



**TREASURE VALLEY HIGH CAPACITY TRANSIT STUDY
DOWNTOWN POLICY ADVISORY COMMITTEE**

**Monday, November 19, 2007
3:30 p.m. – 5:00 p.m.
Ada County Courthouse
First Floor Commissioners Public Hearing Room
200 Front Street
Boise, Idaho**

****AGENDA****

Item	Speaker	Time/ Documentation
1. Welcome and Introductions	Dale Higer	5 Min
2. Minutes (Pages 3-6) DPAC members will review, comment, and approve the October 22, 2007 minutes	Dale Higer	5 Min
3. Facility Programming Plan (Pages 7-10) <i>Members will review and comment on Multimodal Center Candidate Functions for inclusion in the Facility Programming Plan.</i> <i>Staff is seeking adoption of the Mandatory/Discretionary List of Candidate Functions.</i>	Bob Post/ Mark McLaren	25 Min Information Attached
4. Review Alternative Sites (Executive Session) <i>Members will review a preliminary list of alternative sites for locating the multi-modal center (MMC). The DPAC will be asked to provide their input on each site.</i> <i>Staff will review the sites at the November 30th Downtown Technical Advisory Committee and at the December 10th DPAC meeting.</i>		30 Min

5. Goals and Objectives (Pages 11-12)	<i>Members will consider for approval the attached revision to the Goals and Objectives for the MMC and the Circulator projects.</i>	Bob Post	5 Min Information Attached
6. Next Steps/Next Agenda (Pages 13-14)	<i>Members will review an updated schedule provided by the consultant team and consider items for the next meeting agenda scheduled on December 10, 2007.</i>	Dale Higer	10 Min
7. Open Discussion		Dale Higer	10 Min
8. Information Item (Page 15)	<ul style="list-style-type: none"> • <i>Memo Regarding Public Involvement Activities</i> 	N/A	N/A

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**Treasure Valley High Capacity Transit Study
Downtown Policy Advisory Committee
October 22, 2007 Meeting Minutes
Capital City Development Corporation Conference Room
Boise, Idaho**

Attendees: Rebecca Arnold, Commissioner, Ada County Highway District
A.J. Balukoff, Community Planning Association Representative
Ed Dahlberg, Boise Metro Chamber of Commerce Representative
David Eberle, Councilman, City of Boise
Dale Higer, Private Sector Representative – At Large
Rob Hopper, Councilman, City of Caldwell, Valley Regional Transit Representative
Randy Kyrias for Monte McClure, Idaho Transportation Board
Cheryl Larabee, Capital City Corporation Board of Directors
Jim Tomlinson, Downtown Boise Association Representative
Paul Woods, Commissioner, Ada County

Others: Nancy Brecks, Community Planning Association
Jon Cecil, Capital City Development Corporation
John Cunningham, Community Planning Association
Kelli Fairless, Valley Regional Transit
Bryant Forrester, Urban Concepts
Dean Gunderson, Ada County
Ron Kerr, Idaho Transportation Department
Phil Kushlan, Capital City Development Corporation
Bob Post, URS Corporation
Tom Ryder, J.R. Simplot Company
Terri Schorzman, Community Planning Association
Matt Stoll, Community Planning Association

1. Welcome and Introductions

Chair Higer called the meeting to order at 3:33 p.m. Chair Higer introduced new member A.J. Balukoff. A.J. is replacing Dave Bieter as the COMPASS representative. Chair Higer welcomed Randy Kyrias substituting for Monte McClure.

2. Minutes

David Eberle moved and Paul Woods seconded approval of the September 24, 2007 meeting minutes as presented. Motion passed unanimously.

3. Project Materials

John Cunningham stated in response to the request at the September 24, 2007 meeting, a summary of related studies that relate to, support or have some influence on the Treasure Valley High Capacity Transit Study are included in the meeting packet starting on page 6. Staff will provide copies of the *Communities in Motion* Executive Summary at the November 19, 2007 meeting.

4. Purpose and Needs Statement (Multimodal Center and Circulator)

Bob Post presented Purpose and Needs Statements that were reviewed and recommended by the DTAC and Executive Group for approval by DPAC. Purpose and Needs Statements are required by the Federal Government for any major infrastructure or capital project using federal funds.

After discussion, **David Eberle moved and Jim Tomlinson seconded adoption of the Purpose and Needs Statements for the Multimodal Center with the following modifications:**

Under Project Purpose change the wording in the last sentence from "...be a focal point for..." to "...be a catalyst for...."

Under Project Need change the first bullet from "... connect and consolidate the broad range..." to "... connect the broad range...."

Motion passed unanimously.

After discussion, **David Eberle and Cheryl Larabee seconded approval of the Purpose and Needs Statement for the Circulator with the following modifications:**

Under Project Purpose change the first line from "...within downtown Boise that is..." to "...within downtown Boise and close by major employment centers that is...."

Under Project Needs, add a bullet that reads, "The need to connect downtown residential units and proximate residential neighborhoods with downtown employment and cultural amenities."

Motion passed unanimously.

5. Goals and Objectives (Multimodal Center and Circulator)

Bob Post reviewed the Goals and Objectives reviewed and recommended by DTAC and the Executive Group for DPAC approval. Goals and Objectives more specifically define the desired results of a transportation investment.

After discussion, **David Eberle moved and Cheryl Larabee seconded approval of the Goals and Objectives for the Multimodal Center with the following amendment:**

Under Project Goal change the wording in the first sentence from "...be a focal point for..." to "...be a catalyst for...."

Motion passed unanimously.

After discussion of the Project Goals under the Circulator, **it was agreed to change the wording in the second sentence from "To serve as a focal point..." to "To serve as a catalyst...."**

After discussion of the Project Objectives under the Circulator, **it was agreed to add two additional bullets under the Project Objectives. The first bullet in the list will read, "The first phase does not preclude any future expansion of adopted plans." The second bullet will read, "To enhance urban living by connecting downtown residential housing with downtown employment and activity centers."**

After discussion, **it was agreed to postpone approval of the Goals and Objectives for the Circulator until the November 19, 2007 meeting to allow staff to incorporate the suggested changes.**

6. Facility Programming/Multimodal Center Candidate Functions

Bob Post presented a list of candidate functions and requirements for the multimodal center that were reviewed by DTAC and the Executive Group. The list is intended to begin the process of defining the functions to be accommodated in the project definition:

- Bus Bays
- Plaza/Waiting Area
- Downtown Circulator Platform
- High Capacity Transit Platform
- Intercity Bus Depot
- Transit Information Center
- Retail Space
- Valley Regional Transit's Office Space
- Visitor Center
- Parking
- Bicycle Station
- Downtown Circulator Operations and Maintenance Facility

After discussion, it was agreed to add bullet points for the following:

- take Public Art out of the Plaza/Waiting Area function and put as a stand-alone bullet;
- add an Airport Terminal;
- add a Police Substation.

Bob stated he would have the list in a prioritized order with more defined definitions for consideration at the November 19, 2007 meeting.

7. Presentation on Evaluation Criteria and Methodology

Bob Post reviewed a preliminary example of evaluation criteria and methodology for the Multimodal Center, broken into Milestones.

Milestone 1- Narrow to a Short List of Candidate Sites: based on Transportation; Site Functions; Land Use and Development; Environmental and Impacts; and Financial.

Milestone 2 – Selection of a Preferred Site: based on Transportation; Site Design; Land Use and Development; Environmental and Impacts; Costs and Financing; and Implementation Considerations.

It was agreed under Milestone 1- Land Use and Development, to add a bullet stating that any candidate site must have the proper zoning for the facility; and, under Environmental and Impacts, to add a bullet stating that any candidate site is not in the flood plan.

8. Next Steps/Next Meeting Agenda

The Committee discussed the benefits of site visits to locations similar to Boise that have Multimodal Centers. Suggested locations were: Spokane, Washington; Little Rock, Arkansas; Eugene, Oregon; and Salem, Oregon.

After discussion, **Bob will work with staff to compile a list of website addresses of comparable locations for the Committee to review and will also provide information on how those areas address security.**

Next Meeting:

Monday, November 19, 2007, 3:30 to 5:30 p.m. at the Ada County Courthouse in the First Floor Commissioners Public Meeting Room.

Agenda Items:

1. Distribution of *Communities in Motion* Executive Summary
2. Approval of Goals and Objectives for the Circulator
3. Approval of Facility Programming/Multimodal Center Candidate Functions
4. Review Locations for Site Visits
5. Review Details of Space Requirements Based on 5, 10, 20 years.

Adjournment: Chair Higer adjourned that meeting at 5:20 p.m.

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Treasure Valley High Capacity Transit Study – Downtown Policy Advisory Committee
October 22, 2007 Meeting

Multi-Modal Center: Candidate Functions

The following is a listing and brief discussion of the various functions that have been identified as possible candidates for inclusion in a downtown Boise Multi-Modal Center. Inclusion on the following list does not indicate a commitment or final decision has been made regarding the elements that will be incorporated into a project design. The list is intended to begin the process of defining the functions to be accommodated in the project definition.

Bus Bays - The primary function of the Multi-Modal center is to accommodate at one location the majority of the regional bus service lines that access the downtown. The primary decision that will impact site selection and site size is...how many bays are to be accommodated at the site. This can be both a short term and long term question, ie, do we only build to meet the level of demand anticipated over the next few years and master plan the site for future expansion...or do we build out the site initially and deal with the possible perception of under-utilization? Another issue for early resolution will be the layout of the bays...should the design assume a mix of fleet sizes including the potential of articulated buses (60'), small buses (less than 35'), or opt for all bays to be designed to accommodate standard transit buses (40').

Plaza/Waiting Area - This site function is in many respects the doorway to the transit system for the users of the system. Besides weather protection, seating, lighting, transit information and bicycle parking, a number of additional elements are candidates for inclusion. The threshold question regarding this project component is whether or not the waiting area is an enclosed space. Enclosing the space provides the important amenity of weather protection, but also introduces the increased expense of providing added security and maintenance.

Downtown Circulator Platform - The site design will need to be coordinated with the alignment options for the downtown circulator project. If the circulator function is provided by rubber-tired buses, those buses could use one of the Multi-Modal Center bus bays as a designated stop. If the circulator is a streetcar option, the platform(s) should be in close proximity to the bus bays in order to facilitate as direct a transfer as possible. If the location of the Multi-Modal Center is either initially or permanently to serve as a terminal point for a streetcar circulator alignment consideration will also need to take into consideration of whether or not the platform length should be expanded to accommodate more than a single vehicle for staging for special events.

HCT Platform - As with the Circulator, if the future corridor options involve rubber-tired buses it can be assumed the buses would use a designated bus bay in the multi-modal center. If the corridor projects include a rail-based alternative that can access the downtown, the design of the Downtown Multi-Modal Center will provide a platform in close proximity to the bus bays and circulator platform with the objective of facilitating easy transfers.

Intercity Bus Depot - Integration of the intercity bus services into the multi-modal center would allow for convenient transfers for out-of-town travelers to/from the various transit services. Such facilities have different operating requirements including substantial layovers and longer loading periods that make the sharing of bus bays with the regional VRT services impractical. The potential of co-locating other functions such as the ticketing and waiting areas could be explored. Early determination of the elements of an intercity facility that can qualify for expenditures of federal FTA funds will need to be pursued, as well as the size and configuration of the bus depot function.

Transit Information Center – With the multi-modal center being a center-piece of the regions transit system it may be appropriate that it also serve as a central location for providing information on the transit services available and how to use the services. Decisions will be required on whether the information dissemination function is accomplished via static displays or involve a facility that is staffed. Also to be discussed is whether or not there is interest in incorporating the VRT information and dispatching function into the center.

Retail Space – Implementation of a multi-modal center in the downtown core area potentially offers an opportunity to incorporate retail space with the objective of generating a revenue stream, creating an added level of vitality to the facility and expand the range of visitors to the site. Most likely opportunities are service-related tenants including the potential of childcare providers.

VRT Office Space – Construction of the multi-modal center could produce the opportunity to incorporate office space into the facility. Consideration could be given to incorporating space to accommodate VRT administrative functions as the focal point of the regional transit system. This is a function that would require concurrence for FTA participation.

Visitor Center – The Transit Information Center function could be expanded to include a visitor center to make available information regarding the community, special events, recreation opportunities and other points of interest.

Parking – Frequently mentioned as a companion function that would benefit from proximity to the multi-modal center is the provision of a parking structure. Patrons of the structure could utilize the bus system and circulator to access a wide range of destination in and around the downtown core. Portions of the parking could be reserved for use by vanpools and carpools that could also access the adjacent transit services. The DBMS identified a structure to house up to 1000 parking spaces. General purpose public parking located in a downtown location is a function that is not a normal use of federal transit dollars and could likely prove difficult to convince FTA to approve. A comprehensive parking study has recently been commissioned to evaluate the current and future parking needs of the downtown.

Bicycle Station – The Bike Master Plan has identified a need for a downtown bike facility that would provide secure bike storage, repair, rental and possibly a staffed retail function.

Bicycle Parking – Bike racks for users of the transit system.

Downtown Circulator O&M Facility – If a streetcar option is selected for the downtown circulator it will be necessary to provide an operations and maintenance facility at some location along the initial segment. Location opportunities will be limited within the downtown and one option to consider, depending on the size and configuration of the MMC site, is to combine the O&M facility into the multi-modal center facility.

Public Art – The development of a highly visible public space offers an opportunity to support the *Art in Public Places* program. To be explored is the potential of private underwriting of the cost with the value potentially contributing to the matching requirements of the federal funds committed to the project.

Airport Shuttle – The possibility of the multi-modal center serving as a terminal point for an airport shuttle service has been suggested with the idea it would provide access to the circulator as well as the regions transit services. Question...are remote check-in sites allowed by TSA under current security regulations?

Operator Break Facility – If public restrooms are not included as an element of Plaza/Waiting Area, provisions will need to be made for operations staff of the regular bus system and the circulator.

Public Restrooms – A significant decision will be whether or not to include public restrooms within the multi-modal center. Although considered a desirable amenity, restrooms do introduce a level of maintenance and security that must be addressed.

Police Sub-Station- The possibility of including a police remote office or sub-station could be explored as a method of providing an added level of on-going presence and security for the multi-modal center

Taxi Stand – A designated and clearly defined location for taxi cabs to be available to users of the transit services.

Auto Drop-off & Pick-up – Also referred to as “kiss-and-ride” consisting of designated short-term parking spaces for dropping off and picking up transit passengers

Multi-Modal Center: Candidate Functions

The following is a suggested listing of the candidate functions under two broad categories; *mandatory* meaning the function is considered an essential element of a Downtown Boise Multi-Modal Center, and *discretionary* meaning the function is not essential to the basic purposes of the multi-modal center. A number of the functions listed in the latter category may be determined to be important components for the proposed downtown Boise Multi-Modal Center.

Mandatory

- Bus Bays
- Plaza/Waiting Area
- Downtown Circulator Platform (note: if the circulator utilizes a rubber-tired bus option one of bus bays could be designated as the circulator stop)
- Public Art
- Operator Break Facility
- Public Restrooms
- Bicycle Parking
- Taxi Stand
- Auto Drop-off & Pick-up

Discretionary

- Transit Information Center
- Bicycle Station
- Parking- Carpool/Vanpool
- Intercity Bus Depot
- Retail Space
- Visitor Center
- VRT Office Space
- Airport Shuttle Terminus
- Downtown Circulator O&M Facility (note: if a streetcar technology)
- Parking – General Public
- Police Sub-Station

Note: If it is determined a Priority Corridor High Capacity Transit rail-based alternative could access the downtown and the multi-modal center site, then the HCT Platform should be considered a mandatory component of the multi-modal center.

Goals and Objectives; Downtown Boise Circulator

Project Goal

To provide a transit circulator system, highly effective in attracting and distributing trips throughout downtown Boise and approximate employment centers. To serve as a focal point for an expanded regional transit system that leverages the circulator investment to help shape the downtown and support the community vision of a downtown that is a vibrant, active and economically strong centerpiece for the region, contributing to an enhanced quality of life with a pedestrian- friendly atmosphere.

Project Objectives

- Reflect community values and secure strong public acceptance from stakeholders such as downtown businesses, residents, property owners, commuters, transit riders, elected officials, and participating jurisdictions.
- Reduce the number of short single-occupancy auto trips occurring within downtown Boise.
- Provide a service that is frequent, convenient and easily understood by regular transit commuters as well as occasional users, visitors and tourists.
- Minimize the impacts on existing downtown development, people, cultural resources, the environment and traffic.
- Become a key component of an overall strategy to increase transit ridership to and within the downtown.
- Create a transit system that is visually attractive and compatible with pedestrian travel.
- To be closely coordinated and compatible with the investment in the Downtown Multi-Modal Center.
- Accommodate the full range of functions identified through the planning processes and recommended by the D-PAC and adopted by the VRT Board of Directors.
- To support and stimulate downtown economic development including the influencing of location decisions consistent with local planning goals.
- To identify an achievable initial segment that can be expanded to a future system that supports the planned growth of the downtown and immediately adjacent employment and housing.
- To enhance urban living by connecting downtown residential housing with downtown employment and activity centers.

Goals and Objectives; Multi-Modal Center

Project Goal

To construct a high quality, cost effective, user friendly and environmentally-sensitive multi-modal center within downtown Boise that will be the catalyst for efficient local and regional transit services as well as other forms of transportation which will also reflect the broader community values and goals of supporting land-use and transportation plans and economic development in downtown Boise.

Project Objectives

- Reflect community values and secure support from stakeholders such as downtown businesses, residents, property owners, commuters, transit riders, elected officials and participating jurisdictions.
- Increase the overall efficiency of the transit system and the overall transportation system.
- Support economic development in the downtown core and contribute to the overall vitality and growth of downtown Boise.
- Accommodate projected rate of growth in travel to and within the city.
- Develop public-private partnership opportunities.
- Implement the local and regional land-use and transportation plans.
- Reduce public confusion about access to and use of the transit system and increase the public understanding and ease of accessing the various transit services.
- Be a safe place for people to wait for transit services.
- Improve access to multi-modal options for the general and transit dependent populations in the region.
- Reduce the demand for parking in the central city.
- Provide environmental benefits such as improved storm water treatment, air quality and sustainability.
- Support the Art In Public Places program.

TREASURE VALLEY HIGH CAPACITY TRANSIT STUDY

11-13-07

D-PAC

MEETING SCHEDULE, AGENDA & ACTION ITEMS

Date	Agenda	Action Items
September 24, 2007	<ul style="list-style-type: none"> ▪ Project Schedule and Decision Points ▪ Review Project Planning Context; Regional Plan, DBMS, Transit Capital Plan ▪ Purpose & Needs Statements 	
October 22, 2007	<ul style="list-style-type: none"> ▪ Purpose & Needs Statement (MMC & DBC) ▪ Goals & Objectives (MMC & DBC) ▪ Presentation on Evaluation Criteria & Methodology (MMC & DBC) ▪ Facility Programming Update (MMC) 	<ul style="list-style-type: none"> ▪ Adopt MMC Purpose & Needs ▪ Adopt DBC Purpose & Needs ▪ Adopt MMC Goals & Objectives ▪ Adopt DBC Goals & Objectives
November 19, 2007	<ul style="list-style-type: none"> ▪ Facility Programming Recommendation (MMC) ▪ Review, Alternative Sites (MMC) ▪ Revised Goals & Objectives (DBC & MMC) ▪ Visit of representative Multi-Modal Centers 	<ul style="list-style-type: none"> ▪ Adopt Programming Plan (MMC) ▪ Adopt MMC Goals & Objectives ▪ Adopt DBC Goals & Objectives
December 10, 2007	<ul style="list-style-type: none"> ▪ Site Short-List Recommendation (MMC) ▪ Alignment Alternative Review (DBC) ▪ Mode Option Presentation (DBC & PC) 	<ul style="list-style-type: none"> ▪ Adopt Short-List of Sites (MMC)
January 7, 2008	<ul style="list-style-type: none"> ▪ Update On Site Evaluations and Concept Designs (MMC) ▪ Alignment/Initial Segment Short-List Recommendation (DBC) ▪ Update, site evaluations (MMC) 	<ul style="list-style-type: none"> ▪ Adopt Short-List of Alignment/Initial Segment Options (DBC)

January 28, 2008	<ul style="list-style-type: none"> ▪ Alignment Evaluation Update (DBC) ▪ Preliminary Operations Plan (DBC) ▪ FTA New & Small Starts Presentation 	
February 11, 2008	<ul style="list-style-type: none"> ▪ NEPA Documentation Status (MMC) ▪ Preferred Site Recommendation (MMC) ▪ Discussion, Project Funding Plan (MMC) ▪ Update, Initial Segment Alignment Evaluation (DBC) 	<ul style="list-style-type: none"> ▪ Adopt Preferred Site (MMC)
March 17, 2008	<ul style="list-style-type: none"> ▪ Concept design review (MMC) ▪ Funding Options & Strategies (MMC) ▪ Discussion, Alignment Options (DBC) 	
April 14, 2008	<ul style="list-style-type: none"> ▪ Final Site Design Review (MMC) ▪ Capital Cost Estimate (MMC) ▪ Recommendation, Initial Alignment (DBC) 	<ul style="list-style-type: none"> ▪ Adopt Site Plan (MMC) ▪ Adopt Initial Segment Alignment (DBC)
May 19, 2008	<ul style="list-style-type: none"> ▪ Project Delivery Options (MMC) ▪ Site Acquisition Strategy (MMC) ▪ Update, Circulator Funding Options (DBC) 	
June 9, 2008	<ul style="list-style-type: none"> ▪ Project Funding Plan (MMC) ▪ Recommendation, Local vs. Federal Funding (DBC) 	<ul style="list-style-type: none"> ▪ Adopt Funding Plan (MMC)



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Memorandum

To: Kelli Fairless, Valley Regional Transit, Executive Director
John Cunningham, COMPASS, Principal Planner

From: Rosemary Curtin, RBCI

Date: Nov. 12, 2007

Re: Treasure Valley High Capacity Transit Study Public Involvement
Activities

COMPASS and VRT have initiated the following public involvement activities for the Treasure Valley High Capacity Transit Study.

Develop communication materials

- **Brochure:** to provide an overview of the study, including its background, components and the opportunities for public participation.
- **Talking points:** to answer questions from the media and key stakeholders.
- **Web page:** will be designed that provides study information.

Plan first set of community workshops (tentative dates the week of Jan. 14-18)

The purpose of the workshops will be to present and gather input on:

- List of sites considered and the recommended site.
- Environmental and technical analysis of the sites.
- Functions being considered for the site.
- Circulator alignments.

Draft Downtown Boise Mobility Study (DBMS) letter

- COMPASS and VRT will send a letter to DBMS participants thanking them for their previous work and informing them of the current study. The letter will also invite them to participate in upcoming activities.

Review and plan additional community interviews

- Several stakeholder interviews have been conducted for this study. COMPASS and VRT are reviewing the need for additional interviews.