



City of Portland

Bike Corral Application & Maintenance Agreement 2015



Bike Corral on Commercial Street Portland, Maine

Background on Bike Corrals

What are bike corrals?

A bike corral is an on-street bicycle parking facility consisting of a collection of bicycle racks and other safety components including high visibility bollards and curbs. Bike corrals are typically installed on the street either in a parking space or loading zone, or in other underused street space. Corrals typically accommodate ten to fourteen bicycles in an area equal to just one vehicular parking space. Bike corrals were pioneered in Portland, Oregon and have since been adopted by cities across the country.

What are the benefits of bike corrals?

For businesses: Corrals can provide a much higher ratio of customers to available parking spaces which typically results in higher turnover and retail sales. Corrals also advertise a business' bicycle-friendliness, improve storefront visibility, and can serve as a landmark associated with particular business. Corrals also improve the outdoor seating environment by removing locked bicycles from sidewalks, street trees and other public spaces.

For pedestrians: Corrals clear the sidewalks of locked bicycles which helps maintain adequate width for pedestrians and people with disabilities to pass. Corrals also improve visibility of pedestrians in crosswalks in cases where a vehicle parking space is removed.

For cyclists: Corrals provide cyclists with a convenient and secure place to lock their bike, and also increase the visibility of bicycling in general.

For vehicle drivers: Corrals improve visibility at intersections by eliminating the opportunity for larger vehicles to park at street corners. Corrals provide a designated space for bike parking, reducing the need for locking bikes to parking meters providing drivers easier access to sidewalks.

Typical Bike Corral Components

- **5 Bike Racks** (parking for 10 bikes)
- **2 wheel stops** (6' long on ground)
- **2 Bollards** (vertical visible plastic delineator posts)
- Any custom components requests like color powder coats, flower pots, etc. should be included in the description as part of the Additional Application materials (see Page 4)



City of Portland Planning & Urban Development Department

Bike Corral Application 2015



Application Instructions

Please submit the following application along with the additional application materials and a signed maintenance agreement as a single PDF or zipped folder to bhyman@portlandmaine.gov with subject "Bike Corral Request" or return a paper copy to Bruce Hyman, Transportation Program Manager in the Planning and Urban Development Department at 389 Congress Street Portland, ME. The City will review the suggested location and notify the applicant if their location qualifies or if additional steps are needed before installation. If approved, the City will notify the applicant of the planned installation date of the corral.

Applicant Information

Applicant type : ___Business/Organization ___Property owner

Name of requesting business or organization _____

Contact person _____ **Title** _____

Phone _____ **Email** _____

Name of property owner (if different from above) _____

Phone _____ **Email** _____

Location/Site Information

Address _____

Cross Street(s) _____

Orientation (i.e. northeast corner, midblock on north side, etc.) _____

Parking regulations along curb at proposed location _____

Distance from storefront (in feet) _____ **Length of Site** (approximately, in feet) _____

Are there any of the following at the proposed site? ___ Hydrant ___ Bus Stop ___ Driveway
___ Bike Lane ___ Crosswalk ___ Existing Bike Racks (If so, how many bike parking spots? ___)

Application is hereby made to the Planning & Urban Development Department for a revocable permit to install a bicycle corral at the location specified above.

Signature _____

Date _____

Additional Application Materials

1. At least two photographs from different angles along the sidewalk/street where the bicycle parking corral is to be installed.
2. Brief description of need for additional bike parking (250 words max)

Bike Corral Sponsorship Information

The City of Portland has a small amount of funding for all bike parking hardware and installation per fiscal year. As part of the bike corral program, businesses/organizations or property owners can sponsor or split the cost in order to make additional bike parking available in as many places in the City as possible.

Bike Corral Components	Item Cost
5 Inverted U-racks	\$1,043
Safety Materials (bollards, wheel stops)	\$404
Installation	No Charge
Total Price	\$1,447

The sponsoring business/organization or property owner will be required to keep the corral free of debris and inform the City of structural issues or damages (see maintenance agreement on Page 5). Interested businesses should fill out the short form below and checks should be made out to the "City of Portland" and sent to the Planning and Urban Development Department 389 Congress Street, Portland, ME with "Bike Rack Donations" in the notes section.

Sponsor Information

Sponsor type: **Business/Organization** **Property owner**

Sponsor Amount **Whole Corral (\$1,447)** **½ Corral (\$724)** **¼ Corral (\$362)**

Name of sponsoring business or organization _____

Address _____

Contact person _____ **Title**_____

Phone _____ **Email** _____

Sponsorship is hereby offered to the City of Portland and its Planning & Urban Development Department to support the cost of hardware for a bicycle corral at the aforementioned location.



Maintenance Information

Bicycle corral locations are established in partnership with the sponsorship applicant (the property owner(s)/business(es)/organization(s) immediately adjacent (within 50') of the corral location) through this Maintenance Agreement. This Maintenance Agreement requires minor, regular maintenance of the corral by the applicant. The placement of the bicycle corral is permitted through the Portland Planning & Urban Development Department; the bicycle corral may be removed by the City of Portland at any time and for any reason with or without notice to the sponsor. It is understood that the bicycle parking corral remains the property of the City of Portland and its Planning & Urban Development Department and the Sponsor has no ownership interest or right of possession to the corral.

Business or organization name _____

Address of requested install location _____

Maintenance Obligation

Upon approval of the location by the City of Portland, the bicycle corral facility (the "facility") will be installed by the City's Public Services Department. The undersigned understands and agrees that the City of Portland will not perform maintenance on the facility. The undersigned person or entity, who is the duly authorized representative of the commercial tenant and/or property owner at the aforementioned property, is entering this maintenance agreement with the City of Portland and agrees to abide by the following duties and responsibilities.

As a condition of the installation of the bicycle parking corral at this location, the undersigned agrees that:

1. The bicycle parking corral and adjacent area will be visually inspected and swept and otherwise cleared of all debris at least once every week. All trash will be removed from the facility and hauled with the regular trash hauling provided for by the applicant.
2. The applicant will be responsible for snow removal in and around the facility if they wish to retain the facility over the winter.
3. The applicant will notify the City of any bicycles suspected to be abandoned for more than 1 month; the Public Services Department will tag and remove the bikes according to City protocol.
4. The City of Portland may remove the facility for any reason, with or without notice. If removal by the City is the result of the undersigned's failure to comply with the terms of this Maintenance Agreement, no refunds will be granted.
5. Future enhancements to this facility will be considered by the City upon request. Before making any proposed enhancement to the facility, the undersigned agrees that it will contact the City's Bicycle/Pedestrian Coordinator and obtain all necessary permits and approvals.
6. Evidence of damage, vandalism, or the presence of abandoned bicycles must be reported to the Portland Public Services Department.

I, the undersigned do affirm that I am the owner or a duly authorized representative of the above referenced business/organization. I have been made aware of the requirements to maintain a Bike Corral adjacent to the above address.

Name of sponsoring business or organization _____

Name (please print) _____

Title _____

Signature (sponsor) _____

Date _____

For City Use Only:

Name of City official _____

Department _____

Title _____

Signature (city representative) _____

Date _____

Please submit the Application & Maintenance Agreement (Pages 3-6) along with the Additional Application Materials (see Page 4) as a single PDF or zipped folder to bhyman@portlandmaine.gov or return a paper copy to the Bruce Hyman, Transportation Program Manager in the Planning and Urban Development Department at 389 Congress Street Portland, ME.

If you would like to request only an individual bike rack to be installed on the sidewalk near your business, please email Bruce Hyman at bhyman@portlandmaine.gov with subject "Bike Rack Request."