

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, July 1, 2026

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 May 6, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(15 minutes)*
 1. 2027-2032 Transit Development Plan: Finalize and Approve (Resolution) *(Poole)*
 2. Federal Transit Administration Section 5310: Call for Projects and Local Funding Match Approval *(Poole)*
 - B. Board Action – Other/Committee Recommendation *(5 minutes)*
 1. Facilities Master Plan Acceptance (Resolution) *(Rapez-Betty)*
5. Report to Committee *(35 minutes)*
 - A. Division Street Bus Rapid Transit: Design and Public Outreach Update *(Poole)*
 - B. Wellesley Corridor Development Plan: Analysis and Engagement Update *(Poole)*
 - C. Annual Budget & Action Plan Workshop Agenda Review *(Otterstrom)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
 - A. Green Transportation Grant: Project Information *(Otterstrom)*
8. Review September 2, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, September 2, 2026 at 10:00 a.m. in person. *(No August meeting.)*

Optional Virtual Link: [Join the meeting now](#)

Meeting ID: 240 765 453 499 37

Password: q4bo3f7v

Call-in Number: 1-509-824-1714

Conference ID: 228 756 876#

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.



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Chair Report
Meeting Date: July 1, 2026
Agenda Item: 2

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: COMMITTEE CHAIR REPORT
Submitted by: Kitty Klitzke, Chair, Planning & Development Committee

Purpose: For information.
Recommendation: n/a
**Attachments and/or
Online Links:** n/a

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



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Committee Action
Meeting Date: July 1, 2026
Agenda Item: 3A

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: MINUTES OF THE JUNE 3, 2026, COMMITTEE MEETING
Submitted by: Emily S. Poole, Chief Planning & Development Officer

Purpose: For decision.
Recommendation: Approve committee minutes as presented.
Attachments and/or Online Links: Draft Minutes

SUMMARY: Draft Minutes of the June 3, 2026, Planning & Development Committee meeting are attached for your information, corrections and/or approval.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the Wednesday, June 3, 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
Robert Hamud, Chief Financial Officer
Carly Cortright, Chief Communications &
Customer Service Officer
Kade Peterson, Chief Information Officer
Vicki Clancy, Executive Assistant to the Chief
Planning & Development Officer

LEGAL COUNSEL

Steve Lamberson (virtual), Etter, McMahon,
Lamberson, Van Wert & Oreskovich, P.C.

GUESTS PRESENT

Brian Jennings, Director of Community
Development

1. CALL TO ORDER AND ROLL CALL

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

2. COMMITTEE CHAIR REPORT

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

3. COMMITTEE ACTION

A. MINUTES OF THE MAY 6, 2026, COMMITTEE MEETING

Ms. Pam Haley moved to approve the May 6, 2026, Special Planning & Development Committee meeting minutes. Mr. Al French seconded, and the motion passed unanimously.

4. COMMITTEE ACTION - RECOMMENDATION

A. BOARD ACTION - CONSENT AGENDA – *nothing presented*

B. BOARD ACTION – OTHER / COMMITTEE RECOMMENDATION – *nothing presented*

5. REPORTS TO COMMITTEE

A. 2027-2032 TRANSIT DEVELOPMENT PLAN: COMPLETE DRAFT

Ms. Emily Poole presented the complete draft of the 2027-2032 Transit Development plan (TDP), which outlines STA's six-year service, capital, and operating plans. The TDP incorporates the Service Improvement Plan (SIP), Capital Improvement Program (CIP), and Transit Asset Management Plan (TAM). The draft for public input was published on May 21, 2026 and with the committee review preceding the public hearing at the Board meeting in June, with Board adoption anticipated in July 2026. Staff summarized key sections of the plan, including updated agency information, a review of 2025 activities, the mid-range framework, service and capital programs, and financial projections that were previously reviewed by the Committee and Board. Appendices include the 2026 Action Plan, performance measures, system data, safety statistics, and the Transit Asset Management Plan. Expanded outreach was conducted with advisory groups, regional partners, and community organizations. Additional stakeholders, including the Homeless Coalition and Spokane Public Schools, were engaged and added to the distribution list for TDP updates and public participation opportunities. The draft TDP is available to the public via STA's website for review and comment. Next steps include public open houses, stakeholder meetings, and the formal public hearing. Final adoption of the TDP is scheduled to be proposed at the July 16, 2026, Board meeting.

Ms. Sarah Dixit asked about advertisement for the upcoming STA open houses. Karl requested that a link to the flyers be sent out to the committee members. Ms. Rhonda Bowers asked for a different type of graph with three colors to simplify the understanding of the 2029 conceptual network map. Ms. Poole agreed to review the map colorization for future reports.

B. FACILITIES MASTER PLAN – PHASE 2: CAPITAL PROGRAM UPDATE

Mr. Brandon Rapez-Betty, Chief Operations Officer, presented an update on the Facilities Master Plan (FMP) Phase 2 Capital Program. The FMP guides long-term planning and investment in STA's maintenance, service delivery, and administrative facilities to support the region's transit system. Phase 1 authorized key initiatives, including property acquisition for future facilities, development of centralized public and executive meeting spaces, creation of a modern training facility, and establishment of a facilities and grounds warehouse to support operations. Phase 2 of the FMP is nearing completion and includes revisions to property assumptions, alignment with updated strategic plans, refined operational scenarios, updated inventory and programming data, phasing strategies, and planning-level cost and funding estimates. The plan establishes project timing, phasing, and cost estimates, and is informed by the *Zero Emissions Fleet Transition Plan* and *Connect 2035*. Phase 1 previously identified near-term actions for 2026–2029, while Phase 2 refines those actions, identifies strategic opportunities, and outlines a long-term direction through 2050. Phase 2 capital projects are incorporated into the draft 2027–2032 Transit Development Plan, with adoption of both the TDP and final FMP anticipated in July 2026. Next steps include board adoption in July 2026, implementation of near-term priorities between 2026–2030, and long-term project delivery from 2035 through 2050.

C. FIVE MILE MOBILITY HUB STUDY PROJECT: UPDATE

Ms. Emily S. Poole, Chief Planning & Development Officer, introduced Mr. Brian Jennings, the Director of Community Development, to present the Five Mile Mobility Hub Study Project update. STA has contracted with Toole Design Group to evaluate the development of a mobility hub network within the Public Transportation Benefit Area (PTBA) and to identify options for a pilot hub at the Five Mile Park & Ride. The project began in February 2026. Staff

summarized recent work completed since the previous Committee update. This work included a review of national mobility hub best practices, the first Technical Advisory Committee meeting on April 17, 2026, and development of a three-tier mobility hub typology consisting of regional, central, and local hubs. A “kit of parts” is being developed to define key features for each hub type and to continue ongoing analysis identifying potential hub locations based on transit connections, land use, and network benefits.

Ms. Bowers asked about accessibility at the Five Mile Park & Ride and if it can manage the continued expected growth. Chair Klitzke suggested STA presence at the Five Mile Neighborhood Council.

6. CEO REPORT

Bus Roadeo Last Weekend – Last weekend was our bus rodeo for Van and Coach Operators. More of the CEO report regarding the coordination of this, highlighting the winners and how that plays in with the state competition later this summer.

Sky Fest This Weekend – STA will provide its SkyFest Shuttle originating at the STA Plaza. The schedule is online. Shuttle will operate every 30 minutes until evening on both Saturday and Sunday.

Memo: Financial Information – There is a financial transparency memo that has been distributed to board members and will be posted on the Financial Information page on the STA website. The memo explains STA’s overall financial picture, including why the agency maintains reserves, how those reserves are used, and how debt factors into long-term planning.

7. COMMITTEE INFORMATION – *nothing presented*

8. REVIEW JULY 1, 2026, COMMITTEE MEETING AGENDA

The Committee reviewed the draft agenda for the upcoming July 1, 2026, Planning & Development Committee meeting. No changes were suggested at this time.

Chair Klitzke will not be able to attend the July 1, 2026, Planning & Development committee meeting. Ms. Pam Haley volunteered to Chair in her place. Mr. Al French shared that he will not be able to attend this meeting. Ms. Sarah Dixit stated that she expects to be able to attend.

9. NEW BUSINESS -- *none*

10. COMMITTEE MEMBER EXPRESSIONS -- *none*

11. ADJOURN

With no further business to come before the Committee, Chair Klitzke adjourned the meeting at 10:38 a.m. commenting that these meetings are an efficient and effective use of members’ time.

Respectfully submitted,



Vicki Clancy
Executive Assistant to the Chief Planning & Development Officer



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Committee Action- Recommendation

Meeting Date: July 1, 2026

Agenda Item: **4A1**

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: 2027-2032 TRANSIT DEVELOPMENT PLAN: FINALIZE AND APPROVE (RESOLUTION)
Submitted by: Emily S. Poole, Chief Planning & Development Officer
Madeline Arredondo, Associate Transit Planner

Purpose: For decision.
Recommendation: Recommend the Board of Directors adopt, by resolution, the 2027-2032 Transit Development Plan.
Attachments and/or Online Links: [2027-2032 Transit Development Plan Final Draft](#)
(www.spokanetransit.com/finaltdp2026)
Transit Development Plan: Finalize and Approve Draft Resolution

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). The Transit Development Plan 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 2027-2032 Transit Development Plan outlines the vital service enhancements and infrastructure investments needed to advance the long-range vision of *Connect 2035*.

The Planning & Development Committee has been engaged in developing the various elements of the draft 2027-2032 TDP since February 2026, culminating with the publication of the final draft 2027-2032 TDP at the website provided above. Staff will review the final draft TDP and seek the Committee’s recommendation for board adoption.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **4A1**

Presented to: Planning & Development Committee

SUBJECT: Transit Development Plan: Finalize and Approve

SUMMARY: STA has conducted numerous outreach activities for the 2027-2032 Transit Development Plan (TDP) annual update, including presentations to transportation-related bodies, two in-person open houses and one hybrid open house. Additional outreach efforts include a public hearing, targeted outreach to specific organizations, and notifications to a distribution list of interested stakeholders.

Presentations on the draft TDP were made to the following bodies:

- Spokane Transit Citizen Advisory Committee (CAC)
- City of Spokane Transportation Commission
- City of Spokane Pedestrian Transportation and Traffic Committee (PeTT)
- Spokane Regional Transportation Council (SRTC)
 - Board of Directors
 - Transportation Technical Committee (TTC)
 - Transportation Advisory Committee (TAC)

Open Houses on the draft TDP included the following:

- One SRTC hosted Transportation Open House
- Two STA Hosted Public Open Houses
 - One Hybrid Open House at the Downtown Spokane Library
 - One in Person Open House at the Spokane Valley Library

STA distributed the public notice and draft TDP to a distribution list of stakeholders, including two additional stakeholders at the request of the Planning & Development Committee: The Homeless Coalition and Spokane Public Schools. STA also provided this list of stakeholder information and invitations to the STA hosted open house events at the Central Library and the Spokane Valley Library.

During the hybrid and in-person open house events, there were a combined total of thirty-one attendees who provided feedback on the draft plan, including comments related to:

- information on Mobility-on-Demand pilots
- inclusion of public bathroom facilities
- enclosed shelters for capital projects
- bus stop infrastructure affecting bicycle traffic using the road shoulder
- strategies to prevent misuse of the Youth Ride Free program

STA staff met with representatives from the Washington State Department of Transportation (WSDOT) on June 11, 2026. WSDOT representatives inquired about planned service improvements in north

Spokane and Latah Valley, Transit Oriented Development (TOD) strategies, Division Bus Rapid Transit (BRT) completion timeline, and planned facility expansion near the Mission and Greene Paratransit and Rideshare projects.

A public hearing was held on June 18, 2026. One board member inquired about open house attendance and feedback received. No public comments were provided at this public hearing.

Staff have reviewed the feedback and concluded that many of the points tie to initiatives in *Connect 2035*, STA’s current ten-year strategic plan, or are matters of policy in *Connect Spokane*, STA’s comprehensive plan, and no additional changes are necessary in the 2027-2032 Transit Development Plan.

Since the TDP Draft for Public Comment was published on May 21, 2026, there have been adjustments identified in the final TDP. The table below explains adjustments made in the TDP Final Draft and the corresponding sections.

2027-2032 TDP Summary of Changes	
Section	Description
Section 4: Service Improvement Program (SIP)	Updated the 2029 Conceptual Fixed Route Network Map to reflect the September 2027 description of service changes, specifically the proposed termination of all trips on Route 61 Highway 2/Fairchild at the Fairchild Air Force Base Main Gate, and proposed discontinuation of Route 664 EWU South Hill Express.
Section 5: Capital Improvement Program (CIP)	Updated to include changes to Phase 2 of the Facilities Master Plan (FMP) project estimates as presented at the June 3, 2026, Planning and Development Committee meeting. Changes include updated planning level cost expectations associated with the Plaza Tenant Improvements, Training Course, and Fixed-Route Operations Center projects identified in <i>Connect 2035</i> . Other projects in the CIP were adjusted to balance the impacts of the estimated FMP project increases.
Section 6: Operating and Financial Projections	Updated to reflect the change to retain contracted services for portions of paratransit service and the associated impacts of the extension of the current Paratransit service contract. Changes include updated Paratransit Fleet Replacement Plan and updated operating projections and forecast tables.

The [2027-2032 Transit Development Plan Final Draft](http://www.spokanetransit.com/finaltdp2026) can be found on STA’s Transit Development Plan webpage. (www.spokanetransit.com/finaltdp2026)

RESOLUTION NO. XXX-XX

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE 2027-2032 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 2027-2032 Transit Development Plan, which includes the previously approved 2026 Annual Action Plan, the 2027-2029 Service Improvement Program, the 2027-2032 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 18, 2026; 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 21, 2026; and,

WHEREAS, the 2027-2032 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 [2027-2032 Transit Development Plan Final Draft](http://www.spokanetransit.com/finaltdp2026). (www.spokanetransit.com/finaltdp2026)

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the 2027-2032 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 16th day of July 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speir
STA Board Chair *Pro Tempore*

Approved as to form:

Megan Clark
Legal Counsel

DRAFT



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Committee Action- Recommendation
Meeting Date: July 1, 2026
Agenda Item: 4A2

Presented To: Planning & Development Committee

Referral Committee: n/a

Title: FEDERAL TRANSIT ADMINISTRATION SECTION 5310: CALL FOR PROJECTS AND LOCAL FUNDING MATCH APPROVAL

Submitted by: Emily S. Poole, Chief Planning & Development Officer
 Emilio Bustos, Assistant Transit Planner

Purpose: For decision.

Recommendation: Recommend the Board approve the allocation of \$252,188 in STA local funds to partially offset local match requirements for subrecipients in the 2026 Section 5310 Call for Projects.

Attachments and/or Online Links: Federal Transit Authority Section 5310: Call for Projects and Local Funding Match Approval

SUMMARY: Staff will review the scope and anticipated timeline for the Section 5310 Call for Projects. Staff are requesting the Planning & Development Committee recommend approval to the Board of Directors of \$252,188 in STA local funding to support the subrecipients’ required local match amount. Subject to evaluation, ranking, and Planning & Development Committee recommendation, up to \$974,013 in combined federal 5310 funding (\$721,825) and STA local funding (\$252,188) 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).

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. Funding for the 2026 Section 5310 Call for Projects is outlined in the table below:

Funding Source	Amount Available
FY 2026 Apportionment (Federal Section 5310 Funding)	\$721,825
STA Local Match Contribution (pending Board approval)	\$252,188
Total Funding Available	\$974,013

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **4A2**

Presented to: Planning & Development Committee

SUBJECT: Federal Transit Authority Section 5310: Call for Projects and Local Funding Match Approval

SUMMARY: Spokane Transit 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 2026 Section 5310 Call for Projects, \$721,825 is available in federal funding. Section 5310 funds are allocated across two project types: “Traditional” capital projects and “Other” operating projects, each with distinct federal apportionment and local match requirements. Spokane Transit is requesting an additional \$252,188 in STA local funds be provided to assist organizations in meeting the local match requirements of the federal funds.

A minimum of 55%, or \$397,004, of the federal Section 5310 funds must be allocated toward “Traditional” capital projects. “Traditional” projects require a minimum 20% local match. These are projects that are carried out by private, nonprofit organizations, or local government authorities approved by Washington State to provide human services transportation. Eligible projects include vehicle purchases, ADA-related capital improvements, mobility management coordination, complementary Paratransit services, and other Human Services Transportation Plan (HSTP) activities that address the needs of seniors and individuals with disabilities.

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 \$324,821, of the federal funds may be awarded to “Other” operating projects. “Other” projects require a minimum of 50% local match. Eligible activities include services that 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.

Table 1 Federal Funds Available by Project Type

Funding Category	Percentage of Federal Funds Available	Federal Funds Available
Traditional	55% (minimum percentage)	\$397,004
Other	45%	\$324,821
Total FY 2026 Federal Funds	100%	\$721,825

In addition, staff are proposing additional STA local match funds be provided as described below. Approval of this request would mark STA’s fifth consecutive year allocating STA local funds to help subrecipients meet their project-specific local match requirements.

There is currently \$721,825 in FY 2026 Section 5310 annual apportionment funding available. Staff are proposing an additional \$252,188 in local STA funds to be allocated for the FY 2026 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. Table 2 below shows STA’s Board approved local match contribution over the last four Call for Projects from FY 2022 to FY 2025 and the associated approval dates.

Table 2 Board Approved STA Local Match Contributions FY2022-FY2025

Fiscal Year	Approval Date	STA Local Match
2022	Dec 16, 2021	\$190,000
2023	Oct 19, 2023	\$190,000
2024	Jul 25, 2024	\$236,000
2025	Jul 24, 2025	\$240,052

Based on the FY 2026 federal apportionment, staff proposes STA contribute 5% (\$24,813) in local match to “Traditional” projects and 35% (\$227,375) local match towards “Other” projects for a total of \$252,188 in STA local funds provided. As a result, all applicants’ local match requirement would be reduced to a 15% minimum local match or a total of \$171,885, across both project types.

Table 3 Project Funds by Source, Percent Match and Project Type

Project Type	Federal Match %	Federal Match	STA Local Match %	STA Local Match	Applicant Local Match %	Applicant Local Match	Total Funds
Traditional	80%	\$397,004	5%	\$24,813	15%	\$74,438	\$496,255
Other	50%	\$324,821	35%	\$227,375	15%	\$97,446	\$649,643

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 1, 2026	Planning & Development Committee recommendation on allocation of local STA matching funds
July 16, 2026	STA Board action on allocation of local STA matching funds
August 3, 2026	Issue Call for Projects (Posted on STA and SRTC websites, published in paper, direct emails to eligible applicants)
August 10, 2026	Informational meeting for interested applicants
August 31, 2026	Preliminary proposals due
September 2, 2026	Update Planning & Development Committee on preliminary proposals
September 28, 2026	Final project applications due
October - November 2026	Evaluation and ranking of projects
December 2, 2026	Planning & Development Committee recommends project awards
December 17, 2026	STA Board action on recommended project applications
January 2027	Submission of Program of Projects to FTA
2027	FTA approval and funds obligated
2027	Finalize and execute subrecipient agreements



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Committee Action- Recommendation

Meeting Date: July 1, 2026

Agenda Item: **4B1**

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: FACILITIES MASTER PLAN: ACCEPTANCE (RESOLUTION)
Submitted by: Brandon Rapez-Betty, Chief Operations Officer
Jessica Kelch, Senior Project Manager

Purpose: For decision.
Recommendation: Recommend the Board accept, by resolution, the Facilities Master Plan and authorize staff to advance near term projects and property acquisitions, work toward long term projects and perform updates of the plan every 5-years.
Attachments and/or Online Links: Draft Resolution
[STA FMP Phase II Final Draft document](https://spokanetransit.sharepoint.com/:b:/s/FacilitiesMasterPlanProjects/IQ_Bn0_gDvEfETJtXnJQM88o_AZpsQHwycRtXMs2rmOYThho?e=N6I21P)
(https://spokanetransit.sharepoint.com/:b:/s/FacilitiesMasterPlanProjects/IQ_Bn0_gDvEfETJtXnJQM88o_AZpsQHwycRtXMs2rmOYThho?e=N6I21P)

SUMMARY: Staff have provided updates on the Facilities Master Plan beginning in April 2024 and continuing through June 2026. The Plan identifies both near- and long-term priorities and is intended to guide decision-making related to capital improvements, facility development, property acquisition, project scope, design, engineering, and related implementation activities.

The plan reflects work completed to date, including site due diligence, programming data, and initial cost projections, and is informed by the Zero-Emission Transition Plan, Connect 2035 Strategic Plan, and STA's Comprehensive Plan.

The purpose of this agenda item is to seek Board acceptance of the Facilities Master Plan, authorize staff to continue advancing key near-term priorities, and initiate work on identified long-term needs.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **4B1**

Presented to: Planning & Development Committee

SUBJECT: STAFF REPORT: Facilities Master Plan – Acceptance (Resolution)

SUMMARY: Since initial development of the Facilities Master Plan (FMP), staff have begun advancing several near-term actions and projects identified in the Plan while continuing to refine longer-term facility strategies. These efforts reflect early implementation of the FMP and are intended to position the agency to address immediate operational needs while preparing for larger, system-level investments over time.

Near-term actions have focused primarily on securing critical facility resources, advancing property acquisition strategies, and aligning capital planning through the Transit Development Plan (TDP). In parallel, several priority capital projects have moved into early stages of design, coordination, and cost refinement. Longer-term actions remain in conceptual stages and will be sequenced to align with funding availability, operational priorities, and broader system goals, including the Zero-Emission Transition Plan.

Near-Term Actions – Status Update

- Facilities Sign Shop lease – complete
- Downtown administrative office space lease – approved
- Boone Avenue properties acquisition (3 parcels) – complete
- Union Road property acquisition – complete
- Clean Energy Base property acquisition – routing analysis underway and alternatives under evaluation
- CIP updates reflected in the TDP for July 2026 Board review

Near-Term Projects – Status Update

- Training Course (CIP #1150) – budget adjustment and A&E procurement initiation
- Plaza Tenant Improvements (CIP #1152) – timing and budget revised; A&E work underway
- Fixed Route Operations Center (CIP #1207) – budget adjustment, deconstruction pending; coordination and A&E procurement initiation
- Paratransit & Rideshare Operations Base (CIP #1208) – timing/budget adjusted; coordination and A&E procurement initiation

Anticipated Long-Term Actions

- Clean Energy Base (CIP #1151) – development anticipated to begin in 2033+ following property selection and funding strategy
- Boone Campus – renovation/redevelopment anticipated 2033–2034+
- Facilities Base – development dependent on Clean Energy Base site selection

RESOLUTION NO. XXX-26

A RESOLUTION ADOPTING THE FACILITIES MASTER PLAN AND DIRECTING STAFF TO PROCEED WITH ACTIVITIES INCLUDING PROPERTY ACQUISITION, SCOPING, ENGINEERING, DESIGN, CONSTRUCTION, 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 Chapter 36.57A RCW, Public Transportation Benefit Areas (PTBAs); and

WHEREAS, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the public transportation benefit area; and

WHEREAS, the STA Board of Directors, pursuant to state law and the STA Bylaws, Article III Section 3.1, is authorized to provide the policy and legislative direction for STA;

WHEREAS, STA is engaged in long-term planning to guide the agency’s growth and incorporation of evolving propulsion technologies in alignment with regional and statewide environmental objectives;

WHEREAS, the state of Washington, pursuant to Ch. 70A.535 RCW, directs public agencies to transition to a zero-emission fleet, with interim targets including 100% of new transit bus purchases being zero-emission by 2035, and full transition of fleet to zero-emission by 2040 for large agencies where feasible;

WHEREAS, STA adopted a Zero-Emission Fleet Transition Plan in March 2020 and reaffirmed its commitment by approving an updated transition plan in 2024, which sets a target date of 2045 for full zero-emission fleet deployment, with a combination of battery-electric and/or hydrogen fuel cell propulsion systems;

WHEREAS, STA’s ability to meet its zero-emission fleet goals is dependent upon the development of new facilities, including a clean energy base, to accommodate fleet expansion and fueling infrastructure;

WHEREAS, STA has determined that the procurement of multiple properties is necessary to maintain flexibility as it refines its selection of a final location or locations for these critical capital improvements and infrastructure projects;

WHEREAS, the Facilities Master Plan Report identifies near-term and long-term priorities and is intended to guide decision-making regarding capital improvements, facility development,

property acquisitions, project scopes of work, design, engineering, and other related implementation activities; and

WHEREAS, the Facilities Master Plan reflects work completed to date including site due diligence, programming data, and initial cost projections and was informed by the *Zero-Emission Transition Plan* and *Connect 2035 Strategic Plan*; and

WHEREAS, the STA Board of Directors finds that adoption of the Facilities Master Plan is in the best interest of the Agency and will support coordinated infrastructure development, operational readiness, and long-range planning; and

WHEREAS, the STA Board of Directors further recognizes that the Facilities Master Plan should remain a living document that is reviewed and updated periodically to reflect the Agency's evolving service needs, assets, opportunities, constraints, and commitment to innovative solutions; 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 Facilities Master Plan dated July 2026 report as foundational guidance for infrastructure development to support STA's current and future operational, maintenance and administrative requirements.

Section 2. The STA Board of Directors hereby authorizes the CEO to initiate real property acquisition necessary and consistent with these policies, due diligence, project scoping, design and engineering activities necessary to advance the identified near-term projects, including leased space for administrative staff, a modern training facility, centralized public and executive meeting spaces, a Paratransit and Rideshare operations base, a Fixed Route operations center, and expanded capacity for a facilities & grounds warehouse.

Section 3. The STA Board of Directors hereby authorizes the CEO to initiate necessary and consistent with these policies, due diligence, project scoping, preliminary engineering activities necessary to advance the Facilities Master Plan's other long-term objectives and the future clean energy base.

Section 4. The Chief Executive Officer is hereby authorized and directed to take all action necessary to properly carry out the purpose of this resolution and to advance the objectives of the Facilities Master Plan in accordance with agency policy and applicable law. Any actions taken by the Chief Executive Officer, Board of Directors, or staff prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 5. The STA Board of Directors hereby directs the CEO to continue reviewing and updating the Facilities Master Plan on a 5-year basis so that it remains a current working document that grows with the Agency, provides ongoing guidance for capital development, and continues to incorporate and evaluate innovative solutions and emerging opportunities; and

Section 6. This resolution shall take effect immediately upon adoption.

Adopted by STA at a regular meeting thereof held on the 16th day of July, 2026.

ATTEST:

SPOKANE TRANSIT AUTHORITY:

Dana Infalt
Clerk of the Authority

Lance Speirs
Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT



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Report to Committee
Meeting Date: July 1, 2026
Agenda Item: 5A

Presented To: Planning & Development Committee

Referral Committee: n/a

Title: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

Submitted by: Emily S. Poole, Chief Planning & Development Officer
Don Skillingstad, Senior Project Manager

Purpose: Receive report.

Recommendation: n/a

Attachments and/or Online Links: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

SUMMARY: Division Street Bus Rapid Transit (BRT) is currently in the project development phase. The purpose of this report is to highlight current design and public outreach activities for this important regional project.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5A**

Presented to: Planning & Development Committee

SUBJECT: DIVISION STREET BUS RAPID TRANSIT: DESIGN AND PUBLIC OUTREACH UPDATE

SUMMARY: Division Street Bus Rapid Transit (BRT) is envisioned to be the second BRT line in the Spokane region, extending from Downtown Spokane along the Division Street Corridor for approximately ten miles to the Mead area. The project is identified in the region’s Metropolitan Transportation Plan and has garnered state legislative and financial support as a complementary investment to the North Spokane Corridor (NSC). The Board approved Minimum Operable Segment (MOS), Resolution No. 843-25 dated July 24, 2025, is scheduled to begin revenue service in 2030 with future phases to follow.

UPDATES: The following provides a general update on the public outreach and project design. During the committee meeting, staff will present detailed information on ongoing outreach and design activities.

Project Outreach Update

Since the last Committee and Board update in April 2026, the project team has continued public outreach efforts as needed. Staff toured the basement of the business adjacent to the station at North Division Street and West Buckeye Avenue to discuss potential construction impacts. It was decided by the project team that an alternate station location was warranted. A letter will be sent to landowners adjacent to the stations in July providing an update on the project design and including a request to meet with the landowners to answer any questions. The next round of neighborhood outreach will begin this fall and carry into the winter.

The station artwork and neighborhood identification project is ongoing and the prospectus is complete. A public solicitation and call for artists will be issued in July.

Project Design Update

Project design activities continue to move forward. The project team continues to develop the 60% design packages for submittal to agencies for review. The final 60% design package will be submitted in July, and the team will begin working on the 90% design phase. The 60% architectural plans for the station amenities have been completed.

The team continues to hold regular design meetings internally and with agency partners.

The team is scoping an addendum to the traffic impact analysis which will analyze transit signal priority (TSP) implementation throughout the Division Street corridor once operating parameters are developed by the City of Spokane.

The Federal Transit Administration (FTA) continues to review the NEPA environmental package, and staff are addressing comments and questions by FTA. The final Cultural Resources report has been submitted to FTA and the Washington State Department of Historic Preservation.

The FTA continues to review the ratings and risk and readiness packages. The team meets monthly with FTA to provide a project update and receive feedback. Staff continue to work closely with the Project Management Oversight Contractor (PMOC) to address questions and comments on both submittal packages.



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Report to Committee
Meeting Date: July 1, 2026
Agenda Item: 5B

Presented To: Planning & Development Committee

Referral Committee: n/a

Title: WELLESLEY CORRIDOR DEVELOPMENT PLAN: ANALYSIS AND ENGAGEMENT UPDATE

Submitted by: Emily S. Poole, Chief Planning & Development Officer
Mike Tresidder, Senior Transit Planner

Purpose: Receive report.

Recommendation: n/a

Attachments and/or Online Links: WELLESLEY CORRIDOR DEVELOPMENT PLAN: ANALYSIS AND ENGAGEMENT UPDATE REPORT

SUMMARY: Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment in both *Connect Spokane* (STA's comprehensive plan) and *Connect 2035* (STA's strategic plan). The first step in recognizing Route 33 Wellesley as an HPT route is to complete a corridor development plan (CDP) for approval by the Board. Staff will present an update on the initial analysis and evaluation of stops for infrastructure improvements, followed by a brief review of the second round of community engagement and look ahead at next steps.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5B**

Presented to: Planning & Development Committee

SUBJECT: WELLESLEY CORRIDOR DEVELOPMENT PLAN: ANALYSIS AND ENGAGEMENT UPDATE REPORT

Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment in both *Connect Spokane* and in *Connect 2035*. In *Connect Spokane*, Route 33 is identified as a future HPT route in the policy HP 4.0 High Performance Transit Network map, which is the foundation, framework, and basis for future service improvements. In *Connect 2035*, the upgrade of Route 33 Wellesley to a High Performance Transit Line was identified as an initiative under Goal 1 – Elevate the Customer Experience.

Route 33 Wellesley is an important crosstown route traveling from Spokane Falls Community College (SFCC) to Spokane Community College (SCC) and passing through several diverse neighborhoods and commercial corridors. The first step in recognizing Route 33 Wellesley as an HPT line is to complete a corridor development plan for approval by the Board. STA was awarded \$630,000 in Spokane Regional Transportation Council (SRTC) CMAQ grant funds for planning, engineering, and design activities for the Wellesley Corridor Development Plan.

For the second round of community engagement, staff re-visited the neighborhood councils in June and July 2026 along the corridor, including:

- Nevada Heights Neighborhood Council
- Hillyard Neighborhood Council
- Whitman Neighborhood Council
- Bemiss Neighborhood Council
- North Hill Neighborhood Council
- *Minnehaha Neighborhood Council (visit occurring July 2026)*

The second round of engagement with the neighborhoods focused on the results of the initial analysis and evaluation of stops for infrastructure improvements. Discussion was positive, with supportive feedback on the proposed improvements. Staff will review the analysis results, as well as the community response with the Committee.

Additional outreach during this round included a public presentation of the Corridor Development Planning process and findings to date at the City of Spokane’s Plan Commission.

The project schedule for the Wellesley Corridor Development Plan follows in Table 1 below.

Table 1-Wellesley Corridor Development Plan Schedule

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



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Report to Committee

Meeting Date: July 1, 2026

Agenda Item: **5C**

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: ANNUAL BUDGET & ACTION PLAN WORKSHOP AGENDA REVIEW
Submitted by: Karl Otterstrom, Chief Executive Officer
Robert Hamud, Chief Financial Officer

Purpose: For information.

Recommendation: n/a

Attachments and/or

Online Links: n/a

SUMMARY: The 2027 Annual Budget & Action Plan Board Workshop will be held on July 8, 2026 between 11:30 a.m. and 1:15 p.m. and is open to the public. The workshop is intended to receive Board guidance for the development of the 2027 budget and action plan. It will also include the presentation of the executive framework and receive Board input on the plan, and Board concurrence on budget assumptions and new fund allocations.



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CEO Report
Meeting Date: July 1, 2026
Agenda Item: 6

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: CEO REPORT - INFORMATION
Submitted by: Karl Otterstrom, Chief Executive Officer

Purpose: For information.
Recommendation: n/a
**Attachments and/or
Online Links:** n/a

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



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Committee Information
Meeting Date: July 1, 2026
Agenda Item: 7A

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: GREEN TRANSPORTATION GRANT: PROJECT INFORMATION
Submitted by: Emily S. Poole, Chief Planning & Development Officer
 Tara Limon, Principal Transit Planner

Purpose: For information.
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY: On May 19, 2026, Washington State Department of Transportation (WSDOT) announced the notice of funding opportunity for the competitive Green Transportation Grant for the 2027-2029 biennium. Green Transportation Capital grants provide funding to transit agencies for cost-effective capital projects that reduce the carbon intensity of the Washington transportation system. Examples of eligible projects include the purchase of electric vehicles, new facilities or equipment for fleet electrification and/or hydrogen fueling, and zero-emission fleet transition planning activities. Applications are due August 18, 2026. Spokane Transit has identified two projects eligible to apply for the Green Transportation Grant opportunity. Board action is not required to pursue either grant opportunity since the projects are already included in an approved Capital Improvement Program (*Connect Spokane*, section 1.2.5 Grants).

The first project is the purchase of three electric battery-electric buses. The three buses are planned in the Capital Improvement Program (CIP) for arrival in 2029 as diesel coaches. Per the amendments to *Connect 2035* adopted by the Board in Resolution 854-26, STA may increase the number of electric buses in the fleet pursuant to grant funding opportunities. The Green Transportation Grant provides the funding opportunity to purchase three electric coaches. The purchase of the three buses is in the adopted CIP; therefore, Spokane Transit will seek a match rate of 80% state and 20% local match rate with a total project cost estimated at \$4.4 million.

The second project identified for the WSDOT Green Transportation Grant opportunity is the purchase of five fixed non-revenue support vehicles and ten electric vehicle AC Level 2 chargers; this includes five replacement chargers and five expansion chargers. Spokane Transit will partner with Avista to install the charging infrastructure. Spokane Transit will seek a match rate of 80% state and 20% local match with a total project cost of approximately \$440,000.



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Review Committee Meeting Draft Agenda

Meeting Date: July 1, 2026

Agenda Item: **8**

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: REVIEW SEPTEMBER 2, 2026, COMMITTEE MEETING DRAFT AGENDA
Submitted by: Emily S. Poole, Chief Planning & Development Officer

Purpose: For information.
Recommendation: For information.
**Attachments and/or
Online Links:** n/a

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 2, 2026.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, September 2, 2026

10:00 a.m. – 11:30 a.m.

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

DRAFT AGENDA

1. Call to Order and Roll Call
2. Committee Chair Report *(5 minutes)*
3. Committee Action *(5 minutes)*
 - A. Minutes of the July 1, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
 - A. Board Action - Consent Agenda *(5 minutes)*
 1. Division Street Bus Rapid Transit: Work Order #7 Approval *(Poole)*
 - B. Board Action – Other/Committee Recommendation - *none*
5. Report to Committee *(50 minutes)*
 - A. Transit Oriented Development: Pilot Project Update *(Poole)*
 - B. Wellesley Corridor Development Plan: Draft Plan *(Poole)*
 - C. City Line Project Close-Out Update *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review October 7, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Members' Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, October 7, 2026, at 10:00 a.m. in person.

Optional Virtual Link: [Join the meeting now](#)

Meeting ID: XXX XXX XXX XXX X

Password: XXXXXXXX

Call-in Number: 1-509-824-1714

Conference ID: XXX XXX XXX

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.



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New Business
Meeting Date: June 1, 2026
Agenda Item: 9

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: NEW BUSINESS
Submitted by: n/a

Purpose: For discussion.
Recommendation: n/a
**Attachments and/or
Online Links:** n/a

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



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Committee Member Expressions
Meeting Date: July 7, 2026
Agenda Item: 10

Presented To: Planning & Development Committee
Referral Committee: n/a
Title: COMMITTEE MEMBER EXPRESSIONS
Submitted by: n/a

Purpose: Receive expressions.
Recommendation: n/a
Attachments and/or Online Links: n/a

SUMMARY: At this time, members of the Planning & Development Committee will have an opportunity to express comments or opinions.