

Meeting Date: 2/25/2014

Report Type: Consent

Report ID: 2014-00134

Title: Approve Bike Corral Program Guidelines and Initial Installation

Location: Citywide

Recommendation: Pass a Motion 1) approving the Bike Corrals in Sacramento Program Guidelines; 2) approving an initial bike corral installation plan; and 3) authorizing the Director of Public Works to update the Bike Corrals in Sacramento Program Guidelines as needed.

Contact: Edward Cox, Program Analyst, (916) 808-8434; Hector Barron, City Traffic Engineer, (916) 808-2669, Department of Public Works

Presenter: None

Department: Public Works Department

Division: Transportation Division

Dept ID: 15001911

Attachments:

- 1-Description/Analysis
- 2-Exhibit A-Bike Corral Program Process Overview
- 3-Exhibit B-Bike Corral Program Guidelines
- 4-Exhibit C-Initial Bike Corral Installation Plan
- 5-Exhibit D-Bike Corral Installation Map

City Attorney Review

Approved as to Form
Gerald Hicks
2/19/2014 9:28:15 AM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
2/10/2014 10:17:16 AM

Approvals/Acknowledgements

Department Director or Designee: Jerry Way - 2/13/2014 11:43:31 AM

Description Analysis

Issue: The City of Sacramento is experiencing a growing demand from bicycle users for more places to secure their bicycles. The City instituted a bike parking program in 2009 to meet this demand. The current program installs bike parking within the public right-of-way at no cost to private property owners. This program satisfies most parking demands, but in some locations additional bike parking is needed. As a result, City staff has been looking at alternatives that have been implemented in other cities. Creation of a bike corral program and guidelines has been a common solution.

A bike corral is a dedicated on-street bicycle parking area. Placement of a bike corral may require removal of a motor vehicle parallel parking space. Doing so creates up to twelve bicycle parking spaces at a location that is convenient to an adjacent or nearby business. It is also an inexpensive way to increase the number of customers served for the amount of land used.

Policy Considerations: The proposed program is consistent with City General Plan Goal 4.2 to provide complete streets that balance the diverse needs of the users of the public right of way. Several General Plan policies support this goal, including the need to manage the public right of way for all travel modes (M1.1.1), the need to promote multimodal access to activity centers (M1.2.3), while providing and maintaining appropriate parking (M6.1.1).

Economic Impacts: While the removal of metered parking spaces will have a negative effect on parking revenues, it can reasonably be expected that a net benefit to the local economy would result from a bike corral program by providing more secure and convenient bicycle parking for business patrons.

Environmental Considerations:

California Environmental Quality Act (CEQA): The establishment of guidelines does not have the potential for a direct physical change or reasonably foreseeable indirect physical change in the environment and therefore is not a project per CEQA Guidelines section 15061(b)(3).

Sustainability: Enhanced bicycle parking will contribute to a greater non-motorized mode share, which supports the Sustainable Sacramento Plan to reduce communitywide vehicle miles traveled per capita 7% by 2020 and 16% by 2035.

Commission/Committee Action: The bike corrals concepts were shared with the Joint City/County Bicycle Advisory Committee. On September 10, 2013, the Committee unanimously recommended the City Council move forward with the establishment of a bike corral program.

Rationale for Recommendation: The City Council has expressed a desire to implement bike corrals in the City of Sacramento. The Bike Corral Guidelines are necessary to provide a clear process for the installation of bike corrals within the City while approval of initial installation sites will serve as physical examples of guidelines and catalysts for future installations.

Financial Considerations: The cost to implement a bike corral is estimated to be approximately \$3,500 per location. The initial installation plan calls for installing two bike corrals at a total estimated cost of \$7,000.

The two initial installations will be funded from the Bicycle Parking CIP (K15125200). As of January 29, 2014, the Bicycle Parking Program CIP (K15125200) has an unobligated balance of \$19,675. Future installations may be funded by the Downtown Transportation System Management Fund CIP (T15087700), which as of January 29, 2014, has an unobligated balance of \$35,313. State and/or federal grant funding may be sought to establish a fund dedicated specifically to bike corrals in the future.

Local Business Enterprise (LBE): In accordance with City policies, purchases for supplies for bike corrals will conform to LBE requirements.

Bike Corral Program Process Overview

City staff has prepared a procedure for establishing a bike corral program where bike corrals may be funded by the City or private businesses. The process includes three main steps:

1. **Establishing a Location.** The creation of a bike corral may require removal of a motor vehicle parking space. If this is the case, concerns from the local residents and businesses regarding the loss of car parking versus the potential for additional bike parking will be addressed. The potential loss of paid parking revenue will also be addressed. Additional criteria such as traffic characteristics may play a role in the selection of a location.
2. **Designing and Installing the Facility.** The City has a design for the bike corrals based on successful designs used elsewhere in the United States. A standardized plan is used as a starting point, and the design is modified to address unique site conditions.
3. **Setting up a Maintenance Program.** Based on successful bike corral programs in place in other cities across the country, a maintenance contract is prepared spelling out obligations and expectations on behalf of both the City and the adjacent property owner with respect to maintenance of the bike corral.

City staff has developed the Bike Corral Program Guidelines (Exhibit B), that discuss the purpose and need, guidelines for installation, procedures for establishing bike corrals, designs and specifications and a sample maintenance agreement. This Document provides a process and guidelines for the installation of bike corrals for the City. City Staff is also recommending that bike corrals be installed at two locations immediately. These locations were selected because temporary bike corrals were previously installed eliminating any controversy around the removal of existing on-street parking.

Bike Corral Program Guidelines

What is a bike corral?

A bike corral is an on-street bicycle parking facility. Installation of a bike corral usually requires removal of a motor vehicle parallel parking space to create up to twelve bicycle parking spaces within the street at a location that is convenient for an adjacent or nearby business. The intent is for them to be installed by the City at the request of the adjacent property owner because there is a high demand for bike parking that cannot be provided in any other manner.



Why should the city have bike corrals?

Bicycle parking is not available in all of locations where there is a demand. Sometimes there is an abundance of motor vehicle parking which could be replaced by bicycle parking. Creating bike corrals is one way that the City can change these conditions. Furthermore, it is an inexpensive way to increase the number of customers served for the amount of land used. By removing one motor vehicle parallel parking space, the same right-of-way space is made available for parking up to twelve bicycles. City-adopted policies to encourage more bicycling are in the General Plan, the Sustainability Master Plan, the Climate Action Plan and the Bicycle Master Plan. Bike corrals will help the City achieve its goals at a relatively low cost.



Where are bike corrals proposed?

The primary locations where corrals would be located are at existing and/or older buildings that do not have enough space on the private property or the sidewalk area to provide bike parking. Corrals would be placed at those businesses that expect to have a high number of their patrons arriving on a bicycle. Corrals would also be targeted for some areas where the businesses have on-site bicycle parking, but the demand exceeds the supply.



Who can propose a bike corral?

The initial request can come from any member of the public; however, the intent of this program is that the adjacent property owners would be the applicant of record. This is due to the involvement of individuals most directly involved with the removal of motor vehicle parking spaces and the establishment of a maintenance program. The typical use for bike corrals are restaurant, retail or personal service type businesses that expect many of their customers to arrive on a bicycle. Downtown locations where on-site space and sidewalk right of way space is too constrained to have bicycle parking are most preferred.



Demonstration Bike Corral

What are some key considerations for the design and implementation of bike corrals?

The development of bike corrals is a relatively new concept. There are no national standards that have been established. Most of the jurisdictions that have implemented them have made their own



Austin, Texas



Orlando, Florida



Santa Monica, California



Portland, Oregon

standards for the design and implementation of bike corrals. What follows is a review of the common themes used by other jurisdictions, and considered best practices.

Design Features:

a. Bicycle access from the street

Most of the cities now have the bicycles access the corrals from the street side. This is because most bicyclists are approaching the corral from this side. Some early designs from jurisdictions deliberately put a fence or barrier to prevent access from the street. The feedback and conclusions from observations was that creating such a barrier was more trouble for the users, with little difference in safety.

b. Corners marked with vertical delineators

Almost all jurisdictions put vertical delineators to define the perimeter of the corral. The type of materials used varies, but it has been found that delineators that have the ability to rebound are most suitable. The key message that the vertical delineator provides is the limits of the corral. A more solid delineator will likely be more trouble, because once hit, it would need to be replaced. It would also create more damage to the vehicle that hits it.

c. Ends of the corral delineated with wheel stop bumpers.

Many other jurisdictions have found it to be useful to provide some visual and physical barrier to separate the motor vehicle parking space from the bike corrals. Having a wheel bumper will be enough to distinguish the limits of the corral and prevent motor vehicles from intruding onto the space.

d. Bike parking devices placed at an angle.

Placing the bike parking devices at an angle allows for the length of the bicycle without being too close to the adjacent travel lanes.

Location Consideration:

a. Preference to locate at the ends of the street instead of midblock

Most of the cities installing bike corrals have indicated that they prefer to install the corrals at the ends of the streets. By having the corrals at the ends, there is only one end of the corral that is exposed to parked cars, therefore less likelihood of any conflicts. Additionally, where there are corner bulb-outs, there is a better protection of the corral from any conflicts at the intersection.

b. Streets with lower volumes and speeds

As a safety measure, locating corrals on streets with lower volumes and lower speeds is preferred. Much of this depends on how close the bike corral is to moving vehicles. If the travel lane is wide or if there is a bike lane next to the bike corrals, it might be possible to have slightly higher volumes and speeds. The threshold numbers for these criteria are not set, but the same thresholds for installing angled parking should be a starting point. Angled parking criteria are: Volume at less than or equal to 4,000 average daily traffic (ADT); speed limit at less than or equal to 30 miles per hour (MPH).

c. Parking meter consideration

The removal of a revenue generating parking space could be a concern for the city. Preference should be given to locating bike corrals where there would be no removal of existing paid parking or future paid parking spaces.

d. Presence of existing bike parking

Some cities have chosen to remove nearby bike parking in the sidewalk area upon the installation of bike corrals. The thinking is that the bike corrals are a way to consolidate bike parking and to free up the sidewalk space. This may not always be necessary, since the need for the bike corrals might be due to a shortage of bike parking, not a need to reorganize what is already there. Before any bike parking is removed at sidewalk locations, it is recommended to review after a period of time whether the bike parking devices are actually being used.

e. Removal of bike corrals

Should the need arises to have corral removed or relocated, a process for the removal/relocation of the bike corral will be established. At this time, it is recommended the procedure follow the same process for removal as it does for installation.

Process for Establishing a Bike Corral

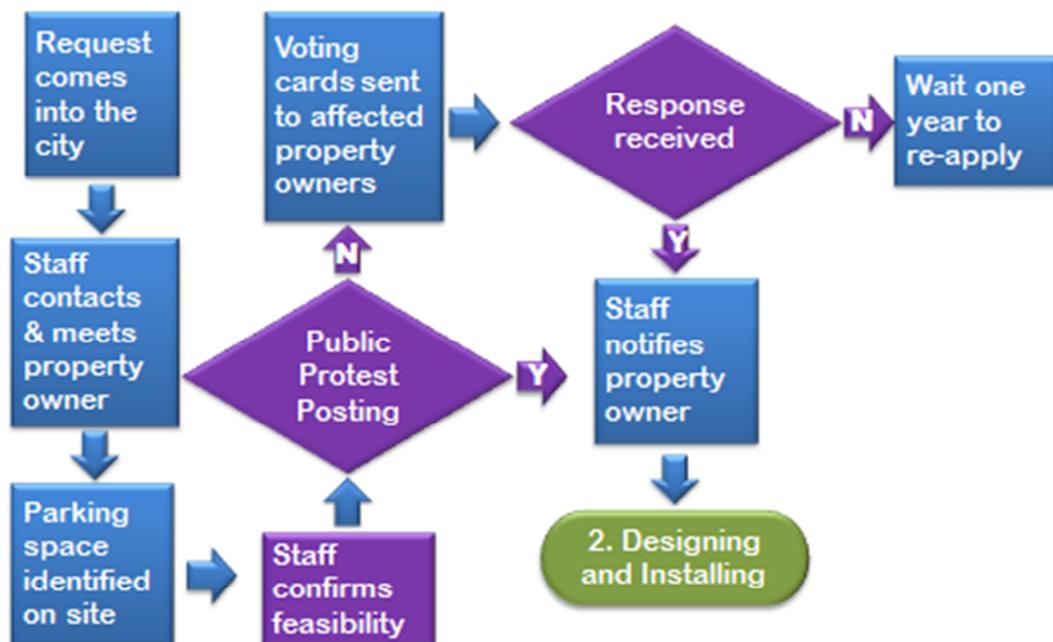
Establishing a bike corral involves three steps:

- **Establishing a Location.** This part could typically involve the process of removing a motor vehicle parking space to convert it into a bike corral. This process involves working with the proponent and other nearby stakeholders who might be affected by the loss of motor vehicle parking.

- **Designing and Installing.** Once consensus is achieved, the second part of designing and installation the corral is initiated. To maximum extent possible a standard design plan would be used. When all interested parties agree to the terms of the proposal, the corral is installed.
- **Establishing a Maintenance Program.** As the design of the bike corral is completed, the City would enter into a maintenance agreement with the applicant.

1. Establishing a Location

The most significant discussion about installing a bike corral is whether all parties involved can agree to remove a motor vehicle parking space to make the space available for it. Ideally, the installation could be made without the removal of motor vehicle parking, and those options should be sought first in the process. In the event that a motor vehicle space must be removed, the process involves a public posting of the proposed parking space removal. If no protests are received during the 10-day posting period, the City will proceed to the next steps in designing and installing. Details of this process are outlined below and in the following descriptions:



Request comes into the City

The most common way that discussions for a bike corral to start is from a request. This request could be from anyone in the general public, including city staff initiating a pilot program.

a. Staff contacts and meets with the property owner

The typical protocol for making changes to on-street parking involves contact and agreements with the adjacent property owner. If the request is coming from a building tenant, it is the responsibility of the tenant to provide a contact for the building owner. While it may be that the building tenant is the main proponent for the change in the parking conditions, the property owner's support is needed to proceed.

b. Parking space identified on site

Once contact with the property owner has been established, City staff meets the adjacent property owner on the site to review existing conditions. The candidate location is identified.

c. Staff confirms feasibility

City Staff evaluates whether other types of parking could be established first, such as a rack on the sidewalk, or a high capacity rack on the sidewalk. City staff evaluates the candidate site to apply criteria on parking supply and traffic characteristics. If the candidate site is determined to not create an impact on parking supply and not create concerns for traffic conflicts, it is confirmed to be a feasible site. If there are concerns at this point in the process, the City staff may need to go back to the applicant to propose an alternative site.

d. Public Protest Posting

A public notice is posted at the site that indicating a parking space will be removed for the purposes of installing a bike corral. The notice will have contact information for the public to protest this action. If no responses to the proposed installation are received within ten days, the process proceeds to Designing and Installing.

e. Voting cards sent to affected property owners

If City staff receives a protest to the proposed installation, there will be a process to make parking modifications. This will involve collecting votes from property owners. The typical protocol for soliciting votes for parking changes involves property owners within 300 feet radius of the proposed location. In addition to sending out voting cards, City staff may choose to notify a larger area, thereby noticing nearby businesses about the proposal.

f. Responses received from voting cards

To be considered a valid response to the voting cards, 50% +1 of the property owners must respond. To be considered a vote in favor of the parking change, 66% or more of the valid responses must be in favor of the proposal.

g. Response against the proposal

If the response is invalid (less than 50% +1), or fewer than 66% of the responses are in favor of the proposal, the process ends. The proponent of the parking change must wait one year before re-applying.

h. Response in favor of the proposal

If the response is valid (50% +1), or at least 66% of the responses are in favor of the proposal, the process continues. The applicant is notified. The process moves to Designing and Installing.

2. Designing and Installing

The standard designs for bike corral are derived from the designs of bike corrals established in other cities across the country. The City has prepared these designs as a generic starting point. Design modifications and special considerations are made for conditions that are unique to the proposed site. Enhancements and upgrades can be included, provided a source of funding is identified.



While the funding for the materials and installation will typically be provided by the City, it is possible for private funds to be used for either materials, installation or both. If private funds are used for the purchase of materials purchases, the proponents may use the City’s “Gifts to Share” program. If the private funds include providing for the installation of the materials, the process for bike corral installation shall be the same process as all encroachment permits in the public right of way.

Details of the design and installation process are outlined below and in the following descriptions:



a. Staff prepares design plans

A plan based on the standard designs is prepared. Parking stalls spaces that are at the ends are typically 20 feet long, which is sufficient space for a ten-bike corral. Internal stalls are typically 24 feet, which is sufficient space for a twelve-bike corral. On the following page are both ten and twelve-bike corral designs.

b. Staff reviews plans with property owner

The proposed design plan is then reviewed with the property owner for agreement.

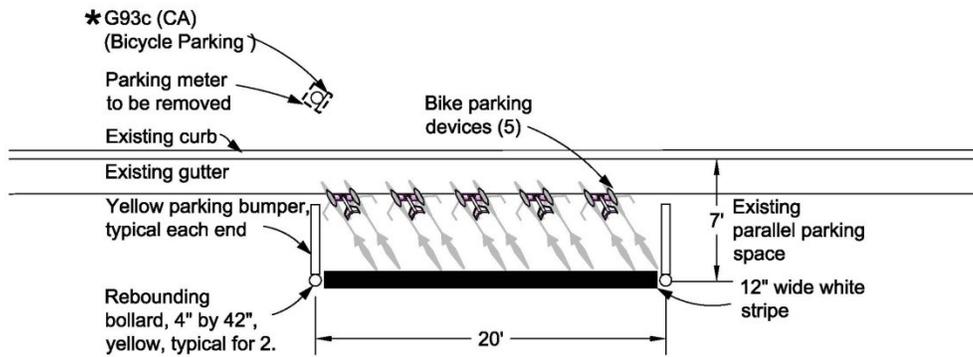
c. Design approvals obtained from Transportation and Parking Divisions

The proposed design plan is then reviewed and approved by both the Transportation Division and the Parking Division.

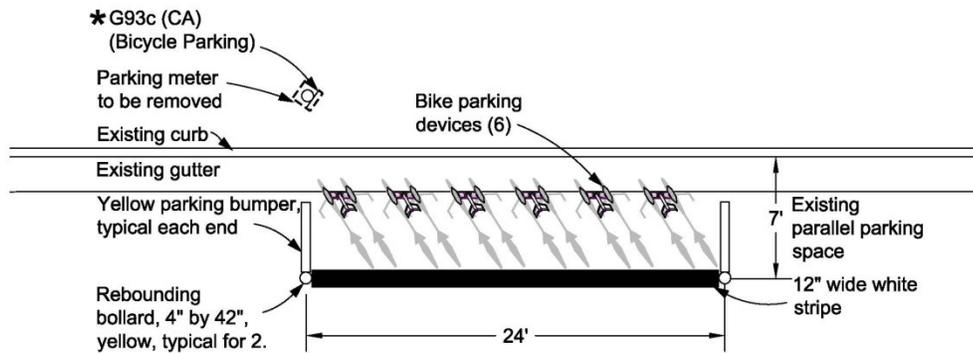
d. Bike Corral is installed

Materials are ordered, parking spaces are removed, and the bike corral materials are installed.

Bike Corral Plans



10-Bike Corral Design

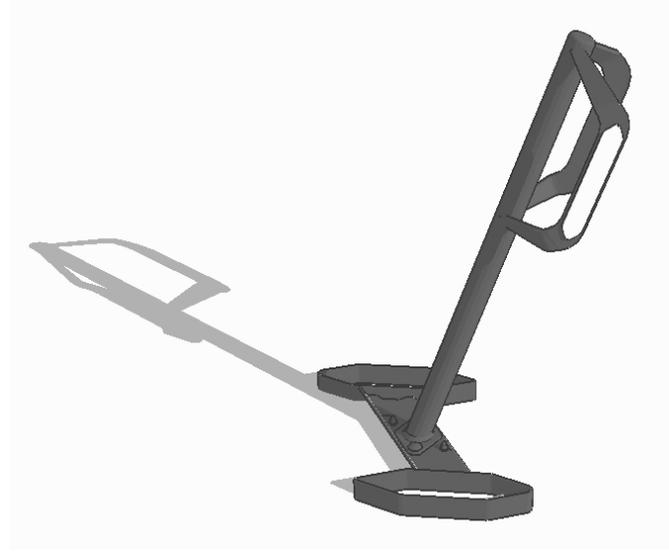


12-Bike Corral Design

Bike Corral Material Specifications

Bike parking devices: Park-A-Bike Model DV211; Varsity Bike Dock, surface mount, Sacramento "smart guards," with Hunter Green powder coat finish. Racks shall be anchored into the asphalt pavement using a product with a pull rating of 2,000 pounds.

This device was chosen because it provides needed support for locking the bicycle frame. It leaves little room for error in bicycle placement so that bikes may not inadvertently be parked in a way that encroaches into the travel lane. The smart guards provide padded protection, eliminating metal to metal contact. The staggered wheel wells allow for tight spacing of bicycles without having handlebar interference.



Wheel stops/Parking

Bumper: Recycled Plastic or Rubber, 4' to 6' long, bright yellow or similar high visibility treatment.



Rebounding Bollards:

Lightweight plastic delineator with spring action for rebounding. Nominally three inch diameter tubing with bright yellow or similar high visibility treatment.



Thermoplastic Stripe: 12" wide white thermoplastic stripe with retro-reflective beads and slip resistant surface.



Signage: California MUTCD G93C (CA).12" x 18"



3. Establishing a Maintenance Program

Based on successful bike corral programs executed in other cities, a maintenance agreement is prepared. This contract spells out obligations and expectations on behalf of both the City and the adjacent property owner with respect to maintenance of the bike corral. This is done because bike corrals pose new maintenance issues that conventional street maintenance methods cannot typically handle. Typically the maintenance agreement will obligate the property owner to keep the corral free of leaves and trash. If there is damage to any parts of the corral, the property owner is expected to notify the City so that the City can make any necessary repairs.



Smith Street, New York, NY

The following pages are a draft version of the maintenance agreement:

Bike Corral Maintenance Agreement
On-Street Bicycle Parking Facility
<Name and Location>

Purpose and Need:

In order to provide for the bike parking needs of its citizens, and to fulfill a request made by one or more adjacent businesses, the City of Sacramento will install an on-street bike parking facility ("Bike Corral"). Because the City of Sacramento is not able to provide the unique ongoing maintenance required for the Bike Corral, this maintenance agreement imposes maintenance obligations on the adjacent property owner to ensure that a minimum level of upkeep of the facility is provided.

Parties to the Agreement

This agreement is between The City of Sacramento and: **< NAME of Applicant>**, herein referred to as "Business Owner,"

Location:

The bike corral will be located in the street at: **<Name and Location>**.

Effective Date

The terms set forth in this agreement for ongoing maintenance shall be effective at the completion of the installation of the Bike Corral. This agreement will be continuous until terminated.

Terms of Agreement

The Business Owner agrees to maintain the Bike Corral and any associated maintenance to adjacent parking spaces required due to the installation of the Bike Corral as follows:

- 1. Weekly Inspection:** The Bike Corral will be visually inspected at least once a week for trash, graffiti, vandalism, proper maintenance of the bike parking equipment, and overall appearance of the facility.
- 2. Regular Sweeping:** The Bike Corral and adjacent impacted parking spaces will be swept and otherwise cleared of all leaves and trash on a regular basis. The frequency of sweeping will depend upon the time of the year. Large accumulation of leaves occurs typically between the months of October and February, therefore, sweeping the Bike Corral will be weekly during these months. All debris will be removed from the Bike Corral and disposed of in a proper manner.
- 3. Graffiti Abatement:** The Bike Corral and associated equipment will be kept clean of graffiti and stickers. Graffiti abatement assistance may be available from the City of Sacramento upon request.
- 4. Abandoned Bikes:** If there is an abandoned bike in the Bike Corral, the Business Owner shall notify the City of Sacramento for removal.

5. Damaged Materials: Should errant motorists, vandalism, or neglect damage the Bike Corral, the Business Owner shall immediately notify the City of Sacramento. Depending on the level of damage to the materials, the City of Sacramento may choose to replace the equipment or remove the Bike Corral in its entirety.

Enforcement of Terms

The City will periodically inspect the site to determine that minimum maintenance levels are met. Should the Business Owner fail to adhere to the terms of this agreement, the City of Sacramento may take action to enforce this agreement. If the City of Sacramento receives any citizen complaints regarding the lack of maintenance of the Bike Corral the City will initiate an inspection. Depending on the results of the inspection, the Business Owner will be notified in writing of actions needed to be taken to bring the maintenance of the Bike Corral to the minimum standard. Should the Business Owner fail to provide the necessary maintenance in a timely manner, the City of Sacramento may exercise the right to remove the Bike Corral.

Modifications to the Bike Corral

Any changes upgrades or enhancements proposed by the Business Owner must be approved, in writing, by the City of Sacramento prior to any change in the design, appearance or equipment. Failure to obtain the City's permission in writing for any changes, upgrades or enhancements could result in termination of this agreement and removal of the Bike Corral.

Removal of Bike Corral

The City of Sacramento reserves the right to remove the Bike Corral at any time. The most likely reasons for removal include:

- 1. Lack of Replacement Funds**
- 2. Lack of Participation by the Business Owner**
- 3. Lack of Utilization**
- 4. Unacceptable Modifications to the Bike Corral**
- 5. Other Needs for the City Right of Way**

Termination by the Business Owner

The Business Owner may terminate this agreement at any time at the risk of removal of the Bike Corral by the City of Sacramento. Business Owner may request to transfer maintenance responsibilities to another business owner subject to approval of a new maintenance agreement between the replacement Business owner and the City of Sacramento.

Termination by the City of Sacramento

Should the City of Sacramento choose to remove the Bike Corral, the terms of this agreement shall be terminated.

The parties named below have executed this agreement as of the dates indicated:

By: _____ Date: _____
Business Owner, Owner, Business Name

CITY OF SACRAMENTO, DEPARTMENT OF PUBLIC WORKS:

By: _____ Date: _____

APPROVED AS TO FORM:

By: _____ Date: _____
City Attorney

Initial Bike Corral Installation Plan

To start the bike corral program, an initial installation of ten locations is proposed. The order of installation described below is based on those locations that are simplest and can be installed first.

The first two locations (Phase I), at Insight Coffee and Pangaea Two Brews, have installed temporary bike corrals under a revocable use permit. The temporary bike corrals have been used for several months and there have been no issues with their operation since installation. Since the parking at these locations has already been removed for the current conditions, the matter will only involve permanent installation of materials and execution of maintenance agreements. These two locations will be the first official corral locations to be permanent locations.

- 1901 8th Street, Insight Coffee
- 2743 Franklin Blvd, Pangaea Two Brews

The second two locations (Phase II) to be installed are at Ginger Elizabeth and at 32nd Street N Street and Folsom Boulevard. These locations are installations that do not require the removal of any car parking spaces; therefore, the matter will only involve the design and installation process and arrangements for maintenance.

- 1801 L Street, Ginger Elizabeth
- 32nd Street, N Street and Folsom Boulevard

The last six locations (Phase III) to be installed involve 24 Hour Fitness on 7th Street, three locations on R Street and two locations on 20th Street between J and K Streets. These are locations where business owners have made a request to the City. The evaluation and feasibility for these locations has not yet been confirmed; therefore, it is not certain that all of these locations can be certain. All six locations will require removal of one parking space each.

- 1020 7th Street, 24 hour Fitness
- 1001 R Street, Fox and Goose Pub and Restaurant
- 1409 R St #101, The Shady Lady Bar
- 1431 R Street, Café Bernardo R15
- 1050 20th Street, Luigi's Fungarden
- 1015 20th Street, Bioware



1901 8th Street, Insight Coffee
20' south of southeast corner of 8th and S



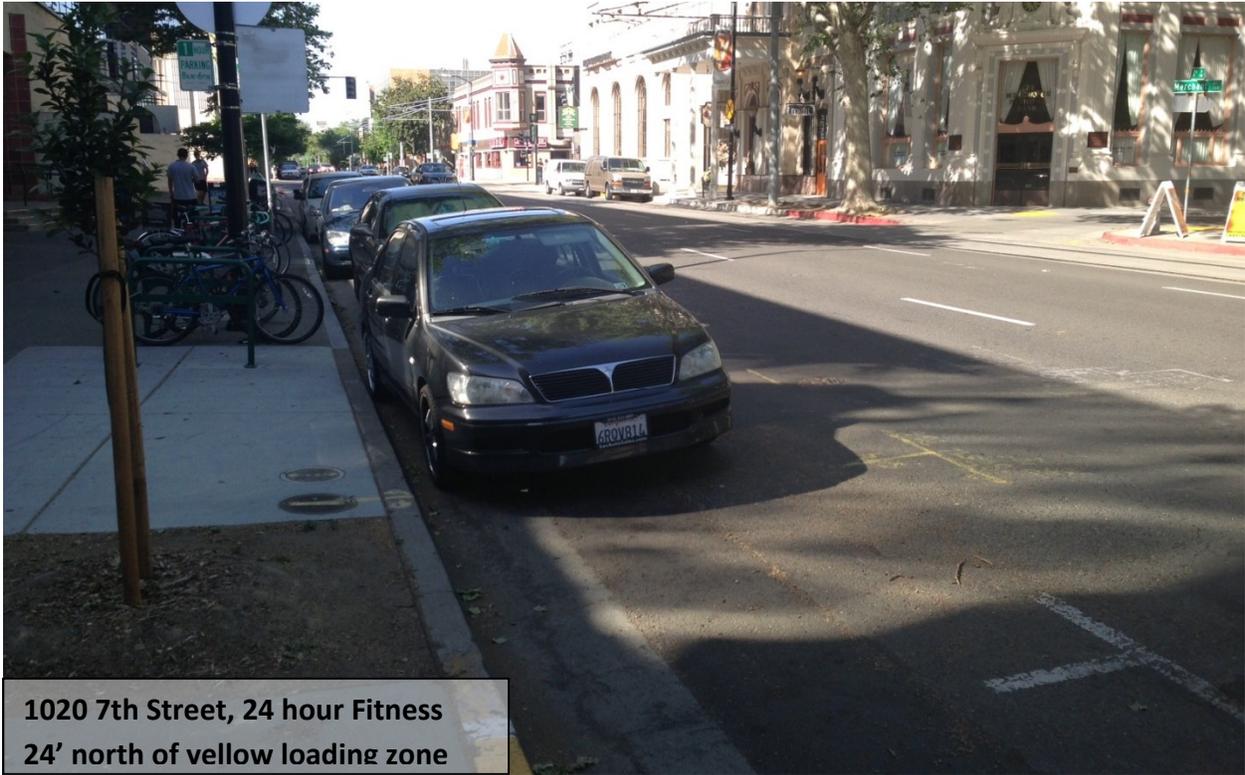
2743 Franklin Blvd, Pangaea Two Brews
20' west of northeast corner of Franklin and 3rd Street



**1801 L Street, Ginger Elizabeth
North side of street between existing green painted curb and yellow painted curb, 24';**



**32nd Street, N Street and Folsom Boulevard
Within striped out area**



**1020 7th Street, 24 hour Fitness
24' north of yellow loading zone**



**1001 R Street, Fox and Goose Pub and Restaurant
North side of street just east of archway. 24': Streets**



1409 R St #101, the Shady Lady Bar
North side of street just east of corner, 24'
relocates motorcycle parking further east



1431 R Street, Café Bernardo R15
North side of street just west of corner bulb-out. 24'



1050 20th Street, Luigi's Fungarden
West side of street just north of curb extension/bulb out.



1015 20th Street, Bioware
East side of street (unclear about whether in front of building or just south of the alley) 24'

LOCATION MAP FOR BIKE CORRAL INSTALLATIONS

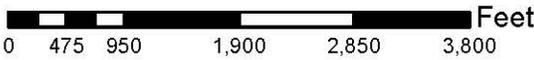


LEGEND

□ Phase I

△ Phase II

○ Phase III



MAP CONTACT: HAMID KHALESSI
08.08.2013