



MONTGOMERY COUNTY TRANSIT PROJECTS



Montgomery County Department of Transportation

LAKEFOREST TRANSIT CENTER

November 2015



Lakeforest Transit Center Feasibility Study

Prepared for:
Montgomery County Department of Transportation



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Executive Summary

Existing Conditions

Lakeforest Transit Center (LTC) is located in the City of Gaithersburg, Maryland. The center is located along the south side of Lost Knife Road at Odendhal Avenue adjacent to the mall. The Lakeforest Mall opened in the late 1970's. The transit center was developed in the late 1990's after the Montgomery County Council approved a resolution that authorized the condemnation of land from the previous mall owners for the construction of two bus bays. Currently, a perpetual easement established in 1995 allows for the use of the transit center.

The transit center is situated adjacent to a 300 space Park & Ride lot and provides access to seven (7) local Ride On routes (#54, #55, #56, #57, #58, #59, and #61) and two (2) Washington Metropolitan Area Transit Authority (WMATA) MetroBus express routes (J7 and J9) with nearly 3,500 total daily boardings. Due to its success, this facility requires expansion to meet current and future demands that includes adding additional bus bays to the center as outlined in the Transit Forecast below including providing layover areas, provisions for an operator restroom facility, and improved bus circulation. The facility has recently had security upgrades including cameras and a higher police presence.

Operating Deficiencies

Existing Ride On and Metro Bus operations at the Lakeforest Transit Center present significant operating, safety and customer service problems. Without a sufficient number of bus bays, buses queue onto Lost Knife Road and at times double stack buses resulting in unsafe boarding locations for customers. Routes that begin trips from Lakeforest including Ride On routes #54, #56, #57, and #58 and Metro Bus J7 have serious problems because of a lack of space to layover or stage buses for a few minutes prior to an on-time departure while routes that use Lakeforest as an intermediate stop including Ride On routes #55, #59 and #61 experience regular service delays because the buses may have to wait for an extended period in order to reach a bus bay with a safe customer boarding location. Because routes do not have designated boarding locations, customers have difficulty finding the right bus among the many vehicles traveling through the Lakeforest Transit Center.

FIGURE 1: STACKED BUSES AT LTC



The safety problems at the Lakeforest Center include vehicle conflicts resulting from weaving movements from buses using the Lakeforest Transit Center and vehicular traffic on Lost Knife Road, and conflicts at the midblock pedestrian crossing on Lost Knife Road. Other operating deficiencies include the lack of space for a taxi queue, poor passenger information facilities and a lack of restroom facilities for bus operators.

In order to resolve existing operating deficiencies, eight (8) bus bays and four (4) layover bays are currently needed. The site needs to be planned to minimize pedestrian and vehicle conflicts, adequate facilities are needed for taxis, kiss and ride drop off / pick up, bus operator restrooms and easy to understand boarding locations and service information are needed for transit customers. Figure 2 shows an example of the traffic issues at the existing LTC.

FIGURE 2: TRAFFIC ISSUES AT LTC



Transit Forecast

The Metropolitan Washington Council of Government’s (MWCOG) Transportation Planning Board (TPB) Regional Model projections for 2010, 2020, and 2040 were used for the projected growth rate. Travel forecast model used Round 8.1 cooperative forecasts.

Item	Existing Conditions / Capacity	Current Demand	2020 Projected	2040 Projected
Total Parking	300	167	183	229
Bus Bays	4	8	9	10
Layover Bays	4*	4	4	4
*The existing layover bays are provided in the current automobile parking area.				

As noted above, current ridership data and observed operational deficiencies can be resolved with the addition of bays for a total of 8 bus bays and 4 layover bays. Projected ridership data estimates the need to increase the number of bus bays from the current 4 to 9 (2020 year) and by the year 2040, 10 total bus bays would be needed. Four layover bays will be needed during each time period. The existing 300 parking spaces are sufficient to meet projected parking demands in 2020 (183 spaces) and 2040 (229 spaces).

Recommendations

Given the success of the existing LTC, projected transit forecast, and the need to provide layover areas, the study recommends site expansion include a two phased approach. In the ultimate build-out, the study recommends including: 1) provisions for an operator restroom facility; and 2) the inclusion of six (6) additional bus bays to improve bus circulation by 2040. However, any recommended improvements for the LTC require approval from the City of Gaithersburg and any off-road improvements require the approval from the property owner of the Lakeforest Mall. At the time of this report, the mall owner was exploring redevelopment efforts that include a town center with approximately 3.5 million square feet of mixed-use space and the inclusion of a future multi-modal transit center. According to the analysis of 8.1 and 8.3 cooperative forecasts, there is no change in the population and employment forecasts for the traffic area zone that includes the Lakeforest Mall. It is recommended that the full build-out

recommendations be deferred until redevelopment efforts are determined. At such time, these recommendations should be resumed with close coordination with the Lakeforest Mall owner and the City of Gaithersburg. In the meantime, the County should explore immediate short-term solutions including adding at least six (6) additional bus bays along Odendhal Avenue and extending the limits of the existing bus bays. These improvements can be completed with public right-of-way and do not need approval from the Lakeforest Mall owner. Close coordination will still be needed with the City of Gaithersburg for the improvements to Odendhal Avenue. This will alleviate some of the bus bay demand and provide additional capacity that is already needed currently.

Introduction

The Montgomery County Department of Transportation (MCDOT) initiated a feasibility study for the expansion of the existing Lakeforest Transit Center. This report will summarize existing conditions, estimated peak period ridership projections, proposed bus bays by type, and the number of park and ride spaces. Transit ridership and service needs were projected to horizon year 2020 in the short-term and 2040 in the long-term.

The LTC is located along the south side of Lost Knife Road at Odendhal Avenue adjacent to Lakeforest Mall. The transit center is situated adjacent to a 300 space Park & Ride lot and provides access to seven (7) local Ride On routes (#54, #55, #56, #57, #58, #59, and #61) and two (2) Washington Metropolitan Area Transit Authority (WMATA) MetroBus express routes (J7 and J9) with nearly 3,500 total daily boardings. The existing four (4) linear bus bays provide little ability to circulate or access the bays. This study examined the need to provide expansion of the site including providing layover areas, provisions for an operator restroom facility, and improved bus circulation.

Transit Forecast

Population and Employment

Forecast

The Upcounty area of Montgomery County generally includes Gaithersburg, Germantown, Clarksburg, Damascus, and rural areas along the Potomac River as shown in Figure 3. Population and employment forecasts from the Metropolitan Washington Council of Government's (MWWCOG) Round 8.1 Cooperative Forecast for policy areas that are served by the transit services are listed in Table 1.

Overall for the 2010 to 2040 period, Montgomery County population is projected to increase by twenty-four (24) percent and employment is projected to increase by forty-five (45) percent. In the Gaithersburg / Montgomery Village area which will generally be served by the Lakeforest Transit Center, the area is projected to add 27,982 persons (25 percent) and 35,339 employment (53 percent).

FIGURE 3: UPCOUNTY SERVICES AREA

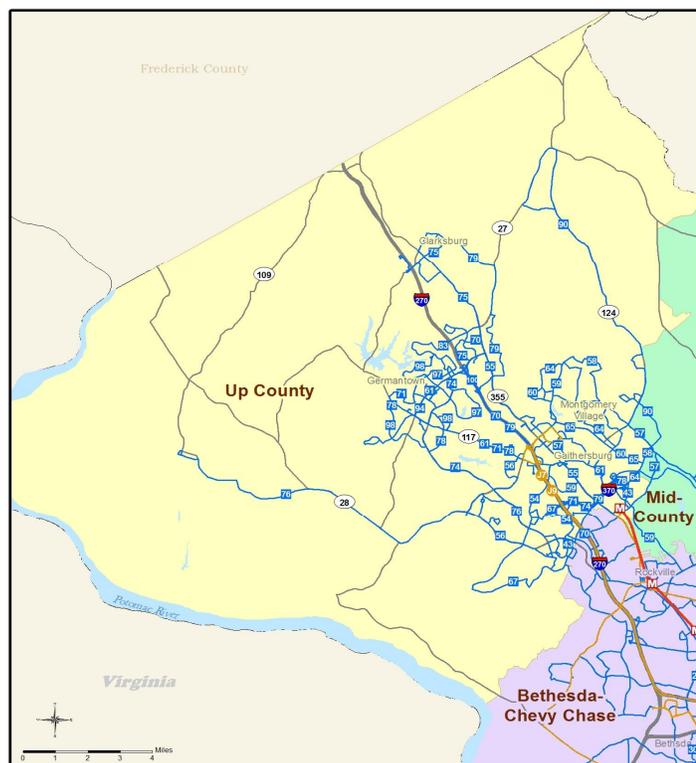


TABLE 1: UPCOUNTY POPULATION AND EMPLOYMENT FORECAST – 2010 TO 2040

Population						
POLICY AREA	2010	2020	2030	2040	Change 2010 to 2040	% Change
Clarksburg	14,620	29,372	38,658	39,426	24,806	170%
Damascus	10,891	11,518	13,614	13,658	2,767	25%
Germantown East	24,429	24,452	27,681	28,368	3,939	16%
Germantown Town Center	2,381	2,909	6,661	8,142	5,761	242%
Germantown West	60,057	60,508	68,631	69,210	9,153	15%
Total Germantown / Clarksburg	112,378	128,759	155,245	158,804	46,426	41%
Gaithersburg City	61,287	69,285	79,047	87,197	25,910	42%
Montgomery Village/Airpark	50,935	50,537	51,378	53,007	2,072	4%
Total Gaithersburg Area	112,222	119,822	130,425	140,204	27,982	25%
Montgomery County Total	971,587	1,065,411	1,153,982	1,203,882	232,295	24%
Employment						
POLICY AREA	2010	2020	2030	2040	Change 2010 to 2040	% Change
Clarksburg	2,540	5,309	14,889	19,610	17,070	672%
Damascus	2,673	2,691	2,709	2,722	49	2%
Germantown East	9,958	12,931	19,615	23,688	13,730	138%
Germantown Town Center	4,828	6,873	11,286	13,827	8,999	186%
Germantown West	10,130	11,379	15,848	18,505	8,375	83%
Total Germantown / Clarksburg	30,129	39,183	64,347	78,352	48,223	160%
Gaithersburg City	55,041	67,305	77,622	88,532	33,491	61%
Montgomery Village/Airpark	11,653	12,443	13,092	13,501	1,848	16%
Total Gaithersburg Area	66,694	79,748	90,714	102,033	35,339	53%
Montgomery County Total	510,136	585,363	684,284	737,364	227,228	45%

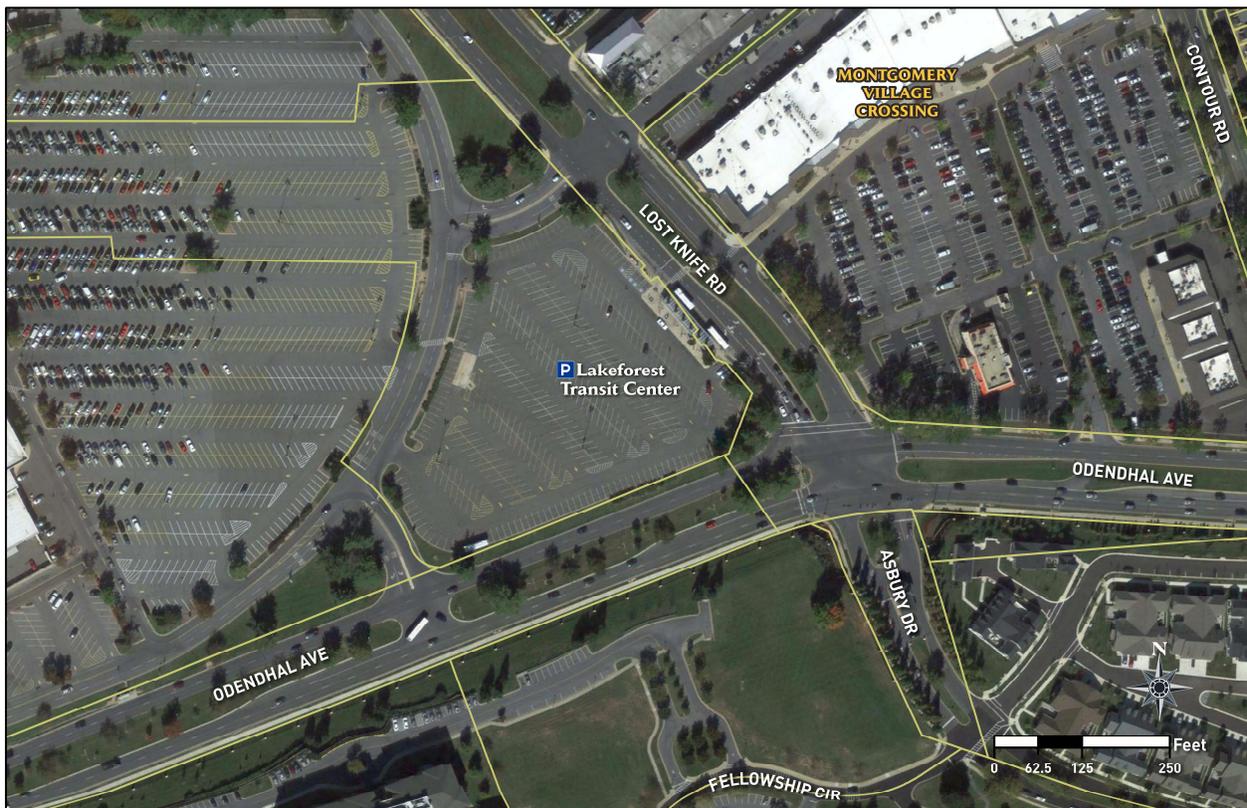
SOURCE: Center for Research & Information Systems, Montgomery County Planning Department, Round 8.1 Cooperative Forecast.

NOTE: Forecasts are prepared as part of the Cooperative Forecasting Process of the Metropolitan Washington Council of Governments (www.mwcog.org). Forecasts for areas within the Cities of Gaithersburg are based on the forecasts prepared by the City under the Cooperative Forecasting Process.

Existing Conditions

Lakeforest Transit Center (LTC) was constructed in the late 1990s after the Montgomery County Council approved a resolution that authorized the condemnation of land from the previous mall owners. The condemnation of land was in accordance with the Montgomery County Code, and the resolution was adopted in 1988 when Lake Forest Associates were the owners. Currently, a perpetual easement established in 1995 allows for the use of the transit center. The transit center is adjacent to a 300 space Park & Ride lot and provides access to seven (7) local Ride On routes (#54, #55, #56, #57, #58, #59, and #61) and two (2) Washington Metropolitan Area Transit Authority (WMATA) MetroBus express routes (J7 and J9). There are nearly 3,500 total daily boardings. The existing transit facility structure consists of a bus shelter and two bus bays. Ride On staff has identified a need for more bus bays and improved bus circulation. Figure 4 shows the study area.

FIGURE 4: STUDY AREA



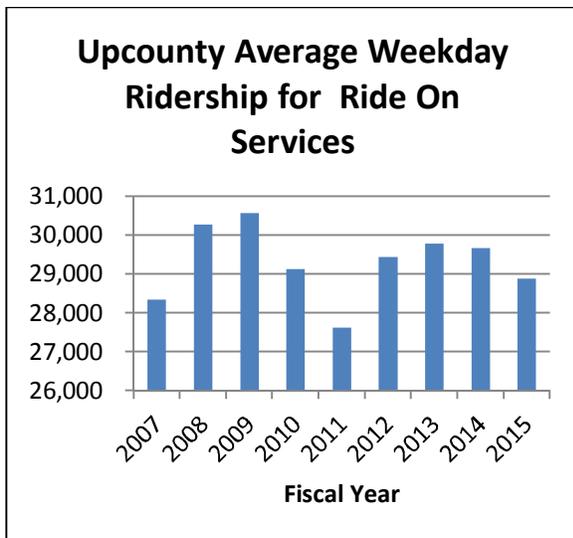
Ride On operates seven local routes and two WMATA express routes at the Lakeforest Transit Center. Maryland Transit Authority (MTA) does not operate any commuter routes from Lakeforest. Table 2 lists the existing services in the study area.

TABLE 2: UPCOUNTY WEEKDAY TRANSIT SERVICES - 2012

Upcounty Weekday Transit Services - 2012					Frequency		Peak Bus Trips per Hour	Type	Average Weekday Boardings 2012	
Route	Type	Origin	General Routing	Destination	Peak	Off-Peak				
Ride On 54	Mainline to Metro	Lakeforest	Area west of I-270, MD 28	Rockville Metro	30	30	2	T	2,032	
Ride On 55	Mainline to Metro	Germantown	MD 355	Shady Grove and Rockville Metro	15	15	8	P	8,240	
Ride On 56	Mainline to Metro	Lakeforest	Area west of I-270, MD 28	Rockville Metro	25	30	3	T	2,179	
Ride On 57	Mainline to Metro	Lakeforest	Area east of I-270, MD 115	Shady Grove Metro	15	20	4	T	2,102	
Ride On 58	Mainline to Metro	Lakeforest	Montgomery Vilg. & east of I-270	Shady Grove Metro	30	30	2	T	1,713	
Ride On 59	Mainline to Metro	Montgomery Village	Via Lakeforest and MD 355	Shady Grove and Rockville Metro	15	30	8	P	4,035	
Ride On 61	Mainline to Metro	Germantown	Area west of I-270; MD 117 via Lakeforest	Shady Grove Metro	20	30	6	P	3,076	
WMATA J7/J9	Express	Lakeforest	Via I-270	Medical Center / Bethesda Metro	15	none	4	T	470	
Type Code: T=Terminal, P=Pass Through					Total			37		23,847

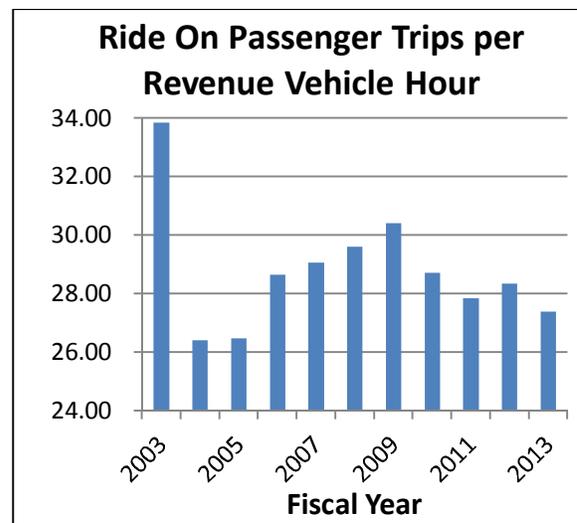
Ride On average weekday ridership on Upcounty routes, as shown in Figure 5, reached a peak of 30,565 in fiscal year 2009 and then dropped in fiscal years 2010 and 2011. The peak in fiscal year 2009 is related to the spike in gasoline prices (see Figure 7) experienced in the summer and fall of 2008. During 2010 and 2011, there was some drop in ridership likely related to the drop in overall economic activity. In 2012, the Upcounty Ride On routes were growing again and attracted 29,907 average daily weekday ridership. Figure 6 shows the Ride On average ridership per revenue hour that further illustrates these peaks and drops. In May 2005, Montgomery County implemented a major route restructuring, Germantown Phase I, of its fixed bus routes in the Upcounty Region at the Germantown Transit Center. As a result, ridership along those routes increased 57%.

FIGURE 5: UPCOUNTY AVERAGE WEEKDAY RIDERSHIP



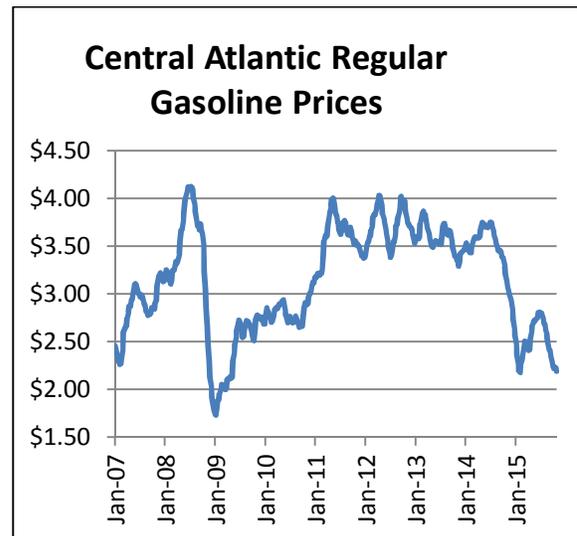
Source: Ride On Ridership Records (WMATA not included)

FIGURE 6: RIDE ON SYSTEM AVERAGE RIDERSHIP PER REVENUE HOUR



Source: National Transit Database

FIGURE 7: WEEKLY PRICE OF REGULAR UNLEADED - MID-ATLANTIC

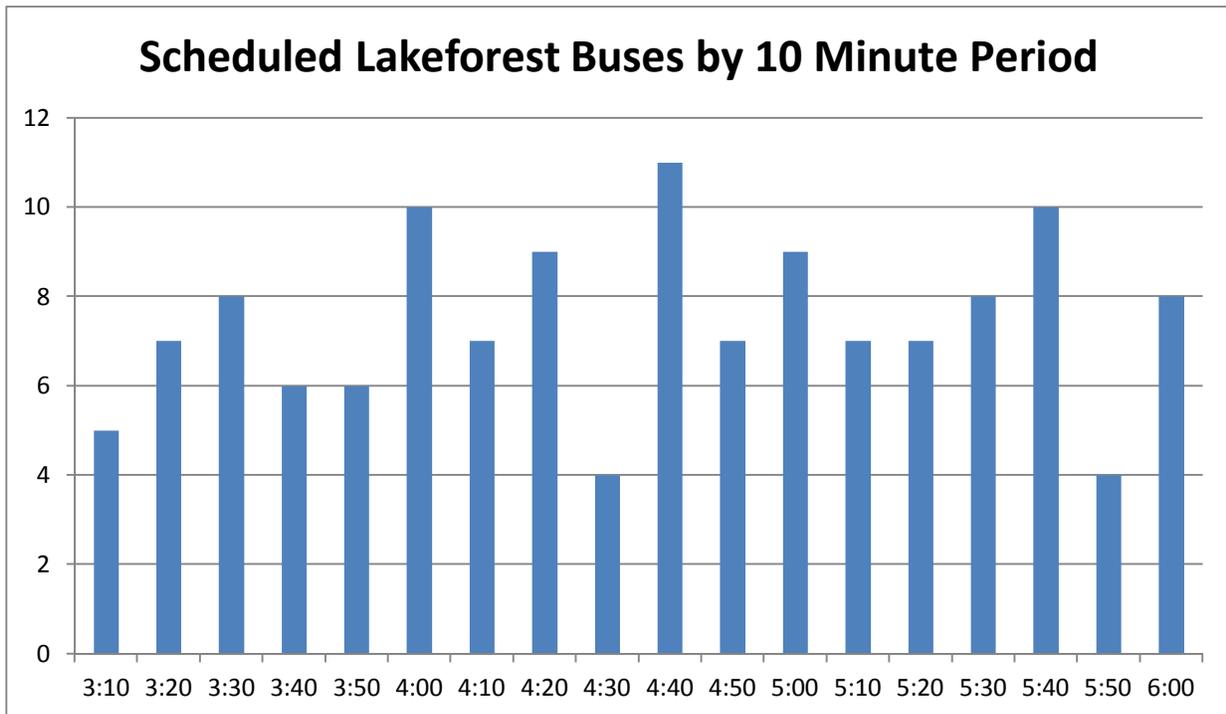


Source: Energy Information Agency, PADD 1B

Transit Operational Analysis

To determine the minimum number of bus bays required for efficient operation, existing Lakeforest afternoon peak period (3 PM to 6 PM) bus operations were analyzed. The number of buses that are scheduled to arrive or depart was charted by route and time period (see Appendix). Figure 8 shows the number of buses that require a bus bay at the Lakeforest Transit Center by ten-minute intervals. Between 4:30 and 4:40 PM eleven buses require a bus bay.

FIGURE 8: LAKEFOREST BUSES SCHEDULED BY 10-MINUTE PERIOD



Individual route schedules were further analyzed to identify the minimum number of required bus bays. It was determined that of the pass through routes, Route 55, with a ten minute frequency in each direction, requires two bus bays, and Routes 58, 59 and 61 require one bus bay each. Express route J7/J9 requires one bus bay. And, the routes that terminate at the Lakeforest Transit Center including Routes 54, 56 and 57 can operate with two bays for the three routes. In addition to the eight bus bays required for current operations, four layover bays are needed.

Future Transit Improvements

There are two initiatives that are relatively early in the planning stages and are likely to impact the future Ride On service design and ridership.

The Corridor Cities Transitway (CCT) is a Bus Rapid Transit (BRT) line that would operate along a 16-mile corridor from the Shady Grove MARC station in Montgomery County to Clarksburg including 16 stations. The BRT line will be exclusively in its own right-of-way.

As currently planned, the CCT is proposed to be constructed in two phases. The first phase would operate from the Metropolitan Grove MARC station to the Shady Grove Metro station and is proposed to open in 2020.

The second phase of the CCT includes four stations in the Upcounty area.

FIGURE 9: CORRIDOR CITIES TRANSITWAY

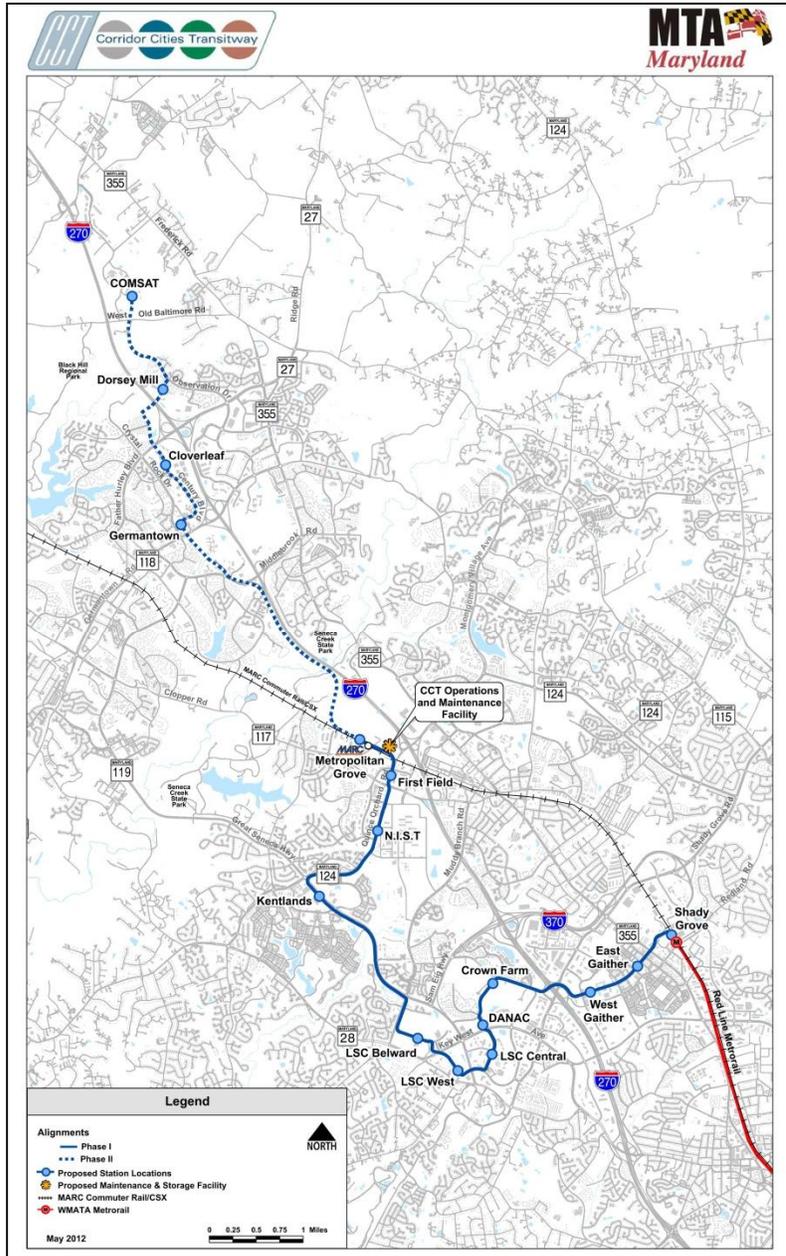
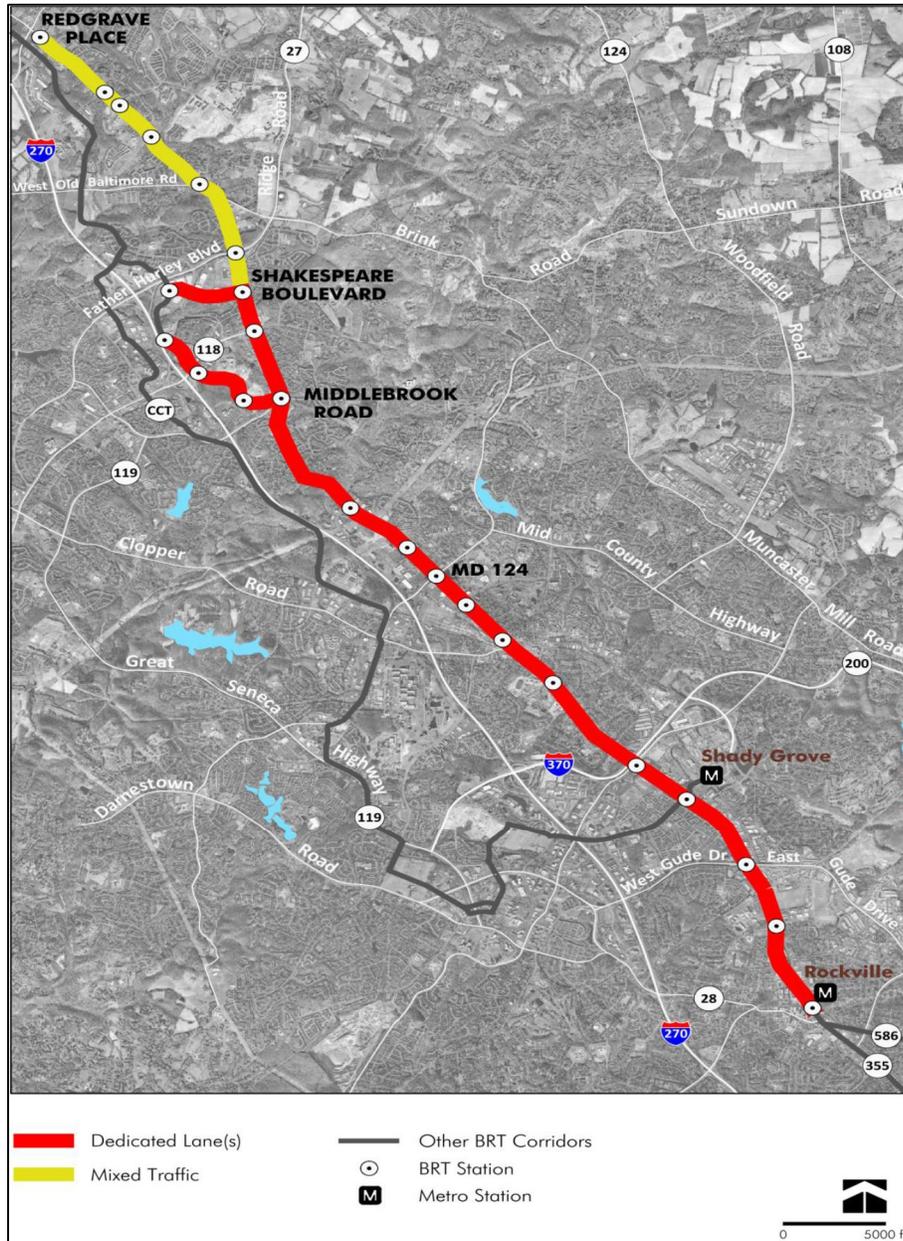


FIGURE 10: COUNTYWIDE TRANSIT CORRIDORS FUNCTIONAL MASTER PLAN - APPROVED AND ADOPTED DECEMBER 2013



The adopted December, 2013 Countywide Transit Corridors Function Master Plan recommends ten BRT corridors including the MD 355 corridor, which is shown in Figure 7.

The adopted plan suggests that the BRT be located in a dedicated lane transitway along portions of Seneca Meadows Parkway, Shakespeare Boulevard, and MD 355 with master planned stations at the intersection of MD 355 and Shakespeare Boulevard; the Shops at Seneca Meadows and Seneca Meadows Corporate Park. This alignment and stations have the potential to impact the transit center. Ride On Route 55 would be directly affected since they share much of the same routing along MD 355. Preliminary planning for the MD 355 BRT corridor was initiated in 2014; however, the project is not funded for final design, right-of-way or construction.

Ridership Projections

In order to estimate the number of buses per hour on each route, ridership projections have been made for 2020 and 2040 as shown in Table 3. The MWCOG TPB Regional Travel Demand Model, Version 2.3 projections for 2010, 2020, and 2040 have been evaluated in order to suggest growth rates. The Travel Model is calibrated to estimate regional travel behavior. On an individual transit route level, especially for routes with only a few hundred riders, the regional model may overestimate the future change in ridership. To moderate the forecast swings in route level ridership, individual route growth rates from the Travel Model have been used except where rates were less than one percent per year or where annual growth rates were higher than three percent. In these cases, a minimum rate of positive one percent per year was used and a maximum rate of three percent per year.

TABLE 3: UPCOUNTY WEEKDAY RIDERSHIP PROJECTIONS – 2012 TO 2040

Route	Origin	Destination	Avg. Riders 2012	Average Annual Ridership Change				Projected Ridership	
				FY 07 to FY 12	FY 11 to FY 12	Regional Model 2010 to 2040	Suggested Rate 2012 to 2040	2020	2040
54	Lakeforest	Rockville Metro	2,032	-1.7%	-2.9%	1.1%	1.1%	2,220	2,730
55	Germantown	Shady Grove and Rockville Metro	8,240	2.9%	5.8%	1.4%	1.4%	9,200	12,090
56	Lakeforest	Rockville Metro	2,179	-3.5%	3.5%	0.1%	1.0%	2,360	2,880
57	Lakeforest	Shady Grove Metro	2,102	-1.2%	7.5%	1.5%	1.5%	2,380	3,220
58	Lakeforest	Shady Grove Metro	1,713	1.4%	14.4%	0.6%	1.0%	1,860	2,270
59	Montgomery Village	Shady Grove and Rockville Metro	4,035	-0.4%	7.6%	0.9%	1.0%	4,370	5,340
61	Germantown	Shady Grove Metro	3,076	0.4%	7.9%	1.6%	1.6%	3,500	4,810
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	470	n/a	n/a	-0.6%	1.0%	510	630
Total			23,847					26,400	33,970

Transit Service Projections

Ride On routes operate with a basic policy headway or frequency of one bus every 30 minutes (two buses per hour). As ridership on the route grows, additional trips are typically added to meet the demand. With ridership in the Upcounty area forecast to grow by 14 percent by 2020 and by 50 percent by 2040, the number of additional bus trips is expected to increase.

The number of future trips per hour is forecast by calculating the peak load point on a route and then dividing by the number of available seats on a bus. Boarding and alighting characteristics and average passenger trip length also play a role in forecasting future bus frequencies. Unfortunately, the available modeling on the bus routes only provides projected total average daily ridership.

Using the available data a step function was established where local routes would require one trip per hour per 1,000 riders with a minimum frequency of 2 per hour and high-volume local routes would have one trip per 2,000 riders with a minimum frequency of 4 per hour. Express routes would require one trip per hour for 200 riders. These rates were established considering how the Upcounty routes currently operate. The high volume routes that operate along MD 355, the location for the proposed BRT route, have a ratio of one peak hour bus per average daily riders of 2,060 for Route 55. The lower volume routes have an average daily ridership of 538 per peak hour bus trip. The express routes have an average daily ridership of 191 per peak hour bus trip. Using these assumptions, the number of buses per hour for 2020 and 2040 has been estimated in Table 4.

TABLE 4: UPCOUNTY TRANSIT SERVICES – PROJECTED WEEKDAY BUSES PER HOUR AND PEAK FREQUENCY

Route	Origin	Destination	Average Weekday Ridership			Peak Hour					
			2012	2020	2040	Buses per Hour			Peak Frequency		
						2012	2020	2040	2012	2020	2040
54	Lakeforest	Rockville Metro	2,032	2,220	2,730	2	2	3	30	30	20
55	Germantown	Shady Grove and Rockville Metro	8,240	9,200	12,090	4	5	6	15	12	10
56	Lakeforest	Rockville Metro	2,179	2,360	2,880	3	3	3	20	20	20
57	Lakeforest	Shady Grove Metro	2,102	2,380	3,220	4	4	4	15	15	15
58	Lakeforest	Shady Grove Metro	1,713	1,860	2,270	2	2	2	30	30	30
59	Montgomery Village	Shady Grove and Rockville Metro	4,035	4,370	5,340	4	4	4	15	15	15
61	Germantown	Shady Grove Metro	3,076	3,500	4,810	3	4	5	20	15	12
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	470	510	630	4	4	4	15	15	15
Total			23,847	26,400	33,970						

Transit Service Requirements

Customers that must ride multiple buses and transfer between routes have increased difficulties making connections between bus routes. At transit centers, the ease of transfer between routes and the certainty of making the correct transfer is a critical component in delivering transit services.

Where multiple bus routes operate, such as transit centers, customers need to have a certain location where they can board their bus. For example, a sign on a pole indicating that Route 55 northbound boards at this location is required for every trip. For bus operations to meet this customer expectation, bus operators must have clear and simple instructions to direct them to the correct location each and every time. Every daily bus trip, including peak and off-peak periods, must have an assigned bus bay that is ready to accept an incoming bus.

Table 5 estimates the number and type of bus bays for the 2020 and 2040 periods. Eight (8) bus bays and four (4) layover bays are required for current operations while by 2040 ten (10) bus bays and four (4) layover bays will be needed. Note that Routes 54, 56 and 57 will share two bus bays.

TABLE 5: UPCOUNTY TRANSIT SERVICES – LAKEFOREST BUS BAY REQUIREMENTS

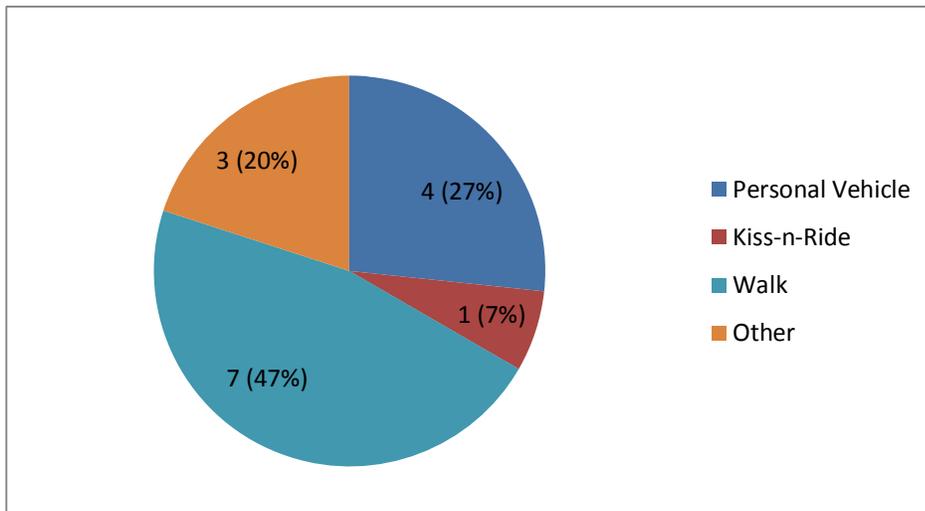
Route	Origin	Destination	Type of Bus	Stop Type	Bus Trips per Hour			Bus Bays		
					2012	2020	2040	*2012	2020	2040
54	Lakeforest	Rockville Metro	40' Transit	T	2	2	3	1	1	1
55	Germantown	Shady Grove and Rockville Metro	60' Artic	P	8	10	14	2	2	3
56	Lakeforest	Rockville Metro	40' Transit	T	3	3	3	1	1	1
57	Lakeforest	Shady Grove Metro	40' Transit	T	4	4	4	0	0	0
58	Lakeforest	Shady Grove Metro	40' Transit	T	2	2	2	1	1	1
59	Montgomery Village	Shady Grove and Rockville Metro	60' Artic	P	8	8	8	1	2	2
61	Germantown	Shady Grove Metro	40' Transit	P	6	6	8	1	1	1
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	45' Commuter	T	4	4	4	1	1	1
Total					37	39	46	8	9	10

* The number of bus bays for 2012 is estimated as the number of bays needed for current service.

Ridership User Survey

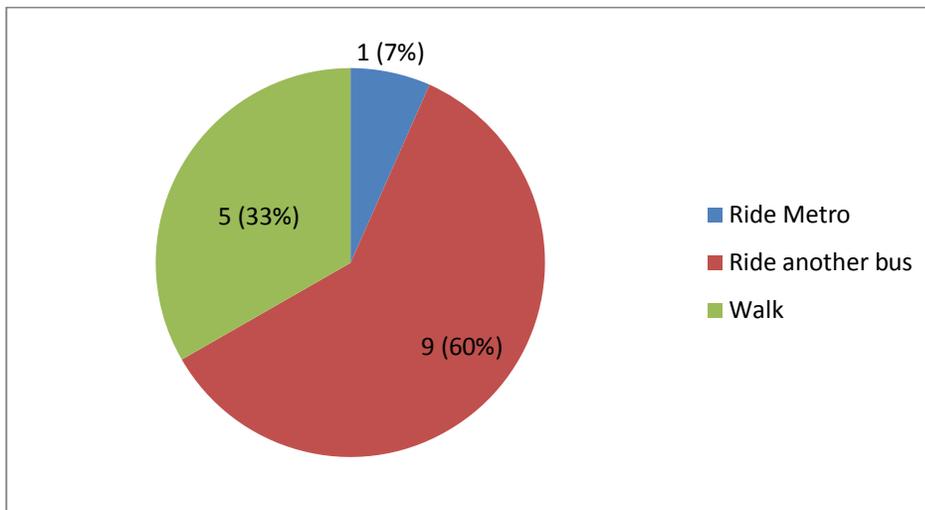
A ridership user survey was completed in September 2013. The purpose of the user survey was to determine the origin and destinations of the users and determine how they were accessing the transit center. An example of the ridership user survey can be found in the Appendix. Surveys were distributed to users via bus drivers. Of the 15 respondents, 20% used the express route with 80% using the local routes. The following chart depicts how the users accessed the site:

FIGURE 11: LAKEFOREST TRANSIT CENTER MODE OF ACCESS



The following chart depicts what the users did when they got off the bus they accessed at Lakeforest Transit Center:

FIGURE 12: LAKEFOREST TRANSIT CENTER MODE OF EGRESS



From the user surveys, the following conclusions can be derived:

- Walking is the most common form of accessing the transit center.
- The majority of users ride another bus following their ride from the transit center.

Parking Requirements

Conceptual parking space requirements were projected by estimating boardings at the transit center for 2020 and 2040 and then applying a percentage of riders requiring a parking space to these projections. These results are shown in Tables 6, 7, and 8. For the parking requirements, it is assumed that 1.5 percent of local transit riders boarding at a transit center will require a parking space and 65 percent of express route riders will require a parking space. The number of parking spaces for carpooling and vanpooling is estimated to be 20 percent of the transit total.

TABLE 6: PROJECTED BOARDINGS AT LAKEFOREST TRANSIT CENTER - 2020

Route	Origin	Destination	Average Weekday Total Route Boardings			2012 Lakeforest Boardings	Projected 2020 Lakeforest Boardings
			2012	2020	2040		
54	Lakeforest	Rockville Metro	2,032	2,220	2,730	305	333
55	Germantown	Shady Grove and Rockville Metro	8,240	9,200	12,090	875	977
56	Lakeforest	Rockville Metro	2,179	2,360	2,880	499	540
57	Lakeforest	Shady Grove Metro	2,102	2,380	3,220	305	345
58	Lakeforest	Shady Grove Metro	1,713	1,860	2,270	312	339
59	Montgomery Village	Shady Grove and Rockville Metro	4,035	4,370	5,340	525	569
61	Germantown	Shady Grove Metro	3,076	3,500	4,810	492	560
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	470	510	630	138	150
					Total	3,451	3,663

TABLE 7: PROJECTED BOARDINGS AT LAKEFOREST TRANSIT CENTER - 2040

Route	Origin	Destination	Average Weekday Total Route Boardings			2012 Lakeforest Boardings	Projected 2040 Lakeforest Boardings
			2012	2020	2040		
54	Lakeforest	Rockville Metro	2,032	2,220	2,730	305	410
55	Germantown	Shady Grove and Rockville Metro	8,240	9,200	12,090	875	1,284
56	Lakeforest	Rockville Metro	2,179	2,360	2,880	499	660
57	Lakeforest	Shady Grove Metro	2,102	2,380	3,220	305	467
58	Lakeforest	Shady Grove Metro	1,713	1,860	2,270	312	414
59	Montgomery Village	Shady Grove and Rockville Metro	4,035	4,370	5,340	525	695
61	Germantown	Shady Grove Metro	3,076	3,500	4,810	492	769
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	470	510	630	138	185
					Total	3,451	4,884

TABLE 8: TRANSIT CENTER PARKING SPACE REQUIREMENTS BY DESIGN YEAR

Route	Origin	Destination	Lakeforest	
			2020	2040
54	Lakeforest	Rockville Metro	5	6
55	Germantown	Shady Grove and Rockville Metro	15	19
56	Lakeforest	Rockville Metro	8	10
57	Lakeforest	Shady Grove Metro	5	7
58	Lakeforest	Shady Grove Metro	5	6
59	Montgomery Village	Shady Grove and Rockville Metro	9	10
61	Germantown	Shady Grove Metro	8	12
WMATA J7/J9	Lakeforest	Medical Center / Bethesda Metro	98	120
Transit Total			152	191
Carpool / Vanpool (20 % of transit total)			30	38
Total Parking Requirement			183	229
Existing Spaces			300	300
Over (short)			117	71

These estimates suggest that the Lakeforest Transit Center requires minimal additions in parking in the years 2020 and 2040.

From the parking and bus bay requirements, the area needed for the expansions has been calculated in Table 9 below. The amount of area needed for the bus bays and circulation is dependent upon the efficiency of the design. The table estimates a low and high range for the bus bay area. It is assumed that a bus bay that requires minimal circulation is 5,000 square feet, whereas a bus bay that requires more circulation is double that at 10,000 square feet. An average of 80 spaces per acre has been assumed for the parking area utilizing a surface parking lot.

TABLE 9: REQUIRED AREAS, PARKING, AND BUS BAYS

Acreage Required	Lakeforest	
	2020	2040
Total Parking	183	229
Bus Bays	9	10
Layover Bays	4	4
Parking Area	2.285	2.864
Bus Area - Low	1.263	1.377
Bus Area - High	2.525	2.755
Area Required - Low	3.548	4.241
Area Required - High	4.81	5.619

Other Development Efforts

As part of this analysis, the study team met with the City of Gaithersburg and Lakeforest Mall owner representatives. Representatives included the mall's management company and the mall owner's development partner at the time. The redevelopment of the mall is a top priority of the City of Gaithersburg. The mall ownership team presented an unsolicited concept redevelopment plan to the City of Gaithersburg in September 2013. There is approximately 85 acres within the mall property and an additional 15 acres between the mall and MD 355 adjacent to Lakeforest Mall Drive. The developer plan proposes a town center with approximately 3.5 million square feet of mixed-use space with 1 FAR (Floor Area Ratio) and includes a multi-modal transit center.

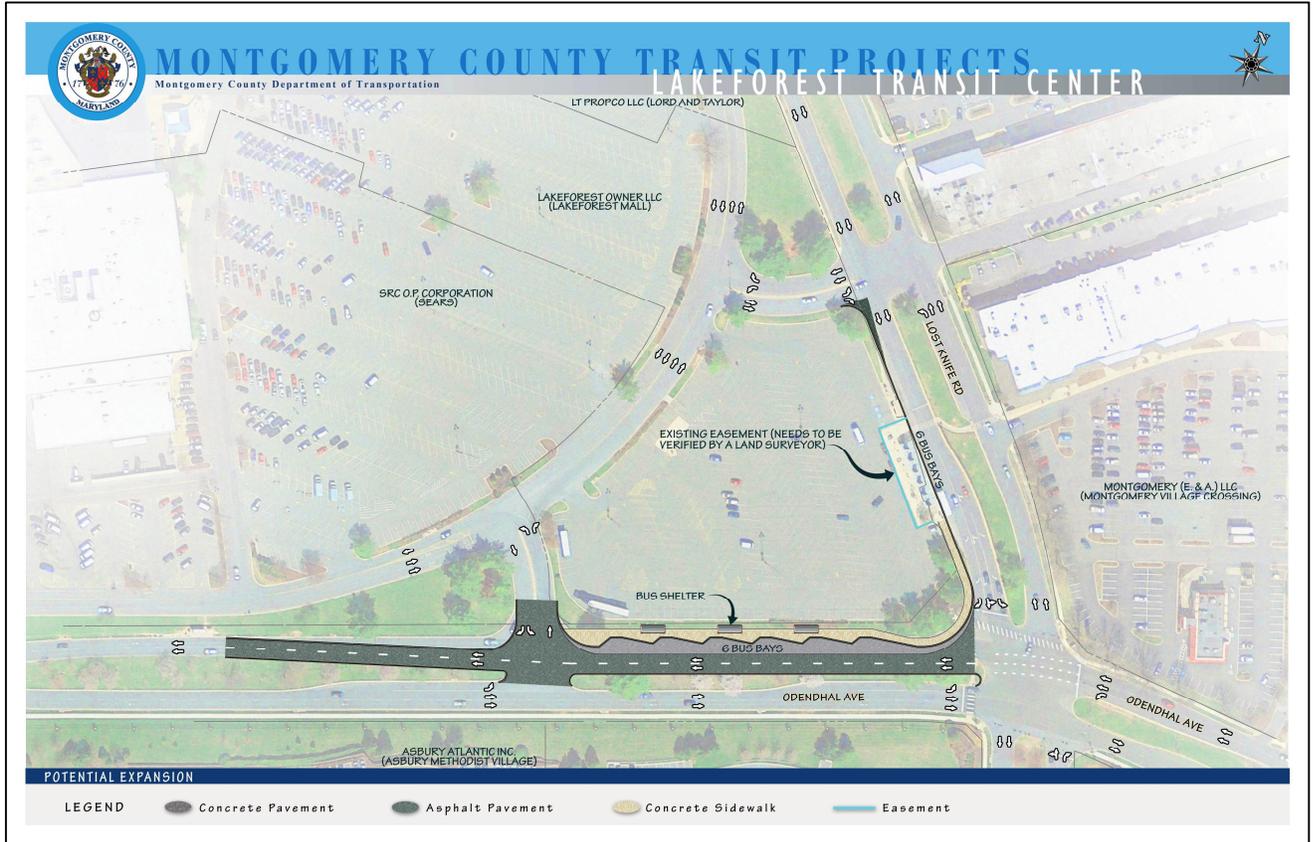
The plan also proposes to redevelop the area to MD 355 and potentially tie in transit to the planned BRT system along MD 355. According to the mall ownership team, some parcels adjacent to MD 355 between Odendhal Avenue and MD 124 may be interested in becoming a part of the redevelopment plan where they are exploring adding additional single owner parcels between MD 355 and the mall. Mall ownership is currently exploring financing through a public-private agreement with the county, state, and city. They began discussions with Montgomery County's Economic Development group in November 2013. As of this study, no update was provided by mall representatives.

The Montgomery County Fairgrounds, located approximately one mile from the Lakeforest Transit Center, may be under consideration for redevelopment under a public-private partnership; however, the timing of the redevelopment plans was unknown at the time of this study.

Recommendations and Conclusions

Given the success of the current LTC, projected transit forecast, and the need to provide layover areas, the study recommends site expansion include a two-phased approach: immediate and ultimate. The ultimate build-out phase should include: 1) provisions for an operator restroom facility; and 2) the inclusion of six (6) additional bus bays to improve bus circulation as soon as practical to meet the needs of transit users. However, any recommended improvements for the LTC require approval from the City of Gaithersburg and any off-road improvements require the approval from the property owner of the Lakeforest Mall. At the time of this report, mall ownership was exploring redevelopment efforts that include a town center with approximately 3.5 million square feet of mixed-use space and the inclusion of a future multi-modal transit center. Accordingly, it is recommended that this phase be deferred until redevelopment efforts are determined. At such time, the study's ultimate recommendations should be resumed with close coordination with the Lakeforest Mall owner and the City of Gaithersburg. In the meantime, the County should explore immediate short-term solutions including adding at least six (6) additional bus bays along Odendhal Avenue and extending the existing bus bays along Lost Knife Road. These improvements can be completed within public right-of-way and do not need approval from the Lakeforest Mall owner as shown in Figure 13. Close coordination will still be needed with the City of Gaithersburg for the improvements to Odendhal Avenue. This will alleviate some of the bus bay demand and provide additional capacity that is already needed currently.

FIGURE 13: LAKEFOREST IMMEDIATE OPTION



Note: See larger view of the graphic in the Appendix.

MONTGOMERY COUNTY TRANSIT PROJECTS



Montgomery County Department of Transportation

LAKEFOREST 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
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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
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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.

Site	Location	Straight Bus Bays		Saw-Tooth Bus Bays		Ride On Bus Routes		Metro Bus Routes		Parking Spaces		Daily Boardings		Project Goal
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	
Germantown Transit Center	Aircraft Drive / Century Boulevard	1	TBD	5	TBD	8	8	0	0	175	TBD	Unknown	TBD	Add 2 bus bays in near-term; add 3 additional bus bays in long-term
Milestone Transit Center	Milestone Shopping Center (Shakespeare Blvd.)	2	TBD	0	TBD	4	7	0	0	216	TBD	Unknown	TBD	Add parking and 2 bus bays
Upcounty Park and Ride	Unknown	0	TBD	0	TBD	0	TBD	0	0	0	TBD	Unknown	TBD	Add Park-n-Ride site to supplement existing transit centers
Lakeforest Transit Center	Lost Knife Road / Odenhal Avenue	2	TBD	0	TBD	7	7	2	2	300	TBD	4000	TBD	Add 2 bus bays; improve bus circulation; allow for provisions for an operator restroom facility
Boyds MARC Station	Route 121 (Clarksburg Road) / White Ground Road	N/A	TBD	N/A	TBD	N/A	TBD	0	0	0	TBD	Unknown	TBD	Add Park-n-Ride site to serve MARC and future RideOn Routes



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?

Boyds MARC Stop

- What is the agreement for soybean production on the M-NCPPC 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 Boyds 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
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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
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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: June 14, 2013

Date of Meeting: June 7, 2013

Time of Meeting: 2:00 PM – 3:00 PM

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

Meeting Description: Coordination Meeting with City of Gaithersburg

Work Order Number: 31681-019

Contract Number: 509337

Project: Lakeforest Transit Center

Participants:

Name	Company	Phone	Email
Aruna Miller	MCDOT, Div. of Transportation Engineering (DTE)	240-777-7240	Aruna.miller@montgomeryCountymd.gov
Greg Hwang	MCDOT, DTE	240-777-7279	Greg.Hwang@montgomeryCountymd.gov
Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	301-881-2545	Jack.Goode@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
Phil McLaughlin	MCDOT, Division of Transit Services (DTS)	240-777-5825	Philip.mclaughlin@montgomeryCountymd.gov
Ollie Mumpower	City of Gaithersburg	301-258-6370	omumpower@gaitersburgmd.gov
Rob Robinson	City of Gaithersburg	301-258-6330	rrobinson@gaitersburgmd.gov

Introduction:

A coordination meeting was held between Montgomery County Department of Transportation, City of Gaithersburg, and Whitman, Requardt and Associates. The purpose of this meeting was to discuss the County’s facility planning project at the Lakeforest Transit Center at the Lakeforest Mall, which is within the City of Gaithersburg.

Summary of Discussion:

- WRA provided a brief summary of the project’s goals. Site needs additional bus bays, better bus circulation, and provisions for an operator restroom facility.
- Phil mentioned the center was used as a destination and a transfer facility and believes there is a 60% /40% split between transfer/destination users. There have been some security concerns at the site but in recent years, some of those concerns have been mitigated. He also noted there is not sufficient room at the site for layovers.
- City of Gaithersburg noted the Lakeforest Mall was recently sold to Five Mile Capital and they are planning to redevelop the mall into mixed use development but have not finalized their plans. They said Five Mile Capitol views the center as a negative, that it is not a mall generator, that there’s perception of security issue, and that it is a hindrance to future redevelopment.
- There is an existing MOU between the County and the Lakeforest Mall landowner that allows for the transit center. The group did not know the full details of the MOU.

- The City mentioned there are some existing park and ride locations that are underutilized near the project site. These include one near Exit 10 on I-270, Metropolitan Grove MARC station, and Route 124 NB and SB at I-270.
- The City noted the Fairground lot is being redeveloped.
- The City mentioned they currently are completing a market analysis of the existing uses along project along the MD 355 corridor from the Father Cuddy Bridge to Route 124 which includes the Lakeforest Mall. The baseline study will be complete in the fall. The study is examining existing commercial and business uses and examining the lack of bicycle and pedestrian connectivity throughout the corridor.
- The group noted users are simply looking for the fastest way from areas north to the Shady Grover Metro stop.
- The City mentioned Watkins Mill is being extended and will be completed in 2018.
- The City is currently looking into adding Capital Bikeshare locations throughout the City but is waiting until they see how the Bikeshare program performs in adjacent Rockville.
- The City noted their Council finds the redevelopment of the mall very important to the City's growth and the City population is currently 61,000 residents.

Action Items:

- WRA to work with MCDOT on completing origin/destination surveys.
- The County to provide WRA with any landowner agreements for the transit site.
- WRA to coordinate with the County on the completion of the Transit Facilities Program Document.
- WRA to coordinate with the County on scheduling a meeting with the mall owner.



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
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Jack Goode	MCDOT, Division of Traffic Engr. & Operations (DTEO)	240-777-2126	Jack.Goode@montgomerycountymd.gov
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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
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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: November 13, 2013

Date of Meeting: October 29, 2013

Time of Meeting: 11:00 AM – 12:00 PM

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

Meeting Description: Coordination Meeting

Work Order Number: 31681-019

Contract Number: 509337

Project: Lakeforest Transit Center

Participants:

Name	Company	Phone	Email
Deanna Archey	MCDOT, Division of Transit Services (DTS)	240-777-5828	Deanna.archey@montgomeryCountymd.gov
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Pam Destino	WRA	410-246-3427	PDestino@wrallp.com
Matthew Hurson	Hines	202-434-0253	Matthew.hurson@hines.com
Paul DeMarco	Lakeforest Mall	301-670-0599	demarcop@urbanretail.com

Introduction:

A meeting was held between Montgomery County Department of Transportation, Upcounty Regional Service Center, Whitman, Requardt and Associates, Lakeforest Mall, and Hines. The purpose of this meeting was to meet with Five Mile Capital, owners of Lakeforest Mall, and discuss their redevelopment plans for the mall.

Summary of Discussion:

- The County and WRA provided a brief summary of the County’s project goals. The County is conducting a study to examine overcapacity and operational concerns at the Lakeforest Transit Center. The center needs additional bus bays, better bus circulation, and provisions for an operator restroom facility.
- Paul DeMarco with Five Mile Capital, through Urban Retailers, became the Lakeforest Mall manager after Five Mile Capital purchased the property in September 2012.

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

- Mr. DeMarco explained there are security concerns at the mall. The previous owners did not maintain lighting, landscaping, and security. Since Five Mile Capital's purchase, security has been tripled and lighting and landscaping has been improved. Paul noted that the bus stop (transit center) is not part of the security patrol.
- Mr. DeMarco explained there is a perception that the security problems come from the transit center through young male adults.
- Mr. DeMarco explained that the County is participating in an outreach campaign, through the County Council, regarding pedestrian accidents in the mall's parking lot. Aruna explained her group was involved with the study/campaign as well.
- Mr. DeMarco stated that his team has recently been able to maintain over 40 national retailers within the mall. The mall views success of the center by sales of the tenants; the big box retailers in the mall are not required to report sales since they own their own property.
- Mr. DeMarco stated that the transit center was important to the tenants as employees use it to get to work.
- At this time, the mall is not interested in having a bus stop closer to the mall's entrance.
- The County noted that RideOn route 55 which serves Lakeforest Transit Center makes up 10% of the system's ridership.
- The County noted that RideOn and Metro buses have cameras but they are not monitored. All video is stored on disk and is overwritten at a standard interval.
- Mr. Matthew Hurson from Hines detailed Five Mile Capital's preliminary plans for the redevelopment of the mall.
 - Hines is working cooperatively with Five Mile Capital in the redevelopment and will consider forming a redevelopment venture subject to the outcome of discussions with local, County, and State officials.
 - The team presented the redevelopment plan to the City of Gaithersburg in September 2013. The plan is for a town center with approximately 3.5 million square feet of mixed use space with 1 FAR.
 - The group is currently exploring financing through a public-private agreement with the county, state, and city. They begin discussions with Montgomery County's Economic Development group (Steve Silverman) next week (11/4/13) and hope to have the discussions with the public groups completed by the end of 2013. Subject to favorable outcome of the discussions, this would allow them to begin design for the redevelopment in mid to late 2014. If the public entities are not interested in the partnership, Five Mile Capital will reevaluate.
 - EEK, a NY planning firm, has drafted an initial redevelopment plan which includes a multi-modal transit center. Hines believes transit is an essential component of the mixed use town center concept currently envisioned for the site.
 - Mr. Hurson explained there is approximately 85 acres within the mall property and another 15 acres between the mall and MD 355 near Lakeforest Mall Drive. The current plan is to redevelop the area to MD 355 and potentially tie in transit to the planned BRT system along MD 355. He also mentioned the Hughes parcel adjacent to MD 355 is interested in becoming a part of the redevelopment plan. The group is exploring adding additional single owner parcels between MD 355 and the mall to the redevelopment efforts.
 - Mr. Hurson noted that the redevelopment of the mall is a top priority of the City of Gaithersburg's.
- WRA noted that from their initial study the required number of bus bays is 11 in 2020 and 12 in 2040.

Action Items:

- DTS will wait until Five Mile Capital concludes discussions with the County's Economic Development to determine the next path to take for the Lakeforest Transit Center improvement project. It was noted that decisions related to the development of the site will greatly influence the demands on the transit center.

Attachments:

1. Lakeforest Transit Center – Aerial Image



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
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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.
- **Boyds 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: January 27, 2015

Date of Meeting: January 26, 2015

Time of Meeting: 1:00 PM – 3:15 PM

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

Meeting Description: Project Update Meeting

Work Order Number: 31681-017/019

Contract Number: 509337

Project: Lakeforest Transit Center / Milestone
Transit Center

Participants:

Name	Company	Phone	Email
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Jim Guinther	WRA	443-224-1583	JGuinther@wrallp.com
Jim Ritchey	WRA	404-433-1379	JRitchey@wrallp.com



Introduction:

A meeting was held between Montgomery County Department of Transportation and Whitman, Requardt and Associates. The purpose of this meeting was to discuss operational feasibility for options at both Lakeforest Transit Center and Milestone Transit Center as a basis for later revision to the transit reports.

Summary of Discussion:

- Mr. Guinther provided a brief recap of the project goals for both sites.
- Mr. Ritchey prepared powerpoint slides with graphics and discussion for the Lakeforest Transit Center.
- **Lakeforest Transit Center Operational Feasibility**
 - Mr. Ritchey presented a graphic showing 200 feet of measured curb space along Lost Knife Road at the existing transit center. Currently there is sheltered space for two buses.
 - Currently, the LTC report indicates that there are two existing bus bays. Mr. Ritchey raises a point that with 200 feet of curb space, there is enough room to alter the report to show 4-5 existing bus bays if the buses are 35 feet to 40 feet.
 - The crosswalk however changes the possibility of fully utilizing the bus bays. Mr. Mclaughlin mentions that the crosswalk has been there for 3 years, and the transit center has been there since the early 1990's.
 - Mr. Mclaughlin mentions that the number of routes to the transit center has been approximately the same since the early 1990's, but the frequency has increased substantially.
 - Mr. Thomas mentions that the buses use the parking lot illegally as layovers.
 - Mr. Ritchey provided a table (already included in the LTC report) that shows the existing capacity, current demand, and projected demand for parking and bus bays. He shows the projected 2020 demand as 170 total parking spaces (down from 337) and 2040 projected demand as 200 parking spaces (down from 426). He also measured the existing acreage as 3.5 acres.
 - Some discussion to whether the existing area should be provided in the report as acres or square feet.
 - Mr. Ritchey provided another table of bus bays design types and their advantages and disadvantages. There was discussion of which might be utilized by the LTC.
 - Mr. Ritchey made a table showing all of the routes at the LTC with an operations analysis of 5 minute arrival times for the hours between 3 PM and 6 PM, when the transit center is at its busiest. The table included pass through routes and terminal routes and was further broken down by route to routes going north and south. The J7 / J9 Express route was highlighted green for the duration when the express bus remains at the bay from arrival to departure.
 - Ultimately a number was derived for the Buses per 10 minutes. The number ranges from 4 to 11. Mr. Ritchey mentions 1 bus every 10 minutes is comfortable (6 / HR) for a bay.
 - Mr. Ritchey estimates that 8 regular bus bays should be adequate to reach goals, and 4 layover bays would be enough.
 - Mr. Guinther mentions that 10 bus bays was the original goal for 2020, but that would actually be the very minimum for existing conditions today.
 - There is potential to look at sites closer to the Fairgrounds, near MD 355.
 - Design will have to be put on hold until the mall developer determines how the parcel will be utilized.
 - Mr. Guinther presented the 3 proposed options that were developed within the corner of the parcel that contains the existing parking lot.
 - Each option was discussed. Each options presents some feasibility, but Option 3 does not work well from a pedestrian standpoint.



- For each option, spaces are removed from the existing parking lot, but enough bus bays exist to reach future needs.
- **Milestone Transit Center Operational Feasibility**
 - Currently the report for MTC shows the parcel owned by Seneca Meadows as a potential site to reach the mid-term goals. The site could add 200-300 spaces and multiple bus bays.
 - Mr. Ritchey mentions there is another site that could be used to reach the mid-term goals. The site is located along Frederick Road (MD 355) and bounded within Milestone Manor Lane. The site is owned by Montgomery County. There is currently a dog park and a soccer field on the site. The land is located adjacent to other park areas, baseball fields, and parking lots.
 - Mr. Ritchey mentions the site could be utilized for the express routes, handling 10 bus trips in the morning and 10 bus trips in the afternoon. Perhaps the parking lot could possess 200-300 spaces for cars.
 - Mr. Mclaughlin mentions that the site along MD 355 would be a more accessible location than the site owned by Seneca Meadows. Also since it is owned by Montgomery County, the site is more ideal.
 - All agreed that it would be unlikely to remove the site from Milestone completely in favor for relocation elsewhere.
 - Much discussion occurred regarding how the long-term goals would be reached after achieving the mid-term goals. That is, would it still be feasible to build a parking garage at the Milestone site if 200-300 spaces and multiple bays would be placed elsewhere.
 - If a parking garage was to be built at the existing MTC site to achieve the long-term goals, another site would be needed during the construction phase to supply parking.
 - Ultimately the best route to achieve the immediate, mid, and long term goals was decided. In the immediate term, the site at the park should be used to expand parking and add multiple bus bays. In the mid-term, the existing MTC should add bus bays in a similar fashion to what is shown in the long-term concept designs on the first level. In the long-term, the extra levels for parking/garage should be added to the MTC.

Action Items:

- WRA to modify reports and then will be reviewed and revised for submission to the county no later than February 17th.

Attachment:

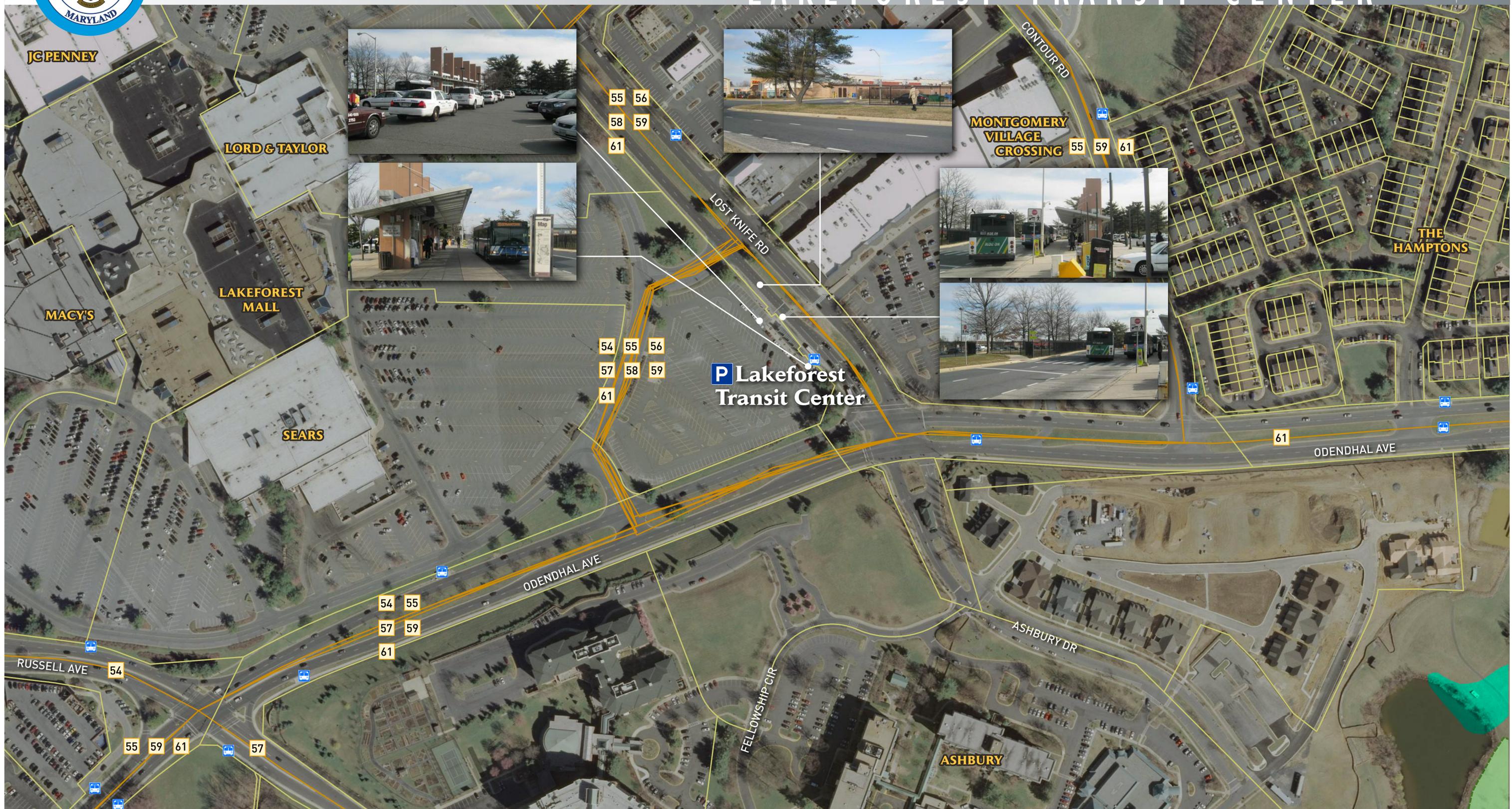
1. PowerPoint presentation
2. Lakeforest bus route schedule
3. Graphics of the park area along MD 355 as possible site for MTC



MONTGOMERY COUNTY TRANSIT PROJECTS

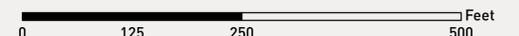
Montgomery County Department of Transportation

LAKEFOREST TRANSIT CENTER



LEGEND

- RIDE ON BUS STOP
- RIDE ON BUS ROUTE
- PARK AND RIDE LOT
- FOREST CONSERVATION EASEMENT
- NATIONAL WETLANDS INVENTORY
- PARCEL BOUNDARY



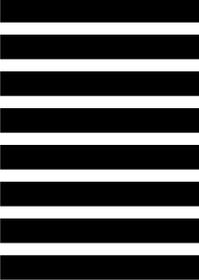


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DIVISION OF TRANSPORTATION ENGINEERING

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The Montgomery County Department of Transportation (MCDOT) always welcomes your feedback. This is an opportunity for you to provide your comments and concerns with MCDOT.

**FACILITY PLANNING TRANSIT PROJECTS:
Lakeforest Transit Center - Ride On Survey**
April 2013

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MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION

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

Lakeforest Afternoon Peak Period Operations Analysis

	Pass through Routes								Terminal Routes								Buses per 10 minutes
	55		58		59		61		J7 / J9		54		56		57		
	North	South	South	North	North	South	North	South	Arrive	Depart	Arrive	Depart	Arrive	Depart	Arrive	Depart	
Arrival Times																	
3:00 to 3:04	3:01	3:01		3:04									3:00				
3:05 to 3:09																	5
3:10 to 3:14	3:11	3:11			3:13									3:14			4
3:15 to 3:19						3:15		3:16								3:18	7
3:20 to 3:24	3:21	3:22	3:21										3:20	3:20			9
3:25 to 3:29				3:29						3:25	3:21						8
3:30 to 3:34	3:31	3:33			3:33									3:34			7
3:35 to 3:39						3:35											6
3:40 to 3:44	3:41	3:43						3:41					3:40			3:43	6
3:45 to 3:49														3:45			6
3:50 to 3:54	3:51	3:53	3:51	3:54	3:54					3:51	3:50			3:54			9
3:55 to 3:59						3:55				3:58							10
4:00 to 4:04	4:01	4:03															5
4:05 to 4:09								4:06	4:00				4:05			4:08	7
4:10 to 4:14		4:13			4:14									4:10			7
4:15 to 4:19	4:16		4:18			4:15				4:16	4:15			4:14			9
4:20 to 4:24		4:23		4:22													8
4:25 to 4:29								4:27									4
4:30 to 4:34	4:31	4:33			4:34				4:30	4:28			4:33	4:35	4:34	4:33	9
4:35 to 4:39						4:35					4:35						11
4:40 to 4:44			4:43														6
4:45 to 4:49		4:48		4:47	4:49			4:47		4:49			4:40				7
4:50 to 4:54	4:50										4:53			4:54			8
4:55 to 4:59						4:56							4:55	4:55		4:58	9
5:00 to 5:04	5:03	5:03			5:04				5:00								10
5:05 to 5:09			5:08					5:07		5:06							7
5:10 to 5:14				5:12										5:14			5
5:15 to 5:19	5:15	5:18			5:19									5:15			7
5:20 to 5:24																	9
5:25 to 5:29	5:27					5:26		5:28		5:28			5:23			5:23	8
5:30 to 5:34		5:33	5:33						5:30								8
5:35 to 5:39	5:39			5:37	5:38					5:35	5:36			5:34			10
5:40 to 5:44								5:48					5:42				8
5:45 to 5:49																5:48	4
5:50 to 5:54	5:51	5:53			5:53					5:54		5:50					7
5:55 to 5:59			5:58			5:56								5:55			8
Trips during period	15	15	7	7	10	8	8	6		7	5	7	7	8	7	9	7
Trips per hour	5.0	5.0	2.3	2.3	3.3	2.7	2.7	2.0		2.3	1.7	2.3	2.3	2.7	2.3	3.0	2.3
	Combine as bays 7 and 8																
Proposed Bay #	1	2	3		4		5		6	7 - Arrival Bay		8 - Departure Bay					
Trips during period	15	15	14		18		14		12	24		17					
Trips per hour	5	5	4.7		6.0		4.7		4.0	8		5.7					

Notes

Metro express bus remains at the bay from arrival to departure

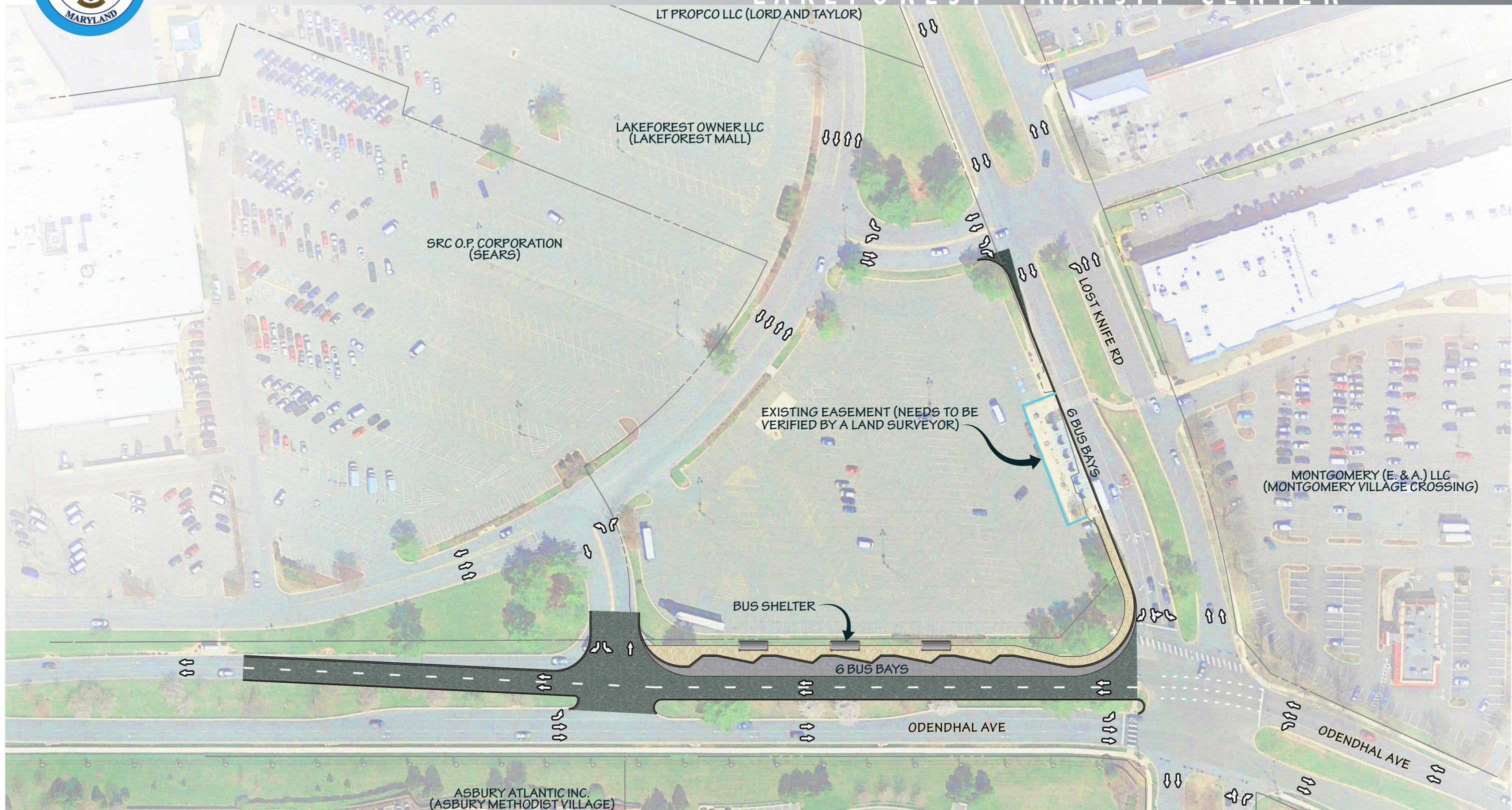
Routes 54, 56 and 57 would share the use of two bays. All arrivals would use one bay. The buses would arrive, discharge passengers and then move into a layover area. From the layover area, the buses would move to the departure bay as scheduled. The layover area will need to accommodate 4 buses at a time. The passenger loading area for the departure bay will also need to be sized based upon expected passenger volume for the combined routes. The actual operating schedules, especially arrivals, will have substantial variation from published times because of variable traffic conditions and passenger loads. During peak periods, there may need to be on-site supervision.



MONTGOMERY COUNTY TRANSIT PROJECTS

Montgomery County Department of Transportation

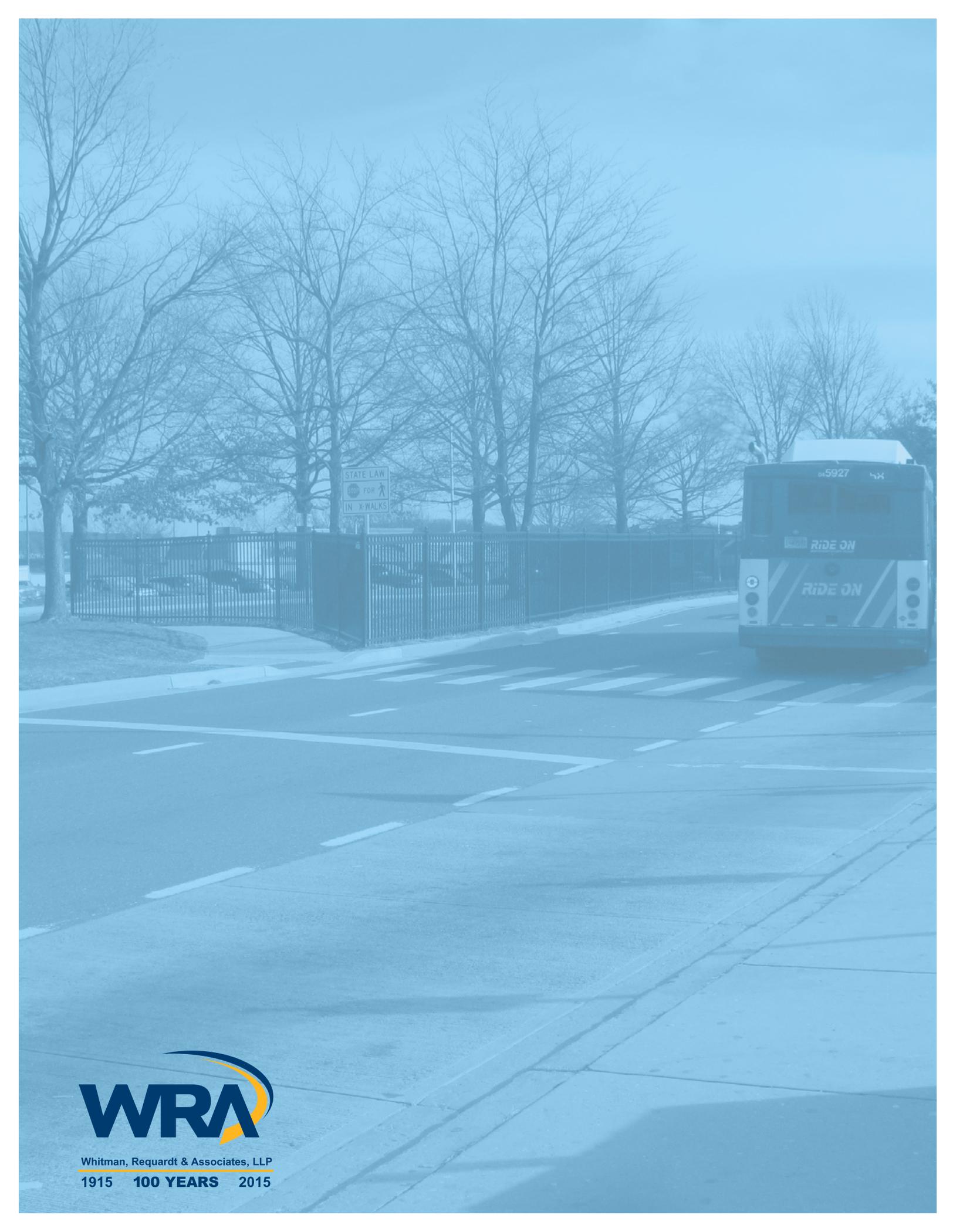
LAKEFOREST TRANSIT CENTER



POTENTIAL EXPANSION

LEGEND

- Concrete Pavement
- Asphalt Pavement
- Concrete Sidewalk
- Easement



Whitman, Requardt & Associates, LLP
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