



# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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**SUBJECT:** Bolinas Community Residential Parking Program, including 1) An Ordinance Establishing Residential Parking Permit Program and Oversized Vehicle Parking Restrictions; 2) a Traffic Resolution Applying Parking Restrictions to Brighton Avenue and Wharf Road in Downtown Bolinas; 3) a Resolution Authorizing the Execution of a Memorandum of Understanding between the County and the Bolinas Community Public Utility District Providing for Administration of the Bolinas Parking Permit Program.

Dear Board Members:

**RECOMMENDATION:** 1) Introduce an Ordinance Establishing Residential Parking Permit Program and Oversized Vehicle Parking Restrictions; 2) Adopt a Traffic Resolution applying parking restrictions to Brighton Avenue and Wharf Road in downtown Bolinas; and 3) Adopt a Resolution authorizing the execution of a Memorandum of Understanding between the County and the Bolinas Community Public Utility District providing for administration of the Bolinas Parking Permit Program.

**SUMMARY:** The Bolinas community has no dedicated resident parking provisions in place, and it has become increasingly difficult over time for residents to secure on street parking close to their homes as the area increases in popularity with visitors and tourists. To cope with these challenges, residents have relied on strategies like carpooling or parking further away from their homes to avoid peak parking demand times and to secure overnight parking. With a median age of 65.4 years based upon the most recent available data, and with at least 56% of residents being over the age of 60, these parking challenges are of particular concern for older adult residents, residents with disabilities, and those with other mobility or access challenges.

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A working group was formed consisting of the Bolinas Parking Committee and the community at-large to explore parking solutions for the downtown area. After an initial experiment with timed parking did not meet residents' needs, the group proposed a residential parking permit program and vehicle length restrictions. These ideas were developed and vetted through community discussion which included representatives of the Marin County Sheriff's Office, Bolinas Community Public Utilities District (BCPUD), and the County's Coastal Permit Program.

The Department of Public Works retained GHD, Inc. to perform a traffic study to evaluate parking demand and availability, which concluded that Wharf Road, Brighton Avenue and Park Avenue have, combined, 181 total existing street parking spaces.

The Department of Public Works requested Coastal Development Permit approval from the California Coastal Commission on November 18, 2023, to authorize a residential parking permit program and parking restrictions along Brighton Avenue and Wharf Road within the County right-of-way. The Marin Deputy Zoning Administrator, who reviews and takes action on Coastal Permit applications, held a public hearing, took public testimony, and approved the Coastal Permit and parking permit program via Resolution 23-111.

Conditions of note set forth in the Coastal Permit are as follows:

1. On the residential side of each street, overnight parking restrictions are established during the hours of 2:00 AM and 5:00 AM for all vehicles, except those displaying residential parking permits.
2. Residential permit holders are exempt from overnight parking restrictions on designated areas of the street.
3. Residential Permits are to be valid on only one side of the street.
4. Only residents of restricted, downtown streets qualify for permits. Permit applications must clearly identify that the applicant resides within an exempt location via documentation.
5. Up to two permits may be issued per household, with consideration for special circumstances on an as needed basis.
6. Total available permits are not to exceed 50% of the available spaces on the affected streets, and as need is demonstrated.
7. Residential permit holders must move their vehicle at least every 72 hours, in compliance with the existing Marin County Code.
8. Permits must be permanently affixed to vehicle(s) registered at eligible addresses.
9. Permits must be renewed regularly and at least every 2 years.
10. Marin County Sheriff Office (MCSO) will provide enforcement.
11. Vehicle length restrictions will entail the following criteria:
  - a. Vehicle lengths will be restricted to 22 feet or less on the non-residential side of Brighton Ave., effective only during the hours of 11:00 PM to 5:00 AM
  - b. Vehicle lengths will be restricted to 22 feet or less on Wharf Road, south of the Bolinas Museum at all times due to restricted vehicle turnaround space.

Additionally, County staff worked with BCPUD to develop a Memorandum of Understanding (MOU) for administration of the residential parking permit program. The MOU, if approved, will include managing applications, verifying residents' eligibility, ensuring compliance with the conditions of the Coastal Permit, issuing permits, and managing renewals. BCPUD will also ensure that permit holders' information is shared securely with MCSO for enforcement purposes.

As BCPUD develops its administrative procedures for the Bolinas Parking Permit Program, minor modifications to the MOU may be necessary. To that end, staff recommends that the Board authorize the County Executive or their designee to enter into minor and reasonable amendments to the MOU if needed.

The County will install the required roadway signage so that parking restrictions are visible and clearly defined for residents and visitors. The signs will be of a size, location, and appearance so as not to detract from scenic areas or view from public roads and comply with the sign schedule provisions of the California Manual on Uniform Traffic Control Devices.

**FISCAL IMPACT:** There will be no increase to the General Fund net County costs as a result of your Board's action. Funding for incidental costs associated with the Bolinas Parking Permit Program, such as fabrication and installation of roadway signage by the Public Works Roads Maintenance Division or enforcement by the Marin County Sheriff, is available within the current year expenditure appropriations for each respective department.

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/>	County Executive	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	Department of Finance	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	County Counsel	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,



Dan Dawson,  
Principal Transportation Planner

Attachment 1: Ordinance Establishing Residential Parking Permit Program and Oversized Vehicle Parking Restrictions.

Attachment 2: Traffic Resolution Applying Parking Restrictions to Brighton Avenue and Wharf Road in Downtown Bolinas.

Attachment 3: Resolution Authorizing the Execution of a Memorandum of Understanding between the County and the Bolinas Community Public Utility District Providing for Administration of the Bolinas Parking Permit Program.

Attachment 4: Memorandum of Understanding between the County and the Bolinas Community Public Utility District Providing for Administration of the Bolinas Parking Permit Program

c: Lieutenant Lewis Berry, Marin County Sheriff  
Christopher Blunk, Assistant Director, Department of Public Works

