



City Council Economic Development Subcommittee

MINUTES

Conference Room A
City Hall, 501 Primrose Road – Burlingame, California
Thursday, August 17, 2017 – 8:30 a.m.

ATTENDANCE

Members Present: Council Member (CC) Keighran and Council Member (CC) Colson

Members Absent: None

Staff Present: Economic Development Specialist (EDS) Cleese Relihan, Finance Director (FD) Carol Augustine, Parks and Recreation Director (PRD) Margaret Glomstad, and Community Development Director (CDD) William Meeker

Also in Attendance: Bob Disco (Parks and Recreation), Rob Mallick (Public Works), Art Morimoto (Public Works – Engineering), and Mike Heathcote (Public Works)

DISCUSSION ITEMS

Discussion with Public Works Department on Downtown Maintenance:

Art Morimoto, Rob Mallick, and Mike Heathcote provided an overview of Public Works' efforts regarding maintenance of the streetscapes on Broadway and Burlingame Avenue. Morimoto indicated that the City has more authority to require businesses to participate in cleaning sidewalks in front of their properties when the City has authorized an encroachment permit. Notices have been sent to drink vendors encouraging them to provide better maintenance in front of their businesses. If an encroachment permit has been issued and the business fails to properly maintain the front of the property, then the permit may be revoked and the matter is turned over to code enforcement staff.

Mallick noted that the City maintains both business districts equally, but there is a need to improve the focus on quality. Heathcote is pursuing options for improving the quality of the maintenance. CC Keighran encouraged the team to attend dbid meetings to explain the problem and to encourage business owners to take more responsibility for ensuring the fronts of their businesses are maintained. CC Colson noted that dog waste is also a big issue and suggested posting messages encouraging pet owners to clean up after their pets.

Discussion with Parks and Recreation Department on Downtown Tree Maintenance:

Bob Disco noted that there is daily maintenance of the landscape features on Burlingame Avenue. Every other Friday a team of two individuals is tasked with performing landscape maintenance on Broadway. PRD Glomstad indicated that merchants need to be reminded not to dump waste water into the tree wells and planters, nor into the gutters. CC Keighran suggested that perhaps a local garden club could assist with maintenance in the area.

CC Colson suggested the creation of a "clean business award" administered by the City to encourage businesses to maintain their properties in good condition.

Vacant Commercial Storefronts Research and Business Attraction Efforts:

EDS Relihan provided an overview of his research regarding vacant registration ordinances in other communities. This type of program provides minimum appearance standards that property owners must abide by if their commercial tenant spaces are vacant.

CM Goldman suggested that staff review the exclusive negotiating agreement and historic covenant for the former Post Office on Park Road to determine if the City has the right to inspect the condition of the property for maintenance purposes, and also to ensure that historic features are being preserved.

PUBLIC COMMENTS

There were no public comments.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

William Meeker
Community Development Director