



**SPECIAL AND REGULAR MEETING MINUTES**

**Date:** 1/23/2024  
**Time:** Special City Council Meeting 5:00 p.m.  
Regular City Council Meeting 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Special Session**

**A. Call To Order**

Mayor Taylor called the meeting to order at 5:02 p.m.

**B. Roll Call**

**Present:** Combs, Nash, Taylor, Wolosin  
**Absent:** Doerr  
**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. Closed Session**

- D1. Conference with legal counsel – existing litigation  
Paragraph (1) of subdivision (d) of Section 54956.9  
Name of case: James Pistorino v. City of Menlo Park (Case No. 23-CIV-05289)
- D2. Conference with legal counsel – existing litigation  
Paragraph (1) of subdivision (d) of Section 54956.9  
Name of case: Joseph Johnson v. City of Menlo Park (Case No. 24-CIV-00005)
- D3. Conference with legal counsel – anticipated litigation  
Significant exposure to litigation (Paragraph (2) of subdivision (d) of Government Code §54956.9):  
One potential case

Vice Mayor Combs was recused from item D3. and exited the meeting.

**Regular Business**

Vice Mayor Combs re-entered the meeting.

**E. Call To Order**

Mayor Taylor re-called the meeting to order at 6:17 p.m.

**F. Roll Call**

Present: Combs, Nash, Taylor, Wolosin

Absent: Doerr

Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant City Manager Stephen Stolte, Assistant to the City Manager/City Clerk Judi A. Herren

**G. Report from Closed Session**

No reportable actions.

**H. Public Comment**

- Tom McRae spoke on aquatic fees and pool safety protocols (Attachment).
- Youth Advisory Committee (YAC) members Jovi Wong, Ayla Karadogan and Lulu Maxcy spoke about upcoming YAC events.

**I. Special Business**

**I1. Interviews of Planning Commission applicant (Attachment)**

The City Council interviewed the following Planning Commission applicants:

- Jessica Beeli

**J. Advisory Body Vacancies and Appointments**

**J1. Consider applicants and make an appointment to fill a vacancy on the Planning Commission (Staff Report #24-011-CC)**

The City Council directed staff to include information on filing of statement of economic interests forms (i.e., Form 700) to the application.

- Ross Silverstein spoke in support of their application.

The City Council made an appointment to fill a vacancy on the Planning Commission:

- Ross Silverstein – term expiring April 30, 2025

**K. Consent Calendar**

**K1. Accept the City Council meeting minutes for January 9, 2024 (Attachment)**

**K2. Waive the second reading and adopt an ordinance repealing and replacing Title 9 of the Menlo Park Municipal Code entitled “Animals” (Staff Report #24-015-CC)**

The City Council discussed the County’s process as it relates to matters involving “dangerous”

animals and animal designations.

The City Council received clarification on adding a City Council appeal process.

City Council directed staff to return with an item for City Council direction on exploring additional City Council appeal options.

- K3. Authorize the city manager to execute a consulting services agreement with the Housing Endowment and Regional Trust of San Mateo County in the amount of \$94,980 for contract housing services (Staff Report #24-013-CC)
- K4. Adopt a resolution authorizing the city manager to enter into a memorandum of understanding with the County of San Mateo to develop a compost quality improvement campaign (Staff Report #24-017-CC)

**ACTION:** Motion and second (Nash/ Wolosin), to approve the consent calendar, passed 4-0-1 (Doerr absent).

## **L. Public Hearing**

- L1. Consider and adopt a resolution amending the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development (Staff Report #24-009-CC) (Presentation)

Principal Planner Tom Smith and Community Development Director made the presentation (Attachment).

Mayor Taylor opened the public hearing.

- Jenny Michel spoke in support of the implementation of the Housing Element.
- Pam Jones spoke in support of the Housing Element.
- Jeremy Levine spoke in support of the Housing Element.

Mayor Taylor closed the public hearing.

The City Council received clarification on program H5.4 renter's protection for evictions.

**ACTION:** Motion and second (Wolosin/ Nash), to adopt a resolution to amend the 2023-2031 Housing Element of the General Plan, as conditionally approved by the California Department of Housing and Community Development, passed 3-1-1 (Combs dissenting and Doerr absent).

## **M. Regular Business**

- M1. Waive the first reading and introduce an ordinance repealing and replacing Municipal Code Chapter 5.26 to adopt by reference in its entirety Chapter 4.98 of the San Mateo San Mateo County Ordinance Code (Staff Report #24-012-CC) (Presentation)

Assistant to the City Manager/ City Clerk Judi Herren made the presentation (Attachment).

**ACTION:** Motion and second (Combs/ Nash), to waive the first reading and introduce an ordinance repealing and replacing Chapter 5.26 to adopt by reference in its entirety Chapter 4.98 of the San Mateo County Code of Ordinances which provides uniform countywide regulations for tobacco retailers, consolidates and clarifies definitions, enacts additional permitting requirements, and designates the County of San Mateo to administer the ordinance on behalf of the City of Menlo Park, and set the second reading of the ordinance for Feb. 13, passed 4-0-1 (Doerr absent).

**N. Informational Items**

- N1. City Council agenda topics: February 2024 (Staff Report #24-010-CC)
- N2. Transmittal of city attorney billing (Staff Report #24-016-CC)
- N3. City Council fiscal year 2023-24 priorities work plan update (Staff Report #24-014-CC)

**O. City Manager Report**

None.

**P. City Councilmember Reports**

City Councilmember Nash reported out on the Emergency Services Council meeting (Attachment).

**Q. Adjournment**

Mayor Taylor adjourned the meeting at 7:46 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting of February 13, 2024.

*Mental Swim & Sport*  
*Jan 17, 2024*

## Emergency Action Plan (EAP)

Recognize Victim in Need

Survey the Scene

Activate the EAP (3 whistle blasts)

### Front desk

1. Call 911
2. Walkie communication with staff on the scene
3. Answer all question from EMS
4. Wait outside by Laurel Street for EMS
5. Escort EMS to the scene of the emergency

### Lifeguards

1. Approach the victim
2. Gain consent
3. Bring the victim to a safe/comfortable location
4. Use PPE
5. Primary Assessment
6. Provide emergency care
7. Secondary Assessment
8. Provide additional care
9. Report, Advise, Release

### Additional Staff (Managers/Swim Instructors/Coaches/Lifeguards)

1. Make sure 911 is called
2. Bring AED/First Aid/Backboard
3. Clear the pool
4. Assist Primary Lifeguard as needed
5. Communicate with front desk about the situation
6. Crowd Control (clear area/deck as needed)

## Emergency Action Plans

An emergency action plan (EAP) written document detailing WHO does WHAT, WHEN in the event of an aquatic emergency. An EAP should be:

- ✓ Written with copies posted in key areas for quick reference
- ✓ Simple and easy to follow
- ✓ Practiced regularly
- ✓ Designed to integrate all individuals who will be involved, including Public Safety personnel that will respond to your facility.
- ✓ Developed for different types of emergencies. See below\*

\*\*The format used to write the EAP is not as important as making sure that each responsibility is clearly assigned, and the plan is easy to follow.

\*Different types of EAP that needs to be developed

- 1) Non-life-Threatening Emergency: suspected sprains/strains, serious lacerations and/or incisions with controlled bleeding, any questions injuries
- 2) Life –Threatening Emergency such as: drowning, heart attack, severe bleeding, stroke, unconscious/unresponsive, etc.
- 3) Weather Emergency Plan: severe thunderstorm, tornado watch, Tornado warning
- 4) Bodily Fluids or Fecal Exposure; Fecal Accident, Vomit, Blood
- 5) Child Supervision: lost child, unattended child (under 12). Abducted child

\*\*Emergency Action Plan can be in 3 different forms.

- 1) Venn Diagrams provide a visual picture of the relationship between all individuals involved in managing an emergency.
- 2) List format – step by step narratives
- 3) Flow chart format

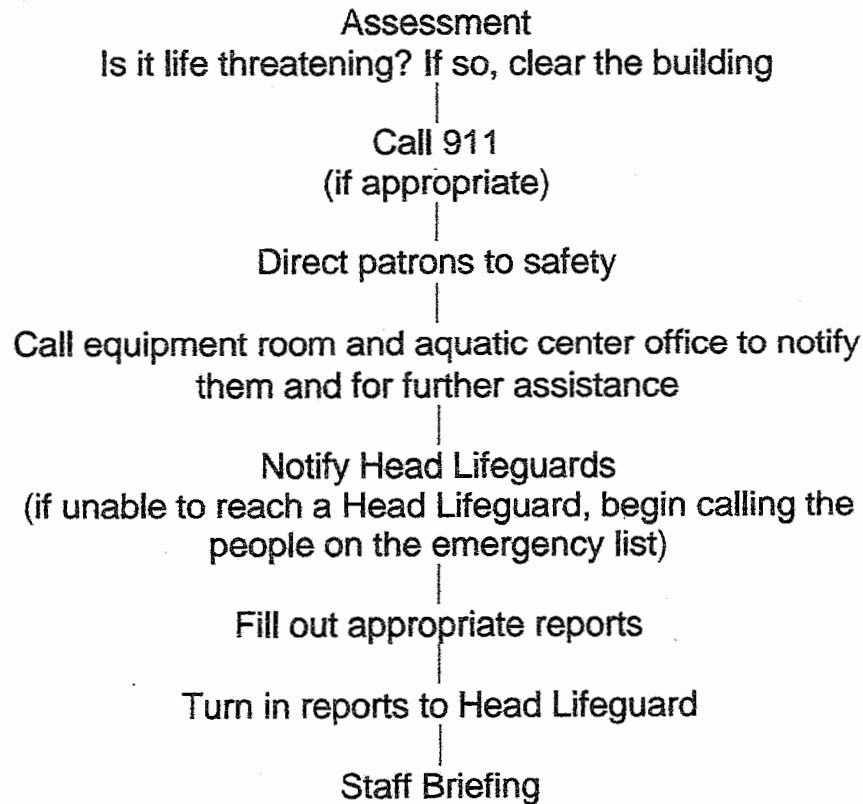
Duties to be defined:

- ✓ Call EMS. Know the phone number and dialing instructions if other than 911 (such as dialing 9 first)
- ✓ Signal for equipment/help
- ✓ Clear facility of patrons or maintain surveillance
- ✓ Remove or control dangerous conditions (shut off gas, electricity, etc)
- ✓ Control or evaluate crowds and maintain supervision of the facility
- ✓ Bring equipment to scene
- ✓ Attend to victim and provide care
- ✓ Meet EMS, unlock gates or doors
- ✓ Notify parents or relatives
- ✓ Obtain and secure victim's personal belongings
- ✓ Gather data/write reports
- ✓ Serve as spokesperson and provide information to media

# **Emergency Action Plan Examples**

**Courtesy of the University of Minnesota Aquatics Program**

## **FACILITY EMERGENCY**



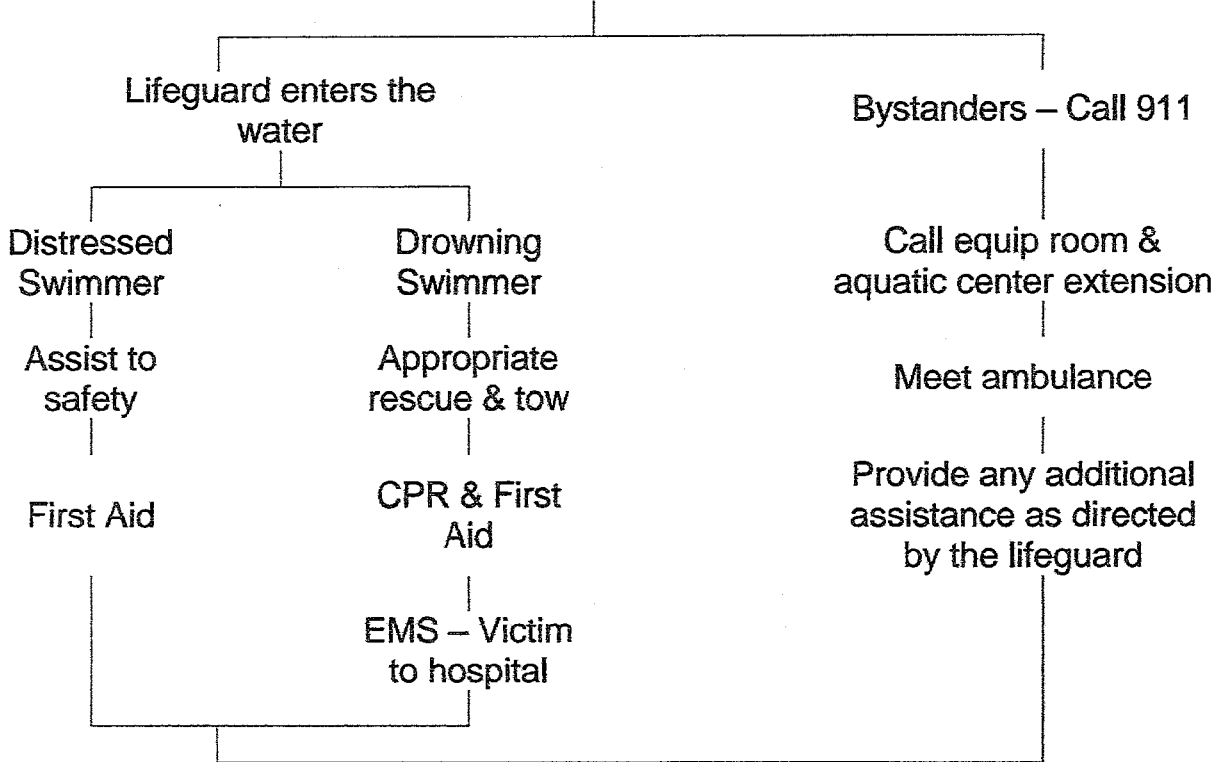
**Sample Only**  
Create a Plan for your Facility

# **DROWNING EMERGENCY**

3 Whistles – Clear the pool

Assess the scene

Secure additional assistance



Notify Head Lifeguard  
(If unable to reach a Head Lifeguard begin calling the people on the emergency list)

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff briefing and follow up counseling

**Sample Only**  
Create a Plan for your Facility



## **911 CALL EXAMPLE**

The following is a sample of the message that is hung beside each emergency phone. This sign provides directions to the appropriate emergency entrances. It also allows untrained persons provide the appropriate information to the 911 operator.

**THIS PHONE IS**

### **FOR EMERGENCY USE ONLY**

1. DIAL "911".
2. Read the following message:

"AN AQUATIC EMERGENCY EXISTS AT THE UNIVERSITY AQUATIC CENTER, 1910 UNIVERSITY AVE SE. PLEASE COME AT ONCE TO THE AQUATIC CENTER'S NORTHEAST DOOR ON YOUR RIGHT AS YOU ENTER FROM UNIVERSITY AVE. IF POSSIBLE, SOMEONE WILL MEET YOU THERE AND DIRECT YOU TO THE POOL."

"THERE HAS APPARENTLY BEEN A \_\_\_\_\_ INJURY."

3. REMAIN ON THE PHONE WITH THE DISPATCHER UNTIL EMERGENCY PERSONNEL ARRIVE ON THE SCENE.

**DO NOT HANG UP**

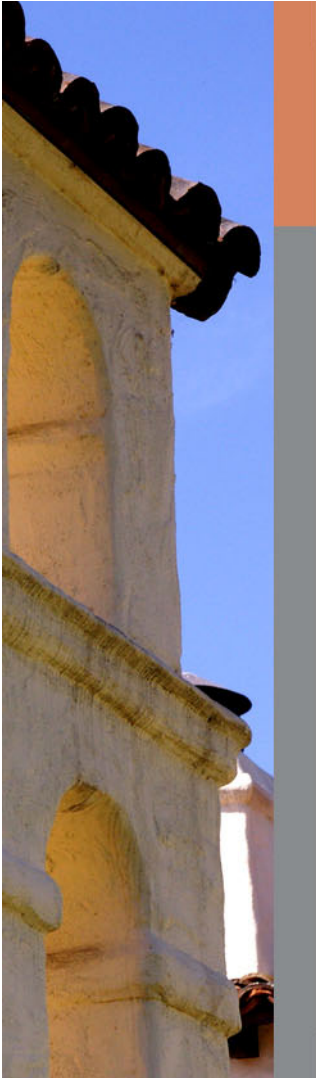
**Sample Only**  
Create a Plan for your Facility

**PLEASE COMPLETE THE NECESSARY PAPERWORK AND NOTIFY THE AQUATIC DIRECTOR IMMEDIATELY AFTER THE EMERGENCY.**



# HOUSING ELEMENT UPDATE

Amendments to the Adopted 2023-2031 Housing Element  
January 23, 2024



## BACKGROUND

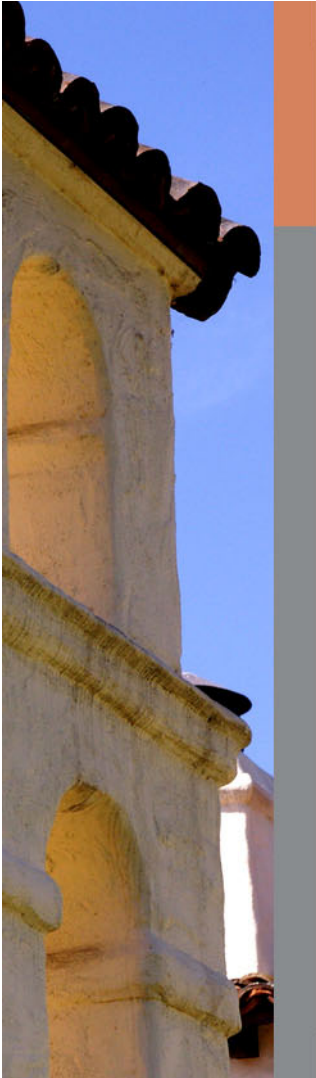
- Housing Element outreach and public meetings began in 2021
- Housing Element adopted Jan. 31, 2023
- HCD requested revisions in April and Aug. 2023
- HCD conditionally-approved Housing Element in Dec. 2023
- Planning Commission and Housing Commission recommended adoption in Jan. 2024



## HIGHLIGHTED REVISIONS SINCE OCT. 2023



- Attachment F of staff report provides comprehensive list
  
- Changes since last City Council review in Oct. 2023
  - Minor revision to specify potential evaluation criteria in mid-cycle review program (H1.H)
  - Range of residential densities added to program for rezonings needed to meet lower-income RHNA (H4.K)



## RECOMMENDATION AND NEXT STEPS

- Planning and Housing Commissions and staff recommend adoption of resolution to approve amendments
  - Amended Housing Element would become effective immediately
- After City Council action, staff will submit Housing Element to HCD for final certification
- Housing Element implementation in progress
  - Recent zoning-related amendments addressed 8 programs
- Work on Environmental Justice and Safety Elements will continue into spring 2024



**THANK YOU**



## TOBACCO RETAILER PERMIT ORDINANCE UPDATE

Judi A. Herren

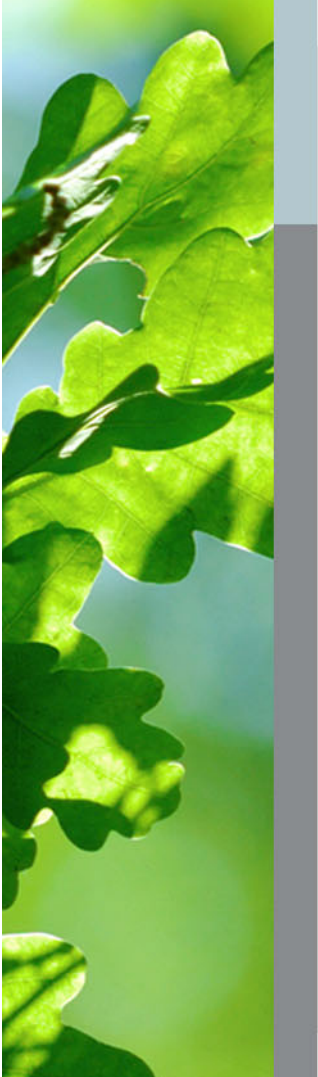




## RECOMMENDATION

- Waive the first reading and introduce an ordinance repealing and replacing Chapter 5.26, tobacco retailer permit, to adopt Chapter 4.98 of the San Mateo County Ordinance
- Set second reading of the ordinance for Feb. 13





## BACKGROUND

- Ordinance No. 967
  - Adopted May 18, 2010
- Ordinance No. 1064
  - Adopted Dec. 17, 2019
- San Mateo County Board of Supervisors adopted amendments to the County's Tobacco Retailer Permit Ordinance
  - Adopted May 2023



## DETAIL ON COUNTY'S ORDINANCE PROVISIONS



- Provide uniform countywide regulations for tobacco retailers
- Authorizes the County to administer and enforce the ordinance
- Creates more detailed definitions
- Restricts new retailer operations in youth populated areas
  - Youth populated ex:
    - School, library, park/playground, youth center, recreation facility, child-care
- Detailed permitting requirements for retailers and restrictions on locations of retailers



## TOBACCO RETAIL OUTREACH (19 TOBACCO RETAILERS)



- To date:
  - Mailed letters to physical addresses with tonight’s meeting details
  - Emailed letters with tonight’s meeting details
  - Included article in the Jan. 22 Weekly Digest
- Future:
  - Mail and email second reading and adoption meeting notice on or before Feb. 9
  - Included article in the Feb. 12 Weekly Digest



**THANK YOU**

# DEM Goals and Priorities

