



# Central City Line

## Steering Committee Meeting #7

Thursday, December 1, 2016 | 1:00 – 2:30PM  
**SRTC, Paulsen Building**  
**421 W. Riverside Ave., Suite 500**

**Meeting Purpose:**

Review the small starts grant submittal timeline, discuss capital infrastructure and shared investment opportunities, identify engagement opportunities for Steering Committee members.

**Meeting Agenda:**

	Item	Lead
5 min	<b>Welcome, Introductions, and Agenda Review</b>	Amber Waldref, Chair
5 min	<b>Public Expressions</b>	Amber Waldref, Chair
5 min	<b>Administrative Tasks</b> <ul style="list-style-type: none"> <li>• Approval of July Meeting Minutes</li> <li>• Approval of September Meeting Minutes</li> </ul>	Amber Waldref, Chair
10 min	<b>STA Update</b> <ul style="list-style-type: none"> <li>• Proposition No. 1 Passes!</li> </ul>	Karl Otterstrom, STA
10 min	<b>Small Starts Grant Submittal Timeline Update</b> <ul style="list-style-type: none"> <li>• Review schedule and Working Group progress</li> </ul>	Karl Otterstrom, STA Mark Brower, CH2M
15 min	<b>Preliminary Engineering Update</b> <ul style="list-style-type: none"> <li>• Core Infrastructure Costs and Funding Scenarios</li> <li>• Downtown Street Design Programming</li> </ul>	Don Skillingstad, STA Mark Brower, CH2M
10 min	<b>Finance Working Group Update</b> <ul style="list-style-type: none"> <li>• CCL Operations Review – Service Assumptions</li> <li>• O&amp;M Update</li> </ul>	Karl Otterstrom, STA
15 min	<b>Land Use / Economic Development Working Group Update</b> <ul style="list-style-type: none"> <li>• The CCL Story</li> </ul>	Catherine Ciarlo, CH2M
10 min	<b>Outreach Strategies</b> <ul style="list-style-type: none"> <li>• Early 2017 Outreach</li> <li>• Letters of Support</li> </ul>	Catherine Ciarlo, CH2M
5 min	<b>Next Meeting Target</b> <ul style="list-style-type: none"> <li>○ January</li> </ul>	Karl Otterstrom

**Documents/Files Distributed**

Date	Method	File/Document Name

**CENTRAL CITY LINE STEERING COMMITTEE**

**MEETING 1:00 P.M.**

Draft Minutes of July 18, 2016 Meeting  
SRTC, Paulsen Building  
421 W. Riverside Ave., Suite 500

**MEMBERS/ALTERNATES PRESENT**

Anne Marie Axworthy, Greater Spokane Inc.  
Lisa Brown, Washington State Univ. - Spokane  
Ryan Carstens, Spokane Community College  
Collen Gardner, Chief Garry Park Neighborhood  
Cheryl Kilday, Visit Spokane  
John Lemus, People First  
Mark Mansfield, University Dist. Dev. Assoc.  
E. Susan Meyer, Spokane Transit Authority  
Gary Pollard, Riverside Neighborhood Council  
Mark Richard, Downtown Spokane Partnership  
Harlan Shellabarger, Cheney Free Press  
John Sklut, Gonzaga University  
Kevin Twohig, Spokane Public Facilities Dist.  
Steve Trabun, Avista Corporation  
Amber Waldref, City of Spokane (Chair)

**STAFF PRESENT**

Karl Otterstrom, Director of Planning (Secretary)  
Don Skillingstad, Capital Projects Manager  
Brandon Rapez-Betty, Senior Comm. Specialist

**CONSULTANTS/GUESTS**

Mark Brower, CH2M  
Catherine Ciarlo, CH2M  
Ryan Farncomb, CH2M  
Andrew Warlock, City of Spokane  
Katherine Miller, City of Spokane  
Kevin Wallace, SRTC  
Paul Kropp, Citizen

**MEMBERS ABSENT**

Karen Byrd, Logan Neighborhood Council  
Kathy Fritchie, Browne's Addn. Neighborhood  
Scott Simmons, City of Spokane

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Waldref called the meeting to order at 1:00 p.m. Chair Waldref welcomed the group to the meeting. Meeting attendees introduced themselves. Chair Waldref explained the purpose of the meeting.

**2. PUBLIC EXPRESSIONS**

Chair Waldref asked if there were any members of the public who wished to speak. There were none.

**3. ADMINISTRATIVE TASKS**

Chair Waldref asked if there were any revisions to the Meeting #4 minutes. There were none. Chair Waldref called for a motion. **Kevin Twohig made a motion to approve the meeting minutes. John Lemus seconded the motion. Chair Waldref called for a vote. Motion approved unanimously.**

**4. SMALL STARTS GRANT SUBMITTAL TIMELINE UPDATE**

Cheryl Kilday arrived at 1:04PM.

Karl Otterstrom explained the background of the project to date and that there was a lot of work yet to be completed there was a sense that this presented a risk to the project. Mr. Otterstrom explained that it made sense to be deliberate and thoughtful and ensure the Committee and staff are thorough in their review. A revised schedule was presented to the Federal Transit Administration (FTA) and they were agreeable to a schedule change. Mr. Otterstrom then introduced Mark Brower.

Mr. Brower explained that without the schedule change, there would have been a lot to work to do in a very short timeline. With the extended timeline it allows the team to consider the outcome of the upcoming ballot measure. This also allows the Committee to complete a more thorough review. Mr. Brower reviewed the updated project schedule and critical path elements such as engineering design, community support and stakeholder coordination.

Mr. Otterstrom noted that the project completion date is still 2021, and the updated schedule does not impact the overall implementation timeline.

Mr. Brower continued to identify noted schedule changes and the commitment of the Committee moving forward.

Mr. Otterstrom noted that the substance of the work will be completed by the end of the year and the team will continue pushing forward.

Mr. Twohig asked if this schedule assumes a positive outcome on the ballot measure. Mr. Otterstrom affirmed, but a negative outcome is also being considered. The City of Spokane has indicated there may be a backup plan and will know around November whether the backup plan is going to happen.

Mr. Brower introduced Catherine Ciarlo to discuss the Strategic Overlay Plan.

## **5. STRATEGIC OVERLAY PLAN REVIEW**

Ms. Ciarlo explained that the goal was to talk about some of the objectives of the plan and share key strategies of the plan and how the Committee can help with some of the strategies. The objectives are two-fold. First, make sure the CCL supports the downtown vision and second, help create a strong application for submittal to FTA. FTA wants to see evidence of buy-in and support from stakeholders. Ms. Ciarlo gave an overview of the outreach completed for the plan. Ms. Ciarlo introduced Ryan Farncomb to talk about the strategies in the plan. The hope is that the Committee members are comfortable with the plan enough to endorse the plan.

Mr. Farncomb explained the City's Comprehensive Plan has a lot of transit supportive policies, however the long term goal of the overlay plan would be to support modify zoning and development requirements in parts of the corridor, provide incentives for transit supportive development, and also propose design standards. Mr. Farncomb gave some examples.

Colleen Gardner asked if the recommendations from the overlay plan are ok with the City. Andrew Warlock indicated the recommendations in the plan will need to be included in future Comprehensive Plan revisions. Mr. Farncomb explained that there are no specific code changes indicated in the overlay plan, but rather policies and guidelines for future discussion with the City.

Chair Waldref explained that the goal of the City is to identify all of the changes for the Comprehensive Plan and work on those in the near future.

E. Susan Meyer asked if the City doesn't start reviewing and adopting changes from the overlay plan until June, then those changes cannot be included in the application.

Chair Waldref explained that some of the housing changes have already started through the review process. Some changes will move more quickly than others. Housing changes will begin very soon. Bike sharing is also moving forward now.

Mr. Otterstrom explained that there are already several adopted plans that support transit that can be included in the application. Mr. Farncomb explained that the City does not need to adopt all of the recommendations in the overlay plan by the time the application is submitted. The application can simply document the fact that work is underway. Ms. Ciarlo further explained that the plan was written to further work that has already begun in the City and building on the momentum that is already in place.

Ms. Gardner asked how much of the Chief Garry Neighborhood planning process plays into the overlay plan and the timing of the neighborhood planning process. Mr. Farncomb stated that the team will be working with the neighborhood in the future to coordinate both planning processes. One other idea may be to find an opportunity site to work with a developer to champion future development of the site.

Mr. Twohig asked if the downtown opportunity sites are still available and can those sites be considered in the overlay plan since those sites were already identified as opportunities and who would lead this effort. Mark Richards stated those sites are listed in the city's comprehensive plan. Mr. Richards further stated there was a hole in the plan regarding economic development policies and recommendations for the downtown core. The policies and recommendations may not apply to the core and does not identify increased costs for infill development. Mr. Richards mentioned there are multi-family housing opportunities and incentives for those uses but building code requirements for steel frame construction present roadblocks. Mr. Farncomb explained that one of the reasons the plan focuses on policies and recommendations at each end of the core is because transit supportive policies are not clearly represented in those areas as they are in the core. Ms. Ciarlo confirmed and suggested that DSP would be the lead in helping to identify opportunity sites.

Mr. Farncomb gave a summary of proposed housing strategies. Gary Pollard asked what no net loss of affordable housing meant. Mr. Farncomb provided a response. Ms. Ciarlo further explained that FTA likes to see housing preservation policies as BRT projects can displace affordable housing and FTA likes to see how proponents plan to deal with the issue.

Mr. Farncomb gave a summary with examples of transportation and transportation demand management (TDM) policies. Mark Mansfield explained that the City is working with the U-District on an integrated parking and mobility strategy. Cheryl Kilday asked if there was an agency responsible for getting companies to use transit. Chair Waldref explained the commute trip reduction (CTR) program. Mr. Otterstrom confirmed the purpose of the program. Discussion continued about the local CTR program and travel demand strategies.

Andrew Warlock updated the committee on the process for Spokane City Council approval of the overlay plan. The council wanted to focus on a full range of housing not just affordable housing. The City Plan Commission recommended approval of the plan and forwarded to Council for action.

Chair Waldref stated she had comments to provide, but asked if there were any comments from the Committee. Ms. Meyer asked the Chair what those comments are. Chair Waldref identified the 1<sup>st</sup> & Adams site as an opportunity site. Mr. Pollard explained the Riverside Neighborhood Council considered future uses for the site and recommended a pocket park as the future use, which was forwarded to the City Council. Chair Waldref also identified a Mission and Hamilton site, but there are other options. Lisa Brown asked if the plan should identify an opportunity site in each district.

Chair Waldref suggested Hamilton Street and the Logan Neighborhood should be listed more as they are areas that are supportive of the project and are also considering parking pass programs, and have been planning the Hamilton corridor for years and is only a block away.

Mr. Pollard indicated he was impressed with the housing discussion in the plan and how that affects students and employees.

Ms. Brown liked how wayfinding is addressed in the plan, as she opined that the city is behind other cities. Ms. Brown asked the consultants to consider referencing the Jensen-Byrd development in the economic development section of the plan. Ms. Brown asked for a definition of joint developments. Ms. Ciarlo indicated that term refers specifically to developments completed jointly between developers and transit agencies. Ms. Ciarlo indicated there are not a lot of opportunities for that type of development. Chair Waldref indicated there may not be a lot of opportunities in the corridor, as might be the case in larger communities where projects require large land property acquisitions, such as for light rail stations.

Ms. Gardner suggested providing incentives for economic development in neighborhoods and how do you integrate into neighborhood plans.

Chair Waldref asked if the group was ready to make a motion on the plan.

**Mr. Pollard made a motion to recommend the Spokane City Council approve the plan taking into consideration the comments, suggestions and recommendations made by the Steering Committee. Ms. Gardner seconded the motion.** Chair called for discussion. Ms. Kilday wanted to confirm that a vote on the motion is independent of the Visit Spokane Board. Mr. Otterstrom confirmed, a vote on the motion is a Steering Committee recommendation action not an individual's Board recommendation. Mr. Richard thanked staff for addressing housing across all spectrums but he expressed the desire to have the plan articulate support for growth of housing across all spectrums and all geographic areas. Mr. Richard would like Council consideration of addressing all housing. Chair Waldref asked Mr. Pollard and Ms. Gardner if they support amending the motion to include supporting a mixture of housing including income levels across the entire corridor. Chair Waldref encouraged the draft version presented to City Council include the comments, suggestions and recommendations from the meeting. Chair Waldref asked for further conversation. **Chair Waldref called for a vote. Motion passed unanimously.**

**Final Motion: Motion to recommend the Spokane City Council approve the plan taking into consideration the comments, suggestions and recommendations made by the Steering Committee, including supporting a mixture of housing types income levels across the entire corridor.**

Chair Waldref requested to be on record supporting the plan and asked the members to submit any specific comments to Mr. Otterstrom.

## **6. SMALL STARTS GRANT SUBMITTAL WORK PLAN**

Mr. Otterstrom explained that the discussion will be very high level given the time available. Mr. Brower explained the engineering work that is being completed in preparation for updating the cost estimates. Mr. Brower explained some of the specific work throughout sections of the corridor. Mr. Brower further explained a stakeholder matrix that the team has prepared which identifies support opportunities from committee members and stakeholders.

**7. NEXT MEETING TARGET**

Mr. Otterstrom indicated staff will send out a Doodle poll for a mid to late September meeting.

**8. ADJOURN**

Chair Waldref adjourned the meeting at 2:32 p.m.

Respectfully Submitted,

Karl Otterstrom, Director of Planning  
Steering Committee Secretary

DRAFT

**CENTRAL CITY LINE STEERING COMMITTEE**

**MEETING 3:30 P.M.**

Draft Minutes of September 29, 2016 Meeting  
SRTC, Paulsen Building  
421 W. Riverside Ave., Suite 500

**MEMBERS/ALTERNATES PRESENT**

Anne Marie Axworthy, Greater Spokane Inc.  
Lisa Brown, Washington State Univ. - Spokane  
Karen Byrd, Logan Neighborhood Council  
Ryan Carstens, Spokane Community College  
Collen Gardner, Chief Garry Park Neighborhood  
E. Susan Meyer, Spokane Transit Authority  
Harlan Shellabarger, Cheney Free Press  
Scott Simmons, City of Spokane  
Kevin Twohig, Spokane Public Facilities Dist.  
Amber Waldref, City of Spokane (Chair)

**MEMBERS ABSENT**

Kathy Fritchie, Browne's Addn. Neighborhood  
Cheryl Kilday, Visit Spokane  
John Lemus, People First  
Mark Mansfield, University Dist. Dev. Assoc.  
Gary Pollard, Riverside Neighborhood Council  
Mark Richard, Downtown Spokane Partnership  
John Sklut, Gonzaga University  
Steve Trabun, Avista Corporation

**STAFF PRESENT**

Karl Otterstrom, Director of Planning (Secretary)  
Brandon Rapez-Betty, Senior Comm. Specialist  
Don Skillingstad, Capital Projects Manager  
Kathleen Weinand, Transit Planner II

**CONSULTANTS/GUESTS**

Mark Brower, CH2M  
Catherine Ciarlo, CH2M  
Randy Knapick, IBI Group  
Andrew Warlock, City of Spokane  
Kevin Wallace, SRTC

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Waldref called the meeting to order at 3:36 p.m. noting there was not a quorum. Chair Waldref welcomed the group to the meeting. Meeting attendees introduced themselves. Chair Waldref explained the purpose of the meeting.

**2. PUBLIC EXPRESSIONS**

Chair Waldref noted there were no members of the public.

**3. ADMINISTRATIVE TASKS**

Chair Waldref noted there was not a quorum so the minutes would not be considered.

**4. SMALL STARTS GRANT SUBMITTAL TIMELINE UPDATE**

Karl Otterstrom thanked the members for attending the meeting and explained the purpose of the meeting. Mr. Otterstrom reviewed the updated project timeline and various project milestones. E. Susan Meyer asked Mr. Otterstrom to explain the difference between submitting the small starts application for review versus submitting the small starts funding package. Mr. Otterstrom explained that the rating review allows for Federal Transit Administration (FTA) review of the application

package prior to a formal submittal, which allows Spokane Transit Authority (STA) to address any comments prior to the formal application in September. Chair Waldref explained that she and Ms. Meyer attended the American Public Transit Association conference and were able to discuss the review submittal process with FTA staff. Ms. Meyer stated that delaying the formal submittal until September 2017 allows FTA more time to review the application and allows STA more time to improve the application. Ms. Meyer stated that FTA staff were complimentary of STA and the process they were undertaking. Mr. Otterstrom introduced Mark Brower with CH2M.

Mr. Brower gave a brief update of the four working groups and work completed since the last meeting. Mr. Brower further explained that the purpose of this work is to make the most compelling case for the project and demonstrate public support. Mr. Brower outlined the major milestones moving forward including the preparation of more detailed engineering plans, cost estimates and the finance plan. Chair Waldref asked if STA will be working with the City to review city projects the project will be using. Mr. Brower explained the coordination has already started and will continue throughout the project. Chair Waldref asked if our application has to spell out all of the project costs upfront or can costs be adjusted based on varying conditions. Randy Knapick explained that the project team and STA will need to decide what projects will be included in the project such as city complimentary projects.

Kevin Twohig asked if this project will require the acquisition of property. Mr. Otterstrom stated STA is working with Gonzaga University and Spokane Community College because the project will be using their property, but that we are within right of way throughout the rest of the alignment. Scott Simmons stated there is a benefit to combining City and STA projects to leverage the federal funding.

## **5. PRELIMINARY ENGINEERING UPDATE**

Mr. Brower discussed the typical station design concept drawings, including the different station types and sizes. Colleen Gardner asked if the stations will affect the ADA access. Mr. Brower stated they will not as the improvements will meet ADA requirements. Mr. Knapick stated that FTA requires upgrades to ADA access to the stations.

Mr. Twohig asked if there is a ticket vending machine at each station location. Mr. Otterstrom stated high volume stops will have vending machines with purchasing and ticket validation on the bus at all doors. Mr. Otterstrom outlined several projects STA is working on regarding ticket vending machines and smart cards.

Mr. Brower explained the general improvements that are core to the CCL project and the key challenges with stakeholder improvements. Mr. Brower reviewed the center station locations within the Browne's Addition, potential improvements at Maple St., island stations throughout downtown along Sprague Ave. and 1<sup>st</sup> Ave., center stations through the Gonzaga campus and side stations along the Mission Ave. corridor.

Mr. Otterstrom explained that Downtown Spokane Partnership is working with the downtown stakeholders on several streetscape projects in downtown. Mr. Otterstrom explained that STA and the City will be working jointly with DSP to align their process with the CCL project and station concepts.

Ms. Gardner asked if there is coordination between the City and STA and projects proposed for downtown, particularly the Macy's project. Mr. Otterstrom stated staff will follow up with the City on the Macy's project and identifying a streetscape that is generally consistent, easy to maintain by the City and is compatible with the project.

Mr. Brower stated each station location shown on the presentation has a corresponding design. Lisa Brown stated a major housing project is proposed for Spokane Falls Blvd and Division at the old muffler shop that STA should be aware of. Mr. Brower continued that the team is working with Gonzaga University to further discussions of the project through the campus and looking at the Mission-Hamilton intersection. Mr. Brower stated the team met with the City Parks Department and they have asked that the potential station be moved west away from the front of Mission Park. Ms. Waldref suggested the rider and pedestrian traffic be considered when locating the station.

Mr. Brower stated there have been no changes through Chief Garry Park Neighborhood. Mr. Brower continued that the team is working with SCC on a station location which may be located along Mission Ave.

Mr. Twohig asked if the SCC station location was impacted by the future freeway. Mr. Otterstrom stated the station location is outside of the freeway envelope; however, freeway construction would impact the station location. Ryan Carston described to the Committee where the freeway will be located.

## **6. COMMUNITY COMMITMENT WORKING GROUP UPDATE**

Randy Knapick explained the importance of the community commitment portion of the project. He explained that the downtown vision is really important for scoping the project and that co-investment opportunities will be important to the project. Mr. Knapick reviewed a future streetscape example and explained that the project will need to define where the project ends and where co-investment begins. This will trigger broader discussions about the issues. Mr. Knapick continued that FTA will be looking to see if the funding is lined up, are agreements in place and committed.

Mr. Knapick stated that the project is “porous” and can use the project definition to the projects advantage. It allows the community to bring in more local dollars to the project and be able to do more improvements; alternatively, the project can be more surgical and finite in the scope of the project. Chair Waldref asked if other projects have been able to leverage other federal dollars. Mr. Knapick stated there are other projects that have been successful such as Indianapolis, which were able to make the case that co-investment project were of benefit to the core transit project and were included in overall project costs that used other federal dollars as match.

Mr. Knapick stated Cincinnati Street is restively complicated and the team is working closely with Gonzaga on concepts for a plaza type experience to make it more pedestrian friendly, improve Centennial Trail safety.

Mr. Knapick closed by stating the team is working with the neighborhood groups to ensure the project is in alignment with the neighborhood goals and plans.

Anne Marie Axworthy asked what the timeline is for getting letters of support. Mr. Knapick stated letters would be submitted in April however funding commitments could come later.

Catherine Ciarlo stated the milestone calendar identifies letters of support prior to April of 2017.

## **7. STRATEGIC OVERLAY PLAN UPDATE**

Ms. Ciarlo gave a summary of the changes to the plan from the prior meeting. Ms. Ciarlo stated there was concern that the plan did not place enough emphasis on downtown development opportunities and strategies. She explained that it was intentional because the downtown plan and associated policies

were area was already supportive of the project. She noted that the affordable housing strategies to cover housing strategies in general, she noted the added emphasis to the Logan Neighborhood, as well as the revamped and expanded side-discussion concerning opportunities for wayfinding. Ms. Ciarlo explained that the Spokane City Council approved the plan days prior to the meeting. Chair Waldref gave a brief summary of the discussions at the council meeting.

Mr. Twohig stated he appreciated the wayfinding discussion but there was the same issue with Riverpark Square.

Ms. Ciarlo explained that the workgroups are working on the improvements that are needed and will discuss with stakeholders in the future, which includes wayfinding. Ms. Ciarlo stated the overlay plan highlights some of the decisions that need to happen for the project to be a success.

Andrew Warlock stated staff appreciated the support of the City Council. He stated that while it's important to note that while this is a joint project between STA and the City, there are a lot of other stakeholders that will need to be involved for the project to be a success. He continued that there will be a new implementation chapter in the City's updated comprehensive plan and some of the recommendations in the strategic overlay Plan will be included in the plan, and some of the recommendations are already being implemented.

Ms. Ciarlo stated the team will be working to document strategies moving forward and will be looking for Committee member support to accomplish this effort.

Ms. Waldref asked if the Cincinnati corridor should reflect the ideas from the Logan Neighborhood form based code. Karen Byrd asked about partnering with the industrial users to the south end of Cincinnati as well as the industrial properties at the east end of Mission. Ms. Waldref stated there is some work being done with the landowners at the east end of Mission and some changes could come in the near future.

#### **8. NEXT MEETING TARGET**

Mr. Otterstrom indicated the next meeting will focus on cost estimate review and will be mid to late November. Staff will send out a Doodle poll to select a date. Mr. Otterstrom stated there will be at least three, possibly four meetings prior to the submission date.

#### **9. ADJOURN**

Chair Waldref adjourned the meeting at 5:00 p.m.

Respectfully Submitted,

Karl Otterstrom, Director of Planning  
Steering Committee Secretary