



## REGULAR MEETING MINUTES

April 14, 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, Public Works Program Manager-Maint & Operations

#### **AGENDA REVIEW**

Update to the agenda under “Items from Staff” regarding parking enforcement by LAZ Parking and the South San Francisco Police Department. Marissa clarified the item was informational only and no action or questions would be taken unless requested for a future meeting.

#### **PUBLIC COMMENT**

*The following individuals addressed the Commission:*

- Tom Carney expressed concern about the proposed parking rate increases, the underutilization, safety concerns, and maintenance issues of the Miller Parking Garage, and lack of visible signage and wayfinding.

Chair Chan noted that the Parking District fund balance is declining and that the intent of rate adjustments is to achieve financial stability and break-even operations rather than generate profit.

It was clarified that parking enforcement and rate adjustments are intended to:

- Improve turnover of on-street parking
- Address prior enforcement gaps
- Ensure fairness among users

The Miller Parking Garage was identified as underutilized compared to on-street parking, based on a recent parking study.

Staff and Commissioners acknowledged the need for improvements to the garage, including:

- Enhanced signage and wayfinding (including visibility from freeway access points)
- Improved lighting and safety conditions
- Better cleanliness and maintenance
- Repair and reliability of occupancy/availability signage systems
- Addressing obstructions such as landscaping impacting visibility and access

Commissioners and staff agreed that better promotion and usability of the garage could help shift demand from on-street parking to the structure.

It was noted that signage improvements are already part of ongoing work plans but may take time to implement due to coordination and approval processes.

### **CONSENT CALENDAR**

1. Approval of the Parking Place Commission Meeting Minutes for February 10, 2026.

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

### **ADMINISTRATIVE BUSINESS**

Marissa Garren presented a report regarding a resolution affirming parking rates and time limits for inclusion in the Fiscal Year 2026-2027 Master Fee Schedule.

- A proposal would update the allowable parking rate ranges for the downtown parking district to provide flexibility for future rate adjustments in 25-cent increments.
- Reviewed current and proposed parking rate ranges for on-street parking, surface parking lots, permit parking, and the Miller Parking Garage. The parking occupancy studies showed weekday peak parking occupancy at approximately 83% and weekend occupancy exceeding 96%, supporting consideration of future parking rate increases to encourage turnover and improve parking availability. The Parking District expenditure exceeds current revenues and that future rate adjustments could assist with maintenance and operational costs.
- The current action was only to approve updated maximum rate ranges within the Master Fee Schedule, and that any future parking rate increases would return to the Commission for separate consideration and approval.
- The Miller Parking Garage rates may remain unchanged to encourage garage use, but the proposed range would provide flexibility for future adjustments if needed.

- Chair Chan identified a typo in the proposed fee schedule related to the minimum on-street parking rate. Staff acknowledged the error and clarified that the intended minimum increase should reflect a 25-cent incremental increase rather than an immediate increase to \$2.50.
- Chair Chan requested additional information for future consideration, including:
  - A comparison of parking rates with nearby cities (e.g., Millbrae, Burlingame, San Bruno, Daly City, San Mateo)
  - A financial forecast showing projected revenue and expenditures based on proposed rate increases
  - Evaluation of whether the proposed 25-cent increase is sufficient or if higher adjustments may be needed
- Parking enforcement hours were discussed:
  - Current proposal maintains existing hours for now
  - Future discussion will consider extending enforcement to 7:00 PM
  - Saturday enforcement would align with weekday hours
  - Sundays would remain free

The Commission approved a resolution affirming parking rates and time limits to be included in the 2026–2027 Master Fee Schedule. The motion was made by Chair Chan and seconded by Commissioner Abarca. Approved by vote (3-0)

### **ITEMS FROM THE COMMISSION**

None.

### **ITEMS FROM STAFF**

Staff introduced Captain Ken Chetcuti (Police Department, Traffic Division) and Robert Flagg (LAZ Parking) to provide an informational update on parking enforcement operations. The presentation was informational only, with no discussion or action requested by the Commission.

Captain Chetcuti reported that LAZ Parking has been operating in the City for approximately one year and has significantly improved parking enforcement capacity. He noted that during prior staffing shortages in 2023–2024, the Police Department had limited enforcement capability, but LAZ has since strengthened coverage across the City.

Key highlights included:

- Substantial increase in citation issuance compared to prior years, reflecting expanded enforcement capacity.
- Improved management of abandoned vehicle complaints, reducing workload on police officers and allowing greater focus on crime prevention.
- Assistance with RV parking enforcement, previously a major time demand on police resources.

- Introduction of license plate reader technology to support more consistent and equitable enforcement.

Captain Chetcuti emphasized that LAZ's work has improved consistency, efficiency, and fairness in enforcement across all neighborhoods, not just downtown areas. He also noted a reduction in parking-related complaints received by the Police Department relating to the volume of enforcement activity being conducted.

Robert Flagg (LAZ) provided an update on the use of new License Plate Recognition (LPR) enforcement units. The system allows officers to select time zones (e.g., 2-hour, 3-hour limits), capture license plate and tire images, and use GPS tracking to determine whether a vehicle has moved between enforcement passes. Citations are issued only when no movement is detected. The technology has significantly improved efficiency, allowing officers to cover more permit zones compared to prior manual walking methods.

Enforcement operations have become more proactive, with focused attention on known problem areas, including disabled ramp parking violations in the Westborough area. Increased enforcement has led to improved compliance citywide, though some trouble spots remain.

Marissa Garren presented a review of the Parking District revenue and expenditure. Year-to-date expenditures are approximately 50% of budget. However, projections indicate expenditures may exceed revenues by year end, depending on final spending.

- Discussion focused on discrepancies in revenue reporting, particularly at the Miller parking structure, where revenues appear lower than expected. Staff noted that financial reporting may lag by one to two months due to processing delays.
- Permit and meter revenues were reported to be within expected ranges, while Miller garage revenues were identified as a concern requiring continued monitoring.
- Staff clarified that projected fund balance reductions are based on a worst-case scenario assuming full budget expenditure; actual year-end results may be higher if full spending does not occur.
- Potential underspending was discussed in several categories, including utilities (gas and electricity) and part-time salaries. Utilities are currently lower than historical trends, and staff are investigating possible billing or accounting issues. Part-time salary allocations appear underreported due to staffing charges not being fully applied to the parking district fund.
- Commissioners raised questions about new parking meters observed near Mission Street and the Trader Joe's area adjacent to recent developments. Staff clarified the meters are not part of the parking district system.
- Staff confirmed ongoing coordination with the Finance Department to reconcile discrepancies in revenue and expense allocations and to update financial reporting in the coming months.
- Staff confirmed that new parking meters generate revenue that flows into the Parking District Fund.
- Commissioners asked whether:
  - Equipment and maintenance costs for new meters are also charged to the fund.
  - The parking district boundaries may need to be legally expanded or revised.
- Staff confirmed that costs, including meter equipment and maintenance, are funded through the parking meter account.

- Staff noted that changes to the parking district structure are likely required and are being reviewed with the City Attorney.
- Current non-downtown metered locations were identified as McClellan Drive only.

Staff presented a draft roadmap consolidating Parking Place Commission and Traffic Safety Commission items for 2026.

- Document is intended to support coordination, including potential joint meetings, and remains subject to revision.

Commissioners requested the following items be added or revisited:

- Signage and Wayfinding
  - Request for an update and continued discussion.
  - Interests in more active involvement in planning and implementation.
- Miller Garage
  - Proposal to schedule a dedicated discussion on:
    - Underutilization (based on prior parking study)
    - Potential improvements and operational recommendations
  - Suggestion that outcomes may include formal recommendations or action items.
- Commission Roles / Governance Review
  - Request to revisit prior discussion on Parking Place Commission structure and responsibilities.
  - Concerns raised regarding:
    - Authority over parking district fund oversight
    - Clarification of advisory vs. decision-making roles
  - Recommendation that City Council re-examine commission structure and roles.
  - Suggestion that similar review may be relevant for other commissions, including Traffic Safety.
- Vision Zero Plan Involvement
  - Commissioners requested active participation in Vision Zero planning process, including:
    - Consultant scope development
    - Plan formulation (not only receiving updates)
  - Interest in joint involvement from Parking Place Commission and Traffic Safety Commission.
  - Staff confirmed upcoming update is currently limited to plan status.

Chair Chan adjourned the meeting at 5:52 p.m.

Submitted by:

Approved by:

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Marissa Garren  
Parking Place Commission Secretary

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Brandon Chan  
Parking Place Chair