

## **SOUND TRANSIT**

### **MOTION NO. M98-64, M98-65 and M98-66**

#### **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 of Directors	8/27/98	Action	Betty Laurs, Commuter Rail Deborah Ashland, Link Light Rail Linda Smith, Regional Express	206-689-7440 206-689-3309 206-689-4922

#### **ACTION:**

The adoption of Motions No. M98-64, M98-65 and M98-66 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 advertising, concessions, public restrooms, and security and present staff recommendations. 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. We wish to determine the common thread of issues that applies to all facilities.

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. At the Board meeting we will be presenting 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 and revenue
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 advertising, concessions, and security as they relate to station/facility design. Staff will provide specific information and recommendations at the meeting on August 27, 1998 on public restrooms, in addition to background information, including other systems experiences, costs, and options for each of these four issues for further discussion. After policy decisions are determined, specific design criteria will be drafted for designing and developing Sound Transit facilities.

## **STAFF RECOMMENDATIONS FOR AUGUST 27, 1998 BOARD MEETING:**

### **Advertising in Stations/Facilities**

The Board has not precluded advertising on vehicles; however, the Board has not adopted a policy to date on this issue. If the Board makes the decision to include advertising on vehicles and in facilities, an operational policy will need to be developed to deal with the specific contractual arrangement for securing advertising, as well as the content of advertising. At this time, staff recommends that station/facility design parameters allow for advertising to be installed in Sound Transit facilities.

We are recommending that all facility designs identify or designate locations appropriate for advertising. These areas must not conflict with wayfinding, signage, and operations of the station or facility. Designated advertising locations should not be where points of decision are being made by patrons or where confusion may result due to its presence, such as near fare vending equipment. Advertising shall be subservient to the function and architectural expression of the station. The specified location for advertising shall look complete and finished whether advertising is installed at this time or if it is added later.

The placement of advertising should fit within the parameters of the Sound Transit signage program. An interchangeable hardware system shall be developed so that advertising can be easily installed and removed on a regular basis. Standardized formats or packages should be available to work on an individual or multiple basis.

### **Security in Stations/Facilities**

In order to provide comfort for our patrons, Sound Transit shall provide safe and secure facilities. To meet that goal, we will develop a security program to address facility needs, as well as operational plans. Sound Transit is forming a Security Committee represented by the three Lines of Business and Sound Transit's Risk Manager to research the best security practices and develop recommendations for implementation. This effort will be done in coordination with our partner agencies and jurisdictions to build on their experiences and expertise.

To proceed with facility design, staff recommends that we promote safe and secure facilities by designing facilities to meet Crime Prevention through Environmental design guidelines established by professionals with vast experience in this field. Coupling this information with the collective knowledge of local expertise and design professionals, we recommend the following:

- Facilities shall be designed to allow patrons to observe surroundings and paths, as well as observation of patron areas and paths by security/safety personnel and neighboring uses.
- Lighting and landscaping will be designed with utmost importance on safety and security.
- Materials used shall be resistant to vandalism and easily repairable if damaged.

- Emergency and warning signage shall be obvious, legible, clear, and consistent.
- Provisions shall be made for closed circuit television monitors and pay phones that can be used in emergencies. The determination of where cameras will be placed, how they will be monitored, and where phones will be located will be determined with the assistance of the Security Committee.

We know that staffed facilities increase the perception of and safety for our customers. Staffing may be warranted in some locations. This will be determined by each Line of Business in their Operating Plans. There may be the potential to share these services and personnel with other agencies. These factors will be considered in the recommendations to be developed by the Security Committee.

### **Public Restrooms in Stations/Facilities**

Our primary goal is to build an efficient transportation system for the Puget Sound area. The citizens of this region have designated specific dollar amounts to build the best transportation system possible. To do that, difficult choices are required to keep our costs intact and our focus on transportation. The topic of whether or not to provide public restrooms for our patrons is one of those difficult decisions. We must balance the obvious cost concerns, both short and long term, with the potential comfort of customers. There are added issues of security, potential vandalism, and long-term durability of these facilities. In weighing the issues, staff has determined that public restrooms should be provided where they will be most warranted; have the greatest security; where regular, effective maintenance can be provided; and where costs are shared with all agencies using that facility.

Staff is in the process of conducting research and gathering information from local and national operators to develop background information and specific recommendations on public restrooms. This information will be presented to the Board at the meeting on August 27, 1998 to initiate discussion on this important issue. Staff intends to recommend that public restrooms be included in some of the facilities in our region based on the type of facility and criteria to be developed by each Line of Business to reflect their particular operating environment.

### **Concessions in Stations/Facilities**

Concessions are a potential revenue source for Sound Transit and also provide customer conveniences. They can promote a sense of friendliness, comfort, and safety to our users. However, they are one of the largest factors affecting facility design, in that additional space needs to be provided. Concession areas require the utmost flexibility in facilities. They often change; and therefore, require on-going facility management that can be handled within the agency or contracted to a vendor. There are two types of concessions that can be provided at Sound Transit facilities. One is the method of moveable carts that come to the facility on a daily basis and plug into utilities. The other is a built-in arrangement that would require permanent connection of utilities.

The moveable cart method requires less space at the stations than built in concessions. They are usually self-contained and only require electricity, possibly water, space for the cart, and an area for queuing. Cart vendors usually operate for a few hours in the morning and again in the afternoon. Staff provisions are typically not provided.

The built-in concessions require permanent utilities of electricity, water, sewer, and possibly gas. They also require the most area. This space needs to be flexible enough to accommodate a

variety of uses, so as not to limit prospective tenants. Typically, these concessions would be open all day and possibly in the evening and would require staff restrooms at a minimum. Depending on the type of business, public restrooms may also be required to meet health code requirements.

Sound Transit should promote the idea of concessions in facilities where the market supports them. Because of the similarities and ties between providing restrooms and concessions, staff recommends that built-in areas for concessions be provided for at all stations, if the market can sustain them, where restrooms are recommended.. Built-in concessions should also be considered at stations where utilities are already provided for staff restrooms. If these facilities do not support concessions at this time, future growth may warrant concessions at a later date. This should be determined in the design of those facilities and future provisions made. Cart-type concessions shall be encouraged and provided for in multi-modal stations/facilities where space permits. These provisions should include a specific area, electricity, and possibly access to water. Built-in and cart-type concessions should also be considered in street-level locations of aerial light rail stations. This will be dependant upon how and where the station touches the ground and how much area would be available for concessions.

Concessions are not recommended for stations in the public right-of-way for safety reasons. Tunnel stations can provide areas for concessions, but have tremendous cost impacts for providing space, water, and sewer that would not be offset by market-driven lease arrangements. Additional space built at a tunnel station is extremely expensive on a square foot basis. Code issues will also be affected if concession areas are provided, such as fire sprinkler requirements. Concessions can also pull market from the surface street businesses.

Concessions should also be encouraged in joint use development to enable patrons to pick-up the paper or their morning coffee directly adjacent to the station.

A by-product of concessions is increased garbage. In all Sound Transit facilities, and especially where concessions are provided, we will need to work with local waste management companies to determine the best methods for garbage collection, including recycling, where possible. This will depend upon who maintains the facility, the concessionaire agreements, and local disposal services.

Additional background information and costs will be presented at the Board meeting for further review. A separate motion for each item presented herein is attached for review and possible action at the August 27, 1998 Board meeting.

#### **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 advertising, concessions, public restrooms, and security, 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 and as outlined in the attached Motions 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.

## **SOUND TRANSIT**

### **MOTION NO. M98-66**

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 concessions.

#### **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 concessions, 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 27, 1998. After policy decisions are determined, specific design criteria will be drafted for designing and developing Sound Transit facilities.

#### **Motion:**

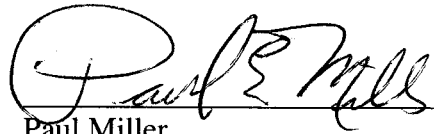
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the following items are adopted as policy for all three Lines of Business station/facility design:

#### **Concessions**

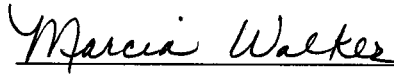
With respect to concessions, Sound Transit shall:

- Promote concessions in facilities as supported by the consumer market, to increase security, and customer convenience in facilities.
- Provide built-in areas for concessions at facilities where restrooms are recommended, if the market can sustain them.
- Consider built-in concessions at stations where utilities are already provided for other purposes such as restrooms.
- Provide for cart-type concessions by way of electricity, access to water, and square footage in multi-modal facilities where space allows.
- Consider built-in and cart-type concessions in street-level locations of aerial light rail stations, dependant upon how and where the station touches the ground and how much area would be available for concessions.
- Provide for concessions in tunnel stations if capital cost impacts for providing space, water, and sewer can be offset by market-driven lease arrangements.
- Encourage concessions in joint use or transit-oriented development adjacent to the stations.

Adopted by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 27th day of August, 1998.

  
Paul Miller  
Board Chair

ATTEST:

  
Marcia Walker  
Board Administrator