

Space Allocation Request #: Micromobility Vehicle Locker

Space Allocation Request Basics

Request Name: Micromobility Vehicle Locker

Contact Name(s): Leah Choi

Contact Email Address(es): lc369@humboldt.edu

Contact Phone: 707-826-4462

Division Submitting Request: Academic Affairs

MBU: Academic Affairs

Department Name: Library Instruction - Research Services

Department ID: D20184

Nature of Request:

Requesting additional or alternate square footage without a specific room/space/location already identified, but with several options identified subject to PD&C consultation and approval.

Is this change expected to be temporary?: No

Preferred Move-in Date: 8/3/2026

Type of Space Needed

Square Footage

This request is for space and a covered, secure shelter for micromobility vehicles (MV) in close proximity to the library, a development in alignment with campus sustainable mobility infrastructure goals. The estimated minimum square footage required for a small shelter would be around 200 square feet (a little bigger than a standard parking space). The square footage could be expanded if there is more space available for a larger shelter, which would support more vehicles. Many vendors offer scalable solutions, like the Dero Cycle Station 2, with a minimum footprint of 8'x12', or a variety of prefabricated sizes, like the Duo-Gard Cambridge Bike Shelter, with a minimum footprint of 10'x12' and the Duo-Gard Sentry Bike Shelter, with a minimum footprint of 12'x18'.

Space Use

The space for the MVL will be determined in consultation with Facilities Management and the PD&C. We have identified several potential spaces around the library for a Micromobility

Vehicle Locker (MVL). If these are not suitable, we are open to another nearby space on campus that fits the needs of a secure shelter. Several vendors have prefabricated models that are movable after installation. This means that the structure could be installed and moved if campus development plans change. The MVL could also be placed in an existing parking lot, replacing a couple of standard motor vehicle parking spots.

Unique Equipment

The MVL would require a small, weather-resistant enclosed shed/cage/structure that is ADA accessible, a lock (card dip), security cameras, security lights, and a few standard bicycle racks, including some positioned with wider spaces for larger/less common MVs. "

Space Allocation Request Details

Alignment with University Principles

1. How does this request support Cal Poly Humboldt's Strategic Plan?

- 2: Community Collaboration & Shared Success
- 3: Employee Engagement & Success
- 4: Future Proofing Cal Poly Humboldt
- 5: Resources Stewardship & Sustainability
- 6: Student Experience & Success

2. How does this request support each of the goals selected above?

This proposal aligns with several Strategic Plan Goals, including:

B. Community Collaboration & Shared Success

B1. Create A Safe And Supportive Community For Students: Help nurture a safe, supportive, and inclusive community for all students and develop opportunities for students within the community that contribute to academic and personal growth.

C. Employee Engagement & Success

C2. Build A Growth Culture: Cultivate a vibrant growth culture for all employees that provides equitable access to professional development opportunities, supports healthy work-life balance, and recognizes and rewards exceptional effort.

C3. Promote Ongoing Organizational Development: Enhance and coordinate organizational development through which all employees have the opportunity to share a broader range of their skills, collaborate across departments, actively participate in continuous process improvement and innovation, and partner in inclusive, transparent decision making.

D. Future Proofing HSU

D2. Build A Culture Of Continuous Improvement: Commit to a culture of assessment and continual improvement with a focus on our shared future.

D3. Nurture A Culture Of Innovation: Cultivate innovation, creative expression, and advance ideas for equity, learning, social justice, sustainability, and entrepreneurship.

E. Resources Stewardship & Sustainability

E1. Prioritize Student Need: Demonstrate decision making that prioritizes the alignment of resources with demonstrated positive impact, growth, and diverse student needs including basic needs, safety, belonging, quality education, and career success.

E2. Steward University Resources: Exemplify continuous improvement and sustainable stewardship of resources to become a flourishing and resilient campus.

E4. Create A Sustainable Institution: Champion sustainability by realizing the interconnectedness of the environment, the economy, and our society.

F. Student Experience & Success

F5. Build A Strong Shared Sense Of HSU Identity And Community: Create opportunities for students to feel part of the HSU identity and empowered to create and embrace their personal HSU student experience. (HSU, 2020b)

Alignment with Division Priorities and Outcomes (AADPO):

Academic Affairs Division Priorities (AADP):

1. Demonstrate support to employee success and provide opportunity for professional development

2. Promote the safety and wellbeing of students, faculty, staff, and the community by supporting University programs

3. Promote adaptable and attentive collaboration that supports campus communication, engagement, growth, and resilience

4. Deliver quality services, efficient operations, and meaningful, positive interactions

5. Lead the strategic investment and management of all resources, in alignment with university planning and in the context of resource sustainability

6. Prioritize student training, engagement, and service delivery within the division of Administrative Affairs

Academic Affairs Division Outcomes (AADO):

1. Increased employee retention by expanding training and development opportunities

2. Increased sense of safety among students, faculty and staff by developing new and growing existing inclusive safety programs throughout Administrative Affairs

3. Enhanced campus collaboration by improving existing and establishing new formal training and communication venues campus-wide

4. Increased efficiency in divisional service delivery, reduced redundancy, and clearer communication to service recipients

5. Lead the development of strategic investment and sustainable resources planning in alignment with the University Strategic Plan, divisional goals and outcomes, and the Polytechnic Prospectus

6 Improved student experience through enhanced participation and employment opportunities (Humboldt State University [HSU], n.d.)

DETAILS:

B. Community Collaboration & Shared Success

F. Student Experience & Success

Academic Affairs Division Priorities and Outcomes (AADPO) 1, 2, 6

We have many student employees who work across campus who would be able to utilize this MVL. Having a secure shelter to store their MV would provide a sense of security that would minimize anxiety or stress about finding a place to park, concerns about theft, or weather-related impact/issues that could negatively impact their commute or finances.

The MVL also has the potential for new student internship/employment opportunities to help design, develop, and maintain the facility. This introduces a real-world and hands-on opportunity for students to work on a sustainable design and development project, thus better-preparing them for the workforce with skills and experience.

C. Employee Engagement & Success

AADPO 1, 2, 3, 4, 6

We have many faculty, staff, and student employees who would be able to utilize this MVL. Having a secure shelter to store their MV would provide a sense of security that would minimize anxiety or stress about finding a place to park, concerns about theft, or weather-related impact/issues that could negatively impact their commute or finances. This facility would demonstrate institutional support for diverse faculty and staff needs and promote healthy work-life balance with the encouragement of alternative forms of transportation.

As this project has been proposed several times in the past, the development of this facility would also demonstrate success in collaborative participation for campus improvement through transparent decision-making processes, and ultimately support retention and positive work culture. In addition, prospective faculty and staff would see this MVL as a clear representation of institutional support of faculty, staff, and student employees, and the sustainability goals of the CPH Strategic Goals in action.

D. Future Proofing HSU

AADPO 2, 4, 5

The development of the proposed MVL aligns with the Strategic Goals to “build a culture of continuous improvement” and “nurture a culture of innovation” with a focus on our collective future, in particular with the lenses of sustainability and innovation (HSU, 2020a, p. 14). There is already a need for a MVL for campus employees, but the Strategic Goals to “increase the recruitment, matriculation, retention, and graduation of students” will increase that need (Division of Academic Affairs, 2022, p. 6). A larger student population will not be well supported with our current resources and infrastructure. More faculty, staff, and student employees will need to be recruited and hired to support those students, and with them, comes the need for various transportation accommodations, including MVs.

E. Resources Stewardship & Sustainability

AADPO 3, 4, 5

The proposal is guided with a focus on sustainability, accessibility, and safety, and therefore our intention is to develop a MVL that is the least disruptive and most conducive to our current built environment. In thinking about sustainability, we are also considering locations that could additionally replace grass lawn areas (to reduce water and resources consumption) with a low-impact alternative. The development of the MVL as a low-resource intensity project is in line with many of our students' desires for a sustainable, socially, and environmentally responsible campus.

We are intentionally flexible in our proposal for the MVL as we want to ensure its success. We have scouted potential locations around the library but are open to adapting our proposal to other suggestions from Facilities Planning, Design, and Construction that may be better suited to this project. "

3. How does this request support, sustain, or enhance current initiatives with proven patterns of success?

"Cal Poly Humboldt (CPH) has been making strides in supporting sustainable, alternative micromobility transportation options for the campus community. In 2025, Hinarr Hu Moulik opened with a secure, covered bicycle garage for 200 bicycles, maintenance tools, and e-bike charging ports (Casarez, 2025). An upcoming bike shelter proposed in 2021 is now a minor capital project (XHF040) with plans for construction on the east side of the Student and Business Services (SBS) building.

The library has recently been awarded with an SLI Sustainable Libraries Initiative Certification, a multi-year effort that makes us the 4th academic library in the nation and the 2nd in the CSU system to be certified. This proposal addresses continued work as leaders in sustainability with Section M: Transportation Management - M.4: Bicycle racks & loan program. This section includes transportation management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic on campus.

By implementing the MVL, we will be able to model the prioritization of sustainable transportation and practices in a highly visible way. We will also be able to demonstrate the valuing of faculty, staff, student employees, and students with disabilities by being responsive to their needs and supporting accessibility. The MVL also has the potential to improve parking stress across campus, with people opting for alternative transportation options and utilizing the MVL, and reducing the number of PMVs parked on campus. Participating students will also be better equipped for the workforce by utilizing this project as a hands-on learning opportunity, demonstrating sustainable and creative engineering/infrastructure building practices for low-impact projects.

Existing bicycle racks in front of the library main entrance are popular, often crowded with use, and greatly appreciated (especially those in covered areas). However, these don't accommodate other types of MV including:

- Electric scooters (students often bring these into the library despite policy against this)
- Recumbent bicycles
 - Including adaptive designs for users with disabilities or mobility challenges
 - Including enclosed and semi-enclosed types (there is at least one known user on campus, though they would be just one of many beneficiaries of a MVL)
- Electric bicycles (with access to charging ports)
- Bicycles with child carriers/trailers
- Cargo bicycles/larger tricycles

While standard sized bicycles are the most common type of MV seen on campus, there are alternative MVs that are used and either parked off campus, brought into buildings (despite being against policy), or parked in traditional racks but block pathways. There is also a potential faction of people who may want to use an MV other than a standard bicycle, but choose not to because they don't have a secure place to lock it up.

The Library regularly works with engineering classes, with groups of students working on practical innovations within the Library. The development of an MVL could provide an opportunity for engineering students to design creative, sustainable concepts, which would help them develop skills necessary for their careers. We would work with students to develop expectations for potential maintenance and a strategy for implementation.

Overall, the use of this space would align with campus strategic plans for sustainability, alternative transportation goals for the campus/community, alleviate some stress on parking lots, and support faculty, staff, student employees, and students with disabilities.

Current Initiatives:

- Hinarr Hu Moulik's secure, covered bicycle garage for 200 bicycles, with maintenance tools and e-bike charging ports (Casarez, 2025).
- A similar secure bike shelter - minor capital project: XHF040 - proposed in 2021 and partially funded by HEIF/SHIFT (\$120,000) is currently moving forward with a location on the east side of SBS (Facilities Management, n.d.-a).
- In 2021, the university partnered with the City of Arcata to launch the Humboldt Bike-Share service (Humboldt Now, 2021).
- In 2019, the university was recognized as a Bronze Bicycle Friendly Business (Humboldt Now, 2019).
- In 2016, the student-run Bicycle Learning Center was reopened due to student advocacy and interest (Humboldt Now, 2016)."

Needs Analysis

Sustainable transportation options like e-bikes and e-scooters are gaining in popularity and usage on campus (Office of Sustainability, 2025). In response to this growth and the 2025 Cal Poly Humboldt Commuter Survey, the Office of Sustainability recommends:

"More students and employees commute with an electric bike or e-scooter than with an EV, yet there is no charging infrastructure on campus for these devices, and limited secure, sheltered bike parking. E-bikes are a proven alternative to driving alone, particularly from a range of two miles or less from campus, and e-bikes do not take up vehicle parking stalls. The university should strive to increase e-bike, and other electric mobility and transportation device charging infrastructure, sheltered/secure parking and incentive programs to further support transportation equity and campus carbon reduction strategies" (2025, p. 11).

The Campus Physical Plan also reports that secure, enclosed bicycle storage is highly requested for campus (CPH, 2025). This MVL proposal begins to fill this gap in serving the campus community.

In alignment with other parking policies, users assume responsibility for locking up their MVs and any potential damage or loss. The MVL would be available to faculty, staff, and student employees who purchase a permit giving them keycard dip access, which could also be used for the SHIFT facility. Students with disabilities "who possess a distinguishing license plate or placard issued by the State of California's Department of Motor Vehicles or the appropriate authority of another state" will not be required to pay a fee for a permit in accordance with the California Code of Regulations, Title 5, Section 42201(b)6 (Parking and Commuter Services, n.d., para. 1). The permit fee would be consistent with the other parking permits on campus, adjusted by staff/faculty/student status and priced accordingly (perhaps half of motorcycle parking fees), and does not guarantee a parking spot. The fees would support the security and maintenance of the MVL. Rules/policies for MVs and the MVL would be developed in collaboration with the Parking and Transportation Committee, Sustainable Transportation Committee, Transportation and Parking Services, UPD, and other potential stakeholders.

This request identifies the placement of the proposed MVL to be in close proximity to the Library. The library is open year-round (with a few exceptions, including holidays) as early as 7:30 AM and as late as 11:00 PM. The library serves everyone on campus, and had over 237,800 patrons in the 2022-2023 academic year (CPH Library, 2023). The bicycle racks located outside of the library main entrance are the primary lock spots for many students, staff, faculty, and community members who visit the library and campus. We have a demonstrated need for a secured, covered MVL for faculty, staff, student employees, and students with disabilities who do not/can not/choose not to drive to campus, including those who would like to transition to a more sustainable form of transportation. Transportation plans also convey that the campus needs to encourage alternative transportation overall. The MVL would function as a Micromobility Hub, as described in the Campus Physical Plan (CPH, 2025).

In addition, the Campus Physical Plan proposes the removal of the faculty/staff parking lot next to the library in favor of developing another building (CPH, 2025). This, along with the Strategic Goal of ambitious student growth, will certainly exacerbate the current motor vehicle parking situation. This is an opportunity to support current and future infrastructure needs by both

encouraging alternative transportation usage and providing a stable, secure, and sheltered facility for locking up bicycles and other MVs.

Data:

A survey, open only to Library employees for a week, resulted in 16 affirmative responses out of 30 respondents (CPH Library, 2024).

- 1 respondent stated that they would use the MVL daily.
- 2 respondents stated that they would use the MVL a few times a week.
- 13 respondents stated that they would use the MVL occasionally.

This brief survey was limited to Library personnel and can be considered an indicator that the MVL would be utilized more broadly by CPH employees. The MVL would not need to be as large as the one that is being developed for the minor capital project: XHF040, and therefore requires less space and funding.

Testimonials:

- "I've had my bike stolen three times on campus." – indicates the need for a secure shelter.
- "I don't ride a bike to campus, but if I did, I would use it." – indicates a positive response to alternative transportation if a MVL was available.
- "I want to purchase and use an eBike to commute to work, but I'm concerned about it being stolen or getting wet when it rains." – indicates positive response to alternative transportation if a MVL was available, including charging ports for electric MVs.
- "Since I have started working at Cal Poly Humboldt, commuting by bike has been a wonderful way to start and end every work day. However, I never park my bike on campus because I know it would be stolen. I ride to the Newman Center, a mile away from campus, and walk the rest of the way." – indicates the daily use of a sustainable MV and expected regular use of a MVL."

Funding

1. Has funding been identified?

No

2. If funding has been identified, do you have an estimated cost?

Funding proposals are contingent on an estimate from, and discussion with, PD&C. We anticipate a fundraising campaign (coordinated by the Library and partners) if the project estimate is up to \$30,000. Any higher and we will be seeking a donation (with a naming opportunity for \$100,000+) or grant.

3. If a chartfield has been identified, please provide.

4. Have you consulted with Planning, Design and Construction Unit?

PDC consultation was conducted on December 11, 2025.

Additional Relevant Information not Previously Addressed

Consultation with PD&C was requested when this space request was submitted in 2024. A new work request for PD&C consultation for 2025 has been submitted.

Do you have additional information pertaining to your request that has not been previously addressed?

[Additional information for Micromobility Vehicle Locker](#)

Would you like a colleague or colleagues to be provided a copy of your space request? If so, please provide their email address below.

Morgan Barker: mew11@humboldt.edu

Micromobility Vehicle Locker

2025 Library Proposal Working Doc

Space Request - Fall 2025

INTRODUCTION

There is a campus-wide push to increase alternative sustainable transportation usage, to reduce greenhouse gas emissions from fossil-fuel-dependent vehicles, stress on limited parking, and vehicles driving through campus. While there are several stakeholder groups involved, the initiatives and infrastructure-advocacy efforts are primarily being led by the [Sustainable Transportation Committee](#). Many of the staff, faculty, and student employees that work on campus are already using alternative transportation methods, or would like to start. However, there is a need for a secure place to lock up their bikes, ebikes, and other alternative micromobility vehicles safely while they work. During the seismic retrofitting of the Library in 2019 the bicycle racks that used to be located at the Library were removed (Facilities Management, n.d.-b). These racks have been reinstalled (ca. 2025) and are regularly utilized. Traditional bicycle racks do not accommodate some commonly used alternatives, including scooters, some ebikes, and cargo bikes. They also do not serve those using less commonly used alternatives, including adaptive bicycles and recumbent bicycles.

A similar [bicycle shelter project](#) proposed by the Humboldt Energy Independence Fund (HEIF) in 2021 is currently moving forward with a location on the east side of SBS (Sustainable Humboldt Innovative Futures Trust [SHIFT], 2021). This demonstrates an alignment with campus needs as that proposal was developed and supported by students. Our plan proposes a parallel project that supports faculty, staff, student employees, and students with disabilities on campus, with a particular emphasis on accessibility. If implemented, the project may increase the use of alternative transportation, reduce personal motor vehicle (PMV) use, and alleviate general parking stressors for the greater campus community.

This project was proposed during the 2024-2025 USFAC Space Use request period, and while the proposal was denied, feedback was shared for revision. This current request has been amended, taking the committee feedback into account, and with consultation and support from the Sustainable Transportation Committee.

USFAC FEEDBACK

[February 21, 2025 USFAC Minutes](#)

2025 Space Request

[2025 Library Micromobility Vehicle Locker Proposal](#)

Date:

Request Name: Library Micromobility Vehicle Locker

Contact Name: Leah Choi

Contact Email Address: lc369@humboldt.edu

Contact Phone: 707-826-4462

Division Submitting Request: Academic Affairs

MBU: University Library

Department Name: Library Instruction - Research Services

Department ID: D20184

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified, but with several options identified subject to PD&C consultation and approval.

Is this change expected to be temporary: No

Preferred Allocation Date: August 3, 2026

Space Allocation Details

TYPE OF SPACE NEEDED

Please provide a brief description of the type and square footage of space needed (office, lab, instruction, meeting, etc.) and how it would be used. If a particular space has been identified as meeting your request needs but is not allocated to your department, please include. Please identify desk/people counts and unique equipment.

Square Footage

This request is for space and a covered, secure shelter for micromobility vehicles (MV) in close proximity to the library, a development in alignment with campus sustainable mobility infrastructure goals. The estimated minimum square footage required for a small shelter would be around 200 square feet (a little bigger than a standard parking space). The square footage could be expanded if there is more space available for a larger shelter, which would support more vehicles. Many vendors offer scalable solutions, like the Dero Cycle Station 2, with a minimum footprint of 8'x12', or a variety of prefabricated sizes, like the Duo-Gard Cambridge Bike Shelter, with a minimum footprint of 10'x12' and the Duo-Gard Sentry Bike Shelter, with a minimum footprint of 12'x18'.

Space Use

The space for the MVL will be determined in consultation with Facilities Management and the PD&C. We have identified several potential spaces around the library for a Micromobility Vehicle Locker (MVL). If these are not suitable, we are open to another nearby space on campus that fits the needs of a secure shelter. Several vendors have prefabricated models that are movable after installation. This means that the structure could be installed and moved if campus development plans change. The MVL could also be placed in an existing parking lot, replacing a couple of standard motor vehicle parking spots.

Unique Equipment

The MVL would require a small, weather-resistant enclosed shed/cage/structure that is ADA accessible, a lock (card dip), security cameras, security lights, and a few standard bicycle racks, including some positioned with wider spaces for larger/less common MVs.

ALIGNMENT WITH UNIVERSITY PRINCIPLES

Alignment with University Principles (question 1 of 3)

How does this request support Cal Poly Humboldt's Strategic Plan? (check all that apply)

1. Academic Roadmap
2. **Community Collaboration & Shared Success**
3. **Employee Engagement & Success**
4. **Future Proofing Cal Poly Humboldt**
5. **Resources Stewardship & Sustainability**
6. **Student Experience & Success**
7. None of the above

Alignment with University Principles (question 2 of 3)

Please provide a brief description about how this request supports each of the goals selected above.

This proposal aligns with several Strategic Plan Goals, including:

B. Community Collaboration & Shared Success

B1. Create A Safe And Supportive Community For Students: Help nurture a safe, supportive, and inclusive community for all students and develop opportunities for students within the community that contribute to academic and personal growth.

C. Employee Engagement & Success

C2. Build A Growth Culture: Cultivate a vibrant growth culture for all employees that provides equitable access to professional development opportunities, supports healthy work-life balance, and recognizes and rewards exceptional effort.

C3. Promote Ongoing Organizational Development: Enhance and coordinate organizational development through which all employees have the opportunity to share a broader range of their skills, collaborate across departments, actively participate in continuous process improvement and innovation, and partner in inclusive, transparent decision making.

D. Future Proofing HSU

D2. Build A Culture Of Continuous Improvement: Commit to a culture of assessment and continual improvement with a focus on our shared future.

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E. Resources Stewardship & Sustainability

E1. Prioritize Student Need: Demonstrate decision making that prioritizes the alignment of resources with demonstrated positive impact, growth, and diverse student needs including basic needs, safety, belonging, quality education, and career success.

E2. Steward University Resources: Exemplify continuous improvement and sustainable stewardship of resources to become a flourishing and resilient campus.

E4. Create A Sustainable Institution: Champion sustainability by realizing the interconnectedness of the environment, the economy, and our society.

F. Student Experience & Success

F5. Build A Strong Shared Sense Of HSU Identity And Community: Create opportunities for students to feel part of the HSU identity and empowered to create and embrace their personal HSU student experience. (HSU, 2020b)

Alignment with Division Priorities and Outcomes (AADPO)

Academic Affairs Division Priorities (AADP)

1. Demonstrate support to employee success and provide opportunity for professional development
2. Promote the safety and wellbeing of students, faculty, staff, and the community by supporting University programs
3. Promote adaptable and attentive collaboration that supports campus communication, engagement, growth, and resilience
4. Deliver quality services, efficient operations, and meaningful, positive interactions

5. Lead the strategic investment and management of all resources, in alignment with university planning and in the context of resource sustainability
6. Prioritize student training, engagement, and service delivery within the division of Administrative Affairs

Academic Affairs Division Outcomes (AADO)

1. Increased employee retention by expanding training and development opportunities
2. Increased sense of safety among students, faculty and staff by developing new and growing existing inclusive safety programs throughout Administrative Affairs
3. Enhanced campus collaboration by improving existing and establishing new formal training and communication venues campus-wide
4. Increased efficiency in divisional service delivery, reduced redundancy, and clearer communication to service recipients
5. Lead the development of strategic investment and sustainable resources planning in alignment with the University Strategic Plan, divisional goals and outcomes, and the Polytechnic Prospectus
6. Improved student experience through enhanced participation and employment opportunities (Humboldt State University [HSU], n.d.)

DETAILS:

B. Community Collaboration & Shared Success

F. Student Experience & Success

Academic Affairs Division Priorities and Outcomes (AADPO) 1, 2, 6

We have many student employees who work across campus who would be able to utilize this MVL.

Having a secure shelter to store their MV would provide a sense of security that would minimize anxiety or stress about finding a place to park, concerns about theft, or weather-related impact/issues that could negatively impact their commute or finances.

The MVL also has the potential for new student internship/employment opportunities to help design, develop, and maintain the facility. This introduces a real-world and hands-on opportunity for students to work on a sustainable design and development project, thus better-preparing them for the workforce with skills and experience.

C. Employee Engagement & Success

AADPO 1, 2, 3, 4, 6

We have many faculty, staff, and student employees who would be able to utilize this MVL. Having a secure shelter to store their MV would provide a sense of security that would minimize anxiety or stress about finding a place to park, concerns about theft, or weather-related impact/issues that could negatively impact their commute or finances. This facility would demonstrate institutional support for diverse faculty and staff needs and promote healthy work-life balance with the encouragement of alternative forms of transportation.

As this project has been proposed several times in the past, the development of this facility would also demonstrate success in collaborative participation for campus improvement through transparent decision-making processes, and ultimately support retention and positive work culture. In addition, prospective faculty and staff would see this MVL as a clear representation of institutional support of faculty, staff, and student employees, and the sustainability goals of the CPH Strategic Goals in action.

D. Future Proofing HSU

AADPO 2, 4, 5

The development of the proposed MVL aligns with the Strategic Goals to “build a culture of continuous improvement” and “nurture a culture of innovation” with a focus on our collective future, in particular with the lenses of sustainability and innovation (HSU, 2020a, p. 14). There is already a need for a MVL for campus employees, but the Strategic Goals to “increase the recruitment, matriculation, retention, and graduation of students” will increase that need (Division of Academic Affairs, 2022, p. 6). A larger student

population will not be well supported with our current resources and infrastructure. More faculty, staff, and student employees will need to be recruited and hired to support those students, and with them, comes the need for various transportation accommodations, including MVs.

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We are **intentionally flexible** in our proposal for the MVL as we want to ensure its success. We have scouted potential locations around the library but are open to adapting our proposal to other suggestions from Facilities Planning, Design, and Construction that may be better suited to this project.

Alignment with University Principles (question 3 of 3)

Please provide a brief description about how this request supports, sustains, or enhances current initiatives with proven patterns of success.

- Hinarr Hu Moulik's secure, covered bicycle garage for 200 bicycles, with maintenance tools and e-bike charging ports (Casarez, 2025).
- A similar secure bike shelter - minor capital project: [XHF040](#) - proposed in 2021 and partially funded by HEIF/SHIFT (\$120,000) is currently moving forward with a location on the east side of SBS (Facilities Management, n.d.-a).
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COLLECTIVE IMPACT

Cal Poly Humboldt (CPH) has been making strides in supporting sustainable, alternative micromobility transportation options for the campus community. In 2025, Hinarr Hu Moulik opened with a secure, covered bicycle garage for 200 bicycles, maintenance tools, and e-bike charging ports (Casarez, 2025). An upcoming bike shelter proposed in 2021 is now a minor capital project (XHF040) with plans for construction on the east side of the Student and Business Services (SBS) building.

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 - Including adaptive designs for users with disabilities or mobility challenges
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- Cargo bicycles/larger tricycles

While standard sized bicycles are the most common type of MV seen on campus, there are alternative MVs that are used and either parked off campus, brought into buildings (despite being against policy), or parked in traditional racks but block pathways. There is also a potential faction of people who may want to use an MV other than a standard bicycle, but choose not to because they don't have a secure place to lock it up.

The Library regularly works with engineering classes, with groups of students working on practical innovations within the Library. The development of an MVL could provide an opportunity for engineering students to design creative, sustainable concepts, which would help them develop skills necessary for their careers. We would work with students to develop expectations for potential maintenance and a strategy for implementation.

Overall, the use of this space would align with campus strategic plans for sustainability, alternative transportation goals for the campus/community, alleviate some stress on parking lots, and support faculty, staff, student employees, and students with disabilities.

REQUEST IMPORTANCE - NEEDS ANALYSIS

Please describe how this request is critical to the outcomes and objectives of the university, your division, your MBU, and your department. Provide details of the analysis planned or performed demonstrating the need behind this request. Include any collection of data, planned or actual.

Sustainable transportation options like e-bikes and e-scooters are gaining in popularity and usage on campus (Office of Sustainability, 2025). In response to this growth and the 2025 Cal Poly Humboldt Commuter Survey, the Office of Sustainability recommends:

More students and employees commute with an electric bike or e-scooter than with an EV, yet there is no charging infrastructure on campus for these devices, and limited secure, sheltered bike parking. E-bikes are a proven alternative to driving alone, particularly from a range of two miles or less from campus, and e-bikes do not take up vehicle parking stalls. The university should strive to increase e-bike, and other electric mobility and transportation device charging infrastructure, sheltered/secure parking and incentive programs to further support transportation equity and campus carbon reduction strategies. (p. 11)

The Campus Physical Plan also reports that secure, enclosed bicycle storage is highly requested for campus (CPH, 2025). This MVL proposal begins to fill this gap in serving the campus community.

In alignment with other parking policies, users assume responsibility for locking up their MVs and any potential damage or loss. The MVL would be available to faculty, staff, and student employees who purchase a permit giving them keycard dip access, which could also be used for the SHIFT facility. Students with disabilities "who possess a distinguishing license plate or placard issued by the State of

California's Department of Motor Vehicles or the appropriate authority of another state" will not be required to pay a fee for a permit in accordance with the California Code of Regulations, Title 5, Section 42201(b)6 (Parking and Commuter Services, n.d., para. 1). The permit fee would be consistent with the other parking permits on campus, adjusted by staff/faculty/student status and priced accordingly (perhaps half of motorcycle parking fees), and does not guarantee a parking spot. The fees would support the security and maintenance of the MVL. Rules/policies for MVs and the MVL would be developed in collaboration with the Parking and Transportation Committee, Sustainable Transportation Committee, Transportation and Parking Services, UPD, and other potential stakeholders.

This request identifies the placement of the proposed MVL to be in close proximity to the Library. The library is open year-round (with a few exceptions, including holidays) as early as 7:30 AM and as late as 11:00 PM. The library serves everyone on campus, and had over 237,800 patrons in the 2022-2023 academic year (CPH Library, 2023). The bicycle racks located outside of the library main entrance are the primary lock spots for many students, staff, faculty, and community members who visit the library and campus. We have a demonstrated need for a secured, covered MVL for faculty, staff, student employees, and students with disabilities who do not/can not/choose not to drive to campus, including those who would like to transition to a more sustainable form of transportation. Transportation plans also convey that the campus needs to encourage alternative transportation overall. The MVL would function as a Micromobility Hub, as described in the Campus Physical Plan (CPH, 2025).

In addition, the Campus Physical Plan proposes the removal of the faculty/staff parking lot next to the library in favor of developing another building (CPH, 2025). This, along with the Strategic Goal of ambitious student growth, will certainly exacerbate the current motor vehicle parking situation. This is an opportunity to support current and future infrastructure needs by both encouraging alternative transportation usage and providing a stable, secure, and sheltered facility for locking up bicycles and other MVs.

Data:

A survey, open only to Library employees for a week, resulted in 16 affirmative responses out of 30 respondents (CPH Library, 2024).

- 1 respondent stated that they would use the MVL daily.
- 2 respondents stated that they would use the MVL a few times a week.
- 13 respondents stated that they would use the MVL occasionally.

This brief survey was limited to Library personnel and can be considered an indicator that the MVL would be utilized more broadly by CPH employees. The MVL would not need to be as large as the one that is being developed for the minor capital project: XHF040, and therefore requires less space and funding.

Testimonials:

- "I've had my bike stolen three times on campus." – indicates the need for a secure shelter.
- "I don't ride a bike to campus, but if I did, I would use it." – indicates a positive response to alternative transportation if a MVL was available.
- "I want to purchase and use an eBike to commute to work, but I'm concerned about it being stolen or getting wet when it rains." – indicates positive response to alternative transportation if a MVL was available, including charging ports for electric MVs.
- "Since I have started working at Cal Poly Humboldt, commuting by bike has been a wonderful way to start and end every work day. However, I never park my bike on campus because I know it would be stolen. I ride to the Newman Center, a mile away from campus, and walk the rest of the way." - indicates the daily use of a sustainable MV and expected regular use of a MVL.

RECENT HISTORY

Faculty, staff, student employees, and students with disabilities would benefit from a secure, covered shelter to safely store their bicycles and other micromobility vehicles (MV) while they work. Those who

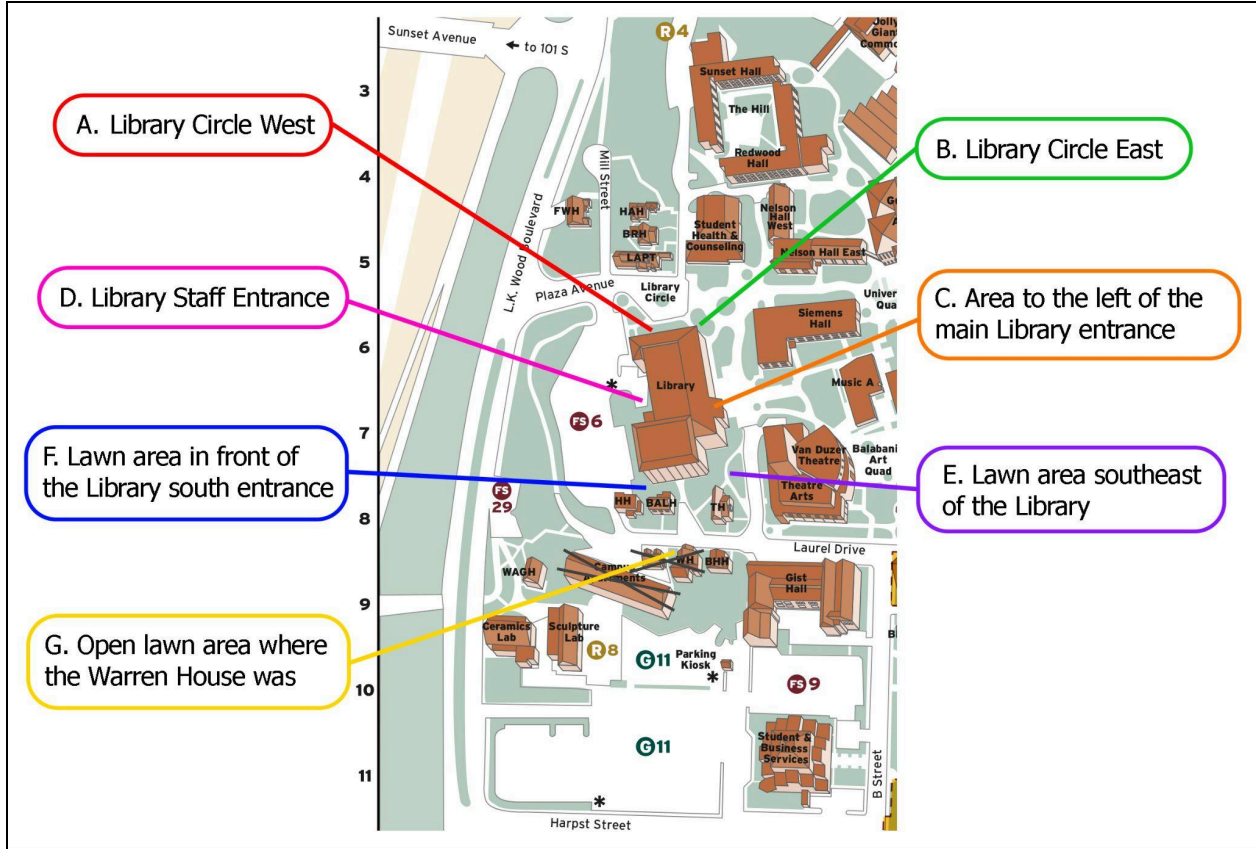
already utilize these forms of transportation would clearly benefit. Those who would like to start utilizing MVs as an alternative to PMVs, would likely feel more confident in choosing this option if there was a locker to consistently and securely store their MVs, especially if that meant not having to worry about searching for parking when they arrive on campus. In addition, a locker located near the library would support first/last mile gaps for those choosing a bike-and-ride option with the local bus system, with a stop at Library Circle.

During the seismic retrofitting of the library in 2019 the bicycle racks that were located at the library were removed (Facilities Management, n.d.-b). In 2025, bicycle racks were re-installed on the main entrance side of the building, and are heavily in use. These racks best serve traditional bicycles in standard sizes. Longer and bulkier MVs would block the walkways, and in particular, the accessible pathway to the library entrance.

A similar secure bike shelter (minor capital project: [XHF040](#)), proposed in 2021 and partially funded by HEIF/SHIFT (\$120,000) is currently moving forward with a location on the east side of SBS (Sustainable Humboldt Innovative Futures Trust, 2021). This demonstrates an alignment with campus needs as that proposal was developed and supported by students. Our plan proposes a parallel project that supports faculty, staff, student employees, and students with disabilities on campus, located in a central location around the library. This would serve as a faculty/staff “parking lot” for MVs.

Seven potential locations have been identified. All proposed locations are very close to the street (or are already utilized for bicycle parking), minimizing MV traffic on campus non-biking pathways.

Proposed Location	Positive
A. Library Circle West landscaped area on north side of Library	Ideal for visibility & proximity to bus line
B. Library Circle East lawn area, northeast of the Library	Ideal for visibility & proximity to bus line
C. Area to the left of the main Library entrance	Existing covered space outside the Library, a highly utilized building on campus
D. Library staff entrance on the west side of the building	Already paved
E. Lawn area southeast of the Library, across from Theater Arts	Great location, highly visible, building nearby for camera and lights
F. Lawn area in front of the Library south entrance, between Hadley House and Balabanis House	Would replace green lawn
G. Open lawn area where the Warren House was previously	Would replace green lawn



Proposed Location	Images
<p>A. Library Circle West landscaped area on north side of Library</p>	<p>View looking towards end of Library Circle View looking toward Library parking lot</p>

B. Library Circle East lawn area, northeast of the Library



View looking towards end of Library Circle



View looking toward Student Health building

C. Area to the left of the main Library entrance



D. Library staff entrance on the west side of the building



E. Lawn area southeast of the Library, across from Theater Arts



F. Lawn area in front of the Library south entrance, between Hadley House and Balabanis House



G. Open lawn area where the Warren House was previously



The MVL would require a small, weather-resistant enclosed shed/cage/structure, a lock (card dip), security cameras, security lights, and a few standard bicycle racks, including some positioned with wider spaces for larger/less common MVs. It could also be more forward-thinking with some vertical bicycle racks and electric charging ports for bicycles and scooters.

Necessary

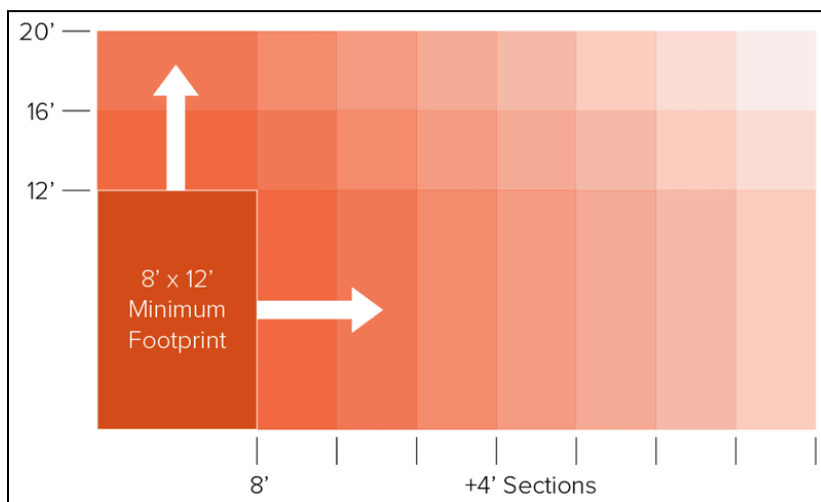
- Small, weather-resistant enclosed shed/cage/structure
- Card dip lock
- Solar security cameras and lighting
- Bicycle racks, some horizontal, with sufficient space for some larger MVs
- ADA accessibility

Things to Consider

- Traditional racks for bicycles and larger MVs
 - Existing racks?
 - Space-efficient racks
- Secure locking stations for scooters and smaller MVs
- Charging ports for electric bicycles and scooters

Space Requirements

- The space for the MVL can be determined based on the location best determined with PD&C.
- The estimated minimum square footage required for a small shelter would be around 200 square feet (a little bigger than a standard parking space). The square footage could be expanded if there is more space available for a larger shelter, which would support more vehicles.
- Many vendors offer scalable solutions, like the [Dero Cycle Station 2](#), with a minimum footprint of 8'x12', or a variety of pre-fabricated sizes, like the [Duo-Gard Cambridge Bike Shelter](#), with a minimum footprint of 10'x12' and the [Duo-Gard Sentry Bike Shelter](#), with a minimum footprint of 12'x18'. Vendors also offer options that can be moved after installation, should campus development plans change.



FUNDING

Has Funding for this Request Already Been Identified? Yes/No

Proposed Funding:

Funding proposals are contingent on an estimate from, and discussion with, PD&C. We anticipate a fundraising campaign (coordinated by the Library and partners) if the project estimate is up to \$30,000. Any higher and we will be seeking a donation (with a naming opportunity for \$100,000+) or grant.

Some grants we would apply for:

[SHIFT grant](#)

[Associated Students Initiatives grant](#)

[Funding opportunities spreadsheet](#)

Has the Chartfield String Already Been Identified? *Accounting*

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