

# UCTC City of Kingston Intermodal Facility Facility Site Location & Conceptual Design Analysis

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### FACILITY REQUIREMENTS

In general, the Abrams-Cherwony Report is considered a good starting point in determining the requirements of the new facility. The design team also met with the various public transportation providers to verify the type and size of spaces they will require, and to ascertain the functional aspects of the facility's pending design.

#### Adirondack-Pine Hill Trailways

Adirondack Trailways is a private motorcoach operator serving areas of New York and Canada, including daily service between Kingston and New York City. In May 2008, total ridership along the Kingston route reached 22,500. In general, 95% these riders traveled to New York City as a final destination.

Discussions with Trailways revealed a preference for a herringbone bus arrangement, that is, one in which the buses back up to leave the facility. Currently, Trailways has six buses on site at the same time parked in diagonal spaces to the curb, nose in, twice per day, every Friday and Sunday. On holidays, when demand for service to New York City is especially high, this number can rise to as many as 11 or 12 buses on site at one time, producing a situation that quickly overwhelms the current facility. The buses are 45' long with 46' turning radius and it was determined that the bus bays do not need curbs. The new facility will, however, require staging areas for four buses, three for Trailways and one for Coach USA in the future. The amenities of the new facility will be the same as those of the current facility:

- Waiting area
- Staff-maintained vending machines
- Ticket counter with space for two agents
- Package reception with scale and secure storage (to handle eBay traffic as well as unattended packages)
- Drivers' room with dispatch desk
- Office/cash room away from public view
- Toilet rooms
- Pay phones
- Service by vending trucks

The design of the new facility will also need to accommodate future self-service ticket/schedule kiosks. No fueling or sewage dump will be required at the new site since the maintenance garage is located between the existing terminal and headquarters on Hurley Avenue.

The facility will need to operate between the hours of 5:00 a.m. and 11:30 p.m., seven days per week. Trailways operates with a staff of five to six employees working two shifts. Three employees (two agents and one baggage handler) are onsite at any given

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time. Staffing stays the same during peak holiday periods, as existing staff can handle the increased passengers and buses.

The current waiting area is too small to accommodate the 1,000 people who may use the facility on any given day. The design team should thus plan for a 120-seat waiting area (six buses x 20 passengers) and assume that 240 people may be using the new facility at any one time. Currently, the waiting room is approximately 28' x 30' and features:

- A ticket counter (approximately 12' x 16', including package reception)
- Package reception counter (low) with scale
- Three vending machines
- One gum ball machine
- Three arcade games
- Twelve seats
- Two toilet rooms
- Pay phones

The waiting room currently lacks, but needs, the following:

- Newspaper boxes
- Public address system
- Television screens

The passenger queuing and boarding process also needs improvement. At present, it is unsafe and confusing. Ideally, the new facility would have gates with electronic signage for each bus. The TAC is also interested in pursuing a tourism center as part of the new facility.

Additional site considerations have been taken into account:

- At the current facility, buses and cars mix with pedestrians and taxis, creating a potentially dangerous situation. At the future site, both a dedicated taxi waiting area and drop-off/kiss-and-ride area are needed
- Snowplowing will continue to be contracted; the site will have to accommodate snow deposit areas.
- An onsite dumpster will be required
- Security must be upgraded and monitored from offices on Hurley. Details of the security component will be determined pending a TAC discussion of the matter.
- As it stands, requests for parking (indicated by hang tags distributed with ticket purchase) outnumber available spaces. Additional parking is needed at the new facility.
- Designated 'zip' car spaces as well as bike rack areas.

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### Ulster County Area Transit

Ulster County Area Transit (UCAT) is a deviated fixed route, hub and spoke system with no pulse although it will move from "route deviation" to "point deviation" to save time and money due to less deadhead miles. Some of UCAT's routes are a series of short runs. It is evident that UCAT & Citibus need better operational coordination, as Citibus does not have a dispatcher working during all service hours.

UCAT is no longer using lifts on their buses. Instead, new buses are equipped with ramps, which require less maintenance. Additionally, all new buses feature bike racks. UCAT buses are not allowed to back up.

Ideally, the design team would plan for two 40' UCAT spaces at the new facility, although UCAT has some smaller size buses. During the course of this study it was agreed that three total bus slips would be adequate to care for the Citibus and UCAT combined operational needs by means of coordinated scheduling. UCAT drivers will also require a toilet room and vending facilities, though no UCAT administration would be located in the new facility. Additionally, the design team should provide a hotline phone between passengers and dispatch to permit the request of schedule and other information. A coordinated map / matrix showing the intersections of all bus routes would also be helpful in providing passengers routing and schedule information.

### Citibus

Citibus does not have a pulse operation. Route times will change to give operators a 30 minute lunch break. However, Citibus will not be extending hours of operation due to union concerns, though there is a desire to extend the hours of at least one route to 9 PM in the future, if possible.

The total Citibus fleet consists of three buses, three paratransit vehicles, and three trolleys with front "cow catchers." A maximum of two Citibus vehicles (one bus, one paratransit) would be in the new facility at one time. The largest bus is 35' and features a bike rack; no larger buses will be purchased due to narrow streets and turns. Vehicles currently stop one block from Trailways Terminal at the intersection of North Front and Frog Alley. Citibus prefers easy-in / easy-out bus bays over an in-line, nose-to-tail arrangement.

Currently, there are two paratransit circulators. Paratransit does access the Trailways terminal at this point in time. Within the next ten years, paratransit may grow resulting in an additional fixed route.

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Administration area needs are as follows:

- Three workstations (clerk/dispatcher, examiner)
- Supervisor's office
- Small conference room (featuring a table with four chairs).
- Drivers' room with 12 lockers, a toilet room, vending, and a coffee station
- Office supply closet

Citibus employs nine full-time bus drivers and three substitute drivers, including the paratransit drivers, in two shifts. Drivers start their shifts at the DPW garage and change shifts at the office. The public also comes to the Citibus office for passes. The waiting area will need to be sized to accommodate six to ten passengers at peak times and can be an interior/exterior combination. A smoking area should be provided away from the building. No security will be required beyond the typical amount.

### Space Program

ID #	Space	#	Area (SF)	Subtotal (SF)	Comments
<b>SITE</b>					
1	UCAT Bus Bays & Passenger Platform	2	3,000	6,000	Sawtooth 10' loading area & 63' x 10' bay incl drive lane; 40' bus w/ 42' TR
2	Citibus Bus Bays & Passenger Platform	2	2,650	5,300	Sawtooth 10' loading area & 53' x 10' bay incl drive lane; 40' bus w/ 42' TR
3	Citibus Staff Parking	4	350	1,400	
4	Smoking Area	1	100	100	Away from pedestrian traffic pattern
5	Trash Receptacle	1	100	100	Dumpster
6	Emergency Generator	1	200	200	
7	Transformer	1	200	200	
8	Taxi	3	162	486	
9	Bicycle Lockers / Storage	5	12	60	
10	Shuttle / Regional bus	1	850	850	
11	Trailways Bus Bays & Platform	6	1,500	9,000	Herringbone incl drive; 17'W x 50' long; buses 45' w/ TR of 46' (minimum-plan 50' TR); See Note #1 below
12	Coach USA Bus Bays & Platform	1	1,500	1,500	Herringbone incl drive; 17'W x 50' long; buses 45' w/ TR of 46' (minimum-plan 50' TR)
13	Trailways Layby Bays	2	650	1,300	Herringbone or nose to tail; 13'Wx50'L

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14	Intercity Staff Parking	5	350	1,750	
15	Package Delivery / Pickup Parking	1	350	350	
16	Pay Phones	2	8	16	
17	Kiss & Ride	4	350	1,400	
18	Parking	60	400	24,000	Could use 60 more for park & ride commuters
19	Maintenance Shed	1	256	256	
20	Laidlaw				Will use one of the local bus slips
	Total			54,268	
	Landscaping	12%		6,512	
	Circulation	25%		13,567	
	Expansion	48%		26,049	Approx. 4%/yr - assume 10 year plan
	Total			100,396	
<p>Note #1: Six (6) bus bays accommodates regular peak of six (6) buses on site at one time. Does not accommodate holiday peak of twelve (12) buses on site at one time.</p>					
<b>BUILDING</b>					
1	Interior Waiting / Seating for 60 Persons	1	1,500	1,500	Incl vending; ATM; games; hotline phone bank; ticket/info kiosk; TV screen; assumes exterior waiting for 60 persons at peak times
2	Ticket Sales	1	300	300	counter, etc.; bag wells; package reception/scale; cash room
3	Public Toilet Rooms	2	400	800	3 WC; 3 lav; baby changing; wash w/ hose - each room
4	Citibus Supervisor	1	150	150	
5	Citibus Workstations	3	100	300	Clerk; dispatcher; examiner
6	Citibus Conference Room	1	140	140	Table and 4 chairs
7	Trailways Manager	1	140	140	
8	Trailways Customer Service	2	70	140	
9	Employee Lockers	18	0.25	5	Citibus=12; Trailways=6
10	Package & Baggage Room	1	250	250	
11	Telephones	2	6	12	
12	Trailways Dispatch	1	60	60	
13	Work Room & Supplies	1	120	120	Shared by all entities
14	Breakroom - Staff & Drivers	1	350	350	Shared by all entities; 10 occupants; 2 tables; 10 chairs; kitchenette
15	Toilet Rooms - staff & drivers	2	250	500	2 WC; 2 lav - each room
16	Janitor Closet	1	100	100	Incl. storage; floor sink
17	Security Office	1	120	120	
18	Coffee Shop Area	1	150	150	

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19	Tourism Counter Area	1	100	100	Immediately adjacent to Waiting Area
20	Rental Car Counter Area	1	100	100	Immediately adjacent to Waiting Area
	NSF Total			5,337	
	Circulation	15%		800	
	Mechanical/electrical/data	10%		534	
	Expansion	48%		2,562	Approx. 4%/yr - assume 10 yr plan
	Building factor	5%		267	
	GSF Total			9,499	

<b>Total Gross SF =</b>	<b>109,895</b>	<b>=</b>	<b>2.52acres</b>
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Establishment of Evaluation Criteria

Refer to Section VII Site Design Concepts for the description of this process, and to the Appendix for the list of Evaluation Criteria and the Comprehensive Alternative Evaluation Matrix that was developed to analyze the potential sites.