



City Council Economic Development Subcommittee

MINUTES (DRAFT)

Via Zoom

Wednesday, February 9, 2021 – 8:15 a.m.

ATTENDANCE

Members Present: Councilmember Donna Colson

Members Absent: Vice Mayor Michael Brownrigg

Staff Present: City Manager (CM) Lisa Goldman, Community Development Director (CDD) Kevin Gardiner, Parks & Recreation Director (PRD) Margaret Glomstad, Finance Director (FD) Helen Yu-Scott, Economic Development & Housing Specialist (EDS) Joseph Sanfilippo

Members of the Public Present: Riyad Salma (Triterra Properties), Georgette Naylor, Susan Baker (CEO of Burlingame/SFO Chamber of Commerce)

READ AND APPROVE MINUTES FROM NOVEMBER 10, JANUARY 12 AND JANUARY 12 SPECIAL MEETINGS

- Continued to next meeting due to lack of quorum.

DISCUSSION ITEMS

Continued Review of Development Impact Fees

CDD Gardiner introduced the topic again, providing some background about the current fee schedule for Public Facilities Impact Fees. These fees were adopted approximately ten years ago and are assessed on all new commercial, residential, and industrial developments. They are assessed on a net basis, with a credit for any existing development on the land, to capture the impact to public services due to the increase in development.

Various Councilmembers have requested an examination of the Public Facilities Impact Fees as they currently do not have an escalator. There is particular interest with the various larger developments being planned. CDD Gardiner mentioned that the Mitigation Fee Act (SB-695) may also require the current per-unit assessment for residential developments be changed to a square footage basis.

CDD Gardiner continued with an overview of the commercial linkage fees, which are intended to mitigate the impacts of new commercial development on the current housing supply. The City undertook a feasibility study to examine commercial linkage fees, but it was completed in the summer of 2020 and based on pre-pandemic data. (This report is included in the meeting's packet as background information.)

CDD Gardiner noted that some commercial sectors have recovered from pandemic-induced impacts,

and it may be worthwhile to reevaluate updating the report based on current data. Based on 2019 pre-pandemic data, the findings were that commercial linkage fees could be increased for office developments without significant impacts on the feasibility of development, but an increase would not be viable for hotels.

Updating the commercial linkage fee study and conducting a revenue analysis of three different prototypes (office and hotel of different sizes) would cost about \$33,000. Councilmember Colson reiterated that it would be important to have the study expedited to capture the impacts of future developments. She advocated for an annual escalator for the Public Facilities Fees tied to CPI.

PRD Glomstad discussed a Parks Master Plan fee study that was also completed shortly before the pandemic, and the fees probably need to be updated. CDD Gardiner suggested that the two studies be updated simultaneously.

Mr. Salma suggested that the City notify developers of when the fees will be updated, and inform them that the updated fees will be competitive with surrounding jurisdictions (so as not to discourage development).

Discussion of Subcommittee Work Plan for the Year

EDS Sanfilippo noted precedence for annual meetings with the hoteliers, the Downtown Business Improvement District (DBID), and the Broadway Business Improvement District (BID). Councilmember Colson agreed and requested that the Broadway BID be scheduled first (i.e. March 9) to help explain the rationale for the parklet cleaning fees.

She thought the hoteliers should be invited in April to check in, as well as to explain some of the City's work on mitigating sea level rise impacts. For the DBID, she suggested the May meeting, given the number of changes happening (Copenhagen Bakery change of ownership, Topper Jewelers moving, Stella Alpina restaurant moving into the Sixto's space, post office development, etc.) that may benefit from additional time acclimating to the new environment.

For other possible topics, Councilmember Colson noted a large number of inquiries about the weekend street closures that had been utilized early in the pandemic. This would be a talking point for the annual meetings and not a separate meeting.

There will be an annual meeting with the Chamber of Commerce (likely in June). Councilmember Colson mentioned an impactful weekend event with Burlingame High School in 2023 that will include a community block party on Lorton Avenue. The Chamber and the hoteliers may wish to get involved with the event, but this topic can wait until later in the year.

CDD Gardiner noted previous interest from the hoteliers for public art installations on the Bay Trail (mile markers, etc.) that could be mentioned at the hotelier meeting, or scheduled separately. Councilmember Colson noted interest in a community art walk that would lead visitors or community members throughout the city to various art installations in all areas. PRD Glomstad suggested that an intern might be able to tackle the project to create the booklet and find the installations.

Councilmember Colson also mentioned that there could be a possible opportunity to collaborate with the City of Millbrae, Topgolf, and the PGA to bring women’s collegiate golf to the area.

Miscellaneous Discussion

Councilmember Colson advocated for expeditious permit processing for tenant improvements. Mr. Salma expressed support for this, but also noted that supply chain issues have also been causing some tenants to be delayed even further beyond their permit approvals (e.g. a business cannot secure windows or lighting, etc.)

In regards to suggested street closures, Mr. Salma hoped that the City would pursue similarly inventive ideas before public sentiment turns. CM Goldman noted that several retailers were very much against the closures, thus any closures would require a balancing act between public safety and business sentiment.

Action Items

- EDS Sanfilippo will meet with Copenhagen Bakery and the DBID to publicize the change of ownership in the City eNews

FUTURE AGENDA TOPICS

The March meeting will include the annual meeting with the Broadway BID as well as a discussion of future agenda topics to gauge Vice Mayor Brownrigg’s thoughts.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 9:15 a.m.

Respectfully submitted,

Joseph Sanfilippo

Economic Development & Housing
Specialist