

Skagit Transit

Maintenance, Operations, and Administrative Base Feasibility Study

March 2015



Perteet

Prepared for:



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Addendum No. 1

Skagit Transit Maintenance, Operations, and Administrative Base Feasibility Study

April 8, 2015

The March 2015 Skagit Transit MOA Feasibility Study has been amended to include Addendum No. 1 which evaluates a new site identified during the course of public notification for the Study.

FedEx Site

With a score of 91, the FedEx site has emerged as the highest ranking site under consideration. Skagit Transit became aware of this site during the course of public notification for the Feasibility Study. The site is located on the north side of Peterson Road on Bay Ridge Drive and consists of 7.4 acres currently used as a FedEx distribution center and a portion of an undeveloped 6-acre property abutting this site to the north. The abutting property would be purchased in conjunction with a boundary line adjustment so that an additional 2-3 acres could be purchased for the construction of fueling and wash stations and possibly a driver training pad. It is anticipated that FedEx will vacate the site by late fall or early winter of 2015 when they relocated to a new Burlington facility. Both properties making up this site are being offered for sale.

The site includes improvements that would be used and modified by Skagit Transit. On site improvements include a 68,230 sf distribution building (64,729 distribution warehouse and 3,900 sf office space), truck trailer parking, staff and visitor parking, fencing, security lighting and cameras, and stormwater detention. The building was constructed in 2004 for FedEx and was expanded in 2008. The building is pre-engineered steel frame with metal siding and a concrete floor. Tenant improvements would be needed to correctly program the space for Skagit Transit's needs but the building's size and flexibility would allow for these changes. Some of the largest improvements would be the addition of a fueling and wash station and tenant improvements to convert existing warehouse space to office space. Tenant improvements could be phased over time so that immediate space and programing needs are addressed first.

The site's history of land use does not raise concerns for hazardous materials and contamination. The site is located outside of the floodplain and has low soil liquefaction potential. Operational considerations for deadhead and public access are similar to those for the Westar Lane Site.

Development costs are anticipated to be significantly lower at the FedEx Site than for the other top sites. The FedEx building and land are listed for sale for \$5.495 Million and the property to the north is anticipated to sell for roughly \$8/sf. If two acres of the property to the north were purchased, total sale price would be \$6.2 Million for the entire site. FedEx is paying \$36,849 in rent per month and will continue paying this to a new owner until they vacate. The site's configuration and existing building are already well suited to transit needs. While the site would need immediate tenant improvements before occupancy, some anticipated improvements like the construction of a wash station and could be constructed in the future as funding becomes available. Contractor estimates for tenant improvements to make the site move-in ready for Skagit Transit would be completed during pre-purchase due diligence. However, total costs of property acquisition and tenant improvements to program building space to fit Skagit Transit's needs are estimated to be half the cost of new development.

Ranking of Top Sites		
Scores: 4=Superior 3=Very Good 2=Good 1=Neutral 0=Poor		
Criteria (Weight)	FedEx Site	
	Score	Weighted Score
Size 8.7 acre minimum (1.5)	4	6
Useable Area (1.5)	4	6
Location/Operational Efficiency (1.5)	2	3
Zoning/Permitting (1.5)	2	3
Future Growth Potential, 40 to 50 years (1.1)	4	4.4
Expansion/Flexibility (1.1)	4	4.4
Lot Shape (1.3)	4	5.2
Topography/Developable (1.2)	4	6
Out of Floodplain (1.5)	3	3.6
Site Encumbrances (1.5)	3	4.5
Site Access (1.3)	2	2.6
Proximity to Major Streets (1)	2	2
Steep Slopes (1.2)	2	2.4
Geology (1)	2	2
Soil Liquefaction (1.3)	2	2.6
Utilities Readily Available (1.2)	2	2.4
Fiber (1)	0	0
Site Circulation (1)	4	4
Archeological Risks (1)	1	1
Site Setting Compatibility (1)	3	3
Traffic Impacts (1)	4	4
Radio Coverage (1)	3	3
Ease of Acquisition (1.5)	2	3
Ease of Parcel Assemblage/Subdivision (1.5)	3	4.5
Fire Marshal Consideration (1)	2	2
Risk Management (1)	3	3
Land Costs (1.5)	2	3
Weighted Score		91

Table of Contents

Executive Summary.....	2
Introduction	3
Background	4
Process Overview	5
Needs Assessment	6
Development of Site Selection Criteria.....	7
Site Selection and Evaluation.....	8
South Mount Vernon Site	9
Westar Lane Site	12
Higgins Airport Way Site	15
Alder Lane Site	17
Conceptual Site Plans.....	20
Development Costs	25
Recommendation and Next Steps	27
Appendix A – Prototype Site Plan	28
Appendix B – Study Area Map	29
Appendix C – Weighted Comparative Site Selection Evaluation	31

Executive Summary

Skagit Transit has outgrown its current Maintenance, Operations, and Administrative base (MOA) on County Shop Lane in Burlington, Washington. Understanding that space and capacity constraints would hinder organizational growth and service expansion, Skagit Transit applied for and won a planning grant to study the feasibility of expanding in place or relocating to a new site. This report documents the study's procedures and findings and makes recommendation to the Skagit Transit Board of Directors.

This study examined the space and programming needs of Skagit Transit's MOA in 2035 and considered expansion potential to accommodate growth up to 50 years in the future. The study involved:

- An assessment of current MOA spaces and programming,
- Projections of future space and programming needs,
- New site identification and evaluation, and
- Estimates of land purchase price and development costs.

This study found that a site more than two times the size of the current MOA property would be needed to accommodate the next 20 years of growth. This study found that the MOA would need to be located on a site with a minimum of 8.7 acres of usable land and preferably on a site with 9.7 acres of useable land to accommodate future expansions. At four acres, the current MOA site would not accommodate projected future growth.

A search of industrial and commercial land identified 21 potential sites. Through a 2-tiered screening process, four best sites were found. These sites are:

- 9.3 acres in South Mount Vernon on Old Highway 99 South Road,
- 13.3 acres on Westar Lane at the Port of Skagit,
- 9.9 acres on Higgins Airport Way at the Port of Skagit, and
- 14 acres on Alder Lane in the City of Mount Vernon.

A ranking of these sites shows that the South Mount Vernon and Westar Lane sites are, by far the most suitable locations for a new MOA. This study recommends that one of these two sites be selected as a *preferred* site and that staff move forward with pre-purchase due diligence investigations, NEPA, appraisals, and other pre-purchase procedures.

Introduction

In 2011, Skagit Transit began looking for funding opportunities to study current and future space needs for its Maintenance, Operations, and Administrative base (MOA). Inadequate parking and facility space had begun to be seen as limiting factors in the agency's future growth and the provision of transit service expansions in the years to come. The hope was to hire a consultant to evaluate options and costs. In 2012, Skagit Transit secured a small FHWA Surface Transportation Program (STP) grant to pay for a Feasibility Study. Once secured, funds were transferred to FTA Section 5307 funds so that Skagit Transit could work directly with FTA on grant administration. In the fall of 2014, Skagit Transit hired Perteet Inc. to complete a Feasibility Study to identify what Skagit Transit's MOA needs would be in the year 2035 and beyond.

The following report details the process for determine space and programming needs and to identify and evaluate potential development sites. This study also includes details on land purchase costs and planning level estimates of development costs. In total, 21 sites were evaluated before arriving at the four most compatible sites for the construction of a new MOA facility.

Background

Skagit Transit provides fixed route and ADA paratransit services and operates a growing vanpool program. Skagit Transit serves the cities and towns of Skagit County as well as rural areas including the Highway 20 corridor, Bayview, Alger, and the Bow/Edison area. In 2014, Skagit Transit provided 1,026,000 boardings (combined vanpool, commuter bus, local fixed route, and paratransit). Over the next six years, Skagit Transit plans to modestly expand service into under-served, and unserved urban areas and to high-demand rural areas. Currently, Skagit Transit has 121 full-time and part-time employees.

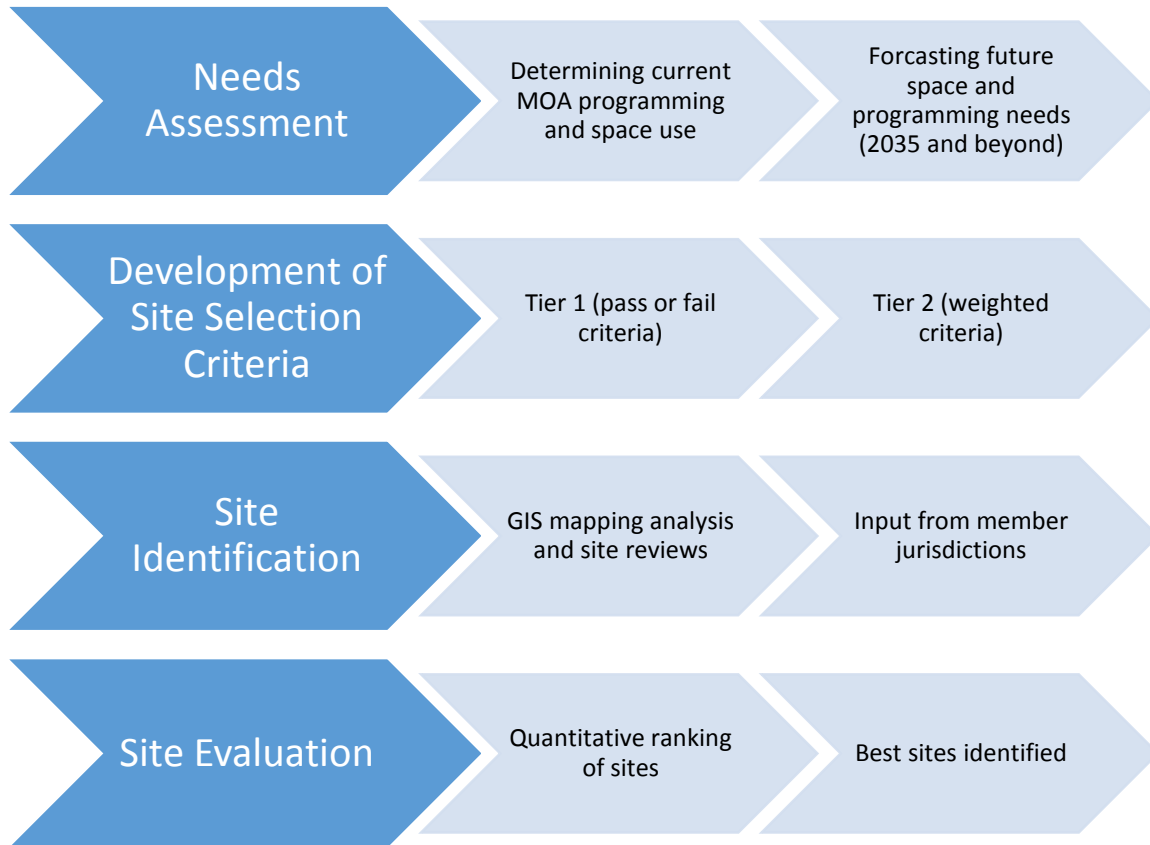
Skagit Transit's current MOA is located at 600 County Shop Lane in Burlington, Washington. The site is four acres and includes vehicle parking, office space for operations and administrative functions, a shop for vehicle and facilities maintenance, and stormwater and landscaping areas. The site is owned by Skagit County and has been leased by Skagit Transit since 1998. Structures on the property are owned outright by Skagit Transit with the exception of a leased modular building used for safety and driver training.

Limited space at the MOA has resulted in operational costs and inefficiencies summarized below:

1. Moving Safety and Driver Training functions and staff into a leased modular building on site
2. Moving the Travel Trainer out of the MOA and to Skagit Station because of limited office space
3. 70+ drivers use a 550 sf lunch room for breaks, completing paperwork, and reporting in at the beginning and end of shifts. The space is shared with Skagit Transit's office staff and is too small for the number of employees and variety of uses it supports.
4. Administrative conference room being converted to office space for the Finance and Administrative Manager
5. Insufficient inventory space preventing the effective purchase and storage of parts for the Vehicle and Facilities Maintenance departments
6. Storage closet being converted to electrical room for fare box machine repair
7. Too few workstations to accommodate on-shift Dispatchers and Paratransit Schedulers
8. Two Conex storage boxes used for on-site storage for Facilities Maintenance
9. Four Operations Supervisors sharing one, open office area and needing to make arrangements to have private conversations with the Drivers they supervise
10. IT Manager using a storage closet as an office.
11. Insufficient meeting space provided by the facilities single, 9-person conference/meeting room.
12. Three Managers sharing small, single office space in Operations and Facilities Maintenance
13. Bus maintenance bay at shop being converted to nighttime bus wash stall
14. Insufficient staff and visitor parking during business hours

Process Overview

The MOA Feasibility Study can be explained in terms of procedural steps. The following chart diagrams this process.



Needs Assessment

Projections of future space and programming needs were based on an assessment of the current MOA's size and programming, staffing numbers, and vehicle counts. Space needs also assume the construction of single story buildings. The horizon year for planning was 2035 however, the space needs for future expansions that could accommodate growth beyond 20 years were also considered. These projections informed the design of a prototype site plan (Appendix A) that was used to determine minimum and preferred lot size. This study found that the MOA would need to be located on a site with a minimum of 8.7 acres of usable land and, preferably on a site with 9.7 acres of usable land to accommodate future expansions. This study found that building space would total approximately 51,239 sf.

SUMMARY OF PROGRAMMING AND SPACE NEEDS			
Description	Existing	2035	2035 Optional
Buses (Fixed Route)	20	36	—
Vanpool Vehicles	60	100	—
Paratransit Vehicles	24	30	—
Service Vehicles	17	20	—
Vehicle Maintenance	13,568 SF	27,976 SF	—
Facility Maintenance	1,510 SF	3,639 SF	—
Operations	4,084 SF	7,618 SF	—
Administration	2,886 SF	3,755 SF	—
Fuel/Vault/Tank Farm	80 SF	5,400 SF	—
Wash Building	0 SF	2,850 SF	—
Driver Training Pad	0 SF	0 SF	17,877 SF
Setbacks and Landscape Area	40,850 SF	93,347 SF	—
Vanpool Parking	0 SF	9,500 SF	—
Bus Parking	81,800 SF	186,925 SF	—
Staff and Visitor Parking	31,000 SF	37,119 SF	—
Waste Container Enclosure	—	1,200 SF	—
Flexibility/Future Expansion	—	—	25,683 SF
Total Building Space Totals	22,128 SF	51,239 SF	—
Total Outdoor Space Totals	153,650 SF	328,091 SF	17,877 SF
Total Site Requirements	175,778 SF 4.0 ACRES	379,330 SF 8.7 ACRES	17,877 SF 1.0 ACRES

Development of Site Selection Criteria

To ensure potential sites could be evaluated based on their relative costs and benefits, a two-tiered screening process was developed. Tier One Screening was developed as a pass or fail test that looked at basic site requirements. Sites that made it to Tier Two Screening were evaluated more thoroughly and receive a ranked score. During the course of the Feasibility Study, Tier Two Screening evolved to become a weighted scoring process whereby characteristics of a property more critical to development and operational costs or the long term success of a site were weighted more heavily than other characteristics. Tier One and Two screening criteria are shown below.

Tier One Screening (Pass or Fail Criteria)
Size (Minimum of 7 to 10 Acres Usable Space)
Appropriate Zoning
Wetlands (Extensive Coverage)
Hazardous Materials

Tier Two Screening (Criteria and Weight)	
Size 8.7 acre minimum (1.5)	Soil Liquefaction (1.3)
Useable Area (1.5)	Utilities Readily Available (1.2)
Location/Operational Efficiency (1.5)	Fiber (1)
Zoning/Permitting (1.5)	Site Circulation (1)
Future Growth Potential, 40 to 50 years (1.1)	Archeological Risks (1)
Out of Floodplain (1.5)	Site Setting Compatibility (1)
Expansion/Flexibility (1.1)	Traffic Impacts (1)
Lot Shape (1.3)	Radio Coverage (1)
Topography/Developable (1.2)	Ease of Acquisition (1.5)
Site Encumbrances (1.5)	Ease of Parcel Assemblage/Subdivision (1.5)
Site Access (1.3)	Fire Marshal Consideration (1)
Proximity to Major Streets (1)	Risk Management (1)
Steep Slopes (1.2)	Property Costs (1.5)
Geology (1)	

Site Selection and Evaluation

Potential development sites were identified through a combination of GIS analysis and recommendations from member jurisdictions including the Port of Skagit and the City of Mount Vernon. Sites were selected from within a mapped geographic area that included land centrally located to Skagit Transit's core service area, Park and Ride Facilities, and Skagit Station (see Appendix B for Study Area Map).

In total 21 sites were identified. Some sites fell out of consideration during Tier One Screening and many others ranked poorly during Tier Two Screening. Eventually a pool of ten candidate sites was reduced to four best sites (Appendix C, Weighted Comparative Site Selection Evaluation). The four most promising sites, in ranked order, are detailed on the following pages.

Top Four Sites Ranked								
Scores: 4=Superior 3=Very Good 2=Good 1=Neutral 0=Poor								
Criteria (Weight)	South Mt. Vernon		Westar Lane		Higgins Airport Wy.		Alder Lane	
	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Size 8.7 acre minimum (1.5)	2	3	4	6	3	4.5	0	0
Useable Area (1.5)	3	4.5	4	6	2	3	1	1.5
Location/Operational Efficiency (1.5)	4	6	2	3	2	3	2	3
Zoning/Permitting (1.5)	2	3	2	3	2	3	2	3
Future Growth Potential, 40 to 50 years (1.1)	1	1.1	4	4.4	2	2.2	0	0
Expansion/Flexibility (1.1)	1	1.1	4	4.4	2	2.2	0	0
Lot Shape (1.3)	3	3.9	4	5.2	1	1.3	2	2.6
Topography/Developable (1.2)	1	1.5	4	6	4	6	0	0
Out of Floodplain (1.5)	3	3.6	3	3.6	3	3.6	3	3.6
Site Encumbrances (1.5)	3	4.5	3	4.5	3	4.5	3	4.5
Site Access (1.3)	3	3.9	2	2.6	2	2.6	2	2.6
Proximity to Major Streets (1)	3	3	2	2	2	2	2	2
Steep Slopes (1.2)	3	3.6	2	2.4	2	2.4	2	2.4
Geology (1)	2	2	2	2	2	2	2	2
Soil Liquefaction (1.3)	2	2.6	2	2.6	2	2.6	2	2.6
Utilities Readily Available (1.2)	2	2.4	2	2.4	2	2.4	2	2.4
Fiber (1)	2	2	0	0	0	0	2	2
Site Circulation (1)	3	3	4	4	0	0	2	2
Archeological Risks (1)	1	1	1	1	1	1	1	1
Site Setting Compatibility (1)	3	3	3	3	3	3	3	3
Traffic Impacts (1)	3	3	4	4	4	4	3	3
Radio Coverage (1)	3	3	3	3	3	3	3	3
Ease of Acquisition (1.5)	4	6	0	0	0	0	3	4.5
Ease of Parcel Assemblage/Subdivision (1.5)	4	6	0	0	0	0	3	4.5
Fire Marshal Consideration (1)	2	2	2	2	2	2	2	2
Risk Management (1)	1	1	3	3	2	2	1	1
Land Costs (1.5)	2	3	2	3	3	4.5	2	3
Weighted Score		83		83		67		61

South Mount Vernon Site

With a score of 83, the South Mount Vernon sites ties with the Westar Lane site as the highest ranking. The site is located on the east side of Old Highway 99 South Road, north of Staudt Road on property owned by the National Food Corporation. The site was most recently used for the storage of portable outdoor toilets. The site is 9.3 acres and has been previously developed. Structures on the site include three vacant single family homes, a vacant 6,000 sf commercial building, and concrete slabs. If this site is selected, demolition of these structures would be required. The surrounding area is a mixture of residential, light industrial, and commercial uses. Skagit Transit's MOA would be compatible at the site with mitigation to ensure residential neighbors to the north are not impacted by noise and light.

Of the top sites identified, South Mount Vernon along with Alder Lane (4th Ranked Site) would result in the lowest operational costs from deadhead. The site also provides excellent access to I-5.

Of the three top sites identified, the South Mount Vernon would provide the best public access to the MOA. It has the benefits of being proximate to a population center and of being location on a planned bus route set to begin in 2017 when the New County Jail facility at the Truck City site is completed.

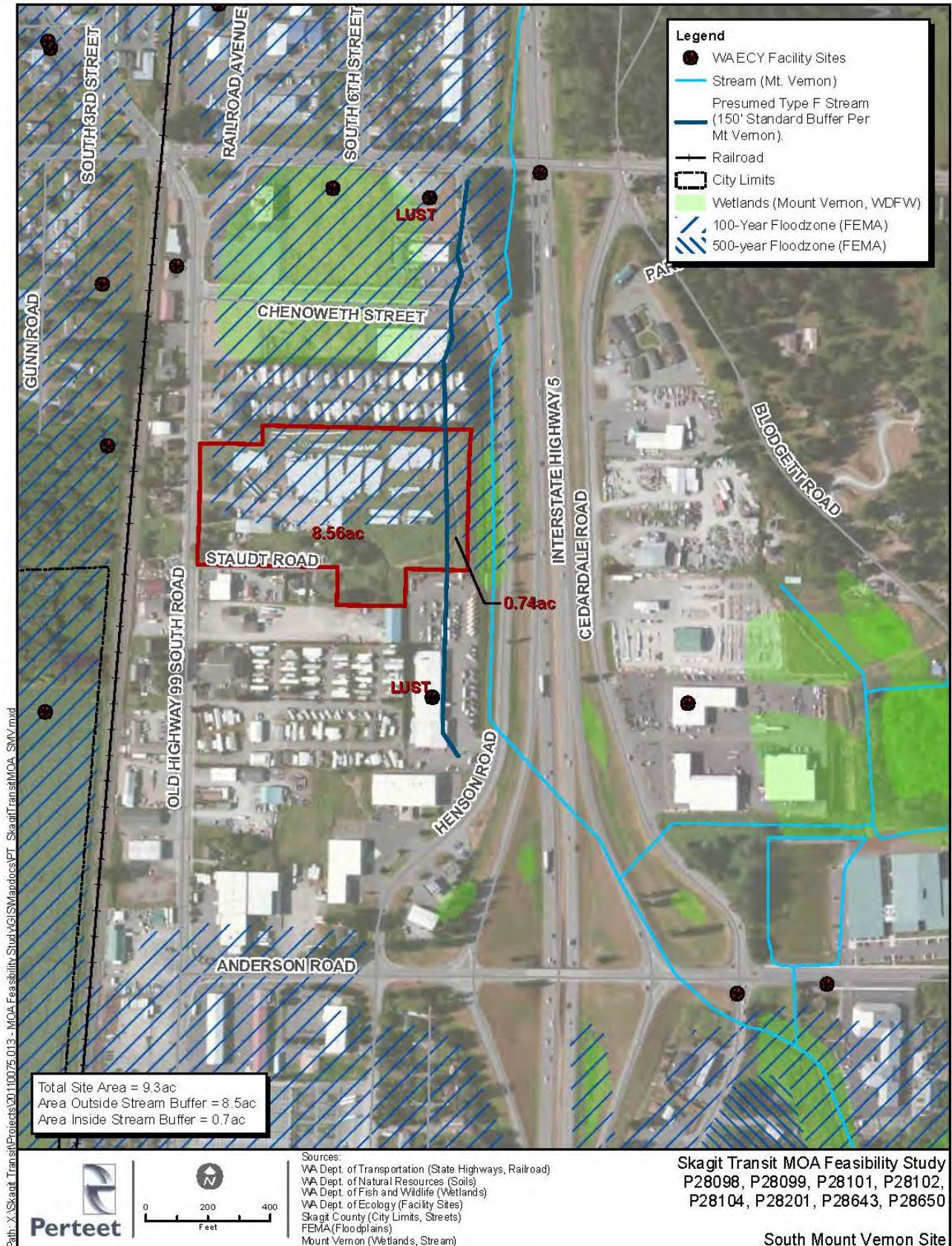
The South Mount Vernon site has a fish-bearing waterway (Type F Stream) along its eastern property line and an associated critical area buffer will be required by the City of Mount Vernon. The standard buffer is 150 feet but buffer reduction to 75 feet is possible within the City's Critical Areas Ordinance. The site is also partially located in the 100-year floodplain. Structures built in the floodplain would have to be flood-proofed, raised above base flood elevation, or a combination of both. FTA would also require that Skagit Transit carry flood insurance on structures within the floodplain.

The Washington State Department of Ecology has no record of contaminated soils or groundwater at the South Mount Vernon site. However, nearby sites to the north and south have documented soil and/or groundwater contamination that may have spread to the subject site. If this site is considered for purchase, hazardous materials screening is recommended as part of pre-purchase analysis.

Of the top four sites identified, South Mount Vernon is the only site where Skagit Transit has the opportunity to purchase the necessary acreage outright. This site is currently listed for sale.

South Mount Vernon Site Summary

Property Owner:	National Food Corporation
Property Location:	2314 and 2318 Old Highway 99 South Road and 227 and 215 Staudt Road
Total Land Area:	9.3 Acres
Acquisition:	Property Listed for Sale
Land Cost:	\$2.35 Million \$5.80 per SF
Site Characteristics & Considerations:	<ul style="list-style-type: none">• Previously developed commercial/industrial site• Utilities available at the street• Good public access• Good access to major streets, I-5, Skagit Station and the South Mount Vernon Park and Ride• Low deadhead costs• Critical area buffer for fish-bearing waterway will reduce useable land area by as much as 0.74 acres but buffer reduction is a possibility• Floodplain development will be required and will increase development costs



Westar Lane Site

With a score of 83, the Westar Lane property ties with the South Mount Vernon site as highest ranking. The property is owned by the Port of Skagit and available for lease. The site is currently undeveloped and almost completely forested. At 13.3 acres, it is the largest of the top three sites and would offer the most expansion possibilities. The Port of Skagit considers the site to be development ready within 6-18 months. Environmental constraints from wetlands have already largely been addressed through the Skagit Wetlands and Industrial Negotiations. The surrounding land uses would be highly compatible with a Transit MOA.

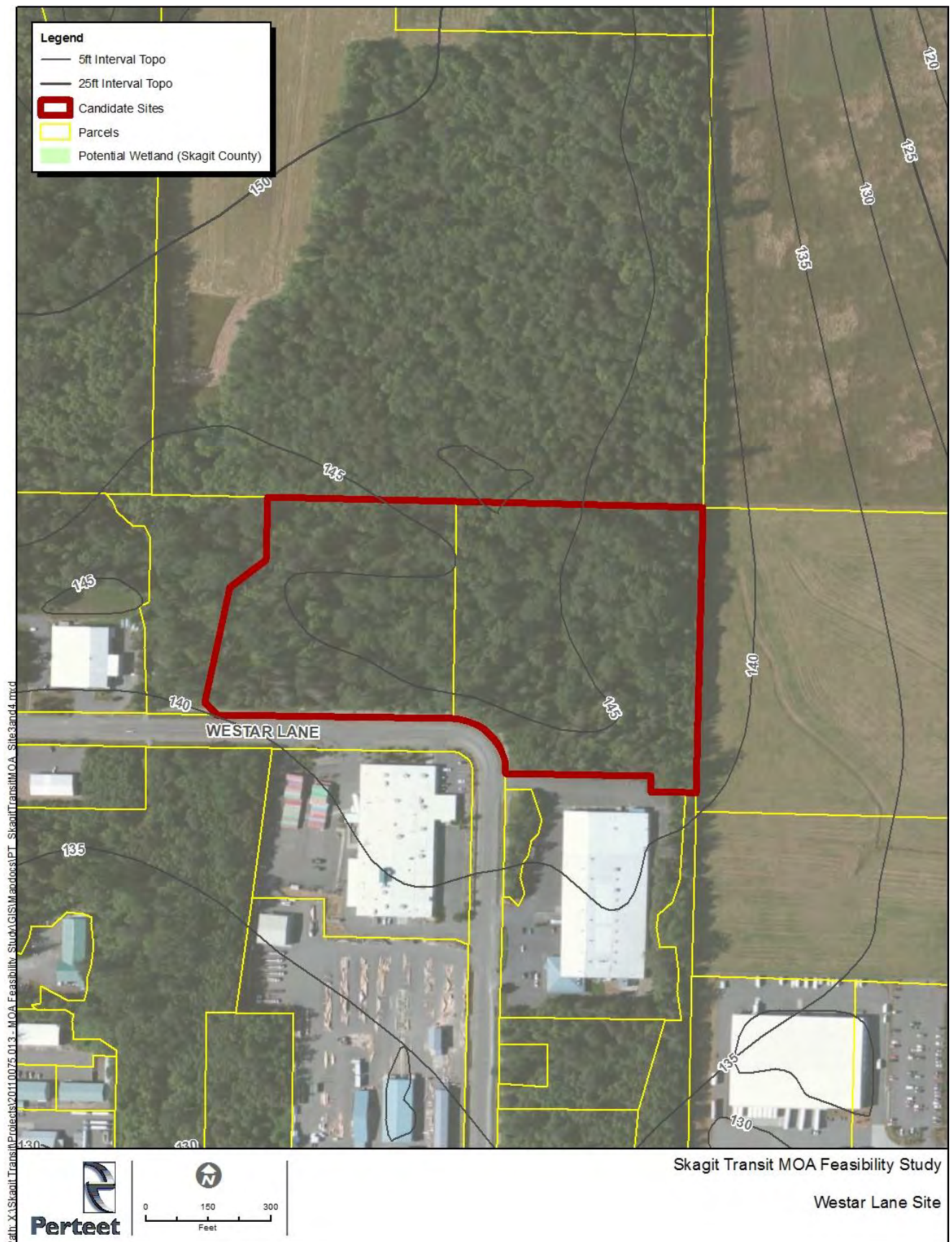
The site is considered low risk for hazardous materials and contamination and is located outside of the floodplain.

Of the four potential sites, the two located at the Port of Skagit would increase operational costs due to longer deadhead. They would also decrease the accessibility of the MOA to the public, especially those that are transit-dependent. The Westar Lane site is located 0.4 miles from bus Route 513, a rural service that makes four trips per day to the Port of Skagit from Burlington however, only three of the four trips would allow the public to arrive at the MOA during business hours. There are no planned service enhancements for Route 513. Currently most customer interactions occur at Skagit Station and many transactions occur by mail or email. However, there are customers who come to the MOA to pick up or submit applications for Paratransit service, to purchase bus passes, to apply for reduced fare cards, and to make vanpool payments.

The Westar Lane site would require a long-term lease from the Port of Skagit. While FTA is willing to be a funding partner on a facility project built on leased land, the agency has communicated to Skagit Transit that this would add a layer of complexity to the process. Additionally, land purchase is preferable because it would allow Skagit Transit more control over the MOA site and would result in an asset capable of appreciating in value.

Westar Lane Site Summary

Property Owner:	Port of Skagit
Property Location:	11749 and 11719 Westar Lane
Total Land Area:	13.3 Acres
Acquisition:	Long Term Lease from Port of Skagit
Land Cost:	\$2.9 Million \$5.00 per SF
Site Characteristics & Considerations:	<ul style="list-style-type: none">• Undeveloped site identified by the Port of Skagit with a readiness to build timeframe of 6-18 months• Utilities available at the street• Site setting highly compatible for MOA operations• Site offers great potential for future expansion• Port location would make it more difficult for the public to access services available at the MOA• Increased deadhead would be an added annual cost• Long term lease would add layer of complexity to ensuring FTA is a willing funding partner



Higgins Airport Way Site

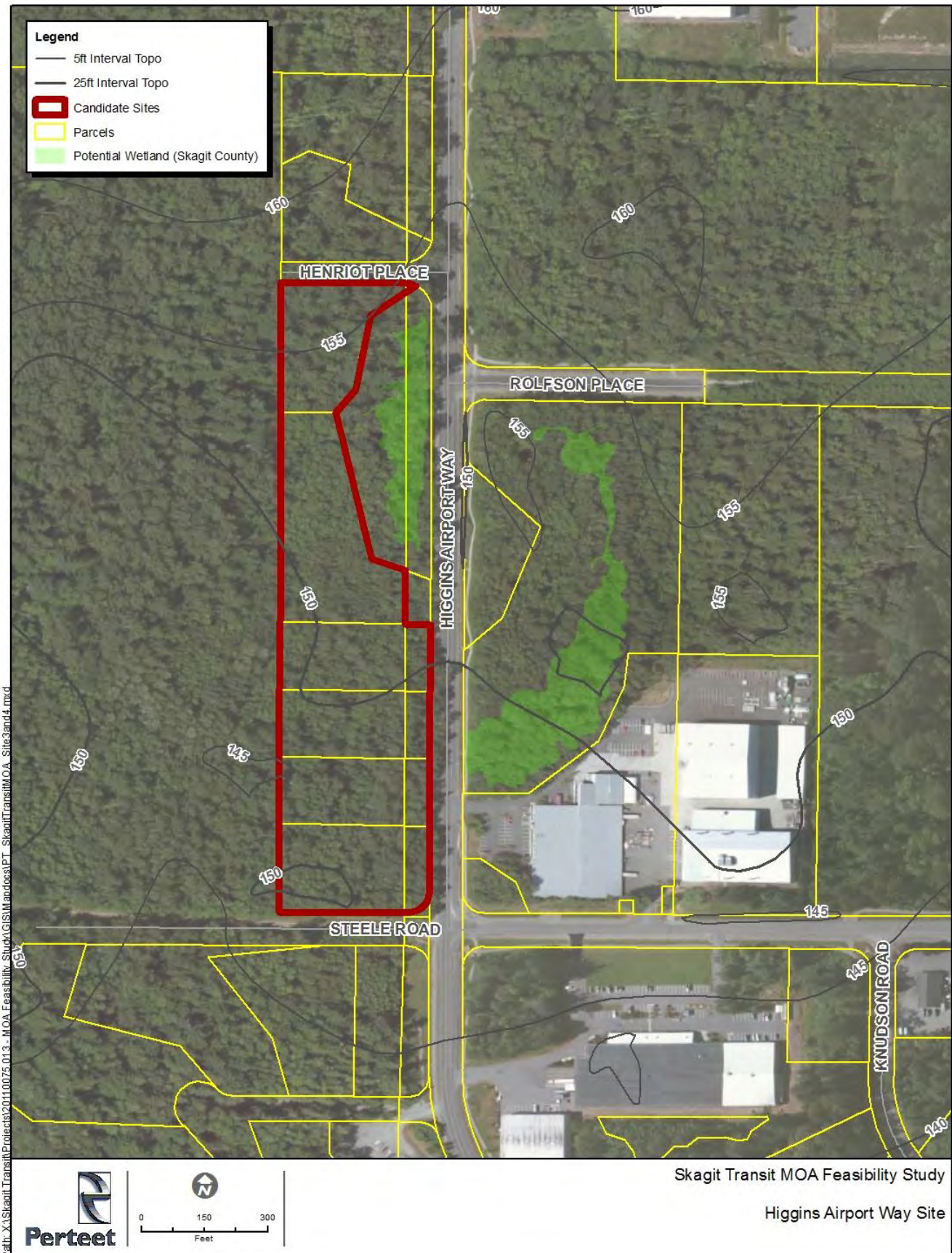
With a score of 67, the Higgins Airport Way property is the third ranking site. The property is owned by the Port of Skagit and available for lease. The site is currently undeveloped and almost completely forested. The site is 9.9 acres but its long and narrow configuration would make future expansion difficult and site design and circulation less than ideal. The Port of Skagit considers the site to be development ready within 6-18 months. Environmental constraints from wetlands have already largely been addressed through the Skagit Wetlands and Industrial Negotiations. The surrounding land uses would be highly compatible with a Transit MOA.

The site is considered low risk for hazardous materials and contamination and is located outside of the floodplain.

Like the Westar Lane site, the drawbacks of the Higgins Airport Way site are largely the added operational cost of long deadheads, the decreased accessibility of the facility to the transit-dependent public, and the inability to purchase the property.

Higgins Airport Way Site Summary

Property Owner:	Port of Skagit
Property Location:	West Side of Higgins Airport Way North of Steele Road
Total Land Area:	9.9 Acres
Acquisition:	Long Term Lease from Port of Skagit
Land Cost:	\$2.25 Million \$5.50 per SF (Lots 57-60), \$5 per SF (Lot 62), \$4.50 per SF (Lot 62)
Site Characteristics & Considerations:	<ul style="list-style-type: none">• Undeveloped site identified by the Port of Skagit with a readiness to build timeframe of 6-18 months• Utilities available at the street• Site setting highly compatible for MOA operations• Long, narrow site with less than ideal dimensions for site layout and circulation and would make future expansions difficult• Port location would make it more difficult for the public to access services available at the MOA• Increased deadhead would be an added annual cost• Long term lease would add layer of complexity to ensuring FTA is a willing funding partner



Alder Lane Site

With a score of 61, Alder Lane is the fourth ranked site. Combined, the site is 14 acres with the City of Mount Vernon owning 10.39 acres and Skagit Farmers Supply owning 2.47 acres. The site is previously developed and include a variety of public and private commercial uses. Municipal uses and facilities at the site include: material storage; yard waste disposal; a 7,500 sf vehicle storage shed; a fueling station; a 2,720 sf maintenance shop; a 2,592 sf Streets Department building; a 2,100 sf fabrication shop; two pump stations; and a 4,500 sf Sanitation Department building. The Skagit Farmers Supply property contains a 6,900 sf warehouse building and an open area used for golf cart storage. Skagit Gleaners occupies a 9,053 sf commercial building at 1021 Riverside Drive. Only the 2.47 acres owned by Skagit Farmers Supply is currently listed for sale. It is unclear if Skagit Transit would lease or purchase additional area from the City of Mount Vernon.

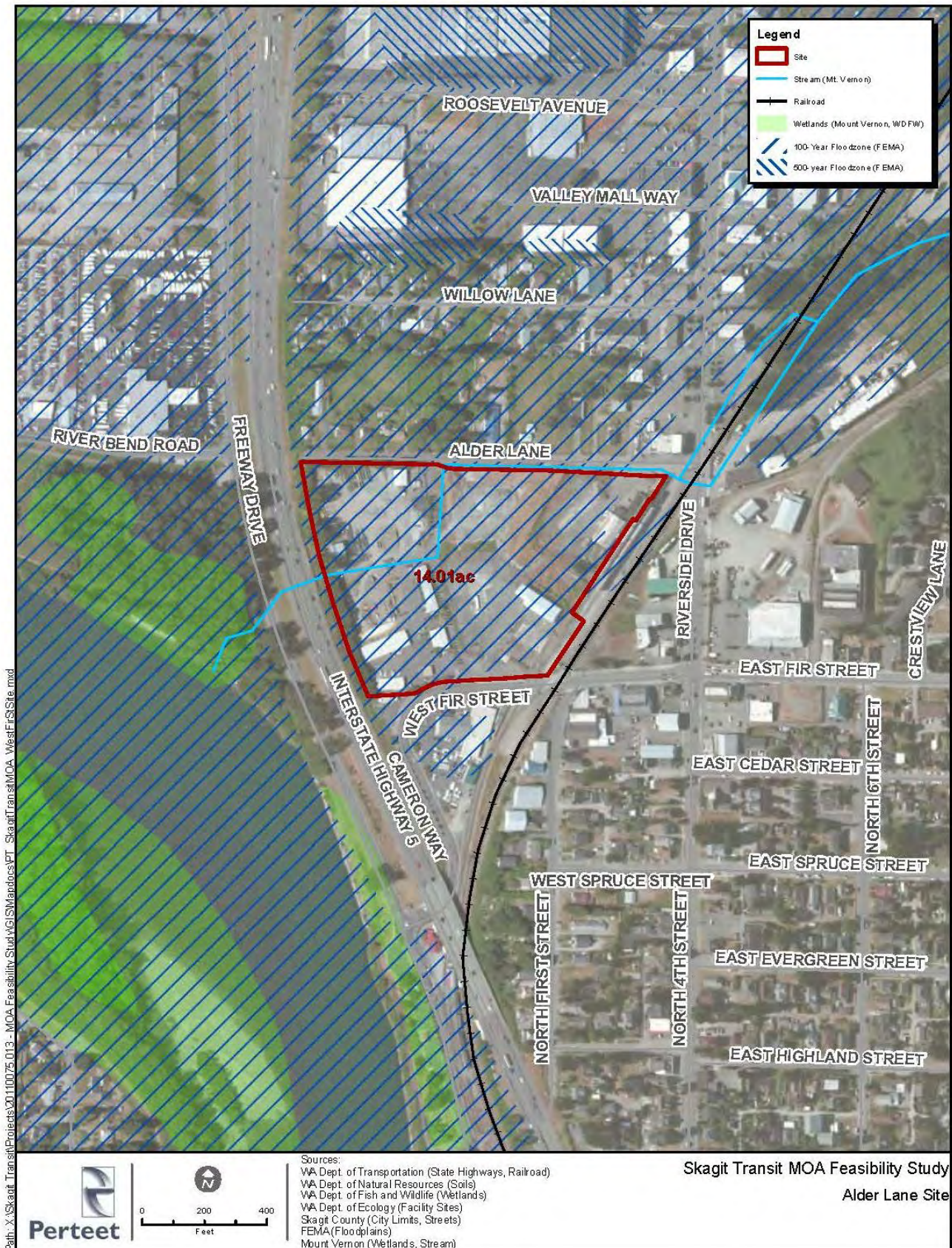
One benefit of this site is its proximity to Skagit Transit's core service area, Skagit Station, and Park and Ride facilities. A popular bus route operates on Riverside Drive and would provide good transit access to the site. While the City is centrally located, it also has two operational challenges. Left and right turns onto Riverside from Alder are difficult for buses because of poor line of sight. A signal improvement to the intersection would be needed for safe egress. In addition, the train crossing at Riverside would cause delays that could impact on-time performance and service reliability. Skagit Transit operated out of this site in the 1990s and experienced these same operational challenges during that time.

The City of Mount Vernon has expressed interest in sharing facilities at the Alder Lane site. For the concept of joint use to be feasible, at least 8 acres of the site would need to be dedicated to Skagit Transit and a joint fueling area would need to be constructed elsewhere on site. Besides fueling, it is unlikely that other uses would be easily shared between the two agencies. Site visits and aerial photographs show that 5.89 acres of the site located at 1010 Shop Lane is fully programed with little opportunities for consolidation. Another 1.5 acres of the site at 405 West Fir Street is currently used as a municipal yard waste facility. The commercial building occupied by Skagit Gleaners and its associated parking area would reduce total site area by another 0.4 acres. This would leave approximately 6.2 acres for Skagit Transit's use, 1.8 acres less than the minimum required for a shared facility. A facility built at this site is unlikely to meet Skagit Transit's needs twenty years into the future.

As with other previously developed industrial sites, hazardous materials screening is recommended as part of pre-purchase/pre-lease analysis. The site is entirely within the 100-year floodplain. Structures built in the floodplain would have to be flood-proofed, raised above base flood elevation, or a combination of both. FTA would also require that Skagit Transit carry flood insurance on structures within the floodplain.

Alder Lane Site Summary

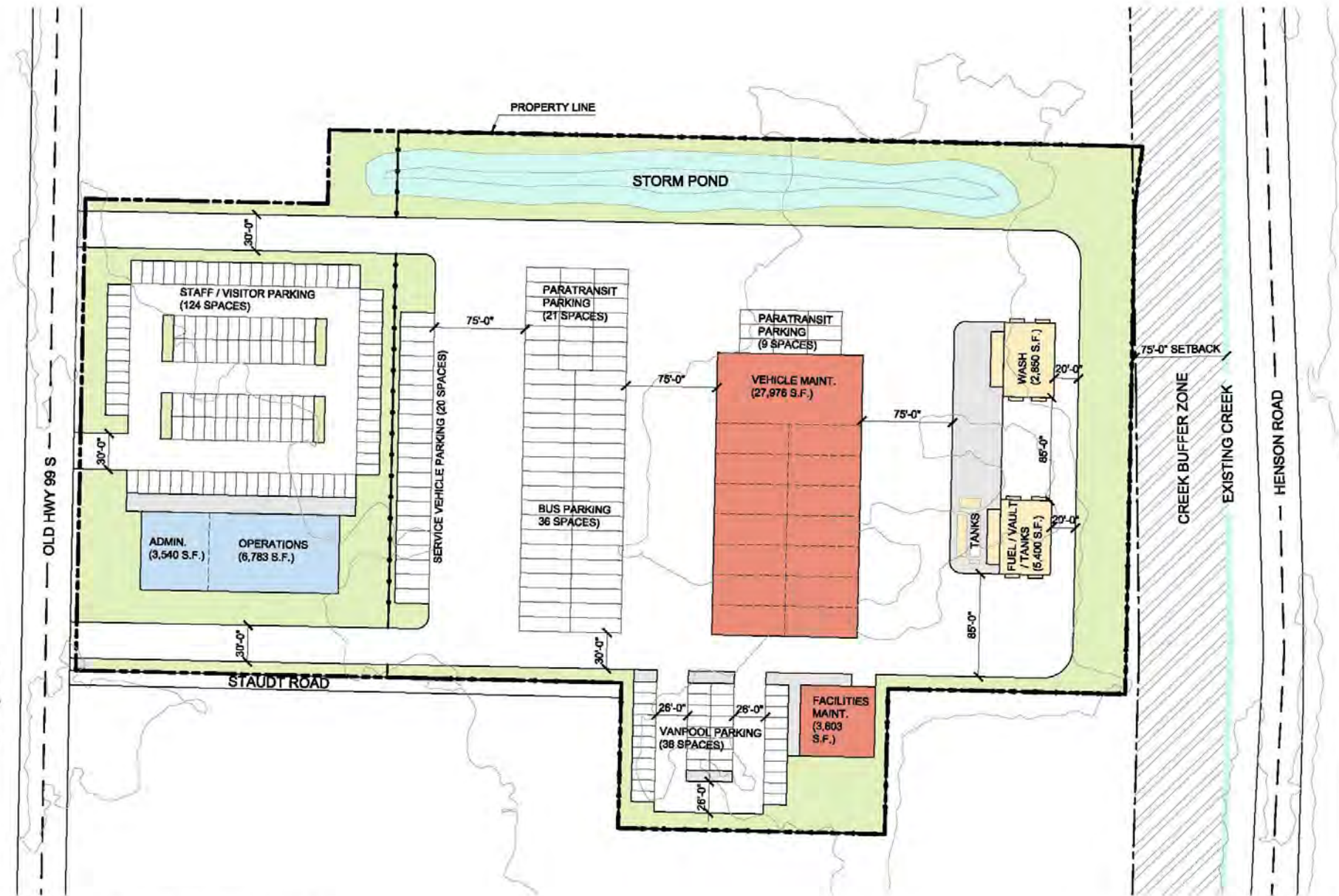
Property Owner:	City of Mount Vernon and Skagit Farmers Supply
Property Location:	205 W Fir Street, 1010 Shop Lane, and 1021 Riverside Drive Mount Vernon, WA
Total Land Area:	13.94 Acres Total Area Available to Skagit Transit Unknown
Acquisition:	Purchase and Lease
Land Cost:	\$699,000 (2.47 acres) \$5.79 per SF
Site Characteristics & Considerations:	<ul style="list-style-type: none">• Developed with public facilities, storage, and commercial uses• Utilities available at the street• Site setting could be compatible with MOA operations with some mitigation for nearby residents and the current commercial tenant (Skagit Gleaners)• Current use of the site would leave 6.2 acres available to Skagit Transit, 1.8 acres less than the minimum required for a shared facility• Central location and proximity to a bus route would provide easy public access to the MOA• Central location would result in low deadhead costs• Site access is impeded by poor visibility from Alder onto Riverside Drive likely necessitating an intersection improvement• Floodplain development will be required and will increase development costs



Conceptual Site Plans

The following site maps and conceptual site plans have been developed for the three best sites. A site plan was not created for the fourth ranking site, Alder Lane, because the site would not accommodate the next twenty years of growth.

Conceptual site plans are only intended to verify that a given site configuration and size can accommodate Skagit Transit's next twenty years of programming needs. The conceptual site plans are schematic and conceptual in nature.



1
XX

SOUTH MOUNT VERNON SITE

SCALE: 1:100

SITE AREA SUMMARY

TOTAL LOT AREA: 404,908 S.F. (9.3 ACRES)

skagit transit MOA feasibility study

site prototype

february 2015

scale: 1/64" = 1'-0"

SHEET LEGEND

- PROPERTY LINE
- SETBACK
- 5'-0" SITE CONTOURS
- ↑↓ BUS DRIVE PATH

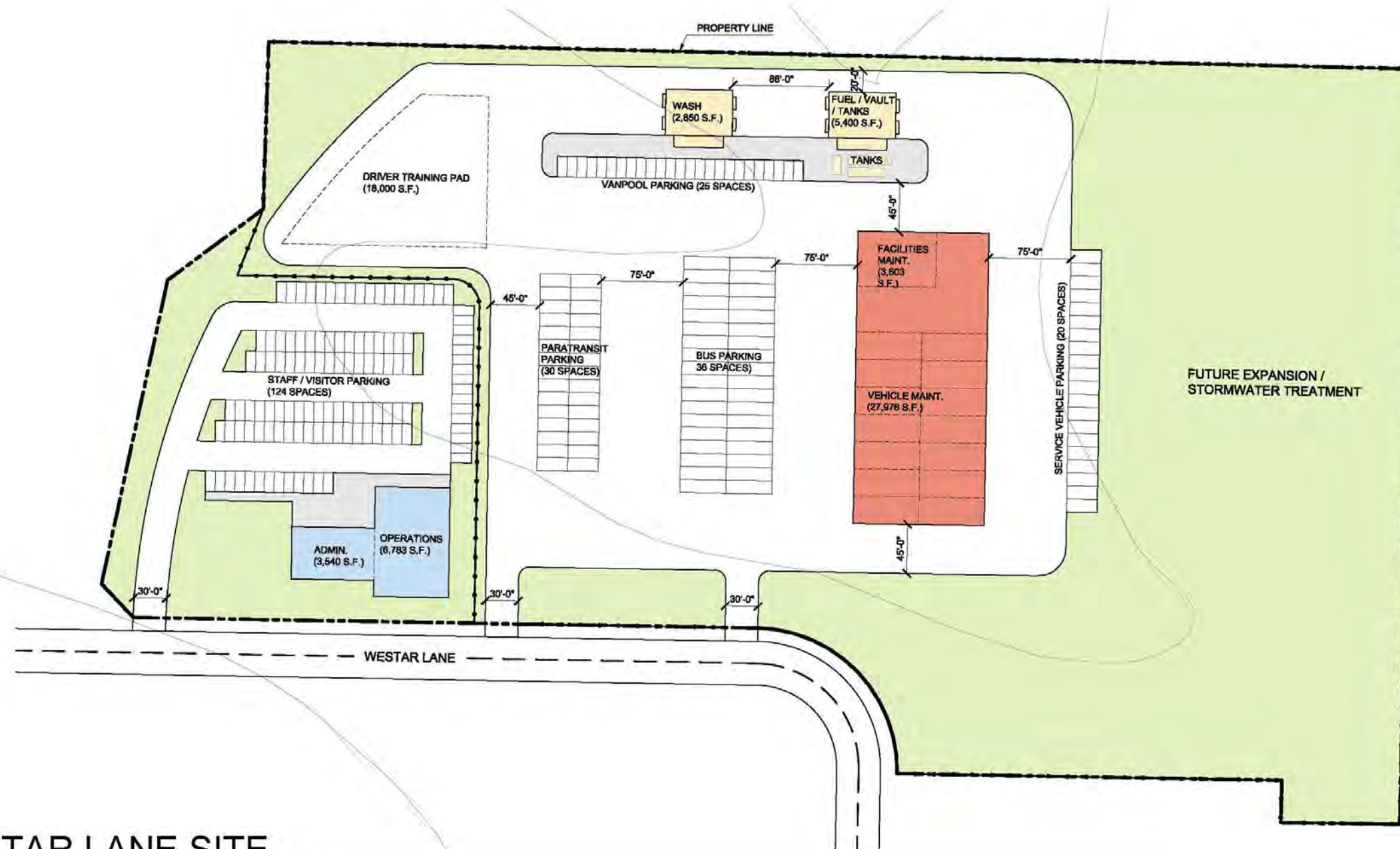
- SITE STRUCTURES
- NON-SITE STRUCTURES
- LANDSCAPED AREAS
- PAVED AREAS



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1 XX WESTAR LANE SITE

SCALE: 1:100

SITE AREA SUMMARY

TOTAL LOT AREA: 579,357 S.F. (13.3 ACRES)

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site prototype

february 2015

scale: 1/64" = 1'-0"

SHEET LEGEND

- PROPERTY LINE
- SETBACK
- 5'-0" SITE CONTOURS
- BUS DRIVE PATH

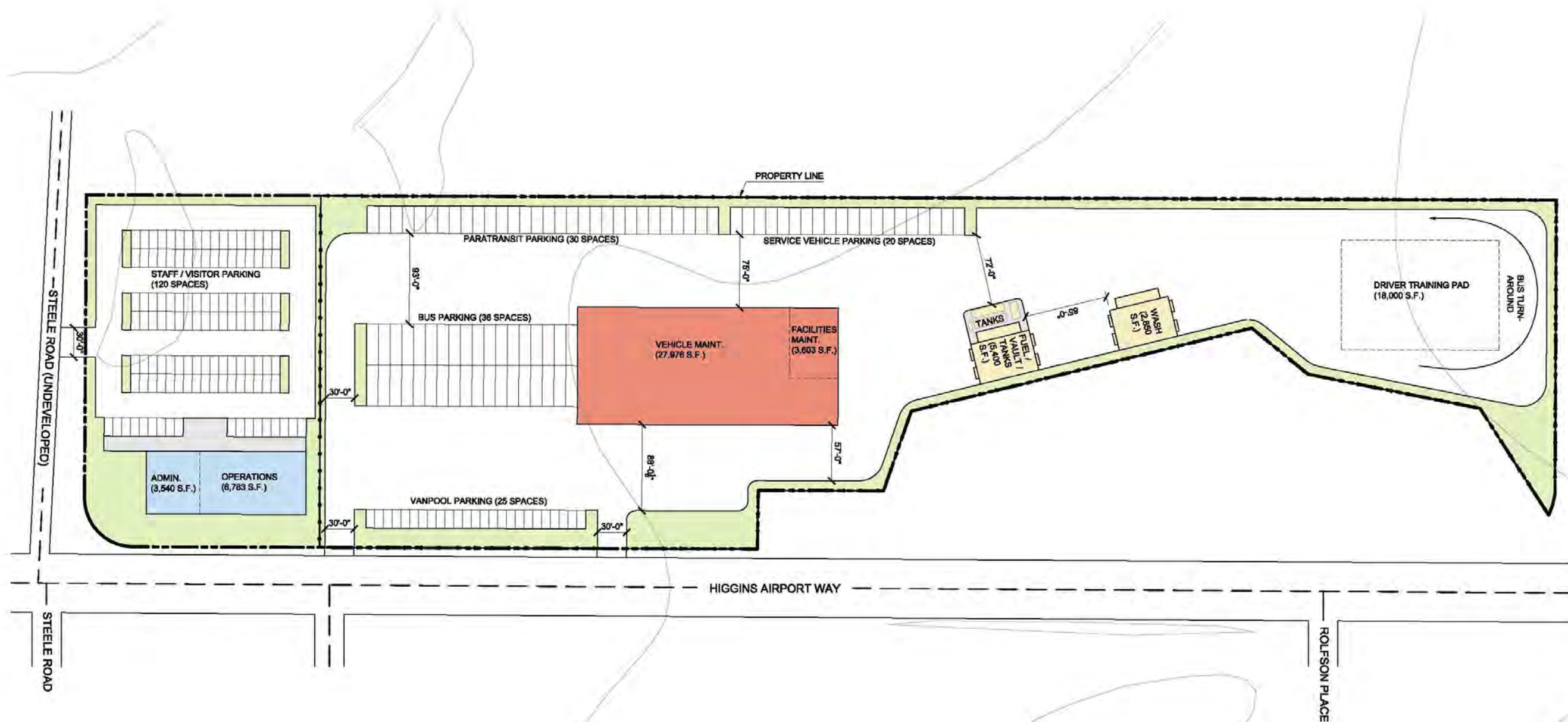
- SITE STRUCTURES
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1 XX HIGGINS AIRPORT WAY SITE

SCALE: 1:100

SITE AREA SUMMARY

TOTAL LOT AREA: 431,039 S.F. (9.9 ACRES)

SHEET LEGEND

- PROPERTY LINE
- SETBACK
- 5'-0" SITE CONTOURS
- BUS DRIVE PATH

- SITE STRUCTURES
- NON-SITE STRUCTURES
- LANDSCAPED AREAS
- PAVED AREAS

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Development Costs

Planning level opinions of development costs are summarized below. The two sites located within the City of Mount Vernon (South Mount Vernon Site and Alder Lane Site) are located within the 100-year floodplain and also have the potential for poor soils that could become liquefiable during an earthquake, a phenomenon known as soil liquefaction. Soil liquefaction and floodplain development add to the cost of construction. These potential development costs have been included in the estimates below. Contingency values have also been added into these opinions of costs.

Opinions of costs have been calculated in 2015 dollars. A 2% to 5% escalation factor per year is recommended to be applied to these values out to the year of construction.

South Mount Vernon Site		Westar Lane Site (Long Term Lease)	
Property:	\$2,350,000	Property:	\$2,900,000
Site Work:	\$5,100,000	Site Work:	\$8,000,000
Buildings:	\$16,000,000	Buildings:	\$16,000,000
Seismic:	\$2,000,000	Equipment:	\$1,500,000
Flood Proofing:	\$350,000	Engineering:	\$2,600,000
Equipment:	\$1,500,000	Total:	\$31,000,000
Engineering:	\$2,400,000		
Total:	\$29,700,000		

Higgins Airport Way Site (Long Term Lease)		Alder Lane Site	
Property:	\$2,250,000	Property:	\$2,350,000
Site Work:	\$8,200,000	Site Work:	\$5,100,000
Buildings:	\$16,000,000	Buildings:	\$16,000,000
Equipment:	\$1,500,000	Seismic:	\$2,000,000
Engineering:	\$2,600,000	Flood Proofing:	\$350,000
Total:	\$31,200,000	Equipment:	\$1,500,000
		Engineering:	\$2,400,000
		Total:	\$29,700,000

Skagit Transit is positioned to purchase land outright using funds in Capital Reserves. Skagit Transit anticipates funding this project using the value of the land and additional cash from Capital Reserves as a local match to federal funds. Typically, a 20% local match is required for any federal grants that would fund the construction of a transit facility. However, a local match exceeding 20% would make the project more competitive. The acquisition of land and the groundwork laid by this planning study position Skagit Transit well to compete for future grant dollars. Staff will aggressively seek applicable grants for the various phases of this project. Securing land is the next phase of what will be a multi-phase project to include:

1. Feasibility, Programming, and Preliminary Planning (Completed as Part of the Feasibility Study)
2. Securing Land
3. Design Development/Engineering and Permitting
4. Construction
5. Project Closeout and Occupancy

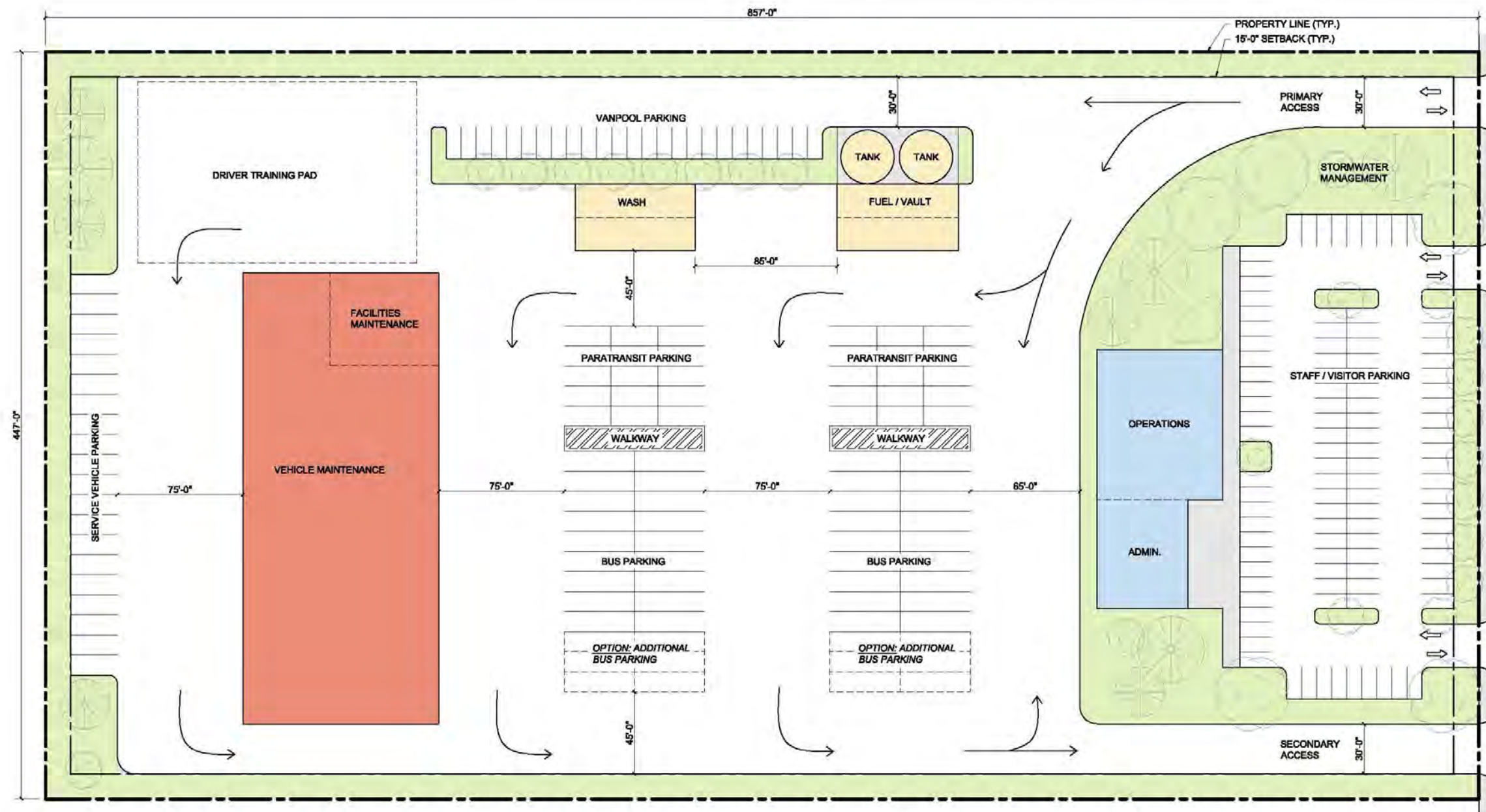
Recommendation and Next Steps

This study's authors recommend that the Skagit Transit Board of Directors select one of the top two ranking properties (South Mount Vernon or Westar Lane) as a *preferred* site. While these sites had the same high score, their costs and benefits as well as their urban settings are very different.

After a preferred site is selected, staff can move forward with the needed pre-purchase assessments, permitting, and procedures. Ensuring that all procedural steps have been correctly followed in the site selection and site purchase process is key to ensuring FTA will be a willing funding partner. Required steps to be taken during the selection of a *preferred* site and before land is purchased are detailed below:

Before Selecting Preferred Site	Before Purchase	Purchase
<ul style="list-style-type: none">•Complete a public participation process consistent with the MPO's Pubic Participation Plan that allows for public comments/input on the proposed sites. Skagit Transit plans to release the draft Feasibility Study for public comment and hold an open house.•Complete Title VI Equity Analysis and engage in outreach to persons potentially impacted by the siting of the MOA. The Title VI equity analysis must compare the equity impacts of various siting alternatives (FTA Circular 4702.1B).•Complete Feasibility Study	<ul style="list-style-type: none">•Project must be within the MPO's long range plan (Completed, Project RW4, page 67, Skagit-Island Counties Metropolitan & Regional Transportation Plan, 2010-2035)•Board of Directors give staff direction to move forward with investigating a preferred site.•National Environmental Policy Act (NEPA) approval•Obtain right-of-entry to conduct site assessment work (Can occur during NEPA process)•Pre-purchase environmental analysis and subsurface investigations (Can occur during NEPA process)•Land surveys, if needed (Can occur during NEPA process)•Title Report (Can occur during NEPA process)•Appraisal (Can occur during NEPA process)•Review Appraisal (Can occur during NEPA process)•Just Compensation Determination•FTA Concurrence	<ul style="list-style-type: none">•Board of Directors approval to purchase•Offer to owner•Settlement

Appendix A – Prototype Site Plan



SITE PROTOTYPE AREA SUMMARY

TOTAL LOT AREA: 383,292 S.F. (8.79 ACRES)
 OPEN SPACE: 73,111 S.F. (19.1% OF SITE)
 BUILDING AREA: 50,170 S.F. (13.1% OF SITE)

ADMINISTRATION=3,640 S.F.
 OPERATIONS=6,783 S.F.
 VEHICLE MAINTENANCE=28,000 S.F.
 FACILITIES MAINTENANCE=3,603 S.F.
 FUEL / VAULT=2,894 S.F.
 FUEL TANK PAD=2,500 S.F.
 WASH=2,850 S.F.

PAVING AREA: 260,011 S.F. (67.8% OF SITE)

BUS PARKING=36 SPACES (+12 OPTIONAL)
 PARATRANSIT PARKING=30 SPACES
 VANPOOL PARKING=26 SPACES
 SERVICE PARKING=20 SPACES
 STAFF / VISITOR PARKING=104 SPACES
 DRIVER TRAINING PAD=18,000 S.F.

skagit transit MOA feasibility study

site prototype

february 2015

scale: 1/64" = 1'-0"

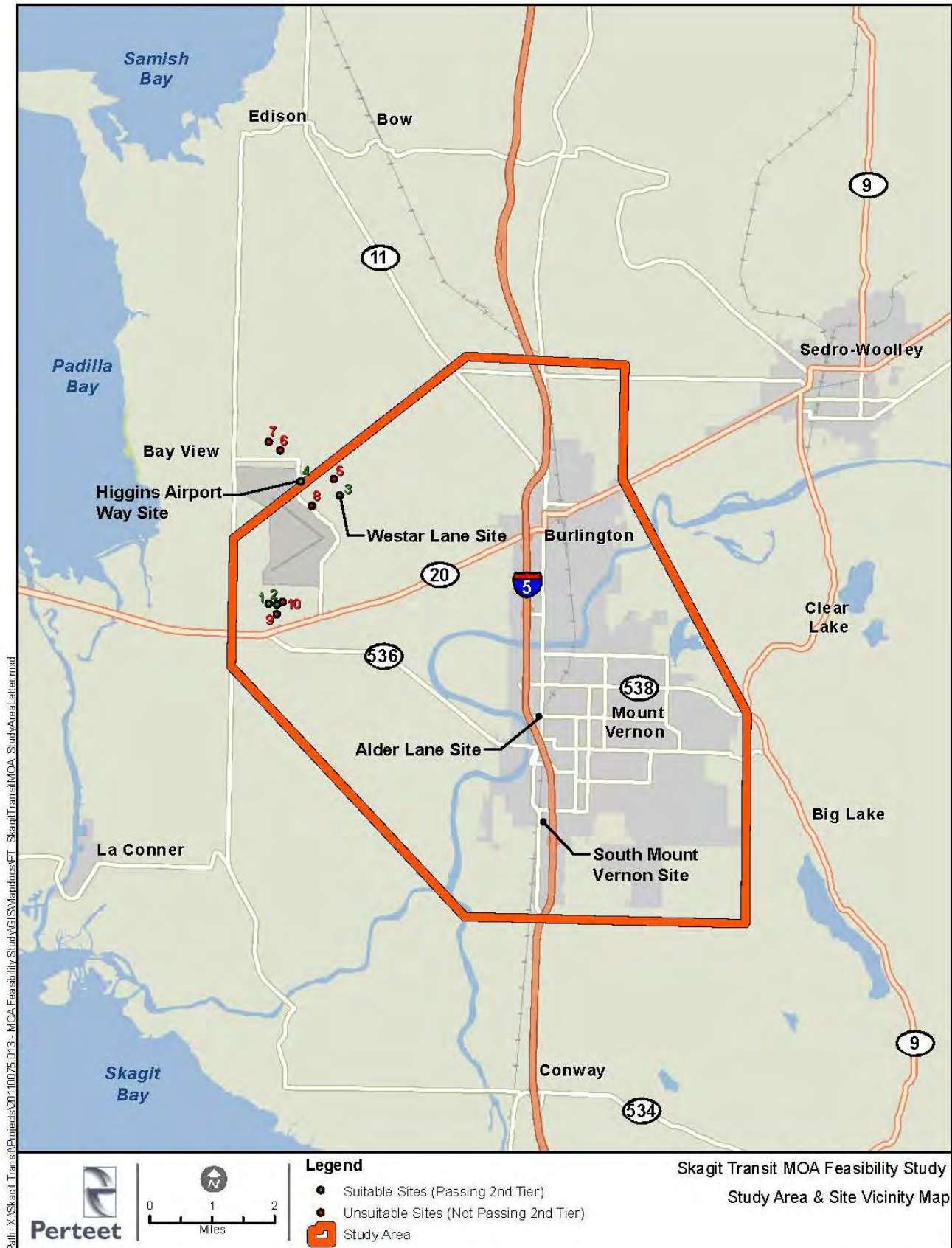
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Appendix B – Study Area Map



Appendix C – Weighted Comparative Site Selection Evaluation

Weighted Comparative Site Selection Evaluation

Site Selection Evaluation Comparison
MOA Feasibility Study



2707 Colby Avenue, Suite 900, Everett, WA 98201 / P 425.252.7700 / F 425.339.6018

Evaluation Criteria	Weighting	SITE 1		SITE 2		SITE 3		SITE 4		Westar Lane		Higgins Airport Way		13		South Mount Vernon		Alder Lane		CSMV	
		Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted
Size (Acres [8.7 acre min])	1.5	4	6	3	4.5	1	1.5	1	1.5	4	6	3	4.5	2	3	2	3	0	0	1	1.5
Useable Area	1.5	4	6	2	3	1	1.5	1	1.5	4	6	2	3	0	0	3	4.5	1	1.5	0	0
Location/Operational Efficiency	1.5	2	3	2	3	1	1.5	2	3	2	3	2	3	2	3	4	6	2	3	2	3
Zoning/Permitting	1.5	0	0	0	0	2	3	0	0	2	3	2	3	0	0	2	3	2	3	2	3
Future Growth Potential	1.1	3	3.3	2	2.2	1	1.1	0	0	4	4.4	2	2.2	0	0	1	1.1	0	0	0	0
Expansion/Flexibility	1.1	3	3.3	2	2.2	1	1.1	0	0	4	4.4	2	2.2	0	0	1	1.1	0	0	0	0
Lot Shape	1.3	4	5.2	3	3.9	2	2.6	2	2.6	4	5.2	1	1.3	2	2.6	3	3.9	2	2.6	1	1.3
Flood Plain	1.5	4	6	3	4.5	4	6	4	6	4	6	4	6	3	4.5	1	1.5	0	0	0	0
Topography/Developable	1.2	3	3.6	3	3.6	3	3.6	3	3.6	3	3.6	3	3.6	1	1.2	3	3.6	3	3.6	1	1.2
Site Encumbrances	1.5	2	3	2	3	3	4.5	0	0	3	4.5	3	4.5	0	0	3	4.5	3	4.5	1	1.5
Site Access	1.3	2	2.6	2	2.6	0	0	2	2.6	2	2.6	2	2.6	2	2.6	3	3.9	2	2.6	1	1.3
Major Streets Proximity	1	2	2	2	2	1	1	2	2	2	2	2	2	2	2	3	3	2	2	1	1
Steep Slopes	1.2	2	2.4	2	2.4	2	2.4	2	2.4	2	2.4	2	2.4	2	2.4	3	3.6	2	2.4	2	2.4
Geology	1	2	2	2	2	2	2	2	2	2	2	2	2	1	1	2	2	2	2	1	1
Soil Liquefaction	1.3	2	2.6	2	2.6	2	2.6	2	2.6	2	2.6	2	2.6	0	0	2	2.6	2	2.6	1	1.3
Utilities (Readily Available)	1.2	2	2.4	2	2.4	2	2.4	2	2.4	2	2.4	2	2.4	1	1.2	2	2.4	2	2.4	2	2.4
Fiber	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	2	2	2
Site Circulation	1	4	4	4	4	2	2	3	3	4	4	0	0	2	2	3	3	2	2	1	1
Archeological Risks	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Site Setting/Compatibility	1	1	1	1	1	3	3	3	3	3	3	3	3	1	1	3	3	3	3	2	2
Traffic Impacts	1	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3
Radio Coverage	1	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Ease of Acquisition	1.5	3	4.5	3	4.5	0	0	0	0	0	0	0	0	0	0	4	6	3	4.5	3	4.5
Ease of Assemblage	1.5	3	4.5	3	4.5	0	0	0	0	0	0	0	0	0	0	4	6	3	4.5	2	3
Fire Marshal Consideration	1	2	2	2	2	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Risk Management	1	2	2	2	2	1	1	0	0	3	3	2	2	0	0	1	1	1	1	1	1
Land Costs	1.5	1	1.5	1	1.5	2	3	1	1.5	2	3	3	4.5	2	3	2	3	2	3	2	3
Weighted Score			81		71		54		50		83		67		40		83		61		46

	SITE 1	SITE 2	SITE 3	SITE 4	Westar Lane	Higgins Airport Way	13	South Mount Vernon	Alder Lane	CSMV
Ranking	Eliminated	Eliminated	5th	Eliminated	1st (Tie)	2nd	Eliminated	1st (Tie)	3rd	6th

Scoring Criteria	
Superior	4
Very Good	3
Good	2
Neutral	1
Poor	0

Sites 1, 2 and 13 are no longer viable due to Zoning/Permitting Airport Overlay restrictions.
Site 4 no longer viable due to protected wetlands.
Sites 3, Westar Lane, Higgins Airport Way, and 13 would require a long term lease from the Port of Skagit.
A long term lease is not preferred by Skagit Transit.

Site South Mount Vernon is the best site given it does not require a long term lease and its location will be very efficient to operate out of.