

Project Title: City of Kingston Intermodal Facility

Meeting Date: May 24, 2007

Location: City of Kingston – City Hall

Subject: S1 Site Plan Layouts

Attendees:

Initials	Name and E-mail	Company	Telephone
RR	Russell Robbins rrobbins@dot.state.ny.us	NYS DOT	845-431-5978
SF	Steve Finkle sfinkle@ci.kingston.ny.us	City of Kingston	845-334-3960
CR	Cynthia Ruiz crui@co.ulster.ny.us	Ulster County Area Transportation (UCAT)	845-340-3335
WT	Bill Tobin wtob@co.ulster.ny.us	Ulster County Transportation Council Staff	845-340-3340
MB	Maureen Brooks mbrooks@trailwaysny.com	Trailways	845-339-4230
KD	Dennis Doyle ddoy@co.ulster.ny.us	UCTC	845-340-3339
DG	Don Gray dgray@wd-ae.com	Wendel Duchscherer	716-688-0766

Item	Description	Due	Ball in Court
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1.00 Meeting Overview:

1.01 The primary purpose of the meeting was to present two additional site plan layouts for the existing Terminal site. These were identified as S1 Option 2 and S1 Option 3. In order to address specific concerns and issues raised at the last meeting by the TAC members concerning the existing Terminal site, additional site grades were obtained, allowing WD to produce these two additional options.

1.02 The difference between the two options is the number of parcels utilized. S1 Option 2 is based on utilizing just three parcels (the existing Terminal, the existing adjacent parking lot, and the Utility Platers). S1 Option 3 is based on utilizing the adjacent Diner and Tree Service parcels in addition to the other three parcels.

2.00 Summary of Discussion:

2.01 After discussing Options 2 and 3, the Committee requested WD to develop a 4th Option that would incorporate selected components from Options 2 and 3. The established guidelines for Option 4 would be:

- A. Leave the Diner in it's current location.
- B. Provide a new bus-only driveway, south of the existing Diner, from North Front Street. An easement would be necessary for this new driveway. This would be the only bus access for the site.
- C. Revise the parking for the Diner due to the new bus-only driveway.
- D. Provide an exit only curb cut for the buses onto Washington Avenue, right

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	<p>out only.</p> <p>E. Provide parking for 150 cars by designing a parking structure with below and above grade levels as necessary to meet that quantity.</p> <p>F. Provide a cars only access into the new parking structure from Schwenk Drive, right in and right out only.</p>		
3.00	<u>Additional Items of Discussion:</u>		
3.01	Trailways stated they do not need a lay-by parking area due to the close proximity of their maintenance facility to the site.		
3.02	A revised option for Site S11 was presented. The revision provided for access for the local buses between the proposed Intermodal Terminal and the Plaza parking area, so they would not have to exit by I-587.		
3.03	The owner of the Plaza is willing to work with the project with the understanding the new access from the I-587 will also allow cars to access the Plaza. Steve Finkle will go back to the owner of the Plaza to discuss if this is an absolute and/or a deal breaker.		
3.04	Russell Robbins and Don Gray will investigate FHWA guidelines, criteria and potential constraints regarding the new I-587 access required for Site S11.		
3.05	Steve Finkle said it appears Ulster County Federal Credit Union has a long-term lease for Site S2 (the former Sheriff's office site). This potentially impacts the availability of this parcel.		
3.06	It was agreed the best way to reach out to potentially affected property owners and tenants of the sites under consideration was to invite them to a presentation wherein all the site options under consideration would be presented and explained. The City would develop the list of potentially affected owners and tenants, WD would provide a draft invitation letter for County/City review, and then the invitation letter would be sent out. WD would also make the presentation on behalf of the County and City. This would provide for consistency in the information provided to the potentially affected owners and tenants. The presentation was tentatively set for 6:00 PM, Thursday, June 21 at the UCAT Training Center. (Since that time, due to a request from Trailways for additional time to consider their site alternatives, it was decided to reschedule this meeting, date and time yet to be determined. It is anticipated the date for the meeting will be impacted by only several weeks.)		
4.00	<u>Next Steps / Action Items / Next Meeting:</u>		
4.01	WD to provide draft invitation letter for County/City review.		WD
4.02	The City will provide a list of the potentially affected property owners and tenants.		City
4.03	The City to follow up with the Plaza property owner regarding car access from I-587 being an absolute.		City
4.04	Russell Robbins and Don Gray to follow up regarding FHWA regulations for proposed I-587 access for Site S11.		RR and DG
4.05	Trailways to consider site alternatives in order for the next meeting to be scheduled.		Trailways

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4.06	The next meeting will be a presentation to the potentially affected property owners and tenants for the sites under consideration. The date and time are yet to be determined. The location is expected to be the UCAT Training Center, although this will need to be confirmed once the date and time are determined.		TAC and WD
5.00	<u>Summary of Items Distributed and/or Transmitted at this Meeting:</u>		
5.01	Site plans for site S1 Option 2, site S1 Option 3, and revised Site S11 were distributed to the County and City at this meeting.		
6.00	<u>Summary of Attachments to these Meeting Minutes:</u>		
6.01	No items are attached to these meeting minutes.		

Prepared by: WENDEL DUCHSCHERER

These meeting minutes represent our understanding of the items discussed and the thoughts expressed. If there are any modifications or corrections required to these minutes, please contact our office within five (5) calendar days. Otherwise, these meeting minutes will be considered accurate and complete.

Signed: _____
Donald E. Gray, AIA, Project Manager

Dated: 06-05-07

- C:
- All attendees
 - Nina Chung FTA
 - Tom Jackson UCAT
 - Joel B. Brink Town of Ulster
 - Toni Roser Citibus
 - Anne Noonan Trailways
 - Mark Boungard Trailways
 - Kathy Dewkett Dewkett Engineering
 - Susan VanBenschoten Fitzgerald & Halliday, Inc.
 - David Williams The Williams Group
 - Robert W. Lambert McFarland-Johnson, Inc.
 - David Markowitz NYSDOT
 - Charles Moore NYSDOT
 - WD In-house Team
 - WD file