



Town of Vienna Bicycle Advisory Committee Expedited Bicycle Rack Application Process

In order to meet the increasing demand for bicycle parking, the town's Department of Planning and Zoning and Board of Architectural Review (BAR) have approved an expedited process for the approval and installation of bicycle racks for businesses and commercial property owners within the Town.

Businesses and commercial property owners can take advantage of this streamlined application and approval process by choosing a pre-approved bicycle rack meeting town guidelines and specifications. The Inverted "U" Rack and variations of the Inverted "U" (examples shown below) have been pre-approved.



Bicycle racks other than the pre-approved Inverted "U" and/or variations of a "U" rack will require a request for approval of exterior modifications and submission to the Board of Architectural Review (BAR).

Expedited Bicycle Rack Application Process

Objective

To streamline the bike rack application and approval process for Town of Vienna businesses and commercial property owners; to encourage business to provide accessible and secure racks for parking bicycles on site. A "streamlined" bike application and approval process is a win-win proposition for the Town of Vienna, its bicyclists, and town businesses

Project Goals

- To provide a simple, fast, and hassle-free bike rack application and approval process for Town of Vienna businesses and commercial property owners.
- To ensure that bike racks are installed to Town guidelines and specifications and in appropriate locations with adequate clearances.
- To help Town of Vienna businesses maximize parking spaces by providing safe and secure bike racks for use by customers, employees, residents and visitors to the Town of Vienna.
- To provide Town of Vienna residents and their families with an added benefit; a healthier, environmentally-friendly, low-cost method of getting around, visiting, and conducting business in the Town of Vienna.
- To guide Town of Vienna businesses in advocating and providing alternative modes of transportation.
- To promote a healthier lifestyle, advocate a cleaner, environmentally-friendly community.

Procedures

1. A Town of Vienna business can either contact the Planning and Zoning Department to request an Expedited Bicycle Rack Application form or download the form from the Department of Planning and Zoning page on the Town's website (www.viennava.gov).
2. Town of Vienna business and/or property owner submits a completed application with all the necessary documentation to the Planning and Zoning Department for review and approval. Town staff will schedule a site visit with the applicant to review the application and insure compliance to the specifications and guidelines.

3. Requests for bicycle racks other than the Inverted "U" style and/or variations of the Inverted "U" will require submittal of a "request for approval of exterior modifications" through the Board of Architectural Review (BAR) and the Planning and Zoning Department.

Schedule

If all of the necessary information is correctly submitted, application processing and approval should take no more than three to four weeks.

Promotion of the Inverted "U" rack to Town of Vienna Businesses

The Expedited Bicycle Rack Application process for Town of Vienna businesses initiative will be promoted through the following methods:

1. A flyer will be inserted to the New Business packets through the Town/Business Liaison Committee.
2. Vienna BAC will work very closely with the Town of Vienna Communications and Marketing Manager to utilize online social media to promote and advertise the benefits of adding bike racks to Town of Vienna businesses.
3. Vienna BAC will share bicycle rack application information at town events including: bicycle rodeos, bike safety seminars, etc.
4. Vienna BAC and the Town's Business Liaison Committee will help in publicizing the benefits of the bike racks, streamlined process and provide sample applications, guidance, and success stories. Vienna BAC can also assist Vienna businesses in deciding the placement of racks and what other options are available for them.