May 2025

WASHINGTON COUNTY TRANSIT
Facility Expansion Feasibility Study

Washington County MARYLAND

WCT

Hagerstown Eastern Panhandle MPO

Michael Baker INTERNATIONAL

ACKNOWLEDGEMENTS

The **Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)** would like to thank the stakeholders involved for their valuable contributions throughout the planning process.

- City of Hagerstown
    - Mayor and City Council
    - Planning Commission
    - Engineering Department
    - Planning and Zoning Department
- Maryland Department of Transportation, Maryland Transit Administration
- Orchard Hills Congregation of Jehovah's Witnesses
- Washington County
    - Board of Commissioners
    - Public Works Department
    - Washington County Transit

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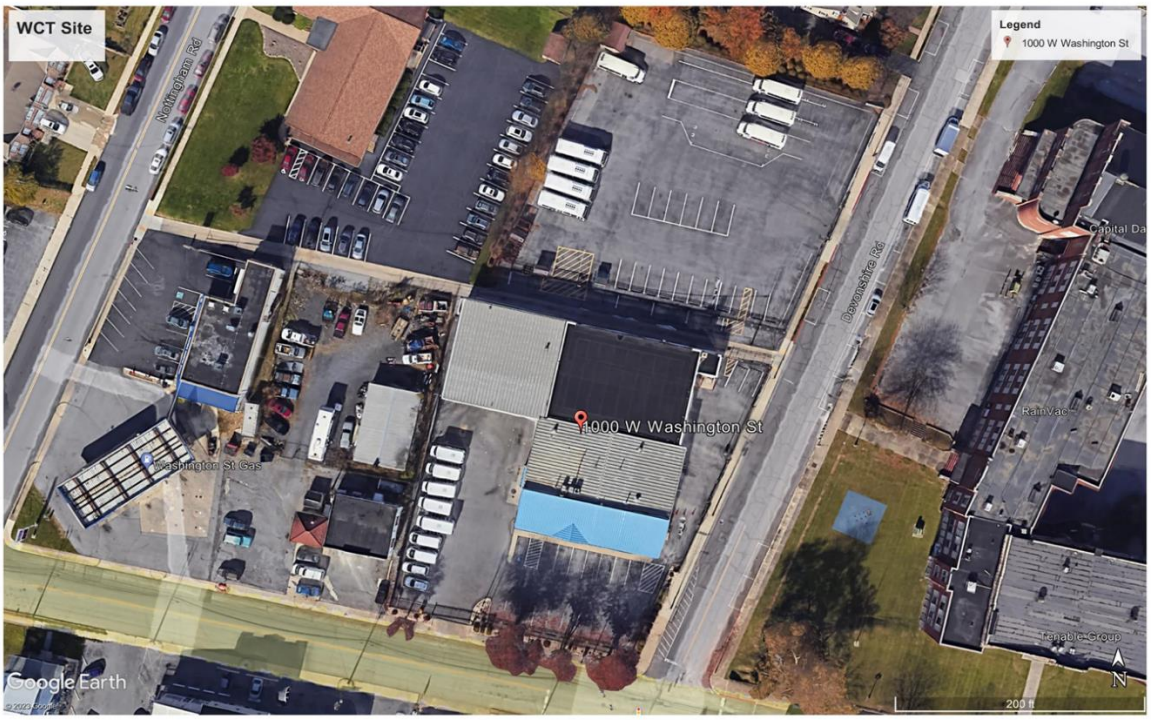
1 INTRODUCTION

Background

The Washington County Transit (d/b/a WCT) desires to expand its current facility located at 1000 W. Washington St, Hagerstown, MD 21740, to provide additional space to meet its current and future (year 2050) administrative and operational needs. Such needs are supported by WCT's historic growth and its Five-Year Transit Development Plan (TDP), which projects the authority's current annual ridership to increase by 30 percent in transit demand from 2010 to 2030.

The WCT facility is situated on the Washington County-owned parcel (Parcel #25035194) that encompasses approximately 1.7 acres (73,616 square feet). The facility includes approximately 16,056 square feet and provides administrative offices, conference rooms, indoor vehicle storage, a full-service vehicle maintenance facility, and a bus wash bay. Figure 1 is an ariel view of the WCT. The WCT parcel is divided into two sections by the City of Hagerstown-owned alleyway (Alleyway No. 1-35) as illustrated in **Attachment A.**

Figure 1. WCT Aerial View



Source: Google Earth

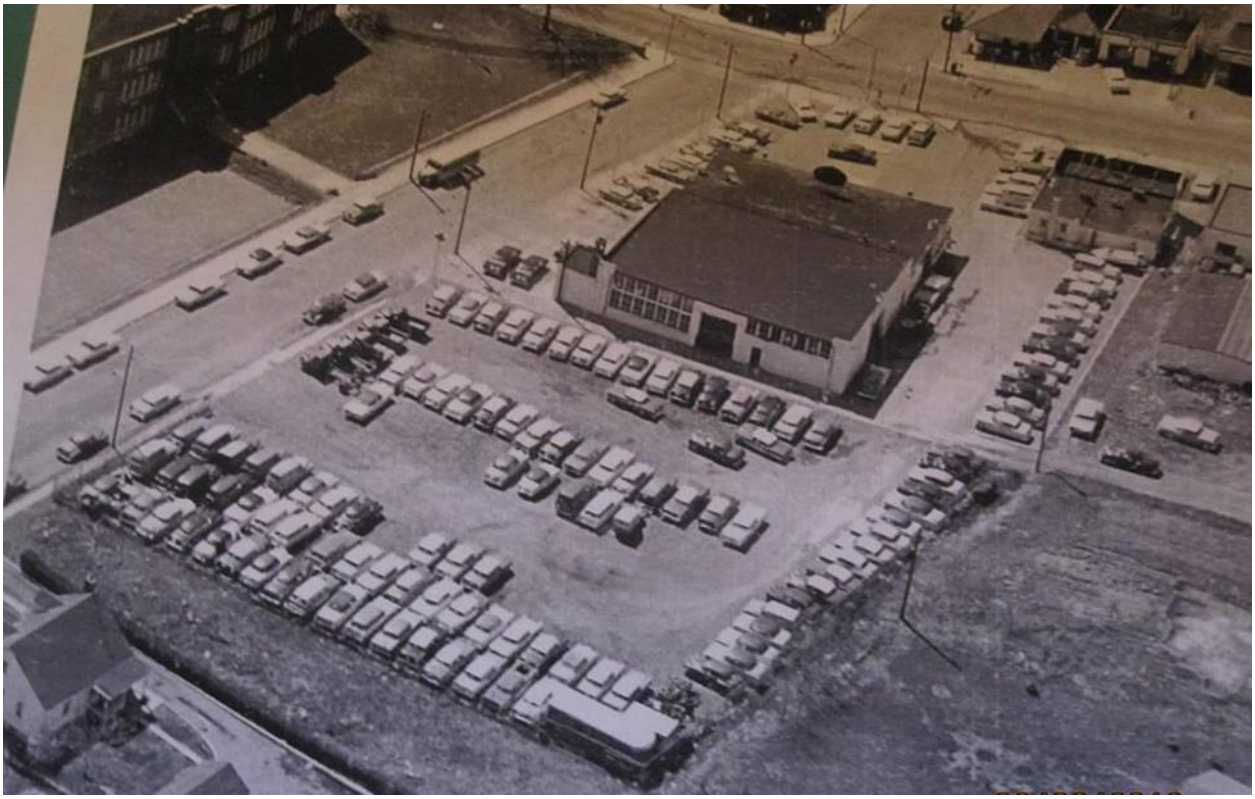
Today, WCT employs a staff of 59 administrative, operations and maintenance employees and operates 21 revenue vehicles and 5 support vehicles. Maintaining a state of good repair of WCT's vehicles is adequate given the current service levels. Changes in future service repair levels have the potential to create challenges. The facility's storage space is insufficient to house the current number of vehicles under cover, necessitating outdoor storage which reduces the life of the vehicle and creates maintenance challenges during winter months.

In addition to accommodating the WCT's building facility, the 73,616 square feet parcel also accommodates on-site parking (i.e., 48 spaces for staff, drivers, visitors, revenue, and non-revenue vehicle storage, and transit vehicle circulation). WCT currently allows for one Americans with Disabilities Act (ADA) parking space. The current parking vehicle storage and circulation area is inadequate and in turn creates unsafe conditions for pedestrians and constrains transit bus circulation.

Facility History

The property located at 1000 W Washington St, Hagerstown, MD, initially operated as an automotive dealership (Hoffman Chevrolet) until its acquisition by Washington County in 1974. This acquisition initiated its conversion into a pivotal infrastructure for WCT's public transportation services. In 1989, the facility underwent a substantial expansion to augment WCT's capacity for vehicular storage and maintenance, addressing the escalating demands of the transit system. A comprehensive renovation was executed in 2009, primarily targeting the modernization of the administration sector and the enhancement of the maintenance and vehicle storage areas. This renovation aimed to optimize operational efficiency and improve the aesthetic appeal for both personnel and visitors. The facility now exemplifies the ongoing dedication to delivering superior public transportation services within Washington County. Figure 2 is an aerial photo of the dealership prior to 1972.

Figure 2. Hoffman Chevrolet



Source: Kevin Cerrone, Washington County Transit

Since 1989, the physical dimensions of the WCT transit facility have remained constant. However, the service area has significantly expanded to accommodate a burgeoning population and the increased demand for public transportation. Ridership has experienced considerable growth, indicative of the community's reliance on and confidence in the transit services provided. Furthermore, WCT's transit vehicle fleet has evolved, incorporating newer, larger, and more technologically advanced models to better meet passenger needs and enhance operational efficiency. Figure 3 is a picture interior storage of WCT's 2022 Eldorado EZ Rider 32' fixed route buses.

Figure 3. WCT Fixed Route Buses

Project Summary

This project determined the existing space constraints and long-term (2050) needs of the current WCT facility. The study's space needs analysis was then used to support the proposed facility expansion conceptual design and site layout requirements --- inclusive of the City of Hagerstown's Land Management Code and Stormwater Management Ordinance requirements – and identify any potential environmental impacts using a National Environmental Policy Act (NEPA) screening analysis approach. The existing WCT property and facility is highly constrained given that it does not accommodate the current number of WCT fleet vehicles and administrative staff, inhibits safe bus circulation, and is entirely impervious. And as previously noted, WCT's current Five-Year TDP predicts ridership growth over 30% to year 2030 compared to current ridership levels. This growth will necessitate the hiring of additional staff and/or the operation of more vehicles, further accentuating the current facility constraints.

For these reasons, WCT, in collaboration with the Hagerstown/Eastern Panhandle Metropolitan Planning (HEPMPO) and its on-call transportation planning technical consultant, Michael Baker International, Inc., conducted this feasibility study to comprehensively evaluate the on-site expansion of its current facility located at 1000 W Washington St. The study included a Facility Space Needs Assessment (for current conditions to 2050), an Environmental Screening Analysis, Conceptual Facility Design, Site Plan Layout and Cost Estimate, Quit-Claim of the alleyway, Financial Analysis and Capital Funding Strategy, and Property Survey and Lot Consolidation.

Specifically, the study achieved the following objectives:

- Objective #1 – Determine WCT's facility space needs to the year 2050 (i.e., Direction 2050 Long Range Transportation Plan) to accommodate administrative office space, vehicle maintenance, vehicle circulation, vehicle storage areas and parking needs.
- Objective #2 – Perform an inventory of existing environmental screening analysis of site conditions to identify potential constraints. This will include an evaluation of the City of Hagerstown's zoning and stormwater management requirements pursuant to the City of Hagerstown's Land Management Code v3.11, Article 4 Zoning and Stormwater Management Chapter 213 of the City Code.
- Objective #3 – Prepare conceptual facility design and site layout alternatives (maximum of 2) to address the space and operational needs. Conceptual design and site layout will meet current City International Building Code (IBC) standards and include ADA compliance.
- Objective #4 – Determine a probable cost estimate for the preferred conceptual facility design and site layout plan and determine the required capital budgeting and programming needs. Sources of funding, such as FTA competitive and applicable formula grant programs, and other federal, state, and local sources will be identified.
- Objective #5 – Determine critical path forward to include decisions and timeframes to proceed the study's implementation.

2 W.C.T. FACILITY SPACE NEEDS ASSESSMENT

Executive Summary

Washington County Transit has completed this comprehensive Transit Facility Space Needs Assessment to evaluate and plan for the expansion of its current facility at 1000 W. Washington St, Hagerstown, MD. This expansion aims to meet the administration and operational needs projected through the year 2050, supported by WCT's historic growth and its 5-Year TDP, which anticipates a 34% population growth from 2010 to 2050. The assessment was conducted as part of the Direction 2050 Long Range Transportation Plan, with the objective of determining the facility space requirements necessary to accommodate future needs for administration office space, vehicle maintenance, vehicle circulation, vehicle storage areas, and parking facilities. This analysis ensures that WCT can enhance its operational efficiency and service delivery to meet the increasing demands of the community.

The study involved a detailed evaluation of current facilities, projected growth, and future trends in transportation and infrastructure. The primary objective was to identify the facility space requirements for WCT, considering projected staffing and service levels, and determining if the current 1000 W. Washington St. property could accommodate the facility expansion needs, including meeting the City's zoning and stormwater management code requirements, and achieving the successful Quit-Claim of the City-owned alleyway bisecting the property.

This was achieved through a combination of qualitative and quantitative data collection methods. Key findings indicate that the existing facilities are operating at near full capacity, necessitating expansion to accommodate future growth. Projections show a need for a 140 % increase in facility space to meet the demands of a growing population and expanded services by 2050. Space constraints are currently affecting operational efficiency and safety, including maintenance schedules, vehicle storage and circulation, and administrative functions, leading to increased operational costs and reduced service reliability. Input from staff, riders, and community stakeholders underscores the urgent need for expanded and modernized facilities to improve service quality and meet future needs.

The methodology included structured interviews with key stakeholders, such as Andrew Eshleman (Washington County Director, Public Works), Shawn Harbaugh (WCT Director/Facility and Fleet Manager), and

Matt Mullenax (HEPMPO, Executive Director), that provided in-depth insights into projected needs and expectations. Quantitative data from current utilization metrics, historical growth trajectories, and future service demand forecasts were analyzed to model various scenarios. The American Public Transit Association's (APTA) Facility Space Needs Calculator (FSNC) was used to convert qualitative and quantitative data into specific space requirements, ensuring realistic and achievable recommendations. A thorough walkthrough of the current WCT site identified potential areas for expansion or modification and documented immediate issues influencing future spatial planning. During the site walkthrough, photographic documentation of the existing facility environment was systematically compiled and logged in **Attachment B**. Comprehensive research and validation analysis of the space program and operating requirements for each functional area within the proposed facility were also conducted.

The recommendations include the reconfiguration of the existing facility and construction of a new storage facility and employee parking area to meet projected space needs and achieve the City's zoning and stormwater management requirements. Upgrading current facilities with modern infrastructure, including alternative fueling methods, is essential to enhance operational efficiency and safety. Developing a long-term strategic plan that aligns facility expansion with projected growth in ridership and service areas, including phased development to manage costs and minimize service disruptions, is crucial. Exploring funding opportunities and partnerships with local, state, and federal agencies will support facility expansion and modernization efforts. By addressing these space needs, WCT will be well-equipped to handle current demands and future growth, ultimately improving service delivery and operational efficiency.

Needs Assessment

A comprehensive work analysis was conducted with a specific focus on evaluating the administration, maintenance, and vehicle storage requirements. This analysis entailed a meticulous assessment of the current infrastructure, identifying deficiencies and areas for enhancement. Additionally, projections were formulated to anticipate future needs, considering potential growth and shifts in operational dynamics. This assessment aims to delineate future facility requirements for sustained operational success.

Key areas of focus included the following:

- **Administration:** Evaluating office spaces, meeting rooms, and administration support areas to ensure alignment with current and projected staffing requirements. This included assessing the adequacy of

workspace configurations, technological infrastructure, and support services to enhance productivity and accommodate future administration expansions.

- **Maintenance:** Reviewing maintenance facilities, storage areas, and infrastructure to support ongoing upkeep and long-term site sustainability. This involved analyzing the capacity and efficiency of existing maintenance operations, identifying potential bottlenecks, and recommending improvements to ensure the facility can handle increased maintenance demands and technological advancements.
- **Fleet Storage:** Determining the spatial requirements for interior storage of revenue vehicles, non-revenue vehicles, and vehicle circulation. This included evaluating the current storage capacity, assessing the need for additional space to accommodate fleet expansion, and ensuring optimal vehicle circulation to enhance operational efficiency and safety.

The findings from this analysis were pivotal as they outlined the specific requirements necessary for the project team to make informed decisions regarding the size and scope of the new facility. By defining these needs, WCT can ensure that the expanded facility will be appropriately sized and equipped to support its operations both presently and in the future. This comprehensive approach not only addresses immediate infrastructure needs but also incorporates strategic foresight to adapt to evolving operational demands, thereby ensuring long-term viability and success.

Quit-Claim for Alleyway No. 1-35

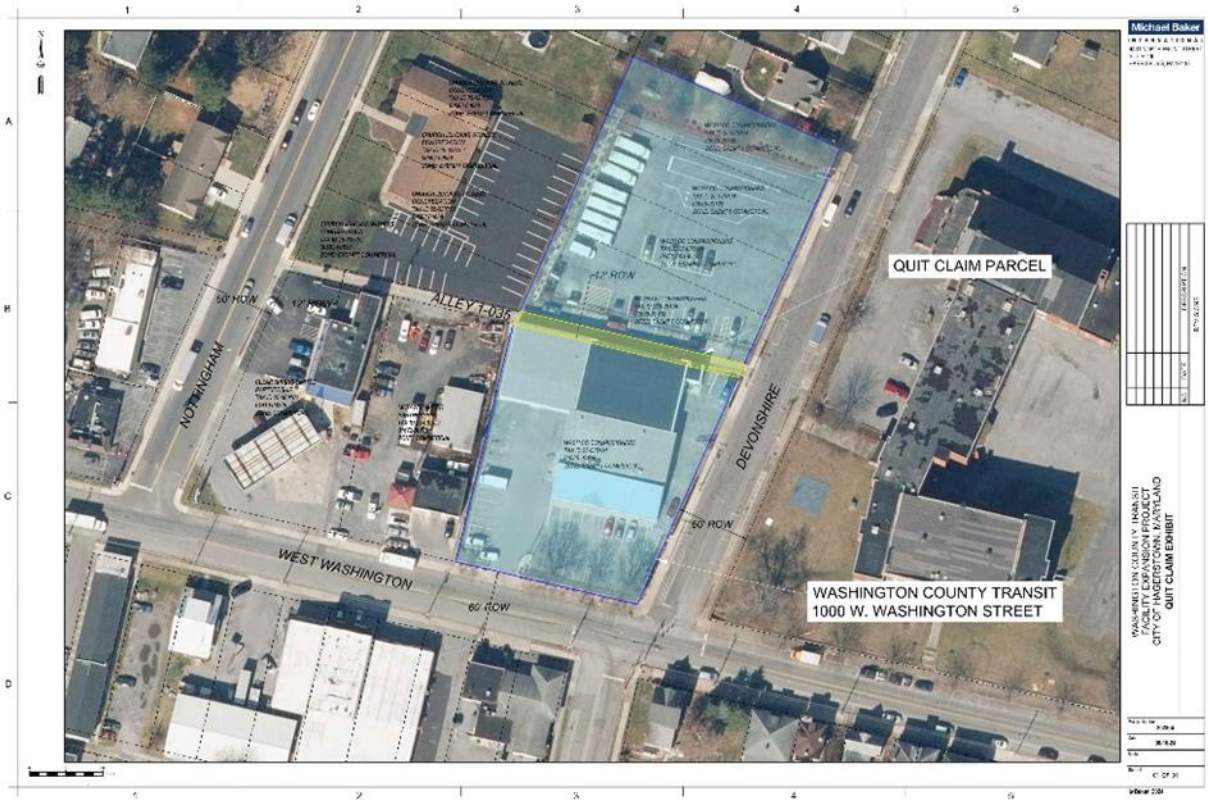
As part of the needs assessment, it was assumed that the Quit-Claim deed to Alleyway No. 1-35 would be successfully obtained through the City Council approval of Washington County's Quit Claim application request. In Section 6 Quit Claim, provides an elaboration of the Quit Claim application process that was submitted to the on September 4, 2024 (note at the time of this study's preparation the Quit Claim request is still pending City approval). Figure 4 is a visual of the Quick-Claim deed request to the applicable portion of the alleyway.

The alleyway area is integral to the spatial planning and architectural design phases, as the incorporation of the alleyway into the site plan would facilitate the expansion of critical infrastructure. The additional land area provided by the alleyway will reduce safety risks by eliminating the no-low visibility of the cross traffic of the alleyway for vehicles exiting the bus wash, enhance logistical efficiency by optimizing bus storage with

universal parking, designated space for interior circulation, the elimination for Line Service Attendants to have a CDL, and thereby improving overall required operational site space needs.

Obtainment of the Quit-Claim deed to the alleyway is essential for aligning the facility's operational capabilities with both current and projected future demands. If the Quit-Claim deed is not obtained, then this would necessitate an additional 10-foot setback along the northern lot's alleyway. This setback will result in a significant reduction of available fleet vehicle storage capacity and introduce further operational challenges for WCT.

Figure 4. Quit-Claim Area of Alleyway No. 1-35



Current to Future Comparison

The collected data was pivotal in conducting a comprehensive analysis of current facility requirements, identifying potential areas for expansion, and making informed decisions regarding spatial calculations. This information is essential for understanding the evolving facility needs of WCT and for strategizing future initiatives that align with their projected growth.

The data was meticulously analyzed to address the following key questions:

- Does WCT's current facility adequately meet their operational requirements?
- What are the spatial requirements to accommodate WCT's projected growth?

Utilizing the collected data, insights from interviews, and the APTA FSNC, the assessment team developed theoretical floor plan layouts to ascertain the spatial requirements. Table 1 itemizes WCT's current spatial allocation against its projected requirements.

Table 1. WCT Space Needs Assessment

Use	Current Sq. Ft.	Need Sq. Ft.	Current Needs Met
Administration	2,314	5,230	Needs Not Met
Maintenance	5,191	6,882	Needs Not Met
Interior Vehicle Storage	7,715	24,458	Needs Not Met
Total Building	15,220	36,570	Needs Not Met
Vehicle Parking	~48 spaces*	27 / 36 spaces**	Needs Met
Stormwater Management	0	8,000 SF	Needs Not Met

*Number of existing physical spaces.
** Number of spaces required (27) per the City's Land Management Code (LMC) Article 4 Zoning requirements for parking / Number of physical spaces to be provided as part of the proposed expansion.

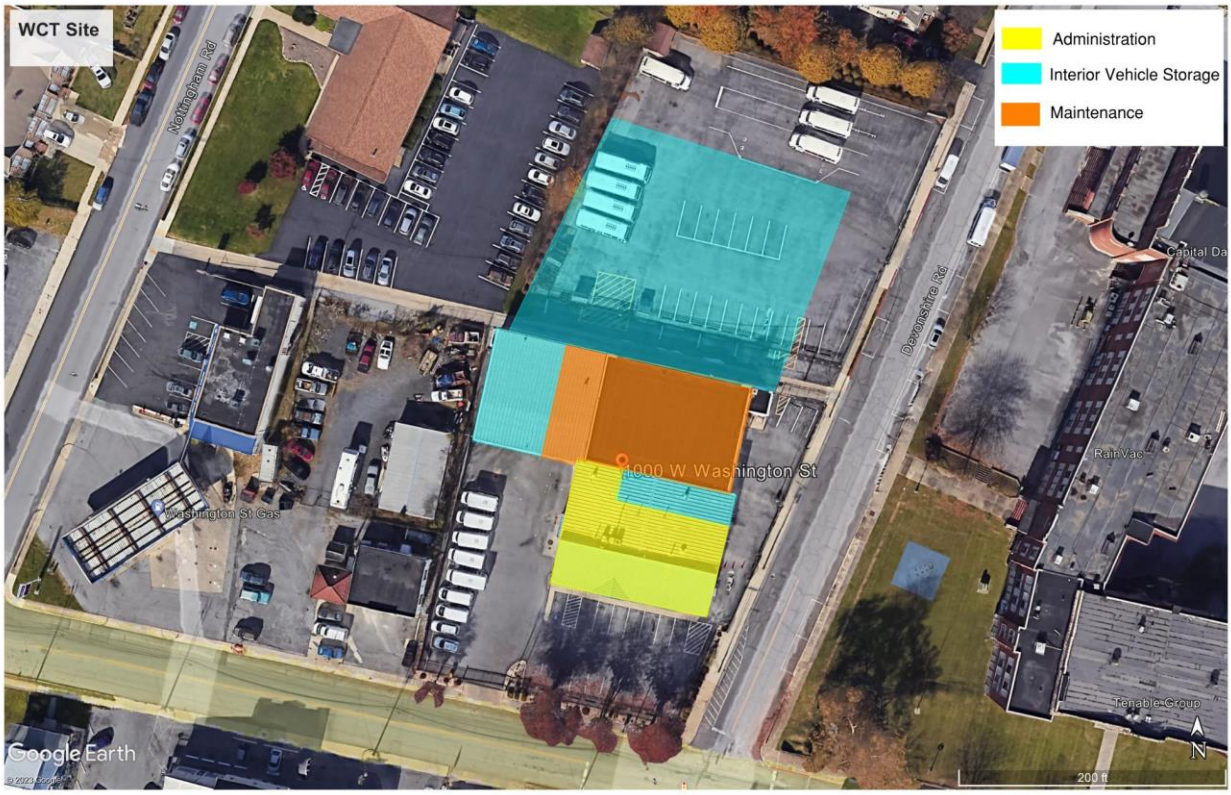
Table 2 presents a detailed breakdown of the facility's administration, maintenance, and storage areas, both for the current year and projected for 2050. Accompanying this table, Figure 5 offers a current visual representation, while Figure 6 provides a future visual depiction of the facility.

Table 2. Facility Breakdown

Use	Current Sq. Ft.	Year 2050 Sq. Ft.
Administration	2,134	5,230
Maintenance	5,191	6,882
Interior Vehicle Storage	7,715	24,458

Figure 5. Current Facility Space

Figure 6. 2050 Facility Space



The results of the assessment, when contrasted with the current facility's capabilities, reveal that the existing infrastructure is insufficient to meet the anticipated operational and spatial requirements projected for the year 2050. This discrepancy underscores the necessity for strategic upgrades and expansions to ensure that the facility can accommodate future demands, advancements, and increased capacity needs.

Current Circulation and Operations

ADMINISTRATION

The current administration area (delineated in yellow) in Figure 5 has reached its maximum capacity with all offices and workspaces currently occupied. Any increase in staff or services would necessitate the sharing of offices and workspaces. Furthermore, this area lacks adequate workflow circulation, and the alignment of workspaces is suboptimal. The dispatch office is located within this area, posing a risk as all employees have access to freely walk about the building.

Table 3 delineates all the administration working areas. Table 4 enumerates all full-time and part-time employees utilizing this area.

Table 3. Administration Work Area

Area	Room	Dimension	Size Sq Ft.	Area	Notes
Lobby	100	15' X 14'	210	Administration	
Restroom	101	5' X 7'	35	Administration	ADA Gender Neutral Public Restroom
Copy/Storage	102	18' X 10'	180	Administration	
Hallway	103	22’ x 4’	88	Administration	Administration
Restroom	104	4' X 4'	16	Administration	Women's Restroom
Kitchenet	105	8' X 7'	56	Administration	
Restroom	106	4' X 4'	16	Administration	Men's Restroom
Office	107	10' X 10'	100	Administration	Operation Supervisor
Office	108	10' X 14'	140	Administration	Fiscal Technician
Office	110	8' X 10'	80	Administration	Training Room
Office	129	12' X 11'	132	Administration	Communication Specialist
Office	131	10' X 12'	120	Administration	Communication and Outreach Manager
Office	132	10' X 8'	80	Administration	Communication Specialist
Office	109B	10' X 16'	160	Administration	Directors
Conference Room	109A	14' X 17'	238	Administration	
Hallway	111	4' X 10 '	40	Administration	Administration - Maintenance
Break Room	130	18' X 14'	252	Administration	Drivers Lounge
Other			191	Administration	Hallways, Wall space, Miscellaneous
Total			**2,134**		

Table 4. Administration Area Employee Count

Use	Full-time	Part-time	Total
Administration	6	0	6
Operations	8	31	39
Total	**14**	**33**	**45**

MAINTENANCE

The current maintenance area (delineated in orange) in Figure 5 has reached its maximum capacity in terms of office space, workspaces, storage, and parts areas. The maintenance department currently lacks additional office space to accommodate future personnel. The facility is equipped with only two fully operational repair bays, each with inherent limitations. Furthermore, the maintenance department faces constrained storage capacity for equipment and tools, necessitating the use of portions of the repair bays for storage purposes. Table 5 delineates all the maintenance working areas.

Table 5. Maintenance Working Area

Area	Room	Dimension	Sq. Ft.	Area	Notes
Parts Room	112	23' X 8'	184	Maintenance	Parts Storage
Parts Storage	Lower	32' X 8'	256	Maintenance	Parts Storage
Repair Bay	113	48' X 16'	768	Maintenance	Large Repair Bay (Primary)
Repair Bay	115	48' X 17'	816	Maintenance	Large Repair Bay (Primary)
Office	114	10' X 22'	220	Maintenance	Fleet and Facility Manager
Storage Area	116	13' X 15'	195	Maintenance	Equipment Storage
Restroom	117	14' X 6'	84	Maintenance	Gender Neutral Restroom and Shower
Fire/Sprinkler Room	122/133	14' X 7'	98	Maintenance	Rooms Merged Together
Hallway	123	14' X 4'	56	Maintenance	Maintenance - Bus Storage
Locker Room	124	10' X 8'	80	Maintenance	Operator/Maintenance Lockers
Repair Bay	125	16' X 40'	640	Maintenance	Repair Bay
Restroom	126	6' X 6'	36	Maintenance	Operator/Maintenance Gender Neutral Restroom

Area	Room	Dimension	Sq. Ft.	Area	Notes
Restroom	127	6' X 6'	36	Maintenance	Operator/Maintenance Gender Neutral Restroom
Office	128	12' X 8'	96	Maintenance	Line Service Attendant Office
Other			1,630	Maintenance	Other Storage Areas, Walkways, Wall Space
Total			**5,195**		

Washington County Transit is currently encountering difficulties in recruiting Line Service Attendants due to the requirement for candidates to possess a Commercial Driver's License (CDL), necessitated by the need to traverse the alley between parcels. This stipulation significantly restricts the candidate pool, complicating the recruitment process. A successful Quit Claim would preclude the CDL requirement, as vehicles would no longer need to exit the property. This modification would streamline the hiring process, enabling WCT to attract a broader spectrum of candidates and fill positions more efficiently. Additionally, it would reduce the costs associated with CDL training and certification, resulting in further operational savings.

The existing bus wash system is constrained by its design as a portable, walk-around unit rather than a conventional drive-through system. This battery-operated apparatus can only service a limited number of vehicles and requires over eight hours to recharge. Furthermore, the water supply necessitates continuous refilling, presenting an additional challenge. These limitations substantially impact the efficiency and effectiveness of vehicle maintenance operations. The prolonged charging time and frequent water refills lead to extended downtime, thereby reducing the number of vehicles that can be serviced within a given timeframe. This not only affects the cleanliness and upkeep of the fleet but also has potential implications for vehicle longevity and public perception.

Currently, only diesel-powered vehicles can be refueled onsite. However, the fueling station's location within the paratransit vehicle parking and employee parking area poses significant challenges. This arrangement can lead to congestion and potential safety hazards, as well as disrupt the workflow and accessibility for both paratransit operations and staff. The future facility will need to have the capability to support and accommodate alternative fuels for WCT future fleet transition.

FLEET VEHICLE STORAGE

Due to current constraints in vehicle storage capacity (delineated in blue) in Figure 5, only fixed-route vehicles are accommodated indoors, while all paratransit and non-revenue vehicles are stored externally. Ideally, all fleet vehicles, irrespective of their revenue-generating status, should be housed indoors. Indoor storage is advantageous as it preserves the vehicles by shielding them from continuous exposure to environmental elements, provides a secure environment to mitigate theft and damage, and ensures a safe, well-illuminated area for vehicle access. Table 6 delineates the current interior storage area and Table 7 identifies the location where each fleet vehicle is stored.

Table 6. Current Interior Storage

Area	Mode	Sq. Ft.
Storage 1	Fixed Route	3,720
Storage 2	Fixed Route	3,995
Total		**7,715**

Table 7. Storage Location

ID	Mode	Length FT	Year	Make	Model	Storage
713	Fixed Route	30	2015	Eldorado	Passport	Interior
714	Fixed Route	30	2015	Eldorado	Passport	Interior
715	Fixed Route	30	2021	Eldorado	Passport	Interior
716	Fixed Route	30	2021	Eldorado	Passport	Interior
717	Fixed Route	30	2021	Eldorado	Passport	Interior
718	Fixed Route	30	2021	Eldorado	Passport	Interior
719	Fixed Route	30	2021	Eldorado	Passport	Interior
720	Fixed Route	30	2021	Eldorado	Passport	Interior
801	Fixed Route	32	2022	Eldorado	EZ-Rider	Interior
802	Fixed Route	32	2022	Eldorado	EZ-Rider	Interior
803	Fixed Route	32	2022	Eldorado	EZ-Rider	Interior
804	Fixed Route	32	2022	Eldorado	EZ-Rider	Interior

805	Fixed Route	32	2022	Eldorado	EZ-Rider	Interior
505	Paratransit	21	2015	Chevy	3500	Exterior
506	Paratransit	22	2017	Ford	E-350	Exterior
507	Paratransit	22	2017	Ford	E-350	Exterior
508	Paratransit	23	2021	Ford	E-450	Exterior
509	Paratransit	23	2017	Ford	E-450	Exterior
510	Paratransit	23	2017	Ford	E-450	Exterior
205	Paratransit	16	2019	Ford	Transit	Exterior
206	Paratransit	16	2019	Ford	Transit	Exterior
T-1	Non-Revenue	16	2005	Chevy	Silverado	Exterior
S-1	Non-Revenue	15	2008	Chevy	Uplander	Exterior
S-3	Non-Revenue	15	2022	Chevy	Equinox	Exterior
S-4	Non-Revenue	15	2024	Chevy	Malibu	Exterior
S-5	Non-Revenue	15	2024	Chevy	Malibu	Exterior

Space Program and Operating Needs Requirements

ADMINISTRATION

The proposed administration area expansion and reconfiguration (delineated in yellow) in Figure 6 will encompass ADA upgrades and designated spaces for cubicles, workstations, restrooms, nursing room, breakroom, conference rooms, meeting rooms, and a training room. These spaces are designed to support the administration functions of the transit system, providing comfortable, efficient, and accommodating environment for staff to perform their duties. The breakroom includes a kitchen, computer workstations, restrooms, mailboxes, communication boards, and material storage areas. The lounge serves as a multifunctional space for all staff, offering a place to rest, collaborate, and access essential resources. Lockers and restrooms ensure personal belongings are secure and staff have access to necessary facilities. The nursing room supports staff with nursing needs, and computer workstations enable administration tasks and communication.

Table 8 provides a proposed detailed breakdown of the administration area. Table 9 enumerates all full-time and part-time employees utilizing this area.

Table 8. Administration Area

Area	Room	Size Sq. Ft.	Department	Title/Function
Large Office	109B	180	Administration	Director
Small Office	108	100	Administration	Fiscal Technician
Small Office	129	95	Administration	Communication Specialist
Small Office	132	95	Administration	Communication Specialist
Small Office	131	100	Administration	Communication & Outreach Manager
Small Office	107	100	Administration	Operations Supervisor
Small Office	153	100	Administration	Safety and Training Coordinator
Small Office	150	95	Administration	Meeting/Interview Room
Small Office	151	100	Administration	Expansion
Small Office	152	100	Administration	Expansion
Small Office	154	100	Administration	Expansion
Large Storage Room	180	350	Administration	File Storage
Conference Room	109	400	Administration	Conference Room
Training Room	110	200	Administration	Training Room
Restroom	101	35	Administration	ADA Gender Neutral Public Restroom
Restroom	104	16	Administration	Gender Neutral Restroom
Restroom	106	16	Administration	Gender Neutral Restroom
Restroom	126	36	Administration	Operator/Maintenance Gender Neutral Restroom
Restroom	127	36	Administration	Operator/Maintenance Gender Neutral Restroom
Copy & Supply	161	40	Administration	Copy Room
Nursing Room	160	80	Administration	Private Room
Phone/Computer	140	50	Administration	Employee Room
Vault	190	100	Administration	Vault, Safe, and Counting Room
IT Utility Room	191	150	Administration	Utility Room
Nook	170	140	Administration	Counter, Sink, Microwave
Employee Lounge	300	450	Administration	Kitchenette, Tables, Quiet Room, TV, Mailboxes

Area	Room	Size Sq. Ft.	Department	Title/Function
Office	128	120	Administration	Line Service Attendant Office
Small Storage Room	200	100	Administration	Lost and found
Fire/Sprinkler Room	122/123	98	Administration	Rooms Merged
Restroom	117	84	Administration	Gender Neutral Restroom and Shower
Locker Room	124	100	Administration	Operator/Maintenance Lockers
Hallway	103	300	Administration	Hallway
Hallway	111	140	Administration	Hallway
Hallway	New	104	Administration	Left Side N/S
Hallway	New	240	Administration	Service to Lounge
Vestibule/Hallway	100	200	Administration	Vestibule/Hallway
Hallway	New	80	Administration	Bathroom Shower Hallway
Other		400	Administration	Space Adjusting
Total		**5,230**		

Table 9. Administration Area Employee Count

Use	Full-time	Part-time	Total
Administration	7	2	9
Operators	8	38	46
Total	**15**	**40**	**55**

MAINTENANCE

The proposed maintenance area expansion and reconfiguration (delineated in orange) in Figure 6 will encompass designated spaces for service bays, parts storage, wash systems, administration offices, functional equipment placement, equipment storage, restrooms, and showers. The service bays are outfitted for vehicle maintenance and repairs, ensuring the fleet remains in optimal condition. Parts storage and wash systems are critical for maintaining vehicle performance and cleanliness. Administration offices within this area facilitate maintenance management, while equipment storage ensures all necessary tools and materials

are readily accessible. Restrooms and showers provide essential facilities for maintenance personnel. Table 10 provides a proposed detailed breakdown of the maintenance area.

Table 10. Maintenance Area

Area	Room	Size Sq. Ft.	Department	Title/Function
Large Office	210	150	Maintenance	Fleet and Facility Manager
Small Office	100	100	Maintenance	Service Coordinator
Large Bay	201	900	Maintenance	All Vehicles All Repairs
Large Bay	202	900	Maintenance	All Vehicles All Repairs
Large Bay	203	900	Maintenance	All Vehicles All Repairs
Storage	220	700	Maintenance	Equipment Storage
Fluid Room	230	150	Maintenance	Bulk Fluid
Storage	250	500	Maintenance	Parts Storage
Tire Area	240	500	Maintenance	Tire Repair
Bus Wash		1,612	Maintenance	Bus Wash
Hallway/Walkway/Delivery		470	Maintenance	
Total		**6,882**		

Maintenance bay counts are derived from the FSNC, which projects the total future vehicle inventory, segmented by vehicle dimensions and service modes. Table 11 provides a detailed analysis of the WCT's fleet projected composition, while Table 12 specifies the square footage of the universal maintenance bays and the corresponding fuel lane requirements.

Table 11. Fleet Breakdown

Vehicle Type	Total
Fixed Route	15
Paratransit	12
Non-Revenue	6
Total	**33**

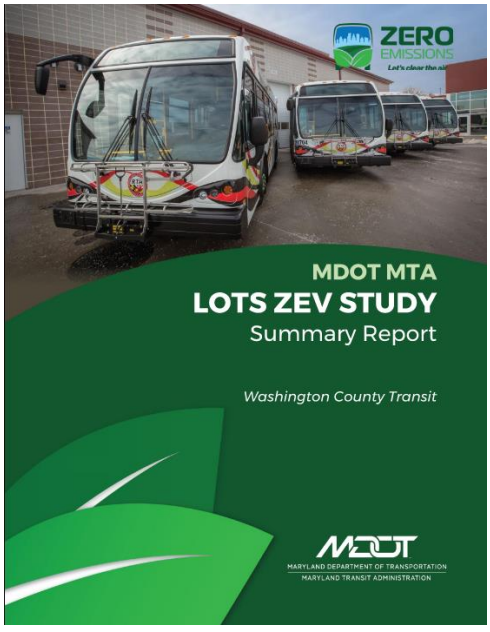
Table 12. Maintenance Bay and Fuel Lane Requirement

Item	Quantity	Size Sq. Ft.	Total
Maintenance Bays	3	900	2,700
Fuel Lane	1	5,000	5,000

Implementing onsite fueling is crucial and offers significant cost-saving potential for WCT. By negotiating fuel prices with a vendor, WCT can secure a reduced rate compared to standard pump prices, resulting in substantial financial savings over time. Currently, 42% of the fleet operates on gasoline, while 58% utilizes diesel. Among revenue vehicles, 33% use gasoline and 67% use diesel. It is recommended to utilize a fuel tank with capacities of 2,000 gallons for gasoline and 10,000 gallons for diesel. This capacity would accommodate weekly refills and provide a buffer period in case of scheduling delays or delivery issues.

An onsite fueling station and management system not only ensure a steady supply of gasoline but also enhance operational efficiency by reducing downtime associated with offsite refueling. The onsite fueling system can improve fleet management by enabling better monitoring and control of fuel usage, leading to more accurate budgeting and forecasting, as well as the implementation of fuel-saving strategies. Overall, investing in an onsite and modern fueling system is a strategic move that supports WCT's operational objectives and financial health, and increases WCT's commitment to environmental sustainability.

The facility will need to have the capability to support future alternative fueling methods, including the infrastructure necessary for electric vehicle (EV) charging stations, compressed natural gas, hydrogen fueling stations, or other sustainable energy sources. The facility must have the capability to support at least one of these alternatives fueling methods if selected, ensuring the WCT system remains environmentally friendly and future-ready, and aligning with the Maryland Department of Transportation (MDOT) Zero Emissions and FTA's Low or No Emissions Program goals.



A stationary bus wash, equipped with a chassis wash, capable of servicing both paratransit-sized vehicles and fixed-route buses, is essential for WCT's operations and maintenance needs. Implementing a comprehensive wash system will prevent early vehicle deterioration by removing corrosive substances and debris, thereby extending the lifespan of the WCT fleet. A traditional drive-through wash system would allow for continuous operation, servicing a higher volume of vehicles with greater consistency. A state-of-the-art wash system should also incorporate water recycling technology. This not only aligns with WCT's environmental sustainability goals by reducing water consumption but also results in significant cost savings over time. By having a proper wash system, this will enhance operational efficiency, improve vehicle maintenance standards, and project a more professional image to the public. It would also contribute to the overall longevity and performance of the fleet, ensuring that the vehicles remain in optimal condition and continue to provide reliable service to the community.

FLEET VEHICLE STORAGE

The proposed new 21,300 sq. ft. fleet vehicle storage space area expansion (delineated in blue) in Figure 6 will encompass designated spaces for the storage of both revenue-generating and non-revenue vehicles. Within this new storage facility, vehicles will be systematically arranged in lines and parked in a nose-to-tail configuration to optimize spatial efficiency. The vehicle storage aisles will require the width for operators to perform a proper pre-trip allowing for the space to deploy the vehicle lift. The storage facility is engineered to shield vehicles from environmental elements and ensure they are readily accessible for dispatch and maintenance operations. Table 13 delineates the spatial requirements for vehicle storage, derived from the APTA FSNC. Additionally, Table 14 provides a detailed breakdown of the projected fleet vehicles by size.

Table 13. Vehicle Storage Requirements

Storage Mode Size	Sq. Ft.
Fixed Route	12,000
Paratransit	7,500
Non-Revenue	1,800
Total	21,300

Table 14. Vehicle Length Breakdown

Length	15 FT	16 FT	21 FT	22 FT	23 FT	30 FT	32 FT
Fixed Route						8	7
Paratransit		6	1	2	3		
Non-Revenue	4	2					

PARKING

The proposed parking area expansion and reconfiguration will encompass designated spaces for the parking of employee and visitor vehicles. The parking area is strategically positioned to provide convenient access to the facility while ensuring the safety and security of vehicles.

The parking allocation is calculated based on the City of Hagerstown's Land Management Code v3.11, Article 4: Zoning Ordinance, O. Off-Street Parking Requirements, 4. Required Number of Parking Spaces as follows:

- Office building: One space per 200 square feet of net floor area
- Transportation terminals (trucking, etc.): One space per main shift employee.

Table 15 details the net office space, Table 16 specifies the peak main shift employees, and Table 17 provides a count for all parking spaces.

Table 15. Net Office Space

Area	Room	Size Sq. Ft.	Department	Title/Function
Large Office	109B	180	Administration	Director
Small Office	108	100	Administration	Fiscal Technician
Small Office	129	95	Administration	Communication Specialist
Small Office	132	95	Administration	Communication Specialist
Small Office	131	100	Administration	Communication & Outreach Manager
Small Office	107	100	Administration	Operations Supervisor
Small Office	153	100	Administration	Safety and Training Coordinator
Small Office	150	95	Administration	Meeting/Interview Room

Area	Room	Size Sq. Ft.	Department	Title/Function
Small Office	151	100	Administration	Expansion
Small Office	152	100	Administration	Expansion
Small Office	154	100	Administration	Expansion
Large Office	210	150	Maintenance	Fleet and Facility Manager
Small Office	100	100	Maintenance	Service Coordinator
Total Rounded Up		**1,600 = 8 parking spaces**		

Table 16. Peak Main Shift Employees

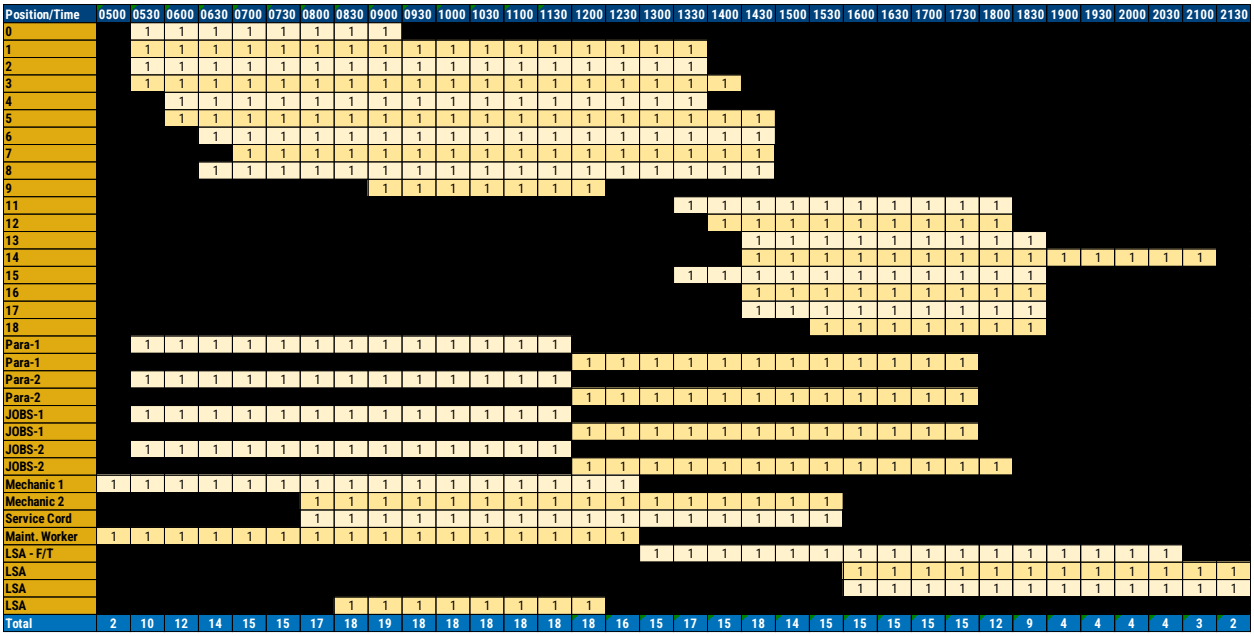


Table 17. Total Parking Spaces

Code Category	Spaces Needed
Peak Main Shift Employees	19
Office Space Sq ft / 200 Sq Ft	8
Total	**27**

NEEDS ANALYSIS CONCLUSION

After a thorough analysis of Washington County Transit's current and projected operational needs, it is evident that a larger facility is imperative to support the organization's growth and enhance service delivery. Expanding the administration space is crucial to accommodate additional staff and streamline administrative functions. Furthermore, a comprehensive storage facility is essential to securely house all transit vehicles, protecting them from environmental elements, ensuring they are readily accessible for deployment, extending the lifespan of the vehicles, and increasing WCT's overall operational safety. Additionally, the inclusion of a maintenance area with ample storage and three repair bays is vital for the efficient servicing of the fleet, minimizing downtime and extending the lifespan of the vehicles. This strategic expansion will enable WCT to meet current demands and future operations, thereby ensuring continued excellence in transit services for the community.

3 ENVIRONMENTAL SCREENING NEEDS

The environmental screening conducted on the WCT property and the following findings do not fulfill requirements under the National Environmental Policy Act (NEPA), but rather are intended to highlight the NEPA environmental subject areas that will require further investigation through the project's engineering and design phase (assuming federal funds will be used in the design and/or construction phase) . Should the project progress, the appropriate coordination must occur with state and federal agencies as indicated throughout this document.

Environmental Screening

The environmental screening process relied on field views and desktop research of online data sources to provide the necessary site context for each of the following topics. No outside agency coordination was conducted for this study. The location of environmental resources identified within or adjacent to the project area can be found on the Environmental Resources Map included as **Attachment C.**

LAND USE & ZONING

Existing land use types in the area are mixed, consisting of commercial, transportation, and residential uses. The WCT facility property is located within a mixed-use area, consisting of residential uses and commercial businesses such as, an automobile garage, a gas station and convenience store connecting to a Salon and Barber shop, as well as other non-residential uses, including the adjacent Jehovah's Witnesses church

property. The WCT parcel consists of the administrative building, indoor vehicle storage, a vehicle maintenance building, paved parking/bus circulation, and a bus wash bay. Prior to 1972, the WCT parcel was originally a Chevrolet Dealership. The southern lot housed the main building and customer parking, while the northern lot was used to store the majority of the vehicles for sale.

According to the City of Hagerstown's Land Management Code (LMC), Article 4 Zoning, the WCT property zoned Commercial – General (CG), which is to provide locations for businesses of a general nature to serve the community. According to the City Engineering and Planning Departments, the WCT transit facility use of the property is a conforming permitted use under the LMC. In addition to the meeting the LMC's off-street parking requirements, the proposed expansion will also need to conform to the CG's applicable maximum bulk and area requirements specified as follows:

- Setbacks:
  - Front = 15 ft.
  - Rear = 30 ft.
  - Side = 20 ft. (25 ft. when adjoining a residential district)
- All Public Street Frontages Are Front Yards. On corner lots and through lots, all sides of a lot adjacent to streets shall be considered front yards, but only the side of the lot opposite the frontage of the building shall be considered the rear yard.
  - Height: 60 ft.

CITY STORMWATER

Washington County Transit prepared a Stormwater Pollution Prevention Plan for their facility previously on May 1, 2023. This document details the facility's discharge of BOD (Biochemical Oxygen Demand), non-tidal bacteria, nutrients such as phosphorous, and sediment into Antietam Creek. Potential pollutants include activities such as transit vehicle fueling and maintenance, as well as potential leaks from tanks #1-#5 that are tied to either city sewer or to a sample location. WCT has enacted stormwater control measures to address these issues. These include BMPs (Best Management Practice) such as materials storage for waste, minimizing drips and debris of vehicles in storage, and storage of motor oils and fluids in the vehicle and equipment maintenance areas. WCT also has detailed spill response procedures in place to address minor or major discharge and resulting waste disposal.

The City of Hagerstown's Stormwater Management regulations specified under Chapter 213 of the City Code apply to the WCT facility expansion project. Discussions with the City Engineer confirmed that the § 213-9 Redevelopment standards including those listed below, will specifically apply.

- § 213-9 B.(1) Reduce impervious area within the limit of disturbance (LOD) by at least 50% according to the Design Manual;
- § 213-9 B.(2) Implement ESD to the MEP to provide water quality treatment for at least 50% of the existing impervious area within the LOD; or
- § 213-9 B.(3) Use a combination of Subsection B(1) and (2) of this section for at least 50% of the existing site impervious area.
- § 213-9 C. Alternative stormwater management measures may be used to meet the requirements in Subsection B of this section if the owner/developer satisfactorily demonstrates to the City Engineer that impervious area reduction has been maximized and ESD has been implemented to the MEP.
- § 213-9 D. The City may develop separate policies for providing water quality treatment for redevelopment projects if the requirements of Subsections A and B of this section cannot be met.

HAZARDOUS WASTE

The United States Environmental Protection Agency's (U. S. EPA) NEPAssist Tool was queried to identify potential sources of hazardous materials releases within the project study area. No Superfund, Brownfields, or Toxic Release Inventory (TRI) facilities under the jurisdiction of the EPA were identified within the study area.

Resource Conservation and Recovery Act Information (RCRAInfo) properties were also reviewed. According to the U.S. EPA, the "RCRAInfo system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities." These facilities have the potential to be an environmental concern for the Subject Parcel through the migration of soil and groundwater contaminants during leaks or spills. One RCRAInfo property, a very small quantity generator, is located approximately 0.10 miles south of the project area, along Concord Street at Coderman's Auto Body. This location is also a site of air pollution concern,

described as a General Automotive Repair with minor emissions of total particulate matter, metal hap, and volatile organic compounds (VOCs). Another site of air pollution concern, Amoco, is located approximately 0.05 miles from the facility, along West Washington Street to the west. This location is described as a Gasoline Service Station with minor emissions of total particulate matter. There are no other hazardous waste sites within 0.25 miles of the project area (**Attachment C**).

Hazardous waste facilities are mapped on the Environmental Resources Map in **Attachment C** to provide a general sense of where some hazardous materials facilities are located in the vicinity of the project area. However, these databases are not wholly inclusive of hazardous materials facilities, and some hazardous contaminants are capable of migrating significant distances. A Phase I Environmental Site Assessment (ESA) would consider hazards in much greater detail (note the Environmental Screening process confirmed no previously recorded or knowledge of a Phase I ESA for the WCT property).

SECTION 106

Aboveground Properties

A review of the Maryland Historical Trust's Cultural Resources Information System, Medusa, identified no previously recorded, historic-age (50 years of age or older) aboveground properties within or surrounding the subject parcels. The surrounding parcels contain a mixture of late-nineteenth century through mid-twentieth century housing, early-to-mid-twentieth century commercial buildings, and an early-twentieth century former school building.

An architectural survey is recommended to determine if historic properties are present within the project's area of potential effects.

Archaeological Sites

A review of Medusa found no previously recorded archaeological sites or archaeological investigations on or adjacent to the subject parcels. There have been five previous archaeological surveys and there are five previously recorded archaeological sites within one mile of the subject parcels. These resources are located within the Hagerstown Historic District and the Hagerstown City Park Historic District and include Pre-Contact Native American resources and nineteenth and twentieth century historic occupations in downtown Hagerstown.

Historic maps, atlases, and aerial photography from the early 1900s through present-day indicate that the subject parcels were not developed until the early 1950s and the commercial use of the parcels appears to

have been unchanged since then. Prior to the 1950s this area was outside the historically developed downtown and was likely in agricultural use.

The potential for Pre-Contact archaeological resources on the subject parcel is considered low due to its location away from available water sources and because of the development of the parcel in the 1950s. Similarly, the archaeological potential for historic period resources is low because this immediate location does not appear to have been occupied prior to the 1950s.

WATER RESOURCES

Waterways

A cursory review of Maryland's Environmental Resource and Land Information Network (MERLIN) did not identify any waterways within 0.25 miles of the project study area.

Wetlands

A cursory review of the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) did not identify any wetlands within the project study area.

A review of the Natural Resources Conservation Service (NRCS) Web Soil Survey for the project area and surrounding area identified soils as non-hydric, Urban land. The NWI Map and hydric rating soils map are both included in **Attachment D**. A desktop review of topographic mapping and aerial imagery by Michael Baker wetland staff determined that there is no potential for wetlands to occur within the boundaries of the project area.

Floodplains

The Federal Emergency Management Agency (FEMA) has mapped the project study area on Flood Insurance Map 24043C0138D, effective August 15, 2017. According to the FEMA Flood Insurance Rate Map, the study area is mapped within Zone X (Area of Minimal Flood Hazard). A FEMA FIRMette is included within **Attachment E**.

RECREATIONAL RESOURCES

Databases were queried to identify recreational resources within the vicinity of the study area. These websites included MERLIN, the Maryland Department of Natural Resources (DNR)'s website, DNR's Maryland Trail Atlas, the State of Maryland's Recreation Atlas, and aerial imagery.

There are several recreational resources in the project vicinity. Hellane Park is a city-owned recreational park located about 0.14 miles northwest of the project area. This park is home to the West End Little League and Hagerstown Colt League's baseball fields, as well as being used by locals for its bike paths and playground equipment. Additionally, National Road Park is another city-owned recreational park designed by neighborhood residents to honor Maryland's National Road history and to provide an innovative play area for children. This park is located about 0.22 miles east of the project area, along West Washington Street.

No protected federal lands, state game lands, state forests, or recreational trails were identified in the project vicinity.

Section 4(f) and Section 6(f) Resources

Below is a summary of each recreational resource's Section 4(f) or Section 6(f) status.

- Hellane Park is an outdoor recreational venue owned by the City of Hagerstown. This park may qualify as a Section 4(f) resource.
- National Road Park is a small park owned by the City of Hagerstown. This park may qualify as a Section 4(f) resource.

No other protected federal lands, state game lands, state forests, conservancies, Rails to Trails, or recreational trails were identified within the study area. Likewise, no properties receiving Land and Water Conservation Fund grants were identified within 0.25 miles of the study area.

The distance between the proposed project area and the identified recreational resources is great enough that the project will likely not result in a Section 4(f) use.

THREATENED AND ENDANGERED SPECIES

A threatened and endangered species assessment was completed for the WCT facility and immediate surrounding area using the online US Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) tool. IPaC is a project planning tool which streamlines the USFWS environmental review

process by providing an official species list containing a list of species and critical habitat that should be considered under Section 7 of the Endangered Species Act. A response from the USFWS dated September 3, 2024, details the results of the assessment (**Attachment F**). The results indicate potential impacts to a candidate species, the Monarch Butterfly (Danaus plexipus). However, no critical habitats were found to exist within the designated project area. Further coordination with the USFWS is required through submission of a project review request to the local Maryland Fish and Wildlife Service Field Office.

Additionally, seven migratory birds of conservation concern are expected to occur or may be affected by project activities at this location, including Bald Eagles (Haliaeetus leucocephalus) and Golden Eagles (Aquila chrysaetos). These species are protected under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act. Activities for this project are unlikely to affect the listed species in the project area. However, if the presence of migratory birds is confirmed in the project location, then the local Maryland Fish and Wildlife Service Field Office should be contacted to assist with implementing proper conservation measures to avoid or minimize potential impacts.

Official species lists obtained from IPaC are valid for 90 days. After 90 days, project proponents should confirm their results by requesting an updated official species list for their project in IPaC.

NEPA DOCUMENTATION

If the proposed project plans to receive federal funding through the Federal Transit Administration (FTA), the project is subject to NEPA, Section 106 (36 CFR PART 800), and Section 4(f) (36 CFR 59.3) requirements. It is likely that the proposed work will fall under the Categorical Exclusions (CE) identified in Title 23 Chapter I, Part 771, subsections § 771.116, § 771.117, and § 771.118. Coordination should be initiated with the state and/or federal funding agency(ies) to discuss environmental documentation requirements. If FTA funding is applicable, then FTA's CE Worksheet is the anticipated document type.

OTHER PERMITTING

Additional environmental permits regulated by Sections 401 and 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Act will likely not be required for impacts to wetlands, waterways, and floodways, or for installation of new outfalls. As the project progresses, early coordination with applicable federal, state, and local agencies is recommended to ensure the appropriate permit(s) and types of permit(s) are selected for the project.

Recommendations

Based on the cursory desktop environmental screening, this study recommends the following as project design progresses:

1. The project team should consider conducting a Phase I ESA to determine if further action is in order. Communications with Washington County and WCT staff confirmed that a Phase I ESA was not previously performed for the property.
2. An architectural survey is recommended to determine if historic properties are present within the project's area of potential effects.
3. The results of an online IPaC query indicate potential impacts to a candidate species, the Monarch Butterfly (Danaus plexipus), under the jurisdiction of the USFWS. The project team should coordinate with the USFWS through submission of a project review request to the local Maryland Fish and Wildlife Service Field Office.
4. Coordination should be initiated with the state and/or federal funding agency(ies) to discuss environmental documentation requirements. If FTA funding is applicable, then FTA's CE Worksheet is the anticipated document type.
5. Early coordination with applicable federal, state, and local agencies is recommended to ensure the appropriate permit(s) and types of permit(s) are selected for the project.

4 CONCEPTUAL FACILITY DESIGN AND SITE PLAN LAYOUT

Initial Site Concepts

Working with WCT management, HEPMPO, Maryland Transit Association (MTA), and Hagerstown City staff, Michael Baker created a design concept that would address administration, maintenance, storage needs, ensure ADA compliance, and meet City of Hagerstown Code requirements.

It was determined that expanding the current facility to their northern parcel and conducting a Quit-Claim for the portion of Alleyway No. 1-35 bisecting the property. Doing so would allow the property to be designed as one continuous parcel optimizing and maximizing the current building footprint and defined setbacks. Based on this design the consultant team created a design scheme that focused on the feasibility of expanding the facility northward. Other considerations in the development of these schemes include:

- Allowing WCT to maximize its current facility footprint without having to rebuild parts of the facility.
- Allowing WCT the continue to operate at the current level and build in phases without disrupting the daily day-to-day operations.
- Eliminating the safety concerns of vehicles traveling in the alley for transit vehicles leaving the facility and crossing over the alleyway.
- Eliminating the need for LSA's to have a commercial driver's license.
- Accommodating inside storage of all WCT fleet vehicles.
- Including program space for additional administration space for expansion and workspaces to include a large conference room and adequate training area.
- Supporting future needs for alternative energy/fuels.
- Providing for a modern and expanded gasoline and diesel fueling and storage.
- Streamlining servicing vehicles and reduce additional circulation.

Design Scheme Site Layout

The proposed WCT facility expansion design scheme illustrated in Figure 7 will fully utilize the existing ~1.7-acre lot owned by Washington County, as well as the additional alleyway. The administration building will remain in its current location and expand into the existing maintenance area. The maintenance operations will be relocated to the current fixed-route vehicle storage area. The bus wash facility will remain unchanged but will incorporate a stationary bus wash system. Fleet vehicle storage will be situated in the current overflow parking lot and will be connected to the maintenance department. Employee parking will also be located in the current overflow parking lot.

A significant concern with this scheme is the necessity of acquiring the alleyway through a Quit-Claim deed. If the Quit-Claim is denied by the City Council, this scheme will be unfeasible, rendering the proposed plans inoperative. However, after consultations with the Planning Commission and City Council, it has been determined that the Quit-Claim is feasible under specific conditions, allowing for the advancement of transit infrastructure in Hagerstown and Washington County.

Figure 7. Site Layout

5 FINANCIAL ANALYSIS AND CAPITAL FUNDING STRATEGY

Cost Estimation

A probable cost estimate of the sketch-level design concepts for the proposed WCT facility expansion was developed and is itemized in Table 18. The probable cost estimate was calculated using construction industry standards and procedures based on the parameters shown in Table 18. The probable cost estimate was prepared to assist WCT with programming the project into its capital improvements plan and to begin developing a capital budgeting strategy to achieve the project.

Table 18. WCT Facility Expansion Probable Cost Estimate

Element	GSF	NSF	Cost	Subtotal
Administration	5,230	2,916	$ 307/ sf	$ 895,212
Maintenance	6,882	1,691	$ 319/ sf	$ 539,429
Interior Vehicle Storage (structure to support alternative fuels)	24,458	21,300	$ 359/ sf	$ 7,646,700
Parking Lot	15,800	15,800		$ 43,901
Fleet Fueling Island and Staging	5,040	5,040		$ 2,983,994
Stormwater Management	8,000	8,000		$ 68,789
Additional Scope				$ 1,171,335
Total	65,410	54,747		**$ 13,349,360**
Cost Escalation to Mid-point construction				$ 2,336,138
Escalation Construction Cost - Subtotal				**$ 15,685,498**
Construction Contingency				$ 3,137,100
Engineering/Arch Design				$ 2,823,390
Construction Management During Construction				$ 1,694,034
Estimated Probable Total Cost		**$**		**23,340,022**

The sketch level-based cost estimate of approximately $23,340,022 supports WCT's capital planning and budgeting process, which will identify and program appropriate and available funding necessary to finance the proposed improvements. **Attachment G** provides a further breakdown for each line item. Given the estimated costs, it is recommended that WCT consider the next phase to obtain funding for the engineering and design and then for the construction of the project.

Capital Funding Strategy

Table 19 identifies a number of potential funding resources that could be used to program WCT's capital budget for the proposed facility expansion project. It is highly recommended that WCT continue to build both public and private support for its facility expansion project to maximize and leverage these programs to the greatest extent possible.

Table 19. WCTA Facility Expansion Funding Resources

Funding Source	Summary
Federal	
FTA Bus & Bus Facilities Infrastructure Investment Program	The FTA Bus & Bus Facilities Infrastructure Investment Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients such as EPTA to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants.
FTA Capital Investment Grant (5309)	This FTA discretionary grant program funds transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit. Federal transit law requires transit agencies seeking Capital Investment Grant (CIG) funding to complete a series of steps over several years. • For New Starts and Core Capacity projects, the law requires completion of two phases in advance of receipt of a construction grant agreement: Project Development and Engineering. • For Small Starts projects, the law requires completion of one phase in advance of receipt of a construction grant agreement: Project Development.
FTA Low- or No-Emission Grant Program	The Low- or No-Emission Grant Program 5339I provides funding for eligible uses to include purchasing or leasing low- or no-emission buses, acquiring low- or no-emission buses with a leased power source, constructing or leasing facilities and related equipment (including intelligent technology and software) for low- or no-emission buses, constructing new public transportation facilities to accommodate low- or no-emission buses, and rehabilitating or improving existing public transportation facilities to accommodate low- or no-emission buses.

USDOT Better Utilizing Investments to Leverage Development (BUILD)	The BUILD Grant program, managed by the U.S. Department of Transportation (USDOT), provides funding for significant surface transportation infrastructure projects, including those related to public transit. BUILD grants can be used for a variety of public transportation projects, such as the construction and improvement of transit facilities. The program aims to enhance economic competitiveness, improve safety, promote environmental sustainability, increase quality of life, and support innovative solutions in public transportation. By funding transit projects, the BUILD Grant program helps improve mobility, reduce congestion, and provide more efficient and reliable public transportation options.
Congressionally Directed Spending Requests	In fiscal year (FY) 2025, the Senate will accept requests for earmarks, formally called congressionally directed spending (CDS). Earmarks allow Members of Congress to request that federal funds be set aside for specific projects in their states. This is an opportunity for state, local, and tribal governments, and nonprofit organizations to apply for funding for projects that would benefit from a one-time allocation of funds.
Congestion Mitigation and Air Quality Program	CMAQ provides funding to areas in nonattainment or maintenance for ozone, carbon monoxide, and/or particulate matter. States that have no nonattainment or maintenance areas still receive a minimum apportionment of CMAQ funding for either air quality projects or other elements of flexible spending. Funds may be used for any transit capital expenditures otherwise eligible for FTA funding as long as they have an air quality benefit.
Economic Development Initiative (EDI) - Community Project Funding (CPF) grant	The Economic Development Initiative (EDI), Community Project Funding (CPF) grant is a congressionally legislated provision that directs specific approved funds to be awarded to a particular entity for a specific amount and to be spent on the project or purpose identified in the authorizing legislation. This provision is made explicit in a particular a fiscal year's appropriations bill.04.CPF grants have been used for a variety of economic development and community development purposes across the country.
Inflation Reduction Act (IRA)	The Inflation Reduction Act (IRA) expanded tax credits for various renewable and clean energy initiatives, such as investments in electric vehicles (EVs), EV charging stations, alternative fuels, and renewable technologies including solar, wind, geothermal, and battery storage.
State	
MDOT, Maryland Transit Administration	The Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) directs funding and statewide assistance to Locally Operated Transit Systems (LOTS). Additionally, a number of funding programs are available to transportation operators throughout the State. These programs support both public transportation and specialized transportation services.
MDOT Transportation Discretionary Grants	The MDOT Discretionary Grants are designed to support a wide range of transportation projects across Maryland. These grants are part of the Maryland Department of Transportation's efforts to enhance infrastructure and improve transportation systems statewide.
Statewide Transit Innovation Grant	The MDOT MTA Statewide Transit Innovation Grant is a competitive grant program with the goal of supporting local efforts to improve transit reliability, improving access and connections to activity centers, and improving transit mobility options. The program seeks to fund cost-effective public transportation projects that reduce delays for people and

	improve connectivity between regional and economic population centers. Projects may incorporate bus, rail, or other transit modes.
Toll Credits – Maryland Toll Credit Account Balance	Federal law permits States with toll facilities to earn credits that can be applied towards the non-Federal share requirement on Federal-aid projects. Toll facilities may include toll roads, bridges, tunnels, and ferries that serve as a link on a public highway. A toll authority may be a public, quasi-public, or private entity, including a chartered multistate agency or State Department of Transportation. The private entity may be under contract or concession agreement with the State. A State may earn toll credits when a public, quasi-public, or private agency uses toll revenues to build, improve, or maintain highways, bridges, or tunnels that serve the public purpose of interstate commerce. Currently, Maryland's FY23 ending toll credit balance is $462,058,788.

Next Steps

WCT and the Washington County Board of Commissioners should continue working with HEPMPO and MDTO MTA to execute a funding strategy, inclusive of the funding opportunities identified above, and monitor their application for the FY25 BUILD Discretionary Grant, previously known as RAISE Grant that will secure funding for the facility's engineering and design, including NEPA clearance. Completing the design phase of the project will position the County to pursue multiple funding options for the project's construction.

Additionally, WCT and the Washington County Board of Commissioners should continue to advocate for the Hagerstown City Council's approval of the Quit Claim Deed for the portion of Alleyway No. 1-35 necessary to support the facility expansion project. The Quit Claim process is detailed in the following section.

6 QUIT CLAIM

Purpose

The purpose of the Quit Claim Deed request is to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses our administration offices, and bus maintenance and storage operations. The planned expansion will be accommodated on WCT's existing property inclusive of the proposed Quit Claim area of Alley No. 1-35. The location of the Quit-Claim resources identified within or adjacent to the project area can be found in **Attachment H**.

Washington County Transit has been a steadfast presence at this location for several decades, providing over 516,000 annual passenger trips. However, due to the significant increase in public transit demand over the years and the projected future mobility growth, they find their current space increasingly constrained.

Application

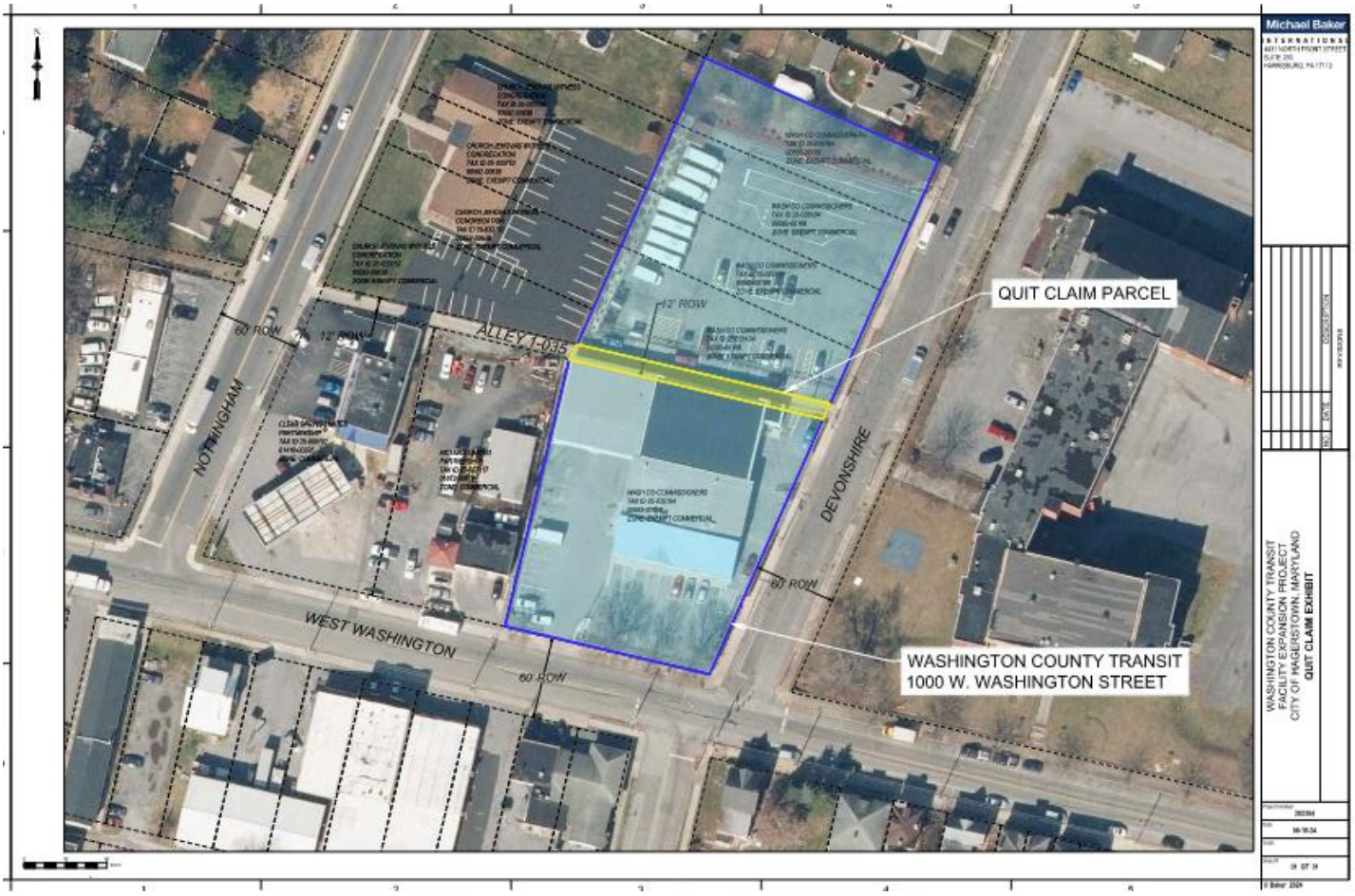
The Washington County Public Works Department has submitted a Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas. In pursuant to the Hagerstown City's Quit-Claim Policy E-260.

Washington County Transit is working with the Hagerstown/Eastern Panhandle MPO to examine the facility expansion needs and determine the requirements for accommodating these needs within the confinements of our current property (Parcel #25035194). Obtaining the City's approval of this Quit Claim request will permit WCT to maximize its current property area for the planned expansion, which is crucial to meet the growing needs of our community and to continue providing efficient and reliable public transit services.

The Figure 8 is a sketch plan exhibit illustrates WCT's property boundaries in conjunction with Alley No. 1-35. As illustrated, Alley No 1-35 extends between Devonshire Rd. and Nottingham Rd. and its eastern segment divides our property into two separate lots along our entire parcel boundary. WCT is submitting this Quit Claim request for the eastern segment of Alley No. 1-35 only.

The western segment, which is not part of WCT's Quit Claim request, serves as the primary driveway access to the Jehovah's Witness property located at 30 Nottingham Rd, Hagerstown, MD (Parcel No. 25033752), secondary access to the 1020 W. Washington Street property, and rear access to the commercial property located at 1014 W. Washington St. Washington County has notified each of these property owners of the County's Quit Claim request through certified mailings, copies of which are attached to this application.

Figure 8. Quit-Claim Parcel



The following is a timeline of WCT's Quit Claim request to the City of Hagerstown:

On October 9, 2024, WCT, HEPMPO, and Michael Baker attended the Hagerstown Planning Commission meeting. During the meeting WCT and Michael Baker presented the case for the needs of the Quit-Claim and the impacts making their recommendation to city council would have for the future of WCT.

On October 15, 2024, WCT and Micheal Baker attended the City Council work session and presented the case for support of the Quit-Claim. During this meeting WCT and Michael Baker presented a presentation and

answered questions from City Counsel. The result of this meeting was that City Council was in favor of the Quit-Claim under the following two conditions (**Attachment H**).

- WCT needs to confirm favor of the request with the other two property owners.
  - On December 4, 2024, WCT received written acknowledgment and support from the two property owners (**Attachment H**).
- WCT needs to continue to work with Jehovah Witness to address their parking and access concerns/needs.
  - On December 11, 2024, WCT supported the Jehovah's Witness parking plan in support of the Quit Claim at the Planning Commission Workshop.

On March 18, 2025, a representative for WCT attended the City Council work session to present the Quit-Claim request. This request was made following WCT's fulfillment of the two conditions stipulated by the City Council's October 15, 2024, meeting (**Attachment H)**.

On March 25, 2025, a representative for WCT attended the City Council City regular session to introduce the Quit-Claim Ordinance. The City Council voted 4-0 in favor of the Quit-Claim (**Attachment H**).

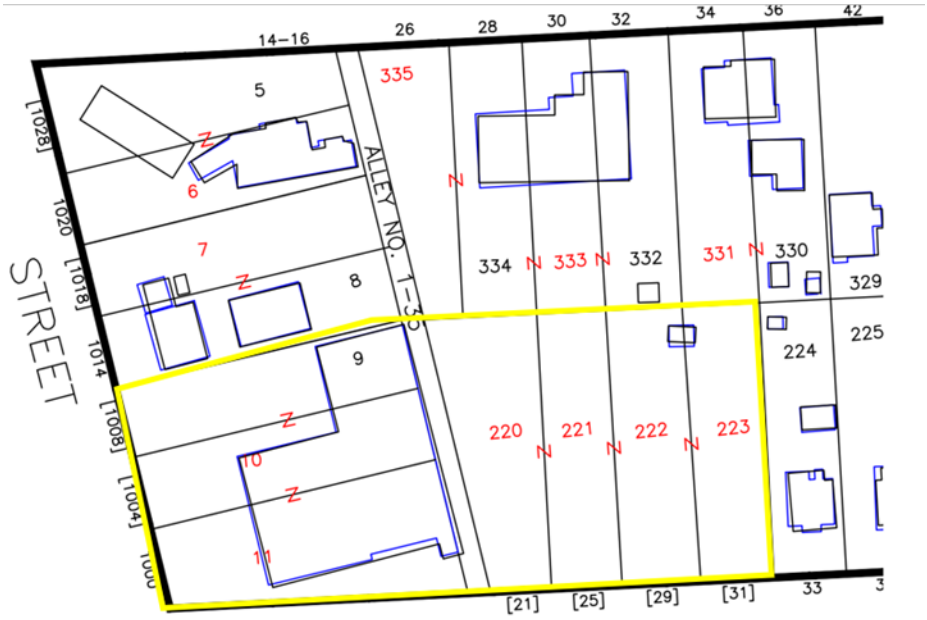
On April 22, 2025, a representative for WCT attended the City Council regular session, where the City Council was presented with the Quit Claim Deed (**Attachment H**).

At the time of the publication of this study, the Quit-Claim is scheduled to become effective on May 22, 2025 (**Attachment H**).

7 LOT CONSOLIDATION

Pending the Hagerstown City Council's approval of the Quit Claim Deed Request, Michael Baker's subconsultant partner and Maryland Licensed Professional Land Surveyor (PLS), Frederick, Seibert & Associates, Inc (FSA) will proceed with preparing a lot consolidation plan of the existing Washington County-owned parcel. The lot consolidated plat will incorporate the Quit Claimed portion of the Alleyway No. 1-35 and into Parcel #25035194 and consolidate the parcel's existing seven (7) lots (delineated in yellow) as illustrated in Figure 9 into one single and contiguous parcel area. The final lot consolidation plat will ultimately be recorded with the County. The location of the Lot Consolidation resources to the project area can be found in **Attachment I.**

Figure 9. WCT Parcel #25035194 Lots



Source: City of Hagerstown Tax Maps. https://www.hagerstownmd.org/250/Mapping-Surveying

8 ATTACHMENTS

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