

MONTGOMERY COUNTY TRANSIT PROJECTS



Montgomery County Department of Transportation

BOYDS TRANSIT CENTER

November 2015



Whitman, Requardt & Associates, LLP
1915 100 YEARS 2015

Boyds Transit Improvements Feasibility Study

Prepared for:

Montgomery County Department of Transportation



Prepared by:



Whitman, Requardt & Associates, LLP

1915 100 YEARS 2015

November 2015

Table of Contents

Existing Conditions	3
Goals and Recommendations for the Boyds Station	3
Introduction.....	4
Existing Conditions	4
Goals for the Station.....	5
Study Assumptions.....	5
Boyds Master Plan Recommendations	5
Adjacent Roadways	5
Clopper Road	5
Clarksburg Road (MD Route 121)	6
Barnesville Road (MD Route 117)	6
White Ground Road.....	6
Entrance Guidelines	6
Montgomery County.....	6
Maryland State Highway Administration	7
Alternative Modes	7
Property Setbacks	7
Coordination with External Agencies.....	7
MTA.....	7
CSX Railroad.....	7
Maryland-National Capital Park and Planning Commission (M-NCPPC).....	8
Boyds Civic Association Advisory Group.....	8
Maryland State Highway Administration (SHA).....	10
Site Evaluation Criteria	10
Site Evaluation	12
Recommendations and Conclusions	13

Figures

Figure 1: Study Area	4
Figure 2: Secondary Residential Street.....	6
Figure 3: Boyds Civic Association Concept.....	9
Figure 4: Potential Sites.....	11
Figure 5: Potential Recommendation	14

Appendix

Project Meeting Minutes
 Comment Form
 Public Meeting Newsletter
 Public Meeting Displays

Executive Summary

Existing Conditions

The Boyds MARC station is a stop along the Maryland Transit Administration's (MTA) MARC Brunswick line. It is currently a flag stop with four stops in the morning rush hours and six stops in the afternoon rush hours. Development to the north of the station along Barnesville Road (MD 118) consists primarily of commercial properties while development to the south of the station along Clopper Road is primarily comprised of residential properties. Clopper Road is currently an undivided two-lane two-way county roadway with a posted speed limit of 25 mph. While there are no pedestrian or bicycle facilities along the roadway, there is an existing pedestrian tunnel for access to the other side of the tracks located to the west of the station platform. The pedestrian tunnel has stairs and is not ADA compliant. The Boyds station and part of Clopper Road are located within the Boyds Historic District. Current ridership is in the high teens daily for the Boyds MARC train. The station's existing parking lot, which is owned by CSX Railroad and leased and maintained by MTA, provides fifteen (15) spaces.

In the early 2000s, the MTA considered closing the Boyds MARC station due to its low ridership and close proximity to the Germantown station. However, over the years, the County received numerous requests to keep the station open and add additional parking and Ride On routes to the Clarksburg and Germantown area. Given the current and projected growth in Clarksburg and Germantown, the County would like to explore adding parking and bus service to the Boyds station to keep the station viable and to potentially increase MARC service to the area.

Goals and Recommendations for the Boyds Station

In order to meet the requested expansion of transit to the Boyds community, project goals to expand the station have been broken into two phases. The first phase involves adding a bus bay and turn around for Ride On to access the Boyds MARC Station. The second phase involves providing a bus bay and an expanded parking lot with at least twenty-five (25) additional parking spaces in the same location. Both phases assume implementation could be completed within five to ten years depending on funding and will require right-of-way acquisition and construction plans. From the alternatives analysis, the following recommendations are being made:

- Phase 1: In this phase, only bus access would be provided at a privately owned site on the southwest corner of Clarksburg Road and Barnesville Road intersection, if feasible.
- Phase 2: In this phase, the bus access and parking would be provided at one location at the M-NCCPC owned Boyds Local Park site, located along Clopper Road, south of the intersection with Clarksburg Road.

Introduction

The Montgomery County Department of Transportation (MCDOT) initiated a feasibility study in the fall of 2012 to evaluate the need for expansion of the existing Boys MARC Station on Clopper Road in Boyds, Maryland. Due to future development, MCDOT's Ride On service may expand in the future to Clarksburg and would provide service to the Boys MARC station, Clarksburg's closest station. The Boys MARC Station Project was initiated as a result of a request from the Boys Civic Association for greater frequency of stops of the MARC Brunswick line at the Boys station. This report will summarize existing conditions, identify goals for the station to meet the expanded service request, evaluate potential sites, and recommend the improvements that could accommodate the projected expansion.

Existing Conditions

The Boys MARC station is along the Maryland Transit Administration's MARC Brunswick line. It is currently a flag stop with four stops in the morning rush hours and six stops in the afternoon rush hours. Development to the north of the station along Barnesville Road (MD 118) consists primarily of commercial properties while development to the south of the station along Clopper Road is primarily residential properties. Clopper Road is currently an undivided two-lane two-way county roadway with a posted speed limit of 25 mph. While there are no pedestrian or bicycle facilities along the roadway, there is an existing pedestrian tunnel for access to the other side of the tracks located to the west of the station platform. The Boys station and part of Clopper Road are located within the Boys Historic District. Current ridership is in the high teens daily for the Boys MARC train. The existing parking lot at the station provides fifteen (15) spaces. The parking lot and station are owned by CSX Railroad and leased and maintained by MTA. The study area is shown below in Figure 1.

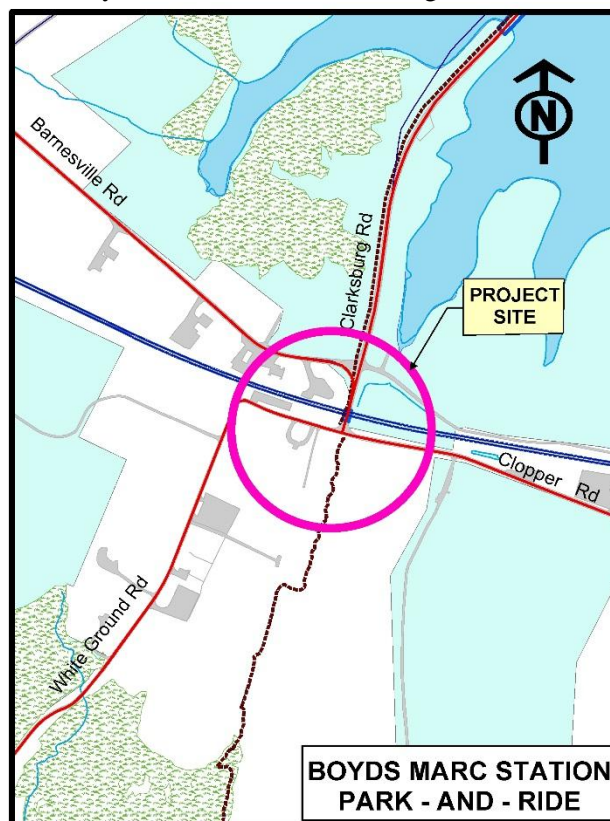


FIGURE 1: STUDY AREA

Goals for the Station

Through extensive coordination and with the Maryland-National Capital Park and Planning Commission (M-NCPPC) and the Boyds Civic Association's (BCA) Advisory Working Group, project goals were established for the Boyds station expansion and broken into two phases. The first phase involves adding a bus bay and turn around for Montgomery County's Ride On to access the Boyds MARC Station. The second phase involves adding a bus bay and an expanded parking lot with at least twenty-five (25) additional parking spaces in the same location. Both phases assume implementation could be completed within five to ten years depending on funding and will require right-of-way acquisition and construction plans.

In order to achieve these goals, different sites in the area were researched and evaluated based upon numerous criterion developed by the study team. Eleven (11) sites were selected to have potential in reaching at least one of the phased goals. The study team coordinated with M-NCPPC and the BCA's Advisory Working Group to select criteria and discuss these potential sites.

Study Assumptions

To evaluate where phased improvements could be located, a site alternative analysis was performed. Various assumptions were used in the development of the sites including examining the current Master Plan recommendations, Montgomery County Standards, and Maryland State Highway Administration (SHA) Standards.

Boyds Master Plan Recommendations

The most recent Master Plan for the Boyds community is from February, 1985; however, an update is expected in 2016. The 1985 plan states the following:

- The transportation plan encourages the use of commuter rail for down-County work trips and proposes convenient access to the commuter rail station, both for vehicular trips and pedestrian. A sufficient number of parking spaces should be made available, ideally with a joint-use possibility.
- The Boyds Master Plan recommends that a local park be located at the intersection of Barnesville Road and Clopper Road. To serve this local park, an access road and parking area should be provided as well as improvements made to the sight distance in the vicinity of the B&O Railroad Bridge.
- Regarding the Boyds station, the Master Plan recommends coordinating all public transit programs for the area with those for the Germantown area to maximize resources and increase patronage.

Adjacent Roadways **Clopper Road**

The existing Clopper Road, just south of the existing station and west of Clarksburg Road, has a width that varies between sixteen (16) and twenty (20) feet. The roadway classification is a Secondary Residential Street, as shown in Figure 2. According to *Montgomery County Context Sensitive Road*

Design Standards, a Secondary Residential Street, “provides access between residential developments with fewer than 200 dwelling units and one or more higher classification roads” (Standard 010.01 – Page 8). Typically, road lanes are 13’ wide in closed sections including the gutter pan width with Secondary Residential Streets.

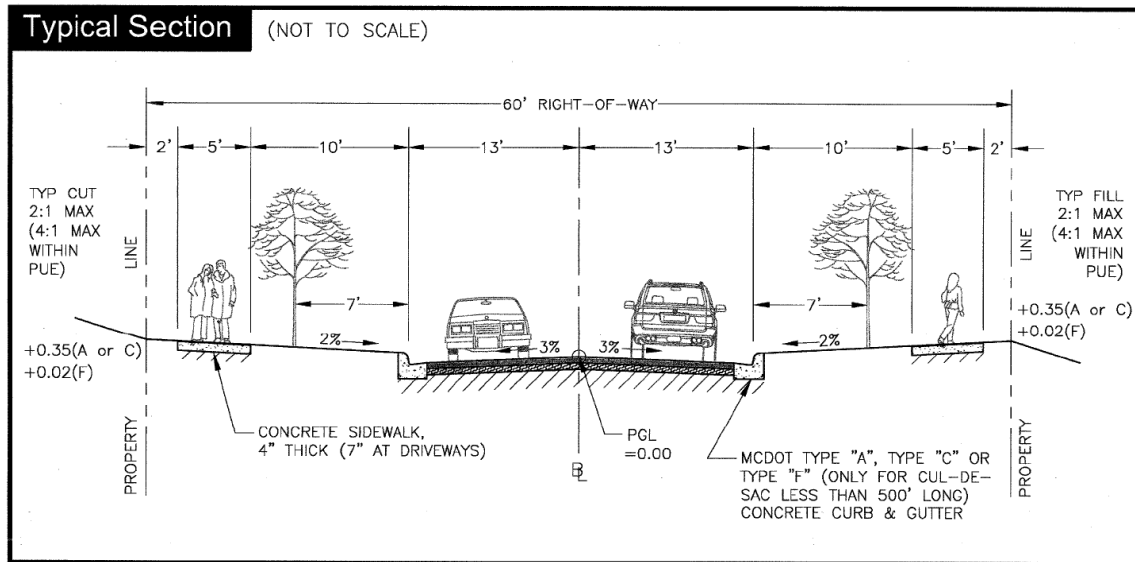


FIGURE 2: SECONDARY RESIDENTIAL STREET

Clarksburg Road (MD Route 121)

Clarksburg Road, just east of the existing station, is Maryland State Route 121 with access to interstate I-270. It has one lane in each direction with a total lane width of twenty-four (24) feet and is classified as an Arterial.

Barnesville Road (MD Route 117)

Barnesville Road, just north of the existing station, is Maryland State Route 117 which provides access to further points west in the northern section of Montgomery County. It has one lane in each direction with a total lane width of twenty-four (24) feet and is classified as an Arterial.

White Ground Road

White Ground Road begins just southeast of the existing station at the 90 degree bend with Clopper Road. It has one lane in each direction with a total lane width varying from sixteen (16) feet to eighteen (18) feet and is classified as Rustic Road. Therefore, limited opportunities exist to expand the roadway.

Entrance Guidelines

The new location for the bus access and/or expanded parking area will need to meet minimum entrance guidelines as defined by MCDOT and/or MDSHA. If these minimums are not achieved due to the limited sites that can provide for the expansion, a design waiver will be needed.

Montgomery County

For County roadways, Section 50-26 C-2 from the Montgomery County Code requires that proposed intersections with an arterial or major highway must be spaced no closer than 600 feet apart.

(2) The Board must approve the location of intersections with arterials or major highways in a layout that discourages the movement of through traffic crossing the arterial or major highway. Except in a Metro

Station Policy Area or Town Center Policy Area, as defined in the most recent County Growth Policy, or another area expressly identified in a Council resolution, proposed intersections with an arterial or major highway must be spaced no closer together than 600 feet.

Maryland State Highway Administration

For state roadways, SHA's State Highway Access Manual states that minimum intersection spacing shall be 1500 feet along rural or suburban arterials.

Alternative Modes

The Montgomery County Countywide Bikeways Functional Master Plan provides information regarding future uses. The plan recommends a dual bikeway (shared use path and shared on-road bike lanes) along Clarksburg Road and along Clopper Road, east of Clarksburg Road only (Plan Reference No. DB-18).

Property Setbacks

According to Section 59-C-14.245 of the Montgomery County Code, proposed buildings including bus station need to be setback a minimum of ten (10) feet from public right-of-way and must be setback fifteen (15) feet from existing buildings on separate lots.

Coordination with External Agencies

As mentioned previously, the existing Boyds MARC station is owned by CSX but maintained by MTA through a lease agreement. The study team has coordinated with both MTA and CSX on the development of the potential expansion sites as well as the Boyds Civic Association.

MTA

Initial coordination began with MTA in the summer of 2013. At that time, MTA was not interested in expanding Boyds' service beyond a flag stop station. MTA explained that since the Boyds station is in close proximity to the adjacent downstream stop, Germantown, expanding the stop would be inefficient since the trains would have insufficient distance to achieve adequate speed between the stations.

However, MTA noted they would be willing to expand service at Boyds if parking was increased to 200 to 300 spaces from the existing 15 spaces. If the County built a larger park and ride facility, MTA would be interested in re-evaluating service to Boyds and would expand the platform, provide shelters, bicycle facilities and increase lighting. This work could be done within a three to six month timeframe. Further, MTA would increase the service to Boyds, but the additional number of lines would depend on future demand.

It is also noted that MTA is currently exploring parking expansion at other locations on the north end of the Brunswick line in Montgomery County. A developer is currently looking at redeveloping property adjacent to the Barnesville MARC station. The developer would convert the old historic farmhouse into a country store and would add approximately 80 additional parking spaces to the Barnesville station area.

CSX Railroad

As the landowner of the Boyds station and Brunswick rail line, the study team coordinated with CSX Railroad. CSX explained that any improvements to the Boyds station would need to be outside of the dynamic envelope required for rail design. CSX indicated they would be amenable to expanding the

existing Boyds parking lot in its current location. However, they were concerned about the possibility of placing a sidewalk along the rails for pedestrian access to the relocated sites.

Maryland-National Capital Park and Planning Commission (M-NCPPC)

As the landowner of the numerous sites within the alternatives analysis area, the study team worked with M-NCPPC. M-NCPPC has explored the possibility of adding a cricket field on the Boyds Local Park along Clopper Road (Site 11). M-NCPPC is not in favor of commuter parking on this parcel as they believe it is not consistent with the overall setting of the area. M-NCPPC is updating the master plan for this area and expects it to be complete by 2016. M-NCPPC has indicated that Site 8 on the northwest corner of Barnesville Road and Clarksburg Road intersection is within the Best Natural Area and therefore should be removed from further study.

Boyds Civic Association Advisory Group

The study team presented the initial concepts for the Boyds transit improvements at a public meeting in January 2014. Following this meeting, the Boyds Civic Association created an Advisory Working Group to coordinate directly with the study team. The advisory group met with the study team on multiple occasions to express their views on the project; some of their concerns included the following:

- The citizens were concerned about a site located south of the tracks because when there is an incident on I-270, the local routes become alternatives for I-270 users and create intersection delays at the intersections of Routes 117/121. Refer Sites 6, 10, 11, 12 in Figure 4 below.
- Citizens were concerned with a bus bay located west on Barnesville Road due to existing traffic delays in the eastbound direction along Barnesville Road. Refer Sites 1 through 5 in Figure 4 below.
- Some citizens requested that the M-NCPPC parcel on the northwest corner of Routes 117/121 be further examined as a bus bay with parking potential. Refer to Site 8 in Figure 4 below.
- The citizens mentioned that the original station was located further east of the current station and wondered if the station could be relocated to its original location if the access improvements to Boyds were located on the southwest corner of Routes 117 and 121. Refer to Site 9 in Figure 4 below.

Following the meeting with the Boyds Civic Association's Advisory Working Group, the County requested SHA perform a traffic study on the Route 117 and 121 intersections to analyze the delays. In the spring of 2015, the Boyds Civic Association presented the SHA and the Montgomery County Council with an alternative for the Boyds MARC station and the Route 117 and 121 intersection. It involved relocating the transit stop further east to an industrial parcel and realigning Route 117 to remove the 3-way stop with Clopper Road as shown in Figure 3.

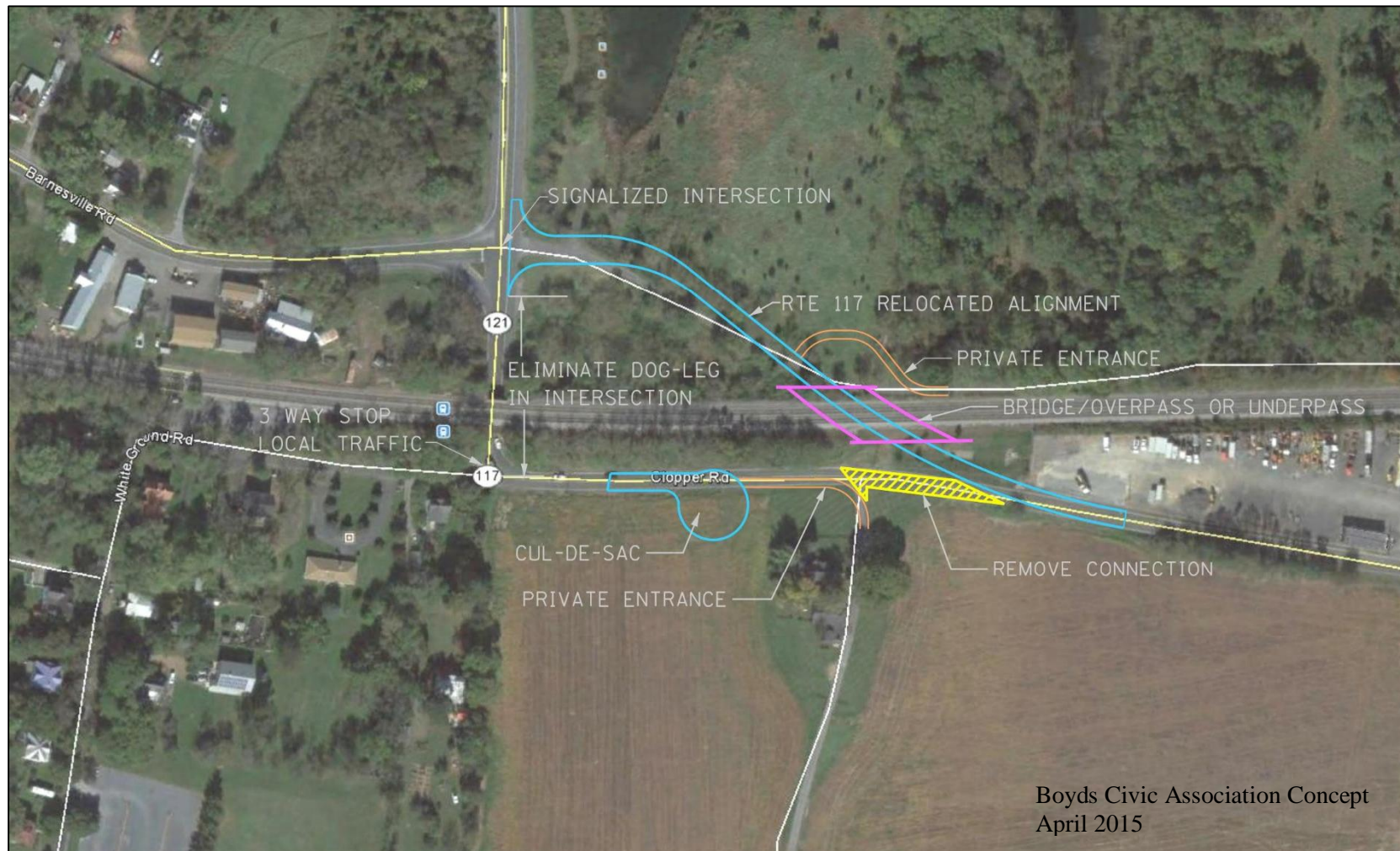


FIGURE 3: BOYDS CIVIC ASSOCIATION CONCEPT

Maryland State Highway Administration (SHA)

An on-going traffic study was started by SHA in late 2014 looking at the Route 117 and 121 intersections to analyze delays. Preliminary results of the study were available in April 2015 indicating significant delays at both intersections. SHA is currently evaluating improvement options for the intersections including a roundabout at the northern intersection, signalizing both of the intersections, and other alternatives. Existing conditions including the intersections close proximity to one another, the lack of sight distance, and subpar bridge typical section and height along MD 121 present challenges. SHA will be finalizing the traffic study in 2015 and then will have the SHA design team conduct a feasibility study of the options. The feasibility study will also examine the Boyds Civic Association's concept discussed above; however, the study is not funded.

Site Evaluation Criteria

This study assessed twelve site locations as shown in Figure 4 below for the transit improvements based on a set of evaluation criteria. This section describes the evaluation criteria used to assess the sites.

- Phase 1: Accommodate buses
- Phase 2: Accommodates buses and provides twenty-five (25) or more additional parking spaces
- Potential Impacts including the following:
 - Impacts to private property
 - Walking distance from existing station
 - Potential safety concerns
 - SHA/CSX coordination issues
- Boyds Civic Association's Working Group Concerns
 - North of the Tracks
 - Within 1/10 Mile of the Station
 - Pedestrians Required to Cross Street
 - Adjacent to a Residence
 - Enhances Boyds Character



FIGURE 4: POTENTIAL SITES

Site Evaluation

No.	Owner	Parcel Size (Acres)	Location	Phase 1: Accommodates Buses	Phase 2: Provides 25 or More Parking Spaces	Phase 1/2: Provides BOTH >25 Parking Spaces & Bus Access	Potential Impacts	North of the Tracks	Within 1/10 mile of the station	Pedestrians required to cross street	Adjacent to a Residence	Enhances Boyd's Character
1	Chadwick Property	1.88	South side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 1,100' long sidewalk along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires private property 	Yes	No	No	Yes	Yes
2	Montgomery County parcel	2.00	North side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 900' long sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from parcel on south side of Barnesville Road and CSX coordination 	Yes	No	Yes	No	Yes
3	Montgomery County parcel	0.57	North side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 660' long sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from parcel on south side of Barnesville Road and CSX coordination 	Yes	No	Yes	Yes	Yes
4	MDSHA Property with partial adjacent lots	0.07	South side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 625' long sidewalk along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires SHA and private property 	Yes	No	No	Yes	Yes
5	Huan Property with partial adjacent lots	0.57	South side of Barnesville Road (northwest of station)	Yes	Yes	No	<ul style="list-style-type: none"> Requires 300' long sidewalk to site along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires private properties 	Yes	Yes	No	No	Yes
6	Gilliam Property	0.24	West side of White Ground Road (west of station)	No	Yes	No	<ul style="list-style-type: none"> Requires private property Requires small connection to existing parking lot 	No	Yes	No	Yes	Yes
7	Anderson Property – General Store	0.68	South side of Barnesville Road (north of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires private property 	Yes	Yes	No	No	Yes
8	M-NCPPC parcel	15.04	NW corner of Clarksburg Road and Barnesville Road intersection (north of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from Anderson parcel on south side of Barnesville Road and CSX coordination 	Yes	Yes	Yes	Yes	Yes
9	Anderson Property – Corner	0.48	SW corner of Clarksburg Road and Barnesville Road intersection (north of station)	Yes	Yes	No	<ul style="list-style-type: none"> Requires subpar entrance distance from Routes 117/121 intersection, which may result in conflicts at intersection Requires private property Requires SHA property and approval Requires 350' sidewalk along CSX tracks or Barnesville Road to access station Requires access agreement from adjacent Anderson parcel and CSX coordination for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access 	Yes	Yes	No	No	Yes
10	Expanding Existing Lot	N/A	Boyd's MARC Station	No	Yes	No	<ul style="list-style-type: none"> Requires CSX coordination and approval Requires ADA improvements of existing station 	No	Yes	No	No	Yes
11	M-NCPPC parcel (Boyd's Local Park)	359.20	SE corner of Clopper Road and Clarksburg Road (southeast of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 475' long sidewalk along Clopper Road to access station Requires SHA and CSX approval for sidewalk access Requires property from Maryland-National Capital Park and Planning Commission 	No	No	Yes	Yes	Yes
12	Piney Meeting House Inv. Corporation	3.13	North side of Clopper Road (east of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 1,300' long sidewalk along Clopper Road to access station Requires SHA and CSX approval for sidewalk access Requires private property 	No	No	Yes	Yes	Yes

Recommendations and Conclusions

After further review and coordination with the Boyds Civic Association and Ride On, it was determined that the following sites were not feasible for the study for the reason listed below:

- Sites 1, 12: Too far from the station
- Sites 2, 3, 8: Located on north side of Barnesville Road requiring a mid-block pedestrian crossing which is undesirable due to limited site distance and heavy congestion along Barnesville Road
- Sites 4, 5, 6: Too small to achieve project goals
- Site 7: Existing viable business and historic elements on site

Ride On would like to increase ridership opportunities to keep the station viable and to potentially increase MARC service to Boyds. To do this, Ride On would like to provide a bus turn-around for passenger service and additional commuter parking to the Boyds MARC Station. For any improvements, pedestrian accommodations meeting ADA criteria must be provided and coordinated with MCDOT, M-NCPPC, SHA, CSX, and MTA. The improvements will be done in a way to be integrated into the community and include a phased approach as follows:

- Phase 1: In this phase, only bus access would be provided at a Site 9, if feasible.
- Phase 2: In this phase, bus access and parking would be provided at one location, Site 11, as shown in Figure 5. This phase is subject to Ride On's discretion when ridership levels are sufficient to warrant additional parking.

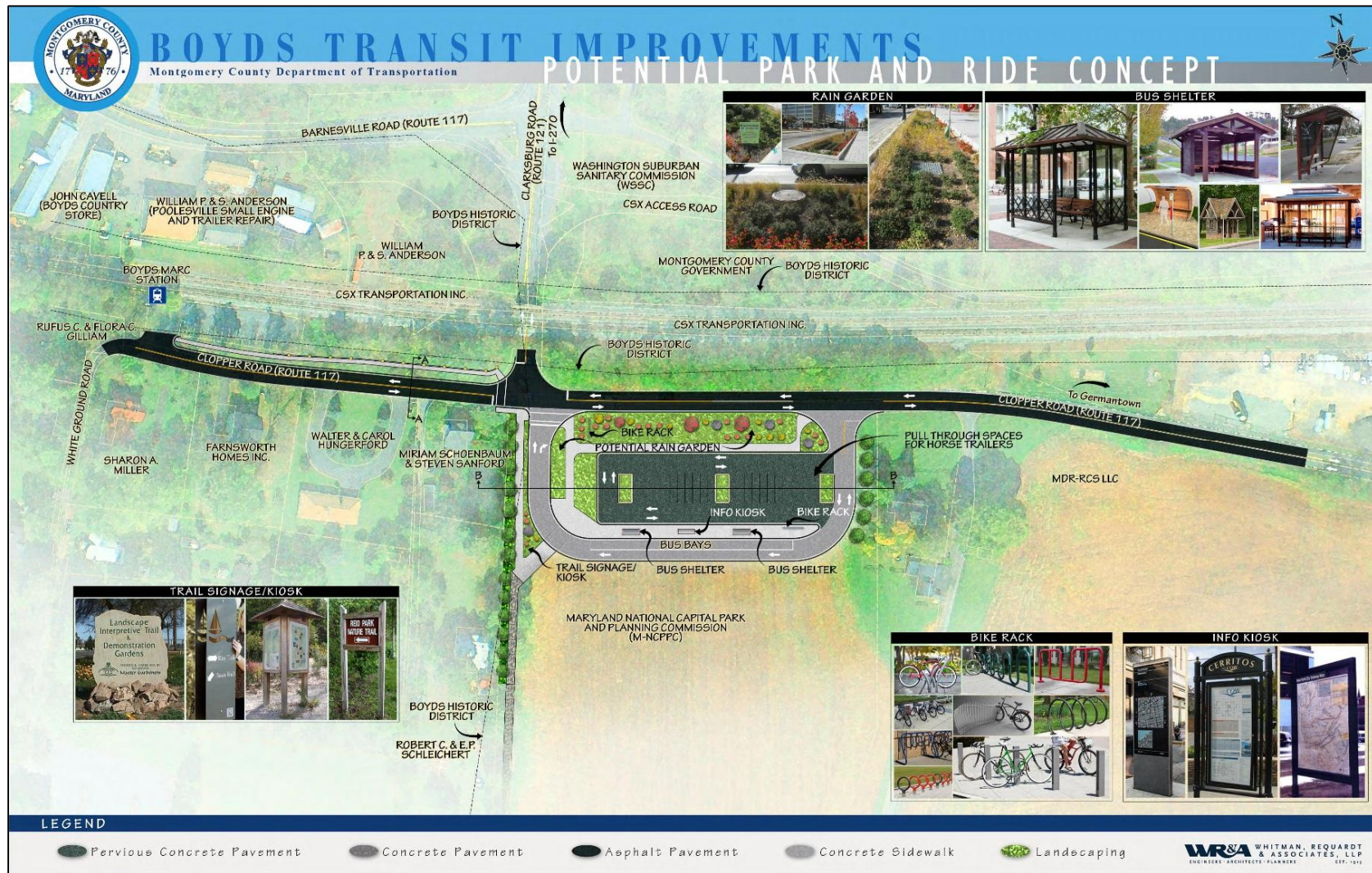


FIGURE 5: POTENTIAL RECOMMENDATION

MONTGOMERY COUNTY TRANSIT PROJECTS



Montgomery County Department of Transportation

BOYDS TRANSIT CENTER

November 2015

APPENDIX



Whitman, Requardt & Associates, LLP

1915 100 YEARS 2015



MEMORANDUM of MEETING

Date: January 23, 2013

Date of Meeting: January 23, 2013

Time of Meeting: 10:00 AM – 1:00 PM

Meeting Location: RideOn Bus

Meeting Description: Site Visits to Lakeforest Transit Center, Germantown Transit Center, Milestone Transit Center, and Boyds MARC Center

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Lakeforest Transit Center, Germantown Transit Center, Milestone Transit Center, and Boyds MARC Center

Participants:

Name	Company	Phone	Email
Phil McLaughlin	MCDOT, Division of Transit Services (DTS)	240-777-5825	Philip.mclaughlin@montgomeryCountymd.gov
Howard Benn	MCDOT, DTS	240-777-5820	Howard.benn@ montgomeryCountymd.gov
Stacy Coletta	MCDOT, DTS	240-777-5836	Stacy.coletta@ montgomeryCountymd.gov
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@ montgomeryCountymd.gov
Joseph Madison	MCDOT, Division of Parking Management (DPM)	240-777-8714	Joseph.Madison@ montgomeryCountymd.gov
Steve Findley	M-NCPPC, Planning Department	301-495-4727	Steve.Findley@montgomeryplanning.org
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@ montgomeryCountymd.gov
Ken Kendall	MCDOT, Div. of Transportation Engineering (DTE)	240-777-7267	Kenneth.Kendall@ montgomeryCountymd.gov
Greg Hwang	MCDOT, DTE	240-777-7279	Greg.Hwang@ montgomeryCountymd.gov
Michael Cassedy	MCDOT, DTE	240-777-7254	Michael.Cassedy@ montgomeryCountymd.gov
Jim Guinther	Whitman, Requardt and Associates, LLP (WRA)	443-224-1583	JGuinther@wrallp.com
Pam Destino	WRA	410-246-3427	PDestino@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com

Introduction:

A field meeting was held between Montgomery County Department of Transportation, Up-County Regional Service Center, Maryland- National Capital Park and Planning Commission, and Whitman, Requardt and Associates. The purpose of this site visit was to provide an overview of the project goals at each site and observe existing conditions and challenges. A summary of the discussion at each site is below.

Summary of Discussion:*UpCounty Transit Center*

- A location for the UpCounty Transit Center has not been determined and needs to be examined as part of the project.

Lakeforest Transit Center

- Phil and Jim G. provided a brief summary of the project's goals. The site is in need of additional bus bays, improved bus circulation, and provisions for an operator restroom facility.
- Phil noted while there is demand for additional routes and layovers/time-transfers at this location, they are not occurring because there is not adequate room.
- The site is currently used by seven RideOn routes and two WMATA bus routes. It was noted that the WMATA bus routes are the same route; they are designated differently for the AM and PM periods.
- The County does not own the land for the facility. The County is unclear of the property agreement with the Lakeforest Mall and four anchor stores and how many parking spaces are designated for transit use. The team noted that the property agreements and rights surrounding the Lakeforest Mall ring road need to be determined.
- MCDOT DTS currently maintains the facility; MCDOT DPM plows the facility with DTS's budget.

Milestone Transit Center

- Phil and Jim G. provided a brief summary of the project's goals. The site is in need of additional parking and improved circulation for buses.
- Currently the transit buses travel an additional 1.75 miles to access the facility by the correct side of the bus.
- During peak days, vehicles use the Milestone Shopping Center's parking lot as overflow parking. To the County's knowledge, the shopping center has not complained about this happening.
- The transit shelters are currently maintained by Clear Channel; the transit parking lot is maintained by MCDOT DTS.
- Phil estimated ridership was typically around 600 daily boardings. When gas prices rise, ridership level has increased to around 1100-1200 daily boardings.
- The facility is currently used by four RideOn routes, two of which are express routes and terminate at the transit center. It was noted that the express routes do not have to begin/end at this location and could be transferred to a nearby location.
- There are currently not many transfers at this location.
- The transit facility was created by a developer when the Milestone Shopping Center was constructed. The current property agreement with the shopping center is unknown and it is unclear who owns the transit facility.
- The County noted that the majority of the ridership comes from vehicles from the north. A postcard survey is needed to further analyze this. Also, the study needs to examine the number of pedestrian users accessing the site.
- The County noted there are two transit stops in the Milestone Shopping Center at Target and Wal-Mart. The Wal-Mart stop receives more riders than the Target stop.
- There is a Wegmans grocery store being constructed further west along Shakespeare. Currently there are no plans for transit stops at the store.

Germantown Transit Center

- Phil and Jim G. provided a brief summary of the project's goals. The site is in need of additional parking and bus bays.
- The facility is heavily used and receives about 5000-6000 daily boardings.
- There is an express route (RideOn Route 100) that has a daily ridership of 2,500, approximately half of which board at this transit center. An origin/destination study needs to be performed on the express route to assist with the study.
- There are numerous transfers at this location and most routes leave on the hour and half-hour. The County would like to maintain this operation.
- The parking spaces are typically at 100% capacity and the County has spoken to adjacent property owners about utilizing their parking and has not been able to find a solution to add parking.
- The County currently leases the parking spaces from the land owner, Bellemead Development Corporation. Bellemead has had numerous complaints about transit users parking in non-transit spaces and often tickets or tows vehicles parking illegally.
- There are numerous stores and restaurants also on the site. Most of these facilities are on ground rent with Bellemead except the Rite Aid and the Greene Turtle Restaurant, which both own their land.
- Kathy mentioned that Montgomery County's District 5 police facility located across from the transit facility along Century Boulevard needs to be expanded. It has not been determined if the facility will be relocated entirely, possibly through a land swap with a developer, or if the facility will be expanded in its current location.
- There are video cameras recording the transit facility. These cameras are monitored when an employee is at the transit facility's or police office.
- The County noted that there are numerous developments planned in the area along Century Boulevard and most developers are waiting for the economy to improve before beginning construction. Therefore, ridership will most likely continue to increase.
- The County noted that the Bellemead's original plan was to redevelop the site after 10 years and the site has been open for 8 years. However, the County was unaware of any redevelopment plans.
- The United States Department of Energy has land across Germantown Road (MD 118) near the transit center; however, they will not sell or lease their land for homeland security reasons.
- There are multiple automotive repair shops across from the transit center along Aircraft Road; in the past, none of them have been interested in selling or allowing for additional parking pads on their sites.
- The County has not considered parking structures to alleviate the parking demand.

Boyd's MARC Station Park and Ride

- Before visiting the Boyd's MARC station, the group visited the Germantown MARC station to observe its parking layout and demand. The Germantown MARC station is the next stop after Boyd's in the eastbound direction of the MARC Brunswick line. Germantown MARC station currently receives about three trains per hour in the peak period; the Boyd's MARC station currently receives approximately four trains total in the peak periods. The Germantown MARC station currently has a parking capacity of 105% with many users parking illegally in drive aisles. MTA has recently restriped the parking facility and added signs to prevent illegal parking; however, the parking demand still is above capacity.
- At the Boyd's MARC station, Phil and Jim G. gave a brief overview of the project and its goals. The station is in need of additional parking and bus routes.
- MTA has considered closing the Boyd's MARC station. However, the County has received numerous requests to keep it open and add additional parking and RideOn routes from the Boyd's Area Citizen Association as well as Clarksburg citizens.

- The site the County would like to place the parking facility is owned by M-NCPPC and currently being used for soybean production. The study needs to investigate the property agreements on the parcel and any deed restrictions.
- Along the east side of the M-NCPPC parcel is the Hoyles Mill Trail which is used by pedestrians and equestrians users. The study needs to investigate the need for equestrian parking in the park-n-ride facility.

Action Items:

- Greg to schedule a kickoff meeting for the week of February 18th (about four weeks from the site visit).
- WRA to send list of recommended attendees for the kickoff meeting.
- WRA to send a list of questions and additional information request to the meeting attendees to prepare for the kickoff meeting. The intent is to allow participants sufficient time to obtain the answer and information prior to the kickoff meeting.
- WRA to work with MCDOT on completing license plate and origin/destination surveys.
- MCDOT to provide WRA with GIS information on all sites.



MEMORANDUM

Date: February 7, 2013

To: Greg Hwang, Montgomery County

From: Pam Destino / Jim Guinther / Jim Ritchey

Subject: Kickoff Meeting Questions

CC: Aruna Miller, Montgomery County

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Transit Center Expansions

The purpose of this memorandum is to provide the County with some questions for discussion at the kickoff meeting for the three transit projects. These projects are the following:

- Germantown and Milestone Transit Centers and UpCounty Park and Ride Expansions
- Boyds MARC Station Park and Ride Feasibility Study
- Lakeforest Transit Center Expansion

Most of the questions need to be investigated prior to the kickoff meeting. The questions have been broken up by site.

General Project Questions

The following information is needed for all of the sites:

- Current transit ridership for Metro, RideOn, and MARC (where applicable)
- Future user projections for Metro, RideOn, and MARC (where applicable)
- Future service lines for Metro and RideOn

Germantown Transit Center

- What is the property agreement with the land owner (Bellemead Development Corp.) of the site?
- What are the property agreements with the Greene Turtle and Rite Aid who own their parcels?
- What is history between the mechanic shops and movie theater across the street?
- What are the development / expansion plans for the Montgomery County police station?
- Are there any development plans in the area?
- Does the County have any improvement plans in the area, such as pedestrian or bicycle access improvements? From the Montgomery County *Countywide Bikeways Functional Master Plan*, it appears bike lanes and shared use paths are planned on Germantown Road and shared use paths are planned along Century Boulevard.
- Would the County consider a parking garage as a feasible option?
- What is the schedule for the GTC bathroom facilities project?
- We understand the transit facility is located within the Town Center Core District of the *Germantown Forward Approved and Adopted* master plan. Are there any design guidelines or restrictions in this district?
- Are there any safety concerns that need to be addressed at this site?

Milestone Transit Center

- What are the property agreements between the County and the following properties:
 - Wegmans / Seneca Meadows Shopping Center
 - Milestone Shopping Center and its occupants, specifically Wal-Mart and Target
 - Open spaces along Shakespeare Drive
- Are there any future development plans in the area?

- Does the County have any improvement plans in the area, such as pedestrian or bicycle access improvements? From the Montgomery County *Countywide Bikeways Functional Master Plan*, it appears bike lanes and shared use paths are planned on Shakespeare Boulevard.
- Are there any transit plans associated with the Seneca Meadows Shopping Center?
- Would the County consider a parking garage as a feasible option?
- Would the County consider routing the buses through the shopping center?
- Are there any safety concerns that need to be addressed at this site?

UpCounty Park and Ride Expansion

- Does the County have any preferences on locations for potential expansions?
- Are there any potential CCT BRT parking sites that could be used in the interim as a RideOn park-n-ride?

Boyd's MARC Stop

- What is the agreement for soybean production on the M-NCCPC property? Are there any property restrictions for the parcel? From the MERLIN (Maryland's Environmental Resources and Land Information Network) database, it appears there may be a DNR conservation easement on the parcel.
- Are there any future development plans in the area? We understand there is a large planned development, Cabin Branch, nearby.
- If the M-NCCPC parcel is used, should the Hoyles Mill Trail remain a natural surface? Are there any parking requirements for trail users including horses?
- Does the County have any improvement plans in the area, such as pedestrian or bicycle access improvements? From the Montgomery County *Countywide Bikeways Functional Master Plan*, bike lanes and shared use paths are planned for Route 117 from Route 121 to the east and for Route 121 from Route 117 to the north.
- Are there any known drainage or safety concerns in the area?
- Is the pedestrian tunnel to remain open?
- Are there any community concerns with the Boyd's MARC station?
- What are the lighting level requirements and limitations for pedestrian access to the station?
- Are there any future bus routes in this area that would use the future park and ride?
- Are there any safety concerns that need to be addressed at this site?

Lakeforest Transit Center

- What are the property agreements between the County and the following properties:
 - Lakeforest Mall
 - Mall's anchor stores – Macy's, JCPenneys, Sears, Lord & Taylor
- We understand Lakeforest Mall was recently sold in September 2012 to Five Mile Capital Partners. What, if any, are the future redevelopment plans for the mall?
- We understand the City of Gaithersburg is completing a study on the MD 355 corridor. What other studies/developments/improvement plans are being conducted in the area by the city and/or County?
- Would the County consider a parking garage as a feasible option?
- Would the County like space for amenities (vendors, bathroom facilities, etc) at this site?
- Is there a Kiss-n-Ride function at the transit facility today? Should there be one planned for the future?
- Are there any safety concerns that need to be addressed at this site?

Kickoff Meeting Attendees List:

The following list of attendees is requested for all projects.

- MCDOT, Division of Transportation Engineering
- MCDOT, Division of Transit Services
- MCDOT, Division of Parking Management
- Maryland-National Capital Park and Planning Commission (M-NCPPC)
- MCDOT, Department of Traffic Engineering and Operations
- MCDEP (Environmental staff)
- MCDOT, Real Estate Acquisition
- Up-County Regional Service Center

Germantown Transit Center / Milestone Transit Center / UpCounty Park and Ride Expansion

- Montgomery County Police Department

Boyd's MARC Station

- Maryland Transit Administration (MTA)

Lakeforest Transit Center

- Montgomery County Police Department
- City of Gaithersburg Police Department
- City of Gaithersburg, Department of Public Works
- City of Gaithersburg, Department of Planning and Code Administration
- Washington Metropolitan Area Transit Authority (WMATA)



MEMORANDUM of MEETING

Date: March 6, 2013

Date of Meeting: March 5, 2013

Time of Meeting: 11:00 AM – 1:00 PM

Meeting Location: 100 Edison Park Drive, NE Large Conf. Room

Meeting Description: Kickoff Meeting

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Lakeforest Transit Center, Germantown Transit Center, Milestone Transit Center, and Boyds MARC Station Park and Ride

Participants:

Name	Company	Phone	Email
Ken Kendall	MCDOT, Div. of Transportation Engineering (DTE)	240-777-7267	Kenneth.Kendall@montgomerycountymd.gov
Greg Hwang	MCDOT, DTE	240-777-7279	Greg.Hwang@montgomerycountymd.gov
Michael Cassidy	MCDOT, DTE	240-777-7254	Michael.Cassidy@montgomerycountymd.gov
Jim Guinther	Whitman, Requardt and Associates, LLP (WRA)	443-224-1583	JGuinther@wrallp.com
Pam Destino	WRA	410-246-3427	PDestino@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com
Phil McLaughlin	MCDOT, Division of Transit Services (DTS)	240-777-5825	Philip.mclaughlin@montgomerycountymd.gov
Howard Benn	MCDOT, DTS	240-777-5820	Howard.benn@montgomerycountymd.gov
Stacy Coletta	MCDOT, DTS	240-777-5836	Stacy.coletta@montgomerycountymd.gov
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@montgomerycountymd.gov
Joseph Madison	MCDOT, Division of Parking Management (DPM)	240-777-8714	Joseph.Madison@montgomerycountymd.gov
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomerycountymd.gov
Thomas Autrey	M-NCPPC, Planning Department, Montgomery County	301-495-4533	Thomas.autrey@montgomeryplanning.org

Introduction:

A kickoff meeting was held between Montgomery County Department of Transportation, Up-County Regional Service Center, Maryland- National Capital Park and Planning Commission, and Whitman, Requardt and Associates. The purpose of this meeting was to follow up on the questions from the January 23rd site visit and discuss next steps in the project. A summary of the discussion is below.

Summary of Discussion:

- WRA provided a brief summary of each project's goals.
 - Germantown Transit Center– Site needs two additional bus bays in short term, three additional bus bays in long term, and additional parking.
 - Milestone Transit Center – Site needs two additional bus bays and additional parking.
 - Upcounty Transit Center – County needs an additional transit site to help supplement overcapacity at Germantown and Milestone transit centers.
 - Lakeforest Transit Center – Site needs additional bus bays, better bus circulation, and provisions for an operator restroom facility.
 - Boyds MARC Station Park and Ride – Site needs additional parking capacity to serve MARC rail line and future RideOn routes.
- It was noted that the Upcounty facility is not needed if you expand Germantown and Milestone sufficiently.
- WRA noted they will look at the Washington Council of Governments (Wash COG) model to determine the future ridership projections for the RideOn routes as well as the affect the Corridor Cities Transitway (CCT) may have on the system.
- It was noted that the purpose of this planning study was to evaluate alternatives for each transit site and develop a preferred alternative/scope for future design and implementation.
- Germantown Transit Center
 - The center was at 100% capacity for bus lines and parking on its opening day.
 - The site is within the Germantown Downtown Core. Future planning indicates the site may be redeveloped into mixed use with a future CCT stop.
 - URSC noted that the District 6 police facility relocation was shifted to a lower priority earlier this month. The facility is 30 years old. The police department would prefer not to share space with a transit center for security reasons; however, they are willing to consider it. A POR (Program of Requirements) has been created for the relocation and will be shared with WRA.
 - The County noted that the parking spaces are not leased from the landowner at Germantown. The landowner is required to provide them since a Memorandum of Understanding (MOU) was created when the site was established. The County pays 15% of the total maintenance costs for the parking facility. The County noted that they pay 100% of the maintenance costs for the transit station and shelters.
 - The parking for transit typically is at capacity by 6:45 AM on weekdays.
 - Local leaders would like to see the center become a miniature version of Union Station in DC.
 - There are no plans to relocate the existing fire station which is located adjacent to the District 6 police station.
 - When the Cabin Branch development opens in Clarksburg, RideOn will add additional service to the development.
 - Origin/destination surveys are needed to determine the users' travels.
 - Previously, the landowner, Bellemead Development Corporation, planned to develop the transit facility. The County is unsure what the landowner's current plans are.
- Milestone Transit Center
 - The parking facility is at capacity and users park in Wal-Mart and Target's parking lots for overflow. There is no enforcement on towing in these lots.
 - The County noted there is an MOU for the Milestone commuter parking lot but it is not located at the Milestone Transit Center. The location in the MOU is along Milestone Drive near Dorsey Mill Road and is for 170 spaces.

- Since there is no room for growth to the existing lot, the group discussed examining if the Target would share some of its parking.
 - It was also discussed to look at spots within the Target lot to use as a possible relocation of the transit center and improve circulation efficiency.
- Lakeforest Transit Center
 - There is an existing MOU between the County and the Lakeforest Mall landowner that allows for the transit center. The group has not found information on the agreement regarding the adjacent parking facility. The County noted that the buses previously stopped along the mall frontage and the stops were relocated in the 1990's.
 - URSC noted that the mall was recently purchased in 2012 and the landowner's plans to redevelop the mall into mixed use development. Their plans are in the beginning stages and there currently is no timeline for redevelopment. Since the center is located within the City of Gaithersburg, the group will set up a separate smaller meeting with the City to get their input on the site.
 - The group suggested looking at the Montgomery Mall and the Takoma-Langley transit centers as examples of what could be done at Lakeforest.
 - MCDOT noted some of the bus lines are bi-directional and some are terminating at this site.
 - MCDOT also noted that 1/3 of RideOn trips are done by one bus; the remaining 2/3 are done by two or more buses and/or metro.
 - The County noted that the improvements should try to avoid Montgomery Village.
 - The County would like a police facility as well as operator restrooms added to the center.
- Boyds MARC Station Park and Ride
 - WRA noted that an easement for public land was discovered on the M-NCPPC parcel that most likely prevents a park and ride facility on this parcel. URSC noted the County could contact the previous landowner, who created the land trust, and see if they would be willing to modify it. The County also indicated they would investigate the easement further to determine if it could definitively not be used.
 - The County told the group to consider parking separate from the bus facility.
 - The County noted they are not opposed to developing a parking facility on a parcel that would require relocation/condemnation; however, they would prefer not to do so.
 - It was noted that Barnesville and Dickerson were too far out for the Park-n-Ride facility.
- WRA indicated they will work with the County on developing the Transit Facilities Program Document and anticipates a draft of the document by the end of March.

Action Items:

- WRA to work with MCDOT on completing origin/destination surveys.
- The County to provide WRA with any landowner agreements for the transit sites.
- The County to provide WRA with the POR for the District 6 Police Station.
- The County to provide WRA with average daily ridership by route for a five year period from 2008 to 2012.
- WRA to coordinate with the County on the development of the Transit Facilities Program Document.
- WRA to coordinate with the County on meeting with the City of Gaithersburg regarding Lakeforest Transit Center.
- All parties agreed to review the outstanding questions developed by WRA and provide input to the Team by the end of March 2013.



MEMORANDUM of MEETING

Date: July 9, 2013

Date of Meeting: June 28, 2013

Time of Meeting: 10:00 AM – 11:30 AM

Meeting Location: Executive Office Building, 5th Floor
Conference Room

Meeting Description: Project Update Meeting

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Lakeforest Transit Center, Germantown
Transit Center, Milestone Transit Center, and
Boys MARC Station Park and Ride

Participants:

Name	Company	Phone	Email
Aruna Miller	MCDOT	240-777-7240	Aruna.miller@montgomerycountymd.gov
Deanna Archey	MCDOT, DTS	240-777-5828	Deanna.archey@montgomeryCountymd.gov
Thomas Autrey	M-NCPPC, Planning Department, Montgomery County	301-495-4533	Thomas.autrey@montgomeryplanning.org
Stacy Coletta	MCDOT, DTS	240-777-5836	Stacy.coletta@montgomeryCountymd.gov
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomeryCountymd.gov
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@ montgomeryCountymd.gov
Phil McLaughlin	MCDOT, Division of Transit Services (DTS)	240-777-5825	Philip.mclaughlin@montgomeryCountymd.gov
Jim Guinther	Whitman, Requardt and Associates, LLP (WRA)	443-224-1583	JGuinther@wrallp.com
Pam Destino	WRA	410-246-3427	PDestino@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com

Introduction:

A team meeting was held between Montgomery County Department of Transportation, Upcounty Regional Service Center, Maryland- National Capital Park and Planning Commission, and Whitman, Requardt and Associates. The purpose of this meeting was to provide an update to the project following the completion of the Transit Facility Program document.

Summary of Discussion:

- WRA provided a brief summary of each project's goals.
 - Germantown Transit Center– Site needs two additional bus bays in short term, three additional bus bays in long term, and additional parking.
 - Milestone Transit Center – Site needs two additional bus bays and additional parking.
 - Upcounty Transit Center – County needs an additional transit site to help supplement overcapacity at Germantown and Milestone transit centers.
 - Lakeforest Transit Center – Site needs additional bus bays, better bus circulation, and provisions for an operator restroom facility.
 - Boyds MARC Station Park and Ride – Site needs additional parking capacity to serve MARC rail line and future RideOn routes.
- WRA reviewed the findings of the Transit Facility document, which can be found in the PowerPoint slides from the meeting included as an attachment.
- WRA discussed progress on each site individually starting with Boyds.
- Boyds MARC Station Park and Ride
 - WRA investigated an existing agreement from Tom Autrey which indicated the M-NCPPC parcel can be used for a park and ride facility and developed preliminary conceptual layout for site based on area to be dedicated. The agreement included a figure depicting the area to be used for the park and ride facility and has been included as an attachment.
 - The layout presented allowed for over 300 parking spaces and two bus bays.
 - The group was concerned about the number of parking spaces as this is a rural, historic area. WRA indicated that this could change as a result of the transit service and the parking needs at this facility.
 - The bus services to Boyds MARC station would be as a result of Clarksburg's Cabin Branch development.
 - WRA mentioned the next step would be to talk with MARC about their intentions with this station since currently the station stops are limited.
 - URSC mentioned the Boyds area citizens are in favor of more frequent stops but not necessarily in favor of more people.
 - The group discussed the potential of opening the park and ride with 50 spaces and a bus route and in the future expanding the parking.
 - M-NCCPC mentioned that Clarksburg residents are upset that the entire CCT is not being built and it is being stopped at Metropolitan Grove.
- Lakeforest Transit Center
 - WRA explained the existing easement agreement for the Lakeforest Transit Center only includes the transit shelter itself and does not include the adjacent parking lot.
 - URSC mentioned the Montgomery Village Off-Price Center may be being redeveloped in the near term.
 - URSC suggested WRA examine the Montgomery Village 2030 plan as well as the Watkins Mill redevelopment plan.
 - The group discussed examining the future developments in the area and further refining what the short and long terms needs are at the transit center. The group noted that the origin/destination comment cards will help further refine the future needs for the transit center as the center may be acting as a transfer facility rather than a destination. The long term needs may not be located at the existing transit center and other alternatives need to be explored long the MD 355 corridor.
 - The group recommended meeting with Five Mile Capital, the owners of the mall, to discuss their future plans for the mall.

- Germantown/Milestone/Upcounty Transit Centers
 - WRA explained the existing easement agreement for Germantown Transit Center includes the transit shelters as well as 175 parking spaces. These spaces are currently used at full capacity and there is no room for expansion at the site due to existing development.
 - WRA noted the existing agreement has not been found for the Milestone Shopping Center. Stacy mentioned she cannot locate it within the County either. The existing Milestone Transit Center consists of two bus bays and 216 parking spaces. Similar to Germantown, the parking spaces are used at full capacity. There may be room to expand slightly into Milestone Shopping Center by taking some spaces from an adjacent store but that typically is difficult.
 - WRA explained they investigated if there was another location within the Upcounty area that may be better for a new park and ride facility based on the existing bus routes; however, it appears the existing centers are in the appropriate location and distance from southern destinations to make bus routes attractive commute options for the Upcounty area.
 - WRA showed the Team various expansion locations throughout the area via the PowerPoint and Google.
 - WRA explained some factors to making a transit center successful including: access to interstate, walkability, integration with other transportation services, quality, safety, and transit service design.
 - URSC and the County noted possible parcels for expansion including: the District 6 police station, which a developer is currently interested in for adjacent townhomes, the Trammel Crow properties along Century Boulevard, the Lerner property along Milestone Drive, and the Matan properties along Century Boulevard.
 - URSC mentioned talking with Parking and Planning's Leslie Saville to discuss adjacent development projects in the area.
- Catherine Matthews suggested having a meeting with the URSC citizen advisory committee to brief them on the projects.

Action Items:

- WRA to work with MCDOT on completing origin/destination surveys in September.
- WRA to provide Aruna with information on obtaining existing Milestone Shopping Center plans from DPS.
- WRA to set up meeting with Five Mile Capital to discuss Lakeforest Mall.
- WRA to set up meeting with MARC to discuss Boyds Park and Ride expansion.
- WRA to investigate existing land uses and potential areas in the Upcounty area for an additional park and ride facility.
- WRA to set up meeting with the URSC citizen advisory committee to brief them on the projects.

Attachments:

1. PowerPoint presentation
2. Origin/Destination survey
3. Boyds Park and Ride / M-NCPPC Figure



MEMORANDUM of MEETING

Date: August 27, 2013

Date of Meeting: August 23, 2013

Time of Meeting: 1:30 PM – 2:30 PM

Meeting Location: MTA MARC, 1515 Washington Blvd.

Meeting Description: Coordination Meeting

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Boyds MARC Station

Participants:

Name	Company	Phone	Email
Aruna Miller	MCDOT	240-777-7240	Aruna.miller@montgomerycountymd.gov
Phil McLaughlin	MCDOT, Division of Transit Services (DTS)	240-777-5825	Philip.mclaughlin@montgomeryCountymd.gov
John Hovatter	MARC & Commuter Bus Operations	410-454-7265	JHovatter1@mtamaryland.com
Jim Guinther	Whitman, Requardt and Associates, LLP (WRA)	443-224-1583	JGuinther@wrallp.com
Pam Destino	WRA	410-246-3427	PDestino@wrallp.com

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation, Maryland Transit Administration – MARC and Commuter Bus Operations Division, and Whitman, Requardt and Associates. The purpose of this meeting was to discuss the future of the Boyds MARC station.

Summary of Discussion:

- MARC is not interested in expanding Boyds' service at this time, beyond a flag stop station. Boyds is very close to the adjacent downstream stop, Germantown, and cannot be operated very efficiently with stops so close to one another since the trains cannot get up to speed within the distance provided
 - MARC previously tried to close Boyds MARC station in 2006. Since that time, a law has since been passed that prevents stations from being closed without meeting certain criteria for closure.
- A developer is currently looking at redeveloping property adjacent to the Barnesville MARC station. The thought, as John explained it is that the developer would convert the old historic farmhouse into a country store. The redevelopment would add approximately 80 additional parking spaces to the station area. This is the only area MARC is considering expansion in the Upcounty area since it is spaced properly from the Germantown station with adequate access.
- Germantown MARC station has been at maximum parking capacity for the past two years with an additional 25-30 vehicles parking illegally. MARC has tried to provide shuttle service from Kingsview Park and Ride but the shuttle has not captured users and will be end service in October 2013.
- MCDOT explained it has always been the County's intent to expand RideOn service to the Boyds station, especially with the future development in Clarksburg, i.e. Cabin Branch and Aurora Hills.
 - A Clarksburg shuttle is beginning in January 2014. It will be controlled by Ride On and service the areas along routes 121, 270, and 355.

801 South Caroline Street, Baltimore, Maryland 21231 www.wrallp.com Phone: 410.235.3450 Fax: 410.243.5716

Baltimore, MD • Georgetown, DE • Wilmington, DE • Ellsworth, ME • Philadelphia, PA • Pittsburgh, PA • York, PA • Houston, TX
Blacksburg, VA • Fairfax, VA • Fredericksburg, VA • Lynchburg, VA • Newport News, VA • Richmond, VA • Virginia Beach, VA

N:\31681-018\Engineering\Corresp\Meetings\2013-08-23 Coordination with MARC\2013-08-23 Boyds MARC Station - MARC Coordination Meeting Minutes.docx

- MARC explained Boyds is a marginal station with only flag stops along the Brunswick line.
- MARC noted they would only be willing to expand service at Boyds if parking was increased to 200-300 spaces from the existing 15 spaces.
- If the County built a larger park and ride facility, MARC would be interested in evaluating service to Boyd's and would expand the platform, provide shelters, bicycle facilities and increase lighting. This work could be done within 3-6 months. Further, MARC would increase the service to Boyds. The additional number of lines would depend on future demand.
- MARC noted they would not improve the pedestrian tunnel at Boyds.
 - It was unclear who owned the tunnel; however, the County has maintained it in recent years.
- The County noted that the local citizens are not interested in a large parking facility.
- Bicycle lockers or racks may be provided at the station depending on need. MARC noted that regular bicycles are not allowed on any MARC trains due to safety concerns; however, foldable bicycles are allowed.
- Aruna inquired if ADA upgrades would be made to the station since. John stated that all ADA access is provided by crossing the tracks between platforms. Ramps will be provided up to the platforms with a ADA lift provided on the platform in conformance with the FRA regulations.
- There is no way for MARC to prevent passengers from crossing the tracks. MARC noted some upgrades cannot be completed since the MARC trains run on tracks owned by CSX freight, including:
 - Fencing is not allowed between the rails.
 - Raised platforms for ADA compliance are not allowed; MARC places wooden boardwalks for travel across the tracks.
- MARC noted the Brunswick line runs three to six car trains with an average car length of four. The maximum speed the trains can run is 80 MPH but they never reach that as the stops are too close to one another.
- The group mentioned that the expanded park and ride facility could act as a shared use and be used for farmers markets, trail users, or other uses during the non-commuter hours.

Action Items:

- WRA to set up meeting with MCDOT and project team members to discuss MARC's thoughts on Boyds.

Attachment:

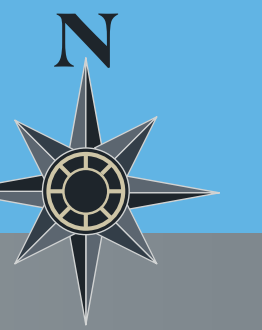
1. Boyds Park and Ride Aerial Figure



MONTGOMERY COUNTY TRANSIT PROJECTS

Montgomery County Department of Transportation

BOYDS MARC STATION



LEGEND



MARC STATION



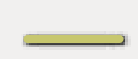
MD INVENTORY OF HISTORIC PLACES



FOREST CONSERVATION EASEMENT



RURAL LEGACY LAND



PARCEL BOUNDARY



DNR WETLAND



PARK



STREAM



0 125 250 500 Feet



MEMORANDUM of MEETING

Date: December 5, 2013

Date of Meeting: November 22, 2013

Time of Meeting: 2:00 PM – 3:30 PM

Meeting Location: 100 Edison Park Drive, NE Large Conf. Room

Meeting Description: Project Update Meeting

Work Order Number: 31681-017/018/019

Contract Number: 509337

Project: Lakeforest Transit Center, Germantown Transit Center, Milestone Transit Center, and Boyds MARC Station Park and Ride

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomerycountymd.gov
Thomas Autrey	M-NCPPC, Planning Department, Montgomery County	301-495-4533	Thomas.autrey@montgomeryplanning.org
Stacy Coletta	MCDOT, DTS	240-777-5836	Stacy.coletta@montgomerycountymd.gov
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomerycountymd.gov
Greg Hwang	MCDOT, DTE	240-777-7279	Greg.Hwang@montgomerycountymd.gov
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@montgomerycountymd.gov
Aruna Miller	MCDOT, Facility Planning	240-777-7240	Aruna.miller@montgomerycountymd.gov
Ollie Mumpower	City of Gaithersburg	301-258-6370	omumpower@gaitthersburgmd.gov
Rob Robinson	City of Gaithersburg	301-258-6330	rrobinson@gaitthersburgmd.gov
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com

Introduction:

A team meeting was held between Montgomery County Department of Transportation, Upcounty Regional Service Center, Maryland- National Capital Park and Planning Commission, City of Gaithersburg, and Whitman, Requardt and Associates. The purpose of this meeting was to provide an update to the project following the completion of the Ride On User Surveys and coordination meetings with MARC and Five Mile Capital.

Summary of Discussion:

- WRA provided a brief summary of each project's goals and then discussed progress on each site.
- Boyds MARC Station Park and Ride
 - WRA met with the County and MARC Operations Division in September 2013 to discuss improvements at the Boyds MARC station. MARC indicated they would only change the service at Boyds if the need arose in the form of increased ridership. MARC is not willing to change the service if only a small park and ride is added.
 - WRA presented a layout utilizing the area set aside by M-NCPPC for use by the County at the southeast corner of the Clarksburg Road and Clopper Road intersection. The layout allowed for approximately 50 parking spaces and two bus bays. The intent is to preserve the rural, historic character of the area and have other uses use the facility during weekend hours.
 - The County Parks department is currently looking for a joint use cricket field within this region of the County. It was mentioned that part of the M-NCPPC land could be utilized for this. *Following the meeting, WRA examined if it was possible to place a cricket field within the easement area. WRA determined that a cricket field would fit within the parcel boundaries but not within the boundaries of the easement.*
 - The group discussed the layout presented at the meeting.
 - Ms. Matthews indicated that the citizens are okay with the stop being a flag stop but they would like the most discrete operation for an expanded park and ride.
 - Ms. Miller expressed concern with the amount of concrete shown on the layout and asked WRA to look at reducing it or using different materials.
 - The group mentioned that this layout is similar in size to the park and ride lot at the corner of Route 124 and Main Street in Damascus which currently has 51 parking spaces.
 - The next step is to meet with the citizens to receive their feedback on the proposed park and ride.
 - Ms. Miller will reach out to the Boyds Civic Association for January 2014 meeting dates.
 - The group warned to look into overnight commercial parking, lighting, and landscaping prior to presenting the layout to the citizens as these are items they be concerned about.
 - WRA asked for a copy of the documentation of the citizens' concerns regarding the proposed expansion. Ms. Matthews stated she would provide a copy of their concerns.
- Upcounty Facility Program
 - WRA provided a brief recap of the findings of the June 2013 Facility Program Document which was developed to estimate the needs for the Lakeforest, Milestone, Germantown, and future Upcounty transit facilities.
 - WRA debriefed the group on the findings from the Ride On user surveys completed in September 2013. Return was lower than expected but valuable information was still gathered (See attached meeting hangout for data).
 - WRA presented user origin maps for Germantown and Milestone transit centers. It appeared while the majority of users were coming from Germantown, a good percentage of users were coming from locations further north such as Damascus and Clarksburg.
 - Ms. Coletta and Ms. Archey mentioned that Ride On is beginning a shuttle service from Clarksburg to the Germantown MARC station in January 2014.
 - Ms. Matthews mentioned that she's received complaints that there is no direct route from Damascus to Germantown.
 - Since expansion is limited at both the Milestone and Germantown transit centers, WRA examined some potential locations for development of an additional Upcounty transit center.
 - The group thought Route 27 should be further explored as a potential location.

- WRA developed options for the District 6 police facility since the County indicated this facility might be undergoing redevelopment.
 - Two options were developed; both options assumed the fire station had to remain as-is and the police station would remain on site. The first placed the transit center and the police facility in the same building and provided sufficient bus bays (15) for the 2040 projections for the Germantown transit center including accommodations for articulated buses.
 - The second option separated the police facility from the transit center but did not provide sufficient bus bays (9 of the projected 14) in the 2040 projections with accommodations for articulated buses.
 - The County suggested a meeting be held with the police planners to determine their current status of redevelopment.
 - The group mentioned that they liked the idea of providing development opportunities along the Century Avenue frontage but it did not necessarily have to be residential as shown in the concepts.
- The group noted that the land use agreement between the County and the Milestone Shopping Center has not been found. Ms. Coletta provided a document whereby Greg Leck confirms that the provision of the lot was a condition of approval. *Following the meeting, Tom Autrey confirmed that the area for the lot was identified in the land records in narrative form and on a Plot Plan and appears to be consistent with the area now used for the park and ride lot.*
- Mr. Ritchey mentioned that MTA is currently looking at conducting a study to expand their parking facilities at Germantown MARC station. From preliminary discussions, MARC mentioned that it could be combined with a relocated Germantown Transit Center. Ms. Miller suggested holding a meeting with MTA to discuss.
- Lakeforest Mall Transit Center
 - A meeting was held in late October 2013 with the Lakeforest Mall representatives. The Mall's owner is currently looking into a public-private partnership agreement with the County and City to redevelop the mall. Until the redevelopment discussions are concluded, the County will put the Lakeforest Transit project on a temporary hold.
 - It was noted that the existing easement for the Lakeforest Transit Center was only for the bus shelter not the parking lot.
 - Mr. Robinson mentioned that he believed the City had an MOU with the Mall for the park and ride and noted he would investigate and report back to the team.

Action Items:

- WRA to set up a to set up a citizens information meeting with Boyds Civic Association for January 2014
- WRA to set up a meeting with District 6 Police to discuss proposed site
- WRA to schedule meeting with MTA to discuss Germantown MARC station
- WRA to examine alternate areas in Clarksburg and along Route 27 for potential Upcounty transit site
- City of Gaithersburg to investigate MOU with the Mall

Attachment:

Meeting Handouts



MEMORANDUM of MEETING

Date: May 8, 2014

Date of Meeting: April 29, 2014

Time of Meeting: 9:00 AM – 11:00 AM

Meeting Location: 100 Edison Park Drive, SE Large Conf. Room

Meeting Description: Coordination Meeting

Work Order Number: 31681-017

Contract Number: 509337

Project: Germantown Transit Center /
Milestone Transit Center / Lakeforest Transit
Center / Boyds Transit Improvements

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomeryCountymd.gov
Thomas Autrey	M-NCPPC, Planning Department, Montgomery County	301-495-4533	Thomas.autrey@montgomeryplanning.org
Carolyn Biggins	MCDOT, DTS	240-777-5800	Carolyn.biggins@montgomerycountymd.gov
Michael Cassedy	MCDOT, Department of Transportation Engineering	240-777-7254	Michael.Cassedy@montgomeryCountymd.gov
Stacy Coletta	MCDOT, DTS	240-777-5836	Stacy.coletta@montgomeryCountymd.gov
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomeryCountymd.gov
Katherine Holt	M-NCPPC, Planning Department, Montgomery County	301-495-4549	Katherine.holt@montgomeryplanning.org
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@montgomeryCountymd.gov
Phil McLaughlin	MCDOT, DTS	240-777-5825	Philip.mclaughlin@montgomeryCountymd.gov
Aruna Miller	MCDOT, Facility Planning	240-777-7240	Aruna.miller@montgomerycountymd.gov
Sogand Seirafi	MCDOT, DTE	240-777-7260	Sogand.seirafi@montgomerycountymd.gov
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation, Upcounty Regional Service Center, Montgomery County Planning, and Whitman, Requardt and Associates. The purpose of this meeting was to provide an update on the five transit projects and discuss next steps.

Summary of Discussion:

801 South Caroline Street, Baltimore, Maryland 21231 www.wrallp.com Phone: 410.235.3450 Fax: 410.243.5716

Baltimore, MD • Georgetown, DE • Wilmington, DE • Ellsworth, ME • Philadelphia, PA • Pittsburgh, PA • York, PA • Houston, TX
Blacksburg, VA • Fairfax, VA • Fredericksburg, VA • Lynchburg, VA • Newport News, VA • Richmond, VA • Virginia Beach, VA

N:\31681-017\Engineering\Corresp\Meetings\2014-04-29 Team Meeting\2014-04-29 MCDOT Transit Projects -Team Meeting Minutes.docx

- Ms. Miller and Ms. Destino discussed progress on each site.
- **Boyds Transit Improvements**
 - Ms. Miller gave a brief overview of the project's activities within the past few months. A public meeting was held in January. The citizens expressed concerns about the proposed ~50 space park and ride facility within their community.
 - The team responded to the citizens' comments in early April and began to make revisions to the improvements based on their input.
 - Ms. Miller attended the Boyds Civic Association meeting on April 17 and informed the community that the Department heard their concerns and will have a phased-in approach to the proposed improvements and will review the many alternative sites suggested by the resident.
 - Ms. Destino presented a matrix with alternative sites for improvements to Boyds. The matrix of alternatives sites was categorized in three categories: (1) sites that permit for expanded parking; (2) sites that permit a bus turn-around and; (3) sites that permit parking and bus turn-around. The matrix includes right-of-way impacts as well as infrastructure/roadway impacts. See attachment for reference.
 - Ms. Matthews cited that the Anderson properties would be difficult to acquire as the property owner will likely not be cooperative.
 - The group discussed a phased approach to the improvements at Boyds MARC station. The first phase would include a bus bay and turnaround; the second phase would include expanded parking.
 - The Boyds community has indicated that most of the traffic coming to the MARC station is coming from the north side of the tracks and would prefer improvements to be on the north side.
 - Ms. Destino noted that White Ground Road is an exceptional rural rustic road and any improvements to the roadway would be very challenging.
 - The group discussed the possibility of the bus traveling down Barnesville Road and turning around on either parcels 1, 2, or 3 and constructing a pull-off in the shoulder of EB Barnesville Road. This would be challenging because existing Barnesville Road is very narrow and has a large crest curve approaching the intersection with Route 117.
 - Ms. Biggins and Mr. McLaughlin indicated that the bus bay should provide for a 40' bus to allow for maximum flexibility within the Ride On fleet.
 - After lengthy discussion over the challenges and merits of the 15 site locations, the team concluded that the original site, Boyds Local Park, could accommodate the Phase one whereby only a bus turn-around and bay would be provided.
 - The Study Team is proposing to meet community again before August. .
- **Germantown/Uppcounty Transit Expansion**
 - Ms. Destino discussed proposals to improve the current location located at the corner of Aircraft Drive and Century Boulevard.
 - The site is privately owned and the county currently leases 175 parking spaces from the owner. Expansion will be challenging at the current location as it will impact commercial development and require property owner consent
 - The current site is also the future location for the CCT Germantown station and parking garage. The future parking garage does not account for the growth of the Germantown Transit station.
 - The team evaluated expanding the site onto the District 5 Police parcel to the north of the existing site. A meeting was held to discuss the future expansion with representatives from the Departments of Police, Fire & Rescue and General Services. It was discussed that the police station could be relocated to a different parcel through a private developer land exchange. However, it was noted that numerous agreements would have to be made for this option to be feasible.

- Other options to add capacity is by considering a new Upcounty transit facility. Ms. Destino presented a map and list including 39 potential properties. Ms. Seirafi suggested the Study Team reduce list by eliminating those properties that are not feasible due to environmental, political sensitivity.
- The Team eliminated the following properties:
 - Option 23 due to future developer needs
 - Option 22
 - Option 26 due to environmental issues.
 - All M-NCCPC parcel
 - Option 36
 - Option 38
 - Option 39
- Ms. Holt and Ms. Matthews agreed to take a further look at the list and eliminate other locations that may not be feasible.
- **Milestone Transit Center Expansion**
 - Milestone Transit Center currently has 2 bus bays and 200+ parking spaces and is need of additional bus bays and parking and better bus circulation..
 - Since the Milestone Transit Centre is immediately adjacent to the Milestone Shopping Center, expansion is limited due to private development impacts and building structured solutions.
 - Options for structured parking solutions with bus bays included locations to the east, west, and center of the existing lot.
 - It is unclear who owns the land as no documentation could be located to confirm. . However, documentation does confirm that the area is designated for the park and ride as part of the Milestone Shopping Center's site plan.
 - Preferred option (3A) proposes 8 bus bays located in the center of the existing park and ride lot. Four bus bays would be on-road and four bus bays would be off road. The 3-story parking garage would be accessed by a spiral ramp at the east end of the existing park and ride. Minor impacts to the Michael's lot are expected. Traffic analysis needs to be performed to determine if signals are warranted at the ingress/egress location.
 - Ms. Holt will examine the master plans in the area to determine the maximum building height limits.
 - Another less costly option would require leasing spaces from Walmart and/or Target as the current transit users are currently parking in these lots for overflow.
 - Mr. McLaughlin explained that Ride On believes there is significant parking demand for the Milestone Center and does not think addressing the parking and bus circulation separately will work for this site.
- Ms. Seirafi mentioned the County would like this initial phase of the transit expansion projects to be completed by Fall 2014. WRA will create a project schedule to meet this schedule.
- The group suggested separate monthly meetings for each project in the future.

Action Items:

- WRA to reevaluate Boyds Local Park site for phase one, bus bays.
- Ms. Holt and Ms. Matthews to review potential Upcounty expansion sites.
- WRA to create updated project schedule for Fall 2014 completion.
- Ms. Holt to investigation master plan for Milestone Transit site. WRA to revise Milestone site based on her feedback.
- Ms. Miller to schedule team meeting in late May for each project.

Attachment:

Meeting Handouts



MEMORANDUM of MEETING

Date: July 15, 2014

Date of Meeting: July 9, 2014

Time of Meeting: 3:00 PM – 5:00 PM

Meeting Location: Montgomery County EOB

Meeting Description: Boyds Working Group Coordination

Work Order Number: 31681-018

Contract Number: 509337

Project: Boyds Transit Improvements

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomerycountymd.gov
Chris Arndt	Boyds Civic Association (BCA)	301-916-0203	chris@arndthome.com
Carolyn Biggins	MCDOT, DTS	240-777-5806	Carolyn.biggins@montgomerycountymd.gov
Addi Davis	BCA	240-888-1758	addimlucas@gmail.com
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Dave Flood	BCA	301-351-4053	dflood@oco.net
Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com
Catherine Matthews	Upcounty Regional Services Center	240-777-8040	Catherine.matthews@montgomerycounty.gov
Aruna Miller	MCDOT	240-777-7240	Aruna.miller@montgomerycountymd.gov
Beverly Rollins	BCA	301-943-5387	graftonwv@yahoo.com
Miriam Schoenbaum	BCA	301-528-6650	mwschoenbaum@yahoo.com
Gordon Taylor	BCA	301-916-0203	gordontaylormba@gmail.com

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation, Upcounty Regional Services Center, Boyds Civic Association's Working Group for the Boyds Transit Improvements, and Whitman, Requardt and Associates. The purpose of this meeting was to discuss the short and long-term improvements at the Boyds MARC station.

Summary of Discussion:

- Ms. Miller provided an overview of the purpose of the meeting and the site selection process including the short-term vs. long-term approach.
- Ms. Biggins explained Ride On's purpose and need for the project, to provide additional commuter parking and a bus turn-around for passenger service to the Boyds' MARC Station. Ride On would like to increase ridership opportunities to keep the station viable and potentially increase MARC service to Boyds. The improvements will be on done in a way to be integrated into community.
- Ms. Biggins explained that Ride On has started a shuttle service to Germantown from Clarksburg to help address the parking issues at that station. To date, the new service is averaging 25 riders per day with a peak of 50-60 riders.
- Ms. Miller explained MARC's requirements for providing greater access and service is function of parking.
- The group went over the Working Group's comments point-by-point. Refer to Attachment 1: MCDOT Responses to Boyds Civic Association's Working Group for Boyds Transit Improvement's Comments. Additional discussion is below:

801 South Caroline Street, Baltimore, Maryland 21231 www.wrallp.com Phone: 410.235.3450 Fax: 410.243.5716

Baltimore, MD • Georgetown, DE • Wilmington, DE • Ellsworth, ME • Philadelphia, PA • Pittsburgh, PA • York, PA • Houston, TX
Blacksburg, VA • Fairfax, VA • Fredericksburg, VA • Lynchburg, VA • Newport News, VA • Richmond, VA • Virginia Beach, VA

- The citizens are concerned about a site located south of tracks because there is a problem on I-270, the local routes become alternatives for I-270 users.
 - MCDOT noted their preference is not to condemn a parcel.
 - The citizens noted that the owner of Sites 7 and 9 has passed away and the parcels now belong to the children. The site is currently leased to a small engine repair shop.
- MCDOT shared their preferred recommendations for the short and long-term improvements.
 - Short Term with Bus Access Only – Combination of Sites 1, used as a bus turnaround, and 5, to be used as a bus bay
 - The citizens were curious if Site 9 could be utilized for a bus bay
 - Long Term with Additional Parking – Sites 6 and 10
 - Combined Short and Long Term Improvement at same Location – Sites 7/9 or Site 11
- The citizens mentioned the original station was located further east of the current station. A question arose if the station could be relocated to its original location if the access improvements to Boyds were located at Site 9.
- There were citizen concerns with a bus bay located at Sites 5 or 9 due to existing traffic delays in the EB direction along Barnesville Road.
 - MCDOT noted that a traffic study would be completed in the next phase of study for the preferred alternative.
- MCDOT noted that Site 9 is possible as a stop but not as an off-road bus loop since it was too small and is too close to the existing MD 118 / MD 121 intersection and would require a design exception from MDSHA.
- Some citizens requested Site 11 be removed from the site selection list since it did not fit the character of Boyds.
- MCDOT noted the Ride On service initially would be similar to the new “Meet the MARC” service from Clarksburg.
- Some citizens requested Site 8 be further examined as a bus bay with parking potential. MCDOT will check with M-NCPPC regarding the site; however, there are numerous tree impacts.
 - A question was raised if a mid-block crosswalk could be provided along Barnesville Road. MCDOT noted it was not their preference or MDSHA’s preference to install a mid-block crosswalk and sight distance would have to be checked. A pedestrian signal could be installed if warranted.
- Ms. Miller noted that the County understands there is a need for bike lockers or u-racks at the station. The citizens indicated they preferred u-racks. Ms. Miller indicated Pat Sheppard with MCDOT will coordinate with the community on installing the u-racks in the near future.
- A question was raised on how much parking would be needed to increase service. MARC has stated they would definitely increase service for 200+ parking spaces but have not answered on other amounts via Ride On.
- The citizens noted that Boyds was in a different zone than Germantown and users must pay \$25 per month to utilize the Boyds station.

Action Items:

- BCA’s Working Group to share the information with the BCA at next meeting on July 17, 2014.
- MCDOT to check with M-NCPPC on Site 8’s viability.
- MCDOT to update responses and graphic and shared with BCA’s Working Group.

Attachment:

1. MCDOT Responses to Boyds Civic Association’s Working Group on Boyds Transit Improvements Comments
2. Boyds Alternatives Analysis Matrix
3. Boyds Aerial Graphic

PURPOSE OF BCA WORKING GROUP:

The purpose of this working group is to address the proposals of MCDOT regarding the introduction of a Ride-On Bus service to the Boyds MARC station and the construction of a Ride-On transit facility and additional parking spaces for MARC riders.

This working group believes this proposal by MCDOT for a transit facility in Boyds should be considered based on the following:

- It would lead to an increase in ridership at the Boyds MARC station, and reduce traffic congestion.
- If done in harmony with the surrounding area, it would preserve, if not enhance, the historic, rural character of Boyds.
- It would promote business growth and help the economic vitality of Boyds.
- It would promote one form of multi-modal transportation (bus) to Boyds and encourage other modes (bicycle, pedestrian
- n).

MCDOT concurs and appreciates the BCA Working Group's feedback. We have reviewed your comments and have provided responses in red italics throughout the memo with an updated matrix attached at the end.

ASSESSMENT OF MCDOT'S SITES

- MCDOT should eliminate these sites from consideration.
 - Site 1 (post office) – too far, access would have to be along Barnesville Road (MD 117)
 - Site 2 (Maughlin House) – occupied by historic house, property owned by Parks Department
 - Site 3 (next to Maughlin House) – steep slope to lake inlet
 - Site 4 (MD SHA) – mostly Dzyak, may be Dzyak's drain field
 - Site 7 (Anderson/Poolesville Small Engine Repair) – occupied by historic grist mill
 - Site 11 (field) – south side of tracks, historic/rural context, pedestrian crossing, too far
 - Site 12 (commercial property on Clopper) – too far
- MCDOT should retain these sites.
 - Site 5 (Huan, south of antique store)
 - Site 6 (Gilliam, next to station)
 - Site 8 (M-NCPPC, north of Barnesville Road)
 - Site 9 (Anderson, former station lot)
 - Site 10 (existing station lot)

CRITERIA FOR MCDOT'S DECISION MATRIX

- MCDOT should add these criteria to the decision matrix
 - Is the site north of the tracks or south of the tracks? North is better.

- Is the site within 1/10 mile of the station? Within 1/10 mile is better.
- Does the site require pedestrians to cross the street? No crossing is better.
- Is there an adjacent residence? No adjacent residence is better.
- Does the site enhance the appearance of Boyds and not detract from its historic, rural character? Enhance/not detract is better.

MCDOT concurs and has added the criteria to the matrix.

- MCDOT should remove this criterion from the decision matrix: Whether the site is big enough for both bus and parking. Removal would help retain or enhance the historic, rural character of Boyds.

MCDOT concurs that the historic and rural characteristics of the Boyds community must be preserved. The goal of the Boyds Transit Improvements Facility Planning Study is to provide both short-term and long-term accommodations to improve transit access. During the planning and site selection process, MCDOT is required to evaluate all sites and ideally, sites which can accommodate both a bus drop-off and commuter parking facility are advantageous.

- MCDOT should present their decision matrix criteria to BCA at the next meeting.
MCDOT concurs.

QUESTIONS FOR MCDOT

Site questions

- How much area is needed to accommodate the bus facility?
Approximately 20,000 SF for one bus loop, not including stormwater management (SWM) considerations, is preferred.
- How much area is needed for 25-space parking lot with one entrance/exit?
Approximately 10,000 SF, not including SWM considerations, is preferred.
- Would MCDOT consider using privately-owned land? If so, what methods would MCDOT consider using for privately-owned land for the facility (e.g., leasing, buying, condemning)? What methods would MCDOT consider using for privately-owned land for access between the facility and the station?
MCDOT has considered privately owned land and would purchase it if the site worked.
- Who owns the Boyds MARC train station parking lot? *CSX is the property owner.*
- Who owns the area east of the Boyds MARC train station parking lot?
CSX is the property owner.
- What land does CSX own?
CSX owns the tracks, the land immediately adjacent to the tracks, and the existing commuter parking lot.
- Would all sites require an environmental impact analysis? If not, which sites would require an environmental impact analysis?
All sites will require an environmental impact analysis due to the addition of impervious area.

Bus questions

- Is a bus bay necessary, and if so, why?
Bus bays are necessary to safely pick-up and drop-off commuters.
- Where will the bus(es) come from (e.g., Clarksburg or Germantown)?
It is anticipated buses will come from both Clarksburg and Germantown.
- Could a bus use the shoulder on Clarksburg Road (MD 121) if there were a traffic jam?
The shoulder is not designed for heavy loads; therefore the buses would not use it.
- Will the bus(es) be a new route or an extension of an existing route?
Any new bus routes will be based on ridership and available resources. However, proposed bus bay is intended to accommodate the extension of an existing route.
- What kind of ridership would MCDOT expect from a bus route?
Ride On's minimum requirement is 15 passengers per hour.
- If Boyds were an intermediate (non-terminal) stop on a route (for example, Clarksburg-Boyds-Germantown), what kind of bus facility would be necessary?
An off-road stop and associated shelter would be appropriate.
- Would meet-the-MARC service be possible if Boyds were an intermediate (non-terminal) stop? Why or why not?
Meet-the-MARC service would likely require a bus bay for the service to dwell while waiting for the train.

Pedestrian questions

- What does a pedestrian crossing need to be ADA-compliant? Are the requirements different at an intersection vs. mid-block?
Montgomery County Department of Transportation (MCDOT) must meet the mobility needs of all users of the public transportation system and ensure that any new construction will be ADA compliant. Mid-block crossing will require the review and approval of Division of Traffic Engineering and must meet warrants similar to intersection crossings as well additional requirements including minimum sight distance.
- For a pedestrian crossing across Barnesville Road (MD 117), what signals, signs, and pedestrian safety features would MCDOT/SHA install to make crossing safe and convenient for pedestrians?
The required safety features depend on the location of the crossing and the projected traffic along MD 117 and requires further study to determine exact features. Any proposed features will require the review and approval of SHA as MD117 is state maintained roadway.
- What is the need for additional sidewalk lighting vs. existing street lighting?
Existing street lighting is intended to illuminate the roadway and may not necessarily provide the lighting needed to create a safe and secure environment for pedestrians using a sidewalk. Of course, we are mindful that any additional lighting would minimize ambient light to residents' homes.

Bicycle questions

- What are the plans for a bicycle connection along Clopper Road (MD 117) between Boyds MARC train station and Germantown?
The 2005 Bikeways Functional Master Plan recommends a dual bikeway (DB-17) along Clopper Road between the Clarksburg Road and Germantown.
- What are the plans for a bicycle connection between the planned Class I bike paths along Clarksburg Road (MD 121) north of West Old Baltimore Road and the Hoyles Mill Trail?
The 2005 Bikeways Functional Master Plan recommends a dual bikeway (DB-18) along Clarksburg Road north of West Old Baltimore Road and Hoyles Mill Trail.
- Does installing two U-racks at the Boyds MARC train station require capital funding?
Per your request, two U-racks can be installed. We will coordinate with Ms. Patricia Shepherd with the Bikeways Program.

ADA questions

- Under what conditions would the county be required to make the MARC train station ADA-compliant?
Any new construction or modifications to an existing facility will require the County to meet ADA requirements.
- How much would it cost to make the MARC train station ADA-compliant?
By Federal Railroad Administration (FRA) regulations, the station is currently ADA-compliant since pedestrians can cross between the tracks.
- What changes would be necessary to make the MARC train station ADA-compliant?
As stated in the previous question, the station is currently ADA-compliant by FRA regulations.
- Would MCDOT consider building an ADA-compliant facility to serve a non-ADA-compliant train station, and if so, why?
All proposed MCDOT improvements are required to be ADA-compliant by federal, state, and county regulations.

Road questions

- Which sites would require street widening and/or additional lanes, and why?
Sites 11 and 12 would potentially require street widening of White Ground Road due to proposed sidewalk for pedestrians.
- Which sites would require the taking of private property, and why?
Sites 1, 4, 5, 6, 7, 9, 10 and 12 would require taking of private property because they are privately owned.

No.	Owner	Parcel Size (Acres)	Location	Phase 1: Accommodates Buses	Phase 2: Provides 25 or More Parking Spaces	Phase 1/2: Provides BOTH >25 Parking Spaces & Bus Access	Potential Impacts	North of the Tracks	Within 1/10 mile of the station	Pedestrians required to cross street	Adjacent to a Residence	Enhances Boyd's Character
0	No Build	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	Chadwick Property	1.88	South side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 1,100' long sidewalk along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires private property 	Yes	No	No	Yes	Yes
2	Montgomery County parcel	2.00	North side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 900' long sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from parcel on south side of Barnesville Road and CSX coordination 	Yes	No	Yes	No	Yes
3	Montgomery County parcel	0.57	North side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 660' long sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from parcel on south side of Barnesville Road and CSX coordination 	Yes	No	Yes	Yes	Yes
4	MDSHA Property with partial adjacent lots	0.07	South side of Barnesville Road (northwest of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 625' long sidewalk along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires SHA and private property 	Yes	No	No	Yes	Yes
5	Huan Property with partial adjacent lots	0.57	South side of Barnesville Road (northwest of station)	Yes	Yes	No	<ul style="list-style-type: none"> Requires 300' long sidewalk to site along CSX tracks or Barnesville Road to access station Requires SHA and/or CSX approval for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires private properties 	Yes	Yes	No	No	Yes
6	Gilliam Property	0.24	West side of White Ground Road (west of station)	No	Yes	No	<ul style="list-style-type: none"> Requires private property Requires small connection to existing parking lot 	No	Yes	No	Yes	Yes
7	Anderson Property – General Store	0.68	South side of Barnesville Road (north of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires private property 	Yes	Yes	No	No	Yes
8	M-NCPPC parcel	15.04	NW corner of Clarksburg Road and Barnesville Road intersection (north of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires sidewalk and ADA crossing along Barnesville Road, requiring SHA approval Requires additional safety enhancements (e.g. lighting) for sidewalk access Requires access agreement from Anderson parcel on south side of Barnesville Road and CSX coordination 	Yes	Yes	Yes	Yes	Yes
9	Anderson Property – Corner	0.48	SW corner of Clarksburg Road and Barnesville Road intersection (north of station)	Yes	Yes	No	<ul style="list-style-type: none"> Requires subpar entrance distance from Routes 117/121 intersection, which may result in conflicts at intersection Requires private property Requires SHA property and approval Requires 350' sidewalk along CSX tracks or Barnesville Road to access station Requires access agreement from adjacent Anderson parcel and CSX coordination for sidewalk access Requires additional safety enhancements (e.g. lighting) for sidewalk access 	Yes	Yes	No	No	Yes
10	Expanding Existing Lot	N/A	Boyd's MARC Station	No	Yes	No	<ul style="list-style-type: none"> Requires CSX coordination and approval Requires ADA improvements of existing station 	No	Yes	No	No	Yes
11	M-NCPPC parcel (Boyd's Local Park)	359.20	SE corner of Clopper Road and Clarksburg Road (southeast of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 475' long sidewalk along Clopper Road to access station Requires SHA and CSX approval for sidewalk access Requires property from Maryland-National Capital Park and Planning Commission 	No	No	Yes	Yes	Yes
12	Piney Meeting House Inv. Corporation	3.13	North side of Clopper Road (east of station)	Yes	Yes	Yes	<ul style="list-style-type: none"> Requires 1,300' long sidewalk along Clopper Road to access station Requires SHA and CSX approval for sidewalk access Requires private property 	No	No	Yes	Yes	Yes

Note: Boyd's falls within the Montgomery County Agricultural Reserve. Any proposed improvements are subject to this designation.



MEMORANDUM of MEETING

Date: September 24, 2014

Date of Meeting: September 4, 2014

Time of Meeting: 2:00 PM – 3:30 PM

Meeting Location: 100 Edison Park Drive, SE Large Conf. Room

Meeting Description: Coordination Meeting

Work Order Number: 31681-017

Contract Number: 509337

Project: Germantown Transit Center /
Milestone Transit Center / Lakeforest Transit
Center / Boyds Transit Improvements

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomerycountymd.gov
Thomas Autrey	M-NCPPC, Planning Department, Montgomery County	301-495-4533	Thomas.autrey@montgomeryplanning.org
Michael Garcia	M-NCPPC, Planning Department, Montgomery County	301-454-4549	Michael.garcia@montgomeryplanning.org
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomerycountymd.gov
Greg Hwang	MCDOT, Facility Planning	240-777-7279	Greg.hwang@montgomerycountymd.gov
Joseph R. Madison II	MCDOT, Parking	240-777-8714	Joseph.madison@montgomerycountymd.gov
Catherine Matthews	Up-County Regional Service Center (URSC)	240-777-8040	Catherine.Matthews@montgomerycountymd.gov
Phil Mclaughlin	MCDOT, DTS	240-777-5825	Philip.mclaughlin@montgomerycountymd.gov
Aruna Miller	MCDOT, Facility Planning	240-777-7240	Aruna.miller@montgomerycountymd.gov
Leslie Saville	M-NCPPC, Planning Department, Montgomery County	301-495-2194	Leslie.saville@montgomeryplanning.org
John Thomas	MCDOT, Director's Office	240-777-7193	John.thomas@montgomerycountymd.gov
Mark Wallis	M-NCPPC, Parks Department, Montgomery County	301-650-4389	Mark.wallis@montgomeryplanning.org
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation, Upcounty Regional Service Center, Montgomery County Planning, and Whitman, Requardt and Associates. The purpose of this meeting was to provide an update on the five transit projects and discuss next steps.

Summary of Discussion:

- Ms. Miller and Mr. Guinther provided a brief recap of the project goals for each site.
- **Lakeforest Transit Center Improvements**
 - Five Mile Capital, who recently acquired the Lakeforest Mall property in 2012, intend to redevelop the mall and potentially the surrounding areas using a public-private partnership.
 - The County's Executive Office has recently explored improvements to the mall's parking lot due to pedestrian safety concerns.
 - Ms. Matthews indicated Five Mile Capital was in discussions with the County earlier this year regarding the public-private partnership but she has no updated information.
 - Ms. Matthews suggests adding information to the study that the project will be on hold until developer starts redevelopment so it appears as a "red flag" for future development.
 - Ms. Saville mentioned the Montgomery Village and Gaithersburg East master plans are currently being updated and the need for the transit improvements and further study could potentially be incorporated as well into these documents for further action.
- **Boys Transit Improvements**
 - Mr. Guinther gave an overview of the project's history. He detailed the phased approach the County would like to take on this project with Phase 1's goal to add bus access to the station and Phase 2's goal to add additional parking.
 - There is currently an SHA study underway per County's request to analyze the congestion at MD 117 and MD 121 intersections.
 - Since the potential improvements may encroach CSX property, discussions with CSX have begun.
 - M-NCCPC detailed their thoughts on the Park owned sites.
 - Sites 3 and 8 are part of the Black Hills Regional Park.
 - Site 11 has been designated as a local park since 1982. The Parks Department is exploring the inclusion of a cricket field to the back of the parcel with an entrance and exit along Clopper Road (MD 117). They propose parking near the rear of the parcel. Mr. Wallis indicated the citizens have been amenable to the idea and that their only comment was they do not want asphalt. There is no timeline for the cricket fields; however, the citizens who would like the fields are pushing hard to get them implemented. Mr. Wallis is going to present the cricket field again to the Boyds Community on September 17.
 - Site 8 was discussed:
 - Mr. Wallis noted that a bus turnaround is more palatable than a parking lot on the site.
 - Mr. Wallis would like WRA to separate the lot into two impacts: 1-buses only and 2- cars only to allow the Parks Department to evaluate the impacts
 - Mr. Wallis noted that Site 3 is currently maintained by neighbors and Parks would be open to use of the site should the study team feel it was feasible. However, parcel location further north on Barnesville Road and the lack of sidewalks makes Site 3 not a suitable candidate for parking or transit stop location.

- Ms. Miller noted that the Boyds Transit Feasibility Report would be finalized after SHA completes their study.
- It was noted MARC will only increase service based on increased ridership.
- Mr. Thomas inquired if costs would be included and why only buses in Phase 1 and cars in Phase 2. Ms. Miller noted the phased approach was a result of citizen feedback and that costs are not typically included in Phase 1 Facility Planning.

- **Milestone Transit Center Expansion**

- Mr. Guinther provided an overview of the project history. The current issues include lack of parking and circuitous circulation for the buses resulting in delays. The ridership projections estimate the need for 7 bus bays in 2020 and 8 bus bays in 2040 and over 300 parking spaces in 2020 and over 400 in 2040.
- Rerouting the bus through the adjacent Milestone shopping center was explored but it was discovered that it does not save time and instead is likely to increase delays and create operational issues.
- In order to meet immediate parking needs, it was recommended leasing parking from the shopping center's tenant. Mr. McLaughlin noted that Ride On does not think the Kohls is good option since a required second stop for the bus route would be in an inconvenient location.
- The group noted a parking deck at the existing transit center is the long-term solution. Per M-NCCPC the maximum building height in the area is 65 feet.
- The group noted a potential mid-term solution is to add bus bays and parking at location further down Shakespeare Boulevard/Seneca Meadows Parkway.
 - The question the County needs to evaluate is should they save the capital for the future or use it now for a mid-term solution.
 - Minkoff developer is investigating sites near Wegmans for future development.
- M-NCCPC noted the close proximity of the Germantown BOG, a wetland of special concern, near the existing center is a concern.
- Ms. Saville shared that the zoning ordinance is being updated along with the parking regulations so the site may be over parked. However, Mr. Garcia noted that parking requirements are usually part of the lease agreements.

- **Germantown/Upcounty Transit Expansion**

- Mr. Guinther provided an overview of the project history. The current issues include lack of parking and bus bays. Ridership projections estimate the need for 12 bus bays (2020) and 14 bus bay (2040) and over 1,200 parking spaces (2020) and over 1,600 (2040).
- Ms. Saville noted the local area transportation model was only for 700 parking spaces at Germantown and these projections would pose challenges to the local network.
- Ms. Destino mentioned that the team is currently exploring the short-term option of leasing parking spaces at the cinema across the street and at adjacent office space. The County is currently under discussion with both parcel owners.
- Ms. Destino also mentioned, similar to Milestone Transit Center, the County is exploring adding bus bays and parking at a location further down Century Boulevard at sites owned by Century 21 and CC 118 LLC.
- Ms. Destino mentioned long-term solutions include expanding onto the parcel across from the transit center, occupied by the District 5 Police Station and exploring alternative locations throughout the Upcounty region.
- The future Corridor Cities Transitway (CCT) Phase 2 Germantown stop is located within the existing parcel of the Germantown Transit Center. Options were explored to collocate both facilities at the existing location but it appears to be difficult due to circulation and grade issue.

- Significant investigation into alternatives sites were explored throughout the Upcounty region. 40+ sites were decreased to 5 which will be detailed further in the feasibility study.
- Ms. Miller reminded the Study Team that the initial phase of the transit expansion projects must be completed Fall 2014. The feasibility studies for Lakeforest, Milestone, and Germantown/Upcounty will be forwarded for review in September; Boyds Feasibility study will be finalized once the SHA study is complete.

Action Items:

- WRA to finalize reports in September.
- Team to follow up with Boyds citizens following SHA study, estimated October.

Attachment:

Meeting Handouts



MEMORANDUM of MEETING

Date: April 24, 2015

Date of Meeting: April 22, 2015

Time of Meeting: 9:00 AM – 10:00 AM

Meeting Location: Boyds MARC Station

Meeting Description: Boyds Civic Association Transportation Idea

Work Order Number: 31681-018

Contract Number: 509337

Project: Boyds Transit Improvements

Participants:

Name	Company	Phone	Email
Samantha Biddle	Maryland State Highway Administration (SHA) – Office of Planning and Preliminary Engineering (OPPE)	410-545-5560	sbiddle@sha.state.md.us
Anne Davies	Boyds Civic Association (BCA)	301-922-4332	nannedavies@verizon.net
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Hammet W. Hough	BCA	301-972-1372	walker301@verizon.net
Cheryl Imperatone	BCA	301-802-0830	Che.imp@comcast.net
Aruna Miller	Montgomery County Department of Transportation (MCDOT)	240-777-7240	Aruna.miller@montgomerycountymd.gov
Anyesha Mookherjee	SHA – District 3	301-513-7498	amookherjee@sha.state.md.us
Miriam Schoenbaum	BCA	301-528-6650	mwschoenbaum@yahoo.com
Greg Slater	SHA	410-545-0412	gslater@sha.state.md.us

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation (MCDOT), Maryland State Highway Administration (SHA), Boyds Civic Association (BCA), and Whitman, Requardt and Associates (WRA). The purpose of this meeting was to discuss the transportation improvements proposed by the BCA.

Summary of Discussion:

- Ms. Schoenbaum presented the BCA's conceptual plan to realign Clopper Road and relocate the Boyds transit station.
- It was stated that SHA should take the lead on the BCA's proposed concept as it involves realignment of state roadways. Maryland Transit Administration (MTA)/CSX will be the lead on the relocation of the station.
- Ms. Mookherjee updated the group on the status of the SHA-District 3 (D3) traffic study at the intersections of Clopper Road (MD 117)/Clarksburg Road (MD 121) and Barnesville Road (MD 117)/Clarksburg Road (MD 121).
 - o The study found significant delay at both intersections.
 - o SHA is evaluating improvements options for the intersections including a roundabout at the northern intersection, signalized intersections, and others. However, existing conditions including the intersections close proximity, lack of sight distance, subpar bridge along MD 121 present challenges.

- SHA will be finalizing the study in a few weeks and then will have their design group conduct a feasibility study of the options. The feasibility study will also examine the BCA preferred alternative.
- Ms. Miller explained the efforts that Montgomery County is currently undertaking through their Boyds Transit Improvements project.
 - Study commenced in late 2012 at the request of the citizens to provide additional transit options to Boyds due to pending development in Clarksburg that will increase traffic congestion through Boyds.
 - The draft study has been prepared with close coordination with the BCA, Maryland-National Capital Park and Planning (M-NCCPC), Upcounty Regional Service Center (URSC), and SHA. The draft study recommends the following phases:
 - Phase 1: Provide Ride On service to Boyds MARC Station
 - Phase 2: Provide an additional 25 Park and Ride parking spaces in Boyds
 - The study is on hold until SHA completes their traffic analysis and provides feedback on BCA's conceptual plan.
- Mr. Slater stated that the state planning is currently looking into urban TOD improvements.
 - Mr. Slater noted that the relocated bridge proposed in the BCA's improvements would need to take into account the possibility of double stacked trains, which is currently being evaluated for the freight movement within the state.
 - Since the state does not have a funded project to look at in more detail, the Office of Planning & Preliminary Engineering would provide review of the BCA option from a fatal flaw perspective.
- Ms. Schoenbaum noted that Mr. Glenn Orlin, Chief of Staff to Montgomery County Council, expressed that if need be, the County could provide personnel to assist SHA with the feasibility study.
- Ms. Miller noted the County would share the draft Boyds Transit Improvements report with SHA and include the results of the SHA study and the BCA option in the final report.
- Ms. Schoenbaum noted that CSX will not allow an at-grade pedestrian crossing for a new relocated station.

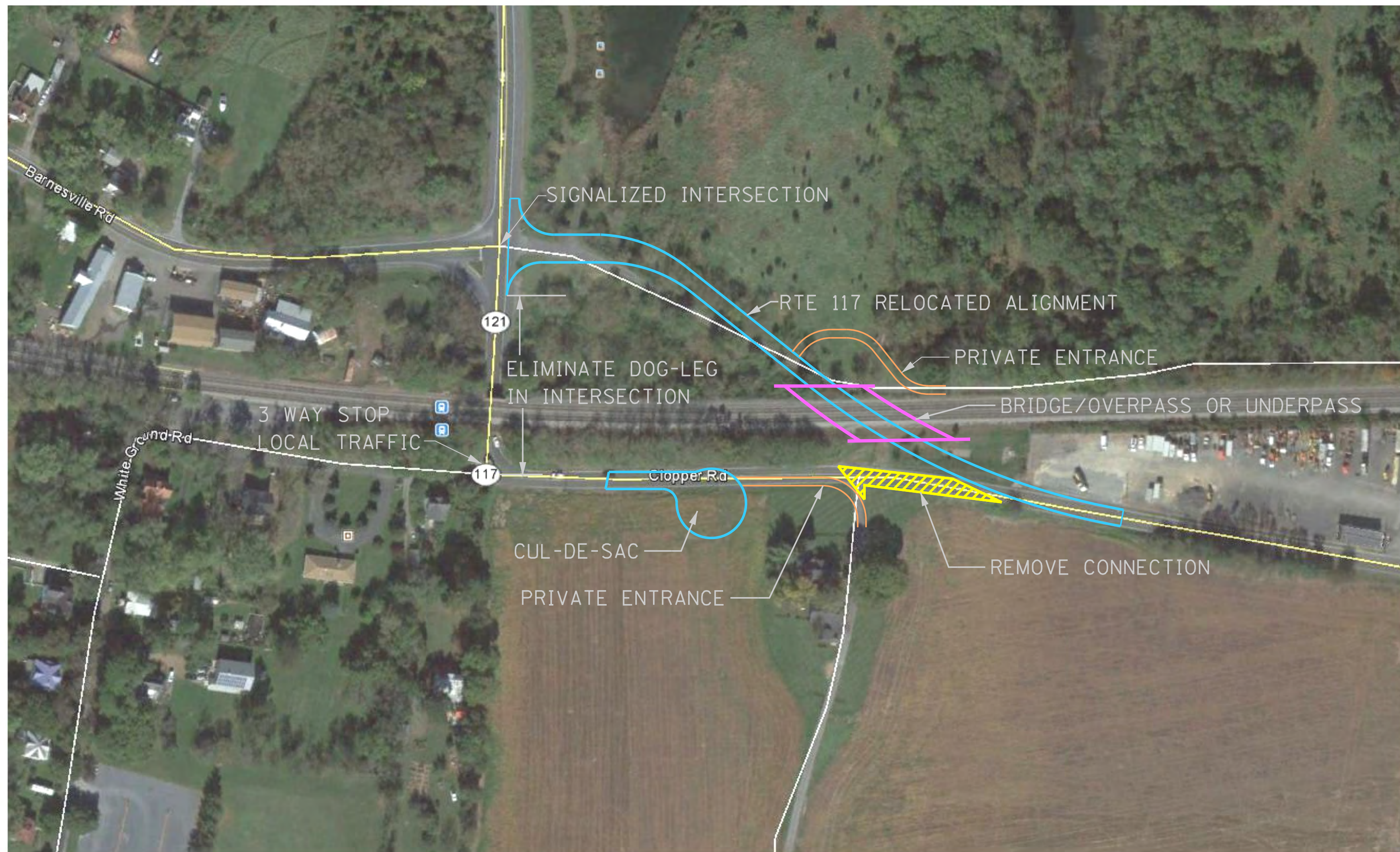
Action Items:

1. MCDOT will provide draft Boyds Transit Improvements to SHA
2. SHA will provide results of intersection traffic study to MCDOT
3. SHA-Planning will review BCA concept from a fatal flaw perspective
4. Upon the completion of items #2, 3, MCDOT will incorporate the both items and complete the Boyds Transit Improvements Feasibility Study

Attachments:

- Boyds Civic Association Concept
- Summary of Boyds Civic Association Position on Transportation In and Through Boyds





SUMMARY OF BOYDS CIVIC ASSOCIATION POSITION ON TRANSPORTATION IN AND THROUGH BOYDS

WHAT WE WANT: a feasibility study of

1. relocating Clopper Road to line up with Barnesville Road
2. relocating the Boyds MARC station to the storage lot on Clopper Road.

BACKGROUND

- 1994: Clarksburg Master Plan designates the Boyds MARC station as transit for Clarksburg.
- 2000: Construction begins in Clarksburg, with population of 43,000 at build-out.
- 2005: MTA proposes closing the Boyds MARC station due to low ridership.
- 2006: Boyds MARC station stays open, while construction in Clarksburg continues.
- 2010: Clarksburg population increases by 650% (12,000 new residents) since 2000.
- 2011: Cabin Branch construction begins: 2,300 housing units 2 mi. north on MD 121 in Clarksburg.
- 2013: MCDOT begins study of building a park-and-ride for the Boyds MARC station.
- 2014: Following from MCDOT's study,
 - M-NCPPC begins study of building cricket fields in the Boyds Local Park.
 - SHA begins study of alternatives to increase throughput at the MD 117/MD 121 intersections.
- 2015: Boyds Civic Association unanimously endorses study to relocate Clopper Rd/MARC station.

WHY YOU SHOULD WANT TO RELOCATE CLOPPER RD AND THE BOYDS MARC STATION

- to provide a comprehensive solution instead of a piecemeal solution.
- to improve and modernize traffic flow at MD 117 and MD 121.
- to provide better road and transit options for Clarksburg.
- to increase access to MARC in the upcounty area, including Germantown.
- to maintain park land as park land and to preserve the Boyds Historic District.

WHY WE WANT TO RELOCATE CLOPPER RD AND THE BOYDS MARC STATION

- to preserve the Boyds Historic District.
- to maintain and expand the Boyds MARC station.
- to preserve the Boyds Local Park as a park.

For more information, please contact Hammet Hough, president of the Boyds Civic Association:

- 301 972 1372 (home)
- 703 403 0597 (cell)
- walker301@verizon.net



MEMORANDUM of MEETING

Date: June 11, 2015

Date of Meeting: June 4, 2015

Time of Meeting: 2:30 PM to 3:30 PM

Meeting Location: MCDOT EOB, 10th Floor

Meeting Description: Next Steps

Work Order Number: 31681-018

Contract Number: 509337

Project: Boyds Transit Improvements

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomerycountymd.gov
Phil McLaughlin	MCDOT, DTS	240-777-5825	Philip.mclaughlin@montgomerycountymd.gov
Aruna Miller	MCDOT, Division of Transportation Engineering (DTE)	240-777-7240	Aruna.miller@montgomerycountymd.gov
John (JT) Thomas	MCDOT, Director's Office		John.thomas@montgomerycountymd.gov
Ana Vlajnic	MCDOT, Intern	N/A	ana.vlajnic@montgomerycountymd.gov
Pam Destino	Whitman, Requardt and Associates, LLP (WRA)	410-246-3427	PDestino@wrallp.com
Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com

Introduction:

The purpose of this meeting was to provide discuss next steps for the Boyds Transit Improvements project.

Summary of Discussion:

- Ride On indicated the original intent was to run from east of I-270 to Cabin Branch to Boyds station.
- The group noted that MARC will not improve the station unless a parking lot of 250+ spaces is constructed. If so, MARC will handle the station enhancements.
- Ms. Miller mentioned that SHA is still conducting their traffic analysis of the Route 117/121 intersections. Preliminary data showed there was a significant traffic delay issue.
- The group reviewed the current findings:
 - o Short-Term: Construct a bus drop-off pedestrian access at Site 5 and a bus turn-around at Site 1 or at Site 7/9.
 - o Mid-Term: Add parking spaces at Sites 6 and 10.
 - o Long-Term: Add a bus turn around and 50+ parking spaces at Site 11.
- From a practicality standpoint, the short-term option involving sites 1/5 does not function well. Buses will have to sit in delays along EB Route 117 after turning around at Site 1 in order to pick up/drop off riders at Site 5.
- The group discussed timing and how long before action is initiated since the proposed bus route is not dependent on ridership.
- The group discussed the possibility of finding a location for the bus to turn around only in Boyds and placing a parking lot closer to I-270 near the Cabin Branch Development. Site 9 needs to be further evaluated to determine if it is feasible, i.e. works with SHA's traffic study and is large enough.
- Mr. Thomas noted that the Germantown and Boyds master plans are being updated. Montgomery National Capital Park and Planning Commission (M-NCPPC) just received funding for both plans but the scope is not defined yet.
- Ride On indicated they preferred Site 11 for the bus turnaround and parking.

- The group consensus was to change the report goals to the following:
 - o Phase 1: Construct at bus turnaround at Site 9, if feasible
 - o Phase 2: Construct a bus turn-around and parking lot at Site 11.

Action Items:

- WRA will finalize the feasibility study.
- WRA and study team will hold briefing with MCDOT Director's Office on study findings and next steps.





Boyds Transit Improvements

Timeline

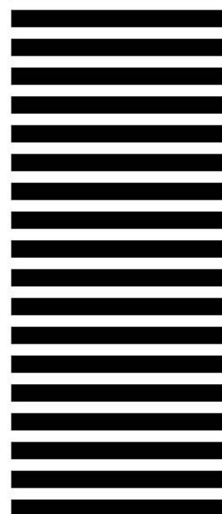
January 2013	NTP
March 2013	Kickoff Meeting
August 2013	MARC will only improve Boyds with 250+ additional parking spaces
January 2014	Public Meeting– Present concepts for 50 spaces Park n Ride/2 bus bays at #
July 2014	Meet with Boyds Civic Association (BCA) Working Group
August 2014	Field Visit with BCA Working Group/Request SHA to commence traffic study/Postpone study
September 2014	Discuss improvements with CSX (owner)/MARC (Lessee)
September 2014	Recommend phased approach for alternative sites; 1–add buses, 2–add parking
March 2015	BCA’s Working Group request consideration for their own concept
April 2015	Field Visit with SHA and BCA Working Group Discuss BCA’s Working Group Concept for realignment of Route 117 and relocation of station SHA states they will BCA’s evaluate concepts but does not commit to timeframe
June 2015	Determine MCDOT should move forward instead of waiting for SHA to conclude their studies



Montgomery County Department of Transportation (MCDOT)
DIVISION OF TRANSPORTATION ENGINEERING
100 Edison Park Drive, 4th Floor
Gaithersburg, Maryland 20878



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 88 ROCKVILLE, MD

POSTAGE WILL BE PAID BY ADDRESSEE

MONTGOMERY COUNTY MARYLAND
101 MONROE ST
ROCKVILLE, MD 20897-5044



DO NOT STAPLE

FOLD AND TAPE

DO NOT STAPLE

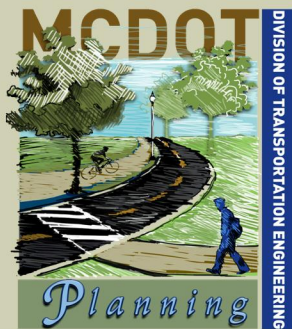
FOLD AND TAPE

The MCDOT always welcomes your feedback. This prepaid form is an opportunity for you to submit your written comments on the project.

Boys Transit Improvements

POSTAGE PAID BY THE
MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION

Project Manager: Aruna Miller
Aruna.Miller@montgomerycountymd.gov



Isiah Leggett

Montgomery County Executive

Boys Transit Improvements

Your input is important!
Please provide us with your
comments and return by:

**Thursday
February 6, 2014**

Montgomery County
Department of Transportation
DIVISION OF
TRANSPORTATION
ENGINEERING
100 Edison Park Drive, 4th Floor
Gaithersburg, Maryland 20878

Project Manager:

Aruna Miller

P: 240. 777. 7240

F: 240. 777. 7277

*For alternative formats of this
Comments Form, please
contact
the Division of
Transportation Engineering
at:*

240. 777. 7220 (voice).

TTY users call MD Relay.

Project Website:

<http://www.montgomerycountymd.gov/dot-dte/projects/Boys/index.html>

December 2013

PUBLIC COMMENTS FORM

Arthur Holmes, Jr., Director, Department of Transportation

PUBLIC COMMENTS FORM – *MCDOT Welcomes your Feedback!*

Public input is the key to an effective planning process, as it allows MCDOT to understand the concerns of the community. We encourage you to complete the form below. Your comments will become a part of the public files and may be included and/or summarized and other public documents. Due to the high volume of comments we receive, MCDOT regrets that responses will not be provided to all comments, but we assure you that all comments will be read and evaluated.

PLEASE PRINT

Name:

Date:

Address:

City/Town:

State:

Zip:

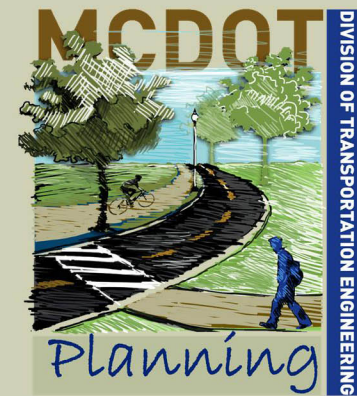
Phone:

E-mail:

Comments:



Montgomery County Department of Transportation (MCDOT)
DIVISION OF TRANSPORTATION ENGINEERING
 100 Edison Park Drive, 4th Floor
 Gaithersburg, Maryland 20878
 Phone: 240. 777. 7231 • Fax: 240. 777. 7277



ISIAH LEGGETT
 Montgomery County Executive

**Montgomery County
 Department of Transportation
 (MCDOT)**

**DIVISION OF TRANSPORTATION
 ENGINEERING**

100 Edison Park Dr, 4th Fl
 Gaithersburg, MD 20878
 Phone: 240. 777. 7231
 Fax: 240. 777. 7277

Bruce Johnston, P.E.
 Division Chief

Holger Serrano, P.E.
 Engineering Services Specialist

Sogand Seirafi, P.E.
 Planning and Design Chief

Girum Awoke, Ph. D., P.E.
 Construction Chief

Tom M. Reise
 Property Acquisition Chief

For alternative formats of this
 newsletter, contact the
 Division of Transportation
 Engineering at
 240. 777. 7220
 TTY users call MD relay.

The Plan Ahead is a project
 newsletter published by the
 Montgomery County Department
 of Transportation (MCDOT).

THE PLAN AHEAD

ARTHUR HOLMES, JR. - *Director Department of Transportation*

BOYDS TRANSIT IMPROVEMENTS

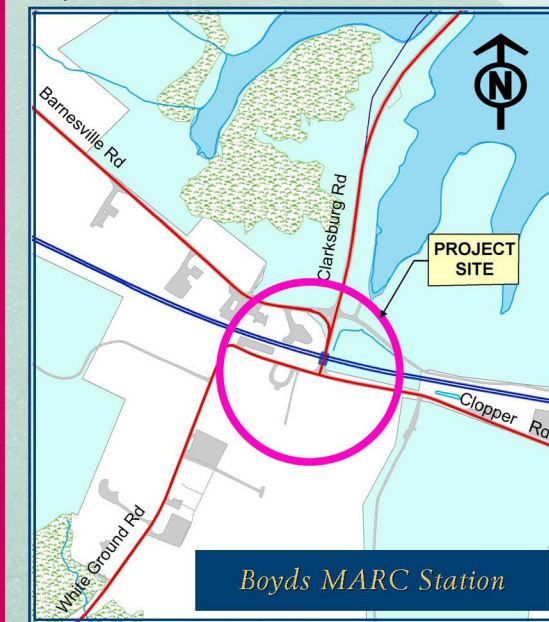
FACILITY PLANNING STUDY IN PROGRESS

The Montgomery County Department of Transportation (MCDOT) is continuously looking for ways to expand its transit service to better serve the citizens within the County. MCDOT believes an extensive transit system builds a great community that is accessible to everyone.

Accordingly, MCDOT's Division of Transportation Engineering (DTE) initiated a Facility Planning, Phase I Study to evaluate the need for improvements at the Boyds MARC Station on Clopper Road in Boyds, MD. Due to future development, MCDOT's Ride On transit service is expanding in the future to Clarksburg and will provide service to the Boyds MARC station, Clarksburg's closest station. An area, now part of a farm field owned by Montgomery County Park & Planning Commission, has been identified for additional parking and bus access to serve this expansion. The Boyds Transit Improvements was initiated as a result of a request from the Boyds Citizens Association for greater frequency of the MARC Brunswick line.

BOYDS MARC STATION

The Boyds MARC station is along the Maryland Transit Administration's MARC Brunswick line. It is currently a flag stop - a stop in which trains only stop by request or on an as-needed basis - in the



PUBLIC MEETING

January 16, 2014 7:30 PM—9:30 PM
 Boyds Presbyterian Church
 19901 White Ground Road
 Boyds, MD 20841

morning rush hours with four stops and a discharge only stop - a stop in which passengers must notify the conductor when boarding - in the evening rush hours with five stops. Development to the north of the station consists of primarily commercial properties, to the south of the station is Clopper Road and residential properties. Clopper Road is currently an undivided two-lane two-way roadway with a posted speed limit of 25 mph. There are no pedestrian or bicycle facilities along the roadway. There is an existing pedestrian tunnel for access to the other side of the tracks. The Boyds station and part of Clopper Road are located within the Boyds Historic District.

MASTER PLAN RECOMMENDATIONS

The most recent Master Plan for the Boyds community is from February, 1985 and states the following:

- The transportation plan encourages the use of commuter rail for down-County work trips and proposes convenient access to the commuter rail station, both for vehicular trips and pedestrians. A sufficient number of parking spaces should be made available, ideally with a joint-use possibility.
- The Boyds Master Plan recommends that a local park be located at the future intersection of Barnesville Road, Clopper Road, and White Ground Road. To serve this local park, an access road and parking area should be provided as well as improvements made to the sight distance in the vicinity of the B&O Railroad Bridge.

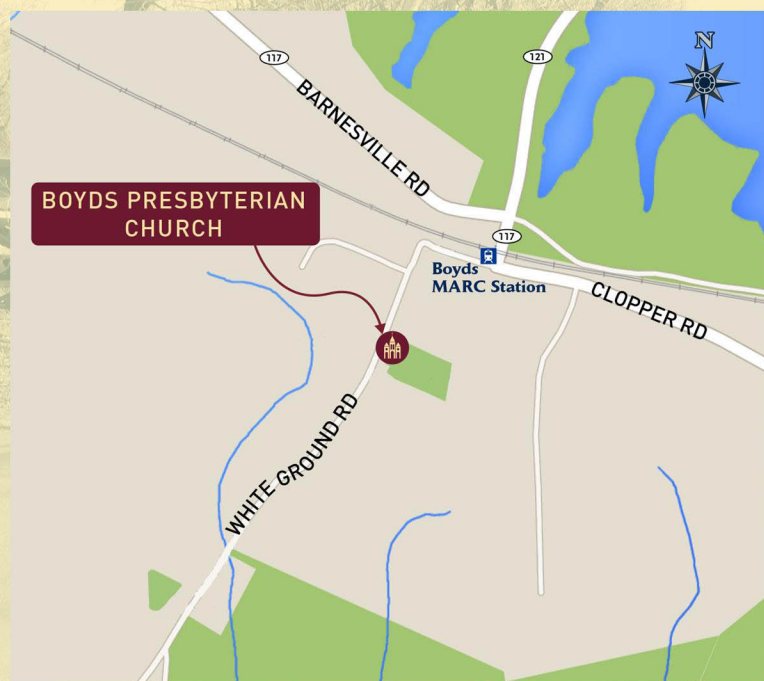
PUBLIC MEETING

This newsletter is to provide a brief overview of this project and to invite you to attend the public meeting where you can learn more information regarding this project and provide us with your input.

BOYDS TRANSIT IMPROVEMENTS PUBLIC MEETING

January 16, 2014 - 7:30 PM - 9:30 PM
 Boyds Presbyterian Church - Earle L. Vail Education Building
 19901 White Ground Road - Boyds, MD 20841

**Directions to the
 Boyds Transit Improvements Public Meeting:**
 Take I-270 exit 18 for MD-121 S toward Boyds.
 Turn left onto MD-121 S/Clarksburg Rd. Continue
 to follow MD-121 S. Turn right onto Clopper Rd.
 Facility will be on your left.





FREQUENTLY ASKED QUESTIONS

Why is it important for me to attend this meeting?

MCDOT believes that public input is the key to an effective planning process because it allows the Study Team and decision makers to understand the needs of the community. The public meeting will also allow you to learn more about the project and provide an opportunity to voice your concerns.

What should I expect at the public workshop?

At the public meeting you will get an opportunity to meet the representatives from different agencies who are a part of the Study Team. Displays will be arranged where you can learn about the Facility Planning process and the alternatives being evaluated. You may ask questions of the Study Team and offer any suggestions that would meet the objectives of the project.

What if I can not attend the meeting? Is there any other way that I can be certain that you will receive my input?

We certainly understand that your schedule may not permit you to attend the public meeting. After the public meeting, the meeting materials will be available on the project website at

<http://www.montgomerycountymd.gov/dot-dte/projects/Boys/index.html>

The public will have three weeks (through **February 6, 2014**) to submit any comments. MCDOT encourages you to stay involved! The public may forward comments to MCDOT by the following manners:

- **By the attached postage-paid Public Comments Form;**
- **By regular mail to the Project Manager, Aruna Miller at 100 Edison Park Drive, Gaithersburg, MD 20878; and**
- **By e-mail to Aruna.Miller@montgomerycountymd.gov**

For more information, please contact Aruna Miller - Project Manager
Phone: 240. 777. 7240 ♦ Email: Aruna.Miller@montgomerycountymd.gov
Project Website: <http://www.montgomerycountymd.gov/dot-dte/projects/Boys/index.html>

Public Input is the key to an effective planning process. Let MCDOT hear from you!

What is Facility Planning?

Facility Planning for transportation improvements is an evaluation process that furnishes design plans which are approximately 35% complete. It is managed in two phases. Phase I addresses two essential questions:

- What will the improvements be?
- Why are the improvements necessary?

Phase II addresses:

- How will the improvements be performed?
- How long will the design/construction take?
- How much will the improvements cost?

The components of both Phase I and II provide enough information for elected officials to determine whether or not the project is justified to be fully funded for design and construction.

What stage is the Boys Transit Improvements?

The Boys Transit Improvements is in Phase I of the Facility Planning Process, which is the beginning of the analysis. Phase I generally provides 15% design and involves:

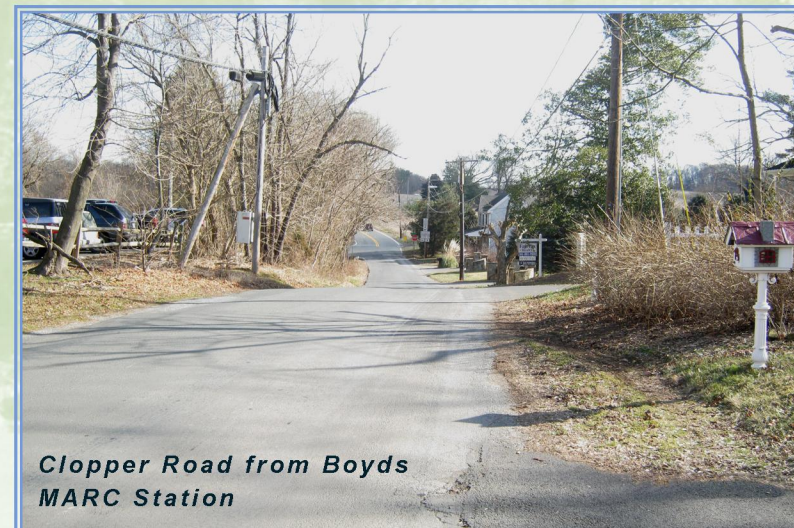
1. Collecting background data, reviewing the Master Plan and identifying pending developments within the project limits;
2. Obtaining public input;
3. Developing concept plans;
4. Preparing preliminary cost estimates; and
5. Selecting a Recommended Alternative.

What happens after this meeting?

Your comments and concerns will be taken into consideration as the Study Team refines and finalizes various concepts. The concept that best addresses the project's purpose and need and the concerns of the community will be selected as the Recommended Alternative. A newsletter informing the community of the Recommended Alternative will be mailed to the public.

Who receives this newsletter?

The newsletter is mailed to Home Owner Associations representing the subject Study Area and property owners directly abutting the subject roadway whose names appear on the County's Geographical Information System (GIS) database. If you would like to receive future newsletters on the Boys Transit Improvements MCDOT would be pleased to have your name added to the project's mailing list, please contact the Project Manager, Aruna Miller.



Clopper Road from Boys MARC Station

The Life of a Transportation Project

FACILITY PLANNING-PHASE I

Collect data, obtain public input, develop concept plans, evaluate and select preferred alignment/cross section. Obtain Director's and Montgomery County Council's Transportation Infrastructure, Energy and Environment committee (T&E) approval.

FACILITY PLANNING-PHASE II

Develop 35% design plans, cost estimates and project schedule. Submit to County Council for approval to include in Capital Improvement Program (CIP).

FINAL DESIGN AND CONSTRUCTION

If approved for full funding and is included in the Capital Improvement Program (CIP), complete final design and construction

LEGEND

CURRENTLY FUNDED

NOT FUNDED



Planning
Montgomery County Department of Transportation

MCDOT WANTS YOUR FEEDBACK

The MCDOT encourages you to provide your concerns on the postage-paid Public Comments Form included with this newsletter. If you have access to the internet, you may e-mail your comments directly to the project manager at: Aruna.Miller@montgomerycountymd.gov. Public input is the key to an effective planning process. It allows decision makers and elected officials to understand the concerns of the community. Once they are received, your comments become part of the public records. Due to

the high volume of comments we receive, we regret that we are unable to respond to each inquiry. The MCDOT thanks you in advance for taking the time to provide your written comments and/or e-mail and assures you that all comments will be read and evaluated.

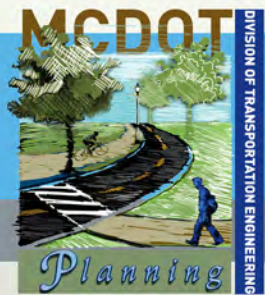


Isiah Leggett,
County Executive

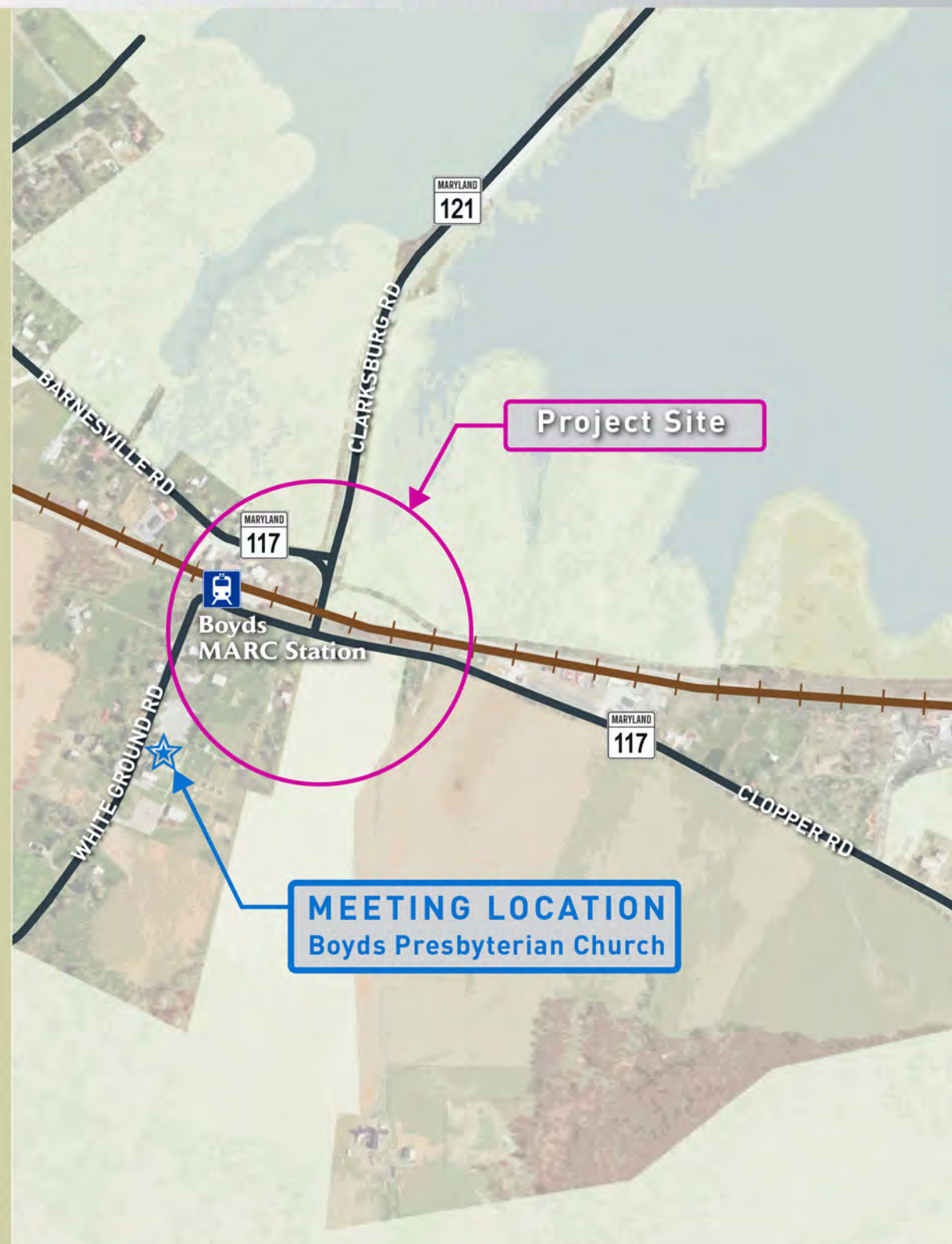
January 16, 2014

BOYDS TRANSIT IMPROVEMENTS

Montgomery County Department of Transportation



Arthur Holmes Jr.,
Director



PUBLIC MEETING

BOYDS PRESBYTERIAN CHURCH
19901 White Ground Road

EARLE L. VAIL EDUCATION BUILDING
(2nd Floor Large Meeting Room)

JANUARY 16, 2014 - 7:30 PM - 9:30 PM

CONTACT THE PROJECT MANAGER

Acting Project Manager: Greg Hwang
(from January 8, 2014 to April 7, 2014)

Phone: 240-777-7279
e-mail: Greg.Hwang@montgomerycountymd.gov

Project Manager: Aruna Miller
Mailing Address: Division of Transportation Engineering
100 Edison Park Drive, 4th Floor
Gaithersburg, Maryland 20878

Phone: 240-777-7240
FAX: 240-777-7277
e-mail: Aruna.Miller@montgomerycountymd.gov

Montgomery County Department of Transportation (MCDOT)
Division of Transportation Engineering

Project Website: <http://www.montgomerycountymd.gov/dot-dte/projects/Boys/index.html>



Isiah Leggett,
County Executive

BOYDS TRANSIT IMPROVEMENTS

Montgomery County Department of Transportation



Arthur Holmes Jr.,
Director

PROJECT PURPOSE

- ♦ The station is in need of additional parking to serve MARC and future RideOn routes. The County is currently completing a feasibility study following Montgomery County's Facility Planning process for the possibility of a Boyds park and ride lot with sidewalk access to the Boyds MARC Station.

BOYDS MASTER PLAN

- ♦ The transportation plan encourages the use of commuter rail for down-County work trips and proposes convenient access to the commuter rail station, both for vehicular trips and pedestrian. A sufficient number of parking spaces should be made available, ideally with a joint-use possibility.
- ♦ The Boyds Master Plan recommends that a local park be located at the future intersection of Barnesville Road, Clopper Road, and White Ground Road. To serve this local park, an access road and parking area should be provided as well as improvements made to the sight distance in the vicinity of the B&O Railroad Bridge.

LIFE OF TRANSPORTATION PROJECT

FACILITY PLANNING - PHASE I

- Collect data, obtain public input, develop concept plans
- Evaluate Improvements Impacts
- Select Recommended Alternate
- Obtain Director's Approval

WE ARE HERE

FUNDED

NOT FUNDED

FACILITY PLANNING - PHASE II

- Develop 35% Design Plans
- Detail Project Schedule
- Detail Project Cost
- Preliminary Plan
- Submit to County Council for Approval to Include in Capital Improvement Program (CIP)

FINAL DESIGN & CONSTRUCTION

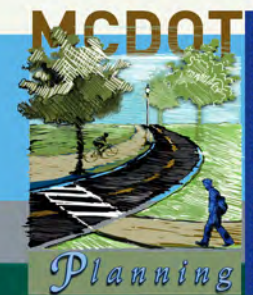
If approved for full funding in Capital Improvement Program (CIP), complete final design and construction



Isiah Leggett,
County Executive

BOYDS TRANSIT IMPROVEMENTS

AERIAL OVERVIEW



Arthur Holmes Jr.,
Director

LEGEND

- MARC STATION
- MD INVENTORY OF HISTORIC PLACES
- FOREST CONSERVATION EASEMENT
- RURAL LEGACY LAND
- PARCEL BOUNDARY
- DNR WETLAND
- PARK
- STREAM



0 125 250 500 Feet





Isiah Leggett,
County Executive

BOYDS TRANSIT IMPROVEMENTS

POTENTIAL PARK AND RIDE CONCEPT



Arthur Holmes Jr.,
Director

LEGEND

- Pervious Concrete Pavement
- Concrete Pavement
- Asphalt Pavement
- Concrete Sidewalk
- Landscaping

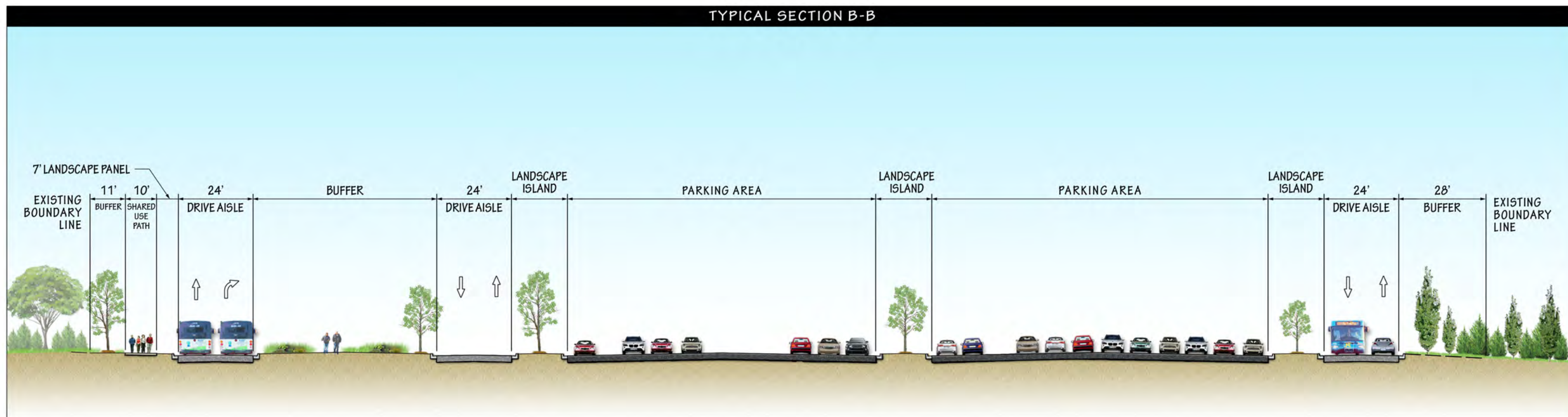
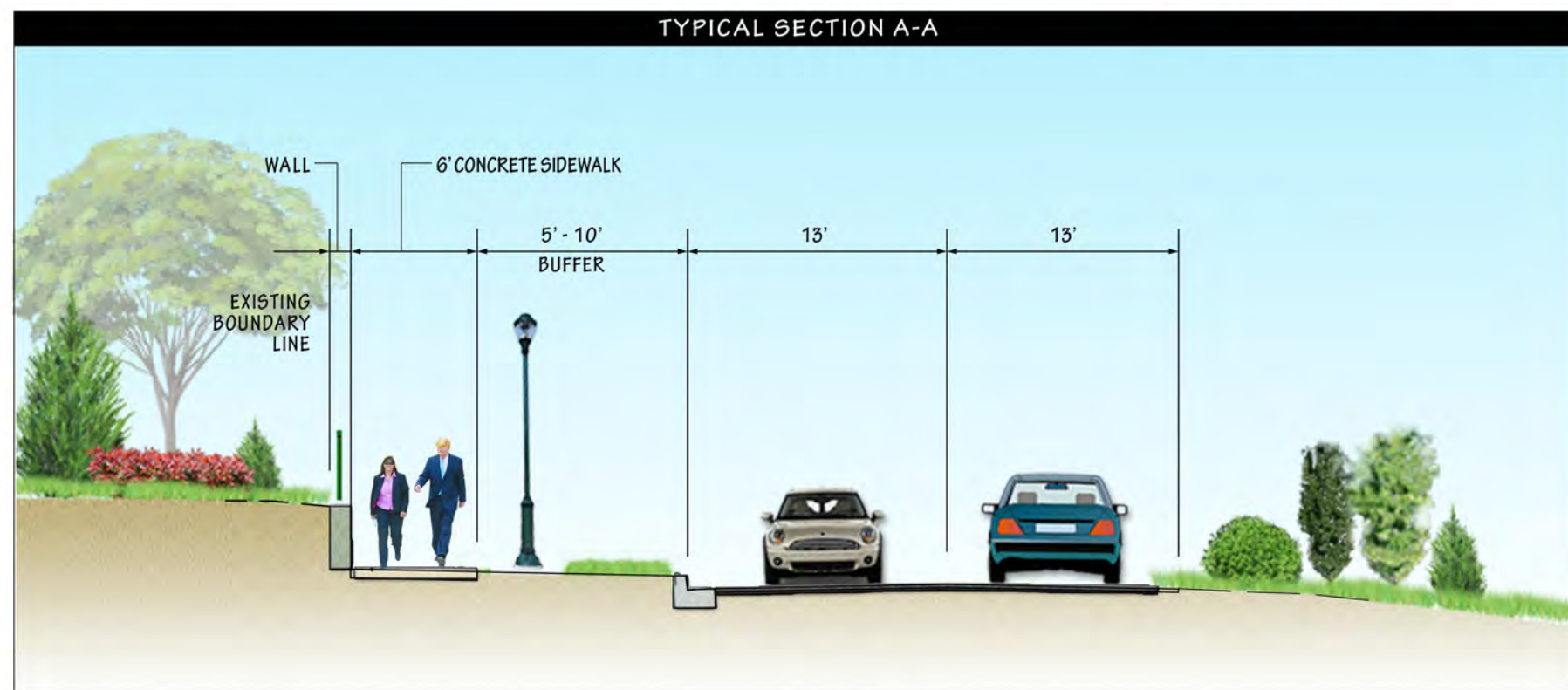




BOYDS TRANSIT IMPROVEMENTS

Montgomery County Department of Transportation

TYPICAL SECTION





BOYDS PRESBYTERIAN CHURCH
19901 White Ground Road

EARLE L. VAIL EDUCATION BUILDING
(2nd Floor Large Meeting Room)

JANUARY 16, 2014
7:30 PM - 9:30 PM

PUBLIC MEETING



BOYDS TRANSIT IMPROVEMENTS

Montgomery County Department of Transportation

PUBLIC MEETING BOYDS TRANSIT IMPROVEMENTS

BOYDS PRESBYTERIAN CHURCH
19901 White Ground Road

EARLE L. VAIL EDUCATION BUILDING
(2nd Floor Large Meeting Room)

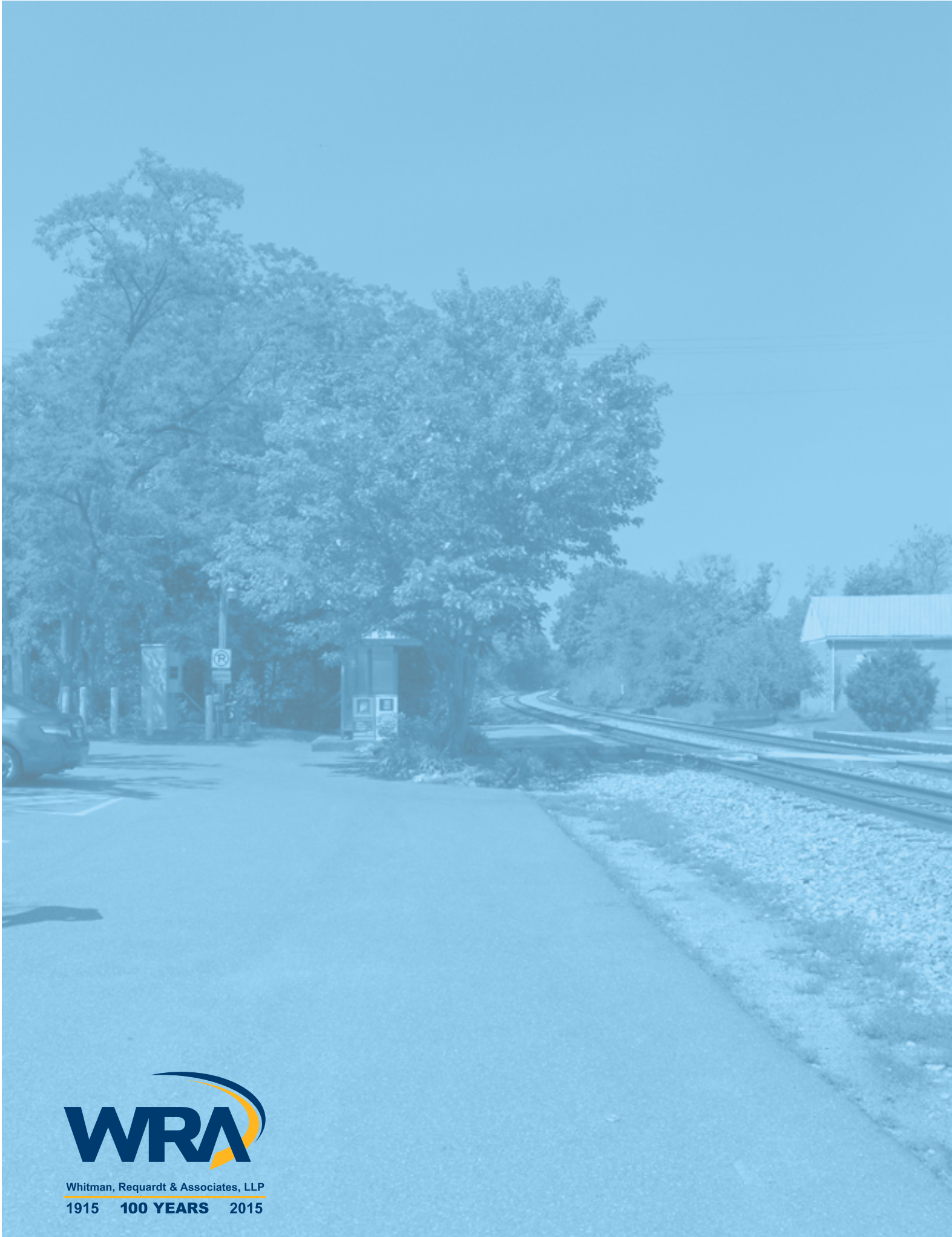
JANUARY 16, 2014 - 7:30 PM - 9:30 PM

Earle L. Vail Education Building is located behind the church in the lower parking lot.



BOYDS TRANSIT IMPROVEMENTS

Montgomery County Department of Transportation



Whitman, Requardt & Associates, LLP
1915 100 YEARS 2015