



# City of San Juan Bautista

*The "City of History"*

[www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

## AGENDA HISTORIC RESOURCES BOARD

**TUESDAY ~ OCTOBER 4, 2022 ~ 6:00 P.M.**

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

**~ HYBRID MEETING ~  
PUBLIC PARTICIPATION BY ZOOM AND IN PERSON**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVT. CODE §54953(e)(1)(A).**

In order to minimize the spread of the COVID 19 virus the Historic Resources Board is conducting this meeting by Zoom webinar and will be offering alternative options for public participation. You are encouraged to watch the meeting live on Zoom or Facebook.

### **THIS MEETING WILL BE OPEN TO THE PUBLIC UNDER THE FOLLOWING CONDITIONS:**

All Attendees must comply and wear a face covering if not fully vaccinated and show proof. If providing proof attendees will not need to wear a face covering. If you are exempt from the state face covering guidance or not fully vaccinated, you will be required to wear a mask to attend the meeting; All attendees must comply with any other rules of procedures/instructions announced by the Chair and/or City Staff. Any violations of the above may result in the Chair closing the meeting, effective immediately, or clearing the room, as well as other enforcement actions. The meeting will be available through Zoom for those who wish to join or require accommodations with the instructions below:

The meeting can also be accessed by the public in the following methods: Through Zoom (<https://zoom.us/join>) per the instruction stated below, and on Facebook.

**Join Zoom Webinar** <https://zoom.us/j/81041563541>  
**or call 1 (669) 900-6833**  
**Webinar ID: 810 4156 3541**

**PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE HISTORIC RESOURCES BOARD. DURING THE MEETING:** TO PROVIDE VERBAL PUBLIC COMMENTS ON AN AGENDA ITEM DURING THIS MEETING CALL THE PHONE NUMBER LISTED ABOVE OR LOG INTO ZOOM AND ENTER THE MEETING ID NUMBER AS LISTED ABOVE.

When the Chair announces public comment is open for the item which you wish to speak, press \*9 on your telephone keypad or if joining by Zoom, use the raise your hand icon. When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for all other speakers for the particular agenda item. Comments from other platforms will not be considered during the meeting. If you would like to participate during the meeting you **MUST** use Zoom.

If you are unable to join the meeting, written comments may be mailed to the Community Development Director at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to [ACM-CDDirector@San-Juan-Bautista.ca.us](mailto:ACM-CDDirector@San-Juan-Bautista.ca.us) not later than 5:00 p.m. on October 4, 2022 and will be read into the record during public comment on the item.

In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Deputy City Clerk a minimum of 48 hours prior to the meeting at (831) 623-4661.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the Historic Resources Board at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

Materials related to all items on this agenda are available in the agenda packet on the City website [www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us) subject to Staff's ability to post the documents before the meeting, or by emailing [deputycityclerk@san-juan-bautista.ca.us](mailto:deputycityclerk@san-juan-bautista.ca.us) or calling the Deputy Clerk (831) 623-4661 during normal business hours.

**1. Call to Order**

**Roll Call**

**Pledge of Allegiance**

**2. Public Comment on Items Not on the Agenda but Within the Subject Matter**

**Jurisdiction of the Historic Resources Board**

This portion of the meeting is reserved for persons desiring to address the Board on matters not on this agenda. The law does not permit Board action or extended discussion of any item not on the agenda except under special circumstances. If Board action is requested, the Board may place the matter on a future agenda.

**3. Informal Project Review**

Any potential and/or future project applicant may present their project to the Board during Informal Project Review for the purpose of gaining information as preliminary feedback only. No formal application is required and no action will be taken by the Board on any item at this time.

**A. No projects to present.**

**4. Consent Agenda**

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 Board, a staff member, or a citizen.

**A. Approve Affidavit of Posting the Agenda**

**B. Approve Minutes for the September 6, 2022 Meeting**

**5. Discussion Items**

**A. Professional Services for Historic Preservation**

**6. Comments**

**A. Planning Commissioners**

**B. Community Development Director Report**

**7. Adjournment**

### AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE ACTING ADMINISTRATIVE SERVICES MANAGER IN THE CITY OF SAN JUAN BAUTISTA AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED HISTORIC RESOURCES BOARD AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 29<sup>TH</sup> DAY OF SEPTEMBER 2022, 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 29<sup>TH</sup> DAY OF SEPTEMBER 2022.



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TRISH PAETZ  
ACTING ADMINISTRATIVE SERVICES MANAGER



**MINUTES**  
**HISTORIC RESOURCES BOARD**

**1. Call to Order**

The meeting of the San Juan Bautista Historical Resources Board was called to order on September 6, 2022 at 6:03 p.m. by Chair Medeiros.

**2. Roll Call**

Present:

Chair Medeiros

Vice Chair Delgado

Commissioner Correia

Commissioner Morris-Lopez

Staff:

Brian Foucht, Community Development Director

Don Reynolds, City Manager

Lori Frontella, Clerk

**3. Pledge of Allegiance** was led by Chair Medeiros

**4. Introduction of New Historic Resources Board Member and Planning Commissioner Tony Correia**

Chair Medeiros introduced Newly appointed Historic Resources Board Member Tony Correia

**5. Public Comment on Items Not on the Agenda but Within the Subject Matter Jurisdiction of the Historic Resources Board**

Chair Medeiros asked for public comments, seeing none, he closed the public comment portion of the meeting.

**6. Informal Project Review**

A. There were no projects to present.

**7. Action Items**

**A. Approve Affidavit of Posting the Agenda**

Chair Medeiros asked for public comment, the following person spoke: Cara Vonk

Seeing no other comments, Chair Medeiros closed public comments.

**Motion by Vice Chair Delgado, seconded by Commissioner Correia to approve the Affidavit of Posting of the agenda. Passed by roll call vote, 4/0.**

**AYES: 4      Commissioners: Delgado, Correia, Morris-Lopez, Medeiros**  
**NOES: 0**

- B. Consider Major Site and Design Review for an Historic Resource (stucco bungalow) located at 903 Third Street (APN 002-290-048) and Make a Recommendation to the Planning Commission. Approval of the Site and Design Review is exempt from CEQA pursuant to Sections 15303 and 15305. Applicant: Rich Holdaway Representing Rakish Agarwal.**

**Commissioner Correia recused himself from the item due to possible Conflict of Interest with his residence being within 500 feet.**

Discussion was held regarding the above listed item; the following persons spoke to the consideration of Design Review for building located at 903 Third Street. Rich Holdaway, General Contractor for project; Meg Clovis, Architectural Historian, Rakish Agarwal, homeowner; Tristan Clayson, Consultant.

Chair Medeiros asked for public comment, the following person spoke: Cara Vonk

Seeing no other comments, Chair Medeiros closed public comments.

**Motion by Chair Delgado, seconded by Commissioner Morris-Lopez to consider major site and Design Review for the Historic Resources building located at 903 Third Street and make a recommendation to the Planning Commission for approval. Passed 3/0/1**

**AYES: 3      Commissioners: Delgado, Morris-Lopez, Medeiros**

**NOES: 0**

**ABSTAIN: 1      Commissioners: Correia**

## **8. Comments**

### **A. Planning Commissioners**

**Commissioner Morris-Lopez welcomed newly appointed Commissioner Correia and thanked staff for their work.**

- B. Community Development Director Report – Brian Foucht, Community Development Director provided opportunity for members to attend seminars/conferences, he had information to forward to Commissioners.**

## **7. Adjournment**

**Motion by Chair Delgado, seconded by Vice Chair Morris-Lopez; seeing no further business requested to adjourn meeting at 7:03 p.m.**

**Respectfully submitted,  
Lori Frontella, MMC**



# CITY OF SAN JUAN BAUTISTA HISTORIC RESOURCES BOARD MEMORANDUM

**AGENDA ITEM:**                    **Discussion:**  
                                                 **Professional Services: Historic Preservation Program**

**MEETING DATE:**                October 4, 2022

**DEPARTMENT HEAD:**        Brian Foucht, Community Development Director

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Staff is considering contracted for professional planning services for management of the City's Historic Preservation Program. We are interested in ensuring knowledgeable, reliable and consistent management of this extremely important City program. Staff would like to discuss this with the HRB to obtain your thoughts and ideas for a professional services scope of work. Currently a preliminary draft scope of work includes services in three parts:

1. An assessment of documents and current practices regarding historic preservation;
2. On-call services to assist staff in advising applicants regarding application of standards and guidelines; and
3. Recommendations regarding maintenance of our CLG status.

## **1. Document Assessment**

The following historic preservation documents will be reviewed, and recommendations will be provided regarding their implementation:

- a. The San Juan Bautista Design Guidelines, April 20, 2004
- b. The 2006 Cultural Resource Inventory and Context Statement
- c. The 1981 Cultural Resource Survey
- d. The Certified Local Government Agreement and Reporting Requirements
- e. The Historic Preservation Ordinance (Chapter 11.06)
- f. The Historic Preservation related sections of the San Juan Bautista Plan
- g. Coordination with the Historical Society

## **2. On-Call Historic Preservation Services**

- a. Conduct historic assessments and evaluations
- b. Peer review historic assessments, evaluations and reports prepared by others

- c. Prepare historic preservation reports at the City's request
- d. Provide staff support during public meetings as needed
- e. Meet with or consult with staff and/or applicants to address issues with historic buildings and/or existing City policies or procedures related to historic preservation
- f. Assist staff with inspecting historic buildings for damage due to neglect, misuse, or environmental catastrophe

**3. CLG status**

- a) Assist the HRB and staff in preparing the annual status report to SHPO;
- b) Recommend useful CPF and other training for HRB members;
- c) Maintain the list of qualified Architectural Historians in accordance with the Historic Preservation Ordinance;
- d) Review and recommend for use by the City any tools and techniques such Historic Preservation Easements and tax incentive programs.
- e) Recommend and advise staff regarding funding sources to enhance preservation activities and resources.

Staff is considering a sole source professional services agreement with Megan Clovis for this purpose, as Ms. Clovis is uniquely qualified with respect to the integrity and completeness of Historic Preservation Programs, having established similar initiatives for the Cities of Monterey and Carmel.