



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
May 13, 2024 7:00 PM

MINUTES

ROLL CALL

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

City Council Absent: Ronald Collins, Councilmember

Staff Present: Adam Aronson, Economic Development and Housing Manager
Nil Blackburn, Assistant City Manager
Lisa Costa Sanders, Principal Planner Consultant
Brandon DeLucas, Senior Planner Consultant
Steven Machida, Public Works Director
Jeff Maltbie, City Manager
Andrea Mardesich, Assistant Community Development Director
Caitlyn Matoso, Recreation Supervisor
Rebecca Mendenhall, Administrative Services Director
Crystal Mui, City Clerk
Amy Newby, Parks and Recreation Director
Gregory Rubens, City Attorney
Al Savay, Community Development Director
Chris Valley, Building Official

1. CALL TO ORDER

Mayor Dugan called the meeting to order at 7:00 PM. He announced that Councilmember Collins will not be present at this meeting.

2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS

None.

3. PLEDGE OF ALLEGIANCE

Mayor Dugan led the Pledge of Allegiance.

4. CHANGES TO THE ORDER OF THE AGENDA

None.

5. REPORT FROM CLOSED SESSION

City Attorney Greg Rubens provided the following reports on the three closed session items from

City Council's 6:00 PM special meeting held earlier this evening:

Item 3a - Conference to Discuss the Potential Sale of Property at 676 and 680 El Camino Real.
- No reports from this item

Item 3b - Conference with Legal Counsel - Anticipated Litigation:

- Council voted 4 – 0 – 1 (with Councilmember Collins absent) to approve the proposed settlement agreement with the property owner of 731 Cordilleras Ave.
- The substance of the agreement states that the City will:
 - purchase an easement for \$93,000 and accept the easement
 - pay for removal and abandonment of the existing storm water pipe and construction of a manhole and a new storm water pipe in the easement
 - pay reasonable attorney fees to the property owner
 - pay the cost to close escrow
- The property owner will release the City of all future claims.

Item 3c - Conference to Discuss the Property Located at 731 Cordilleras Avenue:

- Council voted 4- 0 – 1 (with Councilmember Collins absent) to approve the acquisition of a 5-foot storm water easement on 731 Cordilleras Ave for \$93,000.

6. PRESENTATIONS

- a. Present a Proclamation Recognizing May 2024 as Asian American and Pacific Islander Heritage Month.

Mayor Dugan recognized Asian American and Pacific Islander (AAPI) Heritage Month and presented a proclamation to community member Victoria Cheng.

Ms. Cheng thanked the Council for recognizing AAPI Month and spoke on the success of the City's first Lunar New Year festival.

Public Comment

Twisha Anand, resident, thanked Council for recognizing AAPI Heritage Month and advocated for more cultural competency.

- b. Present a Proclamation Recognizing May 2024 as Mental Health Awareness Month.

Mayor Dugan recognized Mental Health Month and presented the County's Community Health Planner Sylvia Tang with a proclamation.

Ms. Tang spoke on the importance of reducing the stigma of mental health and substance use conditions and shared ways on how the community can participate in Mental Health Month.

Vice Mayor McDowell recognized Ms. Tang and her team at the County's Behavioral Health and Recovery Services Office for their advocacy throughout the County.

Public Comment

Twisha Anand, resident, advocated for more mental health services and awareness.

- c. Present a Proclamation Recognizing May 19-25, 2024 as Public Works Week.

Mayor Dugan recognized Public Works Week and presented a proclamation to Public Works Director Steven Machida.

On behalf of his department, Mr. Machida thanked the Council for the recognition.

- d. Receive a Presentation from MidPeninsula Regional Open Space District (MidPen) on their Projects.

Zoe Kersteen-Tucker, MidPeninsula Open Space District Board Member from Ward 7, presented on their District's services and current projects and responded to Council comments.

7. COUNCIL COMMUNICATIONS AND ANNOUNCEMENTS

Vice Mayor McDowell reported that the San Mateo County libraries offers Mental Health first aid training to the community.

Councilmember Rak announced that he attended an Earth Day celebration at the Recology Transfer Station and spoke on the City/County Association of Government's opposition to Senate Bill 1031 (Regional Measure for Transportation Improvements).

Mayor Dugan announced the City's open recruitment for commissions and also invited everyone to join the Hometown Days festivities this weekend.

8. PUBLIC COMMENT

Josh Saffren, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

David Saisi, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

Michael Frost, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

Lana Grecko, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

Jeff Wong, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

Trista Handisides, resident, spoke on the need for traffic calming measures in the Carmelita neighborhood.

9. CONSENT CALENDAR

Public Comment

Fynn Miller-Bowen advocated on the importance of 4-H activities and thanked Council for their support (item 9e).

MOTION:	Approve City Council Consent Calendar Items 'a' through 'n'.
MOVER:	Adam Rak
SECONDER:	Sara McDowell
AYES:	Venkatesh, Rak, McDowell, Dugan
NAYS:	None
ABSENT:	Collins
RESULT:	Motion Passed 4 – 0 – 1

- a. Motion to Waive Reading of All Ordinances.
- b. Approve the March 25, 2024 City Council Regular Meeting Minutes.

- c. Approve the April 8, 2024 City Council Regular Meeting Minutes.
- d. Authorize Cancellation of the City Council May 28, 2024 Meeting.
- e. Adopt a Resolution Authorizing the City Manager to Execute the Third Amendment to the Lease Agreement for the Use of a Portion of Eaton Park with the Regents of the University of California on Behalf of Its UC Cooperative Extension Office for San Mateo and San Francisco for 4-H Activities. **Resolution 2024-048**
- f. Deny Claim of Sonia Montes.
- g. Adopt a Resolution Approving the Plans and Specifications and Authorizing a Call for Bids for Qualified Bidders for the 2nd Floor Library Remodel (Suite 202) Phase II Project C2316. **Resolution 2024-049**
- h. Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Lamphier Gregory to Prepare an Environmental Impact Report for the Alexandria Life Sciences & Technology Project at 987 Commercial Street in an Additional Amount Not to Exceed \$72,098. **Resolution 2024-050**
- i. Adopt a Resolution Authorizing Cash-in-Lieu of Debt Financing in the Amount of \$2,062,478 Offset by \$810,000 of Debt Service Reserve Funds in Fiscal Year 2024-25 from the Wastewater Fund in Accordance with the Long-Range Financial Plan of the Silicon Valley Clean Water Joint Powers Authority. **Resolution 2024-051**
- j. Adopt a Resolution Awarding the 2024 Sewer Lateral Replacement Project C1737 in the Amount of \$140,500, Authorizing the City Manager to Execute an Agreement with Smelly Mel's Plumbing, and Providing Authority to the City Manager to Approve Additional Work as provided in the Bid, Not to Exceed a Total of \$280,000. **Resolution 2024-052**
- k. Adopt a Resolution Accepting the Storm Drain Easement at 731 Cordilleras Avenue. **Resolution 2024-053**
- l. Adopt a Resolution Authorizing the City Manager to Execute an Agreement with the City of Redwood City for Fire Equipment Maintenance and Retrofitting Services and Authorizing the Renewal of Additional One Year Terms for a Maximum of Ten Years from the Effective Date in an Amount Not to Exceed \$75,000 per Year. **Resolution 2024-054**
- m. Adopt a Resolution Approving the List of Proposed Streets Scheduled to be Resurfaced as Part of the Annual Pavement Rehabilitation Project in Fiscal Year ("FY") 2024-25 Funded by Senate Bill 1, the Road Repair and Accountability Act. **Resolution 2024-055**
- n. Adopt a Resolution Appropriating an Additional \$250,000 in Fiscal Year 2023-24 from the Park-in-Lieu Unassigned Fund Balance ("Fund 0027") to Project C2329; Authorizing the City Manager to Execute an Agreement for Professional Services with Gates + Associates for the Parks Master Plan Project C2329 and Conceptual Design of the Community Center Project C2331 in the Amount of \$718,469; and Authorizing an Expenditure of Contingency in the amount of \$56,000, for a Total Contract Amount Not to Exceed \$774,469. **Resolution 2024-056**

10. REPORTS TO COUNCIL

- a. Receive a Report on the Sections of the San Carlos Municipal Code that Relate to Solicitations and Distribution of Literature and Materials at an Individual's Residence or Place of Business.

Assistant City Manager Nil Blackburn presented on the City's practices with unwanted solicitors and unwanted materials and, along with City Attorney Greg Rubens responded to Council questions.

Council provided the following feedback and suggestions:

- in the community engagement notification, include a photo of what the standard solicitor permit looks like and include the non-emergency sheriff phone number
- post a link on the City's website that lists vendors who have a solicitors permit license

Public Comment

Suzanne Emerson, resident and Girl Scout volunteer, provided suggested edits to the solicitor process, including an exception for San Carlos youth soliciting on behalf of a youth-serving non-profit, local school or youth sports team.

Mayor Dugan directed Ms. Blackburn to work with Ms. Emerson on her suggestions.

11. NEW BUSINESS

- a. Consideration of Adopting a Resolution Accepting the San Carlos Age-Friendly Action Plan.

Parks and Recreation Director Amy Newby commenced the item by providing background on the City's Age-Friendly designation and then turned the presentation over to Recreation Supervisor Caitlyn Matoso to speak on the City's proposed Age-Friendly Action Plan.

MOTION:	Adopt Resolution 2024-057 Accepting the San Carlos Age-Friendly Action Plan.
MOVER:	Adam Rak
SECONDER:	Pranita Venkatesh
AYES:	McDowell, Venkatesh, Rak, Dugan
NAYS:	None
ABSENT:	Collins
RESULT:	Motion Passed 4 – 0 – 1

12. PUBLIC HEARING

- a. Consideration of Introducing an Ordinance Amending San Carlos Municipal Code Title 18 – Zoning, Section 18.15.120 (Underground Utilities) and Section 18.23.210 (Accessory Dwelling Units/Junior Accessory Dwelling Units) to Exempt Specific Single-Family Home Projects from the Requirement to Underground Utility Service Drops.

Principal Planner Consultant Brandon DeLucas presented proposed updates to exempt specific home projects from the requirement of utility undergrounding and provided Council with an alternate Ordinance “desk item” for consideration. He, along with City Attorney Greg Rubens, responded to Council questions.

Public Comment

None.

MOTION:	Close the Public Hearing.
MOVER:	Adam Rak
SECONDER:	Sara McDowell

AYES:	Rak, McDowell, Venkatesh, Dugan
NAYS:	None
ABSENT:	Collins
RESULT:	Motion Passed 4 – 0 – 1

Mr. Rubens, City Manager Jeff Maltbie and Community Development Director Al Savay responded to Council's additional questions.

MOTION:	Introduce Ordinance 1615 Amending San Carlos Municipal Code Title 18 – Zoning, Section 18.15.120 (Underground Utilities) and Section 18.23.210 (Accessory Dwelling Units/Junior Accessory Dwelling Units) to Exempt Specific Single-Family Home Projects from the Requirement to Underground Utility Service Drops <i>including the Amended Language Item from the Alternate Ordinance Presented this Evening.</i>
MOVER:	Adam Rak
SECONDER:	Sara McDowell
AYES:	Venkatesh, Rak, McDowell, Dugan
NAYS:	None
ABSENT:	Collins
RESULT:	Motion Passed 4 – 0 – 1

13. AGENDA SETTING

None.

14. ADJOURNMENT

Mayor Dugan adjourned the meeting at 9:20 PM.

Crystal Mui,
City Clerk