



CITY *of* BRISBANE

Complete Street Safety Committee Meeting Minutes

November 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 6:30 p.m.

ROLL CALL

Members present: Cabrera, Tainter, Wodziak

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

ADOPTION OF THE AGENDA

ORAL COMMUNICATIONS

None

APPROVAL OF THE MINUTES

OLD BUSINESS

The committee resumes their discussion on the residential parking permit program (RPPP). Since the October CSSC meeting, the Chair and Vice Chair attended a council liaison meeting with Councilmember Mackin and Brisbane staff. Cabrera briefly summarizes the meeting, focusing on the portion of discussion where enforcement options for the program were simplified. Santoyo presents the flow chart created for the liaison meeting which summarizes the program options. Kinser walks the committee through the content.

The crux of the discussion regarding the flow charts was that third-party contract enforcement is not feasible from a fiscal perspective. Councilmember Mackin expressed that a low-cost option would be more palatable to the rest of City Council. This leaves a city-enforced residential parking permit program as the only realistic option. Whether this would be city-wide or on select streets will be a decision left to City Council. Wodziak states that while he agrees the options have been slimmed down, the report should still present all research to date. After presenting prior research and findings, the report would lead to the presentation of the two possible program options. Staff agrees. Wodziak also states that the select streets discussed at the liaison meeting are not necessarily the streets that would have a residential parking permit program. Kinser and Wodziak recall the liaison meeting discussion regarding enforcement on select streets, and they mention that a city-initiated survey was discussed to gauge interest in RPPP areas of at least 3 blocks. Part of the recommendation for targeted streets would be whether council would want to change the Municipal Code to accept a simple majority, in contrast to the existing code language that requires a 70% majority.

Tainter asks a couple questions regarding police enforcement. The first question is whether BPD could handle resident parking complaints. Commander Garica responds that as long as the expectation is not immediate enforcement, then yes. If BPD finds that they cannot handle the number of complaints, additional staffing could be considered. He also asks about the \$5,000 program management cost and if it will be an ongoing cost. Santoyo responds no. Once the management system is set up, it will be managed by the city.

Cabrera asks for more information regarding the parking management system created by IPS. Karen reiterates that a database would be set up to allow for permit applications, and a staff member would review and approve or deny. Regarding guest permits, the management system could mail permits, but Brisbane would likely opt for an emailed PDF file that would need to be printed and placed on the dashboard of a vehicle. Tainter recalls that there was a “grace period” associated with the previously discussed license plate-reader enforcement option, meaning that if a vehicle did not have a permit, then they would have 24-hours until the vehicle was ticketed. He asks if there is such a period when using displayed permits. Commander Garcia responds that upon seeing a vehicle with no permit, they would be ticketed. Any grace period would be more a result of potentially delayed response times.

Kinser brings up program enforcement hours and guest parking as discussed in the liaison meeting. Kinser states that moving enforcement hours back to evening hours was discussed, since part of the reasoning to enforce during the day was because it would be easier for a contractor. Guest parking was discussed, and a proposal would be to allow for one guest parking permit per household for 21 days out of the year. She also mentions that eligibility requirements for a permit are now very simple: every Brisbane resident with a driver’s license and a vehicle registered in Brisbane will be eligible for a permit. Tainter asks about a work vehicle, but the guidelines remain the same.

Cabrera returns to inquiring about the parking management system that would be required to establish a RPPP. He wonders how the city and parking management system company would work together. Specifically, does Brisbane have the administrative ability to process all parking applications? The short answer from Commander Garcia is we will cross that bridge when we get there. However, he does mention that given that the applications will be very simple, it may not be too difficult to process them all. Cabrera asks how this contractor would have access to DMV vehicle records, etc. Santoyo responds that while staff doesn’t have this answer, it is safe to say that an established, reputable, contractor operating nationwide likely has this figured out. It’s not necessarily the duty of the city to inquire how, at least at this point in the RPPP discussion. If a program is established, staff could investigate further.

The conversation shifts to the RPPP report being prepared by staff that will ultimately go to city council and the timeline. Kinser responds likely in January 2024. Santoyo adds that his next action is to incorporate the committee’s comments along with the council-liaison meeting takeaways into the report. Cabrera reiterates that the committee would like to work closely with staff on the report. Tainter asks about including a section regarding a public vote. Santoyo responds that as mentioned before, the select streets option would utilize a ballot, but enforcing in all of Central Brisbane would not. Tainter expresses concern, and Santoyo responds that given that the program would not be particularly strict, it was discussed that establishing a program in Central Brisbane should not necessitate a ballot. It should be noted that this is what was discussed at the liaison meeting and is not final. Council may decide to initiate a survey/ballot.

Cabrera asks when the committee will see the report. Santoyo states by next meeting. Cabrera emphasizes that he would like the full body of work for the parking research be included as attachments to the report. Staff agrees.

NEW BUSINESS

None

STAFF UPDATES

Santoyo shares that the Visitacion Overlay will begin this month. He also shares that staff connected with the Silicon Valley Bicycle Coalition to discuss future collaboration. Also, speed radar signs will be installed on Bayshore Boulevard near the trailer park. Cabrera asks about construction work on Bayshore, and staff agrees to find out.

CHAIR AND COMMITTEE MEMBER MATTERS

Cabrera states that he would like to begin discussing new work items on the agenda. He states that next meeting will not require the full meeting to discuss the RPPP, and perhaps other items can be discussed. Tainter expresses the RPPP report should be finished first, but it would be a good idea to keep new items in mind.

NEXT MEETING December 6th, 2023

ADJOURNMENT