

“The City With a Heart”



Marco Durazo, Chair  
John Giuseponi, Vice-Chair  
John Lampros, Committee Member  
Stephen Seymour, Committee Member  
Scott Thomas, Committee Member

## **AGENDA**

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

**August 7, 2019**  
**7:00 p.m.**

**Meeting location: San Bruno Senior Center, Multi-Purpose room**

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 June 5, 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 Passenger Loading Zone on San Mateo Avenue in front of La Petite Baleen Swim School
- B. Review Proposed Residential Permit Parking Program Guidelines

**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 September 4, 2019, 7:00 p.m. at Conference Room 115, San Bruno City Hall.

**Posted and Mailed 8/2/19**



## TRAFFIC SAFETY AND PARKING COMMITTEE MINUTES

Wednesday, June 5, 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	
Scott Thomas	X	
John Lampros	X	
Stephen Seymour		X

#### Staff in Attendance:

Michael Kato, Public Works Department  
Hae Won Ritchie, Public Works Department  
Dennis Bosch, Public Works Department  
Gene Wong, Police Department  
Marc Zafferano, City Attorney

#### City Council Liaison:

Marty Medina

Public in Attendance Total: 9

### 2. REVIEW OF AGENDA

Approved as submitted.

### 3. APPROVAL OF MINUTES

Scott Thomas stated on page 3, first paragraph, the initials need to be corrected under the approval. On page 6, Thompson needs to be changed to Thomas. Marco Durazo stated on page 5 of 7, the vote for loading zones should be 4-0-1. Changes noted. Motion to approve minutes for the May 1, 2019 meeting made by John Giuseponi. Second by Scott Thomas. (M/Giuseponi, S/Thomas: 4-0-0) Approved.

### 4. BROWN ACT AND CONFLICT OF INTEREST PRESENTATION

City Attorney Marc Zafferano reviewed the Brown Act requirements and Conflict of Interest with the Committee.

**5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Ozzy Dashevsky, 861 Kains Avenue, stated he lives near the proposed Mills Park Development Project and he is concerned about the additional traffic light proposed at Kains and El Camino Real. There are 3 existing now. There will be an excessive number of people living in this area after this development and there needs to be residential parking permits. This has been requested for 6 years. People use Kains for long term parking for the airport, BART and Caltrain. The residents should not have to pay for the permits; the developer should pay for them. People who live within 600 feet of the development are being noticed about it; that is not fair to residents living beyond that range. It will affect many more residents.

Howard Stein, 725 Linden Avenue, stated he lives near the proposed Mills Park Development and there needs to be parking permits. We are going to be impacted heavily.

**6. REGULAR BUSINESS**

A. Review Operational Details of the Proposed Loading Zones for the Mills Park Plaza Development

Michael Kato stated San Bruno is processing a planning application for the proposed Mills Park Plaza development project, which includes a request for on-street loading zones adjacent to the Mills Park Plaza development. This was previously reviewed by the TSPC on May 1, 2019, who voted in favor of allowing on-street loading zones for the development but asked staff to return to discuss the operational details of the loading zones.

Michael Kato reviewed the operational details of the five proposed loading zones, including location, proposed use, traffic flow, existing street conditions, hours and days of usage, and type of parking restriction zone proposed. Staff recommends the TSPC approve the proposed loading zone designations as summarized in Attachment 4 of the staff report.

John Lampros asked about enforcement for these zones. Do they enforce 24 hours per day?

Michael Kato stated the Police Department will be enforcing the locations. The frequency of enforcement has not yet been discussed.

John Lampros asked for clarification on refuse collection.

Michael Kato stated there was a staff oversight originally, but there will be refuse collection in the buildings as part of the development.

John Giuseponi asked how Recology is going to arrange the routes.

Michael Kato stated they will be parallel to the curb for pick up between 7 and 9 am.

John Lampros asked for feedback on White Way becoming a refuse collection location. It may be a good location. An alternative to the 7 to 9 am time needs to be looked at.

Marco Durazo asked about Loading Zone B and garbage pick-up in front of the library. This will not look good.

Michael Kato stated the bins are going to be stored in the building. No bins will be left out on the curb.

Marco Durazo asked if there a limit on the number of loading zones required.

Michael Kato stated the developer has researched all the requirements. This refuse collection may be more than once per week. Some details will be worked out.

John Giuseponi asked why 7 am to 9 am instead of 9 am to 11 am? Garbage pick-up is noisy.

Michael Kato stated Recology proposed 6 am, but staff required they move it to at least 7 am. It doesn't need to be decided now.

John Lampros asked how this is enforced.

Michael Kato replied that they could be issued a citation by police.

Scott Thomas confirmed that Loading Zone A will also be used for deliveries, not just for garbage. There should be a concern about congestion in that area.

Michael Kato confirmed deliveries will be on White Way. The garbage collection and move in hours will be separate to avoid congestion.

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

Russ Stines, 851 Reid Avenue, feels staff has been lobbied for these loading zones without a study session being done or having clear parameters. He would like to know of other loading zones in San Bruno that have been approved in this manner. The loading zone at Kains and El Camino is going to be extremely dangerous for residents. The congestion will be huge. Four traffic lights within a mile is going to be a mess. This risks the safety of our community. Eighteen wheelers are going to be parking on White Way, as well as loads of people coming and going. It is going to crush the community of Mills Park.

Resident, no name given, stated loading area D is across the corner from library and it is kitty corner from Allen School. Using this location as a loading zone is going to be inconvenient and hazardous for students traveling to school. This loading zone needs to be moved away from the school and the library.

Ozzie Dashevsky, 861 Kains Avenue, stated the plans show at El Camino Real and Kains there is going to be a major grocery store. The deliveries for that store alone is going to cause a major traffic factor. It does not make sense with the short time frame given.

Jaime Choy, Mills Park Development representative, replied that this is a conceptual plan that will go the Council for the final approval. We have reviewed all of the proposed refuse locations. The location of Zone A was a concern that was reviewed and White Way will remain a one-way street and move-ins must be scheduled with the property manager, so this should help with the concerns of congestion. The timing of the trash pick-up was requested by Recology, but we are willing to work on the timing. Zone D near the library is a more ideal location than doing trash pick-up on El Camino and Kains is a residential location. As far as enforcement, the owner of the building will be enforcing the rules just like the Police Department.

Marco Durazo asked how the loading zone D will affect parking at the library.

Jaime Choy replied the development includes 9 new spaces for the library. Refuse pick-up should take 15 minutes twice per week.

Ozzie Dashevsky, 861 Kains, stated the proposed allowance of one hour to move in to these units is not realistic.

Howard Stein, 725 Linden Avenue, stated if trash pick-up is once per week that is usually not a problem. Having it picked up 4 or 5 times per week is.

Russell Steins, 851 Reid Avenue, stated the developer is not living with this, we are. This needs to be done right.

### **PUBLIC COMMENT PERIOD CLOSED**

John Giuseponi would like to see Recology pick up hours scheduled from 9 am to 11 am.

Marco Durazo asked Jaime Choy about developing an agreement with Recology to change the pick-up hours.

Jaime Choy said it would help if the City wants it changed and then we can discuss it with them.

Scott Thomas stated he lived in an huge apartment complex in San Bruno and the garbage pick-up always ran smoothly and was only once per week. The concerns about garbage are not going to be concrete as of this meeting, but if the building is going to be built then trash will have to be picked up. The loading zones in the area are good.

The developer's representative replied that over a year ago these locations were well thought out. This is not just a concept design.

Marco Durazo made a motion approving the staff recommendation approve the proposed loading zone designations as summarized in Attachment 4 of the staff report and to request Recology adjust their garbage pick-up time from 9am to 2pm. Second by John Giuseponi (M/Durazo, S/Giuseponi). 4-0-0 - Approved. Amendment to motion made by John Lampros to move the refuse collection location from Zone A to the commercial loading dock on White Way. Second by Marco Durazo (M/Lampros, S/Durazo): 4-0-0 - Approved.

- B. Establish Permit Parking Zone on Huntington Avenue near the City of San Bruno Corporation Yard and Remove the Median and Island on Huntington Avenue

Michael Kato stated the Department of Public Works has a Corporation Yard located at 225 Huntington Avenue, which has no dedicated employee parking lot, causing the 40 full time Yard employees to park in the surrounding residential neighborhood. Staff is proposing to create an employee permit parking zone on Huntington Avenue adjacent to the Yard. Section 22507 of the California Vehicle Code empowers local authorities to create permit parking zones for specific groups of people if it is determined that the use of permits will not adversely affect parking conditions for residents and merchants in the area. In the City of San Bruno, establishing the permit parking zone will require the City Council to adopt an ordinance or resolution.

Michael Kato reviewed the existing street conditions, proposed permit parking zones, proposed permit hours, and proposed removal of the existing median and island at the location.

Michael Kato stated staff recommends the TSPC approve the creation of a permit parking zone to include the west side of Huntington Avenue from San Felipe Avenue to the north end of the Corporation Yard, and the east side of Huntington Avenue from San Felipe to a point 200' north of the Corporation Yard property. Staff also recommends removing the striped median and island to increase the

available parking space. The Permit parking zone shall be effective during the hours of 6:00 am to 4:00 pm, except Saturdays, Sundays, and Holidays.

Scott Thomas asked what the initial purpose of the striping and median was.

Michael Kato replied he does not know.

Dennis Bosch replied it was originally designed to help guide drivers from making a right turn while other drivers continue to go straight.

Michael Kato stated staff may be able to remove some of the red curbing near the Yard to open it for permit parking.

John Lampros asked why there are not 40 spaces being allotted.

Michael Kato stated a full engineering design has not been done yet. We may be able to create the full 40 after a review.

John Giuseponi asked who is going to issue and maintain the permits.

Dennis Bosch replied this will be much like the parking permit program at the City Hall parking lot. It is maintained in-house by staff. On the east side of this location, there are vehicles being parked there that are not from the neighborhood, such as trailers, motorhomes and other large vehicles that need to be moved. This will help the neighborhood as well.

Marco Durazo asked if there is any employee incentive for using public transportation.

Hae Won Ritchie stated there are employee incentives offered for public transportation and biking to work, but for some it is not possible.

Marco Durazo asked if all 40 parking spaces will be used at all times.

Dennis Bosch replied that most of the employees are at work each day. Some employees are even parking in the yard because they can't find parking.

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

Tom Hamilton, Crestmoor Drive, stated this idea is a good one but residents have been asking for many years for a permit parking program. The fact that the first permit parking program that is put into effect is for employees looks bad. The owners of these large vehicles will just move from this location onto Huntington.

Russell Stines, 851 Reid, stated City employees deserve a place to park, but so do residents. We keep hearing about using other modes of transportation, but it is not happening. What about shuttling employees from the City Hall parking lot.

Ozzie Dashevsky, 861 Kains, stated residents have been asking for a parking permit program for years. Approving this seems wrong. The City of Berkeley has permit parking. It does not make sense that San Bruno is taking so long to start a program.

Vince Elliott, 121-H Piccadilly Place, stated the parking spaces should be marked for maximum use.

Walter Skinner, 275 Huntington Avenue, stated there are a lot of residents that live on Huntington. The Corp Yard employees are good neighbors but there is a struggle for parking. A lot of people park on the street. This won't benefit the residents. The adjunct sand lot near the Corp Yard may be extended to provide parking. If residents are allowed to have a permit as well, they would support it.

Joan Skinner, 275 Huntington Avenue, stated street cleaning every other Wednesday means we have to move our cars, but the employees don't have to move their cars. This needs to be thought through. The city workers are very polite but they are looking for parking too. Can the City use the Caltrain lot across the street?

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

John Lampros asked how many potential on-site parking spots are available on the Yard.

Dennis Bosch stated the vehicles at the Yard are too large to park cars there. If they have to move vehicles to adjust for parking, it slows down operations. The storage yard across the street is full of equipment, so cars cannot park there.

Marco Durazo stated he does not think this will serve the residents at this time. This can come back to the Committee when the permit parking program has been established.

John Giuseponi agreed.

Scott Thomas stated there should be a shuttle to move employees from the City Hall lot to the Corp Yard.

Dennis Bosch replied there is not enough space at the City Hall lot for 40 cars. Staff approached Caltrains about using their lots, but they would not allow it.

John Lampros stated this is not something that can be decided until there is a permit parking program in San Bruno.

John Lampros made a motion to revisit this recommendation when the City-wide permit parking program is established and make employee parking at the Corp Yard a priority as part of the program. Second by Scott Thomas. (M/Lampros, S/Thomas): 4-0-0 - Approved.

Scott Thomas made a motion that this request will come back to the Committee within three months for review if the residential parking permit program has not been approved. Second by Marco Durazo. (M/Thomas, S/Durazo): 4-0-0 - Approved.

#### **C. Review Changes to the Special Parking Restriction Policy**

Michael Kato stated in December 2009, the TSPC developed the Policy for Establishment of Special Parking Restriction (SPR Policy) which was approved by the City Council on July 27, 2010. The SPR Policy describes procedures 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. Staff has to consider or deny requests for parking restrictions that do not fall within the categories or criteria contained in the SPR Policy, and would like to update and formalize the policy.

Michael Kato reviewed the existing policy for SPR and the proposed changes with the Committee. Staff recommends the TSPC approve the proposed changes to the Special Parking Restriction Policy and the Special Parking Restriction.

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

Tom Hamilton, Crestmoor Drive, stated he wanted to clarify that the changes all make sense.

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

John Lampros asked about requesting fees if a resident asks for a change that will most likely not be approved.

Michael Kato prepares a response before any fees are charged.

Marco Durazo made a motion approving the staff recommendation to approve the proposed changes to the Special Parking Restriction policy. Second by Scott Thomas. (M/Durazo, S/Thomas): 4-0-0 - Approved.

#### **D. Discuss a Tracking Tool to Organize and Categorize Requests Made to the TSPC.**

Michael Kato stated Committee members are requesting a tracking tool to give access to the outstanding resident requests to the TSPC. The City Attorney's office has deemed this information is not a public document, so it will not be released.

Scott Thomas requested some sort of tracking to keep track of where requests are in the process.

Michael Kato replied that items that have gone through the Committee previously, staff can be proactive in giving updates.

Marco Durazo stated the tracking tool helps us respond to the community requests. This needs to be provided for the Committee to serve the residents. This was accessible to the Committee before.

Michael Kato stated residents that voice concern to Committee members can be routed to City staff for response.

Tom Hamilton stated Committee members used to receive this tracking log and the real value was seeing what action was being taken on approved items. This was not about looking over staff's shoulder.

Marty Medina, City Council liaison, stating members of the public should be able to access the information of where their requests are. The BPAC Committee uses a tracking tool, so he will follow up with the City Attorney and the City Manager to see where this process is at.

Marco Durazo is serving the public as a volunteer and would like to be able to have a sense of the issues we are dealing with.

#### **E. Discuss Whether to Hold July 3<sup>rd</sup> Meeting**



Michael Kato will not be attending the meeting, so he wanted to present the option of canceling the meeting.

Marco Durazo replied that the Committee will keep the July 3<sup>rd</sup> meeting.

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

None

**8. COMMENTS FROM COMMITTEE MEMBERS**

None

**9. COMMENTS FROM STAFF**

- A. Update on red curb on Rosewood Drive – Michael Kato stated the 30 feet has been painted out. This location will be re-evaluated in the future.
- B. Update on Residential Permit Parking Program – Michael Kato stated work is continuing on putting the pilot program together. There is not a targeted area to begin with at this time.
- C. Update on City's efforts to change the Municipal Code related to traffic issues – Michael Kato stated the City Attorney is working on these changes. Hae Won Ritchie stated it should be completed around end of summer or early fall. Staff can give updates at each meeting until the tracking log is available.

**10. ADJOURNMENT**

Motion: To adjourn the Traffic Safety and Parking Committee (TSPC) meeting until its next regular scheduled meeting on July 3, 2019 at 7 p.m. (M/Durazo, S/Giuseponi): 4-0-0 - Approved. Meeting adjourned, 10:26 pm.



## Staff Report to Traffic Safety and Parking Committee

**DATE:** August 7, 2019

**TO:** Traffic Safety and Parking Committee

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

**SUBJECT:** Item 5A – Establish Passenger Loading Zone on San Mateo Avenue in front of La Petite Baleen Swim School

### **BACKGROUND**

The City has received complaints about motorists stopping in the travel lane of San Mateo Avenue in front of La Petite Baleen Swim School while dropping off or picking up passengers. This may cause traffic to back up on San Mateo Avenue or it may cause other motorists to pass the stopped vehicle by crossing over the double yellow centerline and driving on the other side of the street. Staff completed an evaluation of the La Petite Baleen Swim School site to determine if a passenger loading zone would be an appropriate way to accommodate passenger loading activity. This report presents the results of that evaluation.

### **DISCUSSION**

La Petite Baleen Swim School is located at 434 San Mateo Avenue, which is midblock on the east side of San Mateo Avenue between El Camino Real and Jenevein Avenue in downtown San Bruno. See Attachment 1 for the Vicinity Map. See Attachment 2 for an aerial view of the site. San Mateo Avenue is an arterial roadway and is the main street through downtown. Through downtown San Mateo Avenue has one lane in each direction with parking on both sides in marked stalls. Parking is limited to two hours between 8 AM and 6 PM except on Sundays and Holidays. The speed limit is 25 miles per hour.

During the 2015 to 2017 calendar years there was no history of collisions at this location that appear to be related to vehicles stopping in the travel lane or vehicles driving on the wrong side of the road.

#### **Special Parking Restriction Policy Evaluation**

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. An

evaluation of the conditions the SPR Policy sets forth for establishing loading zones follows. See Attachment 3 for an aerial view of the proposed loading zone location. See Attachment 4 for a ground view of the proposed loading zone location.

1. Only considered in areas of commercial land use designation

All of the properties along this portion of San Mateo Avenue are zoned as C-B-D, Central Business District, which is a commercial land use designation.

Staff's determination is that this condition is met.

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

La Petite Baleen has a parking lot in the back of the building with access from Mastick Avenue. The parking lot contains 9 regular stalls and 1 accessible stall. The September 18, 1995 staff report to the Planning Commission related to the request for the use permit that allowed the swim school to begin operating at 434 San Mateo Avenue noted that the swim school was projected to require twenty-two parking spaces. The staff report also notes that plans for the swim school included increasing the number of on-site parking spaces from six to ten. Staff expressed concern over parking from the school but found that off-street parking was available nearby in public parking lots and on-street parking was available on San Mateo Avenue, though staff also encouraged the swim school to steer its patrons towards parking in the off-street lots.

In light of the information contained in staff report for the use permit current staff does not believe it is desirable for the swim school to convert any of their on-site parking stalls into loading zones.

Staff's determination is that this condition is met.

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

The San Bruno Parking Management Plan (2019) included a study of parking occupancy in downtown San Bruno. The occupancy data shows that on-street parking occupancy on San Mateo Avenue in downtown during afternoon and evenings is over 85% except around 4 PM on weekends. The study did not include mornings.

Staff's determination is that this condition is met.

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

The Implementing Policy T-14 of the Transportation Element of the San Bruno General Plan is to: "Implement targeted reinforcement program to eliminate double parking in Downtown and along San Bruno Ave and El Camino Real." The provision

of a passenger loading zone in front of La Petite Baleen is expected to reduce double parking.

Staff's determination is that this condition is met.

5. Prefer written concurrence from abutting property owners & tenants

Staff contacted La Petite Baleen Swim School and two properties to either side of the school to find out if they would be in favor of converting two parking stalls in front of La Petite Baleen to a passenger loading zone. Of the five properties contacted three are against converting the two parking stalls into a passenger loading zone. Staff has not yet obtained responses from the other properties. The following table summarizes the responses.

Address	Business	Response
424	Roma Deli	After several calls, staff was able to obtain the owner's email address. Staff sent an email to the owner but has not yet received a response.
430	Sweet Connections	The owner of the business responded that they do not believe converting two parking spaces into a loading zone is the solution because it would be a hardship on the nearby businesses who are having difficulty with parking.
434	La Petite Baleen Swim School	Staff contacted the swim school's Site Director who responded that they would not be in favor of a passenger loading zone in front of the school because they have a policy that requires children entering their school to be accompanied by an adult.
436	Ming's Chinese Restaurant	Staff encountered a language barrier when attempting to contact the restaurant. Staff is currently working on following up with the restaurant.
440	Various small businesses	The owner of the property is not in favor of converting the two parking stalls into a passenger loading zone.

Staff's determination is that this condition is not met.

Safety and Legal Considerations

Section 22500 (h) of the California Vehicle Code (CVC) prohibits stopping, parking, or leaving a standing vehicle on the roadway side of a vehicle that is stopped, parked, or standing alongside the curb or edge of a road. So the passenger drop off and pick up activity occurring in front of La Petite Baleen is a violation of the CVC.

Section 21460 prohibits drivers from crossing double yellow centerline markings. The centerline in the vicinity of La Petite Baleen is a double yellow centerline. Therefore, it is a violation of the CVC to cross the centerline in order to pass a vehicle that is stopped in front of La Petite Baleen.

There is a midblock crosswalk approximately thirty five feet north of La Petite Baleen. There is also a midblock crosswalk approximately forty five feet south of La Petite Baleen. Vehicles crossing the centerline to pass can create additional risk to pedestrians using the nearby crosswalks. For this reason staff has determined that the centerline on this part of San Mateo Avenue should remain a double yellow line.

#### Passenger Loading Zone Hours, Time Limit, and Size

La Petite Baleen's hours of operation as stated on their website are:

Mondays	10:30 AM to 9:00 PM
Tuesdays – Thursdays	8:30 AM to 9:00 PM
Fridays	8:30 AM to 9:45 PM
Saturdays	7:00 AM to 8:00 PM
Sundays	10:30 AM to 9:00 PM

The San Bruno Downtown Parking Management Plan (DPMP) includes a recommendation to consider passenger loading zones near locations experiencing the type of activity that is occurring in front of La Petite Baleen. The DPMP recommended 4 PM to 6 PM for the loading zone hours on weekdays. Based on observations of the area including on weekends staff recommends the loading zone hours should be 12 PM to 6 PM except Sundays and Holidays. The loading zone stalls will revert to two hour time limited parking between 8 AM and 12 PM except Sundays and Holidays. Parking will be unrestricted at all other times.

Staff recommends passenger loading activity should be limited to 5 minutes which should be enough time for parents to walk their children into the swim school and return to their vehicle.

Staff recommends that two on-street parking stalls in front of La Petite Baleen should be converted to passenger loading. Based on observations staff recognizes that this may not be enough to accommodate all of the passenger loading needs during the heaviest peak demand. However, staff believes that converting two stalls is a good balance between providing the needed loading zone space and preserving on-street parking.

#### Conclusion

Four of the five conditions set forth by the SPR Policy are met. The condition that is not met is the fifth condition which staff notes is worded as a preference for written concurrence from abutting property owners and tenants. It is not worded as a requirement.

Furthermore, La Petite Baleen's objection to the passenger loading zone is based on their policy which requires adults to accompany children into the school. Staff believes that the school's policy actually supports the need for a loading zone. Parents who are complying with the

school's policy are leaving their vehicles blocking traffic for several minutes while walking their children into the school. A passenger loading zone will provide a safe and legal place for these parents to park instead of blocking traffic, which is illegal and unsafe.

Staff's evaluation concludes that there should be a passenger loading zone in front of La Petite Baleen Swim School.

### **STAFF RECOMMENDATION:**

Staff recommends that the TSPC support converting two parking stalls in front of La Petite Baleen Swim School, located at 434 San Mateo Avenue, into a white curb passenger loading zone. The hours of the loading zone shall be 12 PM to 6 PM except Sundays and Holidays. The two stalls shall also have two-hour time limited parking from 8 AM to 12 PM except Sundays and Holidays.

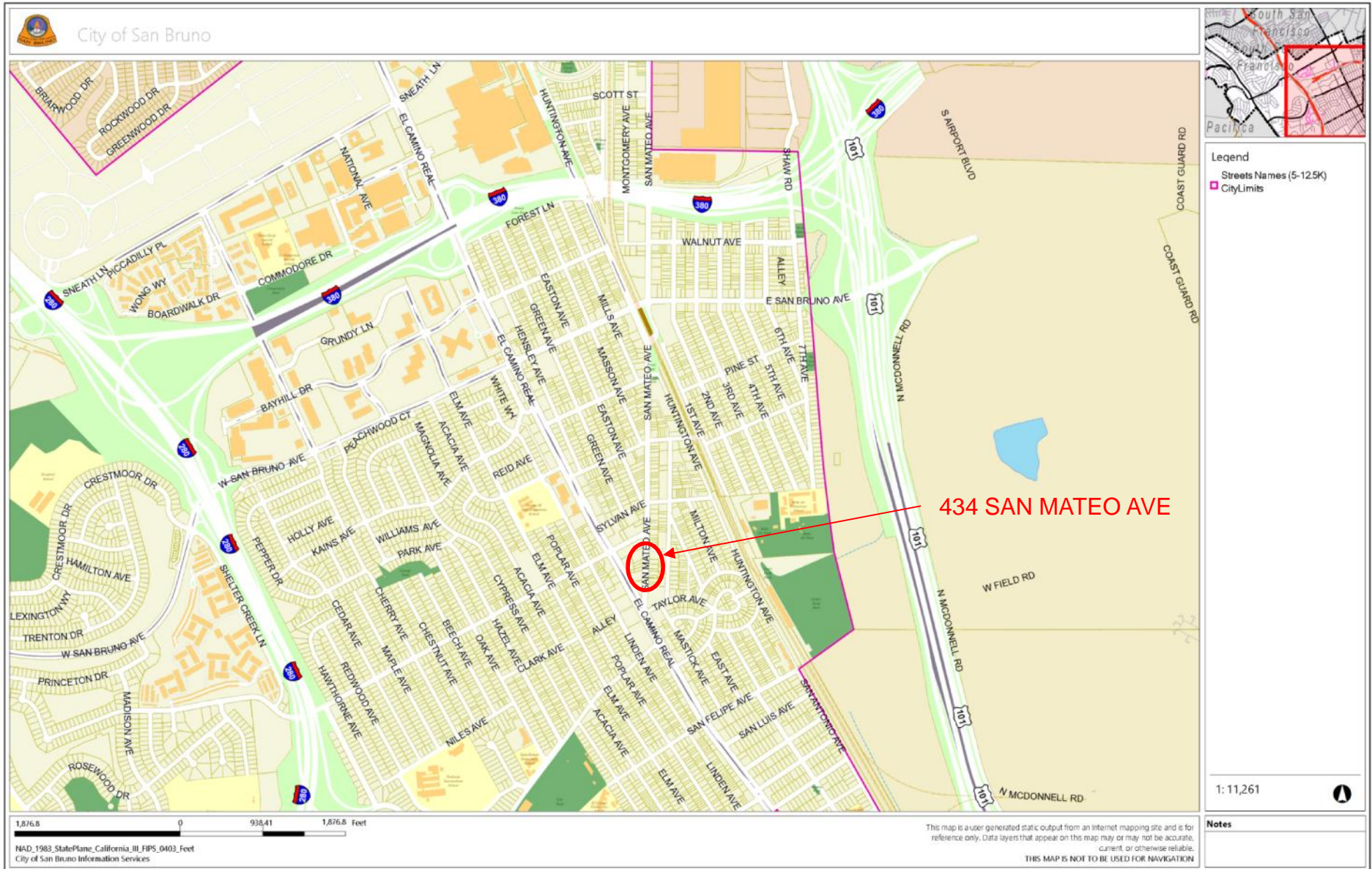
### **DATE PREPARED:**

August 1, 2019

### **ATTACHMENTS:**

1. Vicinity Map
2. Aerial View
3. Aerial View of Proposed Loading Zone
4. Ground View of Proposed Loading Zone

# Attachment 1



## VICINITY MAP



## Attachment 2



- 424 Roma
- 430 Sweet Connections
- 434 La Petite Baleen
- 436 Ming's
- 440 Various

**AERIAL VIEW**





**AERIAL VIEW OF PROPOSED LOADING ZONE**



**GROUND VIEW PHOTO**



## Staff Report to Traffic Safety and Parking Committee

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**DATE:** August 7, 2019

**TO:** Traffic Safety and Parking Committee

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

**SUBJECT:** Item 5B – Review Proposed Residential Permit Parking Program Guidelines

### **BACKGROUND:**

Areas within the City of San Bruno have seen increasing competition for on-street parking and residents have expressed concern over the difficulty they experience finding parking in their neighborhoods. Parking congestion in residential neighborhoods is caused by a variety of factors, both internal (including transitory factors such as residents with multiple vehicles, as well as physical limitations on parking vehicles on private property) and external (such as non-residents using City streets for BART/Caltrain parking, or airport parking).

The implementation of an appropriate parking management strategy depends on the internal and external factors to be resolved. The implementation of any type of residential permit parking district would prohibit non-resident commuter vehicles parking in the neighborhood during the effective hours of permit parking enforcement. However, the non-resident commuter vehicle is only one issue. Many residents in the neighborhoods also expressed frustration regarding insufficient parking caused by their neighbors operating more vehicles than the available on-street parking supply. A residential permit parking district is unlikely to be effective in addressing this issue, and moreover, the number of cars operated by residents is expected to vary over time as residents move in and out of the neighborhood.

The City Council and the Traffic Safety and Parking Committee (TSPC) members formed a joint subcommittee in March 2017 to evaluate the feasibility of implementing the residential permit parking district and determine the process to establish district. The result of the evaluation was presented to the City Council on May 8, 2018. Subsequently, the Parking Town Hall meeting was held on January 23, 2019 where staff proposed a pilot Residential Permit Parking Program (RPPP) to be approved by City Council in July 2019. The City Council held a study session on July 16, 2019 and provided additional direction to staff for formulating a final proposal for the RPPP. Staff will be returning to the City Council to seek the necessary actions, including amendments to the San Bruno Municipal Code, to enact the RPPP. The purpose of this staff report is to provide the TSPC with an update on the RPPP.

**DISCUSSION:**

The pilot RPPP is based on the recommendations of the joint subcommittee with a few changes proposed to streamline the implementation process. Implementation of a RPPP will follow these steps:

1. Submittal of application.
2. Initial staff review.
3. Resident petition.
4. On-street parking surveys.
5. Resident survey.
6. City Council action.
7. Notice to residents.

The attached documents include the RPPP Guidelines, Application Form, FAQs, and Resident Petition Form as they were presented to the City Council during the study session on July 16, 2019. At the study session the City Council gave the following direction to staff for modification of staff's proposal.

- ) The moratorium on new applications for an area where a previous application was denied shall be one year, not two years.
- ) The cost of permits shall be free for the first permit and \$50 per year for the second permit, not \$35 per permit for two years. Staff shall provide additional cost information when returning to City Council for enactment.
- ) Staff is authorized to make adjustments to the default enforcement hours as needed to tailor a program to the specific neighborhood.
- ) The number of guest passes available to residents shall be 6 per month, not 10 per month.
- ) The price for guest passes shall be \$5 daily/\$50 weekly, not \$5 daily/\$25 weekly.

Staff is currently working on revising the RPPP proposal as directed by the City Council.

**STAFF RECOMMENDATION:**

Staff recommends the TSPC recommend approval of the RPPP with the revisions directed by City Council.

**DATE PREPARED:**

August 2, 2019

**ATTACHMENTS:**

1. RPPP Guidelines and Procedures

2. RPPP Application Form
3. RPPP FAQs
4. RPPP Resident Petition Form

# **CITY OF SAN BRUNO**

## **RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES AND PROCEDURES**



Public Works Department  
City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

# **RESIDENTIAL PARKING PERMIT PROGRAM GUIDELINES AND PROCEDURES**

## **OVERVIEW**

The Residential Parking Permit Program (RPPP) is designed to enhance the quality of life in the residential neighborhoods by reducing the impact of long-term parking of vehicles on certain residential streets by non-residents who do not visit or conduct business with residents. The intent of the RPPP is to provide reasonable, available, and convenient parking for residents on impacted streets and/or neighborhoods. This is accomplished through a multi-step process involving an initial petition by the residents, on-street parking surveys or study completed by the City, if needed, survey by the City to determine resident support, City Council approval, installation of parking signs and ongoing enforcement.

The San Bruno Municipal Code Chapter 7.18, Residential Permit Parking, includes additional requirements and guidelines related to the RPPP.

## **PURPOSE**

The primary purpose of the RPPP is to provide relief for neighborhoods that are affected by overflow parking by non-residents in the neighborhoods through implementation of on-street parking restrictions within a defined or designated district. The district may or may not have time restrictions; however, permits are required to park within the designated district.

## **PROCESS TO DESIGNATE RESIDENTIAL PARKING PERMIT DISTRICT**

Residents wishing to have their neighborhood designated as residential parking permit district must follow the process outlined in these guidelines and as stated in the San Bruno Municipal Code Chapter 7.18 unless otherwise specifically modified by these Guidelines.

In most cases, the total process from initial request to establishment of a zone may take approximately six (6) to nine (9) months. Each step is outlined below.

### **Step 1: Resident/Sponsor Submit Application**

Resident(s) or neighborhood sponsor(s) would file an application with the Public Works Department that describe the parking problem in the neighborhood and how a RPPP will be able to eliminate or reduce the overflow parking impacts. The proposed residential permit parking district boundaries shall be included as part of the application to start the process.

The proposed residential permit parking district must have a minimum of three (3) contiguous blocks. The blocks can be in any orientation and must include both sides of the street.

### **Step 2: Initial Staff Review**

Upon receipt of the application, staff will review the application and verify whether the proposed district meets the criteria to establish a residential parking permit district.



### Step 3: Resident Petition

Residents must submit a petition to establish a residential permit parking district to the Public Works Department on the City's Residential Parking Permit Program Petition form. The petition shall contain contact information for neighborhood facilitator/sponsor(s), printed name, address, phone number and signature by one adult who is a permanent resident in the dwelling unit within each block of the proposed residential permit parking district. **Only one signature per dwelling unit will be considered.** A dwelling unit means a house, apartment, condominium, townhouse, or other type of residence, designed and used exclusively for residential occupancy, but not including motels or hotels.

A response rate of 50% + 1 of the dwelling units in the proposed residential permit parking district is required. Accessory Dwelling Units (ADU) will not be considered a dwelling unit for purposes of the petition.

### Step 4: On-Street Parking Surveys

The Public Works Department will review the petition to determine if it is complete and complies with all submittal requirements. The City may, at its discretion, conduct a parking inventory study of on-street spaces and number of dwelling units in the proposed residential permit parking district to determine if it is possible to increase the number of permits. When conducting the parking inventory, each on-street space will be assumed to be 20 feet in length as required by City of San Bruno Municipal Code 12.100.080. Accessory Dwelling Units will not be counted as a dwelling unit for the purposes of issuing parking permits.

**It is generally anticipated that not more than two permits** will be issued per dwelling unit.

Limiting the number of permits issued will help ensure permit holders are able to find on-street parking.

### Step 5: Residents Survey

The Public Works Department will then conduct a survey of the properties within the proposed residential permit parking district. The survey will include, as a minimum, a description of the residential permit parking district boundary, parking restrictions, and the cost of permits. The survey will be mailed to the dwelling units within the proposed residential permit parking district and one (1) signature per dwelling unit will be counted. A minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned surveys must support the establishment of the residential permit parking district in order for the process to continue.

If the returned surveys meet the above survey requirements, the Public Works Director or designee will draft and mail a letter to the residents within the proposed residential permit parking district to inform them of the results. The letter will also notify the residents of the new requirements for on-street parking within the proposed residential permit parking district.

If the returned surveys do not meet the above survey requirements, the Public Works Department will send a letter to the petitioners denying the request. A two (2) year moratorium on new requests for permit parking shall take effect for the streets within the proposed residential permit parking district of the denied request. The resident(s) or neighborhood sponsor(s) of the petition may appeal a denied request to the Public Works Department within



thirty (30) days of receiving the notice of denial. Appeals will be heard by the City Council pursuant to Section 1.32 of the San Bruno Municipal Code.

#### Step 6: City Council Action

In order to officially designate the residential permit parking district, the Public Works Director or designee will prepare the staff report and resolution for City Council consideration. At a minimum, the resolution will contain the following findings:

- ) the results of the initial staff review;
- ) the petition results;
- ) results of the parking inventory study (if applicable);
- ) results of the TSPC review (if applicable);
- ) the residential permit parking district location and parking restrictions hours; and
- ) cost of parking permits;

#### Step 8: Notice to Residents about RPP Zone Designation

Upon approval of the residential permit parking district by City Council, the Public Works Department will notify the residents in regards to the date the residential permit parking district enforcement will begin and how to purchase parking permits. If the City Council denies the request, a two (2) year moratorium on new requests for the streets involved in the denied request will begin.

### **MODIFICATION OR TERMINATION OF EXISTING RESIDENTIAL PERMIT PARKING DISTRICT**

The City Council may terminate or modify a designated residential permit parking district when any of the criteria for designation of the residential permit parking district are no longer satisfied or upon determination that the designated residential permit parking district is no longer in the best interest of the City.

Residents may file an application with the Public Works Department to remove a block(s) from the established residential permit parking district or the entire residential permit parking district designation. The removal of the residential permit parking district will be considered upon receipt of a petition signed by one adult who is a permanent resident in each dwelling unit. A response rate of 50% + 1 of the dwelling unit is required in the residential permit parking district before the City commences the consideration to remove the residential permit parking district. Accessory Dwelling Units (ADU) will not be considered a dwelling unit for purposes of the petition.

Then, the Public Works Department will conduct a survey of the dwelling units within the proposed residential permit parking district to be removed. The survey will be mailed to the dwelling units within the proposed residential permit parking district and one (1) signature per dwelling unit will be counted. A minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned survey must support the removal of the residential permit parking district.

Upon satisfaction of all the above criteria, the Public Works Director or designee will present the residential permit parking district removal request to the City's Traffic Safety & Parking Committee for public input, discussion and recommendation to City Council.

A request for removal from an established residential permit parking district is effective upon City Council adoption of a resolution authorizing the removal.

The City shall only consider requests for modification or termination of an residential permit parking district once every two (2) years and not until at least two (2) years after the residential permit parking district is established, unless some major changes occur in and around the residential permit parking district.

Any block(s) removed from a residential permit parking district will not be allowed to reapply for designation as a residential permit parking district for at least two (2) years from the date of the City Council adoption of a resolution authorizing the removal.

City of San Bruno

**RESIDENTIAL PARKING PERMIT PROGRAM**

**FREQUENTLY ASKED QUESTIONS (FAQ)**

**1. What is a Residential Permit Parking Program?**

The Residential Parking Permit Program (RPPP) is to enhance the quality of life in the residential neighborhoods by reducing the impact of long-term parking of vehicles on certain residential streets by non-residents who do not visit or conduct business with residents.

The RPPP includes parking districts in residential areas that specifically limit on-street parking to area residents with a permit for specified times.

**2. How do residents apply for and implement the Residential Permit Parking District?**

The resident or neighborhood sponsor would file an application with the City of San Bruno Public Works Department that describes the parking problem in the neighborhood and how residential permit parking district will be able to eliminate or reduce the overflow parking impacts.

Residents wishing to have their neighborhood designated as residential permit parking district must follow the process outlined in the Pilot Residential Parking Permit Program Guideline and Procedures.

**3. Who decides what areas become permit parking?**

The residential permit parking district request is initiated by residents who petition the City. A response rate of 50% + 1 of the dwelling units in the proposed residential permit parking district is required. The Public Works Department will review the petition to determine if it is complete and complies with all submittal requirements.

**4. If the Residential Permit Parking District is approved, would we need a parking permit to park on the street?**

Yes. In order to park on residential streets posted with permit parking regulations, you must have a residential permit or guest permit during regulated days and hours. However, if you legally park your vehicles off-street (such as on a private driveway or garage), you are not required to purchase a parking permit.

**5. If the Residential Permit Parking District is approved, what information would be required to obtain a parking permit?**

The residents who live within the residential permit parking district may submit an application to City of San Bruno Police Department for parking permits. In order to obtain

a permit, you are required to provide proof of residency (such as a rental agreement, utility bill or other identification indicating applicant's physical address) and matching proof of vehicle registration for which a parking permit is requested.

**6. How much does a parking permit cost?**

Each residential parking permit will cost \$35 and would be valid for two years.

**7. How are permits renewed?**

The residential parking permits are renewed through the City of San Bruno Police Department. The permits for an upcoming two-year period may be obtained six months in advance of the effective year noted on the permit.

**8. Can I purchase parking permits for trailers, boats, mobile homes, construction equipment or commercial vehicles?**

No. The residential parking permits will not be issued for trailers, boats, mobile homes, construction equipment or commercial vehicles.

**9. May I opt out of participating in the residential parking permit zone?**

The residents living within the residential permit parking district are not required to purchase parking permits, but they may not park their vehicle(s) on the street during regulated hours without a permit.

**10. Will the parking permit allow me to park in the on-street parking space in front of my house?**

The residents may park in the on-street parking space in front of their house if it is available. Having a parking permit does not confer a right to reserve the space in front of the house.

**11. Does having a permit guarantee a space?**

Possession of a parking permit does not guarantee or reserve any on-street parking space within the residential permit parking district. All on-street spaces shall be available to all permit holders on a first-come basis.

**12. Does the permit parking exempt me from street sweeping or other parking regulations?**

No. Residents holding parking permits are not exempt from any parking restrictions indicated by signs or curb markings. Failure to comply with the restrictions may result in issuance of citation.

**13. Do I need a permit if I have a disabled person placard issued by the DMV?**

No. Vehicles displaying a valid disabled placard/plate and disabled veterans placard/plates are exempt from permit parking restrictions. However, vehicles displaying the placards/plates are not exempt from other parking restrictions indicated by signs or curb markings.

**14. Will my permit be valid in other parking zones established in the City?**

No. Parking permits are non-transferable between other parking zones.

**15. Who will provide enforcement?**

The City of San Bruno Police Department will provide enforcement. No other entity is allowed to issue parking citations within the City.

**16. Who do I call when a vehicle is observed parking without a permit?**

Residents may call the City of San Bruno Police Department to report illegal parking occurrences.

**17. Can I receive a citation if I forget to display a permit?**

Yes. Citations are issued based on the vehicle evidence witnessed by Parking Enforcement personnel at the time of citation issuance. Citations may be issued to any vehicles parked within the residential permit parking district without a permit during the regulated hours. If a permit holder fails to display permits or displays them in a location on the vehicles other than what is indicated, citations may be issued.

**18. Are residential permit parking zones enforced on weekends and holidays?**

No. Residential permit parking regulations are not enforced on weekends and holidays.

**19. What are the limitations of this program?**

The RPPP does not:

- a. Guarantee or reserve to the holder of a permit an on-street parking space within the designated residential permit parking district.
- b. Authorize the permit parking holder to leave standing his/her vehicle for more than 72 hours.
- c. Exempt the permit parking holder from other parking restrictions in the designated residential permit parking district.

City of San Bruno

**RESIDENTIAL PARKING PERMIT PROGRAM APPLICATION**

The purpose of this application is to enable neighborhoods to initiate the Residential Parking Permit Program. This form must be filled out in its entirety and submitted to:

City of San Bruno  
Attn: Public Works Department  
567 El Camino Real  
San Bruno, CA 94066

Requesting Resident's or Neighborhood Sponsor Contact Information:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

1. **Please describe the nature of the overflow parking problem in your neighborhood.**
  - a. **What streets in your neighborhood do you feel are affected by overflow parking?**
  - b. **How often does the overflow occur?**
  - c. **Does the impact vary from month to month, season to season, or in any other way?**
  
2. **Can you identify an external parking impact generator that is the cause of overflow parking in the neighborhood? Are there any facilities (religious institutions or assembly uses, schools, shopping centers, transit stations, etc.) near the location that generate a high concentration of overflow vehicle parking?**

**3. Please describe how a Residential Permit Parking District will be able to eliminate or reduce overflow parking impacting the neighborhood. Please include your recommendation for the boundary of the Residential Permit Parking District.**

**4. Is there neighborhood support for submittal of this Residential Permit Parking District application? Have you contacted your HOA/Neighborhood Association, if applicable?**

City of San Bruno

**NEIGHBORHOOD RESIDENTIAL PERMIT PARKING DISTRICT PETITION FORM**

We, the undersigned residents, petition the City of San Bruno, to designate an area described herein as a Residential Permit Parking District. We understand that the Residential Permit Parking District will limit on-street parking within the area. Residents that wish to park on street will be required to purchase parking permits from the City. We further understand the process to designate the Residential Permit Parking District such that:

1. A response rate of 50% +1 of the dwelling units is required in the Residential Permit Parking District before the City commences the on-street parking surveys or study.
2. The City will not issue more permits for a Residential Permit Parking District than there are available parking spaces. It is generally anticipated that a **maximum of two permits** will be issued per dwelling unit unless the parking survey determines that a greater number of permits can be provided based on the parking survey.
3. The City will conduct a survey which will be mailed to the property owner and a minimum of fifty percent (50%) of the surveys (simple majority) must be returned to the Public Works Department within the designated time frame and sixty-seven percent (67%) of the returned survey must support the establishment of the Residential Permit Parking District in order for the designation process to continue.

All persons signing this petition do hereby agree that the following contact person(s) represent the neighborhood as facilitator(s) or sponsor(s) between the neighborhood residents and City of San Bruno staff in matters pertaining to this request.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Residential Permit Parking District Streets/Boundary:







