

County of Marin

Bicycle Parking Program

Guidelines and Application Instructions



This program is funded by a Transportation Fund for Clean Air grant from the Bay Area Air Quality Management District and the Transportation Authority of Marin.



Committed to Achieving Clean Air to Protect the Public's Health and the Environment



December 2011

**APPLICATIONS SHOULD BE COMPLETED ON-LINE AT www.walkbikemarin.org.
ADDITIONAL CORRESPONDENCE SHOULD BE DELIVERED TO THE
COUNTY OF MARIN, DEPARTMENT OF PUBLIC WORKS OFFICES AT
3501 CIVIC CENTER DRIVE, ROOM 304, SAN RAFAEL, CA 94903, OR MAILED TO
P.O. BOX 4186, SAN RAFAEL, CA 94913-4186.**

(415) 499-6525

MARIN COUNTY BICYCLE PARKING PROGRAM GUIDELINES AND APPLICATION INSTRUCTIONS

Purpose

Marin County has initiated a Countywide Bicycle Parking Program in accordance with the Marin County Unincorporated Area Bicycle and Pedestrian Master Plan. The program goal is to provide bicycle parking, typically, with bolted or embedded 'U' type racks and/or bicycle lockers located at specific bicycle destinations to encourage increased bicycle use. The possibility of bicycle theft is a strong deterrent to bicycle use, and secure bicycle parking facilities countywide are necessary to reduce vehicle trips whether it be for commuting, shopping, traveling to and from school, or to reach a recreational destination.

The Marin County Department of Public Works is administering the Bicycle Parking Program funded by a Transportation Fund for Clean Air grant from the Bay Area Air Quality Management District and the Transportation Authority of Marin to help private businesses, local jurisdictions, school districts, and other public agencies in Marin County install bicycle racks, and lockers. The program provides partial reimbursement to businesses and agencies that install bicycle parking facilities in a convenient location for use by patrons and/or employees. Developers or owners that are required to provide bicycle parking as a condition of their development approval are not eligible for bicycle parking reimbursement.

By providing secure parking for bicycles, businesses and agencies can attract more bicycle-riding patrons and/or employees in two ways:

- They will be providing for (and, in a sense, welcoming) the growing number of people who choose to bicycle for economic, health, and environmental reasons.
- They will be encouraging people who commute to an office, school, or local business to ride a bicycle and free up valuable automobile space for other visitors.

Marin County will manage the Bicycle Parking Program subject to the availability of continued grant funding. The County reserves the right to change these guidelines at any time to conform to grantee requirements and changes in bicycle parking policies.

Program Requirements

1. Any private business, public agency or non-profit organization located in Marin County is eligible for this program. The only non-eligible exception is a developer or owner that is required to provide bicycle parking as a condition of their development approval.
2. This is a first come, first serve program until all grant funds are expended.

3. The recipient must sign a reimbursement agreement with the County of Marin which will identify the bicycle parking infrastructure that will be covered for reimbursement under the Bicycle Parking Program. The recipient will agree to accept ownership of and maintain the bicycle parking device(s) and surrounding area for the life of the device(s).
4. Businesses or agencies approved for reimbursement must agree to install the agreed upon Bicycle Parking within three months from the date of a fully executed agreement or the agreement will be void and encumbered funds will be released for other applicants.
5. Recipient agrees that all grant funded bicycle racks and lockers will be accessible to the public. As a minimum public accessibility shall be during normal business hours.
6. The recipient agrees to affix a sticker on each bicycle parking device identifying the Transportation Fund for Clean Air as the grant funding source. The County of Marin will provide grant funding sticker(s) to the recipient with a fully executed copy of the reimbursement agreement.
7. Only parking designs and racks included in these guidelines are currently eligible. However, due to the number of new racks continually coming on the market, other racks will be considered on a case-by-case basis. In addition, since bicycle cages are unique in their requirements, they will also be considered on a case-by-case basis. The approval of non-standard and unique bicycle parking infrastructure and any adjustment in the reimbursement rate will be made by the Marin County Director of Public Works before the reimbursement agreement is signed.
8. All bicycles parking infrastructure installed shall have the approval of the property owner(s). For installations that encroach within the public right of way the applicant should determine if an encroachment permit is necessary and if so, secure one from the appropriate agency.
9. Recipients requesting a bicycle cage will need to define the purpose and location, including a design with materials specified. The reimbursement amount will be determined on a case-by-case basis depending on staff time required and available funds. Bicycle racks included within a bicycle cage will be reimbursed per program guidelines.

Reimbursement Requirements

A business, public agency or non-profit organization will be limited to \$50,000 in reimbursement funding to allow for improvements countywide. This limit will be reviewed at a future date.

Marin County will reimburse up to \$225 for a bicycle rack (two-bicycle capacity per rack) and up to \$900 for a one-bicycle bicycle locker or \$1,800 for a two-bicycle bicycle locker. If the type of bicycle rack or locker costs more than the reimbursement limits, then the business or agency must cover this difference.

For bicycle cages the reimbursement amount will be determined on a case-by-case basis and will be approved by the Marin County Director of Public Works in advance of executing a funding agreement.

Applicants seeking an exception to any of the program funding limits should submit a letter requesting a revised amount and provide a project description and any relevant data to justify granting a larger amount. Correspondence should be sent to Marin County Department of Public Works, Attention: Reuel Brady, P.O. Box 4186, San Rafael, CA 94913-4186.

Marin County will reimburse costs up the limits described above, within thirty (30) days of a completed billing package. Recipient will submit a photo of the finished product that includes the grant funding sources sticker and copies of all invoices to Marin County Department of Public Works, Attention: Reuel Brady, P.O. Box 4186, San Rafael, CA 94913-4186.

Basic Bicycle Rack & Locker Provisions

1. Bicycle parking guidelines are included at www.walkbikemarin.org in the Bicycle Parking Guidelines recommended by the Association of Pedestrian and Bicycle Professionals.
2. Bicycle racks shall be permanently anchored and tamper-proof bolts should be used where appropriate.
3. Bicycle racks should be compact and attractive as street furniture and coated to minimize damage.
4. Parking racks/lockers must be placed close enough to user destinations (such as public or employee entrances) to encourage their use, i.e. closer than automobile parking if possible since secure bicycle parking needs to be competitive with the other transportation alternatives.
5. Parking devices are to be placed so as not block or diminish accessibility to sidewalks, entrances, etc.
6. Marin County encourages the use of the Bicycle Rack Standard published by the City of Novato, www.ci.novato.ca.us/docs/NovatoBicyclePlan2007_Sept2007FINAL.pdf (page C-3) that is attached as Exhibit A.
7. The recipient is encouraged to use the bicycle parking supplier used by the City of Novato (www.madrax.com, 'U' Rack), Town of Fairfax (www.bicycleparking.com, WSH36), or a supplier of their choice (see Exhibit D) to purchase and install the agreed upon bicycle parking infrastructure.
8. Parking racks/lockers must be placed according to the minimum space requirements provided for in these guidelines, with adequate room for cyclists to maneuver their bicycles in and out of place. Racks/lockers must be well secured to an immovable object (e.g. the ground or wall). It is preferred that bicycle parking will be placed in a sheltered area with easy access for cyclists.

9. Bicycle lockers are intended for destinations where long-term storage is required, where access is restricted, or weather protection is necessary.
10. Bicycle racks and lockers are to be installed per supplier recommendations.
11. Bicycle racks shall be located away from traffic and delivery vehicles and in cases where this is not possible, then bollards or raised concrete slabs are acceptable to protect them from damage.
12. Bicycle parking directional signage should be considered as appropriate, see Exhibit G.

Basic Bicycle Cage Provision

1. Bicycle cages should be secure and it is recommended that they include a cover or cage top.
2. Bicycle cages are ideal for locations where bicycle users arrive in and leave en masse at regular times.
3. Chain link is an acceptable material for day use, but if the users are expecting to leave their bicycle overnight, the cage material may need to be stronger.
4. Bicycle cage subsidies will be agreed upon based on the applicant's design.

Program Procedures

The following steps outline how to take advantage of the Marin County Bicycle Parking Program:

1. Determine a location for your bicycle parking. Parking should be reasonably close to a business or office entrance, preferably closer than the nearest car space.
2. Determine the parking device that will meet the needs of your business or agency. Answering the following questions should be helpful:
 - a. Is the parking location secure?
 - b. Is access and visibility to the parking location good?
 - c. Will parking be for employees or customers?
 - d. Will parking be used for long or short periods of time?

A bicycle rack generally requires at least a 60" X 72" space. For bicycle racks refer to Exhibits A, B & B1 for spacing diagram for assistance with placement and orientation layout. In addition the Marin County Bicycle Coalition (MCBC) can assist with bicycle usage questions:

MCBC – www.marinbike.org
P.O. Box 1115
Fairfax, CA 94978
(415) 456-3469 extension 4#

For bicycle cages the applicant should consider the examples in Exhibit C as a possible solution and should contact the project manager to discuss layout, materials and reimbursement. It is likely a site visit will be arranged to facilitate application approval.

3. Sketch out a site map of the proposed parking location(s) to attach to the application, mail or hand deliver to the project manager. Exhibit F is a sample site map that has a scale and orients the proposed parking with adjacent structures, landscaping and pedestrian path of travel. An aerial photo background is not required; however, a simple drawing on paper or graph paper that shows the proposed bicycle location with dimensions that have been confirmed by field measurements is required. Exhibit F1 is also a sample site map using chalk for the footprint of three inverted U-shaped racks that was taken with a cell phone camera and edited with PowerPoint. The site map should assist the Applicant with the installation.
4. The property owner can apply to the Marin County Bicycle Parking Program on-line at www.walkbikemarin.org. The on-line application will determine the placement of organizations within the program with regard to availability of grant funds.
5. Download and execute a copy of the reimbursement agreement at <http://walkbikemarin.org/bikeparking/> which should be sent to Marin County Department of Public Works, Attention: Reuel Brady, P.O. Box 4186, San Rafael, CA 94913-4186. Only original copies of the agreement are acceptable.
6. Marin County will review the submitted application and conduct a feasibility review and approve or deny the request. The feasibility review may involve suggested modifications to better serve the aims of the Bicycle Parking Program and the community involved.
7. If the application is found feasible the County will approve the reimbursement agreement included as Exhibit E and the three month installation window will begin. Time extension requests shall be in writing and will be approved by the Marin County Director of Public Works only if special circumstances exist. The Project Manager will insure the recipient has a fully executed copy of the reimbursement agreement and grant funding source stickers for approved bicycle parking installations as soon as possible.
8. Prepare billing package with a photo of the finished installation that includes the grant funding source stickers. Submit the billing package with copies of all back-up invoices with the total reimbursement amount clearly identified to Marin County Department of Public Works, Attention: Reuel Brady, P.O. Box 4186, San Rafael, CA 94913-4186
9. Marin County will reimburse costs up to the limit in the reimbursement agreement within thirty (30) days of receiving a completed billing package.

Contact Information

If there are questions at any time during the application process, contact the project manager:

Reuel Brady, Associate Civil Engineer
Department of Public Works, Marin County of Marin
P.O. Box 4186
San Rafael, CA 94913-4186
(415) 499-6525

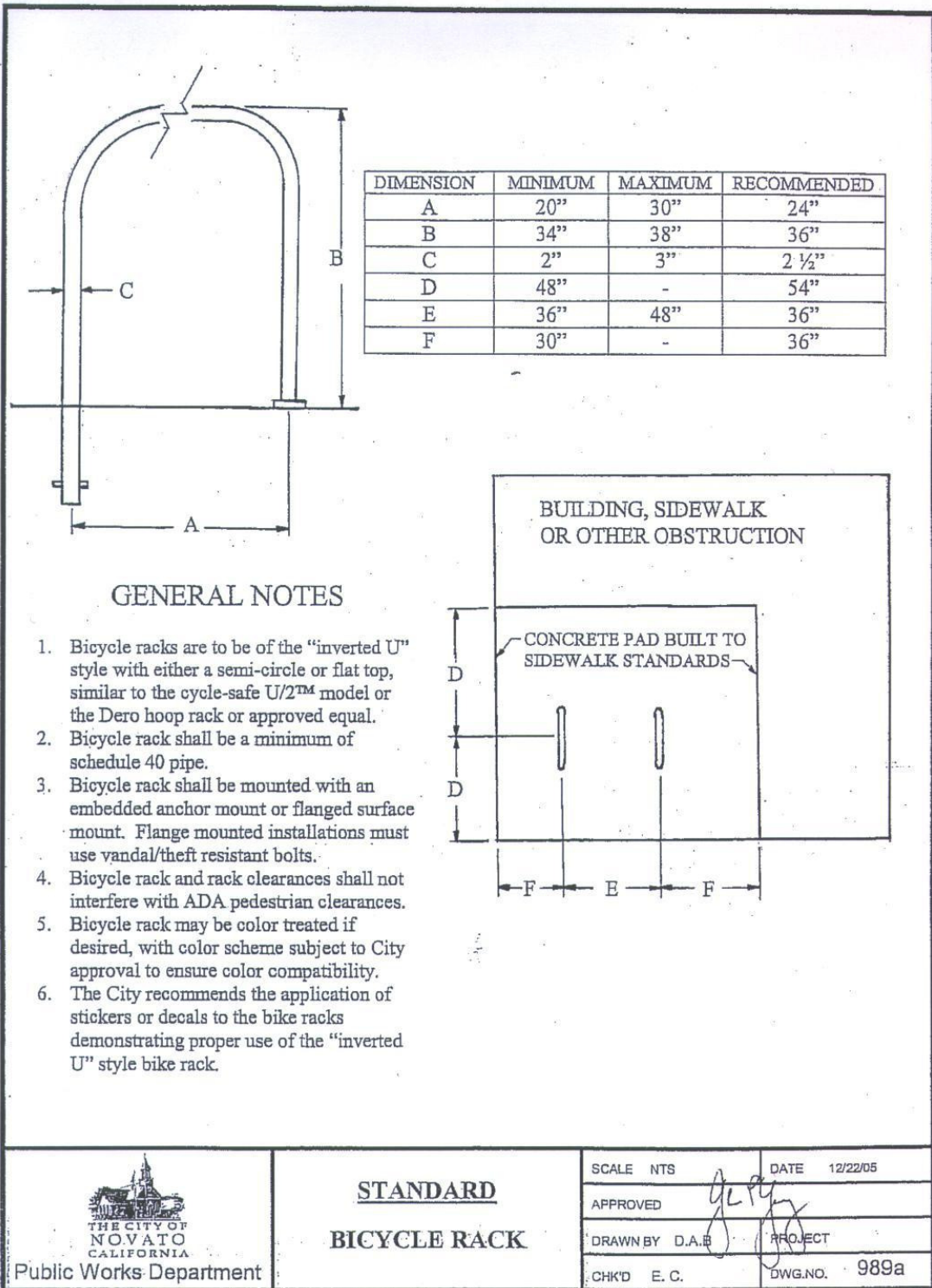


EXHIBIT A

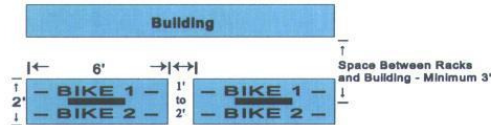
SPACING FOR BIKE BARS



Spacing Between Racks:

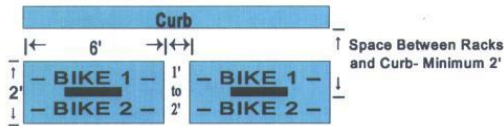
Each bike bar accommodates two bicycles, and requires a total "foot print" space 2'X6'. Aisles between the foot prints should be at least 1' wide, and 2' aisles are preferred. Bars should be centered in the foot print space.

Spacing Between Racks and Building when Bikes Are Parallel to Building:



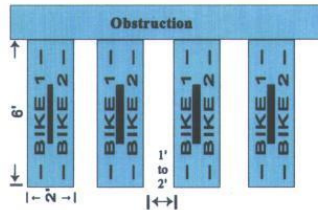
When bicycles will be parked parallel to a building, bike bars should be located at least 3' from the obstruction to allow for maneuvering handlebars between the locking devices and the building.

Spacing Between Racks and Curb When Bikes Are Parallel to Curb:



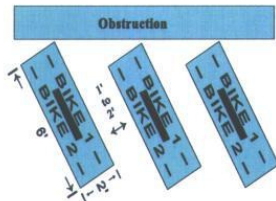
When bicycles will be parked parallel to a curb, bike bars should be at least 2' from the curb.

Spacing Between Racks and Obstruction When Bikes Are Perpendicular to Obstruction:



When bicycles will be parked perpendicular to a building, curb, or other obstruction, locking devices may be located as shown in the diagram at left.

Spacing When Racks Are Placed in a Diagonal Formation:



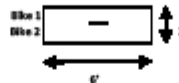
When bicycle bars will be placed diagonally to a building or other obstruction the angle may be varied; however, the bike parking area must still maintain a 2'X6' footprint and the aisles between the footprints should be at least 1' but preferably 2'.

EXHIBIT B

MARIN COUNTY BICYCLE COALITION SUGGESTED SPACING FOR BIKE RACKS

Spacing between Racks: Each standard U rack is for 2 bikes
Footprint for U-rack: 2' x 6'

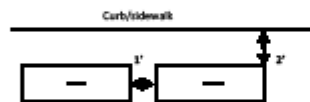
Bars should be centered in the footprint.



1. Near Curb Placement

Parallel to Curb

- Rack should be 2' from outside of curb
- Aisles between footprints should be 1' (measure 6' length-add 1' buffer-measure 6' length)



Perpendicular to Curb

- Rack should be 2' from outside of curb
- Aisle between footprints should be 1' (measure 2' width- add 1' buffer-measure 2' width)

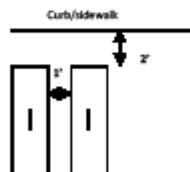
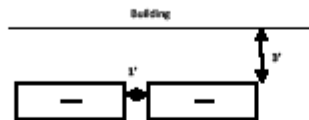


EXHIBIT B1

2. Near Building Placement

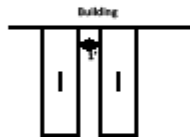
Parallel to Building

- Rack should be 3' from building
- Aisle between footprints should be 1' (measure 6' length- add 1' buffer- measure 6' length)



Perpendicular to Building

- Rack footprint (short side) should be at building edge
- Aisle between footprints should be 1' (measure 2' width- add 1' buffer- measure 2' width)



3. Diagonal Placement

- Angle may be varied
- Footprint must be 2'x6' and aisles minimum 1' wide

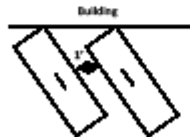


EXHIBIT B1

Locked Room or Cage



To the left is an example of an interior bicycle storage room. Notice the cyclone fence enclosure. This facility has electronic locks activated by the user's security fob. There are men's and women's locker rooms with showers located adjacent to this enclosure and accessed from within.

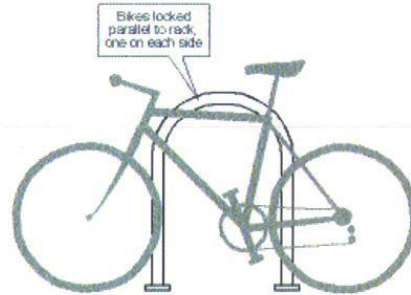
A fully enclosed room or a cage should be covered by industrial grade chain link or equivalent. It should also have a heavy-duty combination or tumbler lock on the entrance. Bicycle parking as shown below is provided within to economize parking spaces yet still provide bicycle security. Unless bicycles can be wheeled straight in from door to parking stall, there should be a 60 inch wide aisle inside the enclosure that allows bikes to be maneuvered in and out.



Double-decker



Space Saver vertical racks



Inverted U rack

EXHIBIT C

Vendors:

Below is a sample list of bike rack vendors. Marin County does not recommend any particular vendor. All bicycle rack, locker, and cage layouts must be submitted as a site map drawing prior to grant approval in the application process.

Company	Web address	Some preferred bike parking items
American Bicycle Security Company	www.ameribike.com	Standard Racks Hoop, Bike lockers
BikeLid, LLC	www.bikelid.com	Bike lockers
Bikeparking.com	www.bikeparking.com	WSH36, Double decker racks w/locking arm, Bike lockers
Creative Metalworks	www.creativemetalworksllc.com	Custom racks w/ two points of contact
Creative Pipe	www.creativepipe.com/bike_racks.htm	Gauntlet, inverted U pipe,
Cyclesafe	www.cyclesafe.com	Cycle-Safe U/2™ Bike Racks, Bike lockers
Dero	www.dero.com	Hoop (inverted U pipe), Custom hoops
Function First	www.bikerack.com/bikeracks/bikeribiii/	Bike Rib Series I (inverted U racks)
Josta	www.josta.de/english/	Double decker racks w/locking arm
Landscapeforms	www.landscapeforms.com/en-us/products/pages/accessories.aspx	Bola (D-shape)
Madrax	www.madrax.com	U and U two (inverted U pipe)
Saris	www.saris.com	Bike Dock-Stadium Rack (inverted U racks)
Sportworks Northwest, Inc.	www.sportworks.com	Inverted-U Rack

EXHIBIT D

Bicycle Parking Agreement

The following is an agreement between the County of Marin (COUNTY) and

(Property Owner)

the undersigned hereafter referred to as RECIPIENT.

The RECIPIENT agrees to arrange for and pay for installation of the following type of bike parking devices at the location described in the attached map (Exhibit "A") within three (3) months from the date of this agreement:

(list of devices and maximum amount of reimbursement)

The RECIPIENT agrees to accept ownership, control and maintenance of the bicycle parking device(s) and surrounding area for the life of the device(s) (the expected life of the device(s) is in excess of twenty-five (25) years).

The RECIPIENT agrees that during normal business hours all grant funded bicycle racks and lockers shall be accessible to the public.

The RECIPIENT agrees to affix a sticker on each bike parking device identifying the Transportation Fund for Clean Air, the Bay Area Air Quality Management District, and the Transportation Authority of Marin as grant funding sources.

The COUNTY will reimburse up to \$225 for a bicycle rack (two bike capacity per rack) and up to \$900 for a one bike bicycle locker or \$1,800 for a two bike bicycle locker. The COUNTY will reimburse costs up to the limits described above, within thirty (30) days of a completed invoice package. RECIPIENT will submit a photo of the finished product that includes the grant funding sources sticker and copies of all invoices to Marin County Department of Public Works, Attention: Reuel Brady, P.O. Box 4186, San Rafael, CA 94913-4186.

The RECIPIENT agrees to exonerate, indemnify, defend and hold harmless COUNTY, its officers, agents, employees, and volunteers, from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which COUNTY may sustain or incur or which may be imposed upon it for injury or death of persons, or damage of property as a result of, arising out of, or in any manner connected with the recipient's performance under the terms of this agreement, excepting any liability arising out of the sole negligence of COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of the recipient and third persons.

Date: _____

By: _____
Name and Title

Address

City/Town

By: _____
County of Marin, Director of Public Works

EXHIBIT E

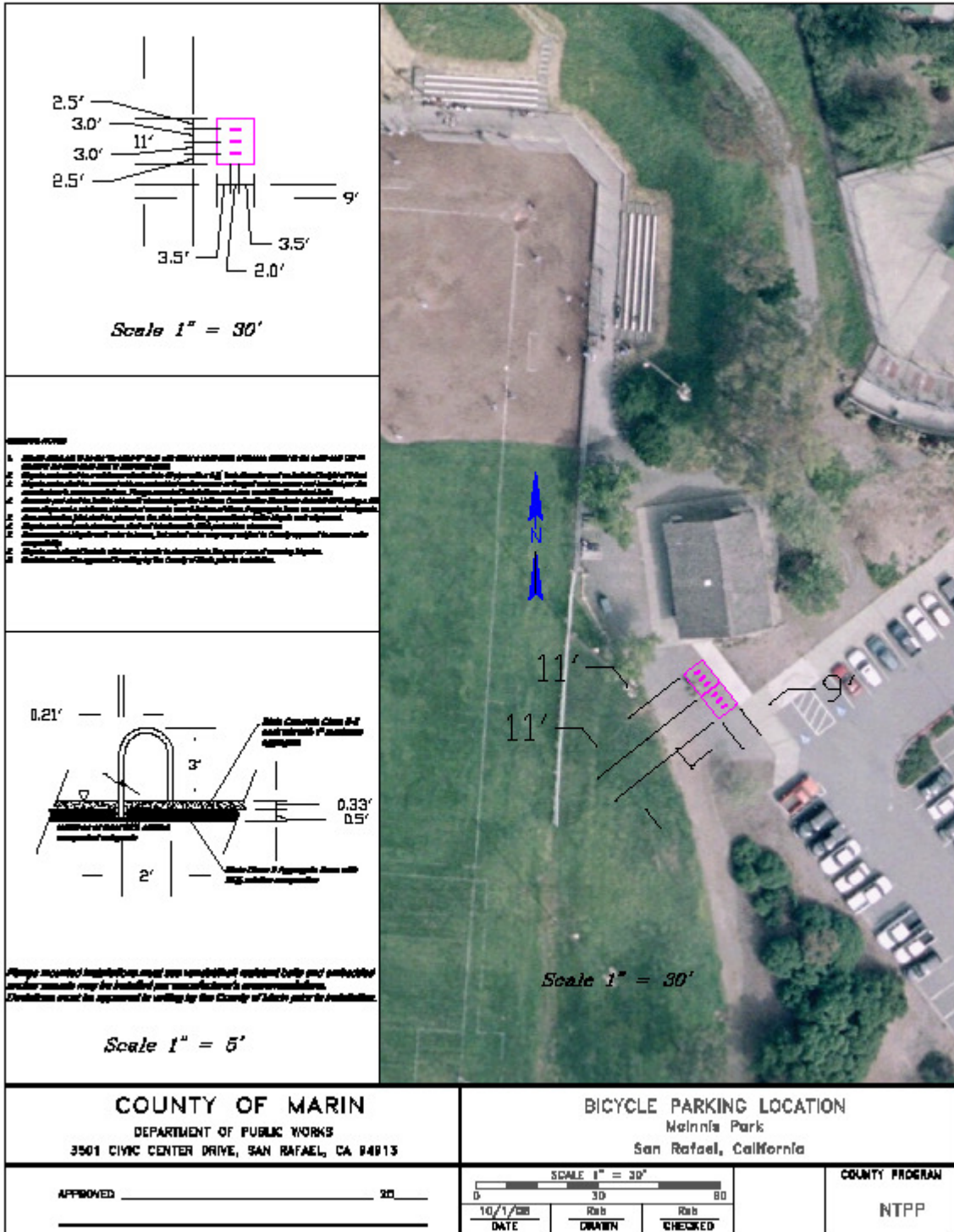


EXHIBIT F

Site Map for Three Inverted U-Shaped Bicycle Racks



Approximate Bicycle Rack Pole Location = *

EXHIBIT F1

Bicycle Parking Directional Signage

When considering a proposed bicycle parking location one should also consider if signage is necessary to direct cyclists to the designated parking location. If it is desirable to show the direction to a designated bicycle parking area the Bicycle Parking Area (D4-3) sign should be installed as necessary. The minimum size is 12 by 18 inches and the arrow included in the sign should be reversed as appropriate. The Bicycle Parking Area sign legend and border of the sign are to be green on a retroreflectorized white background as shown below:



D4-3

For more information on approved bicycle signage and placement requirements refer to the web page below:

http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm

EXHIBIT G