



Memo

From: Karina Ricks, Director
Date: February 20, 2019
Re: **POLICIES AND STANDARDS FOR TEMPORARY BUS STOP
RELOCATIONS**

It is kindly requested that, in accordance with new Department of Mobility and Infrastructure (DOMI) policy, requests for temporary bus stop relocation, consolidation, and closure follow the standards laid out in the following documentation.

Please return all filled and signed forms as a part of the Maintenance and Protection of Traffic (MPT) Plan to Denny Robinson's attention at Denny.Robinson@pittsburghpa.gov with a cc to Alan Asbury at Alan.Asbury@pittsburghpa.gov.

If you have any questions regarding the policy, please contact the department at domi.policy@pittsburghpa.gov with a subject line: POLICY – TEMPORARY BUS STOP RELOCATION.

Thank you,

Karina Ricks
Director, Department of Mobility and Infrastructure



DOMI

Department of Mobility and Infrastructure

Guidelines for the Temporary Relocation or Removal of Bus Stops for Construction Activities

Overview

To ensure safe access to transit and to properly mitigate impacts from construction activities on bus service, the temporary relocation or removal of Port Authority bus stops for construction is evaluated by the Department of Mobility and Infrastructure (DOMI), in close coordination with the Port Authority of Allegheny County (PAAC).

These guidelines provide developers, consultants and others a consistent set of procedures that DOMI and PAAC use to review requests to temporarily relocate an existing bus stop during periods of construction. Guidelines apply to Port Authority Transit and all other regional transit service in the City of Pittsburgh.

Review Criteria

In urban areas, construction activities often impact the use of the public right-of-way (ROW). Sidewalk or road closures for construction related activities may make a bus stop inaccessible or unsafe for users. In these instances, it may be necessary to temporarily relocate or remove a bus stop for safety reasons. Regardless of if a stop is moved or consolidated, the expectation is that the stop will be restored in the same location and with comparable or improved amenities when construction ends. In all cases, impacts to bus access or transit service should minimize the duration of the relocation or closure, and restore the stop once safe access can be provided.

The placement, movement, or removal of a bus stop is a complex process that involves a variety of safety and technical considerations. The physical relocation of the stop also carries a financial cost. While construction activities may appear to only impact one stop, moving a stop to another location or removing it from the network may create additional concerns or challenges elsewhere or a barrier to transit access for existing users. PAAC and DOMI make every effort to consider the range of impacts that accommodating these requests may entail.

When reviewing the impacts of construction on bus stops, DOMI and PAAC consider impacts to transit service, passenger safety, operations and safety of the roadway, location of other transit stops, connecting transit services, traffic conditions, and land use. The following criteria are used to evaluate if the stop can be maintained or if relocation or consolidation of stops is appropriate:

1. Requests to temporarily relocate or remove stops are considered only when there is a compelling safety issue with the physical location of the existing stop which cannot otherwise be mitigated.
2. When impacting a bus stops, the City's preference is to maintain the stop during construction for the duration of time that safe access to the stop can be provided without negatively impacting rider experience or transit service. Pedestrians should be directed through temporary access routes by the use of signs and other way-finding devices, giving them a safe path through or around the work zone. Please note that pedestrian safety may require protective barriers.
3. If the stop cannot be maintained for safety or service reasons, than a temporary stop location will be considered by DOMI and the Port Authority. The temporary stop location should be consistent with PAAC [service guidelines](#). It is the responsibility of the applicant to install the necessary improvements to ensure that the stop is accessible; this may include improvements to sidewalk or ADA ramps. For closures greater than 30 days, the applicant should seek to provide the same amenities and level of service as the impacted stop. All costs associated with bus stop relocation and closure will be borne by the applicant.
4. If relocation is not feasible, then a temporary consolidation (removal) of the impacted stop may be considered. To maintain PAAC service guidelines, stops should be spaced a minimum of .25 miles apart. Due to the service implications of consolidating stops, this is considered only as a last recourse.
5. Additional approval and/or remuneration may be necessary if the temporary consolidation affects a shelter located at the impacted stop.
6. In all cases, the duration of the relocation or closure should be minimized and the stop should be restored once safe access can be provided. Applicant should work with DOMI and PAAC to explore options for restoring the bus stop with a shelter, seating or other amenities.

Process

Requests to temporarily impact a stop must be accompanied by a *Temporary Bus Stop Relocation/Removal Requests Form*. If the request is associated with a Construction Management Plan or Opening Permit, the form should be submitted with applicable Plans or Permits.

DOMI Permit staff will review the request and forward the form to PAAC staff for comments and approval. DOMI and PAAC will make a recommendation on whether or not to temporarily relocate, remove or consolidate stops as a part of the plan review. DOMI and PAAC must both sign of the temporary relocation plan before permit, CMP or MPT approval. Once approved, the applicant must work to notify the public of relocation or closure within a reasonable amount of time, as determined by DOMI and PAAC.

Appeals

Appeals to a rejection or a conditional approval of a temporary relocation must be made in writing to the Director of the Department.

Contact

Please contact DOMI at domi.policy@pittsburghpa.gov with questions or appeals.

PAAC Concurrence Stop to be relocated to: _____ Stop to be temporary consolidated DOMI Approval



City of Pittsburgh, Department of Mobility and Infrastructure
Room 301, City-Council Building | 414 Grant St. Pittsburgh PA, 15219 | (412) 255-2621

Bus Stop Temporary Closure Request Form

This form is intended to standardize all requests for the temporary closure and/or relocation of bus stops. All requests will be evaluated by DOMI and the Port Authority in accordance with DOMI policy, attached. Please send the completed form to Denny Robinson at Denny.Robinson@pittsburghpa.gov and cc' Alan Asbury at Alan.Asbury@pittsburghpa.gov. This form may also be submitted as an attachment to a CMP or MPT plan.

Requestor Contact Information:

Name/Title: _____ Company: _____

Phone: _____ Email: _____

Please check the box that best describes you:

Property Owner Property Tenant Permit Applicant Other

If "other", please describe: _____

Bus Stop Relocation Request Information:

Briefly explain the reason(s) for the closure request including the anticipated duration of closure. If applicable, note permit ID, MPT or CMP:

If the bus stop cannot remain open during construction, the stop must either be temporarily relocated or consolidated (DOMI preference) consistent with [PAAC Service Guidelines](#). When determining if a stop is relocated or consolidated, safety, accessibility, spacing of stops and other items are considered by the Department.

	Stop ID	Routes Served	Distance (please use feet)
Current Stop Location			<i>Not Applicable</i>
Previous Bus Stop			
Next Bus Stop			

If the distance between the current and next adjacent stops is .25 mile or greater, a temporary stop will be provided. Applicant must propose a temporary stop location:

Please check all current stop amenities that will be impacted:

Shelter Bench Schedule Board Trash Receptacle Other

Once the form has been completed, please provide your signature below. By signing, you are indicating that you understand that this relocation is temporary and that the stop will be returned to its current location once the location is again available for transit activity. Permits *will not be issued* if the applicant does not provide a signature.

Name

Signature

Date

Disclaimer: This document will be used by DOMI and the Port Authority of Allegheny County to guide permitting decisions. These decisions will be informed by the impacts of potential construction activities on transportation access and service. DOMI and the Port Authority have final say on all determinations.