



The Most Livable  
City in America

# CITY OF SAINT PAUL NEIGHBORHOOD BIKE RACK PROGRAM



## 2014 GUIDELINES



## WHAT IS THE CITY OF SAINT PAUL'S NEIGHBORHOOD BIKE RACK PROGRAM?

One of the goals of the City of Saint Paul's Comprehensive Plan is to create public bicycle parking facilities to increase bicycling citywide. To meet that goal, the Department of Public Works offers the Neighborhood Bike Rack Program. In 2014, the Neighborhood Bike Rack Program will dedicate \$10,000 received from Transit for Livable Communities to installing approved bike racks on public right of way in front of local businesses and organizations upon request at no cost. In return, the applicant agrees to provide snow removal to maintain access to the bike racks during the winter.

## AM I ELIGIBLE FOR THE PROGRAM?

In order to be eligible for the program, you must meet the following criteria:

- The property where the bike rack is to be located must be within the borders of the City of Saint Paul.
- You must be able to demonstrate a lack of space feasible for bike rack installation on your property.
- You must commit to keeping the rack clear from snow or other obstructions to allow for accessibility year round.

## HOW CAN I GET HELP WITH BIKE PARKING IF I AM NOT ELIGIBLE?

Saint Paul Smart Trips offers a cost sharing program for installations on private property.

## WHAT TYPE OF RACK CAN BE INSTALLED?

The Department of Public Works recommends three bike rack styles offered by our vendor. These racks are shown below. The post hitch can be placed on existing sign posts. Designs other than the recommended styles may require cost participation from the applicant.



All bike racks must have a coating to inhibit rust. Galvanized and powder coat surfacing are acceptable. Powder coating is recommended for heavily used racks, and may be required in some historic districts.

## WHERE CAN A BIKE RACK BE INSTALLED?

Bike racks must be installed on public right of way within the City of Saint Paul.

When placing bike racks, it is important to preserve the functionality of the space to ensure public safety, to continue to provide access for pedestrians, and to allow maintenance activities to take place.

- Racks must be surface mounted on concrete. Additional information about installing bike racks that require the installation of concrete pads is below.
- Egress or delivery access points, such as doorways, cannot be blocked by bike racks.
- Installation on heated sidewalks is not permitted.
- A 5' pedestrian walkway on public right of way between the bike envelope<sup>1</sup>, the expected area occupied by the rack and parked bicycles when full, and any obstructions must be maintained at all times.
- Rack locations must maintain the following clearances from the bike envelope:
  - From the face of curb – 2'
  - From permanent street furniture that requires access, including benches, trash bins, and mailboxes – 5'
  - From above ground utilities, such as fire hydrants and traffic signal cabinets – 10'
  - From underground utility access points, such as utility vaults and manholes – 5'

Exceptions to these requirements will be made at the discretion of City of Saint Paul staff.

## LOCATIONS REQUIRING CONCRETE PAD INSTALLATIONS

In cases where the only feasible location for the installation of a bike rack is a location that does not currently have a concrete surface, a concrete pad can be installed using bike rack cost share funds. In most cases, the concrete pads will be installed by the city's sidewalk contractor. Applications necessitating the construction of a concrete pad must be approved by the last day of February to be installed during the current year, as this will allow the pad to be included in the year's sidewalk construction program. If funds are limited, locations requiring the installation of pads will generally be given a lower priority to allow for the maximum number of rack installations.

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<sup>1</sup> The bike envelope dimensions for the pre-approved rack types are available upon request.

## HOW DO I REQUEST A BIKE RACK?

To request a bike rack as part of the Neighborhood Bike Rack Program, you must fill out the application form included in this document, and return it to the City of Saint Paul. If your application meets basic eligibility requirements, you will be given the contact information for the city's bike rack vendor to set up a meeting to go through the available options and determine the desired location. The vendor will prepare a plan to be submitted to the Department of Public Works for final approval.

## SEASONAL ON-STREET BIKE PARKING

The Department of Public Works is interested in partnering with local businesses or organizations to provide on-street bike parking corrals during the spring, summer, and fall. The corrals would be installed in the parking lane adjacent to the property.

## FOR MORE INFORMATION

### PROGRAM WEBSITE

<http://www.stpaul.gov/bikeracks>

### PROGRAM CONTACT

#### NAME

HunWen Westman

#### E-MAIL

[hunwen.westman@ci.stpaul.mn.us](mailto:hunwen.westman@ci.stpaul.mn.us)

#### PHONE

651.266.6174

#### FAX

651.298.4559

#### MAIL/IN PERSON

800 City Hall Annex  
25 4<sup>th</sup> Street West  
Saint Paul, Minnesota 55102

# NEIGHBORHOOD BIKE RACK PROGRAM APPLICATION

City of Saint Paul Department of Public Works

## LOCATION

Place Name:

Address:

## CONTACT INFORMATION

Name:

Address:

Phone Number:

E-mail Address:

## PROPOSED BIKE PARKING INFORMATION

Type of Bike Rack Desired (Choose From Below):



Number of Bike Racks Requested:

Desired Bike Parking Location:

Additional Comments:

## SUBMIT APPLICATIONS TO

HunWen Westman  
800 City Hall Annex  
25 4<sup>th</sup> Street West  
Saint Paul, Minnesota 55102  
hunwen.westman@ci.stpaul.mn.us  
651.266.6174

For the guidelines and requirements of the program, visit <http://stpaul.gov/bikeracks>.