



CITY OF SANTA CRUZ
809 Center Street
Santa Cruz, California 95060

DOWNTOWN COMMISSION

Regular Meeting

September 23, 2021

8:30 A.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS

Commission meetings are audio recorded and will be posted to the Advisory Body webpage following the meeting.

Written material for every item listed on the agenda is available for review at the Public Works office, 809 Center Street, Room 201, and online at www.cityofsantacruz.com.

COVID-19 ANNOUNCEMENT: September 23, 2021 Meeting

In order to minimize exposure to COVID-19 and to comply with the social distancing suggestion, the Council Chambers will not be open to the public. The meeting may be viewed remotely, using the following source:

Online through Zoom at: <https://us06web.zoom.us/j/99530475758>

PUBLIC COMMENT and ORAL COMMUNICATIONS:

If you wish to comment on items on the agenda please see information below.

Call at the start of the item you wish to speak on.

Call any of the numbers below. If one is busy, try the next one.

- 1-346-248-7799
- 1-720-707-2699
- 1-253-215-8782
- 1-312-626-6799
- 1-646-558-8656
- 1-301-715-8592

- 1-877-853-5247 (Toll Free)
 - 1-888-788-0099(Toll Free)
 - 1-833-548-0276 (Toll Free)
 - 1-833-548-0282 (Toll Free)
- Enter the meeting ID number: [995 3047 5758](#)
 - When prompted for a Participant ID, press #.
 - Press *9 on your phone to “raise your hand” when the Chair calls for public comment.
 - It will be your turn to speak when the Chair unmutes you. You will hear an announcement that you have been unmuted. The timer will then be set to 3 minutes.
 - You may hang up once you have commented on your item of interest, or if you wish to speak on another item, stay on the line and press *9 again when you are ready to speak on your next item of interest.

Time limits set by Commission Policy are guidelines. Unless otherwise specified, procedures for all items, are:

- Oral staff report
- Public comment - 3 minutes each; maximum total time may be established by the Presiding Officer at the beginning of an agenda item
- Commission deliberation and action

No action will be taken on items listed under Oral Communications, Announcements, Presentations, and Information Items

Appeals - Any person who believes that a final action of this advisory body has been taken in error, that decision may or may not be appealable to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk Administrator. Appeals must be received by the City Clerk Administrator within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a fifty dollar (\$50) filing fee.

Additional Information

Visit the City’s Web Site at www.cityofsantacruz.com with links including City Advisory Body Meeting Agendas and Minutes, Advisory Body Information, and the Santa Cruz Municipal Code.

A copy of the full DTC agenda, agenda reports and attachments which are included in the meeting packet, are available for review at the Central Library on Church Street no later than three (3) days prior to the meeting date.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. If you wish to attend this public meeting and will require assistance, such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Public Works Office at (831) 420-5184 or e-mail bborguno@cityofsantacruz.com at least five (5) days in advance so that arrangements for such assistance can be accommodated. The Cal-Relay system number: 1-800-735-2922.

Any writing related to an agenda item for the open session of this meeting distributed to the DTC less than 72 hours before this meeting is available for inspection at the Public Works Department at 809 Center Street, Room 201. These writings will also be available for review at the DTC meeting in the Council Chambers.

Downtown Commission

8:30 AM

Call to Order

Roll Call

Statements of Disqualification

Announcements

1. Downtown Commission Vacancy
2. Interim City Manager

Oral Communications

Presentations

3. Go Santa Cruz/TDM Update
4. Planning Department Updates
5. Covid-19/Parking Operations Update

Approval of Minutes

6. May 27, 2021 Downtown Commission Draft Minutes

General Business

7. Outdoor Dining Ad Hoc Sub Committee Recommendation on the Temporary Outdoor Extensions/ Dining permit program extension
Motion to: Recommend support to City Council and the City Manager in extending the Temporary Covid-19 Use Permit for Outdoor Seating, by establishing the temporary permit remain valid until December 31, 2022 currently set to expire December 31, 2021.

Information Items

8. Parking Garage Permit Waitlist 8/25/2021

Written Material

Subcommittee/Advisory Body Oral Reports

Items Initiated by Members for Future Agendas

Adjournment



Downtown Commission
AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Interim City Manager

RECOMMENDATION: xx

BACKGROUND: xx

DISCUSSION: xx

FISCAL IMPACT: xx

Prepared By:

Submitted By:

Approved By:

ATTACHMENTS:



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Go Santa Cruz/TDM Update

RECOMMENDATION: **

BACKGROUND: **

DISCUSSION: **

FISCAL IMPACT: **

Prepared By:
Claire Gallogy
Transportation Planner

Submitted By:

Approved By:

ATTACHMENTS:



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Planning Department Updates

RECOMMENDATION: **

BACKGROUND: **

DISCUSSION: **

FISCAL IMPACT: **

Prepared By:
Sarah Nuese
Senior Planner

Submitted By:

Approved By:

ATTACHMENTS:



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Covid-19/Parking Operations Update

RECOMMENDATION: xx

BACKGROUND: xx

DISCUSSION: xx

FISCAL IMPACT: xx

Prepared By:
Brian Borguno
Parking Program Manager

Submitted By:

Approved By:

ATTACHMENTS:

MINUTES ARE UNOFFICIAL UNTIL APPROVED BY COMMISSION

City of Santa Cruz
809 Center Street
Santa Cruz, California 95060

MINUTES OF A DOWNTOWN COMMISSION MEETING

Thursday, May 27, 2021, 2021

Call to Order Chair Farrell called the meeting to order at 8:33 a.m. via Zoom.

Roll Call

Present: Chair Farrell, Vice Chair Ferrara (joined the meeting at 8:48 a.m.)
Commissioners: Brennan, Carr, Davis (will be leaving the meeting at 10:30 a.m.), Garrett, Nelson.

Absent with notification: None.

Statements of Disqualification: None.

Announcements

1. Introduction of New Transportation Manager Nathan Nguyen

Brian Borguno, Parking Program Manager, announced that the recruitment for a new City Manager is open, and Martin Bernal has changed his end date to August 2021.

Commissioner Brennan asked if there is a timeline on when the Commission will be going back to in person commission meetings. Brian Borguno, Parking Program Manager, has not received any updates on when in person meetings will resume and had no announcement at this time regarding in person meetings starting up again.

Oral Communications

2. Rick Longinotti Letter

At 8:40 a.m. Chair Farrell opened oral communications. There were no speakers. At 8:41 Chair Farrell closed oral communications.

Presentations

3. Go Santa Cruz Program Update

Claire Gallogly, Transportation Planner, gave a presentation on the Go Santa Cruz Program options for our downtown workforce.

4. Bike Share Program Update

Claire Gallogly, Transportation Planner, gave a presentation on the Bike Share program which included the next steps going to council on June 22, 2021.

5. Outdoor Dining Update

Brian Borguno, Parking Program Manager, spoke about the creation of an Ad Hoc Subcommittee to continue to be involved in process related to the Parklet Program changes currently being worked on by Economic Development.

6. Covid-19/Parking Operations Update

Brian Borguno, Parking Program Manager, spoke about the following

Covid-19 Updates

- County Entered Yellow Tier 5/18
- Planning for June 15th State Reopening & Operational Adjustments
- Continued Support for the Outdoor Extension Program
- Curbside Pick Up Locations Remain in Place as Needed
- \$3.75 Daily Maximum at Parking Garages and Lots still in Effect
- Staff Furloughs Ended Six Weeks Early
- Starting to See Uptick in Downtown Activity

FY22 Budget Update

- Council Budget Hearings 5/25 & 5/26
- Status Quo Budget for FY22 Scheduled for Adoption in June
- Parking Fund Balance Estimated to be Depleted by end of FY22
Does Not Factor in New Revenues
Conservative Approach to Revenues Returning
All Related to Covid-19 Impacts to the Downtown Economy

Parking Services Staff Furloughs and Dedication Helped get through FY21

- Maintained Essential Services for Downtown
- In Process of Hiring Additional Staff
- Began FY21 with Fund Balance of \$4.05M

7. Downtown Development Projects Update

Brian Borguno, Parking Program Manager, gave an overview of approved projects in district.

Parking Projects

- Soquel Parking Equipment Replacement-Equipment **Installed**
- Soquel Garage Fiber Optic Connection Project-**Completed**
- Locust Parking Equipment Install in process of Scheduling
- Investigating Solar Panel Projects at Soquel Garage, Locust Garage

Approval of Minutes

8. January 28, 2021 Meeting

MOTION: Commissioner Brennan moved, seconded by Commissioner Garrett to approve the minutes of the January 28, 2021 meeting.

ACTION: The motion carried with the following vote.

- AYES: Chair Farrell, Vice Chair Ferrara
Commissioners: Brennan, Davis, Garrett, Nelson
- NOES: None.
- ABSTAINED Commissioner Carr
- ABSENT: None.
- DISQUALIFIED: None.

9. March 25, 2021 Downtown Commission Meeting Minutes

MOTION: Commissioner Brennan moved, seconded by Vice Chair Ferrara to approve the minutes of the March 25, 2021 meeting.

ACTION: The motion carried with the following vote.

AYES: Chair Farrell, Vice Chair Ferrara
 Commissioners: Brennan, Carr, Davis, Garrett, Nelson
 NOES: None.
 ABSTAINED None.
 ABSENT: None.
 DISQUALIFIED: None.

At 10:00 a.m. Chair Farrell opened public comment. There were no speakers. At 10:02 a.m. Chair Farrell closed public comment.

General Business

- 10. Creation of a Parking Rate & Revenue Strategy Ad Hoc Subcommittee

MOTION: Commissioner Nelson moved, seconded by Commissioner Carr

Motion for the Downtown Commission to approve the formation of and membership to a Parking Rate & Revenue Strategy Ad Hoc Subcommittee, including up to three commissioners for a period not to exceed six months, to develop a revised Parking Rate & Revenue Strategy and bring back a recommendation(s) to the Commission.

ACTION: The motion carried with the following vote.

AYES: Chair Farrell, Vice Chair Ferrara
 Commissioners: Brennan, Carr, Davis, Garrett, Nelson
 NOES: None.
 ABSTAINED None.
 ABSENT: None.
 DISQUALIFIED: None.

The following commissioners will be on the Parking Rate & Revenue Strategy Ad Hoc Subcommittee: Vice Chair Ferrara, Commissioners: Nelson, Carr.

At 10:08 a.m. Chair Farrell opened public comment. There were no speakers. At 10:09 a.m. Chair Farrell closed public comment.

- 11. Creation/Recreation of an Outdoor Dining/Parklet Program Ad Hoc Subcommittee.

MOTION: Commissioner Brennan moved, seconded by Commissioner Garrett.

Motion for the Downtown commission to approve the formation of and membership to an Outdoor Dining/Parklet Program Ad Hoc Subcommittee, including up to three commissioners for a period not to exceed six months to

continue to work with Economic Development and Public Works staff on program recommendations.

ACTION: The motion carried with the following vote.

AYES: Chair Farrell, Vice Chair Ferrara
 Commissioners: Brennan, Carr, Davis, Garrett, Nelson
NOES: None.
ABSTAINED None.
ABSENT: None.
DISQUALIFIED: None.

The following Commissioners will be on the Outdoor Dining/Parklet Ad Hoc Subcommittee: Chair Farrell, Commissioners: Davis, Brennan

At 10:12 a.m. Chair Farrell opened public comment. There were no speakers. At 10:13 a.m. Chair Farrell closed public comment.

- 12. FY 2022-2026 Capital Investment Program Parking Enterprise Fund - Administrative Draft

MOTION: Commissioner Carr moved, seconded by Chair Farrell.

Motion that the Downtown Commission review the FY 2022-2026 Public Works Parking Enterprise Fund Capital Investment Program and provide input to staff for City Council consideration.

ACTION: The motion carried with the following vote.

AYES: Chair Farrell, Vice Chair Ferrara
 Commissioners: Brennan, Carr, Davis, Garrett, Nelson
NOES: None.
ABSTAINED None.
ABSENT: None.
DISQUALIFIED: None.

At 10:30 a.m. Chair Farrell opened public comment. There were no speakers. At 10:32 Chair Farrell closed public comment.

- 13. Recommendations from the Covid-19 Ad-Hoc Sub Committee related to the quarterly parking deficiency fee.

MOTION: Commissioner Brennan moved, seconded by Commissioner Garrett

Motion recommending that the City Manager waive the June 2021 quarterly parking deficiency fee billing.

Motion to consider reinstatement of the deficiency fees at a time when parking garages return to occupancy levels of 70% or greater.

ACTION: The motion carried with the following vote.

AYES: Chair Farrell, Vice Chair Ferrara, Commissioners: Brennan, Carr, Davis, Garrett, Nelson.
NOES: None.
ABSENT: None.
DISQUALIFIED: None.

At 10:45 a.m. Chair Farrell opened the floor for public comment. There were no speakers. At 10:47 Chair Farrell closed public comment.

Information Items: None.

Written Material: None.

Subcommittee/Advisory Body Oral Reports: None.

Items Initiated by Members for Future Agendas: None.

Adjournment - The Downtown Commission adjourned at 11:00 a.m.



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: May 27, 2021 Downtown Commission Draft Minutes

RECOMMENDATION: xx

BACKGROUND: xx

DISCUSSION: xx

FISCAL IMPACT: xx

Prepared By:

Submitted By:

Approved By:

ATTACHMENTS:

1. DTC MAY 27, 2021 MINUTES FINAL.DOCX



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Outdoor Dining Ad Hoc Sub Committee Recommendation on the Temporary Outdoor Extensions/ Dining permit program extension

RECOMMENDATION: Motion to: Recommend support to City Council and the City Manager in extending the Temporary Covid-19 Use Permit for Outdoor Seating, by establishing the temporary permit remain valid until December 31, 2022 currently set to expire December 31, 2021.

BACKGROUND: The Downtown Commission established an Outdoor Dining Ad Hoc Sub Committee at the May 27th, 2021 meeting. This Sub Committee has been tasked with reviewing and providing input on the Temporary Use Permits for Outdoor Extensions/Dining. The Sub Committee convened to discuss the Emergency Orders that Authorize Temporary Use Permits for Outdoor Extensions and the current Council direction to City staff to extend the temporary program through December 31, 2022.

DISCUSSION: At the August 24th, 2021 City Council approved the following Motion as it related to the Permanent Outdoor Program and its Direction going forward:

- Direct staff to bring back on or before the second meeting in October a revised temporary outdoor expansion program emergency ordinance that extends the temporary period for outdoor seating in public and private spaces, currently set to expire at the end of this December through December 31, 2022.
- Direct staff to work with businesses operating these spaces to make any necessary changes needed to address maintenance issues and help aid transition to permanent programs prior to the emergency ordinance expiration.
- Direct staff to start working on any necessary revisions to the Municipal Code for future Council consideration to reflect the desire to expand outdoor seating in private and public on-street parking (parklets) citywide including:
 - Finalizing the revisions to the parklet design guidelines including approved platform designs and materials, safety features, accessibility requirements, and lighting and shade materials.
 - Revising the fee structure for parklets and private outdoor seating and evaluate the potential to waive, modify or offset fees on an appropriate time scale to facilitate pandemic business recovery.
- Direct staff to explore options to accommodate the needs of businesses and residents in the 1100 block of Pacific Avenue and the desire for ongoing special event space during the recovery and bring back a recommendation on or before the second meeting in October, including extending the Cathcart partial closure through December 31, 2022.

This will require continued coordination with Economic Development department that oversees the temporary use permits and the contracts for permit outdoor extensions as well as with the City Manager's Office whom is responsible for the existing Executive Orders.

Overall, the Ad Hoc Sub Committee agrees with the direction of the program and wanted to continue to advocate support for extending the temporary outdoor expansion program emergency ordinance as it has been an invaluable tool for Downtown Businesses. The Sub Committee will continue to be involved in the work around transitioning to a permanent program with updated design guidelines and necessary Municipal Code updates.

FISCAL IMPACT: Unknown

Prepared By:
Brian Borguno
Parking Program Manager

Submitted By:
Brian Borguno
Parking Program Manager

Approved By:

ATTACHMENTS:



AGENDA REPORT

DATE: 09/14/2021

AGENDA OF: 09/23/2021

DEPARTMENT: Public Works

SUBJECT: Parking Garage Permit Waitlist 8/25/2021

RECOMMENDATION: **

BACKGROUND: **

DISCUSSION: **

FISCAL IMPACT: **

Prepared By:

Submitted By:

Approved By:

ATTACHMENTS:

1. PARKING GARAGE PERMIT WAITLIST 8.25.21.PDF



Updated 8.25.2021

Parking Garage Permit Waitlist Data

Location:	Locust	Soquel	River Front	Total
Parking Spaces by Facility	407	395	463	1265
Permit Max	450	550	550	1550
Permits Sold - Active	408	500	465	1373
Available Permits	42	50	85	177
Current Waitlist Start Date	N/A	N/A	N/A	
Current Waitlist Length	N/A	N/A	N/A	
*Total Number of New Permits Requested				0

* All Permits Requested In Aggregate by Unique Request

Unique Requests for Permits

Location:	Locust	Soquel	River Front	Total
#Requested by Individuals	0	0	0	0
#Requests by Businesses	0	0	0	0
#Businesses on List	0	0	0	0
*Total Number of Unique Permit Requests				0



Current Permit Holders on Waitlist Parking with a Permit in a Different Facility

Facility Breakdown of Active Permits Currently on Waitlist

Soquel Waitlist

#Individuals	0	Currently Have Active Permits in River Garage	0
#Businesses	0	Currently Have Active Permits in Locust and River Garage	0
#Permits requested by Business			0

Locust Waitlist

#Individuals	0	Currently Have Active Permits in River Garage	0
#Businesses	0	Currently Have Active Permits in Soquel and River Front	0
#Permits requested by Business			0

River Waitlist

#Individuals	0		
#Businesses	0		
#Permits requested by Business			0
Total Permits Requested With an Active Permit			0