

Appendix B

Bicycle Parking Recommendations

Design and Location Recommendations

Rack Selection - All bicycle racks are not created equal. There are many styles to choose from, some of which are appropriate for a particular situation, and some which are unsuitable or even harmful. For detailed recommendations see the Association of Pedestrian and Bicycle Professional's *Bicycle Parking Guidelines* (APBP, 2002, available at www.bicyclinginfo.org/pdf/bikepark.pdf).

What works: Bicycle parking may be provided in floor-, wall- or ceiling-mounted racks but they should meet these requirements:

- Holds the bicycle frame, not just a wheel.
- Can be used with a U-shaped shackle lock.
- Accommodates a wide range of bicycle/wheel sizes and types.
- Will not chip the paint of a bicycle that leans against it.
- Does not have hazards, such as sharp edges.



A good rack holds the bicycle frame, and can be used with a U-lock.

This is a popular one.

This is another popular rack that holds the bicycle frame and can be used with a U-lock. CSU currently uses this style of rack.



What doesn't work: Old fashioned “wheelbender” racks that hold only the bicycle’s wheel, and are unsuitable for use with a U-shaped shackle lock. Many cyclists will not use a rack that only hold the wheel or is unsuitable for a U-lock.

Finding a Good Location

To ensure that bicycle parking will be used, locations should be easy to find, convenient to use, and secure enough to reasonably safeguard against bicycle theft. Facilities can be located where cycles already parked, or where recommended by bicycle advisory groups. Bicycle parking on a sidewalk in front of your building requires a permit.

Short-Term Parking Recommendations

Short-term bicycle parking provides shoppers, customers, messengers and other visitors who generally park for two hours or less a convenient and readily accessible place to park bicycles. It should be located within 50 feet of the building entrance that cyclists use. Where there is more than one building on a site, or where a building has more than one main entrance, the parking must be distributed to serve all buildings or main entrances. If more than 10 short-term spaces are required, at least 50 percent of the spaces should be covered.

Only locate bicycle racks on a sidewalk or path where there is adequate clearance for pedestrian traffic. A rail or eyelets secured onto a building wall can sometimes provide a place to lock a bicycle where it is out of the way of traffic.

What works: Locate parking in visible and prominent locations - if cyclists are unaware of the parking it won't be used.

What doesn't work: Isolation - a bicycle rack that is visually or physically isolated will not be used and is a target for thieves. A bike rack that is in the way of pedestrian traffic or provides inadequate space to maneuver a bicycle and its gear is also undesirable.

Recommendations for Long-Term Parking

Long-term bicycle parking provides employees, students, residents, commuters and others who stay at a site for several hours or more, a secure and weather-protected place to store their bicycles. It should be located on site or within 500 feet of the site. Daily bicycle commuters are generally willing to walk a short distance, about one block, if they are confident the parking is secure. The following are suitable options:

- A locked room or area enclosed by a fence with a locked gate.
- Within view or within 100 feet of an attendant or security guard.
- An area that is monitored by a security camera.
- A location that is visible from employee work areas.

What works: Cyclists are more likely to park where their bicycles are safe and protected from weather. At least 50 percent of long-term bicycle parking should be covered. Indoor storage is best. It is often possible to find a secure room, or an area in a basement or under stairs. Bicycle parking can use odd-shaped interior spaces that have few other purposes. Wall-mounted racks are well suited to indoor storage. Locate in well-lit areas because lighting increases security of property and personal safety. In areas where security is in question or where there is limited opportunity to provide weather protection, enclosed bike lockers are a good solution. Cyclists may pay a monthly fee to lease such lockers.



Bicycle lockers are a good choice for secure bicycle storage.

Recommendations for Spacing and Site Standards

Each bicycle parking space should be easily accessible. Cyclists should be able to securely lock their bicycles without undue inconvenience and their bicycles should be reasonably safeguarded from intentional or accidental damage. Consider the space that a rack full of bicycles will take up, not just the rack itself. Also consider that cyclists require a sufficient pathway in and out of the parking area.

Each parking space must be accessible without moving another bicycle - generally, allow for 2-feet by 6-feet for each bicycle parking space. Provide an aisle at least 5-feet wide behind all bicycle parking to allow room for maneuvering - just as automobile drivers need additional space to maneuver in and out of parking spaces.

What works: Staggered racks - some bicycle racks can be staggered on 17-inch centers, allowing room for more bicycles to be parked.

What doesn't work: Installing bicycle racks too close to a wall or too close to each other. Improper rack installation can cut capacity as much as 90 percent. Installing bicycle racks too close to car parking. Motorists will seldom leave sufficient room for bicycles to park and maneuver if bicycle parking is not sufficiently separated from car parking.

Covered Bicycle Parking

Prolonged exposure to rain can rust a bike's metal frame and components and the sun's ultraviolet rays can deteriorate a bike's soft seat and tires. Cyclists will appreciate weather-protected parking. The

cover must be permanent, should be designed to protect the bicycle from rainfall, and be at least 7-feet above the floor or ground.



What works: Take advantage of existing overhangs or awnings as a creative, low-cost way of providing some weather protection. If there is no existing opportunity to provide cover, enclosed bicycle lockers may be the best solution.

What doesn't work: Partial cover or cover that is too high does not protect bicycles from rain and sun nor does it protect cyclists from rain when they are locking or unlocking their bicycle.

Recommendations for Shower and Changing Facilities

Commuters who bicycle or walk often arrive wet, muddy or sweaty. Providing employees with a place to shower, change and store clothes can encourage bicycle commuting. Such facilities also benefit employees who exercise during breaks or may occasionally need to wash and change clothes for other reasons. There are several ways that employers can provide such facilities.

- A shower and clothes lockers can be designed into new or retrofitted buildings.
- A shower and clothes lockers can sometimes be added to existing restrooms. A single shower stall and space to change clothes typically requires a six by four foot space.
- Several businesses located close together can establish shower and changing facilities that are shared by employees at several buildings.
- Employers can arrange to use showers and changing rooms at a nearby recreation center or gym. This may require special

arrangements to access the facilities when they would otherwise be closed.

Recommended Parking Signs

Signs serve several purposes. They let cyclists know you have bicycle parking and that cyclists are valued customers. Signs also help cyclists find the parking if it is not immediately visible. Signage can direct long-term users, keeping short-term parking readily available. A sign should be posted at the main building entrance, or other visible location, easily identifiable by a cyclist. .

What works: Standard bicycle parking signs made of high-quality materials.

What doesn't work: Complicated signing schemes. If a complicated signing scheme is needed to find your bicycle parking, you may need to find a better location. Signs that discourage bicycling and signs prohibiting bicycle parking when no alternative is available, only create ill-will

For more information on the design, selection and installation of bicycle parking and changing facilities see Browning (1999), APBP (2002) and DfT (2003). Below are some general recommendations.

- Provide suitable bicycle parking where cyclists stop.
- Choose properly designed bicycle racks that support a bicycle's frame and are secure.
- Locate bicycle parking where it is convenient to use, secure, visible, protected from weather, and has adequate clearance.
- Provide well-protected, long-term bicycle parking for commuters, residents or anywhere else cyclists will leave a bicycle for several hours. If possible, also provide showers and clothes lockers for bicycle commuters.
- Do not locate bicycle racks where they are in the way of pedestrian traffic.