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Active Transportation Advisory Committee (ATAC)

AGENDA

October 28, 2013
5:00 p.m.

625 Burnell Street
Napa CA 94559

General Information

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Members of the public may speak to the ATAC on any item at the time the ATAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the ATAC Secretary. Also, members of the public are invited to address the ATAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

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ITEMS

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	Bicycle and Pedestrian Safety Program (Diana Meehan) ATAC will discuss implementation measures in the development of a countywide bicycle and pedestrian safety program.	INFORMATION/ DISCUSSION
7.	Bicycle Parking Policies (Diana Meehan) ATAC will review and discuss jurisdictional bicycle ordinances with the NCTPA Countywide Bicycle Plan to assist in establishing bicycle parking policies.	INFORMATION/ DISCUSSION
8.	Active Transportation Presentation (Diana Meehan) ATAC Vice Chair will provide a presentation on active transportation use in Europe.	INFORMATION
9.	Topics for Next Meeting o Discussion of topics for next meeting by ATAC members	DISCUSSION
10.	Approval of Next Regular Meeting Date of November 25, 2013 and Adjournment	APPROVE

**ACTIVE TRANSPORTATION ADVISORY COMMITTEE
(ATAC)**

Meeting Minutes – September 23, 2013

The meeting was called to order by Chair, Paul Wagner at 5:05 pm. Committee members Brett Risley, Mike Costanzo, Dieter Deiss, Barry Christian, Gabby Gonzales, and Joel King were also present. NCTPA staff Eliot Hurwitz and Diana Meehan were present, as was Lorien Clark from the City of Napa.

Meeting minutes of August 26, 2013, meeting were approved unanimously.

There were no public comments.

NCTPA Staff Comments. Diana Meehan stated that NCTPA will be conducting an on-site travel survey at several wineries with the goal of understanding how travelers move within the valley.

ATAC Member Comments. Mike Costanzo noted that Governor Brown had signed the 3 foot passing bill for motorists around bicycles. He also said that all the local elected officials had signed on to go to the Davis benchmarking tour to see how that city had created a very bike-friendly community. He hasn't heard back from Mike Thompson yet, but should soon. Napa County has produced a Live Healthy Napa County report that indicates that obesity is one of the biggest health problems in Napa County. The report also surveyed residents who indicated a strong support for more and safer trails in the county.

Barry Christian reported that the Vine Trail's 6th birthday party would be October 6th from 3 to 6 pm behind the Hatt building. He is still trying to get more info about bike accidents in Napa County.

Barry also noted that Napa is the 10th leading county in ranking for bike accidents per capita.

Bicycle Safety Education. The subcommittee on the safety education campaign has not had a chance to meet yet but will attempt to meet prior to the next meeting. We looked at a handout from the Phoenix, AZ bike safety program which could be the Cadillac of safety programs. Mike will also send a presentation by Bikes Belong to the committee. ATAC discussed some aspects of the campaign including the need to get law enforcement involved. One of the most important aspects will be to deal with people's emotions and to humanize bicyclists. ATAC discussed benchmarks to aim for in the next 3 years and doing bite sized chunks of education. ATAC would start with humanizing cyclists and getting rid of distractions for motorists and others. ATAC could measure by

polling people about how many cyclists they know and how many cyclists use bright colors or lights. ATAC could pursue funding for an education campaign as there is grant money available.

ATAC came up with several points to emphasize:

- Cyclists and pedestrians are people too
- Respect people's right of way
- Cycling and walking are part of transportation
- The benefits to the community of increasing cycling and walking
- Everybody obeys rules of the road
- Influence DMV to change drivers license test for info on cycling
- Be bright and increase visibility

ATAC will need to address cyclists' behavior that infuriates motorists. Cyclists need to be ambassadors for alternative transportation. ATAC could make a safety exam available to cyclists.

Regional and State Transportation Improvement Program (RTIP/STIP). Every 2 years there are \$4-6 million (or so) available for a 5-year cycle of funding for major transportation improvements in the county through RTIP and STIP. ATAC will review a packet of requests from all the jurisdictions in the NCTPA.

Grant Status Update. The Solano Vine Trail segment did not receive a TIGER grant, and committee should be informed by December about the Safe Routes to Transit grant request.

Upcoming Topics. At the next meeting we will discuss the education plan. We would also like to talk about the SR 29 corridor plan. There is a meeting scheduled with CalTrans about this. Can ATAC include class II bike lanes on the segment of SR 29 between Napa and American Canyon? We could review the bike plan and the LAB recommendations for stepping up the bike friendly county award, especially the segment on bike parking. ATAC Member Dieter Deiss has a presentation on the acceptance of active transportation as part of a community's transportation plan.

The next meeting will be held on Monday, October 28, 2013.

The meeting was adjourned at 6:45 p.m.



October 28, 2013
ATAC Agenda Item 6
Continued From: NEW

Action Requested: INFORMATION/DISCUSSION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Bicycle and Pedestrian Safety Program

RECOMMENDATION

For information and discussion only

EXECUTIVE SUMMARY

The NCTPA Countywide Bicycle Plan identifies and recommends programs for improving bicycle safety and awareness. An education and awareness program for cyclists and motorists is listed as a high priority in the plan. NCTPA staff recommends working with the entire ATAC rather than forming a subcommittee to develop these programs. This proposal acknowledges the importance of the program and recognizes limited staffing resources.

Specific elements for the program were identified by the committee and discussed at the September meeting and will be the focus for building the program framework:

1. Humanizing Cyclists/Pedestrians (Program "Brand")
2. Right of Way-Motorists and Pedestrians
3. Education on the legitimacy of Active Transportation
4. Community benefits of Active Transportation
5. Distracted driving
6. Introducing new drivers to laws and rules regarding sharing the road

SUPPORTING DOCUMENT

Attachments: (1) NCTPA Countywide Bicycle Plan - Programs

- As part of work with BLM, develop a route from the south end of the lake to Lower Chiles Valley Road.
- Follow a four-wheel drive road to Lake Hennessy Recreation Area.
- Work with the County and City of Napa to develop a path along Lake Hennessy to the Silverado Trail, where bicyclists can link into other planned facilities.
- From Lake Hennessy, develop a path through the portion of the Recreation Area south of Highway 128, to link with the Bay Area Ridge Trail.

4. *Sonoma County Connection – Mid-Valley: Henry Road Extension to Lovall Valley Loop*

This path will provide a direct linkage to Sonoma, joining Sonoma's planned bikeway system on 8th Street East. From the end of Henry Road, the path will climb steeply over the ridge as a single-track (or minimum-design) path. It will provide spectacular views of Napa Valley and will tie into planned facilities on Old Sonoma Road, Highway 12 and the Bay Area Ridge Trail. The primary difficulties associated with this path are finding a suitable route across the ridge that will be rideable by more than a few "expert" mountain bicyclists and minimizing environmental impacts in the process. The land on the east side of the ridge is pasture, with isolated stands of trees. The path will have to cross a creek before climbing up the side of the ridge. It looks difficult but "do-able."

→ **Programs**

The bikeway system must be comprised of more than just bikeways to realize increases in the number of people who choose to bicycle, and to achieve the community benefits associated with an increase in bicycle trips and a reduction in vehicle miles traveled. Therefore, in addition to the construction of bicycle facilities and supporting infrastructure, it is critical that steps be taken to mainstream bicycling as a viable transportation option. To raise the awareness level of the rights and responsibilities of bicyclists and motorists and to forge a higher level of understanding between those on our roads and paths, a variety of education, encouragement, and enforcement activities are recommended. Recommendations are segregated by category; prioritized as high, medium, and low; and include an implementation timeframe.

Education and Awareness

Education and awareness training for bicyclists and motorists is essential to help create a safer bicycling environment throughout Napa County. Materials and activities can and should be targeted towards bicyclists and drivers, students, families, and employers and employees, as well as tourists – who account for a significant percentage of traffic in the Napa Valley. The following improvements are recommended.

- Recommendation:** Develop a centralized bicycle education and awareness program and give it a "brand name" to promote the effort and gain public recognition. Develop a program webpage.
- Priority:** High
- Timeframe:** Short-Term
- Responsibility:** NCTPA, cities, and County



Sample Bicycle Program Names and Logos

Potential names or "branding of the program" will be linked to the scope of the effort. Note that it may be desirable to fold walking and transit into the campaign. The name or slogan should be focused and short. Suggestions include: "Bike Napa," "Napa Bikes," "Napa Bicycles," "Napa – Go by Bike," "Bike, Walk,

Ride Napa," "Go Napa Go," or a similar slogan that encapsulates the effort. Selection of a program name should be accomplished by the NCTPA, reviewed and approved by its Bicycle and Technical Advisory Committees, and approved by the NCTPA Board. The next step will be the development of a program webpage that serves as a clearing house for bicycle information in the Plan Area. There are a number of existing programs throughout the nation that can serve as examples.

Many of the following program recommendations would be implemented as a component of the Napa Bike Program.

Countywide Traffic Safety Campaign

The goal of a traffic safety campaign is to save lives and increase traffic safety for all modes of transportation. The premise of a coordinated countywide campaign is to create a singular look and unified message for distribution to the public throughout the Plan Area. The program should target drivers, bicyclists and pedestrians with distinct recognizable designs and repeated slogans using a variety of media.

Recommendation: Implement a coordinated Countywide Traffic Safety Campaign. The Campaign should consist of a variety of multi-media activities designed to reach target audiences including motorists, adult bicyclists, recreational bicyclists, students, migrant workers, employers, etc.

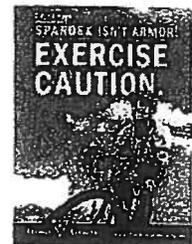
Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, local law enforcement agencies, cities, and County

The Traffic Safety Campaign should consist of a variety of multi-media activities designed to reach target audiences including motorists, adult bicyclists, recreational bicyclists, students, migrant workers, and employers and employees. The Campaign should be integrated with the Napa Bike Program, with links between the Napa Bike Program web page and the Traffic Safety Campaign web page. Various traffic safety campaigns exist which can either be utilized, and/or used as a model. For example, the Street Smarts Program is a nationally recognized traffic safety campaign that was developed by the City of San Jose in coordination with the California Office of Traffic Safety. The program has expanded to approximately 25 communities, including the City of Napa. Together, the communities form the Street Smarts partnership. Joining the partnership grants access to an extensive library of professionally-designed and market-tested Street Smarts materials, which are then rebranded with the local agency's name. Members of the partnership are encouraged to develop customized materials targeting behaviors specific to their community. New materials are shared amongst the partnership. Every city using the program has seen an increase in traffic safety awareness and many have reported reductions in traffic-related incidents. The Traffic Safety Campaign should include the following activities:

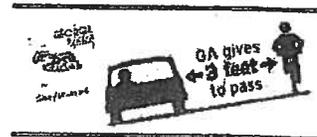
- Deliver public service announcements in a variety of formats including radio and newspaper advertisements, television and movie shorts, driver education classes, and web media.
- Private sector sponsors may be engaged to pay for public service announcements and advertisements in local newspapers, magazines, and radio.
- Coordinate with the NCTPA/VINE to disseminate bus shelter posters and bus vehicle streamers
- Promote traffic safety education materials in local schools
- Put up campaign posters at schools, in restaurants, shops, and other venues of public interaction
- Engage neighborhood organizations to promote the campaign



City of Napa
Street Smarts Posters

Share the Road Campaign

“Share the Road” is a widely recognized traffic warning sign that was developed in the late 1990’s to help educate bicyclists and motorists and to encourage courtesy and safe roadway behavior for all road users. Since the concept’s inception, the “Share the Road” warning sign has been adopted as a standard traffic sign and has been installed by countless jurisdictions throughout the state and nation. Many local bicycle advocacy groups and transportation planning agencies have used the slogan as a brand for education and awareness campaigns.



Sample “Share the Road” and bicycle safety bumper stickers

Recommendation: Implement a countywide “Share the Road” campaign to increase motorists’ awareness of bicyclists throughout the Napa Valley. The Share the Road campaign would complement the Napa Bike Program and the Countywide Traffic Safety Campaign.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, local law enforcement agencies, Vine Transit, cities, and County

Develop “Share the Road” or similar bumper stickers and apply them to local agency fleet vehicles, law enforcement vehicles, Vine transit busses, and school busses. Further, conduct outreach to the County’s largest employers and/or fleet operators to encourage to placement of stickers on their fleet vehicles as well. The decals serve as a moving billboard and help to reinforce the “Share the Road” message.

Continue the installation of Share the Road signs in various locations throughout the County. Installation locations should be strategically selected to provide warning where roadway constraints occur such as narrow bridges, where roadway shoulders drop off, and locations where bicyclists must ride in or take the travel lane. To raise awareness, signs should also be installed at transition points such as city and County boarders and for reassurance along rural highways and arterials. Share the Road signs are intended to raise awareness among motorists that it is likely they will encounter bicyclists along the roadway.

Bicycle Ambassadors

Bicycle Ambassadors are advocates tasked with promoting bicycling in a community. Ambassadors are hired by government to perform outreach to other agencies, the public, employers, and employees. Through direct interaction, Ambassadors can address the specific interests, questions and needs of individuals.

Recommendation: Develop a Bicycle Ambassador Program.

Priority: Medium

Timeframe: Mid-Term

Responsibility: NCTPA

Bicycle Ambassadors would be agents of the Napa Bike Program. They would bring the program’s education and awareness messages directly to the public through face-to-face interaction. Ambassadors

would attend community events such as farmers' markets, music festivals, health fairs, etc. and/or create special events in order to teach bicycle safety, sharing the road, bike lane and bike path etiquette, and how to bike to work and school. Bicycle Ambassadors could also give bicycle safety demonstrations at day camps, libraries and schools, as well as bike to work presentations for area businesses. Bicycle Ambassadors would promote safety for all road users – bike riders, motorists, and pedestrians – and encourage residents to ride their bikes more!

Bike Share Programs

Bike sharing is a form of public transportation using bicycles. Cities around the world provide bike sharing systems as a transportation option for visitors and residents. Bike sharing utilizes a network of docking stations and specially-built bikes that are configured to meet the needs of the bike share location. Riders sign up for the program and use an electronic key to check out bicycles. Residents can sign up for a set period such as 30 days or a year. Visitors can purchase a 24-hour membership using a credit card at the station kiosk. Bicycles are available on demand and can be returned to any docking station in the network.

Recommendation: Implement a bike share program through public-private partnerships to serve the tourism industry and locals alike.

Priority: Medium

Timeframe: Short- to Mid-Term

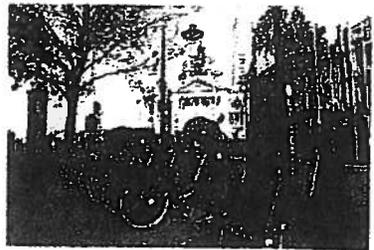
Responsibility: NCTPA, cities, County, hospitality industry

Establishing a bike share program would compliment supply strategies identified in Napa's Transportation Future, which have been developed to help address traffic congestion, vehicle miles traveled, and green house gas emissions, particularly, "Streets and Roads VI: Create Satellite Park and Ride Sites". Bike Sharing could be incorporated into proposed park-and-ride lots which would serve each community. While the program has the potential to serve local residents, the greatest impact could be achieved by developing a focused tourism strategy and marketing effort to encourage short-term visitors to see the Napa Valley's many attractions by bicycle. By working closely with the hospitality industry to establish a marketing program, tourists and wine tasters could be encouraged to experience Napa's compact cities and many wineries, vineyards, and grape growing appellations "the healthy Napa way" by bicycle. Bike share technologies have experienced significant advancements in recent years. Program bicycles can now be outfitted with components to make them more difficult to steal and tamper with, and be equipped with GPS units to guide riders, and radio frequency identification tags to track their locations. These technologies could be utilized to lead visitors on self-guided tours, and/or provide route, location, and safety information.

Bike Share Programs have been established in communities throughout the world, and have been established in major cities throughout the US in recent years.



Above: Tourists use Capitol Bike Share to tour the monuments in Washington DC



Above: Bike Share Station in Melbourne, Australia

Local Agency Bicycle Fleets

Recommendation: Establish bicycle fleets for local agency staff.

Priority: Low

Timeframe: Short- to Mid-Term

Responsibility: NCTPA, cities, and County

Provide an inventory of bicycles for local agency staff that can be used for traveling to destinations within the community. While intercity travel by bicycle may not be a practical use of staff time, traveling to destinations within the community for inter-office meetings, site visits, or other purposes can be more efficient than travel by vehicle and should be encouraged through the establishment of staff bicycle fleets. The program should start small, with an initial purchase of bicycles commensurate to staff demand, approximately two to six bikes per agency. The bikes should be unisex and utilitarian in nature, and be equipped to allow staff to transport materials between offices and/or other destinations. Bicycles should be available for check out by staff on a first-come first-served basis.

Education and Encouragement Activities (Napa Bike Program)

In addition to the specific actions defined above, there are a number of education and encouragement activities that should be folded into the Napa Bicycle Program to provide local residents with the information and confidence they need to bicycle more often.

Recommendation: Develop/acquire bicycle safety education materials and encouragement programs for the public.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, cities, County, schools, Napa County Bicycle Coalition



*Sample Bicycle
Public Guide*

There is a wealth of information that can be provided to support bicycling in the Plan Area. Materials are readily available from existing sources such as the Metropolitan Transportation Commission, Caltrans, the League of American Bicyclists, other Transportation Planning Agencies, and bicycling advocacy agencies. Potential programs and/or outreach topics are listed below. Education and awareness information should be readily available on-line via the Napa Bike Program web page and materials should be published for use by residents and tourists. At a minimum, resources should be available in English and Spanish.

Safety and Education Materials

- Tricks and tips for bicycling to work
- What Every Bicyclist Must Know
- Bicycle Maps
- Trail Etiquette Brochure
- Locking your bicycle
- Bicycling with your family
- Using bicycle lanes
- Turning safely
- Wearing a helmet
- Riding against traffic
- Fitting a bicycle
- Riding on the sidewalk
- Shared Lane Markings
- Bicycling through roundabouts
- League of American Bicyclists Street Skills Bicycle Safety Classes

Encouragement Programs

- All Kids Bike – promotional campaign to increase bicycling among school-aged children
- Big Biking Day, City-Streets, Cyclovia, etc. – one-day events that support recreational family bicycling within a particular location
- Cycling Friendly Work Place – a certification process that encourages businesses to become more cycle friendly
- Street Skills Classes for the workplace

Signing Program

A low cost measure that can be used to immediately improve, grow, and provide an identity for the countywide bicycle system is the development of a comprehensive signing program. While signing programs can take on various forms, their ultimate intention is to enhance existing facilities and improve user safety by signaling the presence and location of facilities to existing users, potential users, and motorists. Effective signage can encourage more people (residents and visitors) to use the system by guiding them to existing facilities and destinations. Moreover, signs enhance safety and promote motorist awareness by alerting motorists to expect the presence of bicyclists either on the roadway or at crossing locations.

Recommendation: Develop custom logos for bicycle signs and implement a Countywide bicycle signing program.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, cities, and County

There are two basic types of signing systems for bikeway networks, both use a custom Caltrans approved SG45 bike route sign. The sign incorporates custom information (a unique logo or route numbering) to enhance the identification of bikeways, and can be used on Class I, Class II or Class III routes. The first example uses a route numbering system similar to the Federal Highway System methodology where routes are numbered based on their north-south and east-west alignment. This system is typically developed in conjunction with a system or 'user' map that identifies the routes by number and the major destinations they serve. Although this system certainly helps motorists and cyclists recognize primary bicycle routes, bicyclists may be at a loss without the accompanying user map to guide them. The second system utilizes a custom logo on the bike route sign along with directional signage to help define the network and provide way-finding information. Specific routes may receive their own custom sign treatment, such as the Vine Trail, Bay Trail, or other routes.

Way-Finding Signs

In addition to the standard "Bike Lane," "Bike Route," and custom SG45 "Bike Route" signs that are recommended for installation on all existing and proposed bicycle facilities, the primary bikeway network would be significantly enhanced by developing its own unique wayfinding directional signage program. These signs should include directional arrows and distance information to significant local and regional destinations and connecting bicycle facilities.



Sample SG45
Custom Bike Route
Sign from Solano
County



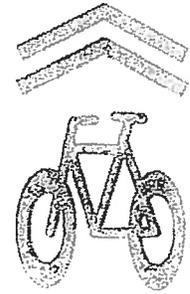
Sample Way-
Finding Signs

Warning Advisory Signs and Pavement Markings

A variety of warning advisory signs and pavement markings may be used in conjunction with the signs described above to further reinforce the presence of bicyclists and inform motorists. These include bicycle warning signs that can be combined with a variety of messages such as “Share the Road”, “Watch for Bikes”, “Pass with Care”, “Bikes on Roadway Next XX Miles”, and others.

Shared Lane Markings

The shared lane marking (SLM), known as a “shared roadway bicycle marking” in the MUTCD, and as “sharrows” by the bicycling public, is a pavement legend which may be placed in the travel lane adjacent to on-street parking. The purpose of the marking is to provide positional guidance to bicyclists on roadways that are too narrow to be striped with bike lanes. Unlike bike lanes, a SLM does not designate a particular part of the street for the exclusive use of bicyclists. It is simply an informational marking to guide bicyclists to the best place to ride on the road to avoid the “door swing” of parked cars, and to remind motorists to expect to see and share the lane with bicyclists. The marking gives bicyclists freedom to move further to the left within a travel lane rather than brave the door zone, squeezed between moving and parked cars. The marking is usually repeated every several hundred feet. Without such markings, bicyclists might seek refuge on the sidewalk, ride in a serpentine pattern between parked vehicles, or travel in the wrong direction. Perhaps the most important benefit of SLM is that they send a message to cyclists and drivers alike that bikes belong on the road.



Shared Lane Marking

The SLM consists of a standard bicycle symbol combined with chevron arrows

Shared Lane Markings were approved for use in California in 2007 after device testing was performed by the City of San Francisco. While the version of the 2010 MUTCD adopted by California specifies that the device is to be used only where there is existing on-street parallel parking (Section 9C.103), the national MUTCD provides for use of the device on streets without on-street parking. Further, jurisdictions around the nation are recognizing the benefit of utilizing the device in locations where it may not be obvious where cyclists should be riding, such as at intersections with multiple turn lanes, as a guide marking through intersections (similar to skip lines), and as a guide-marking between bikeways.

Marking Placement

Laterally – According to the California MUTCD guidelines, SLM shall be placed so that the centers of the markings are a minimum of 11 feet from the curb face or edge of paved shoulders, and the distance may be increased beyond 11 feet. According to the National MUTCD, if SLM are used on a street without parking, the markings should be placed far enough from the curb to direct cyclists away from gutters, seams, and other obstacles, or near the center of the lane if the lane is less than 14 feet wide.

Longitudinally – SLM should be placed immediately after intersections and spaced at intervals of 250 feet. The longitudinal spacing of the markings may be increased or decreased as needed for roadway and traffic conditions (Source: 2010 CA MUTCD).

Bike Dots

The City of Seattle, WA, has developed a unique pavement legend for bicycle wayfinding called Bike Dots. According to the Seattle DOT, “unlike sharrows, bicycle dots are not intended to provide guidance on bicycle positioning but are a tool to provide wayfinding.” It is recommended that the Napa Bike Program consider using “Bike Dots” through a public private partnership as a wayfinding tool for tourists traveling streets along the valley floor in search of vineyards and wineries.



Regulatory Signs

Regulatory signs should also be used to inform bicyclists, pedestrians, and motorists of the rules of the road. Regulatory signs include “Bikes May Use Full Lane”, “Wrong Way, Ride With Traffic”, “No Parking, Bike Lane”, and others.



Sign Placement

Signs should be placed at route start and stop points, route junctions, and turns within a route. Reassurance signs should be placed along long uninterrupted segments and at wide or odd-angled intersections. Share the road signs should be installed on routes with little or no shoulder space for bicyclists, at the County boundaries, and at transition points between jurisdictions. The County will need to work with Caltrans to site and maintain the signs on State Routes.

Countywide Bicycle Parking Program

The availability of secure convenient bicycle parking facilities is critical to promoting greater bicycle usage throughout the Plan Area. “End of trip” bicycle facilities can include short- and long-term bicycle parking, showers, lockers and lighting.

Recommendation: Implement a Countywide Bicycle Parking Program including the following components: evaluate existing bicycle parking in each jurisdiction to ensure that it is an appropriate type and sited adequately; acquire and install bicycle parking (racks and lockers) in public places such as transit centers, commercial districts, city halls, libraries, parks, schools, etc.; encourage local businesses to provide bicycle parking for their customers and employees; and update local bicycle parking ordinances or policies to ensure that bicycle parking is provided in new developments.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, cities, and County

As bicycling becomes more prevalent in the Plan Area, there will be more demand for adequate bicycle parking. The recommendations below are designed to build upon the existing parking inventory.

1. Each agency should review their existing bicycle parking inventory to determine existing bicycle parking locations and facility type and to evaluate the appropriateness of these facilities. Wave racks and bicycle racks that only support a bicycle's wheel should be replaced. Appropriate sites for installation to meet existing and future demand should be catalogued. Bicycle parking should be provided at all public destinations, including transit centers and bus stops, community centers, parks, schools, downtown areas, and civic buildings. All bicycle parking should be in a safe, secure, covered area (if possible) conveniently located with reference to the main building entrance. These improvements will be incremental and as demand warrants.
2. Each agency should assess and update their zoning ordinance to require the provision of bicycle parking and shower/changing/storage facilities in new development and/or redevelopment. Formulas for parking amenity requirements should be developed based on building size, leasable square footage, employees, and/or rental units.
3. Bicycle parking for existing non-residential uses should be implemented through one or a combination of the following two methods: (a) Require existing non-residential uses to provide

bicycle parking per the requirements described above as part of the building permit process. (b) Subsidize the cost of bicycle parking through grants from public or private sources.

4. Work with employers where employees have expressed an interest in bike lockers. Lockers could be sold to businesses at a discount, possibly with grants making up the difference.

Bicycle Parking Placement – Type and Location

Visibility – bicycle racks and lockers should be placed in a highly visible location near building entrances so bicyclists can spot them immediately. Bicyclists and motorists alike appreciate the convenience of a parking space located right in front of a destination. A visible location also discourages the theft and vandalism of bicycles. Preferably, racks will be located as close as or closer than the nearest automobile parking spaces to the building entrance.

Security – properly designed bicycle racks and lockers that are well anchored to the ground are the first measure to help avoid vandalism and theft. In some cases, added measures, which may include lighting and/or surveillance, are essential for the security of bicycles and their users. The rack element (part of the rack that supports the bike) must keep the bike upright by supporting the frame in two places allowing one or both wheels to be secured. Inverted “U,” “A,” and post and loop racks are recommended designs. Older style wave type racks are not recommended because they require excessive space and are so often used improperly.

Weather Protection – protection from the elements is especially important. A portion of all bicycle parking should be protected from the rain and the sun. Various methods can be employed including the use of building awnings and overhangs, newly constructed covers, weatherproof bicycle lockers or lids, or indoor storage areas. Long-term parking should always be protected.

Clearance – adequate clearance is an essential component of rack placement. Clearance is required between racks to allow for the parking of multiple bicycles and around racks to give bicyclists room to maneuver and to prevent conflicts with others. Racks should be placed in a position where they do not block access to and from building entrances, stairways, or fire hydrants. Empty racks must not pose a tripping hazard for visually impaired pedestrians. Racks should be positioned out of the walkway’s clear zone (space reserved for walking). Likewise, bicycle racks placed along a sidewalk should be oriented parallel with the street, so parked bicycles do not intrude into the walkway’s clear zone. A row of inverted “U” racks should be 36 inches apart, center-to-center. Ideally, racks should be located immediately adjacent to the entrance to the building it serves, but not in a spot that may impede pedestrian flow in and out of the building.

Parking and Transit

Safe bicycle parking is a concern to many bicycle-transit commuters. Both long-term bicycle parking at transit stations and work sites, and short-term parking at retail destinations and other commercial areas support bicycling. Secure long-term parking is valuable to commuters because bicycles parked for longer periods are more exposed to weather and theft.

Cost of Implementation

The cost of bike rack and locker implementation is generally low, particularly compared to vehicle parking space costs. Rack installations cost about \$250 for racks accommodating two bikes and about \$1,800 for lockers accommodating two bikes. The cost of providing shelters for covered parking increases the cost; however, these facilities can be planned into new building or redevelopment projects at minimal additional cost.

Implementation Strategies

There are a variety of strategies to implement bicycle parking. Bicycle parking can be funded through sources such as air district grants, the Bicycle Transportation Account, SAFETEA-LU, and TDA sources. Another source is through formation of cooperative efforts. For example, in some locations, redevelopment funds have been used to purchase infrastructure and the public works department completes the installation. In order to implement bicycle parking in the short-term, it is recommended that the local agencies enter into a cooperative agreement to set aside a nominal amount of TDA Article 3 funds for a period of two to five years to purchase and install bicycle parking throughout the County. A \$5,000 set-aside per jurisdiction could be used to install approximately 20 bicycle racks or several bicycle lockers annually.

Maintenance Monitoring and Reporting System

Routine roadway and bicycle facility maintenance may be one of the most important ways to improve the safety and accessibility of roads and pathways for bicyclists, and to ensure that they remain usable over time. By nature, bicycles which ride on skinny, high-pressure tires are extremely sensitive to the quality of roadway and path surfaces. Debris can deflect or puncture tires, potholes can bend rims, and minor surface irregularities, gravel, leaves, or wet surfaces can all lead to a loss of control and cause a bicyclist to fall. As such, facilities that are inadequately maintained will become unusable to bicyclists over time. Thus, it is important to properly maintain existing facilities. Regular maintenance of the bikeway network will help to protect the investment of public funds in bikeways, and ensure that they can continue to be used safely over time.

Recommendation: Develop and implement a maintenance program that adequately accommodates bicycles and includes a hazard and maintenance reporting system.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, cities, County, NCBC

Developing a dedicated maintenance request/response program can help to address low-cost small-scale maintenance issues such as debris sweeping, filling pot holes, vegetation removal, and surface irregularities. The maintenance reporting program could be set up to receive requests in a variety of ways. The most efficient format would be the submission of an email or on-line form submittal from the Napa Bike Program webpage. Requests could be catalogued in a central clearinghouse with a monthly report reviewed by the BAC or TAC, or requests could be routed directly to appropriate departments or contacts within the local agencies. Requests for work or improvements that are outside the scope of the maintenance program would be considered for capital improvement projects or other projects/funding sources as appropriate. To close the loop on the maintenance request, the person making the request should be contacted either by letter or telephone once the repair is completed.

Adopt-a-Trail Program

Well maintained, safe, and attractive trails receive more use than those that receive minimal maintenance. Adopt-a-Trail programs, which are similar to “Adopt-a-Highway” programs, can help to address routine maintenance and landscape needs, while reducing maintenance liabilities for local agencies and fostering a sense of community pride for the volunteers. Implementing Adopt-a-Trail programs for primary trail facilities such as the Bay, River, and Vine Trails, as well as local pathways could help to ensure that minor and routine maintenance needs including litter removal, graffiti cleanup, mowing, vegetation and landscape maintenance, minor repairs, and upkeep of signs and kiosks (as

specified and permitted by the Adopt-a-Trail Agreement) are performed on a regular basis. The program could draw assistance from local businesses, community groups, and schools among other entities. Under agreement with the local agency, and in coordination with the Napa Bike Program, groups or organizations would “adopt” a section of trail and agree to perform specific maintenance responsibilities for a specified time period, typically one year. Larger maintenance issues would be reported to the responsible agency.

Recommendation: Develop an Adopt-a-Trail program to help address routine maintenance needs on primary and local trails throughout Napa County and its local jurisdictions.

Priority: High

Timeframe: Short-Term

Responsibility: NCTPA, cities, County



October 8 2013
ATAC Agenda Item 7
Continued From: NEW

Action Requested: **INFORMATION/DISCUSSION**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Bicycle Parking Policies

RECOMMENDATION

| For information and discussion only-

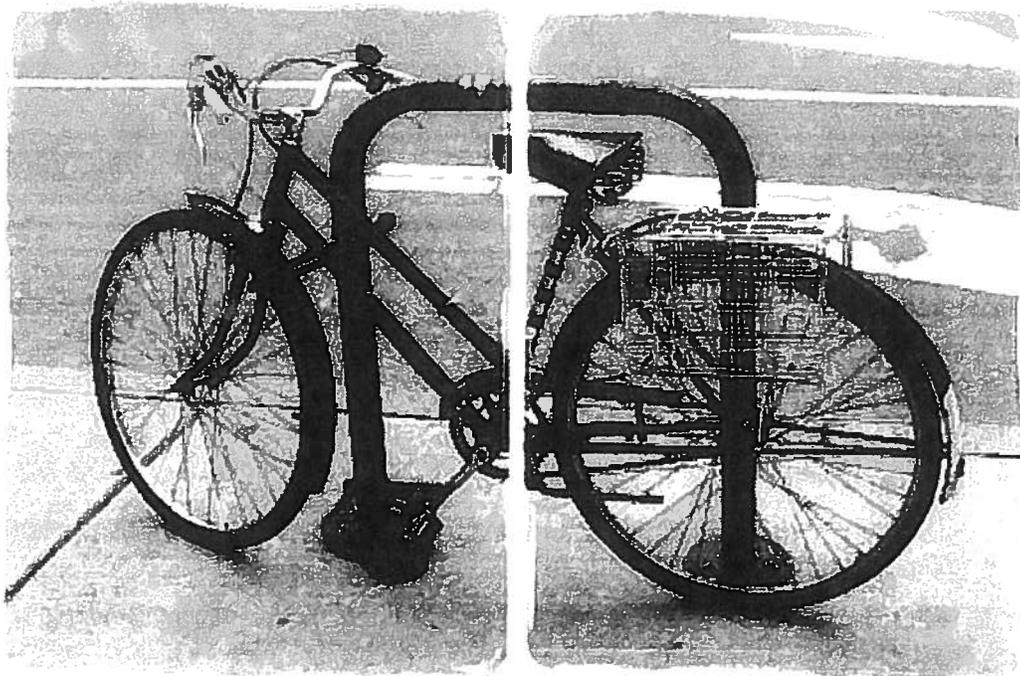
EXECUTIVE SUMMARY

The Association of Pedestrian and Bicycle Professionals has a developed set of bicycle parking guidelines which can be used when creating bicycle parking policies. The NCTPA Countywide Bicycle Plan defines a comprehensive bicycle parking program with policy recommendations. The priority is listed as high with a short term time frame.

SUPPORTING DOCUMENT

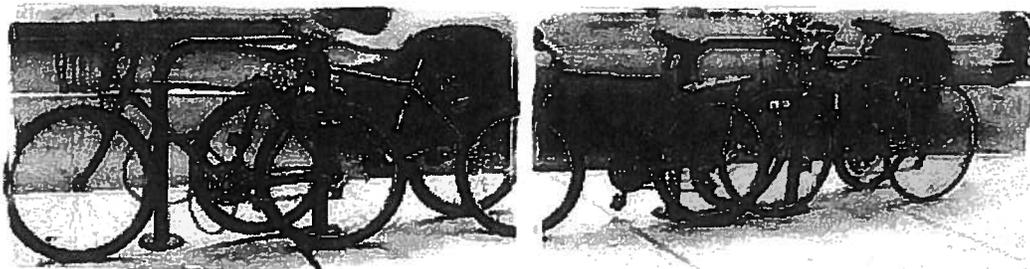
Attachments: (1) NCTPA Countywide Bicycle Plan – Excerpt*
(2) Bicycle Parking Guidelines
(3) Model California Bicycle Parking Ordinance

BICYCLE PARKING



GUIDELINES

A set of recommendations from the Association of Pedestrian and Bicycle Professionals [apbp]



"I would ride to work if there was a safe place to lock my bike."

INTRODUCTION

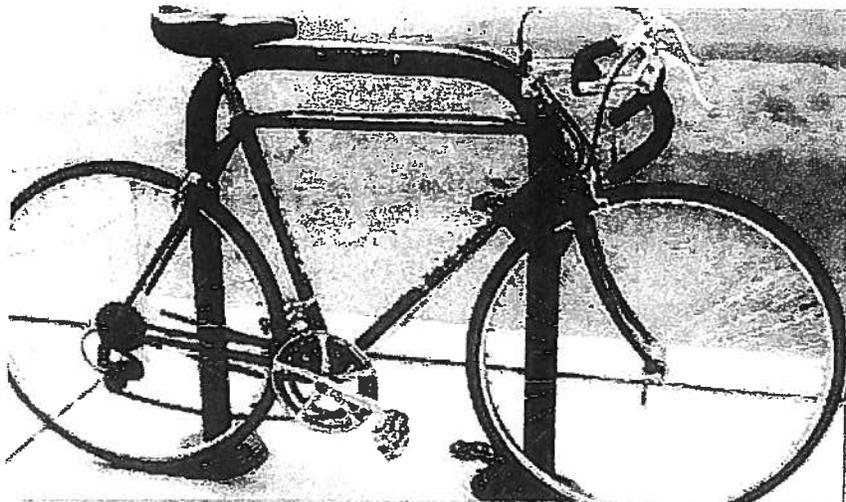
The lack of a secure parking space keeps many people from using their bikes for basic transportation. Leaving a bicycle unattended, even for short periods, can easily result in damage or theft. Finding a bike rack that doesn't work or isn't conveniently located makes for a frustrating experience.

The purpose of this document is to assist with the selection and placement of appropriate bicycle racks for short-term parking. Four major components will be discussed.

1. The rack element. This device supports the bicycle.
2. The rack. It is important to understand how bikes interact with each other when rack elements are assembled together.
3. Combining of multiple racks into a bicycle parking lot.
4. Locating the rack, and the relationship of the rack to the building entrance it serves and the cyclists' approach to that entrance.

The discussion will focus on outdoor installations. The racks are intended to accommodate conventional, upright, single-rider bicycles. It is assumed the cyclist will use a solid, U-shaped lock, or a cable lock, or a combination of the two.

The appb Task Force that developed this guide is also developing recommendations for other important bicycle parking-related issues including:



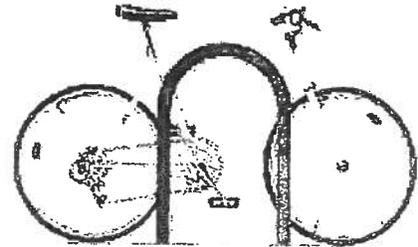
- a. Assessing the appropriate number of bicycle parking spaces for different buildings and land uses, including the use of bicycle parking ordinances.
- b. Long-term bicycle storage facilities such as lockers and bicycle parking garages.
- c. Indoor bicycle parking and the carriage of bicycles in transit vehicles.

1. THE RACK ELEMENT

Definition: the rack element is the part of the bike rack that supports one bicycle.

The rack element should:

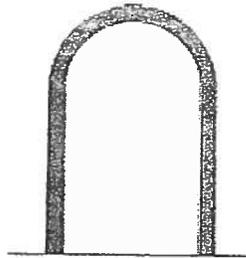
- Support the bicycle upright by its frame in two places
- Prevent the wheel of the bicycle from tipping over
- Enable the frame and one or both wheels to be secured
- Support bicycles without a diamond-shaped frame with a horizontal top tube (e.g. a mixte frame)
- Allow front-in parking: a U-lock should be able to lock the front wheel and the down tube of an upright bicycle



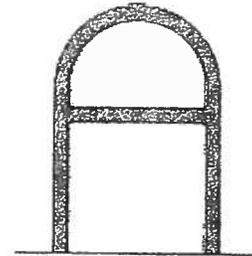
Allow back-in parking: a U-lock should be able to lock the rear wheel and seat tube of the bicycle

Comb, toast, school-yard, and other wheel-bending racks that provide no support for the bicycle frame are NOT recommended.

The rack element should resist being cut or detached using common hand tools, especially those that can be concealed in a backpack. Such tools include bolt cutters, pipe cutters, wrenches, and pry bars.



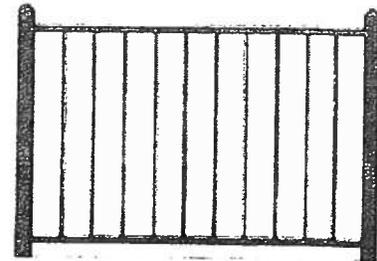
INVERTED "U"
One rack element supports two bikes.



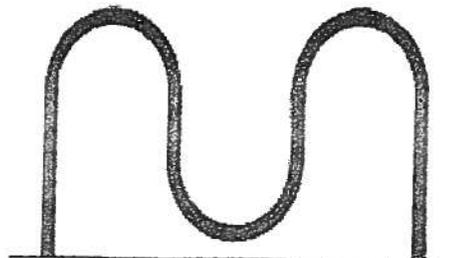
"A"
One rack element supports two bikes.



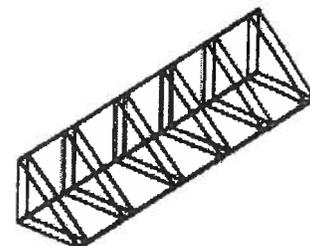
POST AND LOOP
One rack element supports two bikes.



COMB
One rack element is a vertical segment of the rack.



WAVE
One rack element is a vertical segment of the rack.



TOAST
One rack element holds one wheel of a bike.

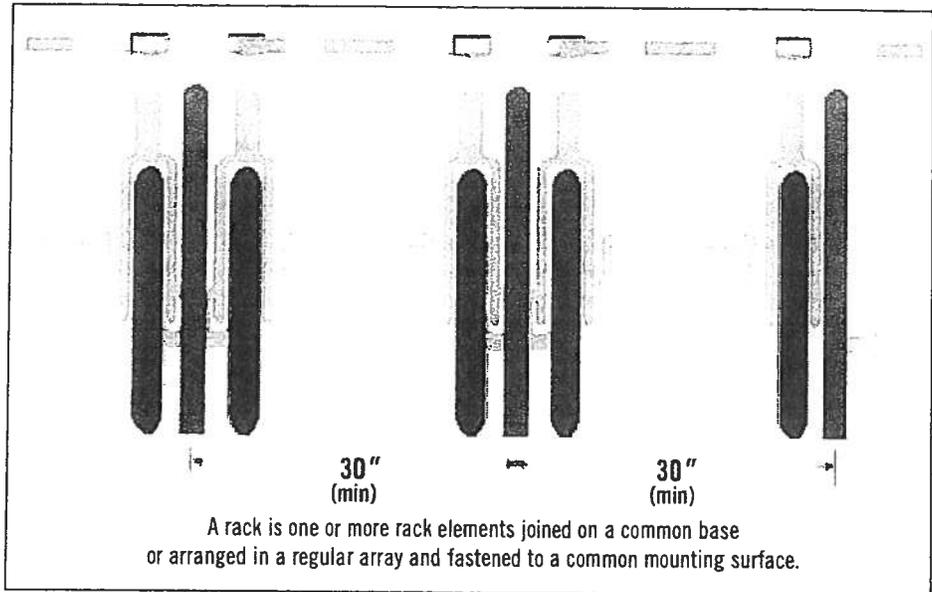
2. THE RACK

Definition: a rack is one or more rack elements joined on any common base or arranged in a regular array and fastened to a common mounting surface.

The rack should consist of a grouping of rack element. The rack elements may be attached to a single frame or remain single elements mounted within close proximity to each other. The rack elements should not be easily detachable from the rack frame or easily removed from the mounting surface. The rack should be anchored so that it cannot be stolen with the bikes attached—vandal-resistant fasteners can

be used to anchor a rack in the ground. An exception is a rack that is so large and heavy that it cannot be easily moved or lifted with the bicycles attached.

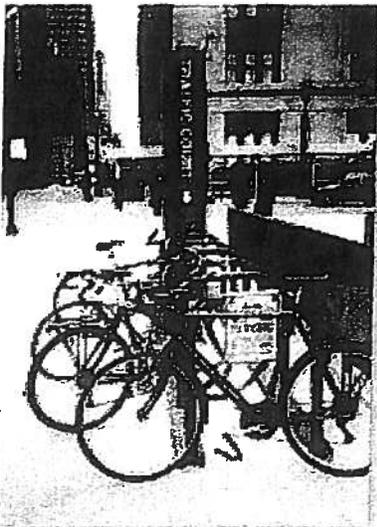
The rack should provide easy, independent bike access. Inverted “U” rack elements mounted in a row should be placed on 30” centers. This allows enough room for two bicycles to be secured to each rack element. Normally, the handlebar and seat heights will allow two bicycles to line up side-by-side if one of them is reversed. When there is a conflict, the bikes can be placed slightly offset from one another as shown. If the elements are placed too close together, it becomes difficult to attach two bikes to the



same element. If it is too inconvenient and time consuming to squeeze the bikes into the space and attach a lock, cyclists will look for an alternative place to park or use one rack element per bike and reduce the projected parking capacity by 50 percent.

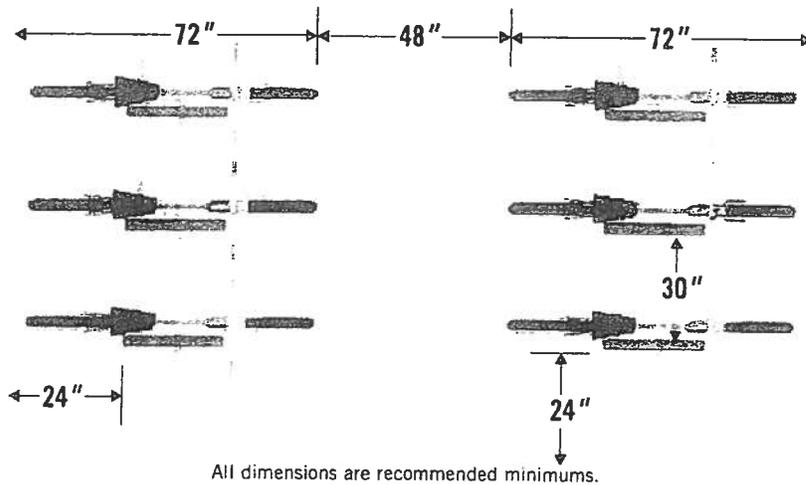
Wave style racks are not recommended. Bicyclists commonly use a “wave” rack as if it were a single inverted “U.” This limits the actual capacity of the rack to two bikes regardless of the potential or stated capacity. Bicycles parked perpendicular to a wave rack (as intended by the manufacturer) are not supported in two places and are more likely to fall over in the rack. The advertised capacity of a wave rack is usually much higher than the practical capacity.

An empty rack should not create a tripping hazard for visually impaired individuals.



3. THE RACK AREA

Definition: the rack area is a bicycle parking lot where racks are separated by aisles.



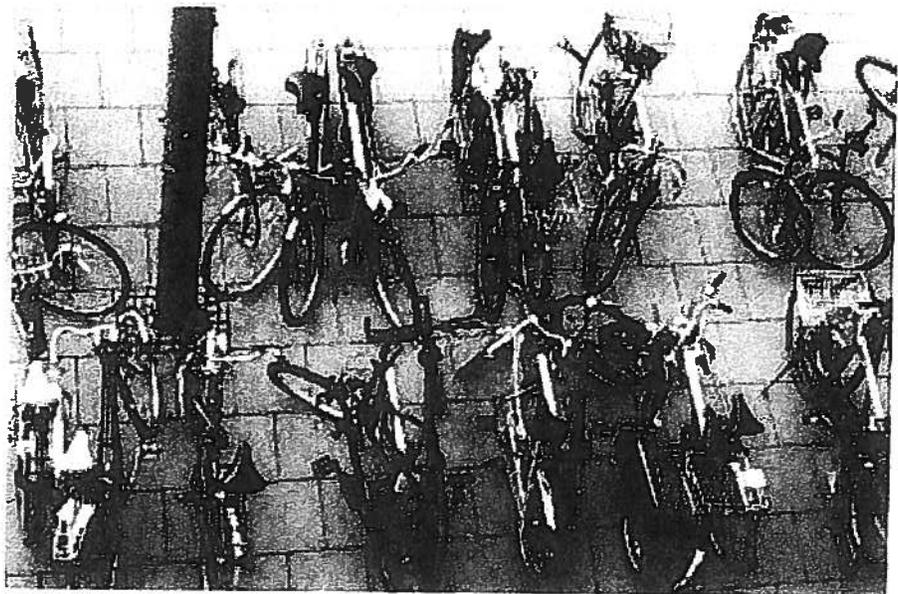
The rack area is a bicycle parking lot where racks are separated by aisles.

A rack area or "bicycle parking lot" is an area where more than one rack is installed. Aisles separate the racks. The aisle is measured from tip to tip of bike tires across the space between racks. The minimum separation between aisles should be 48 inches. This provides enough space for one person to walk one bike. In high traffic areas where many users park or retrieve bikes at the same time, the recommended minimum aisle width is 72 inches.

72 inches (six feet) of depth should be allowed for each row of parked bicycles. Conventional upright bicycles are just less than 72 inches long and can easily be accommodated in that space. Some rack types will allow the racks to be mounted closer to the wall. This will not change the space required by the bicycles or the aisles.

Large rack areas with a high turnover rate should have more than one entrance. This will help facilitate the arriving and departing of cyclists and pedestrians.

If possible, the rack area should be protected from the elements. Racks along building walls can be sheltered by an awning. Even though cyclists are exposed to sun, rain, and snow while en route, covering the rack area keeps the cyclist more comfortable while parking, locking the bike, and loading or unloading cargo. An awning will also help keep the bicycle dry, especially the saddle.



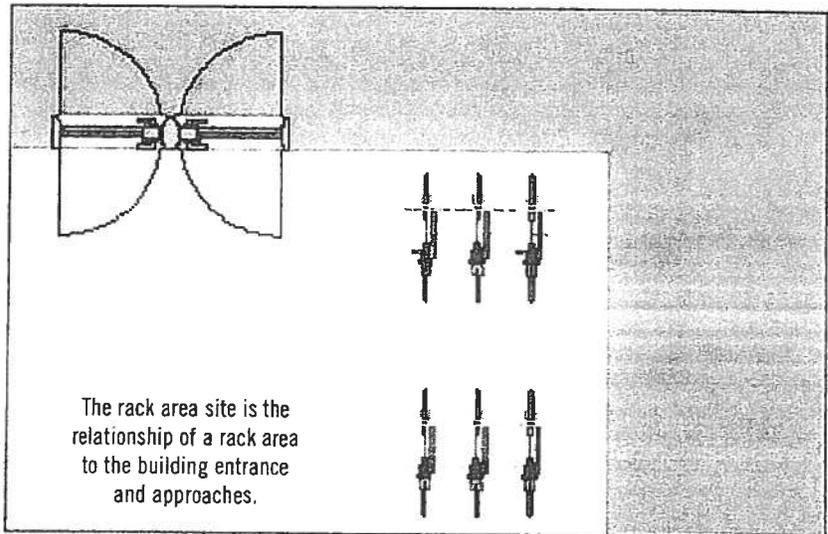
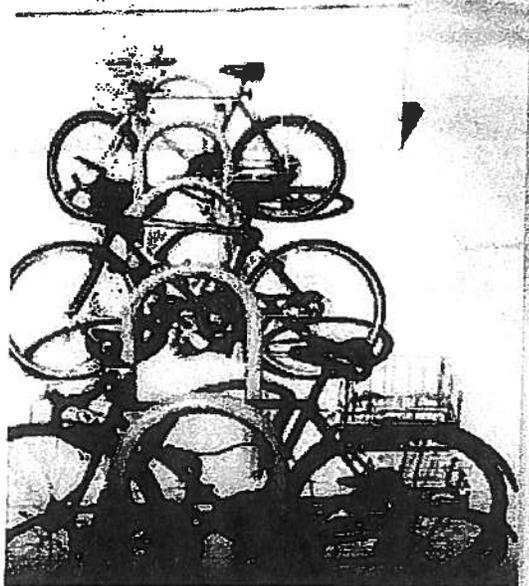
4. THE RACK AREA SITE

Definition: the rack area site is the relationship of the rack area to a building entrance and approach.

The location of a rack area in relationship to the building it serves is very important. The best location for a rack area is immediately adjacent to the entrance it serves. Racks should not be placed so that they block the entrance or inhibit pedestrian flow in or out of the building. Racks that are far from the entrance, hard to find, or perceived to be vulnerable to vandalism will not be used by most cyclists.

It is important to understand the transition a cyclist makes from vehicle to pedestrian. The cyclist approaches the building mounted on the bicycle. At some point, the cyclist stops, dismounts, and walks the bike to a rack.

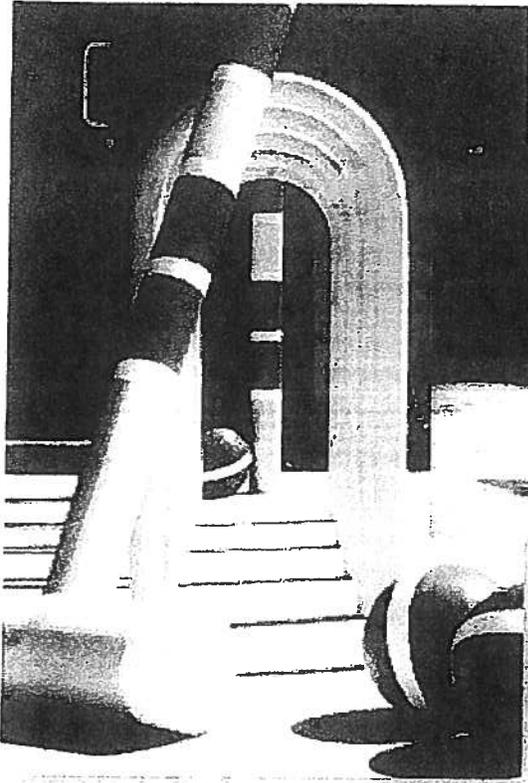
The bicycle is attached to the rack and any cargo is removed. The cyclist now walks into the building carrying the cargo. Adequate space must be provided to allow for this transition.



The rack area should be located along a major building approach line and clearly visible from the approach. The rack area should be no more than a 30-second walk (120 feet) from the entrance it serves and should preferably be within 50 feet.

A rack area should be as close or closer than the nearest car parking space. A rack area should be clearly visible from the entrance it serves. A rack area should be provided near each actively used entrance. In general, multiple buildings should not be served with a combined, distant rack area. It is preferred to place smaller rack areas in locations that are more convenient.

5. CREATIVE DESIGNS



The recommended practices above are not intended to stifle creativity. There are many creative, three-dimensional bicycle parking racks that work very well. Whether the rack is a type of “hanger”, “helix” or another

configuration, the critical issue is that the rack element supports the bike in two places and allows the bicycle to be securely locked.

Creative designs should carefully balance form with function. For example, the distinctive “croquet

set” rack shown here likely has a smaller effective capacity than might be immediately apparent because one or more of the rack elements is not accessible. Similarly, the “hanger” racks shown below must be carefully manufactured and maintained to prevent weaknesses at the joints of the hanger and rack—such weakness might compromise the security of bicycles locked to the rack. In addition, the “coat hanger” elements should be spaced at least 30” apart.

CONCLUSION

More information about bicycle parking is available from a wide variety of sources. Visit www.bicyclinginfo.org to access many of those sources, and to find a list of bicycle parking manufacturers.

More information about the Association of Pedestrian and Bicycle Professionals is available at www.apbp.org.



BICYCLE PARKING GUIDELINES

Adopted by the Association of Pedestrian and Bicycle Professionals
Spring 2002

ACKNOWLEDGMENTS

apbp wishes to acknowledge and thank Reed Kempton, Bicycle/Multi-modal Planner with the Maricopa County Department of Transportation, for his work as the primary author of the recommended practice. Members of the Best Practices Task Force ably assisted Reed in this task.

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ChangeLab Solutions
Law & policy innovation for the common good.

Model California Bicycle Parking Ordinance

WITH ANNOTATIONS

ChangeLab Solutions is a nonprofit organization that provides legal information on matters relating to public health. The legal information provided in this document does not constitute legal advice or legal representation. For legal advice, readers should consult a lawyer licensed to practice law in California.

September 2012

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An Ordinance of [Jurisdiction (e.g. *the City of _____*)] Providing for Bicycle Parking and Adding to the [Jurisdiction] [Zoning/Planning/Municipal/County] Code.

The [Adopting Body] does ordain as follows:

SECTION I. FINDINGS. The [Adopting Body] hereby finds and declares as follows:

COMMENT: Ordinances often include “findings of fact” (“whereas” clauses) that support the need for the jurisdiction to adopt the ordinance. From a legal standpoint, they provide the justification for expending resources (both monetary and non-monetary), and taking actions to support the purpose of the ordinance. While such findings are part of the ordinance, they are not usually codified in the local code. An adopting body should select those findings it views as most significant for its community and add any findings related to local conditions or concerns. The footnotes are provided in order to provide documentation for the findings but are not intended to be included in the adopted ordinance.

1. **WHEREAS**, the [Adopting Body] has a goal of improving the health of its residents and the air quality of the community;
2. **WHEREAS**, both obesity and insufficient physical activity are creating significant health problems for Americans, leading to increased risk of heart disease, diabetes, endometrial, breast, and colon cancers, high blood pressure, high cholesterol, stroke, liver and gallbladder disease, sleep apnea, respiratory problems, and osteoarthritis;ⁱ
3. **WHEREAS**, a primary contributor to obesity is lack of sufficient physical activity;ⁱⁱ
4. **WHEREAS**, bicycling is a safe, low-impact aerobic activity, enjoyed by millions of Americans, and provides a convenient opportunity to obtain physical exercise while traveling to work, shops, restaurants, and many other common destinations;ⁱⁱⁱ
5. **WHEREAS**, bicycling frequently provides a practical alternative to driving, since 28 percent of all car trips are to destinations within 1 mile of home,^{iv} 40 percent of all trips are two miles or less from home,^v and around 30 percent of commuters travel 5 miles or less to work;^{vi}
6. **WHEREAS**, bicycling can greatly increase access to important services and provide more range of travel for the 36% of Californians who do not operate a car,^{vii} including our increasing aging population, children and youth, people who are low-income, and those with disabilities or medical restrictions on driving due to issues like seizure disorders or vision impairments;^{viii}

7. **WHEREAS**, replacing car trips with bicycle trips improves air quality by reducing the amount of carbon dioxide emissions, in light of the fact that transportation sources account for nearly one third of all such emissions in the United States, an average motor vehicle emits 8.8 kilograms of carbon dioxide per gallon of gasoline that it burns, and biking emits essentially none;^{ix}
8. **WHEREAS**, the California Global Warming Solutions Act of 2006 (known as A.B.32), sets targets for the reduction of green house gas emission in California to slow the onset of human-induced climate change,^x and shifting the transportation mode share from single passenger cars to alternative modes, including bicycling, must be a significant part of short and long-term planning goals if the state is to achieve the reductions required by current law;
9. **WHEREAS**, asthma rates in California are higher than the national average,^{xi} and have increased steadily over the years to a high of 13%,^{xii} and replacing motor vehicle trips with bicycle trips reduces the pollutants that directly contribute to asthma in both children and adults;^{xiii}
10. **WHEREAS**, replacing car trips with bicycle trips reduces congestion and wear and tear on roads, improving quality of life for residents and providing a financial benefit for [Jurisdiction];
11. **WHEREAS**, providing safe, convenient, and adequate bicycle parking is necessary to encourage increased use of bicycles as a form of transportation;^{xiv}
12. **WHEREAS**, cities that have improved bicycle infrastructure, including parking, have seen a measurable increase in bicycle trips;^{xv}
13. **WHEREAS**, in light of the foregoing, [Adopting Body] desires to add new bicycle parking requirements to increase the availability of safe and convenient bicycle parking; and
14. **WHEREAS**, it is the intent of the [Adopting Body] in enacting this Ordinance to (1) encourage healthy, active living, (2) reduce traffic congestion, air pollution, wear and tear on roads, and use of fossil fuels, and (3) improve safety and quality of life for residents of [Jurisdiction] by providing safe and convenient parking for bicycles;

**SECTION II. [ARTICLE/CHAPTER] OF THE [JURISDICTION]
[ZONING/PLANNING/MUNICIPAL/COUNTY CODE] IS HEREBY ADDED TO
READ AS FOLLOWS: “BICYCLE PARKING REQUIREMENTS FOR NEW
DEVELOPMENT AND MAJOR RENOVATIONS.”**

§ 1. **PURPOSE:** The purpose of this section is to provide sufficient safe and convenient bicycle parking in New Developments and Major Renovations to encourage bicycling as a form of transportation, reducing traffic congestion, air pollution, wear and tear on roads, and use of fossil fuels, while fostering healthy physical activity.

COMMENT: Jurisdictions may include additional reasons or tailor these reasons to their individual community.

§ 2. **DEFINITIONS:** Unless the context clearly requires otherwise, the following terms shall have the following meanings:

- (A) **“Bicycle Parking Space”:** A physical space that is a minimum of [2.5] feet in width by [6] feet in length with a vertical clearance of at least [7] feet that allows for the parking of one bicycle, and if located outside, is hard surfaced and well drained.
- (B) **“Bike Locker”:** A lockable enclosure consistent with industry standards that (i) can hold one bicycle, (ii) is made of durable material, (iii) is designed to fully protect the bicycle against [insert specific local weather concerns, e.g.: rain, snow, ice, high winds], (iv) provides secure protection from theft, (v) opens sufficiently to allow bicyclists easy access, and (vi) is of a character and color that adds aesthetically to the immediate environment.

COMMENT: This provision allows for flexibility in the manner in which Bike Lockers are locked. Options include lockers designed for use with (1) bicyclist-provided locks, (2) leased keys, or (3) a smartcard or similar system.

If improper use of lockers is a concern in a particular community, this definition can be modified to expressly allow for an optional opening of up to 9 inches at the base of the locker to allow for security inspections.

- (C) **“Bike Rack”:** A device consistent with industry standards that (i) is capable of supporting a bicycle in a stable position, (ii) is made of durable materials, (iii) is no less than [36] inches tall (from base to top of rack) and no less than [1.5] feet in length, (iv) permits the securing of the bicycle frame and one wheel with a U-

shaped lock, and (v) is of a character and color that adds aesthetically to the immediate environment.

COMMENT: U-shaped locks are one of the most effective bike locks.

(D) “In-Street Bicycle Parking”: A portion of a vehicle parking lane or other area on a roadway that is set aside for the parking of bicycles.

(E) “Long-Term Bicycle Parking”: Bicycle parking that is primarily intended for bicyclists who need bicycle parking for more than 3 hours and is fully protected from the weather.

COMMENT: As recognized by most bicycle parking laws enacted in recent years, it is important to provide for not only the short-term bicycle parking needs of community residents out shopping, eating, attending appointments, etc., but also the long-term bicycle parking needs of employees, multi-family housing residents, and students who park their bikes at work, school, or home for many hours or overnight. The two types of bicycle parking have different requirements. Security is a heightened concern for long-term bicycle parking, while immediate proximity to the destination is a greater priority for short-term bicycle parking. Additionally, short-term bicycle parking is generally not required to protect bicycles from the weather, while long-term bicycle parking necessitates full weather protection.

(F) “Long-Term Bicycle Parking Space”: A Bicycle Parking Space that provides Long-Term Bicycle Parking.

(G) “Major Renovation”: Any physical improvement of an existing building or structure, excluding single-family dwellings and multi-family dwellings with 4 or fewer units, that requires a building permit and has an estimated construction cost equal to or exceeding [\$250,000], excluding cost of (1) compliance with accessibility requirements for individuals with disabilities under governing federal, state, or local law, and (2) seismic or other structural safety retrofit.

COMMENT: Since construction costs can vary widely by region, the suggested amount of \$250,000 may need to be adjusted up or down depending on local conditions. If inflation is a concern, the jurisdiction may want to indicate that the dollar amounts will be adjusted based on a particular index, such as a regional building cost index, the Engineering News-Record (ENR) cost indices, or the Producer Price Index - New Office Building Construction as reported in the *PPI Detailed Report* published by the U.S. Bureau of Labor Statistics.

(H) **“New Development”**: Any construction of a new building or facility that requires a building permit, excluding single-family dwellings and multi-family dwellings with 4 or less units.

(I) **“Short-Term Bicycle Parking”**: Bicycle parking primarily intended for bicyclists who need bicycle parking for 3 hours or less.

(J) **“Short-Term Bicycle Parking Space”**: A Bicycle Parking Space that provides Short-Term Bicycle Parking.

§ 3. BICYCLE PARKING SPACES REQUIRED: Short-Term and Long-Term Bicycle Parking Spaces shall be required for all New Development and Major Renovations.

COMMENT: While many bicycle parking ordinances focus on new development, some cities, like Oakland and San Francisco, CA, and Tucson, AZ extend bicycle parking requirements to major renovations as well. This is particularly important because many cities are already substantially built-out.

(A) **Required Number of Bicycle Parking Spaces**: All New Development and Major Renovations shall provide at least the number of Short-Term and Long-Term Bicycle Parking Spaces identified in the table in this subsection [Section II, § 3(A)]; however, the number shall not fall below a minimum of [2] Short-Term and [2] Long-Term Bicycle Parking Spaces, regardless of other provisions herein, except that multi-family dwellings that have private garages (or equivalent separate storage space for each unit) are not required to provide any Long-Term Bicycle Parking Spaces. Where the calculation of total required spaces results in a fractional number, the next highest whole number shall be used. Up to half of the required Short-Term Bicycle Parking Spaces may be replaced with Long-Term Bicycle Parking Spaces.

General Use Category	Specific Use	Number of Short-Term Bicycle Parking Spaces Required	Number of Long-Term Bicycle Parking Spaces Required
Residential	Multi-Family Dwelling with more than 4 units:		
	(a) <i>without</i> private garage or equivalent separate storage space for each unit	[.05] per bedroom <i>or</i> [1] per [20] units	[.5] per bedroom <i>or</i> [1-4] per [4] units
	(b) <i>with</i> private garage or equivalent separate storage space for each unit	[.05] per bedroom <i>or</i> [1] per [20] units	None

General Use Category	Specific Use	Number of Short-Term Bicycle Parking Spaces Required	Number of Long-Term Bicycle Parking Spaces Required
Commercial	Office Building	[1] per each [20,000] sq.ft. of floor area.	[1-1.5] per [10,000] sq.ft. of floor area.
	General Retail	[1] per each [5,000] sq.ft. of floor area.	[1] per [10,000-12,000] sq.ft. of floor area
	Grocery	[1] per each [2,000] sq.ft. of floor area.	[1] per [10,000-12,000] sq.ft. of floor area.
	Restaurant	[1] per each [2,000] sq.ft. of floor area.	[1] per [10,000-12,000] sq.ft. of floor area.
	Indoor Parking Garage	[2] spaces.	[1] per [20] motor vehicle spaces .
	Outdoor Parking Lot	[1] per [20] motor vehicle spaces	[2] spaces.
Civic	Non-assembly cultural (e.g., library, government buildings)	[1] per each [8,000 - 10,000] sq. ft. of floor area.	[1 -1.5] per each [10-20] employees
	Assembly (e.g., church, theater, stadiums, parks)	Spaces for [2-5] per cent of maximum expected daily attendance.	[1- 1.5] per each [20] employees.
	Schools (K-12)	[1] per each [20] students of planned capacity.	[1] per each [10-20] employees and [1] per each [20] students of planned capacity for grades 6-12.
	Colleges and Universities	[1] per each [10] students of planned capacity.	[1] per each [10-20] employees and [1] per each [10] students of planned capacity or [1] per each [20,000] sq. feet of floor area, whichever is greater.
Industrial	Manufacturing and Production, Agriculture	[2] spaces (Can be increased at discretion of Planning/Zoning Administrator)	[1] per 20 employees.

COMMENT: The recommended numbers of required spaces in this table are based on the Bicycle Parking Guidelines, 2nd Ed., prepared by the Association of Pedestrian and Bicycle Professionals, as well as a review of bicycle parking ordinances adopted in various locales around the country. Where ranges are provided, the higher range is recommended for areas that are more urban or have (or anticipate having) higher levels of bicycle use. The required number of spaces typically varies by zoning district (e.g. residential, commercial, industrial) as well as specific land use (e.g. restaurant, hotel, senior center). In the interests of simplicity, the above table only includes requirements for a limited number of specific uses. If a jurisdiction is interested in including requirements for a more detailed list of uses, Tucson, Arizona's bicycle parking law provides an example: http://cms3.tucsonaz.gov/sites/default/files/bicycle/Parking_Ordinance.PDF (see pages 31-34).

Jurisdictions usually link the number of required spaces to one or more of the following measurements that are already used in their zoning process: residential dwelling unit or number of bedrooms, square footage, building occupancy/number of employees, or automobile parking spaces. This allows for easy incorporation of bicycle parking into the planning process. Thus, if a jurisdiction's zoning law uses different measurements than those used in this table, the jurisdiction may want to modify the above table to reflect the measurements used by its specific zoning law -- with one caveat. Linking the number of required bicycle parking spaces to a percentage of the required motor vehicle parking spaces, as some jurisdictions have done, is not recommended. This is because jurisdictions may decide to decrease the required number of motor vehicle parking spaces in order to encourage use of alternative forms of transportation. If such a decrease also automatically decreases the number of required bicycle parking spaces, the goal of encouraging use of alternative forms of transportation would be undermined.

Note also that while California community colleges must comply with applicable city and county zoning and building regulations,^{xvi} California school districts may exempt themselves from city or county zoning ordinances provided that certain criteria are met.^{xvii} Also, some jurisdictions may prefer to address bicycle parking requirements for government-owned property by internal regulation, in which case government buildings should be excluded from the above chart and separate internal regulations should be adopted.

Finally, jurisdictions that anticipate future growth in population and/or bicycle ridership may want to consider including a provision that either encourages or requires locating bicycle parking in an area that would allow for later expansion.

- (B)** If the New Development or Major Renovation is for a use not listed in the above table, the number of Bicycle Parking Spaces required shall be calculated on the basis of a similar use, as determined by the [Planning Director/Zoning Administrator].

COMMENT: Many municipal codes in California provide guidelines or criteria for making a "similar use" determination. See, e.g., Calistoga Municipal Code Section 17.02.190: "Planning Commission determinations of similar uses." Available online at:

www.codepublishing.com/ca/calistoga/html/Calistoga17/Calistoga1702.html#17.02.190.
The jurisdiction should make sure to cross-reference any such provision, if it exists.

- (C) If the Major Renovation has an estimated construction cost of between [\$250,000] and [\$1,000,000], excluding the cost of (1) compliance with accessibility requirements for individuals with disabilities under governing federal, state, or local law, and (2) seismic or other structural safety retrofit, the number of Bicycle Parking Spaces required by subsections [Section II, § (3)(A)-(B)], shall be reduced by 50 percent; however, the minimum requirement of [2] short-term and [2] long-term bicycle parking spaces shall still apply.

COMMENT: The purpose of this section is to distinguish between Major Renovations that are very extensive and Major Renovations that are less extensive, but still qualify as major. While Major Renovations that fall in the first category are subject to the same bicycle parking requirements as New Development, the requirements for Major Renovations that fall within the second category are reduced by 50%.

Since construction costs can vary widely by region, the suggested range of \$250,000 – \$1,000,000 may need to be adjusted up or down depending on local conditions. If inflation is a concern, the jurisdiction may want to indicate that the dollar amounts will be adjusted based on a particular index, such as a regional building cost index, Engineering News-Record (ENR) cost indices, or the Producer Price Index - New Office Building Construction as reported in the *PPI Detailed Report* published by the U.S. Bureau of Labor Statistics.

§ 4. BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY: Prior to issuance of a building permit for New Development or a Major Renovation, the submitted plans must include specific provisions for bicycle parking that are consistent with the requirements of this Ordinance. No certificate of occupancy for said building permit shall issue at the conclusion of the project until [Jurisdiction] finds that the applicable provisions of this Ordinance have been complied with.

§ 5. EXISTING BICYCLE PARKING AFFECTED BY CONSTRUCTION: In the event that the [Jurisdiction] has authorized a permit holder to remove existing bicycle parking in the public right-of-way due to construction, the permit holder shall replace such bicycle parking no later than the date of completion of the construction. At least [7] days prior to removal of such bicycle parking, the permit holder shall post, in the immediate vicinity of the bicycle parking area, a weather-proof notice, with a minimum type size of [1] inch, specifying the date of removal. In the event that any bicycles remain parked on the date of the removal, such bicycles shall be stored for a reasonable period, not less than [45] days, and a conspicuous, weather-proof notice shall be placed as close as feasible to the site of the

removed bicycle parking containing information as to how to retrieve a removed bicycle.

If bicycle parking is likely to be removed, pursuant to this section, for more than [120] days, it shall, to the extent possible, be temporarily re-sited, in coordination with [insert appropriate department, such as Department of Public Works], to a location as close to the original site as feasible, pending completion of the construction. If the temporary site is not clearly visible from the original site, the permit holder shall post a conspicuous, weather-proof notice in the immediate vicinity of the original site informing bicyclists of the location of the temporary site.

COMMENT: This provision is designed to ameliorate the reduction of bicycle parking that occurs when existing bicycle parking is eliminated as an unavoidable byproduct of the construction process. Providing advance notice and a way to retrieve bicycles also addresses a problem that has been experienced in some communities, in which bicycles are confiscated or destroyed without notice or recourse when existing bicycle parking is removed. Just as there is typically signage informing motorists how a towed car can be retrieved, this provision is designed to provide bicyclists with a similar form of recourse. Note that this provision applies to all construction projects requiring a permit, regardless of whether the project is subject to the bicycle parking requirements of this ordinance.

§ 6. BICYCLE PARKING STANDARDS - GENERAL:

(A) All Bicycle Parking Spaces shall be:

- (1) well lit if accessible to the public or bicyclists after dark;
- (2) located to ensure significant visibility by the public and building users, except in the case of Long-Term Bicycle Parking that is located in secured areas;

COMMENT: Good lighting and a general sense that the area is publicly visible (often known as "eyes on the street") provide a strong deterrent against theft, attacks, and vandalism.

- (3) accessible without climbing more than one step or going up or down a slope in excess of [12] percent, and via a route on the property that is designed to minimize conflicts with motor vehicles and pedestrians.

(B) All In-Street Bicycle Parking and Bicycle Parking Spaces located in a parking facility shall be:

- (1) clearly marked; and

- (2) separated from motor vehicles by some form of physical barrier (such as bollards, concrete or rubber curbing or pads, reflective wands, a wall, or a combination thereof) designed to adequately protect the safety of bicyclists and bicycles.
- (C) All Bike Racks shall be located at least [36] inches in all directions from any obstruction, including but not limited to other Bike Racks, walls, doors, posts, columns, or exterior or interior landscaping.

COMMENT: The 36 inch clearance requirement allows for easy access for bikes with all kinds of handlebars and panniers and is best practice.

- (D) Unless Bicycle Parking Spaces are clearly visible from an entrance, a sign indicating their location shall be prominently displayed outside the main entrance to the building or facility, and additional signs shall be provided as necessary to ensure easy way finding. A “Bicycle Parking” sign shall also be displayed on or adjacent to any indoor room or area designated for bicycle parking. All outdoor signs required by this subsection [Section II, § 6(D)] shall be no smaller than [12] x [18] inches and utilize a type size of at least [2] inches. All indoor signs required by this subsection [Section II, § 6(D)] shall be no smaller than [8] x [10] inches and utilize a type size of at least [5/8] inch.

COMMENT: Cities should ensure that outdoor signs are large enough to be easily seen and understood. The Manual on Uniform Traffic Control Devices (2009 Ed.), published by the U.S. Dep’t. of Transportation, recommends a minimum size of 12 x 18 for outdoor bicycle parking signs. Available on-line at: http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm (Part 9 (Traffic Control for Bicycle Facilities), Table 9B-1 (p. 792). A sample sign design is also set forth in Figure 9B-4 (sign D4-3) at p. 800.

Standard letter visibility charts indicate that every one inch of letter height provides 10 feet of readability with the best impact. For example, two-inch tall letters make the best impact within 20 feet; however, they are still readable from much further away (48-58 feet) depending on color, capitalization and design. Three-inch tall letters have their best impact within 30 feet but are readable up to 100 feet. A 5/8 inch type size for indoor signs is consistent with ADA signage requirements.

If a jurisdiction already has an ordinance governing signage, it should be consulted to ensure consistency.

§ 7. ADDITIONAL REQUIREMENTS APPLICABLE TO SHORT-TERM BICYCLE PARKING ONLY: All Short-Term Bicycle Parking Spaces shall contain Bike

Racks and shall meet the following requirements, in addition to the requirements in [Section II, § 3] above:

(A) Location:

- (1) Short-Term Bicycle Parking must be located either (a) within [50] feet of the main public entrance of the building or facility, or (b) no further than the nearest motor vehicle parking space to the main public entrance (excluding parking for individuals with disabilities), whichever is closer. If the New Development or Major Renovation contains multiple buildings or facilities, the required Short-Term Bicycle Parking shall be distributed to maximize convenience and use.

COMMENT: After security, convenience is the most important factor for bicyclists. Fifty feet is generally considered the maximum distance bicyclists are willing to lock their bikes up to a rack before looking for another object to lock to. Many jurisdictions, including Fort Worth, TX, and Palo Alto and Emeryville, CA, require that the furthest bicycle parking rack be no further away from an entrance than the nearest vehicle parking space.

- (2) Short-Term Bicycle Parking Spaces may be located either (a) on-site or (b) in the public right-of-way (e.g., sidewalk or In-Street Bicycle Parking), provided that an encroachment permit is obtained for the installation and the installation meets all other requirements of [indicate the law governing encroachments on public rights-of-way]. If Bike Racks are located on public sidewalks, they must provide at least [5] feet of pedestrian clearance, and up to [6] feet where available, and be at least [2] feet from the curb.

COMMENT: Sufficient clearance requirements are necessary to ensure that bicyclists can easily access and lock their bikes while avoiding interference with pedestrians. While six feet for pedestrian clearance is best practice, and is particularly important in areas with many pedestrians, an acceptable alternative is 5 feet. This is consistent with guidelines developed by the U.S. Architectural and Transportation Barriers Compliance Board and the U.S. Department of Transportation for designing public sidewalks (available on-line at: <http://www.access-board.gov/provac/guide/PROWguide.pdf>), and ensures that the sidewalk is fully accessible to individuals with disabilities.

In-Street Bicycle Parking (in place of one or more vehicle parking spaces) can be an attractive option in dense commercial areas where demand for bicycle parking is high and there are limited off-street options or sidewalk clearance. In-street bicycle parking provides commercial districts with 8-12 bicycle parking spaces to each vehicle space and clearly advertises that it is a bike friendly area.

- (B) Bike Rack Requirements:** Bike Racks used for Short-Term Bicycle Parking must be securely attached to concrete footings, a concrete sidewalk, or another comparably secure concrete surface, and made to withstand severe weather and permanent exposure to the elements.

COMMENT: Bike racks bolted to asphalt, dirt, or grass can become dislodged over time or due to theft or vandalism, and do not provide secure parking. Bike racks made with powder-coated metal or stainless steel can withstand severe weather and permanent exposure to the elements.

While more expensive up front, high quality racks require less maintenance, last longer, and look better. Also, even a good quality bike rack costs a fraction of a vehicle parking space, particularly considering that 8-12 bicycles parking spaces can typically fit in one vehicle parking space. According to the Pedestrian and Bicycle Information Center, the cost to purchase and install a bike rack is generally \$150-\$300, and \$1,000 - \$4,000 for a bike locker. In contrast, a parking space can cost from \$2,200 per space in a surface lot to \$23,000 per space in a garage.

§ 8. ADDITIONAL REQUIREMENTS APPLICABLE TO LONG-TERM BICYCLE PARKING ONLY: Long-Term Bicycle Parking shall be provided in either (1) Bike Lockers or (2) indoor rooms or areas specifically designated for bicycle parking (including designated areas of an indoor parking facility), and shall satisfy the following requirements, in addition to those set forth in [Section II, § 3] above:

- (A) Location:** Long-Term Bicycle Parking may be located either on- or off-site. If located off-site, it shall be no more than [300 feet] from the main public entrance.

COMMENT: Jurisdictions should select an appropriate distance based on population size and local conditions. Smaller cities, like Boulder, Colorado and Tucson, Arizona, tend to use 300 feet; larger cities may allow a greater distance, like 500 feet (Oakland) or 750 feet (Portland). Some large cities allow this requirement to be expanded, upon a showing that a proposed or existing bike station or similar high-capacity bicycle parking facility is located within 1,000 feet (around three or four city blocks).

- (B) Requirements for Indoor Long-Term Bicycle Parking:** Long-Term Bicycle Parking located in designated indoor rooms or areas shall contain Bike Racks or comparable devices. Such rooms shall be designed to maximize visibility of all portions of the room or designated area from the entrance. Supplemental security measures (such as limiting access to a designated indoor bike parking room to persons with a key, smart card, or code) are optional.

COMMENTS: Providing adequate security is critical to the willingness of bicyclists to use Long-Term Bicycle Parking. This model ordinance requires that, at a minimum, Long-Term Bicycle Parking shall be provided either in lockable Bike Lockers or in indoor rooms or areas (including parking garages) that contain lockable Bike Racks. It also provides flexibility, however, in the event that local conditions warrant additional security measures.

§ 9. MOTOR VEHICLE PARKING SPACE CREDITS:

- (A) For every [6] Bicycle Parking Spaces provided, the number of required off-street motor vehicle parking spaces (excluding parking spaces for individuals with disabilities) on a site shall be reduced by [1] space.

COMMENT: This type of "parking exchange formula" is very popular with developers, allowing them to reduce the number of vehicle parking spaces (which are more costly than bike parking spaces) when they provide bicycle parking. Such a provision is an effective incentive for both increasing bicycle parking and reducing the amount of land devoted to off-street vehicle parking. If a community is concerned about maintaining a certain minimum number of vehicle parking spaces, a provision can be added that caps the available credit, e.g. "The total number of required off-street vehicle parking spaces shall not be reduced by more than [20]% pursuant to this credit."

- (B) To encourage the installation of showers at non-residential sites, the number of required off-street motor vehicle parking spaces for such sites shall be reduced as follows: A credit of [1] space shall be provided for the first shower installed, with additional off-street motor vehicle parking credits available at a rate of [1] space for each additional shower provided per [25] required Bicycle Parking Spaces. In order to claim these credits, which shall be in addition to the bicycle parking credits provided for in [Section II, § 9(A)], shower facilities must be readily available for use by all employees of the New Development or Major Renovation.

COMMENT: Destination amenities (such as showers, lockers and changing rooms) in commercial or industrial buildings are designed to encourage more people to commute (or commute further) to work by bicycle. Particularly where climates are warm or humid, the ability to shower can help make commuting by bicycle or by foot a more feasible alternative to driving. Like bike parking generally, these provisions can be viewed as a "win-win" situation. Developers can promote these facilities as a benefit for tenants, businesses can promote employee health and fitness, and employees receive improved options for bicycling to work. Such showers often benefit non-bicycling employees as well, such as those who exercise during lunch or who spend long hours at the office.

Some jurisdictions that anticipate large, high-density commercial developments may choose to make the installation of showers (and/or other destination amenities) in such

developments mandatory rather than optional. Currently, a few cities (such as Seattle, WA, Oakland, San Francisco, and San Jose, CA, Boston, MA, and Minneapolis, MN), require shower facilities in new commercial developments if they exceed a specified square footage (ranging widely from 10,000 sq. ft. (San Francisco) to 500,000 sq. ft (Minneapolis)). If a community wishes to make this a mandatory requirement, the following provision can be substituted: “Non-residential uses shall provide [4] showers, along with [4] clothing lockers per shower, for buildings that are [] square feet or more. [Two] additional showers shall be provided for each additional [] square feet). An off-street vehicle parking credit of [1] space per shower shall be provided, up to one shower per [25] required Bicycle Parking Spaces. In order to claim this credit, which shall be in addition to the other bicycle parking credits provided for, showers must be easily accessible to all employees of the New Development or Major Renovation.”

It is also worth noting that in areas that contain existing fitness clubs, employers can also be encouraged to subsidize memberships for employees in a nearby gym that already has showers. This additional option, or alternative to on-site showers, not only provides showers for bicycle commuters but benefits all employees, as well as the employer, since healthier employees tend to have higher productivity.^{xviii} Such programs can be linked to employee commuter programs, physical activity promotions or other similar local initiatives.

§ 10. (optional) MODIFICATION OF REQUIREMENTS: In the event that satisfying all of the requirements of [Section II] would be (a) infeasible due to the unique nature of the site, or (b) cause an unintended consequence that undermines the purpose of this Ordinance, a property owner (or designee) may submit a written request to the [Planning Director/Zoning Administrator/other Local Administrator or designee] for a modification of the requirements of [Section II]. The request shall state the specific reason(s) for the request, provide supporting documentation, and propose an alternative action that will allow the purposes of this Ordinance to be fulfilled as much as possible.

COMMENT: Jurisdictions should consult their local laws and regulations to determine if they already include procedures for modifications or waivers that would either conflict with, or duplicate, this provision.

**SECTION III. [ARTICLE/CHAPTER] OF THE [JURISDICTION]
[ZONING/PLANNING/MUNICIPAL/COUNTY CODE] IS HEREBY ADDED TO
READ “BICYCLE PARKING REQUIREMENTS FOR PARKING FACILITIES.”**

§ 1. PURPOSE: The purpose of [Section III] is to provide sufficient safe and convenient bicycle parking in parking facilities so as to encourage bicycling as a form of transportation, which in turn reduces traffic congestion, air pollution, wear and tear on roads, and use of fossil fuels, while fostering healthy physical activity.

COMMENT: Since vehicle parking lots and garages are already in the business of providing parking, it is relatively easy for these uses to include bicycle parking, and thus significantly expand bicycle parking options in locations already identified as desirable destinations.

This section is designed to apply to existing parking facilities licensed by the jurisdiction, as well as new parking facilities, once they become established and are licensed.

§ 2. **DEFINITIONS:** The definitions set forth in [Section II, § 2] shall apply to [Section III], unless the context clearly requires otherwise.

§ 3. **LICENSING CONDITIONS:** As a condition of issuance or renewal of a license required by [the Jurisdiction] for a parking facility, parking facilities which are:

(1) indoor parking garages (i.e. 50% or more of the motor vehicle parking spaces are provided indoors or under a roof) shall provide [1] Long Term Bicycle Parking Space per [20] vehicle parking spaces provided (minimum 2) and [2] Short Term Bicycle Parking Spaces;

(2) outdoor parking lots (i.e. 51% or more of the motor vehicle parking spaces are provided outdoors with no roof) shall provide [1] Short Term Bicycle Parking Space per [20] vehicle parking spaces provided (minimum 2), and [2] Long Term Bicycle Parking Spaces.

COMMENT: Note that the bicycle parking requirements for *new* parking facilities (see Section II, § 3) are consistent with the requirements of this section. Cleveland requires bicycle parking in all licensed parking lots and garages at a rate of 1 per 20 vehicle spaces. San Francisco has a similar provision, but reduces the ratio to 1 per 40 vehicle spaces for garages that provide over 500 spaces. In Cincinnati, the rate is also 1 per 20 vehicles although the law is limited to new and expanded parking garages. If desired, the ordinance can impose a cap on the maximum number of bicycle parking spaces that can be required (San Francisco has a cap of 50; Cleveland and Cincinnati have a cap of 24).

Since most cities require businesses to obtain an annual license to operate, linking compliance to licensing should achieve the goals of this section in a relatively efficient manner. Parking facilities that face an imminent renewal at the time the ordinance becomes effective are afforded a grace period in which to comply by Section VIII of this ordinance. It is recommended, however, that all licensed parking facilities in existence at the time the ordinance is enacted receive a notice of Section III of the ordinance ["Bicycle Parking Requirements for Parking Facilities"], along with Section VIII ["Effective Date of Ordinance"] in order to facilitate prompt compliance. In the event that a jurisdiction's business licenses remain valid for more than one year, the jurisdiction may want to consider expediting compliance by adding the new bicycle parking

requirements to existing licenses. Local government counsel, however, should be consulted to determine whether the jurisdiction has authority to modify an existing license, and if so, under what conditions.

§ 4. LOCATION: All Bicycle Parking Spaces required by [Section III] shall be located in an area, preferably on the ground floor, that (i) can be conveniently and safely accessed by bicycle and by foot in a way that minimizes conflicts with motor vehicles, (ii) is not isolated, and (iii) maximizes visibility by parking facility patrons and attendants. If the licensed parking facility has multiple entrances, the required Bicycle Parking Spaces may be spread out among the multiple entrances. Bicycle Parking Spaces shall be accessible without climbing more than one step or going up or down a slope in excess of [12] percent.

§ 5. BIKE RACKS: All Bicycle Parking Spaces required by [Section III] shall contain Bike Racks and shall be well lit if accessible to the public or bicyclists after dark or if in an interior or darkened location. All Bike Racks shall also provide a clearance of at least [36] inches in all directions from any obstruction (including but not limited to other bike racks, walls, doors, posts, columns or landscaping), and shall be separated from vehicles by some form of physical barrier (such as bollards, concrete or rubber curbing or pads, reflective wands, a wall, or a combination thereof) designed to adequately protect the safety of bicyclists and bicycles. All Bike Racks located outdoors shall also be securely attached to concrete footings and made to withstand severe weather and permanent exposure to the elements.

§ 6. SIGNAGE: Parking facilities shall also install prominent signs, no smaller than [12] x [18] inches and utilizing a type size of at least [2] inches, in or near each entrance that advertise the availability of bicycle parking, and the location, if it is not visible from the entrance.

Comment: See Comment to Section II, § 6(D) regarding signage.

§ 7. CONTRACTUAL LIMITS ON LIABILITY: [Section III] shall not interfere with the rights of a parking facility owner (or designee) to enter into agreements with facility users or take other lawful measures to limit the parking facility's liability to users, including bicycle users, with respect to parking in the parking facility, provided that such agreements or measures are otherwise in accordance with the requirements of [this Ordinance] and the law.

COMMENT: This provision simply permits parking facilities to extend to bicyclists the same contractual limitations that they ordinarily apply to motorists.

**SECTION IV. [ARTICLE/CHAPTER] OF THE [JURISDICTION]
[ZONING/PLANNING/MUNICIPAL/COUNTY CODE] IS HEREBY ADDED TO
READ “BICYCLE PARKING REQUIREMENTS FOR SPECIAL EVENTS
INVOLVING STREET CLOSURES.”**

§ 1. PURPOSE: The purpose of [Section IV] is to provide sufficient safe and convenient bicycle parking at special events involving street closures to encourage bicycling as a form of transportation, which in turn reduces traffic congestion, air pollution, wear and tear on roads, and use of fossil fuels, while fostering healthy physical activity.

COMMENT: Monitored bicycle parking at large civic and sporting events has become increasingly popular around the country as event organizers and local governments see the many benefits: (1) it encourages attendees to leave their cars at home and arrive by bicycle, which is a healthy, non-polluting form of transport; (2) it can increase the number of attendees by encouraging residents who might not otherwise attend at all because of concerns regarding traffic congestion, car parking hassles, and lack of safe, secure bicycle parking; and (3) it helps reduce traffic congestion caused by the street closures and the increased number of people attracted to the area.

§ 2. CONDITIONS ON STREET CLOSURE PERMITS: As a condition of a permit for the closure of a street for a special event in which the daily number of participants is projected to be [1,000] or more, monitored bicycle parking shall be provided by the event sponsor (or a designee) for at least [1] % of expected daily participants beginning [½ hour] before and ending [½ hour] after the time of the event each day of the event.

COMMENT: The cities of Alameda and San Francisco, California both implement their monitored bicycle parking requirement for large events involving street closures through their temporary street closure and event permit application and review process.

If, over time, the demand for monitored bicycle parking increases, jurisdictions can easily increase the amount of monitored bicycling parking required through a simple amendment to the ordinance.

§ 3. REQUIREMENTS FOR MONITORED PARKING: Monitored bicycle parking shall include the presence, at all times, of one attendant, or more as needed, to receive bicycles, dispense claim checks, return bicycles, and provide security for all bicycles.

§ 4. LOCATION: All monitored bicycle parking shall be located within [500] feet of at least one regular entrance or access point to the event.

COMMENT: Possible locations for monitored parking would include school yards, in-street vehicle parking spaces, garages, or designated sections of closed streets. Generally, 8-12 bicycles will fit in 1 vehicle parking space.

§ 5. PUBLICITY AND SIGNAGE: All publicity, including signs, for the event shall state the availability of monitored bicycle parking, its location, and cost, if any. All event maps shall include the location of monitored bicycle parking. If monitored bicycle parking is not within eyeshot of each entrance, signs shall be provided to ensure easy way finding.

§ 6. INSURANCE COVERAGE AND FEES: The event sponsor or designee must provide insurance coverage for the monitored bicycle parking in case of damaged or stolen bicycles, and may charge users a fee to cover the cost of providing the monitored parking.

COMMENT: According to the San Francisco Bicycle Coalition, it has never had a bicycle lost or stolen in the 10 years it has provided monitored bicycle parking at local events. Bicycling organizations that offer monitored bike parking at events (commonly referred to as "valet bike parking") generally have insurance coverage as a precautionary measure, and such a requirement is recommended.

**SECTION V. [ARTICLE/CHAPTER] OF THE
[ZONING/PLANNING/MUNICIPAL/COUNTY CODE] IS HEREBY ADDED TO
READ "REMOVAL OF ABANDONED BICYCLES."**

§ 1. PURPOSE: The purpose of [Section V] is to ensure the reasonably prompt removal of bicycles abandoned in Bicycle Parking Spaces so as to encourage bicycling as a form of transportation, which in turn reduces traffic congestion, air pollution, wear and tear on roads, and use of fossil fuels, while fostering healthy physical activity.

§ 2. DEFINITIONS: The definitions set forth in [Section II, § 2] of this Ordinance shall apply to [Section V], unless the context clearly requires otherwise.

§ 3. REMOVAL REQUIREMENTS: On [a quarterly basis], owners of property (or a designee) subject to [Sections II or III of this Ordinance] shall remove, from all Bicycle Parking Spaces associated with their property, including those located on the public right-of-way, bicycles that have been abandoned. A bicycle shall be deemed to be abandoned if it has not been removed after having been tagged with a notice of removal for [2] weeks for Short-Term Bicycle Parking Spaces or [4] weeks for Long-Term Bicycle Parking Spaces. However, a bicycle shall not be deemed to be abandoned if the bicyclist and property

owner (or designee) have a written agreement regarding provision of long term storage covering the time period in question. Abandoned bicycles shall be disposed of in a manner consistent with the California Civil Code.

COMMENT: Removal of abandoned bicycles is critical. Not only do they effectively eliminate bicycle parking spaces, but they are also an eyesore, deter bicycle users, and turn others against bicycle parking. Some cities, like Emeryville, California, require property owners to remove abandoned bicycles from short-term spaces on a monthly basis.

Under California law, personal property is abandoned when it is thrown away, or its possession is intentionally forsaken by the owner.^{xxix} In the event that the original owner later disputes the abandonment, the issue of whether the item was "intentionally forsaken," usually turns on the original owner's actions and the specific circumstances. Evidence that a bicycle has been neglected for an extended period in a public bicycle parking area, particularly after having been tagged with an abandonment notice, would provide evidence of abandonment. Jurisdictions can also encourage property owners to post a sign near bicycle parking that notifies bicyclists that abandoned bicycles will be donated or disposed of in a lawful manner, and identifies the criteria for finding abandonment set forth in the ordinance. Such a sign could provide additional evidence of abandonment in the event a dispute arose.

Under state law, personal property of unknown ownership worth more than \$100^{xxx} (including property left by tenants^{xxxi}) must be turned over to the local police department, where the property will be held for at least 90 days to allow the owner to claim it.^{xxxi} Similar procedures apply to personal property found at a public agency or by a public employee.^{xxiii} A jurisdiction may have an abandoned property ordinance in place, as authorized by the California Civil Code; if so, the local ordinance should be cross-referenced in this provision.^{xxiv}

**SECTION VI. [ARTICLE/CHAPTER] OF THE [JURISDICTION]
[ZONING/PLANNING/MUNICIPAL/COUNTY CODE] IS HEREBY ADDED TO
READ "IMPLEMENTATION OF ORDINANCE."**

§ 1. Regulations and Procedures: The [Planning Director/Zoning Administrator and/or other relevant local administrator(s)] [is/are] authorized to promulgate new and amend existing rules, regulations, procedures or forms as necessary or appropriate to implement the provisions of [this Ordinance].

§ 2. Training: [Jurisdiction] shall periodically make trainings or training materials available to planners and other employees involved in the implementation and enforcement of [this Ordinance].

COMMENT: Local planners or staff may not be familiar with the multitude of different bike parking design and site lay-out issues that arise in the context of bicycle parking. Providing training or training materials can be crucial to the effective implementation of a bicycle parking ordinance. Resources that could be used to develop training materials are available from some bicycling organizations such as the Association of Pedestrian and Bicycle Professionals (www.apbp.org) and the Alliance for Biking and Walking (www.peoplepoweredmovement.org). Also, some bicycle parking ordinances, such as Portland's, include helpful diagrams of possible bike parking site layouts. (Portland's ordinance is available on-line at www.portlandonline.com/bps/index.cfm?a=53320 (see pages 25-27).)

§ 3. Reporting: The [Planning Director/Zoning Administrator] shall provide an annual report to the [Adopting Body] regarding the implementation of this Ordinance that shall, at a minimum, include the following information relevant to the preceding year: (1) the number of Short and Long-Term Bicycle Parking Spaces created pursuant to [Sections II and III], and the number of events for which special event bicycle parking was provided under [Section IV] ; (2) *(if applicable)* a brief summary of each request for modification received and action taken in response thereto; and (3) any other information learned that would improve future implementation of [this Ordinance] and its goals.

COMMENT: This crucial accountability provision enables local law-makers and the public to assess the effectiveness of the ordinance. If desired, jurisdictions can include additional reporting requirements designed to assist with future bicycle programs or plans. Such requirements could include reporting on actual use of bicycle parking spaces or on changes in bicycling rates.

SECTION VII. STATUTORY CONSTRUCTION:

- (A) All ordinances or parts thereof that conflict or are inconsistent with this Ordinance are repealed to the extent necessary to give this Ordinance full force and effect.
- (B) If any section or portion of this Ordinance is judicially invalidated for any reason, that portion shall be deemed a separate and independent provision, and such ruling shall not affect the validity of the remaining portions of this Ordinance.

COMMENT: These standard provisions ensure there is no conflict with any other existing laws and that any partial invalidation does not affect the remainder of the ordinance. Your jurisdiction's attorney may wish to substitute a different version of this language.

SECTION VIII. EFFECTIVE DATE: This Ordinance shall be effective [upon passage (*insert other date if desired*)] ("Effective Date"), except that:

- (A) [Section II, § 3] (“Bicycle Parking Spaces Required”), and [Section II, § 4] (“Building Permits and Certificates of Occupancy”) shall only apply to New Development and Major Renovations for which a building permit is issued on or after [120] days from the Effective Date.

COMMENT: The 120 day grace period seeks to provide a reasonable balance between (1) a jurisdiction’s interest in achieving the goals of the ordinance without delay, and (2) allowing developers and local planners reasonable notice of, and time to prepare for implementation of, the ordinance. Depending on local conditions, jurisdictions can adjust the length of this grace period to best effectuate this balance.

- (B) [Section III] (“Bicycle Parking Requirements for Parking Facilities”) shall apply to Parking Facilities that were licensed prior to the Effective Date, and have less than [180] days remaining on their license, as follows: [1/2] of the required number of Bicycle Parking Spaces shall be provided no later than [120] days from the expiration of the parking facility’s license, with full implementation required no later than [180] days from the expiration of the parking facility’s license.
- (C) [Section IV] (“Bicycle Parking Requirements for Special Events Involving Street - Closures”) shall not apply to events for which the temporary street closure was authorized pursuant to an application submitted prior to the Effective Date.

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- ⁱ Centers for Disease Control and Prevention. *Overweight and Obesity: Health Consequences*. Atlanta: CDC, 2012. Available at: www.cdc.gov/obesity/causes/health.html.
- ⁱⁱ Centers for Disease Control and Prevention. *Overweight and Obesity: Causes and Consequences*. Atlanta: CDC, 2012. Available at: www.cdc.gov/obesity/causes/index.html.
- ⁱⁱⁱ See Active Living Research. *Active Transportation: Making the Link from Transportation to Physical Activity and Obesity, Research Brief*. 2009. Available at: www.activelivingresearch.org/files/ALR_Brief_ActiveTransportation.pdf.
- ^{iv} See America Bikes, League of American Bicyclists. *Factsheet: National Household Travel Survey*. Available at: www.bikeleague.org/resources/reports/pdfs/nhts09.pdf; see also T. Litman. "Short and Sweet Analysis of Shorter Trips Using National Personal Travel Survey Data." Victoria Transport Policy Institute (February 22, 2012) at 3. (41% of all trips are 3 miles or less (and 67% of those are by car), and 19% of all trips are 1 mile or less (and 42% of those are by car)). Available at: www.vtpi.org/short_sweet.pdf.
- ^v See America Bikes, League of American Bicyclists. *Factsheet: National Household Travel Survey*. Available at: www.bikeleague.org/resources/reports/pdfs/nhts09.pdf; see also Rails-to-Trails Conservancy. *Turning Potential into Practice: Walking and Biking as Mainstream Transportation Choices*. 2007. Available at: www.railstotrails.org/resources/documents/whatwedo/TrailLink%2007%20Program_Mobility.pdf (citing FHWA 2006).
- ^{vi} Research and Innovative Technology Administration, Bureau of Transportation Statistics. "Figure 2 On a typical day, how many miles one-way do you travel from home to work?" *Omnistats*, 3(4): 2003. Available at: www.bts.gov/publications/omnistats/volume_03_issue_04/html/figure_02.html.
- ^{vii} U.S. Department of Transportation, Federal Highway Administration. *Highway Statistics 2009: Licensed Drivers by Sex and Ratio to Population - 2009*. Washington: Federal Highway Administration, 2011 (providing data permitting calculation of percentage of California population that is licensed to drive). Available at: www.fhwa.dot.gov/policyinformation/statistics/2009/dl1.cfm.
- ^{viii} US Department of Transportation, Federal Highway Administration. *Highway Statistics 2009 - User's Guide*. www.fhwa.dot.gov/policyinformation/statistics/2009/userguide.cfm. (Updated May 10, 2012; accessed July 19, 2012; at "Driver Demographics"). See also Office of the Prime Minister, Social Exclusion Unit. *Making the Connections: Final Report on Transport and Social Exclusion*. 2003, p. 1-7. Available at: http://webarchive.nationalarchives.gov.uk/+www.cabinetoffice.gov.uk/media/cabinetoffice/social_exclusion_task_force/assets/publications_1997_to_2006/making_transport_2003.pdf.
- ^{ix} U.S. Department of Transportation, Federal Highway Administration. *The 'Carbon Footprint' of Daily Travel: NHTS Brief*. 2009. Available at: <http://nhts.ornl.gov/briefs/Carbon%20Footprint%20of%20Travel.pdf>.
- ^x California Global Warming Solutions Act of 2006, Cal. Health & Safety Code § 38550 (West 2012).
- ^{xi} California Air Resources Board. *Asthma and Air Pollution*. 2010. Available at: www.arb.ca.gov/research/asthma/asthma.htm.
- ^{xii} Wolstein J, Meng YY and Babey SH. *Income Disparities in Asthma Burden and Care in California*. 2010, p. 3. Available at: www.healthpolicy.ucla.edu/pubs/files/asthma-burden-report-1210.pdf.
- ^{xiii} See, e.g., US Environmental Protection Agency. *Our Nation's Air - Status and Trends through 2010: Air Pollution*. 2011, p. 3-4. Available at: www.epa.gov/airtrends/2011/report/fullreport.pdf. Environmental Working Group. *Auto Asthma Index: Asthma and Automobiles*. Available at: www.ewg.org/sites/asthmaindex/about/; *Asthma and Air Pollution*, *supra* note 11.

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- ^{xiv} See, e.g., Vanderbilt T. “What Would Get Americans Biking to Work? Decent Parking.” *Slate*, Aug. 17, 2009. Available at: www.slate.com/id/2225511/; see also, e.g., City of New York Department of City Planning, Transportation Division. *The New York City Bicycle Survey: A Report Based on the Online Public Opinion Questionnaire Conducted for Bike Month 2006*. 2007. Available at: www.nyc.gov/html/dcp/pdf/transportation/bike_survey.pdf at p.15 (NYC commuters report a lack of safe storage for bicycles as a leading reason for not commuting by bike).
- ^{xv} See, e.g., Marin County Bicycle Coalition. *Economic Benefits of Bicycling in Urban Environments*. Available at: www.marinbike.org/Resources/EconomicBenefitsOfBicycling.pdf (citing a 118%-125% increase in bicycle use in Marin County over the last ten years due to improvements in infrastructure, including pathways, shared use lanes, intersection improvements and bicycle parking; and pointing to increased revenue due to retail purchases by bicyclists with adequate access to infrastructure and parking; see also J. Dill and T. Carr. “If You Build Them, Commuters Will Use Them - Another Look.” Transportation Research Board 2003 Annual Meeting (cities with higher levels of bicycle infrastructure (bike lanes and paths) witnessed higher levels of bicycle commuting). Available at: www.palgrave-journals.com/jphp/journal/v30/nS1/full/jphp200856a.html.
- ^{xvi} Cal. Educ. Code § 81951.
- ^{xvii} Cal. Gov’t Code § 53094; *City of Santa Cruz v. Santa Cruz City Schools Bd. of Educ.*, 210 Cal. App. 3d 1 (1989).
- ^{xviii} See Centers for Disease Control and Prevention. *Workplace Health Promotion: Increase Productivity*. Atlanta: CDC, 2011. Available at: www.cdc.gov/workplacehealthpromotion/businesscase/benefits/productivity.html.
- ^{xix} See *Ananda Church of Self-Realization v. Massachusetts Bay Ins. Co.*, 95 Cal. App. 4th 1273, 1282, 116 Cal. Rptr. 2d 370, 376-77 (2002).
- ^{xx} Cal. Civ. Code § 2080.1.
- ^{xxi} If the owner is reasonably known, the landlord must follow the disposition procedures set out in Cal. Civ. Code § 1983. See generally Cal. Civ. Prac. Real Property Litigation §27:4 (West 2012) (abandonment of personal property by tenants).
- ^{xxii} Cal. Civ. Code § 2080.1 (delivery to police or sheriff; affidavit; charges); § 2080.2 (restoration to owner).
- ^{xxiii} See Cal. Civ. Code §§ 2080.6, 2080.3, 2080.8.
- ^{xxiv} The abandoned property ordinances of individual jurisdictions must comply with state minimum time periods for retaining property and procedures for disposal. See Cal. Civ. Code § 2080.4. If it is clear that an owner intentionally abandoned their property, the procedures set out in the Civil Code do not apply. See Cal. Civ. Code § 2080.7.