



**CITY OF SAN CARLOS
DOWNTOWN ADVISORY COMMITTEE**

June 22, 2022 5:30 P.M.

CONDUCTED REMOTELY
www.cityofsancarlos.org

MEETING SUMMARY

In accordance with Assembly Bill 361, this meeting was held remotely.

Committee Members

James Bertram, Alternate
Madison Blanton, Special Needs
Allie Board, Downtown Business Operator
Amy Buckmaster, Chamber San Mateo
County
Sree Chandrasekharan, At Large
Allison Chang, Downtown Property Owner
Tom Davids, Downtown Property Owner
Jean Dehner, Adult Community Center
Elisa Espinoza, At Large
Samina Ginwalla, YAC
Anthony Kamm, EDAC
Cecile Lee, Alternate
Donna Lera, Downtown Business Operator
Tracy Massaro, Alternate
Mark Maxwell, PRC
Monette Meredith, At Large
Elizabeth Min, Alternate
Maya Nayberg, YAC
Joaquin Pedrin, At Large

Advisory

Al Savay, Community Economic &
Development Director
Lisa Porras, Advance Planning Manager

- 1. MEETING KICK-OFF**
- 2. PLEDGE OF ALLEGIANCE**

3. ATTENDANCE

NAME	Present	Absent	NAME	Present	Absent
James Bertram (Alternate)		X	Anthony Kamm (EDAC)	X	
Madison Blanton (Special Needs)	X		Cecile Lee (Alternate)	X	
Allie Board (Downtown Bus. Operator)	X		Donna Lera (Downtown Business Operator)	X	
Amy Buckmaster (Chamber San Mateo County)	X		Tracy Massaro (Alternate)	X	
Sree Chandrasekharan (At Large)	X		Mark Maxwell (Parks & Recreation Committee)	X	
Allison Chang (Downtown Property Owner)	X		Monette Meredith (At Large)	X	
Tom Davids (Downtown Property Owner)	X		Elizabeth Min (Alternate)	X	
Jean Dehner (Adult Community Center)	X		Maya Nayberg (Youth Advisory Committee)	X	
Elisa Espinoza (At Large)		X	Joaquin Pedrin (At Large)	X	
Samina Ginwalla (Youth Advisory Committee)	X				

4. MEETING OBJECTIVES

5. DISCUSSION ITEMS

a. Welcome and Introductions, Including City Staff Contact Information

City staff welcomed the DTAC members and gave a short introduction to the project; the DTAC members introduced themselves.

b. DTAC Orientation on the Brown Act and Public Records Requests

The City Attorney, Greg Rubens, gave an overview of the Brown Act and Public Records Requests. Key takeaways include:

- Do not talk to fellow members about an item on the agenda. It could create a serial medium.
- Do not "Reply All" in emails. Only reply to City staff. This is to prevent accidental discussion.

- Pay attention to all social media discussion. All those can potentially create a discussion medium.
- This is an Advisory Body. It is not considered public officials. Need to be aware of conflict of interest.
- Always use City Email (Once it is available)
- City Staff will always send reminders whenever any document is sent for review and comments (including Hard Copies)
- City Attorney, Greg Rubens, Contact information: (408) 606 6315, grubens@cityofsancarlos.org

Question - Tom Davids, Downtown Property Owner:

What extent are we allowed to talk about a subject?

Answer - Greg Rubens, City Attorney: Technically less than a majority can talk about a subject, i.e., less than 10; For DTAC, 10 is a quorum that can decide on an item.

Question - Donna Lera, Downtown Business Operator:

Will there be meeting minutes available?

Answer - Greg Rubens, City Attorney: Meeting summary will go out in the subsequent DTAC Meeting for review. It will go out with the material sent to DTAC members prior to the meeting.

Question - Donna Lera, Downtown Business Operator:

Is it better to not get on any social media to avoid serial medium?

Answer - Greg Rubens, City Attorney: If the social media is discussing a related subject matter, then DTAC members are advised to not take part in it.

Question - Mark Maxwell, Parks & Recreation Committee:

Are these meeting recorded and available to the public? Will there be public comments?

Answer - Lisa Porras, Advance Planning Manager:

Recording is available to the public. DTAC meetings will be uploaded on the project website. Meeting is not broadcast live. Public comment is allowed at the end of the agenda.

c. DTAC Roles and Responsibilities, City Email, Communications, Meeting Schedule and Format, Project Website and Resource Library

Lisa Porras announced that:

- City emails will be available in about two weeks. All correspondence needs to come through this email.
- Meetings will be in the evenings.
- www.sancarlosdowntownplan.com is available to the public. DTAC meeting summaries and recording will reside there.

- There will be public workshops to allow the broader community opportunity to be part of the process.
- Materials will be available online as well as a hard copies available for the DTAC
- There are 5 DTAC Meetings. There may be more depending on the needs of the project.

d. The Downtown Specific Plan – Project Goals and Timeline, and Introduction to Specific Plans

Lisa Porras and Jami Williams gave presentations on the project goals, themes, and introduction to specific plan requirements.

Question - Mark Maxwell, Parks & Recreation Committee:

Why was the boundary cut off at Greenwood Ave and not further?

Answer - Lisa Porras, Advance Planning Manager:

The original intent was to look at downtown all the way south to Eaton. This would be a lot to accomplish in two years; from a realistic perspective staff recommended to the Council to conduct this in two phases. The Council directed staff to set the southern boundary as part of the first phase to Greenwood.

Answer - Al Savay, Community & Economic Development Director:

Al Savay added that Brittan to Greenwood businesses are consistent with the look and feel of the other blocks, therefore City Council decided to extend one more block.

Question - Tom Davids, Downtown Property Owner:

Will we continue to attend meetings in Zoom?

Answer – Lisa Porras, Advance Planning Manager

All DTAC meetings are anticipated to occur via Zoom. As the project unfolds, it may be necessary to hold some DTAC meetings. All DATC meetings welcome the public to attend. City staff will solicit participation by a broader audience at upcoming community wide workshops.

Question – Monette Meredith, At Large

El Camino Real is a state highway, are we bound by just the businesses, or we are incorporating the roads and parking on that street?

Answer – Lisa Porras, Advance Planning manager

The full right of way will be included in the Downtown Specific Plan area. The city staff has already reached out to key staff at Caltrans for collaboration as part of the development of the Downtown Specific Plan.

Question – Monette Meredith, At Large

The little parking area in Wheeler Plaza was meant to be a plaza. But it has not come to fruition. Was that just an idea and was never part of the Wheeler Plaza Project?

Answer – Lisa Porras, Advance Planning Manager

That area was not part of the formal Wheeler Plaza development project. The small area off Laurel Street that is now a small parking area was studied to serve as a public plaza. The City has done some initial evaluation and creative thinking about that area. Now that we are embarking the Downtown Specific Plan, we will include that as part of the plan and determine what the public would like to see there.

e. Civic Engagement – Community Workshops, Online Surveys, Focus Group and Stakeholder Meetings

Staff announced the different strategies that will be used to engage the public and obtain feedback from the community using a variety of different methods.

f. DTAC Meet and Greet Social Event – Lisa Porras announced that the City will schedule an opportunity for the DTAC to meet and greet each other in person; staff is considering an ice cream social. Details forthcoming.

6. PUBLIC COMMENT - None

7. WRAP UP AND NEXT STEPS – Meeting adjourned at 8:00pm

Any writings or documents provided to a majority of the Downtown Advisory Committee Members regarding any item on this agenda will be made available for public inspection upon request.

In compliance with the Americans with Disabilities Act and Title VI, if you need special assistance or translation services to participate in this meeting, please contact the Advance Planning Division at (650) 802-4256 or via email at advanceplanning@cityofsancarlos.org Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.