



City of San Juan Bautista

The "City of History"

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AGENDA

REGULAR CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS
311 Second Street
San Juan Bautista, California

FEBRUARY 18, 2020

In compliance with the American with Disabilities Act, if you need special assistance to attend or participate in the meeting, please call the City Clerk's Office at (831) 623-4661, extension 13 at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 311 Second Street, San Juan Bautista, California during normal business hours.

1. Call to Order

Pledge of Allegiance
Roll Call

6:00 PM

2. Public Comment

3. Consent Items

All matters listed under the Consent Agenda may be enacted by one motion authorizing actions indicated for those items so designated. There will be no separate discussion of these items unless requested by a member of the City Council, a staff member, or a citizen.

- A. Approve Affidavit of Posting Agenda**
- B. Approve Affidavit of Posting Public Hearing Notice**
- C. Approve Minutes of the Regular Meeting of January 18, 2020**
- D. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**
- E. Approve Resolution Authorizing Street Closures for Los Padrino's Car Show**

4. Presentations, Informational Items and Reports

- A. "Is Our Community Prepared for a Disaster?" by Gary Byrne, Community Foundation for San Benito County President**
- B. Monthly Financial Statements**
- C. City Manager's Report**
- D. Reports from City Council Appointees to Regional Organizations and Committees**
- E. Strategic Plan Update from Ad Hoc Committee**

5. Public Hearing Items

- A. Introduce an Ordinance Adding Section 28 to Title 5, Banning the Use of Certain Plastics and Establishing a Sustainable Food Service Ware and Retail Bags Ordinance**

6. Discussion Items

- A. Farmers Market Update**
- B. Downtown Parking**

7. Comments

- A. City Council**
- B. City Manager**
- C. City Attorney**

8. Adjournment

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 12th DAY OF FEBRUARY 2020, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 12th DAY OF FEBRUARY 2020.



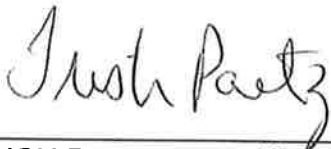
TRISH PAETZ, DEPUTY CITY CLERK

AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE

I, TRISH PAETZ, DO NOW DECLARE UNDER THE PENALTIES OF PERJURY, THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 6th DAY OF FEBRUARY 2020, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

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ON THE 12th DAY OF FEBRUARY 2020.



TRISH PAETZ, DEPUTY CITY CLERK

NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **February 18, 2020** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Consider an Ordinance banning certain single use plastics, by amending Title 5 adding a new Chapter 28 to the San Juan Bautista Municipal Code. Enactment of this ordinance is exempt from CEQA pursuant to Section 15061(b)(3), 15307 and 15308.

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **February 12, 2020**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to cityplanning@san-juan-bautista.ca.us, not later than **5:00 p.m., February 18, 2020**.

If a challenge is made on the action of the proposed project, pursuant to Government Code Section 65009 court testimony may be limited to only those issues raised at the public hearing described in this notice or in written correspondence delivered to the City at or prior to the public hearing.

Posted: February 7, 2020

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
JANUARY 21, 2020
DRAFT MINUTES**

1. CALL TO ORDER –Mayor Edge called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE – Council Member DeVries led the Pledge of Allegiance.

ROLL CALL Present: Mayor Edge, Vice Mayor Jordan, Council Members DeVries, Flores and Freeman.

Staff Present: City Manager Reynolds, City Attorney Mall, City Clerk Cent, Senior Planner Mack, Administrative Services Manager Paetz, Associate City Planner Kennedy

Mayor Edge requested a moment of silence to recognize former Mayor and Council Member Tony Boch who passed away the previous week.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Rancho Vista subdivision resident Cheri Kao Linthicum was concerned about water drainage being blocked by yard waste in the subdivision. City Manager Reynolds said staff would respond to the resident's concerns.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Affidavit of Posting Public Hearing Notice

C. Approve Minutes of the Regular Meeting of December 17, 2019

D. Adopt Ordinance 2020-01 Rescinding the Prohibition of Marijuana Dispensaries, Sales, Private Outdoor Cultivation, and Deliveries (Removing Sections 5-14.5 and 5-14.6 From the Municipal Code)

E. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title

F. Approve Resolution 2020-01 Authorizing Street Closure for Hollister Rotary Mission Run

Council Member DeVries made a motion to approve all items on the Consent Agenda. Second by Council Member Freeman. Vice Mayor Jordan asked to pull Item 3. F. the Resolution 2020-01 Authorizing Street Closures for Hollister Rotary Mission Run for discussion. Council Member DeVries amended his motion to approve items A. through E. Council Member Freeman seconded the amended motion. Motion passed 5-0.

3. F. Approve Resolution 2020-01 Authorizing Street Closure for Hollister Rotary Mission Run

Vice Mayor Jordan asked about food items to be served during the event as it was not clear on the application. Associate Planner Kennedy responded that only iced drinks and water would be provided for the runners. There was no public comment. Vice

Mayor Jordan made a motion to approve Resolution 2020-01 Authorizing Street Closures for the Hollister Rotary Mission Run. Second by Council Member Flores. Motion passed 5-0.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Presidential Primary Presentation by Angela Curro, San Benito County Registrar of Voters

As Angela Curro was not able to attend the meeting Francisco Diaz, SBC Elections Staff Analyst, provided a Powerpoint presentation and discussed updates and changes in the Presidential Primary Election, political party registration, and how the upcoming census affects the Elections Department. There was no public comment.

B. Monthly Financial Statements

City Manager Reynolds reviewed the report and noted the Midyear Budget Amendment was on the agenda later in the meeting. He offered to answer any questions. There was no public comment.

C. City Manager's Report

City Manager Reynolds presented his report. Council members asked questions and City Manager Reynolds responded. There was no public comment.

D. Reports from City Council Appointees to Regional Organizations and Committees

Council Member Freeman reported on AMBAG's 20/40 transportation plan, and announced that due to mergers with Santa Barbara and San Luis Obispo county agencies, there are plans to change the name of the Monterey Bay Community Power Board. Vice Mayor Jordan reported from a San Benito County Water Resources Agency meeting and reminded everyone to stop watering during the rainy season. Mayor Edge reported on the Area Agency on Aging. Council Member Flores reported on the Highway 156 project, discussed at a COG meeting. There was no public comment.

E. Strategic Plan Committee Report

Associate Planner Kennedy suggested that his report be combined with agenda Item 6. B. Mayor's Formation of Ad Hoc Committee for Reviewing Strategic Plan Committee Membership and By-Laws. There was no objection. There was no public comment.

5. PUBLIC HEARING ITEMS

A. Consider an Appeal, filed by Emily Renzel, of the December 12, 2019 Planning Commission decision Approving a Site and Architectural Design Review Permit (SDR 2019-03) for a mixed use development consisting of a restaurant, bar, and residential units located at 107 Third Street, San Juan Bautista (APN: 002-021-004). (CEQA: Categorically Exempt per Section 15331).

City Manager Reynolds introduced Senior Planner/Project Manager David Mack who provided a Powerpoint presentation. A question and answer period followed regarding the previously issued permit, parking, current applicant's plans and Affordable Housing aspects of the plans and rent. Preservation Architect Michael Garavaglia addressed the

Council regarding the previous owner's plans and the current plans. Appellant Emily Renzel distributed and read from her letter regarding her appeal of the project, urging the Council to make the changes. Mayor Edge opened the public hearing. Chris Martorana commented that the parking is not sufficient, the second story walkway needs to be removed, the residences and business area should be separate, and the calculation of an additional unit is incorrect.

Whereupon, Council took a ten minute recess at 8:05 p.m.

San Juan Bautista Historical Society President Wanda Guibert distributed her letter in support of Ms. Renzel's appeal. San Juan Bautista Community Business Committee Member Bob Quaid expressed merchants' concerns with parking and the placement of trash totes on the street. Cara Vonk distributed a written statement in support of the project and asking that Secretary of the Interior Standards be followed. Tony Guaracha spoke in support of improvements to the property but felt the plan is too much for this lot. Rachel Ponce spoke against the project, commented that it is too crowded and unsafe, and parking would be a problem. Property owner Farhat discussed his project with the Council, the stairs, the permitting process, and the difficulty and expense of the project. City Attorney Mall advised the Council about new State housing laws that went into effect on January 1, 2020, changing what the City can require of a developer. Council members spoke to aspects of the project including safety, density, parking, their appreciation of Mr. Farhat for taking on the project, and considered continuing the hearing to a future date.

Council Member DeVries made a motion to Approve Resolution 2020-02 to Deny the Appeal Filed by Emily Renzel of the December 12, 2019 Planning Commission Decision Approving a Site and Architectural Design Review Permit (SDR 2019-03) for a Mixed Use Development Consisting of a Restaurant, Bar, and Residential Units Located at 107 Third Street, San Juan Bautista (APN: 002-021-004), and adding a \$25,000 in-lieu parking fee be paid or three parking spaces be provided for five years before the first building permits are issued, and the applicant provide a solution for the placement of garbage totes on the street. Second by Council Member Freeman. Whereupon, Council Member DeVries amended his motion to include approval of Resolution 2020-03, Making a Determination for a Categorical Exemption for Site and Design Review (SDR 2019-03) for a Mixed Use Development Consisting of a Restaurant, Bar, and Residential Units Located at 107 Third Street, San Juan Bautista (APN: 002-021-004), and approve Resolution 2020-04 Approving a Site and Architectural Design Review Permit (SDR 2019-03) for a Mixed Use Development Consisting of a Restaurant, Bar, and Residential Units Located at 107 Third Street, San Juan Bautista (APN: 002-021-004). Second of the amended motion by Council Member Freeman. Motion passed 5-0.

6. ACTION ITEMS

A. Adopt Resolution 2020-05 Changing Signature Responsibilities on City Bank Accounts

City Manager Reynolds stated this action was to add Mayor Edge as a signer on the City's bank accounts. There was no public comment. Council Member Flores made a

motion to adopt Resolution 2020-05 Authorizing Changes to the Designated Signers on the City's Bank Accounts at Union Bank. Second by Council Member Freeman. Motion passed 5-0.

4. E. Strategic Plan Committee Report and

6. B. Mayor's Formation of Ad Hoc Committee for Reviewing Strategic Plan Committee Membership and By-Laws

Associate Planner Kennedy reviewed the minutes included in the packet and reported on the current status of the Committee. Mayor Edge announced the formation of an ad hoc committee, and the Strategic Plan Committee will not meet in February. City Manager Reynolds suggested Council hold Strategic Plan workshop where the Strategic Plan committee would be discussed. During public comment Chris Martorana spoke in support of the Council workshop. Rachel Ponce, an original member of the Committee, suggested the Council define the goals of the Committee and discuss with the subcommittee Chairs. Beverly Meamber spoke in support of the work of the Strategic Plan Committee but agreed their direction needs to be redefined, and commented on the process of appointing members to the committee.

Mayor Edge appointed herself, Council Member Flores and City Manager Reynolds to an ad hoc committee for reviewing the Strategic Plan Committee membership and by-laws.

C. Update Mayor's Selection of Representatives to Local Boards and Committees

City Manager Reynolds introduced the item. Mayor Edge reviewed the list of local boards and committees and made several new assignments. There was no public comment. Council Member Flores made a motion to accept the changes as recorded by Mayor Edge. Second by Council Member DeVries. Motion passed 5-0.

D. Midyear FY2020 Budget Amendment

City Manager Reynolds reviewed his staff report. Council Member Freeman did not support combining the water/sewer rate study with the CityGate review. City Manager Reynolds responded the CityGate work would be a higher level of review. During public comment Emily Renzel asked for \$2,000 for walking trail brochures. City Manager Reynolds suggested that funding for the walking trail brochures could be allocated from funds left over from the 150th Celebration.

Council Member Flores made a motion to adopt Resolution 2020-06 Making Certain Findings in Relation to the FY 2019/20 Budget and Approving Certain Adjustments at the Mid-Year to Account for Several Small Variances From the Original FY 2019/20 Budget. Second by Vice Mayor Jordan. Motion passed 5-0.

E. Approve Resolution 2020-07 Adopting Cannabis Tax Rate

Victor Gomez of Pinnacle Strategy reviewed the report and the history of the cannabis tax. Council Member Freeman asked about Monterey County's cannabis tax, and Mr. Gomez responded that it was lowered after growers complained. Mr. Gomez anticipates opening the applications process by March 1, 2020 through the City's website. There was no public comment. Council Member Freeman made a motion to adopt Resolution

2020-07 Adopting Cannabis Business Tax Rates. Second by Council Member Flores.
Motion passed 5-0.

7. DISCUSSION ITEMS

A. Ban on Plastics/Disposable Food Ware Draft Ordinance Status

City Manager Reynolds reviewed his report and the work done by the California State University, Monterey Bay (CSUMB) students, including edits to the draft ordinance. CSUMB Professor Fernandez reviewed the survey students provided to businesses. During public comment SJB Community Business Association representative Bob Quaid asked about the timeframe, what education would be available, what kinds of plastic would be banned, and method of enforcement. City Manager Reynolds asked Council members to provide him with feedback before the Council meeting in February. Natalie of San Benito County Integrated Waste Management clarified what types of bags would be banned relative to type of business, and commented on the need for clarification and stronger language on what is recyclable. City Attorney Mall commented there has been pushback from the food industry due to food leaking.

B. Change the Municipal Code Section Dealing with Driving Oversize Vehicles on City Streets – Rich Brown, Code Enforcement Officer

City Attorney Mall advised the Council to table this discussion, as it might not be legal to give a ticket without identifying the driver, so changing the code may not be feasible.

8. COMMENTS

A. City Council

Council Member DeVries and other Council members thanked those involved from CSUMB on the Plastics Ban Ordinance.

B. City Manager

No comments received.

C. City Attorney

No comments received.

9. ADJOURNMENT

Council Member Flores made a motion to adjourn. Second by Vice Mayor Jordan.
Motion passed 5-0. The meeting was adjourned at 10:05 P.M.

ATTEST:

Mary Vasquez Edge, Mayor

Laura Cent, City Clerk

WAIVER OF READING OF ORDINANCES

State law requires that an ordinance be read in its entirety prior to adoption unless the City Council waives reading beyond the title. Reading an entire ordinance at the meeting is extremely time-consuming; reading of the title alone usually gives the audience sufficient understanding of what the Council is considering.

To ensure that this waiver is consistently approved by the Council, Council should make the waiver at each meeting, thus, you should do it at this point on the Consent Agenda. The Council then does not have to worry about making this motion when each ordinance comes up on the agenda.

GC36934

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA AUTHORIZING STREET CLOSURES

BE IT RESOLVED that the Los Padrinos Car Club is authorized to close Third Street from Franklin Street to Muckelemei Street, and Washington, Mariposa, and Polk Streets between Second and Fourth Streets on Saturday, June 27, 2020 from 6:00 a.m. to 4:00 p.m. for a classic car show; and

PASSED AND ADOPTED this 18th day of February 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mary Vazquez Edge, Mayor

ATTEST:

Laura Cent, City Clerk

Community Events/Activities – Permit Application

Dear Event Organizer:

Thank you for your interest in holding a community event in San Juan Bautista. Community events and special events can be important ways to build community and celebrate the City's diversity, heritage, and uniqueness. All events require a permit with approvals to ensure a well-planned and safe event. The City of San Juan Bautista has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the community events application and submit it to the City at least 90 days before your event. The fees associated with your event are due when you submit this form. The **fee schedule** for application is:

Non Profits¹: No street blockage and less than 250 people	\$50.00
Non Profits: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$100.00
Non Profits: Street blockage of Second, Third or Fourth Streets and side streets between Franklin and Muckelemy Streets and more than 1,000 people ²	\$150.00
Private Promoter Organizations³: No street blockage and less than 250 people	\$150.00
Private Promoter Organizations: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$300.00
Private Promoter Organizations: Street blockage of Second, Third or Fourth Streets and side streets between Franklin and Muckelemy Streets, and more than 1,000 people	\$600.00

Once we receive your application, a City representative will contact you to let you know of any insurance, permits, approvals, or additional fees that apply. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits everyone. If you need further assistance, call (831) 623-4661 or e-mail accttech@san-juan-bautista.ca.us.

PLEASE NOTE: You are required to have sanitary facilities. If you are serving or selling food you will be required to obtain a permit from the San Benito County Environment Health Department in Hollister. You are also required to coordinate all security arrangements with the San Benito County Sheriff's office.

SECTION 1: CONTACT INFORMATION

Event Title: Los Padrinos Car Club **Today's Date:** 1-24-2020
Applicant: Ralph Duarte
Organization: Los Padrinos Charity Inc
Phone: 408 413 8323 **E-Mail:** duarteralph40@gmail.com
Mailing Address: 7671 Forest St Gilroy Ca 95020
Fax: _____

Event Setup **Date:** June 27 2020 **Time:** 6 AM **Event Ends** **Date:** June 27-2020 **Time:** 5:00 PM
Event Starts **Date:** June 27 2020 **Time:** 9 AM **Dismantle** **Date:** June 27 2020 **Time:** 4:00 PM

ANTICIPATED ATTENDANCE: **Total of the event:** _____ **Total per Day:** _____

LOCATION OF EVENT (please be specific): _____

¹ Requires proof of charitable non-profit status.

² All street closures and blockades require review and approval of the City Council.

³ Additional fees for use of public facilities may apply.

INSURANCE

The City will require that you co-insure the City (name as additional insured). Depending on your event, the minimum "coverage" will be dictated by the City's insurance carrier (Alliant). After the application and fee is submitted, the City Manager or designee will contact Alliant with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building?

☐ Yes ☒ No

If yes, which facility?

Have you reserved the facility yet?

☒ Yes ☐ No

Will this event require any City streets to be closed? (Public Works charges will apply)

☒ Yes ☐ No

If yes, please specify which streets and cross streets need to be closed.

Does this event involve a parade?

☐ Yes ☒ No

If yes, attach a map of the event.

If you wish to rent barricades, chairs, tables or other equipment from the City, list what and how many. If you do not wish to rent the City's equipment and your event involves a street closure, you will be responsible for providing appropriate barriers.

PRIVATE PROPERTY (A City application is required when attendance at a temporary gathering on private property can be reasonably expected to exceed 250 people)

Do you plan to hold your event on private property?

☐ Yes ☒ No

If yes, describe the location:

VENDORS

Will this event have vendors selling items or promoting their causes/services/products?

☒ Yes ☐ No

If yes, a California Department of Tax & Fee Administration Seller's Permit will be required for each vendor proving that they are appropriately registered with the State of California. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street, and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a maximum of five (5) exempt local non-profit 10 ft. spaces, up to a maximum of 5% of the total number of booth feet for an event.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos?

☐ Yes ☒ No

If yes, please describe (Insurance coverage will be required):

FOOD AND ALCOHOL

(All food preparation is subject to state regulations; provide insurance if appropriate.)

If you are serving or selling food, you must obtain and include a permit from the **San Benito County**

Environmental Health Department. Does your event include food concessions and/or preparation areas?

☒ Yes ☐ No

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the **State Department of Alcoholic Beverage Control**. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

Does your event involve the use of alcoholic beverages?

☐ Yes ☒ No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department.)

Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site and you have written permission to use this facility, you may be required to provide portable rest room facilities at your event, which will be available to the public during your event. **Please note:** State Parks toilets do not qualify as event facilities unless you obtain written permission from the local State Parks office to allow use of these State owned toilets, and include as part of this application.

Do you plan to provide portable rest room facilities at your event?

☒ Yes ☐ No

Provide a copy of your San Benito County Environmental Health Permit.

If no, what plans have you made to accommodate the public? Provide written permission from the State, if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)?

☒ Yes ☐ No

Will this event use any lighting?

☐ Yes ☒ No

Will you be using any type of generator?

☐ Yes ☐ No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to "silent" generators):

If no, do you need electricity? (Fees will apply for use of City electricity.):

SOLID WASTE DIVERSION PLAN

In accordance with State law (Public Resource Code 42648-42648.7), as a large venue, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection and diversion from landfill of reusable and recyclable materials, as well as a tracking system that validates the final destination of the materials. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency. The City has trash and recycling receptacles available for rent. Deposits are refundable, daily rental rates are not.

As the venue contractor, you are responsible for a waste prevention strategy for all waste material generated by all venue operations and all subcontractors. Food vendors must use compostable serving products. No styrofoam is allowed. You are encouraged to include a requirement for a "Solid Waste Diversion Plan" in your subcontract agreements.

The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. Therefore, you are required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The waste hauler can provide this information for you.

1. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

We will Be Pickup all Trash + Recyclables and Dispose of.

2. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc.
Please note: Events involving road closures will be billed for Public Works time involved in setting up and dismantling.
(If additional space is required, please attach it to this application).

They set closures out we place them.
They put no parking signs out 3 days
Before event

3. Please describe your security plan, including crowd control.

Club members + Sheriff
walkie talkies

4. In order to comply with the American Disabilities Act, describe how your event will be accessible to people with disabilities.

We will have Handicap Rest Rooms and Sidewalks
will be clear

5. Please describe your emergency/medical plan, including your communications procedures.

walkie talkies

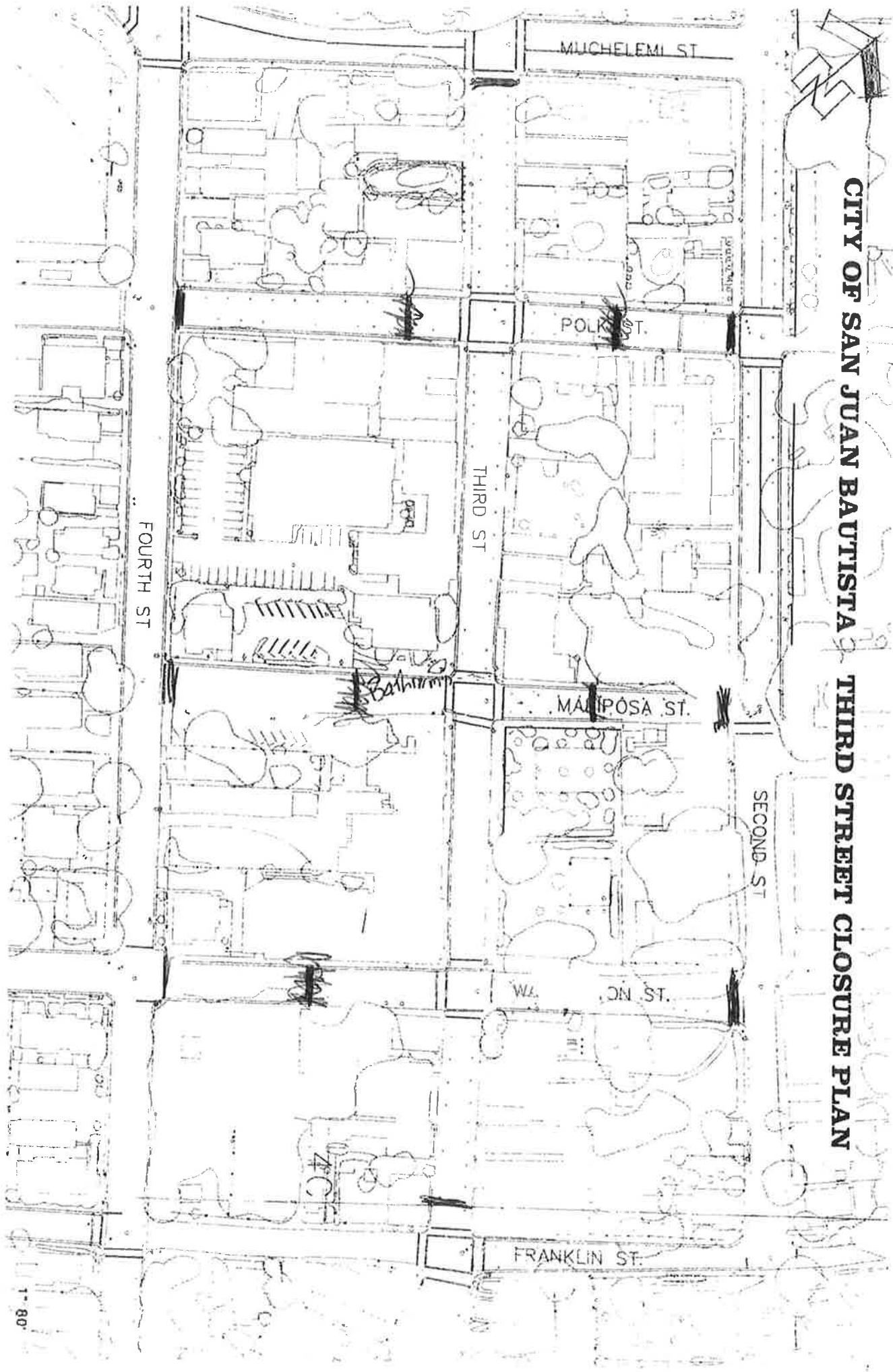
City Benches are for public use only. It is the responsibility of the promoter to make sure all vendors are aware that public benches are NOT for vendor use at any time. Thank you. JD (Initials)

**Please provide a site plan/route map for your event. Attach additional pages as necessary.
The map should include:**

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade or relay), indicate the direction of travel, including starting and ending locations.
- Any street or lane closures and parking tow zones.
- The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
- The location of first aid facilities.
- The location of all stalls, platforms, booths, cooking areas, trash containers, etc.
- Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers used for the event.
- Parking locations.
- Placement of promotional signs or banners.
- Placement of portable toilets/restroom facilities.
- Exit locations for outdoor events that are fenced.
- Location of all other event activities

to LRG Barracks

CITY OF SAN JUAN BAUTISTA THIRD STREET CLOSURE PLAN



City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Six Month Period Ended December 31, 2019

Item #4B
City Council Meeting
February 18, 2020

REVENUES	FY19	FY20	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	50%	Notes
General Fund	736,308	895,129	1,854,841	(959,712)	48%	A
Special Revenue Funds:						
Capital Projects Fund	-	392,005	1,722,000	(1,329,995)	23%	D
Community Development	72,241	210,836	553,058	(342,222)	38%	B
COPS	76,088	69,662	100,000	(30,338)	70%	
Parking & Restroom Fd	14,660	14,997	32,200	(17,203)	47%	
Gas Tax Fund	36,020	47,836	53,851	(6,015)	89%	
Valle Vista LLD	10,037	10,859	21,717	(10,859)	50%	
Rancho Vista CFD	-	46,372	92,744	(46,372)	50%	
Copperleaf CFD	-	17,195	34,390	(17,195)	50%	
Development Impact Fee Funds:						
Public/Civic Facility	19,848	55,495	25,000	30,495	222%	B
Library	26,700	74,655	33,000	41,655	226%	B
Storm Drain	100,921	2,602	80,000	(77,398)	3%	B
Park In-Lieu	10,465	1,309	10,000	(8,691)	13%	B
Public Safety	20,651	57,741	15,000	42,741	385%	B
Traffic	124,455	2,875	10,000	(7,125)	29%	B
Zone 1 TIMF	-	-	30,000	(30,000)	0%	B
Internal Service Funds:						
Blg Rehab. & Replace	27,750	19,000	38,000	(19,000)	50%	
Vehicle Replacement	30,000	30,000	60,000	(30,000)	50%	
Enterprise Funds:						
Water						
Operations	460,129	534,474	979,000	(444,526)	55%	
Capital	749,571	3,646	100,000	(96,354)	4%	D
Sewer						
Operations	463,682	543,753	1,010,600	(466,847)	54%	
Capital	340,773	8,773	600,000	(591,227)	1%	D
TOTAL Funds	2,583,991	2,144,085	7,455,401	5,311,317	29%	

A ~ Increased revenue over prior year is largely due to interal fund transfers established this year to offset administrative costs, and capital expenses of which are covered by special revenue and enterprise funds.

B ~ These funds are developer derived and are recognized when received.

C ~ Gas tax funds are received at varying increments during the year, as such the amounts received do not always align with the year to date percentages.

D ~ The timing of the projects and the related revenue does not always align with the year-to-date percentages.

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual
For the Six Month Period Ended December 30, 2019

EXPENDITURES	FY19	FY20	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>50%</u>	<u>Note</u>
General Fund	815,416	785,648	1,740,248	(954,600)	45%	
Special Revenue Funds:						
Capital Projects Fund	121,739	56,191	1,763,000	(1,706,809)	3%	A
Community Development	281,236	240,429	553,058	(312,629)	43%	
COPS	50,000	50,000	100,000	(50,000)	50%	
Parking & Restroom Fd	7,860	4,047	15,000	(10,953)	27%	
Gas Tax Fund	9,148	7,862	53,851	(45,989)	15%	
Affordable Housing Fund	32,000	93,242	18,877	74,365	494%	B
Valle Vista LLD	7,842	11,499	26,717	(15,218)	43%	
Rancho Vista CFD	2,809	1,473	40,904	(39,431)	4%	
Copperleaf CFD	2,809	1,473	21,523	(20,050)	7%	
Development Impact Fee Funds						
Public/Civic Facility	-	16,500	33,000	(16,500)	50%	
Library	-	12,000	24,000	(12,000)	50%	
Storm Drain	3,000	98,000	196,000	(98,000)	50%	
Park In-Lieu	15,000	57,500	115,000	(57,500)	50%	
Public Safety	-	12,500	25,000	(12,500)	50%	
Traffic	18,000	54,500	109,000	(54,500)	50%	
Internal Service Funds:						
Blg Rehab. & Replace	-	10,000	20,000	(10,000)	50%	
Vehicle Replacement	-	5,945	11,890	(5,945)	50%	
Enterprise Funds:						
Water:						
Operations	444,342	310,437	738,921	428,484	42%	
Capital	723,995	263,548	349,979	86,431	75%	A
Sewer						
Operations	478,835	574,768	1,608,450	1,033,682	36%	C
Capital	566,677	28,269	638,979	610,710	4%	A
TOTAL Funds	2,765,292	1,910,183	8,203,397	6,293,214	23%	

Footnotes:

- A ~ Capital costs occur sporadically during the year, and do not always align with the to date percentages
B ~ Current year to date costs, which over budget, are offset from prior period impact funds received.
C ~ Costs are higher than prior year due to the implementation of funds transfers for capital purposes in the current fiscal year.

City of San Juan Bautista
Warrant Listing
As of January 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101.000 · Union Bank			
101.001 · Operating Acct. 1948			
01/02/2020	213339	Dale Coke.	-2,000.00
01/02/2020	213340	L.O.C. - Monterey Bay Division	-280.00
01/02/2020	213341	Valero Marketing & Supply	-799.67
01/13/2020	213342	4Leaf, Inc.	-2,263.32
01/13/2020	213343	Abbott's Pro Power	-55.30
01/13/2020	213344	All Clear Water Services	-4,100.00
01/13/2020	213345	at&t	-70.08
01/13/2020	213346	AVAYA	-250.66
01/13/2020	213347	Brigantino Irrigation, Inc.	-28.84
01/13/2020	213348	Credo Studio.	-600.00
01/13/2020	213349	Cypress Water Services	-10,075.00
01/13/2020	213350	Data Ticket Inc.	-200.00
01/13/2020	213351	Department of Conservation	-9.70
01/13/2020	213352	Design Line & Granger	-622.73
01/13/2020	213353	Don Reynolds	-53.28
01/13/2020	213354	Extreme Air Inc.	-8,570.00
01/13/2020	213355	Ferguson Enterprises LLC	-165.95
01/13/2020	213356	First Alarm	-440.37
01/13/2020	213357	Hollister Auto Parts, Inc.	-215.65
01/13/2020	213358	Jardines, Inc.	-175.00
01/13/2020	213359	KBA Docusys	-317.84
01/13/2020	213360	Kimberly Moore	-70.88
01/13/2020	213361	Laura Cent.	-268.75
01/13/2020	213362	League of California Cities	0.00
01/13/2020	213363	Level 1 Private Security.	-10,606.00
01/13/2020	213364	Lynn Myers Bookkeeping Services, Inc.	-412.50
01/13/2020	213365	Mc Kinnon Lumber Co., Inc.	-118.95
01/13/2020	213366	Mission Linen Service	-76.30
01/13/2020	213367	Monterey Bay Analytical Services	-1,229.30
01/13/2020	213368	Monterey County Health Department	-100.00
01/13/2020	213369	MuniBilling	-381.92
01/13/2020	213370	P G & E	-2,574.25
01/13/2020	213371	R & B Company	-154.43
01/13/2020	213372	Rx-Tek	-40.00
01/13/2020	213373	Staples	-249.94
01/13/2020	213374	Univar USA Inc.	-704.98
01/13/2020	213375	US Bank	-2,769.99
01/13/2020	213376	Wendy L. Cumming, CPA	-4,205.00
01/29/2020	213377	Filomeno Garza.	-196.17
01/29/2020	213378	Graniterock	-77,250.00
01/29/2020	213379	Joseph Claus -	-15.00
01/29/2020	213380	Laura Cent.	-100.00
01/29/2020	213381	Mary V. Edge	-652.23

City of San Juan Bautista
Warrant Listing
As of January 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/29/2020	213382	P G & E	-6,509.74
Total 101.001 · Operating Acct. 1948			-139,979.72
Total 101.000 · Union Bank			-139,979.72
TOTAL			-139,979.72



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: CITY MANAGER'S MONTHLY REPORT

MEETING DATE: February 18, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDATION: That the City Council receive and file this report.

DISCUSSION: A summary of January's activities follows:

Administration- City staffing status – For the first time in many of our employee's work with the City, evaluations are being written that match City standards and expectations to the many accomplishments achieved over the past year. Standard Operating Procedures ("SOP's") are in place now for wastewater and water operations, with routine maintenance logs established. Employees are eligible for a "step increase" if they meet standards, and several 5% salary increases have been awarded. The Administrative Services Manager has stepped up in regards to coding the invoices and helping with accounts payable, and managing the water services software when billing or other adjustments are required. She is receiving a 5% temporary increase for working out of class to help cover in the absence of the accounts payable clerk. An organizational study has been launched and a road map for City staffing will follow.

Budget/Finance- With the approval of the Mid-Year Budget, Citygate is on-board to help with the City Council strategic goals and objectives for the new fiscal year, to provide an organizational analysis and to study the resiliency of the General Fund, Water and the Sewer Enterprise Funds. A budget calendar has been prepared and the analysis is underway. By June 30, the City will be comfortable knowing that it is maximizing its resources to solve the City's most urgent needs.

Cannabis – The City is gearing up to process cannabis permit applications, having adopted it tax rates in January. A new page on the City's web-site is being built to help folks complete the permit process. Pinnacle Strategies is under contract to help screen new applications and is helping with the website.

Planning- The Planning Commission and Historic Resources Board ("HRB") received informative reports at their meeting February 4, concerning several key topics. The HRB received a status report regarding the "Certified Local Government" efforts, and the fact that the City has not submitted its annual report to the State Historic Preservation Office for the last two years. The annual report for 2020 is being completed in time for the April deadline. A presentation from Bill

Nichols of LAFCO was welcomed and he described the annexation process. LAFCO pointed out that before any consideration for annexation can be considered, an application for the sphere of influence needs to be submitted. This matter should have been completed in 2016, after the adoption of the General Plan. A preliminary parking study was also presented that describes the potential for off-street parking in the downtown. This study is coming forward for the City Council's consideration in February.

Public Works- The Third Street Reconstruction project (Muckelemei to Monterey Streets) is out to bid and estimated to cost over \$1.5 million. It includes new water, storm and sewer lines. Work could begin in May depending on the outcome of the bidding process. The Council will receive a complete report when the City Engineer brings it forward to award the contract at the April Council meeting.

The Water and Wastewater Master Plans are moving ahead quickly. The EPA has replied to the City's December letter and requested a meeting for February 25th. The Water Board will also be present. Both regulatory agencies are anxious to meet with our consulting team to learn the scope and status of the Master Plans. This meeting will chart the City's course for compliance, and help determine its current liability. They requested the City Attorney be present (!!). Staff expects the meeting with the EPA to result in positive feedback because the water system remains in compliance with the Drinking Water Division's Interim Permit (since September), and the risks identified in the Wastewater Treatment Plant's 2018 "Condition of Failure Report" have, for the most part, been resolved. For the "techies," it is good to know that the baffles in Pond Two have been repaired, the control panel has been rebuilt, and the infrared light system that removes bacteria has been rebuilt. All of these items are listed in the EPA's reply. One big step forward will be talking to the Water Board about amending our WWTP Permit because the new operator (Cypress) has made significant improvements in the way it operates the system compared to the past operator. February 14th is a big meeting with both Water and Wastewater Operators and the consulting team to help prepare for the EPA. Staff will provide a complete status report after the EPA's visit.

The City Engineer has made progress with the Roundabout at the Rancho Vista Development. We have agreed to a design and identified the design team to move forward and prepare construction drawings. We are finalizing the conditions associated with the land dedication, utilities, and getting the map recorded. I have asked the City Engineer to provide a complete summary to share with the City Council and Planning Commission before the Council meeting in February.

Public Works Crew- As mentioned before, implementing the Standard Operating Procedures are new to the staff and the City, but this is a necessary task to complete as we get ahead of the curve. This includes flushing water lines which results in temporary brown water. It also entails testing valves, many of which have not been attended to in several years. On the wastewater side it involves stocking spare parts to have on hand when needed in an emergency to repair pumps, control switches, generators, and other critical equipment. Establishing these contingencies helps assure the community that we are building resilience (even though at first it may result in brown water).

Fleet- The Street Sweeper was deployed January 14. The schedule is odd addresses and even addresses alternating Monday-Wednesday. We are not currently sweeping on Thursdays and Fridays because the trash-pick occurs on these days. It was great to have the streets swept on Monday following the wind storm that occurred over the weekend.

Other stuff- Before the Coronavirus outbreak, the City had already planned to attend several emergency management training courses over the next 4-6 weeks. Discussions have begun with other key partners as well, including the School District and PG&E.

It has been recommended that the City hold a Town Hall meeting concerning water. At the Council's pleasure, I will look for a Saturday morning in March or April so we can do this sooner than later.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: **ORDINANCE BANNING THE USE OF CERTAIN
PLASTICS AND ESTABLISHING A SUSTAINABLE FOOD
SERVICE WARE AND RETAIL BAG ORDINANCE (FIRST
READING)**

MEETING DATE: February 18, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

That the City Council approve the attached Ordinance banning the use of certain plastics and establishing a sustainable food services ware and retail bag ordinance for its first reading.

BACKGROUND INFORMATION:

In May 2019, the City Council directed staff to explore a policy to control and limit the use of disposable plastics in the City. An Ordinance was drafted in August and reviewed by various stakeholders with the help of CSUMB students. The San Juan Committee and students surveyed approximately half of the downtown businesses. The feedback from the business owners and the suggested changes to the Ordinance were presented to the City Council at the January 21, 2020 Council meeting. The report also referenced methods of enforcement and fines used in other local cities.

DISCUSSION:

Attached is the final draft of the proposed Sustainable Food Service Ware and Retail Bags Ordinance. It bans certain kinds of single use plastics including Styrofoam and single use plastic bags used to carry retail and food items. It applies to food services, retail enterprises, and special events.

If the Ordinance is approved and presented for the first reading, staff will return in March with a bail schedule and enforcement plan. Staff recommends a "soft-opening" and a 60-day postponement of its effective date, allowing for additional outreach to occur. The attached two "Frequently Asked Question" ("FAQ's") flyers, summarizing the program were developed for outreach. Delaying implementation will also allow local store owners who have already purchased inventory to diminish their stock before buying sustainable products, and allow

applications for exemptions to be considered before enforcement begins. Exemptions are exceptional in nature, and will only be allowed during the first year of the program. If approved, staff suggests a June 1, 2020 start date.

FISCAL IMPACT:

No direct fiscal impact is anticipated, although the cost of enforcement has to be offset by adequate fines identified in the Bail Schedule.

ATTACHMENTS:

Final draft Plastics Ban Ordinance
Outreach flyers

ORDINANCE NO. 2020- ____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
ADDING SECTION 28 TO TITLE 5: BANNING THE USE OF CERTAIN
PLASTICS AND ESTABLISHING A SUSTAINABLE FOOD
SERVICE WARE AND RETAIL BAGS ORDINANCE**

WHEREAS, each year, millions of plastic products produced for a single use that becomes waste that never decomposes when placed in the landfill; and

WHEREAS, on average, 8-million tons of this single-use plastic waste becomes litter, and much of it is discharged into the oceans of the world; and

WHEREAS, reduction and eventual elimination of single use plastic products that include but are not limited to Styrofoam, food bags, to-go containers and food service ware will improve health and safety by eliminating disposable wares that do not decompose, cause pollution and are harmful to humans and marine life; and

WHEREAS, it is in the best interest of the City, the environment, and visitors to the City, to encourage sustainable food service ware, and to the highest extent possible, eliminate the distribution of all single use plastics and single use plastic bags; and

WHEREAS, the City is showing leadership to reduce litter and prevent plastics from entering the stormwater discharge system that flow to our creeks and rivers and eventually drains to the ocean.

NOW, THEREFORE, by adopting this Ordinance, the City establishes a sustainable food service ware and retail bags policy that commits it to ban single use plastics and single use carry-out bags.

SECTION 1. Adds Ordinance number 2020-____, pertaining to Municipal Code Title 5, Section 5-28 as follows:

Sec. 5-28.1. Definitions

Unless otherwise expressly stated, whenever used in this Chapter, the following terms shall have the meanings set forth below:

- (A) "Affordable alternative" means a compostable or recyclable product that costs up to 20 percent more than the purchase cost of the noncompostable or nonrecyclable alternative(s).
- (B) "Biodegradable Products Institute" or "BPI" is a North America's leading certifier of compostable products and packaging. Products bearing this certification have been scientifically verified by a third-party testing to biodegrade when diverted for the recovery of compostable materials.
- (C) "Compostable" means all the materials in the product or package will break down, or otherwise become part of usable compost (e.g., soil-conditioning material, mulch) in a safe

and timely manner. Compostable disposable food service ware must meet BPI Certified Compostable standards for composability and any compostable product containing a bioplastic or plastic-like material must be clearly labeled as compostable in accordance with California Public Resources Code Section 42357 et seq. and all State and Federal labeling laws pertaining to the identification of compostable products.

- (D) "Dine-in services" means prepared food provided to a customer for consumption on the provider's premises.
- (E) "Dine-out services" means prepared food provided to a customer for consumption not on the provider's premises.
- (F) "Disposable" means designed or intended for a single use or few uses, or not intended for reuse, recycling or composting.
- (G) "Food provider" means any vendor located or providing food within the City which provides prepared food on or off its premises and includes without limitation any store, shop, sales outlet, restaurant, grocery store, supermarket, delicatessen, food/catering truck or vehicle, including vendors located outside of the City when delivering prepared food into the City.
- (H) "Food service ware" means products used in the restaurant and food service industry for consuming, packaging, serving, and transporting ready-to-consume food and beverages, including, but not limited to, utensils, straws, beverage stirrers, plates, bowls, cups, cup lids, trays, boxes, clamshells, packaging, and containers.
- (I) "Plastic" means a material derived from a petroleum-based polymer. It does not include BPI certified products that are made from vegetable based polymers and are compostable, such as corn or other plant sources.
- (J) "Polystyrene foam" (aka "Styrofoam") means and includes expanded polystyrene that is a thermoplastic petrochemical material utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene). To include but not limited to polystyrene foam plate, bleached paperboard plate with low density polyethylene coating and bleached paperboard plate with polystyrene coating.
- (K) "Prepared food" means food or beverage prepared for consumption using any cooking or food preparation technique. This does not include any raw uncooked meat, poultry, fish or eggs unless provided for consumption without further food preparation.
- (L) "Retail Establishment" or "Retail Store" means all sales outlets, stores, shops, vehicles, non-profits, resale businesses or other places of business located within the City that operate primarily to sell or convey goods directly to the ultimate consumer.
- (M) "Recyclable" means any material that is accepted by a local waste collector under franchise with the City to provide a recycling program, including, but not limited to, paper, glass, aluminum, cardboard, plastics labeled as #1 through #5 (including but not limited to plastic bottles, jars and tubs).
- (N) A "Recycled paper bag" is defined as a bag that contains no old growth fiber and a minimum of 40 percent post-consumer recycled content, is 100 percent recyclable, and has printed in a highly visible manner on the outside of the bag the words "reusable" and

“recyclable,” the name and location of the manufacturer, and the percentage of post-consumer recycled content.

- (O) “Reusable” means designed or intended for more than a single use or few uses, or intended for reuse, in contrast to “disposable.”
- (P) A “Reusable bag” is defined as a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mils thick and is specifically designed and manufactured for multiple reuse.
- (Q) A “Single-use carryout bag” is defined as a bag, other than a Reusable Bag or Recycled Bag, provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the establishment. Single-Use Carryout Bags do not include bags, a maximum of 11 inches by 17 inches, without handles provided to the customer (1) to transport produce, bulk food or meat from a product, bulk food or meat department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a bag.
- (R) “Special Event Organizer” means a person, non-profit (a charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1986), or business that endeavors to organize a special event in the City limits that may involve Retail Establishments and food and beverage services.
- (S) “Special event Participant” means a person providing prepared food at any special event, regardless of size, sponsored by any person, commercial or nonprofit organization as defined in “R” above, or individual, which is held within the City, regardless of whether the prepared food is prepared within or outside of the City limits.
- (T) “Straw” means a tube through which beverages, slurries, smoothies, and similar ingestible products may be ingested by the consumer.

5-28.2 Prohibited Disposable Food Service Ware.

(A) All persons within, at, or upon any City facility are prohibited from:

- (1) Distributing Prepared food using Polystyrene foam (aka Styrofoam);
- (2) Distributing Plastic Straws (except when a consumer specifically requests a Plastic Straw, whereupon the Retail Establishment shall provide a Plastic Straw to the consumer); and
- (3) Distributing Disposable Food service ware that is not Recyclable or Compostable unless there is no Affordable alternative.

(B) Food providers, Special Event Participants and Special Event Organizers operating within City limits are prohibited from:

- (1) Using or distributing Polystyrene foam (AKA Styrofoam) for prepared food or in any Food service ware;
- (2) Using or distributing Plastic Straws, except when a consumer specifically requests a Plastic Straw, whereupon the Food provider or Special event participant shall provide a plastic straw to the consumer; and

(3) Using or distributing any Disposable Food service ware when providing Dine-in services, unless the consumer requests a Straw, whereupon a food provider shall distribute a Straw that is Compostable such as one made from paper, sugar cane, pasta, or bamboo, though not a Plastic Straw, except when a consumer specifically requests a Plastic Straw, whereupon the Food provider or Special event participant shall provide a Plastic Straw to the consumer.

(4) When providing Dine-out services, using or distributing Disposable Food service ware that is not Compostable or Recyclable, unless:

(a) A consumer requests a Plastic Straw, whereupon the Food provider or Special event participant shall provide a Plastic Straw to the consumer.

(b) There is no Affordable alternative to Disposable Food service ware that is not Compostable or Recyclable, whereupon the Food service provider may use or provide Disposable Food service ware that is not Compostable or Recyclable, though this exception shall not permit the use or distribution use of a Plastic Straw.

5-28.3 Encouraged Use of Reusable and Compostable, or Recyclable Food Service Ware.

(A) All persons, including Retail Establishments including but not limited to supermarkets and vendors, are encouraged to eliminate the use of Polystyrene foam (AKA Styrofoam) for packaging of food and other items that are not Prepared food.

(B) All persons are encouraged to use and distribute reusable, rather than Disposable, Food service ware, even when not required to do so. When it is necessary to use or distribute disposable food service ware, all persons are encouraged to use and distribute Disposable Food service ware that is Compostable or Recyclable, even when not required to do so.

5- 28.4 Retail Bag Regulations.

(A) No Single Use Plastic Bag Distribution No Retail Establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer shall provide a Single-use carryout bag to a customer at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this Section. A Reusable Bag or a Recycled Paper Bag may upon request be provided to the customer, pursuant to this Section.

(1) Food providers which receives 90 percent or more of its revenue from the sale of food which is prepared on the premises, to be eaten on or off its premises, are not considered Retail Establishments for the purpose of this Section.

(2) Nonprofit charitable re-users, which is a charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that re-uses and recycles donated goods or materials and receives more than 50 percent of its revenues from the handling and sale of those donated goods or materials, are not considered retail establishments for the purpose of this Article.

(B) Charge for retail bags: a Retail Establishment may make available for sale to a customer a Recycled paper bag for a minimum charge of \$0.25. A retail establishment may also make available to the customer a Reusable bag.

(1) Notwithstanding this Section, when a Recycled paper bag is distributed to the customer, the amount of the sale of the Recycled paper bag shall be separately itemized on the sales receipt.

(2) A retail establishment may provide a customer participating in the California Special Supplement Food Program, for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; and a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code, with one or more Recycled paper bags at no cost or Reusable bags.

5-28.5. Application for Exemption Caused by Undue Hardship.

(A) A person or business as defined above in Sections 5-28.1 (D), (E), (G), (L), (R) and (S), seeking an exemption must apply in writing for consideration of this exemption from the requirements set forth in Section 5-28 if said application is submitted within one year of the date this Ordinance is adopted. The application must include all information necessary for the City Manager to make a determination, including but not limited to a statement of the supporting facts made under penalty of perjury and documentation showing factual support for the exemption. The City Manager may require the applicant to provide additional information and may deny the application if the applicant fails to provide it.

(b) The City Manager may, within his or her discretion, approve an application for exemption from the requirements set forth in Section 5-28 for a one-year period only upon a finding and determination that application of Section 5-28 would create an undue hardship upon the applicant. The City Manager may, within his or her discretion, deny the application in whole, approve the application in whole, or approve the application in part and/or with conditions. The City Manager's decision shall be final.

SECTION 2. If any section, subdivision, sentence, clause, portion, or phrase of this Ordinance is for any reason held illegal, invalid, or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof. The City Council hereby declares that it would have passed this chapter and each section, subdivision, sentence, clause, portion, or phrase hereof, irrespective of the fact that any one or more sections, subdivisions, sentences, clauses, or phrases be declared illegal, invalid or unconstitutional.

SECTION 3. The City Council hereby finds that enactment of this Ordinance establishing a sustainable food service ware and retail bags policy that commits it to a ban of single use plastics and single use carry-out bags prohibiting single use plastics and disposable food ware, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines, Section 15061(b)(3) [project is exempt when it can be determined with certainty that there is no potential for causing a significant effect on the environment] and Sections 15307 and 15308 [actions taken by a regulatory agency to assure the maintenance, restoration, enhancement,

or protection of the environment where regulatory process involves procedures for the protection of the environment.].

SECTION 4. EFFECTIVE DATE. This ordinance shall go into effect thirty days after the date of its signing.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council of the City of San Juan Bautista duly held on February 18, 2020, and was passed and adopted at a regular meeting duly held on _____, 2020 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Mary V. Edge

ATTEST:

City Clerk Laura Cent

CITY OF SAN JUAN BAUTISTA

NEW RETAIL BAG REQUIREMENTS

REQUIREMENTS FOR RETAIL ESTABLISHMENTS

BEGINNING MARCH 17 , 2020

60 day grace period for compliance

Retail Bag Regulations

- NO single use plastic bag distribution
- Retail establishments must charge 25 cents for a recycled paper bag or a reusable bag
- Retail establishments must show bag charges on customer receipts



What is allowed?

- Reusable bags
- Recycled paper bags
 - Containing no old growth fiber and a minimum of 40% post-consumer recycled content
 - 100% Recyclable
 - Clearly labeled "reusable", "recyclable" and with percentage of post-consumer recycled content



- The charge **does NOT apply** to EBT, WIC, CalFresh, or other government-subsidized purchase programs.
- Retail bag requirements **do NOT apply to** food providers, restaurants, and special event participants.



For more questions and information contact (831) 623-4661

This flyer was created by San Benito County's Integrated Waste Management Regional Agency.

FAQs

What is considered a retail establishment?

Retail Establishment or Retail Store means all sales, outlets, stores, shops, vehicles, non-profits, resale businesses or other places of businesses located within the City that operate primarily to sell or convey goods directly to the ultimate consumer.

What is considered a reusable bag?

A reusable bag is defined as cloth or other machine washable fabric that has handles, or a durable plastic bag with handles at least 2.25 mil thick and specifically designed and manufactured for reuse.

What do I do with my current inventory?

Use up plastic inventory during grace period leading up to May 15, 2020. After which you can consider returning bags to the manufacturer for recycling.

Where can I find compliant bags?

Ask your supplier if they supply bags that meet new requirements.

Are there other exemptions?

The ordinance does not apply to produce/meat, newspaper, dry cleaning, take-out, and small paper bags.

What happens if I don't comply?

TO BE DETERMINED

May I request an exemption?

A written request for a one year exemption may be made to the City Manager.



For more questions and information contact (831) 623-4661

This flyer was created by San Benito County's Integrated Waste Management Regional Agency.

CITY OF SAN JUAN BAUTISTA

REQUIREMENTS FOR FOOD SERVICE WARE

REQUIREMENTS FOR FOOD PROVIDERS AND SPECIAL EVENT PARTICIPANTS BEGINNING **MARCH 17, 2020**

60 day grace period for compliance

Allowed

- **Dine-In Services**

- Compostable straws only upon request

Plastic straws may be made available upon special request

- **Dine-Out Services**

- Compostable food service ware and accessories
(must be BPI Certified- bpiworld.org)
- Plastic food service ware #1-#5



Prohibited

- Compostable Straws without request
- Disposable food service ware when providing dine-in services
- Polystyrene (styrofoam) for prepared foods
- Food service ware that is not recyclable or compostable

Encouraged

- Persons and establishments not mentioned are encouraged to use and distribute reusable food service ware OR compostable/recyclable food ware
- Discontinue the use of styrofoam in non-prepared foods and other items



For more questions and information contact (831) 623-4661

This flyer was created by San Benito County's Integrated Waste Management Regional Agency.

FAQs

What is the purpose of this ordinance?

To require and encourage food service ware that eliminates the distribution of single-use plastics in order to reduce litter, improve public health, and prevent pollution.

Who do these regulations apply to?

All persons operating within, at, or upon any City Facility, as well as food providers and special event participants operating within city limits.

What is considered food service ware?

Food service ware are products used for consuming, packaging, serving, and transporting ready-to-consume food and beverages. This includes but is not limited to utensils, straws, stirrers, plates, bowls, cups, lids, trays, boxes, and containers.

How do I know what is recyclable?

Email Recology at sbcwz@recology.com or reference recology.com/recology-san-benito-county/what-bin

Where can I find BPI Certified Compostable food service ware?

The best way to search for compostable products is through BPI's search engine at bpiworld.org.

What happens if I don't comply?

TO BE DETERMINED

May I request an exemption?

A written request for a one year exemption may be made to the City Manager.

For more questions and information contact (831) 623-4661

This flyer was created by San Benito County's Integrated Waste Management Regional Agency.





CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: Review of Farmers Market taking place on Mariposa Street between Second and Third Streets

MEETING DATE: February 18, 2020

SUBMITTED BY: Todd Kennedy
Associate Planner

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff recommends the City Council review and discuss the information presented by City Staff. No action is taking place.

BACKGROUND INFORMATION:

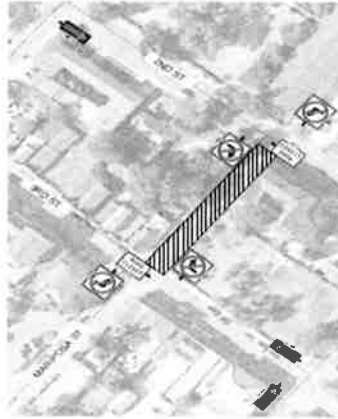
The City of San Juan Bautista has had an interest in Farmers Markets for many years, and has been discussed by the Strategic Planning Committee. The City General Plan has a program that encourages Farmers Markets.

Program LU 1.3.1.2

Establish a Farmers Market as an outlet for local farming products.

On July 6, 2019, City staff received a Special Events Application for a Farmers Market to take place on Sunday mornings in San Juan Bautista, from 9:30 am to 2:30 pm beginning September 8, 2019 and ending April 26, 2020. The location of the event is on Mariposa Street between Second and Third Streets. After April 26, 2020, a renewal application is anticipated to be turned in to City Hall.

City Council also approved Resolution 2019-41, authorizing the closure of Mariposa Street for the event.



City Staff met with the Farmer's Market representatives on January 30, 2020. Matters were discussed including complaints, event operation, and the types of products being sold as well as fees/revenues being generated. It was stated the foot traffic has slowed down. The season may be a factor. The applicants seemed willing to work with the City in improving the operation. Revenue generation is another factor. The City's Special Event fee of \$300.00 was paid by the applicant, and they are charged \$25.00 per week as they operate. A business license is required from the event coordinator and vendors. The City can collect revenue from the vendors if they have a Seller's Permit to report sales tax for applicable products being sold. Farm fresh produce that is not consumed onsite is not taxable. Anything being sold that is taxable is required to have a Seller's Permit. State Law requires at least one produce vendor to be present to use the Nexis "Farmers Market". Lately, there has been only a couple produce vendors.

ANALYSIS:

The Farmers Market currently taking place compliments the City of San Juan Bautista's agricultural heritage and provides a good opportunity for members of the community and visitors to be out and about, and shop for local produce. The applicants have indicated a willingness to work with City Staff and have been responsive.

However, with the slow foot traffic and low numbers of customers, the Farmers Market should be placed on hold until harvest season returns. By moving in that direction, the weather is favorable, fresh produce of high quality is on sale, and it is enjoyable to be outside during that time. It is important that staff keeps abreast of the other activities taking place so no two events overlap each other.

At this time staff recommends the City Council examine the event and provide direction to the applicants and City Staff.

ATTACHMENTS:

1. Council Resolution 2019-41 authorizing street closures
2. Publication 111 – Operators of Swap Meets, Flea Markets, or Special Events

RESOLUTION NO. 2019-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA AUTHORIZING RECURRING STREET CLOSURE FOR A FARMERS MARKET

BE IT RESOLVED, that Jerry Lami of the West Coast Farmers Market is authorized to close Mariposa Street between Second and Third Streets, from 8:00 A.M. until 4:00 P.M. on every Sunday beginning September 22, 2019 and ending in April 2020 in the City of San Juan Bautista, for a Farmers Market. Mr. Jerry Lami will coordinate, work with or, if required by the City, terminate the Farmer's Market event on those Sundays when other approved street events occur.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on this 17th day of September 2019 by the following vote:

AYES: DeVries, Freeman, Flores

NOES: None

ABSENT: Jordan, Edge

ABSTAIN: None

ATTEST:


César E. Flores, Mayor


Laura Cent, City Clerk

Publication 111, *Operators of Swap Meets, Flea Markets, or Special Events*

February 2019

Operators

If you operate a swap meet, flea market, or special event in California, state law requires you to keep written records of all people who sell at your events. You may not rent space to sellers unless they give you the written documentation described in this publication.

What is a swap meet, flea market, or special event?

A **swap meet**, **flea market**, or **special event** is any event where:

- Two or more people or businesses offer merchandise for sale or exchange, and
- Prospective sellers are charged a fee for space rental or prospective buyers are charged an admission fee.

Required seller information you must obtain

Information requirements depend on the seller's status.

You must document certain information on all sellers who conduct activities on premises you own or control.

Convenient form for required seller information

You can use a CDTFA-410-D (www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf) , **Swap Meets, Flea Markets, or Special Events Certification**, to obtain the required information from your sellers. The form is also available by calling our Customer Service Center at 1-800-400-7115 (TTY:711).

If you choose not to use the form, it is important that you still obtain all of the required seller information in writing.

The required seller information includes:

- Seller's business name

- Mailing address
- Telephone number
- Driver license number or state-issued identification (ID) and the name of the issuing state
- Description of items sold or displayed
- Seller's permit number

If no seller's permit is required to be held, then a reason must be provided by the seller such as:

- My retail product sales are not subject to tax
- My sales are exempt occasional sales
- I sell on behalf of a section 6015 retailer
- I am a qualified itinerant vendor

Although it is not required, we recommend you obtain a copy of each seller's permit for your records. It is important to retain copies of seller verification documents for at least four years.

CDTFA verification of seller's permit status

You may not rent space to sellers until you have verification that they hold a valid seller's permit, unless they are not required to hold a seller's permit as provided in the previous section.

If we send you a request for information on sellers who have conducted activities on your premises, you must provide this information or copies of individual seller verification documents within 30 days of our written request. We will verify the information you provide and let you know if any of the sellers at your event incorrectly represented their seller's permit status.

Verify a seller's permit

You must have the seller's permit number that you want to verify. A typical permit number begins with the letters SR followed by two or three more letters and an eight- or nine-digit number, for example: SR-KHE-12-345678 or SR-AR-123-456789. The CDTFA offers a number of convenient ways to check for a valid seller's permit. You can:

- Select **Verify a Permit or License**
(<https://services.cdtfa.ca.gov/boeweb services/verification.jsp?action=SALES>)
- Call our automated, toll-free number at 1-888-225-5263

- Use the free **mobile application** (www.cdtfa.ca.gov/services/mobile.htm) to verify a permit or license from the convenience of your smart phone.

Please note: A cigarette/tobacco license and an eWaste Recycling Fee account can also be verified.

CDTFA site visits

Our representatives periodically visit selling events to verify that operators have complied with the legal requirements for operating a swap meet, flea market, or special event. Our representatives may also check to see that sellers making taxable sales are displaying their seller's permits as required by law.

At each visit, CDTFA employees will:

- Identify themselves and show identification;
- Verify the existence of a seller's permit, fee permits, and other business licenses/permits that may be required, including a city or county business license, if appropriate;
- Review your required documentation to verify that it is updated with the correct information;
- Provide guidance on reporting your information correctly;
- Answer questions you may have.

What happens if I don't have the right documentation for my event?

If you do not keep permit and/or license information on all sellers who conduct activities on premises you own or control, you may be violating state law (Revenue and Taxation Code [section 6073](http://www.cdtfa.ca.gov/lawguides/vol1/sutl/6073.html) (www.cdtfa.ca.gov/lawguides/vol1/sutl/6073.html)).

You may be required to pay a penalty of up to \$1,000 for each seller for which you fail to keep records if that person is required to hold a seller's permit and does not hold a valid permit for sales made on your premises.

Please note: This publication summarizes the law and applicable regulations in effect when the publication was written, as noted above. However, changes in the law or in regulations may have occurred since that time. If there is a conflict between the text in this publication and the law, the application of tax will be based on the law and not on this publication.

Sellers and Vendors

Information you must provide the operator

You can use a [CDTFA-410-D \(www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf\)](http://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf) , **Swap Meets, Flea Markets, or Special Events Certification**, to provide the required information to the operator of the event where you sell your items. The form is also available by calling our Customer Service Center at 1-800-400-7115 (TTY:711).

Sellers who must hold a seller's permit

People who sell new or used merchandise in California, including handcrafted items, are generally required to hold a seller's permit. Sellers who are required to hold permits must give operators, in writing, their:

- Business name
- Mailing address
- Telephone number
- Driver license number or state-issued identification (ID) along with the name of the issuing state
- Description of items sold or displayed
- Seller's permit number

Even though it is not required, we recommend you provide a copy of your seller's permit to the event operator.

Permit requirements for selling at temporary locations

You need to register for a sub-permit for the temporary location, even if you already hold a seller's permit for your permanent place of business. You will report the sales made at these locations when filing your sales and use tax returns.

We offer a number of easy ways for you to register and obtain a sub-permit. You can apply:

- **Online** (<https://onlineservices.cdtfa.ca.gov/Directory/>) , or
- In person at any of our **offices** (<http://www.cdtfa.ca.gov/office-locations.htm>) . State that you would like to register and obtain a sub-permit for your temporary selling location(s).

If you need assistance, please contact our Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

When you register for these temporary locations, you will ensure that cities and counties receive the appropriate local and district taxes.

What should I do when the event is completed?

You must notify the CDTFA in writing, by calling us, or by visiting one of the CDTFA offices, if you no longer make sales at a business location, including a temporary selling location registered under your account.

Sellers who are not required to hold a seller's permit

Certain sellers may not be required to hold a seller's permit. You can use a [CDTFA-410-D \(www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf\)](http://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf), **Swap Meets, Flea Markets, or Special Events Certification**, to provide the required information to the operator of the event where you sell your items. The form is also available by calling our Customer Service Center at 1-800-400-7115 (TTY:711).

If you are not required to hold a seller's permit, you must identify that:

1. You are an occasional seller
2. All of your retail sales are tax exempt
3. You sell only items purchased from section 6015 retailers
4. You are a qualified itinerant vendor

Sellers who fall under conditions 2, 3, or 4 must describe the items they sell and state that they do not have to pay tax on those sales.

Occasional sellers

Due to the number, scope, and character of their selling activities, some sellers are not required to hold a seller's permit. For example, a person that holds a garage sale no more than two times each year could qualify as an occasional seller. Please see [Regulation 1595 \(www.cdtfa.ca.gov/lawguides/vol1/sutr/1595.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutr/1595.html), **Occasional Sales—Sale of a Business—Business Reorganization**, for additional information on occasional sellers.

Sellers who make only exempt sales

Some sellers are not required to hold a seller's permit because all of their sales are exempt from sales and use tax. For example, if they sell only fresh produce or other cold food products “to go” they do not need a seller's permit. However, cold food sellers do need a seller's permit if they:

1. Sell food to be consumed in places where admission is charged,
2. Sell carbonated or alcoholic beverages, or
3. Provide tables, chairs, counters, or other dining facilities for their customers.

Please see [Regulation 1602 \(www.cdtfa.ca.gov/lawguides/vol1/sutr/1602.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutr/1602.html) , **Food Products**, and [Regulation 1603 \(www.cdtfa.ca.gov/lawguides/vol1/sutr/1603.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutr/1603.html) , **Taxable Sales of Food Products**, and [publication 22 \(www.cdtfa.ca.gov/formspubs/pub22.pdf\)](http://www.cdtfa.ca.gov/formspubs/pub22.pdf) , **Dining and Beverage Industry**, for additional information regarding food and beverage sales.

Section 6015 retailers

Some sellers are not required to hold a seller's permit because they sell only products purchased from dealers we have approved as [section 6015 retailers \(www.cdtfa.ca.gov/lawguides/vol1/sutl/6015.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutl/6015.html) . The seller is required to provide the name of the product supplier to operators. For example, people who sell new Avon or Tupperware usually buy those items from section 6015 retailers.

Qualified itinerant vendors

From April 1, 2010, through December 31, 2022, some U.S. veterans are considered “qualified itinerant vendors.” They are the consumers of the products they sell under certain conditions. As consumers, qualified itinerant vendors are not required to hold a seller's permit.

There are some exceptions. Itinerant veteran vendors who are engaged in catering or vending machine businesses, or who sell alcoholic beverages or single items for more than \$100, are generally required to obtain a seller's permit. For additional information, you may refer to Revenue and Taxation Code [section 6018.3 \(www.cdtfa.ca.gov/lawguides/vol1/sutl/6018-3.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutl/6018-3.html) , **Itinerant Veteran Vendors**.

If you are not sure whether you need a seller's permit or whether your sales are taxable, you may contact our **Customer Service Center** (<http://www.cdtfa.ca.gov/contact.htm>) for help at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

Additional Information

Additional information is available from sources listed below or from our Customer Service Center at 1-800-400-7115 (TTY:711).

Regulations

[1595 \(www.cdtfa.ca.gov/lawguides/vol1/sutr/1595.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutr/1595.html) **Occasional Sales—Sale of a Business—Business Reorganization**

[1602 \(www.cdtfa.ca.gov/lawguides/vol1/sutr/1602.html\)](http://www.cdtfa.ca.gov/lawguides/vol1/sutr/1602.html) **Food Products**

1603 (www.cdtfa.ca.gov/lawguides/vol1/sutr/1603.html) **Taxable Sales of Food Products**

1699 (www.cdtfa.ca.gov/lawguides/vol1/sutr/1699.html) **Permits**

Publications

22 (www.cdtfa.ca.gov/formspubs/pub22.pdf) **Dining and Beverage Industry**

44 (www.cdtfa.ca.gov/formspubs/pub44.pdf) **District Taxes (Sales and Use Tax)**

73 (www.cdtfa.ca.gov/formspubs/pub73.pdf) **Your California Seller's Permit**

105 (www.cdtfa.ca.gov/formspubs/pub105/) **District Taxes and Sales Delivered in California**

107 (www.cdtfa.ca.gov/formspubs/pub107/) **Do You Need a California Seller's Permit?**

Links

Sales and Use Tax Rates (www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm)

Register for a Seller's Permit (<https://onlineservices.cdtfa.ca.gov/Directory/>)

Temporary Sellers (www.cdtfa.ca.gov/industry/temporary-sellers.htm)

Operators



Sellers and Vendors



Additional Information





CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: INTRODUCTION TO DOWNTOWN PARKING STRATEGIES

MEETING DATE: February 18, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff recommends the City Council review and discuss the information presented by City Staff. No action is requested.

BACKGROUND INFORMATION:

A year ago, Interim City Manager Ed Tewes initiated through Harris and Associates a Preliminary Parking Plan to be drafted for the downtown. That plan was received last fall, and distributed in draft form to the Planning Commission and City Council.

At its February 4, 2020 Planning Commission meeting, the City Manager reviewed the draft plan, and summarized its strengths and weaknesses. The staff report and Preliminary Parking Study are attached to this report.

Over the past thirty years, the City Manager has worked with various kinds of parking, completed detailed parking studies, implemented various parking policies, and conducted a lot of community engagement in a historic downtown focused on the topic of parking. The staff report describes various scenarios, successes and pitfalls.

DISCUSSION:

Parking “basics” include parking rules and regulations (General Plan, zoning, enforcement, and traffic/on-street designations), either on the street or off-street, for temporary parking, or long-term parking, time limits, both paid and unpaid. Enforcement is required. But before any policy is drafted, community engagement with stakeholders is required. In the end, parking is a business that if done well, pays for itself.

The Preliminary Parking Study focuses on off-street parking. It provides three different scenarios, suggesting that between 84 and 94 parking spaces could be provided using lots that are

currently vacant. The upfront capital expense is approximately \$1.4 million to acquire the property and develop off-street parking. It suggests a parking assessment be created to pay for these costs over time. This would be an annual fee levied against property and/or business owners. This is why stakeholder participation and community engagement in the formation of parking policies is a very critical first step.

In other downtowns, parking is developed and managed by the city (that owns the parking assets) together with the local chamber of commerce or business association. For many years in Salinas, this was known as the "Old Town Business Association." It changed in 2014 to become the Salinas City Center Association. It changed from a business district that collects fees from merchants via a business license collection system to a more impactful, property-based fee assessment program. Its budget went from \$80,000 per year, to close to \$500,000 per year. These different types of assessment programs are described in the Parking Study. In theory, when paid parking earns a profit, the idea is to re-invest these revenues back into the assets that make the downtown clean and attractive to visitors. The last part of the Planning Commission's staff report is an example from the historic downtown in the City of Pasadena.

That's a lot to think about!

ATTACHMENTS:

1. February 4, 2020, Planning Commission Preliminary Parking Report
2. Preliminary Parking Study



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: INTRODUCTION TO DOWNTOWN PARKING
STRATGEIES

DATE: January 2, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION: Receive a Downtown Parking report for discussion purposes only.

BACKGROUND INFORMATION: The City of San Juan Bautista's historic downtown attracts thousands of visitors every year, from 4th graders coming to the Mission during the school year, to the many weddings and celebrations that occur every weekend, and the many festivals that occur every year. Weekends and evenings are certainly the busiest times to be downtown and it is not unusual to park three or four blocks from 3rd Street on a Saturday afternoon.

Whether or not the City has a downtown parking problem is really a matter of perspective. And generally speaking, it is a good thing to have a parking problem downtown. It means the town is vibrant and has established itself as a destination. Parking is one of the most emotional issues for citizens in a community to consider. This makes changing parking policies a challenge. If there is no formal parking system, an informal system will fill the void, and unintentional systems can create unintentional results. I have spent much of my time over the past 30-years working with downtowns, analyzing parking "systems" both on street and off-street, parking enforcement, paid parking, time limited parking, and of course "free parking." In this report, I will share some of the lessons learned, and introduce a study San Juan Bautista's Downtown conducted last June that provides a few parking options, and their cost.

The High Cost of Free Parking is a non-fiction urban planning book by UCLA professor Donald



Shoup. It deals with the costs of free parking policies on society. It is structured as a criticism of how parking is planned and regulated, especially the use of parking minimums and off-street parking requirements. It was published in 2005, the same year the new parking garage opened in downtown Salinas. By 2007, I relied on Shoup's expertise and completed a thorough analysis of downtown Salinas parking, created pro-formas and business plans, and proposed a parking program where half the revenue would be used by the downtown business association to maintain its historic and beautiful heritage. That plan was flatly rejected by the business community and I was nearly

kicked out of town. It turns out that many stakeholders in Salinas still remember the celebration that occurred when parking meters were removed back in the 1970's.

Shoup's concept is simple. Identify every component of a parking system, assign values, depreciation and maintenance costs, and consider parking rates to off-set the costs. A key component often overlooked is enforcement. Sometimes the correct or desired parking habits require enforcement. Parking prices are based on a supply and demand system, based on convenience and proximity to popular destinations (in Salinas that would be Main Street's 100, 200 and 300 blocks). Revenues come from daily and hourly parking fees (short-term parking), long-term or monthly parking passes for employees and residents, and enforcement. As the need for enforcement declines the enforcement revenues decline as well. In downtown San Luis Obispo, parking four blocks from the destination is free, but as you move closer to the center of town, the cost and time restrictions are applied, and the closer to downtown it is, the higher the price.

But it doesn't always work that way. At the same time the new parking garage was opened in Salinas, the parking lot across from the new cinema (now the corporate headquarters for Taylor Farms), established "pay-by-space" parking system using kiosks and numbered parking spaces. The garage opened at .50 cents per day, and the surface parking lot opened at \$1 per day. The lot would always fill up before the garage, and only on a few occasions has the garage actually filled to capacity. The City was earning close to \$10,000 a month from the parking lot, and only \$3,500 a month from the garage. The issue was safety; many perceived the garage to be less safe than the parking lot.

This is what I have learned about parking policies in San Juan Bautista. The 2016 General Plan has an Objective CI 2.3 "Provide Adequate Parking." The first objective is to develop a "Parking Plan." The City will identify available properties for parking, develop a partnership with the State Park and Diocese to provide adequate parking for these destinations, explore technology, using parking meters, and develop parking systems for large events. There are also two objectives related to bike parking. The first attachment includes this page of the General Plan for the Commission's consideration. Chapter 11-11 of the Zoning Code is dedicated to parking. Many of these development related requirements were considered with the recent approval of the Casa Rosa project. They include FAR in mixed use districts, joint use parking, and parking in-lieu fees. They specify the number of parking spaces required in a table 11-11.110 and 11-11.160 describing various different land uses and the number of parking spaces required. Shoup's criticism is that an over-prescriptive zoning code that specifically ties the use of a property to its parking requirement, often results in far more parking than is needed, and does not allow for or encourage shared parking. This policy is provided to the Commission in the second attachment.

DISCUSSION

In June 2019, Harris and Associates completed the report provided in the third attachment: "Preliminary Downtown Parking Strategy." As a preliminary study, it focusses on the downtown historic district, does not make reference to the General Plan, and merely suggests various methods that the City may consider if it decides to move forward with a plan like this. There are three alternative lay-outs described. In summary, the report suggests that with an investment of between \$1.1 and \$1.4 million, the City could establish between 73 and 94 off-street parking spaces in its downtown, without considering the Mission parking lot, or the School District's Soccer field

parking lot. That's assuming the property is purchased at an estimated cost of \$9,000 per parking space. Below is a table summarizing the three alternatives.

	TOTAL COST	# OF SPACES	Cost/space
Alternative 1	\$ 1,435,748.00	94	\$ 15,273.91
Alternative 2	\$ 1,408,326.00	89	\$ 15,823.89
Alternative 3	\$ 1,178,252.00	73	\$ 16,140.44

If the cost of land is taken out of the costs, the cost per space equals this:

	TOTAL COST	# OF SPACES	Land value	Adjusted Cost	Cost/space
Alternative 1	\$ 1,435,748.00	94	\$ 846,000.00	\$ 589,748.00	\$ 6,273.91
Alternative 2	\$ 1,408,326.00	89	\$ 801,000.00	\$ 607,326.00	\$ 6,823.89
Alternative 3	\$ 1,178,252.00	73	\$ 657,000.00	\$ 521,252.00	\$ 7,140.44

The City's in-lieu parking fee is \$7,520 per space, and is closer to the cost of a surface parking space without having to buy the property. A parking space in a parking garage is estimated to cost closer to \$35,000 per space without having to buy the property. The in-lieu parking fee should be set to include the cost of the property. And a Parking Plan will consider options that include leasing properties not just acquiring them.

The study does not include the cost estimates related to parking enforcement. Without enforcement the "plan" will have limited success, and this enforcement has to be available at peak hours and include weekends and evenings.

The study does not include the Mission parking lot or the School District lot. If these two options are explored, it may have a positive impact on the costs due to the fact that the partners already control the real-estate. Lastly, the study does not take into consideration Objective CI2.3.1.4- on street paid parking. When paid parking is implemented, there is more staff overhead involved in collecting payments, and maintaining equipment.

On pages 4-11 the parking study considers different funding mechanisms. Three different property assessment systems are described suggesting that the stake holders will be willing to pay for the cost of the off-street parking lots. In Salinas, the business district is very involved in these decisions, and if or when paid parking in that town "breaks even," the profit would be shared equally between the business district and the parking district. This is the system modeled in the High Cost of Free Parking, using historic downtown Pasadena as an example. Parking revenues are returned the district to maintain its safe and charming environment. The fourth attachment describes this process.

Staff appreciates the Commission's feedback on this analysis, and consideration of the next steps identified on page 11 of the report. I added enforcement, but clearly there is a greater need identified: conversations with stakeholders. Several months of stakeholder meetings are recommended to implement a transformational change such as the one described in this report. This is a big project that needs to get started, but move slowly until a "plan" evolves that everyone can embrace. In the mean-time, the City may be able to start a small pilot program and test the waters. More to follow.

General Plan

Objective CI 2.3

Provide adequate parking.

Policy CI 2.3.1

Develop a vehicle parking plan.

Program CI 2.3.1.1

Identify available private parking that could be used for public parking during non-business hours.

Program CI 2.3.1.2

Develop a partnership with Diocese and State Parks to provide expanded visitor parking for the Mission and State Park facilities.

Program CI 2.3.1.3

Explore technological solutions for parking management.

Program CI 2.3.1.4

Assess feasibility of utilizing parking meters in highly desirable locations and peak demand locations.

Program CI 2.3.1.5

Explore residential parking permit plan.

Program CI 2.3.1.6

Develop parking management systems for large events.

Policy 2.3.2

Develop a bicycle parking plan.

Program CI 2.3.2.1

Expand minimum bicycle parking requirements for new development.

Program CI 2.3.2.2

Develop bicycle parking fund to expand bicycle parking in developed areas.

Objective CI 2.4

Policy CI 2.4.1

Incorporate a wayfinding signage system in the City.

Attachment 2

Chapter 11-11 PARKING

Sections:

Article 1. Standards

- 11-11-010 Intent.**
- 11-11-020 Establishment of or expansion of an existing parking lot.**
- 11-11-030 Continuing character of obligation.**
- 11-11-040 Conditional uses.**
- 11-11-050 Size and location.**
- 11-11-060 Driveways – Aisles.**
- 11-11-070 Other standards.**
- 11-11-080 Plan approval.**
- 11-11-090 Paving and marking.**
- 11-11-100 Screening and lighting.**
- 11-11-110 Number required – Generally.**
- 11-11-120 Mixed use district.**
- 11-11-130 Findings.**
- 11-11-140 Condition.**
- 11-11-150 Number required – Dwellings.**
- 11-11-160 Number required – Other uses.**
- 11-11-170 Loading spaces.**

Article 1. Standards

11-11-010 Intent.

The intent of this Section is to:

(A) Provide standards and requirements for off-street automobile parking spaces for every building and use. No building or structure shall be erected or altered unless there is already in existence, or unless provision therefor is made concurrently with such erection or structural alteration or new use, the number of parking spaces necessary to meet the minimum requirements set forth; and

(B) Provide off-street spaces for parking of the automobiles of tenants of the premises, and for visitors, clients, customers, employees and callers.

11-11-020 Establishment of or expansion of an existing parking lot.

Establishment of or expansion of an existing parking lot shall require design review approval.

11-11-030 Continuing character of obligation.

The continuance and maintenance of the parking spaces required by this Chapter shall be the continuing obligation of the owner of the property upon which the building or structure is located as long as the building or structure exists and the use requiring such spaces continues.

11-11-040 Conditional uses.

Nothing in this Chapter shall be deemed to limit the power of the City to require adequate provision of **parking** spaces as a condition of approval of a conditional use when, under the circumstances of the particular case, a greater number of spaces than specified is found to be necessary.

11-11-050 Size and location.

(A) Every required **parking** space shall have a width not less than nine feet (9') and a length not less than eighteen feet (18'), exclusive of maneuvering space and driveways which shall be provided as required herein, to make each **parking** space independently accessible from the street at all times.

(B) The City Manager or designee may allow reduction of up to ten percent (10%) of the required **parking** spaces to eight (8) by sixteen feet (16') in size for accommodation of compact-sized cars. Backup and maneuvering space may be reduced proportionately, subject to approval of the City Manager or designee.

(C) No **parking** space shall occupy any front yard, or any required street side yard of a corner lot, or in a required rear yard on a double-frontage lot.

(D) Except in the mixed use district and when SJBMC [11-11-120](#) applies, off-street **parking** facilities shall be located on the same site, or shall be located no more than one hundred fifty feet (150') and with reasonable access from the use for which the spaces are required.

(E) **Parking** areas shall be designed so that vehicles enter public streets in a forward direction.

(F) All required **parking** shall be kept accessible at all times for required **parking**, and the use of any such required space or spaces, or of any driveway or maneuvering space necessary to provide access thereto, for the storage of boats, vehicle trailers or goods of any kind shall constitute discontinuance of the intended use and a violation of this Chapter.

11-11-060 Driveways – Aisles.

The width of the driveway providing access to **parking** spaces shall be not less than fifteen feet (15'), unless:

(A) Where the number of spaces is less than four (4), or where the movement of vehicles is limited to a single direction, the access aisle width shall not be less than twelve feet (12').

(B) Where **parking** spaces for four (4) or more cars are designed to lie on either side or on both sides of an access aisle, the width thereof shall be:

(1) Not less than fifteen feet (15') where the spaces are at an angle of forty-five (45) degrees to the aisle;

(2) Not less than eighteen feet (18') where the spaces are at a greater angle but not more than sixty (60) degrees to the aisle; and

(3) Not less than twenty-five feet (25') where the spaces are at any angle to the aisle greater than sixty (60) degrees.

11-11-070 Other standards.

(A) Bicycle racks shall be provided in any **parking** area in a commercial or mixed use district. Individual bicycle **parking** spaces shall be provided at a ratio of one (1) bike space for every ten (10) vehicle spaces, with a minimum of one (1) space.

(B) As required by the building code, special provisions for access by the physically handicapped from public rights-of-way, across intervening spaces and into structures, including **parking** facilities specifically designed and located for the use of the handicapped, shall be required. Standards for such facilities shall be based on the standards of the American Standards Association and/or other applicable guidelines.

(C) All off-street **parking** areas shall be provided with a minimum of ten percent (10%) of the area of the lot planted with live plant material. Trees not less than five feet (5') in height and fifteen (15) gallon container in size shall be planted throughout the lot and along any street frontage.

(D) Curbs, wheel stops, and markings for **parking** lots and spaces shall be provided as follows:

(1) Except for spaces that serve single or two (2) family dwellings, all off-street **parking** spaces shall have wheel stops. Wheel stops must be continuous curbing and shall not be separate blocks.

(2) Opposing ranks of **parking** stalls shall be separated by a raised curbed island.

(3) All off-street **parking** areas shall be provided with entrance, exit, and traffic flow markings so arranged and marked as to provide for orderly and safe **parking** of automobiles, subject to the approval of the City Engineer.

11-11-080 Plan approval.

Whenever four (4) or more **parking** spaces are required, a site plan of the premises, showing the location of the building or buildings and other improvements, the location and dimensions of all **parking** spaces, and the provisions for maneuvering space and access driveways thereto from a public thoroughfare, including proposed curb cuts, shall be submitted to the City Manager or designee to review for consistency with the standards of this Chapter as well as the San Juan Bautista Design Guidelines prior to issuance of the building permit. No approval of occupancy shall be issued upon completion of a building, or the structural alteration of a building, unless and until all such spaces as required by this Chapter and shown upon the approved plans and made a part of the building permit are in place and ready to use.

11-11-090 Paving and marking.

All **parking** spaces, access driveways and maneuvering areas required, and as shown on the approved site plan, shall be graded and well-drained, and shall be maintained with dust-free surfacing, and in all districts shall be paved with two inches (2") of asphaltic concrete, or an equivalent approved by the City Manager or designee, and shall be clearly marked on the ground. Exceptions to the paving requirement may be made in the case of private streets or, in the case of a single lot in a low-density residential zone with at least fifty feet (50') of frontage on a public street, the City Manager or designee may waive the requirement where the rural character of the area makes this desirable and an oiled, dust-free surface is provided.

11-11-100 Screening and lighting.

(A) Wherever the exterior boundary of an open **parking** area providing space for four (4) or more automobiles is less than ten feet (10') from any lot in an R district, such area shall be screened by a solid masonry wall having the maximum height permitted by this Title; provided, however, that where a lot is used for a **parking** facility required for a use or building on an abutting lot in the same ownership, no separating wall shall be required.

(B) Lighting of **parking** spaces shall conform to Chapter [11-13 SJBMC](#).

(C) Pavement Edge and Planter Protection. Landscaped areas and pavement edges in all mixed use, multiple-family, commercial, and industrial zones shall be protected from damage and deterioration by the

placement of six-inch (6") high, securely anchored, continuous curbs or similar barriers, which have a minimum width of six inches (6").

11-11-110 Number required – Generally.

The number of **parking** spaces required shall be as specified in SJBMC [11-11-150](#) and [11-11-160](#). When the calculation results in a fractional number, any fraction of one-half (1/2) or greater shall be rounded up and any fraction less than one-half (1/2) shall be rounded down. In the case of any use not specifically mentioned in these regulations, the minimum number of **parking** spaces required shall be the same as for a specified use having similar characteristics in relation to the need for **parking** spaces. When two (2) or more buildings or uses occupy the same lot, the required number of **parking** spaces shall be the sum of the requirements of the various buildings or uses computed separately. The Planning Commission may allow a reduction of up to fifteen percent (15%) of the spaces required where several uses have a common **parking** area, and the timing or sporadic nature of anticipated **parking** makes the full requirement unnecessary.

11-11-120 Mixed use district.

Within the mixed use district, the following standards shall apply:

(A) On-Street **Parking**. Existing or required paved **parking** spaces for standard-sized vehicles in a public street or alley that abuts a parcel are eligible to meet part or all of the **parking** requirements for the development on that parcel. For parcels with mixed use development within the MU district, the number of on-street **parking** spaces for standard-sized vehicles within one hundred fifty feet (150') of a parcel, or the number that will be within one hundred fifty feet (150') upon completion of planned street/**parking** improvements, whichever is greater, may be counted toward the required number of **parking** spaces for commercial or mixed uses.

(B) Off-Street **Parking** Reduction. For parcels with mixed use development within the MU district, the number of off-street **parking** spaces required by this Section shall be reduced by ten (10) spaces or twenty-five percent (25%) of the otherwise required number of spaces, whichever is greater, if the parcel is within four hundred feet (400') of a public **parking** lot or garage. To be eligible for the **parking** space reduction, the property owner shall pay an in-lieu **parking** fee in accordance with subsection (F) of this Section.

(C) Residential. For each residential unit, one and one-half (1-1/2) **parking** spaces shall be provided. Exceptions to this standard include:

- | | |
|---------------------------|------------------------------------|
| (1) Emergency shelter: | One (1) space per
five (5) beds |
| (2) Transitional housing: | One (1) space per
unit |
| (3) Affordable housing: | One (1) space per
unit |

(D) Location. Required **parking** spaces for commercial or mixed uses shall be located on the same parcel or another parcel not further than five hundred feet (500') from the parcel they are intended to serve. Reciprocal or egress easements shall be required for the off-site **parking** prior to establishing the use for which **parking** is required. For areas bounded by Second Street, Muckelemei Street, Fourth Street, and Franklin Street, off-site or street **parking** is preferred.

(E) Joint-Use **Parking**. Joint-use **parking** shall be permitted upon Planning Commission approval of a use permit. Joint-use **parking** standards are based on the assumption that patrons will use a single

parking space for more than one (1) destination in the MU district and that one (1) **parking** space will be open and available for short-term **parking** to serve many different uses which may have different peak hours. The applicant shall submit an agreement in a form as prescribed by the City Attorney that ensures that the required number of joint-use **parking** spaces required shall be provided. Said agreement shall run with the land and be recorded on each parcel contributing to joint-use **parking**, regardless of whether the parcel is owned by the applicant.

(F) In-Lieu Fee. The Planning Commission may determine that strict compliance with the off-street **parking** standard set forth in this Chapter is contrary to the goal of preserving and enhancing the historical character and pedestrian nature of the MU district. Upon making such a determination, an in-lieu **parking** fee shall be imposed in the manner and amount set by City Council. The funds shall be retained by the City and shall be used exclusively for the purpose of acquiring and developing public off-street **parking** facilities to serve the MU district.

11-11-130 Findings.

In order to allow a use to meet its **parking** requirements in a location other than on the same parcel on which the use is located, the City Manager or designee must make the finding that said parcel is unable to accommodate the required **parking** due to its size, shape, location, or the presence of existing buildings.

11-11-140 Condition.

All applicants for uses which fall under this policy will be required to sign a copy of the policy indicating that they have received, read, understood, and agreed to the following condition:

At such time that a **parking** impact fee is established by the City Council, the permittee shall be required to pay all fees that would be applicable to this use for the number of **parking** spaces required for this use. The number of **parking** spaces required by this Section for the existing use at the time of the implementation of the **parking** impact fee shall provide the basis by which the total amount of **parking** spaces, and thereby the **parking** impact fee, will be determined.

11-11-150 Number required – Dwellings.

(A) Single-Family Dwellings. Every single-family dwelling shall be provided with at least two (2) **parking** spaces. At least one (1) space shall be covered by garage or carport.

(B) Multifamily Dwellings. Required **parking** spaces for multifamily dwellings shall be:

(1) Studio:	One (1) covered space
(2) One (1) Bedroom:	One (1) covered space
(3) Two (2) Bedroom:	One (1) covered/ One (1) uncovered space
(4) Three (3) Bedroom:	One (1) covered/ One (1) uncovered space
(5) Four (4) Bedroom:	One (1) covered/ Two (2) uncovered spaces

(6) Covered **Parking**. The Planning Commission may waive the requirement for covered **parking** for multiple-family dwellings when such requirement is found not to be in the best interest of good design or the public health, safety or welfare, based on one (1) or more of the following:

- (a) The project will be better suited to unusual lot shape or topography;
 - (b) Design or appearance of the project will be improved; or
 - (c) The housing costs will be made affordable to low and moderate-income residents. All uncovered **parking** must be screened by means of an earth berm and/or landscaping;
- (7) Guest **Parking**. In multifamily dwellings, guest **parking** shall be provided at the ratio of one-half (1/2) space per unit.

11-11-160 Number required – Other uses.

(A) The number of **parking** spaces required to be provided for uses other than dwellings shall be not less than specified in the following table:

Hotel, motel, lodging house, apartment, or private club providing sleeping accommodations	One (1) space for each guest room or rental unit, or for each two (2) beds, whichever is greater plus one (1) space for each employee on a given shift
Mobile home parks	There shall be two (2) parking spaces for every mobile home; one (1) additional parking space per two (2) mobile homes shall be provided for guest parking , and shall be dispersed throughout the park
Place of public assembly, including church, community center, private club or lodge, auditorium (including principal assembly, school or college auditorium), or gymnasium	One (1) space for each four (4) seats in the area or room or one (1) space for each forty (40) square feet in the principal assembly area or room if fixed seats are not provided
Theater	One (1) space for each three (3) seats or fraction thereof
Nursing home or other institution providing sleeping accommodations	One (1) space for each five (5) beds or fraction thereof
Hospital	One (1) space for each two (2) patient beds or fraction thereof
Convalescent hospital, rest home or sanitarium	One (1) space for each three (3) patient beds or fraction thereof
Library, museum, art gallery, or similar use	One (1) space for each three (3) employees, plus such additional spaces as may be prescribed by the Planning Commission
College, art, craft, music or dancing school; business, professional or trade including teachers and administrators	One (1) space for each three (3) employees, and one (1) space for each four (4) students, plus such additional spaces as may be prescribed by the Planning Commission
Day school or nursery school	One (1) space for each three (3) employees, plus one (1) space for each ten (10) children
Medical or dental office	One (1) space for each two hundred twenty-five (225) square feet of gross floor area
Other business – office, technical service, professional office, or administrative office	One (1) space for each office two hundred fifty (250) square feet of gross floor area

Restaurant, soda fountain, bar, cocktail lounge, or similar establishment for the sale and consumption of food or beverage on the premises not in a shopping center	One (1) space for each sixty (60) square feet of dining area, plus one (1) additional space for each three (3) employees or fraction thereof
Bowling alley, billiard parlor	Five (5) spaces for each lane; two (2) spaces per table plus one (1) space for each two (2) employees on the largest shift
Game arcade	One (1) space for each three (3) game machines and one (1) parking space for bicycles for each machine
Bank, financial institution, public or private utility office not in a shopping center	One (1) space for each one hundred eighty (180) square feet of gross floor area
Personal service establishment, including barber or beauty shop, cleaning or laundry agency, or similar use not in a shopping center	One (1) space for each two hundred fifty (250) square feet of gross floor area
Food store, grocery store, delicatessen, supermarket, or similar use not in a shopping center	One (1) space for each one hundred fifty (150) square feet of gross floor area
Plant nursery or similar outdoor sales and display establishment	Five (5) spaces, plus one (1) additional space for each five hundred (500) square feet of outdoor sales, display, or service area
Schools, elementary and middle	One (1) space per employee
Schools, secondary	One (1) space per employee, plus one (1) space per ten (10) students
Shopping center, retail store, or service establishment	One (1) space for each two hundred fifty (250) square feet of gross floor area, except for floor area used exclusively for truck loading; City Manager or designee has discretion to allow up to ten percent (10%) reduction if proof of joint use
Shopping center, retail store or retail service establishment in the MU district	One (1) space for each two hundred twenty (220) square feet of gross floor area, except for floor area used exclusively for truck loading
Service stations	Two (2) spaces for each working bay plus one (1) space for each employee on the largest shift
Manufacturing, storage, warehouse wholesale stores, heavy industrial uses, heavy commercial uses	One (1) space for each one thousand (1,000) square feet of gross area

11-11-170 Loading spaces.

(A) Required. Any structure having a floor space of ten thousand (10,000) square feet or more, which is to be occupied by a manufacturing plant, storage facilities, warehouse facilities, goods display, retail store, wholesale store, markets, hotels, hospital, mortuary, laundry, dry cleaning establishment, or other uses similarly requiring the receipt or distribution by vehicles or trucks of materials or merchandise, shall provide on the same lot or parcel at least one (1) off-street loading space, plus one (1) additional such loading space for each twenty thousand (20,000) square feet of floor area. Such off-street loading spaces shall be maintained during the existence of the building or use they are required to serve. A required loading space may occupy a required rear yard or any part thereof.

(B) Improvement Standards. Loading spaces required by subsection (A) of this Section shall be developed pursuant to the following standards, to the extent other more restrictive standards prescribed elsewhere in

this Chapter do not apply:

- (1) Size of Off-Street Loading Spaces. Each off-street loading space required by subsection (A) of this Section shall be not less than ten feet (10') wide, thirty feet (30') long, and not more than fifteen feet (15') high, exclusive of driveways for ingress and egress and maneuvering areas.
- (2) Driveways for Ingress and Egress and Maneuvering Areas. Each off-street loading space required by subsection (A) of this Section shall be provided with driveways for ingress and egress and maneuvering space of the same type which is required for off-street **parking** spaces.
- (3) Location of Off-Street Loading Spaces. No off-street loading space required by subsection (A) of this Section shall be located closer than forty feet (40') to any street.

Legislative History: Ord. 2007-03 (2/20/07).

Mobile Version



CITY OF SAN JUAN BAUTISTA

PRELIMINARY DOWNTOWN PARKING STUDY

JUNE 2019

PREPARED BY



Harris & Associates



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OVERVIEW

Downtown Parking Study Area

For the purposes of this study, the Downtown Parking Study Area is generally the area in San Juan Bautista with a northerly border near 2nd Street, an easterly border near Franklin Street, a southerly border near 4th Street, and a westerly border near San Jose Street. Figure 1 shows the boundaries of the study area.



Figure 1: Downtown Parking Study Area

Not the same
as the Historic
District
Does not
Address several
G.P. objectives
- Intended to
serve Historic
District

Downtown Parking Improvements

The Downtown Parking Improvements are proposed to include the addition of up to five (5) public parking lots to add up to 94 parking spaces including landscaping in the downtown area. Figure 2 provides an artist rendering of what a downtown parking lot might look like in the City of San Juan Bautista.



Figure 2: Artist rendering of downtown parking area in Lafayette, California



*Storm Water
retention Basins*

Additional proposed improvements include BMP treatment areas and refuse containment area. Figure 3 provides an artist rendering of what a refuse containment areas might look like in the City of San Juan Bautista.

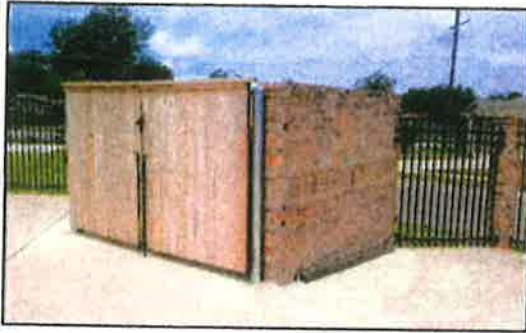


Figure 3: Image of refuse containment area

This study looks at three (3) different Downtown Parking Alternatives, as follows:

Downtown Parking Alternative #1

Exhibit A of this study shows an image of Downtown Parking Alternative #1, which includes the following:

- Five (5) public parking lots adding 94 parking spaces to the downtown area
- 1,980 square feet of landscape area
- 1,520 square feet of bmp treatment area
- Five (5) refuse containment areas

Downtown Parking Alternative #2

Exhibit B of this study shows an image of Downtown Parking Alternative #2, which includes the following:

- Five (5) public parking lots adding 89 parking spaces to the downtown area
- One parking lot connector area between Lots 3 and 4
- 2,520 square feet of landscape area
- 1,520 square feet of bmp treatment area
- Five (5) refuse containment areas

Downtown Parking Alternative #3

Exhibit C of this study shows an image of Downtown Parking Alternative #3, which includes the following:

- Four (4) public parking lots adding 73 parking spaces to the downtown area
- 3,100 square feet of landscape area
- 1,690 of bmp treatment area
- Four (4) refuse containment areas



ESTIMATE OF COSTS

DOWNTOWN PARKING ALTERNATIVE #1

Estimated Capital Improvement and Land Costs

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
MOBILIZATION, DEMOLITION & GRADING					
1.	Contractor Profit and Overhead (12.5% of All Other Items)	1	LS	\$31,925.17	\$31,925
2.	Mobilization (10% of All Other Items)	1	LS	\$25,540.14	\$25,540
3.	Traffic Control	1	LS	\$10,000.00	\$10,000
4.	Removal and Disposal of Existing Trees	4	EA	\$1,000.00	\$4,000
5.	Excavation and Placement	1,277	CY	\$15.00	\$19,148
PAVING, CONCRETE, BMP TREATMENT, LANDSCAPE, STRIPING & REFUSE					
6.	AC Pavement (4")	646	TON	\$130.00	\$84,013
7.	Class 2 Aggregate Base (12")	957	CY	\$100.00	\$95,741
8.	Slurry Seal (Lots 2 & 3)	1,300	SY	\$4.50	\$5,850
9.	Concrete Curb (6")	1,460	LF	\$25.00	\$36,500
10.	BMP Treatment	1,520	SF	\$18.00	\$27,360
11.	Landscape	1,980	SF	\$5.00	\$9,900
12.	Signing and Striping	1	LS	\$10,000.00	\$10,000
13.	Refuse Containment Area	5	EA	\$8,500.00	\$42,500
LAND ACQUISITION/LEASING COST					
14.	Land Cost per Parking Space	94	EA	\$9,000.00	\$846,000
Subtotal =					\$1,248,477
Contingency (15%) =					\$187,272
Project Total =					\$1,435,748

Table 1: Estimated Capital Improvement and Land Costs, Alternative #1

Estimated Annual Costs

Item	Unit	Quantity	Cost/Unit	Cycle	Cost/Yr
Annual Operations and Maintenance Cost					
Landscape Area	SF	1,980	\$1.25	1	\$2,475
BMP Treatment Area Maintenance	SF	1,520	\$5.00	1	\$7,600
Annual Administrative Costs	LS	1	\$5,000	1	\$5,000
Subtotal Operations and Administrative Cost					\$15,075
Annual Capital Replacement Cost					
AC Pavement (4")	TON	646	\$130	20	\$4,199
Slurry Seal (Lots 2 and 3)	SY	1,300	\$4.50	7	\$836
Concrete Curb (6")	LF	1,460	\$25.00	50	\$730
Signing and Striping	LS	1	\$10,000	7	\$1,429
Refuse Containment Area	EA	5	\$9,000	20	\$2,250
Subtotal Annual Capital Replacement Cost					\$9,443
Total Estimated Annual Cost					\$24,518

Table 2: Estimated Annual Costs, Alternative #1

DOWNTOWN PARKING ALTERNATIVE #2

Estimated Capital Improvement and Land Costs

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
MOBILIZATION, DEMOLITION & GRADING					
1.	Contractor Profit and Overhead (12.5% of All Other Items)	1	LS	\$28,872.57	\$28,873
2.	Mobilization (10% of All Other Items)	1	LS	\$23,098.06	\$23,098
3.	Traffic Control	1	LS	\$10,000.00	\$10,000
4.	Removal and Disposal of Existing Trees	4	EA	\$1,000.00	\$4,000
5.	Excavation and Placement	1,328	CY	\$15.00	\$19,926
PAVING, CONCRETE, BMP TREATMENT, LANDSCAPE, STRIPING & REFUSE					
6.	AC Pavement (4")	673	TON	\$130.00	\$87,425
7.	Class 2 Aggregate Base (12")	996	CY	\$100.00	\$99,630
8.	Slurry Seal (Lots 2 & 3)	1,271	SY	\$4.50	\$5,720
9.	Concrete Curb (6")	2,100	LF	\$25.00	\$52,500
10.	BMP Treatment	1,520	SF	\$18.00	\$27,360
11.	Landscape	2,520	SF	\$5.00	\$12,600
12.	Signing and Striping	1	LS	\$10,000.00	\$10,000
13.	Refuse Containment Area	5	EA	\$8,500.00	\$42,500
LAND ACQUISITION/LEASING COST					
14.	Land Cost per Parking Space	89	EA	\$9,000.00	\$801,000
Subtotal =					\$1,224,631
Contingency (15%) =					\$183,695
Project Total =					\$1,408,326

Table 3: Estimated Capital Improvement and Land Costs, Alternative #2

Estimated Annual Costs

Item	Unit	Quantity	Cost/Unit	Cycle	Cost/Yr
Annual Operations and Maintenance Cost					
Landscape Area	SF	2,520	\$1.25	1	\$3,150
BMP Treatment Area Maintenance	SF	1,520	\$5.00	1	\$7,600
Annual Administrative Costs	LS	1	\$5,000	1	\$5,000
Subtotal Operations and Administrative Cost					\$15,750
Annual Capital Replacement Cost					
AC Pavement (4")	TON	673	\$130	20	\$4,375
Slurry Seal (Lots 2 and 3)	SY	1,271	\$4.50	7	\$817
Concrete Curb (6")	LF	2,100	\$25.00	50	\$1,050
Signing and Striping	LS	1	\$10,000	7	\$1,429
Refuse Containment Area	EA	5	\$9,000	20	\$2,250
Subtotal Annual Capital Replacement Cost					\$9,920
Total Estimated Annual Cost					\$25,670

Table 4: Estimated Annual Costs, Alternative #2



DOWNTOWN PARKING ALTERNATIVE #3

Estimated Capital Improvement and Land Costs

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
MOBILIZATION, DEMOLITION & GRADING					
1.	Contractor Profit and Overhead (12.5% of All Other Items)	1	LS	\$25,265.97	\$25,266
2.	Mobilization (10% of All Other Items)	1	LS	\$20,212.78	\$20,213
3.	Traffic Control	1	LS	\$8,000.00	\$8,000
4.	Removal and Disposal of Existing Trees	4	EA	\$1,000.00	\$4,000
5.	Excavation and Placement	1,175	CY	\$15.00	\$17,630
PAVING, CONCRETE, BMP TREATMENT, LANDSCAPE, STRIPING & REFUSE					
6.	AC Pavement (4")	595	TON	\$130.00	\$77,350
7.	Class 2 Aggregate Base (12")	881	CY	\$100.00	\$88,148
8.	Slurry Seal (Lot 2)	787	SY	\$4.50	\$3,540
9.	Concrete Curb (6")	1,460	LF	\$25.00	\$36,500
10.	BMP Treatment	1,690	SF	\$18.00	\$30,420
11.	Landscape	3,100	SF	\$5.00	\$15,500
12.	Signing and Striping	1	LS	\$7,000.00	\$7,000
13.	Refuse Containment Area	4	EA	\$8,500.00	\$34,000
LAND ACQUISITION/LEASING COST					
14.	Land Cost per Parking Space	73	EA	\$9,000.00	\$657,000
Subtotal =					\$1,024,567
Contingency (15%) =					\$153,685
Project Total =					\$1,178,252

Table 5: Estimated Capital Improvement and Land Costs, Alternative #3

Estimated Annual Costs

Item	Unit	Quantity	Cost/Unit	Cycle	Cost/Yr
Annual Operations and Maintenance Cost					
Landscape Area	SF	3,100	\$1.25	1	\$3,875
BMP Treatment Area Maintenance	SF	1,690	\$5.00	1	\$8,450
Annual Administrative Costs	LS	1	\$5,000	1	\$5,000
Subtotal Operations and Administrative Cost					\$17,325
Annual Capital Replacement Cost					
AC Pavement (4")	TON	595	\$130	20	\$3,868
Slurry Seal (Lot 2)	SY	787	\$4.50	7	\$506
Concrete Curb (6")	LF	1,460	\$25.00	50	\$730
Signing and Striping	LS	1	\$10,000	7	\$1,429
Refuse Containment Area	EA	5	\$9,000	20	\$2,250
Subtotal Annual Capital Replacement Cost					\$8,782
Total Estimated Annual Cost					\$26,107

Table 6: Estimated Annual Costs, Alternative #3



PROJECT FUNDING

Four (4) possible funding sources have been identified to pay for capital improvements, land acquisition and annual costs:

- Downtown Parking District
- Development Impact Parking-in-Lieu Fee Revenue
- Covered Solar Parking Revenue
- Pay Parking Revenue

Downtown Parking District

The primary funding source will be some type of Downtown Parking District whereby property owners will be assessed annually to pay back the initial capital improvements and land costs and to pay for annual maintenance and operations, including capital replacement reserves. There are a number of types of special districts that might be used for such purposes, for example, a Property-Based Business Improvement District (PBID), a 1915 Act Assessment District, or a Mello-Roos Community Facilities District (CFD). Further study is necessary to determine the optimum type of special district to use for downtown parking in San Juan Bautista.

In any case, a special district will utilize a methodology to spread costs based on land use to the parcels within the proposed Downtown Parking Area Assessment District. Initial proposed boundaries of such a district are provided in Exhibit D.

Estimated Costs to Parcels

A typical assessment spread methodology that might be used for a Downtown Parking District would be based on benefit units. For purposes of this preliminary study, in order to determine estimated costs to parcels, a methodology is used whereby all residential parcels located within the boundaries of the proposed assessment district area are assigned one (1) benefit unit per dwelling unit. All non-residential parcels are assigned 36 benefit units per acre, with a minimum assignment of six (6) benefit units per parcel for parcels less than 0.167 acres in size. This is based upon a requirement of one (1) parking space per 150-250 square feet of floor area depending on use for non-residential parcels. The parking lot parcels are not assessed. Table 7 provides a breakdown of the number of benefit units (BU) assigned using this methodology.

M.V. Parcels?

Land Use Category	Parcel Count	BU Assignment	Acreage	Total BU
Residential Parcels	14	1.0 BU per dwelling unit		14.0
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel		174.0
Non- Residential Parcels ≥ 0.167 acres	14	36.0 BU per acre	6.1	219.6
Total Benefit Units				407.6

Table 7: Downtown Parking District Benefit Units



Dividing estimated capital improvement and land costs and estimated annual costs for each of the downtown parking alternatives by the total number of benefit units determines the cost per benefit unit for each scenario.

Downtown Parking Alternative #1

Tables 8 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated capital improvement and land costs for Downtown Parking Alternative #1.

Capital Improvement and Land Cost	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$1,435,748	÷	407.6	\$3,522
Land Use Category	Parcels/Acres	BU Assignment	Capital Improvement and Land Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$3,522 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$21,135 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$126,808 per acre

Table 8: Estimated Capital Improvement and Land Cost per Parcel/Acre, Alternative #1

With a Downtown Parking District, upfront costs for capital improvements and land could be financed whereby property owners would pay the assessment over a period of 20-25 years. Depending on the term, the annual assessments would be equal to approximately 7.5%-10% of the total amount financed. Table 9 provides the estimated annual assessment range for parcels within the downtown parking area for Downtown Parking Alternative #1.

Land Use Category	Parcels/Acres	BU Assignment	Annual Assessment
Residential Parcels	14	1.0 BU per dwelling unit	\$265 - \$350 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$1,590 - \$2,100 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$9,540 - \$12,600 per acre

Table 9: Estimated Annual Assessment for Capital Improvement and Land Costs, Alternative #1

Tables 10 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated annual maintenance, operations and capital replacement reserve costs for Downtown Parking Alternative #1.

Annual Maintenance Cost	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$24,518	÷	407.6	\$60
Land Use Category	Parcels/Acres	BU Assignment	Annual Maintenance Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$60 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$361 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$2,166 per acre

Table 10: Estimated Annual Maintenance, Operations and Capital Reserve Replacement Costs, Alternative #1

Downtown Parking Alternative #2

Tables 11 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated capital improvement and land costs for Downtown Parking Alternative #2.

Capital Improvement and Land Cost	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$1,408,326	÷	407.6	\$3,455
Land Use Category	Parcels/Acres	BU Assignment	Capital Improvement and Land Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$3,455 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$20,731 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$124,386 per acre

Table 11: Estimated Capital Improvement and Land Cost per Parcel/Acre, Alternative #2

With a Downtown Parking District, upfront costs for capital improvements and land could be financed whereby property owners would pay the assessment over a period of 20-25 years. Depending on the term, the annual assessments would be equal to approximately 7.5%-10% of the total amount financed. Table 12 provides the estimated annual assessment range for parcels within the downtown parking area for Downtown Parking Alternative #2.

Land Use Category	Parcels/Acres	BU Assignment	Annual Assessment
Residential Parcels	14	1.0 BU per dwelling unit	\$260 - \$345 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$1,560 - \$2,070 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$9,360 - \$12,420 per acre

Table 12: Estimated Annual Assessment for Capital Improvement and Land Costs, Alternative #2

Tables 13 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated annual maintenance, operations and capital replacement reserve costs for Downtown Parking Alternative #2.

Annual Maintenance Costs	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$25,670	÷	407.6	\$63
Land Use Category	Parcels/Acres	BU Assignment	Annual Maintenance Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$63 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$378 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$2,267 per acre

Table 13: Estimated Annual Maintenance, Operations and Capital Reserve Replacement Costs, Alternative #2

Downtown Parking Alternative #3

Tables 14 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated capital improvement and land costs for Downtown Parking Alternative #3.

Capital Improvement and Land Cost	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$1,178,252	÷	407.6	\$2,891
Land Use Category	Parcels/Acres	BU Assignment	Capital Improvement and Land Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$2,891 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$17,344 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$104,065 per acre

Table 14: Estimated Capital Improvement and Land Cost per Parcel/Acre, Alternative #3

With a Downtown Parking District, upfront costs for capital improvements and land could be financed whereby property owners would pay the assessment over a period of 20-25 years. Depending on the term, the annual assessments would be equal to approximately 7.5%-10% of the total amount financed. Table 15 provides the estimated annual assessment range for parcels within the downtown parking area for Downtown Parking Alternative #3.

Land Use Category	Parcels/Acres	BU Assignment	Annual Assessment
Residential Parcels	14	1.0 BU per dwelling unit	\$215 - \$290 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$1,290 - \$1,740 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$7,740 - \$10,440 per acre

Table 15: Estimated Annual Assessment for Capital Improvement and Land Costs, Alternative #3

Tables 16 shows the estimated cost per parcel/acre for downtown parking area parcels for estimated annual maintenance, operations and capital replacement reserve costs for Downtown Parking Alternative #3.

Annual Maintenance Costs	Divided by	Total Benefit Units	Cost Per Benefit Unit
\$26,107	÷	407.6	\$64
Land Use Category	Parcels/Acres	BU Assignment	Annual Maintenance Cost
Residential Parcels	14	1.0 BU per dwelling unit	\$64 per dwelling unit
Non- Residential Parcels < 0.167 acres	29	6.0 BU per parcel	\$384 per parcel
Non- Residential Parcels ≥ 0.167 acres	6.1	36.0 BU per acre	\$2,306 per acre

Table 16: Estimated Annual Maintenance, Operations and Capital Reserve Replacement Costs, Alternative #3

Cost for each of these scenarios may be offset by other funding sources as discussed below.

Parking and Public Restrooms Revenue

A portion of the City's Transient Occupancy Tax ("TOT") revenue is deposited in the Parking and Public Restrooms Fund to pay for public parking improvements and restrooms for visitors. The amount collected is equal to 22.2% of the TOT, or 2 of the 9% rate applied to hotels, motels, and transient RV parks.

Estimated Parking and Public Restrooms Revenue for fiscal year 2019/20 is \$32,200 with projected expenditures equal to \$15,000. The projected balance in the Parking and Public Restrooms Fund on June 30, 2019, is approximately \$178,000. This fund balance along with along with future parking and public restrooms revenue may be utilized to offset costs associated with a downtown parking program, if implemented.

26,968

pay 30 = 154,085

Utilization of the current fund balance along with revenue from a new Downtown Parking District as described above would result in a reduction of approximately 12% in the rates shown in Tables 8-9 or Tables 11-12 for Alternatives #1 and #2 respectively, or a reduction of approximately 15% in the rates shown in Tables 14-15 for Alternatives #3.

Development Impact Parking-in-Lieu Fee Revenue

The City receives Development Impact Parking-in-Lieu Fee Revenue for new development as it occurs. The current Development Impact Parking-in-Lieu Fee is \$7,532.20 per parking space require, but not provided.

The current balance in the Development Impact Parking-in-Lieu Fee Fund is approximately \$11,000. This fund balance along with future Development Impact Parking-in-Lieu Fee Revenue may be utilized to offset costs associated with a downtown parking program, if implemented.

Utilization of the current fund balance along with revenue from a new Downtown Parking District as described above would result in minimal reduction in the rates shown in Tables 8-9, Tables 11-12 or Table 14-15 for Alternatives #1, #2 or #3 respectively.

Covered Solar Parking Revenue

Another possible funding source is revenue from covered solar parking. This option requires further research.



Figure 4: Image of covered solar parking



Pay Parking Revenue

Another possible funding source is revenue from pay parking. This option requires further research.

Figure 5: Signs for pay by phone parking in Temecula, California

Next Steps

To move forward beyond this preliminary study, there are a number of next steps to be taken:

- Research on land acquisition/leasing options and refinement of related cost estimates
- Analysis to determine the best assessment district financing mechanism
- Refinement of the assessment spread methodology to allocate costs to parcels
- Research on the feasibility and benefits of covered solar parking
- Research on the feasibility and benefits of pay parking lots

• Enforcement

• Stakeholder Buy-in & involvement

EXHIBIT A – DOWNTOWN PARKING ALTERNATIVE #1

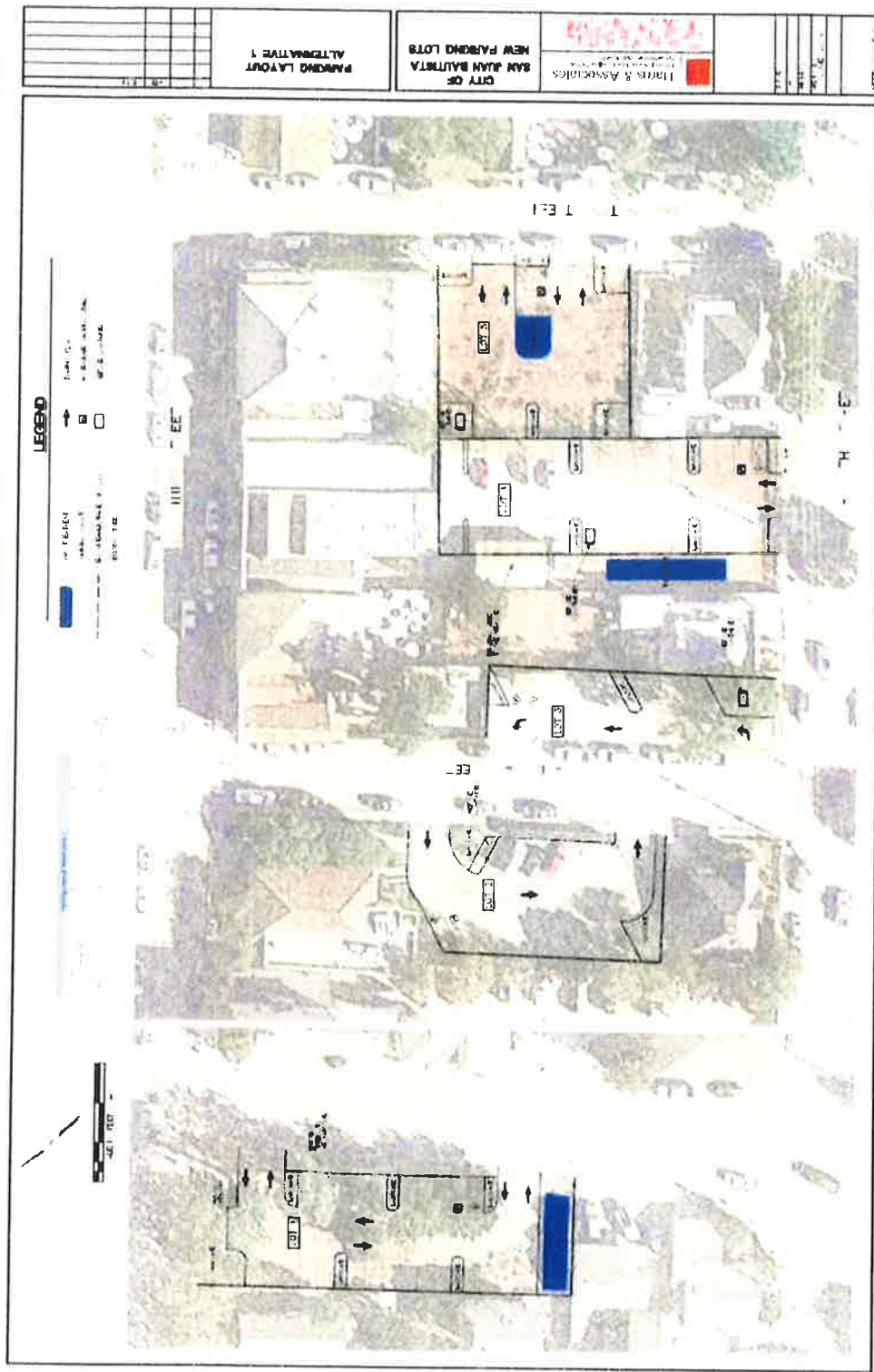




EXHIBIT B – DOWNTOWN PARKING ALTERNATIVE #2

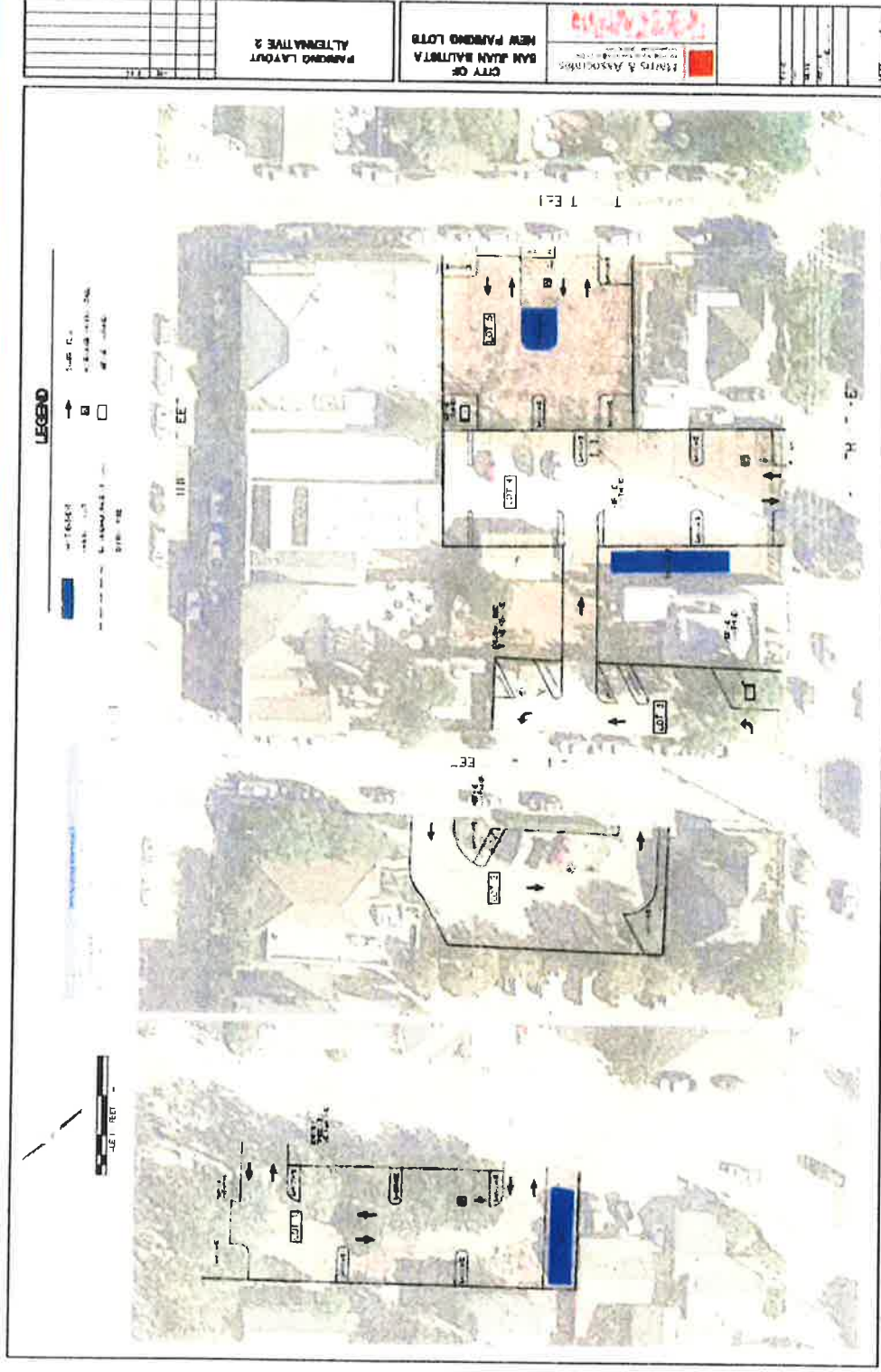




EXHIBIT C – DOWNTOWN PARKING ALTERNATIVE #3

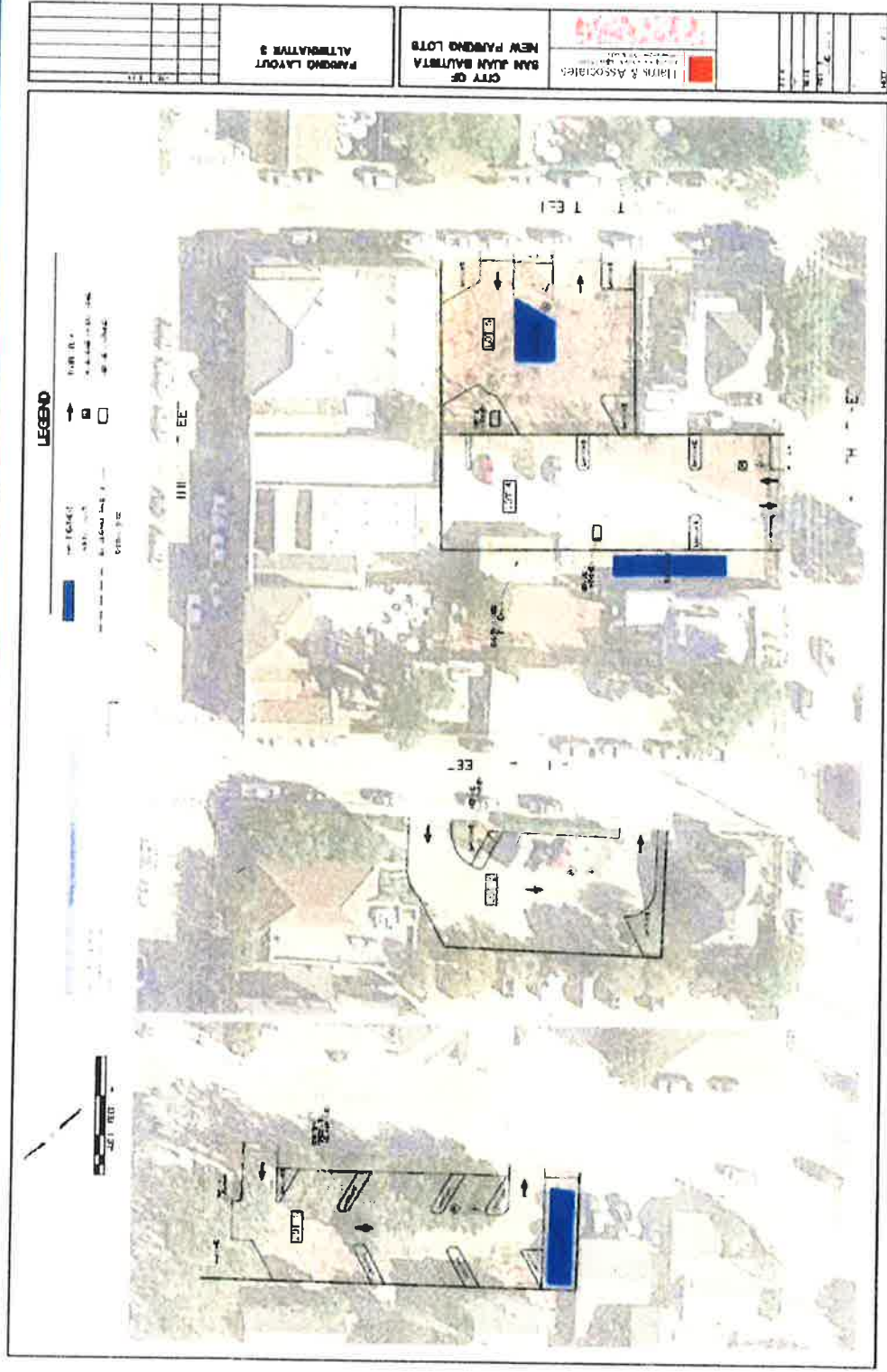
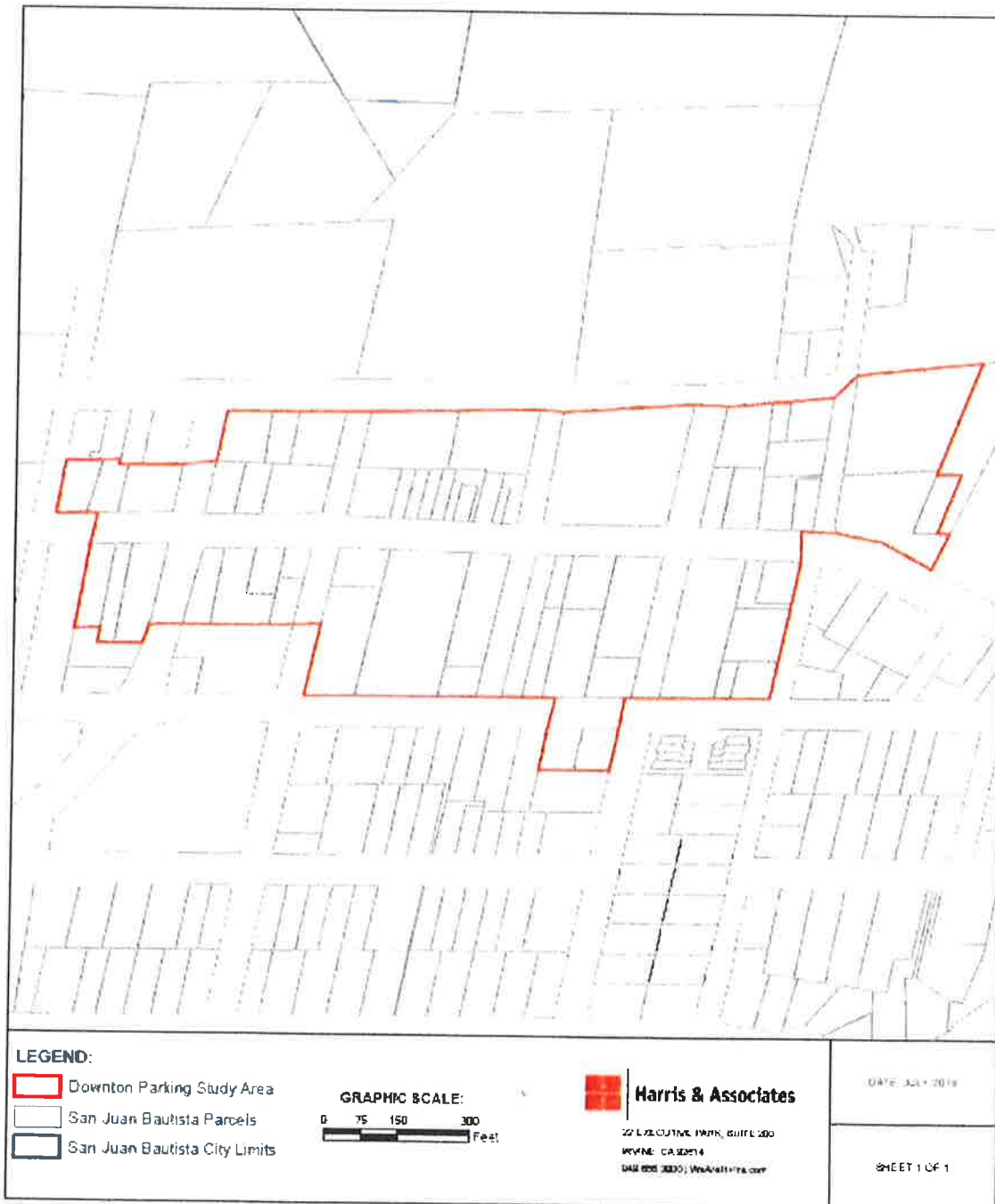


EXHIBIT D – DOWNTOWN PARKING DISTRICT



Old Pasadena Thanks Parking Meters for the Change

By KURT STREETER
MARCH 2, 2004

12 AM

TIMES STAFF WRITER

Consider the parking meter, a civic piggybank in all its ubiquitous glory.

In auto-obsessed Southern California, it is often despised. Seen as a threat to pocketbook and personal freedom. Scorned by drivers looking to go where they want, park where they need to and keep their cars plopped down on city streets as long as necessary.

But there is one place where the parking meter gets good love: Pasadena, where it is heralded as a savior.

The reason becomes clear to anyone strolling through Old Pasadena, one of the region's most walkable and well-appointed shopping districts, thanks to an unusual plan for using meter money specifically for street improvements. Merchants say that all the quarters, dimes and nickels pumped into the meters and then reinvested in Old Pasadena helped to usher in change.

A 21-block district, Old Pasadena has been transformed over the last decade from a moribund place known as the city's skid row into something both special and profitable. It now bustles with people, restaurants and high-end shops. The district's metamorphosis is underscored by rising sales tax revenue, which reached nearly \$140 million last year, a sevenfold increase since 1990.

"We've come a long, long way," said Marilyn Buchanan, a longtime property owner in the district. "This might seem silly to some people, but if not for our parking meters, it's hard to imagine we'd have the kind of success we're enjoying.... They've made a huge difference."

In the 1980s and early '90s, businesses and residents in Old Pasadena were focused on reinjecting some verve into the neighborhood, which in the early 1900s was the center of Pasadena's commercial and civic life. Decisions to preserve the district's historic architecture sparked the change, grabbed the headlines and eventually helped attract businesses such as Crate and Barrel, Banana Republic and Saks Fifth Avenue.

Far less heralded was Old Pasadena's decision to leverage its parking. There were no meters on Old Pasadena streets then. Drivers could park and leave their cars for two hours. Many did, particularly those who worked in the neighborhood. They tended to gobble up good parking spots near their jobs, leave their cars for a couple of hours, then move to another choice parking spot to avoid getting a ticket. The result: Finding parking in Old Pasadena was tough, and there were few good spaces for shoppers and no real benefit for businesses.

That changed when a group of local merchants agreed with a proposal from Pasadena City Hall to install meters. The merchants agreed, in 1993, on one condition: Instead of going into the general fund, as it does in most cities, all money from the parking meters would be kept in Old Pasadena and used to improve the streets, sidewalks and alleyways there.

"At first it was a struggle to get people to agree to the meters," Buchanan recalled. "But when we figured out the money would stay here, that the money would be used to improve the amenities, it was an easy sell."

Old Pasadena put up about 700 meters and used them aggressively, charging \$1 per hour in most cases. Unlike parking meters in many Southern California cities, which stop collection at 6 p.m. and don't charge on Sundays, most Old Pasadena meters operate seven days a week, until 8 p.m. Sunday through Thursday and until midnight on Fridays and Saturdays.

Over the last five years, the meters have pumped \$6.4 million into Old Pasadena upgrades. Each year, nearly 40% of the money pays down debt on a \$5-million bond that jump-started streetscape beautification with improvements such as sidewalk widening and the conversion of decrepit alleyways into walkable areas lined with brick and ivy.

The leftover money pays for a constant round of improvements: trees, benches, well designed street signs, sidewalk steam cleaning and a private security force.

"This is just such a creative way to pay for making a public space better, and it's working fantastic," said UCLA professor Donald Shoup, who researches how parking affects urban landscapes and has studied Old Pasadena. Shoup's research found that Pasadena was the only city in the region dedicating meter money to a specific neighborhood; he believes the system may be unique nationally.

"The streets and sidewalks, their look, their cleanliness, the walkability -- it's about as good as it gets," Shoup said. "Compare it to some of the shopping areas in Los Angeles like Melrose and Westwood, where the sidewalks are narrow and buckled and there's black spots and chewing gum all over.... These kinds of things seem like they are small details, but they are very important to how successful you are at attracting people. All you've got to do is spend a little time out there to see the difference."

Interviews with walkers and shoppers in Old Pasadena seemed to confirm Shoup's belief. After parking her white Range Rover near Colorado Boulevard on a recent day, Safia Muhamed put a few quarters in a meter and started walking away to give the district a once-over.

"This place, it's perfect really," said Muhamed, searching for an available storefront for a small retail business she hopes to start. "They've kept the buildings and the streets well. That makes it so attractive. People are walking around because they like the way it looks and feels. It's something you just don't see here in Los Angeles. As a driver, I don't mind paying more for what you have here. I tell you what: For this, I will pay."

If you have a question, gripe or story idea about driving in Southern California, write to Behind the Wheel, c/o Los Angeles Times, 202 W. 1st St., Los Angeles, CA 90012, or send an e-mail to behindthewheel@latimes.com.

Kurt Streeter

Kurt Streeter wrote news features, covered transportation and crime, and was a columnist for the Sports section during his tenure at the Los Angeles Times.