STAFF REPORT

AGENDA ITEM NO: 6.b

MEETING DATE: March 12, 2026

To: **Traffic Safety and Parking Commission**

Date: **March 12, 2026**

From: **Andrew Wong, Senior Engineer – (650) 558-7230**

Subject: **Highland Avenue Garage Lease Request**

RECOMMENDATION

Staff recommend that the TSPC receive a presentation regarding a request to lease the top floor of the Highland Avenue Parking Garage, then seek community feedback regarding the request.

Following the presentation, staff requests that the TSPC not only provides feedback, but also a motion determining the level of support for the request.

BACKGROUND

At the January 22, 2026, Economic Development Sub-Committee (EDS) meeting, there was an email request from the Putnam Auto Group (PAG) describing an interest in leasing some portion of the Highland Avenue Parking Garage. This request is in part due to the PAG's desire to bring a new brand to the area. In the email, PAG indicated that they have a similar arrangement with the City of Oakland where they lease parking spaces.

The Highland Avenue Parking Garage consists of roughly 360 parking spaces spread over five levels. The ground level has 56 spaces with 8 ADA compliant spaces. Levels 2, 3, and 4 have approximately 75 spaces each, while the top floor has 78 spaces. The garage was constructed to accommodate the parking loss from the redevelopment of Parking Lot F. Prior to the construction of the garage, parking Lots F and N had 100 and 105 spaces respectfully.

DISCUSSION

The EDS discussion on the topic had data regarding the usage of the top floor (5th) of the garage. This data supplied by the Public Works Department indicated that the occupancy of the top floor peaked at half to two-thirds full on weekend lunch hours and evenings. During the discussion, staff suggested that any potential agreement would need to limit the access to the garage to be within normal operating hours of the garage.

The EDS also suggested a full Request for Proposal (RFP) be released for any interested businesses to submit a proposal to lease the entire top floor of the garage. The lease terms for such an arrangement should be on a revocable month-to-month basis and be for the entire top floor to avoid subsequent business requests for parking allocations.

Lastly, the EDS also noted that the parking garage at 220 Park Rd to be available prior to any leasing arrangement to minimize reducing City parking. 220 Park Road has approximately 275 spaces that are expected to only be available in the evenings and weekends.

The EDS then agreed that the request should be brought to the TSPC and then full City Council for consideration

ATTACHMENTS

Exhibit A: Presentation