

## Substitution of bike share station for required parking – Admin Rule Draft Language

- I. **Policy:** The City of Portland recognizes that bike share provides benefits to the City and its residents. Bike share will help Portland meet many of its livability, transportation, and climate change goals. It provides a low cost transportation option to reduce congestion and carbon emissions. It complements the existing MAX light rail, Portland Streetcar and bus systems by providing a flexible transportation option.
- II. **Purpose:** This administrative rule provides the procedures and process for implementing the substitution of a City of Portland bike share station for required parking in Chapter 33.266.110.E.7. The administrative rule addresses the applicability to individual developments, the siting of stations, required agreements between the applicant and the Portland Bureau of Transportation (PBOT), and how fees are calculated, collected and used.
- III. **General requirements for substitution of a City of Portland bike-sharing station for required parking:**
  - a. **A developer may substitute required parking for a City of Portland bike-sharing station if all the following are met:**
    - i. A City of Portland bike sharing station providing 15 docks and 10 shared bicycles reduces the motor vehicle parking requirement by 3 spaces. The provision of each addition of 4 docks and 2 shared bicycles reduced the motor vehicle parking requirement by an additional space, up to a maximum of 25 percent of the required parking spaces;
    - ii. The bike sharing station must be adjacent to, and visible from the street, and must be publically accessible;
    - iii. The bike sharing station must be shown on the building plans (minimum requirement of 360 sq. ft. for station);
    - iv. The development and proposed bike share station must be within .25 miles (1,320 feet) of the current City of Portland bike share service area; and
    - v. A copy of the signed agreement between the applicant and PBOT, must be submitted before the building permit is approved.
  - b. **Process:**
    - i. If an applicant is interested in substituting required parking with a bike share station, the applicant should contact PBOT (BIKETOWN Program Manager) to set up a preliminary scoping meeting.
    - ii. PBOT staff will work with the applicant to review the proposed station placement if on-site or determine the station placement in the ROW if the applicant is unable to find appropriate placement on-site.
    - iii. PBOT will provide the applicant with a signed form/ letter that verifies the intent to purchase a bike share station, the number of station docks and bikes to be purchased, the dimensions for the site plan and requirements for inclusion of the station on the site plan, and the total fees to be paid.

- iv. The applicant will take the signed request form to the BDS Permit Counter for payment of fees. If the bike share station is to be placed in the ROW, the location will be determined during the 30% Public Works Permit Review Process. This is to ensure that all uses and needs of the ROW are considered together during the process.
- v. All fees will be assessed by PBOT and payment due prior to PBOT placing the purchase order for bicycles and infrastructure (payment due by October 31<sup>st</sup>).
- vi. PBOT will place a purchase order with its bike share manufacturing company once a calendar year (November 1<sup>st</sup> after the October 31<sup>st</sup> payment deadline) for additional station and bicycle infrastructure. All requests made by applicants that have paid fees will be included in this annual purchase order.
- vii. Installation of bike share infrastructure will be done by the operating company, Motivate.

**c. Siting of bike share station:** There are two options for siting of a bike share station:

- i. The applicant will identify a location for the bike share station on the development site. The station must be located within the development footprint. It is the applicant's responsibility to mark the location of the bike share station on their plans. While the station is located on-site, PBOT will review the site location to ensure the general guidelines are met.
  - 1. General guidelines:
    - a. The station must be adjacent to, and visible from the street, and must be publicly accessible.
    - b. Be installed on a surface with a maximum slope grade of 5 percent.
    - c. Be installed on concrete or pavers in conjunction with concrete footings. Bike share stations may not be installed on landscaped surfaces such as soil, grass, or rock.
    - d. Bike share stations may not be installed in locations where the stations or the parked bike share bicycles encroach on the pedestrian zone.
    - e. Ensure solar access for stations and bicycles.
    - f. 24-hour access for the public.
    - g. A 15 dock station requires a 360 sq. ft. (45' x 8') rectangle space.
- ii. If an applicant cannot provide adequate space on-site for the bike share, PBOT will work to determine a location of the bike share station in the ROW (furniture zone or on-street) within 500 feet of the applicant's development.
  - 1. The applicant is still responsible for all the related fees; however final siting decisions will occur during the 30% Public Works Permit Review process in consultation with PBOT. PBOT will take over responsibility for siting the station. This will allow PBOT to balance concerns of other uses on the ROW, but still create a nexus with the development that is participating in the parking space substitution program.

**d. Bike share agreement:**

- i. Once the final station location is determined, a formal agreement must be signed by the applicant and PBOT.

1. If the bike share station is located on-site, the applicant must sign a licensing agreement with PBOT, which includes fees, terms of agreement, insurance requirements, and site preparation and requirements.
2. If the bike share station is located in the ROW, a sponsorship agreement between PBOT and the applicant is signed, which includes fees and terms of agreement.

**e. Fees:**

- i. The applicant is responsible for the total, upfront cost of the bike share associated infrastructure and the program administration cost:
  1. Infrastructure cost –\$30,000 *approximately* (station/ 15 dock infrastructure, 10 bicycles, and installation)
  2. Program administration cost - \$2,000
  3. These infrastructure costs are pursuant to the PBOT contract with the bike share operating company, Motivate, and the bike share manufacturer, Social Bikes. The fees may change, so an up-to-date fee schedule will be provided prior to signing an agreement with PBOT.
- ii. A 50% deposit is due at the time of signed bike share sponsorship agreement with PBOT. The remainder of the fees are due prior to the date of PBOT's order with the bike share manufacturer. All fees related to the bike share option are due prior to the issuance of a building permit.
- iii. PBOT will use the collected fees to procure the bike share infrastructure and pay the bike share operating company (Motivate) for installation and operation of the new station.
- iv. Refund – refunds may be granted if an applicant cancels their bike share station order/ request prior to the date PBOT places its order with Social Bikes. There is a charge of \$500 for processing a refund request. No refund is given if cancellation is made after PBOT places its order for additional infrastructure. **\*Make a note about not getting to minimum order – what is the refund process for this...also then means building is non-conforming. We need to answer this question for developers participating and what happens if we don't get to minimum order size. \***

**IV. Definitions:**

- **City of Portland bike share** – a public bike rental system for short trips. Public bicycles are available to ride from one point to another for a small fee. The Portland bike share system is named BIKETOWN.
- **City of Portland bike sharing station (station)** –a group of bikes secured to unique, and specific bike share rack. These racks are exclusively for bike share bicycles and not for locking personal bicycles.
- **Bike share Service Area** – is the area defined by a distinct boundary that City of Portland bike share operates within.
- **Right-of-way (ROW)** – The area between property lines of a street, easement, tract or other area dedicated to the movement of vehicles, pedestrians and/or goods.
- **Furnishing Zone** – a linear portion of the sidewalk corridor, adjacent to the curb that contains elements such as street trees, signal poles, street lights, bicycle racks or other street furniture. This area does not include the width of the curb zone that can be as wide as 6 inches.
- **Plaza** – an area generally open to the public on a controlled basis and used for passive recreational activities and relaxation. Plazas are paved areas typically provided with amenities,

such as seating, drinking and ornamental fountains, art, trees, and landscaping, for use by pedestrians.

- **Public Works Permitting Process** – A building project that requires improvements to the ROW must work with Portland’s public works bureaus (PBOT, BDS, and BES) to obtain the necessary permits and approvals to construct these improvements. Once the project is permitted and complete, the public works improvements become public assets that are maintained permanently by the city.

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