



**REGULAR MEETING MINUTES**  
**February 11, 2025**  
CITY OF SOUTH SAN FRANCISCO  
REGULAR MEETING  
PARKING PLACE COMMISSION

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CALL TO ORDER: The meeting was called to order at 5:06 p.m. by Chairperson Dana Abarca.

ROLL CALL:

Present: Dana Abarca, Chairperson  
Brandon Chan, Vice Chairperson  
Hermes Monzon, Commissioner (*arrived at 5:19 p.m.*)

Absent: None.

City Staff: Diana Wang, Clerk to the Parking Place Commission  
Dave Bockhaus, Secretary to the Parking Place Commission  
Alex Henry, Public Works Program Manager  
Jason Wong, Finance Deputy Director

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

- 1. Approval of the Joint Special Meeting Minutes of the Parking Place Commission and Traffic Safety Commission for December 10, 2024.**

*Approval of the Joint Special meeting minutes of the Parking Place Commission and Traffic Safety Commission from December 10, 2024, will be deferred to the February 11, 2025 Traffic Safety Commission meeting, due to a lack of quorum for this agenda item.*

ADMINISTRATIVE ITEMS: None.

ITEMS FROM THE COMMISSION:

- Vice Chair Chan noted discrepancies on the City website regarding parking lots 5 and 12. These parking lots are still listed on the downtown parking, venue page, and permits and programs sections, but they are no longer valid as they are near the 200 Linden Avenue Apartments. City Staff will look into this.

- Vice Chair Chan also mentioned that the Chat Bot, Indy, on the City website is currently linking users to the building permits page instead of the appropriate parking permits page. City staff will look into this.
- Vice Chair Chan brought up the exterior lighting at the Miller Parking Garage is completely out. Alex Henry, Public Works Program Manager, responded that building maintenance will check on the lights, and if necessary, refer the issue to the electrical crew, as it could be related to a timer issue rather than a simple bulb replacement.
- Vice Chair Chan requested a status update on parking lot 18 to be included as an upcoming agenda item.
- Vice Chair Chan suggested gathering ideas and recommendations to begin drafting a council report regarding the reformation of the Parking Place Commission. His proposal included formalizing a document to City Council with recommendations such as separating the Parking Place Commission from the Traffic Safety Commission, ensuring complete oversight of the parking district fund, and overseeing parking enforcement activities by LAZ.
- Vice Chair Chan recommended adding this discussion to the next meeting agenda to start drafting a letter to City Council.
- Chair Abarca inquired about the cancellation of the January meeting. Dave Bockhaus, Public Works Deputy Director, explained that the meeting was canceled because there were no agenda items to discuss. City staff had sent out an email to Commissioners asking for any agenda items, but no responses were received, leading to the cancellation of the meeting.
- Dave Bockhaus, Public Works Deputy Director, responded to Vice Chair Chan's recommendations. He had spoken with the City Manager and Assistant City Manager, reiterating the city's policy that commissioners are all citizen advisory bodies. The City is not currently interested in changing the rules or ordinances for this Commission. None of the City's advisory committees have budget oversight, and only the Planning Commission has oversight regarding development to ensure consistency with the general plan. He further clarified that the Commission does not have oversight of the parking district fund but is responsible for the district itself. Regarding Vice Chair Chan's comments on managing LAZ, Dave Bockhaus, Public Works Deputy Director clarified that LAZ is managed by the Police Department through enforcement, and they provide monthly reports to City Council.
- Dave Bockhaus, Public Works Deputy Director emphasized that Vice Chair Chan's recommendations fall beyond the scope of the Commission. Vice Chair Chan asked how the Commission could be reformed. Dave Bockhaus, Public Works Deputy Director asked Vice Chair Chan to bring up his item at the next meeting and we can discuss further.
- Commissioner Monzon asked if there were any updates on the bus shelter on Airport Boulevard to which Dave Bockhaus, Public Works Deputy Director responded, there are no updates.

#### ITEMS FROM THE STAFF:

1. **Conversion of Liberty Bank Parking Lot #19 (500 Linden Avenue) to City Parking Lot. (Alex Henry, Public Works Program Manager)**
  - Alex Henry, Public Works Program Manager, mentioned that the project is still in the initial planning stages for converting Liberty Bank Parking Lot #19 into a City parking lot.

- Alex Henry, Public Works Program Manager, stated that the parking lot has 48 spaces, with plans to include a mix of handicap parking, 24-minute spots, and permit-only spaces. The lot was originally owned by Liberty Bank and later acquired by the Rotary Club. Dave Bockhaus, Public Works Deputy Director, explained that the Rotary Club has plans to construct the Liberty Bank into affordable housing. Due to a lack of funding, construction will not begin for another year or so. As a result, the City plans to lease the lot as a temporary City parking lot in the meantime.
- Alex Henry, Public Works Program Manager, stated that the City plans to align the parking lot with other City lots, with enforcement times from 8:00 AM to 6:00 PM. This parking lot will differ from others by not allowing overnight parking to facilitate weekly street sweeping. Additionally, instead of parking meters, the City plans to install a pay station with an estimated cost of \$6,000, including solar panels.
- Commissioner Monzon noted that the area lacks parking and the lot is currently filled with illegally parked cars. Alex Henry, Public Works Program Manager, responded that enforcement cannot be conducted because the lot is currently privately owned until the City temporarily leases the parking lot.
- Commissioner Monzon suggested posting flyers and sending out mailers to notify the surrounding neighborhoods of the new City lot.
- Dave Bockhaus, Public Works Deputy Director, recommended temporarily incorporating 2-hour parking limits, enforced by LAZ Parking to move the illegally parked cars out and have a soft opening of the new City lot. The City will post notices in advance to give drivers ample time to move their vehicles or have them towed.
- Vice Chair Chan inquired about the cost to lease the lot, to which Dave Bockhaus, Public Works Deputy Director, responded that the Economic and Community Development (ECD) Department negotiated the terms.
- Commissioner Monzon suggested attending Rotary Club meetings to voice any concerns the Commissioners might have regarding the construction of affordable housing that will take place on this lot.

## 2. Upcoming Items

- a. Parking Study Update
- b. Parking Rates Update
  - i. Dave Bockhaus, Public Works Deputy Director, mentioned that City staff will present the parking rate increases to the Commission for discussion for FY25-26.
- c. FY25-26 Updates
- d. P3 Project update (ECD)

**Chair Abarca** adjourned the meeting at 5:53 p.m.

Respectfully submitted.

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Dave Bockhaus on behalf of Marissa Garren  
Traffic Safety Commission Secretary

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Dana Abarca  
Parking Place Commission Chairperson