

Office of the City Manager

CONSENT CALENDAR

May 14, 2024

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Terrance Davis, Director of Public Works
Subject: Bike Share Electric-Assist Bicycle Expansion Agreement

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an agreement with Lyft Bikes and Scooters, LLC, subject to the terms of the Franchise Agreement, for the addition of 221 docked electric-assist bicycles and 11 infill bike share stations in Berkeley as part of the Bay Area Bike Share Program.

SUMMARY

The proposed agreement between the City and Lyft Bikes and Scooters, LLC (Lyft) would add 221 docked electric-assist bicycles (e-bikes) and 11 infill bike stations to the City's existing bike share network. Lyft currently owns and operates 391 docked manually-powered bicycles and 37 bike share stations within Berkeley. In October 2023, the Metropolitan Transportation Commission (MTC) and Lyft executed their Regional Funding Agreement (RFA), which invests \$13,940,000 to expand the regional bike share system in Berkeley, San Francisco, San Jose, Oakland, and Emeryville with docked e-bikes and additional bike share stations.

The proposed agreement would expand the current City bike share network, and increase transportation options for more residents. Notably, there are a lack of bike stations in Districts 1, 2, and 3. The regional bike share program provides an alternative mode of transportation for residents that can be used to bridge the gap for those making last-mile transit connections.

The City, with the support of an MTC-funded consultant, and Lyft would coordinate on the public engagement and permitting process for the installation of the 11 infill bike stations. The City and Lyft would work with the public, property owners, business improvement districts and businesses to identify feasible bike share station locations. The one-time permitting cost to the City to install the new bike stations is estimated to be \$10,500. Staff will aim to minimize any significant parking revenue loss by limiting the loss of metered parking spaces and adjusting parking meter rates as needed.

Funding from the MTC Fund 339 and the federally-restricted portion of the goBerkeley revenue in ERMA Fund 631 (Parking Meter fund) is available to cover the City's share of bike station permit and inspection fees.

FISCAL IMPACTS OF RECOMMENDATION

MTC is able to fully fund the purchase of a fleet of e-bikes and bike stations to expand the regional bike share network through the 2023 RFA between MTC and Lyft. Lyft will operate and maintain the new e-bikes and stations subject to the terms of the 2015 Bay Area Bike Share Coordination Agreement (Coordination Agreement), which governs the Bay Area Bike Share Program operations between Lyft, MTC, and the Cities of Berkeley, Emeryville, Oakland, San Francisco, and San Jose.

Per Section 16 of the Coordination Agreement, Lyft is obligated to provide funding of \$200 per bike share station towards permit and inspection fees. The total permitting cost for 11 bike stations borne by Lyft would be \$2,200. The remaining cost associated with permit and inspection fees would be covered by the Transportation Division.

Funding from MTC Fund 339 is available to cover the City's portion of the bike station permit and inspection fees. Funding from this account comes from bike share program revenue collected by MTC per Sections 10 through 12 of the Coordination Agreement.

MTC would also provide station siting consultation, which includes detailed design and public outreach, at no cost to the City. The MTC-funded consultant supported the City's initial bike share bike station siting process in 2016. The average annual City parking revenue per metered space is \$2,010. Staff will aim to minimize any significant parking revenue loss by limiting the loss of metered parking spaces and adjusting parking meter rates as needed.

CURRENT SITUATION AND ITS EFFECTS

The proposed agreement between the City and Lyft would add 221 docked e-bikes and 11 infill bike stations to the City's existing bike share network of manual bikes and stations. The docked e-bikes and the existing manual bikes will be compatible with the current and new bike share stations, thus expanding the City's bike share network. In addition to maintaining the existing manual bike fleet, Lyft would maintain the proposed e-bike fleet service for the remaining duration of the Bike Share Program per the Coordination Agreement. The proposed agreement was coordinated with the Cities of Oakland and Emeryville and would provide consistent regional e-bike service across the three cities. The proposed agreement, the Coordination Agreement, and the 2016 Bike Share Franchise Agreement between Lyft and the City would continue to provide the City with a bike share program.

The proposed agreement would address gaps in the current bike share network, and increase transportation options for more residents. Lyft currently owns and operates 37 bike share stations and 391 docked manually-powered bicycles within the City. The

majority of existing stations are concentrated in the City's central and southeast areas. Bike station network gaps exist notably in Districts 1, 2, and 3. Portions of these districts are also MTC-designated Equity Priority Communities (EPCs), which are defined as census tracts with significant concentrations of underserved populations, such as households with low incomes and people of color (Attachment 2). Additional bikes and bike share stations in these areas would help to address the equity gaps in the current network.

The City's existing bike share network only consists of manually powered bikes. Not all residents are physically able to ride manually-powered bikes. The City's hilly geography may deter some residents from considering bikes as a viable transportation option. Adding e-bikes and new stations to the bike share system would increase mobility options for residents, leading to better access to jobs and economic and recreational opportunities.

Staff will implement a comprehensive station siting process. The City's "Sidewalk and On-Street Bike Share Station Placement Recommendations" (Attachment 3) document will be used to assess impacts to vehicle circulation and curbside uses. Staff, with the support of the MTC-funded consultant, would coordinate with Lyft on the permitting and inspection process. Staff would guide Lyft in the public engagement process to ensure a successful roll out of e-bikes in the City. Bike share stations would be placed on sidewalks, streets, plazas, parking lots or on private property where available space exists and as appropriate.

The proposed agreement addresses the City's strategic priorities of providing state-of-the-art, well-maintained infrastructure, amenities, and facilities, championing and demonstrating social and racial equity, and being a global leader in addressing climate change, advancing environmental justice, and protecting the environment.

BACKGROUND

On January 22, 2016, Council adopted an Ordinance granting a Franchise Agreement with Bay Area Motivate, LLC (Ordinance No. 7,454-N.S.) to operate a bike share program in the City under the terms of the Coordination Agreement. The Coordination Agreement was adopted by Council on December 15, 2015 (Resolution No. 67,326-N.S.) and outlines operational requirements, including the mandate that no less than 20% of all bike share stations be installed in EPCs. Station siting done for the existing network assessed site suitability against job and housing density, and proximity to transit. The Coordination Agreement and Franchise Agreement established the terms for the existing bike share system.

In 2018, the ride-hailing company Lyft, Inc. purchased Bay Area Motivate, LLC and renamed the business "Lyft Bikes and Scooters, LLC". In 2019, the bike share program's corporate sponsor, Ford Motor Company, announced it would end its sponsorship of the program. These changes in ownership and corporate sponsorship did not affect the City's rights and responsibilities under the regional Coordination

Agreement or the City's Franchise Agreement with Motivate. Lyft subsequently re-branded the bike share program as "Bay Wheels."

In October 2023, MTC and Lyft executed their RFA, which invests \$13,940,000 to expand the regional bike share system in the City, San Francisco, San Jose, Oakland, and Emeryville with docked e-bikes and additional bike share stations. Per the Coordination Agreement, the proposed expansion of the bike share system would ensure that at least a portion of new bike stations be installed in EPCs.

Sixty percent of the City's greenhouse gas emissions can be attributed to transportation. Private vehicles represent the greatest portion of transportation emissions. Historically, transportation investments and decisions have unjustly burdened low-income communities and communities of color by exposing them to higher levels of air pollution, while failing to meet their transportation needs. These communities have typically been located adjacent to high-volume roads, freeways, ports, and other freight corridors. To reduce these transportation emissions and address inequities in transportation the City has committed to ongoing efforts to shift trips to alternative modes of transportation such as walking, biking, public transit and shared electric mobility.

The regional bike share program provides an alternative mode of transportation for residents. It is a sustainable and regionally-focused solution that helps bridge the gap for transit riders making last-mile commuting connections. The proposed agreement would require Lyft to deploy and maintain a fleet of 221 "Cosmo" docked-only e-bikes for use in the City, bringing the total number of bike share bicycles to 612, a 57% increase. The proposed agreement would also require Lyft to deploy and operate 11 infill bike stations in the City, a 30% increase in the total number of bike stations. The station siting guidelines and metrics set forth in the Coordination Agreement will apply. Lyft and the City would be required to agree upon a clear process of ad-hoc station siting and selection. The City would utilize its internal bike station siting recommendations to help guide the site selection process.

Staff updated the Transportation and Infrastructure Commission (TIC) on March 21, 2024 and the status of the proposed agreement. Upon execution of the proposed agreement, Staff would solicit bike station siting feedback from the TIC and respond to any outstanding questions regarding the agreement.

The MTC-Lyft RFA, which is referenced in this proposed agreement, also includes reduced prices for annual Bay Wheels memberships from \$169 per year to \$150 per year. This new pricing is already effective in the City. Highly discounted "Bikeshare For All" Bay Wheels passes are, and will continue to be, available for those that qualify for CalFresh food assistance or Pacific Gas & Electric's California Alternate Rates for Energy Program (CARE) program. Bikeshare For All memberships cost \$5 for the first year and \$5 per month after that. No annual commitment is required.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Per the City's Electric Mobility Roadmap, e-bikes are part of the City's strategy to increase alternative modes of transportation. E-bikes are an environmentally beneficial mode of transportation that emit no air pollution or greenhouse gasses. An estimated 30% of bike share trips would have been made by car if bike share did not exist.

Providing sustainable first- and last-mile choices help to remove barriers for public transportation use, eliminate traffic from city streets, and support healthier outcomes from increased physical activity and reduced transportation pollution.

RATIONALE FOR RECOMMENDATION

The proposed agreement would provide a mobility alternative for residents. The addition of infill bike stations included in the agreement would allow these shared mobility devices to reach neighborhoods not currently serviced by the City's existing bike share network. As not all residents are physically able to ride a manually powered bike, the electric assist motor of the e-bikes could provide a viable transportation alternative for some residents.

ALTERNATIVE ACTIONS CONSIDERED

The City could choose not to expand the existing station-based bike share program. This would potentially position the City behind the region in terms of offering alternative modes of transportation to its residents and in terms of meeting the City's Climate Action Plan targets. Opting out of this agreement would result in a reduced regional e-bike system as nearby Cities of Emeryville and Oakland have already opted in.

CONTACT PERSON

Jennifer Sajor, Electric Mobility Coordinator, 510-981-7056

Kenneth Jung, Supervising Civil Engineer, 510-981-7028

Hamid Mostowfi, Transportation Manager, 510-981-6403

Wahid Amiri, Deputy Director of Engineering and Transportation, 510-981-6396

Attachments:

1: Resolution

2: Metropolitan Transportation Commission-Designated Equity Priority Communities Map in Berkeley

3: City of Berkeley Sidewalk and On-Street Bike Share Station Placement Recommendations

RESOLUTION NO. ##,###-N.S.

AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN LYFT BIKES AND SCOOTERS, LLC AND THE CITY OF BERKELEY FOR DOCKED ELECTRIC-ASSIST BICYCLES

WHEREAS, On December 15, 2015 the City adopted a resolution to enter into the 2015 Bay Area Bike Share Coordination Agreement (Resolution No. 67,326-N.S.) with Bay Area Motivate, LLC, Metropolitan Transportation Commission, and the Cities of Emeryville, Oakland, San Francisco, and San Jose to establish the terms of a regional bike share program; and

WHEREAS, On January 22, 2016, City Council adopted an Ordinance granting a Franchise Agreement with Bay Area Motivate, LLC (Ordinance No. 7,454-N.S.) to operate a Bike Share program in the City; and

WHEREAS, In 2018, Lyft, Inc. purchased Bay Area Motivate, LLC, renamed the business "Lyft Bikes and Scooters, LLC," and subsequently re-branded the bike share program as "Bay Wheels"; and

WHEREAS, After Lyft, Inc.'s purchase of Bay Area Motivate, LLC, the Franchise Agreement is still in effect albeit between the City and Lyft Bikes and Scooter, LLC; and

WHEREAS, The existing City bike share system consists of 391 manually-powered bikes and 37 stations; and

WHEREAS, To reduce transportation emissions and address inequities in transportation the City has committed to ongoing efforts to shift trips to alternative modes of transportation such as walking, biking, public transit and shared electric mobility; and

WHEREAS, Additional bikes and bike stations will address gaps in the current bike share network and increase transportation options for more City residents.

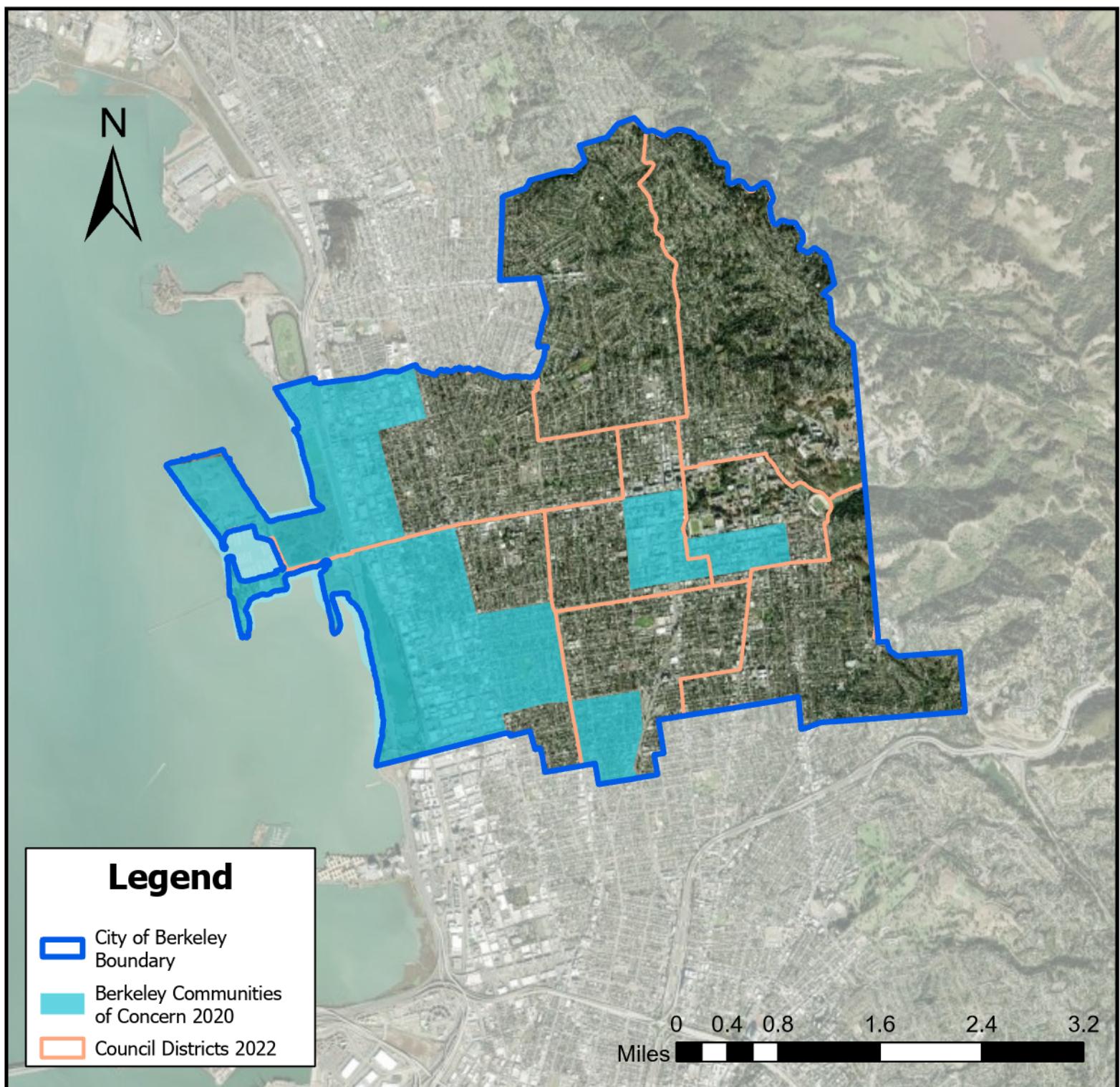
WHEREAS, Metropolitan Transportation Commission is fully funding the purchase of a fleet of docked electric-assist bicycles and bike stations to expand the regional bike share network through their 2023 Regional Funding Agreement with Lyft Bikes and Scooters, LLC; and

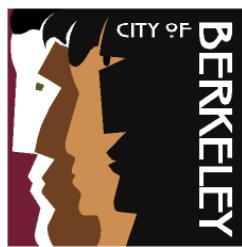
WHEREAS, Funding from the MTC Fund 339 and the federally-restricted portion of the goBerkeley revenue in On-Street Parking Fund 631 is available to cover the City's share of bike station permitting costs, estimated to be \$10,500.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that City Manager is authorized to execute an agreement with Lyft Bikes and Scooters, LLC,

subject to the terms of the Franchise Agreement, for 221 docked electric-assist bicycles and 11 infill bike share stations in Berkeley as part of the Bay Area Bike Share Program.

Metropolitan Transportation Commission-Designated Equity Priority Communities Map in Berkeley





Department of Public Works
Transportation Division

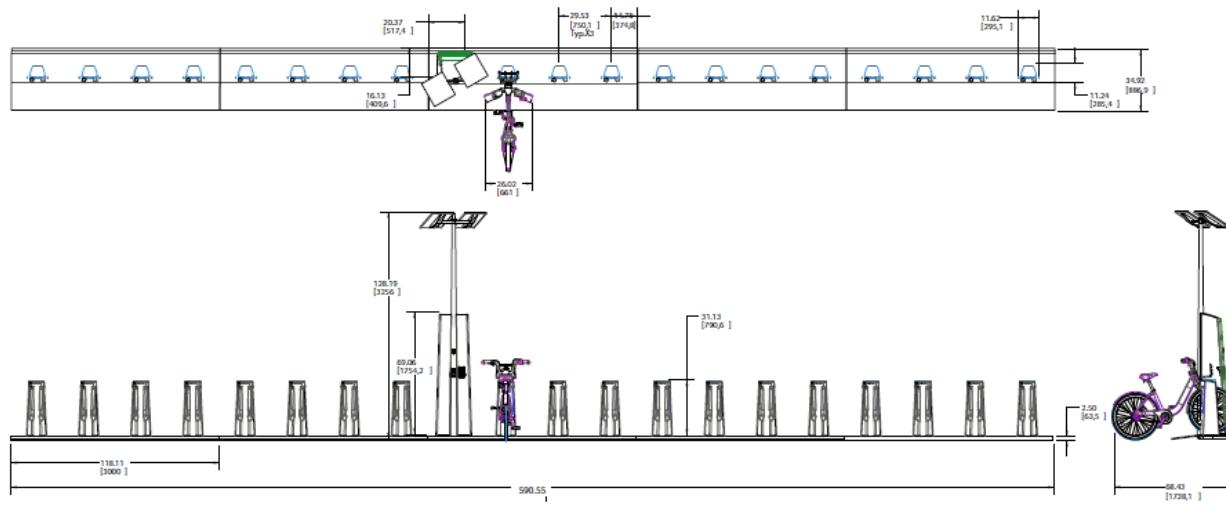
City of Berkeley Sidewalk and On-Street Bike Share Station Placement Recommendations

Background

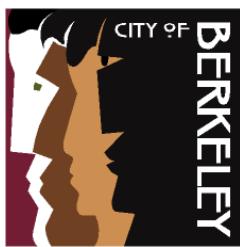
This document contains required and recommended clearances for placing bike share stations at sidewalk locations in the public right-of-way, and on-street in the public right-of-way, consistent with national and statewide standards and local policies. Except where legal requirements are referenced, these guidelines are not meant to be rigid standards, but rather to provide guidance subject to engineering judgment on a case-by-case basis.

Station Siting Overview

Berkeley's bike sharing stations will be battery powered, solar charged, modular, secured by their own weight, require no excavation and will each have a point of sale computer and bike share map with a sponsorship panel. These station will have anywhere from 11 - 47 bicycle docks and should be placed on a hard, level, paved surface. All stations are 5'11" wide and composed of at least three, 4 - dock modular plates that are each 9'10 in length. For example, A 19 dock station, shown below, is 5'7 X 49'2.



[Figure 1 Bike Sharing Station.](#)



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Station dimensions:

- Station width (with bikes): 5'11"
- 1 Plate length: 9'10"
- Ad Panel length: 15"
- Station lengths:
 - 3 plates or 11 docks: 29'6
 - 4 plates or 15 docks: 39'4
 - 5 plates or 19 dock: 49'2
 - 6 plates or 23 docks: 59'
- Each station has at least three plates, which includes a solar panel, Point of Sale kiosk and an Ad Panel with system map, seen in Figures 2 & 3.

Stations should be placed:

- in the open, easily seen and accessible
- where there is 24 hour public access
- ideally on a corner to increase options for trip direction and visibility
- where 3 hours of sunlight is available to provide solar power
- where convenient maintenance by the bike sharing vendor is possible
- ideally, within 1-3 blocks of nearby bikeway, bike route or bike lane

Bike share stations must not interfere with the entry or exit of any building, and should be adequately lit at night for security and prevention of tripping hazards. By necessity, most locations will be in the public right-of-way (on the street or on the sidewalk), but they can also be placed on other public properties such as plazas or parking lots¹ or on private property where appropriate. Given that sidewalks in Downtown Berkeley are heavily used, and have an abundance of existing street furniture and fixtures, where feasible bike share stations should be located adjacent to the curb in the street, similar to parklets and on-street bicycle parking corrals. Placing stations on-street greatly reduces the potential for conflicts between people walking and equipment users of the bike share station. Bike share stations can be

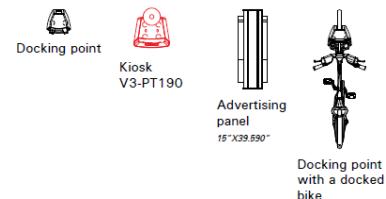


Figure 2 Station components.



Figure 3 One dock which includes the solar panel and P.O.S screen (2015 design).

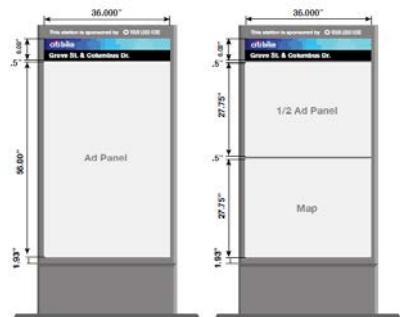
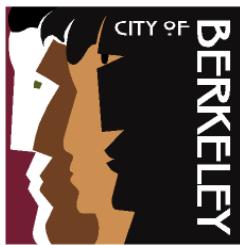


Figure 4 Ad Panel and system map.

¹ During the next 2.5 years, prefer not to use city lots as location until completion of Center Street Garage Rebuild Project. The exception would be working with the Elmwood Lot Merchant Association to use the Elmwood Lot.



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moved for emergencies or street construction, but will be placed in Berkeley for at least 5-10 years, the length of the owner and operator's contract term with the City of Berkeley and MTC.

Station Placement Requirements and Recommendations

Bike sharing station placement shall comply with State and Federal Guidelines (i.e. California Fire Code, Americans with Disabilities Act). As the City of Berkeley has established many other applicable guidelines with regards to design of public spaces, signs and placement of objects in the public right-of-way, these guidelines will also come into account. Berkeley's specific guidance documents include City of Berkeley Municipal Code, Design Requirements Chapter 21.40², Chapter 14.48³, City of Berkeley Bike Rack Specifications and Installation Standards⁴, City of Berkeley Application, Review and Installation for In-Street Bike Parking Corrals,⁵ and City of Berkeley Street and Open Space Improvement Plan (SOSIP)⁶. All bike share stations within the public right-of-way, including on city streets or sidewalks, will be peer-reviewed by the Department of Public Works.

General Considerations for placing bike sharing station on the sidewalk

Bike share stations may be placed within the furnishings zone on the sidewalk (See Figure 2). In all cases, bike share placement must maintain sight lines for safe pedestrian passage. When the stations are in the sidewalk furnishings zone, the following guidelines apply:

- A. When street conditions allow (i.e., no parking and either parallel bike lanes, routes or boulevard), bike return and removal should be oriented towards the street to avoid conflict with people walking and reduce desire to ride on the sidewalk.
- B. Bike share stations must comply with ADA requirements to ensure detectability and reduce potential for tripping.
- C. The map/sponsorship panel should be placed at the end of the station furthest from the intersection to improve visibility of the intersection. In rare cases, display cases may be placed at the end closest to the intersection if other measures are in place to improve visibility of the intersection or if intersection configuration and traffic controls allow.
- D. When possible, bike sharing stations should be placed within a block of commercial loading, while maintaining four feet of clearance to the loading zone per the guidelines shown in the tables below. This will facilitate bike rebalancing and station maintenance by the bike sharing system operator, while preserving space for delivery truck unloading.

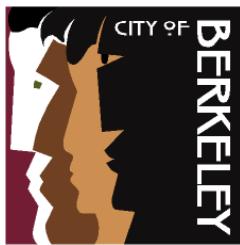
²City of Berkeley Municipal Code, Design Requirements ([Chapter 21.40](#))

³City of Berkeley Municipal Code, Design Requirements ([Chapter 14.48.200](#))

⁴City of Berkeley [Bike Rack Specifications and Installation Standards](#); Berkeley Municipal Code Section 16.18.080

⁵[Installation for In-Street Bike Parking Corrals](#)

⁶City of Berkeley Streets and Open Space Improvement Plan ([SOSIP](#))



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- E. At all sidewalk locations, the placement of existing trash cans, bike racks, and other non-structural fixtures adjacent to the bike share facilities will be evaluated and potentially relocated or removed to maintain desirable conditions for pedestrian circulation. Replacement on these non-structural fixtures on the same block face is preferred. If no other locations are available within a two block radius, the City Department which oversees installation of that piece of street furniture, and the local business improvement districts will need to be met with prior to any removal.

Street & Sidewalk Clearance Guidelines

The following table lists preferred and minimum clearances to ensure that the placement of bike sharing stations will not impede travel on public streets, block access to utilities, inconvenience property owners, or otherwise limit the use of the public rights-of-way.

Object	Preferred Clearance (ft.)	Minimum Clearance (ft.)
In ground utilities, utility covers	3*	2*
Driveway or wheelchair ramp	6 ⁷	3
Face of curb when station placed on sidewalk	2	1.5 ⁸
Face of curb when station placed on sidewalk adjacent to on-street parking	3	2
Face of curb when placed in street	1	.5
Crosswalk ⁹	5	4
If no crosswalk, corner radii of blocks	20	15 ¹⁰
Fire hydrant		5 ⁵
ADA, Loading & Transit Zones (blue, white, yellow and red curbs) ¹¹	5	4 ¹²
Street furniture	4	3
Fire escape/exit (including building entrances)	8	8
Adjacent parking space	3	3
Traffic signal controller cabinet	8	6
Clearance for pedestrian right-of-way	7	6 ⁴
Storm drain grate	4	3
Access for fire hose between curb and building standpipe	3	2.5
Electric utility pole (climbable)	5	2.5

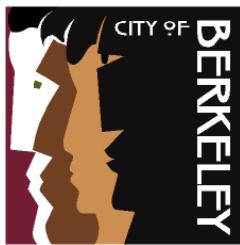
^{7, 10} California MUTCD 2014, Section 3B Parking Space Markings, Policy on Parking Restrictions, pg 685

⁸ City of Berkeley Municipal Code, Design Requirements (Chapter 14.48.200)

⁹On the approach to crosswalk when on street, the ad panel should be placed at least 20ft from crosswalk for visibility, in reference to Caltrans Highway Design Manual, Pedestrian Accessibility Guidelines.

¹⁰ City of Berkeley, Municipal Code, Design Requirements (Chapter 21.40.150)

¹¹ "Transit Zone" means an on-street segment adjacent to the curb designated for an AC Transit bus stop, UC Berkeley bus stop, a paratransit bus stop, BART entrance, or another public transit provider.



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Note: All clearances are for the entire envelope of the station, which include the technical platforms and docked bikes, except for the items with asterisk (*). Clearances to in-ground utilities, and utility covers are to the technical platforms only and are needed to access these utilities; not for pedestrian path of travel. Docked bikes may rest over in-ground utilities and can be removed when access to the utility is needed.

General Guidelines for on-street bike sharing stations:

- Bike sharing stations shall not at any time be placed in front of fire hydrants over water valves, or obstruct access to fire protection equipment.¹³
- Bike sharing stations should not be placed over public utility valves or covers. Bike sharing stations should not prevent access to aforementioned utilities.
- Bike share stations should be placed on the far side of intersections. If this is not feasible, the bike share station shall be a minimum of 4' from the nearest edge of the crosswalk line at a controlled intersection. The City may consider exceptions only on the approach to a stop sign controlled intersection.
- When possible, bike sharing stations should be placed in within a block of a commercial loading, adhering to four foot minimal clearance. This will facilitate bike rebalancing and station maintenance by the bike sharing system operator.
- The bike station shall be placed so that it does not exceed the width of a parking lane
- When traffic speed is greater than 30 mph without a bike lane, stations should be orientated so bikes are checked out/in towards sidewalk.



Figure 5 Street Furnishing Zone.

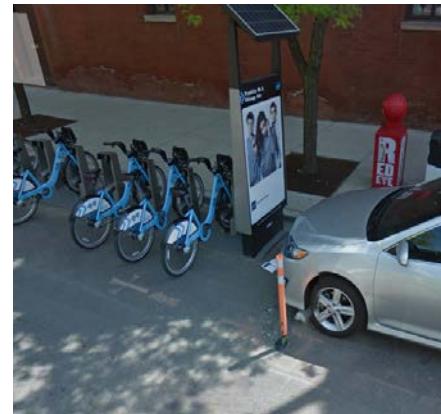
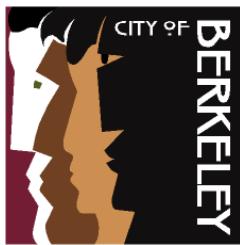


Figure 6 Examples of bike share station placed on the street. This photo displays the map/sponsorship panel, solar panels, wheel stop and flexible delineators.

¹³ 2010 California Fire Code Section 507 – Fire Protection Water Supplies



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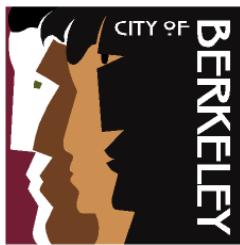
Adjacent to or replacing colored curb

- Bike sharing stations shall not be placed in blue zones or in the space required to access the blue zone.
- Bike sharing stations may replace commercial vehicle loading zones (yellow zones) or motorcycle parking by 1) Checking in with the Traffic Engineer and 2) posting notices and/or sending letters to the affected businesses or residents.
- Bike sharing stations may replace time limited parking zones (green zone) if zone can be appropriately relocated.
- Bike sharing stations should not replace white zones.
- Bike sharing stations may replace no parking zones (red zones) by 1) confirming no hydrant is present 2) confirming turn radius requirements of 15' for residential and 20' for commercial zones is met, and 3) Checking in with Traffic Engineering.
- Bike sharing stations may replace time limited parking zones (green zones) by 1) confirming the zone can be appropriately relocated 2) checking in with traffic Engineering 3) posting notices and/or sending letters to the affected residents.

On-Street Station Site Improvements

Depending on the station location and existing site conditions, station site improvements may be installed to improve the comfort and usability of a bike sharing station.

- Reflective flexible delineators (safe-hit posts) to improve visibility of the station for people driving and better characterize the space for people using bike share.
 - Safe-hit posts are generally placed at 20' intervals along the length of the station.
 - When stations are placed at the end of a block, an additional safe-hit post should be placed 3' away from the face of the curb to increase visibility of the exposed end of the station.
- Wheel stops and buffer areas at the ends of the station to provide clearances to adjacent parking stalls and to account for vehicle overhang during parking maneuvers.
 - Wheel stops are generally placed three feet 3' away from the station and 12" off of the face of curb.
- The use of pavers to provide a landing within a landscape strip for accessing the station pay kiosk when the station is located on the street adjacent to a sidewalk landscape strip. As a swivel zone, this landing must be at least four feet wide from the perspective of a wheelchair user facing the curb and must have no more than a 2% cross-slope in all directions.



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City of Berkeley Sidewalk and On-Street Bike Share Station Placement Recommendations

Community outreach and notification guidelines

Notification and outreach to abutting property owners, residents, business owners and merchants or neighborhood groups is required before a bike share station application may be approved. To the extent feasible, these stakeholders' concerns should be taken into account before and during the site selection process.

The following stakeholders must be contacted:

- Primary abutter: the owner(s) of the property or properties immediately abutting the proposed station. Contact must be made and imagery of site footprint provided. If the business or property owner is unresponsive after multiple attempts the City of Berkeley's services can be called upon to help facilitate connection and/or confirm as witness of contact if necessary.
- Secondary abutters: the property owner(s) or the residential properties (if any) immediately across the street from the proposed station. Contact must be made and imagery of site footprint provided.
- Merchant or neighborhood group: any organized group of merchants, property owners or residents who represent the area where the station is proposed. "Bike Share coming to your neighborhood" handbill (with site footprint imagery) must be left on the front porch or mailed to each individual unit on both sides of the street that the station is located on, all the way to the next intersection in either direction (the block face of both sides of the street that the station is located on).

When conducting outreach to stakeholders, maximum effort should be made to contact all of the stakeholders listed above. In the event that stakeholders are not responsive, the project applicant should alert the City Bike Share Coordinator and Principal Planner for Bike Share, who may follow up with the stakeholder(s) in question. The following information should be recorded for each stakeholder contacted:

- Full name
- Affiliated property address
- Preferred contact information (phone number, mailing address, or email)
- Stance on the proposed station (support, neutral or opposed)
- Comments or feedback on the proposed location

When reviewing the bike share station application, staff will take into account the outreach records provided by the project applicant. Opposition from secondary abutters, merchant groups or neighborhood groups based on the loss of on-street parking in grey-curb zones will be weighed against the mobility benefits of the proposed station. In the event that a primary abutter opposes the proposed location and a feasible alternative location cannot be found within the same zone (indicated by a letter-number combination), staff may bring the proposed location to the City's Transportation Commission for guidance, and notify the abutting stakeholder of the upcoming meeting date.

