



"The City With a Heart"

Marco Durazo, Chair  
John Giuseponi, Vice-Chair  
Tom Hamilton, Committee Member  
Scott Thomas, Committee Member

## **AGENDA**

### **TRAFFIC SAFETY AND PARKING MEETING**

**March 6, 2019**  
**7:00 p.m.**

**Meeting location: City Hall, Conference Room 115**

Traffic Safety and Parking Committee (TSPC) meetings are conducted in accordance with Roberts Rules of Order Newly Revised and Traffic Safety and Parking Committee Rules of Procedure. You may address any agenda item by standing at the microphone until recognized by the Chair. All regular TSPC meetings are recorded. You may listen to recordings in the Public Works Office. In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodation for this meeting should notify us 48 hours prior to meeting. Notices, agendas, and records for or otherwise distributed to the public at a meeting of the TSPC will be made available in appropriate alternative formats upon request by any person with a disability. Please make all requests to accommodate your disability to the Public Works Office 650-616-7065.

- 1. CALL TO ORDER/ROLL CALL**
- 2. REVIEW OF AGENDA**
- 3. APPROVAL OF MINUTES –**
  - A. Minutes of February 6, 2019 meeting
- 4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA –**

This is for public comment on matters concerning traffic safety, parking and transportation issues. The Brown Act prohibits the TSPC from discussing or acting upon any matter not on the agenda.
- 5. REGULAR BUSINESS –**
  - A. Establish Red Curb Bus Zone on Elm Avenue Fronting 1050 Bayhill Drive for YouTube Corporate Shuttle Stop
- 6. REPORT OF COMMISSIONS, BOARDS AND COMMITTEES –**
- 7. COMMENTS FROM COMMITTEE MEMBERS -**
- 8. COMMENTS FROM STAFF-**
- 9. ADJOURNMENT –**

The next regular meeting of the Traffic Safety and Parking Committee will be held on April 3, 2019, 7:00 p.m. at Conference Room 115, San Bruno City Hall.

**Posted and Mailed 3/1/19**



## TRAFFIC SAFETY AND PARKING COMMITTEE MINUTES

Wednesday, February 6, 2019 - 7:00 pm

San Bruno City Hall

567 El Camino Real

San Bruno, CA 94066

## MINUTES

### 1. ADMINISTRATIVE ACTIONS -

#### A. ROLL CALL

<u>TSPC Members:</u>	<u>Present</u>	<u>Absent</u>
Marco Durazo (Chair)	X	
John Giuseponi	X	
Marco Durazo	X	
Scott Thomas	X	

#### Staff in Attendance:

Michael Kato, Public Services Department

Jimmy Tan, Public Services Department

Hae Won Ritchie, Public Services Department

Gene Wong, Police Department

#### City Council Representative:

Councilmember Marty Medina introduced himself as the Committee liaison for 2019. He stated he is looking forward to big improvements with traffic, safety and parking issues in the City and he is here to support the Committee's great work.

Public in Attendance Total: 11

### 2. REVIEW OF AGENDA

Approved as submitted.

### 3. APPROVAL OF MINUTES

Motion to approve minutes for the December 5, 2018 meeting made by Tom Hamilton. Second by John Giuseponi. (M/Hamilton, S/Giuseponi: 4-0-0) Approved.

### 4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Sylvia Flores, 2171 Rosewood Drive, wanted an update on the removal of red curbing on Rosewood Drive and Glenbrook Lane that was discussed at the last meeting. She would like only the curb corners painted red. She was told that this would be discussed with the City Attorney.

Michael Kato replied that this was discussed with the City Attorney but this item is not on the agenda and must be discussed separately outside the meeting.

Tom Hamilton stated he will take the resident's contact information for follow up.

Elizabeth Domotor, 381 Courtland Drive, stated she attended a previous meeting and thought the red zone on Courtland Drive was going to be removed to allow parking for three more vehicles. Parking over 72 hours is happening all the time. Cars are parked for months without being moved. She is requesting police enforcement for this problem.

Nora Johnson, 2160 Rosewood Drive, stated the red curbing is too large on Glenbrook and Rosewood. Apartment dwellers always park in front of our homes. The 72 hour parking enforcement does not happen. There has never been an accident in this neighborhood, but we were told the red curbing is for safety.

Mini Chu, 2151 Rosewood Drive, stated there is red curbing all along the front of their home. They would like to fix this problem. This should be placed on a future agenda. Parking is worse since the red curbing was installed.

Novella Jefferson, 360 Courtland Drive, stated there should be a size limit on the trucks parked in residential neighborhoods. People switch cars so there is always someone parked in front of your house.

M. Jacob, 3217 Shelter Creek Lane, stated there is too much red curbing in the City. Some of it needs to be removed. When you try to park at Shelter Creek, it is very difficult.

Robert Barnett, 1221 Williams Avenue, stated commercial vehicles should be banned on residential streets, including RV's, boats and vans. People are sleeping in these vehicles, especially at the 380 underpass. There needs to be no stopping zones with posted hours and enforcement with the YouTube, Walmart and Google employees that are being dropped off in the middle of the street. They are taking up residential parking in these neighborhoods instead of using the parking facilities provided by these businesses. We need permit parking in this residential area, as well as throughout the City. The City needs to streamline the white loading zone permit installation process; it should not take a year to implement. The recent Town Hall meeting was not attended by the Council members and this affects communication between them and the TSPC. Also, consultants are being hired to design projects that may not represent what the residents want.

Sylvia Flores, 2171 Rosewood Drive, stated the 30 feet of red curb scheduled to be removed has not been completed.

Tom Hamilton stated this item was on the agenda for the May 2018 meeting and it was approved to remove 30 feet of red curb.

Michael Kato replied that this work has not been done because staff may be able to assess the removal of a larger section of the red curbing, so that is why the work has been delayed. He is working to get the item back on the agenda for this. He will discuss with staff regarding removing the 30 feet now. This needs to be placed on the Council agenda for approval. He can contact Sylvia Flores when this item is placed on the Council agenda so she knows when it will be addressed.

Robert Barnett, 1221 Williams Avenue, asked if the agenda can be posted and sent out 2 weeks prior to the day of the meeting.

## 5. REGULAR BUSINESS

- A. Remove Portion of Red Curb on Whitman Way Between I-280 and Courtland Drive

Michael Kato stated staff received a petition requesting the removal of red curb on the south side of Whitman Way between Courtland Drive and Shelter Creek Lane because residents of the nearby apartments are parking on Rosewood Drive and Glenbrook Lane due to red curbing on Whitman Way. The petition also expressed concern about vehicles parking close to the driveways on Rosewood and Glenbrook, making it difficult to exit. The petition represents twelve addresses on Rosewood Drive and Glenbrook Lane.

Michael Kato reviewed the existing street conditions, parking conditions, traffic volume analysis including level-of-service (LOS) analysis, driveway access, and sight distance concerns. A bus turning analysis was performed and the study found that some parking would need to be restricted on the south side of Whitman Way in order to accommodate the turning buses. A modified version of the red curb removal request could be considered.

Michael Kato stated staff recommends removing red curb on Whitman Way for a distance of 82 feet east from a point 187 feet west of the limit line on the eastbound approach to the intersection with Shelter Creek Lane; removing red curb on Whitman Way for a distance of 105 feet west from a point 200 feet east of the limit line on the westbound approach to the intersection with Shelter Creek Lane; and removing red curb on Whitman Way for a distance of 59 feet east from the corner return of the southeast corner of the intersection of Whitman Way and Courtland Drive.

#### **PUBLIC COMMENT PERIOD OPENED**

Sylvia Flores, 2171 Rosewood Drive, stated she submitted the petition. She asked for clarification on the red curbing that will be removed.

Michael Kato reviewed the locations with her again.

Robert Barnett, 1221 Williams Avenue, stated the deciding factor of what red curbing will be approved for removal will be the City Council.

Resident, no name given, stated the additional parking created by removing the red curbing will save a lot of time looking for parking. Shelter Creek Condos has added 10 more parking spaces on their property.

#### **PUBLIC COMMENT PERIOD CLOSED**

Tom Hamilton stated the removal of the 35 feet of red curb between the two driveways would create an attempt to fit two cars into that location and could create encroachment issues for the driveways. Can we leave some of the red curbing at each end with "compact" marked at the parking space?

Michael Kato stated this could be considered. In some other cities, a street needs to have all parking stalls marked or none.

Gene Wong stated he is not sure about this issue in San Bruno.

Scott Thomas asked about the turn lane; is there are any accident data with the removal of this?

Michael Kato stated he is not aware of any specific accident data with this recommendation.

John Giuseponi made a motion to accept the staff recommendation removing red curb on Whitman Way for a distance of 82 feet east from a point 187 feet west of the limit line on the eastbound approach to the intersection with Shelter Creek Lane; removing red curb on Whitman Way for a distance of 105

feet west from a point 200 feet east of the limit line on the westbound approach to the intersection with Shelter Creek Lane; and removing red curb on Whitman Way for a distance of 59 feet east from the corner return of the southeast corner of the intersection of Whitman Way and Courtland Drive. Second by Scott Thomas. (M/ Giuseponi, S/Thomas): 4-0-0 - Approved.

B. Receive Report on Proposed Rules and Procedures for Residential Block Party Permits

Michael Kato stated Public Works historically has issued Encroachment Permits with the approval of the City Council to authorize the closing of residential streets for neighborhood activities such as Halloween trick-or-treating and holiday events, deemed "residential block parties". The number of requests have increased and Public Works is proposing that the City formally adopt rules and procedures for the issuance of permits for residential block parties.

Michael Kato reviewed the residential block party permitting procedures from the cities of Belmont, Burlingame, Millbrae, and San Mateo with the Committee and shared a summary of the proposed policy rules and philosophies. Staff is working towards adoption of new Residential Block Party Permit rules and procedures by the end of May 2019. Staff requests Committee feedback on the proposed rules for issuance of Residential Block Party Permits.

Marco Durazo asked why this topic is being reviewed by the TSPC.

Michael Kato replied this topic covers public right-of-way issues, so staff wanted to give the TSPC a chance to share any feedback about this process.

Tom Hamilton stated if the requirement is to get 100% of the neighborhood residents to sign the petition, the way the agreement is written seems to create work for staff if they need to follow up for this to work.

Michael Kato replied that if residents are noticed and no one comes forward to contest the event it could be considered an agreement to move forward with the approval process.

Marco Durazo stated staff could review the process to streamline it.

Michael Kato agreed that this permit process is still in progress, but he wanted to cover all possible events. Multiple departments may need to review the application. The City Manager would make the final decision.

**PUBLIC COMMENT PERIOD OPENED**

Robert Barnett, 1221 Williams Avenue, confirmed there is a time cut-off for each event.

Michael Kato stated it cannot go past 10 pm.

Robert Barnett, 1221 Williams Avenue, asked who is going to enforce this if someone has a party without a permit.

Marco Durazo stated the Police Department will enforce this.

**PUBLIC COMMENT PERIOD CLOSED**

C. Review of Annual Committee Presentation to the City Council for 2018

Michael Kato reviewed the Annual TSPC power point presentation to be given at a future City Council meeting and asked for Committee feedback.

**6. REPORT OF COMMISSIONS, BOARDS AND COMMITTEES**

Scott Thomas would like to see a tracking log of our outstanding TSPC requests similar to the BPAC Committee member packet.

Michael Kato stated he will follow up on this with City staff.

**7. COMMENTS FROM COMMITTEE MEMBERS**

Tom Hamilton stated he is concerned about the number of requests that are not being completed due to the desire for City staff to lump work together. This has happened twice in the last year. Residents are frustrated with the time it takes to get recommended work completed. This needs to be improved.

Scott Thomas stated residents need to be clear on how to get things placed on the agenda.

Michael Kato stated some residents may not know how to do this and some are due to residents asking to be on the agenda but we are behind on our matrix list of outstanding items.

**8. COMMENTS FROM STAFF**

Michael Kato stated the Town Hall parking permit meeting was productive and the Police Department is joining Public Works to move towards implementing the pilot program.

Michael Kato stated the 700 block of Cherry TSPC recommendation to paint the corners red will be presented to the City Council, but it will not be recommended by staff based on the departmental policy not to paint corners red. It will be the Council's decision on how to proceed.

Michael Kato stated the upcoming San Mateo Avenue Streetscape Plan will have public meetings held that the Committee members may be interested in attending. He will provide more information as the dates approach.

**9. ADJOURNMENT**

Motion: To adjourn the Traffic Safety and Parking Committee (TSPC) meeting until its next regular scheduled meeting on March 6, 2019 at 7 p.m. (M/Giuseponi, S/Thomas): 4-0-0 - Approved. Meeting adjourned, 8:20 pm.



## Staff Report to Traffic Safety and Parking Committee

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**DATE:** February 28, 2019

**TO:** Traffic Safety and Parking Committee

**FROM:** Michael Kato, Associate Civil Engineer

**SUBJECT:** Item 5A – Establish Red Curb Bus Zone on Elm Avenue Fronting 1050 Bayhill Drive for YouTube Corporate Shuttle Stop

### **BACKGROUND**

The City has received a request from YouTube to establish a red curb bus zone on Elm Avenue fronting 1050 Bayhill Drive just north of the Elm Avenue and Bayhill Drive intersection. The location is currently a no parking zone indicated by “No Parking Anytime” signs. The purpose of the red curb bus zone is to provide a place for their shuttles to stop while serving 999 Bayhill Drive. See Attachment 1 for the Vicinity Map.

In December of 2009 the Traffic Safety and Parking Committee (TSPC) developed the Special Parking Restriction Policy (the SPR Policy) which was approved by the City Council on July 27, 2010. The SPR Policy describes a procedure for establishing special parking restrictions such as on-street accessible parking stalls, time limit parking zones, short term parking zones (typically referred to as “loading zones”), and red curb no parking zones. While the SPR Policy does not specifically mention the establishment of red zone bus stops, Staff believes that establishing a red zone bus stop primarily for the use of private shuttles, such as those operated by YouTube for their employees to travel to and from their offices at 999 Bayhill Drive, falls within the spirit of SPR Policy. Staff asked YouTube to submit an application form and pay a fee as required by the SPR Policy. Staff has completed an evaluation of the site and is now bringing this matter to the TSPC for public discussion and review as required by the SPR Policy.

### **DISCUSSION**

1050 Bayhill Drive is located on the northeast corner of the intersection of Elm Avenue and Bayhill Drive. Elm Avenue runs roughly north-south and Bayhill Drive runs roughly east-west. The proposed red curb bus zone is in an area where Elm Avenue is configured to have a single northbound lane that is twenty-four (24) feet wide with an existing red curb zone. Elm Avenue at this location is classified by the State of California as a Local Roadway. See Attachment 2 for the Location Map. See Attachment 3 for a ground view photo of the proposed shuttle stop location. See Attachment 4 for an aerial photo of the proposed shuttle stop location.

The Statewide Integrated Traffic Records System (SWITRS) recorded no collisions in the vicinity between January of 2015 and December of 2017.

Staff is applying the criteria for short term parking (loading zone) requests from the SPR Policy to evaluate the request for the shuttle bus stop. The stated criteria are:

1. *Only considered in areas of commercial land use designation*

The properties to the west of Elm Avenue between San Bruno Avenue and Grundy Lane are zoned as Planned Development. The properties to the east of Elm Avenue between San Bruno Avenue and Grundy Lane are zoned as Community Office District.

2. *There is no on-site ability to provide requested short term parking*

YouTube has stated that due to the configuration of the driveways and parking lot at 999 Bayhill Drive it is not possible for the large shuttle buses to operate on-site. City staff has not performed a formal study of the site to determine the feasibility of shuttle activities occurring on-site.

3. *Existing on-street parking is congested (>85% of existing parking capacity occupied)*

There is currently no on-street parking allowed on Elm Avenue in the vicinity of the requested red curb bus zone.

4. *If applicable, parking restriction requests shall be consistent with the Transit Corridor Plan and latest General Plan*

The San Bruno General Plan promotes alternative modes of transportation and encourages private employers to offer transit to employment centers to reduce vehicle miles traveled and the associated traffic congestion and air pollution. Staff believes that providing shuttles for employees is consistent with this goal from the General Plan.

This location is not within the Transit Corridor Plan Area.

5. *Prefer written concurrence from abutting property owners & tenants*

The abutting property is 1050 Bayhill Drive which is the Courtyard by Marriott San Francisco Airport hotel. Staff spoke with the General Manager of the hotel by phone and received verbal confirmation that the hotel is supportive of YouTube's efforts to create a shuttle stop on Elm Avenue adjacent to the hotel property.

Staff identified the following types of special parking restrictions that could be designated for the shuttle stop:

1. A yellow curb zone could be established to serve as the shuttle stop. A yellow curb zone may be used by anyone for the purpose of loading or unloading passengers



for a time period up to three minutes, or for the loading or unloading of materials for a time period up to twenty minutes. The loading restrictions apply between 7 am and 6 pm every day except Sundays and holidays. YouTube has shuttles that run outside of the loading zone hours, so a yellow curb zone may not meet their needs. Furthermore, anyone may use the yellow zone for loading and unloading activity which may lead to interference with the shuttle operations. A yellow zone may be used as unrestricted parking outside of the loading zone hours, which also may not be appropriate for this location since currently parking is not allowed at any time.

2. A green curb zone would allow vehicles to stop for up to 24 minutes between 9 am and 6 pm every day except Sundays and holidays. The loading zone hours may not meet YouTube's needs and any vehicle could occupy the green curb zone for up to 24 minutes which could interfere with shuttle operations. A green zone may be used as unrestricted parking outside of the loading zone hours, which also may not be appropriate for this location since currently parking is not allowed at any time.
3. A white curb zone would allow vehicles to stop for the purpose of loading and unloading passengers or for depositing mail in an adjacent box, provided vehicles do not stop for more than three minutes. The loading restriction applies between 7 am and 6 pm every day except Sundays and holidays. The loading zone hours may not meet YouTube's needs and anyone may use a white zone which could interfere with shuttle operations. A white curb zone may be used as unrestricted parking outside of the loading zone hours, which also may not be appropriate for this location since currently parking is not allowed at any time.
4. A red curb bus zone would restrict all vehicles from stopping except that buses and common carriers of passengers may load and unload passengers.

YouTube has indicated to staff that a shuttle stop that is 135' in length will be sufficient to accommodate their shuttle vehicles based on the number and size of vehicles that service 999 Bayhill Drive.

### **STAFF RECOMMENDATION:**

Staff recommends designating a red curb bus zone on the east side of Elm Avenue adjacent to 1050 Bayhill Drive, starting from a point 50 feet north of the curb return of the northeast corner of the intersection of Elm Avenue and Bayhill Drive, and extending for a distance of 135 feet.

### **DATE PREPARED:**

February 28, 2019.

### **ATTACHMENTS:**

1. Vicinity Map
2. Location Map

3. Ground View Photo
4. Aerial Photo



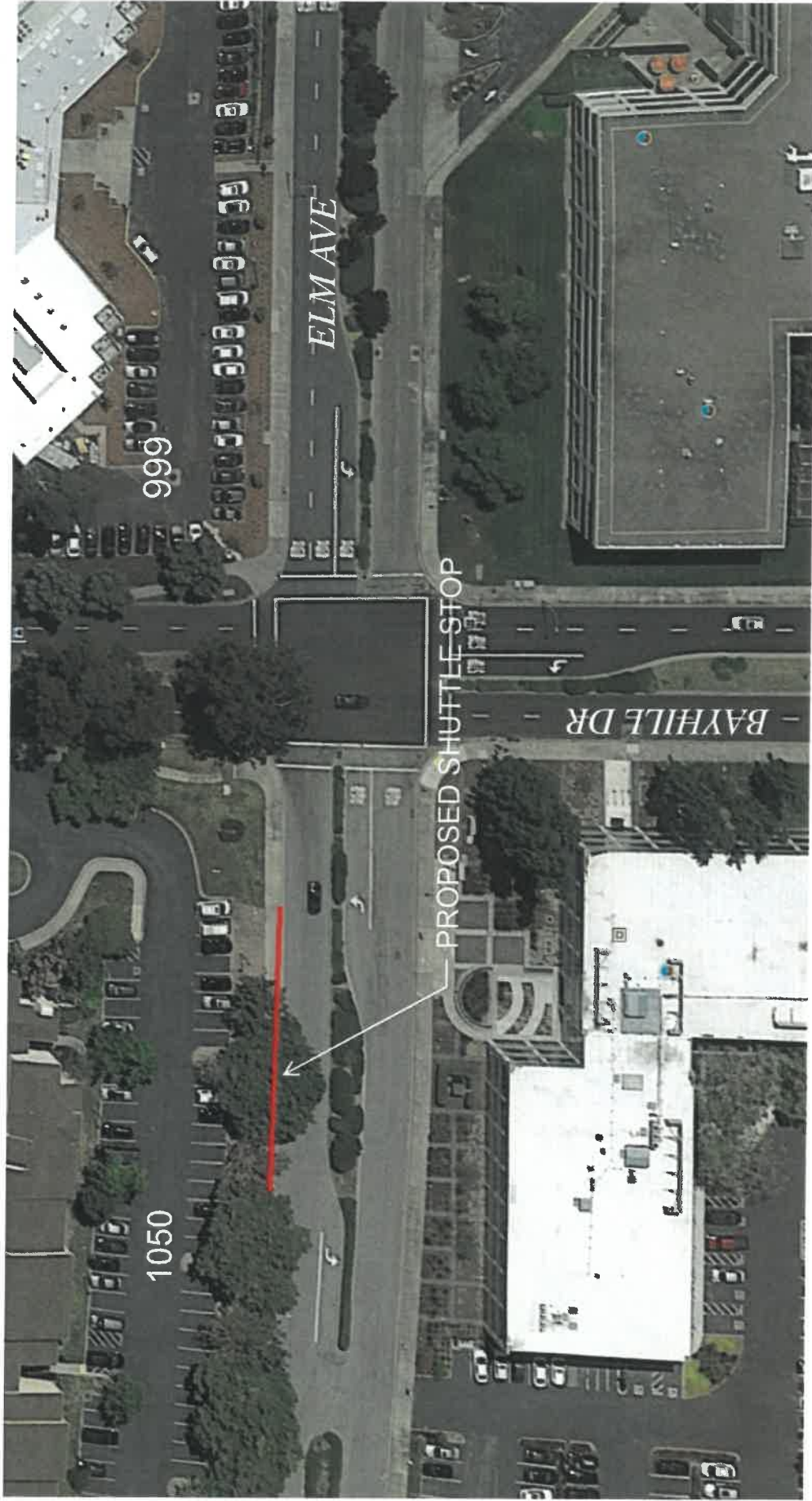






PROPOSED SHUTTLE STOP

GROUND VIEW PHOTO



AERIAL PHOTO

