



APPENDIX D
MODEL ORDINANCES



MODEL BICYCLE ORDINANCES

For any community to effectually create an atmosphere which caters to bicycle traffic, the prime mover towards this goal would revolve around the implementation of bicycle-specific ordinances in their municipal codes. To this end, what follows below are experts from the City of West Lafayette and Crown Point's code outlining numerous policies protecting those on bicycles in their community, as well as educating riders on proper use of their bikes. Being an Indiana-specific set of guidelines, each of these ordinances can be adopted in communities throughout the NIRPC region.

West Lafayette Bicycle Ordinances

Sec. 20.08. Ordinance violations bureau fines.

A violation of any offense stated below shall result in the following fines:

(a) Parking violations:

(8) If payment for a parking violation fine is not postmarked or received by the city clerk-treasurer's office within 14 days, the fine shall be double the amount set forth above.

(b) Bicycle related violations as defined by § 40.06 of the West Lafayette City Code: Twenty-five dollars.

Chapter 46. Bicycles

Sec. 46.01. Violations of chapter.

It is an infraction for any person to do any act forbidden or fail to perform any act required in this chapter. (Code 1960, § 16-77, Ord No. 16-01(Amended), § 1.)

Sec. 46.02. License.

In order to deter theft and aid in recovery of stolen bicycles, the City of West Lafayette will issue bicycle licenses to be affixed to bicycles upon the terms and conditions set forth in this chapter. (Code 1960, § 16-78, Ord. No. 16-01(Amended), § 2.)

Sec. 46.03. License application; fee.

Application for a bicycle license and license number shall be made upon a form provided by the city and shall be made to the police department. A permanent license fee of one dollar shall be paid to the city before such license is granted. (Code 1960, § 16-79, Ord. No. 16-01(Amended), § 3.)

Sec. 46.04. License issuance; records.

(a) The police department, upon receiving proper application therefore, is authorized to issue a bicycle license which shall be a permanent license.

(b) The police department shall not issue a license for any bicycle if it determines that the applicant is not the owner of or entitled to the possession of such bicycle.

(c) The police department shall keep a record of the number of each license, the date issued, the name and address of the person to whom issued and the number on the frame of the bicycle for which issued, and a record of all bicycle license fees collected.

(d) The police department may authorize local bicycle shops to sell bicycle licenses, according to the same requirements of this chapter. The license fee shall be payable monthly from each such bicycle shop. The bicycle shop shall use such forms and documentation as required by the

police department. (Code 1960, § 16-80, Ord. No. 16-01(Amended), § 4)

Sec. 46.05. Replacement licenses.

If a license or license number is lost or destroyed, another number may be issued upon proper application and payment of an additional fee of fifty cents. (Code 1960, § 16-83, Ord. No. 16-01(Amended), § 5.)

Sec. 46.06. Attachment of license number.

(a) The police department upon issuing a bicycle license shall also issue a license number sticker bearing the license number assigned to the bicycle, and the name of the city.

(b) The police department shall cause such license number to be firmly attached to the rear of the frame of the bicycle for which issued in such position as to be plainly visible from the rear.

(c) No person shall remove a license number from a bicycle during the period for which issued except upon a transfer of ownership or in the event the bicycle is dismantled and no longer operated on any street within the city. (Code 1960, § 16-81, Ord. No. 16-01(Amended), § 6.)

Sec. 46.07. Inspection of bicycles.

The police department shall inspect each bicycle before licensing the same and shall refuse a license for any bicycle determined to be in unsafe mechanical condition. This requirement shall not apply to licenses issued under section 46.04(d). (Code 1960, § 16-82, Ord. No. 16-01(Amended), § 7.)

Sec. 46.08. Transfer of ownership.

Upon the sale or other transfer of a licensed bicycle the licensee shall remove the license number from the bicycle. The new owner shall then apply for a license number to be registered in the owner's name. (Code 1960, § 16-84.)

Sec. 46.09. Parking.

No person shall park a bicycle upon a street other than upon the roadway against the curb or on the sidewalk in a rack to support the bicycle or against a building or at the curb, in such manner as to afford the least obstruction to pedestrian traffic. (Code 1960, § 16-94, Ord. No. 16-01(Amended), §§ 8-9.)

Sec. 46.10. Riding on sidewalks.

(a) No person shall ride a bicycle upon a sidewalk within a business district.

(b) No person sixteen or more years of age shall ride a bicycle upon any sidewalk in any district.

(c) Whenever any person is riding a bicycle upon a sidewalk, such person shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing such pedestrian. (Code 1960, § 16-95, Ord. No. 16-01(Amended), § 10.)

Sec. 46.11. Bicycle (and multi-use) paths.

Every person upon a path shall stay to the right-hand side, exercising due care when passing other path users.

Every person using a path shall remain on the path, unless signs expressly permit leaving the path.

Persons riding bicycles, inline skating or using any other device upon a path shall remain in single file.

Bicyclists shall yield the right of way to all other path users.



Users of inline skates or other devices shall yield the right of way to pedestrians using the path.

Persons riding bicycles upon a path shall maintain a safe speed, compatible with other users.

Whenever any person is riding a bicycle upon a path, such person shall yield the right-of-way to any pedestrian and shall give audible signal before overtaking and passing such a pedestrian.

Any person using the path shall obey the instructions of official traffic-control signals, signs (including those specifying types of users or hours of use) and other control devices applicable to all path users, unless otherwise directed by a police officer.

All dogs must be on a leash and the person with any such dog must observe the requirements of West Lafayette City Code section 61.12.

(j) After dusk, all persons upon a bicycle shall use lights and reflectors on any path. (Ord. No. 16-01(Amended), § 12.)

Crown Point Bicycle Parking Ordinance

150.325 Bicycle Parking Requirements

(A) Bicycle parking spaces shall be provided in accordance with the specifications in this section.

<u>USE</u>	<u>PARKING SPACES REQUIRED</u>
Multi-family	1 p.s./3 units (preferably covered - only if garages/unit are not present)
Commercial/Retail/Office Space	5% of motor vehicle req. (min. 4 p.s./max. 40 p.s.)
Recreational	(Community Parks Minimum of 4 spaces - with more as or Recreational Facilities) required by city based on the approximate use of the facility (if the facility qualifies for motor vehicle req. - 30% of motor vehicle requirement)
Educational	1 p.s./20 students K-5 1 p.s./30 students 6-8 1 p.s./50 students 9-12
Hotels/Motels	5% of motor vehicle requirement if the mainentrance is within 1,500 feet of a designated bike/ pedestrian path
Exemptions	Single- and two-family dwellings; warehousing and distribution; mortuaries; auto service; day care centers; car washes; drive-up establishments and airports.

(B) Location and design elements.

(1) The racks shall be of the inverted U-structure design.

- (2) The racks shall accommodate U-locks/chains and support bicycles at two locations on the rack.
- (3) The racks shall have a thermoplastic powder coating and must be anchored securely to ground per the manufacturer's specifications.
- (4) Bicycle parking should be reasonably and safely separated from vehicle parking (e.g. grade differences, landscaping, poles, etc.)
- (5) Rack spaces shall be two feet by six feet per bicycle with a five foot wide access aisle from behind. Sidewalk adjacent may serve as access site.
- (6) Parking spaces shall be within 50 feet of a main entrance to the business or residential establishment which it serves and be safely and conveniently located upon the premises (including lightning if appropriate for safety).
- (7) Parking areas may be shared by and serve two separate venues if within 50 feet of one another.
- (8) Parking areas should be easily accessible from bicycle trails, sidewalks and other non-motorized modes of transportation.

(Ord. 2007-12-42, passed 12-3-07)

NIRPC COMPLETE STREETS POLICY

In May of 2010, the NIRPC Executive Committee unanimously adopted Complete Streets Guidelines for all NIRPC-attributable transportation funds. This policy establishes that all transportation projects submitted to NIRPC for federal funding adhere to rudimentary Complete Streets design standards. These include bike lanes, ped-countdown signals, refuge islands and sidewalks. The following represents the resolution which established the guidelines as regional policy, and the said guidelines.

RESOLUTION 10-05

A RESOLUTION IMPLEMENTING COMPLETE STREETS GUIDELINES FOR NIRPC-PROGRAMMED TRANSPORTATION PROJECTS

WHEREAS, the Northwestern Indiana Regional Planning Commission (NIRPC) promotes an effective multimodal, regional land use/transportation system that is safe, energy and fiscally efficient, maximizes regional connectivity, serves the mobility needs of all citizens, and is environmentally sensitive; and



WHEREAS, NIRPC promotes transportation improvements that encourage walking, bicycling and transit use while promoting safe operations for all users; and

WHEREAS, “Complete Streets” are roadways that accommodate safe and efficient access for all users by law including pedestrians, bicyclists, motorists and transit riders of all ages and abilities; and

WHEREAS, Complete Streets are achieved when transportation agencies routinely plan, design, construct, re-construct, operate, and maintain the transportation network to improve travel conditions for all users of the roadway in a manner consistent with, and supportive of, the surrounding community; and

WHEREAS, Complete Streets principles have been, and continue to be, adopted nationwide at state, regional, and municipal levels in the interest of adherence to federal regulations that promote multimodal transportation options and accessibility for all users; and

WHEREAS, development of pedestrian, bicycle, and transit infrastructure offers long term cost savings and opportunities to create safe and convenient non-motorized travel; and

WHEREAS, increasing active transportation (e.g., walking, bicycling and using public transportation) offers the potential for improved public health, economic development, a cleaner environment, reduced transportation costs, enhanced community connections, social equity, and more livable communities; and

WHEREAS, Complete Streets improvements include, but are not limited to marked bicycle lanes on the roadway, paved shoulders, wide outside lanes, signed bike routes, safe access to bus stops, shared use paths, sidewalks, bicycle parking facilities, marked or raised street crossings (including over- and under-passes), and pedestrian signals and signs; and

WHEREAS, providing access for people with disabilities is a civil rights mandate that is not subject to limitation by project costs, levels of use, or “exceptional circumstances” where the Americans with Disabilities Act requires pedestrian facilities that, when newly constructed or altered, be accessible; and

WHEREAS, NIRPC is responsible for planning and programming transportation projects that utilize federal grants which adhere to goals and objectives from previously adopted documents such as the *Connections 2030 Regional Transportation Plan* and the *Regional Pedestrian & Bicycle Plan of 2005 (Ped & Pedal Plan)*; and other applicable documents; and

WHEREAS, it is NIRPC’s vision to undertake bold planning initiatives that positively impact Northwest Indiana’s future to create a strong, accessible, safe, clean and high-quality environment in which to live, work and play.

NOW, THEREFORE, BE IT RESOLVED that NIRPC supports the concept of Complete Streets, and hereby establish the attached Guidelines to incorporate Complete Streets facilities to the most practicable extent as proposed by the project

sponsor in all transportation projects using NIRPC-attributable federal funds;

BE IT FURTHER RESOLVED that Complete Streets Guidelines are hereby established wherein project sponsors need to provide in the written request for federal funding documentation providing for the inclusion of Complete Streets facilities in the proposed project seeking NIRPC-attributable funds and application materials must include a description of the facilities;

BE IT FURTHER RESOLVED that sponsors using other local, state, or non-NIRPC-attributable federal funds be encouraged to accommodate practicable Complete Streets facilities, in the planning and design of all proposed transportation projects;

BE IT FURTHER RESOLVED that NIRPC-based stakeholder committees responsible for various funding priorities utilize these Complete Street Guidelines and review proposed project descriptions to account for Complete Streets adherence, and providing exemptions to projects where deemed appropriate.

Duly adopted by the Northwestern Indiana Regional Planning Commission on this 20th day of May, two thousand and ten.

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION Complete Streets Planning & Design Guidelines

Below are planning and design guidelines to assist project sponsors in the accommodation of all users (bicycles, pedestrians, transit, motorists and people with disabilities, hereafter referred to as “Complete Streets” facilities). Project sponsors shall use these guidelines in planning for and designing their projects. The Guidelines will be used by NIRPC staff and relevant committees as the proposed project is processed through project selection and planning review.

1. Complete Streets facilities shall be established on rehabilitation, restoration, and resurfacing (3R), partial 3R, and new construction and reconstruction (4R) projects unless one or more of the following conditions are met:
 - A. Where non-motorized users are prohibited by law from using the roadway. In this instance, the applicant should accommodate Complete Streets facilities as practicable within the right of way or within the same transportation corridor.
 - B. The cost of establishing Complete Streets facilities that meet applicable standards would exceed 10% of the cost of the larger transportation project. Eligible costs may include additional right-of-way acquisition, utility relocation, and construction costs with the establishment of said facilities.
 - C. Where the project consists of minor maintenance or repair (reconstruction is not included).



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- D. Where the project consists primarily of the installation of traffic control or safety devices and little or no additional right-of-way is to be acquired.
 - E. There are topographic or natural resource constraints.
 - F. Where factors indicate an absence of need.
 - G. Where existing Complete Streets facilities currently exists or are scheduled for construction within or near the corridor.
2. On proposed 3R and 4R projects that do not increase vehicular capacity, Complete Streets facilities shall be incorporated where applicable and as proposed by the project sponsor included in the following ways:
- A. Resurfacing including striping for additional shoulder width and/or crosswalks, as well as bike lanes where feasible in urban settings.
 - B. Signalization including installation of pedestrian activated signals, and/or review proper operation and timing of pedestrian phase.
 - C. Restriping sufficiently wide pavements and bridge decks for additional shoulder width in accordance with applicable federal guidelines.
 - D. Bridge deck replacement with extension of bridge deck (or other means) to accommodate all users.
 - E. In cases where an adopted regional or local plan proposes a bikeway or pedestrian way that would pass under or over a bridge that is to be reconstructed, the bridge shall be reconstructed to accommodate non-motorized users. Intersection upgrades including crosswalks and pedestrian actuated signals.
 - F. In rural areas, paved shoulders should be included in all new construction and reconstruction projects on roadways used by more than 1,000 vehicles per day. Paved shoulders have safety and operational advantages for all road users in addition to providing a place for bicyclists and pedestrians to operate.
3. The design and development of the transportation infrastructure shall improve conditions for all users by:
- A. **Planning projects for the long-term.** The design and construction of new transportation facilities should presume demand for all users, and not preclude the provision of future improvements. In particular, where development is projected to change the character of an area from rural to suburban to urban over the long-term, it is encouraged that adequate right-of-way and infrastructure be established as part of a near-term project to accommodate future facilities where applicable. Every project should be planned and designed with the ultimate, long-term goal of creating, over time, Complete Streets facilities.

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- B. **Connecting Complete Streets facilities across jurisdictional boundaries.** As the metropolitan planning organization, NIRPC has vantage point from which to recommend to the jurisdictions the connection and continuity of facilities for all users for the purpose of qualifying for federal funding. One way which NIRPC does this is through the *Ped & Pedal Plan* which is updated every five years.
 - C. **Designing context-appropriate facilities to the best currently available standards and guidelines.** The design of said facilities shall be in accordance with applicable federal guidelines.
 - D. **Addressing the need for bicyclists and pedestrians to cross corridors as well as travel along them.** Even where bicyclists and pedestrians may not commonly travel along a corridor that is being improved or constructed, they will likely need to be able to cross that corridor safely and conveniently. For instance, a roadway project that does not contain a bike facility (interstate highway) should address bridge crossings that are hostile for bicycles and pedestrians. Therefore, the design of intersections and interchanges shall accommodate cyclists and pedestrians in a manner that is safe, accessible and convenient.