

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, April 10, 2024, 8:15 a.m.

City Hall Conference Room A will be open to the public for the April 10, 2024 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:

Topic: Economic Development Subcommittee Meeting

Time: April 10, 2024 08:15 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84245265814?pwd=ZUxvWWt0eIBIVjIQNDFZVzE4eW5Gdz09>

Meeting ID: 842 4526 5814

Passcode: 298245

READ AND APPROVE MINUTES FROM MARCH 13, 2024 MEETING

1. 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.

2. DISCUSSION ITEMS

- a. Community Events & Street Closure Discussion
- b. Parklet Guidelines Update/Preview of Staff Recommendations

3. FUTURE AGENDA TOPICS

The next regular meeting of the City Council's Economic Development Subcommittee will be held on May 8, 2024, in Conference Room A.



City Council Economic Development Subcommittee

MINUTES (DRAFT)

Via Zoom

Wednesday, March 13, 2024 – 8:15 a.m.

ATTENDANCE

Members Present: Mayor Donna Colson (alternate), Vice Mayor Emily Beach

Members Absent: Councilmember Ricardo Ortiz

Staff Present: City Manager (CM) Lisa Goldman, Community Development Director (CDD) Kevin Gardiner, Parks & Recreation Director (PRD) Margaret Glomstad, Economic Development & Housing Specialist (EDS) Joseph Sanfilippo, Parks Superintendent (PS) Richard Holtz, Deputy Director of Public Works Operation (DDPWO) Michael Heathcote

Members of the Public Present: Susan Baker (Burlingame/SFO Chamber of Commerce President & CEO), Batya Berenfus (DBID President), Hadia Khoury (Beautification Commission), Riyad Salma, Heidi Sokolowsky & John Bela (Urban Field Studio)

READ AND APPROVE MINUTES FROM JANUARY 10, 2024 MEETING

Approved.

DISCUSSION ITEMS

Holiday Lighting Debrief & Future Plans

EDS Sanfilippo introduced the topic and opened the discussion to the Subcommittee and attendees. Ms. Khoury (who had worked on the citizen holiday lighting committee) provided an overview of the holiday lighting that was installed last year, explaining its overall success despite some issues with low voltage in some City transformers. DDPWO Heathcote explained that the 24-volt transformers were generally able to accommodate a small amount of power and not necessarily a large lighting display. He suggested if they were to be upgraded like on Broadway (even if only every other tree), that would help if the lighting committee wanted to create a larger display in the future. Ms. Berenfus said she and the Downtown Business Improvement District (DBID) Board would discuss if they had the budget to do so.

PS Holtz noted that restringing to prevent tree growth constriction would be likely necessary during the growing season (April-July). Mr. Kevranian explained that the Broadway BID lights continue to be a success.

Parklet Guidelines Kick-off

Team members from the Urban Field Studio consulting firm presented an overview of their scope of work and the proposed timeline for their outreach and design standard development. Mayor Colson provided several comments about the broad nature of the scope and explained that much of this background had been discussed, and she would like to see more of a focus on technical standards for

existing parklets. She mentioned that during previous EDS discussions on the matter, Subcommittee members recommended that new parklets not be allowed, and that existing parklets be required to be rebuilt to comply with new standards. She also raised possible issues with the recently passed AB 413, which prohibits parking within 20 feet of a marked or unmarked crosswalk). Vice Mayor Beach expressed possible interest in learning more about parklets for public use or retailer use.

Miscellaneous Discussion

There was no miscellaneous discussion.

Action Items

- EDS Sanfilippo and CDD Gardiner will follow up with Urban Field Studio about their scope of work.

FUTURE AGENDA TOPICS

Future Agenda Topics are viewable in the 2024 Economic Development Subcommittee calendar, available on the Subcommittee’s page on the City’s website.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Meeting adjourned at 9:00 a.m.

Respectfully submitted,

Joseph Sanfilippo
Economic Development & Housing
Specialist



MEMORANDUM

AGENDA NO:

MEETING DATE: April 10, 2024

To: Economic Development Subcommittee

Date: April 10, 2024

**From: Joseph Sanfilippo, Economic Development & Housing Specialist
(650) 558-7264**

Subject: Staff Recommendations for Future of the Parklet Program Beyond June 30, 2024

RECOMMENDATION

Staff recommends that the Economic Development Subcommittee review the staff recommendations for the parklet program beyond June 30, 2024.

BACKGROUND

At their December 4, 2023, City Council indicated support for establishing a semi-permanent parklet program, beyond the current temporary program's expiration on June 30, 2024. The matter was then brought to the Economic Development Subcommittee on March 13th.

On March 27th staff met to discuss possible requirements for parklet owners under the new program that will be established. These recommendations are attached as a separate document in the meeting's packet. A full summary of guidelines will be ready for Council review at their May 6, 2024 meeting.

DISCUSSION

Examples of Longer-Term Programs

Staff reviewed several long-term parklet programs in making these guidelines, including Mountain View, Los Gatos, Campbell, Belmont and Walnut Creek. Elements of these cities' programs may appear in Burlingame's guidelines based on staff recommendations and Subcommittee feedback.

Legal Considerations

By allowing a parklet in the public right of way, the City is allowing only a temporary use of the right of way and is not granting an ownership interest. If the program is amended to allow longer-term parklet placement, applicants should be required to obtain a permit or license from the City to temporarily encroach upon the right of way. The terms of the permit or license should specify that the applicant will only have a temporary right to occupy the parklet space. The permit or license should further specify that by granting the application, the City is not granting any permanent rights or ownership of the parklet area to the applicant. The permit or license should expire after a set period of time, and the applicant should be required to re-apply for a new permit or license.

FISCAL IMPACT

As of October 2023, there are total of 30 parklets both in the Burlingame Avenue Downtown Area and in the Broadway Commercial District, occupying a total of 63 parking spaces combined. If all 30 parklet users pay their annual rent and monthly cleaning fees, approximately \$45,000 would be accrued in rent, and \$90,000 would be accrued in cleaning fees, the latter of which would help offset City costs to maintain the current level of service per year.

Under the new staff recommendations, annual rent may change from the flat amount of \$1,590 currently to a dollar per square foot charge. Additional calculations will be presented to the City Council at their May 6, 2024 meeting.

Exhibits:

- Staff recommendations for the parklet program beyond June 30, 2024

Staff Recommendations for Parklet Program Beyond June 30, 2024.

Current special encroachment permit guidelines for parklets will be amended to reflect the new standards proposed below:

1. All parklets existing must be removed by July 1, 2024 due to expiration of agreements, or be given extensions per Council direction.
2. Water walls (orange barriers) must be set back 2-3" to avoid encroachment into travel lane and allow for siding and trim. Siding must include reflectors on all corners to increase visibility and must be self-supporting without anchors in the ground or water wall. Parklet wall and deck frame are to be constructed with pressure-treated lumber.
3. All roofing or tarping must be removed.
Parklet owners may choose from two options for wall siding height:
 - 1) Solid wall 3'-6" max height
 - 2) Solid wall 3' max height with 12" of clear plexiglass
4. Umbrellas are allowed.
5. Business address must be included on parklet siding with the address minimum ½ in. stroke by 4-6 in. high **painted in blue or green.**
6. No electrical lines or cords, and no gas piping shall be attached to the parklets.
7. Heaters must be specifically for outdoor commercial use, remain a safe distance from any umbrellas, and be situated far enough from City assets (specifically trees) to prevent damage. If City assets are damaged, heaters must be immediately removed and may not be replaced.
8. Parklets must be more than 20 feet from a marked or unmarked crosswalk.
9. Parklets must not obstruct access to a fire hydrant or to a building's Fire Department Connection (FDC).
10. Parklets may not extend beyond their business frontage. Agreements with adjacent businesses to extend into their frontage are no longer permitted.
11. Parklets must not impede stormwater flow at the curb and gutter. A minimum of 15" of stormwater flow must be allowed adjacent to the curb line.
12. Access to utilities (including those underground) must be maintained.
13. New indemnity language: **"Parklet owners agree to hold the City harmless in the event of X"**
14. Annual inspections are required, paid at the current rate of staff time (**approx. \$1,800**)
15. Annual rent will be **\$X/sf. Currently, Burlingame charges an annual rent of \$1,590. Mountain View charges at \$10 per square foot of the parklet. Belmont will be charging a flat \$400.**
16. Quarterly cleaning fees for increased sidewalk and street washing remain at **\$X/month, starting at current rates.** Parklets owners must pay a bond **of \$X** to cover any work needed to restore the area (sidewalk and street) back to "pre-parklet" condition, should the parklet owner decide not to renew their permit, or if the permit is revoked.
17. An application fee **of \$1,801.00** will be charged at the time of the application. This is currently the same as the special encroachment permit rate for non-permanent structures.