

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 9, 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 June 4, 2025, Committee Meeting – Corrections/Approval
4. Committee Action
 - A. Board Consent Agenda (20 minutes)
 1. 2026-2031 Transit Development Plan: Finalize and Approve (Resolution) (Otterstrom)
 2. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval (Otterstrom)
 3. Division Street Bus Rapid Transit: Memorandum of Agreement Approval (Otterstrom)
 - B. Board Discussion Agenda (25 minutes)
 1. Division Street Bus Rapid Transit: Locally Preferred Alternative Amendment Approval (Resolution) (Otterstrom)
 2. Division Street Bus Rapid Transit: Small Starts Grant Application (Resolution) (Otterstrom)
5. Report to Committee (10 minutes)
 - A. 2026-2029 Title VI Program Update: Engagement Plan (Otterstrom)
6. CEO Report (Otterstrom/Rapez-Betty) (10 minutes)
7. Committee Information
 - A. Transit Oriented Development (TOD) Pilot Project Update (Otterstrom)
8. Review September 3, 2025, Committee Meeting Draft Agenda (5 minutes) *(no August meeting)*
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, September 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 #: 2499 139 5321

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

July 9, 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

July 9, 2025

AGENDA ITEM 3A : MINUTES OF THE JUNE 4, 2025, COMMITTEE MEETING

REFERRAL COMMITTEE: n/a

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

SUMMARY: Draft Minutes of the June 4, 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

Minutes of the June 4, 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*
Lili Navarrete, City of Spokane
Al French, Spokane County
Chris Grover, Small Cities Representative (Cheney)
Ex-Officio
Rhonda Bowers, Labor Representative
(Non-voting)
Brandon Rapez-Betty, Interim Co-Chief Executive Officer
Karl Otterstrom, Interim Co-Chief Executive Officer

MEMBERS ABSENT

Kitty Klitzke, City of Spokane
Dan Dunne, Small Cities Representative (Liberty Lake)

STAFF PRESENT

Nancy Williams, Chief Human Resources Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Tammy Johnston, Interim Senior Financial
Services Manager
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

PROVIDING LEGAL COUNSEL

Megan Clark, Etter, McMahon, Lamberson, Van
Wert & Oreskovich, P.C.

GUESTS PRESENT

Jessica Kelch, Senior Project Manager

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 APRIL 30, 2025, (MAY) COMMITTEE MEETING

Mr. Al French moved to approve the April 30, 2025, Planning & Development Committee meeting minutes. Chair Hattenburg seconded, and the motion passed unanimously.

4. COMMITTEE ACTION

A. BOARD CONSENT AGENDA – none

1. DIVISION BUS RAPID TRANSIT: PARAMETRIX, INC., WORK ORDER # 6 APPROVAL

The Division Street Bus Rapid Transit (BRT) is progressing through preliminary design. The ongoing work includes preparing 30% design plans, defining final station locations, developing all required environmental documents, and preparing the CIG Small Starts grant package. Staff are seeking the Committee's recommendation to the Board to approve a work order for the

next phase of the project to advance engineering, environmental and grant coordination work to the 60% design milestone. Per STA's procurement resolution, work orders, and other contact actions for new work above \$1 million require Board approval.

The execution of Work Order 6 is targeted for July 2025. Staff will build on the work of the previous work orders to reach the 60% milestone. This will be achieved by completing the environmental review process, continued ongoing public outreach and stakeholder engagement, and grant review support provided by the Federal Transit Administration (FTA). Mr. Otterstrom presented the project management and oversight aspects of this scope of work and provided high level detail of the design and engineering portions. Environmental documentation is an important element for the scope of work; this includes getting support on both state and national levels. Staff will continue to hold public and stakeholder engagement activities. Funding for the project will be secured with ongoing coordination with FTA and the Small Starts Grant agreement financial plan. The overall package rating for the plan will be submitted this summer. Phase 2, Work Order #6 is within budget, and as established in Board Resolution No. 812-23, and funded by a combination of secured local, state and federal funds. The remaining project budget will go towards future phases of design, as well as ancillary expenses.

Chair Hattenburg is thankful that STA remains under budget many times on such big projects.

Mr. Al French moved to recommend the Board authorize the Interim Co-CEOs to execute Work Order #6 for the Division Street Bus Rapid Transit project with Parametrix, Inc. under existing contract #2021-10610 for an amount not to exceed \$5,952,599, and to provide for 10% contingency for unforeseen additional requirements or services. Chair Hattenburg seconded, and the motion passed unanimously.

2. TRAINING FACILITIES GRANT SUBMITTAL APPROVAL

This agenda item is coming to the committee as grant application above \$1M for projects not in the adopted Capital Improvement Program (CIP) requires Board approval. In May 2025, FTA announced a competitive notice of funding opportunity for the Low or No (Low-No) Emission grant program and Bus and Facilities grant program. The program supports purchase or lease of transit buses as well as acquisition, construction and leasing of supporting facilities. Mr. Otterstrom provided information for the training facility grant submittal project. Staff have identified the opportunity for a dedicated training facility. Mr. Otterstrom highlighted past successes with this grant program for other Spokane Transit Authority (STA) projects.

This future training facility project supports STA's *Connect 2035 Strategic Plan* in two areas: First as a core investment as a component of the Facility Master Plan/Clean Energy Campus. Second, Advancing Connect 2035 Goal 3: Strengthen our capacity to anticipate and respond to the demands of the region. Other benefits include allowing the STA Fairgrounds property to be available for higher and better uses; supports workforce development as required for the grant opportunity, particularly for low or no emission bus technology; and, central training location maximizes access to living wage jobs and healthcare benefits that support families and communities. This project will ensure that STA has the capability to meet future workforce training requirements.

Mr. Al French moved to recommend the Board of Directors approve submittal of grant application to the Low-No and Bus and Bus Facilities grant program for approximately \$9 million for the Training Facility Project. Chair Hattenburg seconded, and the motion passed unanimously.

Mr. French complimented staff for finding a solution that will meet the needs of STA and allow the County to purchase the property to benefit the community.

B. BOARD DISCUSSION AGENDA

1. FACILITIES MASTER PLAN PHASE I REPORT ACCEPTANCE (RESOLUTION)

Mr. Brandon Rapez-Betty reviewed the background for the Facilities Master Plan (FMP) work for Phase I which began in November 2023. Completion of this plan is an initiative of *Connect 2035*. Phase I's final report is a planning guide and resource for attaining near-term needs. Near-term actions associated with Phase I include a new board room and executive suite, a clean energy base, a training facility, and a facilities and grounds warehouse. Mr. Rapez-Betty reviewed the FMP next steps and a tentative timeline for the project's near-term actions. Subject to the Board's approval of Phase 2, staff will begin designing and engineering the near-term actions, finalize decisions on properties, complete the vision through 2050, and finalize the cost estimates through 2050. Tentative completion date of the final report is in June or July of 2026.

Mr. Hattenburg commented that use of the 2nd Floor of the plaza would be great. Making use of an already owned facility will be appreciated by the public. It is appreciated that staff utilize existing space in lieu of going out and buying another property. Mr. French ask about using the space partially for revenue. Discussion ensued. Mr. Rapez-Betty responded that while the focus is for maintenance, operation, and administration, STA also considers ideas that promotes a robust downtown.

Ms. Kitty Klitzke moved to recommend the Board approve, by resolution, accepting the Phase I report of the Facilities Master Plan, authorizing staff to advance near-term projects, and approve initiation of Phase II to advance a clean energy base and other long-term requirements. Chair Hattenburg seconded, and the motion passed unanimously.

5. REPORTS TO COMMITTEE

A. 2026-2031 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT (PUBLIC HEARING AT THE JUNE 26, 2025, BOARD MEETING)

Mr. Otterstrom provided the Transit Development Plan (TDP) project timeline. The TDP is within the hierarchy of STA plans which are founded on STA's comprehensive and strategic plans. The TDP helps inform STA's annual action plan and budget, and is a state required plan. Mr. Otterstrom highlighted the differences between *Connect 2035* and the TDP. The *Connect 2035 Strategic Plan* identifies initiatives and the TDP provides more detailed programs. Mr. Otterstrom presented the CIP as it relates to *Connect 2035* projects, and provided a high-level overview of the Service Improvement themes for 2026 to 2028. There have been multiple public outreach activities this spring. Next steps include a virtual open house, an in-person open house, and presentations at the Citizen Advisory Committee (CAC) meeting, and the SRTC Board of Directors meeting. There will be a Public Hearing at the June 26th Board meeting.

Mr. Hattenburg noted his appreciation of the amount of work that is put into the TDP and the conceptual route work; it is easier to share with people the extensiveness of the STA route system.

B. DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT (PUBLIC HEARING AT THE JUNE 26, 2025, BOARD MEETING)

Mr. Otterstrom reminded the committee that this is another item that will lead to a Public Hearing at the June Board meeting. Mr. Otterstrom reviewed the background and timeline for the Division Street Bus Rapid Transit (BRT). Staff identified project schedule risks, which include Complete Streets requirements, Division/Ruby Street couplet design, federal staffing and funding status uncertainty, and the North Spokane Corridor (NSC) opening date uncertainty. Mr. Otterstrom presented the mitigation strategy which is predicated Phase 1 Minimum Operable Segment (MOS) approach. This approach will allow STA to maintain a start date for revenue service in 2030. Mr. Otterstrom provided an overview of the future work of Phase 2, with the possibility of multiple other phases. The first step of implementing the MOS is to amend the Locally Preferred Alternative (LPA). This will confirm STA's commitment to completing the entire project, not just the MOS. One such amendment is shifting a southbound stop, Station 27, to Division Street at Glass Avenue based on impacts to business access anticipated at the previously preferred location at Bridgeport Avenue. Mr. Hattenburg noted that this is a great example of STA staff reaching out to local businesses in the community to provide service that accommodates their business. Mr. Otterstrom presented a table of the elements associated with the Amended LPA; there will be changes regarding the Business Access & Transit (BAT) lanes on Ruby Street to operate on the left side of the street. The list of stations is also being revised. Next steps include a June 26 public hearing, finalizing the Memorandum of Agreement (MOA) with agency partners, and submitting the Capital Investment Grant (CIG) Small Starts Grant ratings package.

6. CEO REPORT

Interim Co-CEOs Karl Otterstrom and Brandon Rapez-Betty, presented the CEO Report:

APTA Legislative Conference: May 18-20 in Washington D.C. Staff and Board Members attended the two-and-half day conference which featured updates from legislatures and experts in the field of public transportation. Meetings included a briefing breakfast with Cardinal Infrastructure, a Division Street BRT discussion with FTA, and Capitol Hill visits with Senator Murray, Senator Cantwell, and Congressman Baumgartner. Attendees receive positive feedback from partners; a lot of support at FTA for STA's approach to the MOS.

STA Rodeo May 31: STA held its annual Rodeo at the "Ballpark" property for the first time. The event was staffed by STA volunteers, and attended by STA employees and their families. Deputy Mayor Hattenburg and Council Member Cathcart were also in attendance. There were hourly double decker bus tours. Carly Cortright and her team planned carnival like events. Mr. Hattenburg commented that he enjoyed the event, and watching the staff participation and the support from their families. Mr. Rapez-Betty announced the winners from the Rodeo.

Mr. French stated the meeting with FTA was extremely good. They praised STA of being one of the few transit agencies in the county that deliver projects under budget and on time, thanks to the STA Leadership.

All Employee Meetings: Mr. Rapez-Betty provided highlights from the STA All Employee Meetings, which were held on June 3rd. There were four separate meetings which had a combined 301 total attendees. Topics reviewed included updates on wellness, the Division Street BRT, the Facilities Master Plan, the Safety Ambassador Program, the Low Income Fare Pilot, and the Telematics Technology. The meetings concluded with a general question and answer session with the chiefs.

Uniting Division Roundtable: June 6 @ Ruby River Hotel, Spokane, WA. Doors Open 9:30 am; program is at 10am-12 noon. This will be an overview of the Division Street BRT project and Division Street TOD project. Panelists represent private sector employers and regional developers. Mr. Otterstrom shared an open invite to Board members.

Upcoming Open Houses: Mr. Otterstrom reviewed the timeline for the upcoming project open houses related to several projects, including the TPD, Division Street BRT and Argonne Station Park and Ride.

7. COMMITTEE INFORMATION - none
8. REVIEW JULY 9, 2025, COMMITTEE MEETING AGENDA *(one week later due to the holiday)*
9. NEW BUSINESS – none
10. COMMITTEE MEMBERS' EXPRESSIONS

Mr. Hattenburg wanted to thank the staff for the amazing. More positive comments are brought to his attention than negative in Spokane Valley. Mr. Hattenburg presented the low-income reduced fare pilot, and it went over very well during the June 3 Spokane Valley City Council meeting.

11. ADJOURN

With no further business to come before the Committee, Chair Hattenburg adjourned the meeting at 11:13 a.m.

Respectfully submitted,



Vicki Clancy, Executive Assistant
Planning & Development Department

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 4A1 : 2026-2031 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) for a six-year planning horizon and submit it to the Washington State Department of Transportation (WSDOT). Staff will review the final draft TDP and seek the Committee's recommendation for board adoption.

BACKGROUND: The Transit Development Plan (TDP) is one of a series of planning documents that is built upon the goals, principles and policies contained within Connect Spokane, STA's comprehensive plan for public transportation. Through this strategic alignment, the 2026-2031 Transit Development Plan outlines the vital service enhancements and infrastructure investments needed to advance the long-range vision of Connect 2035. The TDP itself provides the framework for mid-range tactics and actions, documenting programs for service and capital improvements, formula grant outlays, as well as STA's financial forecast for the six-year period.

The Planning & Development Committee has been engaged in developing the various elements of the draft 2026-2031 TDP since February 2025 including:

- Outreach strategies
- Mid-range tactical framework
- Revenue and expenditure forecast assumptions
- Service Improvement Program
- Capital Improvement Program

During the virtual and in-person open house events, there were a combined total of 35 attendees who provided feedback on the draft plan that included: comments related to service changes, capital projects specific to the TDP including Division BRT service capacity and funding sources, and general support for the TDP, and the proposed service changes and capital projects identified.

STA staff met with representatives from the Washington State Department of Transportation (WSDOT) on June 25, 2025. WSDOT representatives provided comment to relay requests for service in Latah Valley, and STA staff noted that although regular service wouldn't be available to Latah Valley during this TDP period, there were planned service improvements in May 2027 that includes this area in the Mobility on Demand pilot project that would connect residents to the current network. WSDOT representatives also commented on the location selections for Mobility on Demand pilot projects and STA staff noted that *Connect 2035* describes how these locations are selected.

Changes to the Capital Improvement Program (CIP) were made to adjust Division BRT budgets, to reflect updated cost estimates based on the proposed Minimum Operating Segment (MOS). This adjustment also includes a new capital project for future Division Corridor projects related to a new bicycle/pedestrian facility on Ruby Street, subject to future design and partnership with City of Spokane and WSDOT. The CIP was also updated to include a new CIP project for a battery storage room to ensure system reliability, maintain assets value, and meet regulatory and insurance requirements.

A public hearing was held on June 26, 2025. Public comments were provided by two individuals in connection with the hearing. The list below is a general summary of feedback received:

- General support for planned capital investments, service improvements, and Connect 2035 initiative projects in the draft TDP.
- The desire to see a higher level of service investment made possible through a greater rate of taxation, as may be approved by ballot proposition.
- The desire to see benches, shade trees and other enhancements at bus stops that do not have them.

Staff have reviewed the feedback and concluded that many of the points tie to initiatives in Connect 2035, STA's current strategic planning effort, or are matters of policy in Connect Spokane, STA's comprehensive plan, and no additional changes are necessary in the 2026-2031 Transit Development Plan.

The final draft 2026-2031 TDP is available at:

<https://www.spokanetransit.com/wp-content/uploads/2025/07/2026-2031-TDP-Final-Draft.pdf>

A draft of the Board resolution to adopt the plan is included in the packet.

RECOMMENDATION TO COMMITTEE: Recommend the Board adopt, by resolution, the 2026-2031 Transit Development Plan.

RESOLUTION NO. XXX-XX

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2026-2031 TRANSIT DEVELOPMENT PLAN AND OTHER MATTERS PROPERLY RELATING THERETO

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (“STA”) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and,

WHEREAS, it is to the benefit of STA to define the general direction for the delivery of public transportation service in the future, assign a general timeline for future improvements to the public transportation system, and assign general cost and revenue requirements for future improvements to the public transportation system; and,

WHEREAS, RCW 35.58.2795 requires all transit agencies prepare a six-year transit development plan for that calendar year and the ensuing five years; and,

WHEREAS, STA has prepared the 2026-2031 Transit Development Plan, which includes the previously approved 2025 Annual Action Plan, the 2026-2028 Service Improvement Program, the 2026-2031 Capital Improvement Program, Federal Transit Section 5307, 5310 and 5339 anticipated programs of projects and expenditures, and other sections and information included in the Plan for the aforementioned purposes; and,

WHEREAS, STA sought input from members of the public and other interested parties, including private transportation providers, pursuant to requirements related to Federal Transit Section 5307 funding; and,

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on June 26, 2025; and,

WHEREAS, a Washington State Environment Policy Act (SEPA) Checklist was completed for the proposed amendments and a determination of Non-Significance (DNS) was issued on May 22, 2025; and,

WHEREAS, the 2026-2031 Transit Development Plan is generally consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the 2026-2031 Transit Development Plan as presented at this web page:

<https://www.spokanetransit.com/wp-content/uploads/2025/07/2026-2031-TDP-Final-Draft.pdf>

Section 2. The STA Board of Directors hereby authorizes the Interim Co-Chief Executive Officers to administer the 2026-2031 Transit Development Plan.

Section 3. This resolution shall take effect and be in force immediately upon passage.

ADOPTED by STA at a regular meeting thereof held on the 24th day of July 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speir
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 4A2 : FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Tara Limon, Principal Transit Planner

SUMMARY: Staff will review the scope and anticipated timeline for the Section 5310 Call for Projects. Staff are requesting Planning & Development Committee approval of \$240,052 in STA local funding to support the subrecipients required local match amount. Subject to evaluation, ranking, and Planning & Development Committee recommendation, up to \$927,142 in combined federal 5310 funding (\$687,090) and STA local funding (\$240,052) is expected to be awarded to non-profit providers and transportation agencies for projects to enhance the mobility of seniors and individuals with disabilities within the Spokane Urbanized Area (UZA).

BACKGROUND: Spokane Transit Authority (STA) is a designated recipient of apportioned formula grant funds from the Federal Transit Administration (FTA) for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, also known as Section 5310. The primary goal of Section 5310 is to improve or enhance mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options when public transit is unavailable, insufficient, or inappropriate in meeting these needs. STA is responsible for administering, contracting, and providing oversight of projects undertaken by non-profit organizations and governments selected through the annual Section 5310 Call for Projects. For the 2025 Section 5310 Call for Projects, \$687,090 is available in federal funding, with the additional local match proposed to be provided as described below.

A minimum of 55%, or \$377,900, of the federal Section 5310 annual apportionment must be spent on "Traditional" capital projects. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by Washington State to provide human services transportation. "Traditional" Capital projects may include Human Services Transportation Plan (HSTP) projects including the purchase of ADA vehicles, contracted mobility management coordination and transportation services, ADA construction projects, and complementary Paratransit services. These "Traditional" projects need to meet the special needs of seniors and individuals with disabilities. "Traditional" projects include a 20% local match requirement.

Depending on the types of projects proposed, and application scoring outcomes, it is conceivable that "Traditional" projects recommended for funding do not reach the 55% minimum threshold. In such an event, STA may recommend that up to 55% of the total funds available be programmed to STA for the purposes of contracting for human services transportation, an eligible "Traditional" project, meeting the

statutory requirement and ensuring all funds can be obligated to support human services transportation projects in the region.

Up to 45%, or \$309,190, of the annual apportionment may be awarded to projects categorized as “Other” and are operating projects which provide alternatives to public transportation, improve access to Fixed Route services, or exceed the requirements of Paratransit services. Eligible “Other” projects include transportation programs operated by eligible nonprofit organizations serving seniors and individuals with disabilities. “Other” projects include a 50% local match requirement.

There is currently \$687,090 in FY 2025 Section 5310 annual apportionment funding available. Staff are proposing an additional \$240,052 in local STA funds to be allocated for the FY 2025 Section 5310 Call for Projects. The approval of this STA local funding request would continue the practice from the near term-investment funding that allows STA to use local funds to help subrecipients meet the required federal local match amounts. In the last three Call for Project’s (FY 2024, FY 2023, and FY 2022), the STA Board of Directors approved awarding an additional \$236,000 in FY 2024, and \$190,000 in both FY 2023 and FY 2022, to help subrecipients reduce local match requirements. The supplemental funds were approved by the STA Board of Directors on July 25, 2024, October 19, 2023, and December 16, 2021, respectively. Based on the FY 2025 federal apportionment, staff proposes STA contribute 5% (\$23,619) in local match to “Traditional” projects and 35% (\$216,433) local match towards “Other” projects for a total of \$240,052 in STA local funds provided. As a result, all project applicants would be required to provide a minimum local match of up to 15%, for both “Other” and “Traditional” project types.

Funding Source	Amount Available
FY 2025 Apportionment (Federal Section 5310 Funding)	\$687,090
STA Local Match Contribution (pending Board approval)	\$240,052
Total Funding Available	\$927,142

The table below outlines the anticipated timeline for this call and selection of projects. Bold items represent actions that will come before the STA Board of Directors or this committee.

Date	Activity
July 9, 2025	Planning and Development Committee recommendation on allocation of local STA matching funds
July 24, 2025	STA Board action on allocation of local STA matching funds
August 5, 2025	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)

Date	Activity
August 12, 2025	Informational meeting for interested applicants
August 26, 2025	Preliminary proposals due
September 3, 2025	Update Planning and Development Committee on preliminary proposals
September 23, 2025	Final project applications due
October 2025	Evaluation and ranking of projects
November 5, 2025	Planning and Development Committee recommends project awards
November 20, 2025	STA Board action on recommended project applications
December 2025	Submission of Program of Projects to FTA
2026	FTA approval and funds obligated
2026	Finalize and execute subrecipient agreements

RECOMMENDATION TO COMMITTEE: Recommend the Board approve the allocation of \$240,052 in STA local funds to partially offset local match requirements for subrecipients in the 2025 Section 5310 Call for Projects.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 4A3 : DIVISION STREET BUS RAPID TRANSIT: MEMORANDUM OF AGREEMENT APPROVAL

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: To advance a reimagined Division Street corridor, including Bus Rapid Transit (BRT), other multimodal improvements and Transit Oriented Development (TOD), agency partners are pursuing an agreement which identifies roles, responsibilities and expectations to complete the recommendations in the “*DivisionConnects*” study in a phased approach. Staff are recommending the execution of a Memorandum of Agreement (MOA) committing to the completion of the Division Street BRT project and supporting other complementary efforts.

BACKGROUND: Division Street BRT is envisioned to be the second BRT line in the Spokane region, extending from downtown Spokane along the Division Street corridor for approximately ten miles to the Mead area. BRT service along Division Street is one of several key outcomes of the multi-agency *DivisionConnects* study which provides a future vision of the Division Street corridor. The study, completed in two phases between 2019 and 2022, addresses the opportunity of transformative changes along Division Street considering the anticipated completion of the North Spokane Corridor in the coming decade.

As Division Street BRT design has progressed into 2025, several major risks have been identified that are impacting the project schedule. The mitigation strategy developed in response to these risks establishes a phased implementation of BRT and a continued commitment to work with partners to fulfill the vision of *DivisionConnects*. In consideration of the multijurisdictional nature of *DivisionConnects* generally and the phased approach to Division Street BRT in particular, staff have proposed that agencies involved in the project enter into a Memorandum of Agreement (MOA) to clearly identify key outcomes, roles and responsibilities related to *DivisionConnects* and Division Street BRT.

Agency partners include the Washington State Department of Transportation (WSDOT), Spokane Regional Transportation Council (SRTC), Spokane County, and the City of Spokane. Each are proposed signers of the MOA and are providing input into a final version of the MOA. Below is a summary of the agreement:

Section	Summary
Recitals	This section includes the findings of fact and conclusions that have necessitated the agreement.
Article I	This section confirms the findings in the Recitals section above.
Article II	This section identifies the purpose of the agreement.
Article III	This section outlines the roles, responsibilities and expectations of each agency, identification of the Executive Committee, and the decision-making process. This section also suggests a communications protocol, ratification of the agreement, modifications and other legal requirements.
Exhibit A	This exhibit outlines each project element subject to the agreement with the Lead Partner, Funding Partner, Permit Authority and Other Support for each project element. Further, each project element is more fully described.

Staff are requesting the Committee and STA Board of Directors review the agreement and authorize the Interim Co-CEO's to finalize and execute the agreement.

RECOMMENDATION TO COMMITTEE: Recommend the Board of Directors authorize, by motion, the CEO (Interim Co-CEO's) to finalize and execute the multijurisdictional Memorandum of Agreement (MOA) for the advancement of *DivisionConnects* and the phased implementation of the Division Street BRT project.

DIVISION STREET BUS RAPID TRANSIT DEVELOPMENT MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is made and entered into as of the last date of execution, by and between the Spokane Transit Authority (“STA”), the City of Spokane (“City”), Spokane County (“County”), Washington State Department of Transportation (“WSDOT”), and Spokane Regional Transportation Commission (“SRTC”). This MOA sets forth an agreement concerning the fulfillment of the DivisionConnects plan, including its plan for a bus rapid transit (“BRT”) line, increased active transportation alternatives, and walkable communities along and in the vicinity of Division Street, an important public right of way within the confines of the City and County.

RECITALS

WHEREAS STA is a purveyor of public transportation serving a public transportation benefit area pursuant to Revised Code of Washington (RCW) 36.57A; and

WHEREAS SRTC and STA, in partnership with WSDOT, City of Spokane, and Spokane County, have identified a vision for Division Street known as “*DivisionConnects*”; and

WHEREAS *DivisionConnects* features the development of BRT, improved pedestrian and bicycle facilities, and more walkable communities on and surrounding Division Street; and

WHEREAS STA is designing and constructing Division Street BRT (Division BRT), a ten-mile, corridor-based line that will operate primarily on Division Street between downtown Spokane and a new Mead Transit Center in the vicinity of US-2 and SR 395; and

WHEREAS a bicycle facility along Ruby Street is included in the corridor definition for Division Street BRT; and

WHEREAS City of Spokane, Spokane County, and WSDOT are pursuing a variety of active transportation investments that advance the goals and vision of *DivisionConnects*; and

WHEREAS City of Spokane and Spokane County are planning for land-use changes to promote walkable communities and transit-oriented development along the corridor in alignment with *DivisionConnects*; and

WHEREAS the parties desire to define the specific roles and responsibilities of STA and the partner agencies for the purposes of implementing Division BRT; and

NOW, THEREFORE, pursuant to this MOA and the exhibits attached hereto and incorporated herein by reference, STA and the partner agencies agree to accept the following terms, conditions, covenants, and performances for the development of Division BRT.

ARTICLE I

RECITALS ADOPTED. The recitals set forth are hereby adopted as the factual basis for this MOA.

ARTICLE II

PURPOSE. This agreement outlines the roles and responsibilities of partner agencies in the development and delivery of all intended elements of the Division BRT Line.

ARTICLE III

- **ROLES AND RESPONSIBILITIES.** Exhibit A provides a matrix specifying roles, responsibilities, and expectations for each program element and policy, including which partners are responsible for the following positions: 1) Lead, 2) Funding Partner, 3) Permit Authority, and 4) Other Support. See Exhibit A for more details.

- **EXECUTIVE COMMITTEE.** The Executive Committee shall include the following voting members: STA CEO, WSDOT Eastern Region Administrator, City of Spokane Public Works Director, Spokane County Public Works Director, and the SRTC Executive Director.

A. DECISION-MAKING

1. Decisions on each program element and policy will be primarily made by the party identified as “Lead Partner” in Exhibit A. The Lead Partner must make all reasonable efforts to meet, negotiate, and otherwise come to agreement prior to escalating an issue to the Executive Committee.
 2. If the Lead Partner cannot come to a decision, or if there are disagreements between Lead Partners, the matter will be escalated to the Executive Committee.
 3. The Executive Committee will decide matters by majority vote whenever possible. It shall use Robert’s Rules of Order (12th edition) to manage decision-making processes, including documentation.
- If the Executive Committee is unable to come to a majority decision, the parties agree to proceed to binding mediation in the County of Spokane.

B. COMMUNICATIONS

- **Annual Review Meeting.** In addition to any other meetings or communications in the course of usual business, the parties will meet annually to review and monitor the performance of this MOA.
 1. **Good Faith.** The parties agree to negotiate in good faith to resolve the concerns of each partner.
 2. **Administrators.**

<CONTACT INFO>

- **ENTIRE AGREEMENT.** This MOA contains all of the agreements of the parties with respect to the subject matter covered or mentioned herein, and no prior agreements shall be effective to the contrary.
 - **RATIFICATION.** Acts taken in conformity with this MOA prior to its execution are hereby ratified and affirmed.
- #### C. MODIFICATION.
- No modification or amendment to this MOA shall be valid until put in writing and signed with the same formalities as this MOA.
- **SEVERABILITY.** If any section or part of this MOA is held by a court to be invalid, such action shall not affect the validity of this MOA.
 - **COUNTERPART SIGNATURES.** This MOA may be executed in one or more counterparts, each of which shall constitute an original MOA, but all of which together shall constitute one and the same instrument.

<SIGNATURE BLOCKS>

EXHIBIT A

Program Element or Policy	Lead Partner	Funding Partner	Permit Authority	Other Support
Bus Rapid Transit: all stations, passenger amenities, channelization, signage, and transit signal priority improvements (includes filling multiple sidewalk gaps and new crossings at station pairs)	STA		WSDOT, City, County	Design coordination with adjacent projects
Ruby Street bicycle facility	City: operation/ maintenance) STA: design/ implementation	STA	WSDOT, City	
Mead Transit Center	STA		County	WSDOT, County: design coordination with adjacent rights of way
Transit signal priority	STA		City, County	
Transit-Oriented Development Policy	City, County	STA (grant support)	City, County	
Parallel or intersecting bicycle facilities	City, County	STA (grant support)	City, County	
WSDOT Complete Streets policy implementation	WSDOT			City, County, STA

Program Element or Policy Assumptions

Bus Rapid Transit

- BRT includes all stations, passenger amenities, channelization, signage, and transit signal priority (“TSP”) improvements (includes filling multiple sidewalk gaps and providing new crossings at station pairs).
- The Division BRT Line will be funded, designed, built, operated, and maintained by STA.
- The construction of all elements of the Division BRT Line may be phased to align with current funding allocations and to align with related regional projects, including the North Spokane Corridor currently under construction by WSDOT.
- STA will submit a Minimum Operable Segment for a funding match under the FTA Small Starts Capital Improvements Grant program, with a planned opening year of 2030.

Ruby Street Bicycle Facility

- This protected bicycle facility will connect from the trail running east-west along the north side of the Spokane River along Ruby up to the vicinity of N Ruby Street/N Mayfair Street and E Cleveland Avenue.
- STA will fund, design, and build the bicycle facility with the expectations that it will be operated and maintained by the City of Spokane.
- The construction of the bicycle facility may be phased to align with current funding allocations and related regional projects, including the North Spokane Corridor currently under construction by WSDOT.

Mead Transit Center

- A Transit Center will be developed to provide the northern endpoint for the Division BRT Line in the vicinity of US-2 and SR 395.
- The Mead Transit Center will be funded, designed, built, operated, and maintained by STA.
- The construction of the Mead Transit Center may be phased to align with current funding allocations and related regional projects including the North Spokane Corridor currently under construction by WSDOT.

Transit Signal Priority

- TSP is a signal system upgraded to prioritize transit. TSP will be included on the Division BRT Line route to increase speed and reliability.
- STA will fund, design, and build the TSP system with the expectation that it will be operated and maintained by the City of Spokane in close coordination with STA.
- TSP is expected to be included in the Minimum Operable Segment with an opening year of 2030.

Transit-Oriented Development Policy

- Transit-oriented development (“TOD”) is a type of urban development that prioritizes dense, mixed-use, and walkable communities centered around transit hubs. TOD policies include zoning and land use codes supportive of TOD.
- The City of Spokane and Spokane County will revise zoning and land use to support TOD at hubs along the Division BRT Line.
- Zoning and land use code changes that are supportive of TOD are expected to be in place by the opening year of 2030.

Parallel or Intersecting Bicycle Facilities

- Additional bicycle facilities in support of Division BRT were identified and prioritized in the *DivisionConnects* plan.
- Additional bicycle facilities will be funded, designed, operated, and maintained by the jurisdiction in which they are located (City of Spokane or Spokane County). WSDOT and STA may provide some funding as appropriate and when funds are available.
- The construction of additional bicycle facilities may be phased to align with funding opportunities and allocations, recognizing competing priorities for state, federal, and local funds for transportation projects.

WSDOT Complete Streets Policy Implementation

- “Complete Streets” is an approach to planning, designing, building, operating, and maintaining streets that enables access along and across the street for all people, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. Complete Streets legislation was enabled under RCW 47.24, which directs WSDOT to incorporate features of Complete Streets for certain specified projects in which WSDOT is the lead.
- Complete Streets elements and features on state routes, including Division Street, will be funded, designed, built, operated, and maintained by WSDOT for those projects in which WSDOT is the lead.

- Complete Streets requirements apply to WSDOT improvements on Division Street, including upcoming paving and other projects with budgets greater than \$500,000.
- STA and the Division BRT Line are not subject to WSDOT Complete Streets legislation, but STA and WSDOT will work together in good faith to develop a fair and balanced approach to designing the Division BRT Line to accommodate Complete Streets features funded and designed by WSDOT.

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 4B1 : DIVISION STREET BUS RAPID TRANSIT: LOCALLY PREFERRED ALTERNATIVE AMENDMENT APPROVAL (RESOLUTION)

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

SUMMARY: As part of the mitigation strategy to maintain the project schedule for the Division Street Bus Rapid Transit (BRT) project, staff are seeking approval of a resolution to amend the project's Locally Preferred Alternative (LPA) and enable the advancement of a Minimum Operable Segment (MOS).

BACKGROUND: In 2019, STA and SRTC led the *DivisionConnects* study that identified what future BRT service could look like on Division Street as well as other factors that support transit service. In 2021, a key milestone of the *DivisionConnects* study was the adoption by the STA Board of Directors of a resolution (Resolution No. 785-21) approving a Locally Preferred Alternative (LPA) identifying BRT service between downtown Spokane and the Mead area and other operating characteristics. In Spring 2023, the STA Board adopted a refined LPA (Resolution 809-23) that refined the LPA to identify a northern and southern termini and refined station locations.

Beginning in March 2025, staff advised the Board of several major risks that were impacting the project schedule and subsequently laid out a strategy to mitigate these risks, including revisions to the LPA and the pursuit of a phased approach, including the advancement of the MOS. A duly noticed public hearing was held on June 26, 2025 to receive public testimony on the proposed amendment to the LPA and proposed phasing approach.

Testimony received at the public hearing included one person testifying about their objections to the project in general, with several people voicing support for the project, while taking exception to the implementation timeline which they believe was too long. There were no specific comments concerning the revisions to the LPA and the MOS.

The amended LPA is presented in the attached draft Resolution and includes amended definitions of the LPA and the MOS.

RECOMMENDATION TO COMMITTEE: Recommend the Board approve, by resolution, the amended Division Street Bus Rapid Transit Locally Preferred Alternative and enable the advancement of the Minimum Operable Segment.

RESOLUTION NO. XXX-XX

A RESOLUTION FOR THE PURPOSE OF AMENDING THE LOCALLY PREFERRED ALTERNATIVE FOR HIGH PERFORMANCE TRANSIT ALONG DIVISION STREET IN SPOKANE AND ENABLING THE ADVANCEMENT OF A MINIMUM OPERABLE SEGMENT.

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area; and

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended;

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to the Mead area, as a future High Performance Transit (HPT) corridor;

WHEREAS, consistent with *STA Moving Forward* and *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) completed a transportation and land use study of the Division Street Corridor known as *DivisionConnects*;

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation;

WHEREAS, STA Board of Directors, by Resolution 809-23, amended the Locally Preferred Alternative (LPA) to identify the northern and southern termini and further refined station locations;

WHEREAS, STA Board of Directors, by Resolution 831-24, adopted *Connect 2035*, which identifies strategic initiatives and investments in public transportation through 2035, including the implementation Division Street BRT as a core investment;

WHEREASE, STA, in partnership with regional partners, including the Washington State Department of Transportation (WSDOT), SRTC, Spokane County and the City of Spokane, have developed and evaluated refinements to the LPA;

WHEREAS, the refinements to the LPA enable STA to design and implement the LPA in phases, including a Minimum Operable Segment (MOS) to ensure timely delivery of the core investment, consistent with the *Connect 2035* plan;

WHEREAS, the MOS may include initial implementation as a corridor-based BRT project as defined by the Federal Transit Administration;

WHEREAS, STA conducted public engagement activities throughout the evaluation process and conducted a public hearing before the STA Board of Directors on June 26, 2025 to consider input on refinements to the LPA;

WHEREAS, the refined LPA is consistent with the policies of *Connect Spokane*, STA’s comprehensive plan for public transportation;

WHEREAS, STA continues preliminary engineering and environmental activities related to Division Street BRT to prepare the project to seek entry into the Federal Transit Administration’s Capital Investment Grant (CIG) program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of STA as follows:

Section 1. The STA Board of Directors hereby adopts the amended Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street, superseding the LPA adopted by Resolution No. 809-23, the alignment and general station locations depicted in Exhibits A and B, and the LPA elements as follows:

Provision	Element	Description
A	Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60’ buses
B	Service Level	Weekdays: 10-minute frequency or better Nights & Weekends: 15-minute frequency during most hours of the span
C	Northern Terminus	A new transit center in the vicinity of Farwell Road and Newport Highway
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
E	Alignment	As depicted in Exhibit A, Page 2
F	Station Locations	As set forth in Exhibit A, Page 3
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes for a majority of the alignment, primarily between North River Drive and the North Division “Y”, with primarily left-sided BAT lanes on Ruby Street
I	Other Multimodal Treatments	Protected bicycle facilities, including cycle tracks where applicable, along Ruby Street; pedestrian, ADA and bicycle improvements at targeted locations along the corridor

Section 2. Staff are directed to forward the refined Locally Preferred Alternative as adopted herein to Spokane Regional Transportation Council for consideration and adoption into the Metropolitan Transportation Plan.

Section 3. The STA Board of Directors hereby enables the advancement of a Minimum Operable Segment (MOS) that should include the following elements, delivering most of the project elements in Section 1.

Provision	Element	Description
A	Mode	Fixed guideway bus rapid transit (BRT) using zero-emission 60' buses
B	Service Level	Weekdays: 15-minute frequency for 14 or more hours per day Nights & Weekends: 30-minute frequency during most hours of the span or better
C	<u>Interim</u> Northern Terminus	Hastings Park and Ride
D	Southern Terminus	Downtown south of the STA Plaza in the vicinity of 2 nd Avenue and Wall Street
E	Alignment	As depicted in Exhibit B
F	Station Locations	All stations identified in Exhibit A that are located near or south of Hawthorne Road
G	System Operations	Operating techniques for speed and reliability, such as Transit Signal Priority (TSP), all-door boarding and near-level platforms
H	Lane Configuration	Side-running, dedicated Business Access and Transit (BAT) lanes in both directions for approximately 1.3 miles, generally between North River Drive and Foothills Drive, with primarily left-sided BAT lanes on Ruby Street
I	Other Multimodal Treatments	Pedestrian, ADA and bicycle improvements at targeted locations along the corridor

ADOPTED by STA at a regular meeting thereof held on the 24th day of July, 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

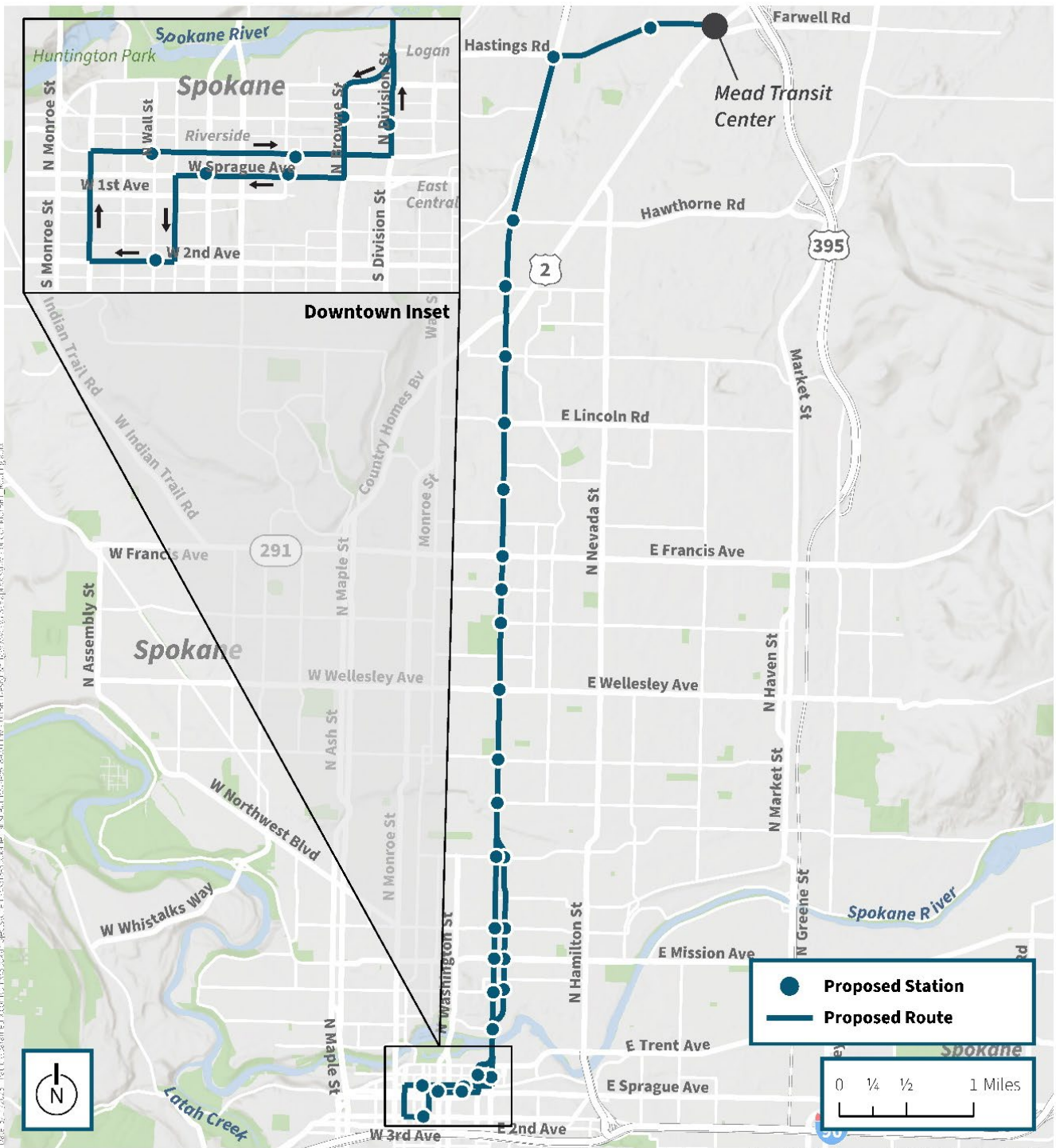
DRAFT

EXHIBIT A:
**Division Street Bus Rapid Transit Alignment
and Station Locations, July 2025**

Page 2: Alignment

Page 3: Table of Station Locations

Division Street BRT - Alignment

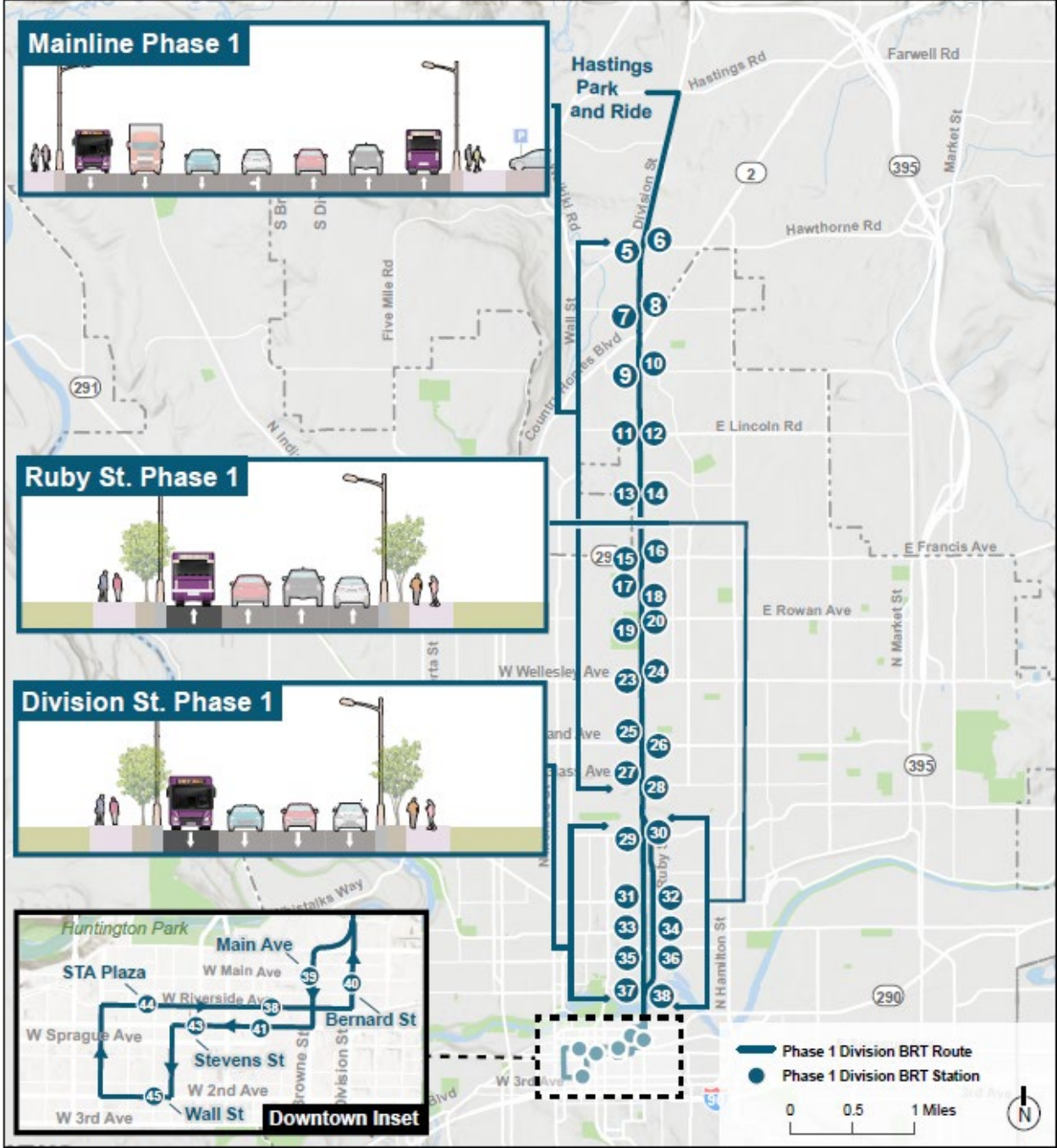


Division Street BRT: Table of Station Locations

Station locations are identified by the nearest major intersections.

Northern Segment	Couplet Segment
Mead Transit Center	N Division St/N Ruby St/E North Foothills Dr/W Buckeye Ave
Hastings Rd/N Perry St	N Division St/N Ruby St/Indiana Ave
N Division St/Hastings Rd	N Division St/N Ruby St/Mission Ave
N Division St/Holland Rd	N Division St/N Ruby St/Boone Ave
N Division St/Holland Rd	N Division St/North River Dr
Mainline Segment	Downtown Segment
N Division St/E Magnesium Rd/W Price Ave	N Browne St/W Main Ave (SB)
N Division St/E Lincoln Rd/W Cascade Way	W Sprague Ave/Bernard St (SB)
N Division St/E Weile Ave/W Rhoades Ave	W Sprague Ave/Stevens St (SB)
N Division St/Francis Ave	W 2nd Ave/S Wall St (SB)
N Division St/Central Ave	W Riverside Ave/N Wall St (NB)
N Division St/Rowan Ave	W Riverside Ave/N Bernard St (NB)
N Division St/Wellesley Ave	N Division St/Main Ave (NB)
N Division St/E Empire Ave/W Garland Ave	
N Division St/E Bridgeport Ave/W Glass Ave	

EXHIBIT B: Division Street Bus Rapid Transit Alignment and Station Locations, Minimum Operable Segment, July 2025



SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM <u>4B2</u> :	DIVISION STREET BUS RAPID TRANSIT: SMALL STARTS GRANT APPLICATION (RESOLUTION)
REFERRAL COMMITTEE:	n/a
SUBMITTED BY:	Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer Don Skillingstad, Senior Project Manager

SUMMARY: Full funding of the Division Street Bus Rapid Transit (BRT) project will require significant federal funding through the Federal Transit Administration (FTA) Capital Investment Grant (CIG) program. Staff are seeking approval of a resolution authorizing submission of all information to be evaluated and rated as a Small Starts project in the CIG program in time for consideration for federal funding as early as federal fiscal year 2027.

BACKGROUND: As STA's second envisioned BRT project, STA has diligently advanced the project in a manner to garner significant federal funding so as to maximize customer and community benefits of the project. The first major milestone in this regard was in September 2023 when the FTA approved STA to enter the Project Development phase for the Division Street BRT project in September 2023. Since that time, the project team has been working to prepare the necessary information for a Federal 5309 Capital Investment Grant (CIG) Small Starts grant ratings application to request federal funding for the project. This includes sufficient design, engineering, environmental, and financial information, as well as other studies and reports required for submittal of an initial application for project rating. Significant work completed to date includes:

- 30% design complete for a majority of stations
- Completed the preliminary design cost estimate
- Completed the NEPA environmental package
- Received FTA approval of the Area of Potential Effects (APE)
- Completed the draft Cultural Resources Report
- Completed various studies
- Completed traffic demand modeling
- Completed traffic impact analysis and level of service report (currently being updated)
- Completed significant agency coordination and public outreach

For the past several months, staff have informed the Committee and Board of several major risks that have impacted the project schedule and the need to mitigate those risks in order to open for service in 2030. A phasing plan has been developed that allows BRT service to open in 2030 as originally proposed. Phase I includes the Minimum Operable Segment (MOS) which includes those elements that allow for BRT service in 2030. Future phases will include those elements of the project that will be completed at a later date. The MOS includes most elements of the project except for the implementation of the Business Access and Transit (BAT) lanes north of the Division/Ruby Street and construction of the Mead Transit Center. The Small Starts grant application will be submitted for the

Phase I - Minimum Operable Segment. Due to the removal of the BAT lanes (fixed guideway) in a majority of the corridor, the project no longer qualifies as a “Fixed Guideway” BRT project but rather, a “Corridor-based” BRT project, like the City Line.

Proposed MOS Project Description

The Division Street BRT MOS project is proposed to be constructed by 2030 and will consist of the following:

- A route traveling approximately nine miles from downtown Spokane to the Hastings Park and Ride.
- Approximately 1+ miles of BAT lanes through the couplet; BAT lanes will be on the west side of Ruby Street and Division Street.
- Thirty-nine (39) stations will be constructed from downtown Spokane to Hawthorne Road.
- Stations along Ruby Street will be located on the left side of the street.
- Service frequency will include 15-minute service for 14 or more hours per day on weekdays and Saturdays, 9 hours or more on Sunday, and 30-minute service early morning/late night.

Year-of-opening forecasted annual ridership is anticipated to be approximately 1.4 million riders, an increase of over 50% from 2024 ridership on Route 25 Division.

The preliminary design cost estimate for the MOS is \$166.5 million. Below is a detailed breakdown, by FTA required Standard Cost Categories (SCC Codes) of the estimated cost.

SCC Code	Description	Amount
10	Guideway & Track Elements (BAT lane striping/signage)	\$362,863
20	Stations	\$44,762,931
40	Support Facilities (street improvements)	\$21,103,952
50	Systems (Electrical, communications, fare systems, TSP)	\$10,524,304
60	Right-of-Way	\$2,513,826
70	Vehicles	\$39,497,438
80	Professional Services (design, CM, labor, permitting, testing)	\$32,048,990
90	Unallocated Contingency	\$15,690,696
	Total	\$166,505,000

The above estimate includes 21% of allocated contingency (contingency assigned to each line item) and 12% of unallocated contingency which is applied to the overall project cost, for a total of 33% contingency.

The Capital Improvement Program (CIP) incorporated into the 2026-2031 Transit Development Plan (slated to be approved in July 2025), includes three separate projects for completion of the Division Street BRT project (Phase I MOS) as shown in the table below.

CIP #	Project Phase	Current Amount (2026-2031 CIP)
895	Division Street BRT Project Development	\$15,082,218
956	Division Street BRT Construction and Implementation	\$111,925,344
1028	Division Street BRT Fleet	\$39,497,438
Total		\$166,505,000

Proposed Funding Plan

Funding for the project will be derived from a combination of local, state and federal funds. Based on the current cost estimate, below are the proposed funding sources for each project element:

CIP	Project Element	Local	State	Federal	Amount
895	Project Development	\$2.5M	\$11.6M	\$1M	\$15.1M
956	Construction and Implementation	\$16.3M	\$33.4	\$62.3M	\$112M
1028	BRT Fleet Procurement	\$19.7M	\$0M	\$19.7M	\$39.4M
Total		\$38.5M	\$45M	\$83M	\$166.5M

The following table aggregates funding sources for the entire project with details on said sources.

Source	Funding Program	Amount
Local	City Line project local share savings (Res. 811-23)	\$3.7-\$5.2M
Local	STA Sales Tax revenue	\$33.3M-\$34.8M
State	Washington State enacted transportation budget, Move Ahead WA (2023-2031)	\$45M
Federal	Federal 5307 Urbanized Formula (flexed from Congestion Mitigation and Air Quality funds)	\$1M
Federal	Federal 5309 Capital Investment Grant (Small Starts) Program	\$82M
Total		\$166.5M

As noted in the table, the local share of the project funding would be a mix of funds from STA sales tax revenue and the local share savings from the City Line project, estimated to be between \$3.7 million to \$5.2 million, committed by the Board in Resolution Res. 811-23.

Ratings Package Authorization and Next Steps

As noted previously, seeking federal funding through the FTA CIG program is a significant undertaking. To be considered for funding as early federal fiscal year 2027, Division Street BRT must be submitted for a project rating no later than August 2025.

The project rating determines the project's eligibility to qualify for federal funding. Once FTA receives the application package, staff will work with FTA to address any questions and provide any supplemental information as requested. It is anticipated that FTA's review will continue throughout 2026. The timeline of milestones provided below is tentative but provides a sense of the robust due diligence involved in securing federal funding support through the FTA CIG program.

Date	Milestone
August 2025	Submit Small Starts grant application for rating and NEPA package
August 2025	Begin 60% design
November 2025	Project evaluation and rating from FTA
January 2026	Complete financial capacity assessment by FTA
February 2026	Project Management Oversight Consultant (PMOC) assigned
May 2026	Risk and readiness workshop with FTA and PMOC
July 2026	NEPA approval by FTA
August 2026	Complete all critical third-party agreements
September 2026	Risk Assessment and Readiness Report issued by PMOC
September 2026	Final evaluation and rating from FTA
October 2026 or later	<ul style="list-style-type: none">• Congressional review complete• FTA completes Small Starts Grant Agreement and grant approval package• Small Starts grant agreement approved by FTA

Based on past precedent, and owing to the significant of this project milestone, it is appropriate to obtain Board authorization to submit all information necessary to the FTA for the Division Street BRT project to be considered, evaluated and rated for FTA CIG funding for an amount up to \$82 million.

RECOMMENDATION TO COMMITTEE: Recommend the Board authorize, by resolution, the CEO (interim Co-CEO's) to submit a Federal 5309 Capital Investment Grant (CIG) Small Starts grant package to the Federal Transit Administration for evaluation and rating of the Division Street Bus Rapid Transit project in the amount of \$82,000,000.

RESOLUTION NO. XXX-25

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A SMALL STARTS GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR THE DIVISION STREET BUS RAPID TRANSIT PROJECT

SPOKANE TRANSIT AUTHORITY
Spokane County, Washington

BE IT RESOLVED BY THE SPOKANE TRANSIT AUTHORITY as follows:

WHEREAS, the Spokane Transit Authority (STA) is a municipal corporation operating and existing under and pursuant to the Constitution and Laws of the State of Washington, including RCW Title 36, Chapter 57A, Public Transportation Benefit Area (PTBA); and

WHEREAS, STA adopted *Connect Spokane, A Comprehensive Plan for Public Transportation (Connect Spokane)* by Resolution 665-10 in July 2010 and as subsequently amended;

WHEREAS, *Connect Spokane* identifies the Division Street Corridor, generally from downtown Spokane north to the Mead area, as a future High Performance Transit (HPT) corridor;

WHEREAS, consistent with *Connect Spokane*, STA and Spokane Regional Transportation Council (SRTC) completed a transportation and land use study of the Division Street Corridor known as *DivisionConnects*;

WHEREAS, STA Board of Directors, by Resolution 785-21, adopted the Locally Preferred Alternative (LPA) of fixed-guideway bus rapid transit (BRT) on Division Street with the preliminary alignment and station locations in Spring 2021, and recognized additional refinements to the LPA would result from further study and public consultation;

WHEREAS, STA Board of Directors, by Resolution 809-23, amended the Locally Preferred Alternative (LPA) to identify the northern and southern termini and further refined station locations;

WHEREAS, STA Board of Directors, by Resolution 831-24, adopted *Connect 2035*, which identifies strategic initiatives and investments in public transportation through 2035, including the implementation Division Street BRT as a core investment;

WHEREAS, STA Board of Directors, by Resolution 837-25, amended the Locally Preferred Alternative (LPA) to include moving the stations and the Business Access and Transit (BAT) lane along Ruby Street from the east side of the street to the west side, and making minor adjustments to station locations;

WHEREAS, STA has conducted public engagement activities throughout all phases of planning and design completed thus, and maintains a steadfast commitment to public engagement for future design, engineering and construction activities;

WHEREAS, the Federal Transit Administration (FTA) approved STA's request to enter the Division Street Bus Rapid Transit project into the Project Development phase of the Small Starts program on September 19, 2023;

WHEREAS, the FTA requires grantees to submit significant information and materials to be considered, evaluated and rated as a Small Starts project under the Section 5309 Capital Investment Grant program that, when considered in their totality, comprises the Small Starts grant application;

WHEREAS, through rigorous analysis and evaluation, STA has identified the Minimum Operable Segment (MOS) for the Division Street BRT project that represents a reasonable and cost-effective initial implementation of BRT, and the basis of continued design and implementation;

WHEREAS, the STA Board of Directors has outlined a funding plan for the project, as represented in the adopted capital improvement program, which includes a combination of secured and/or programmed local, state and federal funds in the amount of \$84.5 million;

WHEREAS, STA has determined the Section 5309 Capital Investment Grant program as an appropriate funding program to secure \$82 million to fully fund the Division Street Bus Rapid Transit project, estimated to cost approximately \$166.5 million within the scope to be implemented as the MOS.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of STA as follows:

Section 1. The Chief Executive Officer is hereby authorized to submit a grant application to the Federal Transit Administration for Division Street Bus Rapid Transit project, under the Small Starts provision of the Capital Investment Grant program, with a federal capital investment request of up to \$82,000,000 million.

Section 2. The Board hereby reaffirms its commitment to continued project development for the Division Street Bus Rapid Transit project, directing the Chief Executive Officer to continue advancing necessary design contracts, work orders, related expenses, and agreements.

Section 3. This resolution shall take effect immediately.

ADOPTED by STA at a regular meeting thereof held on the 24th day of July, 2025.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speirs
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

DRAFT

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 5A : 2026-2029 TITLE VI PROGRAM UPDATE: ENGAGEMENT PLAN

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

SUMMARY: Public transit agencies are required by the Federal Transit Administration (FTA) to establish a Title VI Program and update that program every three years. Spokane Transit Authority's (STA) existing Title VI Program, last adopted in 2023, must be updated and approved by the Board of Directors by February 1, 2026, when the current program expires. Staff will present the proposed public outreach efforts detailed in the attached draft engagement plan.

BACKGROUND: According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground 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.

To ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program. STA's Title VI Program is required to include the following:

- Title VI Program Public Notice
- Complaint form and procedures
- Public participation plan (including an outreach plan to engage minority and limited English proficiency (LEP) populations)*
- Demographic analysis of the service area
- Collection and reporting on survey data regarding demographics and travel patterns*
- Inclusion of any evaluations of service and fare equity changes
- System-wide service standards and system-wide service policies

Outreach and engagement with the community are necessary to fulfill several requirements of the Title VI program, noted with an asterisk above. Staff will present the proposed public outreach efforts and engagement schedule and will consider input from the Committee.

RECOMMENDATION TO COMMITTEE: Receive Report.

2026 Title VI Program Update:

Draft Public Outreach and Engagement Plan

Introduction

According to Section 601 of Title VI of the Civil Rights Act of 1964:

No person in the United States shall, on the ground 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 Civil Rights Restoration Act of 1987 further clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities (i.e. STA is a covered entity) without regard to whether specific portions of the covered program or activity are federally funded. The term “program or activity” means all operations of a department, agency, special purpose district, government, or the entity of such State or local government that distributes such assistance and each department or agency to which assistance is extended, in the case of assistance to a State or local government (FTA C 4702.1B, Chap. II-I). The Federal Transit Administration (FTA), from which STA receives Federal funds, is required to fulfill the US Department of Transportation’s (USDOT) Title VI regulations (49 CFR part 21). Therefore, to ensure compliance with the requirements of Title VI, STA is required to adopt a Title VI Program.

As STA begins its required update to the current adopted *2023 Title VI Plan*, it is time to evaluate the critical audience groups, and how to engage the public and stakeholders throughout this process.

Outreach Strategy Goals

STA’s Title VI outreach primarily emphasizes these strategies to provide clear and accessible information to the public on data gathered that informs the Title VI Program update. The broad-based input of this strategy would include the on-board rider survey and a targeted stakeholder/provider survey.

Following the Communications and Public Input Policies (CI 1.0) in STA’s comprehensive plan, Connect Spokane, the design of engagement and outreach strategies will include the elements of:

Inform – Promote awareness and educate

Consult – Seek broad-based input/feedback

Key Audience Groups

The engagement efforts for this Title VI Program update will target the following broad audience groups:

Community-at-large: This refers to all residents within STA’s Public Transportation Benefit Area (PTBA), with particular attention to minority populations, Limited English Proficiency (LEP) individuals, and low-income communities. Engagement with this broad group will primarily leverage virtual and mass communication channels.

Bus Riders: As primary users of STA services, reaching bus riders is crucial for gathering demographic and travel pattern information, a key requirement for STA’s Title VI Plan.

Social/Community Stakeholders: This group includes community-based organizations, and social service providers that serve vulnerable and specific Title VI populations. Engagement will focus on understanding their service needs and how STA can better support their communities.

Vulnerable Populations: Identified using various mapping tools, these populations include:

- People experiencing poverty
- Ethnic minorities
- People who speak English less than "very well" (LEP)

Engagement Methods

The table below identifies the proposed methods of outreach and engagement for the Title VI Program Update. Other opportunities for engagement will be distributed via social media, email, and other channels.

The project website will be located at: <https://www.spokanetransit.com/projects/title-vi-non-discrimination-policy-and-plan/>

Method	Purpose
Website	A notice will be posted on STA’s Title VI webpage that the update is underway and that STA welcomes and encourages feedback on the plan. Drafts of the program will be posted for review.
STA Newsletter	Information will be provided on the update and that STA welcomes and encourages feedback on the plan.
Statistical On-Board Survey	Designed to collect customer demographic and travel patterns. This is a requirement for STA’s Title VI Plan (completed).
Stakeholder / Provider Survey	STA staff will survey stakeholders and community-based organizations that serve minority, low-income, and LEP populations.
Community Based Events / Meetings	Information will be provided on the update that the STA welcomes and encourages feedback on the plan.
Regional Equity Meeting	Engage with Spokane Regional Transportation Council’s (SRTC) Equity Workgroup to provide information and coordinate the regional planning process.
Online Video	Information will be provided on the Title VI Program update and that the STA welcomes and encourages feedback on the plan.

Method	Purpose
Targeted Interviews	STA staff will engage community based organizations who serve minority, low-income, and LEP populations in one-on-one interviews.

This comprehensive public engagement plan is designed to transparently involve the community and stakeholders in the Spokane Transit Authority's (STA) 2026 Title VI Program update. By fostering awareness, gathering diverse input, promoting inclusivity, and demonstrating commitment to equitable service, STA aims to develop a robust Title VI Program that meets federal requirements and genuinely addresses local needs.

Key Message Points

As the Title VI update advances, it will be critical to consistently communicate key messaging points. Key messaging points include:

Purpose: This plan guides our organization to ensure we do not discriminate on the basis of race, color, or national origin. We use this program to review how we serve and engage minorities, low-income and limited-English speaking individuals.

Time Requirements: The Federal Transit Administration (FTA) requires Title VI Programs to be updated every three years. STA’s current program expires March 31, 2026. The Title VI Program must be adopted by the STA Board of Directors prior to the expiration of the current Program.

Content Requirements: FTA Circular 4702.1B contains the guidance and instructions necessary to carry out Title VI regulations, including identifying specific content that must be in a Title VI Program.

Key Audience Groups

In broad terms, the audience map is:

- Community-at-large
- Bus riders
- Social/Community stakeholders
- Vulnerable populations

Community-at-large

The community-at-large refers to residents of communities within STA’s Public Transportation Benefit Area (PTBA), with particular attention to minority populations, limited English proficiency (LEP) individuals, and low-income communities. When talking about general community engagement, this is the group being referenced. This strategy includes:

- Social media posts
- Updated website project page

- Newsletter item
- Website news item
- Informational online video

Bus riders

Clearly, reaching bus riders will be important, as one of the key tasks required is to gather information on demographics and travel patterns of STA riders. There was a total of 1,739 surveys collected during the 2025 Rider Census that was conducted from April 28, 2025 to May 9, 2025. This survey effort included:

- Translated surveys
- Hybrid (paper and online) surveys
- Informational flyer
- Incentives
- Messaging tactics
 - Newsletter item
 - Website news item
 - Website carousel banner
 - Short URL (spokanetransit.com/ridercensus)
 - Plaza stanchions
 - Bulkheads
 - Digital monitor video
 - Social media posts

Social/Community stakeholders

Social and community stakeholders include community-based organizations and social service providers that provide services accessed by vulnerable and specific Title VI populations. Engagement will include a survey in mid-July 2025, to find out more about the populations accessing STA services and includes:

- Hybrid (paper and online) approach
- Fact sheet
- Messaging tactics:
 - Newsletter item

To ensure that engagement is targeted at minority, low-income, and LEP populations, STA staff will also conduct one-on-one interviews with a focused group of community-based organizations. This strategy will allow STA staff to learn about the transportation needs of the vulnerable populations they serve and opportunities for improvement in delivery. This strategy includes:

- Hybrid (in-person and online) meetings at the organization's preference
- Fact sheet
- Presentation

Vulnerable Populations

Several tools are available for identifying vulnerable population communities, which will be critical for targeted outreach to ensure inclusivity:

- 1) SRTC Social Equity Mapping Tool: Aids in consistently evaluating transportation planning projects and programs against Title VI, ADA, Environmental Justice (EJ), and Limited English Proficiency (LEP).
- 2) U.S. Department of Justice LEP Language Map App: Used to identify LEP populations by county to inform language translation needs and outreach methods.
- 3) Washington Tracking Network’s Information by Location Tool (Washington State Department of Health): Used to identify populations with disabilities and other vulnerable populations (e.g., poverty, race/ethnicity, language, and income).

Audience Group Engagement Table

Audience Group	Website	Survey	Online Video	Community Meetings/Events
Community-at-large	X		X	X
Social/Community Stakeholders	X	X	X	X
Bus riders	X	X	X	
Vulnerable populations	X	X	X	

Draft Outreach Schedule

Spokane Transit's Title VI Program update is dependent upon a targeted outreach approach to reach key populations. This draft schedule provides a framework for engagement.

Date	Audience	Description
7/14/2025	Provider Survey Open	Launch targeted provider survey to local CBOs
7/25/2025	Provider Survey Close	Close the targeted survey after two weeks
7/25/2025	SRTC Equity Workgroup	Project overview, timeline, outreach Schedule
8/16/2025	Unity in the Community	Tabling event
9/3/2025	STA Planning and Development (P&D) Committee	Update on engagement and surveys and timeline
9/10/2025	STA Citizen Advisory Committee (CAC)	Project update, engagement, surveys
9/20/2025 - 9/21/2025	Valleyfest	Tabling event
9/26/2025	SRTC Equity Workgroup	Public comment period, public hearing
10/16/2025	Public Notice	Public Notice, SEPA
10/25/2025	El Mercadito	Tabling event
11/5/2025	P&D Committee	Draft plan, upcoming public hearing
11/6/2025	City of Spokane Community Assembly	Draft plan, upcoming public hearing
11/12/2025	CAC	Draft plan, upcoming public hearing
11/20/2025	STA Board of Directors	Public Hearing
12/3/2025	P&D Committee	Recommend Adoption
12/18/2025	STA Board of Directors	Adoption by Resolution

SPOKANE TRANSIT AUTHORITY

PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 6: CEO REPORT - INFORMATION

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning &
Development Officer
Brandon Rapez-Betty, Interim Co-Chief Executive Officer/Chief
Operations Officer

SUMMARY: At this time, the Interim Co-CEOs 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

July 9, 2025

AGENDA ITEM 7A: TRANSIT ORIENTED DEVELOPMENT (TOD) PILOT PROJECT UPDATE

REFERRAL COMMITTEE: n/a

SUBMITTED BY: Karl Otterstrom, Interim Co-Chief Executive Officer/Chief Planning & Development Officer
Brian Jennings, Director of Community Development

SUMMARY: This report provides an update on the Transit Oriented Development (TOD) Pilot Project that implements Near-Term Investment Project D-04: Launch Transit Oriented Development Partnership.

BACKGROUND: In December 2021, the STA Board adopted resolution 790-21, identifying potential Near-Term Investment Project #D-04 that would advance up to two pilot TOD opportunities in connection to existing transit facilities. The resolution programmed up to \$2 million for the project.

In July 2024 the Board received an update sharing the proposed framework to implement the Near-Term Investment Project. The framework has three components that together provide a strategic approach to TOD investments while providing access to STA’s TOD resources in jurisdictions across the PTBA, including the cities of Airway Heights, Cheney, Liberty Lake, Medical Lake, Millwood, Spokane and Spokane Valley, and unincorporated areas of Spokane County.

PTBA Jurisdictions - \$1 Million Allocated

As presented last year, the proposed framework has three components:

- 1) **Identify and prioritize** current or future station locations in the PTBA with the greatest potential for TOD and opportunities for physical improvements via capital investment. This initial analysis is being conducted by STA and is nearing conclusion.
- 2) **Small scale technical assistance grants** via a competitive Request for Proposals (RFP) process open to all jurisdictions in the PTBA. The funding will assist with planning, design, or preliminary engineering work that improves pedestrian access to STA facilities closer to implementation.
- 3) **Station-Area planning grants** -Issue RFP for larger station-area planning grants that develop and deliver new land-use and sub-area plans intended for implementing TOD in concert with planned transit investments.

STA Properties - \$1 Million Allocated

- 1) **Identify and prioritize** – STA-owned facilities will also be considered and evaluated as part of this process.
- 2) **STA-owned properties** – Use funds for strategic land acquisitions, preliminary site-planning / programming, or feasibility analysis for redevelopment opportunities.

Analysis and development by staff started in Q4 2024 and is near completion. Review of the findings, jurisdiction outreach to gather their input on the location analysis will begin this month (June 2025). We anticipate the jurisdictions' area selection will be informed by their work on their comprehensive plan updates, currently underway. A final list of locations will be brought forward to the Board in September for official adoption as TOD areas of emphasis within the PTBA, leading to RFPs as described earlier in this report.

Revised Project Schedule	
Date	Activity
Jul 2024	P&D Committee presentation
Oct 2024	Begin Initial Analysis, build data sets
Apr-June	Review and Revise Initial Findings/Feedback/List
July 2025	Obtain local input on draft TOD Emphasis Areas Lists
July 2025	Refine TOD Emphasis Area lists based on jurisdiction feedback
Sep 2025	Present final list of regionally prioritized TOD Emphasis Areas to P&D Committee seeking recommendation to the Board
Sep 2025	Board resolution adopting TOD Emphasis Areas
Oct 2025	Draft and release initial RFPs for small scale technical assistance grants
Dec 2025	Applications Due - Evaluate and score projects for recommendation
Feb 2026	P&D Committee presentation of projects
Mar 2026	Board Resolution selecting projects

RECOMMENDATION TO COMMITTEE: Information Only.

SPOKANE TRANSIT AUTHORITY
PLANNING & DEVELOPMENT COMMITTEE MEETING

July 9, 2025

AGENDA ITEM 8: SEPTEMBER 3, 2025, 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 September 3, 2025. There is no August Planning & Development Committee meeting.

RECOMMENDATION TO COMMITTEE: For discussion.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 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 (20 minutes)
 - A. Minutes of the July 9, 2025, Committee Meeting – *Corrections/Approval*
 - B. Argonne Station Park & Ride: Full Design Approval (*Otterstrom*)
4. Committee Action
 - A. Board Consent Agenda (10 minutes)
 1. Transit-Oriented Development Pilot: Regional Prioritized Emphasis Areas Approval (*Otterstrom*)
 - B. Board Discussion Agenda
5. Report to Committee (25 minutes)
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update (*Otterstrom*)
 - B. 2026-2029 Title VI Program Update (*Otterstrom*)
 - C. Connect 2035 Funding Review (*Otterstrom*)
6. CEO Report (*Otterstrom/Rapez-Betty*) (15 minutes)
7. Committee Information
8. Review October 1, 2025, Committee Meeting Draft Agenda (5 minutes)
9. New Business (5 minutes)
10. Committee Members' Expressions (5 minutes)
11. Adjourn

Next Committee Meeting: Wednesday, October 1, 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

July 9, 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

July 9, 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