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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the Wednesday, September 2, 2026, Meeting
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

MEMBERS PRESENT
Kitty Klitzke, City of Spokane - *Chair*
Al French, Spokane County
Pam Haley, City of Spokane Valley
Sarah Dixit, City of Spokane
Elsa Martin, Small Cities (Cheney)
(Ex-Officio)
Rhonda Bowers, Labor Representative
(*Non-voting)*
Karl Otterstrom, Chief Executive Officer

MEMBERS ABSENT
Dan Dunne, Small Cities (Liberty Lake)

STAFF PRESENT
Brandon Rapez-Betty, Chief Operations Officer
Emily Poole, Chief Planning & Development Officer
Nancy Williams, Chief Human Resources Officer
Tammy Johnston, Director of Financial Services
Carly Cortright, Chief Communications & Customer Service Officer
Kade Peterson, Chief Information Officer
Vicki Clancy, Executive Assistant to the Chief Planning & Development Officer

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

MEMBERS ABSENT
Robert Hamud, Chief Financial Officer

GUESTS PRESENT
Dan Wells, Director of Capital Development
Brian Jennings, Director of Community Development

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1. CALL TO ORDER AND ROLL CALL

   At the request of Chair Kitty Klistzke, Al French called the meeting to order at 10:00 a.m., and Ms. Vicki Clancy conducted roll call.

2. COMMITTEE CHAIR REPORT

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

3. COMMITTEE ACTION

   A. MINUTES OF THE July 1, 2026, COMMITTEE MEETING

   Ms. Pam Haley moved to approve the July 1, 2026, Planning & Development Committee meeting minutes. Ms. Kitty Klitzke seconded, and the motion passed unanimously.

4. COMMITTEE ACTION - RECOMMENDATION

   A. BOARD ACTION - CONSENT AGENDA

      1. DIVISION STREET BUS RAPID TRANSIT: WORK ORDER #7 APPROVAL

         Ms. Emily Poole introduced Mr. Dan Wells, Director of Capital Development, who presented Work Order #7 for approval. The Division Street Bus Rapid Transit (BRT) project has advanced through several phases of planning, environmental review, design, public outreach, and grant development since 2022 and is now ready to advance from 60% design to 90% design while continuing efforts to secure federal funding. The proposed cost was reviewed and found to be fair and reasonable. By the end of Work Order #7 the 90% design package will be completed, the 90% cost estimate will be available, all stations will be completed and uploaded to the interactive map for public viewing. Staff will meet with the public this fall to discuss impacts with adjacent property owners. The consultant work outlined in the work order will help to move the project toward the Single Year Grant Agreement expected in 2027. While the total contract value exceeds the current project budget of $15,082,218 by $2,306,663, staff identified savings from Work Orders 3, 4 and 6 to offset costs and remain under the project budget. The work is expected to begin in October 2026 and continue through October 2027.

         Ms. Pam Haley moved to recommend the Board of Directors authorize the CEO to execute Work Order No. 7 for the Division Street Bus Rapid Transit project with Parametrix, Inc. Under existing contract #2021-10610 for an amount not to exceed $4,002,800 and provide 10% contingency for unforeseen additional requirements or services. Ms. Sarah Dixit seconded, and the motion passed unanimously.

   B. BOARD ACTION – OTHER / COMMITTEE RECOMMENDATION - *none*

5. REPORTS TO COMMITTEE

   A. WELLESLEY CORRIDOR DEVELOPMENT PLAN: PRELIMINARY DRAFT

      Ms. Emily Poole presented the preliminary draft of the Wellesley Corridor Development Plan (CDP). Route 33 Wellesley has been identified as a future High Performance Transit (HPT) route, and the corridor development plan is the first step toward future transit improvements along the corridor. Route 33 Wellesley connects Spokane Falls Community College and Spokane Community College and serves several neighborhoods and business districts. Planning for the project is being funded through a $630,000 CMAQ grant. Staff reviewed demographic information along the corridor, current conditions, and the outreach completed to date with neighborhood councils, community groups, and City staff. Feedback from these efforts helped shape the draft plan and proposed corridor improvements.

      Mr. French asked whether the demographic analysis included identifying single-parent households within the study area. He also noted that higher land costs along the Wellesley Corridor may make multifamily development more challenging compared to other areas of the city.

      Proposed improvements include new and upgraded transit stops, additional shelters, and the consolidation of some existing stops. Ms. Poole noted that additional community outreach will occur this fall before the plan is finalized.

Councilmember Dixit asked for clarification regarding the various types of HPT stops. Ms. Poole reviewed the different stop types and amenities. Ms. Dixit also inquired regarding the planning and collaborative efforts regarding bus stops and City of Spokane projects. Ms. Poole responded that through meetings with the City of Spokane Integrated Capital Management Department staff identify opportunities to work on mutual project efficiencies. Mr. French asked about outreach efforts with the owners of Northtown Mall. Mr. Brian Jennings, Directory of Community Development, stated that staff have communicated with mall management regarding potential use of space with as it relates to the Division BRT project only at this time and will connect with the General Manager of Northtown Mall as recommended.

B. TRANSIT-ORIENTED DEVELOPMENT: SUPPORTIVE ACTIONS AND POLICIES MEMO

Ms. Emily Poole introduced Mr. Brian Jennings, Director of Community Development, who presented an informational report on Transit-Oriented Development (TOD) efforts in the City of Spokane. The report summarized planning projects, policy changes, and zoning updates that support development near transit services. TOD encourages housing, jobs, and services near transit routes, making it easier for people to use transit and other transportation options. Staff reviewed several planning initiatives completed over the past decade and noted that they resulted in code changes that support additional housing, higher-density development, and reduced parking requirements near transit corridors. Staff also provided an update on the PlanSpokane 2046 comprehensive plan update and the BUILDSpokane code update, which are intended to guide future growth and promote transit-supportive development.

Ms. Dixit and Mr. French asked about potential future projects and potential sites for larger scale projects within the system. Mr. French cited the possible use of the South Hill Park & Ride and Valley Transit Center as TOD projects which could give way to larger scale system changes with regards to TOD. Discussion ensued.

6. CEO REPORT

Route 342 Fairgrounds Shuttle - Mr. Otterstrom, Chief Executive Officer presented information on the shuttle from the Spokane Community College (SCC) Transit Center to the County Fair and Expo Center. Fair attendees can purchase a $2 pass on board, per Board-approved special event fares and park for free at SCC. Shuttle riders also receive $5 dollars off fair admission.

Possible Service to The Course – Mr. Otterstrom reported that staff are exploring options for possible service from Mirabeau Transit Center to The Course in the City of Spokane Valley beginning in September as events are expected to draw over 10,000. Further information and action will be provided on this effort at the Board of Directors meeting on September 17, 2026.

Division Bus Rapid Transit - Mr. Otterstrom reported that on September 1, 2026, STA received a confirmation letter from the Federal Transit Administration (FTA) that Division BRT is categorically excluded from the full NEPA analysis. This allows processes to move forward regarding acquisition of properties and completion of the 60 % project design phase.

7. COMMITTEE INFORMATION-- *nothing presented*

8. REVIEW SEPTEMBER 30, 2026, (OCTOBER) COMMITTEE MEETING AGENDA

The Committee reviewed the draft agenda for the upcoming September 30, 2026, (October) Planning & Development Committee meeting. No changes were suggested at this time.

9. NEW BUSINESS -- *nothing presented*

10. COMMITTEE MEMBER EXPRESSIONS

Ms. Dixit expressed appreciation for the passage of the ballot measure. She acknowledged the hard work of the staff ahead of its passage. Ms. Haley also expressed gratitude for the hard work that Ms. Dixit and Ms. Klitzke put in for the measure's passage.

11. ADJOURN

With no further business to come before the Committee, Mr. French adjourned the meeting at 10:58 a.m.

Respectfully submitted,

Vicki Clancy

Vicki Clancy
Executive Assistant to the Chief Planning & Development Officer