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

PLANNING & DEVELOPMENT COMMITTEE MEETING

Wednesday, November 4, 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 September 30, 2026, *(October)* Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
   A. Board Action - Consent Agenda – *(5 minutes)*
      1. Wellesley Corridor Development Plan: Final Approval (Resolution) *(Poole)*
   B. Board Action – Other/Committee Recommendation - *none*
5. Report to Committee *(50 minutes)*
   A. Draft 2027 Planning & Development Committee Work Program *(Poole)*
   B. Proposed 2027 Budget *(Hamud)*
      (Public Hearing at the November 19, 2026, Board meeting)
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review December 2, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Member Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, December 2, 2026, at 10:00 a.m. in person.

Optional Virtual Link:	**Join the meeting now**		
Meeting ID:	240 765 453 499 37	|	Call-in Number: 1-509-824-1714
Password:	q4bo3f7v	|	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: September 30, 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: November 4, 2026
Agenda Item: 3A

Presented To:	Planning & Development Committee
Referral Committee:	n/a
Title:	MINUTES OF THE SEPTEMBER 30, 2026, (OCTOBER) 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 September 30, 2026, Planning & Development Committee meeting are attached for your information, corrections and/or approval. This was the October Planning & Development Committee meeting.

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
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PLANNING & DEVELOPMENT COMMITTEE MEETING

DRAFT Minutes of the Wednesday, September 30, 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*
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
Al French, Spokane County
Dan Dunne, Small Cities (Liberty Lake)

STAFF PRESENT
Brandon Rapez-Betty, Chief Operations Officer
Emily S. 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
Megan Clark, Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.

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 Klitzke, Ms. Sarah Dixit 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 SEPTEMBER 2, 2026, COMMITTEE MEETING

   Ms. Kitty Klitzke moved to approve the September 2, 2026, Planning & Development Committee meeting minutes. Ms. Pam Haley seconded, and the motion passed unanimously.

4. COMMITTEE ACTION - RECOMMENDATION

A. BOARD ACTION - CONSENT AGENDA - *none*

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

5. REPORTS TO COMMITTEE

A. DRAFT 2027 BUDGET

Mr. Robert Hamud presented the draft 2027 budget, reviewing STA's vision, mission, and organizational priorities. Mr. Karl Otterstrom outlined the 2027 Action Plan priorities, noting they were developed from board and committee input received during the summer board workshop and align with *Connect 2035* goals. STA's organizational priorities are foundational to daily operations. While some actions identified for 2027 are not directly tied to a specific strategic goal within *Connect 2035*, they remain important initiatives that warrant Board attention and executive-level accountability and include the additional initiative of working with WSDOT to understand the magnitude of future impacts during construction of the future I-90/North Spokane Corridor (NSC) interchange, developing a plan for transit service quality and capacity to enable greater transit use and demand.

The draft 2027 budget projects operating revenue of $173.4 million, an increase of $10.6 million, or 6.5%, over the 2026 adopted budget. Growth is driven primarily by higher sales tax revenue, along with increases in fares, preventive maintenance grant funding, and miscellaneous revenue. Sales tax revenue is projected at approximately $129.8 million, reflecting continued growth and remaining the agency's primary funding source. Operating expenses are proposed at $150.9 million, an increase of $7.5 million, or 5.3%, over 2026. The largest expenditures remain fixed-route and paratransit services, with additional investments planned for administration, rideshare services, and STA Link mobility-on-demand program.

The draft 2027 Capital Budget totals $64.6 million and is funded primarily through local sources, which account for $47.9 million, with state funding contributing $11.2 million and federal funding $1.1 million. The capital program reflects the adopted 2027-2032 Capital Improvement Program and will be refined as project schedules and cost estimates are updated.

Mr. Hamud also reviewed implementation of five new special revenue funds established by Board Resolution No. 855-26, effective January 1, 2027. The new fund structure includes Operating Reserve, Capital Projects, Vehicle Replacement, Technology Projects, and Real Estate Acquisition funds and is intended to improve management of reserves and funding dedicated to capital investments, technology initiatives, fleet replacement, and property acquisition.

Next steps include a public hearing on November 19, 2026, followed by board adoption of the final proposed 2027 budget on December 17, 2026.

B. CITY LINE BUDGET REALLOCATION TO DIVISION STREET BUS RAPID TRANSIT CONSTRUCTION AND IMPLEMENTATION

Ms. Emily S. Poole introduced Mr. Dan Wells, Director of Capital Development, to present a report on the closeout of the City Line project and the reallocation of remaining local funds to the Division Street Bus Rapid Transit (BRT) project. City Line construction was substantially completed in May 2023, and service began on July 15, 2023. Remaining project activities included Transit Signal Priority implementation, resolution of Avista prevailing wage requirements, and procurement of a twelfth City Line vehicle. All remaining project activities

have been completed. The Federal Transit Administration requires final Small Starts Grant closeout by September 30, 2026.

The total project budget of $92.231 million and total expenditures of $75.730 million, resulting in a savings of $16.501 million, or approximately 18 percent under budget. Of the remaining balance, $11.709 million was associated with federal Small Starts funds and $4.792 million represented local funds. All other grant funding sources were fully expended.
The STA Board had previously expressed its intent through Resolution No. 811-23 to use local City Line project savings for the Division Street BRT project. Based on final project accounting, $4,792,158 in local savings will be reallocated to the Division Street BRT project.

C. DIVISION STREET BUS RAPID TANSIT: SCHEDULE AND COST ESTIMATE UPDATE

Ms. Emily S. Poole introduced Mr. Dan Wells, Director of Capital Development, to present an update on the Division Street Bus Rapid Transit project, reporting that the 60% design phase is nearly complete and that final design activities will continue in October 2026. Environmental review requirements have been completed, and the project team continues to coordinate with the Federal Transit Administration (FTA) and Project Management Oversight Consultant (PMOC) staff. The overall project budget remains $166.5 million. While some project costs decreased as the design advanced, additional contingency funding was added within the existing budget to address project risks. An updated project schedule was also presented. The anticipated start of revenue service has shifted from September 2030 to May 2031 due to additional design and permitting work, station-related coordination efforts, environmental review timelines, and expanded systems testing requirements. A cost and schedule risk analysis completed in June 2026 recommended additional contingency funding and schedule flexibility to address project risks. As a result, a 12-month schedule contingency was incorporated, resulting in a risk-adjusted revenue service date of May 2032. However, the project team will continue working toward the May 2031 service start goal. Monthly coordination with the FTA and PMOC staff is ongoing. A risk workshop is scheduled for October 2026, with a final review report expected in early 2027 and grant execution anticipated mid-2027.

Ms. Sarah Dixit asked how the FTA PMOC estimates project timelines when it is not the agency managing the work. Mr. Wells explained that FTA publishes detailed project management guidelines and evaluates the agency's readiness by reviewing staff's work against those requirements. The PMOC then conducts an extensive analysis of the project's risk register and schedule to assess the likelihood of successful delivery and determine the probability of meeting projected timelines. The evaluation process is highly detailed and complex.

D. FIVE MILE MOBILITY HUB UPDATE

Ms. Emily Poole introduced Brian Jennings, Director of Community Development, to provide an update on the Five Mile Mobility Hub project. The project is evaluating potential mobility hub locations throughout the Public Transportation Benefit Area (PTBA) while developing a pilot hub at the Five Mile Park & Ride. Staff previously presented the project scope, research findings, hub typologies, and preliminary design concepts.

Since that update, STA staff, with support from Toole Design Group and KPFF, completed a Technical Advisory Committee (TAC) design workshop, conducted a network analysis, and

initiated site assessment and preliminary design efforts. During the July 29, 2026 workshop, TAC members reviewed local, central, and regional hub concepts and discussed site conditions, surrounding land uses, opportunities, and challenges.

The network analysis incorporated data from STA, Spokane Regional Transportation Council (SRTC), and local jurisdictions and identified nearly 400 potential hub locations, including 24 regional, 104 central, and 269 local sites. Feedback from TAC members will help establish priorities for future planning and investment. At the Five Mile Park & Ride, staff completed a site visit, collected aerial imagery, developed a Computer Assisted Design (CAD) base map, and reviewed historical records to support evaluation of existing conditions and potential improvements.

Upcoming work includes a multimodal inventory and gap analysis, additional TAC meetings, development of a Mobility Hub Design Guide, preparation of a draft pilot design, identification of priority hub locations, and completion of the final project report. A final update is scheduled for the Planning & Development Committee in February 2027.

Ms. Dixit asked how mobility hub size influences the components included at each location. Mr. Jennings explained that the project is developed a "kit of parts" approach, which identifies a range of amenities and design elements that can be selected based on a hub's size, location, and site-specific needs. The components available for each hub type will be documented in the final design guide.

E. WELLESLEY CORRIDOR DEVELOPMENT PLAN: COMPLETE DRAFT

Ms. Emily Poole provided an update on the Wellesley Corridor Development Plan (CDP). Since the preliminary draft was released, staff completed additional demographic analysis, conducted further community and stakeholder outreach, reviewed bus stop spacing, restored two stop pairs, and added pedestrian crossing improvement recommendations.

Community groups, stakeholders, and property owners were generally supportive of additional shelters, station improvements, pedestrian crossings, and the proposed stop spacing. Staff also coordinated with representatives from NorthTown Mall and other major property owners regarding transit access and land use considerations.

Based on further review, staff recommended restoring stop pairs at Whitehouse Street and Perry Street to maintain reasonable stop spacing and access. Additional crossing improvements were identified at several locations to improve pedestrian safety, accessibility, and transit connections. Planned corridor improvements include new transit stations, enhanced stops, additional shelters, and select stop consolidations.

The complete draft plan was published on September 30, 2026. Next steps include a public hearing before the STA Board, committee review and recommendation, board consideration in November 2026, and future design, engineering, and property acquisition work.

Ms. Dixit and Ms. Bowers asked about potential community concerns with recommended improvement in locations at Wellesley Avenue and North Divisions Street and Wellesley Avenue and Perry Street. Ms. Poole explained that further coordination of recommended improvements will occur in subsequent phases of the project. Discussion ensued.

6. CEO REPORT

   Mr. Otterstrom reported on the following:

   STA Link Launch – Last week at Mirabeau Transit Center, Mayor Padden, Deputy Major Hattenburg, Council Member Pam Haley, City Manager Jeff Holman, and Board Chair Lance Spiers were in attendance. Ridership is trickling in. STA has more promotion forthcoming.

   The Course –STA provided support to The Course in the Spokane Valley. Staff and riders were pleased with Route 307 service which included partnership coordination with Central Premix.

   APTA Expo This Weekend – This is the once-every-three-year Expo with transit vendors from around the world. Mr. Otterstrom will send out an email to the attending Board Members regarding details.

7. COMMITTEE INFORMATION

   A. DIVISION STREET BUS RAPID TRANSIT: PUBLIC OUTREACH UPDATE

8. REVIEW NOVEMBER 4, 2026, COMMITTEE MEETING AGENDA

   The Committee reviewed the draft agenda for the upcoming November 4, 2026, Planning & Development Committee meeting. No changes were suggested at this time.

9. NEW BUSINESS -- *nothing presented*

10. COMMITTEE MEMBER EXPRESSIONS
    Ms. Pam Haley thanked STA for the cross course shuttle. It happened quickly and was helpful. Hoteliers are planning on adding it to their advertising.

11. ADJOURN

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

Respectfully submitted,

Vicki Clancy

Vicki Clancy
Executive Assistant to the Chief Planning & Development Officer

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Committee Action - Recommendation
Meeting Date: November 4, 2026
Agenda Item: 4A1

Presented To:	Planning & Development Committee
Referral Committee:	n/a
Title:	WELLESLEY CORRIDOR DEVELOPMENT PLAN: FINAL APPROVAL (RESOLUTION)
Submitted by:	Emily S. Poole, Chief Planning & Development Officer Biran Jennings, Director of Community Development Mike Tresidder, Senior Transit Planner

Purpose:	For decision.
Recommendation:	Recommend the Board of Directors adopt, by resolution, the Wellesley Corridor Development Plan.
Attachments and/or Online Links:	Wellesley Corridor Development Plan Website https://www.spokanetransit.com/projects/wellesley-corridor-development-plan/ Wellesley Corridor Development Plan: Final Approval

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 STA Board of Directors.

The dates and purpose of staff presentations on the Wellesley Corridor Development Plan are identified in the table below.

Date	Purpose
November 2025	Introduced project, corridor development planning process, and engagement plan
February 2026	Brief on existing conditions and scheduled engagement activities
April 2026	Update on Engagement Round 1 to date. Preview of infrastructure analysis method
July 2026	Updated on Engagement Round 2: Focus on potential concepts and trade-offs
September 2026	Review preliminary draft plan
October 2026	Update on Engagement Round 3. Review complete draft plan

A public hearing was held on October 15, 2026, with one public comment received. Staff noted the comment in the record. The final plan for adoption was posted to the project website on October 29th, 2026.

Staff will review with the Planning & Development Committee the overall process and put forward a recommendation for adoption by the STA Board of Directors for a decision by this committee.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **4A1**

Presented to: Planning & Development Committee

SUBJECT: Wellesley Corridor Development Plan: Final Approval (Resolution)

Background

Route 33 Wellesley has been identified as a future High Performance Transit (HPT) investment in both *Connect Spokane* and *Connect 2035*. *Connect Spokane* identifies Route 33 as a future HPT route in 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 cross-town 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 CMAQ grant funds from the Spokane Regional Transportation Council (SRTC). These funds are for planning, engineering, and design activities for the Wellesley Corridor Development Plan (CDP).

Final Draft Updates

Since the publication of the Complete Draft on September 30, 2026, outreach to key property owners at Northtown Mall is ongoing for feedback regarding stops in the vicinity of Wellesley Avenue and Division Street, a key activity center with Northtown Mall and transfer between Route 33 Wellesley and Route 25 Division designated as the future Division Street Bus Rapid Transit line. Further engagement also occurred with City of Spokane staff focusing on future sidewalk projects and potential crossing improvements of Driscoll Boulevard, Wellesley Avenue and North Whitehouse Street, and East Wellesley Avenue and North Cook Street. Coordination with the City of Spokane will continue through the design and engineering phase.

In addition, the following updates were made based on a final internal review:

- Clarification and expansion on the criterion used to more fully capture important contributions for assessing stop actions
- Inclusion of the 2025 Wellesley Route 33 Route Profile Sheet for stop ridership information and other metrics as an appendix
- Identification of SFCC as a station (previously identified as an enhanced shelter)
- Identification of HPT infrastructure improvements at SCC station

Based on the analysis, community engagement, and policies set forth by *Connect Spokane*, the anticipated improvements along the corridor are shown in Table 1.

Table 1-Wellesley CDP Proposed Improvements

Stop Action	Total Stops
Construct HPT & Install Station Improvements	9
Construct Enhanced Stop with Shelter	10
Install New Shelter	11
Consolidate / Close Stop	12

Public Hearing

The public hearing for the Wellesley Corridor Development Plan was held on October 15, 2026, with one public comment received and three topics raised for discussion by Board members. The topics and staff action are identified below.

1. **High School Engagement.** A board member asked that staff continue to reach out to Shadle High School to get input, as input was received from Rogers High School. **Action**: Staff will continue to reach out to Shadle Park High School to meet with interested students as this project transitions to the design and engineering phase.
2. **Mobility Hubs.** A board member asked about the inclusion, or potential for the inclusion, of mobility hubs along the Wellesley corridor. **Action:** Staff updated the draft plan with reference to mobility hubs, and the possibility for further exploration through the design and engineering phase.
3. **Transit-Oriented Development (TOD).** A robust discussion was had regarding transit-oriented development, and the intended outcome of identifying potential TOD sites. In addition, one board member expressed interest in STA looking to acquire full sites instead of slivers of property where it made sense from a development point of view. **Action:** Staff updated the draft plan to respond to the Board discussion. Transit oriented development, from an STA perspective, can be thought of as two distinct but desirable development paths. One path is transit-oriented development initiated by STA on STA-owned properties. A second path is transit-oriented development initiated by third parties who recognize the value that STA transit investments bring to their developments. The opportunity sites identified in the plan are intended to identify areas where transit intensity and development potential align to make transit-oriented development a potentially successful strategy in either development scenario.

Next Steps

After adoption of Wellesley Corridor Development Plan, this initiative will move into the design and engineering phase as identified in the draft 2027 Action Plan.

RESOLUTION NO. XXX-XX

A RESOLUTION FOR THE PURPOSE OF ADOPTING THE WELLESLEY CORRIDOR DEVELOPMENT PLAN

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, pursuant to Chapter 36.57A RCW, STA has all powers necessary to carry out the purposes of the 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; and,

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

WHEREAS, by Resolution No. 665-10, the STA Board of Directors first adopted *Connect Spokane*: A Comprehensive Plan for Public Transportation (Comprehensive Plan) on July 21, 2010; and,

WHEREAS, by Resolution No. 852-26, the STA Board of Directors adopted the current *Connect Spokane*: A Comprehensive Plan for Public Transportation (Comprehensive Plan) on March 19, 2026; and,

WHEREAS, STA is engaged in long-term planning to guide the agency's growth, including the identification of future High Performance Transit (HPT) corridors; and

WHEREAS, STA's continued implementation of High Performance Transit corridors, providing longer service hours, greater frequency, and investment in enhanced passenger amenities encourage active transportation and transit use across the region; and,

WHEREAS, STA sought and received input from members of the public and interested property owners on multiple occasions; and,

WHEREAS, the proposed improvements to be delivered by conversion of the route to a High Performance Transit corridor had significant support of neighborhoods associated with the corridor; and

WHEREAS, the Corridor Development Plan is consistent with and supports the current direction of the City of Spokane comprehensive plan update; and

WHEREAS, the STA Board of Directors conducted a duly noticed public hearing on October 15, 2026; and,

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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 October 1, 2026; and,

WHEREAS, pursuant to STA Policy HP 1.0 Corridor Development Plan, to be recognized as an HPT line, a corridor development plan should first be approved by the STA Board of Directors; and,

WHEREAS, The Wellesley Corridor Development Plan has been drafted to be consistent with the Principles associated with the implementation of High Performance Transit; and,

WHEREAS, the Wellesley Corridor Development Plan is 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 approves the Wellesley Corridor Development Plan.(https://www.spokanetransit.com/wp-content/uploads/2026/10/Wellesley-Corridor-Development-Plan-Final-Draft.pdf)

Section 2. The STA Board of Directors hereby authorizes the Chief Executive Officer to administer the Wellesley Corridor 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 19th day of November 2026.

Attest:

Dana Infalt
Clerk of the Authority

Lance Speir
STA Board Chair

Approved as to form:

Megan Clark
Legal Counsel

DRAFT

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Report to Committee
Meeting Date: November 4, 2026
Agenda Item: 5A

Presented To:	Planning & Development Committee
Referral Committee:	n/a
Title:	DRAFT 2027 PLANNING & DEVELOPMENT COMMITTEE WORK PROGRAM
Submitted by:	Emily S. Poole, Chief Planning & Development Officer

Purpose:	Receive report.
Recommendation:	n/a
Attachments and/or Online Links:	Draft Planning & Development Work Program Summary and Outline

SUMMARY: Near the conclusion of each year, the Planning & Development Committee prepares a work program to outline activities it expects to undertake the following year. Staff will review the first draft of the proposed 2027 work program for committee discussion.

SPOKANE TRANSIT AUTHORITY

Staff Report: Agenda Item **5A**

Presented to: Planning & Development Committee

SUBJECT: Draft Planning & Development Work Program Summary and Outline

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According to STA Board Resolution 681-11, adopted at the September 21, 2011, STA Board Meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation, and the annual planning calendar. The annual planning calendar is embodied within the Committee work program as presented below.

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

The draft work program includes the major planning activities described above, along with other recurring activities that come before the Planning & Development Committee, including updates on the annual Federal Transit Administration (FTA) Section 5310 Call for Projects. Several other major planning activities in progress next year reflected in the work program include the Division Street Bus Rapid Transit (BRT) project, *Connect Spokane: A Comprehensive Plan for Public Transportation* major update, and the Transit-Oriented Development Pilot Project.

In 2027, additional items related to the Division Street BRT project are expected to be brought before the Planning & Development Committee, including actions associated with the project schedule and key milestones for securing federal grant funding. The Federal Transit Administration (FTA) Project Management Oversight Committee (PMOC) is expected to issue its Risk and Readiness Report in spring 2027, which will include an updated project schedule and help inform the timing of these future committee actions.

DRAFT 2027 Planning & Development Committee Work Program

Month	Committee Activities
January 2027	*No Committee Meetings in January*
February 2027	Review Committee Work Program Transit Development Plan (TDP) 2028-2033: Overview Five Mile Mobility Hub Study Update
March 2027	TDP 2028-2033: Develop mid-range planning guidance Transit Oriented Development Pilot Update

Month	Committee Activities
April 2027	TDP 2028-2033 • Finalize mid-range planning guidance • Review preliminary revenue and expenditure forecast assumptions • Identify major activities Division Street BRT: Design and Public Outreach Update
May 2027	TDP 2028-2033 • Proposed 2028-2030 Service Improvements • Review Preliminary Capital Improvement Program (2028-2033) • Review Financial Forecasts
June 2027	Division Street BRT: Design and Public Outreach Update TDP 2028-2033: Complete Draft Plan Public hearing conducted on draft TDP
July 2027	TDP 2028-2033: Finalize and approve FTA Section 5310: Call for Projects and Local Funding Match Approval Connect Spokane: Introduction of Proposed Work Plan
August 2027	*No Board/Committee Meetings in August*
September 2027	Transit Oriented Development Pilot Update
October 2027	Review draft proposed 2028 Action Plan, Operating and Capital Budgets Division Street BRT: Design and Public Outreach Update Connect Spokane: Finalize Work Plan
November 2027	Prepare 2028 Committee Work Program Public hearing on draft proposed 2028 Action Plan, Operating and Capital Budgets
December 2027	Approve final proposed 2028 Action Plan, Operating and Capital Budgets FTA Section 5310: Recommend Funding Awards Finalize and approve 2028 Work Program

In addition to Committee activities that have already been slotted into specific months of 2027, there are other upcoming planning projects that are expected to come before the Planning & Development Committee next year. They include:

- Other grant application approvals, as necessary

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Report to Committee

Meeting Date: November 4, 2026

Agenda Item: 5B

Presented To:	Planning & Development Committee
Referral Committee:	n/a
Title:	PROPOSED 2027 BUDGET *(Public Hearing at the November 19, 2026, Board Meeting)*
Submitted by:	Robert Hamud, Chief Financial Officer

Purpose:	Receive report.
Recommendation:	n/a
Attachments and/or Online Links:	Financial Information - Spokane Transit Authority https://www.spokanetransit.com/financial-information/

SUMMARY: In accordance with STA Board Resolution 832-24, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in Spokane Transit's strategic and operational planning. This includes an annual action plan that is operationalized by the annual operating and capital budgets.

The action plan and budget is compiled together in the Proposed 2027 Budget document. The Draft 2027 Budget was reviewed at the October 2026 Board Operations Committee and STA Board of Directors meetings.

The Proposed 2027 Budget reflects minor grammatical and typographical edits, along with the addition of graphics and photographs, from the original draft. It is available online: Financial Information - Spokane Transit Authority

Staff will review this report with the Committee at its November 4, 2026, meeting. With Committee input and review, it will be forwarded to the Board for review. A public hearing will be held at the November 19, 2026, Board of Directors meeting at 1:30 p.m. at STA's offices and via WebEx. An informational video of the Proposed 2027 Budget has been created for public viewing and will be posted on the STA website after the Committee meeting.

The 2027 Budget is proposed to be adopted in December 2026.

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CEO Report
Meeting Date: November 4, 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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Review Committee Meeting Draft Agenda
Meeting Date: November 4, 2026
Agenda Item: 8

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

Purpose:	For information.
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 review and discuss the items proposed to be included on the agenda for the meeting of December 2, 2026.

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

PLANNING & DEVELOPMENT COMMITTEE MEETING
Wednesday, December 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 November 4, 2026, Committee Meeting – *Corrections/Approval*
4. Committee Action -- Recommendation
   A. Board Action - Consent Agenda – *(30 minutes)*
      1. 2027 Planning & Development Committee Work Program: Finalize and Approve *(Poole)*
      2. Federal Transit Administration Section 5310: Recommend Funding Awards *(Poole)*
      3. Plaza Office Renovation: Endorse to Advance Final Design *(Poole)*
   B. Board Action – Other/Committee Recommendation – *(20 minutes)*
      1. Final Proposed 2026 Budget (Resolution) *(Hamud)*
5. Report to Committee *(5 minutes)*
   A. Transit-Oriented Development: Pilot Feasibility Study Update *(Poole)*
6. CEO Report *(Otterstrom) (15 minutes)*
7. Committee Information *(no discussion/staff available for questions)*
8. Review February 3, 2026, Meeting Draft Agenda *(5 minutes)*
9. New Business
10. Committee Member Expressions *(5 minutes)*
11. Adjourn

Next Committee Meeting: Wednesday, February 3, 2026, at 10:00 a.m. in person. *(No January Meeting)*

Optional Virtual Link:	**Join the meeting now**		
Meeting ID:	XXX XXX XXX XXX X	|	Call-in Number: 1-509-824-1714
Password:	XXXXXXXX	|	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: November 4, 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: November 4, 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.