

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME SETTING A  
PARKLET USE FEE STRUCTURE AND AMENDING THE MASTER FEE SCHEDULE  
ACCORDINGLY**

**WHEREAS**, in 2020, the City Council initiated a series of measures to facilitate safe outdoor dining in the midst of the COVID-19 pandemic; and

**WHEREAS**, the measures included implementing temporary weekend street closure programs for both Downtown Burlingame Avenue and Broadway and installing parklets on side streets in the Downtown Burlingame Avenue area; and

**WHEREAS**, the street closure program was discontinued in favor of allowing full-time parklets; and

**WHEREAS**, at the August 16, 2021, City Council meeting, the Council approved the extension of the parklet program through Labor Day (September 5) 2022; and

**WHEREAS**, at the December 6, 2021, City Council meeting, recognizing the popularity of the parklet program and the need to provide additional certainty to businesses, the Council approved extending the parklet program through December 31, 2022, with the provision that rent be charged for the use of publicly owned space; and

**WHEREAS**, at the January 3, 2022, meeting, the City Council adopted a resolution to adopt a \$1,500 flat rate for use of parklet area; and

**WHEREAS**, at the January 18, 2022, meeting, the City Council passed a resolution to adopt a \$250 per month cleaning fee per parklet; and

**WHEREAS**, at the September 19, 2022, City Council meeting, the Council approved extending the parklet program through June 30, 2024, with a recommendation to review the fee structure; and

**WHEREAS**, at the December 4, 2023, City Council meeting, the Council indicated support for establishing a semi-permanent parklet program, beyond the temporary program's expiration on June 30, 2024; and

**WHEREAS**, at the June 3, 2024, City Council meeting, the Council reviewed and discussed the recommendations of the Economic Development Subcommittee regarding the parklet fee structure, the basis for the fee calculation, and term of agreement for parklets in the Downtown Burlingame Area and Broadway Area and provided direction to staff; and

**WHEREAS**, the City Council held a duly noticed public hearing to consider the parklet use fee structure for parklets in the Downtown Burlingame Avenue Area and Broadway Area; and

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**WHEREAS**, the City Council has reviewed the information contained in this Resolution and the accompanying staff report and attachments at a meeting held on July 1, 2024, as well as the testimony received during the public hearing; and

**WHEREAS**, the City Council now desires to set the parklet fee structure for parklets in the Downtown Burlingame Avenue Area and Broadway Area and to amend the Master Fee Schedule accordingly.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES RESOLVE AS FOLLOWS:**

Section 1. The foregoing recitals are true and correct and incorporated into this Resolution by this reference, as well as the minutes, staff reports, and legislative record.

Section 2. The fee structure ("fee") listed in Exhibit "A" to this Resolution, attached hereto and incorporated herein by reference, shall be imposed at the rates set forth in Exhibit "A"; and the Master Fee Schedule shall be amended to incorporate said fees.

Section 3. This Resolution shall take effect upon adoption.

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Donna Colson, Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 1<sup>st</sup> day of July, 2024 by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

\_\_\_\_\_  
Meaghan Hassel-Shearer, City Clerk

**EXHIBIT A**

**Parklet Use Fee Structure**

<u>Application Fee:</u>	\$1,801 (one-time fee)
<u>Space Use Fee:</u>	\$15/sf per year (Downtown Burlingame Area)* \$6/sf per year (Broadway Area)* * calculation will include area covered by water walls
<u>Cleaning Fee:</u>	\$3,180 per year
<u>Inspection Fee:</u>	\$1,800 per year