

# CITY OF BURLINGAME

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



## COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development Division

PH: (650) 558-7264  
FAX: (650) 696-3790

### **Economic Development Subcommittee Special Meeting**

Wednesday, September 8, 2021, 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 8, 2021 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](mailto: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 7, 2021. 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, copy and paste the below link into your web browser:**

<https://us02web.zoom.us/j/87161939662>

Meeting ID: 871 6193 9662

One tap mobile

+16699009128,,87161939662# US (San Jose)

+12532158782,,87161939662# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 871 6193 9662

Find your local number: <https://us02web.zoom.us/j/87161939662>

## **Agenda**

**CALL TO ORDER – 8:15 a.m.**

**READ AND APPROVE MINUTES FROM JULY 14, 2021 MEETING**

### **DISCUSSION ITEMS**

1. Discussion with Hoteliers
2. Preliminary Discussion About Parklet Fees
3. Future Agenda Items

### **Public Comments**

**The next regular meeting of the City Council's Economic Development Subcommittee will be held on October 13, 2021 in Conference Room A**



## City Council Economic Development Subcommittee

MINUTES (DRAFT)

Conference Room A  
City Hall, 501 Primrose Road – Burlingame, California  
Wednesday, July 14, 2021 – 8:15 a.m.

---

### **ATTENDANCE**

**Members Present:** Vice Mayor Ricardo Ortiz, Councilmember Michael Brownrigg

**Members Absent:** None

**Staff Present:** City Manager (CM) Lisa Goldman, Economic Development & Housing Specialist (EDS) Joseph Sanfilippo, Community Development Director (CDD) Kevin Gardiner, Parks & Recreation Director (PRD) Margaret Glomstad, Finance Director (FD) Carol Augustine & Helen Yu-Scott, Assistant to the City Manager (ACM) Nil Blackburn, Economic Development and Communications Intern (EDI) Isabella Yee, Deputy Director of Public Works Operations (DDPWO) Michael Heathcote, Senior Civil Engineer (SCE) Andrew Wong, Interim Streets, Storm Drains & Sewer Division Manager (ISSDSM) Rick Horne

**Members of the Public Present:** John Kevranian (President of the Broadway Business Improvement District (BID)), Jenny Kelleher (President of the Downtown Business Improvement District (DBID)), Terry Horn, Riyad Salma

### **READ AND APPROVE MINUTES FROM JUNE 9, 2021 MEETING**

- Approved.

### **DISCUSSION ITEMS**

#### Discussion of Street Closures

EDS Sanfilippo introduced the topic, explaining that the Subcommittee had requested a reconsideration of street closures in previous meetings. EDS Sanfilippo also introduced Public Works representatives who were present to provide information on the logistics of the street closures.

Councilmember Brownrigg noted that street closures were quite popular during COVID lockdowns, causing the City to stop them as a safety measure. He added that he believed staff should add their input on how the street closures worked prior to hearing from the public.

CM Goldman asked that the two business districts (Broadway and Burlingame Avenue) add their input separately, as the needs for Broadway are different than the ones for Burlingame Avenue.

DDPWO Heathcote highlighted that, depending on public input, the closures would be modified from their previous setup. This would entail opening cross streets to allow for better traffic flow.

CD Gardiner noted that the street closures were initially a pandemic-induced response to allow for businesses to have more space for dining. The discussion now is related to how successful they were as a community event. He also cautioned that, depending on the proposed closure hours and the amount of interest, the perspective of Broadway and Burlingame Avenue is likely to be different.

Mr. Kevranian (President of the Broadway BID) responded that the Broadway closures were originally on Saturday at 4 p.m., until Sunday night. He believed that Broadway does not need a street closure event at this time. After speaking with merchants and fellow business owners, he asserted that street closures are difficult for retailers and service-based businesses when the streets are closed, namely due to limited parking and less traffic. Though he does not think businesses would want a closure at this time, he believed they may be open to a poll about the street closures.

CM Goldman added that the City Council will be discussing parklets in the near future, and that decision may change the opinion on street closures.

Vice Mayor Ortiz added that he would like to see the Economic Development team create and conduct a survey on this topic for data, but understood Mr. Kevranian's perspective on the matter.

CM Goldman noted that if there were to be street closures that the side streets would be kept open to circulate traffic. Members of the Subcommittee and SCE Wong added that this would be essential in the Burlingame Avenue area due to the impending closure of parking lot E and lost parking due to parklets.

Ms. Kelleher (President of the DBID) responded that at the beginning of the pandemic, most merchants wanted the street closures. By the end of the trial period, only the restaurants were interested. Ms. Kelleher agreed with Mr. Kevranian that they do not feel their respective districts need the street closures at this time. She is, however, open to distributing a survey.

Councilmember Brownrigg raised a concern in regards to the hesitation for Burlingame Avenue, in that the public perspective was missing from the discussion. Vice Mayor Ortiz agreed that Burlingame Avenue is also an opportunity for a community event that he believes should be reconsidered.

Ms. Kelleher mentioned that she felt the timing of the street closures does not coincide with the current business climate.

Mr. Salma agreed with the previous comments and suggested that the Subcommittee make data-driven decisions instead of using anecdotal evidence in regards to the street closures. He asserted that the financial benefits for merchants related to street closures would be one good source to examine, though hard to measure.

Councilmember Brownrigg reiterated that this conversation could progress further with data from a community survey that includes input from the public and business owners.

DDPWO Heathcote mentioned that, logistically, closing the streets is best implemented in the late hours of the night when there are already no parking signs posted due to street cleanings, as it allows

for an easier operation and less confusion for the public.

Ms. Kelleher asked DDPWO Heathcote and his team to provide her details and parameters about the street closures for her survey to business owners.

CD Gardiner concluded the discussion on street closures by adding that he and CM Goldman, EDS Sanfilippo, ACM Blackburn, and EDI Yee will work on creating a survey on this matter with input and feedback from the Economic Development Subcommittee members.

#### Staff Update on Street Maintenance and Trash Collection Services

EDS Sanfilippo introduced the topic, noting it had been requested by the business community due to the increased debris from outdoor dining.

DDPWO Heathcote provided a general overview update. With takeout services increasing, both downtowns accumulated more trash, though Public Works is continuing to work with Recology on their scheduling issues. To his knowledge, the Recology schedule has been restored to their standard level. As far as street maintenance, there is a team on Burlingame Avenue that is working with businesses and restaurants to keep the nearby pavers clean.

Mr. Salma questioned DDPWO Heathcote about the process and communicated that several Burlingame Avenue area businesses would like to work with the Public Works crew on identifying products and processes to clean the sidewalk correctly in front of their respective businesses. DDPWO Heathcote responded that his crew will continue to do outreach with businesses on that matter.

#### Discussion of Food Delivery Service Fees

EDS Sanfilippo introduced the topic of food delivery service fees, reiterating from the memorandum that summarized the different approaches from three nearby jurisdictions on this topic.

Vice Mayor Ortiz weighed the two sides to the situation, noting that there is sometimes an excessive charge from third-party delivery services, while also positing that merchants can choose to not use the services. He added that it is a free market and questioned whether or not the City should get involved.

Councilmember Brownrigg highlighted that restaurants operate on tight margins, and delivery services typically rely on market power. He also mentioned that the Subcommittee should have restaurant input on this matter, and if there was no further input on this today to work towards soliciting input from restaurants.

Mr. Kevranian said that he is in favor of seeing a cap on third-party delivery fees and noted that he is working with the County for a permanent cap countywide, as the restaurants fall under County jurisdiction and authority.

CDD Gardiner mentioned that his team will verify whether restaurants can charge delivery fees on top

of service fees.

CM Goldman suggested that the Subcommittee raise this issue as a future agenda topic at an upcoming City Council meeting.

**Miscellaneous Discussion**

CDD Gardiner asked the Subcommittee for their input on future agenda items for the August 11th meeting.

Vice Mayor Ortiz added that he would like to have an update from the hotels on their recovery. CM Goldman requested EDS Sanfilippo reach out to John Hutar (President of the San Mateo County/Silicon Valley Convention and Visitors Bureau) to attend the next meeting.

CM Goldman also proposed to the group that the Subcommittee cancel the August 11th meeting and meet next in September.

Mr. Kevranian added that the BIDs would like to discuss an update on the trolley operation status when the hoteliers meet.

**Action Items**

- EDS Sanfilippo will invite John Hutar and the hoteliers to the next Economic Subcommittee meeting.
- Vice Mayor Ortiz and Councilmember Brownrigg will recommend at an upcoming Council meeting that the topic of delivery service fees be placed on the list of future agenda items.

**FUTURE AGENDA TOPICS**

- September 8, 2021: Hotel Recovery Update

**PUBLIC COMMENTS**

There were no further public comments.

**ADJOURNMENT**

Meeting adjourned at 9:15 a.m.

Respectfully submitted,  
Isabella Yee

Intern, Economic Development and Communications