

City of Lancaster
Policies and Procedure for the Installation of (On-street) Bike Racks
(within the Public Right-of-way)

This Policy is to provide a clear and concise procedure for both the City and property owners who want to install a bike rack on the sidewalk or within the street. Such policy must include procedures for application and permit forms and fees, design guidelines, installation standards, and maintenance and liability responsibilities. All criteria are consistent with best management practices and established guidelines as recommended by Association of Pedestrian and Bicycle Professionals, American Association of State Highway Officials, and similar organizations.

A. Purpose.

1. Lancaster recognizes that the installation of bicycle parking racks, especially racks of innovative and aesthetic designs by property owners improves the City's transportation infrastructure and enhances Lancaster's image as a livable innovative city.
2. The City shall install or permit to be installed bike racks at appropriate locations within the public right-of-way to provide needed parking for the increasing number of people who choose bicycling as a transportation option.
3. Secure bicycle parking will encourage more people to choose cycling as a transportation option for short trips and errands.
4. The intent of on-street bike racks is for short-term parking similar to parking meters. Businesses and institutions with employees commuting via bicycle are encouraged to provide adequate (safe and convenient) bicycle parking on-site.
5. Racks installed by the City remain City property. The City assumes responsibility for the bike racks but not the bicycles parked there.
6. Racks installed within the ROW by an adjacent property or business owner will be owned by that person. The property or business owner shall be responsible for any and all liability and maintenance associated with the bicycle rack.

B. General Design Guidelines. All bicycle racks shall be designed and installed so that:

1. A bicycle frame and one wheel can be conveniently and securely locked to the rack using a standard U-shaped shackle lock;
2. A bicycle will be reasonably safeguarded from damage;
3. Each bicycle parking space is easily accessible without moving another bicycle for access and maneuvering;
4. Each bicycle rack shall be securely anchored to the sidewalk, street or building in accordance with standards in these guidelines or the manufacturer's specifications.
5. The bicycle rack placement adheres to all Americans with Disabilities Act (ADA) standards for protrusions in the right-of-way including the ability to detect the rack with a white cane.
8. Bicycle racks cannot be installed adjacent to disabled parking zones.
9. Other locations not meeting these guidelines may be permitted upon City approval.

C. Types of bike racks.

1. The style and design of bike racks shall be appropriate for the location. Where sidewalk width is less than eleven (11) feet, racks shall be set parallel to the building or the curb, unless placed with the cartway.
2. Permitted bike rack styles are shown in Appendix A. Custom designed racks may be permitted subject to approval by the City Engineer.

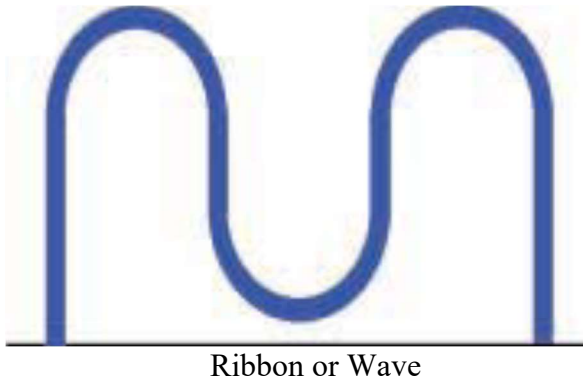
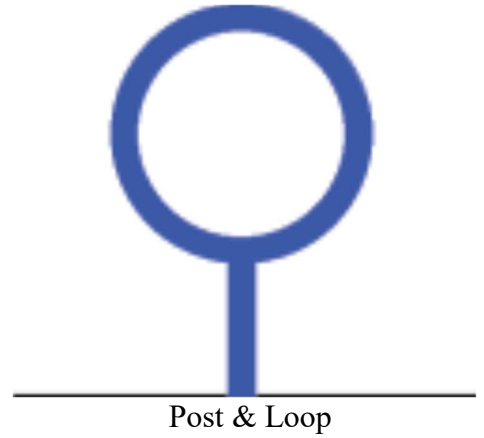
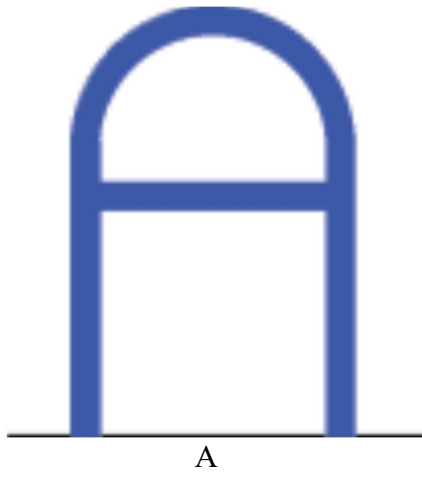
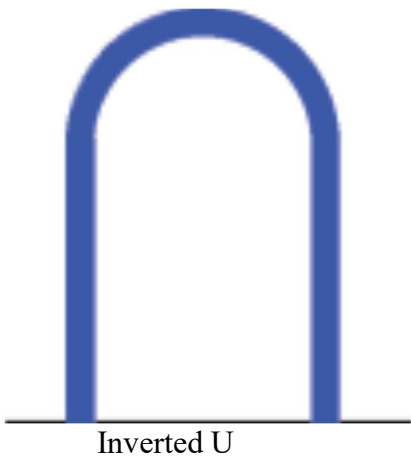
D. Installation Standards and Guidelines

1. Siting bike rack within the public right-of-way (sidewalk or street).
 - a. The public right-of-way (ROW) shall include sidewalks and streets as shown on the City Plan.
 - b. Sidewalk areas shall be designated as in the City of Lancaster Streetscape Design Guidelines.
 - c. The ROW shall include sidewalks with adequate width as well as the strategic substitution of on-street parking spaces within the street cartway.
 - d. All bike racks shall be located no more than two (2) feet from the adjacent building façade unless otherwise approved by the City Engineer.
2. Sidewalk areas.
 - a. A minimum width of four (4) feet shall be maintained on all sidewalks unless otherwise required by city codes and ordinances including the Streetscape Design Guidelines.
 - b. In addition to the four feet required above, sufficient area for the bike rack and the designed number of bikes shall be provided in accordance with the dimensions set forth below.
 - c. Prior to granting approval to install a bicycle rack, the City will inspect the sidewalk/right-of-way adjacent to the property to be sure it is up to City standards. If it is not up to City standards, the property owner will be responsible for bring it up to City standards.
 - d. The rack should be aligned with existing street furniture, tree wells, etc., so as not to encroach into the pedestrian zone as defined by the Lancaster Streetscape Design Guidelines, traffic or the doors of vehicles parked at the curb. Exemptions to the required area will be reviewed on a case by case basis.
3. Maintaining minimum clearances/separation distances to curb line, crosswalks, street furnishings (signs, benches, trash receptacles, fire hydrants, etc.).
 - a. A minimum width of four (4) feet shall be maintained on all sidewalks unless otherwise required by city codes and ordinances
 - b. For racks installed on the street side of sidewalks, the rack shall have a minimum of two (2) feet clearance in length parallel to the curb on either side of the bicycle rack footprint.
 - c. All bike racks within the public right-of-way shall be located within an imaginary “bike box” from which no part of the parked bicycles shall extend. The “bike box” dimensions will be dependent upon the style and size of rack installed, but shall not be less than two (2) feet by six (6) feet.
4. The following minimum standards shall apply to all bike racks with the public ROW.

- a. For racks holding two (2) bicycles parallel such as the Inverted U, A and Post and Loop as shown in Appendix A, or similar styles, the box shall have a length not less than seven (7) feet parallel to the curb and a width of three (3) feet in width.
 - b. Racks designed to hold bicycles perpendicular to the rack such as toast, comb, or similar racks in which all bicycles are located on one side of the rack, are not permitted within the public ROW.
 - c. For other racks designed to hold bicycles perpendicular to the rack in which bicycles are parked on both sides of the rack, the "bike box" shall be no less than nine (9) feet in length and eighteen (18) inches in width for each bicycle it is designed to hold.
 - d. When two or more Inverted U, A, Post & Loop or similar racks are combined into a single rack, each element shall be a minimum of twenty-four (24) inches apart.
4. Rack Materials:
- a. The rack should be fabricated of Schedule 40 pipe with maximum 3" outside diameter, minimum 11-gauge tube, and/or metal plating with a minimum ¼" thickness.
 - b. Any square or round solid stock should be minimum dimension of 3/8" cold rolled or ½" hot rolled.
 - c. Other materials may be approved by the City of Lancaster.
 - d. Base Plate Installation - Bolts should be vandal-resistant.
 - e. In-Ground Installation - the rack must extend at least 8" below the concrete surface.
- E. Liability and Maintenance. Unless installed through the City of Lancaster bike rack program, the property owner or permittee will own the bicycle rack and is responsible for any and all liability and maintenance associated with the bicycle rack.
- F. Revocable Permission. The City Engineer grants a revocable approval to install a bicycle rack in the right-of-way. This approval is revocable and establishes maintenance and liability to the adjacent property owner or permittee. The City Engineer may revoke the permission at any time in the event the public's need requires it, or the permittee fails to comply with the conditions of the permit.
- G. Sidewalk Conditions. To obtain permission to install a bicycle rack, the Department of Public Works will inspect the right-of-way adjacent to the property for compliance with minimum City standards, otherwise the property owner will be responsible for bringing it into compliance.

Appendix A. Bicycle Rack Styles

The following permitted styles, except Spiral, are recommended from APBP Bike Parking Guidelines.




1. THE RACK ELEMENT

Definition: the rack element is the part of the bike rack that supports one bicycle.


The rack element should:

- Support the bicycle upright by its frame in two places
- Prevent the wheel of the bicycle from tipping over
- Enable the frame and one or both wheels to be secured
- Support bicycles without a diamond-shaped frame with a horizontal top tube (e.g. a mixte frame)
- Allow front-in parking: a U-lock should be able to lock the front wheel and the down tube of an upright bicycle
- Allow back-in parking: a U-lock should be able to lock the rear wheel and seat tube of the bicycle




Comb, toast, school-yard, and other wheel-bending racks that provide no support for the bicycle frame are NOT recommended.


The rack element should resist being cut or detached using common hand tools, especially those that can be concealed in a backpack. Such tools include bolt cutters, pipe cutters, wrenches, and pry bars.



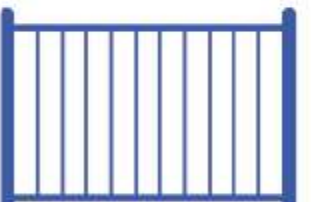
INVERTED "U"
One rack element supports two bikes.




"A"
One rack element supports two bikes.




POST AND LOOP
One rack element supports two bikes.



COMB
One rack element is a vertical segment of the rack.



WAVE
One rack element is a vertical segment of the rack.



TOAST
One rack element holds one wheel of a bike.