



CITY COUNCIL 2026

MARK ADDIEGO, MAYOR (DIST. 1)
MARK NAGALES, VICE MAYOR (DIST. 2)
JAMES COLEMAN, MEMBER (DIST. 4)
EDDIE FLORES, MAYOR (DIST. 5)
FLOR NICOLAS, MEMBER (DIST. 3)
LAURA SNIDEMAN, CITY MANAGER

CITY OF SOUTH SAN FRANCISCO
PARKING PLACE COMMISSION (PPC)
BYLAWS – DRAFT

Article I – Mission Statement

The Parking Place Commission ("PPC") advises the City Council and staff on matters related to the operation, management, and regulation of public parking within designated parking districts. In accordance with Title 2, Chapter 2.64 of the South San Francisco Municipal Code, it promotes equitable access, efficient use, and sustainable parking systems for the community.

Commented [B1]: Where does it say this in the code?

Commented [MG1R2]: It doesn't. Mission statements aren't included in the code, however the PPC may include as part of their bylaws.

Article II – Authority of Setting Parking Meter, and Parking Permit Rates, and Parking Time Limits

Established under SSSFMC §2.64.050 & §20.440.007, the Parking Place Commission serves as an advisory role.

Commented [B2]: Can we add in the setting of parking meters and permit fees

Commented [MG2R2]: Added.

It may approve or deny modifications to parking standards rates and time limits (§20.440.007.C11.56.020), but does not have authority over budget allocations, enforcement contracts, or capital planning—these remain with the City Council, City Manager, or applicable departments.

Commented [B3]: Confirm code references. Should probably only be §2.64.010

Commented [MG3R2]: Changed to 2.64.

The Commission shall exercise the powers set forth in Chapter 4, Part 4, Division 18, Streets and Highways Code of the State of California, and such other powers as they are duly authorized by law to carry out under the terms of said provisions.

Commented [B4]: What are parking standards? Can we define this

Commented [MG4R2]: Replaced with California Streets and Highways Code.

Commented [B5]: Please confirm what this code reference is. It looks like it's about the Chief Building Official and nothing to do with parking.

Commented [MG5R2]: This code has been removed.

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Article III – Membership

Composition: Three at-large residents with city business experience (§2.64.0510).

Commented [B6]: Wrong code reference. Confirm if it should be §2.64.010

Commented [MG6R2]: Corrected.

• Appointment & Terms: Appointed by the City Council; serve three-year staggered terms, with vacancies filled by Council.

• Officers: Annually in January, the Commission elects a Chair ~~and~~ Vice Chair, and appoints a secretary and secretary pro tem.

- Chair presides, sets agenda with staff, serves as official PPC spokesperson.

- Vice Chair acts in Chair's absence.

Commented [B7]: §2.64.040 says Chairperson, Chairperson Pro Tem and Secretary are the 3 positions. Should we update our bylaws to reflect the current municipal code?

Commented [MG7R2]: Updated.

Article IV – Duties

1. Operate, manage, and control parking places in designated districts ~~(SSFMC §20.440.007.B).~~

2. The parking meter rates and time limits shall be as set by resolution of the parking place commission, and shall be published in the master fee schedule (§11.56.020). ~~(Recommend policies to Council on parking fees, meter rates, time limits, and district boundaries.~~

3. Review and decide requests for modifications to parking standards ~~(§20.440.007.C).~~

4. Receive public input during Brown Act-compliant public comment periods.

5. Annually report to Council summarizing the PPC's activities, recommendations, and trends.

Note: Requests for fee changes, fund allocations, facility additions, enforcement vendor selection, or citation appeals are not within PPC authority.

Commented [B8]: Should mention §2.64.080 where PPC shall exercise the powers set forth in the Streets and Highways Code of the State of California

Commented [B9]: Confirm code reference (I don't think it's in the municipal code. This sentence was an interpretation of the PPC's duties from the City Attorney.

Commented [MG9R2]: Code removed.

Commented [B10]: Reference §11.56.020 "The parking meter rates and time limits shall be as set by resolution of the parking place commission, and shall be published in the master fee schedule. "

Commented [MG10R2]: Updated.

Commented [B11]: Confirm code reference

Commented [MG11R2]: Code removed.

Commented [B12]: Is this a formal duty?

Commented [MG12R2]: No, but can remain based on PPC's previous requests.

Article V – Meetings and Procedures

• Schedule: Regular meetings held at least quarterly (or more often if needed), posted publicly.

• Brown Act Compliance: All meetings, agendas, and minutes comply with §2.64.050 and 2.64.080, §54950–54963.

• Quorum: Two of three current Commissioners.

• Voting: Motions require a quorum and majority vote. Tie votes result in no action.

• Rules of Order: Follow Rosenberg's Rules of Order and/or City-approved simplified approved Procedural Guide for Boards and Commissions, procedures.

Commented [B13]: Should probably reference §2.64.050 and that our meetings is scheduled to be on the second Tuesday of each month at 5PM per municipal code

Commented [MG13R2]: Would the Commission be interested in changing how often meetings are held?

Commented [B14]: Confirm code reference

Commented [MG14R2]: Updated to match SSFMC.

Commented [B15]: Is this true? Or do we officially still follow Robert's Rules of Order?

Commented [MG15R2]: True. It is commonly used by CA cities and government agencies.

Commented [B16]: Does SSF have a simplified procedures? Can we reference it?

Commented [MG16R2]: Yes.

Article VI – Intake & Handling of Information

- **Public Comment:** Citizens may speak on agenda items or general parking issues in-person at a Parking Place Commission meeting, or to Public Works staff by calling (650) 877-8550 or emailing Parking@ssfca.gov.
- Referrals: PPC may review items referred by Council or departments; cannot initiate independent studies or order projects.
- Staff Reports: City staff will present updates (e.g., utilization data or vendor summaries Parking Fund expenditures and revenue reports).
- Third-party Presentations: Contractors like LAZ Parking may present, coordinated through staff.
- Confidentiality: PPC members must respect privacy and legal confidentiality of information, including enforcement or personnel data.

Commented [B17]: Should we mention the parking@ssf.net email/inbox?

Commented [MG17R2]: Included options of in-person, Public Works phone #, and Parking email.

Commented [B18]: Add parking revenue report

Commented [MG18R2]: Added.

Article VII – Reporting & Communication

- Minutes and agendas posted on the City website.
- Annual written report submitted to Council, summarizing attendance, actions, and recommendations.
- Official positions only when formally adopted by Council resolution; PPC may craft advisory memos, but not represent final City policy. Final City policy positions are established only through formal City Council adoption; the Parking Place Commission may issue recommendations but not official policy positions.

Commented [B19]: Is this a formal responsibility of the commission?

Commented [MG19R2]: No, but is the Commission interested in having this added?

Commented [B20]: I understand what this is saying but the wording looks odd - can we reword this?

Commented [MG20R2]: Updated.

Article VIII – Limitations

The PPC does not have authority to:

- Approve budgets, contracts, or capital projects
- Direct staff or contractors
- Formally adjudicate citation appeals (governed by California Vehicle Code §40200–40230)
- Adopt City policy without Council approval

Article IX – Amendments

Bylaws may be amended by majority vote of the PPC at a regular meeting, subject to review and approval by the City Council via resolution.

Article X – Effective Date

These bylaws are effective upon adoption by the PPC and confirmation by the City Council.

Drafted: [Insert Date]

Adopted by PPC: [Insert Date, if adopted]

Approved by City Council: [Insert Date, if applicable]

City of South San Francisco

