



City of San Juan Bautista

The "City of History"

www.san-juan-bautista.ca.us

AGENDA

REGULAR PLANNING COMMISSION MEETING

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

TUESDAY ~ JANUARY 8, 2019

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 Planning Commission 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. Ceremonial Items

- A. Selection of New Planning Commission Chairperson**
- B. Selection of New Planning Commission Vice Chairperson**

3. Public Comment

4. Informal Project Review

Any potential and/or future project applicant may present their 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.

5. Action Items

- A. Approve Affidavit of Posting Agenda**
- B. Consider placement of a decorative rock located at Luck Park at the corner of Monterey Street and Third Street by the San Juan Bautista Historical Society and approve a resolution.**
- C. Consider a new awning, signage and decorative paint on the Inaka Japanese Restaurant at 313 Third Street and approve a resolution. The applicant is Steve Io.**
- D. Consider placement of a kiosk between 313 and 319 Third Street and approve a resolution. The applicant is Halina Kleinsmith of the San Juan Bautista Strategic Plan Committee.**
- E. Consider and recommend to City Council the La Casa Rosa Engineer and Construction Proposal to move forward under abatement**
- F. Consider the proposed design and construction of new restrooms at Verutti Park at the corner of Second Street and San Jose Street and approve a resolution. This item is exempt from the California Environmental Quality Act (CEQA) per Sections 15300.2 and 15301.**
- G. Consider recommending to City Council the hiring of EMC Planning Group to assist the City with the updating of the Housing Element as required by State Law.**


- 6. Discussion Items**
 - A. Report from Planner on current and upcoming projects**
 - B. Social Media Policy Refresher**
- 7. Comments**
 - A. Planning Commissioners**
 - B. City Planner**
 - C. City Manager**
- 8. 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 3rd DAY OF JANUARY 2019, 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 3RD DAY OF JANUARY 2019.



TRISH PAETZ, DEPUTY CITY CLERK

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION/HISTORIC RESOURCES BOARD

STAFF REPORT

Date: January 8, 2019
To: Historic Resources Board/Planning Commission
From: Todd Kennedy, Associate Planner
Subject: **Proposed Stone Marker and Landscape Alterations at the Luck Gas Station and City Museum**

BACKGROUND:

This item is being forward as a request by the San Juan Bautista Historical Society to celebrate the 100th Anniversary of the Luck Gas Station. It is located next to the City Public Library in Luck Park on Monterey Street between Second and Third Streets.

As part of this celebration Mayor Jim West helped secure a stone marker from Graniterock to place at the Luck Gas Station. Furthermore, landscape alterations are proposed onsite as well including the removal of the pink oleander. Before the stone marker is placed and the landscape alterations are made, City Staff and the Historic Society wanted to review this proposal with the Historic Resources Board and Planning Commission.

Staff believes this marker would be a great addition to Luck Park and to commemorate the legacy of Mayor West and the many volunteers that have supported the City over the years. Also, the landscape alterations would be good maintenance for the site.

ACTION:

Staff recommends the Historic Resources Board and Planning Commission approve the proposed stone marker at the Luck Gas Station and the landscape alterations as proposed.

ATTACHMENTS:

Draft Planning Commission Resolution
Application including the project description

RESOLUTION 2019 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A SIGN PERMIT AND MINOR ALTERATION FOR THE PLACEMENT OF A STONE MARKER AND LANDSCAPE ALTERATIONS AT LUCK PARK LOCATED ON MONTEREY STREET BETWEEN SECOND STREET AND THIRD STREET

WHEREAS, the Historic Resources Board has reviewed the information provided from the San Juan Bautista Historical Society and forwarded a recommendation to the Planning Commission, and

WHEREAS, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to approve the Sign Permit and Minor Historic Alteration request.

1. That the proposed Minor Historic Alteration and Sign Permit request is compatible with the historic context of the Historic District and that it does not have any impacts on the historic character of the existing residence and property.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves a Sign Permit and Minor Alteration for a stone marker to be placed at Luck Park on Monterey Street between Second Street and Third Street in San Juan Bautista.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on January 8, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, CA 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
Fax: (831) 623-4093

PLANNING APPLICATION COVER PAGE

TYPE OF APPLICATION (CHECK ALL THAT APPLY).

- ☒ Historic Resource Design Review
 - ☒ Informal Project Review
 - ☐ Major Projects
 - ☐ Minor Projects
- ☐ Design Review
 - ☐ Informal Project Review
 - ☐ Major Projects
 - ☐ Minor Projects
 - ☒ Sign Permit
- ☐ Conditional Use Permit/Amendment
- ☐ Tentative Map Major
- ☐ Tentative Map Minor
- ☐ Planning Unit Development

Applicant(s):

Name: San Juan Bautista Historical Society

Mailing Address: P.O. Box 1

Phone: (831) 262-7997 email: sjb.95045@att.net

Property/Land Owner(s):

Name: City of San Juan Bautista

Mailing Address: _____

Phone: _____ Date: _____

Name and mailing address of property owner's or applicant's duly authorized agent who is to be furnished with notice of hearing (Section 65091 - California Government Code):

Name: _____

Mailing Address: _____

Phone: _____ email: _____

* Project Address/Location: Luck Park - Monterey St @ 2nd & 3rd

Most Current Assessor's Parcel Number: _____

For Office Use Only:

Date Application Submitted _____ Deposit Collected \$ _____ Date _____

Date Application Complete _____ Billing Number _____

File Number(s) _____

12/17/2013

P:\Forms\Planning Application Cover Page.DOC

CARL M. LUCK GAS STATION

OVER 100 YEARS AGO, SAN JUAN BAUTISTA WAS THE HUB OF NORTHERN CALIFORNIA, A VITAL CROSSROADS FOR CATTLE, HIDE AND TALLOW, GOLD AND SILVER TRADING; TRAVEL CAME FROM NORTH, SOUTH, EAST AND WEST; THIS WAS A TRANSFER POINT FOR 7 STAGE LINES INCLUDING THE FAMED WELLS FARGO. BUILT IN 1919 BY CARL MARTIN LUCK IT IS ONE OF THE FIRST BUILDINGS USING LOCAL CEMENT PLANT CONCRETE, THIS POURED-IN-PLACE MISSION REVIVAL OPERATED AS STANDARD, WILSHIRE AND MOHAWK GAS STATIONS, SERVING TRAVELERS ON THE EL CAMINO REAL, WHICH TRAVERSED THE CITY. IN 1974, FRANCISCA D. LUCK BEQUEATHED THE ENTIRE BLOCK TO THE CITY IN MEMORY OF HER FATHER, AND IN 2000 THIS BUILDING BECAME THE LUCK MUSEUM, HOME TO THE SAN JUAN BAUTISTA HISTORICAL SOCIETY AND ITS ARCHIVES.

DEDICATED FEBRUARY 2, 2019
ON THE OCCASION OF THE
CENTENNIAL OF CARL M. LUCK GAS STATION BUILDING
NATIVE SONS OF THE GOLDEN WEST
CAREY D. PEARCE, GRAND PRESIDENT, SANTA LUCIA PARLOR #97

On February 2, 2019, the little gas station on the corner of Monterey and Third Streets on the El Camino Real, our crossroad to everywhere, celebrates its 100th year in *The City of History*. The San Juan Bautista Historical Society invites everyone to make it a memorable occasion. On that day, Native Sons of the Golden West, Grand President Carey Pearce will bring his core of officers to mark the importance of this gas station in the history of California and the nation.

In 1919, this gas station was built using the cement from our just-opened and producing cement plant located at the de Anza Trail entrance of the El Camino Real. It is the only "poured-in-place" concrete building in town. It is the last story of the originally-standing-all-at-the-same-time seven gas stations in town. In the Carl Martin Luck Park, it is a testament to the many volunteers who work to preserve our living history through their own stories.

In 1974, when Francisca Luck left all of her worldly possessions to the City of San Juan Bautista, the Historical Society began its history with the development of the Park.

Today, we join with the Native Sons of the Golden West Grand President Carey Pearce, great grandson of our own Pearce Family, to request the approval of the placement of a large stone in the Luck Park. Mayor Jim West worked with us to secure a stone marker from Granite Rock. This marker placed at this little gas station will stand to remind us of Mayor West's and the many other volunteers whose stories keep *The City of History* alive.

We invite this Planning Commission to become a part of this living history in the celebration of the 100th anniversary of the building of the Carl Martin Luck Gas Station, El Camino Real at Third and Monterey Streets, San Juan Bautista, California.

The San Juan Bautista Historical Society located in the Carl Martin Luck Library/Museum requests approval for a large rock to be located near our Luck Museum sign to become NSGW Historic Marker No. _____.~~~~~

P.S. Location to be determined by the abilities of a fork-lift operator from donor Granite Rock.

In addition, we also request the removal of the pink oleander which does not fit the landscape plan for the future. Please keep red geraniums which were a gift from Harvey Nyland from the warehouse across the street.

-415-



The Luck Museum Carl Martin Luck Memorial Park 3rd & Monterey Streets



sjbhistoricalsociety@gmail.com

P.O. Box 1 San Juan Bautista, CA 95045-0001

San Juan Bautista Historical Society

1965 Charter Members

Clara Abbe Zanetta
Ed Lamb
Pete Borovich
Clarence Cagney
Carroll Hayes
Archibald Hayes
Marian Hublit
James Mansmith
Joyce Culligan
Beth Shockey
Joseph Shockey
Marie Treado
Yolanda Anderson
Drucilla Isaacson
Renee Holthouse
Armand Holthouse
James Patrick Breen
Donald Pearce
Joseph Cullumber
Fr. Geo. McMennamin
Lillian Decker
Richard A. Gularde
Adelle N. McConnell
Albert Dixon
Ruby Nyland
Arthur Nyland
John Anzar
Alma C. Andreatzi
Rita Cademartori
Leonora Spotswood
Shirley Mackenzie
William Mackenzie
Ed Pearce
Paulina Lushbaugh
Ernest Lavagnino
Larry Lushbaugh
Clifton DeRoza
Eugene Boyce
Mrs. "R" (Jules Ruiz)
Mary Poole
Bill Paradise
Gladys Paradise
Martin Penn
Kay Kamimoto
Marie Bohannon
Anne Baccala
Dorothy N. Avilla
Winnie Freitas
Mike Cook
Trinidad Ponce
Oresti Deri
Marjorie Flint
Mark Regan
Rose Ladd
Martha Hayes
Ralph Millikin
Ruby Millikin
Kimi Nishita
Paul Hudner
Mary Taix
Viola Archibald

RE: Luck Museum application for an Historic Marker--
---a sign at Carl Martin Luck Park

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The San Juan Bautista Historical Society located in the Carl Martin Luck Library/Museum requests approval for a large rock to be located near our Luck Museum sign to become NSGW Historic Marker No. _____.

Thank you,

Georgana Gularde
Georgana Gularde, SJB HS
December 31, 2018

Directors....

President Wanda Guibert
Vice Pres.. Valerie J. Egland
Treasurer Georgana Gularde
Secretary ...Emily Renzel
..Cara Vonk

Project Directors.....

Digitizing San Juan Bautista

Ken Halla 2010....
Luck Park & Jim Jack Cabin
Chris Lee 1976-2015..

First Directors 1965...

Martin Penn, Founder

Adelle Nyland McConnell
Fr. George McMennamin
Shirley Mackenzie
James F. Mansmith

Past Presidents.....

Martin Penn

Chris Borgren
Clifford Mische
Richard A. Gularde
Henry Poppic
Bonnie Laverone
Althea Slibsager
Joseph W. Cullumber
Barbara Franco
Leonard Caetano
Carla Hendershot
Sheila Prader

Past Directors.....

J Christopher Lee
Althea Slibsager
Mary Velasco Sellen
Laura Botelho
Bill Cagney
Ed Falder Jackson
Clifford Cardoza
Rene Holthouse
Frances Tompkins
John Atkins
Tania McKnight
Barbara Breen Rolita
Marian Hublit
Honorary Members:
Louise Perry
Charles Clough

Membership & Meetings Open to the Public....

February June October
11:00 a.m. tbd Saturday
Membership:....\$ 15.00...

Chartered 20 August 1965

IRS 501 (C)(3)

TIN 94 6130589

CA. Charitable Trust #7673

CA Non-Profit # 0500548....

CA tax # SR GHC 99584645

P.O. Box 1 (831) 623-2001



CITY OF SAN JUAN BAUTISTA

HISTORIC RESOURCES BOARD/PLANNING COMMISSION

STAFF MEMO

DATE: January 8, 2019

Location: 313 Third Street (formerly the Happy Roosters)
APN #002-170-002

Proposal: Consider a proposed Minor Historic Alteration that includes new signage, paint and an awning. The site is located where Happy Roosters used to operate and a new Japanese restaurant is proposed to locate at that same location.

DISCUSSION:

The applicant, Steve Io, is proposing a Minor Historic Alteration that covers an exterior improvement to the building at 313 Third Street. The subject site is located within the Downtown Third Street Historic District and the current Zoning Classification is Mixed-Use (MU). The building is listed in the City's Historic Resource Inventory as well. The scope of work is as follows.

A tenant improvement for internal work will take place. On the exterior, there is proposed to be a new awning, a new sign, and new paint for the window slats both on the ground floor and upper floor.

ACTION:

Historic Resources Board and Planning Commission to consider this item for approval. There are no issues or any significant changes to the site identified by staff with this proposal.

ATTACHED:

Planning Commission Resolution
Photo of the Existing Site
Project Description attachments

RESOLUTION 2018 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MINOR ALTERATION FOR EXTERIOR CHANGES FOR A TENANT IMPROVEMENT FOR A NEW RESTURANT LOCATED AT 313 THIRD STREET, APN 002-170-002

WHEREAS, the Historic Resources Board conducted a public hearing on January 8, 2019 to review the proposed Minor Historic Alteration, and

WHEREAS, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Historic Resources Board reviewed the staff report for the project, and

WHEREAS, the Historic Resources Board has reviewed the proposed projects in both buildings on the same parcel within the Third Street Historic District and listed in the City Inventory of Historic Properties and forwarded a recommendation to the Planning Commission, and

WHEREAS, the Historic Resources Board made a recommendation of approval of the proposed Minor Historic Alteration to the Planning Commission, and

WHEREAS, the Planning Commission conducted a public hearing on January 8, 2019 to review the proposed Minor Historic Alteration, and

WHEREAS, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Planning Commission reviewed the staff report for the project, and

WHEREAS, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to approve the Minor Historic Alteration request.

1. That the proposed Minor Historic Alteration request is compatible with the historic context of the Historic District and that it does not have any impacts on the historic character of the property and buildings.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves the Minor Historic Alteration located at 313 Third Street, subject to the following conditions.

1. Any future signage and building appearance changes and/or colors proposed to 313 Third Street must be reviewed by City Planning Staff, is subject to City Design guidelines and is required to be reviewed and approved by the Historic Resources Board and Planning Commission prior to permit submittal.
2. The proposed scopes of work indicated on the submitted plans for this Minor Historic Alteration is subject to all applicable Planning, Building, and Fire Codes.
3. As part of the tenant improvement for the proposed restaurant at 313 3rd Street, any substantial changes to the building will require further review by City Planning Staff and/or the Historic Resources Board/Planning Commission.
4. Any proposed use or accessory uses onsite shall be subject to the requirements and standards of the Mixed-Use Zone, Historic Resources Ordinance, and any applicable zoning standards.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on January 8, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk





Inaka

Japanese Restaurant
313 Third Street
San Juan Bautista



Agenda

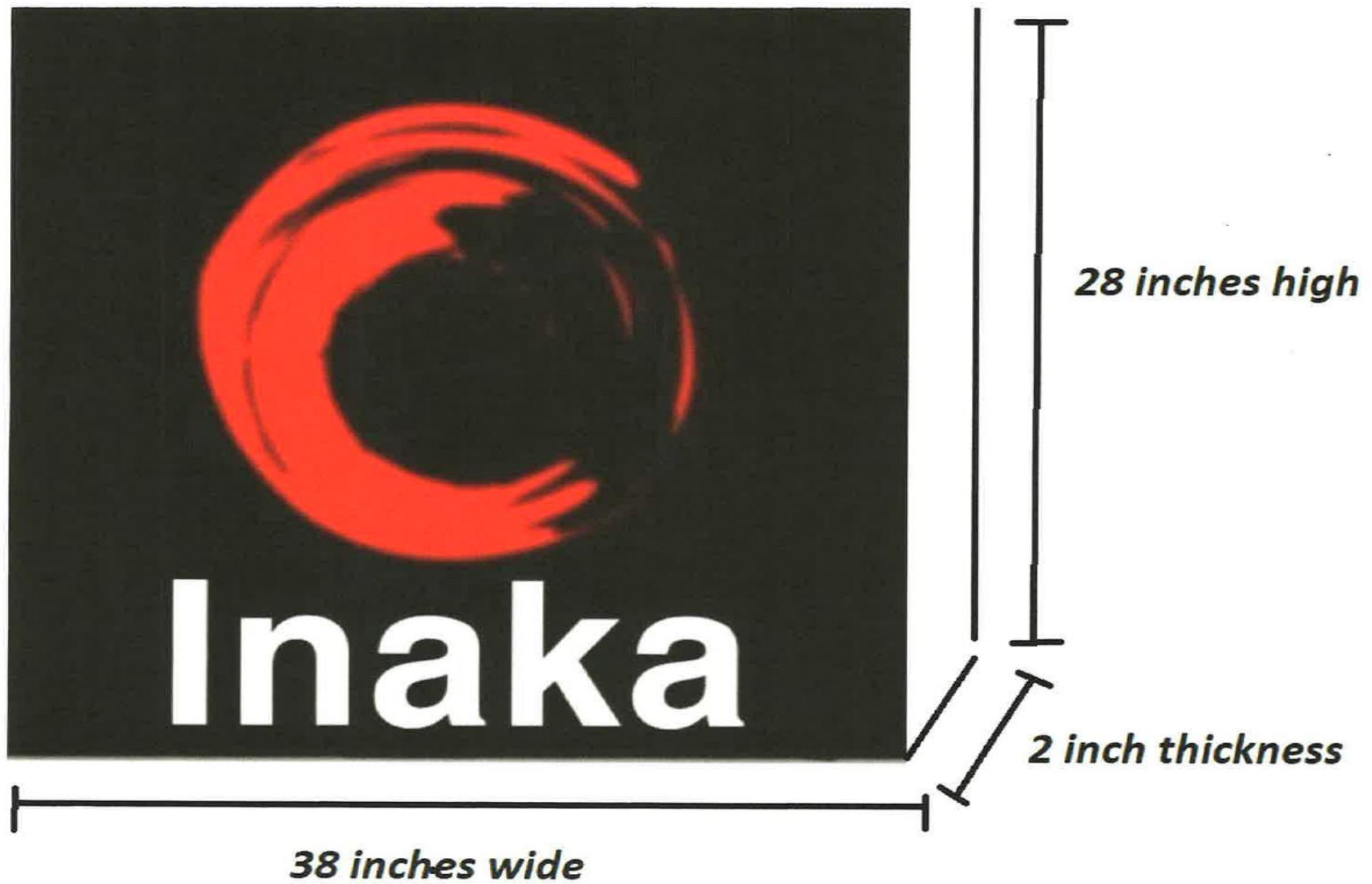
- Sign Replacement
- Awning Removal and Replacement
- Front Paint Scheme

Mission and Vision

Our mission in opening Inaka, which means “small town” or “village” in Japanese, is to provide the residence and visitors of San Juan Bautista with high-quality, delicious and authentic Japanese cuisine, with pleasant and attentive service and family friendly pricing. Japanese food is now a staple cuisine in California, yet is sorely missing from San Juan Bautista and surrounding areas. San Juan Bautista actually has a rich history of Japanese culture and once supported a small “Japantown” on Third Street, and we are excited to be a part of it. Our vision is to share the delights of Japanese cuisine, create a welcoming atmosphere for friends and families to gather, be a resource for the community and a destination for visitors. The symbol also known as (the red circle shown on the sign and logo) is actually a symbol of togetherness in Japan known as an Enso.

Signage

- Remove existing laminated sign from the previous restaurant
- Install a new “Inaka” sign
 - Sign will measure 38 inches wide, 28 inches high, 2 inch thickness
 - Constructed from natural wood
 - Painted with Black, White and Red
 - Illuminated by two existing light fixtures
 - Will hang on the existing iron sign mount
 - Will be in compliance to the current city sign ordinance Chapter 11.10.
 - See attachment “Inaka sign I” and “Inaka sign II”



Attachment "Inaka sign I"



Awning

- Remove existing awning
- Install new awning while utilizing existing mounting system
- Contract with Acme Awning Co from Salinas. Acme Awning is the company that installed the current awning.
- Purposed awning color will be Black.
- The address “313” will be in white screened onto the left side of the awning so the address will be clearly visible from the street. (if allowed and approved by the Planning Commission and Historic Review Board)
- See Awning attachment

Paint

- Our goal for the paint is to preserve the Historic Value while bringing fresh “curb appeal” to the existing building
- Utilizing Benjamin Moore Historic Color Paints
 - Colors could include: Charcoal Slate and Stonington Gray.
- The front door will be sanded, stained and the floral design will be painted with matching colors
- See attachment “Inaka Front”





Contact

Please feel free to contact me anytime

Steve Io

Inaka Japanese Restaurant LLC

831-588-1491

PO Box 654

San Juan Bautista, CA 95045

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION/HISTORIC RESOURCES BOARD

STAFF REPORT

Date: January 8, 2019

To: Historic Resources Board/Planning Commission

From: Todd Kennedy, Associate Planner

Subject: Proposed Kiosk for the Historic Walking Trail Map Brochure

BACKGROUND:

This item is being forward as a request by Halina Kleinsmith who is a member of the San Juan Strategic Planning Committee. She wishes to install a kiosk located along Third Street in the Downtown Historic District between 313 Third Street (Happy Roosters) and 319 Third Street (Bakery). The kiosk will be installed on the sidewalk next to the wood fence, between the two properties.

The purpose of this project is to make the brochures available to residents and visitors. Further information is provided in the attached description.

ACTION:

Staff recommends the Historic Resources Board and Planning Commission approve the Kiosk.

ATTACHMENTS:

Draft Resolution
Project Description
Location Map
Street View

RESOLUTION 2019 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MINOR ALTERATION FOR THE INSTALLATION OF ONE KIOSK LOCATED ON THIRD STREET BETWEEN 313 THIRD STREET AND 319 THIRD STREET

WHEREAS, the Historic Resources Board has reviewed the information provided from the applicant and forwarded a recommendation to the Planning Commission, and

WHEREAS, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to approve the Minor Historic Alteration request.

1. That the proposed Minor Historic Alteration request is compatible with the historic context of the Historic District and that it does not have any impacts on the historic character of the existing residence and property.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves a Minor Historic Alteration for one kiosk located on Third Street between 313 and 319 Third Street.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on January 8, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

December 3, 2018

Mr. Todd Kennedy

Associate Planner

City of San Juan Bautista

P.O. Box 1420

San Juan Bautista, CA 95045

Dear Todd,

I am contacting you with respect to being placed on the January 2019 San Juan Bautista Strategic Planning Commission/Historic Resources Board Agenda.

I am a volunteer member of the San Juan Bautista Strategic Plan Historic Preservation and Community Design Subcommittee Historic Walking Trail development project. My tasks are specific to the Phase I Historic Walking Trail Map Brochure and to the Phase II Historic Walking Trail Map Kiosk Committee.

My agenda item would be with respect to the project we briefly discussed in October of this year. Namely, the placement of a Historic Walking Trail Map Brochure Kiosk situated in the downtown area, so as to serve and be visible to, the entire community.

The Phase II Brochure Kiosk supports our Phase I approved Historic Walking Trail identified Buildings and sites, along with their numbered Bronze Plaques, and represents an additional element for which we are seeking design approval.

In keeping with the charm and history of its surroundings, the Historic Walking Trail Map Kiosk unit would be fabricated of rustic, white washed or weathered Redwood. The unit would house a 24" by 36" laminated version of the Walking Trail Map inside a niche style framework, of 4" depth. There would be an overhang apex niche roof with a 20" length each side, and a total roof height of 10", and each inside depth being 7", with a slight roof overhang of 2" each side. Inside the apex would be a wood burn décor replicating the Mission San Juan Bautista cattle brand. Under the map would be a multi-slotted Map holder with a hinged flap, measuring 25" wide and 4" deep. The lid, which features an iron loop for lifting and will match the iron hinges, will measure 25" wide and 5" deep, providing an overhang for weather and wind protection. Under the lid are five 5" wide slots, each holding 25 maps. The total height of the map box is 11". The total height of the Kiosk unit not including the base is 44".

This entire Niche style framework with map display and brochure box will be affixed to a natural tree trunk base of Locust wood. This is a very heavy natural wood, and not easy to move or be caused to move in heavy wind. Locust wood is also known to be naturally resistant to insects and pests. The Locust wood trunk supportive base would measure 34" high, with a width of 33", allowing for a 4.5" space on each side of the Niche walls (a 24" width.) The tree trunk depth from fence-to-front would be 28", as the natural circumference of the 36" stump would be shaved in back, to be flat.

The rounded width of the Locust trunk will echo the planter barrels already present on Third Street, whose measurements vary from 28" wide to 33" wide. The entire 28" x 33" trunk base would occupy one single city sidewalk square, which measures 33" x 33". The actual situating of the Map Kiosk Niche

on the Locust tree trunk, would allow for an open space on which to sit, or put down a purse or shopping bag while seeing or obtaining the Historic Walking Trail Map. The total finished dimensions of the Kiosk, base to Niche roof, would measure 6'6" high by 33" wide, at trunk base.

Following a series of site surveys, my committee identified a location on the West side of Third Street between the Happy Roosters Restaurant and the San Juan Bakery, which is a simple wood fence. Situating the semi-portable (it could be moved if we had to) Historic Walking Trail Map Kiosk would not compromise the fence itself as it freestanding. In addition, it would add a lovely design element to the location. It would also provide our visitors with access to Historic Walking Trail information 24 hours a day, in an additionally well located shopping and dining area.

The owner of this fence is Mr. Reno Cornaggia, recipient of Historic Walking Trail Building Plaque number 23. He will be additionally contacted for permission to utilize this site.

Thank you for inviting me to furnish the details of this exciting project. It will be my pleasure to further clarify and illustrate the Historic Walking Trail Map Kiosk parameters in person.

Sincerely yours,

Halina Kleinsmith

P.O. Box 1083

SJB. Ca 95045

831/623-9275

halinasjb@gmail.com

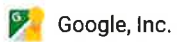


318 3rd St

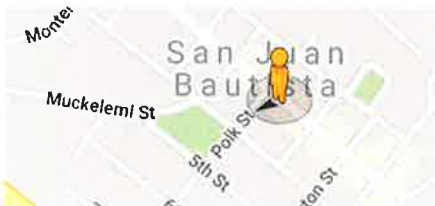


Image capture: Jun 2011 © 2019 Google

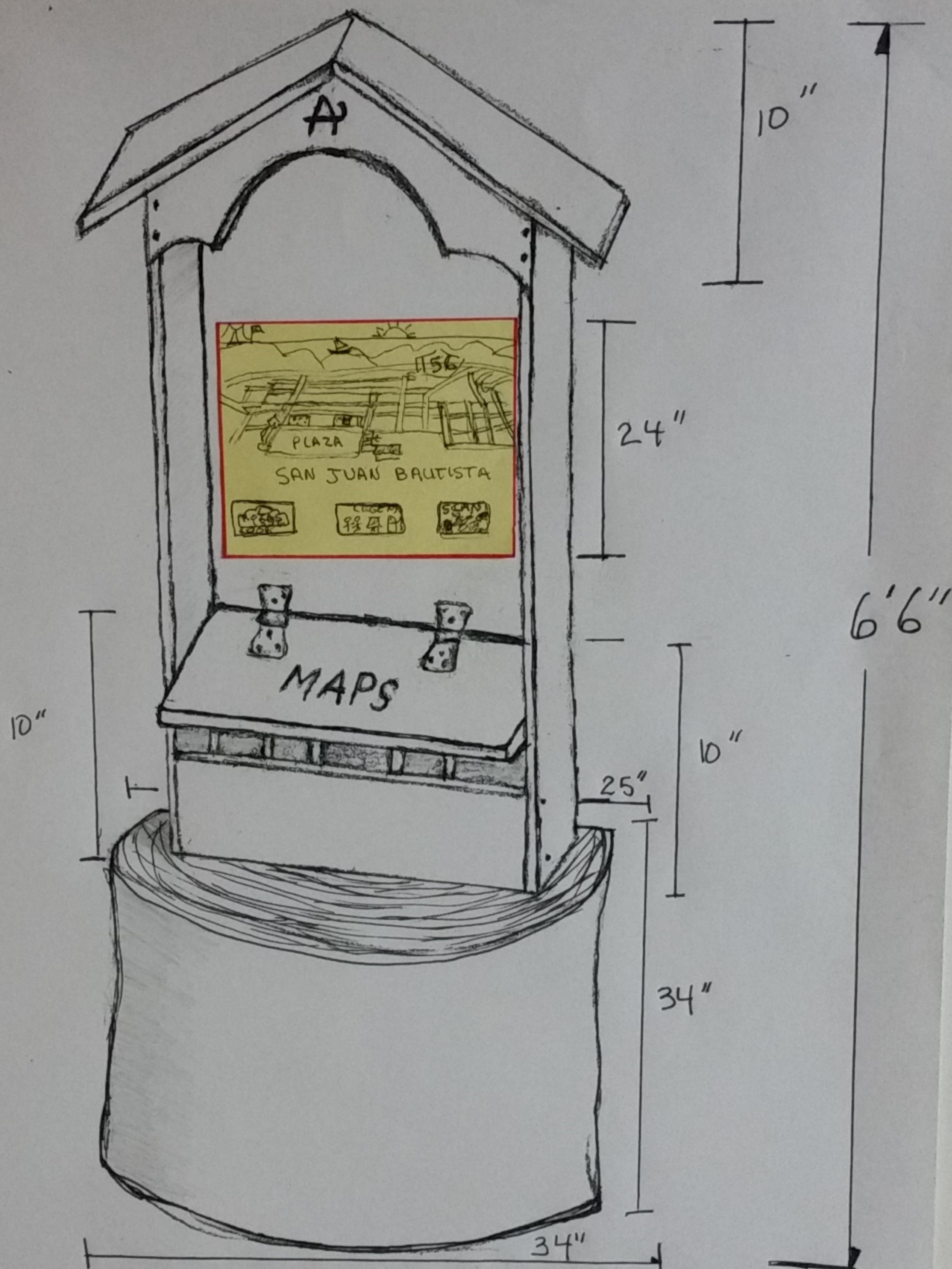
San Juan Bautista, California



Street View - Jun 2011



HISTORIC WALKING TRAIL MAP KIOSK



- WHITEWASHED/WEATHERED REDWOOD
- MISSION BRAND
- HAND-FORGED HINGES AND NAILS
- LOCUSTWOOD BLOCK FOR BASE



THE PLAZA

SAN JUAN BAUTISTA

LOOK FOR THIS PLAQUE ON HISTORIC BUILDINGS

LEGEND

- # HISTORIC DISTRICT BUILDINGS
- # OTHER HISTORIC SITES
- RESTROOMS
- PARK, PLAYGROUND
- GAS, MECHANIC

SCAN HERE TO ACCESS OUR WALKING TRAIL WEBSITE AND CITY OF HISTORY INFORMATION

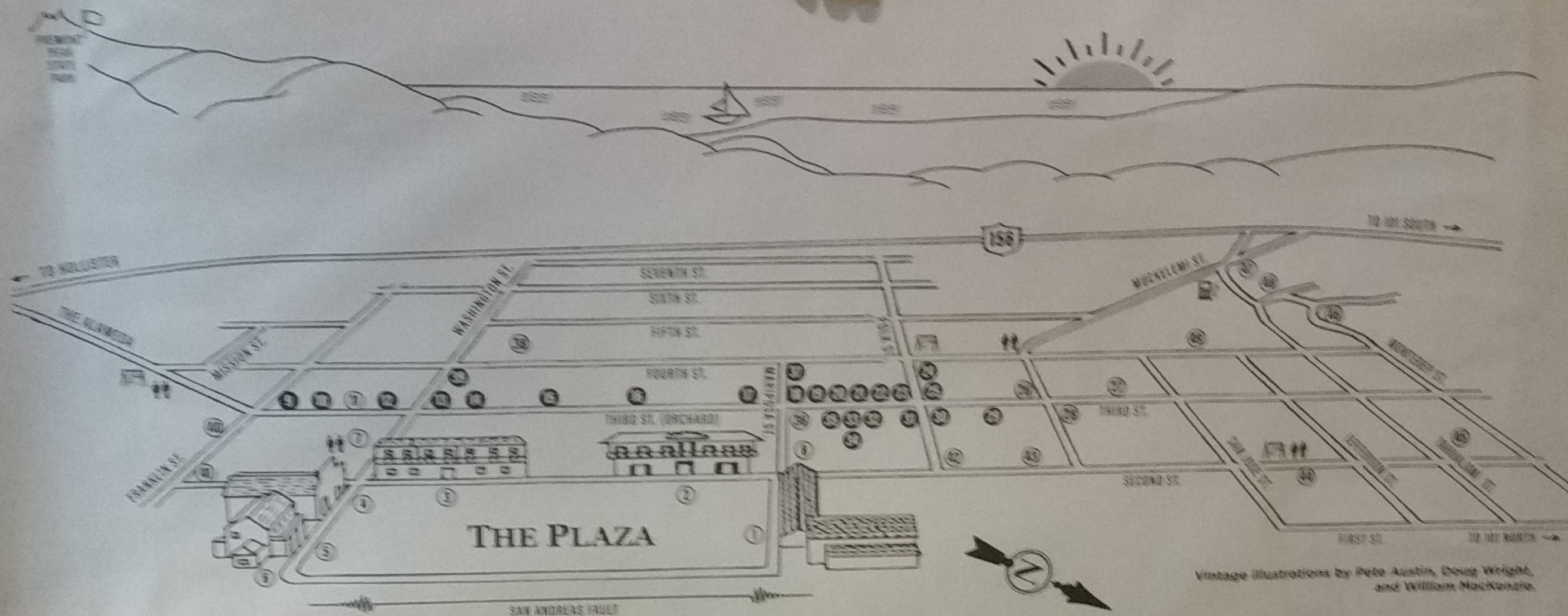
Vintage illustrations by Pete Austin, Doug Wright, and William MacKenzie.

OPEN

FOOL'S GOLD

Open
Wednesday
thru Sunday
11:00-5:00

FEATURING THE WORKS OF
Futzie Nutzle
The Missions



SAN JUAN BAUTISTA

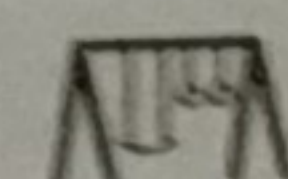


LOOK FOR THIS PLAQUE ON
HISTORIC BUILDINGS

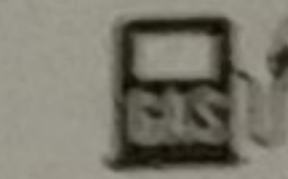
LEGEND



RESTROOMS



PARK, PLAYGROUND



GAS, MEAT

HISTORIC DISTRICT
BUILDINGS

OTHER
HISTORIC SITES

SCAN HERE TO
ACCESS OUR
WALKING TRAIL
WEBSITE AND
CITY OF HISTORY
INFORMATION



utzie Nutzle
The Missions

OPEN
COME IN

CITY OF SAN JUAN BAUTISTA

HISTORIC RESOURCES BOARD/PLANNING COMMISSION

STAFF MEMO

DATE: January 8, 2019

Location: 107 Third Street, APN #002-021-004

Proposal: Consider Design and Review of Casa Rosa with changes indicated by the contractor

Background:

This report is being prepared in response to findings gathered by City Staff for the site named La Casa Rosa located within the Third Street Historic District at 107 Third Street.

La Casa Rosa was approved by Site Design to go through the necessary building alterations in order to be converted to a restaurant and a bar. This approval was done per Resolution 2017-08 on April 4, 2017. That approval was one part of the development approval aspect. The second part was the requirement to obtain building permits before any alterations can take place. Staff discovered a great deal of internal work including an internal partial demolition inside the building. Staff has no record that any permits have been applied for or issued by the city to do this work.

Staff is in the process of issuing citations because of work done without permits and the historic nature of the building. This situation presents a nuisance and staff wants to move forward with correcting the situation. A structural engineers report was submitted to City Staff on December 10, 2018. Staff received a statement on January 2, 2019 from an engineering firm describing the work to be done onsite.

ACTION:

Staff is recommending the Historic Resources Board and Planning Commission approve the changes to be made to La Casa Rosa as indicated in the contractor's report.

ATTACHMENTS:

Planning Commission Resolution
Statement from Harris and Sloan
Structural Engineers Report

RESOLUTION 2019 - xxx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA TO APPROVE A DESIGN REVIEW TO MAKE THE NECESSARY CHANGES AND IMPROVEMENTS TO LA CASA ROSA, LOCATED AT 107 THIRD STREET, SAN JUAN BAUTISTA, CALIFORNIA. APN 002-021-004

WHEREAS, the Historic Resources Board has reviewed the information provided from the City Staff and forwarded a recommendation to the Planning Commission, and

WHEREAS, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to recommend to City Council that the existing site at La Casa Rosa is a nuisance and necessary changes and improvements must be done.

1. That the existing condition at La Casa Rosa located at 107 Third Street is a public nuisance and that action needs to be taken in order to correct the current situation.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission approves a Design Review that incorporates changes and improvements made by the contractor to La Casa Rosa, located at 107 Third Street, San Juan Bautista, California.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on January 8, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk



January 2, 2019

Michaele LaForge
City of San Juan Bautista
311 2nd Street
San Juan Bautista, CA 95045

Proposal

Via email: citymanager@san-juan-bautista.ca.us

**RE: Professional Services Agreement for the La Casa Rosa project (Job No. HS19001)
H&S Proposal # 19001.001**

Harris & Sloan Consulting Engineers, Inc. (H&S) is pleased to present this proposal for engineering services. Please review the below and do not hesitate to contact me with questions.

Project Description

The project consists of deck support for an existing 2-story mixed-use historic building constructed in San Juan Bautista, CA as presented in the Structural Observation Report by Duquette Engineering forwarded to our office by Todd Kennedy of the City of San Juan Bautista on January 21, 2019.

We understand the existing second-floor deck over the public sidewalk has observed damage and is in need of repair. Existing support of the outer edge of the deck is provided by steel rods braced by the existing wall framing. New support at the outer edge of the deck is expected to be provided using new wood posts and concrete footings.

No analysis or design of lateral force-resisting systems is requested or included in this scope. Bracing and/or support of the existing fireplace chimney is not included in this scope.

Project Timeline

We estimate completion of our portion of the work to be 4-5 weeks from the time this office receives the client/owner-approved plans and specifications, a signed H&S proposal or executed client contract (electronic copy preferred), and all items required from client, as listed within this proposal.

Project Assumptions

1. Exterior finish is assumed to be a material with weight not exceeding that of 3-coat stucco.
2. Specifications not related to code or jurisdictional requirements will be determined and provided prior to commencement of work. Including, but not limited to, items required from client as listed in Exhibit A, preferred materials and construction practices/preferences, site conditions, fire protection (where occurs), acoustical requirements (where occurs), green building requirements, participation in any incentive based programs, conditions of approval, appliance spec sheets.
3. Scope of services, per attached Exhibit A, are limited to the structures/buildings outlined above.
4. All structures will be provided as a single building department submittal, no phased submittals required.

This proposal is valid for 30 calendar days after January 2, 2019.



SCHEDULE OF FEES

1. Fees are based on Project Description above and Exhibit A attached.
2. Design fees listed will be billed monthly on a percentage complete basis.
3. Hourly, Reimbursable, and Per Lot fees will be billed as occurs on a monthly basis.

Design Phase Fees:

All design services will be performed on a Time & Material basis per the Hourly Rate Schedule. For client's budgetary purposes, a Not-To-Exceed fee has been included based on our estimation of the time required to provide the recommendations outlined in the Project Description section above. The client will be contacted prior to commencement of any work in excess of not to exceed amount.

DESIGN PHASE ALLOTMENT (60 HOURS)** **= \$ 8,500.00**

***Not including reimbursables, see Reimbursable Fees below*

Construction Phase Fees:

Site Observations and Construction Administration Services will be performed on a Time & Material basis per the Hourly Rate Schedule. Client will be contacted prior to the commencement of any work in excess of Not-To-Exceed amount. All construction phase work will be billed out of the total construction phase allotment and the number of hours provided for a given service will vary according to the needs of the project.

CONSTRUCTION PHASE ALLOTMENT (10 HOURS)** **= \$ 1,500.00**

***Not including reimbursables, see Reimbursable Fees below*

TOTAL PROJECT FEES** **= \$ 10,000.00**

***Not including reimbursables, see Reimbursable Fees below*

Reimbursable Fees:

The following fees will be billed in addition to contracted fees as occurs:

Reproduction	= \$0.50/sq. ft plus Time per Hourly Rate Schedule below
Shipping/Delivery	= H&S cost plus 12%, \$15 min/shipment
Electronic Submittals	= T&M per Hourly Rate Schedule below
Travel Expenses*	= H&S cost plus 12%

** Billed for projects in excess of 100 miles from H&S office. Includes drive time, flight, lodging, car rental, and meals as occurs to perform project duties.*

Hourly Rate Schedule:

The following hourly rates will be used for all Time & Material basis billing listed above and in Exhibit B. Rates are based on a 40 hr per week, non-overtime schedule and may be updated on an annual basis, not to exceed 10% increase per calendar year.

Blended Office Rate \$145.00



EXHIBIT A

Scope of Services

General Design

1. Construction Documents as noted in Discipline Specific Scope, signed by a licensed Professional Engineer, in accordance with the 2016 California Codes and applicable local requirements, including:
 - a. Supporting calculations (where required).
 - b. Applicable notes and details relating to the project.
 - c. Response to the plan review items related to submittal documents provided by H&S generated by the building department or agency representing the building department.
2. (1) Meeting of client's choosing (kick-off, value engineering, drawing coordination, on-site framewalk, etc.) with project team at time and location of client's choosing.
3. Reproduction and shipping/delivery or electronic submittal of construction documents (full size plan sets and 8 1/2" x 11" calculations packages), provided as required for building department submittal and as requested by client or client's representative.

Structural Design

The existing structure consists of light-frame timber construction with wood sheathed roof and floor diaphragms and wood sheathed shearwalls for lateral load resistance. The existing foundations are assumed to consist of concrete and rock stem walls. We understand the raised-floor framing at the ground-floor has been removed and is not intended to be replaced within the scope of this proposal. Existing floor framing at the upper floor is expected to consist of conventional lumber floor joists. Existing roof framing is expected to consist of conventional framed roof rafters with purlins and beams. Retaining walls are not required within, or attached to, the structures(s).

1. Construction documents consisting of:
 - a. Foundation plans identifying required footings, hardware, and slab/sub-floor based on parameters contained in the project geotechnical report.
 - b. Framing plans identifying required framing members, shearwalls, and floor/roof framing

Site Observation

1. Site observation will be performed as requested by the client or client representative with minimum two (2) working days advanced notice. The number of required visits will be determined by the client or client's representative. H&S recommends substantial completion of construction prior to observation. General recommendations for each observation type are as follows:
 - a. Foundation: form boards and underlayment installed; all hardware/reinforcing tied in place.
 - b. Shear: general framing complete; floor/roof sheathing, shearwalls, hardware installed.
 - c. Frame: electrical and plumbing installed; all mechanical and framing penetrations in place.
2. Observation consists of the following:
 - a. One or more visits to the project site – actual number of visits to be determined by the client or client's representative – to review construction for general conformance with design specifications of H&S construction documents.
 - b. Generation of a list of any deficiencies, provided to client's representative electronically.
 - c. Generation of general compliance letter, sent electronically to client or client representative.
 - d. Revisions, repairs, clarifications, or additional trips to project site required from H&S staff will be addressed separately as outlined in the Construction Administration scope of services below.
3. Observations are limited to visual observation of the following:
 - a. Items related to design work performed by H&S that can be observed from ground level through highest floor level.
 - b. Items that do not require destructive testing. Including but not limited to removal of hardware, sheathing, framing, finish materials, flashing.
 - c. Items that do not require climbing onto roof or scaffolding, due to limitations of insurance.
4. Observation does not constitute 3rd party Special Inspection, with jurisdictional approval observations may be performed in lieu of Special Inspection for Wind and Seismic loads, where required.



Construction Administration

1. Written or electronic responses to the following:
 - a. Requests for Information (RFI) from client or client sub-contractor.
 - b. Revisions, repairs, or modifications for as-built conditions.
2. Review of submittals & shop drawings (by others) not already listed in the Design scope section(s) above for general conformance with the design specifications.
3. Availability of H&S staff to field personnel, city building inspectors and sub-contractors for general clarification of design requirements or trips to project site in addition to those outlined in the Site Observation and Special Inspection scopes of services.



EXHIBIT B
Additional Services

Any and all services requested beyond those outlined in Exhibit A are considered to be additional and will be performed on a Time & Material basis at the rates outlined in the Hourly Rate Schedule, including, but not limited to the following:

1. Design, detailing, review, or incorporation/inclusion of any items beyond those outlined in Exhibit A. Including but not limited to:
 - a. Attachment of non-structural elements.
 - b. Sales offices, design centers, trash enclosures, pool houses, conversions for temporary use.
 - c. Steel stairs and landings, guardrails, handrails.
 - d. Site structures/elements such as retaining walls, planters, flagpoles, signs/monuments, fire pit, BBQ, mail kiosk, trash compactor, fountain, etc.
 - e. Shoring, bracing, underpinning for excavation and/or contractor's equipment such as crane's and hoists. Shoring for form-work at raised decks, dewatering, and waterproofing.
 - f. Systems such as fire sprinklers, emergency lighting, low-voltage, photovoltaic
2. Design revisions or additional documentation, required by client or jurisdiction, after substantial design progress has been made, including but not limited to:
 - a. Revisions, changes, or additional specifications outside of H&S's control, such as architectural review/planning, client driven revisions, additional specifications from project consultants such as fire rating, lot setbacks, acoustical requirements.
 - b. Plan submittals such as reverse plan sets, master plan sets for options that change square footage, phased building department submittals, "as built" or record set of drawings, etc. beyond those outlined in Exhibit A.
 - c. Special foundation considerations required due to unforeseen site/lot specific soil conditions or based upon geotechnical revisions.
 - d. Building code updates or adoption of any new local codes or ordinances.
3. Shop drawing review of detailing/calculations by others, for general compliance with the design specifications, beyond those outlined in Exhibit A, including reviews from additional contractor/manufacturer or review after general compliance has been issued.
4. Meetings or site visits, beyond those outlined in Exhibit A, requested by client or jurisdiction for coordination/review of design elements, as-built conditions, building department submittal, field investigations of existing conditions, etc.
5. Site Observations, beyond those outlined in Exhibit A, including additional visits to project site for re-observation, phased observation, observations in lieu of special inspection (with jurisdictional approval), or due to not being substantially complete when H&S staff is on site for a scheduled observation.
6. Construction Administration services beyond allotments outlined within this proposal, unrelated to plan clarification or missing documentation. See Exhibit A for list of Construction Administration items.
7. Additional construction services requested by client, including but not limited to:
 - a. Analysis of compliance with programs such as LEED, Build it Green, CalGreen, Energy Star
 - b. Cost estimating, material takeoffs, material optimization.
 - c. Review and determination of fire resistance requirements.
 - d. Review and approval of alternate methods provided by contractor.



GENERAL TERMS AND CONDITIONS

This Design Services Agreement ("Agreement") is made on January 2, 2019 between City of San Juan Bautista ("Client") and Harris & Sloan Consulting Engineers, Inc. ("H&S") for the Project, Job No. HS19001 as described in the above Scope of Services.

Client and H&S, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1. COMPENSATION

- 1.1. For H&S's performance of the Services, the Client agrees to pay H&S in accordance with the fee schedule listed above or more specifically attached as Exhibit B to this Agreement (hereinafter referred to as the "Fee Schedule" if attached). Any and all work that is agreed to in advance by Client that is outside of the scope of Services shall also be performed and billed in accordance with the Fee Schedule.
- 1.2. Client agrees to pay a monthly late payment charge, which will be one and one-half percent (1.5%) per month, which will be applied to any unpaid balance commencing on the thirty-first (31st) day from the date of H&S's invoice. In the event H&S opts not to enforce this provision for any period of time, such forbearance shall not constitute a waiver of this or any other provision.
- 1.3. If the invoice payment is not received within 30 days, H&S may terminate the performance of the service, at its sole option, without waiving any claim or right against the Client or property owner under California law, including without limitation Civil Code § 3081.2 et seq., and without any liability whatsoever to H&S or obligation to the Client.

ARTICLE 2. INDEMNIFICATION, WARRANTIES, AND LIMITATION OF LIABILITY

- 2.1. (a) Indemnification by H&S. H&S agrees to indemnify Client for actual damages for which Client becomes liable to the extent the damage upon which Client's liability is based was caused by the proven active negligence of H&S or its owners, officers, employees. H&S does not agree to defend Client. However, if Client is determined to be liable for damage caused by the proven active negligence of H&S or its owners, officers, employees, H&S agrees to reimburse Client for the reasonable value of defense costs incurred by Client to defend against that portion of the damages caused by the proven active negligence of H&S or its owners, officers, employees.
(b) Indemnification by Client. Client agrees to indemnify H&S for actual damages for which H&S becomes liable to the extent the damage upon which H&S's liability is based was caused by proven active negligence of Client or its owners, officers, employees, subconsultants, subcontractors or other agents. Client does not agree to defend H&S. However, if H&S is determined to be liable for damage caused by the proven active negligence of Client or its owners, officers, employees, subconsultants, subcontractors or other agents, Client agrees to reimburse H&S for the reasonable value of defense costs incurred by H&S to defend against that portion of the damages caused by the proven active negligence of Client or its owners, officers, employees, subconsultants, subcontractors or other agents.
- 2.2. **Environmental Indemnity:** Client agrees to defend, indemnify and hold harmless H&S, its officers, agents and employees and subconsultants from and against all claims arising from or related to the prevention, treatment, storage, containment or removal of hazardous or waste materials from the Project, except to the extent that any such claim was caused by the active negligence of H&S or its owners, officers, employees or subconsultants.
- 2.3. **Standard of Practice:** Services performed by H&S under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations, expressed or implied, and



no other warranty or guarantee is included or intended in this Agreement. All warranties, express or implied, including, but not limited to, any implied warranty of habitability, are hereby expressly disclaimed and waived.

- 2.4. **Waiver of Consequential Damages.** In no event shall H&S or its owners, officers, employees, or subconsultants of any tier be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, including but not limited to, delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power.
- 2.5. **Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the project to both the Client and H&S, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, H&S's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this Agreement from any cause or causes, shall not exceed three times the consulting fees for the project or \$20,000.00, whichever is greater. Such causes include but are not limited to, H&S's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

ARTICLE 3. TERMINATION, SUSPENSION OR ABANDONMENT

- 3.1. **Termination.** This Agreement may be terminated by either party upon not less than seven days' written notice via certified method of transmission, should the other party fail to perform its material obligations hereunder. In the event of termination, the Client shall pay H&S for all undisputed, reasonable and necessary services rendered to the date of termination, and all reasonable and necessary Reimbursable Expenses. Failure of the Client to make payments to H&S in accordance with this Agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due H&S for services and expenses, H&S may, upon seven days' written notice to Client, suspend performance of services under this Agreement. Unless H&S receives payment in full within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, H&S shall have no liability to the Client or Owner for delay or damage caused the Client or Owner because of such suspension of services.

ARTICLE 4. USE OF PROFESSIONAL'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

- 4.1. The Drawings, Specifications and other documents prepared by H&S for this Project are instruments of the H&S's service for use solely with respect to this Project and, unless otherwise provided, H&S shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies, of H&S's Drawings, Specifications and other documents for information and reference in connection with the Client's use and occupancy of the Project. H&S's Drawings, Specifications or other documents shall not be used by the Client or Owner or others on other projects, for additions to this Project or for completion of this Project by others, except by agreement in writing and with appropriate compensation to H&S.

ARTICLE 5. MISCELLANEOUS PROVISIONS

- 5.1. Unless otherwise provided, this Agreement shall be governed by California law.
- 5.2. Unless otherwise provided in this Agreement, H&S and H&S's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances, as well as any mold, fungus or other similar substances.



- 5.3. H&S shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among H&S's promotional and professional materials. H&S's materials shall not include the Client's or Owner's confidential or proprietary information if the Client or Owner has previously advised H&S in writing of the specific information considered by the Client or Owner to be confidential or proprietary. The Client and Owner shall provide professional credit for H&S on the construction sign and in the promotional materials for the Project.
- 5.4. **Modification, Waiver, and Amendment:** Any modification, waiver or amendment of any of the provisions of this Agreement must be in writing and signed by both the Client and H&S.
- 5.5. **Severability:** If any provision of this Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision and all such other provisions shall remain in full force and effect.
- 5.6. **Authority:** The undersigned represents and warrants that he or she has full power and authority to enter into this Agreement and to bind H&S and the Client in accordance with its terms.
- 5.7. **Counterparts:** This Agreement may be executed in counterparts, via scan or facsimile, and all of which will be deemed to have the same force and effect as if executed in one complete document and as the one and only original.

IN WITNESS WHEREOF, the parties hereby execute this Agreement upon the terms and conditions stated above.

City of San Juan Bautista:

H&S:

Signature: _____

Signature: _____

Name: _____

Name: Jeremy Andreasen, CA SE #5123

Title: _____

Title: Principal

Date Signed: _____

Date Signed: _____

JA:mb

H&S Project Number: HS19001
H&S Proposal Number: 19001.001

December 10, 2018

City of San Juan Bautista
Planning Department
311 Second Street
PO Box 1420
San Juan Bautista, CA 95045

Attention: Todd Kennedy

Subject: 107 3rd Street, San Juan Bautista, California



Duquette Engineering made a site visit to the subject property on November 20, 2018. We were able to gain access to both the exterior and interior of the structure. Our observations are as follows;

General Conditions

- Construction on the project was started and then has stopped.
- The large additions in the rear of the property have all been demolished, leaving the rear wall and foundation of the historic portion of the building open, loose plywood has been placed over the opening in the wall.
- The interior finishes in the historic portion of the building have all been removed.
- A large area of the first floor has been removed and a foundation strengthening has been poured along the front wall. No details for this work were provided.

Safety Risks

In general there are three areas of risk;

- 1) Life safety risk to the occupants. Since the building is unoccupied at this time and conceivably will remain so until construction is completed there is no life safety risk to occupants. The condition of the building is what would be industry standard for any construction project of this type.
- 2) Life safety risk to the public or neighboring properties. The overall structure should not be considered dangerous. The existing siding provides sufficient lateral bracing to make the structure stable. There are two areas of concern;
 - a. The existing unreinforced chimney is unbraced. The risk to the public is low but in a seismic event it will most likely collapse into the side yard.
 - b. The front porch cover/second floor balcony is not showing any sign of distress but there are areas of significant rot on the outer edge. This edge is where the diagonal braces attach. The concern is that the deterioration might cause a failure. Since this front porch cover/second floor balcony is over the public R/W it would seem prudent to provide a secondary support until repairs and an engineered solution that allow the structure to remain as it was originally constructed. This is a condition that exists in the front of many of the buildings on Third Street. Most have already provided this type of support. Please see the attached sketches.

4340 Stevens Creek Blvd.
Suite 200
San Jose, CA 95129

Phone: (408) 615-9200
Fax: (408) 615-9900

- 3) Risk to the historic resource. This structure is a part of the historic downtown and steps should be taken to insure that this historic building will remain a part of the downtown well into the future. There are several conditions that pose a risk to the structure itself. These conditions are often tolerated for a short time during the construction process but in this case construction has stopped and it does not appear that it will begin again for some time. Steps should be taken to mitigate further damage to the building in the following areas, some of which have already been mentioned above;
- a. The unbraced unreinforced chimney.
 - b. The rot in the front porch cover/second floor balcony.
 - c. The lack of interior finish. The existing walls are only braced by the existing straight siding. Siding is sufficient to prevent collapse however it is not sufficient to prevent raking of the structure during a seismic event. Steps should be taken to add at least one 4 foot full height panel on each exterior wall and also on the interior wall the runs down the middle of the building. The plywood should be nailed with 10d @ 4" o.c. edges and 12" o.c. in the field.
 - d. The structure is open to the elements in several locations. This condition allows the wind and rain into the building. It also allows animals to occupy the building. Allowing these conditions to continue, will add to the deterioration of the structure.

If you have any question, please do not hesitate to contact me at (408) 615-9200 or via email at spd@duquette-eng.com.

Very Truly Yours,
DUQUETTE ENGINEERING
Steven P. Duquette SE
President





Front Elevation



Rear Elevation



New foundation strengthening at front exterior wall. Note the demolished floor framing.



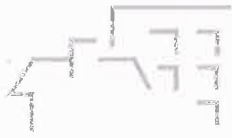
Unbraced unreinforced chimney at exterior.



Unbraced unreinforced chimney at interior.



Front Porch Cover/Second Floor Balcony



DUQUETTE
ENGINEERING

4340 Stevens Creek Blvd.
Suite 200
San Jose, CA 95129

Phone: (408) 615-9200
Fax: (408) 625-9900

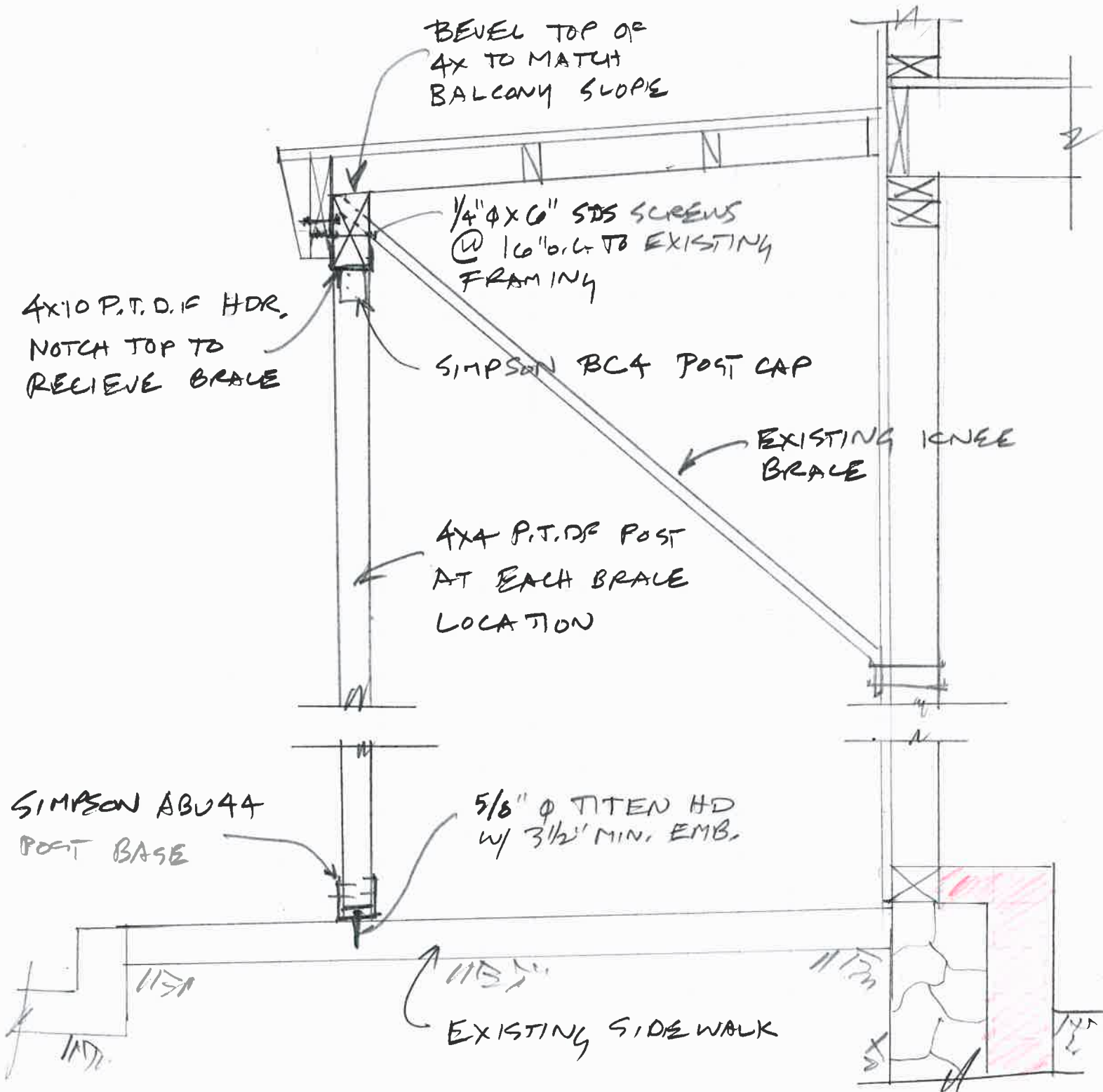
Sheet: 7 OF 7

Date: 12/10/2018

Job #: 17-0055.1

Project: 107 Third Street, San Juan Bautista -
Consultation

By: SPD



CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION/HISTORIC RESOURCES BOARD

STAFF REPORT

Date: January 8, 2019

To: Planning Commission

From: Todd Kennedy, Associate Planner

Subject: **Proposed Restrooms to be Constructed at Verutti Park**

BACKGROUND:

This item is being proposed by City Staff in order to construct new restrooms at Verutti Park in order to replace the existing portable potty. Verutti Park is located on the corner of San Jose Street and Second Street across from the Public Works Yard. The restrooms are proposed to be constructed with a building design and materials that meet the design guidelines and provide a convenience for park visitors.

Existing infrastructure including water and sewer access is already onsite and is ready to be utilized. There is no need for installing any new infrastructure under the street. This proposal is exempt from the California Environmental Quality Act (CEQA) per Sections 15300.2 and 15301.

ACTION:

Staff recommends the Planning Commission approve the proposed restrooms as proposed.

ATTACHMENTS:

Planning Commission Resolution
Project Plans

RESOLUTION 2019 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MINOR SITE AND DESIGN REVIEW FOR THE CONSTRUCTION OF NEW RESTROOMS AT VERUTTI PARK LOCATED ON SECOND STREET BETWEEN JEFFERSON STREET AND SAN JOSE STREET. APN 002-110-001

WHEREAS, the Planning Commission has reviewed the information provided from City Staff, and

WHEREAS, the Planning Commission reviewed the staff report for the project together with findings that the proposed Minor Site and Design Review is categorically exempt from CEQA (California Environmental Quality Act) review per Sections 15300.2 and 15301, and

WHEREAS, the Planning Commission has considered the information and makes the following finding to approve the Minor Site and Design Review request.

1. That the proposed Minor Site and Design Review is compliant with the Design Guidelines, has no impact on the site and surrounding uses, and will provide a benefit to park visitors.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves a Minor Site and Design Review for new restrooms located at Verutti Park located on Second Street between San Jose Street and Jefferson Street.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on January 8, 2019 by the following vote:

AYES:

NOES:

ABSENT:

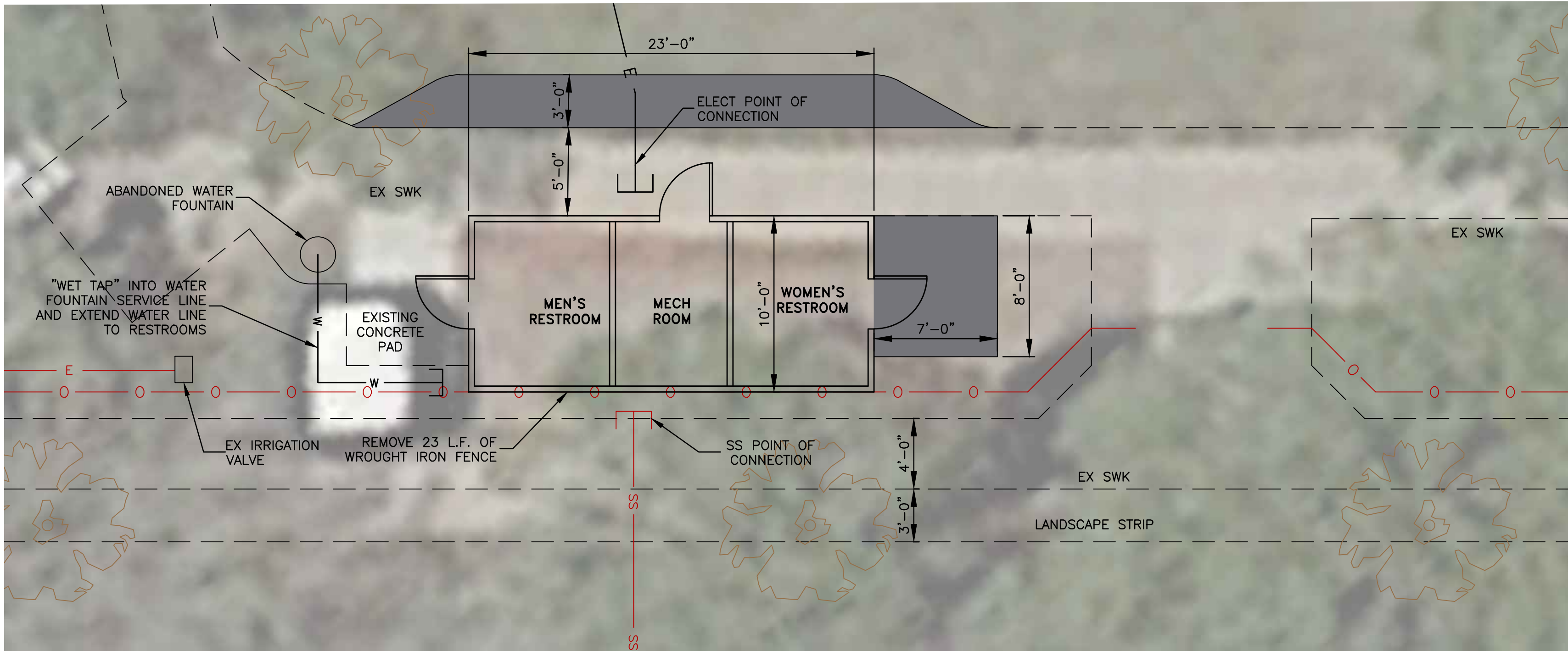
ABSTAIN:

Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

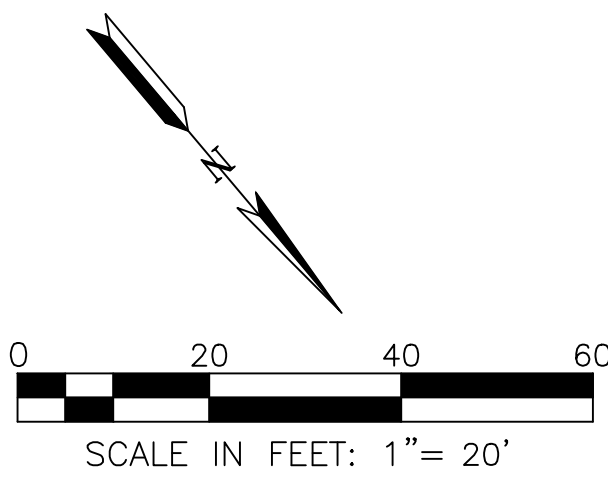
C:\Users\amandaf\OneDrive\Documents\Projects\San Juan Bautista\Verutti Park Restroom\DWG\11-11-2018\11-11-2018 2:49 PM Plot Date: 12/11/2018 2:49 PM



1 ENLARGED DETAIL
1"=5'

LEGEND

- CONCRETE SIDEWALK (150± S.F.)
- EX SIDEWALK
- EX WROUGHT IRON FENCE
- EX SEWER MAIN
- EX SEWER MAIN
- EXISTING TREE



NO.	BY	DATE	REVISION

SITE PLAN

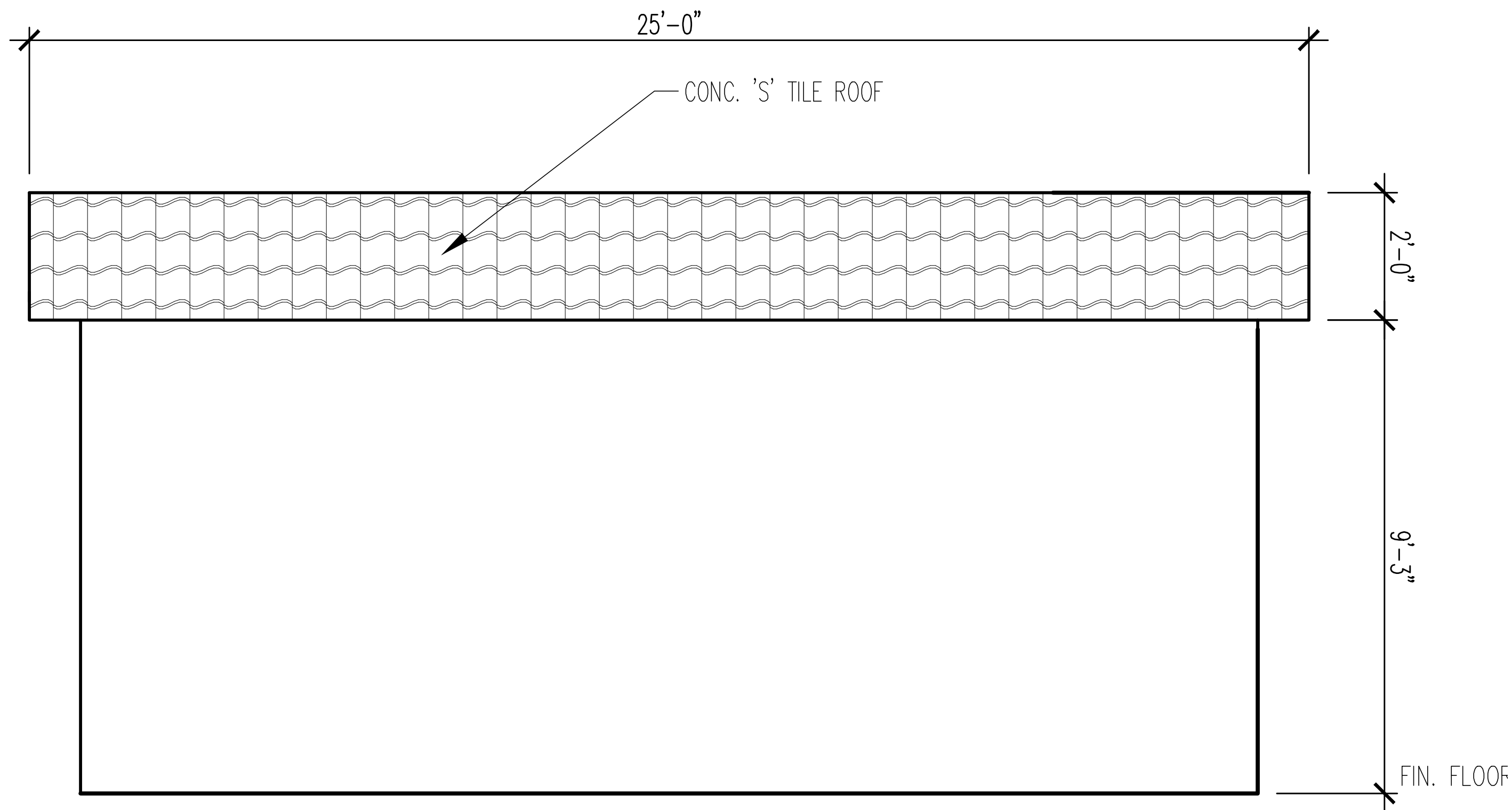
CITY OF
SAN JUAN BAUTISTA
VERUTTI PARK
RESTROOM

Harris & Associates
450 Lincoln Avenue, Suite 103 Salinas, CA 93801
harris-assoc.com (925) 827-4900

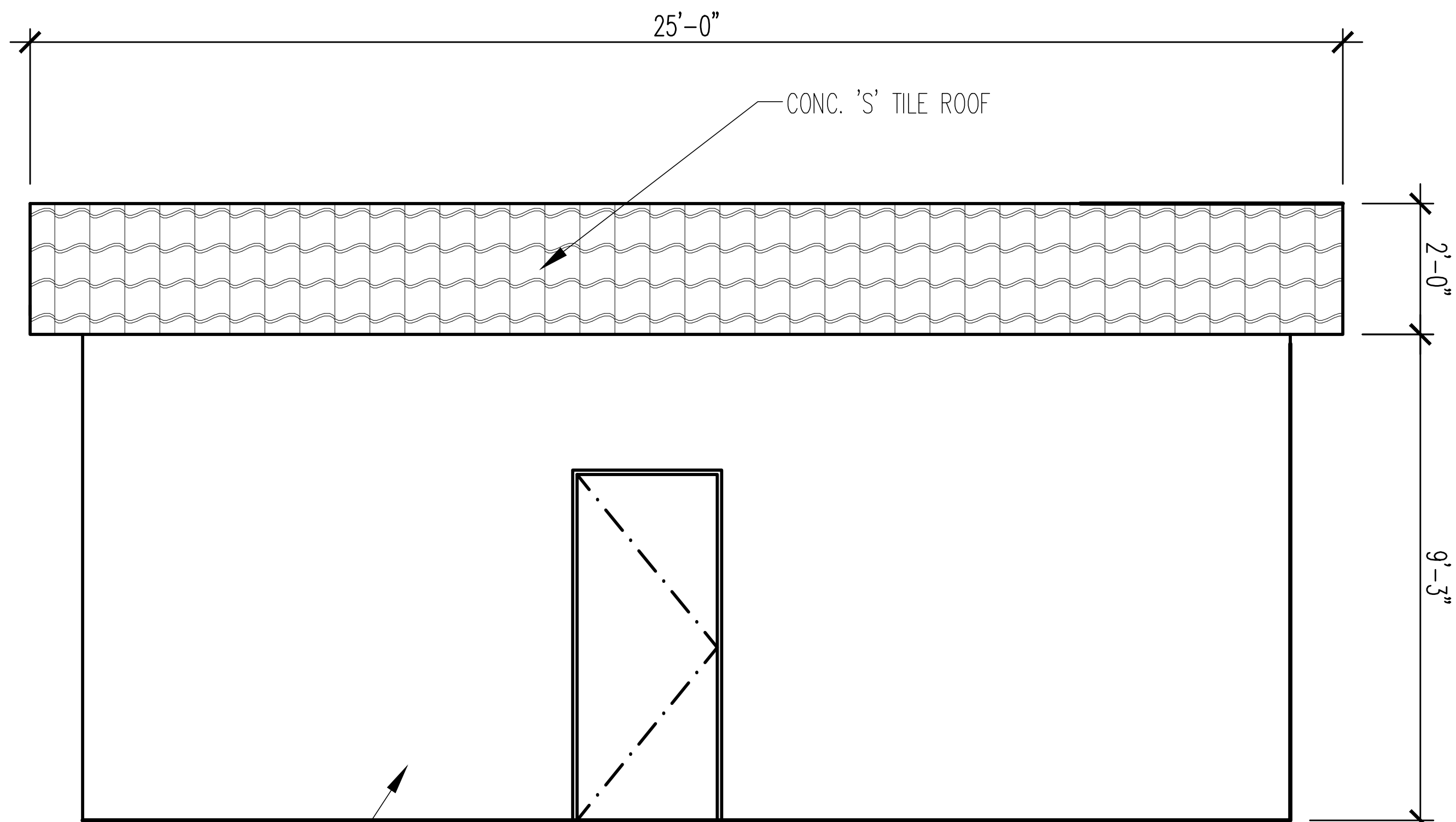
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DRAWN BY
CHECKED BY
DATE ISSUED DEC, 2018
JOB NO.
DWG NO. C-1
SHEET 1 OF 4

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Armando.Fernandez
12/11/2016 4:46 PM
12/11/2016 4:46 PM

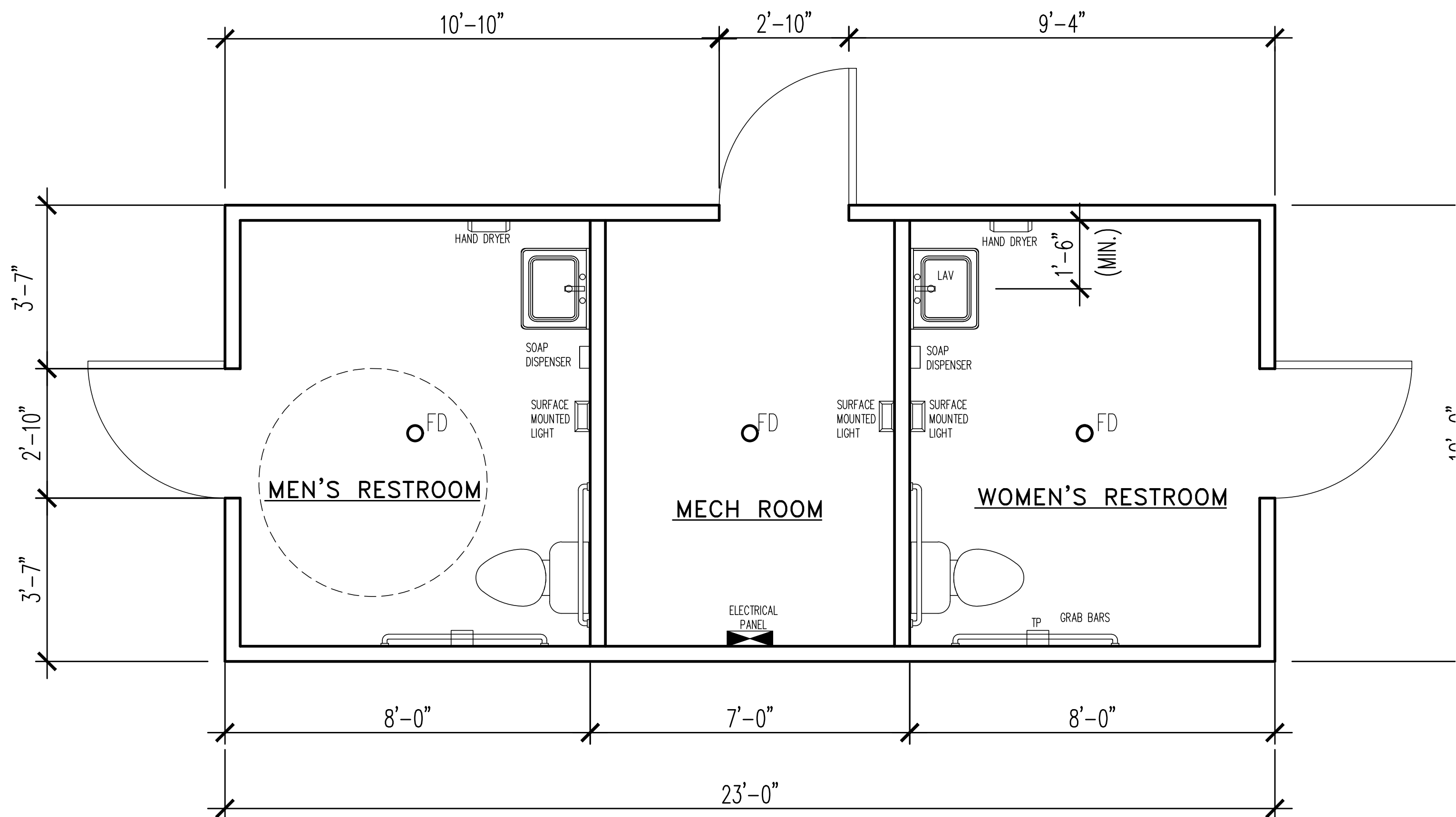


SOUTH ELEVATION
1/2"=1'-0"

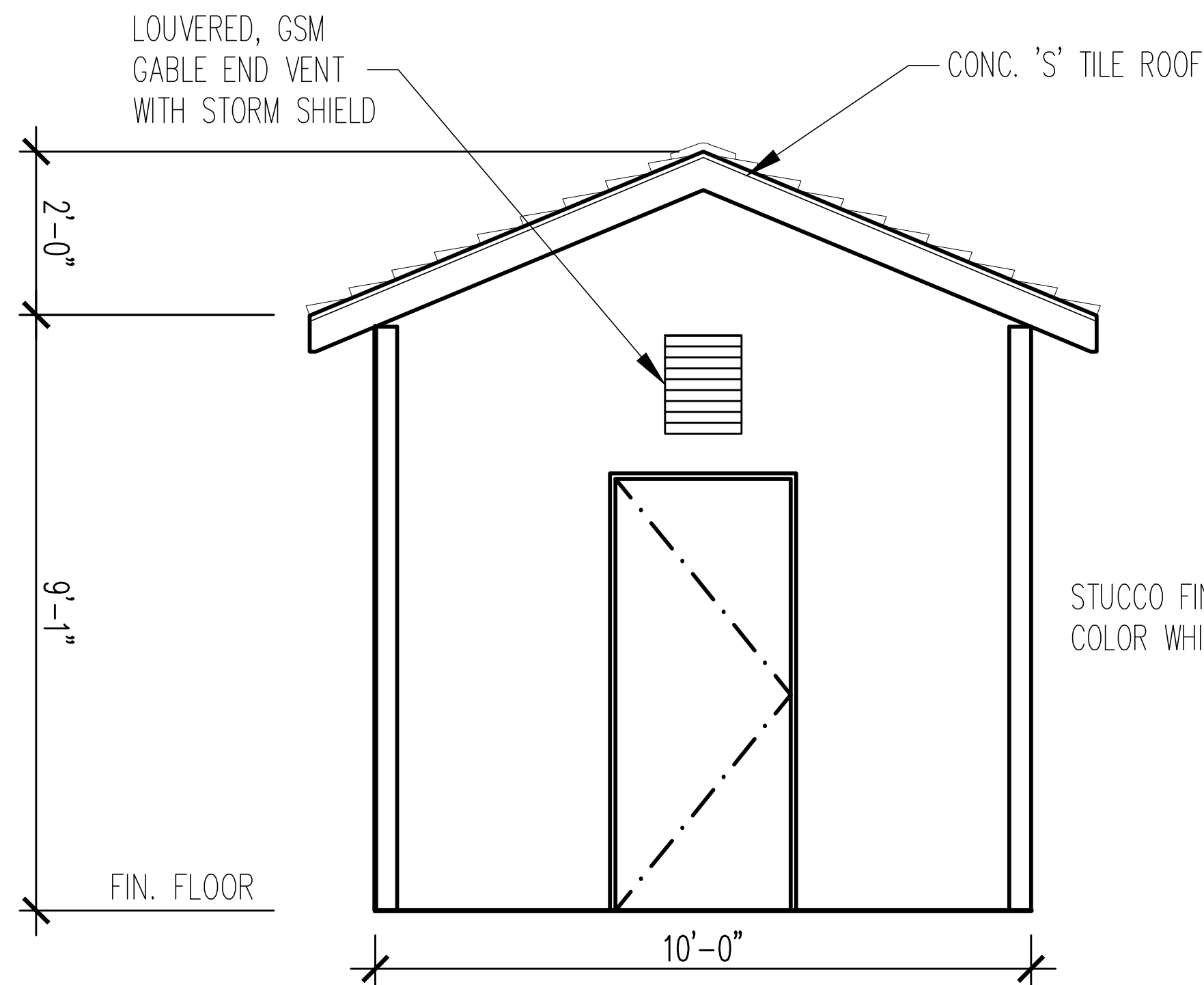


STUCCO FINISH,
COLOR WHITE

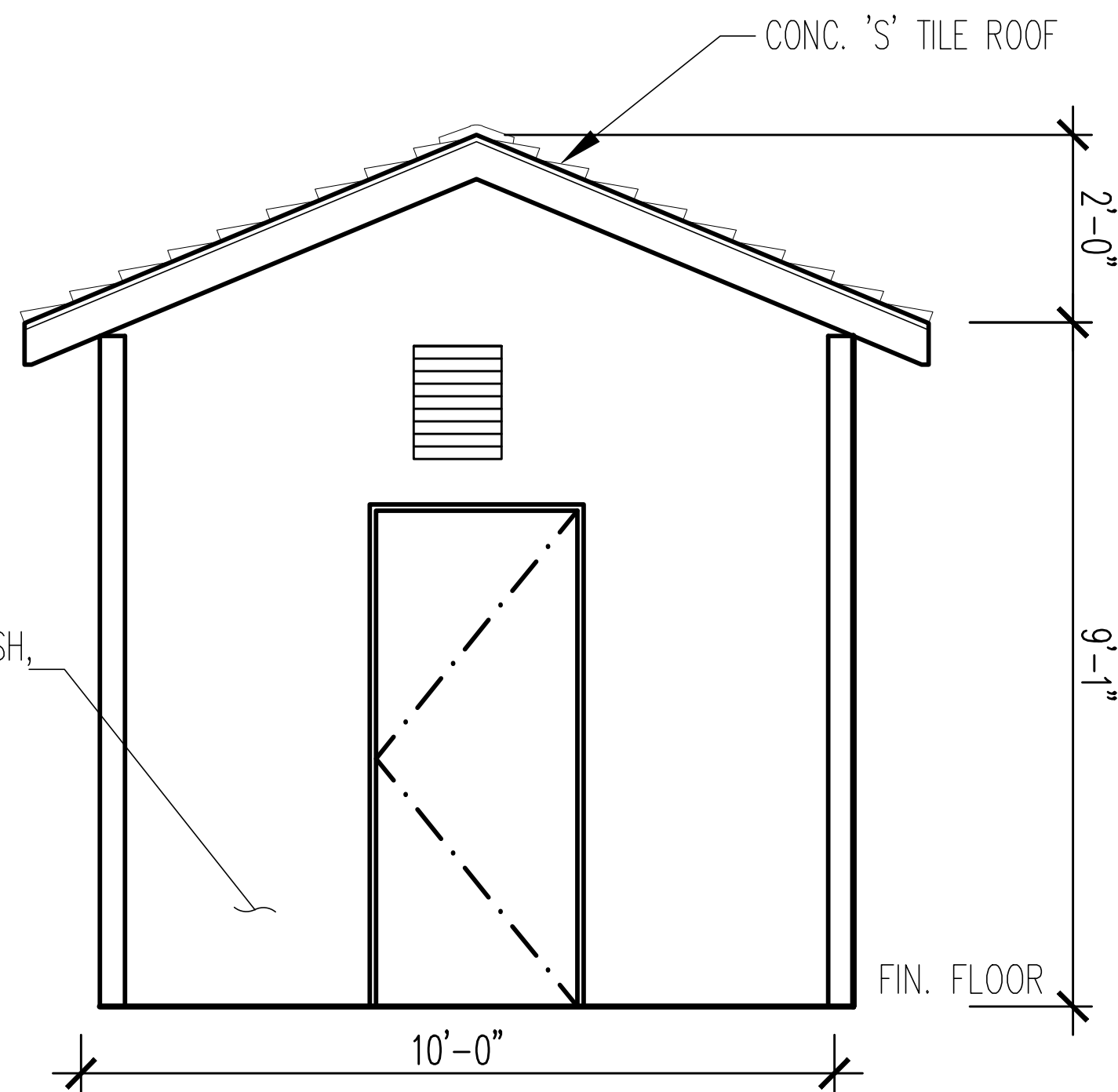
NORTH ELEVATION
1/2"=1'-0"



FLOOR PLAN
1/2"=1'-0"



WEST ELEVATION
1/2"=1'-0"



STUCCO FINISH,
COLOR WHITE

EAST ELEVATION
1/2"=1'-0"

NO. BY DATE REVISION

FLOOR PLAN AND
ELEVATIONS

CITY OF
SAN JUAN BAUTISTA
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RESTROOM

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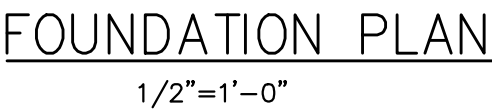
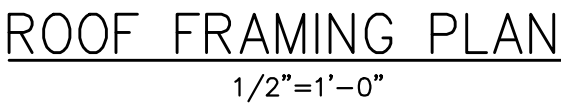
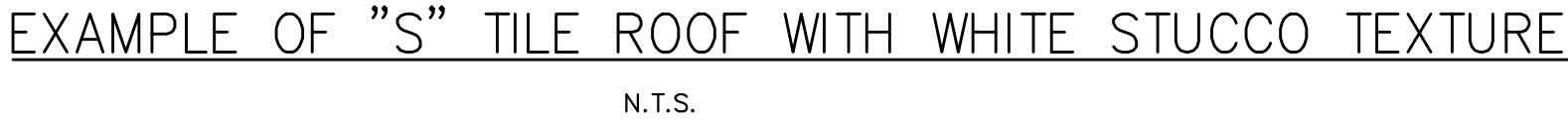
CHECKED BY

DATE ISSUED
DEC, 2018

JOB NO.

DWG NO.

A-1
SHEET 2 OF 4



ROOF FRAMING AND FOUNDATION PLAN

CITY OF
SAN JUAN BAUTISTA
VERUTTI PARK
RESTROOM

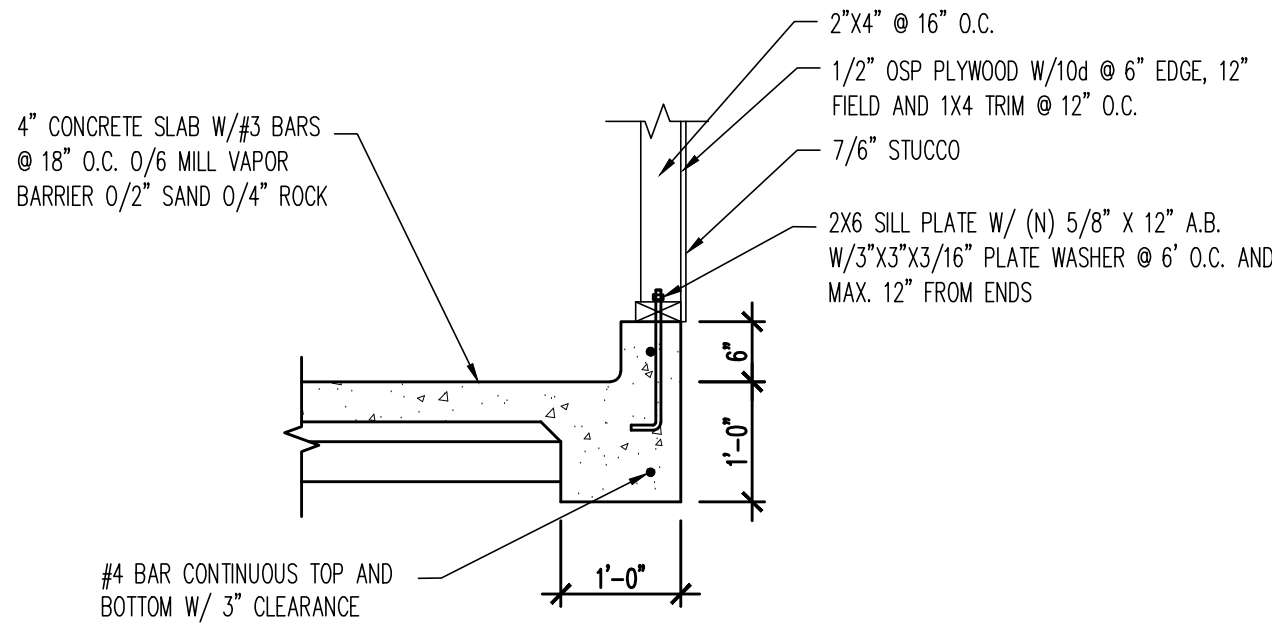
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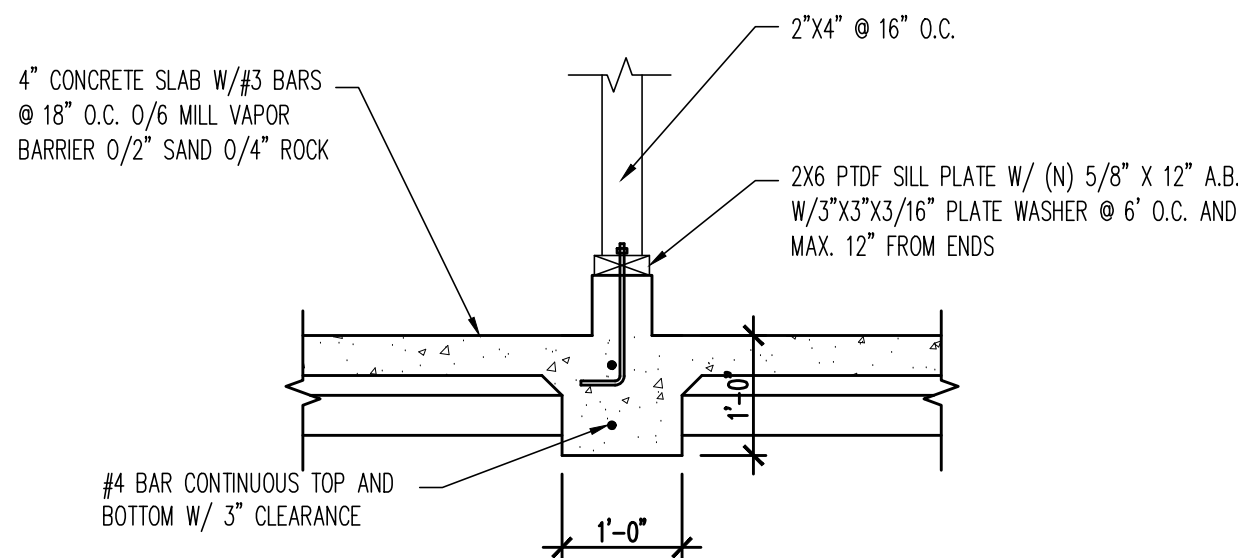
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DRAWN BY
CHECKED BY
DATE ISSUED DEC, 2018
JOB NO.
DWG NO. A-2
SHEET 3 OF 4

C:\Users\Armando.Fernandez\Dropbox (Harris & Associates)_Salinas Projects\San Juan Bautista\17004790.10\Verutti Park Restroom\9.0 DESIGN\9.05 Drawings\A-1 To A-3 ARCH PLANS VERUTTI PARK RESTROOM.dwg Save Date: 12/11/2018 4:47 PM Plot Date: 12/11/2018 4:47 PM
Armando.Fernandez

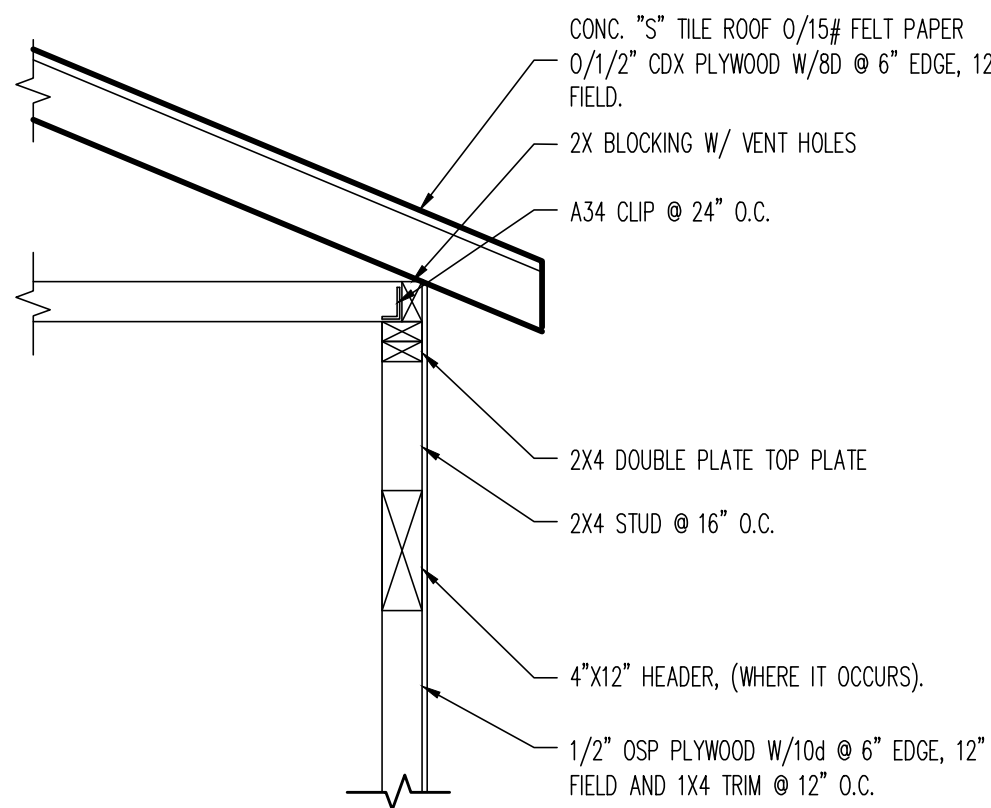
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SECTION 03 30 00 Restrooms (A-1 TO A-3 ARCH PLANS) 10/11/2016 4:46 PM Plot Date: 12/11/2016 4:46 PM PREP: Armando.Fernandez



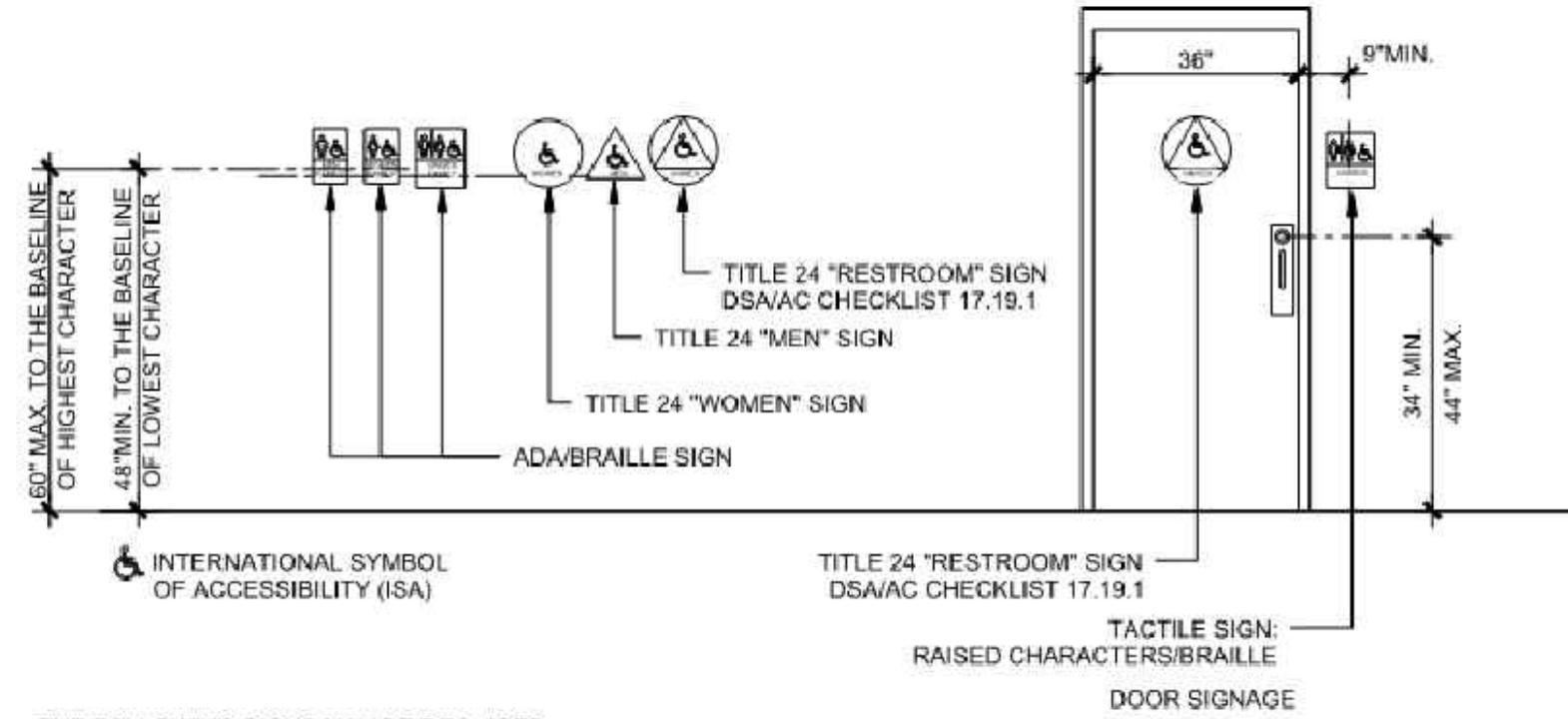
1 PERIMETER FOOTING
1/2" = 1'-0"



2 INTERIOR FOOTING
1/2" = 1'-0"



3 EAVE DETAIL
1/2" = 1'-0"

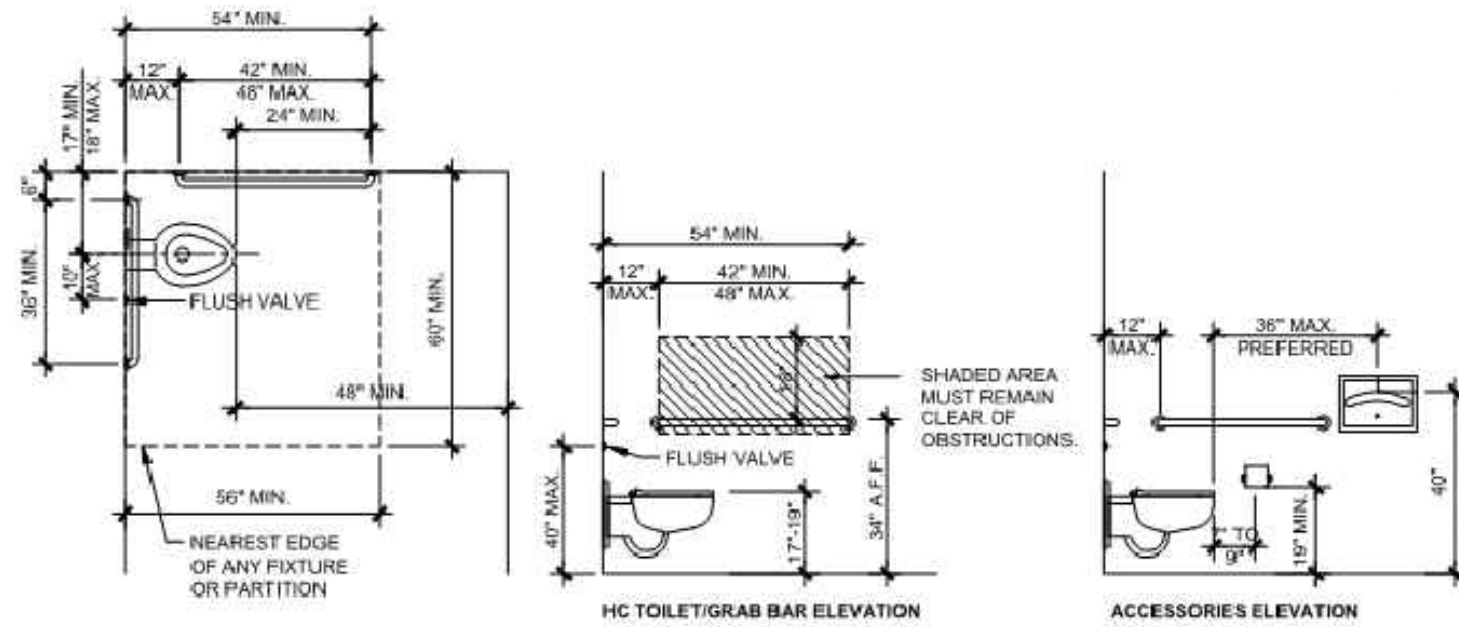


THE FOLLOWING SIGNS MAY BE REQUIRED:

- CALIFORNIA RESTROOM SYMBOLS (CIRCLE / TRIANGLE) ON DOOR LEAF, INCLUDING ISA IF RESTROOM IS WHEELCHAIR ACCESSIBLE
- RESTROOM IDENTIFICATION SIGN ON WALL SHALL INCLUDE GENDER PICTOGRAM, RAISED LETTERS AND CALIFORNIA GRADE 2 BRAILLE

DSA/AC CHECKLIST 17.5.9 & 17.5.10
DSA 1127A.7 CBC 1115B.6

RESTROOM SIGNS AT DOORS (TYPICAL)
NO SCALE

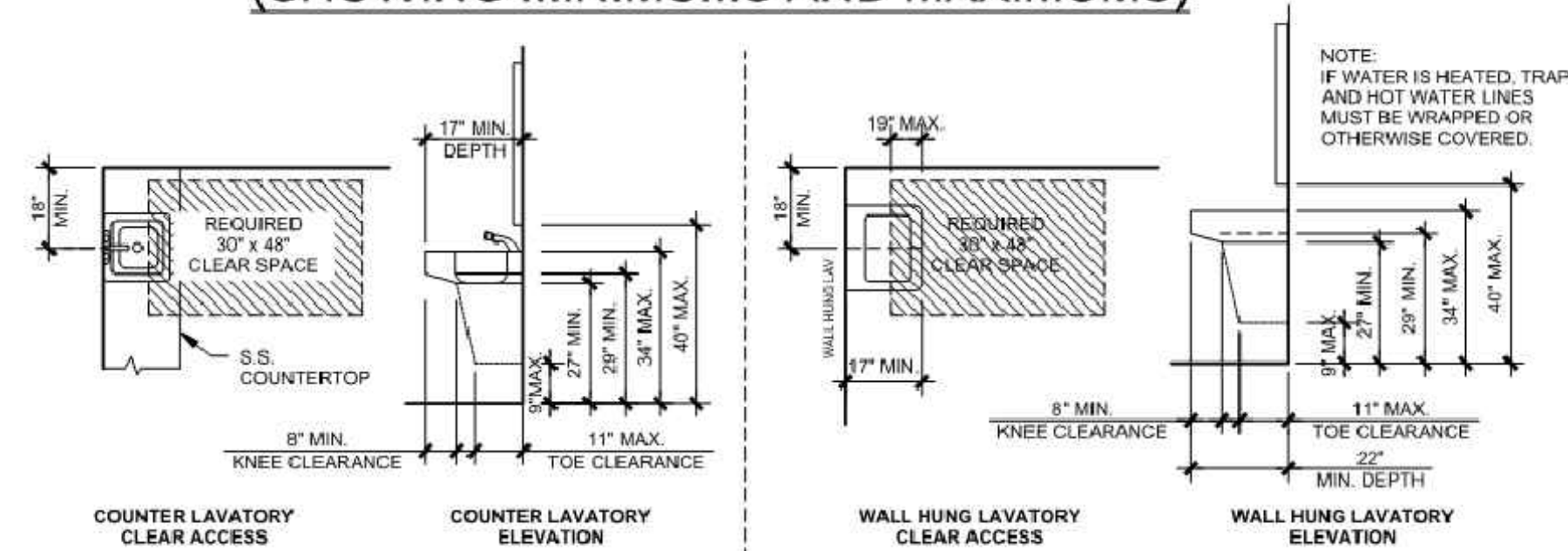


NOTE:
- SPACE BETWEEN GRAB BAR AND WALL TO BE 1 1/2" CLEAR.
- GRAB BAR DIAMETER TO BE 1 1/4" TO 1 1/2".
- GRAB BAR MUST BE ABLE TO SUPPORT 250 LB POINT LOAD AND NOT ROTATE WITHIN THE FITTINGS.

	CODE SUMMARY HEIGHT AFF/LOC	PUBLIC RESTROOM COMPANY STANDARDS
GRAB BARS	33" MIN. / 36" MAX. TO TOP	34" TO TOP
TOILET SEAT	17" MIN. / 19" MAX.	18" TO TOP OF SEAT
TOILET FLUSH VALVE	40" MAX., 10" TO WIDE SIDE	CENTER LINES TO BE 28" AFF AND 10" FROM CENTER OF WC
TP DISPENSER	DISPENSER OUTLET TO BE 18" MIN. AFF & 12" MAX. FROM FRONT OF WC. TO CTR OF FURTHEST ROLL	8" FROM FRONT OF TOILET TO CENTER OF FURTHEST TOILET PAPER ROLL AND 30" TO TOP.

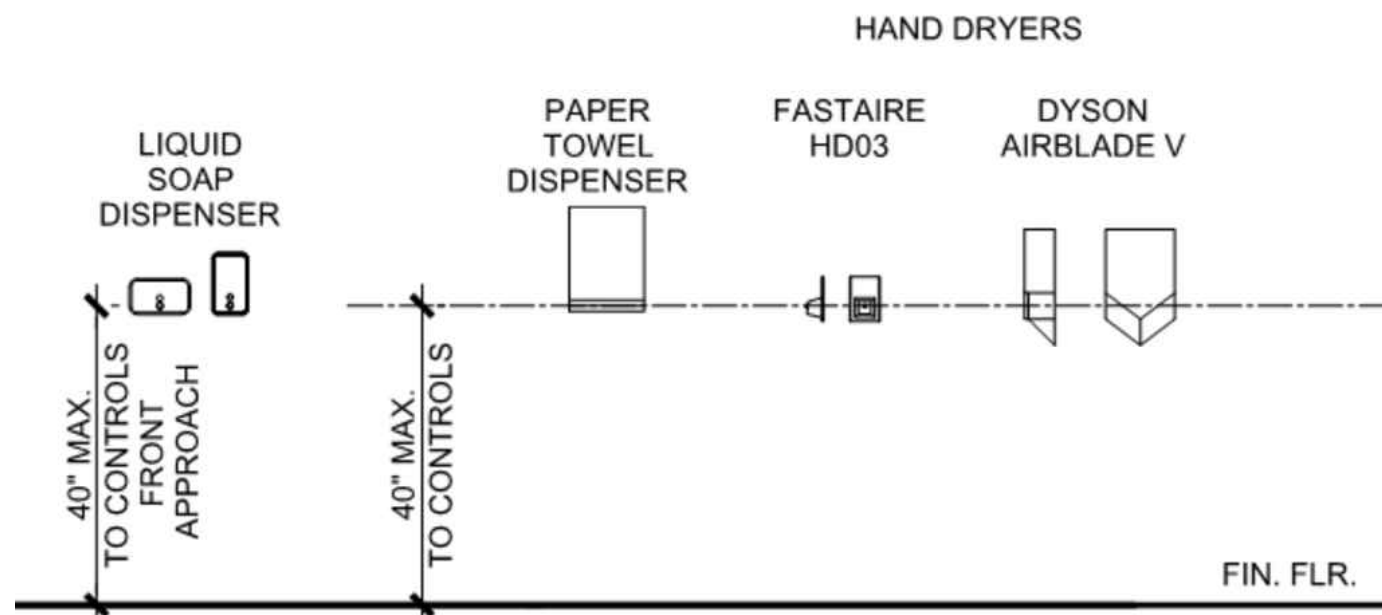
TOILET DESIGN CRITERIA (TYPICAL)
NO SCALE

(SHOWING MINIMUMS AND MAXIMUMS)



	CODE SUMMARY HEIGHT AFF/LOC	PUBLIC RESTROOM COMPANY STANDARDS
RIM HEIGHT (TOP OF LAV)	34" MAX	33" PREFERRED BUT MUST HAVE MIN. 29" KNEE SPACE
HEIGHT OF KNEE SPACE	29" MIN. AT FRONT APRON 27" MIN. AT 8" IN FROM FRONT	PER CODE
CONTROLS	DECK MT AT 34" MAX 30" x 48"	PER CODE

LAVATORY DESIGN CRITERIA
NO SCALE



ACCESSORIES MOUNTING HEIGHT CRITERIA (TYPICAL)
NO SCALE

DETAILS

CITY OF
SAN JUAN BAUTISTA
VERUTTI PARK
RESTROOM

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DATE ISSUED

OCT 15, 2018

JOB NO.

DWG NO.

A-3

SHEET 4 OF 4

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION

STAFF MEMO

DATE: January 8, 2019

Item xxx: Update the Housing Element to 5th Cycle Standards

Proposal: Consider recommending to City Council that Staff execute a contract with EMC Planning Group to complete the Housing Element

BACKGROUND INFORMATION:

Since 1969, California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans as part of their "general plan" (also required by the state). General plans serve as the local government's "blueprint" for how the city and/or county will grow and develop and include seven elements: land use, transportation, conservation, noise, open space, safety, and housing. The law mandating that housing be included as an element of each jurisdiction's general plan is known as "housing-element law."

California's housing-element law acknowledges that, in order for the private market to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for (and do not unduly constrain), housing development. As a result, housing policy in California rests largely on the effective implementation of local general plans and, in particular, local housing elements.

Regional housing needs assessments are updated per cycle periods, due dates are determined by California Department of Housing and Community Development. All California jurisdictions are supposed to be updated per the 5th cycle criteria.

Current Status:

San Juan Bautista is noncompliant at this time and because the city has not turned in the 5th cycle update which was due for review in 2014 (6 months prior to the period it covers 2015-2023). Because San Juan Bautista has been out of

compliance, it is now on a schedule to update the housing element in 4 year periods 2015-2019: 1st half of 5th Cycle Update and 2020-2024: 2nd half of 5th Cycle Update. SJB owns the HCD 2015-2019 update by 5/15/19 and the 2020-2024 update by 12/15/19.

Furthermore, an updated housing element is a prerequisite for jurisdictions to be eligible for Community Development Block Grants. As you may know, SJB is wishing to apply for a CDBG in partnership with the Aromas San Juan School District to build a Parks and Rec/Community health Head Quarters. The timeline for the grant submission is August 2019. If SJB gets the 2015-2019 period update into HCD by 5/15/19 it will allow enough time for HCD to review draft and for city and HCD to iterate until final draft is approved by HCD. In other words, we are now on critical path to complete the 2015-2019 update. It is not something we can take our time and learn as we go. A seasoned Housing Element Planner will have a difficult time meeting the timeline, especially since this is a major update since it is so late.

Action and Fiscal Impact:

- 1) Planning Commission recommend to City Council to fund up to \$43,877 to complete both updates due this year and to expedite the 2015-2019 5th Cycle Update. This is not in the current budget, however there are funds to cover this expense in the GF.
- 2) Staff to create a tickler calendar that will highlight mandatory updates to County, State and Federal required updates.

ATTACHMENTS:

- California Dept of Housing and Community Development Housing Element Update Schedules for Cycles 5 and 6.
- EMC Planning Group Housing element Update

California Department of Housing and Community Development
Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: February 25, 2016

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 5 th RHNA Cycle	Fifth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
19	<u>San Diego Association of Governments (SANDAG)</u> San Diego County (1) and all cities [18] within the County <u>5th RHNA Determination Letter, November 23, 2010</u> 5 th RHNA Projection Period (11 years): January 1, 2010 – December 31, 2020	April 30, 2013 * <i>Actual</i> HE Planning Period (8 years): April 30, 2013 – April 30, 2021
197	<u>Southern California Association of Governments (SCAG)</u> Counties (6) and cities [191] within each county: Imperial [7], Los Angeles [88], Orange [34], Riverside [28], San Bernardino [24], and Ventura [10] <u>5th RHNA Determination Letter, August 17, 2011</u> 5 th RHNA Projection Period (7.8 years): January 1, 2014 – October 31, 2021	October 15, 2013 * <i>Actual</i> HE Planning Period (8 Years): October 15, 2013 – October 15, 2021
28	<u>Sacramento Area Council of Governments (SACOG)</u> Counties (6) and cities [22] within each county: El Dorado [1], Placer [6], Sacramento [7], Sutter [2], Yolo [4], and Yuba [2] <u>5th RHNA Determination Letter, September 26, 2011</u> 5 th RHNA Projection Period (8.8 years): January 1, 2013 – October 31, 2021	October 31, 2013 * <i>Actual</i> HE Planning Period (8 years): October 31, 2013 – October 31, 2021
1	<u>Tahoe Regional Planning Agency (TRPA)</u> City of South Lake Tahoe [1] <u>5th RHNA Determination Letter, September 26, 2011</u> 5 th RHNA Projection Period (8.8 years): January 1, 2013 – October 31, 2021	June 15, 2014 * <i>Actual</i> HE Planning Period (8 years): June 15, 2014 – June 15, 2022
6	<u>Butte County Association of Governments (BCAG)</u> Butte County (1) and all cities [5] within the County <u>5th RHNA Determination Letter, June 14, 2012</u> RHNA Projection Period (8.4 years): January 1, 2014 – June 15, 2022	June 15, 2014 * <i>Actual</i> HE Planning Period (8 years): June 15, 2014 – June 15, 2022

* Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on a 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development

Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: February 25, 2016

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 5 th RHNA Cycle	Fifth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
6	<u>Sierra Planning Organization (SPO)</u> Counties (2) and cities [4] within: Nevada County [3] and Sierra County [1] <u>5th RHNA Determination Letter, June 30, 2012</u>	<p style="text-align: center;">June 30, 2014 Actual</p> <p>HE Planning Period (5 years): June 30, 2014 – June 30, 2019</p>
8	<u>Humboldt County Association of Governments (HCAOG)</u> Humboldt County and all cities[7] within the County <u>5th RHNA Determination Letter, June 30, 2012</u>	
3	<u>Lake County City Areawide Planning Council</u> Lake County and all cities [2] within the County <u>5th RHNA Determination Letter, June 27, 2012</u>	
5	<u>Mendocino Council of Governments (MCOG)</u> Mendocino County and all cities [4] within the County <u>5th RHNA Determination Letter, June 27, 2012</u>	
8	<u>San Luis Obispo Council of Governments (SLOCOG)</u> San Luis Obispo County and all cities [7] within the County <u>5th RHNA Determination Letter, June 28, 2012</u> <u>5th RHNA Projection Period (5.5 years):</u> January 1, 2014 – June 30, 2019	
49	Other Regions (non-COG): Counties (17) and cities [32] within each county: Alpine [0], Amador [5], Calaveras [1], Colusa [2], Del Norte [1], Glenn [2], Inyo [1], Lassen [1], Mariposa [0], Modoc [1], Mono [1], Plumas [1], Shasta [3], Siskiyou [9], Tehama [3], Trinity [0], and Tuolumne [1] <u>5th RHNA Determination Letters and Plans, June-July 2012</u> <u>5th RHNA Projection Period (5.5 years):</u> January 1, 2014 – June 30, 2019	<p style="text-align: center;">June 30, 2014 Actual</p> <p>HE Planning Period (5 years):^{3/} June 30, 2014 – June 30, 2019</p>
109	<u>Association of Bay Area Governments (ABAG)</u> The counties (9) and all cities [100] within each county: Alameda [14], Contra Costa [19], Marin [11], Napa [5], San Francisco [0], San Mateo [20], Santa Clara [15], Solano [7], and Sonoma [9] <u>5th RHNA Determination Letter, February 24, 2012</u> <u>5th RHNA Projection Period (8.8 years):</u> January 1, 2014 – October 31, 2022	<p style="text-align: center;">January 31, 2015 * Actual</p> <p>HE Planning Period (8 years): January 31, 2015 – January 31, 2023</p>

* Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on a 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development
Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: February 25, 2016

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 5 th RHNA Cycle	Fifth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
9	<p><u>Santa Barbara County Association of Governments (SBCAG)</u> Santa Barbara County (1) and all cities [8] within the County <u>5th RHNA Determination Letter, April 27, 2012</u></p> <p>5th RHNA Projection Period (8.75 years): January 1, 2014 – September 30, 2022</p>	<p>February 15, 2015 * Actual</p> <p><u>HE Planning Period (8 years):</u> February 15, 2015 – February 15, 2023</p>
18	<p><u>Association of Monterey Bay Area Governments (AMBAG)</u>: The counties (2) and all cities [16] within each county: Monterey County [12] and Santa Cruz County [4] <u>5th RHNA Determination Letter, October 30, 2013</u></p>	<p>December 15, 2015 * Actual</p>
3	<p><u>San Benito County Council of Governments (San Benito COG)</u> San Benito County [1] and all cities [2] within the County <u>5th RHNA Determination Letter, November 19, 2013</u></p> <p>5th RHNA Projection Period (10 years): January 1, 2014 – December 31, 2023</p>	<p><u>HE Planning Period (8 years):</u> December 15, 2015 – December 15, 2023</p>
16	<p><u>Fresno Council of Governments (FCOG)</u> Fresno County (1) and all cities [15] within the County <u>5th RHNA Determination Letter, December 30, 2013</u></p>	<p>December 31, 2015 * Actual</p>
12	<p><u>Kern Council of Governments (KCOG)</u> Kern County (1) and all cities [11] within the County <u>5th RHNA Determination Letter, December 30, 2013</u></p> <p>5th RHNA Projection Period (11 years): January 1, 2013 – December 31, 2023</p>	<p><u>HE Planning Period (8 years):</u> December 31, 2015 – December 31, 2023</p>
10	<p><u>Stanislaus County Council of Governments (Stan COG)</u> Stanislaus county (1) and all cities [9] within the County <u>5th RHNA Determination Letter, December 30, 2013</u></p>	
9	<p><u>Tulare County Association of Governments (TCAG)</u> Tulare County (1) and all cities [8] within the County <u>5th RHNA Determination Letter, January 10, 2014</u></p> <p>5th RHNA Projection Period (9.75 years): January 1, 2014 – September 30, 2023</p>	

** Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on a 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.*

California Department of Housing and Community Development

Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: February 25, 2016

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 5 th RHNA Cycle	Fifth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
8	San Joaquin County Council of Governments (SJCOG) San Joaquin County (1) and all cities [7] within the Co 5th RHNA Determination Letter, December 30, 2013 5 th RHNA Projection Period (10 years): January 1, 2014 – December 31, 2023	December 31, 2015 [*] <i>Actual</i> HE Planning Period (8 years): December 31, 2015 – December 31, 2023
5 3	Kings County Association of Governments (KCAG) Kings County (1) and all cities [4] within the County 5th RHNA Determination Letter, January 22, 2014 Madera County Transportation Commission (MCTC) Madera County (1) and all cities [2] within the County 5th RHNA Determination Letter, December 30, 2013 5 th RHNA Projection Period (10.08 years): January 1, 2014 – December 31, 2023	January 31, 2016 [*] <i>Actual</i> HE Planning Period (8 years): January 31, 2016 – January 31, 2024
7	Merced County Association of Governments (MCAG) Merced County (1) and all cities [6] within the County 5th RHNA Determination Letter, December 30, 2013 5 th RHNA Projection Period (10 years): January 1, 2014 – December 31, 2023	March 31, 2016 [*] <i>Actual</i> HE Planning Period (8 years): ^{1/} March 31, 2016 – March 31, 2024

NOTES:

- Until actual RTP adoption date is known, housing element due date is marked “*Estimated.*”
 - “**Estimated**” date is based on required COG 12-month notice to HCD and any subsequent required notices from changes to the estimated RTP adoption date.
 - “**Actual**” date is based on official RTP adoption date (date of Resolution). An adoption date different than the estimated date HCD relied on in determining the RHNA projection period will change the actual housing element due date and the corresponding planning period but will not change the RHNA projection period (GC 65588(e)(5)).
- HCD rounds up the housing element due date falling in a month to the 15th or last day of the month.
- For local governments wanting to change from a 5-year to a 8-year housing element planning period for the next cycle, the MPO/RTPA must elect to adopt the RTP on a 4-year schedule instead of a 5-year schedule. For the next 6th cycle, the required election must have been made by December 31, 2014 (54 months before the next due date to adopt the housing element). The Department must be promptly notified of the election and the next RTP must be completed within three (3) years of the notice. Upon election by the regional transportation planning agency, all local governments within the region change to a 8-year housing element planning period. Refer to GC Sections 65080(b)(2)(M) and 65588(e)(3)(c).

Important Note!

^{*} Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on a 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development
Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: December 7, 2018

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 6 th RHNA Cycle	Sixth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
2	<u>Calaveras County (HCD acts as COG):</u> Calaveras County (1) and all cities [1] <u>6th Cycle RHNA Projection Period (8.5 years)</u> December 31, 2018 – June 15, 2027	June 15, 2019* Actual <u>HE Planning Period (8 years): ⁴</u> <u>June 15, 2019 – June 15, 2027</u>
4	<u>Nevada County (HCD acts as COG):</u> Nevada County (1) and all cities [3]	August 15, 2019* Actual <u>HE Planning Period (8 years): ⁴</u> <u>August 15, 2019 – August 15, 2027</u>
2	<u>Mono County (HCD acts as COG):</u> Mono County (1) and all cities [1]	
5	<u>Mendocino Council of Governments (MCOG):</u> Mendocino County (1) and all cities [4]	
3	<u>Lake County City Area-wide Planning Council:</u> Lake County (1) and all cities [2] <u>6th RHNA Projection Period (8.7 years):</u> December 31, 2018 – August 15, 2027	
8	<u>Humboldt County Association of Governments (HCAOG):</u> Humboldt County (1) and all cities [7] <u>6th RHNA Projection Period (8.7 years):</u> December 31, 2018 – August 31, 2027	August 31, 2019* Actual <u>HE Planning Period (8 years): ⁴</u> <u>August 31, 2019 – August 31, 2027</u>
17	<u>Other Regions (non-COG) (HCD acts as COG):</u> Counties (total 9). Cities [total 8]. Alpine [0], Lassen [1], Mariposa [0], Modoc [1], Plumas [1], Sierra [1], Tehama [3], Trinity [0], and Tuolumne [1] <u>6th RHNA Projection Period (5.7 years):</u> December 31, 2018 – August 31, 2024	August 31, 2019 Actual <u>HE Planning Period (5 years): ³</u> <u>August 31, 2019 – August 31, 2024</u>
4	<u>Shasta County (HCD acts as COG):</u> Shasta County (1) and all cities [3] <u>6th Cycle RHNA Projection Period (9.4 years)</u> December 31, 2018 – April 15, 2028	April 15, 2020* Actual <u>HE Planning Period (8 years): ⁴</u> <u>April 15, 2020 – April 15, 2028</u>
3	<u>Colusa County (HCD acts as COG):</u> Colusa County (1) and all cities [2] <u>6th Cycle RHNA Projection Period (9.5 years)</u> December 31, 2018 – June 15, 2028	October 15, 2020* Estimate <u>HE Planning Period (8 years): ⁴</u> <u>June 15, 2020 – June 15, 2028</u>

* Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on an 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development
Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: December 7, 2018

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 6 th RHNA Cycle	Sixth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
8	<u>San Luis Obispo Council of Governments (SLOCOG):</u> San Luis Obispo County (1) and all cities [7] <u>6th Cycle RHNA Projection Period (10 years)</u> December 31, 2018 – December 31, 2028	December 31, 2020* <i>Actual</i> HE Planning Period (8 years): December 31, 2020 – December 31, 2028
6	<u>Amador County (HCD acts as COG):</u> Amador County (1) and all cities [5] <u>6th Cycle RHNA Projection Period (10.1 years)</u> December 31, 2018 – January 31, 2029	January 31, 2021* <i>Estimated</i> HE Planning Period (8 years): ⁴ January 31, 2021 – January 31, 2029
2	<u>Inyo County (HCD acts as COG):</u> Inyo County (1) and all cities (1) <u>6th Cycle RHNA Projection Period (10.1 years)</u> December 31, 2018 – February 15, 2029	February 15, 2021* <i>Estimate</i> HE Planning Period (8 years): ⁴ February 15, 2021 – February 15, 2029
19	<u>San Diego Association of Governments (SANDAG):</u> San Diego County (1) and all cities [18] <u>6th RHNA Projection Period (8.8 years):</u> June 30, 2020 – April 15, 2029	April 15, 2021* <i>Actual</i> HE Planning Period (8 years): April 15, 2021 – April 15, 2029
3	<u>Glenn County (HCD acts as COG):</u> Glenn County (1) and all cities [2] <u>6th Cycle RHNA Projection Period (10.4 years)</u> December 31, 2018 – April 15, 2029	April 15, 2021* <i>Estimate</i> HE Planning Period (8 years): ⁴ April 15, 2021 – April 15, 2029
29	<u>Sacramento Area Council of Governments (SACOG):</u> Counties (6) and cities [23] within each county: El Dorado [2], Placer [6], Sacramento [7], Sutter [2], Yolo [4], and Yuba [2] <u>Tahoe Regional Planning Agency (TRPA)</u> City of South Lake Tahoe (included in SACOG count) <u>5th RHNA Projection Period (8.1 years):</u> June 30, 2021 – August 31, 2029	August 31, 2021 <i>Estimate</i> HE Planning Period (8 years): August 31, 2021 – August 31, 2029
197	<u>Southern California Association of Governments (SCAG):</u> Counties (6) and cities [191] within each county: Imperial [7], Los Angeles [88], Orange [34], Riverside [28], San Bernardino [24], and Ventura [10] <u>6th RHNA Projection Period (8.3 years):</u> June 30, 2021 – October 15, 2029	October 15, 2021* <i>Estimate</i> HE Planning Period (8 Years): October 15, 2021 – October 15, 2029

* Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on an 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development
Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: December 7, 2018

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 6 th RHNA Cycle	Sixth Housing Element (HE) Revision Due Date <i>Estimated/Actual</i> ^{1/2/}
10	<u>Siskiyou (HCD acts as COG):</u> Siskiyou County (1) and all cities [9] <u>6th Cycle RHNA Projection Period (9 years):</u> December 31, 2018 – December 15, 2029	December 15, 2021* <i>Estimate</i> <u>HE Planning Period (8 years):</u> ⁴ December 15, 2021 – December 15, 2029
2	<u>Del Norte County (HCD acts as COG):</u> Del Norte County (1) and all cities [1] <u>6th Cycle RHNA Projection Period (11.4 years):</u> December 31, 2018 – May 15, 2030	May 15, 2022* <i>Estimate</i> <u>HE Planning Period (8 years):</u> ⁴ May 15, 2022 – May 15, 2030
6	<u>Butte County Association of Governments (BCAG):</u> Butte County (1) and all cities [5] <u>RHNA Projection Period XX years):</u> December 31, 2021 – May 15, 2029	June 15, 2022* <i>Estimate</i> <u>HE Planning Period (8 years):</u> June 15, 2022 – June 15, 2030
109	<u>Association of Bay Area Governments (ABAG):</u> Counties (9) and all cities [100] within each county: Alameda [14], Contra Costa [19], Marin [11], Napa [5], San Francisco [0], San Mateo [20], Santa Clara [15], Solano [7], and Sonoma [9] <u>6th RHNA Projection Period (8.5 years):</u> June 30, 2022 – January 15, 2031	January 15, 2023* <i>Estimate</i> <u>HE Planning Period (8 years):</u> January 15, 2023 – January 15, 2031
9	<u>Santa Barbara County Assn of Governments (SBCAG):</u> Santa Barbara County (1) and all cities [8] <u>6th RHNA Projection Period (8.7 years):</u> June 30, 2022 – February 15, 2031	February 15, 2023* <i>Estimate</i> <u>HE Planning Period (8 years):</u> February 15, 2023 – February 15, 2031
18	<u>Association of Monterey Bay Area Governments (AMBAG):</u> The counties (2) and all cities [16] within each county: Monterey County [12] and Santa Cruz County [4]	December 15, 2023* <i>Estimate</i> <u>HE Planning Period (8 years):</u> December 15, 2023 – December 15, 2031
3	<u>San Benito County Council of Governments (San Benito COG):</u> San Benito County [1] and all cities [2]	
8	<u>San Joaquin County Council of Governments (SJCOG):</u> San Joaquin County (1) and all cities [7]	
10	<u>Stanislaus County Council of Governments (Stan COG):</u> Stanislaus County (1) and all cities [9] <u>6th RHNA Projection Period (8.5 years):</u> June 30, 2023 – December 15, 2031	

* Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on an 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.

California Department of Housing and Community Development

Housing Element Update Schedule for Regional Housing Need Assessment (RHNA)

The jurisdiction that will report new housing units to Department of Finance (annual Housing Unit Survey) can take RHNA credit (1 time) for units approved (entitled or permitted) or built since the start date of the RHNA Projection Period.

Last updated: December 7, 2018

Number of Jurisdictions (539)	Council of Governments/Jurisdictions 6 th RHNA Cycle	Sixth Housing Element (HE) Revision Due Date <i>Estimated/Actual 1/2/</i>
16	<u>Fresno Council of Governments (FCOG):</u> Fresno County (1) and all cities [15]	January 15, 2024* <i>Estimate</i>
12	<u>Kern Council of Governments (KCOG):</u> Kern County (1) and all cities [11]	
5	<u>Kings County Association of Governments (KCAG):</u> Kings County (1) and all cities [4]	
3	<u>Madera County Transportation Commission (MCTC)</u> <u>(HCD acts as COG):</u> Madera County (1) and all cities [2]	
9	<u>Tulare County Association of Governments (TCAG):</u> Tulare County (1) and all cities [8]	
	<u>6th RHNA Projection Period (8.6 years):</u> June 30, 2023 – January 15, 2032	<u>HE Planning Period (8 years):</u> January 15, 2024 – January 15, 2032
7	<u>Merced County Association of Governments (MCAG):</u> Merced County (1) and all cities [6]	March 15, 2024* <i>Estimate</i>
	<u>6th RHNA Projection Period (8.8 years):</u> June 30, 2023 – March 15, 2032	<u>HE Planning Period (8 years):</u> March 15, 2024 – March 15, 2032

NOTES:

1. Until actual RTP adoption date is known, housing element due date is marked “*Estimated.*”
 - a. “***Estimated***” date is based on required MPO/RTPA 12-month notice to HCD and any subsequent required notices from changes to the estimated RTP adoption date.
 - b. “***Actual***” date is based on official RTP adoption date. An adoption date past the estimated date used by HCD to determine the RHNA period will change the actual housing element due date and period past the RHNA period (GC 65588(e)(5)).
2. HCD rounds up the housing element due date falling in a month to the 15th or last day of the month.
3. To change from a 5-year to a 8-year housing element period, an MPO/RTPA must elect to adopt the RTP on a 4-year schedule. After making an election, all local governments within a county in the region change the next housing element period to 8-years. For the next 7th housing element cycle (starting after August 31, 2024), the election must have been made by **March 1, 2020** (54 months before the next housing element due date) and the next RTP adopted within three (3) years of the election date. For HCD to determine RHNA and housing element periods, GC 65588(e)(5) requires MPOs and RTPAs on a 4-year RTP update schedule to notify HCD in writing of the estimated RTP adoption date at least 12 months prior to the estimated adoption date.
4. Elected to change from 5-year to 8-year housing element planning period.

* *Consequence of late element adoption: SB 375 (2008, Chapter 728). GC 65588(e)(4). Jurisdictions on an 8-year planning period that do not adopt their element within 120 calendar days from the start date of the planning period must revise and adopt the housing element every four years until timely adopting at least two consecutive revisions by the applicable due date.*

Proposal

San Juan Bautista Housing Element Update

5th Housing Element Cycle

January 3, 2019

Prepared by

EMC Planning Group

PROPOSAL

SAN JUAN BAUTISTA HOUSING ELEMENT UPDATE

5th Housing Element Cycle

PREPARED FOR

City of San Juan Bautista

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January 3, 2019

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Project Understanding

EMC Planning Group will evaluate the current Housing Element and prepare an updated Housing Element in compliance with all of the statutory requirements for Housing Elements, including public participation and adequate environmental review. The update process will consist of a community outreach program; consultation with the Department of Housing and Community Development (HCD), obtaining data from appropriate sources; mapping and quantifying appropriate housing sites; and establishing policies and programs and quantified objectives to guide the City's housing development. The Housing Element update will accommodate the Regional Housing Needs Allocation (RHNA) established by the San Benito Council of Governments in the context of the general plan land use designations and the City's growth management ordinance. HCD will review the draft housing element and our team will make the recommended revisions prior to the City's adoption. The Housing Element will be submitted to HCD for certification after City adoption.

The City's 4th Cycle Housing Element was in compliance, but the City has not adopted a housing element yet for the 5th Cycle, which was due on December 15, 2015. Because the City has missed the deadline for adoption of the 5th Cycle Housing Element, it will be required to adopt two consecutive four-year housing elements to return to the standard eight-year cycle. EMC Planning Group will endeavor to complete the first four-year housing element for City adoption as early as possible (with a target of June, 2019), and the second four-year housing element for City adoption by December 2019.

EMC Planning Group proposes to make the minimum number of changes and updates necessary to meet current housing element law and attain HCD certification. Data tables will be updated as expediently as possible. New policies or programs will only be added if specifically required by current housing law. The update will focus on demonstrating adequate sites within the city for the provision of lower income housing and on facilitation of emergency shelters in at least one zone. For the second four-year housing element, additional public outreach and review of the just-completed housing element will be conducted. The sites inventory and permit data will be updated.

2.0

Scope of Work

The scope of work for the Housing Element is presented on the following pages. The scope of work is preliminary and EMC Planning Group is open to modification of the scope of work as necessary to meet the city's needs.

FIRST FOUR-YEAR HOUSING ELEMENT

Task 1 Communications and Administration

1.1 Project Kick-off Call. Discuss project goals, issues, availability of reference materials, work product expectations, communications protocols, public outreach program, site inventory, and emergency shelter locations. To expedite the update process, this meeting will be conducted by telephone conference.

1.3 Progress Teleconferences. Once a month, participate in a check-in call to discuss current project issues. Each call will conclude with a re-cap of resulting action items. Each call is estimated to last one hour, with an additional hour of preparation and summary time for each. The budget assumes four calls during preparation of the First Four-year Housing Element.

1.4 HCD Liaison. Consult with State Housing and Community Development (HCD) to confirm Housing Element analysis, approach, timelines, requirements, and HCD comments on drafts.

1.5 General Administration. This task includes opening project files, background research, invoicing, and similar tasks.

Task 2 Public Outreach and Input

2.1 Outreach. EMC Planning Group will work with the city to develop a list of organizations to invite to the workshop, and will prepare a flyer advertising the workshop. It is assumed the city will advertise the workshop and handle logistics for the venue.

2.2 Workshop. Attend a workshop to present the housing element update, solicit public input, and obtain input and direction on the Housing Element update. The workshop may be held as part of a Planning Commission or City Council meeting, or could be a joint workshop with both bodies. This workshop will be scheduled as early as possible in the update process.

Task 3 Community Profile Data Updates

3.1 Demographic Background Data. Data from the pre-approved housing element data set for San Benito County and/or San Juan Bautista will be used to the extent available.

Additional updates to background data included in the current Housing Element will be made to match the timeframe in the pre-approved data set. Data included in the current Housing Element, but not included in the pre-approved data set and not readily available, will be requested from the city, and may be eliminated from the update if determined non-essential to obtaining HCD certification.

3.2 RHNA and Needs Assessment. The update will incorporate San Benito County RHNA numbers for the 2016-2013 planning period.

3.3 Sites Inventory. Review existing Housing Element sites inventory and preliminarily confirm status via online aerial mapping and site reconnaissance. Determine development status of potential housing sites. Summarize land suitable for residential development, including sites that are vacant or have redevelopment potential, based on inventory data from the city, the general plan land use map, and field reconnaissance information.

3.4 Housing Condition Survey. Establish visual assessment criteria and update Housing Condition Survey and document representative housing conditions. This task will focus on exterior conditions visible from public property for houses built prior to 2000.

3.5 Housing Needs. Quantify existing and projected housing needs for all income levels based on the city's RHNA. In accordance with Section 65584 of the Government Code, analyze special housing needs for the disabled, elderly, large families, farm workers, families with female heads of household, and families and persons in need of emergency shelter, including homeless persons.

3.6 Conservation of Existing Affordable Housing. Update analysis of potential loss of existing assisted housing developments during the next 10 years due to expiration of subsidy contracts or use restrictions, or mortgage pre-payments; list each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low income use, and the total number of elderly and non-elderly units that could be lost from the city's low-income housing stock in each year during the 10-year period.

3.7 Current and Past Housing Programs. Identify current and past housing programs in the city based on data from the current Housing Element, the County, the City, and non-profit organizations; develop information on County housing programs; analyze programs and implementation record of the previous housing element.

3.8 Opportunities for Energy Conservation. Update potential residential energy conservation opportunities; summarize types and proportions of fuels used for residential

heating and a general characterization of neighborhood design, use of street trees, and other livable community design elements, and analysis of local policies affecting the use of alternative energy sources.

3.9 Permitting Data. Obtain permit data from the city, including date of permit issuance and sign-off, parcel number, associated demolition information if applicable, and affordable housing restrictions if applicable. Permit data will be requested from 2009 through 2018. Growth Management Ordinance reports will be obtained from 2009 through 2018.

Task 4 Policy and Program Updates

4.1 Assessment of Fourth Cycle Housing Element. Review current Housing Element and progress toward implementation of programs. Assess effectiveness of programs with a focus on identifying beneficial modifications. Prepare summary table of findings.

4.2 Housing Goals and Policies. Prepare new and/or revised goals and policies for housing based on consultation with city staff, policy makers, and community members, and workshop input; develop goals and policies to address adequate sites for new construction, affordable housing development incentives or programs, conservation of existing affordable housing, regulatory relief, rental and homeowner assistance, equal access, utility prioritization, shelters, energy conservation, and sustainable communities strategy. To the extent feasible, the existing policies and programs will be carried over from the current Housing Element.

4.3 Quantified Objectives. Develop a consolidated set of quantified objectives based on the city's RHNA and consultation with city staff, policy makers, and community members; develop objectives that account for units produced since adoption of the RHNA, future housing units through housing programs, and future private market housing units.

4.4 Implementation Program. Prepare a concise implementation program that sets forth a five-year schedule of actions the city intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element.

4.5 Prepare Ordinances. EMC Planning Group will prepare ordinances to re-zone land, if necessary, to R-3, High Density Residential, to accommodate the city's RHNA requirements for low and very low income housing. EMC Planning Group will also prepare an ordinance to allow emergency housing in at least one of the city's existing zones. EMC Planning Group will prepare a brief update to the city's growth management ordinance to establish a means of setting allocation amounts for future years. These ordinances will be prepared in draft form for finalization by city staff.

Task 5 HCD Draft First Four-year Housing Element

5.1 Administrative Draft Housing Element. Consolidate work from Tasks 2 – 3 into an administrative draft Housing Element update (First Four-year Housing Element of the Fifth Cycle). Prepare covers, inside title, and table of contents for stand-alone version of Housing Element. Provide an electronic copy and two (2) printed copies to city for review and comment.

5.2 Proof Draft Housing Element. Based on city electronic or written comments, make final changes to the Housing Element and provide an electronic copy to city by email for city review and approval.

5.3 HCD Review Draft Housing Element and Submittal. Upon city approval, submit an electronic copy of the HCD Draft Housing Element, along with a Housing Element Review Worksheet to HCD for review. HCD requests a 60-day period for this review. Provide an electronic copy and one (1) printed copy to the city.

Task 6 Public Draft Housing Element

6.1 HCD Comments. Obtain HCD written or verbal comments and work with HCD and the city to resolve issues. This dialogue will be carried out by telephone, email, and written correspondence. Resolve HCD concerns to the extent feasible; for some more complicated or potentially controversial items, EMC Planning Group will consult with city staff before completing changes.

6.2 Second Administrative Draft Housing Element. Revise Housing Element as appropriate based on HCD review and discussions with city, and provide two (2) electronic copies to city for review and comment. This draft will be provided in tracked changes and clean versions.

6.3 Public Draft Housing Element. Upon city approval, make final revisions and provide twenty (20) printed copies and twenty (20) CDs of the Public Draft Housing Element (First Four-year Housing Element of the Fifth Cycle). Submit printed copies and CDs to City for public availability and use by Planning Commission and City Council.

Task 7 CEQA Documentation

7.1 Draft Initial Study. Prepare a draft California Environmental Quality Act checklist initial study assessing any new or substantially revised policies or programs in the Housing Element update.

7.2 Revised Initial Study. Revise initial study per city comments.

7.3 Addendum. Prepare an addendum to the certified General Plan EIR, using the initial study as an attachment.

Task 8 Housing Element Certification

8.1 Staff Reports, Resolutions, Findings. Prepare staff reports for one Planning Commission hearing and one City Council hearing, and resolutions for each to recommend/approve the Housing Element. The resolution will include the CEQA and project findings to support recommendation/ approval. EMC Planning Group recommends that implementing zoning amendments be considered at the same meeting as necessary for compliance with low income housing and emergency shelter site needs. EMC Planning Group can incorporate these in the staff reports prepared for these hearings, but the scope of work assumes city staff will finalize the zoning ordinances that were prepared in draft form in Task 3.5.

8.2 Public Hearings Attendance. Attend one Planning Commission hearing and one City Council hearing. Present the Housing Element, highlighting modifications from the prior Housing Element, and answer questions regarding the Housing Element. The City Council must approve the Housing Element as early as possible, with a target of approval at a June meeting.

8.3 Final Draft Housing Element. Prepare the Final Draft Housing Element per direction for revisions (if any) from the City Council.

8.4 Certification Submittal. Submit one electronic copy of the Final Draft Housing Element with a copy of the City's signed adoption resolution to HCD for certification. Also to be provided to HCD at this time are the zoning ordinances for low income housing sites and emergency shelter sites, along with a cover letter to be provide to the city for printing on city letterhead. HCD advises that the City should anticipate 90 days for completion of this review and certification of the Housing Element. The cover letter will request expedited review.

8.5 Certified Housing Element. If further changes are requested, revise the Final Draft Housing Element (First Four-year Housing Element of the Fifth Cycle) and re-submit to HCD. The scope of work does not include other than very minor adjustments for this task. Following certification by the HCD, prepare Certified Housing Element that includes a copy of the City adoption resolution and evidence of HCD certification. Print three (3) copies and create three (3) CDs of the Certified Housing Element and provide to the City.

SECOND FOUR-YEAR HOUSING ELEMENT

Task 9 Communications and Administration

9.1 Progress Teleconferences. Once a month, participate in a check-in call to discuss current project issues. Each call will conclude with a re-cap of resulting action items. Each call is estimated to last one hour, with an additional hour of preparation and summary time

for each. The budget assumes three calls during preparation of the Second Four-year Housing Element.

9.2 HCD Liaison. Consult with State Housing and Community Development (HCD) to confirm Housing Element analysis, approach, timelines, requirements, and HCD comments on drafts.

9.3 General Administration. This task includes invoicing, closing project files, and similar tasks.

Task 10 Public Outreach and Input

10.1 Outreach. EMC Planning Group will use the list developed in Task 1.2, and will update the flyer advertising the workshop. It is assumed the city will advertise the workshop and handle logistics for the venue.

10.2 Workshop. Attend a workshop to present the housing element update, solicit public input, and obtain input and direction on the Housing Element update. The workshop may be held as part of a Planning Commission or City Council meeting, or could be a joint workshop with both bodies. This workshop will be scheduled as early as possible in the update process.

Task 11 Sites Inventory and Permits Update

11.1 Sites Inventory. The site inventory will be updated with the most current data.

11.2 Permitting Data. The permitting data will be updated with the most current data available, probably the first six to eight months of 2019.

Other data will remain unchanged from the first four-year housing element.

Task 12 Assessment of First Four-year Housing Element

12.1 Assessment of First Four-year Fifth Cycle Housing Element. Review the recently adopted four-year Housing Element for the Fifth Cycle, and progress toward implementation of programs. Assess effectiveness of programs with a focus on identifying beneficial refinements. Prepare summary table of findings.

Task 13 Second Four-year Housing Element Drafts

13.1 Proof Draft Housing Element. Prepare the draft Second Four-year Housing Element of the Fifth Cycle by making changes to the First Four-year Housing Element. This draft will be completed in tracked changes and provided to city by email for city review and approval of changes.

13.2 HCD Review Draft Housing Element and Submittal. Upon city approval, submit an electronic copy of the HCD Draft Housing Element, along with a Housing Element Review

Worksheet to HCD for review. HCD requests a 60-day period for this review. Provide an electronic copy and one (1) printed copy to the city.

13.3 HCD Comments. Obtain HCD written or verbal comments and work with HCD and the city to resolve issues. This dialogue will be carried out by telephone, email, and written correspondence. Resolve HCD concerns to the extent feasible; for some more complicated or potentially controversial items, EMC Planning Group will consult with city staff before completing changes.

13.4 Second Administrative Draft Housing Element. Revise Housing Element as appropriate based on HCD review and discussions with city, and provide two (2) electronic copies to city for review and comment. This draft will be provided in tracked changes and clean versions.

13.5 Public Draft Housing Element. Upon city approval, make final revisions and provide twenty (20) printed copies and twenty (20) CDs of the Public Draft Housing Element (Second Four-year Housing Element of the Fifth Cycle). Submit printed copies and CDs to City for public availability and use by Planning Commission and City Council.

Task 14 CEQA Documentation

14.1 Initial Study and Addendum. The CEQA documentation from the First Four-year Housing Element will be updated and used for the Second Four-year Housing Element.

Task 15. Housing Element Certification

15.1 Staff Reports, Resolutions, Findings. Prepare staff reports for one Planning Commission hearing and one City Council hearing, and resolutions for each to recommend/approve the Housing Element. The resolution will include the CEQA and project findings to support recommendation/ approval.

15.2 Public Hearings Attendance. Attend one Planning Commission hearing and one City Council hearing. Present the Housing Element, highlighting modifications from the prior Housing Element, and answer questions regarding the Housing Element. The City Council must approve the Housing Element as early as possible, with a target of approval at a December meeting to meet HCD deadlines.

15.3 Final Draft Housing Element. Prepare the Final Draft Housing Element per direction for revisions (if any) from the City Council.

15.4 Certification Submittal. Submit one electronic copy of the Final Draft Housing Element with a copy of the City's signed adoption resolution to HCD for certification. EMC Planning Group will provide a cover letter to the city for printing on city letterhead. HCD advises that the City should anticipate 90 days for completion of this review and certification

of the Housing Element. The cover letter will request expedited review, although compliance with deadlines will be based on the City Council adoption date.

15.5 Certified Housing Element. If further changes are requested, revise the Final Draft Housing Element (Second Four-year Housing Element of the Fifth Cycle) and re-submit to HCD. The scope of work does not include other than very minor adjustments for this task. Following certification by the HCD, prepare Certified Housing Element that includes a copy of the City adoption resolution and evidence of HCD certification. Print ten (10) copies and create ten (10) CDs of the Certified Housing Element and provide to the City.

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3.0 Project Schedule

EMC Planning Group proposes to commence work on the Housing Element immediately upon execution of a contract, as the housing element due date has passed and the earlier the First Four-year Housing Element can be adopted the better. Likewise, the Second Four-year Housing Element should be expedited for December adoption by the City Council.

The proposed schedule follows:

Task	Target Date
Task 1 Communications and Administration	Ongoing through completion of First Four-year Housing Element
Task 2 Public Outreach and Input	Early to mid-February
Task 3 Community Profile Data Updates	End of February
Task 4 Policy and Program Updates	End of February
Task 5 HCD Draft First Four-year Housing Element	Mid-March for 60-day HCD review
Task 6 Public Draft Housing Element	End of May
Task 7 CEQA Documentation	End of May
Task 8 Housing Element Certification	Mid-June
Task 9 Communications and Administration	Ongoing through completion of Second Four-year Housing Element
Task 10 Public Outreach and Input	End of July
Task 11 Sites Inventory and Permits Update	Mid-August
Task 12 Assessment of First Four-year Housing Element	Mid August
Task 13 Second Four-year Housing Element Drafts	End of August for 60-day HCD review; Public review mid-October
Task 14 CEQA Documentation	Mid-October
Task 15 Housing Element Certification	Target date is City Council adoption no later than Dec. 15

4.0 Budget

The budget spreadsheet is provided on the following page.

The total proposed budget is \$43,877. The proposed budget for completion of the First Four-year Housing Element is \$28,561 and the proposed budget for the Second Four-year Housing Element is \$15,316.

San Juan Bautista Housing Element Fifth Cycle Update Budget

EMC Planning Group Inc.						
Task	Sr. Principal	Principal	Assistant Planner	Admin/Production	Total Hours	Total Cost
Staff						
Billing Rate (Per Hour)	\$250.00	\$225.00	\$115.00	\$95.00		
Task 1: Communications and Administration	2.0	10.0	0.0	2.0	14.0	\$2,940.00
Task 2: Public Outreach and Input	0.0	8.0	3.0	0.0	11.0	\$2,145.00
Task 3: Community Profile Data Updates	0.0	6.0	32.0	1.0	39.0	\$5,125.00
Task 4: Policy and Program Updates	1.0	6.0	2.0	1.0	10.0	\$1,925.00
Task 5: HCD Draft First Four-year Housing Element	1.0	5.0	16.0	4.0	26.0	\$3,595.00
Task 6: Public Draft Housing Element	0.0	5.0	15.0	2.0	22.0	\$3,040.00
Task 7: CEQA Documentation	0.0	2.0	20.0	1.0	23.0	\$2,845.00
Task 8: Housing Element Certification	0.0	15.0	25.0	2.0	42.0	\$6,440.00
Task 9: Communications and Administration	1.0	12.0	0.0	2.0	15.0	\$3,140.00
Task 10: Public Outreach and Input	0.0	8.0	2.0	0.0	10.0	\$2,030.00
Task 11: Sites Inventory and Permits Update	0.0	1.0	8.0	3.0	12.0	\$1,430.00
Task 12 Assessment of First Four-year Housing Element	0.0	2.0	8.0	0.0	10.0	\$1,370.00
Task 13: Second Four-year Housing Element Drafts	0.0	2.0	10.0	3.0	15.0	\$1,885.00
Task 14: CEQA Documentation	0.0	1.0	4.0	1.0	6.0	\$780.00
Task 15: Housing Element Certification	0.0	12.0	12.0	1.0	25.0	\$4,175.00
Subtotal (Hours)	5.0	95.0	157.0	23.0	Total Hours	Total Cost
Subtotal (Cost)	\$1,250.00	\$21,375.00	\$18,055.00	\$2,185.00	280.0	\$42,865.00

Additional Costs	
Production Costs	\$700.00
Travel Costs	\$220.00
Administrative Overhead 10%	\$92.00
Total	\$1,012.00
Total Costs	\$43,877.00

	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. City Staff had a meeting with the owner on 7/30/18. He described the situation and how it evolved into the situation right now. Staff stressed the importance of getting the building back into compliance. Further review is taking place and fines are being assessed, A Structural Engineer Report has been produced and sent to City Staff on 12/10/18. Will be presented to Council on 12/18/18	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. Staff wants the sidewalk back open and the building put back into the original state. Structural Engineer produced a report with recommendations. Being presented to Council on 12/18/18. (12/11/18).	Unknown. Work is on hold because project needs an architect to draft plans and a structural engineer to assess the building.
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.	Council passed the First Reading of the Zone Change, the General Plan Amendment, and the Lot Merger. Second Reading is being scheduled for the 12/18/18 Council Meeting.	Project is on hold pending zone change completion	none	Staff is working with the applicant to finish the accessory building and ultimately reopen the restaurant. The item for the second reading was done on 12/18/18, but was placed on hold. The Native American Tribes need to be consulted with prior to any general plan adoption. Staff has reached out to list of tribes received and got positive feedback. Proposal is to amend the zone change so it covers 17 and 11 Franklin street. Second Reading of the Zone Change was approved by City Council on 12-18-18. Awaiting documents for lot merge for recording. (1/3/19)	12/18 second Council Reading
3	10 Franklin existing construction and demolition	approved per permit in 2015. construction has been ongoing. Project went beyond the scope of work indicated in the permit application. Building Official reviewed.	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. The property is included in the rezoning proposal with 11 Franklin. The property owner has given the ok to include his property in that change. The second reading of the zone change did not happen because the Native American Tribes need to be included. They expressed concern about burials in or around the site. This property was not included in the second reading of the Zone Change on 12/18/18. Building Official reviewed the permit file. Project went beyond the scope of work indicated and cannot do any work on the cottages onsite without city approval. (1/3/19)	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 have been installed in one area of the building, but need to cover the entire building per Fire Code. Fire Alarm and smoke detectors have been installed.	frontage work is in progress. Fire sprinkler work and prevention system to be completed when frontage work is complete.	No active building permits. Encroachment permit to be pulled as needed.		Requirements of conditions of approval are in progress. Commission reviewed the case 11/13/18. Staff presented the findings and the applicants provided testimony. Commission supports to continue working with the business owner to take the necessary steps to resolve the matter and meet the requirements as indicated in the signed agreement. No action was taken. After checking in, they are ahead of schedule in implementing their systems and are moving right along (1/3/19).	Owner is working with his contractor to install heat and smoke detection systems.
5	Rancho Vista Subdivision	42 active permits. 1 application is on hold because of design.	Under Construction	42 active permits. 1 application is on hold because of design.	none	Construction is ongoing. Water moratorium has been lifted. (1/3/19)	To be Determined - Estimate of Early 2019

	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)
6	Copperleaf Subdivision	20 permits issued as of 6-15-18	Under Construction	Permits have been issued	n/a	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. Notable Projects include Midnight Express Warehouse undergoing plan check and Hillside Vista (D'Ambrosia) Model homes are undergoing plan check. (10/26/2018)	n/a	n/a	none	Code Enforcement is making regular rounds to check for work being done without permits and violations of the Municipal Code.	n/a
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 for Minor Subdivision.	Well 6 work is moving forward	no permits issued	none	NOE and CEQA worksheet for the Waterboard has been completed and filed at the County Clerk's Office.	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. Staff met with the property owner on 12/6/18. Staff followed up with the property owner with an overview of the necessary applications to be turned in (1/3/19).	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 is working with the property owner. Met with the property owner on 12/5/18. Went through the case and a revised set of plans. Working on restarting the process. Staff followed up with them and provided an overview of the applications turned in and the items that can be used. (1/3/19)	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 is working on getting the Housing Element squared away for the State. Staff met with Lafco on 8/16/18 and went over the areas where property lines are bisected by city limits. The area where the Faultline Resturant is moving forward with the zone change. That is the first waive of the general plan cleanup. (10/26/18)	n/a
New Development							
1	Hillside Vistas	First Phase Approved	Phase 1 completed and anticipated to be built out. Phase 2 to come.	New plan submittal undergoing plan check as of 10/9/18. Planning and Engineering Approval of Models. Building is currently performing Plan Check. (11/08/2018)	none	Staff has received revised master plan set on 10/26/18. That has been reviewed. No ther activity has taken place. Staff to follow up with them (1/3/19)	The developer has met with staff. Eager to continue with the project

	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)
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. One of the commissioners called in stating there is construction activity taking place. Staff reviewed this. The property owner claims they are cleaning out the existing building and doing some repair work. Staff met with them on 8/15/18. They are working on getting the agreement documents per the roundabout squared away before they proceed with their project. Staff also briefed them about the public records request from the neighboring property owner.	unknown
3	Gas Station to be located along The Alameda and Hwy 156	staff is working with the applicant to help move the project forward.	on hold	no permits have been issued	none	Staff is gathering case material. Gathering case due diligence at this time. 40-day period of appeal ends on 1/7/19.	Court ruled in favor of the project
6	404 and 406 Third Street - Proposed Vietnamese Bistro and residential unit expansion	The property owners wish to open a new Bistro inside an existing building downtown. They also wish to relocate permanently to town and expand upon an existing residential unit in the rear of 406 third Street	Application submitted	No permits have been issued. A health permit has been issued previously, but no permits from the City.	n/a	Case was heard as a Minor Alteration to Planning Commission on December 4, 2018. Was approved with Conditions. Resolution was signed off. Staff met with the applicants and went through the requirments.(1/3/19)	Case was approved by Planning Commission
7	Midnight Express	Approved by Commission Resolution. Plan set has been sbmitted for permit review. Comments have been issued. Awating for resubmittal with those comments met. (10/26/18).	Permit application is under building review. Planning and Engineering has issued comments.	Building permit application for warehouse submitted. Address issued of 451 San Juan-Hollister Road.	n/a	Discussion about the development took place and phasing in parts of the development were discussed. Possible changes to the conditions of approval may be discussed. The applicant submitted a letter asking for changes to the project. They would like to reduce the intensity of the project scope by reducring the size of the building (12/11/18)	staff has issued first round of comments after review.
	Infrastructure						
	Traffic Circle						
	Parking						
	Signage						

City of San Juan Bautista Social Media Policy for City Activities

Introduction

The City of San Juan Bautista (City) is committed to effective communication with its customers, partners, and other stakeholders. The City recognizes the value of social media in connecting with our community and wishes to expand its online presence through its use as a means of increasing outreach, education, and stimulating public dialogue. This policy is intended to establish ground rules and guidelines for the productive use of social media.

Purpose

The primary online communication tool for the City is and will continue to be its website: www.san-juan-bautista.ca.us/ (currently). To enhance and broaden online communication and interaction, however, the City will eventually establish social media accounts that may include, but not be limited to:

- Facebook
- YouTube
- Nextdoor

Policy

1. Content

Social media content will support the City's mission and reflects its key messages. It will aid in reaching a broad set of customers and stakeholders to engage them in City issues and activities. Content may include:

- News and updates on City activities, projects, programs, and events
- News and updates on relevant national, state, regional, and local issues
- Announcements of City Council, Planning Commission, and Strategic Planning Committee meetings and available documents
- Invitations to attend public meetings
- Announcements of community events
- Publication of newsletters, reports, and other written material
- Urgent or emergency updates
- Press Releases
- Relevant information from partner agencies or stakeholders

2. Acceptable Use

The City social media sites shall include notification to site users/visitors that the following content will not be allowed on the site:

- a. Comments that are inaccurate, misleading, or off-topic
- b. Comments that makes unsupported accusations

- c. Comments that contain vulgar language or content, personal attacks of any kind, or offensive terms targeting specific groups or individuals
- d. Comments that compromise privacy
- e. Comments that contain sexual content or is obscene
- f. Comments that infringe on copyright or other proprietary rights
- g. Comments that contain spam (irrelevant or inappropriate messages sent on the Internet to a large number of recipients)
- h. Comments that contain partisan political views or views of a political organization
- i. Comments that are commercial endorsements

The City may remove any post that violates this policy. The City may also delete or block participants who do not comply with these guidelines.

3. Online Engagement and Social Media Postings

Given the argumentative nature of most social media discourse, the proliferation of inaccurate and/or fake news, and the amount of staff time required to respond to every comment on social media, the City discourages two-way communication through its social media accounts. The City does, however, encourage anyone with questions and/or comments to contact City Staff directly via telephone or email.

All City social media posts shall:

- Be helpful and add value
- Be transparent

City social media posts should never:

- Be argumentative
- Express positions that have not been explicitly approved by the City Manager and/or City Council

Whenever possible, content posted to social media sites should contain links directing users back to the City's official website for in-depth information, forms, documents, or other online tools/services primarily used to conduct business with the City. Staff shall test hyperlinks and verify information as needed before sharing or re-posting.

Comments and posts from site users/visitors are those of that particular individual and do not reflect the position of the City.

4. Site and Account Management

The City's social media accounts are to be managed by a member of City staff designated by the City Manager. During regular business hours, staff will update and monitor its social media accounts and be responsible for posting information or responding to comments. The City may also update and monitor during non-regular hours during emergencies or other special circumstances, at its discretion.

Third-party social media platforms such as Facebook, YouTube, Nextdoor, and other social media accounts may occasionally be unavailable. The City is not responsible for the lack of service.

5. Emergencies

Emergency information may be distributed through the City's social media accounts in addition to other communication methods. Social media users should not rely solely on any of the City's social media accounts for communication during emergencies. If an urgent matter needs the City's attention, such as a facility emergency, please contact 831-623-4661 or call 911.

6. Disclaimer

Content placed on the City's social media sites by City followers, advertisers, or social media channel owners or vendors (such as Facebook, Youtube, or Nextdoor), does not represent the views, policies, or positions of the City staff or City Council.

7. Changes to Social Media Site and Right of Termination

The City may change any format or functionality of its sites or terminate any social media account at any time.

8. Changes to Social Media Policy

The City Council may change, modify, or amend all or part of this policy at any time.

Acknowledgement of Social Media Policy

I acknowledge that I have received and reviewed the City policy relating to Social Media, approved by the City Council on July 18, 2017. I understand that it is my responsibility to read and comply with all City policies. I further understand that I should consult the City Manager regarding any questions I may have.

NAME/TITLE: _____

DEPARTMENT/DIVISION _____

I have received a copy and have reviewed the Social Media Policy.

Signature

Date

City Manager Signature

Date

RESOLUTION NO. 2017-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN
JUAN BAUTISTA APPROVING A SOCIAL MEDIA
POLICY FOR THE CITY OF SAN JUAN BAUTISTA**

WHEREAS, City Staff are responsible for establishing and maintaining regular communication channels, access to important and time-sensitive information, and a general atmosphere of openness and transparency at City Hall for City residents and visitors; and

WHEREAS, social media platforms have become some of the most utilized sources of information for many City residents and visitors; and

WHEREAS, a detailed social media policy provides City Staff with guidance on how new social media accounts are to be utilized, rules for online engagement, and descriptions of the types of behavior that will not be tolerated on City social media platforms.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Juan Bautista adopts the Social Media Policy, attached hereto as Exhibit A, for the purpose of providing guidelines for establishing and managing City social media accounts.

ADOPTED by the City Council of the City of San Juan Bautista at a meeting held on the 18th day of July, 2017, by the following vote:

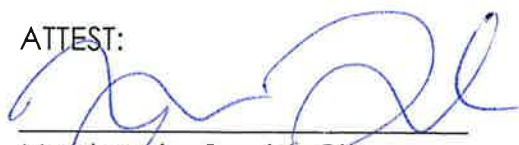
AYES: Martorana, Boch, West, Freeman, DeVries

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


Mackenzie Quaid, City Clerk


Chris Martorana, Mayor