

BICYCLE RACK PROGRAM INFORMATION DESIGN AND INSTALLATION GUIDELINES

Office of the City Clerk
7725 W. North Avenue
Wauwatosa, WI 53213
(414) 479-8917

Who needs a Bicycle Rack Permit?

A property owner who wishes to provide bicycle parking within the public right-of-way. A permit is required and will be issued by the Development Department following approval by the Board of Public Works. These Rules and Regulations were adopted by action of the Board of Public Works on June 4, 2018.

Submittals Needed

- Bike Rack Permit Application
- Site Plan Sketch
- Bike Rack Specifications and Description

Fee

- Per Section 12.04.062, \$50 fee per bicycle rack.

License Period

July 1st through June 30th. Applications are due by April 30th. Fees are not prorated.

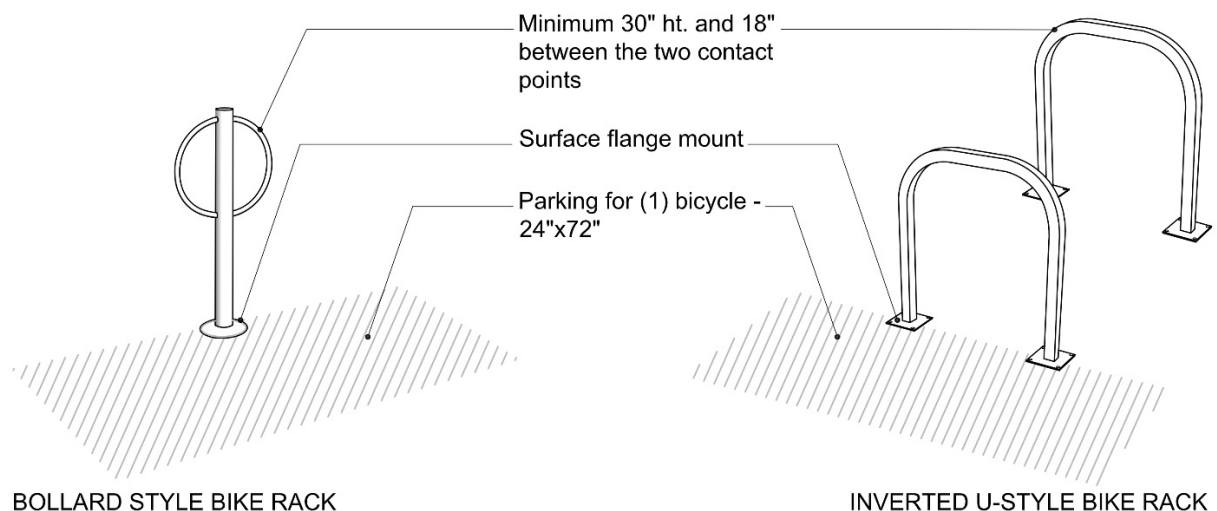
City of Wauwatosa Regulations

- Wauwatosa Municipal Code, Section 12.04.062
- In approving Bicycle Rack installation application, the Board of Public Works may allow nonmaterial variations to these standards provided that a reason or justification for such variation from these standards is provided in the record of the motion approving the installation.

Design Guidelines

All bicycle racks shall be designed in a way that the following criteria are addressed:

- The bicycle frame is supported horizontally at two or more places.
- The frame and at least one wheel of the bicycle can be locked to the rack with a standard U-type lock.
- The rack allows varying bicycle frame sized and styles to be attached.
- There a neighborhood association or business district has a set of design guidelines, bike rack choice should take into consideration established design criteria.



- All bicycle racks shall be constructed so that the rack is a minimum of 30 inches tall (32-36 inches is preferred) and 18 inches wide between the two points of contact.

- Does not have gaps where both width and length are between 3.5 inches and 9 inches in width (to prevent children from trapping their heads).
- Is fabricated of schedule 40 steel pipe or minimum 11-gauge tubing with maximum 2 inch outside diameter and minimum ¼ inch thickness.
- Has a surface finish that requires minimum maintenance, preferred finishes include galvanized steel, stainless steel or powder coated steel.
- Adheres to the American with Disabilities Act (ADA) standards for protrusions in the right-of-way including the ability to detect the rack with a white cane.

Installation Shall:

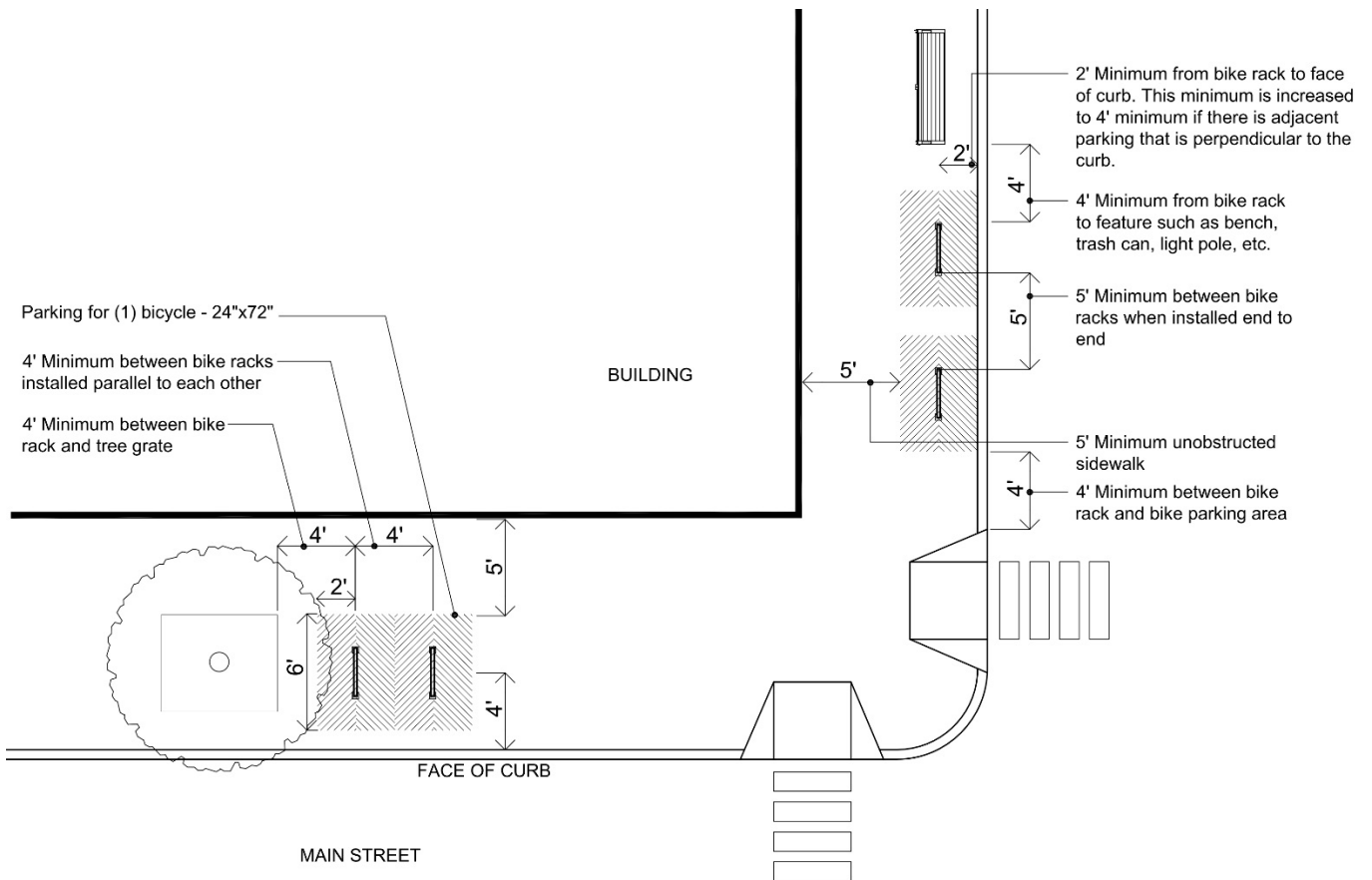
- Include the use of secure, tamper proof bolts (stainless steel pin hex button socket security bolts, or approved equal).
- Be surface flange mounted, not embedded into the concrete.
- Be installed on concrete or pavers in conjunction with concrete footings.

Placement shall meet the following criteria:

- Bicycle rack placement should always allow a clear and straight path (5' minimum) of travel, particularly for people with visual impairments.
- Placement shall allow for a minimum of 2 feet by 6 feet parking space.
- Maintain a minimum of 4 feet between bicycle rack edge and street furniture such as light poles, benches, tree grates, etc.
- Maintain a minimum of 4 feet between bicycle rack edge and crosswalks, curb ramps, driveway ramps, and loading zones.
- Maintain a minimum of 5 feet between bicycle rack edge and fire hydrants, utility access or mailbox.
- Minimum vertical clearance of 7 feet.

Additional design consideration:

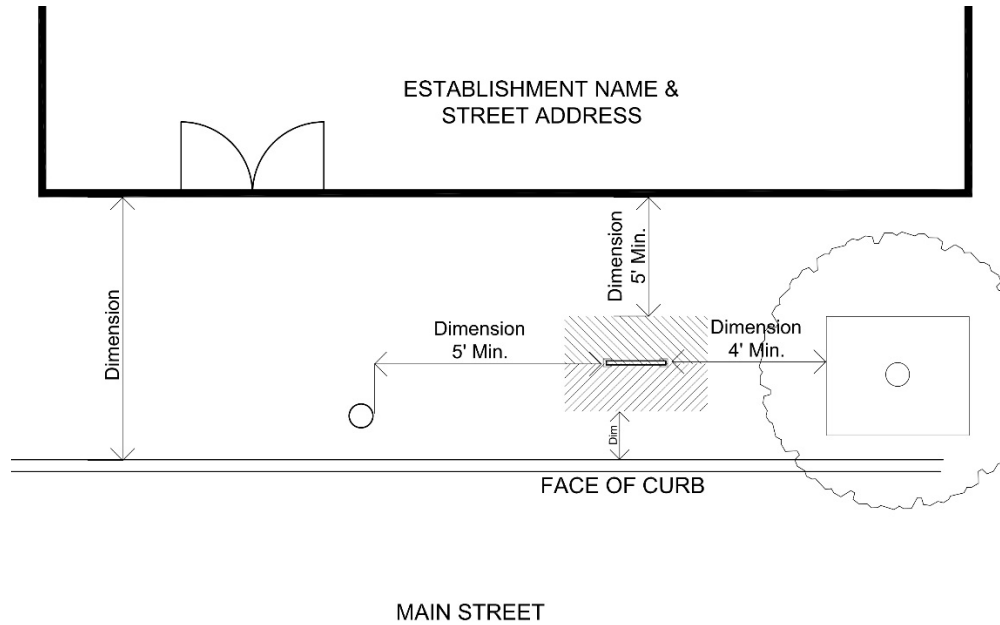
- Racks should be placed in a visible area.
- Avoid placing bicycle racks directly in front of building doors, locations that impede pedestrian flow, or directly in front of disabled parking spaces.
- The bicycle frame is supported horizontally at two or more places.
- The frame and at least one wheel of the bicycle can be locked to the rack with a standard U-type lock.
- The rack allows varying bicycle frame sizes and styles to be attached.

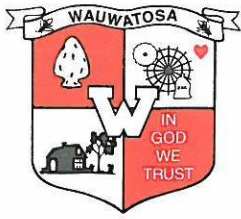


Bicycle Rack Permit Site Plan Requirements

The plan must include all of the following:

- Location of bicycle rack and placement of bicycle(s).
- Location of curb line.
- Measurements to items in the vicinity, including : sidewalk, curbs, building, sign poles, trash cans, tree wells, utilities, fire hydrants, etc.
- Street names.
- Address and contact information of applicant.
- North arrow.
- Current date.
- Dimension of pedestrian access way





BICYCLE RACK PERMIT APPLICATION

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(414) 479-8917

Property Owner Information

Owner Name: _____

Email: _____

Applicant Information

Business Name: _____

Type of Business: _____

Phone: _____

Email: _____

Property Owner Signature: _____

Bicycle Rack Information

Address and Location of Bicycle Rack: _____

Bicycle Rack Manufacturer: _____

Model: _____

Color: _____

Installation Method and bolt type, including additional installation information if surface is not concrete: _____

READ AND SIGN AGREEMENT ON BACK

Maintenance and Permit Holder Agreement

- 1) Bicycle rack permit holders are responsible for maintaining and insuring the bicycle parking equipment.
- 2) Bicycle rack permit holders are responsible for keeping the bicycle parking facility open to the public.
- 3) Bicycle racks shall not display advertising without the permission of the Director of Public Works, or designee.
- 4) The permit holder is responsible for the following maintenance items:
 - a. Snow removal in accordance with current rules and regulations. Snow must not be moved into the lane, adjoining parking lane, or sidewalk area.
 - b. Debris and litter removal to keep the space clean to the standard of the adjacent parking lane.
 - c. Timely notification to the City of any equipment failures that would pose a public safety risk or accelerate the deterioration of the equipment.
 - d. Removal of bicycle parking equipment if requested by the City. Request include, but are not limited to, a public safety hazard or for paving purposes. When it becomes necessary to remove bicycle parking equipment, all items in the right-of-way must be removed including but not limited to the anchoring system. The permittee will be liable for any equipment damage caused by the bicycle parking equipment.
 - e. Replacement or refurbishment of any bicycle parking equipment that poses a public safety risk or degrades its functionality.
 - f. At the program's discretion, additional permittee responsibilities may be stated on the bicycle parking permit. The City is not liable for damages to permitted bicycle parking equipment.
 - g. No modification shall be made to any bicycle parking installation that was authorized by a bicycle parking permit without prior approval from the City Engineer. Failure to maintain approved bicycle parking equipment in conformance with the approved plans or modification of approved equipment without obtaining prior approval from the City Engineer shall cause immediate revocation of the permit without further action by the City Engineer. Within 7 days of revocation, the permittee shall remove the bicycle parking equipment from the ROW and restore the ROW condition to the satisfaction of the City Engineer.
 - h. A \$300 removal fee will be assessed to the bicycle parking permit holder if the permit holder fails to remove the bicycle parking equipment upon request.
 - i. Failure to adhere to these permittee responsibility may result in the issuance of administrative citations, the removal of the bicycle parking equipment, and revocation of the bicycle parking permit. Following revocation, the rights to the bicycle parking facility are relinquished.

Indemnification

As a condition of the permit requested, the permit holder agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgements, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under the permit ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. The indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of the holder of the permit or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except the sole negligence or willful misconduct of City.

Signature of Applicant: _____

Office Use Only:

Initials: _____ Filed: _____ Lic. #: _____ Date issued: _____

Fees: \$50.00 Initial Application Fee: _____ Account # 01-321-4200-100

Initial Approval by BPW: _____,20____

Notifications Sent to: Ald. of District: _____ Common Council President: _____

Email Request for Approval to: DPW: _____ Planning Dept.: _____ City Attorney: _____ Police Dept.: _____