

400 County Center
 Redwood City, CA 94063
 (650) 363-4570



www.nfoforward.org
*A Municipal Advisory Council to the
 San Mateo County Board of Supervisors*

Linda Lopez, Chair
 Rafael Avendano
 Laura Caplan
 Beatriz Cerrillo
 Dale Miller
 John Shott
 Esperanza Vazquez
 Diane Zermeno, Youth Member
 Jose Rodriguez, Alternate Youth Member

**North Fair Oaks Community Council
 Meeting Minutes
 Date: 11/20/14
 Time: 7:00 p.m.
 Location: Fair Oaks Community Center Multipurpose Room**

Issue	Discussion	Decision/ Next Step/Action
Roll Call	Present: Rafael Avendano, Laura Caplan, Beatriz Cerrillo, Linda Lopez, Dale Miller, John Shott, Esperanza Vasquez, Youth Member Diane Zermeno, and Alternate Youth Member Jose Rodriguez. Absent: Esperanza Vasquez	
Public Comment	No comment	
Approval of Minutes for Council meeting on September 25,2014; October 7,2014;	Councilmember John Shott made a motion to approve the minutes for October 23, 2014. Councilmember Dale Miller seconded the motion. The motion was unanimously approved by the following councilmembers: Rafael Avendano, Laura Caplan, Beatriz Cerrillo, John Shott, Linda Lopez, Dale Miller, and Diane Zermeno.	

Issue	Discussion	Decision/ Next Step/Action
Supervisor's Report	<p>Irving Torres, Legislative Aide to Supervisor Slocum, gave the following report</p> <ul style="list-style-type: none"> • On November 4th the Board of Supervisors approved the St. Francis Center's request to amend the terms of their Planned Unit Development (PUD) to permit a 20 space parking lot and community garden area in the San Francisco Public Utility Commission (SFPUC) right-of-way near the Siena Youth Center. The St. Francis Center will build a second community garden. • On November 18th the Board of Supervisors approved the Waverly Place project which will provide 16 low-income housing units for those struggling with mental illness. The Board of Supervisors also voted to uphold the appeal and reverse the Planning Commission's approval of an Off-Street Parking Exception for a commercial property located at 3250 Middlefield Road. • Supervisor Slocum along with several other non-profits will be hosting the 2nd Annual NFO Community Potluck on December 16th at the Fair Oaks Community Center. <p>Chair Linda Lopez asked if there has been any follow-up with regards to SportsHouse. Irving Torres mentioned that he contacted Summer Burlison of the Planning and Building Department and was informed that she is writing a letter that details the list of comments the council made at the last meeting, to send to SportsHouse. Once the letter is sent to SportsHouse, they will have 30 days to comply with the requirements stated in the letter.</p>	
Sheriff's Report	<p>Lt. Tim Reid provided the following report:</p> <p>During the month of September, the Sheriff's Office received more than 1,000 calls and from these, 109 crime reports were written. Of those 109 crime reports, 17 were felony arrests and 25 misdemeanors arrest. The Sheriff's Office also arrested three drunk drivers, towed 24 vehicles, and responded to 18 accidents. 53 parking tickets were issued.</p> <p>Councilmember Laura Caplan asked where she could find the crime statistics. Lt. Reid mentioned you can visit the Sheriff's Office website and click on crime data to see the statistics.</p> <p>Youth member Diane Zermeno asked how many arrests were made in North Fair Oaks. Lt. Reid stated that there was a total of 52 arrests; 17 were felonies and 25 misdemeanor arrests.</p> <p>Peggy Jensen, mentioned that Lt. Reid will come back to the Council in January to give statistics for the month of December as well as data that the Council has requested.</p>	

Issue	Discussion	Decision/ Next Step/Action
<p>California Highway Patrol</p>	<p>Captain Mike Maskarich provided the following report:</p> <p>There is a 14 percent decline in collisions since last year. Captain Maskarich also mentioned that out of those collisions there has been a 52 percent decline in DUI collisions and 75 percent decline in collisions caused by speeding.</p> <p>Captain Maskarich also credited some of the decline to the “Avoid the 23rd” program that is detecting and apprehending people who are driving under the influence of alcohol. California Highway Patrol will have checkpoints in the area over the holidays.</p> <p>He also mentioned that California Highway Patrol will embark on another toy drive this year. They will be reaching out to Targets stores, Toys ‘R’ US to be donation points where people can drop off toys.</p> <p>Councilmember Laura Caplan asked for the timeline of the statistics regarding the collisions. Captain Mike Maskarich stated that the statistics began from January 2013 through November 2014.</p> <p>Chair Linda Lopez asked if it’s true that the checkpoints need to be mentioned in the newspaper. Captain Mike Maskarich replied, “Yes, it’s true but they do not provide the specific locations of the checkpoints.”</p>	

Issue	Discussion	Decision/ Next Step/Action
<p>Office of Sustainability</p>	<p>Andrea Chow, Sustainability Coordinator with the Office of Sustainability, gave an overview of the work of the office stating that it ranges from storm water treatment to energy efficiency. Currently, they are reviewing the illegal dumping recommendations proposed by the Council.</p> <p>Andrea mentioned that she wanted to provide an overview of See Click Fix, talk about the branding process, and then bring the branding options to the council to select a brand.</p> <p>See Click Fix is a dedicated mobile app that empowers residents to report non-emergency issues like illegal dumping and graffiti. The app uses a location technology services and has a reporting system that will be tied to responding County departments.</p> <p>Council member Laura Caplan asked if we can talk about the issue category and change the name from Illegal Dumping to something else that relates to the person reporting the experience.</p> <p>Andrea mentioned that the secondary questions will help to clarify the specific questions that would relate to residents who are making the reporting.</p> <p>Chair Linda Lopez asked if the reports go to Code Enforcement and how will the reporting work.</p> <p>Andrea mentioned that the reports will go to a customer relations management database that county staff will have access to and respond to the reporting.</p> <p>Chair Linda Lopez asked if the app will allow people make the report to be anonymous.</p> <p>Andrea said that reporting can be anonymous.</p> <p>Councilmember Rafael Avendano asked if the app can be quick.</p> <p>County Manager's Office, Peggy Jensen, mentioned that the app was a result of the recommendation that the Council made. The ideal of the app is that residents would click to take a photo and click to report it. As of now the county is working to set-up the programming system and currently working on the branding.</p> <p>Andrea talked about the branding process. They first research precedents, then they brainstorm on ideas, and finally collaborated on a number of departments on what the design would look like. They worked with a graphic designer to create over 20 mock-ups for the brand to see what looks great. Andrea mentioned that they have narrow it down to two mock-ups and the council will decide on the brand.</p> <p>Andrea presented two options: a phone option logo or a speech bubble logo and then two options for colors of the brand.</p> <p>Council member Laura Caplan asked if See Click Fix needs to be on the brand.</p> <p>Andrea mentioned that they had left See Click Fix because it's a strong summary what the mobile app does.</p> <p>Chair Linda Lopez asked if it's possible top put in the NFOCC branding logo.</p> <p>Andrea mentioned that during the process of creating the brand, comments arose that the tree could also be interpreted as the city of Menlo Park.</p>	

Issue	Discussion	Decision/ Next Step/Action
<p>NFO Forward Report</p>	<p>Ellie Dallman, NFO Forward outreach team, provided an overview of the Public Art Workgroup. The art workgroup was formed in March 2014 as a desire to find and exhibit public art in North Fair Oaks. The group has been meeting monthly and is comprised of residents, members of the council, members from the San Mateo County Arts Commission, and representatives from local arts organizations.</p> <p>Ellie also stated that the workgroup voted on a design of the North Fair Oaks entrance signs, based on community input from a meeting on September 23rd. The plan is to place one or two entrance signs to the community to help identify it.</p> <p>Kent Manske, Public Art Workgroup member, presented the mock-ups of the entrance signs. Kent also mentioned the proposed locations of where the signs would be placed: One sign on Middlefield Road intersecting Pacific Ave and intersecting 9th Ave and the other sign on 5th Ave just beyond Waverly Place and the Fair Oaks Ave. street sign. Kent also mentioned that the concept of the design of the signs was to engage the diversity and forward thinking nature of the community. Residents and visitors who encounter these signs over time will form a positive image of North Fair Oaks. Currently they will be photographing local residents for the silhouettes, developing artwork and typography and turning in specifications for cost estimates. There will be a community meeting on January 27th where the community will choose four silhouettes for the entrance signs.</p> <p>Chair Linda Lopez suggested that it would be great to have figures of families and different generations.</p> <p>Alternate Youth member Jose Rodriguez suggested that it would be great to have a figure of an officer.</p>	

Issue	Discussion	Decision/ Next Step/Action
<p>Council Member Reports</p>	<p>Alternate Youth member Jose Rodriguez stated that the Sequoia Dream Club will be holding an event tomorrow from 6:30pm-8pm at Sequoia High School on November 21. All proceeds will fund scholarships.</p> <p>Youth member Diane Zermeno stated that this Saturday the North Fair Oaks Youth Initiative (NFOYI) will be meeting at the Boys and Girls Club. Noel Chavez will be the guest speaker. In December the NFOYI will be hosting a potluck. The NFOYI will be providing mini-grants, which will be education focus, and setting up the OYE conference.</p> <p>Council member Rafael Avendano, mentioned that tomorrow at 5pm, the Siena Youth Center will be collaborating with Catholic Charities to host an informational night for the surrounding community from the result of the announcement made by President Obama.</p> <p>Linda Lopez mentioned that Carmel Meehan, Program Coordinator for NFOYI, announced that they are looking for adult volunteers with specific criteria from December through June and if anyone is interested in volunteering to please contact Carmela at nfoyouth@gmail.com.</p> <p>Chair Linda Lopez mentioned that if anyone is interested in getting involved with the Parks Workgroup or the Parking/Zoning workgroup to please contact the NFOForward Outreach Team.</p>	
<p>Presentation by Menlo Park Highway Lighting District- Conversion of Existing Streetlights to LED</p>	<p>Ann Stillman, Public Works, provided the following overview:</p> <p>The County of San Mateo administers lighting districts, including the Menlo Park Highway Lighting District (District), and has recently entered into an agreement with the Pacific Gas & Electric Company (PG&E) for participation in PG&E's LED Streetlight Turnkey Program (Program). The Program allows jurisdictions to participate in energy saving light conversion projects which generally consists of replacing existing higher energy usage streetlight fixtures with energy efficient light emitting diode (LED) streetlights. The District proposes to implement the conversion of all the streetlights in phases. The streetlights in North Fair Oaks area was proposed to be converted in the first phase of the project.</p> <p>Ann Stillman also mentioned that on a certain area in North Fair Oaks, on Spring Street, the street lights were installed using series construction, meaning that if one light goes out they all go out. Currently they are designing a project to replace the underground wiring that uses series construction as it is irreparable and out-of-date. They anticipate the construction will start in December 2014.</p>	

Issue	Discussion	Decision/ Next Step/Action
<p>Presentation on the smoke free multiunit housing ordinance</p>	<p>Guillermo Vasquez, County Health Systems, provided an update on the smoke free multi-unit housing ordinance:</p> <p>In the 1990s, San Mateo County began prohibiting smoking in many public spaces as a way to protect its residents. Guillermo mentioned that the reason for targeted multi-unit housing is because families live very close to each other and there is no safe level of exposure to tobacco smoke. The new policy will prohibit smoking in multi-unit housing and the use of electronic cigarettes as well. Landlords are required to notify residents. A landlord may (but is not required to) designate a smoking area.</p>	
<p>Consideration of a Use Permit to allow for an existing commercial building to be converted into a mixed use development building for 3113 Middlefield Road</p>	<p>Tiare Pena, Planning and Building Department provided the following overview:</p> <p>The project applicant seeks a Use Permit to allow for an existing commercial building to be converted into a mixed use development building on 3113 Middlefield Road. The mixed use development will consist of two one-bedroom apartments on the second floor and commercial space on the first floor.</p> <p>Chair Linda Lopez asked County Counsel if there is a way to require the applicant to produce affordable housing.</p> <p>Melissa Andrikopolous, County Counsel, stated that the council is limited constitutionally as to the types of conditions that may be placed on a project. The county does have ordinances related to affordable housing. Unfortunately the project this size would not trigger the ordinance and impose requirements to the applicant.</p> <p>Peggy Jensen, County Manager's Office, mentioned that county staff are working on a document on affordable housing at the request of the Board of Supervisors.</p> <p>Councilmember John Shott asked is the Shoe Club has the same configuration as this proposal.</p> <p>Tiare Pena said yes.</p> <p>Councilmember John Shott made a motion to approve the recommendation; Councilmember Laura Caplan seconded the motion.</p> <p>The motions were unanimously approved by the following councilmembers: Rafael Avendano, Laura Caplan, Beatriz Cerrillo, John Shott, Linda Lopez, Dale Miller, and Diane Zermeno.</p>	

Issue	Discussion	Decision/ Next Step/Action
Adjournment	<p>Council member Rafael Avendano made a motion to adjourn the meeting.</p> <p>Council member Diane Zermeno seconded the motion.</p> <p>Meeting was adjourned at 9:00 p.m.</p>	

Next Meeting
<p>Date: North Fair Oaks Community Council Study Session 1/15/15</p> <p>Time: 7:00 p.m.</p> <p>Location: Multi-Purpose Room</p>