



**SPECIAL MEETING MINUTES**

**Date:** 11/30/2022  
**Time:** 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Special Session**

**A. Call To Order**

Mayor Nash called the meeting to order at 6:10 p.m.

**B. Roll Call**

**Present:** Combs (exited the meeting at 6:13 p.m. and returned at 6:19 p.m.), Mueller, Nash, Wolosin  
**Absent:** Taylor  
**Staff:** City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

None.

**D. Public Hearing**

City Councilmember Combs was recused and exited the meeting.

- D1. Consider the Planning Commission’s recommendation to approve the proposed project with modifications and adopt a resolution to 1) certify the final environmental impact report (Final EIR), make the California Environmental Quality Act (CEQA) findings including the Statement of Overriding Considerations for significant and unavoidable impacts, and approve the mitigation monitoring and reporting program (MMRP), 2) adopt a resolution to amend the General Plan Circulation Element, 3) adopt resolutions to approve the vesting tentative maps for the proposed project, read the title, and waive further reading of ordinances to 4) amend the City zoning map, rezone the project site from R-MU-B and O-B to R-MU-B-X and O-B-X to include the “X” Conditional Development overlay, and approve the conditional development permit and 5) adopt the development agreement, and 6) adopt a resolution to approve the below market rate (BMR) housing agreements for the proposed Willow Village masterplan project located at 1350-1390 Willow Road, 925-1098 Hamilton Avenue and 1005-1275 Hamilton Court, 1399 and 1401 Willow road, and 871-883 Hamilton Avenue (Staff Report #22-228-CC)

**ACTION:** By acclamation, this item was continued to December 6, 2022 at 6 p.m. (Taylor absent).

**E. Regular Business**

City Councilmember Combs rejoined the meeting.

E1. Direction on City Council seat vacancy (Staff Report #22-229-CC)

City Clerk Judi Herren made the presentation (Attachment).

The City Council received clarification on the earliest date a special election could occur and appointment date impacts to the District 5 term of office.

**ACTION:** Motion and second (Mueller/ Wolosin), to direct staff to fill the vacancy by appointment per the schedule as presented (Attachment), passed 4-0 (Taylor absent).

**F. Adjournment**

Mayor Nash adjourned the meeting at 6:37 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk

These minutes were approved at the City Council meeting of January 10, 2023.



# DIRECTION ON CITY COUNCIL VACANCY

Judi A. Herren, City Clerk





## CITY COUNCIL OPTIONS

- Appointment to fill vacancy
- Call a special election to fill vacancy





## FILL VACANCY BY APPOINTMENT

- If appointment occurs **before** December 16, 2022
  - vacancy will occur in the first half of City Councilmember Mueller’s term (130 before next general municipal election)
  - Appointee serves until November 2023
  - After November 2023 special municipal election, elected City Councilmember serves until December 2024
- If appointment occurs **after** December 16, 2022
  - vacancy will occur in the second half of City Councilmember Mueller’s term
  - Appointee serves until December 2024
    - Given the 2-week period within which applicants may apply (per Reso. No. 6775), the appointment would likely occur after December 16, 2022.

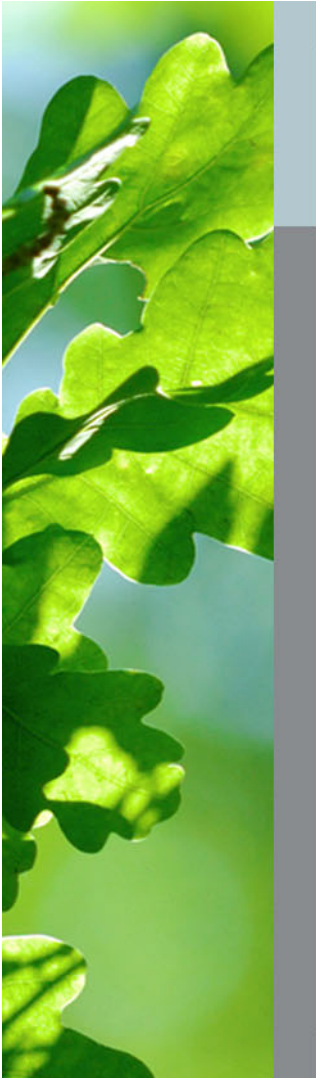


## FILL VACANCY BY APPOINTMENT

- If the City Council directs the appointment to fill the vacancy tonight, staff will begin the process for appointment

Date	Action(s)
November 30, 2022	City Council directs appointment process
December 1, 2022 – <b>by 10 a.m.</b>	City Council polling for interview and appointment date required
December 1, 2022	Advertise appointment and application in local online media and social media, and post on the City's website
December 3 and 6 – December 20, 2022	Notice of vacancy published in newspapers of general circulation
December 6 – December 20, 2022	Application acceptance
December 21 – December 31, 2022	City Council to interview qualified applicants and elect a candidate to be appointed to the City Council





## FILL VACANCY BY CALLING SPECIAL ELECTION

- If the City Council decides to call a special election, the special election must be held at the next regularly established election date not less than 114 days from the call of the special election
- Special general municipal election for one City Councilmember seat
  - Special election day November 7, 2023
  - Approximately between \$97,000 and \$116,400
- All mail-in ballot election
  - Special all mail-in ballot election day: pending clarification from County Elections Office
  - Approximately between \$97,000 and \$116,400



**THANK YOU**