



City of San Juan Bautista

The "City of History"

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AGENDA

REGULAR PLANNING COMMISSION MEETING

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

TUESDAY ~ AUGUST 6, 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. Public Comment

3. 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.

4. Consent Agenda

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

A. Approve Affidavit of Posting Agenda

B. Approve a Resolution Amending Resolution 2019-16 for 301 Third Street to Eliminate the Condition of Approval Referencing Parking

C. Approve a Letter in Support of Separating the Historic Resources Board from the Planning Commission, submitted by the Subcommittee

5. Action Items

A. Consider a recommendation from the Historic Resources Board for a Minor Alteration to a building at 205 Third Street (APN 002-19-001) in the Downtown Historic District, to include paint and signage.

6. Discussion Items

A. Introduction of the Draft Housing Element by EMC Planning Group

B. Report from Planner on Current and Upcoming Projects

7. Comments

A. Planning Commissioners

- B. Associate 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 31st DAY OF JULY 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 31st DAY OF JULY 2019.



TRISH PAETZ, DEPUTY CITY CLERK

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION

STAFF MEMO

DATE: July 29, 2019

Item: Amend Resolution 2019-16 for Lois' Unique Home Furnishings, 301 Third St.

DISCUSSION:

This item is to amend Resolution 2019-16 that was approved by the Planning Commission on July 2, 2019 for Lois' Unique Home Furnishings. At the Planning Commission hearing, the vote was unanimous to approve the sign package as proposed, but with a condition of approval. That condition is as follows.

1. The existing parking lot in the rear of the site shall be open to the public during business hours.

Subsequent to approval of the resolution for signage, there was further discussion with the applicant and the City Manager, and it was found the previous recommended condition of approval is not necessary and does not pertain to the sign proposal. Therefore, staff recommends the resolution be amended and approved again without the condition of approval.

ACTION:

Staff recommends that Planning Commission make a motion to approve this amendment to a resolution for a previous sign proposal, with a new condition of approval as follows:

Recommended Condition of Approval:

1. The proposed sign package shall be installed after permit issuance and shall match the proposed design and dimensions indicated in the submittal and comply with applicable building code requirements.

Attached:

Draft Resolution

RESOLUTION 2019 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING AN AMENDMENT TO RESOLUTION 2019-16 FOR A SIGN REVIEW FOR A NEW RETAIL BUSINESS LOCATED AT 301 THIRD STREET IN SAN JUAN BAUTISTA. APN 002-170-005

WHEREAS, the Planning Commission conducted a public hearing on August 6, 2019 to review the proposed Sign Review, and

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

WHEREAS, the Planning Commission makes the following finding to approve the Sign Review request.

1. That the proposed Sign Review request is compatible with the historic context of the Historic District and that it does not have any impacts on the 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 Sign Review located at 301 Third Street, San Juan Bautista, California, subject to the following condition.

1. The proposed sign package shall be installed after permit issuance and shall match the proposed design and dimensions indicated in the submittal and comply with applicable building code requirements.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on August 6, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Freels, Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION

STAFF REPORT

DATE: August 6, 2019

Item: Follow up to the Consideration of Separating the Historic Resources Board and the Planning Commission

BACKGROUND:

This item was discussed at the PC Hearings over the past several months.

On the April 2, 2019 hearing, Chair Freels appointed PC Members Medeiros and Brewer as a subcommittee to meet and discuss options surrounding the separation process and the process for if the HRB becomes its own separate board.

Over the past several months, there has been several discussions between the subcommittee, Commission, and staff about the separation process. At this time, the subcommittee is asking Commission for approval of their letter to the City Council asking if this proposed separation process should continue.

It is requested that Commission approve this document for submission to Council.

Attached:

1. Letter Drafted from the Commission Subcommittee

To: City of San Juan Bautista - Mayor César E. Flores
And Council Members

July 00, 2019

From: San Juan Bautista Historic Resource Board and Planning Commission - Chairperson Scott Freels
And Historic Resource Board Members and Planning Commissioners

San Juan Bautista Planning Commission and Historic Resource Board feels this may be the right time to reorganize the city's Planning Commission and the Historic Resource Board organization in order to find better ways to put more focus on what's important about the city of San Juan Bautista's plan, strategy, and action for and in preservation of its town, valley, and surrounding communities. Preserving its architecture, character, culture, charm, Spirit, and most importantly its legacy and history. We feel this may be a good time to get things started in order to do everything we can to further preserve San Juan Bautista's uniqueness into the future.

Since San Juan Bautista continues to pose and is able to portray over 200 years of our past and with the right resources in place we just might have the opportunity to unlock the type of living found only here in the San Juan Bautista's area; and it is still here that we are able to celebrate and display our uniqueness different from any other part of our state and country.

Furthermore, however successful past administrations may have been with the city of San Juan Bautista, San Juan Valley its surrounding hills and mountains deserves more attention today than we have been putting into preserving our past and legacy.

As result, the current Planning Commission and Historic Resource Board have publicly discussed and announced their intention to go before the San Juan Bautista City Council in seeking their approval, with a plan, to select the right kind of resources and people to establish in determining officially whether San Juan Bautista is now ready to separate into two groups; one group as the current Planning Commission and one group as the new San Juan Bautista Historic Resource Board ... We think It's time to separate! ... If SJB City Council agrees Here are our reasons and Plan (See Attached Reasons and Plan below) ...

Pros:

1. Current public, staff, and HRB/PC Interest base have grown to separate HRB from PC
2. Committee vs. Just start a new HRB – Selection vetting process for the best skills and experienced members
3. City demographics and support – SJB population has multiple resource pools
 - a. Strategic Planning Committee
 - b. San Juan Bautista committee
 - c. Historical Society, Planning Commission, and HRB
 - d. Youth commission
 - e. SJB Monument sign committee
 - f. San Juan Bautista Chamber of Commerce
 - g. San Juan Canyon and Valley community groups
 - h. Ranch and Farm businesses
4. State preservation mandates, guidance, and Funds/Grants – Do we qualify?
5. State legislative zoning updates and changes – What are they?
6. Local businesses and developer's contribution and support
7. Growth in San Juan Bautista and its surroundings communities yet to come forward
8. Separate HRB group provides concentrated effort and focus – urgency and Expediency
9. New members must take annual education course so they better trained
10. Current Planning Commission and Historic Resource board provide support/guidance
11. Should provide an updated and current Historic Resource Board Municipal code/guide
12. Provides a bipartisan, distinctive, and strategic preservation HRB from the city's planning and development statutes

Cons:

1. Lack of professional or right resources and/or too partisan
2. Current combined PC & HRB provide less administration and service within a growing city
3. Current groups and committees too fragmented when dealing with city conservation and preservation
4. Cost in Scheduling, city staffing, and facility accommodations
5. Lack of public, current city staff, and City Council interest
6. Additional workload on city staff and City council administration
7. Workload on Current PC and HRB impacts quality and effectiveness of service
8. Conflict of interest of those living within the SJB historical district

Plan of action:

- 1) Because members of the public have asked the current PC/HRB during an April 2nd, 2019 HRB meeting to study and report back to the current HRB of the possibility to separate the current HRB from the current PC and to recreate a new separate HRB group ... Thus, first to announce and ask the SJB City Council, can we actually do this?
- 2) If the above is yes, then have the SJBCC announce, vet, and appoint actual or acting board members to serve on the new and separate SJB Historic Resource board because:
 - a. The new appointed board members with the current HRB/PC attend public Historic Resource Board monthly meetings as the new Historic Resource Board members or service as new board members during a transition period until ready to serve as the new separate body.
 - b. If a transition period is desired; the new HRB members during and between public meetings will review and/or design and/or develop a local historic resources board, adopt, and document plans and a process in the eventual separation and/or creation of a new SJB HRB by:
 - i. Under the guidance of the current HRB/PC, and/or commissioners Shirley Brewer and David Medeiros when and where appropriate.
 - ii. Review, research, update, document, and report status to an actual complete date and to:
 - iii. Report how the new HRB will be structured/designed, and the SJB Municipal Code reviewed, amended or updated to support the new HRB group.
 - iv. Provide a final vetting process to select/appoint future HRB members by the SJBCC.
 - c. If desired a final step: When ready for actual separation after a transition period and at a SJB City Council meeting to accept or reject the plan to separate the current HRB from the current PC group.

Thank you

Scott Freels – HRB & PC Chairperson
Luis Matchain – HRB & PC Vice Chairperson
Shirley Brewer – HRB & PC
Yolanda Delgado – HRB & PC
David Medeiros – HRB Vice Chairperson & PC

RESOLUTION 2019 - xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MINOR HISTORIC ALTERATION FOR EXTERIOR CHANGES FOR A NEW TAVERN LOCATED AT 205 THIRD STREET IN SAN JUAN BAUTISTA. APN 002-190-011

WHEREAS, the Historic Resources Board conducted a public hearing on August 6, 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 recommended approval of the proposed Minor Historic Alteration to the Planning Commission, and

WHEREAS, the Planning Commission conducted a public hearing on August 6, 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 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 for 205 Third Street in San Juan Bautista subject to the following conditions.

1. The proposed scope of work indicated on the plans submitted for this Minor Historic Alteration is subject to all applicable Planning, Building, and Fire Codes and shall be permitted where required.
2. As part of the tenant improvement for the proposed tavern at 205 Third Street, any substantial changes to the building will require further review by City Planning Staff, the Historic Resources Board, and the Planning Commission.
3. Any proposed use or accessory uses onsite shall be subject to the requirements and standards of the Mixed-Use Zone, the Historic Resources Ordinance, and any applicable Zoning, Building, and Fire standards.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on August 6, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Freels, Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

CITY OF SAN JUAN BAUTISTA

PLANNING COMMISSION

STAFF MEMO

DATE: July 29, 2019

Item: **Introduction and Overview of the Draft Housing Element by EMC Planning Group**

CURRENT STATUS:

The EMC Planning Group will introduce the Draft Housing Element to the Planning Commission. The Draft Housing Element includes all comments and corrections made by City Staff and the California Department of Housing and Community Development (HCD).

The following schedule has been established for moving the Draft Housing Element towards adoption by the City Council.

- **August 6, 2019** – Housing Element Introduction to Commission
- **August 13, 2019** – Housing Element Workshop at the Community Hall
- **September 3, 2019** – Commission hearing for review and recommendation of the Housing Element
- **October 15, 2019** – City Council to review and adopt 2015-2019 Housing Element

ACTION:

No action necessary.

AVAILABLE ONLINE:

Draft Housing Element: https://www.san-juan-bautista.ca.us/document_center/Planning/Complete_2015_2019%20HE_Draft%20July%20Revisions_with%20HCD%20comments.pdf

	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	Plans came in from the structural engineer to address the balcony. Staff has approved and new posts to support the balcony were installed. (7/30/19)	Support posts have been installed for the balcony	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved. Structural improvements for the balcony were submitted and approved for the balcony.	Building has been tagged as an unsafe structure. Violations of the Municipal Code include Section 5-8-110 and Section 5-8-190.	Structural Plans have been approved and posts have been installed making the balcony safe. (7/30/19)	Right of way has been reopened. The issue of Public Safety has been resolved by the temporary measures of the balcony reinforcement. (7/30/19)
2	Fault Line Restaurant	Reconstruction is underway for the accessory building. (7/30/2019)	Under construction	Have been issued during the week of 5/14/19.	none	Permits have been issued and reconstruction is underway. 7/30/19	Moving forward
3	10 Franklin existing construction, alteration, and demolition	Approved per permit issuance by Permit Number 2017149 in 2015. Construction has been ongoing. Building Official reviewed the plans and permit material. Determined it as valid and may continue as approved. Property owner must apply for the zone change through application process and initiate the CEQA review. The property owner has been notified and will be in touch with city staff. Staff followed up with an email. No response as of 7/30/19.	phase 1 for the multi-unit building construction is currently underway.	yes	none	It is anticipated to demolish at least one of the other buildings onsite. The property owner has given the ok to include his property in that change. Property owner must move forward with zone change by their application if they wish to change the zone from Public Facility to Mixed - Use. Further CEQA review is required as part of the process. Property owner will be in touch with city staff. Staff followed up with an email. No response of 7/30/19	Property owner has been notified of the City's position. Awaiting response on the next steps.
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. Agreement is being met for the next step due at the end of 2019. Staff to follow up with the applicant on the progress. (7/30/19)	Frontage work is in progress. Fire sprinkler work and prevention system to be completed in all phases. Applicant is ahead of schedule.	No active building permits. Encroachment permit to be pulled as needed.	n/a	Requirements of conditions of approval are in progress. Progress is being made to meet the entire agreement. Next step is due at the end of 2019 (7/30/19).	Owner is working with his contractor to install heat and smoke detection systems.
5	Rancho Vista Subdivision	42 homes have received Occupancy. 4 new permits have been applied for, approved, and issued. An amendment to the development agreement to be reviewed by City Council (7/30/19).	Under Construction	42 homes have received Occupancy. 4 new permits have been applied for, approved, and issued. (7/30/19)	none	Construction on new homes is ongoing with occupancy being granted. An amendment to the development agreement to be reviewed by City Council. (7/30/19)	In Progress - Estimated Build out in 2021.

	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	Copperleaf's stated Phase 2 has begun and some Homes from Phase 1 have been granted occupancy. More permits have been reviewed and signed off. (7/30/19)	Under Construction	31 permits have been issued.	n/a	No comments or complaints. (7/30/19)	In Progress - Estimate of Winter 2020
7	Building Department and code enforcement 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) Phase 2 is being discussed. Code Enforcement is making regular rounds of the city, looking for work taking place without permits, parking violations, and other nuisances. (7/30/19)	n/a	n/a	none	None at this time. (7/30/19)	n/a
8	70 Muckelemi	Applicant wishes to either demolish or alter the Chalmers House onsite that is in bad condition. He wishes to develop the site with a mix of uses and housing units. Discussion is underway with the property owner and interest on the neighboring parcel has been noted. Both parties met with city staff and met each other for the first time. No response as of 7/30/19	Staff has reviewed past documents onsite from 2006. It was determined the applicant should start with brand new documents because of the age and how the circumstances have changed.	no	No violations. There was a notice of nuisance because of the condition of the old chalmers house.	Property owner presented an informal project review to Planning Commission on 2/5/19. General response was positive and are looking forward to reviewing plans. Adjacent Parcel has interest. Parties met with city staff on 4/3/19. No response as of 7/30/19.	No-ETA yet, but discussion is continuing.
9	Brewery	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal. Applicants have submitted plans and should be turning in their application shortly (7/30/19).	no applications yet, working with owner for submittal.	No permits issued	none	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal. Staff followed up with phone calls. Plans have been submitted, but need applications and fees. Should be turned in soon. (7/30/19)	no-ETA yet
10	General Plan Timeline	Housing Element has been submitted to City Staff and has been put on display for public review. It reflects the edits and changes made by HCD and previous staff review. Planning Commission to review on 8/6/19. (7/30/19)	n/a	n/a	n/a	Housing Element has been submitted to City Staff and has been put on display for public review. It reflects the edits and changes made by HCD and previous staff review. Planning Commission to review on 8/6/19. (7/30/19)	end of 2019
New Development							
1	Hillside Vistas	First Phase Approved for first 8 lots. Master set is under review for design. No construction has started. Phase 2 is anticipated. Higher density residential development may be done on phase 2. Awaiting further response (7/30/19)	Phase 1 completed and anticipated to be built out. Phase 2 to come.	No permits have been issued.	none	Staff has followed up with them and met with them on 2/7/19. Plan revisions are taking place. Phase 2 may be redone with a higher density residential development. (7/30/19)	The developer has met with staff. Eager to continue with the project
2	Loayza (957 First Street - 4 Parcel Minor Subdivision)	Planning Commission approved the minor subdivision back on June 4th. City Engineer is working together along with staff towards recording. (7/30/19)	CEQA review completed. Staff is starting review.	No permits issued	none	Planning Commission approved the minor subdivision back on June 4th. City Engineer is working towards recording. (7/30/19)	June of 2019
3	Gas Station to be located along The Alameda and Hwy 156	Improvement plans have been submitted. (7/30/19)	can move forward.	no permits have been issued	none	A decelartion lane would need to be installed along Hwy 156. Improvement plans. (7/30/19)	Court ruled in favor of 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)
4	Midnight Express	Approved by Commission Resolution. Applicant reduced the size of their project and would like to do it in phases. A temporary Use Permit was approved by Staff in December, 2018. Applicant submitted a new application on June 14, 2019. Building Plans and Civil Plans have been approved. A pending violation from CA Dept of Fish and Wildlife has been issued on site. That needs to be corrected before anything gets issued from the City. (7/30/19)	Awaiting applicant response.	Temporary Use Permit renewal has been applied for.	n/a	Applicants would like to reduce the intensity of the project scope by reducing the size of the building from 15,000 sqare feet to 5,000 square feet and do the project in phases. Applicant reduced the size of their project and would like to do it in phases. A temporary Use Permit was approved by Staff in December, 2018. Applicant submitted a new application on June 14, 2019. Building Plans and Civil Plans have been approved. A pending violation from CA Dept of Fish and Wildlife has been issued on site. That needs to be corrected before anything gets issued from the City. (7/30/19)	staff has issued first round of comments after review.
Infrastructure							
1	Traffic Circle/Roundabout	Roundabout is under review. Street classifications for the First Street Segment has been determined as a Major Collector. Minor Subdivision has been approved by Commission. (7/30/19)	under review	n/a	n/a	Street classification for First Street has been determined as a major collector. Minor subdivision for the ROW has been approved (7/30/19).	Moving forward