



**REGULAR MEETING MINUTES**  
**May 12, 2026**  
**CITY OF SOUTH SAN FRANCISCO**  
**REGULAR MEETING**  
**PARKING PLACE COMMISSION**

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**CALL TO ORDER:** The meeting was called to order at 5:05 p.m. by Chair, Brandon Chan

**ROLL CALL:**

Present: Brandon Chan, Chair  
Hermes Monzon, Vice Chair  
Dana Abarca, Commissioner

Absent: None

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

**AGENDA REVIEW:** No changes.

**PUBLIC COMMENT:** None.

**CONSENT CALENDAR:**

1. Approval of the Parking Place Commission Meeting Minutes for April 14, 2026.

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

**ITEMS FROM THE COMMISSION:**

- Vice Chair Monzon noted that during the approval of meeting minutes, the Chair should allow Commissioners an opportunity to participate in the motion and second process before proceeding with approval. The Chair acknowledged the feedback and agreed to provide Commissioners with an opportunity to comment and participate in future-minute approvals.
- Vice Chair, Monzon, requested an update on the status of the bus shelter project and related permits involving SamTrans.

- Staff reported that no new information has been received from SamTrans since the permit review process.
- Staff further noted that the Traffic Safety Commission is scheduled to receive a presentation from an engineering representative who has been coordinating with SamTrans and may be able to provide additional updates.

### **ITEMS FROM STAFF:**

1. Review and discussion of Parking Place Commission drafted bylaws and memo to City Council presented by Marissa Garren, Secretary to the Parking Place Commission.
  - Staff presented the draft Parking Place Commission bylaws for review and discussion, outlining edits made in response to previous commissioner's comments and explaining the proposed revisions compared to the current Municipal Code provisions.
  - Staff clarified that references to a Secretary Pro Temp in the Municipal Code pertain to a City staff position and discussed the possibility of formally designating a Vice Secretary during the Commission's annual reorganization process in January.
  - Commissioners discussed whether the appointment of a Vice Secretary should be formally included as part of future organizational votes.
  - Staff advised that additional guidance from the City Attorney is pending regarding the bylaw adoption process. Staff indicated that any bylaw amendments would likely require:
    - Review by the City Attorney;
    - Approval by a majority vote of the Commission; and
    - City Council adoption if amendments to the Municipal Code are required.
  - Chair Brandon Chan recommended revising Article II of the proposed bylaws by removing language by describing the Commission as serving in an "advisory role." The commissioner noted that Chapter 2.64 of the Municipal Code does not specifically use the term "advisory" and suggested instead referencing the Commission as established under Municipal Code Chapter 2.64.
2. Upcoming Meeting Topics provided by Marissa Garren, Secretary to the Parking Place Commission.
  - Staff announced that upcoming agenda items would include resolutions related to parking rate increases, including proposed increases to hourly parking rates and monthly parking permits within the parking district.
  - Staff and the Commission discussed potential loading zone locations on Grand Avenue and Cypress Avenue, including proposed operating hours and the impact on nearby businesses.
  - Commissioners discussed delivery operations in the downtown area and noted that some businesses may already have rear-alley access for deliveries. Questions were raised regarding which businesses would directly benefit from designated loading zones.
  - Commissioners expressed concern that converting parking spaces to loading zones could reduce customer parking availability and parking revenue.

- Discussion included observations of delivery trucks utilizing front curb space rather than available rear access points and the operational challenges posed by large delivery vehicles in areas with diagonal parking.
- Commissioners suggested gathering additional input from affected businesses to determine the actual need for loading zones and to identify the businesses that would benefit most from the proposed changes.
- Commissioners discussed delivery schedules, noting that many commercial deliveries occur early in the morning before parking enforcement begins.

Chair Chan adjourned the meeting at 5:56 p.m.

Respectfully submitted,

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Marissa Garren  
Parking Place Commission Secretary

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Brandon Chan  
Parking Place Chair