

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
January 18, 2012
5:30 P.M.

CALL TO ORDER

- | | | |
|-----------|--|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | PUBLIC COMMENT <i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is requested to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. When your name is called, step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i> | 10 min. |
| 3. | CITIZEN ADVISORY COMMITTEE REPORT (<i>Wilfred Collins</i>) | 3 min. |
| 4. | 2011 VANPOOL PROGRAM UPDATE (<i>Carolyn Newsome; Kris Fransen</i>) | 15 min. |
| 5. | TRANSIT PLANNING WITHIN THE LOCAL LAND USE REVIEW PROCESS (<i>Dennis Bloom</i>) | 45 min. |
| 6. | HOLIDAY SERVICE (<i>Mike Harbour</i>) | 15 min. |
| 7. | PROVIDING REDUCED PRICE INDIVIDUAL BUS TICKETS (<i>Mike Harbour</i>) | 20 min. |
| 8. | AUTHORITY ISSUES | |
| 9. | MEETING EVALUATION | |

ADJOURNMENT

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 4
MEETING DATE: January 18, 2012**

FOR: Intercity Transit Authority

FROM: Carolyn Newsome, Vanpool Manager, 705-5829;
Kris Fransen, Marketing & Communications Coordinator, 705-5836

SUBJECT: 2011 Vanpool Program Update

1) **The Issue:** Provide an update on the agency's Vanpool program; outcomes of the 2011 Vanpool Rewards Program; and Commute Trip Reduction efforts on the I-5 Corridor.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** The purpose of this presentation is to provide information on the status of Intercity Transit's Vanpool Program.

4) **Background:** In 2009, Intercity Transit's Vanpool program experienced an 11-percent decrease in vanpool riders due to the economic downturn as layoffs affected ridership and van use. Staff proposed, and the Authority approved, \$30,000 in the 2011 budget for a marketing and incentive campaign to increase riders in our current vans and put more new vanpools on the road. Staff planned and implemented a targeted incentive program that we promoted throughout most of 2011.

Staff will share the outcomes of the program and the efforts placed on the Commute Trip Reduction program along the I-5 corridor.

5) **Alternatives:** N/A

6) **Budget Notes:** The budget for the Vanpool rewards program in 2011 was \$30,000.

7) **Goal Reference:** Goal #4, "Provide responsive transportation options;" and Goal #2, "Assess the transportation needs of our community."

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: January 18, 2012**

FOR: Intercity Transit Authority

FROM: Dennis Bloom (705-5832)

SUBJECT: Transit Planning Within the Local Land Use Review Process

-
- 1) **The Issue:** Staff will present the current process utilized for improvements to service and passenger amenities, which are a part of a local jurisdictional land use review process.
-
- 2) **Recommended Action:** For information and discussion only.
-
- 3) **Policy Analysis:** The land use review process may result in changes to existing service or may affect plans for future service changes. In either case, the Intercity Transit Authority may approve significant service changes.
-
- 4) **Background:** Intercity Transit staff has been involved with local jurisdictions and the land use review process in Thurston County for many years. Up until 2007, we received close to 1,900 notices per year from the jurisdictions within Thurston County for proposed land use changes. Approximately 700 - 900 proposals were reviewed annually by staff for potential transit impacts. An average of 40 comments were submitted each year to the local jurisdictions concerning bus stops or items dealing with impacts to transit service. These comments were in response to proposals from private sector land use developments, public sector roadway improvements or other similar capital facilities construction efforts that might affect Intercity Transit service.

Over the past few years, the number of proposed developments shrunk considerably. In 2010, Intercity Transit staff reviewed 209 preliminary development proposals generating nine submitted comments about transit impacts back to the local jurisdictions. During 2011, that number increased to 282 reviewed proposals, which generated 12 responses from staff. It appears we may be seeing signs of a potential recovery in the local economy for new construction as land use proposals to local jurisdictions continue to increase.

In the public land use review process, local jurisdictions provide property owners a way to develop or improve their property within given codes and laws while also providing a means to address a variety of environmental issues or impacts. Whether mitigation is needed to lessen those impacts to the surrounding area or not, Intercity Transit's intent in

the review process is to consider whether there may be options for transit service improvements and to ensure these locations are accessible to public transit users.

In areas where new development is set to occur, we consider the potential for future service improvements. Our “typical” transit request is for one bus stop or a series of stops to be located near or within a new development. This also provides a basis for future service provisions and can reduce the additional expense of retrofitting a given location with a stop once transit service is implemented in that location or area.

With the change of land areas into commercial or residential use, transportation options, like fixed route transit, should be considered a vital part of an urban growth services package, just as streets, lighting and other common utilities are now required. Transit is an integral part of the larger public infrastructure provided to the communities we serve, and we try to make the best of the opportunity to be “pro-active” in this process.

Issues may arise where Intercity Transit’s staff views differ from that of a jurisdiction or developer. Potential questions include:

- What role should Authority members play in this process?
- What role should the representative of a particular jurisdiction have if there is a conflict between Intercity Transit and the jurisdiction or developer?
- How can Intercity Transit play a larger role in long-term land-use decisions?
- Is the current approach to Intercity Transit’s involvement in land use review acceptable and/or should staff return to the Authority for additional discussion?

5) **Alternatives:** N/A

6) **Budget Notes:** N/A

7) **Goal Reference:** Goal#4: *“Provide responsive transportation options.”* Ends Policy: Customers and staff will have access to programs and services that benefit and promote community sustainability.

8) **References:** “Transit Planning & Land Use” Presentation. A brief overview of Intercity Transit’s current role in the local land use process.

Transit Planning & Land Use

**A brief overview of
Intercity Transit's current role
in the local land use process.**

Intercity Transit Development Dept. – Planning, January 2012

Example: Local Requirements

Each jurisdiction has developed its own set of appropriate regulations based on local, state and federal laws.

In general, if you are planning a:

- commercial development,
- an industrial development,
- a public building,
- a multi-family development of greater than two (2) dwelling units,
- expansion, remodel of existing structure,
- a change of land use

Review & Approval process: 5 - 6 steps

Example: local requirements

Step 1: Review items that may be applicable to the project:

- City's zoning code (zoning map)
- Sewer and water availability (including capacity and costs)
- Location of fire hydrants
- Flood hazard
- Any other land use regulations which may apply to the development (proximity to water bodies, traffic, environmental sensitive areas or buffers, etc.)
- A change of occupancy or a change in land use that results in an intensification of use and requires conditions comply with existing regulations.

Jurisdiction Planning and/or Public Works staff can assist.


Example: local requirements

Step 2: A Site Plan Review Committee

- Municipal Code requires committee review and approve site plans before issuing building permits.

Applicant Requests Pre-submission Meeting (Development Dept.)

- Complete a pre-sub application: includes preliminary project outline (site drawing and vicinity map).
- Pre-subs forwarded to other city departments and to other affected public entities to review and comment (about 1 week to respond).




*Shaping
our community
together*

P.O. Box 3400
Lacey, WA 98509-3400
360-491-5642

| | |
|---|--|
| <input type="checkbox"/> City Manager | <input type="checkbox"/> Fire Dept |
| <input type="checkbox"/> Dir. Pub. Af. | <input type="checkbox"/> School Dist. |
| <input type="checkbox"/> Dir. Comm. Dev. | <input type="checkbox"/> Intercity Transit |
| <input type="checkbox"/> Building | <input type="checkbox"/> Doug Kramer |
| <input type="checkbox"/> Dir. Public Works | <input type="checkbox"/> Cindy Zielinski |
| <input type="checkbox"/> City Engineer | <input type="checkbox"/> Angeles Miller, PW |
| <input type="checkbox"/> Traffic Eng. | <input type="checkbox"/> Water Quality Eng. |
| <input type="checkbox"/> Project Eng. | <input type="checkbox"/> City Shop, Troy Oestreich |
| <input type="checkbox"/> Parks Dept. | <input type="checkbox"/> City Clerk |
| <input type="checkbox"/> Adj. Jurisdictions | <input type="checkbox"/> Applicant/Owner |
| <input type="checkbox"/> Peter Brooks PW | |

Example: local requirements – Step 2



City of Olympia | Capital of Washington State
 601 4th Avenue E. | P.O. Box 1967, Olympia, WA 98507-1967

COMMUNITY PLANNING AND DEVELOPMENT Telephone: 360.753-8314 FAX: 360.753.8087 cpdinfo@ci.olympia.wa.us

SITE PLAN REVIEW AGENDA

Wednesday, January 11, 2012

8:15 a.m. Agenda Review

Note: All agenda items and specific times listed below are subject to change during agenda review.

| PRESUBMISSION CONFERENCES WITH APPLICANTS | | | | |
|--|------------------------|---------|--|--|
| TIME | MEETING TYPE | FILE | PROJECT INFORMATION | APPLICANT INFORMATION |
| 9:00 a.m. | Presubmission Major | 11-0174 | <u>HARRISON BUILDING REDEVELOPMENT</u> 2411 HARRISON AVENUE NW Renovate existing building and add new building totaling 5,533 sq. ft. with 96 new parking stalls. | Bailey General Contractors LLC 8270 28th Court NE #201 Lacey, WA 98516 (360) 704-4486 |
| PLANNER- Shawn Burgett, (360) 570-3776, sburgett@ci.olympia.wa.us | | | | |
| 9:45 a.m. | Presubmission Major | 11-0175 | <u>MC PHEE MEDICAL BUILDING</u> 420 MCPHEE ROAD SW Demolish existing building and add a new two-story building totaling 9,760 sq. ft. and 40 parking stalls. | Greg Bailey 8270 28 th Court NE #201 Lacey, WA 98516 (360) 704-4486 |
| PLANNER- Shawn Burgett, (360) 570-3776, sburgett@ci.olympia.wa.us | | | | |

| |
|--------------------------------|
| PROJECT REVIEW MEETINGS |
|--------------------------------|

NONE SCHEDULED

Example: local requirements – Step 2

➤ Intercity Transit “Stops & Zones Committee” reviews proposals weekly:

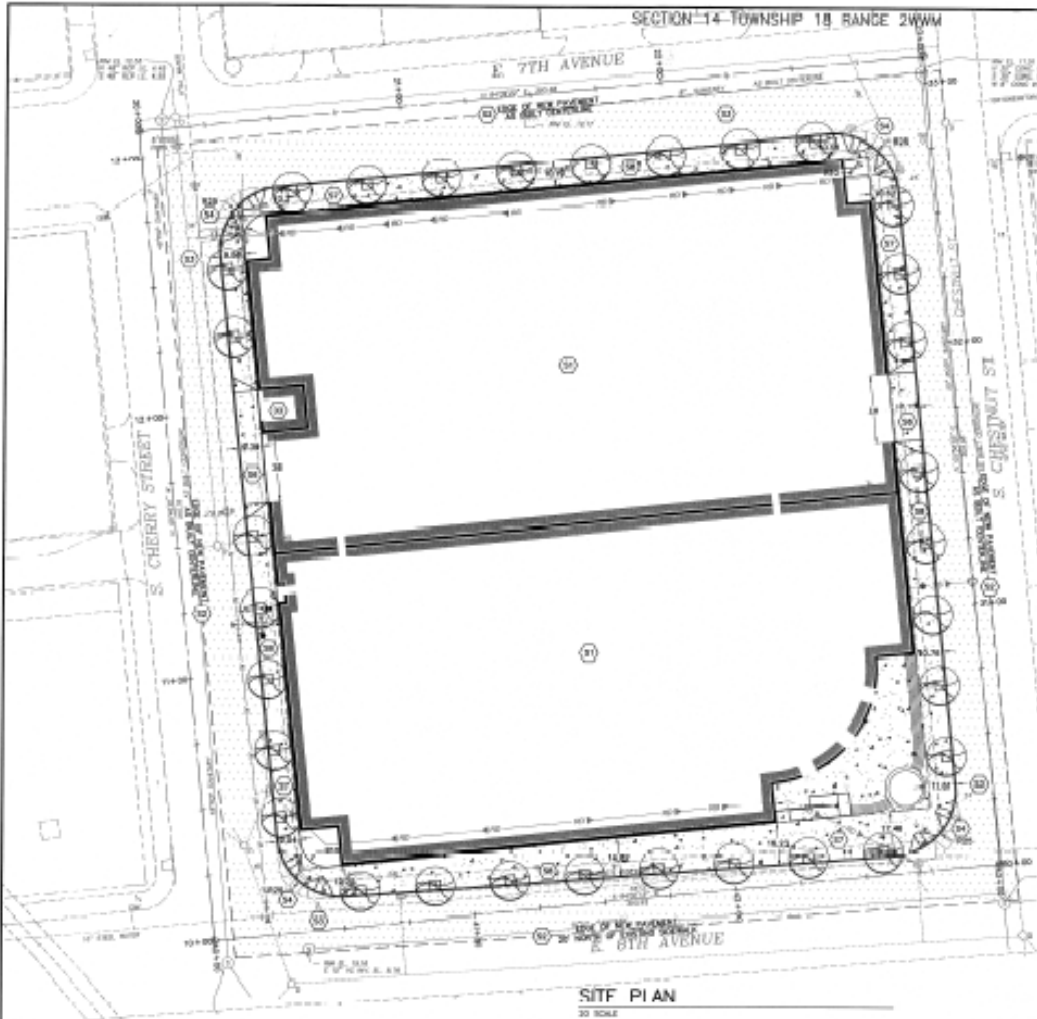
- 2011 received 1,047 documents: pre-sub, plats, DNS, MDNS, SEPA
- Reviewed 282 project land use proposals for transit considerations
- Submitted comments/requests on 12 specific projects



| | | | | | |
|---------------------|---------------------|-------------|-----------------------|-------------------|-------------------|
| Mark | Dennis | Fran | Mark | Cheryl | Marc |
| Fixed Rt Manager | Planning Manager | Scheduler | Facilities Manager | Systems Coord. | Senior Planner |

Apr 12. '02

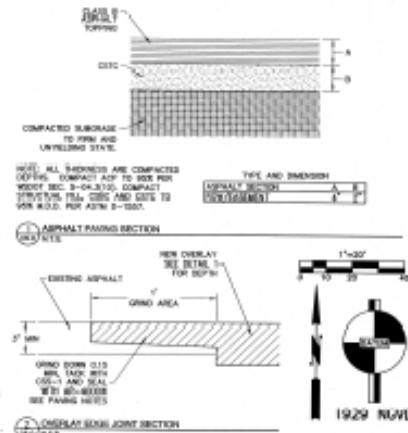
Olympia: Cherry Street Plaza



November 2004

Development: 160,000 sq/ft and parking garage.

- Office building for about 600 state employees (DSHS).



ELEVATION DATA
FOR BRACY & THOMAS LAND SURVEYORS SURVEY (L.S.S.)
VERTICAL DATA BY ELEVATION
STRENGTH PLANS

HORIZONTAL DATA
FOR BRACY & THOMAS LAND SURVEYORS
SURVEY

LEGAL DESCRIPTION
FOR BRACY & THOMAS LAND SURVEYORS (L.S.S.) OF 1999
ACCORD TO 15 PAR. 40
RECORDED IN VOLUME 1 OF
PLANS AT PAGE 31

CALL BEFORE YOU DIG
(BSC) 424-5555

APPROVED FOR CONSTRUCTION

BY: _____ DATE: _____
BRACY COMPANY PLANNING AND
DEVELOPMENT

APPROVAL EXP. _____

MC²
MC SQUARED
STRUCTURAL & CIVIL ENGINEERS

1335 EAST 4TH AVE.
SUITE 100
OLYMPIA, WA 98506
T (360) 756-9339
F (360) 352-2844

www.mc2-inc.com

| | |
|------------|--------------------------------------|
| NO. SHEETS | 1 |
| SHEET NO. | 1 |
| DATE | NOVEMBER 2004 |
| PROJECT | CHERRY STREET PLAZA & PARKING GARAGE |

Phase II

Site Plan

Cherry Street Plaza
601 SE 7th Avenue, Olympia, WA.

BRACY & THOMAS LAND SURVEYORS, L.L.C.
CREATING PRECISE SURVEY DATA FOR CONSTRUCTION

| | |
|-------------|----------------|
| PROJECT NO. | 04-001 |
| DATE | 11/15/04 |
| SCALE | AS SHOWN |
| BY | BRACY & THOMAS |



| | |
|-------------|----------|
| PROJECT NO. | 24724.00 |
| SCALE | C6.0 |
| SHEET NO. | 6 of 10 |

| | | |
|--|--|--|
| SURVEY NOTE: TOPOGRAPHIC INFORMATION DEPICTED WAS PROVIDED BY BRACY & THOMAS LAND SURVEYORS AND HAS NOT BEEN FIELD CHECKED BY MC SQUARED, INC. | EXISTING UTILITIES NOTE: EXISTING UTILITY INFORMATION WAS OBTAINED FROM FIELD SURVEYS CONDUCTED AT THE TIME OF DESIGN. UTILITIES MAY EXIST ON SITE THAT ARE NOT DEPICTED. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR RELOCATION OF CONFLICTING EXISTING UTILITIES AND/OR SHIELDING OR NOT. CALL FOR LOCATES BEFORE BEGINNING CONSTRUCTION. | RECOMMEND CONTACT PERSON: FOR PROJECT: PHONE: FAX: |
|--|--|--|

Olympia: Cherry Street Plaza

Concept: Nov. '04



Intercity Transit Request:

- ADA accessible stop (minimum: 5'w x 8' d)
- Limited set-back of building so utilize building canopy and bench to accommodate 4 people.



Thurston Co: Glenmore Village

Yelm Hwy/Rich Rd



Development: 17.5 acres

- Mixed use: 39 single family units
- 40,000 sq/ft store
- 2 other 6-12,000 sq/ft office/commercial buildings.

Development review is currently active with proposed mitigation:

- Schools, Traffic, Habitat (Mazama Pocket Gopher)

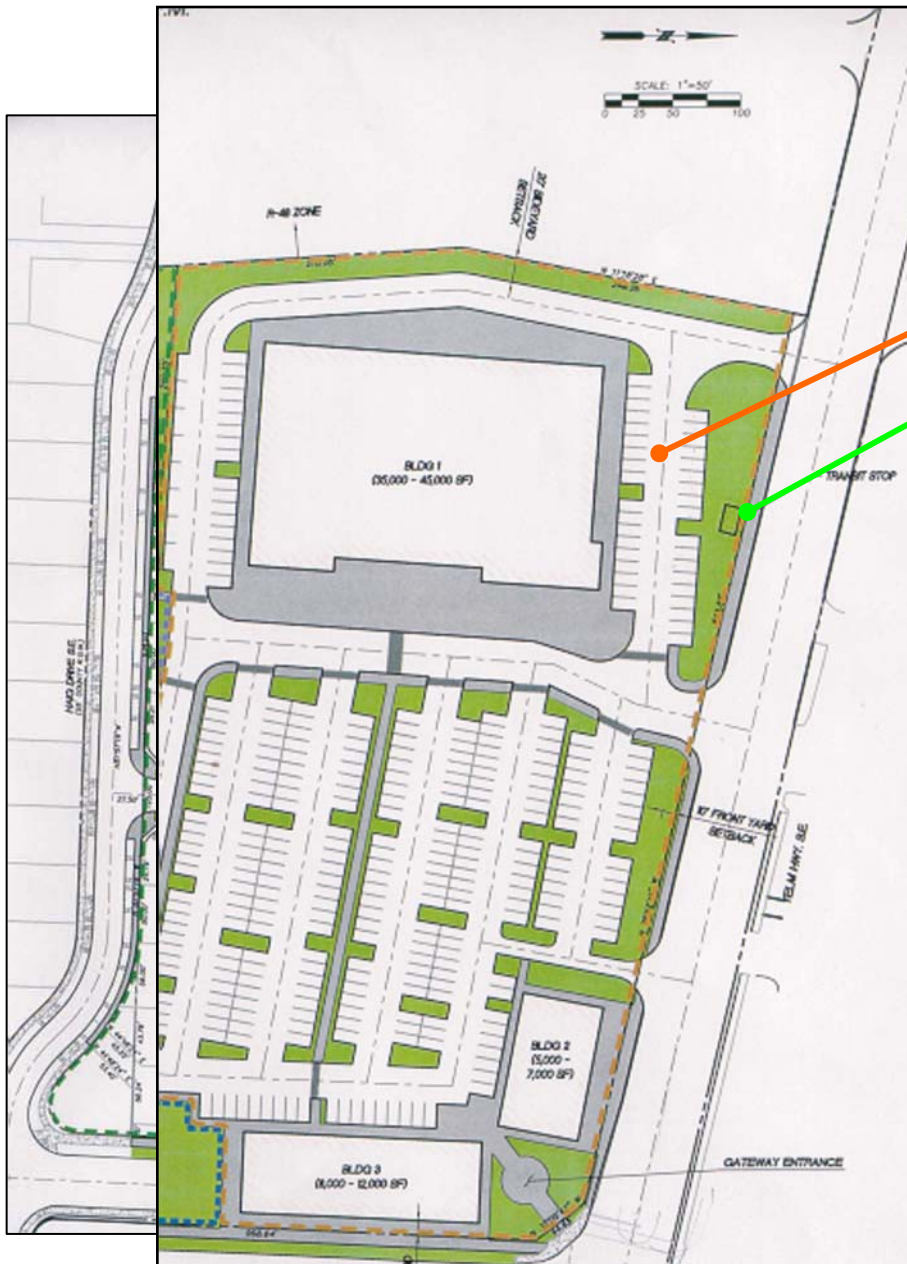


Route 68

- In-bound
- Out-bound

Thurston Co: Glenmore Village

Yelm Hwy/Rich Rd



Developer is proposing:

- Park & Ride Lot
- Bus stop – but only on property

Our request:

- ADA accessible stops on both sides of the road (ped crossing and island?).
- Improve pedestrian connection to the P&R.

{IT also participating with County on Yelm Hwy improvements: 5 lanes, bus stops}

Lacey: Horizon Point

Rainier Road (first entrance)

Yelm Hwy (intersection improvements built 2009)



Our proposal:

- Proposed route through development (2008).

Requested:

- ADA accessible stops.
- Near side stops, due to limited intersection clearance, every few blocks.

Example: local requirements – Step 2

- **Pre-Sub meeting with jurisdiction's affected department staff:**
 - Provides comments on preliminary plans, including:
 - identifying the standards that need to be complied with
 - provides any concerns with the project or property (roads, environment, etc.)
 - provides comments from others who have reviewed the proposed project

Example: local requirements

Step 3: Formal Application

- Submit formal application and fees for site plan review to Development Dept.
- Fees are variable based on estimated cost of the project.
- Application generally requires:
 - Site plan drawing
 - Location and size of existing and proposed uses,
 - Buffers, easements, utilities, storm drainage systems, access design, parking areas, and topography of site
 - Environmental (SEPA) checklist when required
 - Vicinity map, showing property in relation to neighboring streets

Example: local requirements

Step 4: Application Distributed

- Department sends map and application to affected city and county departments and interested agencies for their review and comments.
 - Intercity Transit staff reviews and comments again, if needed.

Step 5: Formal Review

- Site Plan Review results in either approval, conditional approval, or denial of detailed site plans.
- A decision is made within 15 working days of receipt of the completed application unless:
 - Applicant agrees to an extension of time; or
 - State Environmental Policy Act (SEPA) regulations are found to be applicable. Environmental Impact Statement (EIS) preparation and distribution time does not get included in the 15-day time period.

Example: local requirements

Step 6: Decision

(example: City of Lacey)

- “The decision of the Site Plan Review Committee (SPRC) shall be final unless appealed to the Hearings Examiner within fifteen (15) days of the SPRC decision.”
- “The applicant may appeal the Hearings Examiner's decision to the City Council. The Council must review the request on the record.”

**Results of Intercity Transit
participating in local land use reviews:**

Olympia: Cherry Street Plaza

Concept: 2004



Construction: Jan 4, '06

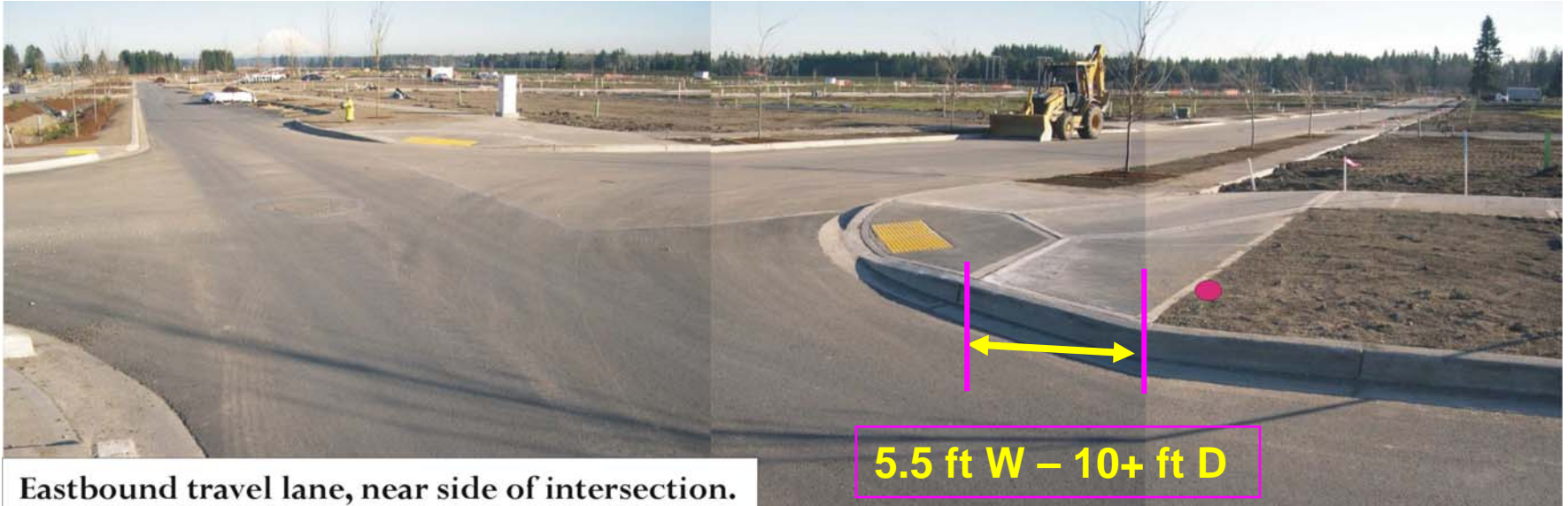


Intercity Transit Request Approved '05:

- ADA accessible stop
- Utilize building canopy and bench to be installed by developer

Lacey: Horizon Point

Bus Stop Locates



Eastbound travel lane, near side of intersection.

5.5 ft W – 10+ ft D



January 2012

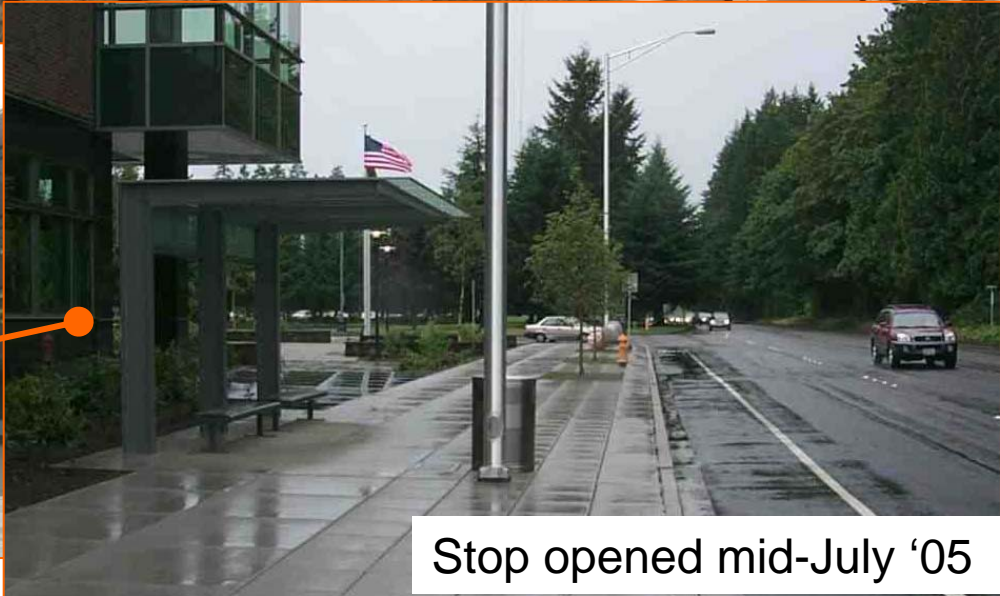
Tumwater Office Building: Linderson Way

• State: WSDOT & Corrections – 1,300 employees

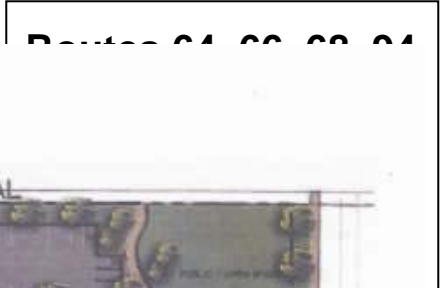
Occupancy September 2005

Routes 12 & 13

● Bus Stops



City of Lacey (2004)- Yelm Hwy. Roadway Improvement Project




Pre-submittal: January 11, 2012

City of Tumwater: Bus Stop Pullout

S 7th Ave/W I St.

Route 43

 In-bound

 Out-bound



Recent Land Use - Bus Stop Improvements



224 Unit Apartment Complex (submittal/review process: 2007 – 2009)

Recent Land Use - Bus Stop Improvements

Rt 601(PT) and 603 (IT)

Option for detour routing during construction Stages 2 -5. Jefferson St from 14th to Maple Park, will be

◀.....▶ Suggested routing

Stages 2, 4 & 5 (5/24 - 11/13)

to Oly:

Regular route on Union...continue to C
L on Capitol Way
L on Maple Park (eastbound)
U turn at Jefferson, back on Maple Pa
R on Capitol Way and back on regul

to Tacoma

reverse of above

Stage 4



Different views of the same location

Stage 2 Traffic Detours

*Local
Jefferson St. traffic
between
14th & 16th Ave.
will be detoured
to Capitol Way
via
14th Ave. &
Maple Park Dr.*

*7 Week Duration
Begin: 5/24/2010
Complete: 7/27/2010*



North-bound Jefferson St

Now - 2012

Transit Planning & Land Use



**Questions or
Comments?**

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: January 18, 2012**

FOR: Intercity transit Authority
FROM: Mike Harbour, ext. 5855
SUBJECT: Service on Holidays

1) **The Issue:** The Citizen Advisory Committee (CAC) requested a discussion of Intercity Transit service on holidays. The outcome of the CAC discussion of January 9 will be shared with the Intercity Transit Authority at the January 18 Work Session.

2) **Recommended Action:** This is an information item.

3) **Policy Analysis:** The addition of service hours will require approval by the Authority.

4) **Background:** The Intercity Transit Authority discontinued service on three holidays - New Year's Day, Thanksgiving and Christmas in 2001 in coordination with the service reductions required by the loss of the Motor Vehicle Excise Tax funding. Prior to this time, a Sunday level of service operated on these days.

The Sunday level of service is minimal level of service operating from approximately 8:30 a.m. to 9:00 p.m. The service requires approximately 255 hours of fixed-route service. In addition, Dial-A-Lift service must be offered as well as Supervisory personnel would be required. We also close the Maintenance facility on these three holidays; therefore, Maintenance personnel would also be required when service is operated. It is estimated the cost of each of these holidays would be \$30,000, with a total annual cost of \$90,000 for the three holidays.

Staff searched customer comments to see if there had been a significant number of requests for operating service on these three holidays. No requests were found. This does not necessarily mean there is no demand for service on these days.

A review of transit systems of comparable size shows most systems of our size are closed on six holidays per year - New Year's Day, Memorial Day,

Independence Day (4th of July), Labor Day, Thanksgiving, Christmas. Larger transit systems such as Pierce Transit, King County Metro and Sound Transit generally operate a Sunday level of service on these holidays.

5) **Alternatives:** This is an information item. The Authority may direct staff to bring this item back for action if there is an interest in further considering service on these holidays.

6) **Budget Notes:** Adding a Sunday level of service on these three holidays would cost approximately \$90,000 per year.

7) **Goal Reference:** This item addresses Goal 1: *“Assess the transportation needs of the community;”* and Goal 2: *“Provide Outstanding Customer Service.”*

8) **References:** N/A

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: January 18, 2012**

FOR: Intercity Transit Authority

FROM: Mike Harbour, ext. 5855

SUBJECT: Providing Reduced Price Individual Bus Tickets

-
- 1) **The Issue:** The Intercity Transit Authority directed staff to investigate the possibility of offering reduced cost bus tickets to individuals or organizations in our community.
-
- 2) **Recommended Action:** This is an information item.
-
- 3) **Policy Analysis:** The provision of bus tickets at a reduced price will require approval by the Authority.
-
- 4) **Background:** Intercity Transit began offering discounted Monthly Passes to organizations in our community in January 2011. This program was continued in 2012. In 2011, 12 organizations purchased approximately \$100,000 in monthly passes at a 50% discount. Thirteen organizations requested approximately \$110,000 worth of tickets in 2012.

The monthly pass program was an attempt to assist organizations which provided transportation assistance to clients but were facing the potential of reducing or eliminating the assistance due to state, federal and other funding reductions. By reducing the cost of passes for agency clients, agencies were encouraged to maintain transportation assistance as part of their programs. An evaluation of the program in 2011 showed a high level of satisfaction and the program was meeting the goals of the participating agencies. The participation of all 2011 agencies in the 2012 program further illustrates the success of the program.

Intercity Transit staff approached the design of this program guided by a number of criteria:

- The program must be simple to administer and not require a significant amount of staff time. This was accomplished by having organizations purchase tickets monthly with minimal administrative requirements.

- The program should not require Intercity Transit to engage in “Needs Assessment.” The task of determining whether individuals qualify for reduced passes based on need is a difficult one, and Intercity Transit lacks the data, training and expertise to do this. The monthly pass program requires the participating agencies to determine client need, and the requirement that they cover 50% of the cost helps ensure this will be well managed.
- The program should minimize Intercity Transit’s costs while encouraging increased ridership. The program requires no direct expenditure by Intercity Transit.

Expanding this program to providing discounted individual tickets raises a number of questions or issues:

- What are the primary goals/objectives of the program?
- Who would be eligible for the passes? Should criteria for eligibility be set by Intercity Transit or should passes be made available to agencies that set their own criteria?
- Should tickets be made available only to organizations or to individuals as well?
- There would be significant demand for discounted individual tickets. How will the number of tickets to be made available be determined?
- How will the tickets be allocated among applicants?
- The reselling of individual tickets would be simple and can be expected to occur. Would and should this be acceptable?

These and other issues will be discussed at the Authority work session.

5) **Alternatives:** This is an information item. The Authority may direct staff to bring this item back for further discussion and/or action.

6) **Budget Notes:** There would be a significant level of demand for individual reduced tickets and/or day passes. The program could have a significant financial impact.

7) **Goal Reference:** This item addresses Goal 1: “Assess the transportation needs of the community;” and Goal 2: “Provide Outstanding Customer Service.”

8) **References:** N/A