



# “In The Weeds: Developing bus stops in a car-centric culture”

- **Andy Fry**, Director of Planning for Topeka Metro, Topeka, KS

# Overview

Goal

Process

Checklists

Project Management Tools

Documents

- Internal
- External

Key Contacts

Integrating into City/County Construction Process

Final thoughts

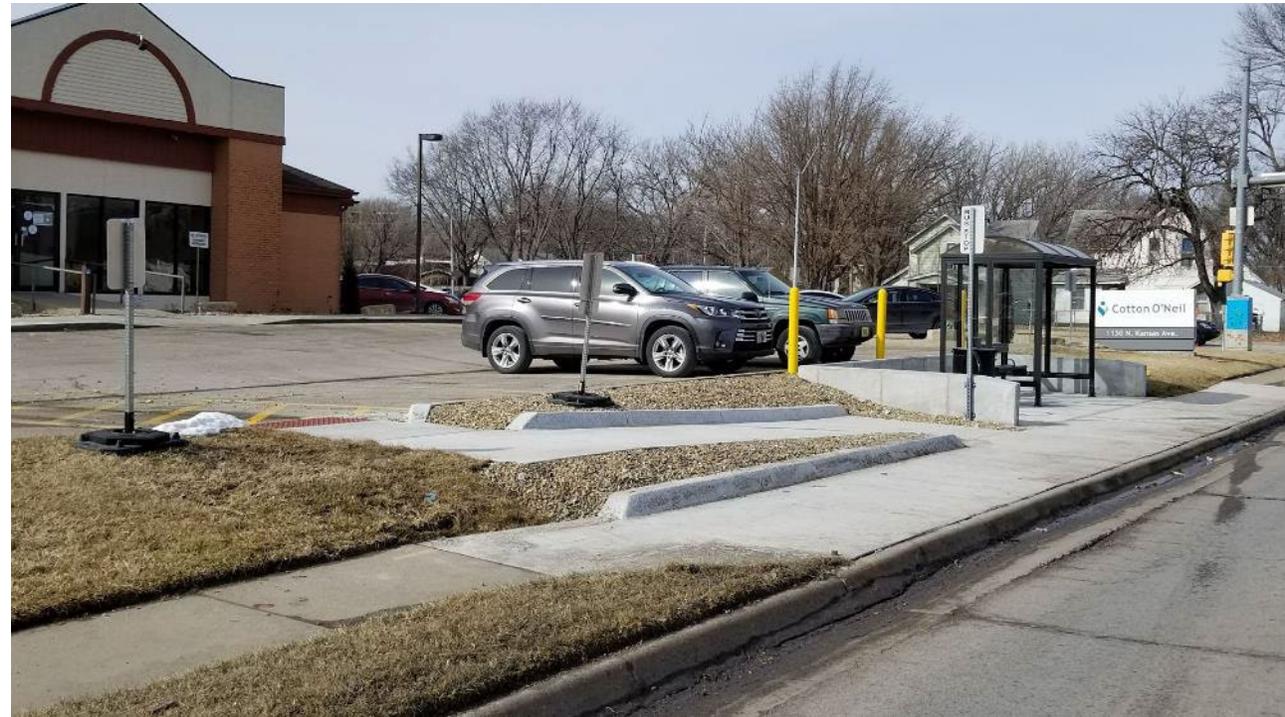


# Goals

Board set goal of being  
100% ADA in 2015

Board went to fixed bus  
stops in 2016

Required an organized  
process to organize  
and approach these stops



# Process

- Internal review of existing site, create concept sheet
- Review with Planning, Maintenance, Operations (Operators/Supervisors)
- Take proposals to City Traffic Engineer for pre-approval
- Work through issues identified by City
- Share with adjacent property owners about proposed amenities in the Right of Way (ROW) as well as Memorandum of Understanding (MOU) if beyond ROW.
- Work through any issues identified by adjacent property owners.
- Submit to FTA for NEPA review (environmental/historical review etc)
- Work through issues identified by FTA with concept sheets
- Take FTA approved concept sheets to contract engineer for design
- Work through issues identified by engineer/surveyors
- Bring final engineering drawings back to City Traffic Engineer for final review
- Work through any issues identified by City with consulting engineers
- Submit as a RFP package for construction and work with consulting engineers to validate pricing/value
- Construct and work through construction variants etc.



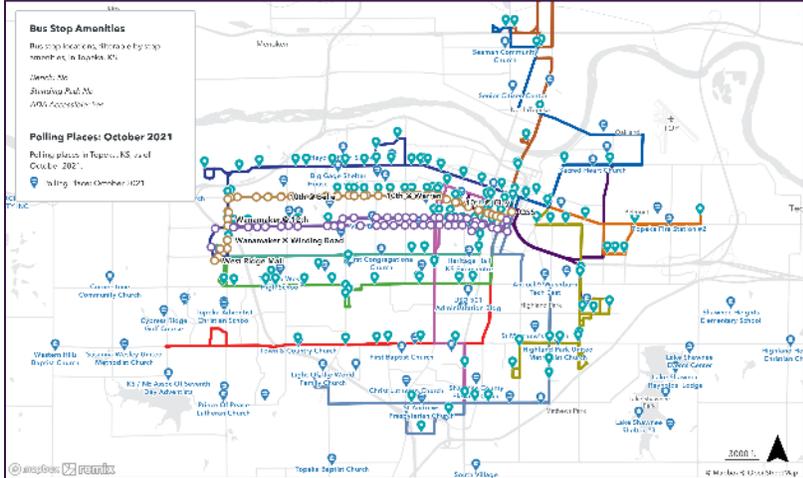
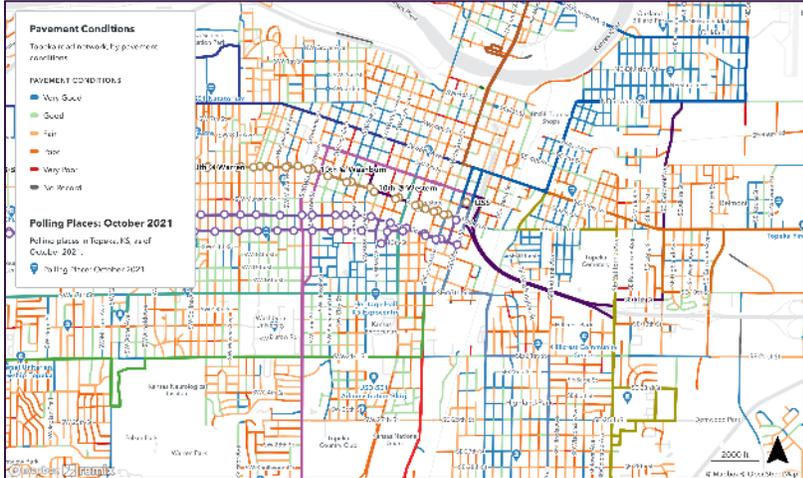
# Project Management Tools/ GIS

## Remix

- Helps visualize areas of need or challenges for development

## Trello

- Organizing tasks and follow-ups on multiple concurrent projects/ processes



# Document: Internal

## Concept Drawings

Master Bus Stop spreadsheet with bus stop name (Primary Street @ Secondary Street), Stop #, Amenities, Picture link, Phase of Construction

Folder database of updated pictures by formal name for quick reference

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Property owner approved  
City approved  
Phase 9.2

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### 10th @ Tyler (OB)

- Ridership: 66 boardings per week
  - Route percentile: %
  - System percentile: XX%

Comments

- Bench, concrete pad, trash can, bike rack
- No directly overhead lighting

Parcel ID: 100110010010000			
Quick Map ID: 100110			
Owner Name: AZURA CREDIT UNION			
Owner Address: 2424 SW 10th St, Topeka, KS 66612			
Property Address: 610 SW 10th Ave, Topeka, KS 66612			
Subdivision: ORIGINAL TOWN			
Zoning: 2000000_000			
Neighborhood: 2000000 - 2000000 OUTSIDE			
Census Tract: 2000000 - 2000000			
Property Description: 2000000 11 2000000 11			
* Controversial Legal Detail: See each use for legal purposes.			
Improvement Number:	2000000	Recorded Date:	08/13/2017
Section:	01	Township:	11
Block:		Range:	14
Land Sq. Ft:	1,500	Lot:	24 *
Living Units:		Total Acres:	0.03
Class:	COMMERCIAL		
Label:	0		
Improvement:	0		
2019 Appraised Value:	0	Total Assessed Value:	
2018 Total Appraised Value:	0	Property Value Change:	
2017 Total Appraised Value:	0		



Need to call David Linderman when starting construction to discuss sprinkler system:  
**David Linderman**  
 Vice President of Finance & Accounting  
 Azura Credit Union  
 610 SW 10th Avenue  
 Topeka KS 66612  
 Phone 785-233-5556 ext. 2216  
 Fax 785-233-4850

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# Key Contacts

- City Traffic Engineer and subordinate staff
- City Development Services
- City Planning Staff
- State DOT Transit Staff
  - FTA NEPA review staff
- Consulting Engineers
- City Engineers and Public Works Project Managers
- Public Works Director
- Utility (Water) Director and Staff
- Parks and Rec Project Managers
- Community Developers and Architects
- Community Groups and Philanthropists



# Integrating into City/County Construction Process

Site Development Process

Site Redevelopment Process

City Public Works Street Redevelopment

SORT grant or neighborhood projects

Parks and Rec and other public spaces redevelopment

City development codes

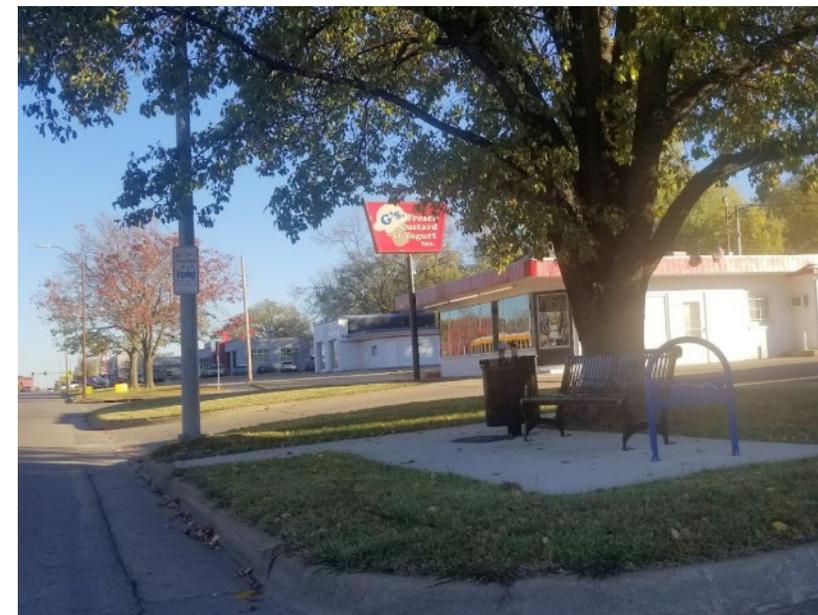
Partnering with City etc on State and Federal grants for share amenities (sidewalks/bus stops) in a corridors



# Integrating into City/County Construction Process

## Understanding applicable City documents

- Adherence or commitment to ADA
- Right of way and zoning requirements
- ROW agreements
- Codes related to Sign and vertical impediment
- Site triangle restrictions



# Final Thoughts

Document everything with property owners and govt entities for reflection and inspection. MANY times entities will come back to validate you actually did something or talked to someone. Keep notes with dates.

If you're participating in this process in the public light, you will become a transportation equity warrior, if you're not already. 😊



# Questions/Contact

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[afry@topekametro.org](mailto:afry@topekametro.org)

Bus Stop Planning Guidelines:

<https://bit.ly/3DtTTuD>

