



REGULAR MEETING MINUTES

January 13, 2026

CITY OF SOUTH SAN FRANCISCO REGULAR MEETING PARKING PLACE COMMISSION

CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Dana Abarca, Chairperson

ROLL CALL

Present:

Dana Abarca, Chairperson
Brandon Chan, Vice Chairperson
Hermes Monzon, Commissioner

Absent:

None

City Staff:

Marissa Garren, Secretary to the Parking Place Commission
Morena Gallagher, Clerk to the Parking Place Commission
Alex Henry, Public Works Program Manager

AGENDA REVIEW: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

1. Approval of the Joint Parking Place Commission and Traffic Safety Commission Meeting Minutes for December 09, 2025.

Motion - Commissioner Monzon / Second – Chairperson Abarca to approve the minutes as submitted. Approved by vote (3-0).

ADMINISTRATIVE BUSINESS: None

ITEMS FROM THE COMMISSION:

- **Solar-Powered Wayfinding Sign Grand & Maple (Vice Chair Chan)**
 - Solar panels reported missing; sign no longer powered.
 - Action: Staff to investigate and coordinate with electricians.

- **Miller Parking Garage – Exterior Lighting (Miller Avenue side)** Vice Chair Chan:
 - Exterior building lights reported nonfunctional, resulting in dark sidewalk conditions.
 - Staff to coordinate with electricians to assess and repair lighting.
- **February Night Market Event (February 20, 2026)** Vice Chair Chan:
 - Event to be held on Maple Avenue between Grand and Miller, with partial closure of Fourth Lane.
 - No impact anticipated to parking on Grand Avenue.
- **Disabled Parking Spaces (Linden & California)** (Commissioner Monzon):
 - Clarification provided that disabled parking spaces are not metered and free per City policy.
 - Vehicles may not remain parked for longer than 72 hours.
- **Bylaws & Letter to City Council** (Vice Chair Chan):
 - Marissa Garren said the Letter to Council to be presented at the February 2026 meeting.
 - Parking Place Commission bylaws to be reviewed at the February 2026 meeting.

ITEMS FROM STAFF

- **Reorganization of the Parking Place Commission effective as of the February 2026 meeting it is as follows:**
 - Chair: Brandon Chan
 - Vice Chair: Hermes Monzon
 - Approved by roll call vote (3–0).
- **Parking Occupancy Study (November 2025)**
 - Weekday peak occupancy: 83% (approx. 6:00 p.m.)
 - Weekend peak occupancy: 96% (approx. 12:00 p.m.)
 - Surface lots and on-street parking near full capacity.
 - Miller Parking Garage has available capacity but remains underutilized.
 - Frequent illegal parking and loading zone violations observed.

Staff Recommended Actions:

- Improve wayfinding and signage directing drivers to Miller Parking Garage.
- Continue implementation of solar-powered parking counters and signage.
- Enhance parking enforcement, particularly in loading zones and high-demand areas.
- Evaluate potential expansion or time-based conversion of parking spaces to loading zones.
- Review parking rates and enforcement hours to improve turnover.
- Staff to distribute the full parking study report to Commissioners.

- Police Department to provide an enforcement update at the March 2026 meeting.
- Parking rate discussion to be scheduled for a future agenda.

Chairperson Abarca adjourned the meeting at 5:31 p.m.

Respectfully submitted.

Marissa Garren
Parking Place Commission Secretary

Dana Abarca
Parking Place Chairperson