



CITY *of* BRISBANE

Complete Street Safety Committee Meeting Minutes

October 4th, 2023 at 6:30 P.M. • Hybrid Meeting 50 Park Place, Brisbane, CA

CALL TO ORDER

Vice Chairperson Cabrera called the meeting to order at 6:34 p.m.

ROLL CALL

Members present: Dettmer, Strecker, Tainter, Wodziak

Staff: Kinser (Deputy Director of Public Works), Santoyo (Assistant Engineer)

ADOPTION OF THE AGENDA

ORAL COMMUNICATIONS

None

APPROVAL OF THE MINUTES

The September meeting minutes have not been approved.

OLD BUSINESS

As a result of technical difficulties with streaming, no action was taken by the committee during this meeting, but staff was given direction by the committee regarding the residential parking permit program (RPPP) options draft.

Vice chair Wodziak leads the discussion in Cabrera's absence. The committee begins by examining a draft document regarding the RPPP prepared by staff. Kinser begins by providing an update on new developments. A discussion with Commander Garcia resulted in the discovery of additional parking enforcement options. She also shares that staff plans to meet with the Council liaisons to shorten the list of options. Kinser provides a brief summary on the current state of program enforcement options, particularly that the Brisbane Police Department states that they could enforce with a license plate reader (LPR). Kinser explains the differences in the RPPP potential options using an excel sheet prepared by staff.

The committee begins discussing the RPPP options draft. Dettmer proceeds by sharing her notes on the draft. Most of her comments are limited to the general format and wording of the draft. She also would like acronyms spelled out. Wodziak suggests adding previously distributed materials as appendix items to the draft. Santoyo agrees to do so. Wodziak also notes conflicting wording regarding the criteria to be eligible for a permit. Kinser states that much of the document is left over from the City of San Mateo model and will be refined. Tainter asks if the information could be presented in the form of a diagram.

Santoyo agrees to investigate options for a diagram. Dettmer thinks costs should be included in this report, and staff takes no exception to doing so, but they do note it would've been included in the packet that ultimately goes to council. Tainter asks about enforcement hour specifics being included in the report, and staff agrees that this is missing from the draft. Tainter wonders where the committee landed on the enforcement hours. Kinser recalls how the committee previously decided on daytime, 24-hour enforcement. She cites cost and reducing the need for guest permits as the reason for reaching that decision.

Kinser reiterates the need for refining and shortening the list of possible recommendations. Wodziak asks about the work vehicle section, and staff notes that this section was taken from San Mateo, but will staff refine. Dettmer adds additional formatting notes and suggests referencing what other cities do in the RPPP document. She emphasizes the desire for options, not directives.

The committee begins discussing guest parking. Kinser takes a moment to clarify how IPS will conduct their services for Brisbane. If Brisbane uses IPS to manage their LPR's, a citizen enters their license plate online for their permit and the LPR would recognize permitted vehicles upon enforcement. Another option is having citizens print a permit to be displayed on their vehicle. The main point is that guest permits would be easily obtainable for residents. The committee expresses support for flexible permits for guests/residents.

Wodziak asks for clarity on the eligibility requirements shown in the report, and staff agrees the sentence is confusing and will refine. The committee and staff agree that a council liaison meeting with staff and committee members will be very beneficial and provide clarity regarding the final items.

Wodziak notes that vehicles with an ADA placard should be exempt from needing a parking permit. The rest of the committee and staff agree. Again, they agree that any final decisions will be left to the council, and the liaison meeting will provide direction on this matter.

NEW BUSINESS

None

STAFF UPDATES

Kinser shares that the ribbon cutting for the opening of Crocker Trail is October 18th. She also shares that the Visitation Overlay project will be approved at the next City Council meeting.

Santoyo reports that the Local Roads and Safety Plan is currently in the agency feedback phase. The consultant preparing the plan has reached out to staff with a list of general recommendations, requesting support or rejection of policy or construction initiatives. The next phase will be city-specific recommendations.

CHAIR AND COMMITTEE MEMBER MATTERS

None

NEXT MEETING November 1st, 2023

ADJOURNMENT