



# City of San Juan Bautista

*The "City of History"*

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## **AGENDA**

### **REGULAR PLANNING COMMISSION MEETING**

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

**TUESDAY ~ AUGUST 7, 2018**

*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**  
**Roll Call**

**6:00 PM**

**2. Public Comment**

**3. Informal Project Review**

Any potential and/or future project applicant may present his project to the Commission 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 Commission on any item at this time.

**4. Action Items**

- A. Approve Affidavit of Posting Agenda**
- B. Approve Minutes for July 10, 2018 Meeting**
- C. Approve Minutes for March 6, 2018 Meeting**

**5. Discussion Items**

- A. Monument Sign and City Gateway – Bob Quaid, SJB Committee President**
- B. Report from Planner on Current and Upcoming Projects**
- C. Strategic Planning Committee Report**

**6. Comments**

- A. Planning Commissioners**
- B. City Planner**
- C. City Manager**

**7. Adjournment**

**AFFIDAVIT OF POSTING**

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK IN THE CITY OF SAN JUAN BAUTISTA AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED PLANNING COMMISSION AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 1<sup>st</sup> DAY OF AUGUST 2018, 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 1<sup>st</sup> DAY OF AUGUST 2018.



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TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA  
PLANNING COMMISSION REGULAR MEETING  
JULY 10, 2018  
DRAFT MINUTES**

**1. CALL TO ORDER** –Chairperson Boyd called the meeting to order at 6:39 p.m.

**B. ROLL CALL Present:** Commissioners Franco, Boyd, Freels, Medeiros,  
and Brewer

**Staff Present:** Associate City Planner Kennedy, Deputy City  
Clerk Cent

**2. PUBLIC COMMENT**

No comments were received.

**3. INFORMAL PROJECT REVIEW**

Associate City Planner Kennedy made a presentation on Food Carts including a hand-out of the related municipal code. He requested direction to staff.

**4. ACTION ITEMS**

**A. Approve Affidavit of Posting Agenda**

A motion was made by Commissioner Franco and seconded by Commissioner Freels to approve the affidavit of posting the agenda. The motion passed unanimously, 5-0.

**5. DISCUSSION ITEMS**

**A. Review and Discuss a City Initiated General Plan and Zoning Amendment for four parcels located on Franklin Street (11 Franklin Street APN 002-340-006, 002-340-007, 10 Franklin Street APN 002-490-002, and 17 Franklin Street APN 002-340-003) for rezoning and redesignated from Public Facility (PF) to Mixed-Use (MU).**

Associate City Planner Kennedy provided a report regarding the amendment to bring the affected properties back into compliance and correct the mistake made at the last General Plan update.

No public comment was received.

It was the consensus of the Commissioners for City Planning to continue to move forward on the amendment.

**B. Report from Planner on Current and Upcoming Projects**

Associate City Planner Kennedy presented the City Building/Planning Projects Weekly Work Log dated June 29, 2018. Chairperson Boyd requested that the log be available on the City's website and on Facebook.

### **C. Strategic Planning Committee Report**

Commissioners discussed what the hierarchy of the Strategic Planning Committee is. Commissioners asked staff to check with the City Attorney. Associate City Planner Kennedy reported the Committee is for focusing on the General Plan itself.

Public comment was received from Jolene Cosio regarding a public art project that was temporary. Cara Vonk commented that the project should go through the Planning Commission before going to the City Council. Jolene Cosio commented that the Committee should give direction to City Council and then Council to Planning Commission.

### **D. Review and Discuss Staff Report on Third Street Widening and Roundabouts, Event Center, and Infrastructure as requested by Commission**

Associate City Planner Kennedy reported Third Street will have improvements with Rancho Vista and D'Ambrosio Vista developments.

Public comment was received from Jolene Cosio in support of roundabouts.

Associate City Planner Kennedy reported about a possible event center on First Street across from the Rancho Vista development. Staff is waiting for fees to be paid by the applicant for the Loyaza four-parcel subdivision.

Public comment was received from Jolene Cosio that the Loyaza property had been rezoned and the chain-link fence needed to be removed.

The Commission discussed the new stop signs on San Juan Hollister Road, and historic names for the new streets in the new developments.

Public comment was received from Cara Vonk that historic names had been suggested for the new streets in the Copperleaf development.

Commission Chairperson Boyd requested Associate City Planner Kennedy to investigate the Fire Station and City Hall signs replacement.

## **6. COMMENTS**

### **A. Planning Commissioners**

Commissioner Freels reported Brewery 25 has scheduled a soft opening.

### **B. City Planner**

Associate City Planner Kennedy reported on the General Plan Amendment process. He is working on the Housing Element, which is overdue for recording with the State.

Public Comment was received from Cara Vonk asking if Community Development Block Grant money was being issued.

### **C. City Manager**



No comments were received.

## **7. ADJOURNMENT**

The meeting adjourned at 7:54 p.m.

City Planner Walgren reported that the city has received an application to construct an agricultural transfer warehouse station on Old San Juan Hollister Road. The 18.08 acre property is zoned industrial. The proposal includes a 14,560 sq. ft. warehouse and have up to five small trucks providing deliveries throughout the day, four larger trucks to distribute the product, and five employees. Anticipated hours of operation are 9 a.m. to 10 p.m. Chairman Hopper opened the public hearing. Mike Bruun spoke against the project. Written public comments were received and were made a part of the record. Cara Vonk was concerned with the truck traffic. George Dias was concerned with the hours of operation, noisy refrigeration trucks, and flood control and drainage problems. Chalmer Raymer was concerned with storm drainage to the adjoining property. A report on hydrology was submitted by Julia King of JK Botany and Wetland Science. Kurt

Kurasaki was concerned with surface runoff water mitigation. The applicant's engineer, Anne Hall of San Benito Engineering, addressed the written comments: storm drainage is a state requirement and, therefore, needs to be addressed; water can go through and under the foundation, storm water will need to be treated before it leaves the plain. There was discussion about the hours of operation. Ms. Hall felt the conditions of approval items dealing with road improvements was too open ended and potentially, expensive. Planner Walgren suggested stating "too onerous" and bring it back later. During public comment, Laurie Farmer, was concerned with the 6 am start time, preferring 7 am to 7 pm. Applicant Orozco commented that there will be more traffic going to the new subdivision than what will be coming to the transfer station, there will be limited use of refrigerators, and the trucks are 18 wheel trucks. When Chairman Hopper asked whether trucks would be parked along the road the applicant responded, no. She also stated that they would be minimizing the cold storage from what was mentioned on the application as it is too expensive to attempt now. Construction would be completed in phases. Commissioner Freels was concerned with water availability, hookups for fire suppression and domestic use, and the hours of operation. He proposed 6 am to 10 am, and 10 pm to 1 am and that no trucks can park adjacent to the property. Chairman Hopper closed the public hearing. Commissioner Franco offered corrections to the resolutions prepared by staff.

**i. Consider Resolution 2018-01 to Adopt an Environmental Negative Declaration**

A motion was made by Commissioner Boyd and seconded by Commissioner Franco to approve Resolution 2018-01 to adopt an Environmental Negative Declaration for an agricultural transfer warehouse station on Old San Juan Hollister Road. The motion passed unanimously, 5-0.

**ii. Consider Resolution 2018-02 for Adoption of Site and Design Review**

A motion was made by Commissioner Franco and seconded by Chairman Hopper to approve Resolution 2018-02 to Adopt a site and design review for an agricultural warehouse transfer station on Old San Juan Hollister Road. The motion passed unanimously, 5-0.

**iii. Consider Resolution 2018-03 to Adopt a Conditional Use Permit**

A motion was made by Commissioner Boyd and seconded by Commissioner Freels to approve Resolution 2018-03 adopting a Conditional Use Permit for an agricultural warehouse transfer station on Old San Juan Hollister Road. The motion passed unanimously, 5-0.

**6. ACTION ITEMS**

**A. Approve Southwest Roundup Studio Gallery Sign Design Permit for 106 Third Street in the Historic District**

This item was discussed extensively during the Historic Resources Board Meeting, who recommended approval to the Planning Commission. There was no public comment received. Commissioner Freels recused himself because he had a business relationship with the owner of the building.

A motion was made by Commissioner Franco and seconded by Commissioner Boyd to approve Resolution 2018-04 approving sign design review for Southwest Roundup Studio Gallery at 106 Third Street. The motion passed unanimously, 4-0-0-1 with Commissioner Franco recused.

## **7. DISCUSSION ITEMS**

### **A. 18<sup>th</sup> Barrel, 322 Third Street – Six Month Review of Outdoor Patio Activity**

City Planner Walgren presented a report. There was no public comment.

## **8. COMMENTS & REPORTS**

### **A. Planning Commissioners**

Commissioner Freels commented he appreciates staff being patient. Commissioner Boyd reported on a Community Development Block Grant proposal for a San Benito County Youth Center to be located in San Juan Bautista, potentially on City property, the San Juan Preschool property, or at the JACL Hall. She will be asking for letters of intent for use of property, or donation. Commissioner Franco announced there would be a Succulents Show at the Community Hall on March 24-25.

### **B. City Manager**

Interim City Manager Tewes provided an update on the Brewery project, the gas station, a monument sign, the roundabout on First Street, and Harvey's Lockup improvements.

### **C. City Planner**

City Planner Walgren asked that an item be placed on the next agenda to appoint a new chairperson and vice chairperson.

## **8. ADJOURNMENT**

The meeting adjourned at 7:40 p.m.

## **CITY OF SAN JUAN BAUTISTA**

### **HISTORIC RESOURCES BOARD/PLANNING COMMISSION**

#### **STAFF MEMO**

**DATE:** August 7, 2018

**Item 6A:** Proposed Sign located near the intersection of The Alameda and State Hwy 156

**Location:** Near 301 Third Street, San Juan Bautista, CA 95045  
APN #002-520-009

**Proposal:** Review and discuss a proposed Entry Sign located near the intersection of State Hwy 156 and The Alameda

#### **DISCUSSION:**

This item is a proposed Entryway Sign located at a major intersection to direct travelers into our community and advertise restaurants and shops in our downtown district. Several design sketches were produced and were reviewed by members of the San Juan Bautista Committee and one of the sketches was voted as the preferred sign design. The preferred design is on the first page of the attachments.

It was discussed between staff and the committee that these sketches be presented to the Planning Commission as both informational and to ask the Commission to provide feedback and input. Also, if the Commission desires, this item can be put on a future agenda as an action item.

#### **ACTION:**

No action necessary. It was requested that Staff bring this item to the Planning Commission for review and feedback. This item can be brought back to Commission for further review and a possible action item if necessary.

#### **Attached:**

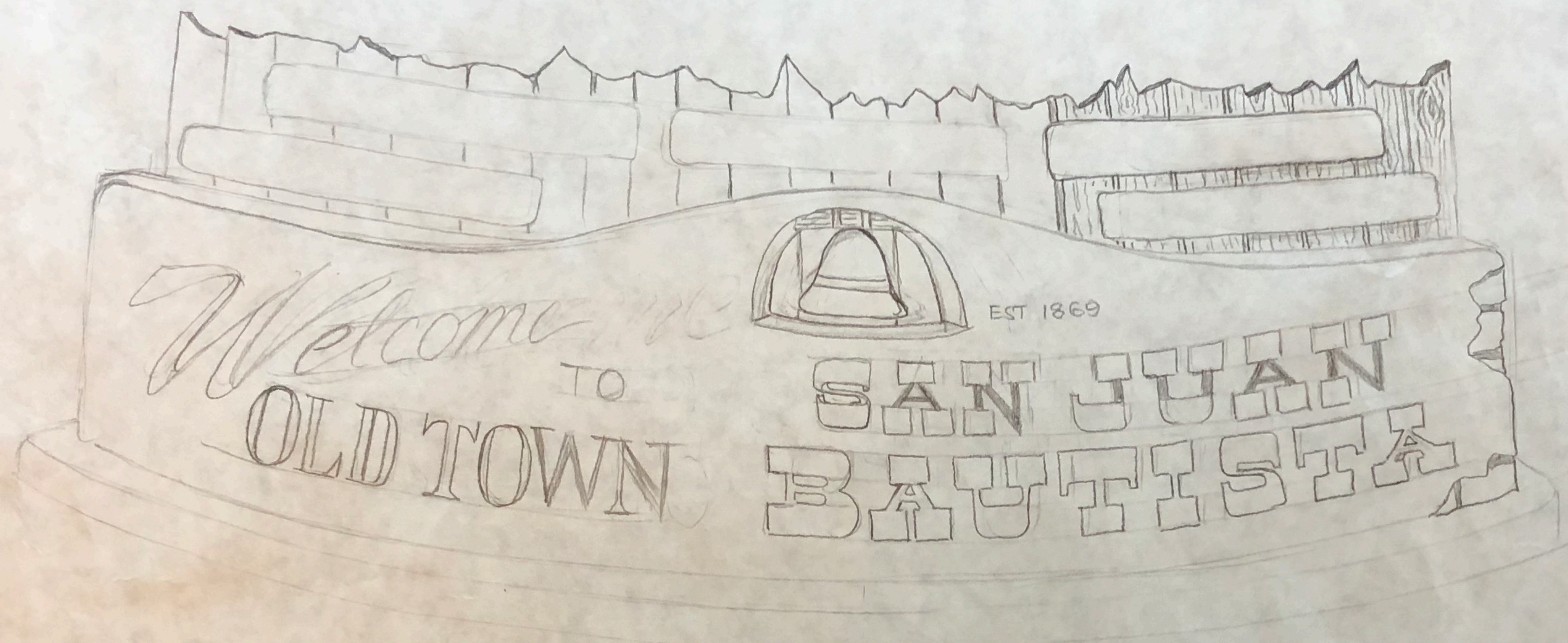
Preferred Sketch of the proposed entry sign  
3 additional sketches  
Possible Location  
Photos of Location



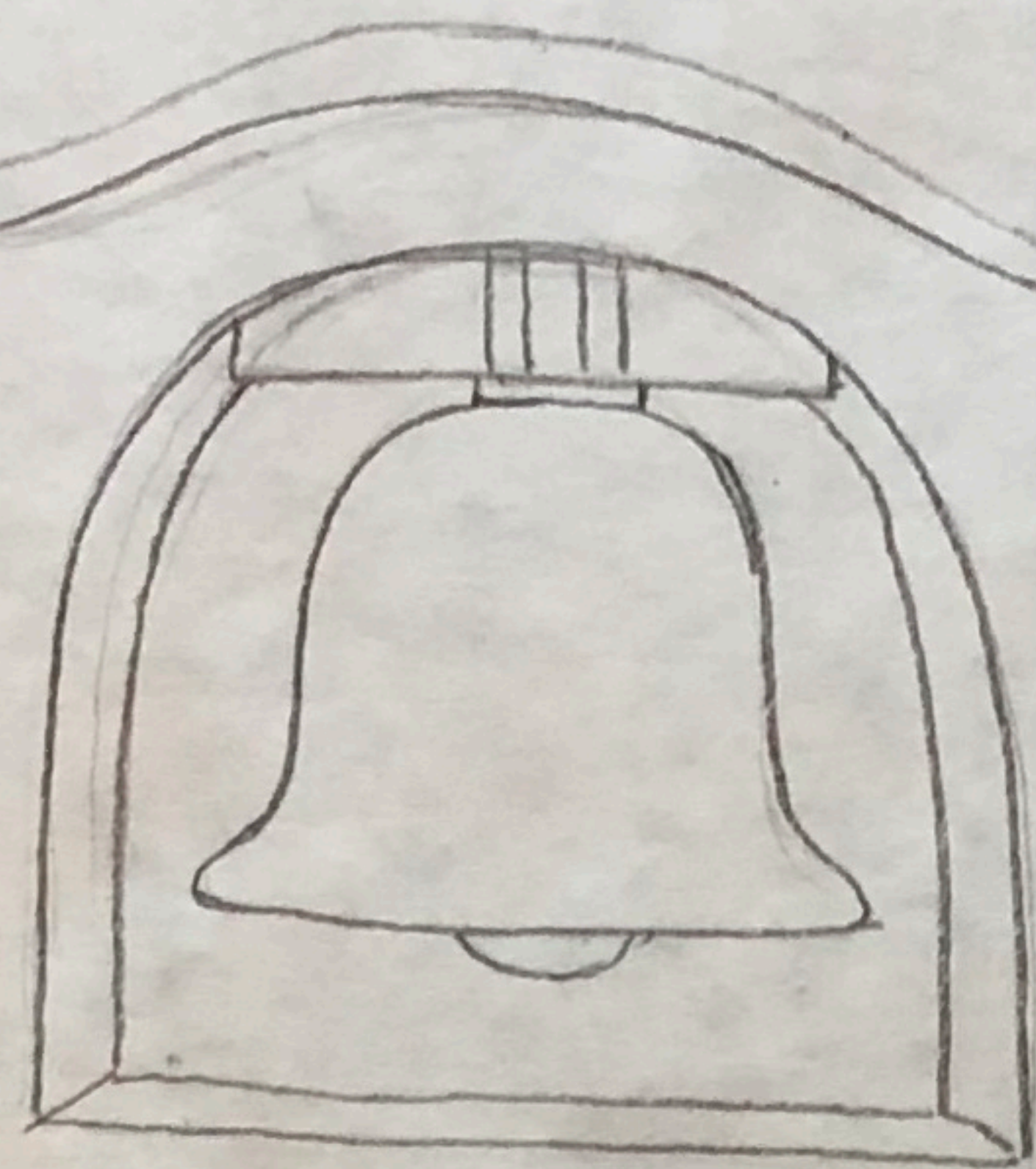


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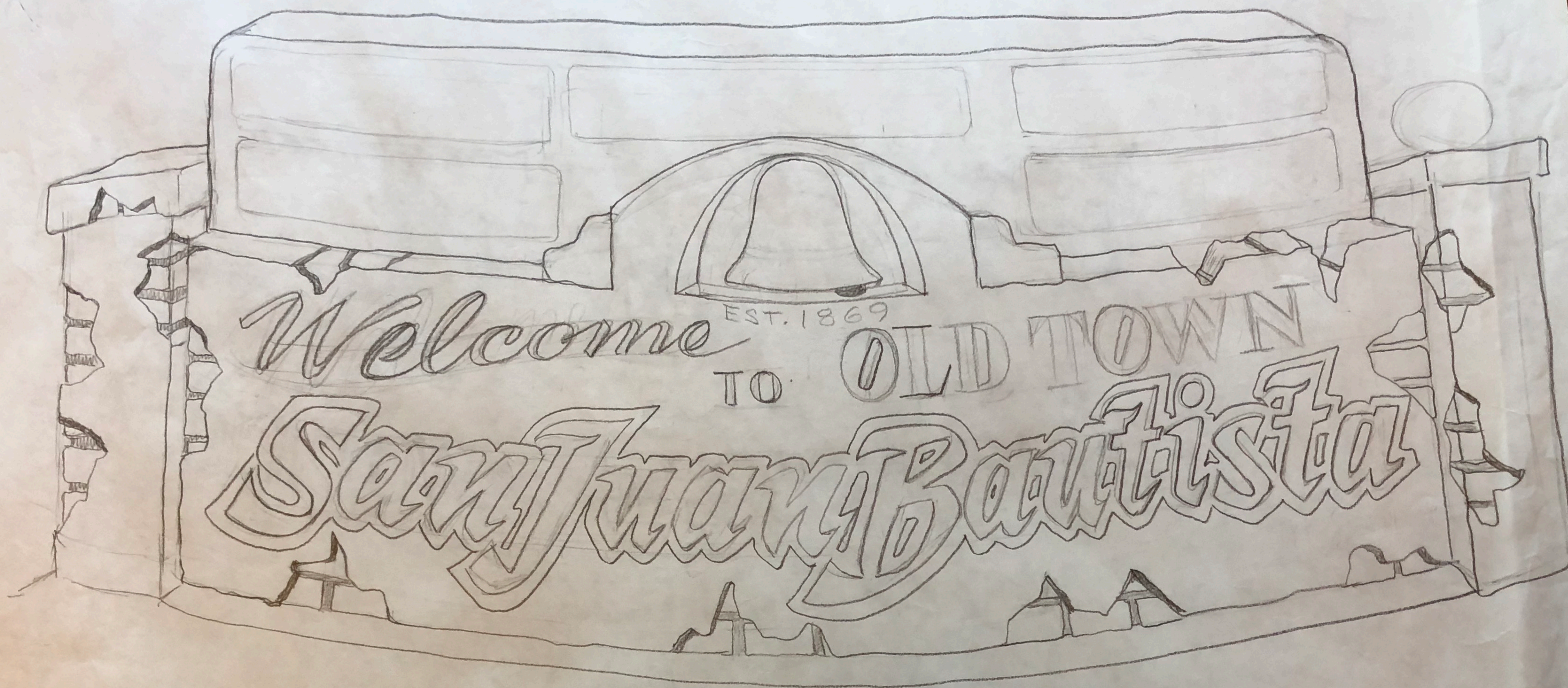
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*San Juan Bautista*  
FOUNDED 1797

WINDMILL  
Market

WINDMILL  
Market

EATS  
LOCAL WINES

DELI-COFFEE  
PIZZA

TREATS  
FRUIT STAND





WELCOME TO  
HISTORY

San Juan Bautista  
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WINDMILL  
Market



The Alameda

WINDMILL  
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	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
	Building/Planning						
1	Casa Rosa	Project not Approved - Violation issued due to work on the interior of the structure without permits or plans. Contact has been made with the property owner. Meeting to take place before the end of July.	Project was approved by HRB as minor alteration (4/4/17). Scope of work indicates major alteration.	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved.	building violation issued - Stop Work Order - work commenced without building permit. Building Official would like to inspect current condition of the building. Mandatory inspection needed.	Staff has contacted the architect and internal discussions were discussed about the integrity of the building. Planning met with Historic Society. Staff has been in contact with the applicant. Further discussion is anticipated. Staff did inspections at the site and found serious concerns related to the integrity of the building.	Unknown. Work is on hold because project needs an architect to draft plans
2	Fault Line Restaurant	Project has not started due to the required work having to go through the Historical Resources Board. Garage was damaged by a tree fall in 2/17. Further building review is needed for the demolished garage. Historic review is required per City Code that references the inventory.	Historical Evaluation is required. Staff met with the architect.	Project is on hold due to historic and building review.	none	Staff is working with the applicant to finish the accessory building and reopen the restaurant. HRB deemed initial work as major alteration and will need HRB approval. Staff has spoken with property owner. Architectural Historians Report is required as well as HRB review. (7/6/18)	unknown
3	10 Franklin existing construction and demolition	approved per permit in 2015. construction has been ongoing. A new address was assigned from the existing structures to the large multi-family structure in June of 2018.	phase 1 for the multi-unit building construction	yes. For the large multi-family building and a remodel for one of the existing homes onsite	none	It is anticipated to demolish at least one of the other buildings onsite. Addresses have been assigned.	possibly by the end of 2018 per the applicant.
4	Harvey's Lockup	progress is being made on the frontage & right-of-way improvements. Interior sprinklers are not approved by Hollister Fire. Permits to be pulled for Sprinklers.	frontage work is in progress. Fire sprinkler work to be completed when frontage work is complete. Code enforcement to meet with owner.	No active building permits. Encroachment permit to be pulled as needed.		requirements of conditions of approval are in progress.	no-ETA. Owner is reaching out to Hollister Fire.
5	Rancho Vista Subdivision	31 active permits, 12 permits approved and ready to issue	Under Construction	Yes, 31 issued, 12 permits ready to issue.	none	Mylar copies of the final map showing phases 5-7 were turned in on July 12, 2018. Awaiting signatures and recording.	To be Determined - Estimate of Early 2019
6	Copperleaf Subdivision	20 permits issued as of 6-15-18	Under Construction	Permits have been issued	none	Applicant has been granted the deferring of two Impact fees pending agreement with city. Traffic and Park development fee held until approved agreement or Final Inspection on each project.	To be Determined - Estimate of Winter 2019
7	Building Department activity.	Work continues on both subdivisions while smaller projects take place inside the city. No other notable projects at this time.	n/a	n/a	none	Code Enforcement is making regular rounds to check for work being done without permits.	n/a

City of San Juan Bautista City Building/Planning Projects

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
8	Well 3 and 6 exchange/Minor subdivision on Mission Vineyard and Old San Juan Road	NOE has been recorded and sent to the State. Resolution is awaiting signature from Debuty City Clerk to make official.	minor subdivision approved by Commission. Engineering working on recording.	no permits issued	none	NOE has been recorded. Commission approved and now to get map recorded.	August of 2018 for the the completion of the exchange process that includes map recording
9	70 Muckelemi-No Project name	Applicant wishes to demolish residence that is inside the historical inventory to make way for future projects. The process is being reviewed and staff is coming up with options for the applicant. The intention is to come up with an alternative instead of demolition.	applicant is inquiring about the process involved in demolition.	no	In September of 2017 it was anticipated to hear the case about abating the nuisance by City Council. The item did not make the agenda.	Staff did a field inspection at the site on Monday, July 9, 2018. Discovered the structure is in exceedingly poor condition. Met with the owner at the site. Staff briefed the HRB on July 10, 2018 and showed pictures. Staff sent information to the OHP.	No-ETA yet.
10	Brewery	Project is showing activity towards deed to perfect and continuation of project towards to completion. Weed cleanup direction has been given to the property owner.	no applications yet, working with owner for first submittal.	No permits issued	none	Staff has reorganized the files and met with the owners on July 11, 2018. Discussed the status and a possible plan to move forward. Staff contacted the contractor. Staff is making copies of the material fore the neighboring property owner.	no-ETA yet
11	General Plan Timeline	General Plan was updated and adopted in 2/16. Staff has been gathering information about the General Plan and the city limits. Adjustments to move city limits to property lines are being discussed. The housing element is being reviewed to track and turn in our housing numbers. We need to do so per State requirement.	n/a	n/a	n/a	Staff briefed the Planning Commission on the status. Staff is awaiting submittal of the Historic report packet for the HRB before an official zoning amendment takes place. Also, staff is working on getting the Housing Element squared away for the State.	n/a
New Development							
1	D'Ambrosia	First Phase Approved	Phase 1 completed	Council Approval of Phase 1. Permits have been previously issued in 10/16, but no construction has taken place. Permits have expired. (permits have a lifespan of 6 months).	none	Staff is getting together the information and planning schedule to finish out Phase 2. Phase 1 is underway.	The developer has met with staff. Eager to continue with the project
2	Loazza (957 First Street - 4 Parcel Minor Subdivision)	Review has started. Waiting for application payment. Applicants need to be notified they need to pay their application fees all upfront. Staff and City Manager discussed and that was the decision made.	CEQA review completed. Staff is starting review. Working out payment options.	No permits issued	none	Awating the \$5,000 payment at this time. There was a request for a public record from an interested party. Staff is meeting with them on Friday, July 20, 2018.	unknown
3	Gas Station to be located along The Alameda and Hwy 156	project was proposed, but now on hold due to possible litigation	on hold	no permits have been issued	none	Planning Commission directed staff to review and see if the project can be reserected perhaps. Staff work to be done on this matter.	
4	Midnight Express	Approved by Commission Resolution	Applicant is currently working on bringing utlities to site.	Permit issued for main electrical service.	none	Staff is coordinating with the applicant to discuss cost estimates of roadway improvements	staff is working with the applicant about roadway improvements
Infrastructure							
	Traffic Circle						

City of San Juan Bautista City Building/Planning Projects

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
	Parking						
	Signage						