

## Application, Review and Installation Process for In-Street Bike Parking Corrals

### OVERVIEW - What is an on-street bicycle parking corral?

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#### **Description**

An on-street bicycle parking corral (“corral”) is a group of bike racks installed adjacent to the curb in the parking lane of the roadway. The area is dedicated for bicycle parking and is differentiated from other uses of the parking lane by pavement markings, wheel stops, delineators, and/or flexible bollards. Corrals can be installed where the demand for bike parking is higher than can be reasonably accommodated on the sidewalk without impeding the pedestrian walkway and/or creating accessibility issues for adjacent parking spaces.

### CORRAL APPLICATION, EVALUATION, AND INSTALLATION PROCESS

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Corrals will be installed in response to an Application from merchants or property owners, as detailed below.

#### **Definitions**

“Applicant,” below, refers to the merchant or owner of the property immediately adjacent to the proposed corral. This is the street address location for the corral. Only merchants or property owners may submit an application for a bike corral in front of their street address.

“Maintenance Partner,” below, refers to the individual or organization entering into the Maintenance Agreement with the City of Berkeley. Typically this will be the Applicant, however, an adjacent merchant or property owner or the local merchants’ group or Business Association may also agree to maintain the corral on behalf of the Applicant.

#### **Corral Application Process**

1. Applicant completes an **On-Street Bicycle Parking Corral Application** (“Application”) and an **On-Street Bicycle Parking Corral Maintenance Agreement** (“Maintenance Agreement”) and submits copies of both (not originals) to the Bicycle & Pedestrian Program at [bikeparking@berkeleyca.gov](mailto:bikeparking@berkeleyca.gov) or (510) 981-7053.
2. City staff conducts a preliminary screening survey of the site and may contact the applicant with follow-up questions. At this stage, replacement of yellow zones, automobile parking, and other activities that may require the Applicant to perform community outreach will be ascertained.
3. If the location is preliminarily approved, Applicant conducts outreach to adjacent businesses and/or property owners on the block face where the proposed corral is to be located. As appropriate, Applicant uses additional signature blocks on the Application to document support for the corral.
  - a. In cases where an existing yellow, white, green, or blue zone will be converted to a corral, the Applicant should seek signatures of support from the merchants or property owners to either side of the street address where the proposed corral is to be located.

- b. In cases where automobile parking will be converted to a corral, the Applicant should seek signatures of support from a majority of merchants or property owners on the same block face where the proposed corral is to be located. Majority is defined as 50% of the merchants or property owners +1. In the event of a tie, the preference of the fronting business or property owner at the bike corral location will break the tie.
  - c. In all cases, the City Traffic Engineer has authority to designate parking and curb zones. The final decision about the placement of a bicycle corral will ultimately be made by the City Traffic Engineer, with the input of stakeholders on the block face as described above.
4. Public Works Department staff conducts a detailed field survey to determine final site suitability. Detailed measurements of the corral area and adjacent parking spaces and travel lanes are taken and observations of bike parking demand and traffic patterns are made.
    - a. *If a corral is recommended*, staff will draft a basic dimensioned site plan and circulate it, internally, for review by Traffic Engineering and Public Works Right of Way staff. Next, the drawing is shared with the Applicant. The corral will not be installed until the Applicant has approved the proposed layout.
    - b. *If a corral is not recommended*, the Applicant and requestor will be notified and the reason for denial will be given. Reasons for denial include but are not limited to, no evidence of demand, poor sight lines, and deteriorated pavement on which bike racks cannot be mounted. If the location is denied, staff will evaluate the installation of sidewalk racks.
  5. Once the Applicant has approved the corral, Public Works Department Staff posts a public notice at the proposed location and distributes notices to all property owners and/or merchants on the block face where the corral is to be located.
  6. If no insurmountable stakeholder objections are presented, the corral will be scheduled for installation by an outside contractor selected through a bid process. (See the next section for an explanation of the process to resolve disputes.) The timeline for installations is subject to contractor availability, weather, materials in stock, and other factors.
  7. Maintenance Agreement must be renewed each year on January 1<sup>st</sup>. If the fronting business closes or changes hands the Sponsor is responsible for notifying the Public Works Department and a new Maintenance Agreement must be signed and include all pertinent information about the new fronting business.

### **Appealing the decision to approve or reject a corral**

At any time during the application review process, a stakeholder may present objections to City staff. Objections will be resolved on a case-by-case basis.

The following objections may be the basis for an appeal:

- A nearby location would better serve the same business(es) and the fronting business or property owner (or another Maintenance Partner) is willing to maintain the corral.
- The design doesn't meet the City's guidelines.
- A different number of racks than proposed should be installed.

- The corral will cause a demonstrable hardship to nearby businesses. Evidence of hardship must be provided to the City by the business or individual impacted by the proposed corral.

The following objections will not be considered as they have been addressed during the design and outreach process, or they are subjective:

- The corral is dangerous.
- The corral is ugly.
- The corral is unnecessary.
- The corral causes a hardship that cannot be proved or demonstrated.

If a location is rejected by City staff, the Applicant may appeal the decision by demonstrating how the location meets the goals and guidelines of the In-Street Bicycle Parking Corral Program.

#### **Grounds for Removal of a Corral**

At any time following installation of the corral, a stakeholder may present objections to City staff. Objections will be resolved on a case-by-case basis.

The following objections may initiate an investigation into removing a corral:

- The corral is causing a demonstrable hardship to nearby businesses. Hardship must be proved by the business or property owner or individual who is or may be impacted by the corral.
- The corral is in an unsafe location.
- The corral is not being used.

The following objections will not be considered as they have been addressed during the design and outreach process, or they are subjective:

- The corral is dangerous.
- The corral is ugly.
- The corral is unnecessary.
- The corral causes a hardship that cannot be proved or demonstrated.

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**City of Berkeley Bicycle Corral Application**

**Proposed Corral Location Street Address:** \_\_\_\_\_  
Name of fronting business: \_\_\_\_\_  
Name of fronting business owner: \_\_\_\_\_  
Property owner name: \_\_\_\_\_  
Property owner mailing address: \_\_\_\_\_

**Application is hereby made to the City of Berkeley Public Works Department to install an on-street bicycle parking corral at the address listed above.**

Signature (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Applicant Name: \_\_\_\_\_  
Applicant is: \_\_\_ Fronting business owner \_\_\_ Property owner  
Applicant phone #: \_\_\_\_\_ Applicant email address: \_\_\_\_\_

**If multiple businesses occupy the fronting property and applicant is not the property owner, please include additional signatures:**

Signature (business owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Upon receipt of the signed application and maintenance agreement, Public Works Department staff will contact the applicant to discuss outreach next steps.

**Outreach Approval Signatures (complete after preliminary City approval of Application):**

**If an existing yellow, white, green, or blue zone will be converted to a corral, please seek signatures of support from the merchants or property owners to either side of the street address of the proposed corral:**

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

***If automobile parking will be converted to a corral, the Applicant should seek to obtain signatures of support from a majority of business or property owners on the same block face where the proposed corral is to be located. Majority is defined as 50% of the business or property owners +1 (use additional pages if necessary):***

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Signature (business or prop. owner): \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_ Contact email address: \_\_\_\_\_

**On-Street Bicycle Parking Corral Maintenance Agreement**

**1. Corral street address:** \_\_\_\_\_

**2. Party agreeing to maintain corral:**

Fronting business owner    Property owner    Other Maintenance Partner

Name: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address \_\_\_\_\_

By signing below:

- a) The fronting Business Owner, Property Owner, or the Maintenance Partner, as applicable, for the proposed corral agrees to:
  - i. Sweep, remove, and dispose of debris in the corral and along the adjacent curb frontage (up to 20 ft in both directions) on both sides of the bicycle corral in the roadway at least every other week, and more frequently as needed to prevent the accumulation of debris.
  - ii. Visually inspect the corral on a weekly basis, and report any problems such as abandoned bikes, damage to bollards or racks, etc. to City of Berkeley 311.
- b) The fronting business or property owner acknowledges that the corral is for public use, and not for the exclusive use of any particular business.
- c) If resident complaints are received, the Transportation Division will notify the maintenance agreement holder (fronting business, property owner or Maintenance Partner) and may refer the complaints to Code Enforcement in the City Manager’s Office for review.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Return by mail or email (attachment w/ scanned signatures required) to:**

City of Berkeley, Public Works Department, Transportation Division  
1947 Center Street, 3<sup>rd</sup> Floor, Berkeley, CA 94704

Email: [bikeparking@berkeleyca.gov](mailto:bikeparking@berkeleyca.gov)

Questions? Contact us by phone at (510) 981-7053

## **CORRAL LOCATION REQUIREMENTS AND DESIGN GUIDELINES**

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Corral locations are identified by City staff or based on applications from merchants or property owners. Locations are subject to the support of the fronting business and/or property owner(s), and will be installed only where the fronting business, property owner, or other Maintenance Partner (Business Association, etc) signs a Maintenance Agreement. The installation of a corral prevents City street-sweeping vehicles from accessing the parking lane, therefore the agreement requires the maintaining party to hand sweep the corral area and dispose of debris, as well as monitor the corral's condition on an ongoing basis. Corrals in locations where the demand for bicycle parking exceeds available space for sidewalk racks will get the highest priority for installation.

Corrals may be installed at any location on the block so long as adequate space for buffering (typically six feet—three feet on each side) is available. Corrals at street block corners have the benefit of creating de facto curb extensions, shortening the street crossing distance for pedestrians, and improving sight lines for motorists turning into traffic from side streets.

Bicycle corrals may be installed in existing red zones (where deemed safe). They may also replace green, white, yellow, or blue zones or metered or unmetered parking stalls. In such cases, the process for demonstrating support for converting existing automobile parking (zoned, metered, unmetered) to bicycle parking should be led by the applicant, as detailed in the Application materials.

### **Placement Standards:**

- Bike corrals should be placed in red curb zones where possible.
- Corrals should not be placed in yellow, white, green, or blue zones unless the adjacent property owners or businesses have requested it be in such a zone and agree to relinquish the zone when the corral is installed.
- Corrals are prioritized at corners because they serve as de facto curb bulbouts for pedestrians. They should, however, be located five feet behind the crosswalk, subject to Traffic Engineering approval.
- Corrals should be located at least five feet from driveways, subject to Traffic Engineering approval.

## **CORRAL ELEMENTS**

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Corrals elements include the following (use of which may vary based on site conditions):

- Bicycle racks
- Buffers and barriers
  - Parking wheel stops
  - Delineators (bollards)
  - Striping (6" solid white corral perimeter/Bike boulevard stencils)
  - Red curb (external to corral perimeter)

Racks, wheel stops, and delineators all feature white reflective tape. The curb adjacent to the corral shall be unpainted (or painted grey). The curb next to the corral shall be painted red.

### **Bicycle Racks**

See the **City of Berkeley Bicycle Parking Design Guidelines & Specifications** excerpt at the end of this document for information about the types of racks approved by the City of Berkeley as well as spacing and orientation guidelines.

### **Buffers and barriers**

The purpose of buffers and barriers is to alert drivers to the presence of the racks (visually and, as a last resort, physically) and to protect bicyclists using the racks and the bicycles locked there. Treatments are deployed based on the adjoining feature (crosswalk, driveway, intersection, parking space).

Corral buffers include pavement striping and red curb just outside the corral perimeter. A 6" white stripe is installed along the line separating the parking lane from the traffic lane. The corral edge stripe leaves a minimum 24" internal buffer (typical) to the rack element, and a minimum of 36" outside the perimeter to the adjoining feature. Two Berkeley Bike Boulevard Stencils are placed centered in openings at each end of corral. Parking Tees adjacent to the corral are installed (or refreshed).

Corral barriers include reflective wheel blocks (5' long, 4" high, 6" wide, black recycled rubber w/ yellow reflective material) and delineators (48" high).

### **Bollard**

Preliminary Bollard Design: Corrals are intended to be installed on a "provisional" basis at minimal cost to the City, so that they can easily be relocated or removed if issues arise with any particular location. For initial installations, the City uses standard traffic delineators common to the Street Maintenance Division and the City of Berkeley Corporation Yard. At a maximum, each corral will have two bollards, one at each corner adjacent to the travel lane. Bollards should be used when the corral is adjacent to a parking space or colored curb zone, or a corner where the bollard will help to define the turn radius/path of travel for motorists. Delineator posts should be the following or equivalent as approved by the City Traffic Engineer:

<http://www.tapconet.com/store/product-detail/1Dab/fg-300-surface-mount-delineator-3-tubular-clover-leaf?c=Wbab&sku=116554>

Permanent Bollard Design: Either the City or the bike corral applicant can seek to convert the temporary bollards to permanent bollards, budget permitting. In the Downtown area, the permanent bollard standard shall be the City's ornamental cast-iron bollard specification; elsewhere in the city, a less expensive option may be specified at the discretion of the City Traffic Engineer, such as a steel pole with decorative green or brown cover similar to the downtown cast iron bollard aesthetic, to be determined in partnership with City of Berkeley staff. Bicycle corral applicants who are seeking to upgrade their

bollards should follow the City's Public Works Encroachment Permit process for minor construction encroachments, through the City's Permit Service Center.