

Active Transportation Support Program Guidelines

Prepared by the Transportation Agency for Monterey County



*Adopted by the Transportation Agency Board December 2016
Amended May 2022*



**PLEASE SUBMIT COMPLETED APPLICATIONS TO TAMC
55-B PLAZA CIRCLE, SALINAS, CA 93901
Phone: (831) 775-0903; Fax: (831) 775-0897
Email: alissa@tamcmonterey.org**

GUIDELINES FOR THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY ACTIVE TRANSPORTATION SUPPORT PROGRAM

Purpose

Encouraging active transportation as a primary mode for mobility is a major goal of the **Transportation Agency for Monterey County (TAMC)**. Access to secure parking, increasing opportunities to maintain bicycles, and training safe cycling skills supports people who choose to travel in this style for everyday trips, like to work, school, shopping, or leisure. Alternatively, the lack of available facilities, support equipment, maintenance experience, and safety concerns are strong deterrents to using active transportation. To promote human powered travel, the Transportation Agency for Monterey County operates the Active Transportation Support Program as a tool for increasing and ensuring accessibility to active transportation options in all parts of the county.

The Agency administers the Active Transportation Support Program to help private businesses, local jurisdictions, nonprofit organizations, school districts, and other public agencies in Monterey County acquire active transportation resources and equipment to serve their employees, clients, and students. The program provides services to help applicants manage their own roll repair or bike safety program, as well as training resources to run these programs. Applicants also have the option to apply for support kits and fixed equipment such as bicycle racks and lockers. In conjunction, the Active Transportation Support Program actively supports those that are involved in our Safe Routes to School Program and Go831 Program.

Providing these types of amenities, businesses and agencies can attract more patrons and commuters to use active transportation modes, increasing overall safety, accessibility and health for participating communities. Providing supporting equipment outside of the home supports the growing number of people who choose the active travel method for economic, health, and environmental reasons.

Program Goals

- Increase the amount of active transportation amenities in Monterey County.
- Give high priority to locations without existing amenities and businesses that cater to active transportation users (e.g., HER Helmet Thursdays businesses and organizations).
- Ensure equitable distribution of active transportation facilities across Monterey County.
- Ensure access to active transportation modes and equipment in schools, the workplace, and in community centers.

- Promote program resources through our Safe Routes to School Program and Go831 Program.
- Provide bicycle parking in convenient locations to encourage bicycling.
- Support electric bicycle and mobility device infrastructure through education and parking spaces.
- Support artistic design of facilities that increase visibility of bicycle parking and active transportation modes and maintain the character of a special area or district.
- Educate Monterey County residents and commuters on the essentials of safe use and proper maintenance of active transportation modalities such as bicycles, scooters, skateboarding, and walking.

Program Budget

The Agency has an annual budget of \$30,000 for the Active Transportation Support Program.

Program Areas

- Roll Repair Program
- Bike Support Kits
- League of American Bicyclists Training
- Racks and Lockers

Roll Repair Program

A deterrent in using modes of active transportation is the lack of knowledge on how to maintain equipment and not having tools to perform the needed maintenance. In partnership with schools and local organizations, the Roll Repair Program intends to help implement maintenance programs for active transportation users in the community. The Transportation Agency will provide maintenance tools and training resources to organizations who want to start a maintenance program for their clients. Maintenance support can come in different forms whether the organization wants to provide a maintenance program in a specific location or bring their resources out to the community in a mobile fashion.

Program Requirements for Roll Repair Program

1. Any school and nonprofit organization located in Monterey County is eligible to apply to this program.
2. The Transportation Agency will cover the purchase price (including tax, shipping, and handling) for maintenance tools and equipment. For equipment planned to be in a fixed location, installation and maintenance costs must be borne by the applicant.

3. To receive maintenance tools and equipment, interested participants 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. Training will be provided to applicants and their affiliates to ensure that those running their Roll Repair Program are prepared to assist users. The applicant is required to specify what type of educational support they will need.
5. Applicants must document and host at least three events per twelve-month period training people how to repair equipment.
6. To continue participation in the program, submit an end of year summary that describes the applicant's involvement in the program, the number of clients served, along with pictures documenting their involvement to the Transportation Agency.

Bike Support Kits

It is critical for employees who bike to work to have the essential equipment for a well prepared and safe commute. While bicycle commuters may have the necessary equipment at their homes, bicycle commuters leaving work may encounter challenges such as flat tires or lack of safety gear where the risk of the workplace not having such items is likely. The Transportation Agency highly encourages employers participating in our Go831 Program to apply for Bike Support Kits. The Bike Support Kits includes a range of maintenance and safety items such as: bike pumps, patch kits, inner tubes, lights, and reflectors. Please see an attached menu of approved tools and suggested components to choose from for your bike support kit in Attachment 1.

Program Requirements for Bike Support Kits

1. Any private business, public agency, or nonprofit organization located in Monterey County is eligible to apply for this program.
2. Prioritization of distribution will be preferred by those that are involved in the Safe Routes to School Program, Go831 Program, and League of American Cyclist Trainings.
3. Applicants must specify the type and number of items they are requesting for their support kits in the application.

League of American Bicyclists Training

The League of American Bicyclists is a nationwide movement that celebrates the freedom of cycling in America through education, advocacy, and promotion. The League offers trainings to its members who are interested in becoming a League Cycling Instructor (LCI) in which the LCI would learn the skills necessary to teach people of all ages the know-hows of bicycle safety and education.

The Transportation Agency is seeking to partner with local schools and nonprofit groups to host training workshops to train prospective instructors about bicycle safety and education.

Racks and Lockers

The Transportation Agency has a designated pot of funding available for the purchase and shipment of bicycle, scooter, skateboard racks and lockers for businesses and organizations interested in the equipment. This includes funding available for racks, lockers, and repair stations as outlined in Attachment 1, artistic bike racks, and bike racks on transit buses.

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.

Artistic 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.

To support artistic bicycle parking, the Transportation Agency offers financial assistance by providing up to a 1-1 funding match to applicants proposing artistic bike racks. The available 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 but cannot exceed 50% of the cost of the rack. The funding match will be provided on a reimbursement basis and must be requested 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.

MST on-Bus Racks

Recognizing the need to support cyclists who also travel by bus, the Active Transportation Support Program also allows for applications by Monterey-Salinas Transit (MST) for bicycle racks with space for three bicycles on their buses. However, due to the high cost of these racks, and that they fall outside the program goals on pages 3 and 4, priority will be given to applications seeking fixed location racks, lockers, and repair stations.

Program Requirements for Racks Fixed Location Equipment

- Any private business, public agency, or nonprofit organization located in Monterey County is eligible to apply for funding from this program.
- The Transportation Agency will cover the purchase price (including tax, shipping and handling) of the equipment identified in Attachment 1. Installation and maintenance costs must be borne by the applicant.
- To receive parking racks, lockers, or repair stations, 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.
- 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 innovations, other designs will be considered on a case-by-case basis to be approved by Transportation Agency staff.
- 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.
- Parking racks should be placed with consideration of electric bicycles and other electric mobility devices in mind. Racks could be placed near pre-existing available outlets or installing charging stations could be considered.
- 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.
- Parking facilities (racks and lockers) and repair stations are to be placed so as not to block or diminish accessibility to sidewalks, entrances, etc.
- Recipients are encouraged to locate parking facilities near charging stations or outlets to encourage and accommodate electric bicycles.
- Businesses or agencies receiving parking facilities must agree to install and maintain the parking devices and areas in a clean and safe condition.

- 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.
- 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.

Procedure for Receiving Grants for the Active Transportation Support Program

The following steps outline how to participate in the Active Transportation Support 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 parking 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 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. Determine cost for equipment that is planned to be in a fixed location. For fixed location equipment, installation and maintenance costs must be borne by the applicant.
5. Determine who will participate in trainings so that applicants and their affiliates are prepared to assist users. Include names and positions of those who will be receiving training and specify what type of educational support each applicant or affiliate will need.
6. Applicants to the Roll Repair Program must commit to host and document at least three events per twelve-month period training people how to repair equipment.
7. Commit to the submission of an end of year summary that describes the applicant's involvement in the program and the number of clients served, along with pictures documenting their involvement to the Transportation Agency.
8. Determine how many LCI trainings your organization can participate in the application form, if applicable.
9. Sign and submit the Agreement with the Transportation Agency, promising to install, maintain and be responsible for the equipment requested.

10. Send **ALL** of the following items to Transportation Agency **AS APPLICABLE**:

- Program Application
- Signed agreement to place bicycle racks or repair stations and provide pre-installation and post-installation photographs, if applying to Rack and Locker, Bike Repair Kit programs
- Signed agreement to provide trainings, training events, and annual reports if applying for the Roll Repair Program and LCI Training programs.
- Site photographs and map
 - Data on before and after bicycle usage (counts) 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.

11. Transportation Agency staff will review all application materials within three weeks and follow-up with any questions. Agency staff will then submit a recommendation to the Bicycle and Pedestrian Facilities Advisory Committee for approval.

- Note: Active Transportation Support Program Grant Applications will be reviewed on a first come first-serve basis until the annual budget runs out. To ensure equitable distribution of equipment, applications seeking multiple parking racks, lockers, or repair stations may receive a partial award of the requested equipment.

12. Transportation Agency staff will order the parking facilities after grant application(s) are approved. The Transportation Agency hopes to take advantage of bulk ordering whenever feasible.

13. Applicants must install the facilities within one month of delivery, as per the agreement, unless other arrangements have been made with Agency staff.

14. Applicants must send Agency staff a picture(s) of the installed facilities to:
alissa@tamcmonterey.org.

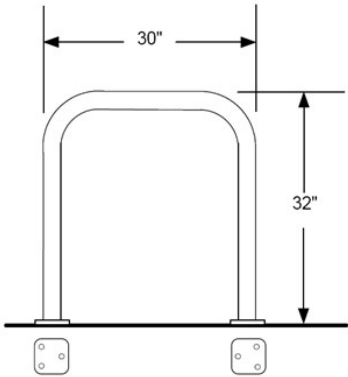
Due to limited funds for this program, bicycle parking facilities are not guaranteed to all that apply. Please direct any questions about the program or the application process to Alissa Guther, Transportation Planner, at (831) 775-4402. All application materials must be submitted to: Bicycle Secure Program, Transportation Agency for Monterey County, 55-B Plaza Circle, Monterey, CA 93901, or via email to alissa@tamcmonterey.org.

Attachment 1

Bicycle Rack Styles and Specifications

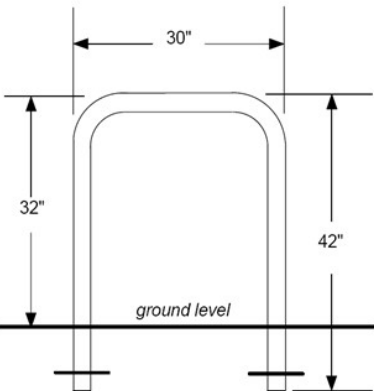
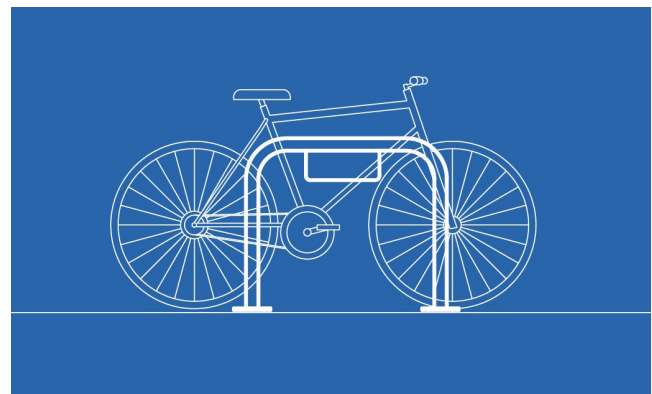
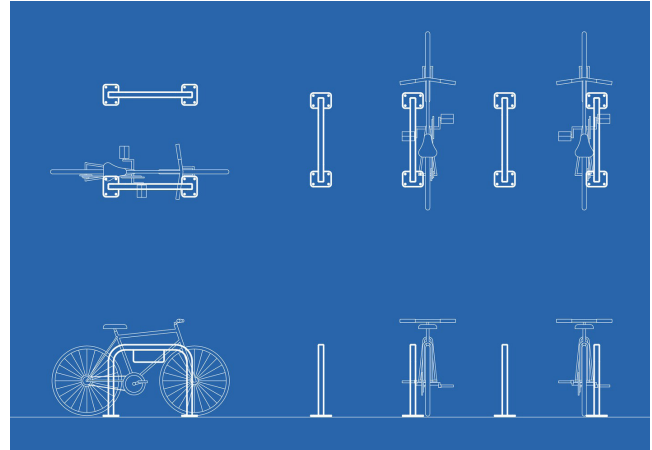
Single Inverted U Racks:

A.



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

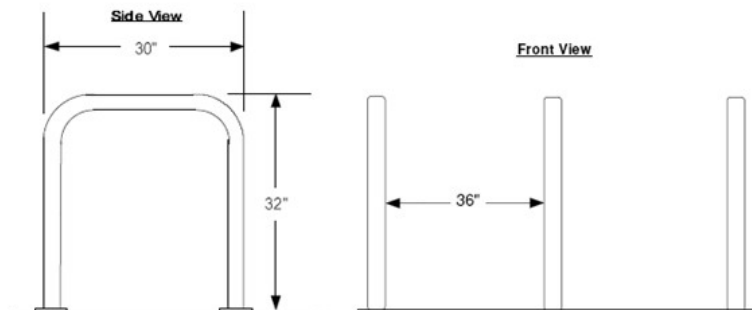


Sub-Surface Mounted Single Inverted U

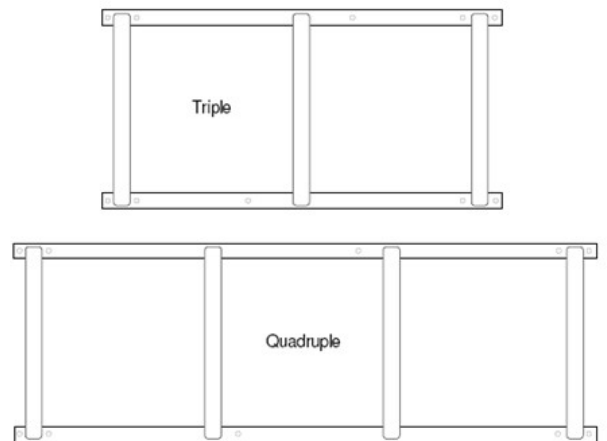
- Height: 42"
- Width: 30"
- Square Tube: 2" x 2" x .188" wall
- Finish: Hot-dipped Galvanized

Rail Mounted Inverted U Racks:

B.



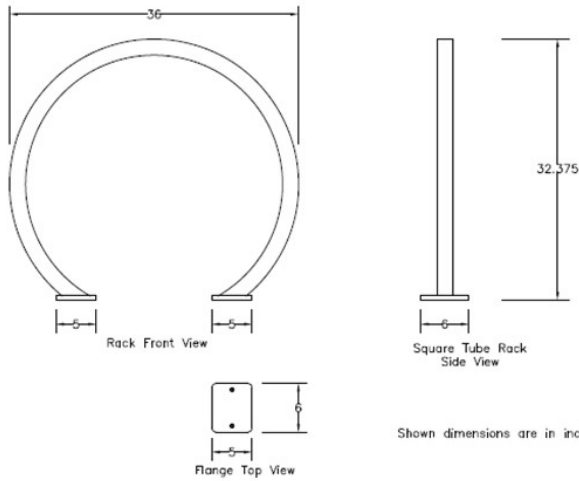
Top Views



Bicycle Rack Styles and Specifications, Cont.

Surface Mounted Single Circular Rack:

C.

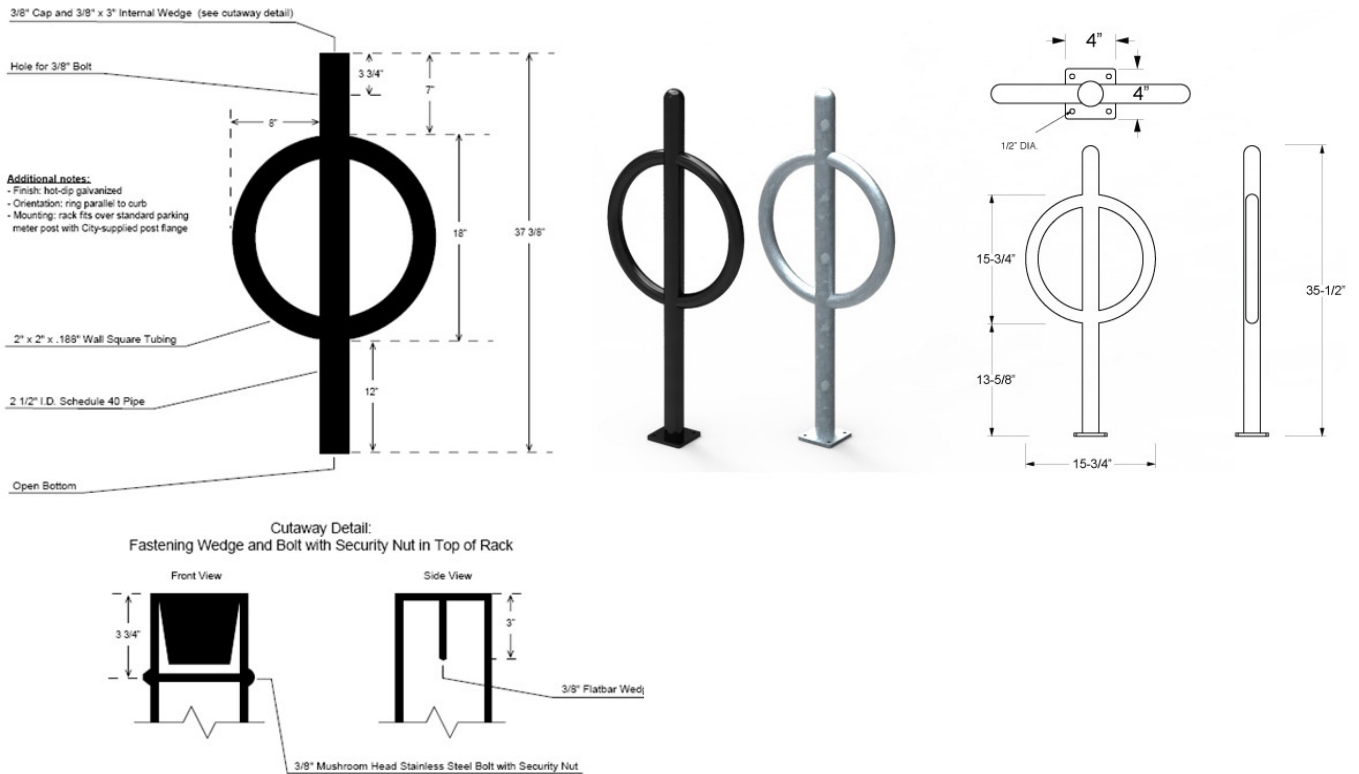


Surface Mounted Single Circular Rack

- 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)

Post-and-Ring Bike Rack:

D.



Bicycle Rack Styles and Specifications, Cont.

Angled Bike Rack:

E.



Bike Docks:

F.



G.



Single Inverted U Racks

Bicycle Rack Styles and Specifications, Cont.

Wall-Mounted Bike Rack:

H.



I.



J.



K.



Bicycle Rack Styles and Specifications, Cont.

Artistic Bike Racks:

L.



Bicycle Rack Styles and Specifications, Cont.

Bike Corral / Parking Space Conversion:

M.

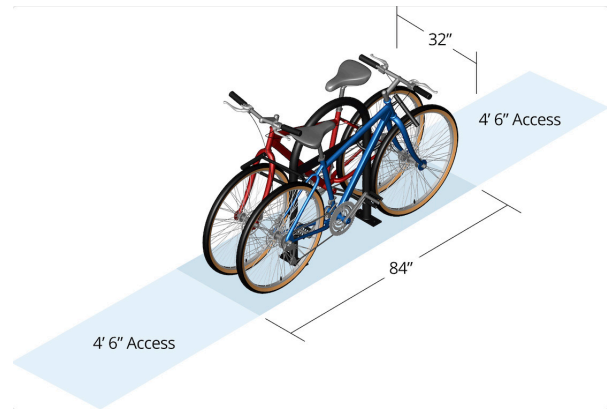


Bicycle Rack Styles and Specifications, Cont.

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.



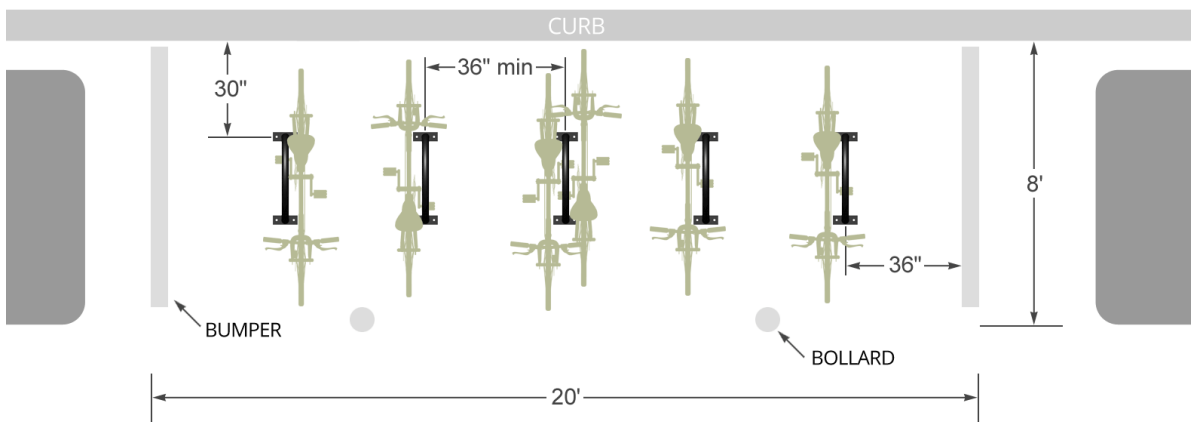
SPACING BETWEEN RACKS AND BUILDING

WHEN BIKES ARE PARALLEL TO BUILDING:

When bicycles are 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 are parked parallel to a curb, bike bars should be at least 2’ from the curb.



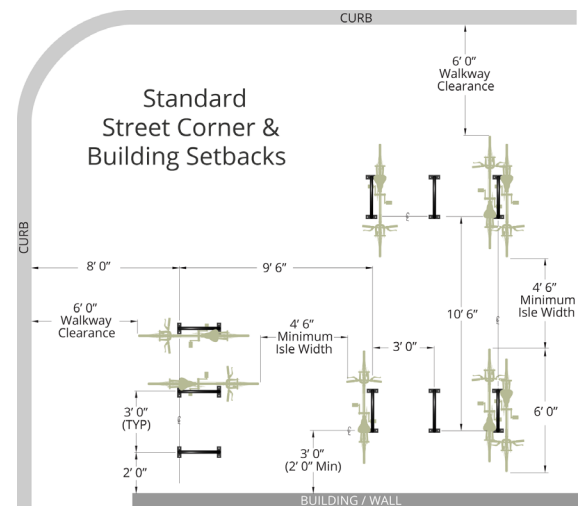
SPACING BETWEEN RACKS AND OBSTRUCTION WHEN

BIKES ARE PERPENDICULAR TO OBSTRUCTION:

When bicycles are parked perpendicular to a building, curb, or other obstruction, locking devices may be located as shown in the diagram above.

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

N.

Vertical Bike Rack (right):

<https://www.dero.com/brochures/vertical-bike-locker.pdf>



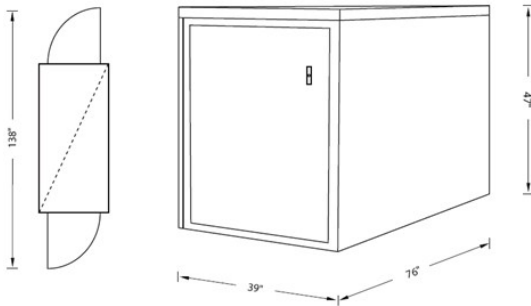
O.



Double Bike Locker (left):

<https://www.dero.com/brochures/dero-double-locker.pdf>

P.



Bike-to-Work Lockers (Steel):

More information can be found at:

<http://bikeparking.com/btwlockerm/BTWL02M-spec.pdf>

Bicycle Repair (Fix-It) Station

Q.



Skateboard / Scooter Rack Styles

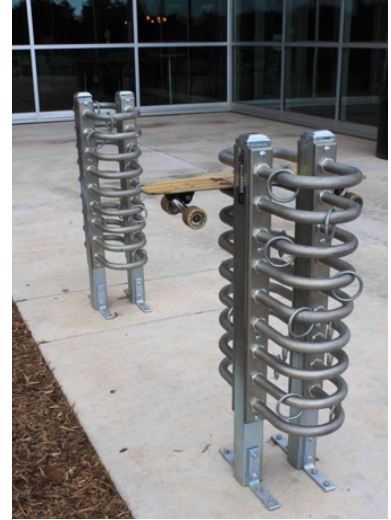
S.



T.



U.



Bicycle Repair Kit Materials Menu

V.



Bike Pedal Wrench

W.



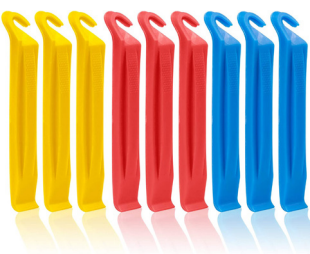
Bike Cable Cutter

X.



Chain Whip Pedal Wrench

Y.



Plastic Tire Lever

Z.



Roller Chain Detacher Cutter

AA.



Fold Up Hex Wrench

Bicycle Repair Kit Materials Menu, Cont.

BB.



Tire Patches

CC.



Master Link Pliers

DD.



Tire Repair Tool

EE.



Torx Compatible 3-Way Wrench

FF.



Rubber Cement