

**SOUND TRANSIT**

**MOTION NO. M98-58**

**Station/Facility Design Issues in Common  
For  
Commuter Rail, Link Light Rail and Regional Express**

**BACKGROUND AND COMMENTS**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Board Meeting	8/13/98	Action	Betty Laurs, Commuter Rail Debora Ashland, Link Light Rail Linda Smith, Regional Express	206-689-7440 206-689-3309 206-689-4922

**ACTION:**

The adoption of Motion No. M98-58 is being requested of the Board at this time for some of the design issues in common to all three Lines of Business as they relate to station/facility design. Our intent for this meeting is to further discuss the station design policy issues for ATM's, Bicycles, Passenger Amenities and Signage and present staff recommendations. The number of design issues for Sound Transit facilities is fairly extensive and will require several meetings to complete all Board action items. The remainder of the policy issues will be discussed at the Board Meeting on August 27, 1998. All Design Issues in Common will be incorporated into each Line of Business Design Criteria Manual.

**BACKGROUND:**

In order to proceed with design and engineering, Sound Transit's philosophy needs to be addressed, with respect to design, maintenance and operation of facilities. This will set the standards for which design criteria can be established and create a basis for designers, engineers and architects to begin their work on station design.

The three Lines of Business have been discussing design elements in common to ensure all of Sound Transit will work as a unified whole and to assist in the development and maintenance of integrated systems. The goal is to establish policy and criteria that will serve all Lines of Business and work with our partnering agencies in the region. System-wide standardization can encompass a spectrum of issues from mandating uniformity throughout to allowing individual design everywhere. We wish to determine the common thread of issues that applies to all facilities. This approach encourages uniformity where it is most advantageous and allows individuality by each Line of Business, and by region, community and neighborhood where it is appropriate.

At the July 17, 1998 Executive Committee Meeting, we generally discussed all the design elements listed on the updated attached spreadsheet. The items under consideration at this time are shaded. We have added to the list Security and Facility / Station. We are continuing to develop information and recommendations on each of the policy issues. We will be presenting at the Board meeting each design element in the following format to facilitate the policy discussion:

1. Description of Element
2. Background
  - a. Others' experiences
  - b. Costs: construction, operating, maintenance
3. Options
4. Staff Recommended Approach
5. Policy Decisions
6. Criteria / Standards / Physical Requirements (to be developed in detail after policy decision)

This written material contains only staff recommendations for ATM's, Bicycles, Passenger Amenities and Signage, as they relate to station/facility design. Background information, including other systems experiences, costs, and options for each of these issues will be presented to the Board on August 13, 1998 for further discussion. The August 27, 1998 Board Meeting will address Concessions, Restrooms, Security and Advertising that pertain to station/facility design. After policy decisions are determined, specific design criteria will be drafted for designing and developing Sound Transit facilities.

### **STAFF RECOMMENDATIONS FOR AUGUST 13, 1998 BOARD MEETING:**

#### **Automated Teller Machines (ATM's)**

Accommodations for Automated Teller Machines will be provided at Sound Transit facilities as a customer convenience in multi-modal stations/facilities where the private financial providers determine that market conditions support such a use. Where market conditions do not warrant the installation of an ATM at station opening, provisions will be made for projected growth locations to accommodate a future installation, such as spare capacity for power and installation of conduit.

ATM's within Sound Transit facilities shall be located in a safe environment, which does not impede the general flow of traffic during peak periods.

Sound Transit shall pursue advantageous and cost effective services for installation, operation and maintenance of ATM's with private financial providers.

Sound Transit shall condition contracts with financial providers to enable purchase of transit passes through ATM transactions.

## **Bicycles**

Bicycles will be a common method of transportation to and from Sound Transit facilities. As identified in the Sound Move Plan, we will work with local jurisdictions and communities to determine appropriate bicycle improvements within a ½ mile radius of stations. We intend to come back to the Board with the recommendations on access to facilities after these joint discussions.

This policy decision only deals with bicycle station/facility design issues. Facilities shall be designed to provide ample space for maneuvering bicycles in and through stations and onto vehicles. Bicycles can be accommodated on Light Rail vehicles, Sounder vehicles and Regional Express buses.

Bicycle storage at stations shall be provided. A mix of storage lockers and locking racks will allow frequent and infrequent users of the system to safely store their bicycles. The quantity of lockers and bike racks shall be based on projected patronage of facilities. Both storage lockers and bike racks shall be provided in areas open to circulation, on direct paths from access points, and to not impede pedestrian and vehicular traffic flows. Additional area should be designated, where possible, for expansion to accommodate bicycle ridership increases in the future.

## **Passenger Amenities**

Passenger Amenities include items that provide comfort for the customer. These items include, but are not limited to, weather protection, benches, lighting, heating/cooling, et cetera.

Facilities shall be quality civic architecture with quality public art. Facilities shall be appropriately sited, easily maintained, vandal resistant and constructed of durable materials.

Layout of facilities shall minimize walking distances between modes of transit. Design of facilities shall include elements that extend between Sound Transit and other transit agency modes in consideration of transferring patrons. These elements may include weather protection in conjunction with other agencies, as well as signage, lighting, and finishes.

Sound Transit will provide weather protection at all stations/facilities. The extent of coverage shall generously accommodate average peak period estimated ridership. Special consideration should be given to special event stations. Weather protection shall extend fully to the vehicle loading zone, whenever possible. Designs shall accommodate protection from wind blown rain/snow and gutter systems shall assure protection from elements. Exterior fixtures such as fare vending and signage shall also be protected from the weather to aid customer comfort and as preventative maintenance of appurtenances.

Passenger amenities, such as benches and lighting, will be provided to assure safe, comfortable use of Sound Transit facilities. Performance criteria will be developed for system-wide lighting that will promote energy efficiency and minimize number of lamp types for ease of maintenance.

To provide easily maintained and cost effective operations, no heating or cooling will be provided at stations/facilities. Due to the Washington State Energy Code requirements, exterior heating systems that meet code are less than effective, according to Intercity Transit who has installed these systems in their Olympia Transit Center. The allowable low wattage units do not provide much heat and are expensive to purchase, install, operate and maintain. Mechanical ventilation systems will be provided, as required, in structured parking and tunnel areas.

## **Signage**

Sound Transit will develop a system-wide signage program that is clear, concise and consistent. This program will set a unified baseline for Sound Transit, yet allow flexibility of each line of business to expand as needed to accommodate all types of facilities (examples: park and rides, tunnel or aerial light rail stations). The program shall recognize the needs of other agencies and integrate with their signage systems.

The Sound Transit signage system will include:

- trailblazers to stations and facilities (policy direction needed, see below);
- identification signs to mark station entrances or facilities;
- wayfinding or directional information within stations and facilities;
- signage that provides information on how to use services, fares, schedules in the form of informational kiosks, customer information centers, et cetera;
- safety and regulatory signage to promote safe use of facilities;
- the ability to adapt to local signage code regulations; and,
- potential for community bulletin boards where appropriate and if supported by the community (policy direction needed, see below).

The signage system will use the latest 'state of the art,' design principles, incorporating:

- easily readable type faces and images;
- ADA features to meet the needs of the disabled community;
- international pictograms and symbols;
- current technology, including dynamic, multi-lingual, audio and electronic messages wherever appropriate and feasible;
- electronic informational kiosks linked to other regional informational systems to provide our customers with the latest information and services; and,
- designs that can be easily maintained with realistic life cycle costs.

Sound Transit shall work with local agencies to determine appropriate installation locations and responsibility for continued maintenance of trailblazing signs. Trailblazing signs shall be located on major interstates, highways, and arterials within a ½ mile radius, and neighborhood streets within ¼ mile radius as well as main pedestrian routes such as the Burke-Gilman, Green River, and Cedar River trails. Special conditions shall also be considered on a site by site basis to promote ease of wayfinding, such as station directional signage from major facilities (SeaTac Airport, Southcenter, Regional Justice Center, Safeco Stadium, et cetera).

Provisions for community bulletin boards shall be provided at Sound Transit facilities. They shall be located to not interfere with signage, public art or use of the facility and traffic flow.

Installation of bulletin boards, whether they are for paper notices or electronic media, will be provided at the formal request of the local jurisdiction and where agreements are developed with communities to provide the appropriate media and maintain the bulletin boards.

**RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:**

- Adoption of *Sound Move*, The Ten-Year Regional Transit System Plan (May 31, 1996)
- Resolution No. 98-3 (January 22, 1998), Light Rail Consultant Contract with PSTC
- Resolution No. 98-11 (April 9, 1998)
- Executive Committee Discussion on July 17, 1998 (No action)

**KEY FEATURES:**

Staff recommendations for Station/Facility Design Issues for ATM's, Bicycles, Passenger Amenities and Signage as they pertain to design issues in common for all Lines of Business: Commuter Rail, Link Light Rail and Regional Express, and in partnership with the other regional providers, and jurisdictions.

**ALTERNATIVES:**

The following alternatives are available for Board action:

1. Adopt the design policy issues as presented above after discussion of all material.
2. Adopt a portion of the design policy issues as presented above to allow design work to continue and list specific items as needing further review and/or discussion.

**CONSEQUENCES OF DELAY:**

Agreement on the design criteria is essential to continuing the design phase for all three Lines of Business. We expect to have all the design criteria in place by the end of September 1998.

The Sounder staff is currently working with the cities and their Technical Advisory Committees to choose design teams for all stations between Tacoma and Seattle. The selection process has been completed and contracts are pending. Board award of design contract is expected in August 1998 with the design period extending from September 1998 through January 1999.

Regional Express has awarded contracts for environmental review and preliminary design for several community connections and direct access improvement projects. Environmental analysis is underway and preliminary design will begin in the fall of 1998.

Link Light Rail has awarded design contracts to Puget Sound Transit Consultants (PSTC) for all stations. Conceptual design work will be completed in December 1998 with preliminary engineering finishing by December 1999.

Schedules for all three Lines of Business are based on the implementation plan adopted by Sound Move and allow little deviation. Delay in design criteria development will negatively affect the facility design schedule, which will negatively affect the overall construction schedule for all Lines of Business.

Attachment

## **SOUND TRANSIT**

### **MOTION NO. M98-58**

A motion of the Board of the Central Puget Sound Regional Transit Authority to establish policy for station/facility design issues common to all three Lines of Business with respect to Automated Teller Machines (ATM's), Bicycles, Passenger Amenities, and Signage.

#### **Background:**

The three Lines of Business have been developing design elements in common to ensure all of Sound Transit will work as a unified whole and to assist in the development and maintenance of integrated systems. The goal is to establish policy and criteria that will serve all Lines of Business and work with our partnering agencies in the region. We wish to determine the common thread of design elements that applies to all facilities versus standardization throughout. This approach encourages uniformity where it is most advantageous and also allows individuality. This motion identifies policy issues for ATM's, Bicycles, Passenger Amenities and Signage, as they relate to station/facility design. Background information, including other systems experiences, costs, and options for each of these issues was presented to the Board on August 13, 1998. After policy decisions are determined, specific design criteria will be drafted for designing and developing Sound Transit facilities.

#### **Motion:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the following items are adopted as policy for all three Lines of Business station/facility design:

#### **A. Automated Teller Machines (ATM's)**

With respect to ATM's, Sound Transit shall:

- provide as a customer convenience at Sound Transit facilities where market conditions support such a use through contracts with private financial providers
- provide provisions for ATM's in projected growth locations to accommodate future installations
- pursue advantageous and cost effective services for installation, operation and maintenance with private financial providers
- condition contracts with financial providers to enable purchase of transit passes
- locate in a safe environment, which does not impede the general flow of traffic

#### **B. Bicycles**

With respect to bicycles at stations/facilities, Sound Transit shall:

- design facilities to provide ample space for maneuvering bicycles in and through stations and onto vehicles

- provide a mix of storage lockers and locking racks, based on projected patronage of facilities
- provide storage areas open to circulation, on direct paths from access points, and to not impede pedestrian and vehicular traffic flows
- designate areas, where possible, for storage expansion to accommodate bicycle ridership increases

### **C. Passenger Amenities**

With respect to passenger amenities at stations/facilities, Sound Transit shall:

- provide comfort for the customer in the manner of weather protection, benches, lighting, etc.
- provide high quality civic architecture with high quality public art
- design appropriately sited facilities that are easily maintained, vandal resistant and constructed of durable materials
- layout facilities to minimize walking distances between modes of transit
- include design elements that extend between Sound Transit and other transit agency modes, which may include weather protection in conjunction with other agencies, signage, lighting, and finishes
- provide amenities, such as benches, water fountains and lighting, to assure safe, comfortable use of facilities
- develop performance criteria for system-wide lighting that will promote energy efficiency and minimize number of lamp types for ease of maintenance

#### Weather Protection

- provide weather protection at all stations/facilities that generously accommodates average peak period estimated ridership, and consider special event station needs separately
- extend weather protection fully to the vehicle loading zone, whenever possible
- provide protection from wind blown rain/snow and develop gutter systems that assure protection from the elements
- provide protection for exterior fixtures such as fare-vending and signage to aid customer comfort and as preventative maintenance of appurtenances

#### Heating/Cooling

- provide mechanical ventilation systems, as required by code, in structured parking and tunnel areas
- not provide heating or cooling at exterior stations/facilities as they are not effective nor energy efficient, and are expensive to purchase, install, operate and maintain




**D. Signage**

With respect to signage, Sound Transit shall:

- develop a system-wide signage program that is clear, concise and consistent as a unified baseline that allows flexibility for each line of business and integrates with other agency signage systems
- locate trailblazing signs on major interstates, highways, and arterials within a ½ mile radius of facilities, and neighborhood streets within ¼ mile radius as well as main pedestrian routes
- consider, on a site by site basis, installation of trailblazing signs from major regional facilities
- work with local agencies to determine appropriate installation locations and responsibility for continued maintenance of trailblazing signs
- make provisions for locating community bulletin boards at facilities
- install community bulletin boards upon the formal request of local jurisdictions where agreements are developed for those communities to provide the appropriate media and maintain the bulletin boards, whether it be for paper notices or electronic media, except in the case of major multi-modal facilities
- locate bulletin boards so as not to interfere with signage, public art or use of the facility and impede traffic flow

Adopted by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 13<sup>th</sup> day of August, 1998.



Bob Drewel  
Board Chair

ATTEST:



Marcia Walker  
Board Administrator

**ATTACHMENT  
MOTION NO. M98-58**

8/5/98

**Station/Facility Design Issues in Common for  
Commuter Rail, Link Light Rail and Regional Express**

Issues	Policy Issue	Operational Issue	Maintenance Issue	Design Issue	Comments
<b>Overall Facility Design</b>					
ADA Features			•	•	
ATM's	•			•	Yes / No?, Where?, How are they contracted?
Art			•	•	
Bicycles	•	•		•	Access?, Provide storage?
Concessions	•			•	Yes / No?, What?, Where?
Equipment (farevending, etc.)			•	•	
Landscaping			•	•	
Lighting (lamp type and internal optics)		•	•	•	See passenger amenities below.
Newspapers				•	
Parking Facility Design		•		•	
Passenger Amenities	•		•	•	Weather protection, benches, heaters, lighting
Performance Criteria		•	•	•	
Restrooms	•	•	•	•	Yes / No?, Where?, Who maintains?
Systems (comm., emerg. egress, etc.)		•	•		
Telephones				•	
Weather Protection		•	•	•	See passenger amenities above.
<b>Security</b>					
	•	•	•	•	Extent of security to be provided?
<b>Signage / Wayfinding</b>					
Station Identification				•	
Trailblazing	•			•	How far from stations?
Directional / Informational				•	
Electronic / Audio				•	
Community Bulletin (electronic/video?)	•		•	•	Yes / No?, Who maintains?
<b>Advertising</b>					
Interior of Vehicles	•			•	Yes / No?, Where?, Content?, How contracted?
Exterior of Vehicles	•			•	Yes / No?, Where?, Content?, How contracted?
In Facilities	•			•	Yes / No?, Where?, Content?, How contracted?
<b>Station/Facility Development</b>					
Joint Use Development		•	•	•	Site specifics addressed separately
Transit Oriented Development		•	•	•	Site specifics addressed separately