



San Carlos City Council/Successor Agency to the
Redevelopment Agency/Housing Authority Regular Meeting
Council Chambers, City Hall
600 Elm Street, San Carlos, CA 94070
March 11, 2024 7:00 PM

MINUTES

ROLL CALL

City Council Present: John Dugan, Mayor
Sara McDowell, Vice Mayor
Ronald Collins, Councilmember
Adam Rak, Councilmember
Pranita Venkatesh, Councilmember

Staff Present: Nil Blackburn, Assistant City Manager
Lisa Costa Sanders, Principal Planner Consultant
Greg DaCunha, Deputy Fire Chief
Rucha Dande, Senior Planner
Steven Machida, Public Works Director
Jeff Maltbie, City Manager
Andrea Mardesich, Assistant Community Development Director
Rebecca Mendenhall, Administrative Services Director
Crystal Mui, City Clerk
Lisa Porras, Planning Manager
Gregory Rubens, City Attorney
Al Savay, Community Development Director

1. CALL TO ORDER

Mayor Dugan called the meeting to order at 7:00 PM.

2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS

None.

3. PLEDGE OF ALLEGIANCE

Led by Scout BSA Troop 321.

4. CHANGES TO THE ORDER OF THE AGENDA

None.

5. PRESENTATIONS

- a. Present a Proclamation to Evan Morris with Scout BSA Troop 321 Upon Receiving His Eagle Scout Award.

Mayor Dugan recognized Evan Morris for achieving the Eagle Scout rank. Mr. Morris spoke on his Eagle Scout project.

- 5c. Present a Proclamation to Former Deputy Fire Chief Dave Pucci Recognizing him for his Years of Services to the San Carlos Community.

Mayor Dugan presented a proclamation to former Deputy Fire Chief Dave Pucci recognizing him for his years of service to the City of San Carlos.

Mr. Pucci thanked the Council for the recognition and expressed appreciation for the opportunity to serve the City.

City Manager Jeff Maltbie thanked Mr. Pucci for his service and wished him well in his new position.

Public Comment

Stan Maupin, former San Carlos Deputy Chief, spoke on Mr. Pucci's accomplishments.

Councilmember Collins expressed appreciation to Mr. Pucci.

- b. Present a Proclamation Recognizing March 2024 as Women's History Month.

Mayor Dugan recognized March 2024 as Women's History Month.

San Carlos Community Foundation President Jessica Yang presented on historical San Carlos women and promoted their upcoming women-led Foundation events.

- c. Present a Proclamation to Former Deputy Fire Chief Dave Pucci Recognizing him for his Years of Services to the San Carlos Community.

This item was moved up on the agenda to follow item 5a.

- d. Receive an Update Report from CalWater.

Public Works Director Steven Machida introduced CalWater District Manager Ross Moilan and CalWater Director of Water Resources Scott Wagner.

Mr. Moilan and Mr. Wagner presented on CalWater's infrastructure improvements, water supply reliability and recycled water planning and feasibility and responded to Council questions.

6. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Vice Mayor McDowell expressed appreciation to staff and the community for the Safety Fair this past weekend. She also invited the community to share their opinions, either through the upcoming community workshop or the online survey, for what they'd like to see at the Library's new Makerspace.

Councilmember Collins reported on:

- attending the American Mosquito Control Association National Conference;
- attending the Adult Community Center's Crab Feed Fundraiser;
- participating on a panel at Burlingame's Youth Conference; and
- attending the Healthy Cities Tutoring fundraising event.

7. PUBLIC COMMENT

Mike Swire inquired on the status of the Holly Street Pedestrian and Bike Bridge Project and spoke on the importance of the Project.

Mayor Dugan provided a brief response and directed staff to follow-up with Mr. Swire.

Sonia Elkes, resident, echoed Mr. Swire's comment on the importance of the pedestrian bridge.

8. CONSENT CALENDAR

MOTION:	Approve City Council Consent Calendar Items 'a' through 'k'; and Item l – Adopting Ordinance No. 1611 an Ordinance of the City of San Carlos Amending Title 18 of the San Carlos Municipal Code Chapters 18.07 - Industrial Districts, and 18.30 - Use Permits, and Adding a New Chapter 18.14A - Northeast Area Overlay District; and Item m – Adopting Ordinance No. 1612 an Omnibus Ordinance of the City of San Carlos Approving the San Carlos Municipal Code Clean-up Amendments to Various Sections of the Municipal Code and to Conform Chapter 3.14 – Public Projects, with Updated Informal Bidding Threshold Amounts under State Law.
MOVER:	Adam Rak
SECONDER:	Ronald Collins
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the January 22, 2024 City Council Regular Meeting Minutes.
- c. Approve the February 12, 2024 City Council Special Meeting Minutes.
- d. Adopt a Resolution Awarding the 2023 Midblock Crossing Project at 1650 Industrial Road C1807; Authorizing the City Manager to Execute an Agreement with Terocons Inc. in the Amount of \$197,950; and Authorizing the Expenditure of Contingency in an Amount up to \$39,590. **Resolution 2024-018**
- e. Adopt a Resolution Approving Updates to the City Records Retention Schedule. **Resolution 2024-019**
- f. Reappoint Kristen Clements to the Planning and Transportation Commission for the Term Ending June 30, 2027.
- g. Reappoint Heather Liu to the Economic Development Advisory Commission for the Term Ending June 30, 2027.
- h. Reappoint Sailesh Mehra to the Economic Development Advisory Commission for the Term Ending June 30, 2027.
- i. Appoint Parks, Recreation and Culture (PR&C) Commission Alternate Member Julie Lubetkin to a PR&C Voting Member for a Full-Term Ending June 30, 2027.
- j. Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Robert Half International, Inc. in an Amount Not to Exceed \$35,000 for Temporary Services for the Finance Division. **Resolution 2024-020**

- k. Adopt a Resolution Authorizing the City Manager to Execute an Addendum to the Second Amended and Restated Agreement Between the Cities of Redwood City and San Carlos for Fire and Emergency Services to Further Extend the Expiration to June 30, 2024, with one Additional Mutually Agreed City Manager Extension to August 31, 2024. **Resolution 2024-021**
- l. Adopt Ordinance 1611 Amending Title 18 of the San Carlos Municipal Code Chapters 18.07 - Industrial Districts and 18.30 - Use Permits, and Adding a New Chapter 18.14A - Northeast Area Overlay District.
- m. Adopt Ordinance 1612 Approving the San Carlos Municipal Code Clean-up Amendments to Various Sections of the Municipal Code and to Conform Chapter 3.14 – Public Projects, with Updated Informal Bidding Threshold Amounts under State Law.

9. PUBLIC HEARING

- a. Consideration of Below Actions (outlined in i - iii) for Nine Single Family Homes at 308-310 Phelps Road (APNs 049-292-050; 049-292-040; 049-292-060).

Principal Planner Rucha Dande provided an overview on the 308-310 Phelps Road Project and spoke on the changes being proposed for Council’s consideration.

The Applicant’s Architect, John Lum, and Architect’s Project Engineer, Jim Toby, presented on their proposed development.

Mr. Lum, Mr. Toby, Ms. Dande, Principal Planner Lisa Costa Sanders and City Attorney Greg Rubens, responded to Council questions.

Councilmembers Venkatesh, Rak, Collins and Vice Mayor McDowell each disclosed that they had an informational meeting with the developers but that it won’t impact their decision tonight.

Council expressed a desire for future housing projects to have sidewalks.

Public Comment

- Carlton Gould, resident, requested construction be done during the school’s summer vacation and weighed against bird-nesting season.

At Mayor Dugan’s request, Mr. Toby responded to Mr. Gould’s suggestion for the construction timing.

- Sonia Elkes, resident, provided suggestions on how to add functional sidewalks at the project site.

MOTION:	Close the Public Hearing.
MOVER:	Adam Rak
SECONDER:	Sara McDowell
AYES:	McDowell, Collins, Venkatesh, Rak, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

- i. Adopt a Resolution Adopting a Mitigated Negative Declaration and Associated Mitigation Monitoring and Reporting Program for the 308-310 Phelps Road Project.

MOTION:	Adopt Resolution 2024-022 Adopting a Mitigated Negative Declaration and Associated Mitigation Monitoring and Reporting Program for the 308-310 Phelps Road Project.
MOVER:	Adam Rak
SECONDER:	Ronald Collins
AYES:	Rak, McDowell, Collins, Venkatesh, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

- ii. Adopt a Resolution Approving a General Plan Amendment to a General Plan Land Use Designation of Single Family, 6 DUS/ACRE for 308-310 Phelps Road.

MOTION:	Adopt Resolution 2024-023 Approving a General Plan Amendment to a General Plan Land Use Designation of Single Family, 6 DUS/ACRE for 308-310 Phelps Road.
MOVER:	Pranita Venkatesh
SECONDER:	Ronald Collins
AYES:	Venkatesh, Rak, McDowell, Collins, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

- iii. Introduce an Ordinance Rezoning the 308-310 Phelps Road Project Site to the RS-6 Single-Family Zone within a Hillside Overlay District for Construction of Nine Single Family Homes.

MOTION:	Introduce Ordinance 1613 Rezoning the 308-310 Phelps Road Project Site to RS-6 Single-Family Zone within a Hillside Overlay District for Construction of Nine Single Family Homes (APNs: 049-292-050; 049-292-040; 049-292-060).
MOVER:	Sara McDowell
SECONDER:	Adam Rak
AYES:	Collins, Venkatesh, Rak, McDowell, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

Council recessed at 9:25 PM and reconvened at 9:32 PM.

10. NEW BUSINESS

- a. Consideration of Adopting a Resolution Adopting the City of San Carlos 2024 Strategic Plan.

Assistant City Manager Nil Blackburn outlined the process for creating the Strategic Plan and reviewed the changes being proposed on the goals and objectives. She, along with Public Works Director Steven Machida, Planning Manager Lisa Porras and City Manager Jef Maltbie responded to Council questions.

Council provided the following feedback:

- Childcare Objective
 - o in Objective 1, reverse the action/tasks so that the legal review of impact fees is done before brainstorming ideas and presenting strategies to Council

- Mobility Objective
 - o expand Objective 4 to include an opportunity for Council to revisit how roads are prioritized on the Annual Pavement Rehabilitation Program
 - o research smart technology to track parking spaces
- Downtown Objective
 - o remove the demonstration project objective
 - o add a goal to break ground by July 7, 2025
 - o ensure businesses are aware of the parklet removal timeline
 - o include renderings in City’s communications.

Public Comment

Sonia Elkes, resident, expressed support for the use of smart technology to show available parking spaces.

MOTION:	Adopt Resolution 2024-024 Adopting the City of San Carlos 2024 Strategic Plan <i>with amendments as outlined in Council feedback (above)</i> .
MOVER:	Ronald Collins
SECONDER:	Adam Rak
AYES:	McDowell, Collins, Venkatesh, Rak, Dugan
NAYS:	None.
RESULT:	Motion Passed 5 – 0

11. AGENDA SETTING

None.

12. ADJOURNMENT

The meeting adjourned at 10:23PM.

Crystal Mui,
City Clerk