



# REGULAR MEETING MINUTES

## March 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 5:09 p.m. by Chairperson Dana Abarca.

ROLL CALL:

Present: Dana Abarca, Chairperson  
Brandon Chan, Vice Chairperson  
Hermes Monzon, Commissioner (*arrived at 5:41 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

AGENDA REVIEW: No changes.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

- 1. Approval of the Meeting Minutes of the Traffic Safety Commission for February 11, 2025.**

**Motion Vice Chair Chan / Second Chair Abarca** — to approve the February 11, 2025 meeting minutes as submitted. Approved by voice vote (2-0-0).

ADMINISTRATIVE ITEMS: None.

ITEMS FROM THE COMMISSION: None.

ITEMS FROM THE STAFF:

- 1. Recommendations Letter to City Council (Dave Bockhaus, Public Works Deputy Director)**
  - Vice Chair Chan will brainstorm ideas for the letter to City Council, to be discussed at the next meeting.

- Dave Bockhaus, Public Works Deputy Director, mentioned the budget and revenue reports, along with proposed parking rate increases, will be reviewed at the next meeting.
- 2. Discussion of Parking Meter Expansion in the Downtown Area (Dave Bockhaus, Public Works Deputy Director)**
- Dave Bockhaus, Public Works Deputy Director, mentioned the new Linden Park development will result in a net loss of 12 parking spaces. Plans include adding 17 new parking spots within the park.
  - Dave Bockhaus, Public Works Deputy Director mentioned the community feedback has been mixed: residents favor additional parking, while businesses prefer metered spaces. The Commission is requested to provide feedback on extending parking meters in the downtown area, specifically on Linden Avenue.
  - Alex Henry, Public Works Program Manager, will be collaborating with the Engineering Division to determine the number of potential parking spaces, layout, and estimated revenue.
  - Chair Abarca to consult with Commissioner Monzon to gather suggestions for parking, with findings to be discussed at the next meeting.
  - Vice Chair Chan inquired about the enforcement of 24-minute parking spots on Linden Avenue, noting minimal turnover.
  - Dave Bockhaus, Public Works Deputy Director, stated that LAZ Parking Enforcement currently lacks the capability to scan license plates. Efforts are underway to collaborate with the Police Department and LAZ Parking Enforcement to integrate this functionality into the existing software and mobile app to improve enforcement.
  - Dave Bockhaus, Public Works Deputy Director proposed installing "No Overnight Parking" signs to facilitate street sweeping in the Linden Park Parking Lot. The Commissioners agreed with this approach.
  - Chair Abarca suggested designating 2–3 hour parking spots in the lot for better parking management.
  - Dave Bockhaus, Public Works Deputy Director mentioned a survey will be conducted for the surrounding residents and will be shared with the Commission.
- 3. Parking Lot 19 Updates (Alex Henry, Public Works Program Manager)**
- The pay station for Lot 19 arrived earlier than expected, expediting the parking lot development.
  - Lighting repairs have begun, and the parking lot design is in progress.
  - Discussions are ongoing regarding:
    - Implementing 24-minute metered spots
    - Installing new signage to identify it as a City Parking Lot with stay times and enforcement requirements
    - Repainting and labeling spaces for a pay-by-space system
    - A design proposal will be presented at next month's meeting for review.
  - The possibility of pay-by-plate vs. pay-by-space is being considered.
  - Vice Chair Chan suggested maintaining consistency across parking lots by choosing either pay-by-plate or pay-by-space.
  - Vice Chair Chan asked if the overgrown vegetation around the lot would be maintained to which Dave Bockhaus, Public Works Director responded, the lot will be maintained by the City.
  - Commissioner Monzon asked if surrounding residents would be notified about the lot. Alex Henry, Public Works Program Manager, stated that signage will be

installed before enforcement begins to inform residents about the transition to a City lot and pay station implantation. There is no set timeline for the lot's official opening, but residents will be notified once determined.

**4. Transition from Physical Parking Permit Placards to Parking Permit by Plate System (Alex Henry, Public Works Program Manager)**

- The current permit fulfillment process is inefficient and costly, involving:
  - Ordering parking permits from a third-party vendor.
  - Distributing hang tags to IPS and the Finance Department for processing.
  - IPS handling permit sign-ups and mailing permits to customers.
  - Finance Department also processes walk-in permit purchases.
- Efforts are underway to integrate LAZ Parking Enforcement with a license plate reader, eliminating the need for physical hang tags and transitioning to a permit-by-plate system.
- The department aims to eliminate traditional parking meters and transition to a pay-by-text/QR code system, streamlining the parking payment process.

**5. Upcoming Items**

- a. Parking Study Update
- b. Parking Rates Update
- c. P3 Project Update (ECD)

**Chair Abarca** adjourned the meeting at 5:45 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