



City Council Economic Development Subcommittee

MINUTES (DRAFT)

Conference Room A

City Hall, 501 Primrose Road – Burlingame, California
Wednesday, June 24, 2020 – 8:30 a.m.

ATTENDANCE

Members Present: Vice Mayor Ann O'Brien Keighran, Councilmember Ricardo Ortiz

Members Absent: None

Staff Present: City Manager (CM) Lisa Goldman, Community Development Director (CDD) Kevin Gardiner, Economic Development Specialist (EDS) Joseph Sanfilippo, Public Works Director (PWD) Syed Murtuza, Senior Civil Engineer (SCE) Andy Wong, Deputy Director of Public Works Operations (DDPWO) Rob Mallick, Finance Director (FD) Carol Augustine

Members of the Public Present: John Kevranian (President of Broadway Business Improvement District), Jenny Kelleher (President of Downtown Business Improvement District), Ajay Walia (Owner of Rasa), Georgette Naylor (Burlingame Chamber of Commerce)

DISCUSSION ITEMS

Discussion of Preliminary Results of Burlingame Avenue Closure

PWD Murtuza said reception was generally positive despite some concerns with lack of social distancing or face coverings. Cleanliness was an issue (several tables and chairs were left out), and staff is working to get compliance from business owners.

Traffic safety was a major success, though there were some concerns with bicyclists on the street. There was plenty of available parking in nearby lots.

Councilmember Ortiz inquired if there were any bottlenecks at Primrose Road or Lorton Avenue. PWD Murtuza noted that drivers can use Donnelly as a detour or an alleyway to the south to get to available parking. Subcommittee members mentioned that the atmosphere was great, and the public seemed to consider the event a success as well.

Vice Mayor O'Brien acknowledged concerns with bicyclists that arise due to pedestrians also walking in the street. She requested reminders for face coverings at entry points to the closure. She mentioned that some restaurants noticed people using their restrooms but not dining, and she suggested that portable toilets may be needed.

CM Goldman mentioned that non-mask wearers and breaches of social bubbles are being reported, but she agreed with signage at the entry points to notify people that safe social distancing and face coverings are required.

Vice Mayor O'Brien inquired about signage requirements. EDS Sanfilippo mentioned there are printable signs on the County's website, but CM Goldman and PWD Murtuza noted that A-frames may be possible at entry points. The Subcommittee pushed for accountability on customers and businesses for compliance.

Jenny Kelleher (President of DBID) wondered if a City-wide campaign is possible (i.e. a banner over the major thoroughfares, etc.) PWD Murtuza agreed that a banner would be useful, and he hoped that the BIDs could look into such an effort. He also suggested that placing messaging in the kiosks with maps of Downtown could help.

Georgette Naylor (Chamber) suggested chalking areas to comply with social distancing, but CM Goldman noted that this would likely be difficult for implementation on a street closure. Ajay Walia (Owner of Rasa) agreed that the entry point reminders would be helpful, but even reminders in the center of the street may be necessary.

CM Goldman noted the impending City Council recess and mentioned there will be a request at the July 6 Council meeting to delegate to staff for the ability to extend the closure and/or make any necessary changes until the Council returns from its recess. CDD Gardiner noted that the current pilot program is exempt from environmental review under the California Environmental Quality Act (CEQA) as it is considered a temporary use (CEQA Guidelines Section 15304(e)) and is serving as an experimental pilot/test project (CEQA Guidelines Section 15306). However, if the program is popular and the community wants to repeat it on a regular or more permanent basis (such as being an annual seasonal event), an environmental impact study will be required.

Vice Mayor O'Brien inquired if there has been any feedback on the event from businesses. CM Goldman noted that most has been positive, and Ms. Kelleher concurred but noted side streets are concerned. Ms. Kelleher also noted that the DBID would like to survey its members after the third weekend for their feedback. CM Goldman requested that the City help draft any questions that the DBID distributes to merchants about the closure, to which Ms. Kelleher agreed.

Discussion of Survey Results for Parklet Options for Broadway and Downtown Side Streets

Mr. Walia mentioned the lack of space on many of the side streets for adequate social distancing. SCE Wong introduced several parklet concepts for the Downtown side streets (parklets are areas where parking spaces are blocked off from parking and traffic to allow for additional outdoor seating). These would need to be enclosed with water-filled barrels to provide adequate safety. PWD Murtuza noted that the barriers are longer-lasting than the street closure equipment and do not have to be taken down every weekend.

Proposals were outlined for Primrose Road, Lorton Road, Park Road, and Howard Avenue. These were simply preliminary designs. CM Goldman noted that if a business does not want a parklet, then the space(s) in front of that business would not be blocked off. PWD Murtuza mentioned that businesses will need to apply for an encroachment permit and show proof of insurance to use the parklet. SCE Wong noted that approximately three angled spaces will be lost for each parklet, resulting in a loss of 63 out of 205 existing spaces and a monthly cost of \$20-27,000, if all proposed parklets are created. The cost is related to the rental of the barriers.

Vice Mayor O'Brien wondered if restaurants could use parking spaces in front of adjacent retail parcels. PWD Murtuza noted there will be more costs and less parking, but it is possible provided the adjacent business agrees. He also mentioned that the parklet discussion will go to the full City Council on July 6, and implementation will vary depending on the number of restaurants interested and how many barricades must be ordered. He encouraged businesses to submit their proof of insurance and encroachment permit application as soon as possible if interested.

Staff (Engineering Technicianss) will visit restaurants on the side streets to inquire if they are interested in participating. PWD Murtuza noted that costs do not consider loss of parking revenue. He also believed that if the City can do a concentrated effort to bring in all of the parklets at once, it will result in savings.

SCE Wong presented several options for parklets on Broadway. These would use the same water-filled barriers and take up much of the available space for seating, allowing for fewer tables overall. He mentioned there are options to do block-long parklets for areas with concentrated restaurant activity (1300 and 1400 blocks). If all of the restaurants wanted to participate, then there would be a loss of 57 out of 79 parking spaces, at a cost of \$20-30,000 per month at maximum utility.

SCE Wong noted that a full closure is difficult due to nearby, narrow residential streets, one-way stops, and emergency vehicle and freeway access all near Broadway.

Vice Mayor O'Brien noted that ambulances and large delivery trucks often use the street, and inquired if barriers would be necessary on both sides of the street. PWD Murtuza noted that the barriers proposed are cleared for construction-grade safety. He noted that smaller, block-long closures would be a concern as well due to impacts on outlying parking.

Councilmember Ortiz noted that Broadway parklets would result in a major loss of parking. He hopes to ensure that restaurants are actually interested. SCE Wong also noted a federal grant the City received for resurfacing Broadway, which would necessitate stopping any parklet or closure activity for the duration of the resurfacing project. CM Goldman inquired when the construction is proposed, and PWD Murtuza speculated in mid-August or early September.

John Kevranian (President of Broadway BID) noted that merchants are concerned about parklet safety and cited a lack of knowledge about the safety-graded barriers. He mentioned that merchants supported a weekend closure from 4-10 p.m., Friday through Sunday, but he wondered if re-education would be better to note the benefits of parklets. CM Goldman requested that SCE Wong participate in a call with the Broadway BID Board to explain the implementation.

PWD Murtuza noted again the traffic impacts on residential areas in the case of a closure, and advocated for parklets again. Mr. Kevranian mentioned that the traffic has noticeably dipped during the pandemic, and traffic will have a lesser impact overall due to work-from-home conditions.

Vice Mayor O'Brien did not support the weekend closure because of the traffic impact and setup implementation. Councilmember Ortiz noted that even the parklets concern him due to the massive loss of parking in an already impacted area, but he mentioned that he may support a closure for only

Saturday and Sunday if it is possible.

CM Goldman inquired how the Pet Parade closure process works, and PWD Murtuza noted that staff is dispatched in the early morning to implement the closure. Vice Mayor O'Brien wondered if side street parklets are possible to implement, but SCE Wong noted that these are smaller and often do not allow as much space, though it is theoretically possible. CM Goldman noted that side streets are further away from restaurants as well, though restaurants on corners would benefit. Vice Mayor O'Brien mentioned that parklets on side streets could alleviate some of the major parking loss on Broadway.

Councilmember Ortiz questioned which side streets would be closed. PWD Murtuza noted that Paloma Ave and Laguna Ave would have to stay open because of their one-way nature.

CM Goldman requested another special meeting to resolve Broadway parklets on July 1.

Future Agenda Topics

To prepare for the City Council recess after the July 6 meeting, a Special Subcommittee Meeting will be called on July 1 to resolve the Broadway parklet discussion and review the Restarting Business Assistance Plan.

Miscellaneous Discussion

All discussion was related to the agenda items.

Action Items

- SCE Wong will prepare a revised Broadway parklet report detailing plans for side street parklets or a Saturday and Sunday closure. He and EDS Sanfilippo will participate in a Zoom meeting with the Broadway BID to discuss these options.

FUTURE AGENDA TOPICS

- July 1, 2020- Examination of Parklet Options for Broadway and Review of Reopening Business Assistance Plan
- July 8, 2020- Cancelled due to Council recess

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 9:41 a.m.

Respectfully submitted,

Joseph Sanfilippo
Economic Development Specialist