



City Council Economic Development Subcommittee

MINUTES

Conference Room A
City Hall, 501 Primrose Road – Burlingame, California
Thursday, March 29, 2018 – 1:30 p.m.

ATTENDANCE

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

Members Absent: None

Staff Present: Economic Development Specialist (EDS) Cleese Relihan, Planning Manager (PM) Kevin Gardiner, Finance Director (FD) Carol Augustine, and Community Development Director (CDD) William Meeker

Also in Attendance: Planning Division Interns from D-Tech: Uthman Ismaili and James Abraham

DISCUSSION ITEMS

Vacant Commercial Storefront Maintenance Research:

EDS Relihan provided an overview of his research into different jurisdictions' approaches to maintenance of vacant storefronts. Included in his research were programs administered by the cities of San Bruno, East Palo Alto, San Francisco, and San Carlos.

The Subcommittee discussed preferred options for the City of Burlingame. These may include: an incentive program that encourages small businesses to improve their storefronts and/or a grant program that the City can administer that awards funds for specified improvements to commercial properties.

Direction was provided to staff to research methods for improving the appearance of vacant storefronts, as well as better approaches (than chain link fencing) for securing vacant properties (e.g. the former Post Office on Park Road).

Rollins Road Design District Strategies:

Uthman Ismaili and James Abraham, interns from D-Tech, provided an overview of their design exercise related to a proposed Rollins Road Design District.

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