Title 04 Administrative Agencies and Procedures

Chapter 04.40 Transportation Commission

Section 04.40.010 Purpose

The purpose of the Transportation Commission is to provide advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system consistent with the Comprehensive Plan, the policies of the City as adopted by the City Council, and within the parameters set forth in state and local law.

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ORD C36517 Section 6

Section 04.40.020 Definitions

A. "Bicycle Master Plan" means a component of the Comprehensive Plan focusing on developing a connected bicycle network, support facilities and programs necessary to improve the environment for bicycling and multimodal transportation.

B. "Pedestrian Master Plan" means a component of the Comprehensive Plan focusing on the recommended policies and best practices necessary to improve and enhance the pedestrian environment.

C. "Manager of Neighborhood Connectivity Initiatives" means the staff member assigned by the Spokane City Council to assist with the automated traffic safety camera program authorized by RCW 46.63 and SMC 16A.64.

D. "Six-Year Street Program" means the capital street projects planned over the upcoming six years updated annually in accordance with state law.

E. "Transportation Benefit District (TBD)" means the independent taxing district created by the City Council pursuant to RCW 36.73 for the sole purpose of making annual improvements to the operation, preservation and maintenance of the City's existing transportation facilities and programs set forth in the six-year pavement maintenance program and pedestrian program.

F. "Transportation Benefit District (TBD) Administrator" means the staff member assigned by the Spokane City Council to assist the Transportation Benefit District in the duties and responsibilities outlined in RCW 36.73 and SMC 08.16.

G. "Traffic Calming Program" means programs and infrastructure funded by automated traffic safety cameras pursuant to RCW 46.63 and SMC 16A.64.

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Section 04.40.030 Membership

The Transportation Commission shall consist of nine commissioners nominated by the mayor and appointed by the city council, except for the member of the Bicycle Advisory Board who shall be selected as provided in subsection C. At all times the majority of the Transportation Commission's voting members shall be residents of the City of Spokane. The membership shall consist of:

A. One resident of each city council district that brings a broad range of perspectives and experience utilizing multiple modes of transportation in the city of Spokane who shall be nominated by the Mayor and appointed by Council.

B. One representative who has lived experience in the downtown district and who has expertise with the City parking system and multiple modes of transportation in the city of Spokane;

C. One at-large member representing the bicycling community as a member of the Bicycle Advisory Board who shall be selected by that board and shall be familiar with the development and implementation of the Bicycle Master Plan; and

D. Three at-large members with technical transportation expertise to include but not limited to expertise in: transportation planning, pedestrian facilities, bicycle facilities, public transit, traffic safety programs, transportation technology, parking policy, public health, freight mobility, or commercial transportation. Technical experts may live or work in the city of Spokane.

E. One at-large member with technical transportation expertise focused on ADA requirements and providing for the needs of mobility-impaired populations.

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Section 04.40.040 Appointment and Term

A. Term

1. The term of office shall be two years.
2. The terms of five of the commissioners shall expire in odd-numbered years.
3. The terms of four of the commissioners shall expire in even-numbered years.
4. The seat of the one commissioner appointed under 04.40.030(C) shall expire or renew as determined by action of the Bicycle Advisory Board; provided, no Bicycle Advisory Board member shall serve more than four consecutive terms on the Transportation Commission.
5. Initial terms of commissioners shall commence in 2024, and with five of the terms expiring in 2025 and four of the terms expiring in 2026.
6. No commissioner shall serve more than four consecutive full terms.

B. Vacancy

1. Any vacancy shall be filled for an unexpired term in the same manner as for an original appointment under this section as amended.

2. Appointment to fill the balance of an unexpired term where more than half of the unexpired term remains shall be considered a full term.

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Section 04.40.050 Liaison Members

A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, the Northeast Public Development Authority, the West Plains / Airport Area Public Development Authority (S3R3 Solutions), and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.

B. All city council members shall serve as liaisons to the Transportation Commission.

C. The Community Assembly may select an individual to serve as its liaison to the Transportation Commission.

D. Liaison members shall be non-voting members in Transportation Commission business.

E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.

F. The Community Assembly and any agency with a representative serving as a liaison to the Transportation Commission may identify an alternate member of the assembly or agency to serve in the absence of the designated liaison.

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Effective Date: Friday, December 20, 2024
ORD C36600 Section 2

Section 04.40.060 Officers

A. The Transportation Commission shall select a Chair and Vice Chair of the Commission from among those members appointed through the process outlined in SMC 04.40.030 for a term of two years. No person shall serve as chair for more than two consecutive two-year terms. The chair shall preside over meetings and the vice chair shall preside over meetings in the absence of the chair.

B. The Planning and Economic Development Services director, or his or her designee, shall serve as secretary to the Commission.

C. The Transportation Commission may appoint other officers as it deems necessary.

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Section 04.40.070 Ancillary Powers

The Transportation Commission shall have the power to:

A. Adopt internal rules of procedure to accomplish its duties;

B. Use administrative support and staff as well as technical support from appropriate City departments and offices as necessary to assist the commission in the performance of its functions, maintenance of its records, and preparation of official correspondence;

C. Access all relevant City data and develop productive analytics;

D. Organize itself, establish workgroups, committees, or subcommittees, establish annual work programs in consultation with the appropriate city department heads, and delegate duties to such subordinate groups for the performance of its work;

E. Host joint meetings with the City Council, Plan Commission and other relevant boards and commissions.

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ORD C36517 Section 6

Section 04.40.080 Duties and Responsibilities

The Transportation Commission shall have the following duties and responsibilities:

A. The Transportation Commission shall study significant transportation issues and make recommendations to the Mayor and Council, consistent with Chapter 16A.84 of the Spokane Municipal Code and the City's Comprehensive Plan (Transportation Element), and with due regard for the following considerations:

   1. Meet mobility needs by providing facilities for all transportation options, including walking, bicycling, public transportation, private vehicles, and other choices.

   2. Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that provides for the needs of all travelers, particularly the most vulnerable users.

   3. Encourage open, accessible, internal multi-modal transportation connections to adjacent properties and streets on all sides.

   4. Study and promote technological advancements in transportation infrastructure design, materials, and methods that improve safety, reduce maintenance costs, and enhance performance.

   5. Prioritize the safety of people walking, pursuant to SMC 16A.84.020.

   6. Collaborate with the Plan Commission to make recommendations for the City's transportation system that further the goals of the Comprehensive Plan and support the City's vision for the development and redevelopment of land.

B. The Transportation Commission may consider and make recommendations on specific transportation projects as determined by the annual work plan and upon request by City staff or major stakeholders.

C. Six-Year Comprehensive Street Program - The Transportation Commission, in consultation with the Plan Commission, shall review and make recommendations on street improvements as part of the Six-Year Comprehensive Street Program. Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.

D. Transportation Benefit District - The Transportation Commission shall make recommendations to the City Council regarding a comprehensive program for the following programs:

   1. Use of Transportation Benefit District (TBD) program funds; and

   2. Use of funds allocated by the Street Department for residential/local access street maintenance; and

3. Required investments in pedestrian improvements per SMC 08.16.060.

The Transportation and Sustainability Division, Transportation Benefit District (TBD) Administrator, and the Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty. The Street Department shall assist with identification of residential/local access streets appropriate for repair.

E. Bicycle Master Plan - The Transportation Commission, in consultation with the Plan Commission and Bicycle Advisory Board, may initiate revisions to the Bicycle Master Plan and recommend projects and policies that support bicycling as a viable and safe form of transportation in the city of Spokane. The Planning and Economic Development Services Department and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.

F. Pedestrian Master Plan - The Transportation Commission, in consultation with the Plan Commission, shall review and recommend updates to the Pedestrian Master Plan as required by SMC 16A.84.030. The Planning and Economic Development Services Department and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.

G. Parking System - The Transportation Commission shall make recommendations for changing parking rates for on-street parking and recommend policies or projects to improve the parking environment. The Transportation Commission shall make funding recommendations for Parking System Fund eligible projects and activities as prioritized by the City Council in SMC 07.08.130. The City Parking Manager and the Code Enforcement and Parking Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.

H. Spokane Safe Streets for All Program - The Transportation Commission shall make annual recommendations to the City Council on the following:

1. the addition, relocation, or removal of automated traffic safety cameras consistent with Chapter 16A.64 of the Spokane Municipal Code and state law;
2. Recommendations for projects and priorities to be funded by revenues generated from automated traffic safety cameras, consistent with state and local provisions governing the use of such funds; and
3. the operation of the automated safety program and any contracts associated with its implementation.

The Commission may make recommendations more frequently than annually as needed. Nothing in this subsection shall affect camera locations, projects or expenditures previously approved by the City Council as of the effective date of this ordinance. The Transportation and Sustainability Division, The Manager of Neighborhood Connectivity Initiatives and Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill these duties.

I. Annual Report – The Transportation Commission shall issue an annual report on the state of transportation in the city of Spokane. This report shall include the status of transportation projects, transportation improvement expenditures, revenues, construction schedules, any newly acquired data and predictive analytics, and the status and outcome of any transportation studies. Pursuant to RCW 36.73.160, the report shall satisfy the reporting requirements of the Transportation Benefit District.

J. Annual Work Plan - The Transportation Commission shall establish an annual work plan in consultation with the directors of Integrated Capital Management, Planning and Economic Development Services, Street Department, Code Enforcement and Parking Services, the Transportation Benefit District Administrator, and the Manager of Neighborhood Connectivity Initiatives. The annual work plan shall be adopted by the City Council.

K. At least once per year the Commission shall convene an ad hoc subcommittee, composed of Commission members and city staff, to review the details of all collisions occurring in the prior year that involve vehicles, bicycles and/or pedestrians and which result in death or serious injury on public ways within the City. After such review , the ad hoc subcommittee may propose design modifications to enhance roadway safety. Such recommendations need not be limited to the particular location of the incident and may propose system-wide changes if appropriate. The ad hoc subcommittee shall present its findings to the full commission either separately or as part of an annual report on fatal and serious injuries in the public way.

L. The Commission shall meet no less than once per month, and may meet more frequently as needed or cancel regular meetings as circumstances may dictate.

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ORD C36835 Section 1

Section 04.40.090 Equity Considerations

A. In making and approving appointments to the Transportation Commission, the Mayor and City Council shall seek adequate representation from community members with disabilities, and shall seek adequate representation from historically underrepresented geographic areas or marginalized communities, including communities of color and areas of the City of Spokane that have been subject to a disproportionate lack of investment in transportation infrastructure and programs.

B. In performing its duties under SMC 4.40.080, the Transportation Commission shall consider the effect of its policy and funding recommendations on community members with disabilities, and shall consider the effect on historically underrepresented geographic areas or marginalized communities, including communities of color and areas of the City of Spokane that have been subject to a disproportionate lack of investment in transportation infrastructure and programs.

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Section 04.40.100 Removal of Commissioners

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

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