

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development Division

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Special Economic Development Subcommittee Meeting

Wednesday, July 29, 2020, 8:30 a.m.

Zoom Conference Call

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Conference Room A will not be open to the public for the July 28, 2020 Burlingame Economic Development Subcommittee meeting. Members of the public may view the meeting by logging onto the Zoom meeting listed below.

Members of the public may provide written comments by email to jsanfilippo@burlingame.org.

Emailed comments should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Economic Development Subcommittee for the appropriate agenda item, please submit your email no later than 5:00 p.m. on July 28, 2020. The City will make every effort to read emails received after that time, but cannot guarantee such emails will read into the record. Any emails received after the 5:00 p.m. deadline which are not read into the record will be provided to the Economic Development Subcommittee after the meeting.

To Join Zoom meeting:

Topic: Special Economic Development Subcommittee Meeting

Time: July 29 2020 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87615590872?pwd=VDNiWThzZ3R5TmdaVWNqcGdDNUtWdz09>

Meeting ID: 876 1559 0872

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Agenda

CALL TO ORDER – 8:30 a.m.

READ AND APPROVE MINUTES FROM SPECIAL JULY 1 MEETING

DISCUSSION ITEMS

- 1. Review of Street Closures on Broadway and Burlingame Avenue**
- 2. Discussion of Retail Establishment Encroachments into the Public Right-of-Way**
- 3. Future Agenda Topics:** Confirmation of future agenda topics and dates:
To be determined
- 4. Public Comments**

**The Next Regular Meeting of the City Council's Economic Development Subcommittee will be held on Wednesday, August 12, 2020, at 8:15 a.m.,
Location TBD**



City Council Economic Development Subcommittee

MINUTES (DRAFT)

Conference Room A

City Hall, 501 Primrose Road – Burlingame, California

Wednesday, July 1, 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, Streets, Storm Drains and Sewers Division Manager (SDSDM) Michael Heathcote, Deputy Director of Public Works Operations (DDPWO) Rob Mallick, Parks and Recreation Director (PRD) Margaret Glomstad

Members of the Public Present: John Kevranian (President of Broadway Business Improvement District), Georgette Naylor (President of Burlingame Chamber of Commerce), Gigi's Boutique

READ AND APPROVE MINUTES FROM JUNE 10 AND JUNE 24 MEETINGS

Approved.

DISCUSSION ITEMS

Discussion of Parklet Options for Broadway Merchants

SCE Wong introduced the topic. He summarized a call with the Broadway Business Improvement District (BID) that he and EDS Sanfilippo participated in. The Broadway BID Board and many merchants supported a full closure, as opposed to parklet options.

SCE Wong described the street closure plan proposed by staff. It would close Broadway at Chula Vista Avenue, which would allow westbound traffic to detour at Chula Vista Avenue as well as at California Drive. Similarly, eastbound traffic would be closed off at Capuchino Avenue, which would provide an opportunity for detouring at both Capuchino Avenue and El Camino Real. Paloma Avenue and the northbound approach of Laguna Avenue would remain open to traffic for safe traffic circulation and to maintain access to residential properties and parking facilities. Laguna Avenue from Broadway to Rhinette Avenue would be closed to avoid any potential vehicular conflicts with southbound vehicles on Laguna Avenue as they approached Broadway. The street closure is proposed to extend from 8 a.m. on Saturday to 10 p.m. on Sunday. With any closure scenario there are concerns with impacts on surrounding residential areas. A closure on Friday is not recommended because of concerns it would conflict with commute traffic.

John Kevranian (President of Broadway BID) said the BID continues to advocate for a closure from Friday to Sunday from 4 to 10 p.m. each day. The suggestion reflects restaurant demand being

highest on Friday evenings, and wanting to allow deliveries and access to businesses during the daytime hours. For mask enforcement, he suggested displaying flyers on every parking meter, should the closure be adopted.

Gigi's Boutique (Broadway merchant) also supported a full closure of Broadway to help restaurants and retail. She noted that residents near Broadway are supportive of the initiative, and complaints may not be as numerous as anticipated.

Councilmember Ortiz inquired how the two Broadway merchants in attendance anticipate foot traffic to change in the event of a closure. Mr. Kevranian believed it will increase substantially, and he anticipated that merchants would support extending their hours. He claimed that delivery trucks are rare after 4 p.m. and on the weekends, and he suggested the side street loading for deliveries could still be possible. The Gigi's Boutique representative concurred with his statements.

Vice Mayor O'Brien noted that the BID did not want parklets due to a loss of parking, but the full closure will necessitate a loss of all parking. Mr. Kevranian explained that the more permanent nature of parklets would damage the business of service businesses that rely on daytime foot traffic. He anticipated that parking for restaurants in the evenings would be specifically in the public lots.

Councilmember Ortiz noted his observations in San Mateo, where parklets caused a major, permanent loss of parking but were not fully utilized by businesses. He supported a closure, but he is concerned about commute traffic on Fridays. He suggested piloting the closure only on Saturdays and Sundays to study the traffic impacts, with the potential for an extension.

Vice Mayor O'Brien agreed that Saturdays and Sundays are preferable, because the program could always be expanded to include Fridays.

CM Goldman noted the upcoming staff report for the Saturday/Sunday closure will go before the City Council on July 6. There is language in the staff report that allows the City to reverse the closure if a threshold of unique complaints is met and/or staff notices significant impacts on circulation, safety, etc.

Mr. Kevranian reiterated the preference to try Friday closures because of the demand from restaurants. CM Goldman mentioned that this BID suggestion has been noted in the staff report for the full Council to deliberate.

PWD Murtuza summarized the parklet initiative for side streets near Burlingame Avenue for restaurants. The vast majority have indicated interest. Staff will provide the restaurants with permit applications, insurance requirements, parklet designs, etc., should this be approved by the City Council on July 6.

He noted that barriers are difficult to obtain due to high demand, but SDSDM Heathcote helped negotiate to receive them in time to implement parklets sooner rather than later. Parklets may take time to implement, but the Broadway closure will happen as soon as possible (assuming the Council votes in favor of both proposals). CM Goldman noted that parklets are also allowed to be removed at the City's discretion.

CM Goldman mentioned a recommendation in the staff report to extend the Burlingame Avenue closure, the Broadway closure, and the side street parklets through September if they are successful. This provision has been devised to allow the extension of the programs during the summer Council recess and in order to gather data for an environmental review.

Discussion of Restarting Business Assistance Program (RBAP)

EDS Sanfilippo introduced the topic with a brief overview of the program funding amounts and application. CM Goldman noted that the language should be amended such that businesses that received Burlingame Back in Business grants are not eligible for these funds. She advocated that the RBAP be placed as a consent item to alleviate pressure on the July 6 Council meeting, which was supported by both Subcommittee members.

CM Goldman mentioned that more funds can be added to the program, should it prove successful.

Vice Mayor O'Brien questioned the May 15, 2020 cutoff date to reimburse for improvements. CM Goldman explained that the May 15 date was based on a County health order allowing curbside pickup, as the first of many reopening phases.

Vice Mayor O'Brien suggested language be included to allow businesses that purchased improvements prior to May 15 be reimbursed as well, as some may have been planning ahead for anticipated reopenings. This will be included in the final draft of the program.

Future Agenda Topics

These will be confirmed closer to the August 12 Subcommittee meeting, but Councilmember Ortiz suggested an update on the pilot street closures and parklet implementation. Vice Mayor O'Brien agreed, and also suggested speaking again with the hoteliers.

Miscellaneous Discussion

All discussion was related to the agenda items.

Action Items

- EDS Sanfilippo will make suggested changes to the RBAP and write a staff report for the Council meeting on July 6.

FUTURE AGENDA TOPICS

- July 8, 2020- Cancelled due to Council recess
- August 12, 2020- TBD

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 9:12 a.m.

Respectfully submitted,

Joseph Sanfilippo
Economic Development Specialist