BICYCLE AND PEDESTRIAN FACILITIES ADVISORY COMMITTEE (BPC)

Wednesday, January 7, 2015, 6:00 p.m.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
CONFERENCE ROOM
55-B PLAZA CIRCLE, SALINAS, CA 93901

AGENDA

Complete agenda packets are on display at the Transportation Agency for Monterey County office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, and King City. Any person who has a question concerning an item on this agenda may call the Transportation Agency office to make an inquiry concerning the nature of the item described on the agenda. Please recycle this agenda.

1. **ROLL CALL:** Call to order and self-introductions. Committee bylaws specify that a quorum shall consist of a majority (7) of the number of voting memberships actually filled at that time (13); the existence of any vacancies shall not be counted for purposes of establishing a quorum. *If you are unable to attend, please contact the Transportation Agency. Your courtesy to the other Committee members to assure a quorum is appreciated.*

2. **PUBLIC COMMENTS/ANNOUNCEMENTS:** Any member of the public may address the Committee on any item not on the agenda but within the jurisdiction of the Committee. Each member of the public is allotted with three minutes to address any concerns. Comments on items on today’s agenda may be given when that agenda item is discussed.

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**BEGINNING OF CONSENT AGENDA:** Approve the staff recommendations for items 3.1 to 3.2 below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

3.1 **APPROVE** minutes of Committee meeting of November 5, 2014. – Montiel

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**END OF CONSENT AGENDA**
4. **Bicycle Secure Program.** – Leonard  

**PROVIDE** input to staff on the proposed Bicycle Secure Program; and  
**RECOMMEND** the Transportation Agency Board adopt the Bicycle Secure Program Guidelines.

In the past, the Transportation Agency administered a Bicycle Protection Program that distributed bike racks based on competitive applications with grant funds secured by the Agency through the Monterey Bay Air Pollution Control District. Based on consistent community interest, the Transportation Agency is reinstating the bicycle rack program.

5. **DISCUSS** the Regional Bicycle and Pedestrian Wayfinding Plan for Monterey County, and Wayfinding Plan Advisory Committee membership. – Murillo

The Regional Bicycle and Pedestrian Wayfinding Plan will identify regional bicycle and pedestrian routes, sign locations, and provide standard guidelines for uniform wayfinding signage throughout Monterey County. A Wayfinding Plan Advisory Committee will be formed to assist in the development of the Regional Bicycle and Pedestrian Wayfinding Plan.

6. **RECEIVE** update on Monterey Bay Sanctuary Scenic Trail. – Green  

(No Enclosure)

7. **RECEIVE** update on the Marina-Salinas Multimodal Corridor Plan. – Green  

(No Enclosure)
8. **Alternate Bicycle and Pedestrian Committee Meeting Locations and Schedule for 2015** - Green Pages 16 - 18

1. **DISCUSS** Alternate Bicycle and Pedestrian Committee meeting locations; and

2. **ADOPT** meeting schedule with locations for 2015.

   *The Bicycle and Pedestrian Committee Bylaws state that meetings should be held in a place that the Committee determines to be convenient for the majority of members. As many of the Committee members live on the peninsula, meeting locations in Monterey, Seaside and Pacific Grove shall be considered as alternatives to the current Salinas meeting location.*

9. **ANNOUNCEMENTS** and/or **COMMENTS** from Bicycle and Pedestrian Facilities Advisory Committee members on bicycle and pedestrian related items that are not on the agenda. *(No Enclosure)*

10. **ADJOURN**

    **ANNOUNCEMENTS**
    Next Committee meeting:
    **Wednesday, February 4, 2015**
    Transportation Agency for Monterey County Conference Room
    **55-B Plaza Circle, Salinas, California 93901**
    *Light refreshments will be provided*

    If you have any items for the next agenda, please submit them to:
    Ariana Green, Bicycle and Pedestrian Coordinator
    *By Thursday, January 22, 2015*
    ariana@tamcmonterey.org

Documents relating to an item on the open session that are distributed to the Committee less than 72 hours prior to the meeting shall be available for public inspection at the office of the Transportation Agency for Monterey County, 55-B Plaza Circle, Salinas, CA. Documents distributed to the Committee at the meeting by staff will be available at the meeting; documents distributed to the Committee by members of the public shall be made available after the meeting.

Transportation Agency for Monterey County
55-B Plaza Circle, Salinas, CA 93901-2902
Monday thru Friday
8:00 a.m. – 5:00 p.m.
TEL: 831-775-0903
FAX: 831-775-0897
The Committee Agenda will be prepared by Agency staff and will close at noon January 22, 2015 nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.

*If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.*

**CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS**

This agenda with all attachments is available online at [http://tamcmonterey.org/committees/bpc/meetings.html](http://tamcmonterey.org/committees/bpc/meetings.html)

*Correspondence*

None this month

*Reports, Meetings, Announcements and Publications*

None this month

*Media Clippings*

None this month
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1. Chair Eric Petersen called the meeting to order at 6:00 p.m. A quorum was established and self-introductions were made.

2. PUBLIC COMMENTS
Virginia Murillo, Assistant Transportation Planner with the Transportation Agency for Monterey County introduced herself to the Committee.

Ryan Chapman, Traffic Engineer with Monterey County Public Works introduced himself to the Committee.

3. BEGINNING OF CONSENT AGENDA
M/S/C Johnson / Petersen /unanimous
Abstain: Frank Henderson and Jeff Lindenthal

3.1 Approved minutes of the Bicycle and Pedestrian Facilities Advisory Committee meeting of October 1, 2014 with minor corrections on item 4: Castroville railroad crossing update.

3.2 Received the call for nominations for the thirteenth annual Transportation Agency Excellence awards to honor individuals, businesses, groups or projects for their efforts to improve the transportation system in Monterey County

END OF CONSENT AGENDA
4. **NEW BIKE LANES**

The Committee received information on new bicycle laws signed in 2014.

Christina Watson, Principal Transportation Planner reported that two bills related to bicycle advocacy in the 2014 session were signed into law. She noted that on September 20, 2014, Governor Brown signed a bill by Assembly Member Phil Ting, AB 1193: “Bikeways”. Under previous law, “bikeway” was defined to mean all facilities that provide primarily for bicycle travel, categorized bikeways into three classes of facilities. She noted that AB 1193 categorizes cycle tracks or separated bikeways as Class IV bikeways. This bill requires Caltrans to develop minimum safety design criteria for cycle tracks, and authorizes local governments to deviate from Caltrans design criteria for bikeways under specified conditions. Ms. Watson noted that also on September 20, 2014, the Governor also signed a bill by Senator Mark DeSaulnier, SB 1183: “Vehicle registration fees: surcharge for bicycle infrastructure”. SB 1183 authorizes local governments to impose and collect vehicle registration surcharges of up to $5 per vehicle for the purpose of funding local bicycle infrastructure improvements and maintenance. She noted that this surcharge requires a 2/3 vote of the electorate.

The Committee had the following comments and suggestion on the new bicycle laws:

- Consider cycle tracks
- Consider protected bike lane physical barriers, bollards, planters and bike lanes
- Consider smaller and narrow sweepers in order to sweep the bike lanes
- Consider having everyone enforce the 3 feet law

5. **LEGISLATIVE PROGRAM**

The Committee received and commented on the draft 2015 Legislative Program.

Christina Watson, Principal Transportation Planner, reported that the purpose of the legislative program is to set general principles to guide staff and Board responses to proposed legislative or budgetary issues. She noted that the program also notifies state representatives of the Transportation Agency’s position on issues of key importance to the agency. Ms. Watson noted that the items on the draft program of particular interest to this committee include:

- 12S &3F: Seed funding for transit-oriented development, complete streets, and active transportation projects.
- 1F(6): Seek federal funding for the Monterey Bay Sanctuary Scenic Trail project.

In conclusion Ms. Watson noted that the draft 2015 legislative program continue to focus on transportation funding.
6. **ACTIVE TRANSPORTATION PROJECTS**
The Committee received a report on Active Transportation Projects.

Ariana Green, Transportation Planner reported that in August 2014 the California Transportation Commission awarded $15.8 million in Active Transportation program to fund projects in the Salinas Valley, Monterey and Moss Landing. She noted that the program also notifies state representatives of the Transportation Agency’s position on issues of key importance to the agency. She noted that the Transportation Agency will oversee construction of projects in the Salinas Valley. She noted that the Transportation encourages active transportation to increase safety, mobility, emphasis and serve the disadvantage. She noted that the Transportation Agency is in partnership with the Via Salinas Valley and the Health Department. In conclusion Ms. Green noted the programs consolidated include the Safe Routes to School Program, the Transportation Enhancements program, and the Bicycle Transportation Account. She also reported the cities that were awarded the funding for projects and noted that the second rounds of funds are due next year.

7. **CICLOVIA SALINAS 2015 DEBRIEF**
Committee received a Ciclovia Salinas 2015 debrief.

Ariana Green, Transportation Planner reported that she was out of town and was not able to attend the Ciclovia event. She noted that the Ciclovia Salinas is a youth-driven open streets event was held on November 1st and attracted hundreds to bike, walk, dance and skateboard along Alisal Street. She noted that Transportation Agency staff and Bicycle and Pedestrian Committee educated the community about bicycle safety and the Three Feet for Safety Act. She thanked all those who attended the event especially to Committee member Meehan’s family.

The Committee had the following comments for the future Ciclovia event in Salinas 2015:
- Consider having close parking for the disabled
- Consider having the event date in May or early October
- Consider having more than 1 event in the near future

8. **COMMITTEE CALENDAR AND APPOINTMENTS FOR 2015**
The Committee is responsible for appointing a Chair and Vice Chair to serve a one-year term in office.

Ariana Green, Transportation Planner noted that an election is held in November of each year pursuant to the Committee Bylaws. She noted that the proposed schedule of meetings for 2015 follows the existing pattern of meetings, occurring on the first Wednesday of the month, from 6 to 8 p.m., except for July and December when all Agency Committee meetings are cancelled.

**M/S/C Ragsdale-Cronin /Meehan /unanimous**
Committee member Susan Ragsdale-Cronin nominated Eric Petersen for Chair and the motion was seconded by Committee member Tim Meehan.

**M/S/C Wriedt /Meehan /unanimous**
Committee member Jeff Wriedt nominated D.L. Johnson for Vice Chair and Committee member Tim Meehan seconded the motion.
M/S/C Meehan / Roehl / unanimous
The committee adopted the Bicycle and Pedestrian Facilities Advisory Committee meeting calendar for 2015 and suggested that the Transportation Agency look into having the Bicycle and Pedestrian Facilities Advisory Committee in the Peninsula.

9. ANNOUNCEMENTS AND/OR COMMENTS
Committee member D.L. Johnson announced that changes on the Davis Road over the railroad tracks.

Committee member Kevin Cole noted that he would like an updated status on the Monterey Rec Trail. Ariana Green noted that the Monterey Bay Sanctuary Scenic Trail would be agendize in a future meeting date.

Committee member Jan Valencia expressed concerns on the highway 68 and also noted that Blanco Road has a lot of mud. Ariana Green noted that the Agency send a bicycle service request to the Monterey County office.

Ariana Green announced that on the Highway 68 project they are starting the utilities and would be towards the end of this year.

Committee member Jan Valencia noted that on Imjin they are working on adding bike lanes.

10. ADJOURNMENT
Chair Petersen adjourned the meeting at 7:41 pm
Memorandum

To: Bicycle and Pedestrian Facilities Advisory Committee

From: Grant Leonard, Assistant Transportation Planner

Meeting Date: January 7, 2015

Subject: Bicycle Secure Program

RECOMMENDED ACTION:

PROVIDE input to staff on the proposed Bicycle Secure Program; and
RECOMMEND the Transportation Agency Board adopt the Bicycle Secure Program Guidelines.

SUMMARY:

In the past, the Transportation Agency administered a Bicycle Protection Program that distributed bike racks based on competitive applications with grant funds secured by the Agency through the Monterey Bay Air Pollution Control District. Based on consistent community interest, the Transportation Agency is reinstating the bicycle rack program.

FINANCIAL IMPACT:

The Agency has budgeted $30,000 in Regional Surface Transportation Program funds for the Bicycle Secure Program annually over the three year period beginning July 1, 2014. Up to $7,000 will be budgeted annually for staff time to administer the program.

DISCUSSION:

The Transportation Agency administered the Bicycle Protection Program until 2012 with grant funds secured by the Agency from the Air District. As part of the program, the Agency worked with several vendors to offer a limited selection of bicycle racks and lockers, which were purchased and distributed based on applications submitted to the Agency and the amount of grant funding available. Since the end of the last cycle, Air District funding has not been available for bicycle projects and other eligible sources of funding were already allocated to other projects.

The Agency has continued to receive requests for bicycle racks and input that more racks are needed. In response, the Transportation Agency has budgeted Regional Surface Transportation Program funding to reinstate the Bicycle Protection Program now called “Bicycle Secure Program”, and distribute bicycle racks where they may be needed to support bicycling in Monterey County.
By providing secure bicycle parking, businesses and agencies can attract more bicycle-riding patrons and support bicycle commuting employees. Providing secure parking supports the growing number of people who choose to bicycle for economic, health, and environmental reasons.

Additionally, staff recommends expanding the program to include bicycle shelters, bicycle repair stations, skateboard racks, and funding for artistic bicycle racks. The Agency will have the flexibility to reconsider and revise the scope of work, application, and guidelines for the program now that it will be using its own funds.

The proposed schedule calls for an initial application period from January to March 2015, with the installation period between April and May, 2015. Staff will return to the committee after the initial application cycle to determine the program’s strengths, areas for improvement, and how best to continue the program.

Staff is requesting input from the committee on the new bicycle rack program, including rack styles, the program scope of work, guidelines, and application. Copies of the updated guidelines and application are included as Web Attachments to this report for reference.

Staff expects to initiate a program in Spring 2015.

Approved by: [Signature] Debra L. Hale, Executive Director

Date signed: 1/26/15

Counsel Review: Yes
Finance/Admin Review: Yes

Regular Agenda

Web Attachments:
1. Bicycle Secure Program Application
2. Bicycle Secure Program Guidelines
Memorandum

To: Bicycle and Pedestrian Committee

From: Virginia Murillo, Assistant Transportation Planner

Meeting Date: January 7, 2015

Subject: Regional Bicycle and Pedestrian Wayfinding Plan

RECOMMENDED ACTION:

DISCUSS the Regional Bicycle and Pedestrian Wayfinding Plan for Monterey County, and Wayfinding Plan Advisory Committee membership.

SUMMARY:

The Regional Bicycle and Pedestrian Wayfinding Plan will identify regional bicycle and pedestrian routes, sign locations, and provide standard guidelines for uniform wayfinding signage throughout Monterey County. A Wayfinding Plan Advisory Committee will be formed to assist in the development of the Regional Bicycle and Pedestrian Wayfinding Plan.

FINANCIAL IMPACT:

Staff will develop the Regional Bicycle and Pedestrian Wayfinding Plan in-house. This activity was approved in this year’s budget as part of Work Element 6140 (Bicycle and Pedestrian Planning, Education and Improvements). In addition to staff expenses, a graphic design consultant will be hired to design the wayfinding signs. The Transportation Agency has budgeted $30,000 of Regional Surface Transportation Funds in Work Element 6550 (Complete Streets Implementation) for the design, manufacture, and installation of wayfinding signage.

DISCUSSION:

Uniform wayfinding systems ease navigation, encourage more bicycling and walking, reinforce key destinations, and can enhance a region’s brand. The Transportation Agency’s Regional Bicycle and Pedestrian Wayfinding Plan will provide standard guidelines for bicycle and pedestrian wayfinding signage throughout Monterey County, including sign design, sign locations and implementation strategies. The Regional Bicycle and Pedestrian Wayfinding Plan will improve access to regional destinations, and provide consistent signage for regional connections between communities.

A Wayfinding Plan Advisory Committee will be formed to advise staff in the development of the Wayfinding Plan. The Advisory Committee will help establish goals for the Wayfinding Plan, identify
regional destinations and routes within Monterey County, provide input on appropriate sign locations, sign content and design, and assist staff in soliciting input from members of the community.

Uniform wayfinding signage helps to facilitate navigation between communities. The Transportation Agency’s 2008 Monterey Bay Sanctuary Scenic Trail Master Plan identifies nearly 44 miles of dedicated Class 1 bicycle and pedestrian path along the trail, pointing out that signage displaying where bicyclists and pedestrians should travel is inconsistent along segments of the existing path. The Transportation Agency’s 2011 Bicycle and Pedestrian Master Plan notes that the County of Monterey and its jurisdictions have installed bikeway guide signs that meet the California Manual on Uniform Traffic Control Design Standards (MUTCD). Signage must meet the MUTCD standards, but there is flexibility to make signs more appealing and user-friendly. Once a sign design is chosen, signage can guide users between major destinations and between communities. Below are some regional routes initially identified to be included in the Wayfinding Plan.

**Potential Regional Routes**

1. Monterey Bay Sanctuary Scenic Trail
2. Pacific Grove to Carmel
3. CSU Monterey Bay to downtown Seaside
4. Salinas Routes
5. South County Wine Corridor
6. South County to Pinnacles National Park
7. Fort Ord National Monument Routes

Staff and the Wayfinding Plan Advisory Committee will identify wayfinding system elements that will be included in the Plan (Attachment 1). Staff and the Wayfinding Plan Advisory Committee will also identify sign locations, and will work with a design consultant to develop a sign design that includes information about regional destinations, and distances to these regional destinations along the routes identified in the Regional Bicycle and Pedestrian Wayfinding Plan.

Staff is requesting that the Committee discuss the proposed content of the Regional Bicycle and Pedestrian Wayfinding Plan to identify important elements that staff and the Wayfinding Plan Advisory Committee should focus on. Staff has identified potential members for the Wayfinding Plan Advisory Committee (Attachment 2), and requests that the Committee provide feedback on the Wayfinding Plan Advisory Committee membership. The target completion date of the Regional Bicycle and Pedestrian Wayfinding Plan is June 30, 2015.

Approved by: Debra L. Hale, Executive Director  
Date signed: 12/15/14

Regular Agenda

Counsel Approval: N/A
Finance Approval: N/A

Attachment(s):
1. Proposed Content of Regional Bicycle and Pedestrian Wayfinding Plan
2. Potential Wayfinding Advisory Committee members
Regional Bicycle and Pedestrian Wayfinding Plan for Monterey County

Proposed Draft Plan Content

1. Executive Summary

2. Introduction
   a. Purpose of Regional Bicycle and Pedestrian Wayfinding Plan
   b. Goals of Regional Bicycle and Pedestrian Wayfinding Plan

3. Elements of a Wayfinding System
   a. Regulatory Requirements
   b. Wayfinding Best Practices

4. Identification of Regional Routes
   a. Regional destinations within Monterey County and its Jurisdictions
   b. Regional Routes within Monterey County and its Jurisdictions (including maps)

5. Wayfinding in Monterey County
   a. Public Outreach and Input
   b. Inventory of Existing Signage
   c. Proposed Sign Locations
   d. Sign Design Guidelines
      i. County and Community Gateway Signage
      ii. Regional Route Trail Signage

6. Implementation Strategy
   a. Phases of Implementation
   b. Cost Estimates
   c. Jurisdiction Agreements for Sign Installation and Maintenance
## Proposed Regional Wayfinding Plan Advisory Committee Members

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<tr>
<td>Sand City</td>
<td>Leon Gomez</td>
</tr>
<tr>
<td>Seaside</td>
<td>Leslie Llantero</td>
</tr>
<tr>
<td>Soledad</td>
<td>Brent Slama</td>
</tr>
<tr>
<td>CSU Monterey Bay</td>
<td>Bernard Green*</td>
</tr>
<tr>
<td>Association of Monterey Bay Area Governments</td>
<td>Eliza Yu*</td>
</tr>
<tr>
<td>Monterey County</td>
<td>Ryan Chapman*</td>
</tr>
<tr>
<td>Monterey County Health Department</td>
<td>Krista Hanni*</td>
</tr>
<tr>
<td>Hartnell College</td>
<td>Esmeralda Montenegro</td>
</tr>
<tr>
<td>Velo Club</td>
<td>Matthew Sundt</td>
</tr>
<tr>
<td>Building Healthy Communities</td>
<td>Jeanette Pantoja*</td>
</tr>
<tr>
<td>Green Pedal Courriers</td>
<td>Michael Baronial*</td>
</tr>
<tr>
<td>Bicycling Monterey</td>
<td>Mari Lynch</td>
</tr>
<tr>
<td>Fort Ord Recreation Trails Friends</td>
<td>Henrietta Stern</td>
</tr>
<tr>
<td>Fort Ord Reuse Authority</td>
<td>Josh Metz</td>
</tr>
<tr>
<td>Monterey-Salinas Transit</td>
<td>Lisa Rheinheimer*</td>
</tr>
</tbody>
</table>

*Stakeholder representatives that have confirmed to date.*
Memorandum

To: Bicycle and Pedestrian Facilities Advisory Committee
From: Ariana Green, Transportation Planner
Meeting Date: January 7, 2015
Subject: Alternate Bicycle and Pedestrian Committee Meeting Locations and Schedule for 2015

RECOMMENDED ACTION:
1. DISCUSS alternate Bicycle and Pedestrian meeting locations; and
2. ADOPT meeting schedule with locations for 2015.

SUMMARY:
The Bicycle and Pedestrian Committee Bylaws state that meetings should be held in a place that the Committee determines to be convenient for the majority of members. As many of the Committee members live on the peninsula, meeting locations in Monterey, Seaside and Pacific Grove shall be considered as alternates to the current Salinas meeting location.

FINANCIAL IMPACT:
This action will increase the amount of staff time needed to organize meetings. Additional time will be needed to coordinate with alternate venue staff and travel to meetings.

DISCUSSION:
The Bicycle & Pedestrian Facilities Advisory Committee Bylaws require meetings be held in a location that is accessible for the majority of members. By request of the Committee, alternate venues will be considered for meetings in 2015. To minimize staff travel expenses and extra time needed to secure alternate venues, staff recommends that six of the ten meetings be held at the Transportation Agency Conference Room (55 B Plaza Circle, Salinas) and four meetings be held at an alternate location. To ensure consistency and reduce confusion, staff recommends meetings continue to be held the first Wednesday of the month from 6pm-8pm. Meeting venues must be open and accessible to the public, provide restrooms, be able to accommodate Powerpoint presentations, and preferably be free to use.
Potential Meeting Locations
Staff contacted venues in Pacific Grove, Monterey, Seaside and Sand City the following venues were available on the first Wednesday of the month from 6pm-8pm:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casanova Oak Knoll Community Center</td>
<td>Monterey</td>
<td>$20/hour; 2.5 hours/meeting; up to 4 meetings = $200</td>
</tr>
<tr>
<td>Seaside Recreation Department (986 Hilby Avenue)</td>
<td>Seaside</td>
<td>$28.50/meeting; total of 4 meetings = $114</td>
</tr>
<tr>
<td>Sand City Council Chambers</td>
<td>Sand City</td>
<td>Free</td>
</tr>
<tr>
<td>Pacific Grove Police Community Room</td>
<td>Pacific Grove</td>
<td>Free</td>
</tr>
<tr>
<td>Monterey Public Library Community Room</td>
<td>Monterey</td>
<td>Free with Library Card; only available May and August</td>
</tr>
</tbody>
</table>

Meeting Schedule & Recommended Location
Staff recommends the Bicycle and Pedestrian Committee meeting locations alternate between the Transportation Agency Conference Room in Salinas and the Sand City Council Chambers beginning in March. The Sand City Council Chamber is free to use, more centrally located than the Pacific Grove Police Community Room or Monterey Public Library, and accessible from the Monterey Peninsula Recreation Trail. See attachment for the revised 2015 meeting schedule with location information.

Approved by: Debra L. Hale, Executive Director
Date signed: 12/16/14
Counsel Approval: N/A
Admin/Finance Approval: N/A

Attachment: Revised 2015 Bicycle & Pedestrian Facilities Committee Meeting Location & Schedule
## (Revised) 2015 CALENDAR OF MEETINGS
### BICYCLE AND PEDESTRAIN COMMITTEE
Meetings held at the Transportation Agency Conference Room,
55-B Plaza Circle, Salinas
Or
Alternate Location
6:00 p.m.-8:00 p.m.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>7</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
<tr>
<td>February</td>
<td>4</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
<tr>
<td>March</td>
<td>4</td>
<td>Wednesday</td>
<td>Alt</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Wednesday</td>
<td>Alt</td>
</tr>
<tr>
<td>June</td>
<td>3</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
</tbody>
</table>

**No July Committee meeting**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>5</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Wednesday</td>
<td>Alt</td>
</tr>
<tr>
<td>October</td>
<td>7</td>
<td>Wednesday</td>
<td>TAMC</td>
</tr>
<tr>
<td>November</td>
<td>4</td>
<td>Wednesday</td>
<td>Alt</td>
</tr>
</tbody>
</table>

**No December Committee meeting**
Bicycle Secure Program
Program Guidelines and Application

Prepared by the
Transportation Agency for Monterey County

Adopted by the Transportation Agency Board
January 2015

PLEASE SUBMIT COMPLETED APPLICATIONS TO
THE TRANSPORTATION AGENCY
55-B PLAZA CIRCLE, SALINAS, CA 93901
Phone: (831) 775-0903; Fax: (831) 775-0897
GUIDELINES FOR THE
TRANSPORTATION AGENCY FOR MONTEREY COUNTY
BICYCLE SECURE PROGRAM

Purpose

Encouraging bicycling for personal transportation is a major goal of the Transportation Agency for Monterey County. Access to secure and conveniently located bicycle parking supports individuals who choose to bicycle for everyday trips, like to work, school, shopping, or leisure. Alternately, the lack of available bicycle parking and the possibility of theft are strong deterrents to bicycle use. In an effort to promote bicycling, the Transportation Agency for Monterey County operates the Bicycle Secure Program as a tool for increasing the amount of safe and easily accessible bicycle parking. New to the program in 2015 are public bicycle repair stations, which are stand-alone kiosks that contain tools for minor repairs, financial support for artistic bicycle rack designs, and skateboard racks.

The Agency administers the Bicycle Secure Program to help private businesses, local jurisdictions, school districts, and other public agencies in Monterey County acquire bicycle parking racks and repair stations to serve their employees, patrons and students. The program provides the bicycle parking facilities and offers assistance to identify the appropriate location and orientation of the rack or repair station for installation. It is the responsibility of the business or agency to install the facility securely in a safe and convenient location, and maintain the facility.

By providing secure bicycle parking, businesses and agencies can attract more bicycle-riding patrons and support bicycle commuting employees. Providing secure parking and repair stations supports the growing number of people who choose to bicycle for economic, health, and environmental reasons. Also, by encouraging people who travel to your business or office to bicycle, you can free up space for patrons and employees who drive.

Program Goals

1. Increase the amount of secure bicycle parking in Monterey County
2. Give high priority to locations without existing bicycle parking and businesses that cater to bicyclists (e.g. HER Helmet business)
3. Ensure equitable distribution of bicycle parking facilities across Monterey County
4. Provide bicycle parking in convenient locations to encourage bicycling.
5. Support artistic design of facilities that increase visibility of bicycle parking and maintain the character of a special area or district.

Program Budget

The Agency has an annual budget of $30,000 for the Bicycle Secure Program over a three year period beginning July 1, 2014.
Program Requirements or Specifications

1. Any private business, public agency, or non-profit organization located in Monterey County is eligible to apply for funding from this program.

2. The Transportation Agency will cover the purchase price (including tax, shipping and handling) of the equipment. Installation and maintenance costs must be borne by the applicant.

3. To receive bicycle parking facilities businesses/agencies must complete an application and submit it to the Transportation Agency. Applications are reviewed by the TAMC Bicycle and Pedestrian Committee and sent to the Transportation Agency Board for approval.

4. Parking rack, locker, and repair station styles included in these guidelines are recommended (See Attachment 1). However, due to the number of new racks and invocations, other designs will be considered on a case-by-case basis to be approved by Transportation Agency staff.

5. Parking racks must be placed according to the minimum space requirements provided for in these guidelines, with adequate room for cyclists to maneuver their bicycles in and out of place. Racks must be well secured to an immovable object (e.g. the ground or wall). It is preferred that bicycle parking will be placed in a sheltered area on a paved, gravel, or decomposition-resistant surface.

6. Parking racks must be placed close to user destinations and building entrances to allow convenient access, i.e. closer than automobile parking but not necessarily closer than disabled parking spaces.

7. Parking facilities and repair stations are to be placed so as not to block or diminish accessibility to sidewalks, entrances, etc.

8. Businesses or agencies receiving parking facilities must agree to install and maintain the parking devices and areas.

9. Parking facilities and repair stations will not be provided to applicants whose permit conditions require these facilities. Parking facilities and repair stations will only be awarded to applicants that are placing them voluntarily.

10. Approved applicants must submit digital photographs of the completed project to the Transportation Agency.

PLEASE NOTE THAT THE TRANSPORTATION AGENCY CAN RECLAIM A PARKING DEVICE AT ANY TIME IF IT IS REMOVED FROM THE ORIGINAL LOCATION AS DESCRIBED IN THE APPLICATION WITHOUT PRIOR APPROVAL.
Recommended Bicycle Racks and Lockers

A list of recommended racks, lockers, and repair stations can be found in Attachment 1. Applicants not interested in the approved racks and lockers can submit their requests for an alternate bicycle facility to the Transportation Agency. The Transportation Agency will review the requests on a case by case basis.

Art Rack Funding

The Transportation Agency recognizes and supports the aesthetic value that artistic bike racks bring to a community. Installing bicycle parking racks of innovative and aesthetic designs improves the local transportation infrastructure and enhances the community’s image as a livable and interesting area. In particular, installing artistic bicycle racks:

- Provides needed parking for the increasing number of people who choose bicycling as a transportation option
- Enhances the local image as a bicycle-friendly community; a community that regards bicycles as a permanent and important part of the transportation infrastructure.
- Encourages more people to choose cycling as a transportation option.
- Creates a symbol for our community’s livability that will attract positive attention from residents and visitors.
- Increases community support for bicycle parking.

In an effort to support artistic bicycle parking, the Transportation Agency offers a 1-to-1 funding match to applicants proposing artistic bike racks. The funding match for each bike rack is equal to the average cost of one (1) recommended bicycle rack listed in Attachment 1 calculated based on the number of bicycles being secured. The funding match must be collected within 6 months of application acceptance.

All program requirements and procedures apply to the funding match, including installation, spacing, access, and submission of post-installation photographs.
Procedure for Receiving Grant

The following steps outline how to participate in the Bicycle Secure Program:

1. Determine a location for your bicycle parking. Parking should be reasonably close to your business or office entrance, preferably closer than the nearest car space. Bicycle parking generally requires at least a 60" X 74" space, so use this measure as a reference, and refer to the specifications contained in this packet if you have more space than that. If the desired location is on publicly owned land (city parking lot, sidewalk, etc.), then an encroachment permit may be necessary; call Transportation Agency for assistance (831-775-0903). If you would like to reduce one automobile parking space to add bicycle parking (bicycle corral), the Transportation Agency may write a letter in support of your application for any permits necessary for this reduction in automobile parking.

2. Determine what sort of parking device will best meet the needs of your business or agency. Will employees or customers be using them? Will the racks be used for long or short periods of time? How secure, in terms of access and visibility, is the probable location of the bicycle parking?

3. Submit a photo and sketch a layout of the proposed parking locations, and complete the attached Agreement to place bicycle rack(s) and or locker(s). Please also complete the attached Application form.

4. Send ALL THREE of the following items to Transportation Agency:
   - Program Application.
   - Signed agreement to place bicycle racks and provide pre-installation and post-installation bicycle counts and photographs.
   - Site photographs and Map.
     - Data on current bicycle usage at your business/organization, photos of bicycle parking practices in the vicinity of the proposed site and support letters are strongly encouraged but not required.

5. Transportation Agency staff will review all application materials and submit a recommendation to the Bicycle and Pedestrian Facilities Advisory Committee and then the Agency Board for approval.

6. Once the Transportation Agency has approved the recipients, staff will order the parking facilities in bulk. Transportation Agency hopes to take advantage of numerous orders simultaneously to receive bulk order pricing from manufacturers where possible. The anticipated date for acquiring the facilities is April of 2015.

7. Applicants must install the facilities within one month of delivery, as per the agreement, unless other arrangements have been made with Agency staff.
Due to limited funds for this program, bicycle parking facilities are not guaranteed to all that apply.

Please direct any questions about the program or the application process to Grant Leonard, Assistant Transportation Planner, at (831) 775-4402. All application materials must be submitted to: Bicycle Secure Program, Transportation Agency for Monterey County, 55-B Plaza Circle, Monterey, CA 93901, or email to grant@tamcmonterey.org, by March 31, 2015.
Transportation Agency for Monterey County
BICYCLE SECURE PROGRAM APPLICATION

Agency/Business Name: _____________________________________________

Address: ______________________________________________________________________

Contact Person: _________________ Phone: _____________ Fax: ___________

Nature of Business/Agency: __________________________________________

Number of Employees: __________________________

Please specify reasons for requesting bicycle parking facilities:
A. Who will use the facilities (e.g., employees, patrons, students)?:
_________________________________________________________________
_________________________________________________________________

B. How many parking spaces are needed?: _______________________________

C. Will the facility be used for short-term parking (hourly use) or long-term parking
(all-day or overnight)?: ___________________________________________

D. Do you currently provide/have access to bicycle parking?:_______________
   a. If so, please describe:
_________________________________________________________________
_________________________________________________________________

Please indicate the type bicycle facility requested, the mount style, and number
desired. If you require assistance identifying the appropriate type of bicycle
facility contact TAMC staff at (831)-775-0903.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Rack/Locker/Repair Station</th>
<th>Style</th>
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</table>

Please be sure that the following items are enclosed to make this application complete:

1. Completed agreement to place and maintain parking facilities and repair
   stations and provide pre-installation and post-installation photographs;
2. Photograph and site map of proposed parking facilities and repair station
   locations in relation to location of buildings, auto parking, etc.
3. Documented property owner’s permission (a letter) or public permit, if
   necessary, to install parking facilities and repair stations.
I certify that the owner of this property has granted permission to install bicycle racks at the location(s) above and the letter of permission or permit is included with this application. To the best of my knowledge and belief, the data and information included in this application is true and correct and I am authorized to file this application on behalf of the applicant.

Name and Title: __________________________________________________________

Signature: ___________________________ Date: ______________
AGREEMENT TO PLACE AND MAINTAIN BICYCLE PARKING FACILITIES AND PROVIDE PRE AND POST-INSTALLATION PHOTOGRAPHS

The following is an agreement between the Transportation Agency for Monterey County (TAMC) and the undersigned, hereinafter referred to as recipient:

The recipient agrees that within one month of receipt of parking devices from the Agency or its contracted supplier, unless other arrangements have been made, to install (#)______ rack(s)/locker(s) capable of holding (#) ______ bicycles/skateboards at the location described in the attached map, or (#)______ repair station(s).

Said photograph and map are attached hereto as Exhibit A, and by this reference is incorporated as part of this Agreement. Recipient will arrange for and pay for the installation of the following type of bicycle facilities. **Initials: __________**

The recipient agrees to attach said bicycle facilities in a secure and theft-proof fashion following the appropriate standard outlined in the Bicycle Secure Program Guidelines. Recipient also agrees to maintain the facility and surrounding area for the life of the devices.

The recipient agrees to provide post installation photographs of the installed facility.

The recipient agrees to exonerate, indemnify, defend, and hold harmless TAMC, its officers, agents, employees, and volunteers, from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which TAMC may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage of property as a result of, arising out of, or in any manner connected with the recipient’s performance under the terms of this agreement, excepting any liability arising out of the sole negligence of the Agency. Such indemnification includes any damage to the person(s), or property(ies) of the recipient and third persons.

The recipient further agrees that TAMC may exercise its option to repossess said facilities, upon desertion of the present place of business by the business or upon removal of the rack(s)/locker(s) from the herein specified location(s).
TAMC Bicycle Secure Program

TAMC

By __________________________
Debra L. Hale
Executive Director

Dated: _________________________

RECIPIENT

Recipient’s Business Name

By __________________________
(Signature)

(Name and Title)

(Address)

(City)

Dated: _________________________

* * * * * * * * * * * * * * * * * * * * * *
Approved as to form:

Kathryn Reimann
TAMC Counsel

Dated: _________________________
ATTACHMENT 1
BICYCLE RACK STYLES AND SPECIFICATIONS

Single Inverted U Racks:

Surface Mounted Single Inverted U
Height: 32”
Width: 30”
Flanges: 5” x 6” x 3/8”
Mounting Holes: (6) 9/16” dia.
Square Tube: 2” x 2” x .188” wall
Finish: Hot-dipped Galvanized

Sub-Surface Mounted Single Inverted U
Height: 42”
Width: 30”
Square Tube: 2” x 2” x .188” wall
Finish: Hot-dipped Galvanized
BICYCLE RACK STYLES AND SPECIFICATIONS

Rail Mounted Inverted U Racks:

Side View

30"

Front View

36"

Top Views

Triple

Quadruple
BICYCLE RACK STYLES AND SPECIFICATIONS

Surface Mounted Single Circular Rack:

- **Height**: 32.375”
- **Width**: 36”
- **Flanges**: 5” x 6” x 3/8”
- **Mounting Holes**: (4) 9/16” dia.
- **Mounting Bolts**: 1/2”x3.75” Wedge Anchor Bolt or 1/2”x3.75” Anchor Rawl Spike
- **Hoop**: 2”x2”x0.188” Square Tube
- **Finish**: Hot-dipped Galvanized (−G) Powder-coated (−P) Stainless #4 Brush Finish (−SS)

Shown dimensions are in inches.
BICYCLE RACK STYLES AND SPECIFICATIONS

Post-and-Ring Bike Rack:

3/8" Cap and 3/8" x 3" Internal Wedge (see cutaway detail)

Hole for 3/8" Bolt

Additional notes:
- Finish: hot-dip galvanized
- Orientation: ring parallel to curb
- Mounting: rack fits over standard parking meter post with City-supplied post flange

2" x 2" x .188" Wall Square Tubing

2 1/2" I.D. Schedule 40 Pipe

Open Bottom

Cutaway Detail:
Fastening Wedge and Bolt with Security Nut in Top of Rack

Front View

Side View

3/8" Flatbar Wedge

3/8" Mushroom Head Stainless Steel Bolt with Security Nut
BICYCLE RACK STYLES AND SPECIFICATIONS

Angled Bike Rack:
ARTISTIC BICYCLE RACK EXAMPLES
BICYCLE CORRAL / PARKING SPACE CONVERSION
SPACING FOR BICYCLE RACKS:

Spacing Between Racks:
Each inverted U-rack accommodates two bicycles, and requires a total “footprint” space of 2'X6'. Aisles between the footprints should be at least 1' wide, and 2' aisles are preferred. Bars should be centered in the footprint space.

Spacing Between Racks and Building when Bikes Are Parallel to Building:
When bicycles will be parked parallel to a building, bike bars should be located at least 3' from the obstruction to allow for maneuvering handlebars between the locking devices and the building.

Spacing Between Racks and Curb When Bikes Are Parallel to Curb:
When bicycles will be parked parallel to a curb, bike bars should be at least 2' from the curb.

Spacing Between Racks and Obstruction When Bikes Are Perpendicular to Obstruction:
When bicycles will be parked perpendicular to a building, curb, or other obstruction, locking devices may be located as shown in the diagram at right.

Spacing When Racks Are Placed in a Diagonal Formation:
When bicycle bars will be placed diagonally to a building or other obstruction the angle may be varied; however, the bike parking area must still maintain a 2'X6' footprint and the aisles between the footprints should be at least 1' but preferably 2'.
BICYCLE LOCKER STYLES AND SPECIFICATIONS

Models 301, 301 P, 302 Bike Lockers:
More information can be found at: http://www.dero.com/brochures/bike_lockers.pdf.

Models 301, 301P, 302

Bike-to-Work Lockers (Steel):
More information can be found at: http://bikeparking.com/btwlockerm/BTWL02M-spec.pdf.
BICYCLE LOCKER STYLES AND SPECIFICATIONS

Bike Lid:

More information can be found at: http://www.bikelid.com/various-options-for-the-bike-storage-containers/height-and-weight-of-bikelid.html.
BICYCLE REPAIR (FIX-IT) STATION
SKATEBOARD RACK STYLES