

POLICY
SUBJECT: Installation of Bicycle Racks in City-owned right-of-way to include linear parks and trails

PURPOSE

Several guiding documents have pointed to the desire of citizens to better accommodate bicycle transportation in the City of Wilmington. The City of Wilmington adopted a Complete Streets policy on May 4, 2010 “to design all transportation projects in a balanced, responsible, and equitable way to accommodate and encourage alternative modes of travel including walking, bicycling and the use of public transportation.” The Create Wilmington Comprehensive Plan states that “Bicycle and pedestrian facilities have emerged as key priorities for citizens through the comprehensive planning process.” Despite demonstrated support for increasing the accommodation of bicycles travelling along the public right-of-way in the City of Wilmington, there is little in the way of adopted policies or guidance to address the existing and growing need for bicycle parking.

This document was created to guide a response to the increasing number of public requests for the installation of bicycle racks at specific locations in the City right-of-way.

ELIGIBILITY/APPLICABILITY

Any request by a private entity for the installation of bicycle racks in the City-owned right-of-way will be subject to the procedures outlined in this policy. This document will serve to (1) facilitate the provision of bicycle racks in the city right-of-way; and (2) to direct limited resources to identified needs upon request.

RESPONSIBILITY

It is the responsibility of City of Wilmington employees to direct any requests for bicycle rack installation in the City of Wilmington right-of-way to the Public Services Streets Division. The Streets Division will guide the applicant to the form and process outlined in this policy. Upon receipt of a completed “City Standard Bicycle Rack Request” form, the Streets Division will forward the request to the Pedestrian/Bicycle Improvement Committee to evaluate the application through the procedures outlined below.

GUIDELINES

These guidelines outline the procedures by which requests for the installation of bicycle racks in the City-owned right-of-way are processed.

1.0 RECEIVING REQUESTS

Private entities may request that the City install bicycle racks within the City-owned right-of-way. Requests should be made in writing through a standardized form and will be reviewed by the Pedestrian/Bicycle Improvement Committee.

2.0 PRIORITIZATION OF REQUESTS

2.1 All requests received by the Pedestrian/Bicycle Improvement Committee will be scored and prioritized for review by the City Manager or designee.

2.2 Requests will be scored based on the following merits:

- ability to install bike racks on private property to meet identified need(s)
- presence/absence of bicycle racks in the vicinity;
- the "suitability" of the bicycle network in proximity to the requested location;
- the presence/absence of constructability issues at the requested location;
- the public/private partnerships offsetting cost of installation;
- presence of recently completed public/private improvements that inadequately provided for bicycle parking;
- congruence with planned/funded public improvements
- the number and intensity of bicycle traffic generators in the immediate vicinity of the requested location.

2.3 The City will address prioritization of docketed bicycle rack requests quarterly in accordance with the following schedule. The prioritization of the requests will be used to guide the disbursement of identified funding sources towards the purchase and installation of bicycle racks in City-owned right-of-way. A completed "City Standard Bicycle Rack Request" form adhering to the requirements of these guidelines must be received by city staff by the first Monday of the month indicated.

Application Due	Pedestrian/Bicycle Improvement Committee Meeting
January	April
April	July
July	October
October	January

3.0 INSTALLATION

Unless specifically approved by the City Engineer through the right-of-way encroachment process, all bicycle racks in the City right-of-way shall be installed by City staff.

4.0 MAINTENANCE

4.1 Bicycle racks within City right-of-ways or City Parks are maintained by the City.

4.2 Any issues or complaints with bicycle racks in the City right-of-way should be directed towards the City Streets Division.

5.0 OWNERSHIP

5.1 All bicycle racks located within the City right-of-way shall become property of the City.

6.0 FUNDING

6.1 The installation of bicycle racks in the City right-of-way to address citizen requests will be conducted based on the availability of City funds.

7.0 FORMS

7.1 All private requests for bicycle rack installation in the City right-of-way shall be documented through the official submittal of a "City Standard Bicycle Rack Request" form.

7.2 All completed "City Standard Bicycle Rack Request" forms shall be reviewed and prioritized by the Pedestrian/Bicycle Improvement Committee as established in this policy.

7.3 The "City Standard Bicycle Rack Request" form shall include information for review and compatibility with City Standards and this policy.