

APPENDIX J

PARK-AND-RIDE FACILITY DEVELOPMENT GUIDANCE

Transit facilities are an integral component of managing growing congestion on travel corridors. As MnDOT District 3 makes decisions on potential transit expansion with the district, it is critical for there to be consistency in identification of park-and-ride facility need and location. The following suggests a guidebook approach to evaluating and selecting park-and-ride facility improvements. In order to maintain a regional policy and enhance collaboration and efficiency, this analysis follows similar policies as set forth by the Metropolitan Council’s 2030 Park-and-Ride Plan and the MnDOT’s 2003 “Draft” Park-and-Ride Cost Participation Guidelines (not adopted).

MnDOT’s 2003 “Draft” Park-and-Ride Cost Participation Guidelines established a process for funding, design, construction and maintenance of Park-and-Ride Facilities. These guidelines should be considered for adoption as part of a Park-and-Ride Facility Guidance program.

PARK-AND-RIDE CHECKLISTS

Figure J-1 Request Processing Procedure

		Responsibility (P=Primary, S = Secondary/Support)			
		Transit System	MPO or Local Unit of Government	MnDOT	Architect / Consultant
<input type="checkbox"/>	Document Need (follow MC 2030 Park-and-Ride Plan Chapter 5: Site Location Criteria):	P*		P**	
<input type="checkbox"/>	Determine facility need and system integration				
<input type="checkbox"/>	Market Area Analysis				
<input type="checkbox"/>	Site Selection and Design Considerations				
<input type="checkbox"/>	Request for a new facility or facility revision	P*		P**	
<input type="checkbox"/>	District 3, MPO, Transit Agency and LGU evaluate request		S	P	
<input type="checkbox"/>	If Facility Need is approved, submit to District 3:	P*		P**	
<input type="checkbox"/>	Concept Layout	S*		S**	P
<input type="checkbox"/>	Concept Cost Estimate	S*			P
<input type="checkbox"/>	Concept Approval	P*		P**	
<input type="checkbox"/>	Support Documentation	P*		P**	S
<input type="checkbox"/>	Amend Capital Improvement Plan	P*		P**	S
<input type="checkbox"/>	Grant Application Submittal	P*		P**	S
<input type="checkbox"/>	Evaluate Grant Application			P	
<input type="checkbox"/>	Include Project in STIP			P	

*If facility served by transit **If facility not served by transit

Figure J-2 Cost Participation Decision Process

		Responsibility (P=Primary, S = Secondary/Support)			
		Transit System	MPO or Local Unit of Government	MnDOT	Architect / Consultant
<input type="checkbox"/>	Identify Primary Roles of Agencies Involved			P	
<input type="checkbox"/>	Identify Financial Responsibility: Typically: Mn/DOT: right-of-way; LGU: utilities, shelters, structures, lighting, etc. Above ground improvements	S		P	
<input type="checkbox"/>	Resolutions Adopted by LGU and Transit Agencies	P	P	P	
<input type="checkbox"/>	Preconstruction Engineering	S		S	P
<input type="checkbox"/>	Right of Way Acquisition	P*	S	P**	
<input type="checkbox"/>	Construction Costs	P*	S	P**	
<input type="checkbox"/>	Maintenance	P*	P/S	S	
<input type="checkbox"/>	Project Development Responsibility	P*	S	P**	
<input type="checkbox"/>	Project Operation and Maintenance Responsibility	P*	P/S	S	

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