

**CENTRAL CITY LINE STEERING COMMITTEE**

**MEETING 10:00 A.M.**

Minutes of November 8, 2017 Meeting

SRTC, Paulsen Building

421 W. Riverside Ave., Suite 504

**MEMBERS/ALTERNATES PRESENT**

Lars Gilberts, University District Dev. Assoc.  
Dr. Kevin Brockbank, Spokane Community College  
Collen Gardner, Chief Garry Park Neighborhood  
Cheryl Kilday, Visit Spokane  
John Lemus, People First  
E. Susan Meyer, Spokane Transit Authority  
Mark Richard, Downtown Spokane Partnership  
John Schad, Washington State University  
John Sklut, Gonzaga University  
Frank Tombari, East/Valley Representative  
Steve Trabun, Avista Corporation  
Amber Waldref, City of Spokane (Chair)

**MEMBERS ABSENT**

Anne Marie Axworthy, Greater Spokane Inc.  
Lisa Brown, Washington State Univ. - Spokane  
Karen Byrd, Logan Neighborhood Council  
Kathy Fritchie, Browne's Addn. Neighborhood  
Gordon Hester, Downtown Business Rep.  
Gary Pollard, Riverside Neighborhood Council  
Harlan Shellabarger, Cheney Free Press  
Scott Simmons, City of Spokane  
Kevin Twohig, Spokane Public Facilities Dist.

**STAFF PRESENT**

Karl Otterstrom, Director of Planning & Development  
(Secretary)  
Dan Wells, Deputy Director of Capital Development  
Beth Bousley, Director of Communications & Customer  
Service  
Don Skillingstad, Capital Projects Manager

**CONSULTANTS/GUESTS**

Mark Brower, CH2M  
Ryan Farncomb, CH2M  
Randy Knapick, IBI Group  
Lee Ann Mangin, IBI Group  
Katherine Miller, City of Spokane  
Andrew Warlock, City of Spokane  
Paul Kropp, Citizen, SRTC Advisory Committee  
Roger Watkins, Citizen  
Chris Batten, Citizen  
Sabrina Minshall, SRTC  
Melissa Huggins, Spokane Arts

**1. WELCOME, INTRODUCTIONS, AND AGENDA REVIEW**

Chair Amber Waldref called the meeting to order at 10:02 a.m. Chair Waldref welcomed the group to the meeting and called for attendee introductions. Chair Waldref said the bulk of the meeting would be focused on station locations and design. Chair Waldref asked if there were any additions to the agenda. There were none.

**2. PUBLIC EXPRESSIONS**

Chair Waldref asked if any attendee wanted to speak. Chris Batten, representing the ownership of the Numerica building on the corner of Stevens and Riverside and the Cutter Tower next door, shared that these businesses have been engaged in the station location process since about May, 2017. They believe that the station proposed for the corner of Stevens and Riverside is inappropriate for that

location; the size, scale and scope of the station that close to a two-story historic building is not what they envisioned. During the station location conversation, one of the considerations that has been expressed is that the station locations were specifically located for promoting development and supporting businesses. Mr. Batten stated that this property is already developed and they have already proposed early on that the bus station be moved further east and located in front of the parking lot across the street. He said that if the City does not like surface parking lots and wants to encourage development, then this is a great opportunity to test that theory. In this ongoing conversation, it has been expressed that that east location may not be the best spot because it does not line up with the eastbound traffic on Main Street. However, it is Mr. Batten's understanding that this request is still open for discussion and that the Committee would certainly consider the idea of relocating the station or eliminating it. This is the position of the two property owners on the corner of Riverside and Stevens.

*10:06 a.m. Mark Richard and John Sklut arrived at the meeting.*

### 3. ADMINISTRATIVE TASKS

Chair Waldref asked for a motion to approve the July meeting minutes.

**John Lemus made a motion to approve the meeting minutes. Mark Richard seconded the motion. Chair Waldref called for a vote. The vote was unanimous.**

Chair Waldref welcomed Mark Richard and John Sklut to the meeting.

### 4. SMALL STARTS RATINGS UPDATE

E. Susan Meyer shared the great news that STA received a "medium" rating. There is a statutory requirement that a project receive a certain rating in order to be considered eligible for one of the capital improvement grant programs that is a federally funded grant. STA submitted an application for the Small Starts Grant for the Central City Line and requested an early rating. The Federal Transit Administration provided an early response that the project had been rated sufficient to be eligible to receive funding. This rating will be entered into the Federal Transit Administration's Annual Report and into the President's budget, although it would not be funded if the President continues to make transit decisions according to earlier this year. Congress, then, has the responsibility of appropriating.

Chair Waldref explained a medium rating is actually good and makes you eligible for funding.

In addition, E. Susan Meyer shared that STA received a support letter for the Central City Line signed by Senators Maria Cantwell and Patty Murray, as well as Congresswoman Cathy McMorris-Rodgers. This has been added to STA's 30-plus letters of support for the application.

Mr. Richard asked if the ridership study mentioned in the July 31 meeting minutes has been completed. Mr. Otterstrom responded that the ridership modeling was completed and the experience was a great partnership with FTA. FTA agreed to complete the ridership modelling and the results were actually higher than STA's projections. Mr. Otterstrom referred to the rating results and explained the rating for individual categories.

This factored into STA's cost effectiveness and environmental benefits. It is important to note the following about the "lower" scored categories:

- Mobility – the only low -- This category registers at a "low" for ridership counts less than three million boardings per year. STA's best route today on Division Street transports just over one million riders per year. In order to score higher, a city would need to have a much more dense urban area (e.g., Seattle), so this is a high bar for a smaller metropolitan area such as Spokane.
- Congestion Relief – This category is tied to the number of miles the bus system is taking off of the road. If the corridor extended as far as Coeur d'Alene, Idaho it would be easier to receive a higher rating in this category.
- Reasonableness of the Financial Plan – FTA considers our projection for sales tax revenue to be too optimistic. They looked at a five-year rolling average for the trend which includes the recession and the slow growth after that. STA is looking at a twenty year or even a thirty-year trend and those are higher.

*STA respectfully disagrees with the "medium-low" rating in this category. However, because the ratings for Current Financial Condition and Commitment of Funds are medium-high the overall rating averages out to a medium rating, which is what STA needs to be eligible and that is the important part. Historically, every project that has received a medium or higher rating has been funded.*

Mr. Richard asked what would happen if STA used the FTA's figure of 2.2% in STA's modeling. Ms. Meyer responded that STA has run those projections; it is a drastic change over thirty years' time. This would be difficult if STA did not receive as much as usual; however, STA builds in contingency and FTA has accepted STA's financial plan from the commitment of state funds and the commitment of a federal and state grant, as well as operating funding available from the ballot measure in 2016. Mr. Otterstrom added that the week after STA received the rating, he and Ms. Meyer were at the American Public Transportation Association's Annual meeting and met with FTA's Acting Administrator as well as some of her deputies including the deputy over planning who sent the ratings report to STA. They are very positive about STA's performance and have often suggested that STA is an example to other agencies. It is encouraging that the project has merited that type of attention. The FTA also said that other FTA grantees would do well to emulate STA.

## **5. STATION LOCATION AND DESIGN OUTREACH**

Mark Brower reviewed the project timeline for the Central City Line. Currently, the project is at the intermediate point in the project development stage. There is a sense of urgency to complete station location and design outreach in order that construction can begin in the spring of 2019. Mr. Brower identified near-term fall and winter milestones that are needed to flesh out design:

- "Freeze" station locations"
- Affirm scope/limits of work for street improvements
- Establish Station Identification Elements and Customization Policy
- Advance definition of vehicle and charging elements
- Solidify station design elements

Outreach has been conducted on these items, most recently with an open house even at Gonzaga University.

## 6. HPT STATIONS UPDATE

### **Station Design**

LeeAnn Mangin updated the Committee on the HPT Station design and reviewed the High Performance Transit (HPT) Station Kit of Parts. The Kit of Parts focuses on solutions with the flexibility to meet the program requirements of a variety of site conditions, while maintaining uniform assembly and detailing important for maintenance and operational concerns. The Kit of Parts is modular, scalable, adaptable, interchangeable and consistent, and is a universal design that can be used across the region. It allows for unique station types based on physical, operational, maintenance, and ridership factors.

Ridership, connectivity, gateways for key destinations, Crime Prevention Through Environmental Design (CPTED) principles and accessibility are some of the assumptions applied to the project to determine the best station design type needed at a particular location.

With this in mind, the Kits of Parts is the shopping list of amenities at a site and includes:

- |                        |                                        |
|------------------------|----------------------------------------|
| 1. Flag                | 7. Next Bus Display                    |
| 2. Marker              | 8. Off-board Fare Collection           |
| 3. Technology Pylon    | 9. Shelter – (focusing on transparent) |
| 4. Seating             | 10. Windscreen(s) - weather protection |
| 5. Pedestrian Lighting | 11. Bike Rack                          |
| 6. Trash Receptacles   | 12. Security Camera(s)                 |

As a result, the team developed five unique station design types:

- Kit A – “The full meal deal.” – This is a very high volume stop; many connections. It could be a key destination (e.g., university, grocery store, etc.). Full size platform with large-scale shelter.
- Kit B – This stop has less volume but still has a lot of curb side space available.
- Kit C – This stop has less curbside space available but the length of the platform may be longer in order to allow access to both bus doors. This design might be for a more confined location.
- Kit D – This stop has even less ridership, a shorter platform but still with access to both bus doors, and a smaller shelter.
- Kit E – This stop will probably be for locations in which people are just getting off the bus; more of a drop off location.

Each kit maintains distinctive HPT branding, exemplifying its unique attributes and nested within the STA corporate brand. The proposed HPT station standards\*:

- Distinctive HPT branding
- Station marker with distinctive HPT branding
- Improved pedestrian connectivity
- ADA accessibility improvements
- Safe and secure waiting areas
- Pedestrian level lighting
- All-door boarding
- Near-level access

*\*Where feasible*

Ms. Mangin said that the next steps in the design process are to finalize the functions, features and technologies of each of the kits.

John Sklut asked if any of the stations are adaptable to center stations. Ms. Mangin confirmed that any of the kits have this capability.

### **Design Outreach**

Mr. Ryan Farncomb presented a new tool, the Central City Line Interactive Map that displays the alignment, conceptual design and station kit/type information. This map is live on the Central City Line website.

On the map, westbound streets are red and east bound streets are blue. The user can zoom in to click on the station number and a pop-up will display the information. This is a good tool allowing the public to visualize stations in front of their businesses, explore design information and identify ways they can provide input to inform design. A key element of this map is that it will be updated with refined design information as the project moves forward. There will be the ability to submit comments. Mr. Otterstrom thanked those who have already shared this map with others.

Mr. Otterstrom pointed out that some improvements extend beyond the bus stops. As a result, STA has worked with the neighborhood and the parks department to integrate into approved park plans; STA is proposing to fund the improvements as they integrate the stations into the parks.

Andrew Warlock asked if the public has the ability to provide comments. Mr. Farncomb explained public comments can be taken through the website.

### **Public Outreach**

Mr. Farncomb provided an update on the plan for public outreach. On October 18, a significant open house was held to share the conceptual design and station design, and to hear feedback on station identity (e.g., ensuring neighborhood culture and history will be reflected in the station design), station location and amenities. STA mailed over 9,400 postcards to owners within ¼ mile of the alignment, 107 letters to property owners immediately adjacent, and 61 post cards to community organizations for underrepresented populations. STA announced the event via social and news media, on the STA website and at neighborhood group meetings. The meeting consisted of a property owners' forum and a public open house.

Mr. Farncomb reviewed high-level feedback heard at the open house:

- Station locations – Some comments were received on a few specific stations; few overall concerns.
- Station identity – There was a desire to reflect individual neighborhood character.
- General station design/kits – Top comments were about security, maintenance, litter pick-up, signage.
- Specific station design – STA provided a sticker exercise to express preferences for different amenities and thoughts on station kits.

Note that overall, few substantial concerns were heard about station locations or design. Most comments will be addressed during design. Mr. Farncomb referred the Committee to view the meeting summary in their packet for more detailed comments heard at the event.

In addition, STA has been meeting with neighborhoods and key stakeholders (70+ meetings). STA is tracking key issues for each station, and identifying tactics to consider during design. Targeted outreach will continue this fall and the community can explore the Interactive Map and provide feedback directly to STA on station locations, design or other issues via the project website. STA has an internal tool to track issues and chart a path toward resolution.

Mr. Richard asked where the open house was held and how many people attended. Mr. Farncomb responded that it was held at Cataldo Hall at Gonzaga University and approximately 45 members of the public attended the event. Mr. Otterstrom added that they tracked the property owners that STA did not hear from and will be following-up to ensure that these owners have an opportunity to provide input.

STA will consider feedback received on station locations, design, identification, and other issues. STA will incorporate feedback, to the extent possible to:

- Ensure station locations address concerns, balanced with needs of the system.
- Strive for stations that reflect the unique communities each is located in
- Reflect public and stakeholder desires in the designs and amenities for individual stations.

Mr. Farncomb shared that, currently, the following are the only stations with outstanding issues to be resolved: Pacific & Oak, Pacific & Cannon, Riverside & Stevens (WB), Mission & Perry (Avista) (WB), Mission & Napa (EB) and Mission & Cook (WB). The project team will work with stakeholders to come to resolution on most of these prior to the Steering Committee's next meeting.

Ms. Colleen Gardner asked how the location of Mission & Napa was picked. She is concerned with safety issues surrounding the business on the corner and weather bus riders are truly safe at that location. Mr. Farncomb responded that there will be a meeting today to discuss the safety of that location and the possibly moving it across the street. Ms. Gardner also shared that the City may install a center turn barrier west of Napa. Amber Waldref asked if Cassano's could be considered as a better location.

Mr. Richard asked about alternatives for the Riverside & Stevens location. Mr. Otterstrom responded that STA would like to have a pair of stops on Main & Howard, but eliminating the stop at Riverside and Stevens has been considered as the location is relatively close to the Plaza (2.5 blocks away). Discussion ensued. Mr. Richard would like to have a meeting with STA and Mr. Chris Batten and Mr. Tom Clemson (Cutter Tower).

Mr. Farncomb encouraged additional feedback moving forward. Mr. Gilberts asked if there was feedback from organizations that have large events such as Bloomsday, etc. Mr. Otterstrom shared that they have not yet had this conversation. Mr. Gilberts suggested that the Committee think of elements that would be easy to include at this point in the project that could encouraging large events to pick Spokane. In the past, the availability of potable water has been a draw and limited power has been a challenge. Mr. Richard shared that one of his pet projects is a downtown sound system for events, holiday music, etc.

Chair Waldref shared that the challenge with the design is that the City has a modern bus line in an 1890-1930's corridor and neighborhoods; the challenge is how to make it fit. Ms. Gardner agreed with this concern. Chair Waldref mentioned that the east Sprague shelters are visible but transparent; historic buildings can still be seen.

Mr. Farncomb encouraged the Committee to communicate about the Central City Line project by directing others to the Interactive Map, talking to people and getting the team some feedback.

Mr. Tombari wants to have a separate meeting in order to discuss graffiti, garbage, snow removal and snow plowing. After they have plowed 29<sup>th</sup> Street on the South Hill, it is difficult to use the sidewalks. He sees snow plowing on Mission also presenting the same challenges. Mr. Otterstrom said the short answer is that STA will solve that problem; STA is committed to make all of these concerns work for all involved.

### **Station Identification Elements**

Mr. Otterstrom shared that station identification elements give unique identity to each station while still conforming to the existing kit of parts and provides opportunity for stations to include surrounding character as defined by the neighborhood and key stakeholders. STA is partnering with Spokane ARTS to work directly with neighborhoods and key stakeholders to design station identification graphics that can be included in the elements as the project proceeds with design. In addition, STA and Spokane ARTS will identify future opportunities for the addition of art at specific stations. Possible identification element options include custom pavement treatments, windscreens, etc.

Mr. Otterstrom reminded the Committee that customization should refer to items beyond the project's scope: custom shelters, major design changes, custom design elements; items beyond the functional and identification elements. Customization items would be approved the Board and would be funded by a recognized organization or institutional partner. Customization would not interfere with essential branding placement and proponents would pay costs of design and construction. Mr. Otterstrom shared the STA HPT Station Customization Policy.

STA is in the process of updating the Comprehensive Plan and will assimilate this Customization Policy into the document that will go before the STA Board for Action. Mr. Otterstrom asked for guidance from the Committee regarding the policy. Chair Waldref asked for a clear line between identification and customization. Mr. Otterstrom responded that customization is *beyond* the Kit of Parts. An example could be if WSU wants to add a cougar to their shelter, it would be an item that is seen as a policy departure. The line will be more clearly defined after STA completes the High Performance Transit Facilities Manual.

Ms. Cheryl Kilday asked if there is an opportunity for advertising on the shelters or is it all art. Mr. Otterstrom said that there are ways to make this adaptable to different scenarios.

### **7. NEXT MEETING – DECEMBER (TBD)**

The next meeting is still to be determined. Once the Doodle poll results are in, the meeting date and time will be confirmed.

### **8. ADJOURN**

Chair Waldref adjourned the meeting at 11:35 a.m.

Respectfully Submitted,



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Karl Otterstrom, Director of Planning and Development  
Steering Committee Secretary

