



POLICY ON TRAIN STATIONS

FINAL VERSION: 2/13/19
Updated from 2006 Version

CAPITOL CORRIDOR JOINT POWERS AUTHORITY

Capitol Corridor Service
(Auburn-Sacramento-Suisun/Fairfield-Oakland/San Francisco-San Jose)

This Station Policy establishes the guidelines for existing and new stations along the Capitol Corridor Route for regional and megaregional economic and transportation system benefits. If exceptions are proposed, the initiating entity/community shall present their case to the CCJPA Board enumerating the benefits expected, which may be judged by the CCJPA Board to outweigh strict adherence to the specific guidelines included herein. The CCJPA Board shall make the final determination regarding establishment of new stations along the Capitol Corridor route based upon their judgment of the benefits to all riders and residents of the communities served by Capitol Corridor trains.

1. INTRODUCTION

The CCJPA Board had adopted the “Policy on Train Stations” in October 1998 as one of its first actions in conducting business as manager of the Capitol Corridor passenger train service. The policy, at the direction of the CCJPA Board of Directors, needed to be updated to reflect the many significant (positive) developments in the Capitol Corridor route since the adoption of the policy in 1998. To that end, the CCJPA Board adopted a set of principles at its February 15, 2006 meeting that guide the revision of this policy. The CCJPA Board further modified this station policy document in an update to the policies for existing and new stations on February 13, 2019.

The Capitol Corridor trains serve eighteen (18) stations along its approximate 180-mile route (6 staffed and 12 unstaffed) With the considerable success of the train service, the CCJPA has been approached by numerous communities and project sponsors for additional stations along the corridor. It is recognized that a stop at any station provides a service to additional new passengers using that station while simultaneously adding travel time to passengers whose destinations are at other stations. It is also recognized that the end-point to end-point train running time, if not addressed through mitigations or system improvements, will result in increased by adding additional stops.

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W W W . C A P I T O L C O R R I D O R . O R G

The Train Station Policy describes the general guidelines and minimum requirements for adding a station and continuing service to an existing or new station on the Capitol Corridor. The most significant requirement to be met for adding a station is defined by the overall measurable enhancements to the Service. Since the service is currently no faster and in some cases slower than the competing private automobile, the overall impact upon the time it takes the train(s) serving an additional station to complete its trip from origin to destination is a significant factor for consideration. In addition to the travel time competitiveness of the private automobile, the impact of adding a train station in the corridor will be dependent on improvements to the railroad right of way and the CCJPA's management of the train service to meet the transportation needs in the corridor such as skip-stops, express service and/or limited service.

The policy allows the CCJPA to balance the addition of a new station or the reduction of, or increase in, train service to a station against (1) train travel times, (2) service frequency, (3) the operating and marketing strategies identified by the CCJPA, (4) the Service's systemwide quality/performance, ridership and revenues, (5) participation by the station owner and local communities, and (6) regional transportation system benefits and economic benefit. This policy, which may be modified from time to time, provides the flexibility for the CCJPA to make sound business decisions, in accordance with its Operating and Business Principles (adopted July 9, 1997).

2. ADDING A TRAIN STATION

If a project sponsor requests to add a station to be served by Capitol Corridor trains, the CCJPA will review the request to insure that the added station stop will provide a benefit to the Service while not degrading any aspect of the Service (e.g., quality, financial performance, and ridership and revenues).

Approval of a new train station requires passing through two phases of CCJPA Board approval which dictate the nature and focus of CCJPA's participation.

- PHASE ONE: Candidate station status from the CCJPA Board.
- PHASE TWO: Official station status from the CCJPA Board.

Achieving Candidate Station Status:

CCJPA will work with the station sponsor or local jurisdiction in this phase of work to help identify the meeting the parameters of a candidate station but will not actively support funding requests until the CCJPA Board of Directors supports the station as a candidate station. To be considered a candidate station to be potentially served by Capitol Corridor trains, the CCJPA requires that the following must be accomplished:

Local approvals. The project sponsor must reach consensus among the political entities within the jurisdiction that a station is being requested.

Funding. The local jurisdiction sponsoring the station must acknowledge that they will be responsible for obtaining 100% of the funding, including any improvements requested by the Union Pacific Railroad and the CCJPA. Funding sources may include any and all applicable funding sources, including local, state, and/or funding sources, subject to CCJPA Board approval.

Basic facilities. The CCJPA requires that the project sponsor for any new potential station served by Capitol Corridor trains must include in the design and analysis, at a minimum, the following:

- Platforms will be a minimum of 800 feet in length and eight (8) inches top-of-rail (any deviations or exemptions will require approval by host railroad and/or CCJPA/Amtrak)
- Design will provide access to platforms so that passengers never cross a mainline track (e.g., grade separated access to island platform, station-only track not used by freight trains)
- Lighting (platform-4.00 average foot candles, shelter-4.00 foot candles, parking-2.00 foot candles);
- ADA acceptable access and egress;
- Where two or more main tracks exist there will be fencing to prevent passengers from crossing the tracks not served by the Capitol Corridor trains;
- Bomb-resistant trash receptacles will be provided at platforms and inside station passenger waiting areas (or trash receptacles will be placed in less vulnerable areas);
- Access to/from the proposed station will include an adequate number of parking spaces (including the required amount of designated handicapped spaces) will be based upon a parking demand analysis/study with a focus on a sustainable access plan including ADA compliance, zones for carpool, pick-up/drop-off, and ride-hailing/taxi zones, non-automobile vehicle access (such as bicycles, walking paths, scooters) and transit stops,
- Sustainable land uses that are adjacent to the station site that are supportive and can accommodate current and future ridership projections.
- Local law enforcement agency will patrol and inspect station and parking facilities;
- Signage (including station, pathfinder, and roadway) and informational kiosks;
- Canopy shelters to provide seating for twelve (12) people (and accommodate two (2) wheelchairs) with capacity to add more shelters to meet future demand
- Coordination/approval of station design plans with “host” railroad
- Install security cameras on platforms, waiting areas, station facilities, and parking areas with the connecting communication system to be developed as part of design plans
- Emergency call boxes will be provided, at a minimum, at all unstaffed stations
- Passenger Information Display System (PIDS) real time electronic message signs will be provided at platforms and inside station passenger waiting areas, based on CCJPA design specifications
- Ticket vending machines(s) and associated communication equipment will be provided at either platforms (under the canopy) or inside station passenger waiting areas
- An intermodal transit connection plan must be developed by the station project sponsor that may include joint ticketing or transit transfer with the CCJPA trains
- Secure storage bike racks/lockers (compatible eLockers) will be provided at a safe location away from platforms and passenger waiting areas

Additional facilities. Any additional facilities above the basic level will be selected, identified to be funded, and installed by the project sponsor subject to the CCJPA’s approval and the added facilities will not detrimentally impact the Capitol Corridor Service.

Passenger safety. Existing and new stations shall be maintained in a clean and safe condition in accordance with the provisions of California State law and agreements relating to Capitol Corridor trains serving the proposed station. CCJPA will maintain an annual operating agreement with Amtrak to maintain safe and clean conditions for the station platform area. Outside of the platform area, stations areas, including parking and other waiting areas under the control of a local jurisdiction be maintained as clean, safe, and crime-free environments for train passengers. Minimal safety standards for station areas include functional lighting, minimization of loitering in accordance with State Law, provision of garbage containers, maintaining safe

access to the station for all patrons, and frequent patrols by local law enforcement within the jurisdiction of the station area.

Projected patronage. Projected patronage shall be based on the use of the most current and applicable California intercity passenger rail ridership demand model or an approved model acceptable to the CCJPA (or a regionally approved model system) which is used by the CCJPA to develop baseline ridership and revenue forecasts for the Capitol Corridor train service annual business plan. Three schedule scenarios will be developed to forecast annual ridership and station patronage (boardings and alightings) with a forecast year of five years after the projected opening date of the new station for a 12 month period of ridership. These schedule scenarios shall at a minimum include; (1) a base case without a new station; (2) an unmitigated new station stop addition representing any increased travel time with an additional stop; and (3) a mitigated new station that includes improvements to offset any increased travel time.

The average projected patronage for a proposed station for boardings and/or alightings per train stopping at the station that has been requested by the sponsoring agency must be analyzed using the current/acceptable passenger rail ridership demand model, as described above. CCJPA will expect every new station considered as a candidate station to achieve an average projected patronage (boardings + alightings) per train (based on a calculated annual average) based on the implementation of any mitigation improvements to offset any increased travel time. Provided below are the minimum thresholds for forecasted ridership (boardings + alightings) per train stopping at the station for the first five years of train service to the proposed train station:

Year of Service	Projected Ridership (Boardings + Alightings) Per Train Stop (<20 daily trains)*	Projected Ridership (Boardings + Alightings) Per Train Stop (20+ daily trains)*
1	Equal to or greater than 7	Equal to or greater than 8
2	Equal to or greater than 8	Equal to or greater than 10
5 or more	Equal to or greater than 12	Equal to or greater than 15
*Per train ridership thresholds parsed to reflect service frequency differences		

Thresholds based on service levels recognizes that, historically, station ridership levels increase when service levels exceed twenty trains daily, a level equivalent to hourly service. Planned service increases in the CCJPA Vision Plan identify additional train frequencies to Roseville and San Jose that can help increase station ridership thresholds across the system.

Location. The location must be acceptable to the CCJPA, Union Pacific, and Amtrak. The CCJPA’s goal is to have station stops separated by five (5) miles, but station spacings less than five (5) miles will be considered on a project-by-project basis.

Coordination with Union Pacific. The CCJPA, working in concert with Amtrak, will provide the interface with the Union Pacific Railroad on the location and any improvements required by the Union Pacific.

Impact on service. One of the goals of the CCJPA is not to increase travel time with the addition of a station. If the new station will lengthen the end terminal to end terminal train travel time, CCJPA staff will work with the project sponsor to ameliorate the incremental increase in train travel time due to the added station, including, but not limited to, track and signal improvements to increase track speed, reduced station dwell times, relocation of station stops, incorporating skip stops, express service, and/or limited service. In conjunction with these efforts with any project sponsors, the CCJPA will prepare a service operating plan to assist in the mitigation of

added train travel times due to an added station. The service operating plan that includes the mitigation of added train travel times will be a schedule used for patronage calculations.

Consideration of the impacts on service will consider the following in assessing impacts of service:

- Regional and megaregional benefits
- Local zoning supportive of transit-oriented development
- Geographic transit equity
- Public-private partnerships in project delivery or associated with the new station project

Maintenance. The local jurisdiction should be aware that maintenance will be arranged by the project sponsor and funded by the project sponsor or local jurisdiction.

Marketing a new station. As part of its request for Capitol Corridor train service, the project sponsor will be required to submit to the CCJPA a local marketing plan to promote the new station. In addition to any local marketing the project sponsor undertakes for the station opening and its continuous operation, the CCJPA will work with the project sponsor to include the station in the CCJPA's overall marketing plan including the station opening. The CCJPA would encourage station owners to engage with the CCJPA prior to the beginning each fiscal year to allow the CCJPA to set aside funds for joint promotional activities for the station.

Approval by the CCJPA. If a new station sponsor can demonstrate or document that the candidate requirements listed can be met, the CCJPA staff will prepare a recommendation to the CCJPA Board of Directors to consider identifying the subject potential station as a candidate station. If approved, candidate station status allows CCJPA staff to actively participate with the project sponsor or local jurisdiction supporting acquisition of funding sources for future station development. Regardless, at the candidate station phase, the CCJPA Board reserves the right to approve or deny train service to a candidate station for other reasons.

CCJPA Candidate Station commitments. After approval by the CCJPA Board of Directors as a candidate station the CCJPA will represent the station in the annual Business Plan Update. To assist in securing grant and other funding the CCJPA will consider a Memorandum of Understanding with the project sponsor or local jurisdiction regarding next steps to secure funding that can serve as a preliminary commitment to provide service.

Achieving Official Station Status:

All commitments included in the process of the candidate station process must continue to be supported by the station sponsor or local jurisdiction to move to official station status. Only after being designated as a candidate station by the CCJPA Board of Directors, can the CCJPA actively participate with the station sponsor for the purposes of supporting funding requests. The action to become an official station by the CCJPA Board is suitable when the station sponsor or local jurisdiction can demonstrate that a comprehensive funding plan is in place sufficient to initiate Capitol Corridor service to the new station.

Approval by the CCJPA. If a new station sponsor can demonstrate or document that the candidate station now has the sufficient funding programmed and committed, the CCJPA Board of Directors will consider granting official station status to providing Capitol Corridor train

service to the station. Regardless, the CCJPA Board of Directors still retains the right to approve or deny train service to a station for other reasons throughout the process.

Pre-Station Opening Requirements. Throughout the construction phase and prior to official opening of the station the project sponsor or local jurisdiction will be responsible for coordinating, with CCJPA staff assistance, the necessary pre-service requirements for providing station service. These include working to meet host railroad requirements, CCJPA’s rail operator requirements, and all applicable safety and customer service requirements that CCJPA or other authorities requires. The marketing plans for pre and post station opening must be refined and implemented and maintained according to the marketing plan developed in the pre-candidate station phase. Station design may be modified to accommodate changes in transportation technology or mobility evolutions that may have occurred since being approved as a candidate station. After opening, the new station will be subject to the conditions of operating as a new station within one year of station opening.

3. CONTINUING SERVICE TO AN EXISTING OR NEW TRAIN STATION

New stations that were previously analyzed for their projected activity based on the accepted CCJPA station ridership model(s) are, once in operations, expected to achieve the actual measured following per train average patronage (boardings + alightings based on annual results) according to the following schedule.

Year of Service	Projected Ridership (Boardings + Alightings) Per Train Stop (<20 daily trains)	Projected Ridership (Boardings + Alightings) Per Train Stop (20+ daily trains)
1	Equal to or greater than 7	Equal to or greater than 8
2	Equal to or greater than 8	Equal to or greater than 10
5 or more	Equal to or greater than 12	Equal to or greater than 15
*Per train ridership thresholds parsed to reflect service frequency differences		

For all established stations (stations that have been served more than five continuous years of Capitol Corridor service) a minimum daily average of fifteen (15) boarding or alightings per train is required. While these thresholds are recommended as guidance to determine the success of a station, consideration may be given to stations that are close to these thresholds that generate per passenger ticket revenue above average for the system.

The CCJPA will continuously review ridership and related performance at all train stations and present results as informational data associated with each CCJPA Board of Director meeting. Performance below par will result in the station being placed under probationary evaluation by the CCJPA with respect to the corridor’s systemwide service quality/performance, ridership, and revenues. Additionally, CCJPA will may seek to place a station on probationary evaluation should other agreed to local support not continue, including but not limited to an adequate provision of law enforcement patrols and other critical elements of customer safety and support. CCJPA will formally notify the station owner of the start of the probationary period and include an attachment of this station policy with the formal notification. The expectation is that the local station owner or sponsor will develop the action plan with technical support from CCJPA staff.

A probationary action plan will be required that incorporates one or more of the following actions:

1. Develop a budget indicating financial commitment and implement a locally-based marketing and communications plan featuring the suite of actions to increase station patronage

2. Work with public transit operators to enhance connecting service
3. Develop programs with rideshare, bikeshare, carshare, transportation network companies, and local employers to incentivize or provide greater shared access modes to/from the station
4. Inventory physical barriers to pedestrian and bicycle access to the station and develop and implement an accessibility improvement plan
5. Document actions that support the modification of local land use within the surrounding station area up to a 0.5 mile radius to increase the density of jobs, housing, or commercial services
6. Addressing any identified deficiencies in local support critical to customer support and safety at a station.

Probationary action plans shall be in effect up to three years from the formal probationary notice issued by CCJPA. The CCJPA and the station owner shall review the effectiveness of the Probationary Plan's implementation on an annual basis and if there is no improvement, the Probationary Plan shall be updated to try and meet the standards. If after three years the station ridership standards are not being met, the CCJPA Board may consider actions to reduce service to the required boardings and alightings per day in accordance with the corridor's systemwide service quality/performance, ridership, revenues, and local participation.

In no circumstance will a train station receive less than one daily round-trip train so long as Capitol Corridor train service is operated on the rail line that provides service to the station and there are some boardings or alightings at the station. In the event that train service is to be restored to a station, the CCJPA will work with the station owner to develop marketing and operating plans to bring trains back to that station.

Staff will continue to monitor the status of affected station(s), including the restoration of an increase in train services to stations, as part of the CCJPA's management of the Service. All changes affecting Capitol Corridor train stations will be made in accordance with all applicable Federal and State laws.