

MUNICIPALITY OF ANCHORAGE
Department of Public Transportation

Amenity Distribution Guidelines

Purpose

The purpose of this document is to establish guidelines which will be used by Municipality of Anchorage (MOA) Public Transportation Department (PTD) staff to determine the eligibility of a bus stop or transit facility to receive amenities.

Intent

It is the intent of the PTD to provide safe, clean, and accessible transit facilities and bus stops for all of our users. This document shall serve as a guideline for PTD staff at the time when new or existing bus stops are being considered for development, or when public requests for amenity placements are filed with the PTD.

Background

Features such as ADA compliant sidewalks, pathways, and roadway crossings in the area around transit access points; and transit amenities like benches, shelters, and lighting at stops are important for pedestrian accessibility, safety and comfort. Having safe and convenient pedestrian access, as well as providing comfortable waiting areas assists in encouraging increased transit use and ADA compliance.

It is important to recognize that the expense of developing a bus stop is not limited to the purchase of the amenities, but includes the long term maintenance of its infrastructure and features. Bus stops should have routine maintenance to ensure continued functionality and public safety. This includes updating maps, installing boarding pads, shelters, trash receptacles and benches; trash collection, ice and snow removal, landscape maintenance, as well as repairs due to vandalism and accidents.

In addition to the above considerations, the following questions and items will need to be addressed prior to amenity placement:

Bus Stop Location – Is the site ADA compliant? Is there an ADA accessible route to the site? Is there adequate right-of-way? What amenities are currently installed? Will the installation of amenities require the stop to be relocated?

Construction Status – Are the amenities part of the construction project? Are amenities readily available? Are there adequate funds available for the installation and long-term maintenance of amenities?

Current Use Patterns – Are there non-rider issues? What are the current boarding numbers?

Reasonable Accommodation Request

A verification of amenity need will be achieved through a reasonable accommodation request submittal to the MOA PTD.

People with disabilities and senior citizen requests receive priority for bus stop amenities. PTD staff will work to ensure that if applicable, a reasonable accommodation can be made to satisfy the needs stated in the request.

A request shall be submitted using the PTD's *Bus Stop Amenity Request Form*. This form can be completed and submitted online or hardcopies may be picked up at customer service within the Downtown Transit Center. If an individual is unable to submit a request on their own, an explanation must be given as to why a request is being submitted on the behalf of another. All submitted request forms will be kept on file by the PTD.

The request shall be legible and identify the individual's name, contact information, both bus stop number and name of the site they would like to see developed, as well as the amenity they would like to see installed at the site. Justification for amenity placement must be clearly identified in the request.

Requests may be followed up by an in-person interview by the Site Enhancement Supervisor.

Citizen Request Process

A request shall be submitted using the PTD's *Bus Stop Amenity Request Form*. This form can be completed and submitted online or hardcopies may be picked up at customer service within the Downtown Transit Center. If an individual is unable to submit a request on their own, an explanation must be given as to why a request is being submitted on the behalf of another. All submitted request forms will be kept on file by the PTD.

The request shall be legible and identify the person or entity's name, contact information, both bus stop number and name of the site they would like to see developed, as well as the amenity they would like to see installed at the site. Justification for amenity placement must be clearly identified in the request.

Requests may be followed up by an in-person interview by the Site Enhancement Supervisor.

Boarding Numbers

In order to be consistent with current design standards, PTD staff will consult the Municipality's "*Design Criteria Manual, Chapter 7 – Public Transportation;*" to determine if current boarding numbers, and the location of the bus stop qualify the site for consideration of certain amenities.

In addition, the following boarding numbers in tables 1a and 1b will be used as a guideline if a determination is made to place amenities based on stop use.

Table 1a

Use Class	Average Boardings	Bus Stop Location	Amenities Which May Be Considered
Class 1	1 - 15	Major Commercial District	Lighting, ADA Boarding Pad
Class 2	16 - 40	Major Commercial District	Lighting, ADA Boarding Pad, Trash Receptacle, Bench or Leaner Rail
Class 3	41 - 75	Major Commercial District	Lighting, ADA Boarding Pad, Trash Receptacle, Bench or Leaner Rail, Shelter
Class 4	76+	Major Commercial District	Lighting, ADA Boarding Pad, Trash Receptacle, Bench or Leaner Rail, Shelter, Heated Sidewalks and Waiting Areas, Electronic Signs

Table 1b

Use Class	Average Boardings	Bus Stop Location	Amenities Which May Be Considered
Class 1	1 - 10	Urban/Rural	Lighting, ADA Boarding Pad
Class 2	11 - 25	Urban/Rural	Lighting, ADA Boarding Pad, Trash Receptacle, Bench or Leaner Rail
Class 3	26 - 45	Urban/Rural	Lighting, ADA Boarding Pad, Trash Receptacle, Bench, Shelter
Class 4	46+	Urban/Rural	Lighting, ADA Boarding Pad, Trash Receptacle, Bench, Shelter, Heated Sidewalks and Waiting Areas, Electronic Signs

Lastly, the number of bus riders using a stop and the number of routes serving a stop are important elements in the consideration of amenity installation. While these factors are important, they are not conclusive. Other elements need to be considered to ensure a suitable decision can be made. PTD staff reserves the right to determine how bus stop amenities are distributed and to revise these guidelines as needed.