



People St

# Bicycle Corral Application

# People St

Dear Angelenos,

I am pleased to invite you to present your ideas to be a part of **People St**, a program that transforms neighborhoods across our city. People St was developed by the Los Angeles Department of Transportation (LADOT) in collaboration with the Los Angeles Departments of Public Works and City Planning, and the Los Angeles County Metropolitan Transportation Authority (Metro), all of whom will work closely with community groups on this effort.

People St represents one of the many tools in our **Great Streets** toolbox. We are working to change the way Angelenos interact with the built environment, while using existing government resources to make City Hall work better for our residents and businesses. Fundamental to People St is its bottom-up, community-based approach. I am proud of our city's transportation and planning experts, but no one knows more about our neighborhoods than you.

It is fitting that such an innovative program will be taking root here in Los Angeles, where we are experiencing a fundamental shift in how we make our city streets safer and more enjoyable. I look forward to the many new Plazas, Parklets, and Bicycle Corrals that will be created by People St and am excited to continue working with all of our departments to spearhead other creative initiatives.

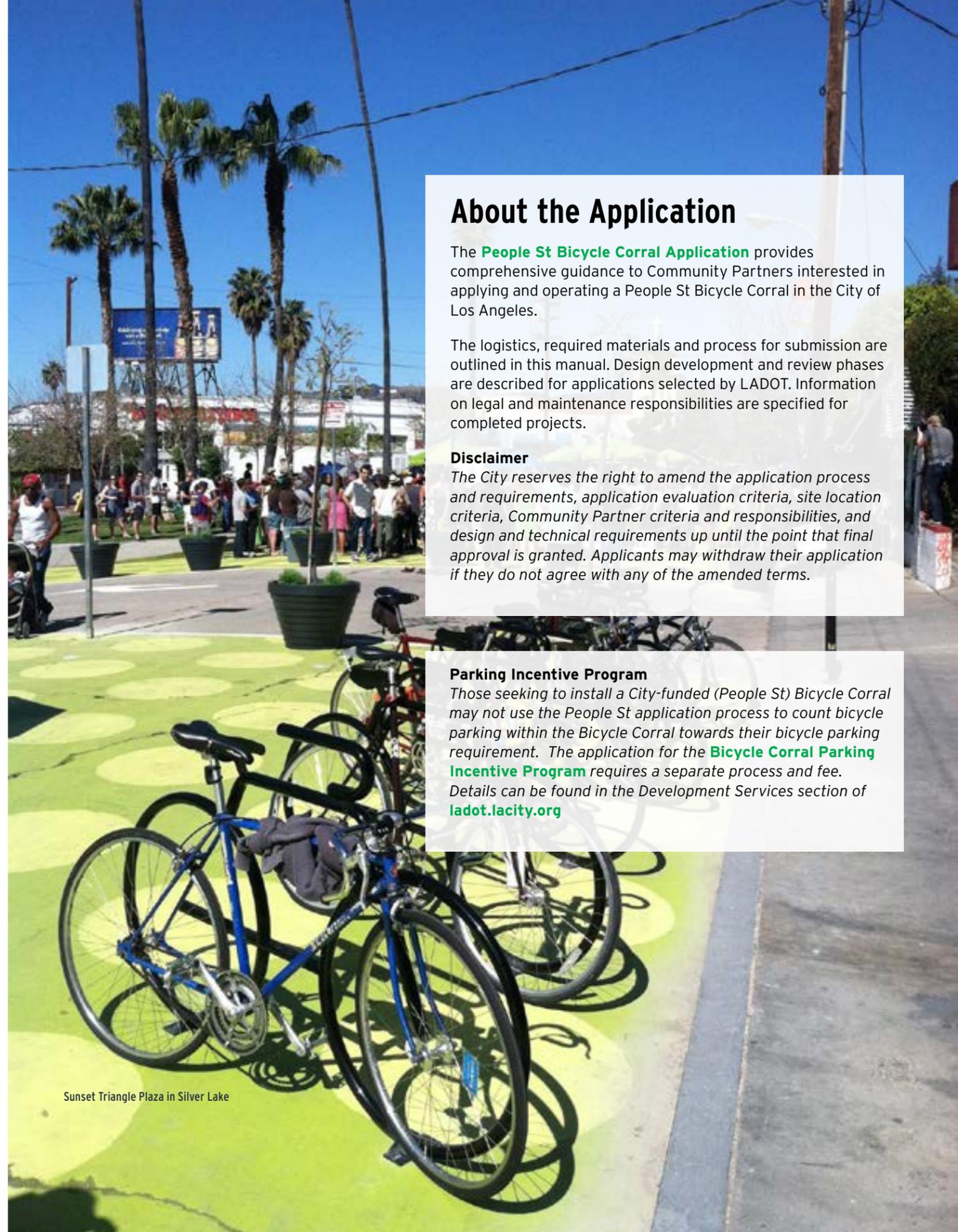
Please join me and all of us at the City of Los Angeles in fostering Great Streets in our neighborhoods and communities. We look forward to seeing you on the street.

Warm regards,

Mayor Eric Garcetti



City of Los Angeles Department of Transportation  
Active Transportation Division  
100 S. Main St., 9th Floor  
Los Angeles, CA 90012  
ladot.lacity.org



## About the Application

The **People St Bicycle Corral Application** provides comprehensive guidance to Community Partners interested in applying and operating a People St Bicycle Corral in the City of Los Angeles.

The logistics, required materials and process for submission are outlined in this manual. Design development and review phases are described for applications selected by LADOT. Information on legal and maintenance responsibilities are specified for completed projects.

### Disclaimer

*The City reserves the right to amend the application process and requirements, application evaluation criteria, site location criteria, Community Partner criteria and responsibilities, and design and technical requirements up until the point that final approval is granted. Applicants may withdraw their application if they do not agree with any of the amended terms.*

### Parking Incentive Program

*Those seeking to install a City-funded (People St) Bicycle Corral may not use the People St application process to count bicycle parking within the Bicycle Corral towards their bicycle parking requirement. The application for the **Bicycle Corral Parking Incentive Program** requires a separate process and fee. Details can be found in the Development Services section of [ladot.lacity.org](http://ladot.lacity.org)*

Sunset Triangle Plaza in Silver Lake

The **People St Program** was created by the City of Los Angeles Department of Transportation (LADOT) in collaboration with the City of Los Angeles Departments of Public Works and City Planning, the Office of Mayor Eric Garcetti, and the Los Angeles County Metropolitan Transportation Authority (Metro).

## PEOPLE ST PROGRAM

### **Project Management**

Brian Oh

## CONSULTANTS & PROJECT FORMALIZATION

### **Environmental Graphic Design and Brand Identity**

Emily Morishita

Raymond Dang

### **Architecture and Kit-of-Parts Design**

Daveed Kapoor, utopiad.org

Rob Berry, Berry and Linné

### **Project Evaluation Manual**

Robin Abad Ocubillo, Parklet Studies

### **Information Architecture/Website**

Mike Manalo

## CITY OF LOS ANGELES

### **Department of Transportation**

Seleta Reynolds, General Manager

Dan Mitchell

Zaki Mustafa

Pauline Chan

Margot Ocañas

Valerie Watson

Michelle Mowery

Rubina Ghazarian

Elizabeth Gallardo

Karina Macias

Karen Thai

Jay Kim

Tomas Carranza

Christopher Hy

Miles Mitchell

Manoochehr Adhami

Tim Conger

Tony Ho

Steve Gaur

### **Department of City Planning**

Simon Pastucha

### **Bureau of Engineering**

Randy Price

Essam Amarragy

### **Bureau of Street Services**

Lance Oishi

### **Bureau of Contract Administration**

Russ Strazella

### **City of Los Angeles Fire Department**

Captain David Sifuentes

## METRO

Julia Salinas

# Contents

7

## PEOPLE ST BICYCLE CORRAL PROGRAM

About Bicycle Corrals

Program Goals

Bicycle Corral Benefits

13

## BICYCLE CORRAL CRITERIA & RESPONSIBILITIES

Community Partner Criteria

Bicycle Corral Cost and Responsibility Breakdown

Community Partner Responsibilities

17

## BICYCLE CORRAL APPLICATION

Application Lifecycle

List of Application Materials

Application

Sample Maintenance Agreement

# BICYCLE CORRAL PROGRAM

## IN THIS SECTION

- 1 About Bicycle Corrals
- 2 Program Goals
- 3 Bicycle Corral Benefits

## About Bicycle Corrals

A **Bicycle Corral** is an on-street bicycle parking facility that can accommodate many more bicycles than a typical sidewalk rack. They are especially useful in areas with narrow sidewalks or areas heavily trafficked by pedestrians, where it would be impractical or obstructive to install a sidewalk rack.

Corrals act as destination attractors for local businesses and encourage people to take their local trips by bicycle and walking. People walking and biking to business districts or corridors tend to spend more time and money than those who drive, which contributes to economic vitality.

Currently, applications are continually accepted for the implementation of custom Cyclestall Corrals. The LADOT Cyclestall Corrals replace two auto parking spaces and are installed in the vehicular right-of-way along the curb. Corrals typically occupy 30-36 feet including buffer space, with enough parking for 14-20 people on bicycles!

## Program Goals

**1** Utilize parking spaces that were once for one vehicle for many

**4** Create trip attractors for local businesses, community events, and bike rides

**2** Emphasize streets as venues for social interaction and vibrancy

**5** Increase sidewalk space and support people walking and bicycling for local trips

**3** Support high-quality streetscape experience and improve the day-to-day life of the street

**6** Encourage increased levels of walking and bicycling which, in turn, support local business communities



Larchmont Village Corral Sponsored by Larchmont Village Wine & Spirits

## Bicycle Corral Benefits

1

### EXPANDED AND INCREASED PARKING THAT SERVES LOCAL BUSINESSES

- Bicycle parking allows unlimited time to park
- Diminishes demand on local car parking: 14-20 customers can park in a bike corral, the same amount of space required for two cars
- Help businesses locate in dense neighborhoods without breaking the bank on auto parking space

2

### INCREASED BUSINESS VISIBILITY AND FOOT TRAFFIC

- Improves sight lines and visibility at intersections for motor vehicle drivers and bicyclists
- Increases the visibility of a business from the street by 53%
- Bicycle corrals increase foot and bike traffic by 67%
- Make streets safer, friendlier and more attractive to visitors and new arrivals

3

### BOOM FOR BUSINESS

- Studies in New York City, Toronto, and Portland found that people who biked and walked to commercial areas spent more money per month than those who drove there
- With money saved on auto costs, people who ride bikes have more money to spend at local businesses
- In Seattle, taxable retail sales data showed that bike lanes had a positive economic impact
- Businesses in New York saw retail sales up 49 percent if they were located near protected bicycle lanes

4

### INCREASED ACCESS

- Ample bike parking allows business patrons, visitors, and tourists to park, stroll and visit multiple establishments
- People on bikes are more likely to make repeat trips to their local stores
- Provides a permanent buffer between pedestrian activities on the sidewalk and motor vehicle traffic on the street
- Creates a de facto curb extension, shortening pedestrian crossing distances at intersections
- Increases transportation options for both employees & patrons
- Bicycle users help to decrease traffic congestion in business districts
- Better bicycling infrastructure leads to higher rates of bicycle ridership

5

### PROMOTES SUSTAINABILITY

- Bicycles provide a zero emission transportation alternative in a time when climate change is largely attributed to human usage of fossil fuels
- Bicycles help to improve local air quality
- Active transportation improves physical and mental health, providing businesses with healthier and happier customers

6

### ENHANCES NEIGHBORHOOD

- Bikes create greater awareness of surrounding neighborhoods and local businesses
- Bicycle infrastructure makes real estate more desirable
- Streets that prioritize bicycling, walking and public transit positively impact the health of local businesses



BEFORE: TRACTION CORRAL



AFTER: TRACTION CORRAL

# BICYCLE CORRAL CRITERIA & RESPONSIBILITIES

## IN THIS SECTION

- 1 Community Partner Criteria
- 2 Bicycle Corral Cost and Responsibility Breakdown
- 3 Community Partner Responsibilities

# Community Partner Criteria

## ELIGIBLE ORGANIZATIONS

- Business Improvement District (BID)
- Community Benefit District (CBD)
- Chambers of Commerce
- Ground-floor business owner
- Fronting property owner
- Nonprofit and community-based organizations
- Other eligible Community Partners may be considered on a case-by-case basis.

## COMMUNITY CONNECTION

The Community Partner should have strong and productive relationships with property owners, business operators, and area residents. Prior collaboration with other community groups is also highly preferred. The Community Partner must have the organizational capacity to conduct outreach and organize public meetings regarding the Plaza project.

## CAPACITY FOR MAINTENANCE

The Community Partner should have previous maintenance experience and/or demonstrated capacity to maintain the Bicycle on a daily basis. Daily upkeep is required throughout the lifetime of the Bicycle Corral.



Pilot York BI Corral Sponsored by Cafe de Leche

# Bicycle Corral Cost and Responsibility Breakdown

The table below describes how People St Bicycle Corral costs and responsibilities are shared between the Community Partner and LADOT.

COMMUNITY PARTNER	LADOT
<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Outreach to directly affected stakeholders</li> <li>• Maintenance &amp; upkeep</li> </ul>	<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Site evaluation and approval</li> <li>• Design development</li> <li>• Installation and removal</li> </ul>
<b>EXPENSES</b> <ul style="list-style-type: none"> <li>• Maintenance &amp; upkeep</li> </ul>	<b>EXPENSES</b> <ul style="list-style-type: none"> <li>• Corral</li> <li>• Delineators &amp; signage</li> <li>• Installation and removal costs</li> </ul>

# Community Partner Responsibilities

**People St**

If selected as a Community Partner, applicants will be required to sign a Maintenance Agreement with the City of Los Angeles, to be responsible for operation, management, and maintenance of the Bicycle Corral.

Community Partner's responsibilities include, but are not limited to the following:

## SIGNED MAINTENANCE AGREEMENT

The Bicycle Corral Program is a public-private partnership. The City pays for the corral, site design, and installation in the public right-of-way. The requesting party then agrees to become a maintenance partner who cares for the Corral's cleanliness and upkeep for the duration of its installation.

## MAINTENANCE REQUIREMENTS

- Sweep and keep the Bicycle Corral and adjacent drainage clean and clear of debris
- Visually inspect the Bicycle Corral at least once per week
- Regularly maintain any plantings and landscaping
- Keep the facility free of graffiti and trash

## ACCESS

Enforce public access to the Bicycle Corral. Community Partners may not restrict access to the Bicycle Corral.

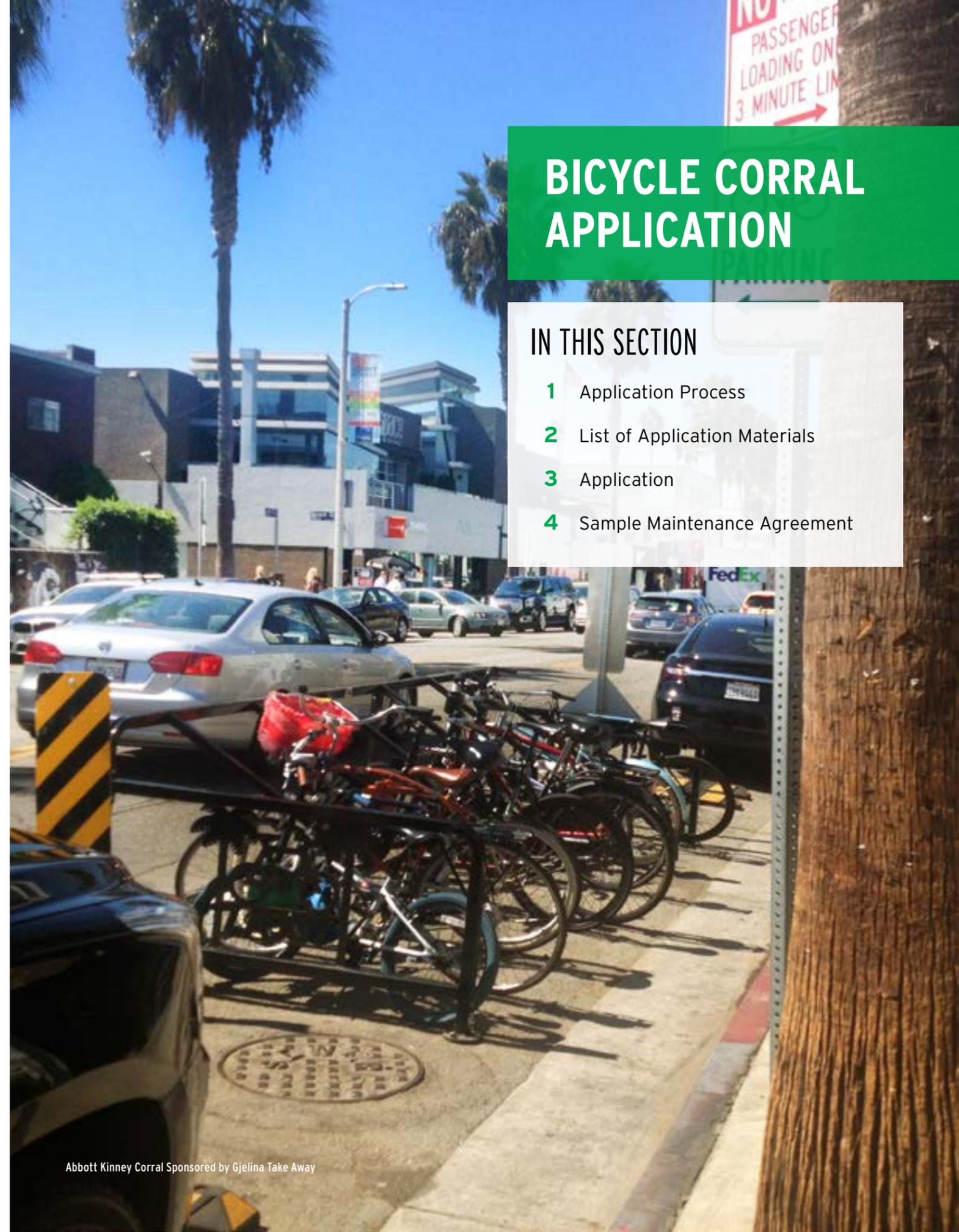
## PUBLIC HEALTH AND SAFETY

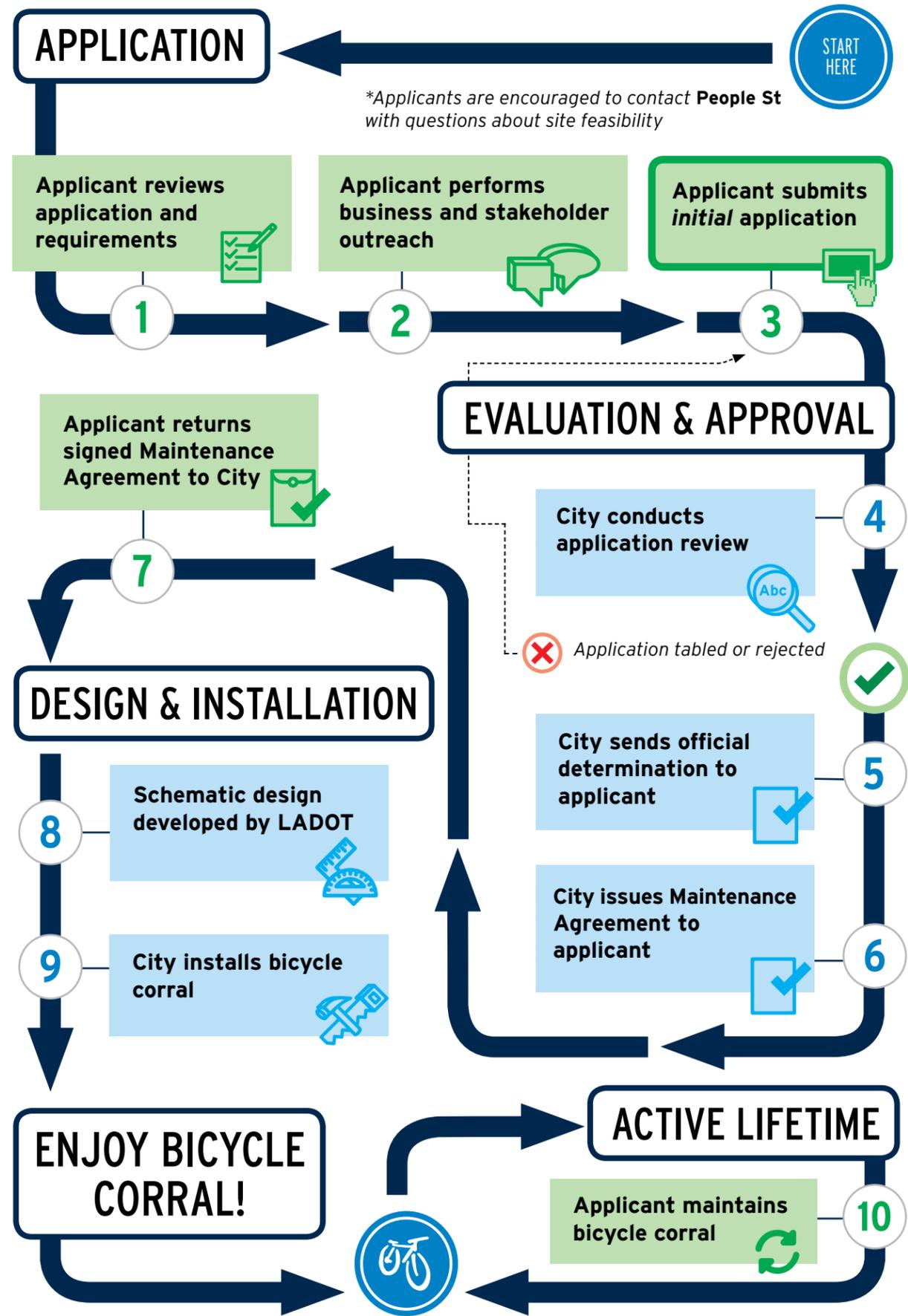
- Keep the Corral free of pests and vectors (vermin and pests like: rodents, birds, mosquitoes, etc.)
- Notify the City of any accidents or other incidents that have caused or may cause injury to persons or property, if known, occurring at the Bicycle Corral and claim for injury, death, property damage, or theft which may be asserted against the Community Partner with respect to the Bicycle Corral.

# BICYCLE CORRAL APPLICATION

## IN THIS SECTION

- 1 Application Process
- 2 List of Application Materials
- 3 Application
- 4 Sample Maintenance Agreement





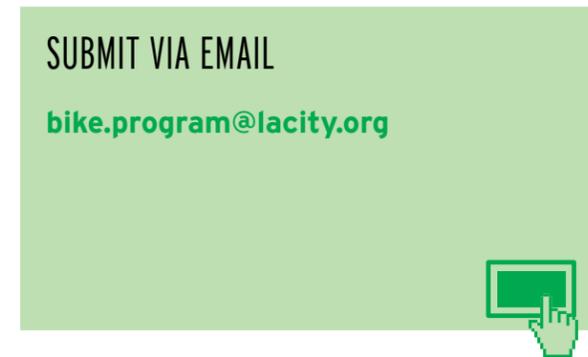
Glendale Boulevard Corral Sponsored by Kaldi Coffee

## Submitting Your Application

The following section contains all materials—application and supporting items—that you must assemble in preparation for submitting your application to LADOT.

Once you complete your application form and gather all the required supporting materials, email compiled materials to [bike.program@lacity.org](mailto:bike.program@lacity.org) to officially submit your application for LADOT review.

Email submission should use “Bicycle Corral RFP Submittal” as the e-mail subject line. Original hardcopy documents requiring signatures—such as letters of support and petitions—should be electronically scanned and submitted as individual PDF documents.



If you cannot submit via email, you can submit materials via mail:

### VIA MAIL

Hardcopy packages of this Bicycle Corral Application form and all required application materials must arrive on or by the application-window closing date. Packages may be addressed to:

**Bicycle Corral Application Submittal**  
**City of Los Angeles Department of Transportation**  
**Active Transportation Division**  
**Attn: Bicycle Program**  
**Mail Stop: 725**  
**100 S. Main Street, 9th Floor**  
**Los Angeles, CA 90012**

## Application Materials

- 1 PRELIMINARY SITE CHECKLIST
- 2 APPLICANT INFORMATION
- 3 PROJECT SITE FEASIBILITY
- 4 ACTIVE TRANSPORTATION ON SITE
- 5 SUPPORTING DOCUMENTATION CHECKLIST

# 1 Preliminary Site Checklist

Bicycle Corral project locations need to meet minimum criteria to be considered for project development. Below is a preliminary checklist that will help you to self-assess the viability of your proposed project location. Details of these criteria are covered in the application, but please consider selecting a different site if you cannot check EVERY BOX below.

The proposed site...

- Does not interfere with or block active driveway**
- Is not located on a State Highway**
  - Route 1: portions of Pacific Coast Highway, Lincoln Blvd
  - Route 2: portions of Alvarado Blvd, Santa Monica Blvd
  - Route 27: portions of Topanga Canyon Blvd
  - Route 90: portion of Marina Expressway
  - Route 187: portion of Venice Blvd
  - Route 213: portions of Western Ave
- Is located on a street with a posted speed limit 35mph or less**
- Does not interfere with or block a catch basin or storm drain**
- Does not overlap with manhole or utility access**
- Is unobstructed by sidewalk furniture, benches, newstands, or bus shelter**
- Is unobstructed by trees, tree wells, or other landscaping**
- Is located within a dense, commercial area**
- Is not located in or directly adjacent to a bus zone**
- Is not to be installed to meet a parking requirement for another project in the City of Los Angeles**

# 2 Applicant Information

## APPLICANT TYPE

- Business Improvement District (BID)**
- Ground-floor Business Owner**
- Fronting Property Owner**
- Non-profit or Community Organization**
- Neighborhood Council**
- City Council Office or Government Agency**
- Other applicant types may be considered on a case-by-case basis. Please describe your affiliation:**

---



---



---

## APPLICANT PRIMARY CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Organization or Business Name: \_\_\_\_\_

Legal Business Name or DBA: \_\_\_\_\_

Council District: \_\_\_\_\_

Look up district of proposed location here:  
[http://navigatela.lacity.org/common/mapgallery/pdf/council\\_districts/CDindex\\_8.5\\_11.pdf](http://navigatela.lacity.org/common/mapgallery/pdf/council_districts/CDindex_8.5_11.pdf)

Mailing Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

I have read the bicycle corral application documents and agree to their requirements and process.

\_\_\_\_\_ **Applicant Initials**

# 3 Project Site Feasibility

## IDENTIFYING PROPOSED LOCATION

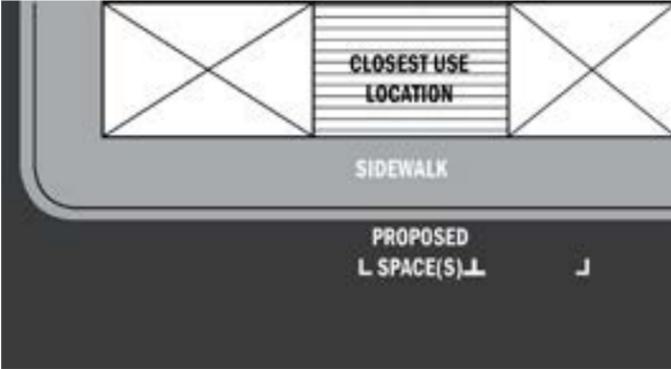
Nearest Valid Address: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Please attach an aerial image (printed from Google Maps) indicating the proposed location.

## DETAILED SITE INFORMATION AND LOCATION CRITERIA

### Project Site Terms Description



**Name/Description of Closest Use:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Street Address of Closest Use:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Closest Use Type/Description

choose one:

- Business
- Retail Store
- Restaurant
- Cafe
- Bar
- Multi-Family Residential
- Single-Family Residential
- Office/Commercial

Other (please explain):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Primary Site - Nearby Uses (within 1 block radius)

check all that apply:

- Business
- Retail Store
- Restaurant
- Cafe
- Bar
- Multi-Family Residential
- Single-Family Residential
- Office/Commercial

Other (please explain):  
 \_\_\_\_\_  
 \_\_\_\_\_

## DETAILED SITE INFORMATION AND LOCATION CRITERIA

Description of Parking Spaces intended for Corral Location:  
 \_\_\_\_\_

Parking Regulations at Proposed Site(s): (example: No Parking 7-9AM; 4-6PM)  
 \_\_\_\_\_

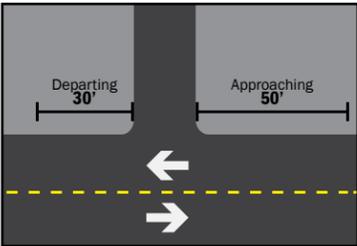
### Parking Zone(s)

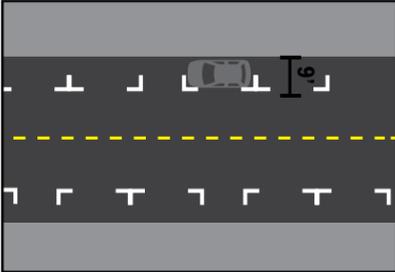
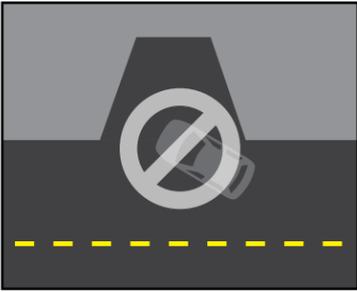
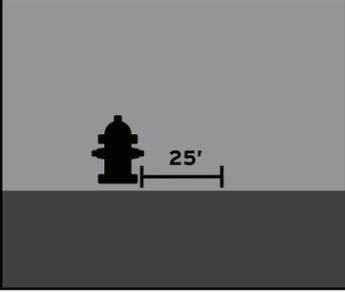
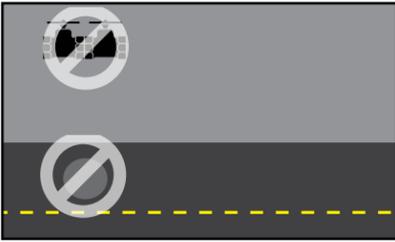
What is the existing parking zone designation?

- Metered Parking** (Parking meter or pay station)
- Street Parking** (No meters or pay stations, no colored curb)
- Red Zone** (requires LADOT pre-approval; contact LADOT prior to applying)
- Yellow Curb Zone** (Commercial Loading)
- White Zone** (Passenger Loading)
- Green Zone** (Short-term Parking Zones)
- Blue Zone** (Disabled)
- Bus Zone** (requires LADOT pre-approval; contact LADOT prior to applying)
- Other Use:** \_\_\_\_\_

See LADOT website for more info:  
<http://ladot.lacity.org/WhatWeDo/Parking/CanIParkThere/ColoredCurbZones/index.htm>

### Site Location Criteria

- At least 50' from approaching corner or 30' from departing corner**  

- Posted speed limit on street is 35 MPH or less**  

- Site is at least 9 feet in width (measuring out from curb)**  

- Does not block driveway access**  

- Is not within 25 feet of a fire hydrant**  

- Does not restrict access in any way to public utilities, utility covers, valves, building standpipes, etc.**  


# 4 Active Transportation on Site

## BIKEWAYS PRESENT

Sharrows



Bike Lane



Buffered Bike Lane



Protected Bike Lane or Cycletrack



Bicycle Friendly Street



Bikeway Not Present but Proposed in Mobility Plan 2035  
(See [http://www.bicyclela.org/maps\\_main.htm#lamaps](http://www.bicyclela.org/maps_main.htm#lamaps) for map)  
Type of Bikeway: \_\_\_\_\_

No Bikeway Planned

What is the current level of bicycling activity along this street?

- High
- Moderate
- Low

What is the current level of pedestrian activity along this street?

- High
- Moderate
- Low

There are other pedestrian or complete streets treatments near my site (describe):  
(eg. bulb outs, parklets, plazas, sidewalk dining, street beautification projects, public art, etc.)

\_\_\_\_\_

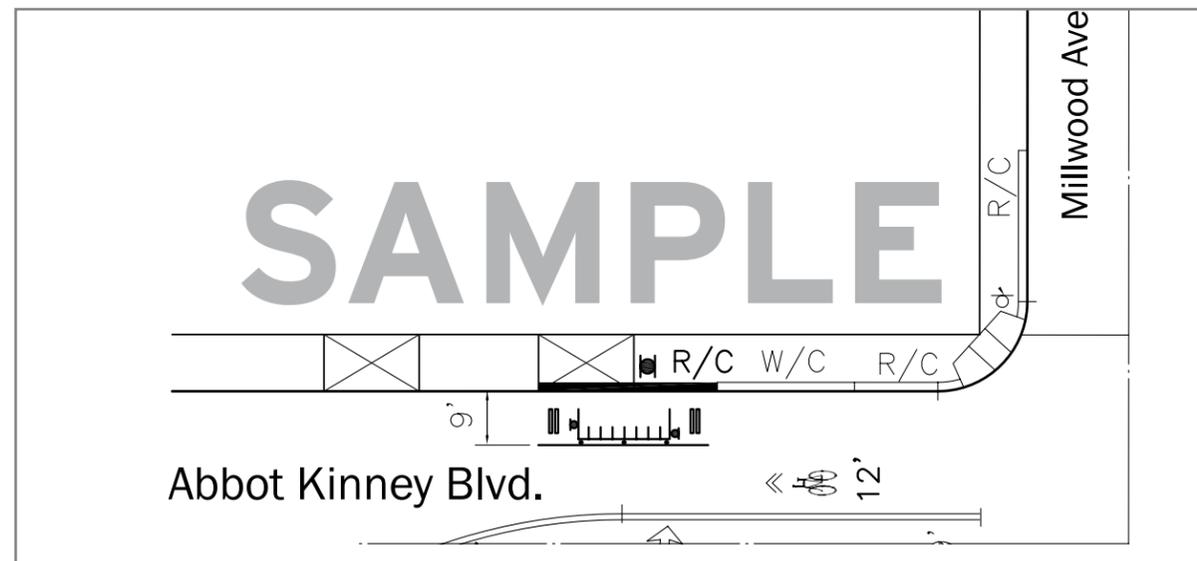
# 5 Supporting Documentation Checklist

## MAP OF AREA

(Flat aerial view, please show proposed Corral location)



## SITE PLAN INDICATING PROPOSED CORRAL LOCATION

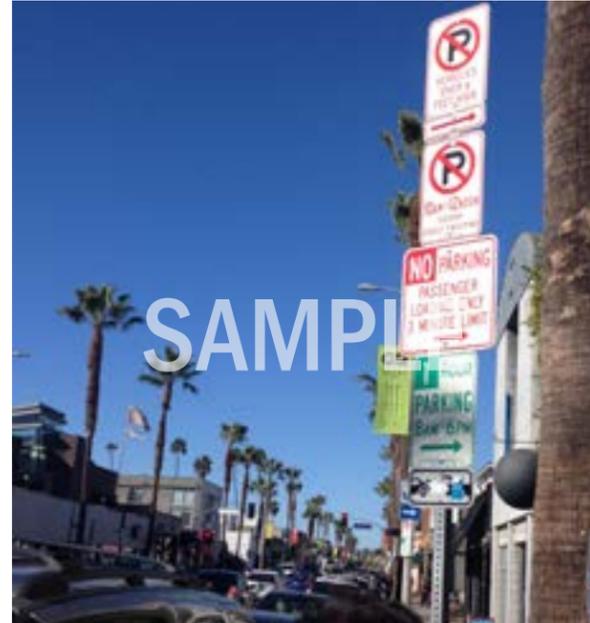


## PROOF OF OUTREACH AND COMMUNITY SUPPORT

(Letters or statements of support)

Since most Bicycle Corral projects require removal of 1-2 parking spaces, maintenance sponsors are responsible for providing proof of outreach to neighboring/directly affected businesses with letters of support.

☐ PHOTOS OF PROPOSED SITE



**Maintenance Agreement**

On-Street Bicycle Parking Facility  
Bicycle Corral

**Business Name and Location**

The City of Los Angeles will install an on-street bicycle parking facility (Bicycle Corral) at **Business Name and Location**. The bicycle corral will be located in the parking stall at **Business Name and Location**.

The business owner at **Business Name and Location**, the owner(s) at said property enter into an agreement with the City to maintain the Bicycle Corral and any associated maintenance in adjacent parking spaces required due to the installation of the Bicycle Corral to City standards.

To facilitate the installation of the Bicycle Corral, it is agreed that:

1. The Bicycle Corral and adjacent impacted parking spaces will be swept and otherwise cleared of all debris at least once per week by **Owner, Business Name and Location**. All trash will be removed from the facility and disposed of in a proper manner.
2. The Bicycle Corral and associated equipment will be kept free of graffiti and stickers by **Owner, Business Name and Location**.
3. **Owner, Business Name and Location**, will regularly maintain any landscaping or plantings added to the facility design.
4. The Bicycle Corral will be visually inspected by **Owner, Business Name and Location** at least once a week for trash, graffiti, proper maintenance of the bicycle parking equipment, landscaping and overall appearance of the facility. The City will regularly inspect the site to determine that **Owner, Business Name and Location** is properly maintaining the site.
5. Should errant motorists, vandalism, or neglect damage the site the City can choose to replace the equipment or remove the Bicycle Corral in its entirety. If funding is not available to replace the equipment or if it is determined the location is underutilized for the purpose of parking bicycles the City reserves the right to remove the Bicycle Corral.
6. Should citizen complaints be received by the City regarding the Bicycle Corral, the following steps will be taken to resolve concerns by the public:
  - a. The City will complete a field inspection of the site and a report will be filed that reviews the condition of the Bicycle Corral to address the concerns of citizen(s).
  - b. If the level of maintenance of the Bicycle Corral is deemed unacceptable

by the inspector of the site, **Owner, Business Name and Location**, will be notified in writing of actions needed to be taken to bring the maintenance of the site to the standard required by the City.

- c. Response to the complaint may result in the following action(s) by the City:
  - i. No action;
  - ii. A warning; or
  - iii. Revocation of this permit and removal of the Bicycle Corral by the City.

7. Any changes upgrades or enhancements proposed by **Owner**, owner of **Business Name**, must be approved, in writing, by the City prior to any change in the design, appearance or equipment. Failure to obtain the City's permission in writing for any changes, upgrades or enhancements could result in revocation of this permit and removal of the Bicycle Corral by the City.

8. Should the business or property owner change hands or be transferred, the City will retain the right to remove the Bicycle Corral unless the new business or property owner enters into a new agreement with the City.

9. The City reserves the right to remove the Bicycle Corral at any time and to revoke this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement by the authorized representatives as of the dates indicated below:

BUSINESS NAME:

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner, Business Name**

City of Los Angeles:

*CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION:*

By: \_\_\_\_\_ Date: \_\_\_\_\_

*Seleta J. Reynolds, General Manager*

*APPROVED AS TO FORM:*

By: \_\_\_\_\_ Date: \_\_\_\_\_

*Deputy, City Attorney*

For information on People St  
visit **peoplest.lacity.org**  
e-mail **peoplest@lacity.org**

-  [fb.com/ladotpeoplest](https://fb.com/ladotpeoplest)
-  [www.flickr.com/groups/peoplest](http://www.flickr.com/groups/peoplest)
-  [@LADOTPeopleSt](https://twitter.com/LADOTPeopleSt)
-  [@LADOTPeopleSt](https://www.instagram.com/LADOTPeopleSt)

---

### IMAGE CREDITS

Page 2: Office of Mayor Eric Garcetti

Page 7: Jon Overman

Page 19: Daveed Kapoor



For information on LADOT Bicycle Program  
visit [bike.lacity.org](http://bike.lacity.org)  
e-mail [bike.program@lacity.org](mailto:bike.program@lacity.org)