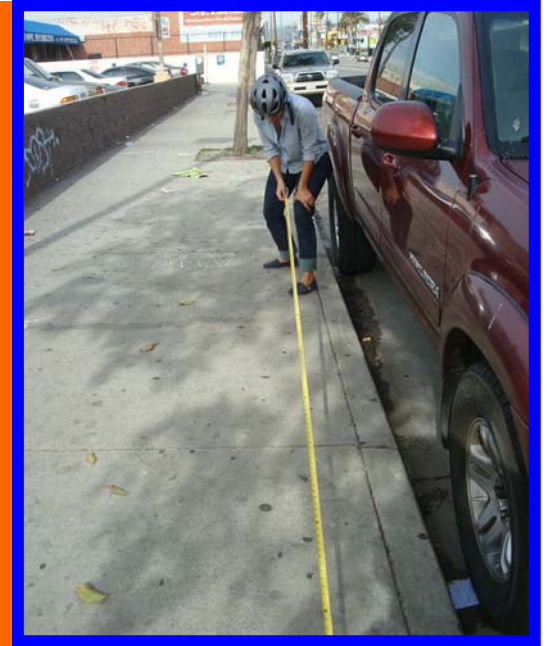




city of  
**LIGHTS**

Getting More Bike Parking Racks in Your  
Neighborhood:  
A Community Resource Guide



## *Table of Contents*

Overview.....	Pg.3
Methodology/Approach.....	Pg.4
Surveying Your Community.....	Pg.7
Appendix.....	Pg.8

## Overview

You just rode your bike to the local supermarket. You're looking all around for where to lock up your bike, but the closest thing you can find is just a fence, a street pole, or a parking meter, some of which are illegal to lock up to. You might even have had to walk a block away or across the street from the market to find the abovementioned pole. Meanwhile, pedestrian traffic is impatiently milling around you.

This situation is unfortunately a common one for most cyclists, especially in Los Angeles. Cyclists are relatively discouraged, whether directly or indirectly from bicycling to their destinations, rather than driving or using other modes. What is the reason for this? Bike parking racks are a relatively new phenomenon in Los Angeles, as the LADOT started only started installing them since 2000 in small increments. Most people don't know the process for requesting racks, much less how to guarantee that their communities have adequate amounts of short term bike parking.

This resource guide aims to empower community groups and citizens to fill gaps in bike parking rack shortages in their neighborhoods. We will utilize methodology from the Los Angeles County Bicycle Coalition (LACBC)'s City of Lights campaign, which has worked with Latino cyclists at the CARECEN day laborer center to facilitate bike advocacy and safer cycling conditions.

### Who is This Guide For?

This guide is for community organizations, volunteer groups, and Business Improvement Districts (BIDs). It will show you and/or your group how to create a more livable community in your area that encourages cycling as a mode of transportation to retail and community destinations. If Los Angeles is to reduce auto use, especially for short trips of five miles or less, and support our diverse existing cyclist community, it is important to have positive incentives like ample bike parking for them to feel welcome at major destinations.

Please feel free to spread widely.

Sincerely,

LACBC

## Approach/Methodology

### *Approaches*

City of Lights staff and volunteers spent months brainstorming the best process to increase bike parking racks in the Pico-Union/Westlake area, the neighborhood where the day laborers from the CARECEN center lived. Bike parking is a relatively inexpensive, effective first step to increase bicycle infrastructure in a community. There are two ways a community can facilitate increasing bike parking: a) through the Department of Public Works, Bureau of Engineering (DPW) as a private entity; or b) through Los Angeles Department of Transportation (LADOT)'s Bikeways Bicycle Parking Request Form online or via phone.

If you or your group chooses the first option, particularly, if you are a business or organization that wants bicycle parking, it is a slightly lengthier, more expensive process. First, one has to request a permit (**Permit A, LAMC 62.106.A**) to install bike parking racks on public property as a private entity. Permit A is required when “the repair, construction or reconstruction of curbs, sidewalks, driveway approaches or gutters, and work appurtenant to the foregoing, or work [is] within a public easement”. A copy of the sample permit is provided in the Appendix of this guide. It is then applied for online at <http://engpermits.lacity.org/apermits/index1.cfm?cfid=3305919&cftoken=16983335>. The total for this permit is \$260, plus 9% of the cost of the fee, and an hourly inspector fee, per bike rack request location of \$95/hour.

A second permit is then required, Permit R (**Revocable Permit, LAMC 62.118.2**). Permit R “grant[s] conditional encroachment of the public right-of-way”. The total for this permit is \$1284. This permit form is also available in the Appendix.

Below are the Department of Public Works' Bureau of Engineering district office locations and phone numbers to take the permit forms to:

#### **CENTRAL DISTRICT**

(Generally south of Mulholland Drive and east of Robertson Blvd. and La Cienega Blvd.)

Bureau of Engineering

Construction Services Center

201 North Figueroa Street 3rd Floor, Los Angeles, CA 90012-2601

Hours: 7:30 a.m. to 4:30 p.m.

(9:00 a.m. to 4:30 p.m. Wed.)

"A" Permits 3rd Floor Window 23 (213) 482-7030

Revocable Permits 3rd Floor Window 20 (213) 482-7055

#### **HARBOR DISTRICT**

(Generally south of 110th street)

Bureau of Engineering

638 S. Beacon St.

San Pedro, CA 90731

Hours: 7:30 a.m. to 4:30 p.m.

"A" Permits (310) 732-4677

Revocable Permits (310) 732-4687

**VALLEY DISTRICT**

(Generally north of Mulholland Drive or its extension easterly)

Bureau of Engineering

Braude Building

6262 Van Nuys Blvd., Suite 251

Van Nuys, CA 91401-2615

Hours: 7:30 a.m. to 4:30 p.m.

(9:00AM to 4:30PM Wed.)

"A" Permits (818) 374-4615

Revocable Permits (818) 374-4611

Claims for Refunds (818) 374-4617

**WEST LOS ANGELES DISTRICT**

(Generally south of Mulholland Drive and west of Fairfax Avenue)

Bureau of Engineering

1828 Sawtelle Boulevard, 3rd Floor, Los Angeles, CA 90025-5516

Hours: 7:00 a.m. to 5:00 p.m.

"A" Permits (310) 575-8627

Revocable Permits (310) 575-8533

This method seems more bureaucratic and was deemed less of an effective method. We included it for your information.

Should you choose to pursue the second option of going through LADOT, you can request a rack or set of racks by filling out the LADOT Bikeways Bicycle Parking Request Form online at <http://www.bicyclela.org/RackRequest.htm> or via phone at 213-972-4972. Individuals, organizations, and businesses are all welcome to apply. As of the current date, they have a hired contractor who installs racks on a by-request basis. LADOT and their contractor have indicated support for the public requesting multiple racks in an area all together in one list/request. Included in the Appendix are the specifications that LADOT uses to determine where to locate bicycle parking, which as of the date this guide was written has not yet been posted on the LADOT website, though there are plans to do so.

***Methodology***

A brief chronology of the bike parking research and process City of Lights encountered: While LACBC had researched the initial method of going through DPW and spoke with several neighborhood councils about the possibility for rack funding, we ultimately chose to go through the LADOT method. We had some initial difficulty with getting a large number of bike parking installments in Pico-Union/Westlake. This was due to early resistance from LADOT, who had contractor hiring issues and a backlog for 2009 requests, as well as a lack of adequate staff to process requests. Additionally, it seemed that no community groups had ever requested a “mass coverage” of their areas before. To move our bike parking campaign forward (expected installation date is by early Spring 2010), we enlisted the political support of Councilman Ed Reyes, of District 1, which includes our area.

Through several months of information gathering, presentations, and political pressure, LADOT has finally agreed to our request to increase the amount of bike parking racks in

the Pico-Union/Westlake area with locations that LACBC researched and suggested (granted they meet specifications after their backlog has been installed).

How did we decide which locations to suggest bike parking racks at?

We had several factors to consider: 1) The LADOT specifications, which prohibit rack installation in areas with sidewalks that have closely spaced street furniture or are extremely narrow; 2) Serving the Latino/a, low-income cyclist community's needs, through places like community resources, retail, or churches; 3) Community suggestions.

We spoke with day laborers at CARECEN about what destinations they frequented, consulted Healthy City ([www.healthycity.org](http://www.healthycity.org)) for communities resources such as social services, immigration law services, etc. in the area, and by running potential locations against a list that LADOT provided of pre-existing racks in the area.

Once we cobbled together a list of 40 locations, we used Googlemaps, "street level" mode to do a quick check on whether the locations were potentially feasible or totally infeasible. Then we created a map in GIS (Geographical Information Systems) of the boundaries we were operating within, which was Beverly Blvd to the North, the 110 Fwy to East, Washington Blvd. to the South, and Vermont Blvd to the West. It is possible to create maps via other methods, which will be detailed under "Surveying Your Community". We broke the list up into groups of 7-8 locations each per group with maps isolating the corridors, such as "Beverly/3<sup>rd</sup>", that a group would survey.

There were 4 groups of 2 people each, on bike. The whole process probably took about 2 hours and volunteers were briefed beforehand about the specs. Maps, checklists, a list of location names and addresses, clipboards, and tape measurers were provided to the volunteers. Volunteers were able to deduce which locations could work or not work, as well as add additional potential locations. Volunteers debriefed afterwards and their suggestion was to encourage volunteers to check other sides of a location besides the main entrance to see if it might be more appropriate to locate the rack there.

## Surveying Your Community

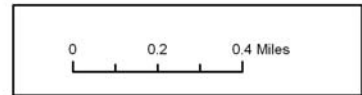
Below is a synthesis of the information that has been presented thus far into a more digestible format for you and your organization to replicate.

- Start surveying your neighborhood for potential rack locations, be it through physical surveying or by speaking to local residents or community groups.
- Ideally, check on Googlemaps “street level mode” for feasibility, speak with LADOT at 213-972-4972 to obtain a list of pre-existing rack locations within your area.
- Create a map of the area and proposed rack locations, either through GIS, Googlemaps (which can be printed and saved as a PDF using the CutePDF writer), or if you don’t have access to computers, you can photocopy the appropriate page from a Thomas Guide or other map, and mark dots for rack locations on it.
- Round up a group of volunteers from the community for a “scoping party”, print locations/addresses, make maps of corridors or segments of the area that each group will be surveying, and the checklist out from the appendix.
- Analyze your volunteers’ data and refine your proposal of locations before submitting the list to LADOT.



Appendix

Map



## Checklist

### Bike Parking Placement Rules:

24"-30" from curb?

4' from other bicycle racks?

5' from driveway  
 alley entrance  
 street corners  
 crosswalks  
 pedestrian crossings

8' from parking meter  
 newspaper racks  
 mail box  
 light pole  
 sign post  
 tree space  
 trash can  
 utility meter  
 manhole  
 other street furniture  
 other sidewalk obstructions  
 fire hydrant

Max of 50' from building entrance

*Racks should allow at least 5' on the sidewalk for pedestrian traffic*

### Wall setbacks:

*For racks set parallel to wall*

Min 24", Rec. 36"

*For racks set perpendicular to the wall*

Min 28", Rec. 36"

### ***Locations where bike parking cannot be installed:***

Taxi zone, loading zone, bus stops, bus shelters, residential areas, schools and parks (administered by park and recs).

## Spanish version of Checklist

### **Reglas para Estacionamiento de Bicicletas:**

**24"-30"** de la acera?

**4'** de estacionamientos para bicicletas o estacionamiento de bicicletas?

**5'** de camino de entrada

Callejón

Esquina

Paso de peatones

Cruce de peatones

### **8' de un Parquímetro**

Puesto de periódicos

Buzón de correo

Poste de luz

Poste con letrero

Espacio de árbol

Bote de basura

Medidor de utilidad

Boca de alcantarilla

Otros mobiliarios urbanos

Otras obstrucciones en la acera

Boca de incendios

**50'** Máx de la entrada del edificio

*El estacionamiento deben permitir por lo menos 5' en la acera para el tráfico peatonal*

### **Distancia de pared:**

***Para estacionamiento de bicicletas instaladas paralelo a la pared:***

Min **24"**, Rec. **36"**

***Para estacionamiento de bicicletas instaladas perpendicular a la pared:***

Min **28"**, Rec. **36"**

### **Lugares donde el estacionamiento para bicicletas no se puede instalar:**

La zona taxis, la zona de carga, paradas de autobús, zonas residenciales, escuelas y parques (administrado por el dept. de parques y recreación)

## **LADOT Specifications:**

Locations of bike racks

### Distance From Curb

The bicycle rack should be situated 24 to 30 inches from the curb. The rack should align with existing street furniture. The rack should be placed parallel to the street.

### Distance from other Street Furniture

The rack should maintain 8 feet of clearance from other street furniture. Other street furniture includes but is not limited to: Parking meters, trees, tree wells, newspaper racks, light poles, sign poles, telephone poles, utility meters, benches, mailboxes, fire hydrants, trash cans, other street furniture, and other sidewalk obstructions.

### Distance From Building

The rack should be a Maximum of 50 feet from the front entrance of establishment. The rack should allow enough room between the rack and the entrance to the establishment. Bicycle racks should not impede access to a building. Bicycle racks should allow at least 5 feet of clearance on the sidewalk for pedestrian traffic.

### Other Distances

A bicycle rack shall not be installed in a bus stop zone.

A bicycle rack should be placed at a minimum of 5 feet from a pedestrian crossing, driveways, alley entrances, and street corners/intersections.

Bicycle racks should not be placed on top of gutters/storm drains.

Other locations where bicycle parking can not be installed:

Taxi Zones, Loading Zones, Bus Stops

In conflict with Bus Shelters

Residential areas

Schools

Park sites need to be administered by Recreation and Parks Department

# CLASS "A" PERMIT



City of Los Angeles  
Department of Public Works  
Bureau of Engineering

**Job Location:**

Contact: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Permittee: \_\_\_\_\_  
Permittee Address: \_\_\_\_\_  
Permittee Phone: \_\_\_\_\_  
Description of Work: Repair  
APN: 5430-027-013

**Permit No.:**

A2009-002257  
Reference No. 35239  
Date Issued: 12/23/2009  
Expiration Date: 06/21/2010  
Engineering District: Central  
Thomas Guide (Page/Grid): 594 C5  
Issued by: James Morales  
Issuing District: Central  
For questions regarding this permit call: (213) 482-7030

CALL BUREAU OF CONTRACT ADMINISTRATION  
FOR INSPECTION PRIOR TO COMMENCING WORK: (213) 485-5080

I hereby agree to observe all requirements of the Los Angeles Municipal Code, the Standard Specifications, and any special requirements made part of this permit.

X: [Signature] Date: 12/23/09 Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
FIELD NOTES: \_\_\_\_\_

REMARKS: PERMIT TO REPAIR DAMAGED SIDEWALK DUE TO TREE ROOT DAMAGE. CONTACT URBAN FORESTRY DIVISION FOR POSSIBLE TREE ROOT TRIMMING/REMOVAL (213-847-3077). CALL FOR INSPECTION.

Frontage \_\_\_\_\_ Intersection \_\_\_\_\_ Frontage \_\_\_\_\_ Intersection \_\_\_\_\_

Curb Face to Edge of Sidewalk:

Width of Sidewalk:

Height of Curb:

Curb Face to Property Line:

Driveways:

Driveway No. \_\_\_\_\_ Case No. (A) (X) (N) (W) (T) (GW)

Fees:

Inspection Results

Fee Description	Qty	Unit	Rate	Subtotal	Discount	Net Amt.	2.00% Fee (1)	7.00% Fee (2)	Total	Qty	Initial
Basic Permit Fee	1	each	\$260.00	\$260.00	\$260.00	\$0.00	\$0.00	\$0.00	\$0.00		
Sidewalk No. 1 (Replace)	125.00	Sq. Ft.	\$0.85	\$106.25	\$106.25	\$0.00	\$0.00	\$0.00	\$0.00		

Totals \$366.25 \$366.25 \$0.00 \$0.00 \$0.00 \$0.00

General Notes

Initials:



1. A copy of this permit must be at the jobsite at all times.
2. All changes in sketches and permit limits must have prior approval.
3. Call for inspection before noon on the workday prior to doing any work.
4. All work shall comply with the latest edition of the "Greenbook", Standard Specifications for Public Works Construction.
5. Jobsite conditions must comply with the latest edition of the "Work Area Traffic Control Handbook" (W.A.T.C.H.)
6. Pedestrian and vehicular access must be maintained at all times. Barricades and lights must be in use at the jobsite from the start of removals to the completion of the work.
7. If the contractor does not furnish barricades and protective devices, as required, the City of Los Angeles may, at its option, provide them for a fee to the contractor.
8. **All traffic lanes (including: Through, Turning, and Peak Hour lanes) shall be unobstructed from 3:30PM to 7:00 PM and 6:00 AM to 9:00 AM. One traffic lane may be closed at all other times.**
9. The jobsite, including temporary resurfacing, must be maintained by the permittee until all permanent resurfacing is completed.
10. No driveway apron shall be permitted for front yard parking.
11. Sawcut all removals. No backfill or concrete shall be placed without approval of the Inspector.
12. Slurry cement backfill is required in all public streets and alleys. Laterals require inspection before the backfill is placed.
13. Only Bonded Sewer Contractors are permitted to make sewer connections in the public right of way.
14. Property line connections must be completed prior to calling for inspection.
15. All permanent resurfacing must be completed within 3 weeks of the temporary resurfacing or the completion of the job.
16. All permanent resurfacing must be identified by an approved marker/tag identifying the permittee and the year the work was completed. Tags are to be placed as close to the curb as possible. For excavations less than 50 feet long, only one tag should be placed in the middle. For longer excavations, tags should be placed at 50 foot intervals and at both ends.
17. The permittee is required to contact any other agencies impacted by their work.
18. **PERMITTEE SHALL STOP WORK AND CONTACT THE PERMITTING AGENCY PRIOR TO CUTTING OR EXCAVATING ANY DECORATIVE SIDEWALK, PAVEMENT, OR CROSSWALK.**
19. **ANY DAMAGE TO DECORATIVE SIDEWALK, PAVEMENT, OR CROSSWALK MUST BE REPAIRED IN KIND OR RECONSTRUCTED IN KIND BY THE PERMITTEE, AS DIRECTED BY THE PERMITTING AGENCY, IN A MANNER SATISFACTORY TO THE CITY ENGINEER AND THE INSPECTOR OF PUBLIC WORKS.**
20. **NO CONSTRUCTION TO BE DONE ON WEEKDAYS OR WEEKENDS DURING THE HOLIDAY SEASON CONSTRUCTION MORATORIUM. BEGINS THE MONDAY (11/23/2009) OF THE WEEK OF THE THANKSGIVING DAY HOLIDAY AND ENDS ON JANUARY 2, 2010.**

(1) The 2% surcharge funds improvements for the One-Stop Permit Center (LAMC 68.12).  
 (2) The 7% surcharge funds the Public Works Engineering Equipment and Training Trust Fund (LAMC 61.03).

**Underground Service Alert** (800) 422-4133 Call 48 hours prior to work

**Bureau of Street Lighting**  
 Street Light Relocation (213) 847-1551 Call 48 hours prior to work

**Dept. of Transportation**  
 Traffic Signal Relocation (213) 485-2261 Call 48 hours prior to work

Parking Meter Removal/Relocation (213) 485-2273

**Department of Water and Power**  
 Water Meter Removal/Relocation (800) 342-5397

**Bureau of Street Services**  
 Street Tree Removal/Trimming (213) 847-3077

Barricades/Street Closure (213) 485-5691

Street Tree Inspection (800) 996-2489

PLEASE APPLY ONLINE <http://eng.lacity.org/rpermits>

**DEPARTMENT OF PUBLIC WORKS - BUREAU OF ENGINEERING  
REVOCABLE PERMIT INFORMATION**

1. Applicant: Submit completed application "REQUEST FOR REVOCABLE PERMIT" form.

Mail To: Lemuel M. Paco, P.E.  
Central District Engineer  
201 N. Figueroa Street, 3rd Floor  
Los Angeles, CA 90012

2. Include with application a sketch 8-1/2" X 11" showing the encroachment with dimensions, elevations, details, north arrow, adjacent street names, a copy of valid deed and lease agreement if lessee, and the appropriate fee (See attached Fee Schedule).
3. The Engineering office will conduct a field investigation and prepare, if necessary, a report to the Board of Public Works recommending either approval or denial of the encroachment request. If denial is recommended, a public hearing will be scheduled and applicant will be notified, accordingly.
4. After the report is adopted by the Board, a copy will be sent to applicant. If the encroachment request is granted the report will include a list of conditions which must be satisfied before the Revocable Permit is issued. Standard conditions will include executing of a "Waiver of Damages Agreement" (forms with instructions will be included with copy of report); providing liability insurance to protect the City (forms with instructions will also be included); and constructing encroachment under necessary City permit(s) in accordance with plans approved by City. Other special conditions may apply.
5. If your request for an encroachment does not require a report to the Board, the Engineering Office will send the applicant a letter listing conditions which must be satisfied before the Revocable Permit is issued. Conditions will be similar to those shown in Item 4.
6. After the conditions are satisfactorily complied with, a Revocable Permit will be issued by the Engineering office.

**FOR HILLSIDE AREAS ONLY**

1. If the roadway fronting the property is less than 20 feet wide, the property owner will be required, as a condition of the Revocable Permit, to widen/improve it to a minimum paved width of 20 feet which may include concrete curb and gutter.
2. A copy of a land survey which shows the proposed/existing encroachments, property line, centerline of roadway/right-of-way, width of existing roadway, and any other existing street improvements fronting the property is required to be submitted with the application.

PLEASE APPLY ONLINE: <http://eng.lacity.org/rpermits>

**REQUEST FOR REVOCABLE PERMIT**

PROPERTY ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ CITY BUS. LIC. NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RESTAURANT NAME (if applicable): \_\_\_\_\_

TELEPHONE: APPLICANT ( ) \_\_\_\_\_ OWNER ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF ENCROACHMENT: \_\_\_\_\_

REASON FOR ENCROACHMENT: \_\_\_\_\_

I hereby request revocable permission to encroach into the public way for the reason stated above. Attached herewith are the following items:

1. Application fee. \$ 1284.00
2. Title report or deed indicating current ownership of property and lease agreement, if lessee.
3. A sketch or plans (8-1/2" x 11" or 11" x 17") showing existing conditions and the proposed encroachments, including dimensions, north arrow, street names and any other pertinent information.
4. Photographs of existing conditions of the property (adjacent properties, if relevant) from different angles.

I hereby acknowledge receiving and understanding the attached information sheet and declare that the information above is true.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name \*

\_\_\_\_\_  
Signature

\*Full Name(s) as shown on title policy; indicate type of ownership (individuals, partnership or corporation).

Note: If you need assistance with this form, please call Alfredo Ingalla at (213) 482-7056 or Sandra McClellan at (213) 482-7055.