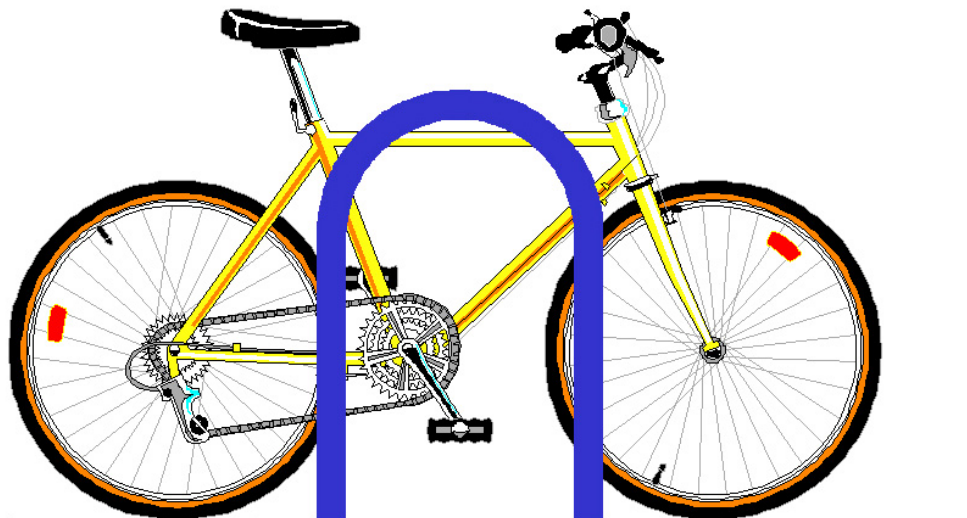




Santa Cruz County Regional Transportation Commission

Bikes Secure Parking Subsidy Program

Guidelines and Application



Prepared by the
Santa Cruz County Regional Transportation Commission (RTC)

This program is funded by a grant from the
Monterey Bay Unified Air Pollution Control District (MBUAPCD)

June 2009

**SUBMIT COMPLETED APPLICATIONS TO THE RTC OFFICES
AT 1523 PACIFIC AVENUE, SANTA CRUZ, CA 95060-3911
Phone: (831) 460-3200; Fax: (831) 460-3215**

BIKES SECURE PARKING SUBSIDY PROGRAM GUIDELINES

Purpose

Encouraging increased bicycle use for commuting purposes is a major goal of the Santa Cruz County Regional Transportation Commission (RTC). The possibility of bicycle theft is a strong deterrent to bicycle use, and the RTC believes that provision of adequate numbers of secure bicycle parking facilities county-wide is necessary to encourage bicycle use.

The RTC is administering the Bikes Secure program, funded by the Monterey Bay Unified Air Pollution Control District, to help private businesses, local jurisdictions, school districts, and other public agencies in Santa Cruz County purchase bicycle parking racks and lockers. The program provides partial grants to businesses and agencies that agree to install the bicycle parking facilities securely in a convenient location for use by patrons and/or employees.

The growing numbers of bicycle-riding patrons and employees who chose to bicycle for economic, health or environmental reasons are more attracted to businesses and agencies who make them feel welcome by providing secure bicycle parking facilities. Secure bicycle parking facilities also encourage more bicycle use which makes valuable automobile parking spaces available for patrons and employees who have no choice but to drive.

Grant Specifications

1. The RTC will provide a maximum of 8 inverted U bike racks or a maximum subsidy of \$1,000 per approved applicant. The Bicycle Committee will consider requests above the 8 rack or \$1,000 limit on a case-by-case basis, taking into consideration the availability of funds. Applicants seeking an exception should include with the application a letter requesting that higher amount and provide a project description and any relevant data to justify granting a larger amount.
2. The full cost of obtaining inverted U bike racks through the RTC will be covered by the grant. For other racks, the full cost of the rack up to \$35.00 per bicycle parking space provided will be covered by the grant (e.g., \$70.00 for a double unit rack). Applicants may need to only pay for the installation of the devices if obtaining the racks through the RTC. However, if the type of rack desired costs more than the grant amount, your business or agency must pay the difference.
3. The RTC also provides subsidies for bicycle lockers up to \$500.00 per double bike locker unit (\$250.00 per bike parking space) up to \$1,000 limit.
4. Applicants may request a combination of racks and lockers, up to the \$1,000 limit.

Program Requirements or Specifications

1. Any private business, public agency or non-profit organization located in Santa Cruz County is eligible for this program.
2. Grants can be used for the purchase price only (including tax, shipping and handling) of bicycle racks or lockers. Installation arrangements and costs must be borne by the applicant.

3. Only approved bicycle rack designs are eligible. However, due to the number of new racks continually coming on the market, other rack designs will be considered on a case-by-case basis to be approved by the RTC's Bicycle Committee.
4. Bicycle racks must be placed according to the minimum space requirements provided for in these guidelines, with adequate room for cyclists to maneuver their bicycles in and out of place. Racks must be well secured to an immovable object (e.g. the ground or wall). It is preferred that bike racks be placed in a sheltered area on a paved, gravel, or decomposition-resistant surface.
5. Bicycle racks must be placed close enough to user destinations (such as public or employee entrance) to encourage their use, i.e. closer than automobile parking but not necessarily closer than disabled parking spaces.
6. Bicycle parking devices are to be placed so as not to block or diminish accessibility to sidewalks, entrances, etc.
7. Businesses or agencies receiving grants must agree to install and maintain the bike parking devices and areas.
8. Approved applicants must submit pre installation bike count data prior to receipt of racks or funds and post installation bike count data one year after installation. Surveys will count parked bikes within a 200 foot radius of the site where the facilities are to be installed sometime during the period between 9 and 11 a.m. on a sunny Tuesday through Thursday, when school is in session. Post installation surveys are to be conducted in the same month as the pre-installation survey.
9. Approved applicants must submit digital photographs of the installed bicycle devices.

Eligible Lockers

Applicants interested in bicycle lockers are responsible for purchasing lockers, payment and submission of a letter requesting reimbursement. Necessary documentation includes a copy of invoice, copy of payment receipt and W-9 form.

Procedure for Receiving Grant

The following steps outline how to take advantage of the RTC Bikes Secure Parking Subsidy Program:

1. Determine a location for your bicycle parking. Parking should be reasonably close to your business or office entrance, preferably closer than the nearest car space. Bicycle parking generally requires at least a 60" X 74" space, so use this measure as a reference, and refer to the specifications contained in this packet if you have more space than that. If the desired location is on publicly-owned land (city parking lot, sidewalk, etc.) then an encroachment permit may be necessary; call the RTC for assistance (460-3200). If you would like to reduce one automobile parking space to add bicycle parking, the RTC will write a letter in support of your application for any permits necessary for this reduction in automobile parking.
2. Determine what sort of parking device will meet the needs of your business or agency. Will

employees or customers be using them? Will the racks be used for long or short periods of time? How secure, accessible and visible, is the probable location of the bicycle parking?

3. Sketch out a map of the proposed parking locations, and complete the attached Agreement to Place Bicycle Racks and Provide Pre and Post Installation Bicycle Counts and Photographs. Please also complete the attached Application for Grant form.
4. Send **ALL THREE** of the following items to the Transportation Commission:
 - Program Application
 - Agreement to Place Bicycle Racks and Provide Pre and Post Installation Bicycle Counts and Photographs
 - Site Map

All application materials must be submitted to: Bikes Secure Parking Subsidy Program, SCCRTC, 1523 Pacific Ave., Santa Cruz, CA 95060-3911 or faxed to us at (831) 460-3215

5. RTC staff and the Bicycle Committee will review and approve the application.
6. Install the devices within one month of delivery, as per the agreement, unless other arrangements have been made.

Due to the fact that limited funds are available for this program, the RTC reserves the right to change these guidelines, including selection criteria, at any time.

If you have questions at any time during the application process, please call 460-3201 and ask to speak with the Bicycle Coordinator.

PLEASE NOTE THAT THE RTC CAN RECLAIM A PARKING DEVICE AT ANY TIME IF IT IS REMOVED FROM THE ORIGINAL LOCATION AS DESCRIBED IN THE APPLICATION.

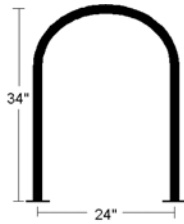
**Santa Cruz County Regional Transportation Commission
Bikes Secure Parking Subsidy Program Application**

Business/Agency Name: _____

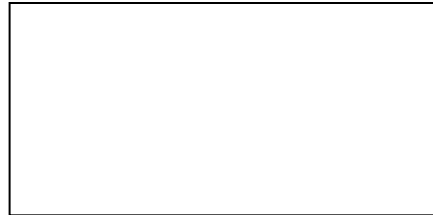
Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Nature of Business: _____



Inverted U



Other: draw or attach picture

If interested in bike racks, the RTC Bicycle Committee recommends the Inverted U rack illustrated above. It is available in surface mount and post hole mount styles with a black powder coat finish. If you are interested in a different rack type, please contact RTC staff. Please indicate rack type, mount style and number of racks desired. Please be prepared to be flexible on timing of rack availability as it depends upon what we have in stock.

Quantity	Rack / Locker	Mount Style

Please Specify Reason for Requesting this Bike Parking Subsidy:

In addition to this page, to complete the application, ALL THREE of the following are required:

- Completed Agreement to Place and Maintain Bike Racks and Provide Pre and Post Bicycle Count Data and Photographs (following page);
- Site map with proposed bike parking locations in relation to buildings, auto parking, etc.;
- Documented property owner's permission (a letter) or public permit, if necessary, to install bicycle racks

I certify that the owner of this property has granted permission to install bicycle racks at the location(s) above and the letter of permission or permit is included with this application. To the best of my knowledge and belief, the data and information included in this application is true and correct and I am authorized to file this application on behalf of the applicant.

Name and Title: _____

Signature: _____ Date: _____

Bikes Secure Parking Subsidy Program

AGREEMENT TO PLACE AND MAINTAIN BICYCLE RACKS/LOCKERS and PROVIDE PRE AND POST INSTALLATION BICYCLE COUNT DATA AND PHOTOGRAPHS

The following is an agreement between the Santa Cruz County Regional Transportation Commission (RTC) and the undersigned, hereinafter referred to as recipient.

The recipient agrees that after being awarded a bike parking subsidy and prior to the installation of the bicycle parking equipment the RTC will be provided with pre installation bicycle count data for the proposed installation site. Bicycle count surveys will count parked bikes within a 200 foot radius of the installation site during the period between 9 am and 11 am on a sunny Tuesday through Thursday, when school is in session. Applicants may provide the pre-installation count here:

Date: _____ Time of day: _____ Weather condition: _____ Bicycles counted: _____

The recipient agrees that within one month of receipt of bike parking devices from the RTC or its contracted supplier, unless other arrangements have been made, to install (#) _____ bicycle racks/lockers capable of holding (#) _____ bicycles at the location described in the attached map. Said map is attached hereto as Exhibit A, and by this reference is incorporated as part of this Agreement.

Recipient will arrange for and pay for the installation of the following type of bike racks:

The recipient agrees to attach said bike racks in a secure and theft-proof fashion following the appropriate standard outlined in the RTC's Bikes Secure Program Guidelines. Recipient also agrees to maintain the bicycle parking facilities and surrounding area for the life of the devices.

The recipient agrees to provide post installation bicycle counts and photographs of the installed bicycle parking equipment one year after installation of the bicycle parking devices. Surveys will count parked bikes within a 200 foot radius of the installed bicycle parking devices during the period between 9 and 11 a.m. on a sunny Tuesday through Thursday, when school is in session. The post installation survey will be conducted at the same location, during the same time period and month of the year as the pre installation survey.

The recipient agrees to exonerate, indemnify, defend, and hold harmless the RTC, its officers, agents, employees, and volunteers, from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the RTC may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage of property as a result of, arising out of, or in any manner connected with the recipient's performance under the terms of this agreement, excepting any liability arising out of the sole negligence of the RTC. Such indemnification includes any damage to the person(s), or property(ies) of the recipient and third persons.

The recipient further agrees that the RTC may exercise its option to repossess said bicycle parking devices, upon desertion of the present place of business by the business or upon removal of the rack(s) from the herein specified location(s).

Date: _____ By: _____
Name & Title

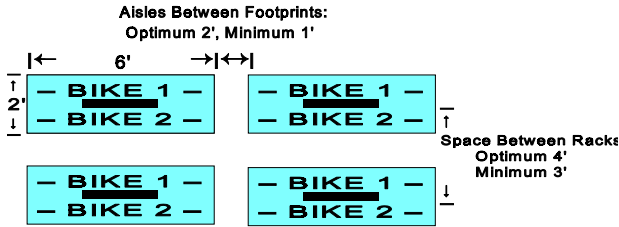
Address, City

Date: _____ By: _____
George Dondero, RTC Executive Director

Post-Installation Count (Date Expected: _____) Photographs Provided?: _____

Date: _____ Time of day: _____ Weather condition: _____ Bicycles counted: _____

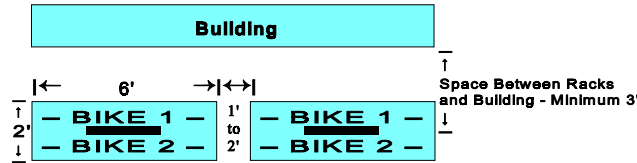
SPACING FOR BIKE BARS



Spacing Between Racks:

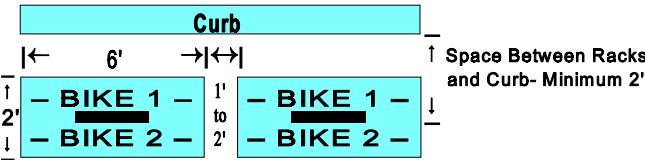
Each bike bar accommodates two bicycles, and requires a total “foot print” space 2'X6'. Aisles between the foot prints should be at least 1' wide, and 2' aisles are preferred. Bars should be centered in the foot print space.

Spacing Between Racks and Building when Bikes Are Parallel to Building:



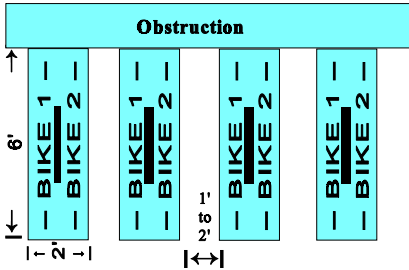
When bicycles will be parked parallel to a building, bike bars should be located at least 3' from the obstruction to allow for maneuvering handlebars between the locking devices and the building.

Spacing Between Racks and Curb When Bikes Are Parallel to Curb:



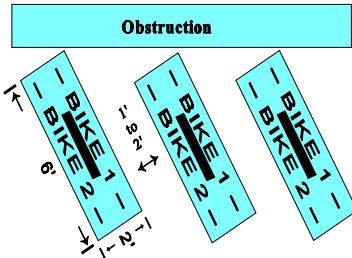
When bicycles will be parked parallel to a curb, bike bars should be at least 2' from the curb.

Spacing Between Racks and Obstruction When Bikes Are Perpendicular to Obstruction:



When bicycles will be parked perpendicular to a building, curb, or other obstruction, locking devices may be located as shown in the diagram at left.

Spacing When Racks Are Placed in a Diagonal Formation:



When bicycle bars will be placed diagonally to a building or other obstruction the angle may be varied; however, the bike parking area must still maintain a 2'X6' footprint and the aisles between the footprints should be at least 1' but preferably 2'.



Bike Rack Instructions (for going into 3" concrete slab)

WSWF02-SQ-SF racks (4 Wedge Anchors, 2 Rawl Spikes)



- 1) Place rack in position keeping in mind that a six foot bike leans on each side of the rack in the same plane as the rack.
- 2) With rotor hammer drill outfitted with 1/2" drill bit make marking holes through the 6 mounting holes.
- 3) Move rack away keeping in mind the placement (don't turn around). Drill all holes at least 3 1/2" deep. Remove dust in holes.
- 4) Pound the 4 Wedge Anchor fasteners in the 4 outer corner holes. The 4 fasteners should protrude 7/8" above the concrete.
- 5) Place rack over the 4 Wedge Anchor Fasteners. Put the washers and nuts on them. Cinch tight with appropriate 3/4" wrench.
- 6) Pound the 2 Rawl Spikes into the two remaining inner holes. (One hole on each flange.)
- 7) Tighten the 4 Wedge Anchors one last time after pounding in the Rawl Spikes.

