



**TRAFFIC, SAFETY AND PARKING COMMISSION**  
**Unapproved Minutes**  
**Regular Meeting of Thursday, July 11, 2019**

**1. CALL TO ORDER**            7:02 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. ROLL CALL**

**MEMBERS PRESENT:** Bush, Israelit, Londer, Martos, Wettan

**MEMBERS ABSENT:**

**4. APPROVAL OF MINUTES**

a) June 13, 2019 Meeting Minutes

Motion: To accept the June 13, 2019 meeting minutes as written.

M/S/C; Londer/Israelit, 5/0/0

**5. PUBLIC COMMENTS – NON-AGENDA**

No public comment.

**6. DISCUSSION/ACTION ITEMS**

a) Community B/PAC Update (Informational Only)

No update.

b) TDA Article 3: Grant Application Alternative Selection

Mr. Wong provided a presentation regarding the grant application alternatives based on the previous TSPC discussion at last month's meeting. He indicated the City would be moving forward with the Highway Road Project, which has been renamed the El Camino Real & Mills Creek School/Commuter Corridor Project.

Commissioner Londer pointed out that both projects under consideration were worthy projects and therefore supported a motion to apply for grant funding for the El Camino Real & Mills Creek School/Commuter Corridor Project. He also indicated it would be in the City's best interest to support a project that is also being endorsed by the Burlingame B/PAC.

Commissioner Martos was happy to learn there is funding for the Ray Park Project as he wanted to see both projects under consideration funded. He supported the El Camino Real & Mills Creek School/Commuter Corridor Project for the TDA grant application.

Commissioner Wettan asked Mr. Wong a number of clarifying questions.

As a result of Commissioner Wettan's comments, Mr. Wong stated he would look into the cost associated with including lighting in the project plans.

Vice-Chair Israelit supported the El Camino Real & Mills Creek School/Commuter Corridor Project and also agreed that lighting would be an important component of the project.

Commissioner Londer also felt lighting was important.

Chair Bush inquired about the request to change the scope of the Ray Park plans as requested in the June TSPC meeting. He also requested curb cuts on Westmoor as part of the El Camino Real & Mills Creek School/Commuter Corridor Project in order to be more pedestrian and bicycle friendly.

Chair Bush opened public comment.

Arvind Raghaven stated he walked the path and felt if it was more official looking it would get more traffic. He also said he supports the idea of the school access and Millbrae transit access being folded into the project name. Lastly, he indicated that there are people who are no longer comfortable using California Drive.

Commissioner Wettan stated that signage would also be a low cost enhancement to the project to which Chair Bush agreed.

Motion: *To endorse using the El Camino Real & Mills Creek School/Commuter Corridor Project for the upcoming grant application provided that we consider lighting and signage to the path as parts of the project to enhance the project.*

M/S/C: Wettan/Londer; 5/0/0

c) Broadway Parking Data

Chair Bush opened by summarizing the data associated with the Broadway Parking situation. He stated street parking was always constrained on all days of the week and

similarly, lots P and Q are constrained consistently too. He said there is a potential opportunity to make Lot Q one way to utilize as much space for parking as possible. Chair bush said that while Friday's and Saturday's are particularly constrained, Lot R appears to be the "flex" lot and Lot Y is significantly underutilized during peak times.

Vice-Chair Israelit felt the underutilization of Lot Y could be due to the construction in close proximity. She also felt Lot S is also underutilized at times.

Commissioner Wettan stated the flow in and out of the lots can be tricky. He also shared that Lot P has been marked one-way (by landlord) and he is not sure that is true. He felt the flow and wayfinding were very important to maximizing Broadway parking. Commissioner Wettan also indicated there are a lot of red/yellow/loading zones that may not be essential and suggested they are reviewed as they could potentially be converted to additional parking spaces. He also wondered if there is a way to help the restaurants distribute food to go as he suspects that there are many "door dashers" utilizing the parking spaces.

Chair Bush felt there was a wayfinding opportunity for Lots R and Y. With the current configuration, he felt that optionality with lots P and Q was a potential reason the other lots are not be fully utilized.

Commissioner Martos inquired about the bank parking in the vicinity to which his fellow Commissioners felt the banks would not be willing to open up their parking lots based on past experience.

Vice-Chair Israelit summarized by stating that parking is in high demand on Thursday, Friday and Saturday nights. She said access to private parking lots with excess parking is not a current option, nor is reconfiguring the parking lots or parking lot locations at this time. With the potential to add a few spots to Lot Q and offering signage, Vice-Chair Israelit felt the best approach would be to provide wayfinding signage.

Commissioner Wettan stated the suggested changes are not huge game changers but felt there was an opportunity to review the red and yellow curbed areas that haven't been reviewed in decades. He also felt there would be value in working with the restaurants for a food pick-up area as it may free up some additional parking.

Chair Bush stated a valet station might be worth considering. He said cars can be parked in Lot Y in a fashion that would allow for more dense parking. Vice-Chair Israelit said funding for such an undertaking was a concern.

The Commissioners continued to have an interactive discussion regarding options to help with the parking shortage during peak times to which the following suggestions were brought up:

- Review private parking options (non-bank lots);
- Consider running the meters until 8 pm (if it can pay for itself); and

- Consider differential pricing for evening meter rates; and
- Discuss potential measures with the restaurant owners.

Mr. Wong shared that the City is working on a phone pay-by-space option and staff is currently working on the signage.

Per Chair Bush, he summarized the following potential options to tackle the parking shortage:

- Wayfinding with potential parking availability;
- Acquiring extra spots in Lot Q and on Broadway;
- Review parking flow (transitions from lot to lot);
- Extending parking meters to 8 pm;
- Valet-parking; and
- Food take out mechanism.

Vice-Chair Israelit suggested that City staff could start reviewing the current signage now, more specifically in Lot P to Laguna Avenue. Chair Bush stated that going forward the subcommittee would speak to the Broadway merchants and float some of the ideas to them and then bring the item back to TSPC for another discussion.

## 7. INFORMATION ITEMS

### a) Engineering Division Reports

Mr. Wong provided the following updates regarding Public Works – Engineering projects and activities.

- **Lyon-Hoag Neighborhood Update** – Three community meetings have occurred to date. Staff has worked closely with the six member Citizen’s Advisory Panel (CAP). CAP includes neighborhood members Laura Hesselgreen, Lynn Feeney, and Jennifer Pfaff; and TSPC Commissioners Bush, Londer, and Martos. Staff and the consultant team hosted and obtained quality input from over 40 residents at the June 10 community meeting. The consultant team is in the process of analyzing the input and hopes to provide an update to the TSPC at the August meeting. Following the TSPC meeting, staff plans to update the City Council before returning to the community with preliminary recommendations.
- **Bicycle/Pedestrian Master Plan Update** – The Bike/Ped Master Plan is currently nearing the end of the data gathering phase and the online website at [www.walkbikeburlingame.com](http://www.walkbikeburlingame.com) was available for input until July 8. All of the gathered data and information will be combined with a needs analysis conducted by Alta Planning + Design and anticipated to be presented in a technical report sometime in mid-August. After City review, staff will be working towards a second workshop to present the information to the public for late August/early

September.

- **Cabrillo Halloween Street Closure** – Staff will be monitoring this annual event using the following process:
  - Staff to send out a message promoting “safety awareness” and to drive slowly in the area via the City’s E-News (prior to Halloween).
  - Contact the residents on the block and let them know the street will be closed off to traffic for most of the night (prior to Halloween).
  - Locate BPD’s electronic message board in the area, informing drivers to drive slowly (prior to Halloween).
  - On Halloween night, continue to have BPD’s electronic message board out.
  - Close off the street on each end using A-frame barricades.
  - BPD to monitor street using two officers. These two officers are in addition to the five officers they already have patrolling the City on a nightly basis.

Commissioner Wettan confirmed the traffic signage plans and requested additional lighting at the corners if possible. He also asked that an officer return to TSPC after the holiday to provide feedback and describe what occurred.

- **Broadway Grade Separation** – Staff is working towards another community meeting to provide an update and obtain community input sometime in September.

Chair Bush requested that staff share the 35% design with the B/PAC in August.

- **Lots F and N Construction Update** – Construction for Lot N is likely to start in October and last 12-18 months. Lot F construction is anticipated for spring 2020. A City Council Sub-Committee was formed to address parking impacts and had the following actions:
  - City issued an RFP for valet-assist parking vendors and four proposals were received. Interviews were conducted today, July 11.
  - Staff is working with Caltrain staff regarding leasing parking spaces in Lot O.
  - Staff is following-up with the DBID about outreach efforts regarding alternative modes of transportation and incentives for downtown employees.

Chair Bush and Commissioner Wettan inquired if this item would be brought back as a discussion item for the TSPC before the lot closure.

Commissioner Wettan also inquired as to when the Parking Subcommittee would reconvene and whether or not a small pilot program for transit subsidies should

be considered before the parking lot(s) go offline. He also expressed a concern with Lot O being full on Thursday's and Friday's as he felt there are very few open spaces to utilize it for valet-assist parking without displacing the people that currently park there.

- **TSPC Priority List (revised July 2019):**

TSPC Led Effort

1	Downtown Parking and Access	7/11/19: Item 7a
2	Bike\Ped Plan Update: fwd to BPAC	7/11/19: Item 7a
3	School Traffic and Safety Issues	5/9/19: Item 6c
4	Neighborhood Traffic Calming	7/11/19: Item 7a
5	Citywide Transportation Alternatives	
6	Electric Vehicles	5/9/19: Item 7a
7	Broadway Parking	5/9/19: Item 6b
8	Bike Share Feedback	
9	<i>Parking and traffic considerations w/Planning *</i>	
10	<i>Joint meeting with City Council *</i>	
11	<i>Halloween Traffic Impacts (July) *</i>	7/11/19: Item 7a

Staff Update via Report

1	Caltrans' ECR Corridor	
2	Hoover School Update	
3	Downtown Parking Strategies	5/9/19: Item 6b
4	City Hall Traffic Calming/Floribunda	4/11/19: Item 6b
5	California Roundabout	5/9/19: Item 7a
6	Oak Grove/Carolan Traffic Signal	
7	Bike\Ped Plan Update: fwd to BPAC	6/13/19: Item 7a
8	Rec Center Parking	
9	Old Bayshore Corridor Study	
10	Grant Opportunities	7/11/19: Item 6b
11	Broadway Grade Separation	7/11/19: Item 7a
12	San Mateo's Peninsula Ave OC	
13	School Speed Limit Updates	6/13/19, Item 7a
14	School Safety Improvements	5/9/19: Item 6c
15	Lyon-Hoag Neighborhood Traffic Calming	6/13/19: Item 7a
16	300 Burlingame Point Traffic Impacts	
17	Broadway/California Update	

2019 Agenda Item Action Status

1	Council Direction Regarding Improving Short-Term Parking in the Burlingame	South and West Lane to be converted in late-July
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	Avenue Downtown Area	
2	TSPC's Lot N Parking Structure Recommendation	<i>Completed</i>
3	School Speed Reductions	<i>Completed</i>
4	North Carolan Avenue Parking Restrictions	Restrictions adopted. Working on sign installations.
5	McKinley Turn-Restrictions	<i>Completed</i>
6	Stop Signs at 3 locations	<i>Completed</i>

b) Police Department Reports

Sergeant Dave Perna reported 20 documented accidents in this reporting period.

Sergeant Perna stated there were two bicycle related accidents (no vehicles involved)—one on California Drive which resulted in a major injury and one on Carolan/Cadillac which resulted in a minor injury.

Sergeant Perna highlighted a two-car accident that occurred on Burlingame Avenue and El Camino Real. He stated the accident was due to an illegal turn movement and resulted in two minor injuries. He confirmed a similar accident also occurred on ECR near Rosedale which resulted in two minor injuries.

In closing, Sergeant Perna stated there were no accidents at the intersection of Floribunda and El Camino Real

c) Farmer's Market

Commissioner Londer indicated he would be present at Music in the Park on July 21 from noon to 3 pm. Commissioner Wettan indicated he would also participate.

d) TSPC Chair/Commissioner's Communications

Commissioner Londer reported that on Burlingame Avenue in front of Washington Park and the Recreation Center vehicles are infringing into the travel lane with their car doors while they are loading/unloading their vehicles. He stated that it occurs quite often. Commissioner Londer suggested that vehicles load and unload their vehicles curbside.

Commissioner Londer also reported that southbound traffic in the roundabout does not seem to yield to other vehicles with the right-of-way.

Commissioner Wettan commented regarding the roundabout and suggested that vertical feature in the middle that may dissuade people to feel as though they are just passing through.

Commissioner Wettan also noted that he was near Hoover School and stated there was a vehicle parked in the red curbed area and wanted to flag it for the upcoming school

year.

Chair Bush stated he received positive feedback from a downtown Burlingame employee regarding the transition of some of the parking time limits in the downtown lots.

## **8. COMMISSION & SUBCOMMITTEE REPORTS**

### **a) Downtown Parking (Martos & Wettan)**

No update.

### **b) Broadway Parking (Bush & Israelit)**

No update. Discussed in item 6c.

### **c) School Traffic (Israelit & Londer)**

No update.

### **d) Citywide Transportation Alternatives (Londer & Wettan)**

No update.

## **9. FUTURE AGENDA ITEMS**

Commissioner Martos indicated he will not be present for the August meeting but the remaining Commissioners confirmed their upcoming attendance.

- Lyon Hoag traffic calming
- Roosevelt turn restriction
- Update regarding Lots F and N

## **10. ADJOURNMENT 9:18 pm**