

CITY OF BURLINGAME

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



COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development Division

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Economic Development Subcommittee Meeting

Wednesday, September 9, 2020, 8:15 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 September 9, 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 September 8, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/84630743907?pwd=ZWNNekdXKzlx2RrRHRqRnNicDhBdz09>

Meeting ID: 846 3074 3907

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Meeting ID: 846 3074 3907

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Find your local number: <https://us02web.zoom.us/j/84630743907>

Agenda

CALL TO ORDER – 8:15 a.m.

READ AND APPROVE MINUTES FROM AUGUST 8 MEETING

DISCUSSION ITEMS

1. **Review of Street Closures on Broadway and Burlingame Avenue**
 - a. **1100 Block of Broadway Discussion** *8:15 a.m.*

2. **Forecast Discussion with Hoteliers** *8:45 a.m.*

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, October 14, 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, August 12, 2020 – 8:15 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, Parks and Recreation Director (PRD) Margaret Glomstad, Chief of Police (COP) Mike Matteucci, Finance Director (FD) Carol Augustine

Members of the Public Present: John Kevranian (President of Broadway Business Improvement District), Georgette Naylor (President of Burlingame/SFO Chamber of Commerce), Leon Nguyen, Jaki Berry, Rayan Vahabi, Sam Abbassi, Pookie Selig

READ AND APPROVE MINUTES FROM SPECIAL JULY 29 MEETING

- Approved.

DISCUSSION ITEMS

Review of Street Closures on Broadway and Burlingame Avenue

PWD Murtuza introduced the topic. He noted that Burlingame Avenue had been modified to a Saturday and Sunday closure only, and Public Works had received no further complaints. The Broadway closure continues to go well.

CM Goldman mentioned several complaints that the Mayor had received, related to a lack of social distancing and biking on the street. The Subcommittee members noted they have received similar comments related to bikers, lack of face covering compliance and a lack of social distancing.

CM Goldman mentioned that some retailers gave positive feedback about reopening the street on Fridays. She also noted that several restaurants are requesting construction of more permanent parklets. As a result, staff is recommending that Burlingame Avenue be reopened 7 days a week, to allow parklets for restaurants that request one and to try to stop some of the problematic behavior happening on Burlingame Avenue.

Vice Mayor O'Brien agreed and cited a similar example in Carmel-by-the-Sea, though she noted that guidelines may need to be developed for restaurants to create their own parklets. She also questioned if additional signage discouraging biking on Burlingame Avenue would be possible, though

CM Goldman suspected that this may not as necessary once the street is reopened.

Councilmember Ortiz noted that the festival atmosphere on Burlingame Avenue was an issue, but he is concerned that parklets will be placed and not be used. He hopes that the City will have recourse to remove unused parklets.

CM Goldman wondered if a stipulation to require tables and chairs out in a parklet for a certain number of days would be feasible. The Subcommittee concurred that parklets must be used a minimum of 3 days a week.

A recommendation will go to the full Council on August 17 to remove the Burlingame Avenue closure. PWD Murtuza noted that 150 parking spaces would be regained by reopening the street, but the installation of parklets will result in a loss of 50-60 spaces.

The Subcommittee members questioned if businesses could simply purchase their own parklets, but PWD Murtuza noted that the barriers would still be required for traffic safety, though decoration could be allowed under new guidelines.

Pookie Selig noted that many businesses are not complying with City guidelines for decoration, and restaurants are not sure how much money to invest if parklets were to end in September. CM Goldman noted that parklets do not have an end date as of yet, and the Burlingame Avenue closure is now slated to terminate after the August 17 Council meeting.

Discussion of Personal Services While on State Watchlist

CM Goldman introduced the topic and noted that personal services were shut down by the State when the County went on the watchlist. The State has guidelines for outdoor services, but this is not currently permitted in Burlingame in the public right-of-way.

CM Goldman noted that personal services are allowed in the private lots, patios, etc., but have not been permitted for use in the public right-of-way due to sanitary concerns, stormwater concerns, and a lack of social distancing.

EDS Sanfilippo mentioned that the only jurisdictions allowing personal services in the public right-of-way at this time are Foster City, Menlo Park, and Fremont. PWD Murtuza noted that there may simply be too many personal services businesses, particularly given the lack of space for ADA compliance and social distancing.

Georgette Naylor (Chamber of Commerce) mentioned a non-compliant business on Burlingame Avenue with a fairly large tent.

Councilmember Ortiz expressed regret that allowing personal services in the public right-of-way was not possible, but wanted to err on the side of safety. Vice Mayor O'Brien wondered if salons can set up an enclosed tent, but EDS Sanfilippo noted that canopies must have 3 sides open per State guidelines.

Jaki Berry (salon consultant) noted the frustration from personal services businesses, given the

parklets granted to restaurants. She also mentioned that chemicals are not permitted for hair salons, though she is not as familiar with nail salons or massage services. She questioned several unique situations for private property, and then queried if parklets would be possible for personal services, provided spacing would be adequate. She also questioned how enforcement would be performed, and CM Goldman noted that enforcement is primarily complaint-based.

The Subcommittee members discussed if they would consider allowing parklets for personal services if possible, and not near a restaurant. CM Goldman noted that barricades are in short supply and will have to be purchased. Vice Mayor O'Brien again reinforced that safety is a priority, but advocated for businesses to submit a plan to show safe social distancing and compliance with State guidelines. She also wondered if a parklet would be possible if personal services about a City parking lot. Councilmember Ortiz agreed but expressed concern.

Jaki Berry offered to contact salons on the City's behalf if the City approves personal services for outdoor service and guidelines are developed. CM Goldman noted that nail salons may be possible to provide just nail polish, but she would want a plan to avoid any runoff of chemicals. Vice Mayor O'Brien requested follow-up for enforcement of compliance and revocation if non-compliant. CM Goldman mentioned that EDS Sanfilippo and Code Enforcement or Police may have to patrol to ensure this.

Brief Update on Minimum Wage Discussion

CM Goldman introduced the topic, mentioning the original discussion at a Council meeting earlier in 2020. A Councilmember requested a survey on the topic given the COVID-19 pandemic, but Vice Mayor O'Brien requested a question to differentiate between residents and business owners.

Future Agenda Topics

Vice Mayor O'Brien requested a follow-up for the topics discussed at today's meeting, as well as a check-in with hoteliers if possible.

Miscellaneous Discussion

All discussion was related to the agenda items.

Action Items

- The Broadway closure will remain unchanged, and Burlingame Avenue will be reopened, pending the full City Council's decision on August 17. A discussion of personal services in the public right-of-way will be brought to the full Council on August 17. A minimum wage survey will be developed and distributed by the end of next week.

FUTURE AGENDA TOPICS

- September 9, 2020 – Review of Broadway closure and parklets downtown and revisit with hoteliers

PUBLIC COMMENTS

There were no further public comments.

ADJOURNMENT

Meeting adjourned at 9:21 a.m.

Respectfully submitted,

Joseph Sanfilippo
Economic Development Specialist