



**Corona del Mar Business Improvement District
Board Meeting Minutes
August 22, 2013
CdM Chamber of Commerce Offices**

Board Members Present:

Bernie Svalstad, Scott Palmer, Jim Walker and Keith Dawson

Board Members Absent:

Tom Nicholson, Scott Laidlaw (one open seat)

Guest(s):

Nancy Gardner, Ron Yeo, Linda Leonhard, Jessica Prause (New Port Theater), Amy Senk, Mary Locey (BID Coordinator - City of Newport Beach), Anthony Nguyen (Purchasing Dept- City of Newport Beach), Susie Smith (Farmers and Merchants Bank), and Gladys Medina/Mark Risco (Willdan Financial Services - BID Administrator)

1. **Call to Order at 7:30 a.m.**

2. **Roll Call**

The Chairman called the roll and determined that a quorum was in place. Those present introduced themselves.

3. **Public Comments - None**

4. **Approval of Minutes**

MOTION:

Jim Walker moved to approve the Minutes of the July 25, 2013 meeting as written. Scott Palmer seconded and the Motion was approved by unanimous vote.

5. **Current Business**

A. City Council Report

Nancy Gardner reported that an outreach meeting took place on August 21, 2013 concerning the water main project, the parking study and the entry project. She reported that

there was a mix of those in support and those against various aspects of the projects. Susie Smith of Farmers & Merchants Bank expressed concern over the possible loss of parking spaces on PCH in front of the bank as a result of the entry project and stated that the delay in the construction of the bank was due primarily to complying with parking requirements. Ms. Smith also expressed concern that aspects of the entry project might reduce the visibility of the bank. Jim Walker suggested the possibility of offering valet parking during periods when the businesses in the area are impacted by the water main project.

B. Administration & Financial Report

Open Board Seat - Bernie asked if any members of the advisory board had suggestion for nominees for the open advisory board seat. Keith Dawson suggested that someone from Farmers & Merchants Bank would be a good addition to the advisory board. Ms. Smith indicated that she would discuss with Farmers & Merchants regional manager who would be the likely advisory board participant. Scott Palmer invited a representative from MediRx Pharmacy to attend the BID Advisory Board meeting if he/she was interested in serving on the advisory board. No one from MediRx Pharmacy attended the meeting. Bernie again urged advisory board members to make recommendations for nominees to fill the open seat.

5. Current Business – Revitalization Improvement Projects & Maintenance Items Task Action Review (items taken out order to accommodate Ron Yeo’s schedule)

- **Marguerite Project** - Ron Yeo reported that he had discussed the conceptual proposal prepared by BGB, Inc. for certain improvements at PCH and Marguerite with Pat Thomas of the City’s Public Works Department and had not received support for the project. Mary Locey stated that the Public Works Department should have been involved with the project at an earlier point to avoid any wasted effort.
- **Bike Racks** – Ron reported that he met with Brad Sommers and Frank Peters of the City and that the City is supportive of the installation of bike racks. Ron reported that he walked PCH with Brad Sommers and identified approximately 50 sites where bike racks could be located, many of which are adjacent to red curbs. Ron presented a report of his findings, including drawings of different styles of bike racks. Ron also announced his “Bike the Village” promotional campaign. Ron indicated that a quantity of 50 bike racks would reduce the cost to \$178 each. Bernie suggested that a total budget, including bike rack and the refurbishment of street furniture and trash can enclosures, should be worked up by the next BID meeting. Ron Yeo’s report is attached to these Minutes.

MOTION:

Scott Palmer moved for the BID Board’s support to proceed with the Bike the Village campaign. Keith Dawson seconded and the Motion was approved by unanimous vote.

Ron commented that employers should encourage their employees to bike to work whenever possible as part of the Bike the Village campaign.

- **Street Furniture Maintenance & New Features** – Ron relayed the City’s contention that the BID purchased the street furniture and that it is the BID’s responsibility to maintain it. Mary Locey indicated that the maintenance of the street furniture must be put out to bid and the BID should generate a scope of work and submit it to Anthony Nguyen, the City’s purchasing agent.
- Ron reported that some of the newspaper racks that were tagged by the City have been removed and others have been replaced. Ron added that the manufacturers of the 6-gang newspaper racks were not interested in advertising on them because of the relatively small number of racks proposed. Mary Locey added that the City must follow a process for dealing with substandard newspaper racks and that the process takes time. Scott Palmer noted that Balboa has a newspaper rack ordinance in place and that Balboa’s ordinance should be used as a model for CDM’s newspaper rack ordinance.

MOTION:

Scott Palmer moved for the BID Board’s support to investigate adapting the Balboa newspaper rack ordinance for use in CDM. Jim Walker seconded and the Motion was approved by unanimous vote.

BID Financial Reports - Scott Palmer reported that there is presently \$90,391 cash on hand and that invoices totaling \$97,000 in invoices will be sent out. He added that City matching funds of \$40,000 are expected. Scott noted that there are still issues with the \$108,000 in unpaid invoices. Scott asked to be advised if any businesses are missing from the BID membership list that is attached to the financial reports. Bernie then presented an unpaid invoice in the amount of \$14,265 from the City for striping in connection with lane merging traffic flow study. Bernie noted that the cost of the striping was already in the budget for the Entry Project.

MOTION:

Scott Palmer moved to approve the \$14,265 invoice for merge lane striping. Jim Walker seconded and the Motion was approved by unanimous vote.

MOTION:

Scott Palmer moved for approval the financial report as of July 31, 2013. Jim Walker seconded and the Motion was approved by unanimous vote.

Scott reported that the annual BID assessment billing just went out and that Matt Lenton had advised Scott that another \$10,000 in assessment billing is estimated. Linda Leonhard noted that the letter to businesses who are delinquent in the payment of their assessments will not be on the City Council agenda for approval until the last council meeting in September.

C. City Requests for Proposals for BID Support and Services Update

- **Administrative Support Services** – Mary Locey reported that the City awarded the BID Administrator contact to Willdan Financial Services. Mary indicated that Willdan will be taking over the administrative duties for the BID that City staff now does. She noted that Willdan will not be doing marketing and will not be preparing the financial report. Mark Risco and Gladys Medina of Willdan then introduced themselves and Mark Risco gave a brief history of the company. A discussion followed concerning the need to transfer the authority to authorized transactions from Matt Linton to the BID's treasurer, Scott Palmer.

MOTION:

Jim Walker moved that BID treasurer Scott Palmer be empowered to authorize transactions in place of Bernie Svalstad. Keith Dawson seconded and the Motion was approved by unanimous vote.

- **BID Holiday Décor Program** – City Purchasing Agent Anthony Nguyen reported that the City evaluating three proposals for holiday décor – one each from Dekra-Lite, Exterior Products Corp and Seasonal Solutions. Linda noted that the BID owns its holiday decorations and pays Dekra-Lite an annual fee to store and refurbish them prior to installation each year. She also noted that Dekra-Lite is responsive if service issues arise after the holiday decorations are installed.
- **BID Landscape Maintenance Services** - Anthony reported that the City is considering Park West, True Green and Pinnacle for landscape services. Linda suggested that the BID board should review the scope of work before the RFPs go out.

D. Revitalization Improvement Projects & Maintenance Items

- **Gateway Improvements** - Jim Walker reported that concerns were voiced at the August 21st community reach-out meeting about the number of parking spaces that are slated for removal in connection with the entry project.
- **Parking Project** - Jim Walker reported that the parking study is underway and that a meeting with Nelson/Nygaard is scheduled for September 23rd. Jim indicated that he will contact Nelson/Nygaard to confirm the status of the parking study in advance of the September 23rd meeting. A brief discussion followed concerning the possibility of removing the parking meters from the Old School parking lot to encourage usage of the lot. Jim Walker voiced his concern over the impact that the water main project will have on businesses when the Carnation segment is begun. Nancy Gardner noted the need for signage to warn of the project and identify detours. Mary Locey indicated that information concerning the water main project is available on the

City's website as are detour routes. Jim Walker suggested the possibility of using valet parking for businesses during construction of the water main project on Carnation.

- **Sidewalk Steam Cleaning** - No report (Scott Laidlaw not present). A general discussion followed concerning the unsightly condition of the sidewalk in front of Golden Spoon and other locations in CDM and the suggestion was made of sending a letter to property owners of the need to keep sidewalks in front of their properties clean.

MOTION:

Jim Walker moved to investigate sending a letter to property owners of the need to keep the sidewalks in front of their properties clean. Scott Palmer seconded and the Motion was approved by unanimous vote.

Mary Locey indicated the need to check the City's ordinances regarding property owners' responsibility to keep sidewalks in front of their properties clean.

- **Signal Arm Modifications** - Mary Locey reported that Pat Thomas in the City's public works department is looking into matching the traffic signal arms with the décor of the street lights.

E. Marketing / Administration Report

Website & Marketing Update - Linda Leonhard reported that she and Bernie met with Gary Sherwin of Visit Newport and that plans are being made to update the website and make it more interactive and user friendly. Linda welcomed the new BID administrators. Linda announced that the new BID brochures have been completed and that the holiday ad campaign is underway as is the "shop local" program. Nancy Gardner reported that the Residents Association wants to meet with the BID to work towards a better mix of businesses in CDM. Nancy added that an update of the general plan will be on the November 2014 ballot and that a member of the BID Board should participate on the land use amendment committee meeting. Bernie volunteered Scott Laidlaw to attend the upcoming land use amendment committee meeting. Jim Walker, who serves on the committee, indicated next meeting is scheduled for September 3, 2013 at 3:30 p.m. In response to Scott Palmer's inquiry, Linda indicated that her contract has expired and that she is performing services on a month-to-month basis. Bernie and Jim Walker will serve with Linda on the marketing subcommittee.

F. CDM Chamber of Commerce Report. Linda reported that the 10th year of the Coastline Car Classic car show is scheduled for Sunday, September 8, 2013 and that approximately 120 cars will be on display. She added that selected cars from the William Lyon collection will be on display. Linda reported that an opening ceremony aircraft fly-by is planned and that former race car driver Bob Bondurant will be present. Linda announced that the Chamber's membership campaign for the 4th quarter is in the final planning stages.

6. CORONA DEL MAR BID ANNOUNCEMENTS - FUTURE AGENDA ITEMS

None.

7. ADJOURNMENT

The meeting was adjourned at 9:10 a.m.

Next meeting: September 26, 2013

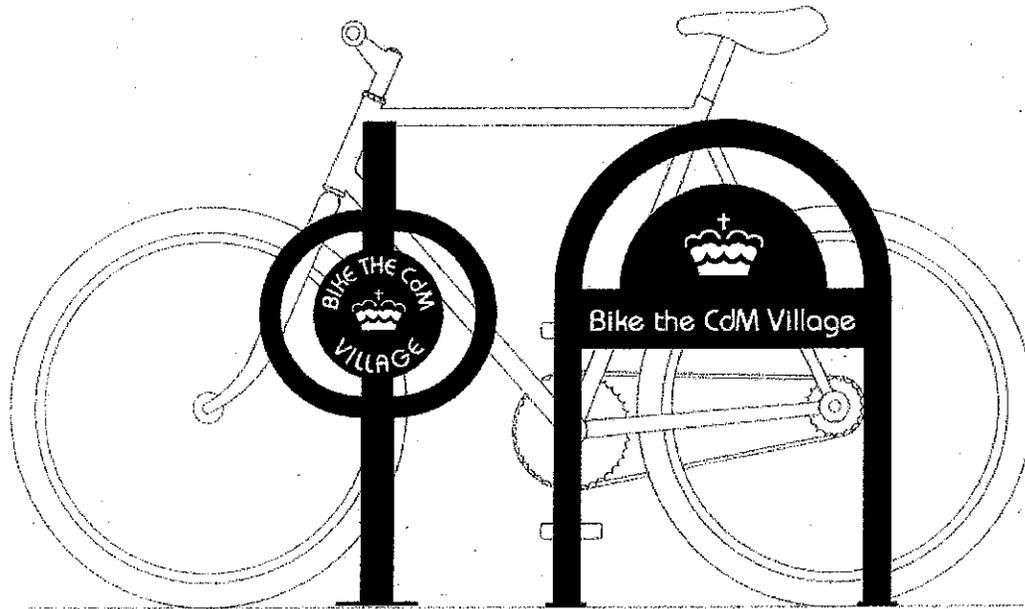
VILLAGE REVITALIZATION / VISION REPORT

MEMO To Corona del Mar Business Improvement Board

August 2013

From: Ron Yeo, FAIA Architect, Scott Laidlaw, AIA Architect

BICYCLE RACKS



"Hitch"

"Hoop"

BIKE THE VILLAGE PROGRAM FOR CdM ..

Bike Rack installation.....

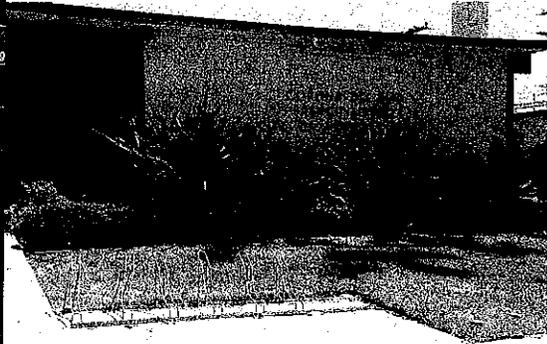
- ❖ Enforces the concept goal of a great walking & biking community.
- ❖ Will reduce congestion in CdM while reducing pressure on car parking.
- ❖ Will be good for business. People who arrive at a location by bicycle tend to live nearby and will be loyal customers when provided with secure, convenient bike parking. Carlsbad's Bryan Jones calls them "VIP" Parking, due to their proximity to a retail store's front door,
- ❖ Encourages bicycle use for neighborhood business trips and may increase available parking spaces.
- ❖ Removes bicycles from obstructing pedestrians at locations such as store doorways.
- ❖ Protects trees and shrubbery from damage by parked bikes.
- ❖ Promotes "Green energy".

EXISTING BIKE RACKS

There are only 3 bike rack locations currently available in the CdM business area



Bruegger's



CdM Library



Sherman Gardens

Unfortunately,
they are not the best type of rack

BUT THERE IS A BIG NEED



Starbucks

POTENTIAL BIKE RACK LOCATIONS

(on private property unless noted)

COAST SIDE

The Studio CdM
The Studio
Carol Mc Interiors
Rug Shop
Cronic tacos
Linden Rose
See's
Eva varro
Mark Patterson
Gravity
The Wee Loft toy store
Gary's deli
Clock tower
Bandaras
Rite Aid
Ace Hardware
Albertson's
Verison (next to signal box)
Coffee Bean (at red curb)
KFC (at red curb)
Union Bank (at red curb)
CdM fitness (at red curb)
Francis Orr
Starbucks
(this should be within a new "pop out
curb
or along Goldenrod at red curb)
Bruegger's (at red curb)
Sherman Gardens
Images
Pedego
Bungalow (at red curb)
Hover Law
California fitness
Ruby's

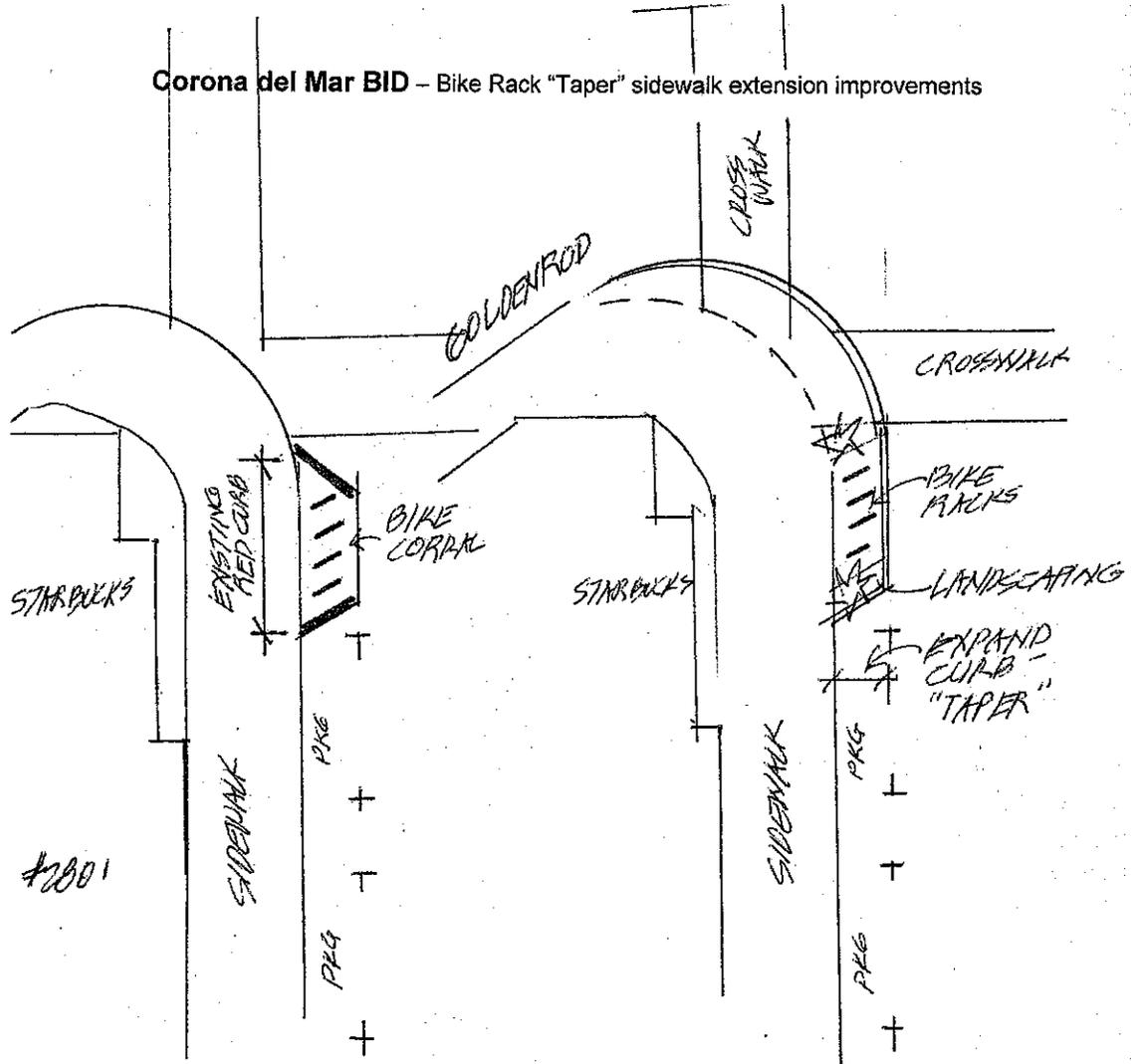
INLAND SIDE

Jin Kiwon
Paul's flowers
Summer House
Thai del mar
Tony Photography
On Que
The Place
Nail Saloon
Derma spa
Baja Fresh
Candy store
Potential pocket park
Hobie sports
Zinc Café
Bank of America
Cheese shop
Library
Newport floor
Cleaners
Rose Bakery
Wells Fargo
Holly Sharp
Pdm
Post Office
1west bank
John Blom's old spot
Opus bank
Botanica floral

Racks should not block parked car
access, be 10' clear from a
crosswalk, fire hydrant or driveway

Log on to below site to check out photos of the potential locations
http://www.youtube.com/watch?v=q9crOKZIAKk&feature=c4-overview&list=UUjf65I8S_3J_WDvnEqCPNpw

Corona del Mar BID – Bike Rack “Taper” sidewalk extension improvements

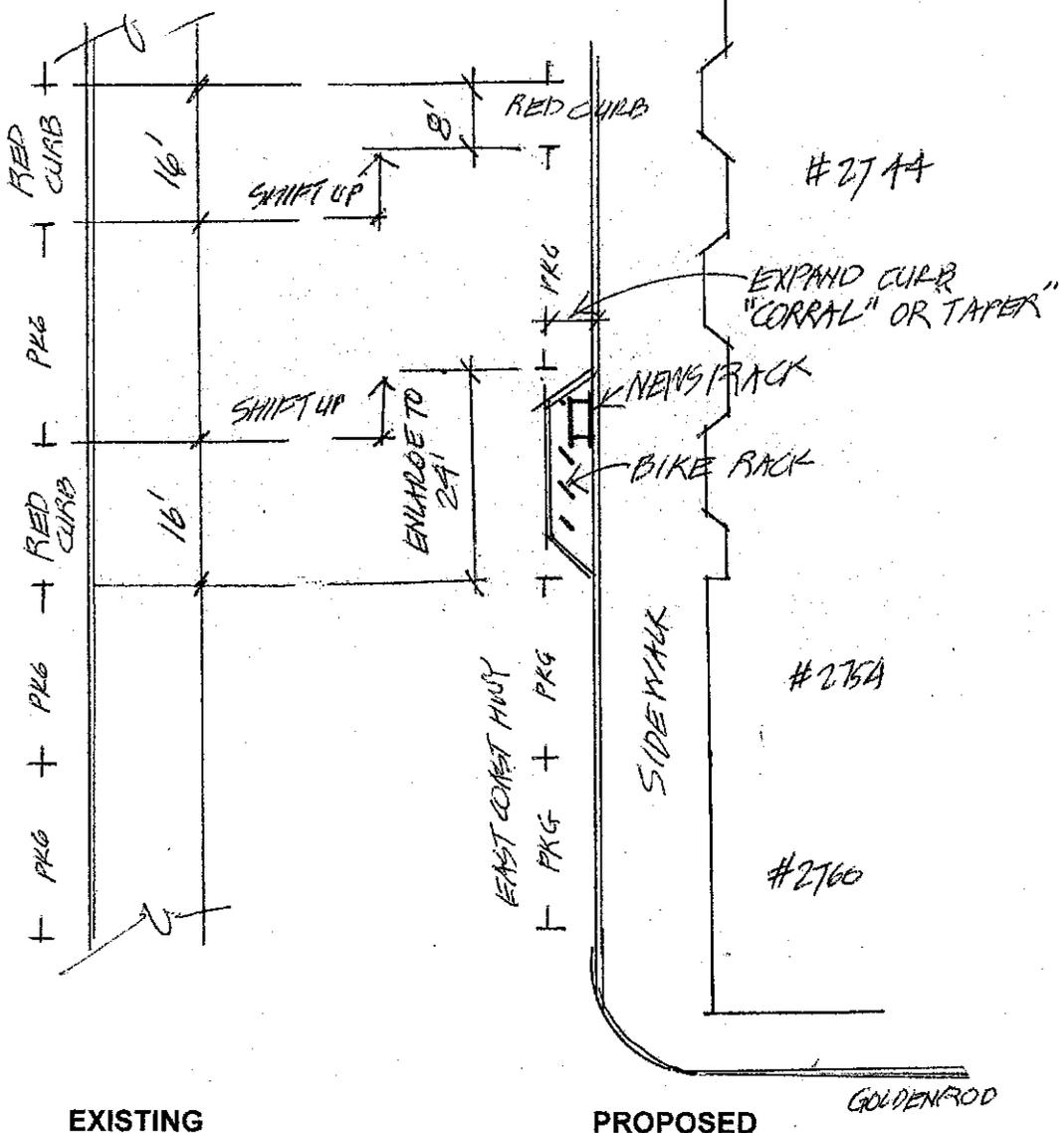


First Phase – “Bike Corral”

2nd Phase – Expand Sidewalk

Starbucks @ Goldenrod

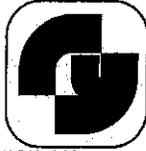
Corona del Mar BID – Bike Rack "Taper" sidewalk extension improvements



EXISTING

PROPOSED

Summer House & New York Deli between Goldenrod & Heliotrope



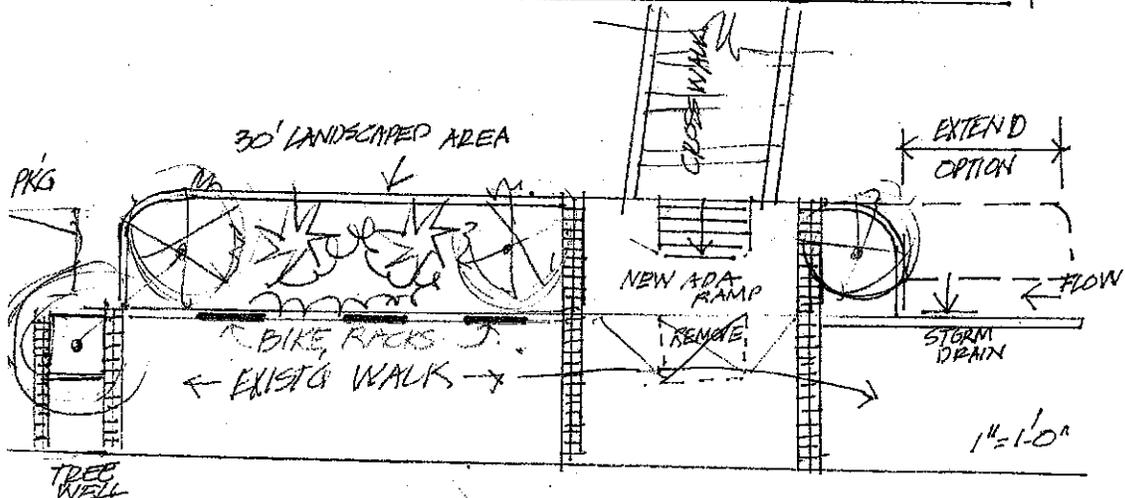
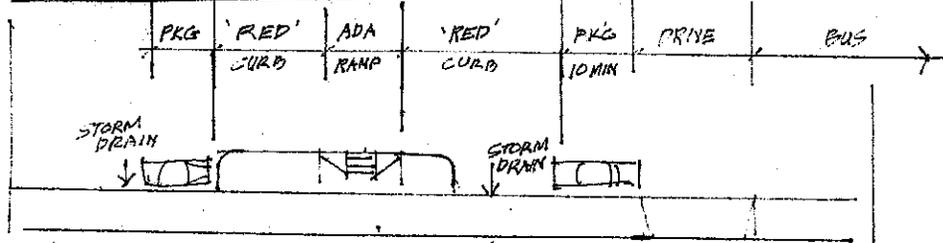
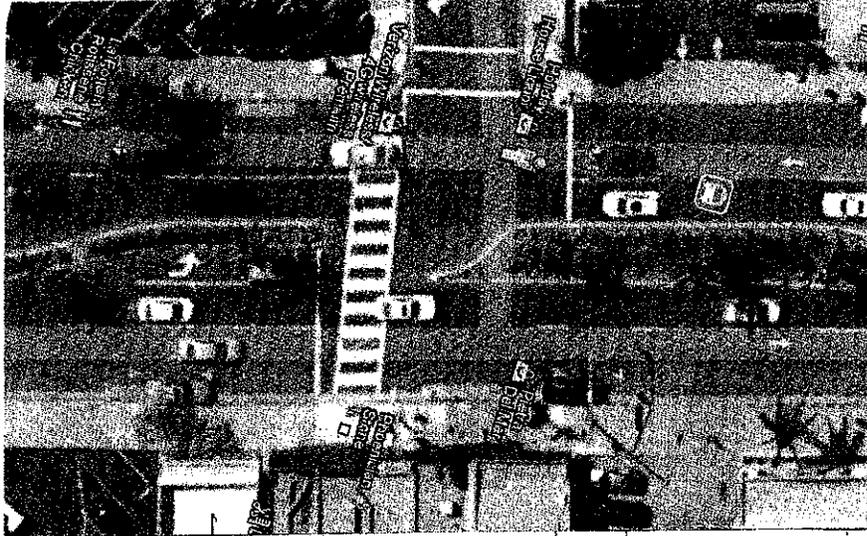
CORONA DEL MAR BID

EAST COAST HWY STREETScape IMPROVEMENTS

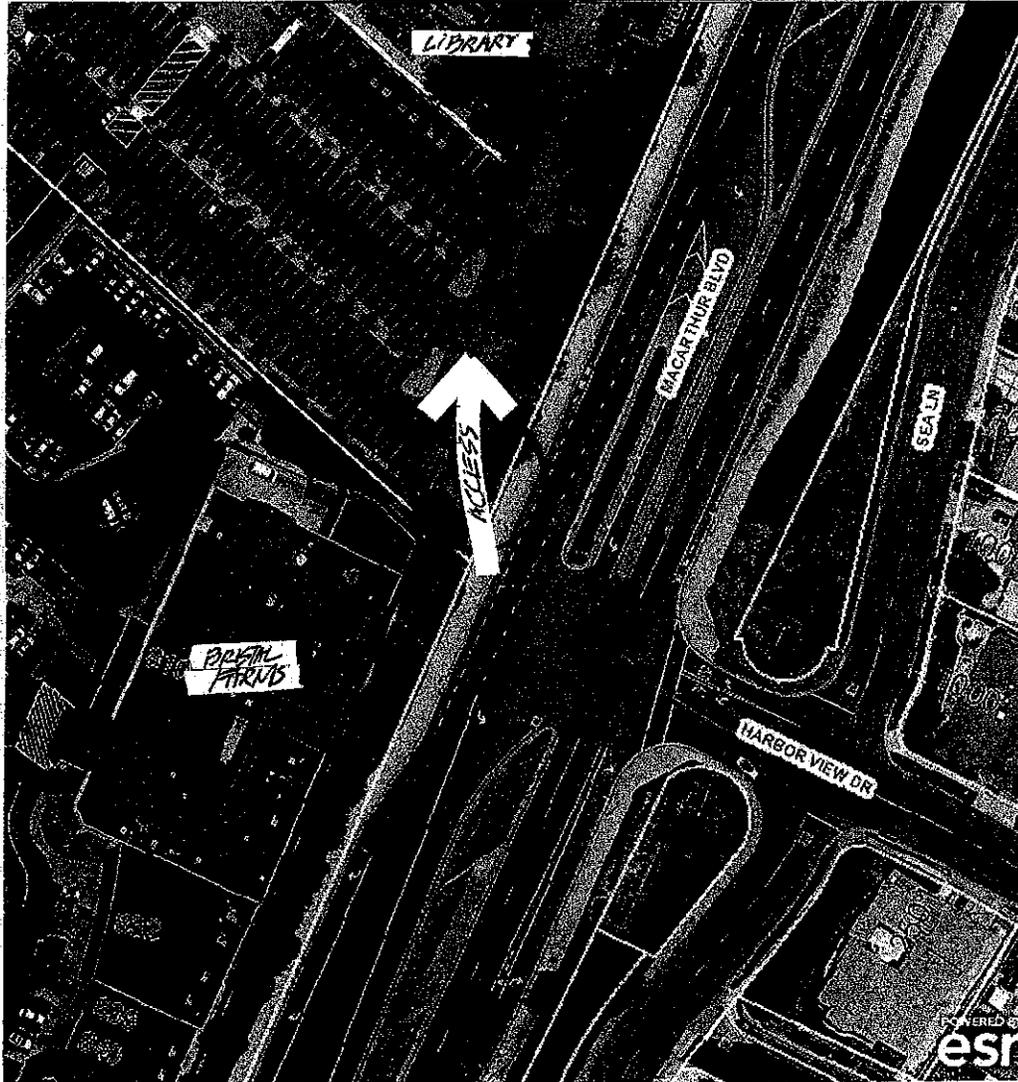
RON YEO, FAIA ARCHITECT, INC. 500 JASMINE AVENUE CORONA DEL MAR, CALIFORNIA 92626 PHONE: (949) 644-8111

JULY 8, 2011

LANDSCAPED CURB "TAPER" @ IRIS CROSSWALK



Corona del Mar BID – Bike & Pedestrian link to the main library & City Hall

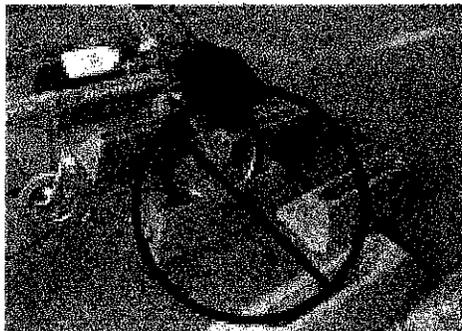
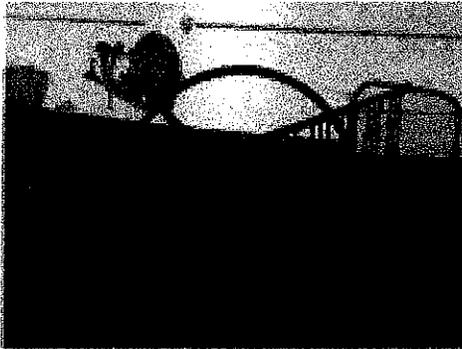


Additional Discussion - Unacceptable Bicycle Racks

Examples of inferior bicycle racks abound. The use of unacceptable bicycle parking facilities can discourage bicycling. Racks with the following characteristics should not be employed:

- Support bicycles at one point of contact.
- Support bicycles by one wheel.
- Allow bicycles to fall; bending the wheel and blocking the pedestrian right-of-way.
- Has sharp edges that can be hazardous to users and pedestrians.
- Has mounting hardware that can be unscrewed with common tools.
- Requires the bicyclist to lift their bicycle onto in.

Examples of unacceptable bicycle racks.



ACTION ITEMS

1. Approve the implementation of the **"Bike the Village Program"**
2. Decide on the type: Hoop @ \$188 – \$268 each or Hitch (@ \$178 - \$238 each (plus installation) (recommend- the "Hoop") or explore other "artistic racks" like they have in Long Beach..
3. Decide on the color (recommend – Bright Orange or stay with green)
4. Decide on the budget or "how bold" \$5,000 to \$15,000 (see bids)
5. Option A – Start out slow: Select the top 10 locations.
 - a. BID purchase 10 racks and sells them to selected shops
 - b. BID purchase 10 racks and install them free to selected shops
6. Option B – Major campaign
 - a. BID purchase 50 racks and sells them to selected shops
 - b. BID purchase 50 racks and install them free to selected shops
 - c. BID to work with the City to expand the sidewalk areas (taper) at key locations for landscaping and bike rack installation. (Starbucks, etc.)
 - d. BID to work with the City to provide a Pedestrian and bike access from MacArthur to the Library & City Hall
 - e. Develop a campaign to encourage shops to get employees to bike to work by furnishing racks or bike storage at the "back doors"
 - f. Encourage the City to install racks at Big & Little Corona beaches as well as the scenic outlooks.
 - g. BID to apply to the "league of American Bicyclists" for certification for a bicycle friendly America by complying to the "5E's"

THE ESSENTIAL ELEMENTS OF A BICYCLE FRIENDLY AMERICA □
Bicycle Friendly Communities, Businesses and Universities come in all shapes and sizes, each with their own natural benefits and challenges — from climate and topography to culture and population density. But there are essential elements across five categories — known as the Five E's — that are consistent in making great places for bicycling.

THE 5 E'S.....

- ❖ **Engineering:** Creating safe and convenient places to ride and park
- ❖ **Education:** Giving people of all ages and abilities the skills and confidence to ride
- ❖ **Encouragement:** Creating a strong bike culture that welcomes and celebrates bicycling
- ❖ **Enforcement:** Ensuring safe roads for all users
- ❖ **Evaluation & Planning:** Planning for bicycling as a safe and viable transportation option

Helpful links:

***color chart & options** <http://www.dero.com/options.html>

***warranty** <http://www.dero.com/warranty.html>

***recycled content** <http://www.dero.com/leed.html>



504 Malcolm Ave SE, Suite 100, Minneapolis, MN 55414
 888.337.6729 612.331.2731 www.dero.com

Quote/Order Form

Quote # 77441

Date 8/1/2013

Sold To
Corona del Mar Business Improvement Distr Ron Yeo
Contact Phone Fax

Ship To
Corona del Mar, CA 92625

Rep	Ship Date	P.O. #	Site Contact	Site Phone
RD	Net 30			

Qty	Item	Description	Unit Price	Total
10	CUSTOM	Bike Hitch with Custom "Bike the CoM Village" Logo, Surface Mount, Powder Coat	238.00	2,380.00
40	WEDGE-375-3.000	Wedge Anchor, .375 x 3.000	0.00	0.00
	CA Sales Tax	CA Sales Tax - Orange County 8%	190.40	190.40
	FREIGHT	Freight and Handling	185.00	185.00
		Lead Time: Six Weeks		

THIS ORDER IS ACCEPTED AS A BINDING PURCHASE

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date where indicated, and fax back to 612-331-2731. Once we receive a signed order form, we will fax or e-mail you an order confirmation, so that you know that your order has been processed, and what the Ship Date is.

The Ship Date is an estimate only. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

A 20% restocking fee will be assessed to all canceled orders.

Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.

Signature and Date _____

Customer Please Specify
Desired Ship Date!

Subtotal \$2,755.40

Sales Tax (0.0%) \$0.00

Total: \$2,755.40

Thank you for your interest!

For office use only SO# _____ Order Conf. EM FAX Init. _____ Date _____
 Please note confirm contacts



DERO Bike Rack Co.

504 Malcolm Ave SE, Suite 100, Minneapolis, MN 55414

888.337.6729

612.331.2731

www.dero.com

Quote/Order Form

Quote# 77442

Date 8/1/2013

Sold To
Corona del Mar Business Improvement Distr Ron Yeo
Contact
Phone
Fax

Ship To
Corona del Mar, CA 92625

Rep	Ship Date	P.O. #	Site Contact	Site Phone
RD	Net 30			

Qty	Item	Description	Unit Price	Total
50	CUSTOM	Bike Hitch with Custom "Bike the CoM Village" Logo, Surface Mount, Powder Coat	178.00	8,900.00
200	WEDGE-.375-3.000	Wedge Anchor, .375 x 3.000	0.00	0.00
	CA Sales Tax	CA Sales Tax - Orange County 8%	712.00	712.00
	FREIGHT	Freight and Handling	415.00	415.00
		Lead Time: Six Weeks		

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Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.

Signature and Date _____

Customer Please Specify Desired Ship Date!

Subtotal \$10,027.00

Sales Tax (0.0%) \$0.00

Total: \$10,027.00

Thank you for your interest!

For office use only	SO# _____	Order Conf. <input type="checkbox"/> EM <input type="checkbox"/> FAX	Init. _____	Date _____
Please note confirm contacts				



DERO Bike Rack Co.

504 Malcolm Ave SE, Suite 100, Minneapolis, MN 55414

888.337.6729 612.331.2731 www.dero.com

Quote/Order Form

Quote# 77444

Date 8/12/013

Sold To
Corona del Mar Business Improvement Distr Ron Yeo
Contact Phone Fax

Ship To
Corona del Mar, CA 92625

Rep	Ship Date	P.O. #	Site Contact	Site Phone
RD	Net 30			

Qty	Item	Description	Unit Price	Total
10	CUSTOM	Hoop Rack with Custom "Bike the ColM Village" Logo, Surface Mount, Powder Coat	268.00	2,680.00
40	WEDGE-.375-3.000	Wedge Anchor, .375 x 3.000	0.00	0.00
	CA Sales Tax	CA Sales Tax - Orange County 8%	214.40	214.40
	FREIGHT	Freight and Handling		0.00
		Lead Time: Six Weeks		

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A 20% restocking fee will be assessed to all canceled orders.

Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.

Signature and Date _____

Customer Please Specify Desired Ship Date!

Subtotal \$2,894.40

Sales Tax (0.0%) \$0.00

Total: \$2,894.40

Thank you for your interest!

For office use only	SO# _____	Order Conf. <input type="checkbox"/> EM <input type="checkbox"/> FAX	Init. _____	Date _____
Please note confirm contacts				



504 Malcolm Ave SE, Suite 100, Minneapolis, MN 55414
 888.337.6729 612.331.2731 www.dero.com

Quote/Order Form

Quote# 77443
 Date 8/1/2013

Sold To
Corona del Mar Business Improvement Distr Ron Yeo
Contact
Phone
Fax

Ship To
Corona del Mar, CA 92625

Rep	Ship Date	P.O. #	Site Contact	Site Phone
RD	Net 30			

Qty	Item	Description	Unit Price	Total
50	CUSTOM	Hoop Rack with Custom "Bike the CdM Village" Logo, Surface Mount, Powder Coat	188.00	9,400.00
200	WEDGE-375-3.000	Wedge Anchor, .375 x 3.000	0.00	0.00
	CA Sales Tax	CA Sales Tax - Orange County 8%	752.00	752.00
	FREIGHT	Freight and Handling	415.00	415.00
		Lead Time: Six Weeks		

THIS ORDER IS ACCEPTED AS A BINDING PURCHASE

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date where indicated, and fax back to 612-331-2731. Once we receive a signed order form, we will fax or e-mail you an order confirmation, so that you know that your order has been processed, and what the Ship Date is.

The Ship Date is an estimate only. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

A 20% restocking fee will be assessed to all canceled orders.

Quote is good for 30 days.

Customer agrees that installation area is suitable for drilling.

Signature and Date _____

Customer Please Specify
Desired Ship Date!

Subtotal \$10,567.00

Sales Tax (0.0%) \$0.00

Total: \$10,567.00

Thank you for your interest!

For office use only SO# _____ Order Conf. EM FAX Init. _____ Date _____
 Please note confirm contacts

- We will also need to adopt an ordinance something like this one.
- **Abandoned Bicycles**



BICYCLE PARKING ON THE PUBLIC WAY

- Bicycles are permitted to park against a building, street sign pole, or on a bicycle rack or other facility specifically intended for that purpose.
- Under no circumstances shall a bicycle obstruct the pedestrian path of travel or handicap access ramps. A parked bicycle must leave at least 36 inches of an obstruction free path of travel.
- Bicycles are not permitted to be parked to: fire hydrants, hand railings, benches, trees, trash receptacles or parking meters.
- Bicycles shall not be parked longer than 72 consecutive hours at the same location in any business district as defined in section 12.8.
- Bicycles in violation of the above regulations shall be tagged and removed immediately if presenting a public safety hazard as noted in section 12.9(b) and given a 72 hour notice to remove for violations in sections 12.9 (c) and (d). Removed bicycles shall be held by the City of Cambridge Department of Public Works for a minimum of 30 days.
- No motorized vehicles shall be parked on a bicycle rack or other facility specifically designed and intended for bicycle parking. Violators are subject to immediate removal from the City of Cambridge Department of Public Works or Police Department.

ABANDONED BICYCLES □ A bicycle with one or more of the following defects can be removed by the City of Cambridge Public Works Department for public safety and maintenance purposes:

1. no tires or wheels
2. warped wheels or frames
3. missing, rusted, or broken chain in a state that renders it inoperative
4. missing or warped handle bars

BICYCLE REMOVAL □ Bicycles in violation of any of the above parking restrictions or that have been abandoned will be tagged with a yellow bicycle removal tag by the Department of Public Works. The yellow tag will list the violation and request that the bicycle be removed within 72 hours (3days) of being tagged. The bicycle will be stored for a minimum of 30 days. You may retrieve your bicycle - at no charge- by contacting Vincent Best at 617.349.4869/ vbest@cambridgema.gov. The only exception to the 72 hour removal period is if the bicycle is blocking the pedestrian way or a handicapped access ramp; if this case the bicycle will be removed immediately.