



MEMORANDUM

To: Mayor and City Council

From: Mindi Hurley, Director of Community Development

Date: August 14, 2018

Reference: Discussion on Proposed Draft Bicycle Sharing Ordinance

2030: Special Place to Live, Sustainable City Government, Community Enrichment & Wellness

Executive Summary:

The purpose and intent of a Bike Share Ordinance will prevent the dockless bicycles from cluttering up the City of Coppell right-of-way and provide an opportunity for a docked bicycle share company to locate in Coppell, provided they are approved through the Development Review Committee process. **Updates from the July 10, 2018 Council Worksession are shown under the Analysis heading below.**

Introduction:

Bike share comes in different forms. Bikes that are locked to a docking station or kiosk, then checked out and back into the same or another docking station/kiosk for a small fee and a deposit to cover the bike (Ft. Worth's B-Cycle is a good example). The newer form of bike sharing consist of dockless bicycles that are locked to themselves (i.e. Limebike, Ofo, V-Bike, Mobike). These are GPS based and are coordinated through a smart phone app that shows where bikes are located and a credit card is used in the app to unlock the wheel from the frame. The user pays based on the time they use the bike (typically \$1.00 per hour). Both types of bike sharing will touch Coppell in some form or fashion in the near future.

Cypress Waters Station and the current construction of the trail system connection with the Campion Trail are factors contributing to staff addressing the topic of Bike Sharing in Coppell. The planned Cypress Waters Station is in the City of Dallas, which currently allows dockless bike sharing. Commuters beginning and ending their trips at the station will need to find other modes of transportation to and from that point. It is inevitable that bicycles will be an option along with other modes (ride sharing, taxi's, & shuttles) to serve the commuters. This is often called the "first mile/last mile leg of the commute". Also, the construction of the trail system along E. Belt Line is expected to be finished by the fall of this year. This will complete the connection that ties to Irving's Campion Trail, which provides a route for bicycles to be ridden to Coppell. Irving currently has an agreement with V-Bikes to operate a dockless bicycle system on the Campion Trail. When this trail connection is complete, it is recommended that we have the tools in place to responsibly regulate these bikes.

The overwhelming concern with dockless bicycles is #1 the abundance of them, #2 safety hazards if left within the right-of-way obstructing a sidewalk or roadway and #3 the visual clutter they create. Advocates of bike

share like the accessibility, the affordability and the fact that they provide an environmentally friendly method of transportation.

Analysis:

At the July 10, 2018 City Council Meeting, Council had questions related to other Cities' processes and fees:

- 1. Research other city's application fees for their bike sharing programs.**
 - **Austin's B-Cycle docked program was funded by the City of Austin through a grant; therefore, a permit was not required.**
 - **San Antonio's docked bike share was the first public program in Texas. The funding came from federal grants administered by the City; therefore, permitting fees were not required.**
 - **Ft. Worth waived the permitting fees for the Fort Worth Transportation Authority's docked bike share program.**
 - **Houston did not charge permitting fees for its docked bike share, because it was a grant related program.**
 - **Denton has an application fee of \$500 for the first 50 bikes then \$750 for 51 to 100 bikes. This covers both docked and dockless bike share.**
 - **Plano has a flat fee of \$500 for their pilot dockless bike sharing program ending in December.**
 - **Dallas has a fee of \$776 + \$18 per bike and \$388 annual permit renewal**
 - **Seattle has a complex fee structure as follows:**
 - **Applicants shall pay \$146 for an Annual Permit for the pilot bicycle share program. Note if any stations or other structures are proposed, each site shall require additional review deposits and permitting.**
 - **Applicants shall pay SDOT's Street Use division \$209 for every hour of permit review and Inspection needed. Estimated times for reviewing pilot bicycle share permits is eight hours; therefore, upon submitting an application, applicants shall pay \$1,672 to Street Use. Any time not used shall be reimbursed to the applicant and any additional time shall be billed, upon permit closure.**
 - **Applicants shall pay a program administrative fee of \$15/bike to SDOT's Transit & Mobility Division for the administrative time during pilot permit program.**
 - **Any fees arising from the need for City crews to relocate or remove bicycles from any location where a bicycle is prohibited under this permit (Requirement O12) shall equal the City crews' hourly rate plus fifteen percent**

After discussions at the Council meeting and further research, Coppell is proposing a one-time fee of \$500 + \$25 per proposed kiosk and a \$250 annual renewal fee to be included in the fee schedule when brought forward in September.

- 2. What are other cities' fees to pick up bikes left in the public way and what happens if they aren't picked up in a reasonable amount of time?**
 - **Ft. Worth has a \$25 impoundment fee.**
 - **Denton has a \$50 impoundment fee.**
 - **Highland Park has a range of \$30-\$100 fee.**
 - **Irving currently doesn't have a bike sharing ordinance and therefore doesn't have any mechanism to charge for bikes that have been picked up.**

Coppell is proposing a \$50 fee and after 90 days of holding, to treat them as abandoned property and auction them off similar to the current method of dealing with bikes the city has impounded.

3. **What other cities are using docked bike share near Coppell.**
 - **Ft. Worth – BCycle, a non-profit organization**
 - **Austin - BCycle, a non-profit organization**
 - **San Antonio – SWell Cycle, a non-profit that uses BCycle equipment**
 - **Houston – BCycle, a non-profit organization**
4. **Justify the proposed regulation requiring the operations center to be within 20 miles.**
 - **Staff wanted the operations center to be within a reasonable distance from Coppell without being too restrictive for a variety of reasons including bike rebalancing, repair and maintenance.**
 - **Seattle requires the operations center to be located within the city.**
 - **Ft. Worth’s operations center is located within the city.**
 - **Austin’s B-Cycle operations center is located within the city.**

We have increased the distance of the operations center to 30 miles to cover one being located in the city of Dallas or Ft. Worth.
5. **Take out the “other payment options” from the ordinance, as this is a private company’s operations issue.**
 - **This has been deleted.**
6. **Note that balancing bikes needs to come from the operator based on usage during specific times of the day.**
 - **This is a valid point and operators will be encouraged to use trend data in their balancing programs. Staff contacted BCycle in Ft. Worth. They said that their balancing program was basically trial and error for the first couple of years in terms of getting the bike count right at each kiosk/station to support their ridership demands.**
7. **What happens if the kiosk or station is full?**
 - **According to BCycle, if a station is full when you arrive, go to the kiosk and select the "Station Full" button after the Welcome screen for a list of nearby stations and to add a free extra 15 minutes to your trip.**
 - **There's a printed system map at each station and a B-cycle app is available for download to see the map of stations on the go and check bike and dock availability on your phone.**

At the March 27th & April 10th Council Worksessions, staff gave presentations and subsequent discussions ensued related to bike sharing. The purpose was to discuss the various forms of bike sharing and to get Council’s direction on the topic. Council instructed staff to bring back a draft ordinance for review. The draft ordinance:

- Prohibits dockless bicycles from being left within the city right-of-way;
- Establishes a permitting system for the docked bicycle systems within the city.
 - The permit would include locations of kiosks and number of bikes at each location.
 - It is anticipated that the kiosks would be located at City Parks, Old Town Coppell, Hotels, and potentially on properties such as large office/warehouses in the west side.
 - To operate within the City of Coppell, the vendor will submit to the Planning Division a permit application which will be reviewed through the Development Review Committee (DRC) process much like any other development;
 - The permit will need to be renewed on an annual basis.
- Allows for the following enforcement:
 - If a bike is left in the right-of-way for a certain period of time, a call will be placed to Public Works to retrieve the bicycle and store it in a holding area.
 - The bike sharing vendor will be contacted and asked to pick up the bicycle.

- A fee per bike will be assessed and paid through the Public Works department. It will be the responsibility of the bicycle share operator to retrieve the bike(s).
- Because a deposit is required for the docked bicycle system, it is not anticipated that any will be left in the right-of-way intentionally. In the rare instance this does happen, they will be treated in the same manner as the dockless bikes.

Legal Review:

We have consulted with the attorney throughout the research and drafting of the ordinance.

Fiscal Impact:

A docked bike share plan shall be subjected to a permit application fee and a permit issuance fee based on number of bikes deployed. An annual renewal fee will be required for each.

A small fee for each bike brought to storage will be assessed when the bikes are picked up by the operator.

Recommendation:

Recommend the redrafting of the ordinance incorporating necessary changes as a result of the workshop session and bringing back the final ordinance on August 28, 2018 for adoption.

Attachments:

Draft Article 6-18 Bicycle Share