



## **City of Delphos Bicycle Parking Guide**

**The Allen County Bike and Pedestrian Task Force is a community organization that is Allen County's voice for safe places to walk, bike and be active in Allen County – Keeping our Community Active.**

Allen County Public Health, Creating Healthy Communities Program (CHC) is looking to fund a limited number of businesses/community organizations that are interested in placing a bike rack at their locations. The CHC program will assist in the purchase of the bike racks as well as provide help with bike rack selection, location and installation.

There are numerous benefits to having bike racks:

- A well located, well designed rack can bring attention to your business and attract bicyclists.
- Safe and functional bike parking helps create a culture of wellness, increases parking density, and keeps parked bicycles neat and orderly.
- The Creating Healthy Communities Program and the Allen County Bike and Pedestrian Task Force will also promote your business/organization as being "Bike Friendly" through our social media outlets and news media.

### **Introduction:**

The CHC program prepared this guide for people planning to purchase or install bike parking fixtures on a limited scale. The purpose of this guide is to provide guidance on the proper design and implementation of short-term bicycle parking.

The provision of bicycle parking facilities is essential for encouraging more bicycle use in the City of Delphos. This is a small step towards making Delphos and your business/organization more bike friendly. The lack of secure bicycle parking at an intended destination can deter many cyclists from using their bicycle as a basic mode of transportation. Leaving a bicycle unattended, even for short periods of time, can result in damage or theft.

Short-term bicycle parking is designed to be used for a few minutes up to a couple of hours. Sample destinations which would benefit from this type of parking include commercial and recreation centers, shopping centers, restaurants, schools, municipal buildings, residential visitor parking and downtown areas. The parking should be convenient, easily accessible and offer the user security that their bicycle will be there when they return.

Long-term bicycle parking is intended for all-day or overnight use and will not be discussed in this guide.

### **Location:**

Effective bike parking for short-term users depends on two main factors:

1. Proximity to the destination
2. Ease of use

All short-term bicycle parking should be located in a well-lit and highly visible location to ensure security and personal safety. Bicycle parking areas that are visually or physically isolated from public view will be underused and more prone to vandalism and theft.

The bike rack should be visible from and close to the entrance it serves – 50 feet or less is a good benchmark. It should be located as close as or closer than the nearest car parking space and be clearly visible from the entrance it services. Where multiple entrances or multiple buildings exist, it is preferred to have less bicycle parking at each main entrance or building rather than one large bicycle parking lot.

Bike parking should not be placed so that it blocks the entrance or inhibits pedestrian flow. It is important to understand the transition a cyclist makes from bicycle to pedestrian. The cyclist approaches the building mounted on the bike. At some point, the cyclist stops, dismounts, and walks the bike to a rack. The bike is attached to the rack and any cargo is removed. The cyclist now walks to the intended destination carrying the cargo. Adequate space must be provided to allow for this transition.

Where possible, situating bicycle parking where it can be protected from the weather is preferred.

### **General Criteria for bike racks:**

1. Bike racks shall provide the purpose of securing a bike.
2. Bike racks shall be secured to the pavement or in the ground.
3. The bike rack shall be configured so as to prevent lifting off of a locked bicycle.
4. Bike racks shall provide a minimum of two (2) securing points to allow for support of bicycle and locking of the frame and wheel.
5. Bike racks shall be constructed of a material suitable to secure a bicycle to and for exterior use. The rack shall be finished with a durable coating that will hold up under all kinds of climatic condition as well as protect the rack from the effects of exposure to road salt.

### **Recommended Bike Rack Styles:**

There are many different types of bicycle racks available to install. However, all bicycle rack types should adhere to the same basic design principals as noted below.

- Support the bicycle upright by its frame with at least two points of contact.
- Prevent the front wheel of the bicycle from tipping over.
- Enable the frame and one or both wheels to be secured.
- Support bicycles without a diamond-shaped frame with a horizontal top tube such as a mixte frame (see figure to the right).

**Single bicycle rack:**

A single bicycle rack is one which can accommodate one or two bicycles and is not physically connected to any other racks. A single bicycle rack is useful along city sidewalks, boulevards or anyplace where space is limited and additional capacity is not required.

Most common:



Inverted U style



Post and Ring style



The main objective for site selection for single bicycle racks on the city sidewalk is to allow sufficient room for the parking and locking of bicycles while maintaining a minimum clearance for pedestrian traffic.

**Multiple bicycle rack:**

A multiple bike rack is one which can accommodate multiple bicycles (typically 3-20). It is a linear line of bicycle racks which are usually joined in a regular array and fastened to a common mounting surface. In some cases, a series of closely installed single bike racks can also act as a multiple rack, as shown.



A multiple bike rack is useful for accommodating a number of bicycles in a relatively small area. The design principals noted earlier are also applicable to multiple bike racks. Multiple bike racks can be located in a variety of areas including the City right-of-way where space permits. Similar to the other style of bike racks sufficient space is required for the parking and locking of bicycles as well as for pedestrian traffic around the bicycle rack.

Toaster racks, schoolyard racks, and other wheel bending racks that provide no support for the bicycle frame are not recommended. These types of racks can cause significant damage to a wheel and are not secure as a bicycle can easily be stolen by just releasing the bicycle from the locked wheel, as shown.



### **Installation Criteria:**

- Racks should be easily detected by partially sighted or blind people. For example, adding a tapping rail to span the bottom of an inverted U style rack will make it easy for visually impaired people to detect.
- Racks should be securely anchored to the ground so that they cannot be stolen with the bikes attached. An exception would be a rack that is so large and heavy that it cannot be easily moved with the bicycles attached.
- Racks can be anchored to the ground using bolts or via direct buried post.
- Racks bolted to the ground should be done so in concrete. Racks bolted to interlock pavers can be lifted out with the paver attached. Sturdy concrete pad is an ideal surface for installing bicycle parking.

All bike racks installed within the right-of-way in the City of Delphos shall comply with the following criteria:

1. When installed parallel to the curb, the bike rack shall be located such that it is at least 24" from the curb. Maintain 96" end-to-end minimum clearance between racks.
2. When installed perpendicular to the curb, the bike rack shall be located such that it is a minimum of 36" from the curb.
3. When installed next to the wall of a building, the bike rack shall be located such that a minimum 48" clearance is maintained between the rack and the building.
4. When installed parallel to each other, bike racks shall maintain 36" clearance between them.

***If bike racks will be installed in the City right-of-way, a license agreement will need to be completed for a permit.***

***In order to receive bike racks, you must complete an application.***

*(Each rack installed will be included on the Allen County Bike rack location map.)*

### **Bike Friendly Business**

The Allen County Creating Healthy Communities Program is available to provide technical assistance to worksites in Delphos and Allen County for a Healthy Commute to Work. This initiative is based on the League of American Bicyclists' Bicycle Friendly Business designation, which includes Encouragement, Engineering, Education, and Evaluation and Planning. Sustainability plans are also included with the evaluation component. The CHC Program will work with you to develop a plan that includes these components. Successful implementation, or even beginning the implementation process, allows a business to apply for a "Bike Friendly Business" award. More information can be found at the end of this guide.

Sources:

City of Cambridge, MA Bicycle Parking Guide

City of Mansfield, OH Bike Rack Criteria

The League of American Bicyclists

City of Portland, OR Bureau of Transportation

Association of Pedestrian and Bicycle Professionals



## Bike Rack Application

**The Allen County Bike and Pedestrian Task Force is a community organization that is Allen County's voice for safe places to walk, bike and be active in Allen County – Keeping our Community Active.**

Allen County Public Health has grant funds available through the Creating Healthy Communities Program to assist in the purchase of bike racks. We are looking for businesses/community organizations that are interested in placing a bike rack at their location.

Name of Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you own or lease the property? \_\_\_\_\_

(\*If leasing, property owner's permission is required.)

Describe the exact location of desired bike rack: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is location on public or private property? \_\_\_\_\_

Can you arrange for installation of the bike rack? Yes No

Are you interested in becoming a "Bike Friendly Business"? Yes No

Has the property owner or management of the business provided approval? Yes No

Has the business owner or manager provided approval? Yes No

Please indicate preferred type of bike rack:

Single rack

Multiple rack

Please indicate preferred style of bike rack:

Inverted U-style

Post and Ring

Double Post and Ring



Multiple Loop Rack



Multiple Inverted U Rack



Multiple Traditional Rack



**Property Owner's Affirmation**

I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant's intent to install a bicycle rack adjacent to the sidewalk in front of the business listed on this application and have no objections.

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

We appreciate your involvement in this project. We are willing to help out any way that we can with this application.

For assistance, contact:  
Shelly Miller, CHC Program Coordinator  
419-228-4457  
[smiller@allenhealthdept.org](mailto:smiller@allenhealthdept.org)

Disclaimer: Once provided, you assume all responsibility for maintenance for this rack or any damage or injury that may occur.

## Requesting a Bike Rack

Improve bike amenities at your worksite or in your community by requesting a free bike rack from Creating Healthy Communities (CHC). All businesses, nonprofits, and community organizations are eligible to apply.

Do you have customers or employees who need a safe place to lock up their bike when they get to your business? Do you want to improve cycling accommodations in your community in a tangible and visible way? Do you want to show your support for sustainable transportation of all sorts? Do you want to do it for free? Then request a free bike rack from CHC!

Simply complete the application form and you'll be contacted by the CHC program coordinator to help you site the rack and determine usage. Successful applications to the Bike Rack program will receive:

- Donation of one (1) bicycle rack per applicant
  - Bicycle rack location assistance
  - Cycling, Walking, Public Transit, and Multimodal Information Packet
  - Recognition of rack recipients – news releases, newsletter articles, social media and web site
  - Inclusion of bicycle rack location on regional bicycle facilities map
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## Eligibility and Other Requirements

Local businesses and non-profits in Delphos are eligible to apply. Applicants must either own the property on which the bicycle racks will be installed or provide proof of permission from the property owner to install a bicycle rack on the property. All bicycle racks must be installed outside of the public right-of-way unless permission is otherwise granted.

## Application Deadline and Submission Process

Applications are accepted on a rolling basis throughout the fiscal year. Please submit one (1) application per physical location or worksite. Applications can be obtained on-line ([www.allencountypublichealth.org](http://www.allencountypublichealth.org)) or over the phone by calling Shelly Miller at 419-228-4457 or email [smiller@allenhealthdept.org](mailto:smiller@allenhealthdept.org).

## Selection Process

CHC will review all received applications. A site evaluation will be scheduled within two weeks of receipt for applicants who meet the minimum criteria, including but not limited to usage of current facilities, if applicable; projected usage, projected audience, and need. Site evaluation will include suitability of location and proximity to existing bicycle facilities and routes. Racks will be awarded within four weeks of a site visit.

## Awards

Grantees will receive 1 or more inverted-U style racks, or 1 or more post-style racks, each of which can hold two bicycles.

## Additional Information

Questions regarding the Bike Rack Donation Program or the application process should be directed to Shelly Miller, Program Coordinator at 419-228-4457 or [smiller@allenhealthdept.org](mailto:smiller@allenhealthdept.org).

## City of Delphos

### Procedures requesting bike rack in City right of way

The procedure for the installation of bike racks along City right of way is as follows:

1. A letter should be submitted to Safety Service Director requesting permission to install a bike rack. The letter should include the following:
  - a. Business name
  - b. Location for the installation (this needs to be as exact as possible) – see sample letter.
  - c. Sentence stating it will be installed to not interfere with pedestrian traffic or people getting out of their vehicles
  - d. Name of person installing
  - e. Statement that business will provide all maintenance for the bike rack.
  - f. The type of bike rack being installed (see attached criteria)
  
2. The Safety Service Director, upon receiving the information will:
  - a. Visit the site for approval of location.
  - b. Review site plan and rack selection with Creating Healthy Communities Coordinator.
  - c. Submit legislation, including map of location.
  - d. Send license agreement to business owner.
  
3. Removal of Bicycle Racks
  - a. The approved bicycle rack must be removed as detailed in the license agreement.
  - b. Removal will include all hardware and rack components. Bolts must be removed or cut flush to the sidewalk.

\*Letter with supporting information must be emailed to the Safety Service Director.  
Contact Shane Coleman, 419-695-4010 or email [scoleman@cityofdelphos.com](mailto:scoleman@cityofdelphos.com).

Or mail to: Shane Coleman  
Safety Service Director  
City of Delphos  
608 N. Canal Street  
Delphos, Ohio 45833



**SAMPLE LETTER:** to request the installation of a bike rack on public space

\*\*\*\*Areas underlined are to be filled in by person completing this form.

Delphos City Council  
608 N. Canal St.  
Delphos, Ohio 45833

Dear Chairman of Street Committee:

Name of business, is requesting a bike rack be installed at business location/address. The rack which is description: rack style, length and height will be located state exact location on sidewalk.

Bikes will be parked length wise as to not interfere with pedestrian traffic or people getting into or out of their vehicles .

The bike rack will be installed by name of installer and name of business will provide the maintenance. If the bike rack is removed, name of business will ensure the area is restored.

Thank you for your consideration.

Your name  
Your phone number  
E-mail contact

Attach: Product description of your rack  
Sketch of where you are placing the bicycle rack

Copy to: Safety Service Director  
City of Delphos  
608 N. Canal St.  
Delphos, OH 45833