Component	Factors	UCAT	Trailways	Public	Information Needed	Conclusions	Minimums	UCAT Comments on Minimums	Trailways Comments on Minimums	Response to Comments	Updated Minimums
Hours of Operation	-Operations plan	Currently M-F 5:00 AM to 11:00 PM	-Currently M-F 5:30 AM to 11:00 PM -Trailways can and does serves closed facilities (argument for outside queuing)		Weekend Operations?		N/A				N/A
Gates	-Total number of buses during peak period -Subtotal number of bus by operator during peak period (sharing gates or requiring separate gates) -Real time bus bay allocation -Layover time (including other driver on-site responsibilities) -Operation flexibility (sawtooth with backup vs. pull through) -Bus length	-3-4 gates, not shared -40' long buses	-5 Trailways buses serving the station at one time is pretty common on weekends -Could share bays with UCAT…not insisting on dedicated bays -Turning radii must accommodate 45ft coaches -Trailways doesn't mind if buses have to back up (believe that UCAT does mind) -No problem sharing space with UCAT, except of UPL (Ulster-Poughkeepsie Link) Route (UPL serves Metro North station in Poughkeepsie)		-Is NPL route part of UCAT's 3-4 gates?	-5 off-street bays (45' coaches) and 4 on-street bays (40' transit buses)	7 sawtooth gates (shared or allocated in real-time) to allow independent bus movements. Each gate measures 60' long, including a 15' indent.	-23' feet of turn out space between buses required. -Railing should be installed between sawtooth gates to prevent passengers from walking in between buses.	-In order for us to turn out of the parking spaces we need at least 23' from the back of the forward bus to the front of the bus trying to pull out.	-Sawtooth gate dimensions increased to 66', which increases the space between buses to a minimum of approximately 23 feet to facilitate independent bus movements. -Crosswalk to far gates is located directly in front of terminal door near the center of the platform to provide direct access. -Fences are included to further minimize pedestrian interference wtih bus movements.	7 sawtooth gates (shared or allocated in real-time) to allow independent bus movements. Each gate measures 66' long, including a 18' indent. The configuration of gates creates at least 18'-23' between buses to accommodate movements.
Curbcuts/drive lanes	-Total number of buses during peak period -Route of access of buses	-Separate from public driveways	-Separate from public driveways			Preference for separate bus access, but not required	Shared curb cut and driveway: 18' feet wide. Curb cut and entrance could be shared, but there must be a split between buses and private cars for circulation and pickup/drop-off, similar to a thruway rest stop that separates commercial trucks. Additional width needed at turns: 55' outside radius to curb, 35' inside curb radius.	-access road width along sawtooth bus bays -private vehicles should not have access to bus drive lanes and/or entrance and exits lanes		-Private vehicles do not have access to bus drive lanes, entrances, or exits. -Access road width remains a minimum of 17'-18'. -Turn radii are increased so buses can move more easily.	Curb cut/driveway: 18' feet wide. Curb cut and entrance could be shared, but there must be a split between buses and private cars for circulation and pickup/dropoff, similar to a thruway rest stop that separates commercial trucks. Additional width needed at turns: 55' outside radius to curb, 35' inside curb radius.
Passenger Waiting Area (sq. ft., benches)	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Number of buses and passengers by operation (local, commuter, long-haul)	-Lighting is important -Prefer for facility to be open whenever service is operating -ADA Compliance is key -Should have sufficient seating +/- 10 people	-Prefer inside waiting / outside queuing (Most space-efficient approach because multiple "gate" doors are not necessary when people queue outside) -Outside should still be covered +/- 75 people	-Lockers		2,800 sq. ft. of waiting area, 7,000 sq. ft. of pedestrian space, 2 benches per gate = 180 sq. ft. Total = 9,980 sq. ft.	Minimum inside waiting area: 2,800 sq. ft. Maximum queuing/circulation/walkways inside/outside: 7,000 sq. ft.. Minimum walkway width through bus stop areas: 8' - 12'	-The terminal only needs to accommodate 280 passengers at a few peak periods, but should remain sized for these passenger crowds, not smaller. The space requirements of a smaller facility are not a significant savings.	-The waiting area and restrooms are sized to accommodate 280 passengers, but that volume of passengers is only handled a few times a year. -A terminal sized for 130 to 150 passengers, including UCAT passengers, would meet our needs.	-The waiting area will remain sized for 280 passengers.	Minimum inside waiting area: 2,800 sf Maximum queing/circulation/walkways inside/outside: 7,000 sf. Minimum walkway width through bus stop areas: 8' - 12'
Restrooms	-Total number of boardings and alightings during peak period -Types of operations (local, commuter, long haul)	-A must for passengers	-Can't live without them	-Yes		7 toilets/water closets	-8 toilets/water closets (approximately 600 sq. ft.)		The waiting area and restrooms are sized to accommodate 280 passengers, but that volume of passengers is only handled a few times a year. A terminal sized for 130 to 150 passengers, including UCAT passengers, would meet our needs.	-The bathrooms will remain sized for 280 passengers.	8 toilets/water closets (approximately 600 sf)
Ticket Sales Booths and Ticket Vending Machines	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Operator/union approval to co-sell tickets -Automated and web ticket sales capacity by operator	-TVM only	At least 2 computer terminals for ticketing (Must be able to secure computers / printers at night) -TVM's not necessary because everyone is purchasing online now			-2 ticket counters -Space for TVM's based on peak demand data	-2 ticket counters (40 sq. ft.) -2 ticket vending machines (15 sq. ft.)				2 ticket counters (40 sf) 2 ticket vending machines (15 sf)
Information Displays	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Technology operations?	Wall space (assume TV's, no number specified)	-Law requires certain announcements to be displayed -Need space to display service change announcements -Currently taping announcements to doors and walls	-Digital info – arrivals/departures/delays		-TV monitors at entrance; information/ticket sales booth; gate door	N/A				N/A
Luggage/Shipping/Packages	-Operations plan	-None	-Most luggage handled by passengers themselves, but occasionally there are bags that get separated from passengers (bus transfers, forgotten on bus, etc) -Need secure room for luggage -Space for packages more important than for luggage -Handle lots of e-bay shipping -Some packages are very large (auto parts for example)			10x10 for package/luggage room	-6' x 8' package/luggage room (48 sq. ft.)		An 8' x 10' storage/luggage area will be sufficient to accommodate space requirements for shipping and packages.	Package/luggage room increased to 8' x 10' in size.	8' x 10' package/luggage room (80 sf)
Back Office Space	-Operations plan	-None	-Current agent uses office space to run both Trailways and Taxis -Agent runs Trailways ticketing, but is not a Trailways employee (no Trailways employees in New Paltz) -Safes must be included for cash			-300' for a secure room (2 employees, recommended proximate to ticket booth)	300' for a secure room (2 employees, recommended proximate to ticket booth). ADA regulations require room is accessible.				300' for a secure room (2 employees, recommended proximate to ticket booth). ADA regulations require room is accessible.
Employee Break Area	-Total number of drivers during peak period -Driver break requirements by operator (storage, food, bathrooms, shower)	– Would like to have a break room available, especially for NPL	-Not needed in New Paltz because buses only pass through -Check with agent (will likely attend public meeting)			No specific facility requirements; recommend space for up to 5 (500-750 sq. ft.). Facility must be accessible per ADA regulations.	None				None
Security	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Community/operator security investment	-Lighting is most important -Security guard not needed in New Paltz	-Don't currently have a security guard -Sometimes bring in off-duty officers for traffic control -Good lighting and secure storage for money, computers, luggage, and packages are all that is needed			-No specific requirements for security personnel. -Best practice design for facility.	None				None
Retail	-Total number of boardings and alightings during peak period and all day -Access to surrounding retail	-Cafes, restaurants, and newsstands are preferred -ATMs create an secondary income opportunity for the station agent/owner -Vending machines should be back-up, not	-Cafes, restaurants, and newsstands are preferred -ATMs create an secondary income opportunity for the station agent/owner -Vending machines should be back-up, not primary retail	-Café/newstand		TBD	To be determined.				To be determined.
Bus Parking/Storage	-Total number of buses during peak period -Subtotal number of bus by operator during peak period -Layover time (including other driver on-site responsibilities)	-Some break-time parking would be useful -Probably won't keep vehicles overnight in New Paltz	-Need staging space when extra vehicles are needed to handle high demand, but not over-night storage -Would like staging area as close as possible to station to minimize staging time (as opposed to at stadium somewhere)			Bus parking/staging for up to 2 45' coaches	Bus parking/staging for up to two 45' coaches (can be located off station site, but nearby to be more cost effective)				Bus parking/staging for up to two 45' coaches (can be located off station site, but nearby to be more cost effective)
Bus Maintenance	-Operations plan	-Doesn't happen in New Paltz except in case of serious breakdown	-Doesn't happen in New Paltz except in case of serious breakdown -If emergency maintenance is required, truck is sent from Kingston -Vehicle staging area (away from passengers) can also serve as site for repair work			None	None				None
Private Vehicle Parking	-Walkability, commuter/long-haul demand, local bus access	-Don't want a massive parking lot, but would value some overnight parking. Overnight parking is allowed at the Route 32 Park & Ride.	-Don't want a massive parking lot, but would value some overnight parking -Believe that on-street parking on Prospect Street near Main Street station is mostly filled with Trailways commuters. -Pull out for kiss-and-ride so as not to block traffic flow would be nice -Possible interest in Car Share program – but wouldn't have to be right on site	-Free parking -Electric car charging facilities		TBD based on approach (P&R or destination station)	None	-The entrance and exit to on-site public parking should be separated from the bus lanes.	-Two employee parking spaces are needed.	-Two parking spaces provided on-site for staff. -No public parking is provided and private vehicles are not allowed in bus lanes.	Two parking spaces for staff use

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Taxi Rank	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Availability of taxi operators	-Complement UCAT bus service -Taxis need own space (getting in buses' way at current Main Street facility	-Complement inter-city bus service -Taxis need own space (getting in buses' way at current Main Street facility)	-Taxi station, dedicated drop off/pick-up area		Curbspace for up to 5 vehicles (100')	Curbspace for up to 3 vehicles (60'). Additonal cab staging can be located off station site.	-Pick up and drop off for private vehicles and taxis should be a separate drive lane cut in front of the facility closest to the street.		-Curb extensions added between taxi rank and kiss and ride to prevent private vehicles from blocking bus access or egress from the terminal.	Curbspace for up to 3 vehicles (60'). Additonal cab staging can be located off station site. Use curb extension to prevent taxis from blocking driveways.
Length of Dropoff/Pickup Curb	-Total number of buses during peak period -Total number of boardings and alightings during peak period -Availability of taxi operators					Curbspace for up to 5 vehicles (100')	Curbspace for up to 5 vehicles (100') with line of sight to station entrance.	-Pick up and drop off for private vehicles and taxis should be a separate drive lane cut in front of the facility closest to the street.		-Curb extensions added between taxi rank and kiss and ride to prevent private vehicles from blocking bus access or egress from the terminal.	Curbspace for up to 5 vehicles (100') with line of sight to station entrance. Use curb extension to prevent taxis from blocking driveways.
Bicycle Amenities	-Bicycle parking requirements (city code) -Bicycle share proposals -Proposed bicycle programs	-Bike racks are fine	-Bike racks are very well used -Often receive requests for more secure / dry bicycle parking	-Electric bike facility storage/charge/covered		-No specific requirements. -Best practice for bicycle amenities.	Number of bicycle racks based on demand, located in clearly visible location within 50' to 120' of entrance. Must be covered by roof or canopy. Center of racks should be minimum of 4' from wall or vertical element. Racks should be 3' from neighboring rack. As an option, can be split in half if racks are visible. Specify clear distance. One U-rack can accommodate two bikes in a 8'x3' area. Must be a minimum of 5' from signs, benches, obstacles; minimum of 1.5 feet from curb. Example: 6 racks (12 parking spaces) require envelope approximately 18' x 8'.				Number of bicycle racks based on demand, located in clearly visible location within 50' to 120' of entrance. Must be covered by roof or canopy. Center of racks should be minimum of 4' from wall or vertical element. Racks should be 3' from neighboring rack. As an option, can be split in half if racks are visible. Specify clear distance. One U-rack can accommodate two bikes in a 8'x3' area. Must be a minimum of 5' from signs, benches, obstacles; minimum of 1.5 feet from curb. Example: 6 racks (12 parking spaces) require envelope approximately 18' x 8'.
Complimentary Land Uses	-Based on community input	-Not opposed to community rooms, but plenty of those already (at schools, colleges, etc...)	-Not opposed to community rooms -Believe that there may be opportunity to leverage additional grants if such facilities are included			-No specific requirements. -Best practice for complementary uses.	N/A				N/A
General Needs		-ADA Compliance is key -Move "through routes" away from Main Street (between Shop Rite Plaza and Front Street). NPL (circulator) could still service Main Street -Duboise is a faster option than Main	-Should be accessible to both UCAT and Trailways riders -Should be easily accessible by pedestrian and cyclists -Proximity to SUNY New Paltz is very important	-Walkability -Public art -Proximity to Downtown		-Best practice for multimodal access, safety, and design	N/A				N/A