

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 2, 2022
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Click here to join the meeting](#)

General Public: [Click here to join the meeting](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: 2493 352 9798 | Password: 2022

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the October 5, 2022, Committee Meeting -- *Corrections/Approval*
4. Committee Action *(10 minutes)*
 - A. Board Consent Agenda
 1. 2023 Action Plan Approval *(Otterstrom)*
 - B. Board Discussion Agenda – *none*
5. Reports to Committee *(30 minutes)*
 - A. Proposed Draft 2023 Operating and Capital Budgets *(Liard)*
 - B. Draft 2023 Planning & Development Committee Work Program *(Otterstrom)*
 - C. Five Mile Mobility Hub Study Overview *(Otterstrom)*
 - D. South Logan Transit Oriented Development Plan Update *(Otterstrom)*
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information *(10 minutes)*
 - A. Federal Transit Administration Section 5310 Funding Call for Projects Update *(Otterstrom)*
8. Review November 30, 2022 (December), Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, November 30, 2022 (**December**), at 10:00 a.m. via Webex

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. 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

November 2, 2022

AGENDA ITEM 2: 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

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 3A : MINUTES OF THE OCTOBER 5, 2022, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the October 5, 2022, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the October 5, 2022, Meeting
Via Video Conference

MEMBERS PRESENT

Al French, Spokane County – *Chair*
Karen Stratton, City of Spokane
Tim Hattenburg, City of Spokane Valley
Dan Dunne, Small Cities Representative
(Liberty Lake), *Ex Officio*
Dan Sander, Small Cities Representative
(Millwood) *Ex Officio*
Betsy Wilkerson, City of Spokane
E. Susan Meyer, Chief Executive Officer
Ex Officio

STAFF PRESENT

Karl Otterstrom, Chief Planning & Development
Officer
Brandon Rapez-Betty, Chief Operations Officer
Monique Liard, Chief Financial Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications & Customer
Service Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Mike Connelly, Etter, McMahon, Lamberson, Van
Wert & Oreskovich, P.C.

1. CALL TO ORDER AND ROLL CALL

Chair Al French called the meeting to order at 10:00 a.m. and Mrs. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

Chair French is looking forward to the APTA Conference next week.

3. COMMITTEE ACTION

A. MINUTES OF THE AUGUST 31, 2022 (SEPTEMBER), COMMITTEE MEETING

Ms. Karen Stratton moved to approve the August 31, 2022, Planning and Development Committee meeting minutes. Chair Al French seconded, and the motion was approved unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. I-90 / VALLEY HIGH PERFORMANCE TRANSIT CORRIDOR DEVELOPMENT PLAN

Mr. Otterstrom presented. I-90 / Valley is one of the six High Performance Transit (HPT) corridors slated for improvements in STA Moving Forward (STAMF). STAMF commitments include capital and operating projects to be launched in 2025. Mr. Otterstrom reviewed the long range vision for the HPT architecture, the timeline and engagement process, and the core recommendations. Following a period of additional public outreach, STA staff and the consultant team led by KPFF engineers have prepared a final draft of the Corridor Development Plan (CDP) for I-90 / Valley High Performance Transit (HPT). Staff reviewed the

final draft plan and the Committee’s endorsement for Board approval. The final draft Corridor Development Plan can be found at spokanetransit.com/i90.

Mr. Dan Dunne was thrilled with the recommended improvements within the City of Liberty Lake, the possibility of leveraging tax increment financing (TIF) and Local Infrastructure Financing Tool (LIFT) funding for the transit facility and the opportunity it creates for Liberty Lake.

Ms. E. Susan Meyer asked Mr. Otterstrom to explain a flyer stop in relation to the proposed Argonne Station Park and Ride, which includes a flyer stop on the eastbound leg of the freeway interchange. A flyer stop is a “Washington home grown” term from the 70’s and 80’s describing transit leverage via on/off ramps to access a bus stop without having to circulate through local streets.

Chair French asked if the housing development growth in Post Falls has been considered in the transit development plan process. Mr. Otterstrom responded that it is worth considering in annual planning efforts. WSDOT has a strong interest in exploring a park & ride at Stateline, Idaho.

STA will continue efforts to obtain transit priority to access and travel upon regional highways and arterials in the corridor.

Chair French asked about the total of all projects. Mr. Otterstrom confirmed the total cost estimate to be \$36m.

Mr. Tim Hattenburg moved to recommend the Board of Directors approve the I-90 / Valley High Performance Transit Corridor Development Plan. Ms. Karen Stratton seconded, and the motion was approved unanimously.

B. BOARD DISCUSSION AGENDA

(No items being presented this month.)

5. REPORTS TO COMMITTEE

A. DRAFT 2023 ACTION PLAN

Mr. Otterstrom reviewed the draft 2023 Action Plan including the proposed core actions: 1. Design and deliver core infrastructure 2. Advance and implement High Performance Transit (HPT) 3. Improve the customer experience 4. Look to the future. With committee input and review, it will be finalized for action by the November committee and board meetings prior to the adoption of the 2023 operating and capital budgets.

Mr. Dunne thanked STA for participating in the Drive Electric Exhibition event at the STA Park & Ride in Liberty Lake.

B. DRAFT 2023 OPERATING AND CAPITAL BUDGETS

Ms. Monique Liard presented the draft 2023 Operating and Capital Budgets which is in line with the recently revised STA Vision and Mission statements, the organizational priorities, and board guidance.

Operating Budget – The draft budgets assume \$155,505,144 in operating revenues, an increase of \$10,260,212 (7.1%) compared to the 2022 adopted budget of \$145,244,932. State and Federal grants are the biggest contributors to the revenue changes. For 2023, staff recommends

budgeted sales tax revenue be kept flat to 2022 actual through August 2022 and then use the 2022 budgeted revenue for September and December.

Chair French stated that the sales tax this year outpaced last year and the projections. This last year Spokane County added \$1.5 billion to taxable assessed value of new construction. However, there appears to be a slow-down in permitting and residential construction. With this in mind, Chair French asked what STA is projecting for next year. Ms. Liard responded that STA is reflecting a 9/10th of a percent (0.9%) increase over what was projected for 2022; not the 3.5% as that is too aggressive in light of the uncertainty in the environment.

Capital Budget – The 2023 capital budget total is forecasted to be at \$76,201,204 plus a fleet replacement contribution of \$16,108,885, for a total of \$92,310,089. Funding sources include federal (\$18,560,176 – 24.4% of the total), state (\$4,566,422 – 6.0% of the total), and local (\$53,074,606 – 69.7%). It was noted that the 2023 Capital budget was decreased by \$8,626,455 from 2023-2028 CIP which was included in the TDP to account for timing of projects and updates to costs – 2023 capital in CIP was \$84,867,660.

Ms. Liard reviewed the budget comparison 2022 to 2023 and the 2023 cash and reserve analysis. STA will put to the board for consideration the implementation of a Real Estate Acquisition Reserve of \$25,000,000. STA will be working on a Facilities Master Plan next year.

This draft will be reviewed at the October Board meeting. A public hearing will take place at the November 17, 2022, Board meeting. Board adoption will take place on December 15, 2022. STA welcomes one-on-one briefings if desired by Board members.

Chair French would like to have a slide showing farebox recovery for future presentations.

C. DIVISION STREET BUS RAPID TRANSIT: FALL 2022 PUBLIC OUTREACH

Mr. Otterstrom presented a brief overview of the project. Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately nine miles to the Mead area. STA has contracted with Parametrix to provide design and engineering services on this project. The project team has planned for the first stage of public outreach during Fall 2022 to obtain further input on station locations, downtown routing alternatives and the northern routing and terminal. Mr. Otterstrom reviewed planning outreach activities which include an online story map and feedback survey, neighborhood council presentations, downtown routing, interviews with key stakeholders, etc. The survey is expected to close around the end of November.

6. CEO REPORT

Ms. E. Susan Meyer presented the CEO Report:

September 2022 Voter-Approved Sales Tax Revenue (July Sales) Update – Actual (\$9,711,411) compared to budget (\$8,541,727). Sales tax revenue is 5.2% YTD above budget (\$4.1M), 6.9% above July 2021 actuals (\$0.6M), and 7.2% YTD above 2021 actuals (\$5.6M).

Connect Card – On Saturday, October 1, 2022, STA launched the new Fare Collection System, *Connect*, and implemented the Connect card. Thanks were extended to Ms. Monique Liard, Chief Financial Officer, who has led this significant project.

7. COMMITTEE INFORMATION - *None*
8. REVIEW NOVEMBER 2, 2022, COMMITTEE MEETING AGENDA
9. NEW BUSINESS - *None*
10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Dan Dunne thanked the committee for the due diligence and the level detail that is always presented for consideration.

11. ADJOURN

With no further business to come before the Committee, Chair French adjourned the meeting at 11:30 a.m.

NEXT COMMITTEE MEETING: WEDNESDAY, NOVEMBER 2, 2022, at 10:00 a.m. VIA WEBEX.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 4A1: 2023 ACTION PLAN APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: According to STA Board Resolution 681-11, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

The draft 2023 Action Plan was reviewed at the October 2022 Planning and Development Committee and STA Board of Directors meetings. A final draft is attached for committee review, reflecting minor grammatical and typographical edits since the October meetings. Subject to final committee review and recommendation, it will be finalized for action by the STA Board of Directors on November 17, 2022. Approval of the plan provides a foundation for the subsequent adoption of the 2023 operating and capital budgets, which together, represent the financial path for implementing the 2023 Action Plan.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by resolution, the 2023 Action Plan.

2023 ACTION PLAN

Draft 10/27/2022

Introduction

The 2023 Action Plan links STA's vision, mission and priorities to actions and activities we will undertake in 2023, bound together by a definition of organizational success. It reflects the ongoing implementation of the *STA Moving Forward* plan, in what will be its seventh year of realization.

As described later in this plan, there are four core actions STA will pursue in 2023:

1. Deliver core infrastructure
2. Advance and implement High Performance Transit (HPT)
3. Improve the customer experience
4. Look to the future.

Plan Context

STA has made great strides in 2022 in its recovery from the COVID-19 global pandemic. Ridership is up and on track to meet or exceed targets for 2022. Progress on key projects have continued, including the launch of our new fare collection system and the STA Connect card. Among other important projects, the STA Board of Directors and staff have been developing the first phase of a new strategic plan to guide the agency and its partners in improving mobility through 2035. Feedback and information gathered through the strategic planning process has reinforced the relevance of public transportation to the future of our region as well as influencing actions taken during 2023 and identified below.

Planning Framework

The actions in the 2023 plan originate from a variety of documents approved by STA's Board of Directors, composed of elected officials appointed by their jurisdictions in the Public Transportation Benefit Area (PTBA) and a non-voting representative of labor. These documents include STA's comprehensive plan, [Connect Spokane](#), the six-year [2023-2028 Transit Development Plan](#) (TDP), and the 10-year strategic plan, [STA Moving Forward](#).

VISION

Connecting everyone to opportunity.

MISSION

We provide safe, inclusive, convenient, and efficient public transportation services to Spokane area communities.

We are leaders in transportation and a valued partner in the community's social fabric, economic infrastructure and quality of life.

Ridership Targets

STA provides the region with a high level of service relative to the region’s population and density. Despite the extensive impacts of the COVID-19 global pandemic on transit nationally, STA has proven it can attract customers to return to transit or take up traveling by transit the first time.

Ridership targets are necessary for budgeting purposes and help measure progress in delivery service throughout the year.

1. **Fixed-Route Bus** – STA’s goal is to continue to grow ridership after the historic drop in ridership in spring 2020. The budget assumes 7.6 million rides, a 21% increase over our 2022 target.
2. **Paratransit** – STA projects 366,000 passengers on the service in 2023, a 32% increase over our 2022 target.
3. **Vanpool** – STA’s goal is to increase Vanpool ridership at 120,000 rides in 2023, a 36% increase over our 2022 target. Vanpool ridership is expected to continue to be sensitive to shifts in telecommute policies.

Funding

Operating and capital funding for new investments, as well as maintaining the already robust regional system, is provided by three major sources: fares paid by passengers, federal and state grants, including continued use of one-time recovery and rescue plan funds, and local, voter-approved sales tax.

Challenges & Opportunities

We live in interesting times, accentuated by economic and geopolitical uncertainty. A growing region along with increasing traffic congestion emphasizes the criticality of our endeavors. Work from home practices for many sectors of the economy have permanently changed. Labor shortages, inflation and other economic volatility will influence our activities in 2023 in ways we cannot fully anticipate. As we consider the definition of success and the actions and activities, we hope to undertake in 2023, we are reminded much is outside of our control and we must remain prepared to respond to changing expectations.

Defining Success

For Spokane Transit in 2023, success will be defined by the launch of the City Line in July, growing ridership and community support for transit’s continued investment in the region.

Our focus will continue to be on making transit an even easier, more convenient option for travelers, which will support economic growth and address the associated traffic challenges of a strong region. Central to this focus is the launch of the City Line, STA’s first bus rapid transit (BRT) project, in July of 2023.

The following actions and activities further define what success looks like for us and the community we serve.

PRIORITIES

Ensure Safety

Earn and Retain
the Community’s Trust

Provide Outstanding
Customer Service

Enable
Organizational Success

Exemplify
Financial Stewardship

2023 Actions and Activities

Action 1: Deliver Core Infrastructure & Service

STA will continue to design and deliver infrastructure that ensures a state of good repair and improves public transportation service for the community as set forth in the agency's transit development plan and the approved operating and capital budgets. STA's ability to deliver this infrastructure and service is dependent on maintaining and growing a qualified workforce, from capital planning managers to coach operators.

- ☞ **Battery electric technology** – STA's battery electric bus (BEB) fleet is now comprised of 14 coaches, including 10 City Line vehicles, with an additional 26 currently on order for delivery in 2023. STA will complete build-out of charging infrastructure in the Boone Northwest Garage to support this fleet. In conjunction with facilities master planning, STA will complete a fleet transition plan to identify the steps and requirements in transitioning more of the fleet away from carbon-based fuels.
- ☞ **New and improved service and passenger and operational facilities** – In addition to launching the City Line, service improvements include more frequency on northeast Spokane (Route 27), the East Central neighborhood (Route 94) and new service connecting the Minnehaha neighborhood with developed areas north of Millwood. Additional ADA-accessible bus stops, bus layovers and other operators' support facilities will be designed and constructed to support these service improvements. STA also will improve service to the North Bank entertainment and athletic venues (Route 11) and improve job access on the West Plains.
- ☞ **Expansion and retention of qualified workforce** – Labor shortages are impacting all facets of our community and STA has not been immune to changing workforce dynamics. Our ability to continue our improvement and expansion efforts are dependent on our ability to attract and retain qualified employees who are invested in our success. STA will focus its efforts for 2023 on staff retention and recruiting.

Action 2: Advance and Implement High Performance Transit (HPT)

Since 2010, STA's central vision for its fixed route network has included a series of connected corridors with frequent, easy to use service with enhanced amenities. Six corridors in that network are included in the *STA Moving Forward* plan with varying levels of improvements planned. The following summary outlines the current status and planned activities on these lines during 2023.

- ☞ **City Line** – The construction of the 5.8-mile corridor-based Bus Rapid Transit project is nearing completion. Systems testing and training of operations and maintenance staff will comprise most of our efforts on the project in early 2023. The launch of the City Line on July 15, 2023 will be a momentous milestone for STA and the region. We expect to engage with our customers and partners in recognizing and celebrating the City Line. STA will continue to partner with the City of Spokane in its efforts to implement transit-oriented development (TOD) along the City Line.
- ☞ **Cheney Line** – The Cheney Line extends across a regional corridor to connect Cheney and the West Plains to Spokane. The service architecture (routes 6 and 66) was instituted in September 2021 and several station improvements are already in place including Eagle Station next to the Eastern Washington University Cheney Campus. Capital investments on the Cheney Line will conclude in 2023. Supply chain challenges have delayed delivery of new double decker buses for the route until 2025.
- ☞ **Monroe-Regal Line** – Route 4 launched in September 2019. Infrastructure improvements to provide operational capacity at South Hill Park and Ride and remaining stop elements are expected to be completed in 2023.

- ☞ **Sprague Line** – STA expects to complete a first phase of station and stop improvements in 2023. STA will continue to partner with the cities of Spokane and Spokane Valley on locations that can be integrated into other road improvements to the greatest extent possible. In 2021, funding was set aside to support HPT along the West Broadway route, a logical westward extension of the Sprague Line. STA expects to undertake corridor development planning for this segment prior to beginning design work in 2024.
- ☞ **I-90/Valley Corridor** – Interstate 90 represents a major east-west axis for regional trip-making. With an approved corridor development plan in late 2022, STA expects to make progress in 2023 on multiple elements and facilities in this corridor. This includes design work on improvements at the Mirabeau Point Park and Ride, the defining of station and stop improvements along arterial segments in the corridor, and the acquisition of property for a future Appleway Station near I-90 east of Barker Road. STA is seeking funding from the Washington State Regional Mobility grant program to support the implementation of the Argonne Station Park and Ride, an investment incorporated into the corridor development plan, and will likely seek other funds to advance continued buildout of the corridor.
- ☞ **Division Street BRT** – Division Street Bus Rapid Transit is a crucial multimodal project complementary to the North Spokane Corridor and supportive of continued transit effectiveness and community vitality in north Spokane. Significant state funding is programmed in the Move Ahead Washington legislation to contribute \$50 million to this project’s costs. STA is currently undertaking preliminary engineering activities and is targeting entry into the Federal Transit Administration’s Project Development phase associated with Capital Investment Grant projects during the second half of 2023.

Action 3: Improve the Customer Experience

STA strives to improve our customers’ experience in every interaction they may have with us. From how to plan a trip, pay a fare, and provide feedback, we want every touch to reinforce the value we place on our riders.

- ☞ **Expand digital signage and customer communications** – STA has laid the foundation for a proliferation of digital signage at a variety of stations and facilities to improve customer knowledge of the system and real time conditions. In 2023 we will make progress in expanding the number of installations.
- ☞ **Expand use of the Connect card** – STA will expand the number of retail outlets where Connect cards can be purchased. We will create new partnerships with groups who will benefit from transit access. We will also transition partners to the new system, including most if not all partners in the Universal Transit Access Pass (UTAP) program. We will deliver added functionality to our system by offering contactless credit card payment on the bus.
- ☞ **Introduce new onboard fare support program** – With the expected launch of the City Line, STA will introduce fare support officers to support fare payment and customer security. Their presence will help all feel welcome using transit and educate our customers of their rights and responsibilities. We are committed to providing a safe riding experience for all.
- ☞ **Explore micro-mobility and on-demand possibilities** – Several years ago, STA secured a grant to explore transforming the Five Mile Park and Ride to a mobility hub that could expand transit access to areas beyond fixed route service by way of micro-mobility and other on-demand options. The study is expected to be completed near the end of 2023 and will inform the development of future, more flexible service models.

Action 4: Look to the Future

- ☞ **Launch the next phase in our strategic planning journey** – The STA Board of Directors is expected to adopt the first phase of a new strategic plan in late 2022 that will define goals and strategies for improving public transportation and fulfilling STA’s vision through 2035. The next phase of planning is not expected to begin until the second half of 2023 and will identify key actions and projects to advance the goals and strategies.
- ☞ **Undertake the second phase of a major update to *Connect Spokane*** – STA’s comprehensive plan, *Connect Spokane*, has been instrumental in a visionary, policy-grounded framework for planning decisions. We completed the first phase of the plan in 2022 with the expectation of further revisions informed by the goals and strategies of the new strategic plan.
- ☞ **Define and advance an agency role in transit-oriented development (TOD)** – STA has programmed funds to advance TOD in support of ridership growth and community development. In 2023 we expect to define this pilot program in further detail and present options for the board for implementation.
- ☞ **Prepare master plan for maintenance and administration facilities** – STA’s last facilities master plan was completed in 2015. A new planning effort should begin in 2023 and be informed by the zero-emission fleet transition plan and the goals and strategies of the new strategic plan.

Conclusion

The future of public transportation in the Spokane region is bright. We look forward to the significant milestones in 2023 and the new opportunities these will afford us to connect everyone to opportunities.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 5A : PROPOSED DRAFT 2023 OPERATING AND CAPITAL BUDGETS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: E. Susan Meyer, Chief Executive Officer
Monique Liard, Chief Financial Officer

SUMMARY: Staff will present an informational video regarding the proposed 2023 Operating and Capital Budgets.

A public hearing on the Proposed Draft 2023 Operating and Capital Budgets will be held at the November 17, 2022, Board of Directors meeting at 1:30 p.m., which will be held at STA's offices and via WebEx.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 5B : DRAFT 2023 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning and Development Officer

SUMMARY: Late each year, the Planning and Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff will review the first draft of the work program for committee discussion.

BACKGROUND: According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies four planning documents: the Transit Development Plan, Service Improvement Program, Capital Improvement Program and Annual Action Plan/Budget, that are updated annually. These plans are founded on the principles and policies of *Connect Spokane*.

The draft work program on the following page is focused primarily on the annual planning calendar. In addition to the annual and recurring planning activities of the Committee, there are several projects and planning efforts that the Committee will engage in during 2023. The list below will be integrated into the monthly work program for the final draft work program that will be presented for committee approval in December.

- Division Street Bus Rapid Transit (BRT)
- Connect Spokane: Complete Phase II Update
- City Line: Implementation Activities
- 2025-2035 Strategic Planning Phase II
- Facilities Master Plan
- Five Mile Mobility Hub Study

DRAFT 2023 Planning & Development Committee Work Program

MONTH	ANNUAL PLANNING CALENDAR
December 2022	Approval of Work Program
January 2023	<i>No Committee Meetings in January</i>
February 2023	Review Committee Work Program Transit Development Plan (TDP) 2024-2029: Overview
March 2023	TDP 2024-2029: Develop mid-range planning guidance. Present and discuss draft submittal for the SRTC 2024/2025 Unified Planning Work Program (UPWP)
April 2023	TDP 2024-2029 <ul style="list-style-type: none"> • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Strategic Planning: Phase II Scope and Timeline
May 2023	TDP 2024-2029 <ul style="list-style-type: none"> • Proposed 2024-2026 Service Improvements • Preliminary Capital Improvement Program (2023-2028) • Review Financial Forecasts
June 2023	TDP 2024-2029: Complete draft plan Public hearing conducted on draft TDP
July 2023	TDP 2024-2029: Finalize and approve 2024 Action Plan/Budget guidance workshop (full Board) FTA Section 5310: Notice of Funding Opportunity
August 2023	<i>No Board/Committee Meetings in August</i>
September 2023	Review draft 2024 Action Plan Draft 2024 operating and capital budgets submitted to Committee and Board
October 2023	Review draft 2024 Action Plan Draft 2024 operating and capital budgets submitted to Committee and Board

MONTH	ANNUAL PLANNING CALENDAR
November 2023	Adoption of 2024 Action Plan Prepare 2024 Committee work program Public hearing on proposed 2024 operating and capital budgets
December 2023	Finalize and approve 2024 operating and capital budgets Finalize 2024 Committee work program FTA Section 5310: recommend funding awards

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 5C : FIVE MILE MOBILITY HUB STUDY OVERVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Hamid Hajjafari, Senior Transit Planner

SUMMARY: Staff will provide an overview of the upcoming Five Mile Mobility Hub Study, a grant-funded study centered on STA’s existing Five Mile Park and Ride.

BACKGROUND: The Five Mile Park and Ride is an important transit facility that, historically, frequently exceeds capacity, with commuters occasionally in nearby commercial parking lots due to the lack of parking spaces.

Several years ago, STA identified the Five Mile Park and Ride as a potential mobility hub and defined a study project to explore potential scope and feasibility to such a facility. Conceptually, a “mobility hub” is a transit facility that provides for a variety of other multimodal services, such as bikeshare, ride-hailing and micro-mobility options that support first/last mile transportation as well as longer commutes. STA was successful in securing a \$200,000 grant through the Spokane Regional Transportation Council (SRTC) to undertake this study, matched by \$50,000 in local funds.

The study will research Five Mile Park and Ride capacity and provide viable alternatives, evaluate mobility hub connections, and develop mobility hub selection criteria, and review the current configuration for bus operation. Additionally, the study will help develop a framework for selecting and prioritizing similar investments. STA expects to begin the study in earnest in the first quarter of 2023 following a consultant procurement process.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 5D : SOUTH LOGAN TRANSIT ORIENTED DEVELOPMENT PLAN UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Mike Tresidder, Associate Transit Planner

SUMMARY: The City of Spokane was awarded \$250,000 in Transit-Oriented Development and Implementation (TODI) grant funds from the Washington State Department of Commerce in late 2021. The City has started the subarea planning process, which will include a planned action environmental impact statement (EIS) to facilitate transit-oriented development along the City Line path through the Logan neighborhood. Staff will provide an update on the planning process to date.

BACKGROUND: The City of Spokane is planning for mixed-use, walkable development along the City Line. The South Logan Transit-Oriented Development (TOD) Project will create a vision for the South Logan Neighborhood to support more connectivity throughout the community. The project is also part of the City's ongoing efforts to provide more enhanced, affordable housing options as well as improve access to jobs and services to create a mixed-use development area. The project will focus around three City Line stations: McCarthy Athletic Center, Desmet Avenue, and Columbus Street. The outcome, based on community vision, will provide a plan that includes a coordinated framework and development approach for the South Logan area. The project began in the summer of 2022, with final adoption by the City Council anticipated for the summer of 2023.

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 7A: FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDING CALL FOR PROJECTS UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: On September 12, 2022, STA issued a Section 5310 Call for Projects with a total of \$1,090,419 in Federal and local funds. The program’s goal is to enhance the mobility of seniors and individuals with disabilities and the Planning & Development Committee received a report on the program at its August 31, 2022, meeting.

BACKGROUND: The Federal Transit Administration’s (FTA) Section 5310 program provides formula funding to Spokane Transit Authority (STA), who is a designated recipient of these funds, for the purpose of assisting private nonprofit groups in supporting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

After the Call for Projects was released, an informational meeting was held by STA staff on September 26, 2022, for interested agencies to provide program information, review application requirements, and to answer questions. A total of 15 interested agencies participated in the WebEx meeting. On October 11, 2022, STA received six applications from five different agencies including the Arc of Spokane, Cancer Can’t, COAST Transportation, Special Mobility Services, and SNAP Resource Rides. Below is the remaining timeline. The evaluation of applications is underway with an *ad hoc* staff committee. Draft funding recommendations will be presented at the November 30 Planning & Development Committee meeting.

Date	Action
September 12, 2022	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
September 26, 2022	Informational meeting for interested applicants
October 11, 2022	Project Applications Due
October 12 – November 9, 2022	Project Evaluation
November 30, 2022	Present to Planning and Development Committee for Board recommendation of prioritized list for funding
December 15, 2022	STA Board acts on recommended project applications.
2023	FTA approval and funds obligated

RECOMMENDATION TO COMMITTEE: For information.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

AGENDA ITEM 8 : NOVEMBER 30, 2022 (DECEMBER), COMMITTEE MEETING DRAFT
AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Planning & Development Officer

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to review and discuss the items proposed to be included on the agenda for the meeting of November 30, 2022.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 30, 2022 (December)
10:00 a.m. – 11:30 a.m.

Via Virtual Conference

Committee Members: [Insert Link here](#)

General Public: [Insert Link here](#)

Audio Conference: Call the number below and enter the access code.
+1-408-418-9388 | Access code: **xx** | Password: 2022

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the November 2, 2022, Committee Meeting -- *Corrections/Approval*
 - B. 2023 Planning and Development Committee Work Program Approval *(Otterstrom)*
4. Committee Action *(30 minutes)*
 - A. Board Consent Agenda
 1. Federal Transit Administration Section 5310 Funding Recommendation *(Otterstrom)*
 2. Division Street Bus Rapid Transit Steering Committee Charter Approval *(Otterstrom)*
 - B. Board Discussion Agenda
 1. Final Proposed 2023 Operating and Capital Budgets *(Liard)*
(Adoption at December Board meeting)
5. Reports to Committee
6. CEO Report *(E. Susan Meyer) (15 minutes)*
7. Committee Information
8. Review February 1, 2023, Committee Meeting Agenda
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 1, 2023, at 10:00 a.m. via Webex
(No January Meeting)

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. Discussions concerning matters to be brought to the Board are held in Committee meetings. The public is welcome to attend and participate. Spokane Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. For more information, see www.spokanetransit.com. 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

November 2, 2022

AGENDA ITEM 9: NEW BUSINESS

REFERRAL COMMITTEE: n/a

SUBMITTED BY: n/a

SUMMARY: At this time, the Committee will have the opportunity to initiate discussion regarding new business relating to Planning & Development.

RECOMMENDATION TO COMMITTEE: For Discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 2, 2022

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