

# PUBLIC WORKS

# RULES & REGULATIONS

OF THE EXECUTIVE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS, CITY & COUNTY  
OF DENVER

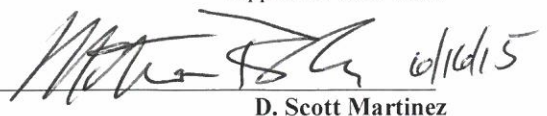
Adopted Pursuant to Article II of  
the Charter of the City & County of  
Denver and Section 2-91 et seq. of  
the Revised Municipal Code

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## PERTAINING TO THE ADMINISTRATION OF A BICYCLE PARKING PROGRAM BY THE CITY TRAFFIC ENGINEER

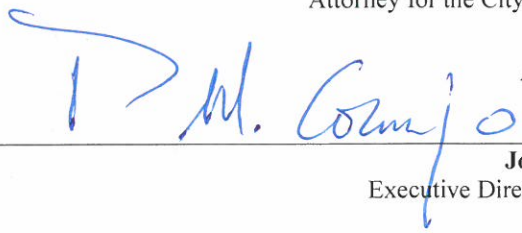
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Approved as to form:



**D. Scott Martinez**  
Attorney for the City & County of Denver

Approved & Adopted



**Jose M. Cornejo, P.E.**  
Executive Director of Public Works

Effective Date

## RULES AND REGULATIONS PERTAINING TO THE ADMINISTRATION OF A BICYCLE PARKING PROGRAM BY THE CITY TRAFFIC ENGINEER

### I. DEFINITIONS

1. **Bicycle Parking** – all publicly available bicycle parking that is located in the Public Right-of-Way (ROW) either below the curb in the roadway in an existing parking lane or above the curb.
2. **Bicycle corral** – infrastructure typically used for publicly available bicycle parking that is located below the curb in the ROW, arranged as an array of inverted u-racks secured to a baserail.
3. **Bicycle Parking Permit** – a ROW Parking Permit issued by Public Works-Transportation to the adjacent property owner where bicycle parking is installed.
4. **City Traffic Engineer** – the City Traffic Engineer, or designee, specifically the Manager of Parking Operations.
5. **Inverted U-Rack** – infrastructure typically used for publicly available bicycle parking that is located above the curb on the sidewalk or another location within the ROW.

### II. AUTHORITY

1. The City Engineer shall exercise the powers granted in Section 54-43(b)(6) and (8) D.R.M.C, consistent with the responsibilities assigned to the Executive Director of Public Works.

### III. INTENT

1. A robust bicycle parking program supports the transportation vision for moving people as established by the Strategic Transportation Plan. It also supports the goals and objectives of Denver Moves, which expands the vision for the non-motorized transportation and recreation in Denver by identifying the next phase of priorities for bicycle and multi-use connections in the Mile High City. A goal of Denver Moves includes achieving a 15% bicycle and walking commute mode share by 2020. Implementing a robust bicycle parking program creates end of trip facilities for individuals traveling by bicycle, while providing for a safer and more accessible pedestrian environment through a more uniform public realm. Additionally, these rules and regulations are enabled by, and clarify, Sec 54-575 (Bicycles.Parking).

#### **IV. ADMINISTRATION**

1. The bicycle parking program will be administered by Public Works-Transportation. Administration of the program includes: application intake, review, and approval; equipment procurement; permit issuance; and policy and procedure development and oversight.

#### **V. DESIGN AND LOCATION STANDARDS**

1. Public Works Transportation maintains design standards for bicycle corrals and inverted u-racks. These standards are published and made available to the general public on the City's website. Design standards shall be followed by all parties installing bicycle parking in the ROW or as part of a development review process.
2. Public Works Transportation maintains location guidelines for the placement of bicycle corrals and inverted u-racks. Location standards ensure proper placement of bicycle parking in the ROW to achieve safety and functionality. These standards are published and made available to the general public on the City's website. Location guidelines shall be followed by all parties installing bicycle parking in the ROW or as part of a development review process.
3. Design standards and location guidelines are subject to change, and all revisions will be published on the City's website.
4. The City Traffic Engineer, or designee, may provide a variance to the published design and location standards, based on professional judgment.

#### **VI. PERMITS**

1. A bicycle parking permit is required to install a bicycle corral or inverted u-rack in the ROW.
  - A. A one (1) time permit shall be issued to the adjacent property owner for the installation and maintenance of inverted u-racks.
  - B. A five (5) year permit shall be issued to the adjacent property owner for the installation and maintenance of a bicycle corral that is below the curb.
  - C. This permit requirement may be waived when bicycle parking is installed as part of an approved development and/or transportation plan through Public Works.

2. A bicycle parking permit is a revocable permit that may be revoked at any time without cause.
3. The City Traffic Engineer reserves the right to deny a bicycle parking permit request.
4. The City Traffic Engineer reserves the right to place maximum allowances on the number of bicycle parking permits issued to a specific location, block or block face, corridor, district, or area.

#### **VII. PERMIT FEES**

1. The following fee schedule shall be applied to bicycle parking permits:
  - A. Inverted U-Racks - No fee shall apply to bicycle parking permits issued for the installation of Inverted U-Racks above the curb.
  - B. Bicycle Corral - \$1,000 fee shall apply to bicycle parking permits issued for the installation of bicycle corrals below the curb.
2. Permit fees may be waived by the Executive Director of Public Works or designee. Waiver of fees is based on exercising permit holder option to supply and maintain additional bike parking equipment in the ROW.

#### **VIII. PERMITEE RESPONSIBILITY**

1. Bicycle parking permit holders are responsible for maintaining and insuring the bicycle parking equipment.
2. Bicycle parking permit holders are responsible for keeping the bicycle parking facility open to the public.
3. Bicycle parking facilities shall not display advertising without the permission of the Executive Director of Public Works, or designee, and shall comply with DRMC Section 3-1.
4. If the bicycle parking equipment is owned by the City, the permit holder is responsible for the following light maintenance items:
  - A. Snow removal in accordance with current rules and regulations. Snow must not be moved into the traffic 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.
5. If the bicycle parking equipment is owned by the permit holder, the permit holder is responsible for the aforementioned light maintenance items as well as the following heavy maintenance items:
- A. Removal of the bicycle parking equipment if requested by the City. Requests 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 ROW 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.
  - B. Replacement or refurbishment of any bicycle parking equipment that poses a public safety risk or degrades its functionality. Equipment includes all items specified in the approved standards and permit conditions for Inverted U-Racks and Bicycle Corrals.
6. 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.
7. No modification shall be made to any bicycle parking installation that was authorized by a bicycle parking permit without prior approval from the City Traffic 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 Traffic Engineer shall cause immediate revocation of the permit without further action by the City Traffic 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.
8. A \$1,000 removal fee will be assessed to the bicycle parking permit holder if the permit holder fails to remove the bike parking equipment upon request.
9. Failure to adhere to these permittee responsibilities 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.