



# CITY *of* BRISBANE

## Complete Street Safety Committee Meeting Minutes

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January 3, 2024 at 6:30 P.M. • Hybrid Meeting 50 Park Place, Brisbane, CA

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### **CALL TO ORDER**

Chairperson Cabrera called the meeting to order at 6:30 p.m.

### **ROLL CALL**

Members present: Cabrera, 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 December 2023 meeting minutes have been approved.

### **OLD BUSINESS**

The discussion begins by revisiting the residential parking permit program (RPPP) report prepared by staff. Kinser provides a recap of the edits that have been made since the last meeting, to ensure everyone is up to speed. Per her notes, the edits requested to the report were as follows: mention hours of enforcement, include RPPP options flowcharts, clarification on proposed “targeted streets” and make it clear that it could be other streets, improve the explanation for ordinance 10.26, the question of guest parking, additional detail regarding contracted enforcement options, and additional detail regarding the percentage of the public’s interest in a RPPP.

The report is read section by section. Comments arise upon reading the “Potential Program Options” section. Cabrera wonders if the report should mention that BPD enforcement response time will not be immediate. Staff agrees to add this. He also wonders if the program management database that has been discussed will include a website where residents can handle any and all requests/issues related to parking permits. Kinser responds yes, but states staff can elaborate on the term “program management” to make this clearer. The committee also requests that repeating items in the program options be lumped together, and staff agrees. Tainter asks about the cost to issue a permit. Staff points him to where the cost is listed in the report, but Tainter feels it should be moved up in the report as “item c.” Staff agree to move the aforementioned cost to the Program Options section as item c. The committee also requests for the word “software” to be included when describing the contracted program management and database services, staff agrees. The committee asks about rephrasing the sentence mentioning the cost for an additional BPD staff member to read “is needed” instead of “required.” Cabrera asks if a program enforced in Central Brisbane would also require a vote with 70%

affirmative responses. Kinser responds that based on previous discussions, it is not required that council put this to vote. Cabrera asks if the mention of a public vote should be moved elsewhere as it may make readers wonder if this applies to Central Brisbane as well. Kinser suggests adding a paragraph at the beginning of the report touching on the matter of a public vote. The committee supports this idea.

Cabrera asks for a summary of the edits that have been discussed. Kinser lists the following changes to the report: have repeating items in the program options section be together, mention a survey advisory vote could be for both cases at the council's discretion, mention the \$5,000 fee for program management includes web-based services and that this cost could be recouped with permit fees, include the cost to issue a permit in the potential program options section, and list option 1 and 2 based on enforcement area only.

The committee moves on and reads the contracted enforcement options section of the report. Tainter suggests adding note that if an additional BPD member is required to enforce the RPPP, that the cost approaches the cost of contracted enforcement. Staff agrees.

The committee moves onto the enforcement hours section. Wodziak wonders if there should be a third option for daytime enforcement. Staff states that it doesn't seem like this option got much traction. Tainter asks to change the phrase "can park at all times" to something that does not indicate that a parking spot is always guaranteed, staff agrees.

Santoyo reads the permit eligibility section. Tainter brings up the question of multi-generational housing once more, particularly a car being registered in a different name. An example is a young adult with a car registered in their parents' name. Staff agrees to mention this could be on a case-by-case basis.

The final section is the guest parking permit section. No edits are suggested.

## **NEW BUSINESS**

Staff presents the CSSC with the 2017 Bike/Ped Master Plan. The report is presented to familiarize the committee with the current status of bike/pedestrian travel in Brisbane, as well as Brisbane's long-term vision for bike/pedestrian travel.

## **STAFF UPDATES**

Santoyo informs the committee of a community engagement event on 1/18 for residents to provide comments/suggestions for the Local Roads Safety Plan that is currently being developed. He also updates the committee on the current status of the Alvarado/San Benito walkway plans, sharing that staff provided comments based on the most recent set of plans received from the consultant.

## **CHAIR AND COMMITTEE MEMBER MATTERS**

Tainter mentions that poles separating bikers from the HW 101 off ramp have been knocked over. Staff agrees to investigate.

Cabrera mentions AB No. 1358, informally known as the "Complete Streets Act" sent to him by Councilmember Mackin. This bill touches on the specifics of the CSSC role, and he mentions this document will be circulated to the committee.

**NEXT MEETING** February 7, 2024

**ADJOURNMENT** The meeting is adjourned at 7:55 PM