



## REGULAR MEETING MINUTES

February 10, 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 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, Public Works Program Manager

**AGENDA REVIEW:** None

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

1. Approval of the Parking Place Commission Meeting Minutes for January 13, 2026.

Motion – Chair Brandon Chan / Second – Commissioner Dana Abarca to approve the minutes as submitted. Approved by vote (2-0).

**ADMINISTRATIVE BUSINESS:** None

**ITEMS FROM THE COMMISSION:**

### **1. Downtown Sidewalk & Lane Maintenance**

- Downtown sidewalk power washing is currently in progress by a vendor.

- In the process of developing hand-clean routes for downtown alleys & lanes (including 3rd Lane and 4th Lane).
- Coordinate with Code Enforcement regarding recurring illegal dumping locations.
- Hire additional Clean Team hourly staff (1.5 FTE equivalent) to support expanded maintenance efforts.
- Implement scheduled no-parking periods in garage to allow for maintenance work.
- Monitor effectiveness of newly installed fencing under Miller garage staircase to prevent encampment/dumping.

## **2. Miller Parking Garage – Lighting & Visibility**

- Schedule on-site meetings with electricians and vendors to troubleshoot exterior lighting issues.
  - Investigate potential rewiring or photocell malfunction affecting exterior lighting.
  - Review available as-built drawings to identify electrical system layout.
  - Assess tree trimming along Miller Avenue to improve visibility of illuminated “P” signage.
  - Evaluate need for enhanced exterior lighting or upgraded signage at garage entrances.
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### ITEMS FROM STAFF:

#### **Marissa discussed the Financial & Budget Review**

- Provide quarterly revenue and expenditure report at next meeting.
- Present detailed parking revenue data (permits, meters, overall fund balance).
- Review expenditure categories contributing to projected overage (including IPS permit processing costs \$1,000–\$3,000/month)
- Proceed with transition to digital parking permits to reduce monthly processing expenses. The License plate readers have been installed in about 3 of the enforcement vehicles and are in training right now.
- Prepare parking rate increase proposal for Commission review (March or April).
- Include comparative parking rate data from neighboring cities (e.g., San Mateo and surrounding areas).
- Analyze revenue impact scenarios:
  - Extending enforcement hours
  - Increasing parking rates
  - Combination of both

**Marissa presented the PPC 2026 Roadmap Presentation** based on our recent parking occupancy study done by Kimley Horn:

### **1. Parking Enforcement & Technology**

- Complete training and implementation of License Plate Readers (LPRs).
  - Schedule Police Department update to Commission (March or April) regarding:
    - LPR implementation
    - Enforcement effectiveness
  - Evaluate adjusting parking enforcement hours (e.g., shifting from 8 AM–5 PM to 9 AM–6 PM or later).
  - Confirm whether citations will continue to be issued as paper notices or transition to mail-only with LPR use.
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### **2 . Loading Zones & Parking Operations**

- Develop plan for designated loading zones on Linden Avenue (time-restricted).
  - Evaluate additional loading zones where needed.
  - Explore potential restaurant parking validation program (e.g., Miller Garage incentives).
  - Review feasibility of keeping Miller garage rates lower than surface/on-street rates to encourage garage use.
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### **3. Food Pickup/Drop-Off Pilot Space (Grand Avenue)**

- Monitor current usage and enforcement of 5-minute pickup/drop-off space.
  - Consult Police Department regarding enforcement options with LPRs.
  - Reach out to City Council for directions on:
    - Continuing the pilot
    - Installing a meter
    - Expanding program
    - Reverting space to standard metered parking
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**Chair Brandon Chan** adjourned the meeting at 5:52 p.m.

Respectfully submitted.

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Marissa Garren  
Parking Place Commission Secretary

Brandon Chan  
Parking Place Commission Chair