



*City of Arts & Innovation*

# Transportation Board

**TO: TRANSPORTATION BOARD** **DATE: SEPTEMBER 4, 2019**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: TEMPORARY CEASE OF PARKING ENFORCEMENT REQUESTS INVOLVING CLASS II BIKE LANES – PROPOSED REQUIREMENTS AND POLICIES**

## **ISSUE:**

Consideration of establishment of requirements and policies for temporary cease of parking enforcement requests involving Class II Bike Lanes.

## **RECOMMENDATIONS:**

That the Transportation Board recommend that the Transportation Committee review and provide recommendation regarding:

1. Establishment of requirements and policies for individuals, businesses, agencies, and/or entities requesting to temporarily cease parking enforcement within restricted Class II Bike Lanes during various events including:
  - a. Applicant submission of a request to the Public Works Department Traffic Engineering Division a minimum of one (1) month prior to the start date of the planned event to allow for review and approval of eligibility;
  - b. Establishment of a maximum event duration of five (5) consecutive days;
  - c. Establishment of a maximum number of events at the same physical location limiting events to one (1) per calendar quarter;
  - d. Applicant events deemed eligible would proceed through the process via the requestor applying for and obtaining the required Lane Closure Permit through the Public Works Department Land Development Division and submission of an approved detour map if applicable;
  - e. Requests involving streets with a posted speed limit of 35 MPH (miles-per-hour) or less and a recorded daily traffic volume of 3,000 vehicles per day (VPD) or less would be required to deploy and maintain state approved "Share the Road" and Bike Lane closure signs and other traffic control devices as required within the impacted

area throughout the duration of the event;

- f. Request involving streets with a posted speed limit of 40 MPH or higher and/or 3,000 VPD or greater would be required to submit a detour map which identifies a Bike Lane detour route deemed suitable by Traffic Engineering staff and the posting of “Share the Road”, “Bike Lane Closed”, and “Detour” signs and other traffic control devices as required per an approved detour map; and
  - g. Approved applications will have the option of paying a deposit of \$150.00 (if no detour is required) or \$300.00 (if detour is required) to temporarily utilize City owned traffic control signs and devices for deployment throughout the event or having their contractor provide and place the devices as required. Applicants electing to utilize the City’s materials would be required to make arrangements with Streets Division staff for pick-up of signs and devices from the City’s Corporation Yard, provide the required deposit, pick-up and properly deploy the signs and devices, and return all materials in proper working condition to the Corporation Yard within three (3) business days following the event. Deposits will be refunded to the applicant upon the timely return of all borrowed materials to the Corporation Yard and upon inspection of content and condition by Streets Division staff. Deposits will be retained should any or all signs and devices returned be damaged, include missing items, or not be returned by the deadline established;
2. Waiver of the standard \$369.36 Lane Closure Permit fee for permits issued for this purpose;
  3. Waiver of any fees related to Inspection services that may be required at a rate of \$118.00 per hour plus 14% surcharge; and
  4. Approval of the Public Works Department purchase of three (3) sets of traffic control signs and devices to allow for stocking of the devices and temporary use by approved requestors as outlined in recommendation 1. (g) above.

## **BACKGROUND:**

The Public Works Department periodically receives requests to temporarily cease enforcement of parking restrictions in place for Class II Bike Lanes to facilitate additional parking needs for planned events which will occur on private property and not within the public street or public right-of-way and thus do not necessitate the City’s special events process and permit. In the past Public Works Department staff would review and approve or deny the requests and if approved process temporary cease of enforcement notifications to the Riverside Police Department and Parking Services Division. Due to impacts to operations of the Class II Bike lanes involved in such requests the Public Works Department is proposing establishment of a new process which would be subject to requirements and policies as outlined in the recommendations section above.

## **DISCUSSION:**

Residents, businesses, and other agencies or entities occasionally make requests to temporarily utilize on-street parking within parking restricted Class II Bike Lanes for various types of events which will either generate additional parking or displace parked vehicles. These events may include but are not limited to birthday parties, wedding receptions, memorial services, school graduations, sporting events, on-site construction, and parking lot repaving. Events are typically short term with many being single day occurrences while others may involve multiple days.

To both balance the needs of those requiring temporary on-street parking within parking restricted Class II Bike Lanes for short-term events not to occur within the public street or public right-of-way and the needs of cyclists, the Public Works Department is proposing establishment of a new process including policies and procedures requiring submission of a request, review for eligibility, if eligible applying for and obtaining a permit, potential preparation of a detour map, and review and approval of the necessary bike lane closure. Streets posted with a speed limit of 35 miles-per-hour or less and a recorded daily traffic volume of 3,000 vehicles per day (VPD) would be authorized to utilize and post state approved “Share the Road” and Bike Lane closure signs and other traffic controlled devices as required within the impacted area throughout the event. Streets with posted speed limits of 40 miles-per-hour or greater and/or 3,000 VPD or greater would be required to deploy the same “Share the Road” and Bike Lane closure signs and additionally identify and post a suitable detour route for bike lane users and deploy other traffic control devices as required. Where no reasonable detour is feasible a request for permit may be denied or deemed ineligible.

The process would be initiated by a request made to the Public Works Traffic Engineering Division for initial review of eligibility a minimum of one (1) month in advance of the event. Once eligibility is approved, the requestor would be referred to the Land Development Division to apply for the required permit and submit a detour map if applicable. Detour maps would be reviewed, comments made if modifications are required, and once the map has been approved the permit would be authorized. It is proposed that Lane Closure permit fees (\$369.36 per permit) and any related Inspection fees (\$118.00 per hour plus 14% surcharge) be waived for approved applicants to minimize impacts to requestors who will now be required to utilize and deploy traffic control signs and devices to notify cyclists and motorists of the temporary Class II Bike Lane closure, share the road conditions, and detour route if applicable.

The proposed process would improve consideration for all roadway users, facilitating temporary on-street parking for short-term events while considering Class II Bike Lane operations and safety during the events.

## **FISCAL IMPACT:**

Costs associated with the Public Works Department purchase of three (3) sets of traffic control signs and devices to allow for stocking of the devices and temporary use by approved requestors are estimated to be \$5,000.00. Potential costs for Lane Closure Permit and Inspection services fees absorbed by the Public Works Department (though the latter is not routinely required) would vary based upon the number of approved requests and permits issued as well as the anticipated minimal number of Inspections required.

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Approved by: Kris Martinez, Public Works Director

Attachment: Permit Sample