

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 5, 2025

10:00 a.m. – 11:30 a.m.

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

AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the September 3, 2025, Committee Meeting – *Corrections/Approval*
4. Committee Action
 - A. Board Consent Agenda *(20 minutes)*
 1. Federal Transit Administration Section 5310: Recommend Funding Awards *(Poole)*
 - B. Board Discussion Agenda
5. Report to Committee *(45 minutes)*
 - A. Proposed 2026 Budget *(Hamud)*
(Public Hearing at the November 20, 2025, Board meeting)
 - B. 2026-2029 Title VI Program Draft *(Poole)*
(Public Hearing at the November 20, 2025, Board meeting)
 - C. Connect Spokane Comprehensive Plan: Minor Update Redline Review *(Poole)*
 - D. Wellesley Corridor Development Plan: Overview *(Poole)*
 - E. Draft 2026 Planning & Development Committee Work Program *(Poole)*
 - F. Transit Oriented Development Pilot: Input and Guidance *(Poole)*
6. CEO Report *(5 minutes)*
7. Committee Information
8. Review December 3, 2025, Committee Meeting Draft Agenda *(5 minutes)*
9. New Business *(5 minutes)*
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, December 3, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: 2491 564 4410

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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 2: COMMITTEE CHAIR REPORT

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Tim Hattenburg, 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 5, 2025

AGENDA ITEM 3A : MINUTES OF THE SEPTEMBER 3, 2025, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the September 3, 2025, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

RECOMMENDATION TO COMMITTEE: Corrections and/or approval.

COMMITTEE ACTION:

RECOMMENDATION TO BOARD:

FINAL REVIEW FOR BOARD BY:

Division Head _____ Chief Executive Officer _____ Legal Counsel _____

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the September 3, 2025, Meeting

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

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF PRESENT

Emily Poole, Interim Chief Planning &
Development Officer
Brandon Rapez-Betty, Chief Operations Officer
Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Robert Hamud, Chief Financial Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Patrick Keefe, Etter, McMahon, Lamberson, Van
Wert & Oreskovich, P.C.

GUESTS PRESENT

Dan Wells, Director for Capital Development
Tara Limon, Principal Planner
Andrew Casper, Deputy Chief of Operations

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

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

2. **COMMITTEE CHAIR REPORT**

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

3. **COMMITTEE ACTION**

A. **MINUTES OF THE SEPTEMBER 3, 2025, COMMITTEE MEETING**

Ms. Kitty Klitzke moved to approve the September 3, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA

1. ARGONNE STATION PARK & RIDE: ENDORSE TO ADVIANCE FINAL DESIGN

Ms. Emily Poole introduced Mr. Dan Wells, Director of Capital Development, to present this agenda item. Mr. Wells noted this is part of a new process to seek Committee and Board endorsement to advance to final design on capital projects with budget of \$5M or more. Mr. Wells introduced Mr. Nick Hanson, the Capital Project Manager in charge of the project, was there to answer technical questions. Located at the I-90 Argonne/Mullan interchange, this project is an element of the I-90/Valley High Performance Transit (HPT) Corridor Development Plan approved in October 2022. Argonne Road is an ideal location to create new connection opportunities in the City of Spokane Valley and the City of Millwood to destinations along Route 7 Valley/Airport as well as other destinations along intersecting routes. Mr. Wells reviewed public engagement and stakeholder involvement activities that have taken place during the preliminary design phase. The project has a budget of \$13M comprised of state, federal and local funding. Mr. Wells reviewed the history of the conceptual design identified in the Corridor Development Plan and the evolution to the preferred design, which allows for greater passenger parking capacity while providing for a space-efficient design for buses and passenger activity. The preliminary design for the station was reviewed. The orientation of the transit center is now east to west, there is a dedicated bus ingress and egress, and the buses can turn around inside the loop. The new station also has a separate park and ride facility that increases parking capacity from eleven spaces to forty-one spaces. Public outreach will continue, including several open houses and a goal of beginning construction in early 2027. The cost estimate of the project is just under \$10M, this is inclusive of encumbrances and anticipated future costs; the project is projected to be within its \$13M budget.

Mr. Hattenburg commented that he appreciated staff's efforts during this project to listen to concerns from members of the public and to resolve them. Discussion ensued on design considerations, such as crosswalks, sidewalks, and expansion opportunities.

Ms. Kitty Klitzke moved to recommend the endorse, by motion, the advancement of the Argonne Station Park & Ride project to final design. Chair Hattenburg seconded, and the motion passed unanimously.

B. BOARD DISCUSSION AGENDA - NONE

5. REPORTS TO COMMITTEE

A. DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Mr. Wells provided the Division Street Bus Rapid Transit (BRT) design and public outreach update. Staff are transitioning from 30% design to 60% design. Mr. Wells acknowledged ongoing coordination with agency stakeholders, through technical and executive-level meetings and coordination. Mr. Wells noted the submission of application materials for the project to be evaluated in the Federal Transit Administration's (FTA) Capital Investment Grant (CIG) program. Environmental documentation is being readied for submission later this month. STA is still targeting September 2030 for the start of revenue service on Division Street BRT.

B. 2026-2029 TITLE VI PROGRAM UPDATE

Ms. Poole introduced Ms. Tara Limon, the Principal Planner for the Planning & Grants Department, to present. Ms. Madeline Arredondo, the lead for the 2026-2029 Title VI Program project, was available to answer any technical questions regarding the Title VI Program. Ms. Limon explained that the demographics of the Spokane County Public Transportation Benefit Area (PTBA) set a baseline for analyzing whether policies related to disparate and disproportionate burdens with regards to new facility locations, major service changes, and fare changes are being followed. Additionally, ridership demographics, travel patterns and fare data were analyzed, utilizing the 2025 Rider Census to ensure system compliance with Title VI policies, while also providing a general understanding of rider behavior. Staff have also surveyed local community-based organizations (CBOs) who provide services to minorities, low-income, and limited English populations (LEP). Ms. Limon presented key survey findings based on information reported by CBOs on their clients' behalf and perceived travel patterns. Staff are continuing engagement activities with the community. Ms. Limon reviewed the program's adoption timeline.

Ms. Klitzke asked if the CBOs have given feedback on how to manage the barrier of "the best way to communicate is in person". Ms. Limon responded that yes, the general feedback is to have food at events. Another opportunity is to have a partner program with the "how to ride the bus" workshops put on by the STA Business Development team. Mr. Rapez-Betty added that the presence of STA's Transit Ambassadors on the bus will create more in-person options for all customers. Mr. Hattenburg commented that he appreciates all the hard work done by staff to work with community to help with these barriers.

C. CONNECT 2035 STRATIC PLAN FUNDING REVIEW

Mr. Otterstrom reviewed the Hierarchy of STA Plans, providing context for how each planning document fits within the agency's overall strategic framework. He then offered background information on *Connect Spokane*, STA's comprehensive plan for public transportation, followed by a review of *STA Moving Forward*, the agency's 10-year strategic plan focused on expanding and improving bus service. *Connect 2035*, STA's new 10-year strategic plan, is shaped by community input and grounded in the principles outlined in the comprehensive plan. The *Connect 2035 Funding and Investment Principles*, approved in March 2024, includes provisions for renewing the existing sales tax to sustain current service levels and support new initiatives under *Connect 2035*. Mr. Otterstrom outlined a sustainable financial path that maintains the current 0.8% sales tax rate, enabling STA to preserve service hours and invest in impactful, one-time strategic initiatives. The financial forecast anticipates between \$95 million and \$130 million in available funds for such investments. However, using these funds for ongoing service expansion would not be financially sustainable. Mr. Otterstrom provided the sales tax renewal timeline. To avoid scheduling the rollback of the 2/10 sales tax funding to sustain and invest in transit, a successful ballot measure must occur no later than August 2028. Staff propose engaging the Board on this topic in October.

Ms. Bowers asked how this would impact received grant funding. Mr. Otterstrom noted that the impact would vary across the portfolio. The largest impact would be on Division Street BRT; FTA could question how STA plans to fund the project if the sales tax is set to expire prior to completion of the project. Mr. Rapez-Betty added that STA has invested in these capital projects to implement services, operating funds are required to utilize these capital assets. There was additional conversation about the future of tax sunsets and other considerations.

6. CEO REPORT

Mr. Otterstrom presented the CEO Report:

Double Decker Ribbon Cutting: The ceremony will be held at noon on Saturday, September 20, at STA's Eagle Station, 850 Elm Street in Cheney.

7. COMMITTEE INFORMATION

A. FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS UPDATE

8. REVIEW OCTOBER 1, 2025, COMMITTEE MEETING AGENDA

9. NEW BUSINESS – *none*

10. COMMITTEE MEMBERS' EXPRESSIONS –

Mr. Hattenburg commented that he looks forward to the conference in Boston.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:23 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 4A1 : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: RECOMMEND FUNDING AWARDS

REFERRAL COMMITTEE: Planning & Development

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Tara Limon, Principal Planner, Planning & Grants Department

SUMMARY: Staff will review the funding recommendations for the Federal Transit Administration (FTA) Section 5310 2025 Call for Projects that was issued on August 5, 2025. This includes the applications, evaluation process and results, the approach to distributing both federal and STA local funds to eligible projects and programs implemented primarily by non-profit organizations in the region. The foregoing funding recommendations are subject to committee and board approval.

BACKGROUND: The Federal Transit Administration (FTA) Section 5310 program provides formula funding to Spokane Transit for the purpose of assisting organizations in meeting the transportation needs of older adults and people with disabilities when other transportation services provided are unavailable, insufficient, or inappropriate to meet these needs. The program is intended to support the mobility of seniors and individuals with disabilities by increasing or expanding transportation options throughout the community. Projects and programs seeking Section 5310 funding must be identified in the Coordinated Public Transit – Human Services Transportation Plan for Spokane County. Spokane Transit is the designated recipient of Section 5310 funds for the Spokane urbanized area (UZA) and is responsible for the administration and distribution of Section 5310 funds to local, private nonprofit agencies to provide these important transportation services.

As explained at the July 9, 2025, Planning & Development Committee meeting, a minimum of 55% of the Section 5310 annual apportionment must be spent on “Traditional” capital projects, such as the purchase of ADA vehicles. Failure to meet the 55% minimum requirement would jeopardize STA’s ability to fully fund “Other” projects that were submitted. The remaining 45% of federal funds may be spent on “Other” projects. On August 5, 2025, STA issued a Section 5310 Call for Projects notice with a total of \$927,142 in federal and local funds as depicted in Table 1. STA Local funds in the amount of \$240,052 were approved by the STA Board of Directors on July 24, 2025, to reduce local match requirements for applicants to 15% (“Traditional” projects require a 15-20% local match and “Other” projects require a 50% local match).

Table 1: 2025 FTA Section 5310 Funding Breakdown	
Funding Source	Amount Available
FY25 Apportionment (Federal Match)	\$687,090
STA Local Match Contribution	\$240,052
Total Funding Available	\$927,142

Notice of the Section 5310 Call for Projects was published in the *Spokesman-Review* and posted on the STA and Spokane Regional Transportation Council (SRTC) websites. Staff also sent emails directly to area agencies that serve the needs of seniors and people with disabilities, inviting them to submit applications and informing them of the informational meeting. The public informational meeting was held virtually by STA staff on August 12, 2025 for interested agencies to provide program information, review application requirements, and to answer questions. Twelve (12) interested agencies participated in the virtual meeting.

The application process includes a preliminary proposal and a final project application to allow applicants additional time to complete the application and more opportunity to receive technical assistance with the application materials. By the final project application deadline of September 23, 2025, STA received eight (8) applications from five (5) different agencies, requesting a total sum of \$1,338,215. This total amount requested was more than the funding available in both funding categories.

Table 2: 2025 FTA Section 5310 Call for Projects Application Summary					
Applicant	Project Name	Funding Category	Funding Requested*	Applicant Local Match	Total Project Cost
Cancer Can't	Transportation Support Program for Cancer Patients	Other	\$288,748	\$50,955	\$339,703
Gonzaga University	Bridging Spokane: Accessible Transit for Engagement	Traditional	\$98,136	\$17,318	\$115,454
Mery Glen	Loved One's Expanding Horizons!	Traditional	\$69,399	\$12,247	\$81,646
Southside Senior & Community Center	ADA Vehicle Purchase	Traditional	\$76,360	\$13,475	\$89,835
Southside Senior & Community Center	Southside Senior Activity Center Transportation Operations	Other	\$57,800	\$10,200	\$68,000
Special Mobility Service	Recovery Continuum Program	Other	\$83,732	\$14,777	\$98,509
Special Mobility Services	Spokane County Mobility Management Project	Traditional	\$457,472	\$80,730	\$538,202
Special Mobility Service	Spokane Shopper	Other	\$206,568	\$36,453	\$243,021
Total			\$1,338,215	\$236,155	\$1,574,370

*Funding requested includes federal funds and STA local funds.

Initial project applications were reviewed by STA staff to confirm eligibility and evaluate and rate the projects on the established risk assessment and application completeness criteria. The applications were then forwarded to an evaluation committee comprised of STA staff, a representative from the SRTC, and a representative from the Washington State Department of Transportation (WSDOT). Evaluation criteria and maximum points for each are provided in Table 3 below.

Table 3: Project Evaluation Criteria	
Evaluation Criteria	Possible Points
Risk Assessment	10
Application Completeness	10
Regional Transportation Needs	10
Proposed Service Improvements	10
Performance Measures	10
Management	10
Financials	20
Total Maximum Points	80

Evaluation scores submitted by the committee resulted in a rank order of the proposed projects, ranging from a low of 55 points and a high of 72 points. Funding recommendations were subsequently developed through a sequence of distribution steps, allocating “Traditional” federal funds first followed by STA local funds, as described below, and as presented in Exhibit A.

As noted earlier, the total funding request for “Traditional” and “Other” projects exceeded funding available. All applicants were informed that STA may award less funding than requested. Given this, staff sought to maximize equity between “Traditional” and “Other” projects by awarding no more than the 55% “Traditional” federal apportionment. All vehicle projects were not considered scalable and were fully funded (as vehicles cannot be partially funded or awarded), and Special Mobility Services’ Mobility Management project would need to be allocated no less than \$142,380, to achieve the federal requirement of allocating 55% of federal funds to Traditional projects. All operating projects indicated some level of scalability, which STA used to allocate the remaining federal and STA local funds on a sliding scale. This guaranteed three out of four operating projects would receive no less than 70% of the amount requested. STA allocated the remaining federal and STA local match based on project type, individual rank, and self-reported project scalability, which resulted in all federal dollars being fully allocated. It is important to note that projects will be eligible for the 2026 FTA Section 5310 Call for Projects expected next year, following the funds being appropriated and apportioned by the United States Congress and FTA, respectively.

One project application was not recommended for funding (Special Mobility Services - Recovery Continuum) due to the project being deemed ineligible for 5310 funding. A substance use disorder alone does not qualify as a disability under Section 5310 guidelines.

The STA local match reduces the match requirement of the respective non-profit organizations. The STA local match was distributed across all operating projects in-line with the adjusted scalability each

applicant submitted. All eight projects would receive sufficient funding to reduce the applicant's local match burden to 15% of the total project cost.

The funding recommendations for the 2025 FTA Section 5310 Call for Projects, along with evaluation scores are presented in Exhibit A. Exhibit B provides descriptions of each project and the specific proposed award amount. Staff are requesting Board approval of the funding recommendations, with the ability to make administrative modifications to the award amounts based on actual project cost, as project costs may vary due to unanticipated project delays or revisions, such as changes to vehicle pricing. Spokane Transit will coordinate local match requirements with applicants to ensure the local match for their projects is secured. To meet local match requirements, further adjustments to project funding may be required utilizing the board-authorized administrative adjustments.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors approve, by motion, the funding recommendations for Federal Transit Administration Section 5310 Funding, as listed in Exhibit A "Funding Recommendations 2025 FTA Section 5310 Call for Projects," and authorize staff to make administrative adjustments to the final grant awards as necessary to address minor revisions to project costs, local match percentages and schedule.

Exhibit A: Funding Recommendations
2025 FTA Section 5310 Call for Projects

	Eval. Score (80max)	Applicant & Rank	Project Name	Funding Request*	Federal Award	STA Local Match	Total Recommended Funding Award	Applicant's Local Match	Total Adjusted Project Cost
"Traditional"	68	1. Merry Glen	Loved One's Expanding Horizons!	\$69,399	\$69,399	\$0	\$69,399	\$12,247	\$81,646
	59	2. Special Mobility Services	Spokane County Mobility Management Project	\$457,472	\$134,005	\$8,375	\$142,380	\$25,126	\$167,506
	58	3. Gonzaga University	Bridging Spokane: Accessible Transit for Engagement	\$98,136	\$98,136	\$0	\$98,136	\$17,318	\$115,454
	55	4. Southside Senior & Community Center	ADA Vehicle Purchase	\$76,360	\$76,360	\$0	\$76,360	\$13,475	\$89,835
"Other"	72	5. Cancer Can't	Transportation Support for Cancer Patients	\$288,748	\$169,852	\$118,896	\$288,748	\$50,956	\$339,704
	65	6. Special Mobility Services	Spokane Shopper	\$206,568	\$111,384	\$77,969	\$189,353	\$33,415	\$222,768
	58	7. Southside Senior & Community Center	Southside Senior Activity Center Operations	\$57,800	\$27,954	\$19,568	\$47,522	\$8,386	\$55,908
	58	8. Special Mobility Services	Recovery Continuum Program	\$83,732	\$0	\$0	\$0	\$0	\$0
Total				\$1,338,215	\$687,090	\$224,808	\$911,898	\$160,923	\$1,072,821

*funding requested includes federal funds and STA local funds.

Exhibit B: Project Descriptions
2025 FTA Section 5310 Call for Projects

Project: Transportation Support Program for Cancer Patients			Rank No. 1
Applicant: Cancer Can't	Project Type: Other	Federal Match: 50/50	Eval Score: 72
Description: The Transportation Support Program project will provide transportation for cancer patients by providing pre-scheduled and same-day services for oncology care appointments.			
Planned Award Sources - Total project cost: \$339,704. Total award consists of \$169,852 from FY25 federal funds (50% match); \$118,896 from STA local match (35%), with \$50,956 from subrecipient match (15%). Adjusted award is equivalent to 24 months of 24 requested.			

Project: Loved Ones's Expanding Horizons			Rank No. 2
Applicant: Merry Glen	Project Type: Traditional	Federal Match: 85/15	Eval Score: 68
Description: The ADA Vehicle will provide transportation services for seniors and individuals with disabilities to and from medical, dental and eye appointments, shopping, work/volunteer commitments, educational/skill building pursuits, recreational and entertainment activities.			
Planned Award Sources - Total project cost: \$81,646. Total award consists of \$69,399 from FY25 federal funds (85% match) and \$0 from STA local match (0%), with \$12,247 from subrecipient match (15%).			

Project: Spokane Shopper			Rank No. 3
Applicant: Special Mobility Services	Project Type: Other	Federal Match: 50/50	Eval Score: 65
Description: The project serves seniors and individuals with disabilities in the city of Spokane who have difficulty accessing available transportation resources for grocery shopping and using the services of in-store pharmacies.			
Planned Award Sources - Total project cost: \$222,768. Total award consists of \$111,384 from FY25 federal funds (50% match); \$77,969 from STA local match (35%), with \$33,415 from subrecipient match (15%). Adjusted award is equivalent to 22 months of 24 requested.			

Project: Spokane County Mobility Management Project			Rank No. 4
Applicant: Special Mobility Services	Project Type: Traditional	Federal Match: 80/20	Eval Score: 59
Description: The project will leverage existing resources by assessing transportation needs, increasing the public's awareness of transportation options, enhancing the consumer's ability to utilize existing services, and encouraging better coordination and connectivity between transportation providers and programs.			
Planned Award Sources - Total project cost: \$167,506. Total award consists of \$134,005 from FY25 funds (80% match); \$8,375 from STA local match (5%), with \$25,126 from subrecipient match (15%).			

Project: Southside Senior Center Transportation Operations			Rank No. 5
Applicant: Southside Senior & Community Center	Project Type: Other	Federal Match: 50/50	Eval Score: 58
Description: The project will provide door-to-door service to seniors and individuals with disabilities to and from doctor appointments, grocery stores, community events, and recreational activities.			
Planned Award Sources - Total project cost: \$55,908. Total award consists of \$27,954 from FY25 federal funds (50% federal match); \$19,568 from STA local match (35%), with \$8,386 from subrecipient match (15%). Adjusted award is equivalent to 20 months of 24 requested.			

Project: Recovery Continuum Program			Rank 6
Recipient: Special Mobility Services	Project Type: Other	Federal Match: 0/0	Eval Score: 58
Description: Providing support to individuals with substance abuse disorders in Spokane who are transitioning out of substance use disorder (SUD) treatment facilities.			
Planned Award Sources - Total project cost: \$0. STA did not allocate funds for this project due to it being deemed ineligible.			

Project: Bridging Spokane: Accessible Transit for Engagement (ADA Vehicle Purchase)			Rank No. 7
Applicant: Gonzaga University	Project Type: Traditional	Federal Match: 85/15	Eval Score: 58
Description: The ADA Vehicle will provide transportation services for Gonzaga students who are seniors and individuals with disabilities to and from off-campus educational events, community-engaged learning, outdoor learning as well as providing transportation for seniors and individuals with disabilities to attend campus-based events.			
Planned Award Sources - Total project cost: \$115,454. Total award consists of \$98,136 from FY25 federal funds (85% federal match); \$0 from STA local match (0%), with \$17,318 from subrecipient match (15%).			

Project: ADA Vehicle Purchase			Rank No. 8
Applicant: Southside Senior & Community Center	Project Type: Traditional	Federal Match: 85/15	Eval Score: 55
Description: The ADA-accessible vehicle will enhance mobility for seniors residing in Spokane County by increasing access to essential services, including medical care, shopping, and community activities.			
Planned Award Sources - Total project cost: \$89,835. Total award consists of \$76,360 from FY25 federal funds (85% federal match); \$0 from STA local match (0%), with \$13,475 from subrecipient match (15%).			

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5A: PROPOSED 2026 BUDGET

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Robert Hamud, Chief Financial Officer

SUMMARY: In accordance with 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.

For 2026, staff has combined the action plan and the operating and capital budget into one comprehensive report. The Draft 2026 Budget was reviewed at the October 2025 Board Operations Committee and STA Board of Directors meetings. The Proposed 2026 Budget Report and presentation materials have been posted on the STA website at this link:

<https://www.spokanetransit.com/financial-information/>

Staff will review this report with the Committee at its November 5, 2025, meeting. With Committee input and review, it will be forwarded to the Board for review. A public hearing will be held at the November 20, 2025, Board of Directors meeting at 1:30 p.m. at STA’s offices and via WebEx. An informational video of the Proposed 2026 Budget has been created for public viewing and will be posted on the STA website after the Committee meeting.

The 2026 Budget is proposed to be adopted in December 2025.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5B: 2026 – 2029 Title VI Program Draft

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Public Transit Agencies are required to establish a Title VI program and update the program every three years. Spokane Transit’s existing 2023 Title VI Program must be updated and approved by the Board of Directors by February 1, 2026, when the current program expires. Staff will review the requirements of the program, as well as highlight key updates to the 2026-2029 Title VI Program.

BACKGROUND: Over the past several months, the Planning & Development Committee has been involved in providing input and reviewing content for the 2026-2029 Title VI Program. The draft program is available online on the following webpage:

<https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-program/>

Title VI of the Civil Rights Act of 1964 is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The direction, guidance and procedures in the FTA Circular 4702.1B helps Spokane Transit to meet the program objectives to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin.
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

STA is required to meet the general requirements and requirements for transit agencies that operate 50 or more fixed route vehicles at peak service in an Urbanized Area (UZA) of 200,000 or more, which includes:

- **General Requirements:** a notice to the public, the complaint process, any investigations or complaints over the last three years, a public participation plan, a language assistance plan, representation of planning and advisory boards, subrecipient assistance and monitoring, and review of facilities constructed.
- **Transit Provider Requirements:** system-wide service standards and service policies, demographic and service profile maps and tables, demographic ridership and travel patterns, results of monitoring service standards and policies, public engagement process for setting the major service change policy, service and fare equity analyses, and action demonstrating the Board has reviewed and approved the Title VI update.

STA implemented an expanded outreach approach to meet the additional reporting requirements of collecting demographic data and travel patterns of riders. The expanded outreach included:

- On-board rider survey (Rider Census),
- Survey for community-based organizations (CBOs) and service providers (Provider Survey)
- Targeted outreach to individual CBOs
- Presentations to Spokane Regional Transportation Council’s (SRTC) Equity Working Group (EWG)
- Presentation to STA’s Citizen Advisory Committee (CAC)
- Community events:
 - Unity in the Community
 - Valleyfest
 - El Mercadito

The Title VI project webpage has been updated at <https://www.spokanetransit.com/title6update>, and an informational video has been posted on the website.

Below is a summary of the remaining public outreach activities to present the draft program and provide notice of the upcoming public hearing:

Remaining Public Outreach Schedule	
Date	Description
November 6, 2025	City of Spokane: Community Assembly
November 12, 2025	STA Citizen Advisory Committee (CAC)
November 20, 2025	STA Board of Director’s public hearing

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5C: CONNECT SPOKANE COMPREHENSIVE PLAN: MINOR UPDATE REDLINE REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Staff provided a proposed scope and timeline for minor updates to *Connect Spokane*, STA's comprehensive plan for public transportation in the October Board packet. The purpose of the minor updates are to improve overall consistency and clarity of policies and policy-related text in the plan. Staff will review the proposed redlines in the Committee for discussion.

The redline version of the elements will be available online beginning November 5, 2025, at the following link:

<https://www.spokanetransit.com/projects/comprehensive-plan/>

BACKGROUND: *Connect Spokane* is STA's Comprehensive Plan that sets forth a vision and policy framework for the next 30 years to guide decisions made by the Board of Directors, staff and partnering agencies. *Connect Spokane* Monitoring and Improvement Policy 4.2 - Comprehensive Plan Amendments states: "Minor amendments to the Comprehensive Plan may take place at any time so long as the change does not significantly change the scope or direction of the plan." The following proposed updates meet this policy requirement.

The table on the following page summarizes the issues identified and the proposed revisions, which are reflected in the draft redline elements attached and found on the STA website beginning November 5, 2025:

<https://www.spokanetransit.com/projects/comprehensive-plan/>

The proposed timeline for the completion of this minor update is as follows:

Date	Public Body	Action
November 2025 – January 2026	General Public	Outreach and Community Engagement
February 2026	P&D Committee	Final draft
February 2026	Board of Directors	Public Hearing
March 2026	P&D Committee	Recommendation to Board
March 2026	Board of Directors	Action

The redline updates address the following:

Task	Issue Identified	Proposed Revisions
Conformity	There exists language in the current plan that no longer conforms with current agency actions.	Reviewed the plan with an eye towards updating language to clarify the agencies' current stance and align the language with the direction of the plan and agency.
HPT Map and Table	The High Performance Transit (HPT) network is the backbone of STA's fixed route network. It is therefore essential that any and all public-facing material relating to this network is the most current and complete.	Reviewed the long-term vision for HPT routes and made minor updates regarding line implementation status and definitions.
Fixed-Route Performance Standards	Standards imply accountability, comparison, and remediation in the event of non-compliance. Standards should be straight-forward and derived from a rational, transparent basis. The standards have not been updated since the adoption of Connect Spokane in 2010.	Made required updates for annual fixed route reporting to reflect the service types redefined in 2022.
Policy Clarification	Since the adoption of the last major update in October 2024, the agency has identified or will soon undertake new initiatives that are not yet directly addressed in <i>Connect Spokane</i> but are supported by the Board and consistent with the direction of the agency. This task seeks to bring policies into alignment with the initiatives already supported by the Board and the comprehensive plan.	Made minor clarifications to include expanding on the following: community hubs, bus stop amenities, TOD Emphasis Areas, and Joint Development.

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5D: WELLESLEY CORRIDOR DEVELOPMENT PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

SUMMARY: Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment. The first step in recognizing Route 33 Wellesley as an HPT line is to complete a corridor development plan for approval by the Board. Staff will present an overview of the corridor development planning process, including the plan structure, proposed work program, community outreach, and P&D Committee touch points.

BACKGROUND: *Connect Spokane* policy HP 1.0 Corridor Development Plan states that “to be recognized as an HPT line, a corridor development plan should first be approved by the STA Board of Directors”. The policy then continues to note:

The corridor development planning process provides a method to determine the appropriate scale of investment, the service design and the implementation steps toward plan realization. It engages stakeholders including existing and future passengers, property owners and agencies in envisioning the future state of a corridor and ways to make progress, even if incremental. It also may identify the locations of stations and stops and infrastructure requirements

To date, STA has been awarded \$630,000 in Spokane Regional Transportation Council (SRTC) Congestion Mitigation and Air Quality Improvement (CMAQ) grant funds for planning, engineering, and design activities for the Wellesley Corridor Development Plan. Staff have put together the following proposed project schedule for discussion with the committee.

Timeframe	Activities	Audience
November 2025	Introduce project, corridor development planning process, and engagement plan	P&D Committee
November 2025 – January 2026	Write background and existing condition sections; develop engagement materials	N/A
February 2026	Brief on existing conditions and scheduled engagement activities	P&D Committee
February/March 2026	Engagement Round 1: Focus on existing conditions, desired outcome from transit and transit stops, and potential trade-offs	Colleges Neighborhood groups Trip generators City of Spokane staff
April 2026	Report on Engagement Round 1	P&D Committee
April 2026 – May 2026	Develop concepts for stops and stop locations	N/A
May – June 2026	Engagement Round 2: Focus on potential concepts and trade-offs	Same as Engagement Round 1
July 2026	Report on Engagement Round 2	P&D Committee
July 2026	Apply for Regional Mobility Grant	N/A
July-August 2026	Finish draft plan	N/A
September 2026	Review draft plan	P&D Committee
September 2026	Engagement Round 3: Review recommendations	Neighborhood groups
October 2026	Report on engagement round 3	P&D Committee
October 2026	Public Hearing	STA Board
November 2026	Recommendation for adoption	P&D Committee
November 2026	Adoption	STA Board

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5E: DRAFT 2026 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer

SUMMARY: Near the conclusion of each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff will review the first draft of the proposed 2026 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. The annual planning calendar is embodied within the Committee work program as presented below.

Connect Spokane: A Comprehensive Plan for Public Transportation identifies two core planning documents that are prepared annually. First, is the Transit Development Plan (TDP), which includes a six-year capital improvement program (CIP) and a three-year service improvement program (SIP). The second is the annual action plan and accompanying operating and capital budgets. These plans are founded on the principles and policies of *Connect Spokane* and advance STA’s strategic goals adopted as part of Phase 1 of *Connect 2035*.

The draft work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress next year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, the Facilities Master Plan (FMP), and the Wellesley High Performance Transit (HPT) Corridor Development Plan.

DRAFT 2026 Planning & Development Committee Work Program

Month	Committee Activities
January 2026	<i>No Committee Meetings in January</i>
February 2026	Review Committee Work Program Transit Development Plan (TDP) 2027-2032: Overview Wellesley Corridor Development Plan Update and Engagement Activities
March 2026	TDP 2027-2032: Develop mid-range planning guidance Facilities Master Plan: Phase 2 Plaza Update
April 2026	TDP 2027-2032 <ul style="list-style-type: none">Finalize mid-range planning guidance

	<ul style="list-style-type: none"> • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Division Street BRT: Design and Public Outreach Update Wellesley Corridor Development Plan: Update Engagement Round 1
May 2026	Facilities Master Plan: Phase 2 Update TDP 2027-2032 <ul style="list-style-type: none"> • Proposed 2027-2029 Service Improvements • Review Preliminary Capital Improvement Program (2027-2032) • Review Financial Forecasts
June 2026	Division Street BRT: Design and Public Outreach Update TDP 2027-2032: Complete Draft Plan Public hearing conducted on draft TDP
July 2026	TDP 2027-2032: Finalize and approve FTA Section 5310: Notice of Funding Opportunity Facilities Master Plan: Phase 2 Finalize and approve Wellesley Corridor Development Plan: Update Engagement Round 2
August 2026	<i>No Board/Committee Meetings in August</i>
September 2026	Wellesley Corridor Development Plan: Draft for Review
October 2026	Review draft proposed 2026 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update
November 2026	Prepare 2027 Committee Work Program Public hearing on draft proposed 2027 Action Plan, Operating and Capital Budgets FTA Section 5310: recommend funding awards Approve final proposed Wellesley Corridor Development Plan
December 2026	Approve final proposed 2027 Action Plan, Operating and Capital Budgets Finalize and approve 2026 Work Program

In addition to Committee activities that have already been slotted into specific months of 2026, there are other upcoming planning projects that are expected to come before the Planning & Development Committee next year. They include:

- Connect 2035: Public Education
- TOD Pilot Project
- Other grant application approvals, as necessary

RECOMMENDATION TO COMMITTEE: Receive report.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 5F: TRANSIT ORIENTED DEVELOPMENT PILOT: INPUT AND GUIDANCE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily S. Poole, Interim Chief Planning & Development Officer
Brian Jennings, Director of Community Development

SUMMARY: Spokane Transit’s Transit-Oriented Development (TOD) Pilot project is intended to support and advance development near existing and future transit and improve service effectiveness in the Public Transportation Benefit Area (PTBA), especially in High Performance Transit (HPT), and high frequency corridors. Based on iterative feedback from Board members on recent work identifying TOD emphasis areas and the proposed structure of Element 1: PTBA Jurisdictions Competitive Grants, further discussion with the members of the Planning & Development Committee is warranted. Staff will facilitate a discussion with the Committee for additional input and guidance to shape the approach and implementation strategy for the TOD Pilot project.

RECOMMENDATION TO COMMITTEE: Receive Report.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Chief Executive Officer
Emily Poole, Interim Chief Planning & Development Officer

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

RECOMMENDATION TO COMMITTEE: For discussion.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

AGENDA ITEM 8: DECEMBER 3, 2025, COMMITTEE MEETING DRAFT AGENDA REVIEW

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Emily Poole, Interim 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 December 3, 2025.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, December 3, 2025

10:00 a.m. – 11:30 a.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report (5 minutes)
3. Committee Action (5 minutes)
 - A. Minutes of the November 5, 2025, Committee Meeting – *Corrections/Approval*
 - B. Draft 2026 Planning & Development Committee Work Program (Poole)
4. Committee Action
 - A. Board Consent Agenda (5 minutes)
 1. 2026-2029 Title VI Program: Adoption Recommendation (Poole)
 - B. Board Discussion Agenda (20 minutes)
 1. Final Proposed 2026 Budget (Hamud)
5. Report to Committee (45 minutes)
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update (Poole)
6. CEO Report (Otterstrom) (15 minutes)
7. Committee Information
8. Review February 4, 2025, Committee Meeting Draft Agenda (5 minutes) *(No January meeting)*
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, February 4, 2025, at 10:00 a.m. in person.

Virtual Link:	Join here	
Password:	Members: 2025	Guests: Guest
Call-in Number:	1-408-418-9388	Event #: XXXX XXX XXXX

Agendas of regular Committee and Board meetings are posted the Friday afternoon preceding each meeting at the STA's website: www.spokanetransit.com. 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 (509) 325-6094 (TTY Relay 711) at least forty-eight (48) hours in advance.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

November 5, 2025

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 5, 2025

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