standards for Bus Stop Areas

Coordinate with local and regional jurisdictions to establish, maintain and implement uniform design standards for the bus stop environment.

Standardization of the elements that make up the bus stop area results in less confusion for coach operators, passengers and other users of the street right-of-way. Established, agreed-upon standards can also streamline the design of street improvements and the review of private development proposals.

ADA Transition Plan

Develop a plan to systematically address obstacles to accessibility at bus stops.

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

Periodic Review of Conditions

Conduct a periodic review of bus stop area conditions.

Implement procedures to periodically review the location and condition of bus stop areas and bus stop amenities. Compile a report of the findings at minimum every 5 years and make it available to the public and decision-makers to inform subsequent bus stop area investments.

All other System Infrastructure Connect Strategies will be/are housed in the Capital Improvement Program.

Annex 2, Spokane Transit's Title VI Policy, System-wide Transit Amenities Services Policy is proposed to be amended as follows:

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 and the High Performance Transit facility standards with variances from this policy to support connectivity of routes and riders with limited mobility.

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

May 6, 2015

AGENDA ITEM 7: 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**

May 6, 2015

AGENDA ITEM 8 : 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**

May 6, 2015

AGENDA ITEM 9: 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**

May 6, 2015

AGENDA ITEM 10 : REVIEW JUNE 3, 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 June 3, 2015 Committee meeting.

Proposed agenda items include:

- Minutes of the May 6, 2015, Committee meeting –*Corrections/Approval*
- Request for Approval of the West Plains Transit Center Interchange Justification Report (IJR) – *Consent Agenda*
- Bus Stop Policy Framework – Comprehensive Plan Amendments Adoption – *Board Action*
- Draft 2015 Transit Development Plan for Public Comment – *Discussion*
- 2016 Planning & Budget Workshop Agenda – *Discussion*
- High Performance Transit Facilities & Communications Standards Update - *Information (Karl Otterstrom)*

RECOMMENDATION TO COMMITTEE: Review and discuss.

FINAL REVIEW FOR BOARD BY:

Division Head _____

Chief Executive Officer _____

Legal Counsel _____