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**POLICE**

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**DEPARTMENT****MEMO**City and Borough of Sitka

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**To:** Acting City Administrator John P. "Jay" Sweeney III  
**From:** Chief Sheldon Schmitt   
**Subject:** Community RIDE Transit Stop  
**Date:** October 14, 2013

Attached for consideration are documents in support of the proposed new permanent location for the Community RIDE Transit stop.

The information and documents attached were presented to the Police and Fire Commission who unanimously moved to support the recommended new location on Harbor Drive. The following documents are attached:

- Executive Summary: Police and Fire Commission by Chief Schmitt
- Summary of Discussions Regarding Transit Locations
- Transit Staging Area: by City Engineer Stephan Weatherman
- Map: Transit Spaces
- Map: Centennial Parking and Site Improvements
- Map: Crescent Harbor Parking Lot
- Map: Project Phasing Plan

It's my recommendation that we move forward with the suggested permanent Transit Stop on Harbor Drive.

Cc: Serena Wild

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**POLICE**

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**DEPARTMENT****MEMO**City and Borough of Sitka

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**To:** Police and Fire Commission  
**From:** Chief Sheldon Schmitt  
**Subject:** Community RIDE Transit Stop  
**Date:** September 30, 2013

Advanced for your consideration is the new proposed location for the Community RIDE Transit stop.

Background:

The development of the Centennial Hall/ Crescent Harbor parking lot and the ensuing public process led to the stated need to move the Community RIDE Transit Stop from its previous location in Crescent Harbor to a new location. The primary reason for the move is the loss of parking that would result in keeping the Bus Stop in Crescent Harbor after the reconfiguration of the parking lot was completed. A variety of public meetings were held in which this topic was explored. A number of potential locations were considered. (See attached maps and documents)

Analysis:

Five potential sites were developed for consideration as possible acceptable new locations for the Community RIDE Transit Stop. Of those five locations ultimately one site emerged as the one recommended by the Police Department, the City Engineer, and R & M Consultants. The site recommended was on the one on the Northwest corner of the Lincoln Street and Harbor Drive intersection. A variety of factors were considered, the most important being Public Safety.

Recommendation:

I request a motion to support the recommended new location for the Community RIDE Transit stop.

Cc: Serena Wild

**Summary of discussions regarding the location  
of the “all transfer” location for THE RIDE bus service**

**Prepared: September 25, 2013**

**Introduction:** The development of the Centennial Hall & Crescent Harbor parking design provided many opportunities for the public to provide input on a potential “all transfer” location for THE RIDE bus service.

**First Public Meeting to discuss need and approve process and User Group list, March 30/31, 2011**

**User Group interviewed to identify “needs list,” April & June 2011**

**Draft “needs list” presented to public (two meetings each day), July 13/14, 2011**

**Assembly approves final “needs list,” July 26, 2011:** Approval was based on a summary provided by MRV Architects, who summarized the public process to date. The Summary of General Comments lists the following “bus and transit use” deficiencies from the July 15, 2011, report:

- Explore a city bus stop off of Harbor Drive so that Crescent Harbor Parking is less impacted.
- Provide a waiting shelter that provides protection from the weather.

Other individual comments were recorded, but did not make the “Deficiencies List.”

**Feasibility Committee reviews concepts based on “needs list,” September 7, 2011:** Three parking lot concepts were developed. Only one of them showed public bus parking. That option showed it on the south side of Harbor Drive right in front of Centennial Hall, identified as “Possible City Bus Stop.”

**Consultant presents revised concept drawings to Feasibility Committee, September 15, 2011:** Three more parking lot options were developed, none of which showed public bus parking. These were presented at a September 19 public meeting.

**Consultant presents revised concept drawings to Feasibility Committee, October 20, 2011:** Did not find any record of this meeting in the file.

**Public meeting to review and comment on Option C7, October 26, 2011:** The outcome from the October 20 meeting was apparently Option C7. An article from the Sitka Sentinel about the 10/26 meeting said it was “lightly attended” and that the Public Works Department emphasized the “conceptual” nature of Option C7. “Possible Transit Stops” are identified on both the north and south side of Harbor Drive in front of Centennial Hall.

**Feasibility Committee approves Option C7, November 17, 2011**

**Assembly approves Option C7, November 29, 2011:** Meeting minutes emphasize that Option C7 is conceptual.

**Some time between 11/29/11 and 8/14/12, other ideas of where the transit site should be located emerged. At the 8/14/12 Assembly meeting, R&M Consultants identified the area on the north side of Harbor Drive in front of Stereo North as “Transit Staging Area” for THE RIDE.**

## Transit Staging Area

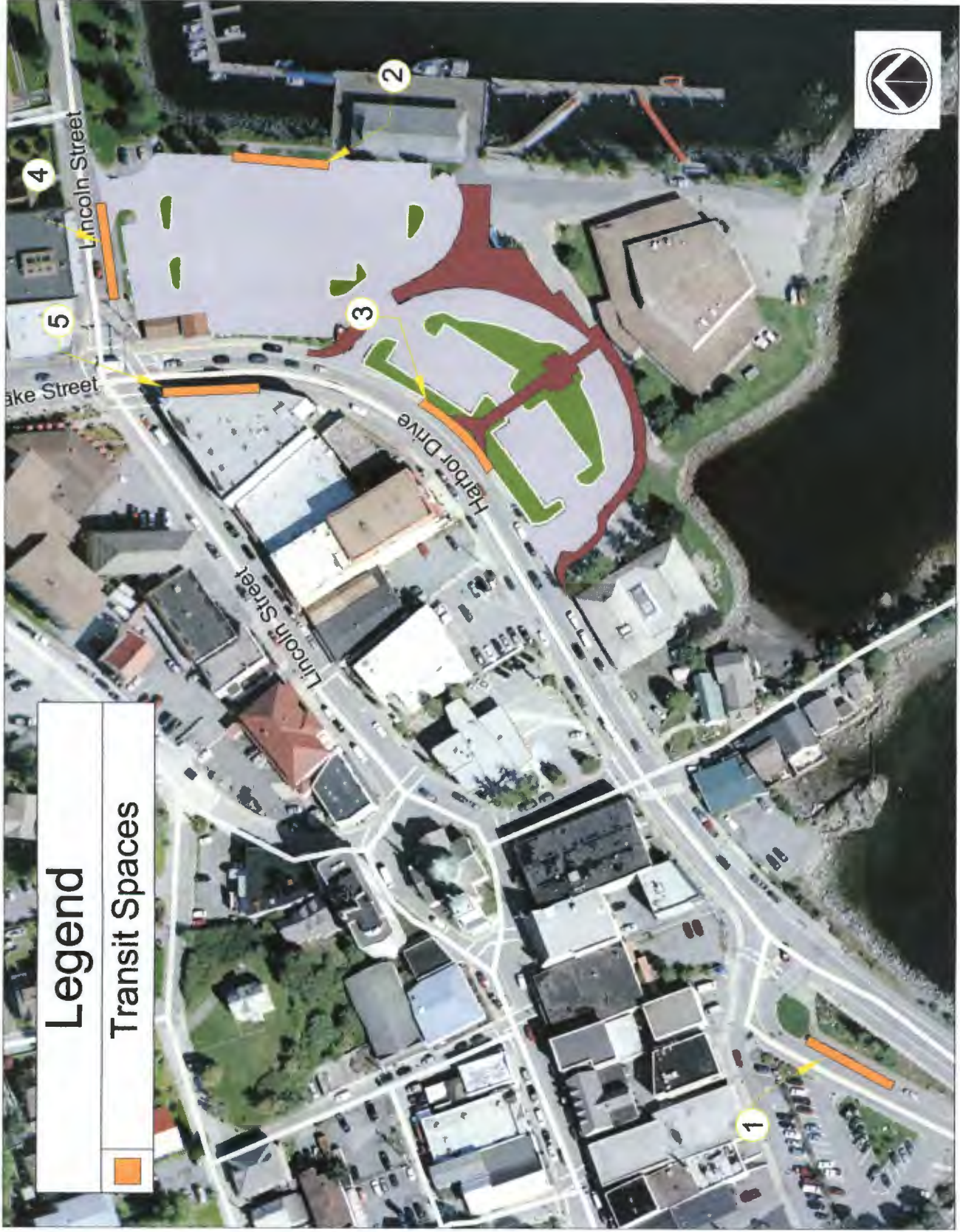
The Transit Staging Area had been located on the Lincoln Street side of the Net Shed within the Crescent Harbor Parking Lot. The site had the space for the 3 routes to park for passenger staging and transfer between buses. In March 2011 the Centennial Hall project began with a public meeting to discuss the overall Centennial Hall and Library campus. The Library was also undergoing a predevelopment process so the overall campus needed to be developed to incorporate both the Centennial Hall and the Library improvement project.

The public process included a Needs List which identified the Transit Staging Area being relocated outside of the Centennial Hall, Library and Crescent Harbor parking lots. The needs list also identified the need for improved pedestrian safety, access and walking surfaces. The requirement to maintain parking numbers was also an identified need. As the project progressed 7 options were prepared to accommodate the needs of the community and the cruise ship passengers. The final adopted plan was number 7. This plan was recommended by the Centennial Hall feasibility committee and approved by the Assembly.

In no case did any option presented include the Transit Staging Area being located within the Crescent Harbor parking lot. Those plans that included a Transit Staging Area showed it on Harbor Drive. The final design plans for the Centennial Hall and Crescent Harbor parking lot showed the Transit Staging Area on Harbor Drive on the northwest corner of Harbor Drive and Lincoln Street, which is site 5.

We developed 5 sites shown on the plan. Site one is located near the base of O'Connell Bridge near the Harbor Way and Harbor Drive intersection. The second location is within the Crescent Harbor parking lot. The third location is along Harbor Drive on the Centennial Hall side of the street at the terminus of the pedestrian walkway. The fourth location is on Lincoln Street at the south west corner of the Lincoln Street and Harbor Drive intersection. The fifth location is on the northwest corner of the Lincoln Street and Harbor Drive intersection.

From a traffic stand point, the fifth location at the northwest corner of the Lincoln Street and Harbor Drive intersection is the recommended location. This is recommended because the location is a typical bus stop location. It is located just after a signal controlled intersection. The bus parking does not interfere with traffic because the buses park off the traveled way. The buses can wait until the light is red in the through traffic lane to pull out into traffic without interference.



# Legend

Transit Spaces



Lincoln Street  
Lake Street

Harbor Drive

4

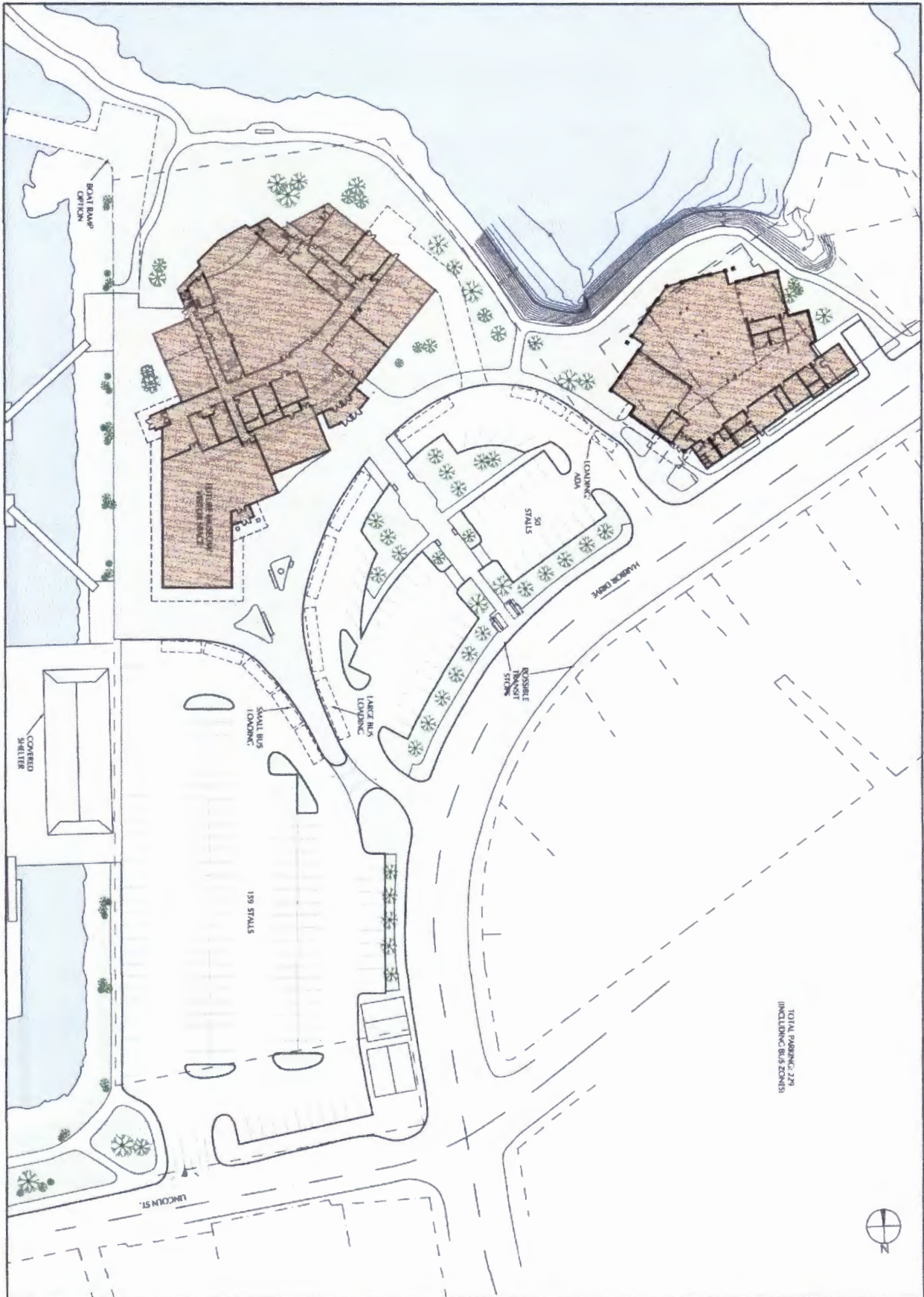
5

3

2

1





TOTAL PARKING: 209  
(INCLUDING BUS SPACES)

SHEET NO.  
**C7**

DATE: 10/27/08, 10/11/08  
SCALE: 1/32" = 1'-0"  
DRAWN: [unintelligible]  
CHECKED: [unintelligible]

SITE STUDY  
**CENTENNIAL PARKING AND SITE IMPROVEMENTS**  
FOR THE  
CITY OF SITKA

**MRV ARCHITECTS**  
1420 GLACIER AVENUE  
JUNEAU, ALASKA 99801  
907-586-1371  
FAX 907-463-5544  
mrv@mrvarchitects.com

MRV # 1107

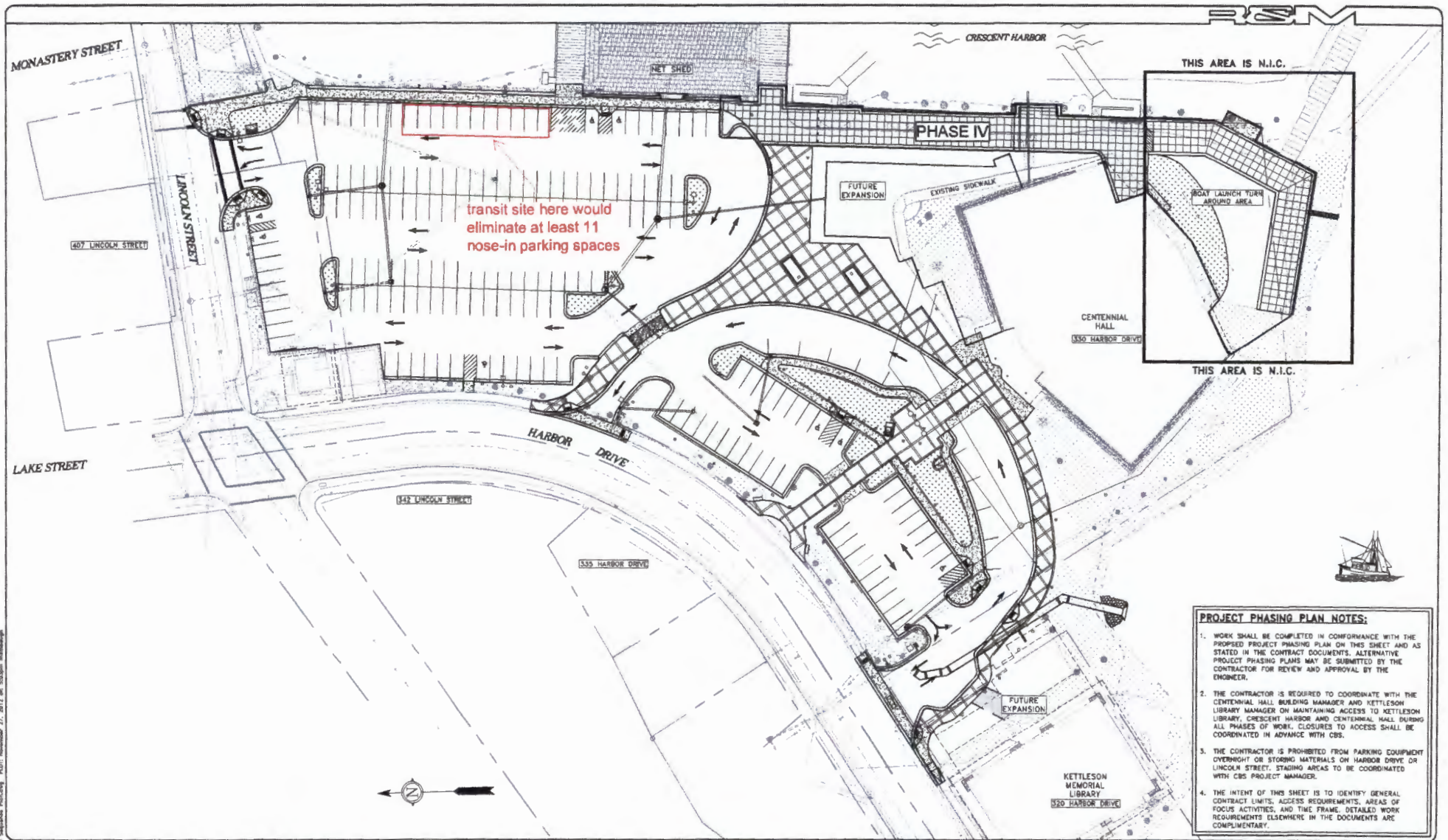
# Crescent Harbor & Centennial Hall Parking Lot Improvements

## Crescent Harbor Parking Lot



### Features:

- Driveway – added a left turn lane onto Lincoln
- Stalls – 137 spaces (117 exist now)
- ADA – 5 spaces (4 exist)
- Bus – modified from 5 large bus to small van staging area
- Sidewalk – 8' wide (5' exist)
- Seasonal 'cut-through' between parking lots



- PROJECT PHASING PLAN NOTES:**
1. WORK SHALL BE COMPLETED IN CONFORMANCE WITH THE PROPOSED PROJECT PHASING PLAN ON THIS SHEET AND AS STATED IN THE CONTRACT DOCUMENTS. ALTERNATIVE PROJECT PHASING PLANS MAY BE SUBMITTED BY THE CONTRACTOR FOR REVIEW AND APPROVAL BY THE ENGINEER.
  2. THE CONTRACTOR IS REQUIRED TO COORDINATE WITH THE CENTENNIAL HALL BUILDING MANAGER AND KETTLESON LIBRARY MANAGER ON MAINTAINING ACCESS TO KETTLESON LIBRARY, CRESCENT HARBOR AND CENTENNIAL HALL DURING ALL PHASES OF WORK. CLOSURES TO ACCESS SHALL BE COORDINATED IN ADVANCE WITH CBS.
  3. THE CONTRACTOR IS PROHIBITED FROM PARKING EQUIPMENT OVERNIGHT OR STORING MATERIALS ON HARBOR DRIVE OR LINCOLN STREET. STAGING AREAS TO BE COORDINATED WITH CBS PROJECT MANAGER.
  4. THE INTENT OF THIS SHEET IS TO IDENTIFY GENERAL CONTRACT LIMITS, ACCESS REQUIREMENTS, AREAS OF FOCUS ACTIVITIES, AND TIME FRAME. DETAILED WORK REQUIREMENTS ELSEWHERE IN THE DOCUMENTS ARE COMPLEMENTARY.

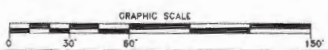
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APPROVED	JMP			
FILE				

No.	DATE	REVISION	BY	APPROV.



**PROJECT PHASING PLAN  
PHASE IV**



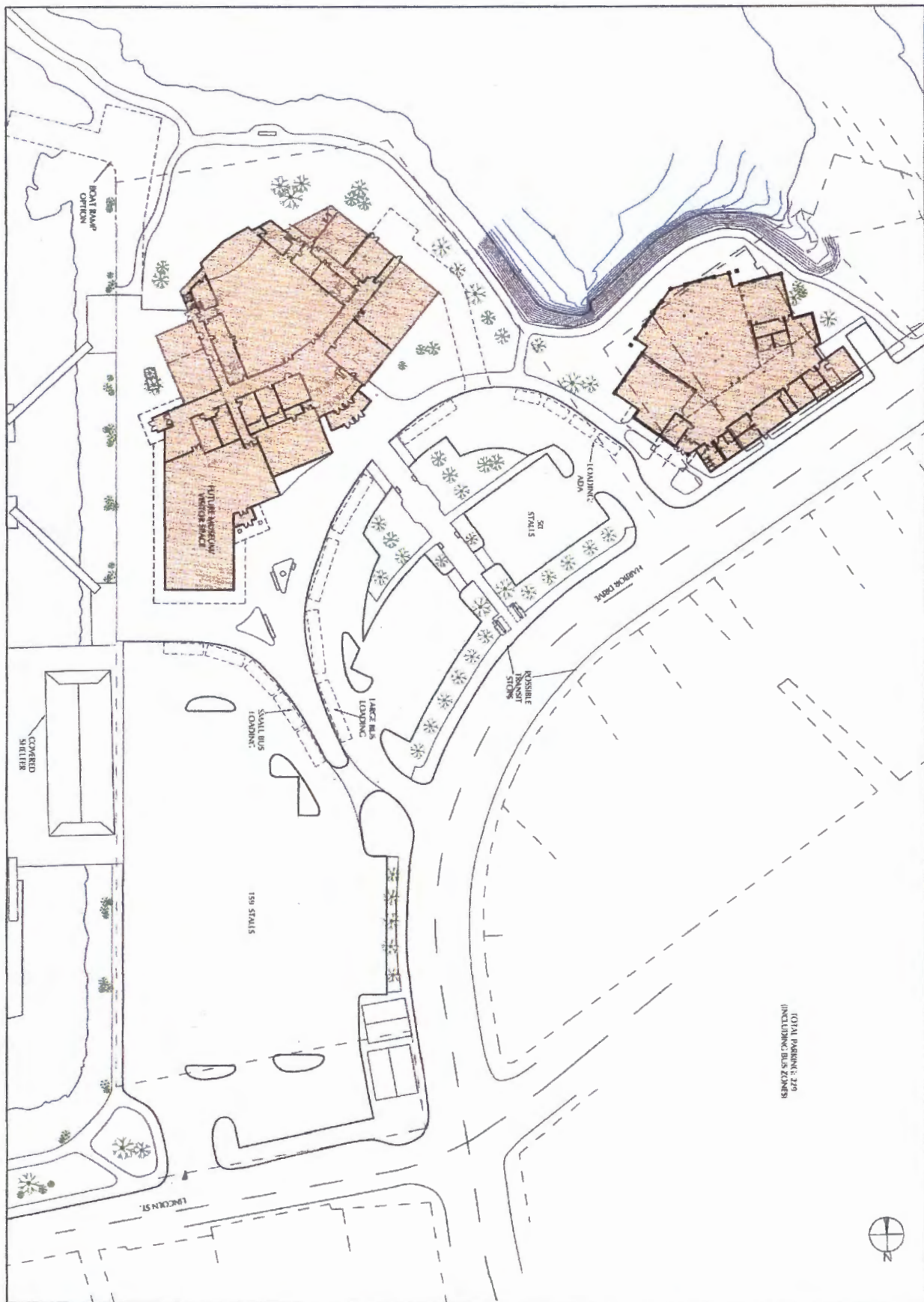
**R & M ENGINEERING, INC.**  
 ENGINEERS      GEOLOGISTS      SURVEYORS  
 6205 GLACIER HIGHWAY      Phone 907-780-6060  
 JUNEAU, AK 99801      Fax 907-780-4611  
 rrean@rmeeng.com      rrean@rmeeng.com

**CRESCENT HARBOR & CENTENNIAL HALL  
PARKING LOT IMPROVEMENTS**  
 CBS CIP PROJECT No. 90696  
 CITY & BOROUGH OF SITKA, ALASKA

DATE: NOVEMBER 8, 2012  
 RAN NO. 121359  
 SHEET **C007**







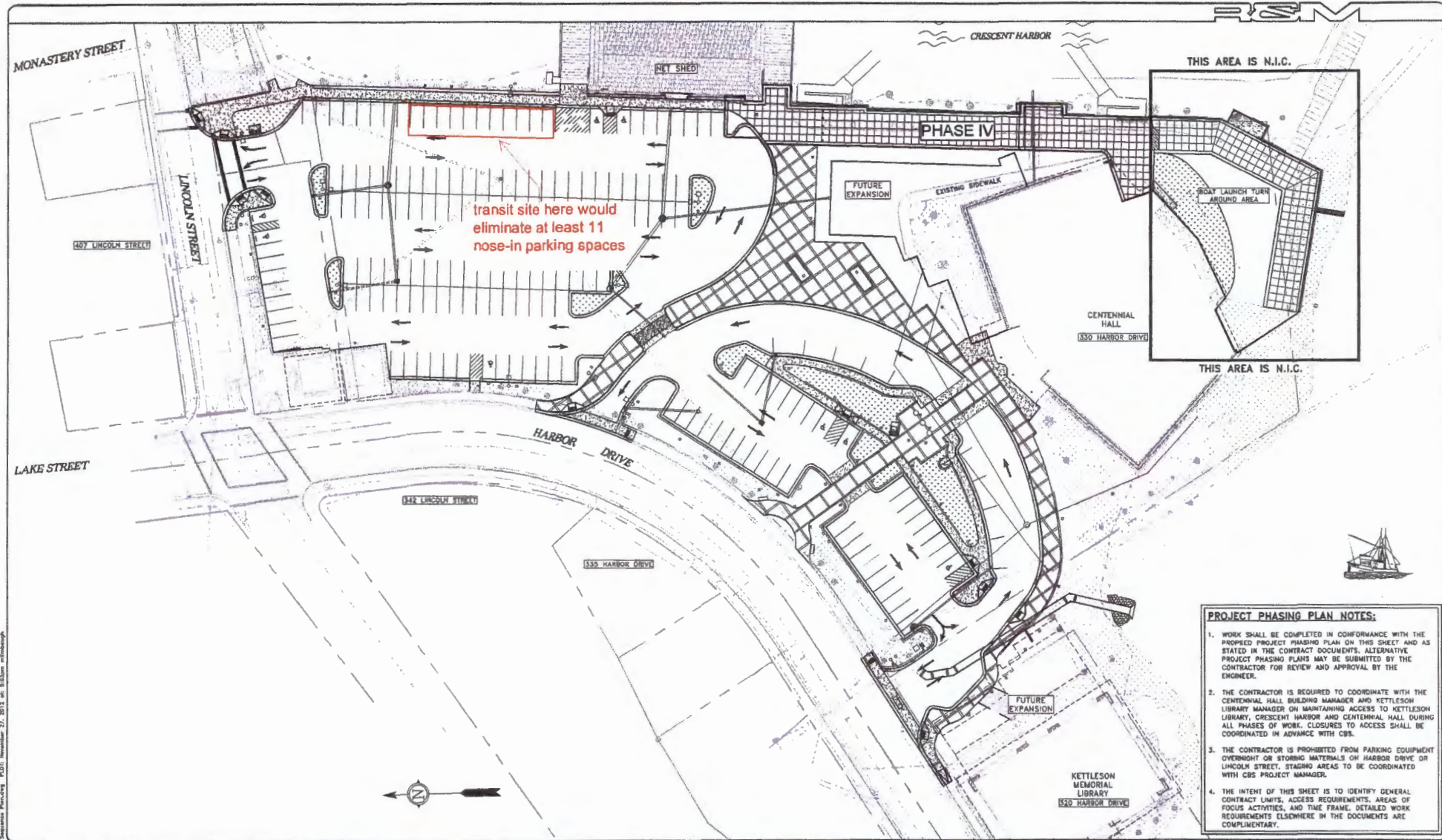
<p><b>C7</b></p>	<p>SHEET NO.</p>	<p>DATE: 1/23/10          SCALE: 1/8" = 1'-0"          DRAWN: J. BROWN          CHECKED: J. BROWN</p>	<p>SHEET TITLE:          SITE PLAN OPTION</p>	<p>SITE STUDY  <b>CENTENNIAL PARKING AND SITE IMPROVEMENTS</b>          FOR THE          CITY OF SITKA</p>	<p>MRV # 1107</p>	<p><b>MRV ARCHITECTS</b></p>	<p>907-586-1371          1420 GLACIER AVENUE          JUNEAU, ALASKA 99801          FAX 907-463-5544          mrv@mrvarchitects.com</p>
	<p>TOTAL PARKING: 209          (INCLUDING BUS ZONES)</p>						

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A:\2015\111315\111315.dwg (Unsaved) Project: Crescent Harbor Parking Lot Improvements Phase IV, Date: November 27, 2015 at 10:28am, mmmeng

DESIGN	ZMP
DRAWN	MC
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APPROVED	ZMP
TITLE	

NO.	DATE	REVISION	BY	APPROV.



**PROJECT PHASING PLAN**  
**PHASE IV**

GRAPHIC SCALE  
 0 30 60 150



**R & M ENGINEERING, INC.**  
 ENGINEERS GEOLOGISTS SURVEYORS  
 6205 GLACIER HIGHWAY Phone 907-780-6060  
 JUNEAU, AK 99801 Fax 907-780-4611  
 rmmengrsm@rmmengrsm.com

**CRESCENT HARBOR & CENTENNIAL HALL**  
**PARKING LOT IMPROVEMENTS**  
 CBS CIP PROJECT No. 90696  
 CITY & BOROUGH OF SITKA, ALASKA

DATE: NOVEMBER 8, 2015  
 RSM NO.: 121315  
 SHEET: C007