

# 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 Special Meeting

Wednesday, April 19, 2023, 8:30 a.m.

**City Hall Conference Room A will be open to the public for the April 19, 2023 Economic Development Subcommittee Meeting. Consistent with Government Code Section 54953, the meeting will also be held via Zoom. The Zoom information below is provided for members of the public who would prefer to attend virtually.**

#### To Attend the Meeting in Person:

Location: 501 Primrose Road, Conference Room A (downstairs next to the City Manager's Office)  
Burlingame, California 94010

#### To Observe the Meeting via Zoom:

<https://us02web.zoom.us/j/86999116133?pwd=MGtxbmFqdEtaV1Joa01RSEg4akRxQT09>

Meeting ID: 869 9911 6133

Passcode: 088692

One tap mobile

+16699006833,,86999116133#,,,,\*088692# US (San Jose)

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Meeting ID: 869 9911 6133

Passcode: 088692

Find your local number: <https://us02web.zoom.us/j/86999116133?pwd=MGtxbmFqdEtaV1Joa01RSEg4akRxQT09>

#### 1. READ AND APPROVE MINUTES FROM MARCH 6, 2023 MEETING

#### 2. PUBLIC COMMENTS, NON-AGENDA

*Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the City Council from acting on any matter that is not on the agenda.*

**3. DISCUSSION ITEMS**

- a. Annual Meeting with the Broadway Business Improvement District (BID) and the Downtown Business Improvement District (DBID)

**4. FUTURE AGENDA TOPICS**

**The next regular meeting of the City Council's Economic Development Subcommittee will be held on May 10, 2023, in Conference Room A**



## City Council Economic Development Subcommittee

MINUTES (DRAFT)

Via Zoom

Wednesday, March 8, 2023 – 8:30 a.m.

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### **ATTENDANCE**

**Members Present:** Mayor Michael Brownrigg, Vice Mayor Donna Colson

**Members Absent:**

**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, Deputy Director of Public Works Operations (DDPWO) Michael Heathcote; Street, Storm Drains & Sewer Division Manager (SSSD) Rick Horne

**Members of the Public Present:** Jenny Kelleher (Downtown Business Improvement District (DBID) Board President), John Kevranian (Broadway BID Board President), Susan Baker (President/CEO of Chamber of Commerce), Hadia Khoury (Beautification Commission)

### **READ AND APPROVE MINUTES FROM JANUARY 17 AND FEBRUARY 8, 2023 MEETINGS**

Approved.

### **DISCUSSION ITEMS**

#### Discussion of Street Closure Programs

CDD Gardiner introduced the topic, providing an overview of the community interest in street closures and their iteration during the height of the pandemic. He mentioned that the closures were popular during the pandemic, but there was concern that they were encouraging too much public gathering which was at odds with public health guidance. Community members were assured that the topic of street closures would be revisited once the pandemic had subsided.

Vice Mayor Colson asked Public Works staff for an update on the parklet program and how street closures might interact with parklets. DDPWO Heathcote explained that since parklets are already installed, they would not affect street closures from an operational standpoint. However, since the previous street closure program in 2020 had some access and traffic circulation issues, he noted that staff would want streets to only be for pedestrians (and not for restaurants to expand their operations) so that emergency vehicles would have proper passage.

CM Goldman noted that side streets would have to remain open for cross-traffic should street closures return to also assist with access. Broadway BID President John Kevranian noted that street closures would not be of interest for Broadway due to access issues and a larger number of daytime service-oriented businesses that need parking for their customers.

The Subcommittee suggested a multi-week closure of several blocks of Burlingame Avenue as a pilot

to coincide roughly with the Chamber’s Burlingame on the Avenue Festival taking place on August 19-20, 2023. EDS Sanfilippo will distribute a survey to merchants to help determine whether they would support longer-term street closures and where those closures should occur, if at all.

Mayor Brownrigg suggested that an alternative to closing Burlingame Avenue would be closing Park Road, since it is already closed multiple times a week for the Burlingame Fresh Market when in season, and it is directly adjacent to the future Town Square.

**Discussion of Parklets**

The Subcommittee discussed some of the problems associated with parklets that are not well-maintained, such as trash, rodents, drainage, etc.

Vice Mayor Colson suggested that, should parklets stay beyond June 30, 2024, there be a requirement that parklets be taken down and rebuilt annually to prevent rodent or trash buildup. Mayor Brownrigg requested EDS Sanfilippo to inquire with other jurisdictions how they deal with drainage and rodent issues.

**Miscellaneous Discussion**

Mr. Kevranian suggested that business licenses be processed by the Planning Division so that incompatible zoning issues for incoming business are caught sooner in the process. CM Goldman and FD Yu-Scott noted that a contract with HdL would be presented to the City Council on March 20 that would automate most of business license processing and flag zoning issues or otherwise prior to completing the application.

**Action Items**

- EDS Sanfilippo will inquire with other jurisdictions how they regulate or control rodent populations near outdoor dining establishments.
- EDS Sanfilippo will distribute language that the Chamber and BIDs can send to their members reminding them to keep trash enclosures and surrounding areas clean or to schedule additional pickups.
- EDS Sanfilippo will prepare a survey for the DBID to distribute to their members gauging their thoughts on street closures. The survey will include a variety of configurations for the closure and timeframes.

**FUTURE AGENDA TOPICS**

The April meeting will include annual meetings with the Broadway BID and the Downtown BID. The May meeting will include an update from the Holiday Lighting committee.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Joseph Sanfilippo  
Economic Development & Housing  
Specialist