

City of Worcester – CMRPC Bicycle Parking Program: Location & Installation Guidelines

Communities participating in the City of Worcester—CMRPC Bicycle Parking Program must install the racks in accordance with vendor specifications and the guidelines listed below. Racks installed incorrectly will need to be reinstalled before reimbursement is applied.

Eligible Locations:

The program seeks to ensure that racks are installed at locations that will get the most utilization possible. Following this line of thought, racks must be located at the following public spaces:

- Town Centers/Central Business Districts
- Public Buildings:
 - City/Town Halls or Municipal Offices
 - Libraries
 - Schools
 - Courthouses
 - Post Offices
 - Public Hospitals
 - Public Meeting Rooms
 - Public Housing
- Transit Hubs/Bus Stops
- Recreational Facilities:
 - Parks, Ball Fields, Courts, Pools
 - Performance Areas
 - Existing Bicycle Facilities

In addition to the requirement that racks be installed at one of the above locations, order proposals submitted to CMRPC will be scored using CMRPC's Location Evaluation Criteria before approval. Priority will be given to proposals that are within one mile of existing or proposed bicycle accommodations (sharrows, lanes, multi-use/off-road). Proposals will be reviewed and scored on a monthly basis against other proposals in order to ensure that priority locations are funded.

How much bike parking to install:

All of the suggested locations should have at least some bicycle parking available. The following table suggests how much bike parking to install for different applications. These are just suggestions; particular locations may require more or less than indicated. If you observe bikes attached to fences, signs, or railings, you should consider installing additional bike parking. The table on the following page provides general bicycle parking guidelines.

| Land Use | Bike Space |
|--|---|
| Dwellings/Lodging Rooms | 1 per dwelling unit or 3 lodging rooms |
| Clubs/Lodges | 1 per lodging room plus 3% of person capacity |
| Fraternities/Sororities | 1 per 3 rooms |
| Hotels/Lodging Houses | 1 per 20 employees |
| Galleries/Museums/Libraries | 1 per 10 auto spaces |
| Colleges/High Schools/Junior High | 1 per 4 employees plus 1 per 4 students |
| Elementary/Nursery Schools | 1 per 10 employees, plus students above 2nd Grade |
| Convalescent/Nursing Homes | 1 per 20 employees |
| Hospitals | 1 per 20 employees |
| Places of Assembly/Recreation, Entertainment/Amusement | 1 per 10 auto spaces |
| Commercial/Manufacturing | 1 per 10 auto spaces |
| Adapted from Madison, WI City Code, as included in FHWA Materials related to Bicycle & Pedestrian Transportation | |

Short-Term Parking:

Short-term bicycle parking is for use of a few hours or less. The eligible locations listed on the previous page are generally short-term in nature, especially downtowns, public facilities, transit stations, schools, libraries, etc. Short-term parking should be installed within 50 feet of the entrance to the location served when feasible. Bicycle parking should be as close as or closer than the nearest vehicle parking space.

Short-term parking should be installed in visible locations to encourage use and discourage theft. For larger, campus-like settings, parking should be located in multiple locations in order to serve all buildings or main entrances. Bicycle parking should be installed in locations that do not interfere with pedestrian traffic. Racks should have sufficient room around them to allow for easy maneuvering in and out of the parking location.

Long-Term Parking:

Long-term parking is for extended use of several hours or days. Employee parking areas, transit stations, and bus stops are all good locations for long-term parking. This type of parking should be covered to provide protection from weather, and located in a visible spot to deter theft.

Anchoring:

All bicycle racks should be anchored so that they cannot be stolen with bicycles attached. Vandal-resistant fasteners can be used to anchor a rack in the ground, or racks can be anchored with cement.

Placement:

Racks should be located to provide easy access. Racks are required to have a minimum of two contact points for bikes, allowing them to be leaned against the rack and not fall over. The minimum distance between individual racks or between posts within large racks should be three feet. This distance allows for two bikes to be properly secured to each rack. Racks should not be placed within three feet of a wall for this same reason. Riders may look for alternative locations or use only one side of a rack due to improper placement, leading to a reduction in capacity.

The minimum spacing between aisles should be five feet; this provides ample space for a rider to walk his or her bike. In high traffic areas where many users park or retrieve bikes at the same time, the recommended minimum aisle width is six feet. Large racks with a high turnover rate should have more than one entrance to improve circulation of users.

Materials:

Racks should be galvanized coated to prevent excess wear and tear.