



City of San Juan Bautista

The "City of History"

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AGENDA

REGULAR PLANNING COMMISSION MEETING

TUESDAY ~ JULY 6, 2021 ~ 6:00 P.M.

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Meeting <https://zoom.us/j/88439939963>

or call 1 (669) 900-6833

Meeting ID: 884 3993 9963

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20

In order to minimize the spread of the COVID 19 virus the Planning Commission is conducting this meeting by Zoom conference and will be offering alternative options for public participation. Please follow the Governor's Shelter in Place Order and the CDC Guidelines regarding preventative measures and do your part to help flatten the curve and prevent further spread of COVID-19.

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

When the Chairperson announces public comment is open for the item which you wish to speak, press *9 on your telephone keypad or if joining by Zoom, use the raise your hand icon. When called to speak, please limit your comments to three (3) minutes, or such other time as the Chairperson may decide, consistent with the time limit for all other speakers for the particular agenda item.

Written comments may be mailed to the Deputy City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than 5:00 p.m., July 6, 2021, and will be read into the record during public comment on the item.

In compliance with the Americans with Disabilities Act, and Governor's Order N-29-20, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Deputy City Clerk a minimum of 48 hours prior to the meeting at (831) 623-4661.

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

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

1. Call to Order

Roll Call

Pledge of Allegiance

**2. Public Comment on Items Not on the Agenda but Within the Subject Matter
Jurisdiction of the Planning Commission**

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

3. Consent Items

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

A. Approve Affidavit of Posting the Agenda

B. Approve Minutes of the April 6, 2021 Planning Commission Meeting

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. Discussion Items

A. Formation of an ADU (Accessory Dwelling Unit) Ad Hoc Committee

6. Comments

A. Planning Commissioners

B. City Manager

C. Community Development Director

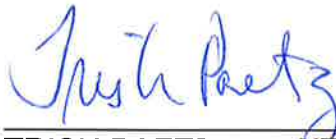
7. Adjournment

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK IN THE CITY OF SAN JUAN BAUTISTA AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED PLANNING COMMISSION AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 30th DAY OF JUNE 2021, 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 30th DAY OF JUNE 2021.



TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA
PLANNING COMMISSION REGULAR MEETING
MAY 4, 2021
DRAFT MINUTES**

(Meeting held via Zoom Internet Video/Audio Conference Service)

1. CALL TO ORDER – Chairperson Delgado called the meeting to order at 6:17 p.m.

B. ROLL CALL **Present:** Commissioners Delgado, Morris-Lopez,
Matchain and Medeiros

Absent: Commissioner Bains

Staff Present: City Manager Reynolds, Sr. Planner Mack and
Administrative Services Manager Paetz

2. PUBLIC COMMENT

No public comment was received.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Affidavit of Posting Public Hearing Notice

C. Approve Minutes of the April 6, 2021 Planning Commission Meeting

A motion was made by Commissioner Medeiros and seconded by Commissioner Matchain to approve all items on the Consent Agenda. The motion passed 4-0-0-1 with Commissioner Bains absent.

It was the consensus of the Commission to move forward with discussion of Item 8A, Accessory Dwelling Unit Ordinance (ADU) at this time.

8.A. Accessory Dwelling Unit Ordinance (ADU)

The presenters from Harris & Associates summarized what was presented to the Historic Resources Board earlier in the evening. No public comment was received.

4. INFORMAL PROJECT REVIEW

A. Combined Development Permit consisting of: 1) Lot line Adjustment to adjust Parcel A (0.163 acres/7,105 SF) and Parcel B (0.137 acres/6,005 SF) to Parcel 1 (0.15 Acres/ 6,550 SF) and Parcel 2 (0.15 acres/6,550 SF); 2) Conditional Use Permit to allow the establishment of a bar on the main floor; 3) Conditional Use Permit to allow on-site alcohol sales/consumption; 4) Site & Design Review Permit to allow the construction of a 3,525 SF mixed use building including two multi-family dwelling units [1-2 bed/1 bath (920 SF) and 1-1 bed/1 bath (707 SF)] totaling 1,627 SF, and a 1,367 SF ground floor restaurant. APN 002-460-002. The applicants are Katherine Cain Zavala and Jesus Zavala.

Contract Planner Alex Barton of Harris & Associates presented. The applicants were not present. Commissioner Morris Lopez was concerned with possible historical significance of the property slated for demolition. During public comment Cara Vonk encouraged the Commissioners to look at buildings before demolition so as not to demolish any character defining structures. The applicants were not present.

5. PRESENTATIONS

A. Luck Park Master Plan by RRM Design Group

City Manager Reynolds introduced Melanie Mills of RRM. Ms. Mills provided a slide presentation and reviewed suggestions and preferences brought up by the City Council, Planning Commission, staff and the public at the March 9, 2021 Town Hall Meeting, and brought forth in a community survey the group conducted. On the suggestion that the project include a basketball court, she explained that it would be located somewhere elsewhere in the city in order to keep with the layout of having a library on this site. Chairperson Delgado commented that the Fire Department bell should not be included on this site, a potential gas tank around the old gas station (currently a museum) needs to be investigated, the diagonal parking on the plan is incorrect, and was concerned with how many mature trees would we removed. During public comment, Deputy City Clerk Paetz read the Historical Society and Library Auxillary's written comments into the record. Cherie Kao wants the park to represent the City as quaint, and historical charm. City Librarian Rochelle Eagen explained Wanda Guibert's written comments.

6. PUBLIC HEARING ITEMS

A. Consider Resolution 2021-05 Approving a Conditional Use Permit (CUP) to allow on-site sales and tasting of alcoholic beverages [Type 23 (duplicate)] for the property located at 507 Third Street, APN 002-130-001. The applicants are Sean and Fran Fitzharris.

Contract City Planner David Mack provided a report stating the applicants require a conditional use permit to allow on-site sales and tasting of alcoholic beverages with a small indoor and larger outdoor tasting area located at 507 Third Street (previously the Mission Hardware site). The proposed project does not involve any structural alterations, additions, or changes to the building. The applicants were present. Chairperson Delgado opened the public hearing. There were no comments received. Chairperson Delgado closed the public hearing. Commissioners were in support of the project, and the applicants were appreciative.

A motion was made by Commissioner Medeiros and seconded by Commissioner Matchain to approve Resolution 2021-05 approving a conditional use permit to allow on-site sales and tasing of alcoholic beverages (Type 23, duplicate) for the property located at 507 Third Street, APN 002-130-001. The motion passed unanimously, 4-0-0-1 with Commissioner Bains absent.

B. Consider Approval of a Combined Development Permit. APN 002-460-002. The applicants are Katherine Cain Zavala and Jesus Zavala.

This item was continued to the June 1, 2021 Meeting.

7. ACTION ITEMS

A. Consider Recommending to the City Council Amendment of an Ordinance to Increase Fence Heights to Minimalize Highway and Nonresidential Use Impacts and Prohibit Location Closer than three feet from a fire hydrant

City Manager Reynolds reported that the Commissioner's recommendations from the April 6 meeting have been integrated into the ordinance presented today. During public comment Cara Vonk commented that neighbors should be given the opportunity to know when a fence permit is being considered as tall fences can be intrusive.

A motion was made by Commissioner Medeiros and seconded by Commissioner Morris Lopez to recommend the ordinance to the City Council for approval. The motion passed unanimously, 4-0-0-1 with Commissioner Bains absent.

B. Appoint Chairperson Delgado to Represent the Planning Commission on the City Council's Public Safety Subcommittee

City Manager Reynolds had no additional comments from his report presented to the Historic Resources Board. No public comment was received.

A motion was made by Commissioner Morris Lopez and seconded by Commissioner Matchain to approve the appointment of HRB Chairman Medeiros and Chairperson Delgado to the City Council's Public Safety Subcommittee. The motion passed unanimously, 4-0-0-1 with Commissioner Bains absent.

C. Accept the Recommendation from the Historic Resources Board and Approve the Certified Local Government Report of October 1, 2019-September 30, 2020

City Manager Reynolds had no additional comments from the presentation to the Historic Resources Board. There was no public comment.

A motion was made by Commissioner Morris Lopez and seconded by Commissioner Medeiros to approve the CLG Report of October 1, 2019-September 30, 2020. The motion passed unanimously, 4-0-0-1 with Commissioner Bains absent.

8. DISCUSSION ITEMS

A. Accessory Dwelling Unit Ordinance (ADU)

This item was presented earlier in the meeting.

B. Update by City Manager on Status of Parklets and the City Budget

City Manager Reynolds provided an update from slides.

9. COMMENTS & REPORTS

A. Planning Commissioners

Commissioners were very appreciative of staff.

B. City Manager

No comments were received.

C. City Planner

No comments were received.

10. ADJOURNMENT

The meeting adjourned at 10:26 p.m.



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: Discussion – ADU Ad Hoc Committee
MEETING DATE: July 6, 2021
SUBMITTED BY: Brian Foucht
DEPARTMENT HEAD: Brian Foucht, Community Development Dept

RECOMMENDED ACTION:

Determine whether to establish an Ad Hoc Committee to recommend to the Planning Commission any changes to draft regulations for Accessory Dwelling Units (ADUs).

BACKGROUND INFORMATION:

On May 4 and June 22, 2021 the Planning Commission held a workshop and considered an ordinance amending San Juan Bautista Municipal Code Section 11-29-010 (Definitions), repealing Section 11-04-050 (Secondary Dwelling Units), and adding a Zoning Ordinance chapter to conform with State regulations relating to Accessory Dwelling Units.

DISCUSSION:

The Planning Commission has discussed whether recently effective State ADU laws enable guidelines that are sensitive to San Juan Bautista historic community character. The opportunity provided in the law for objective standards to address the local context in every case was a primary concern during this discussion. It has been suggested that an ad hoc committee of the Planning Commission would be able to carefully review this topic and report back to the Planning Commission at its next meeting regarding any measures that may be incorporated into the ordinance or guidelines to address this topic.

The Planning Commission may decide whether to establish an ad hoc Committee, and if so, to establish membership, purpose and task for this Committee. For example, the Planning Commission has received public comment from those especially concerned with historic preservation, and the Commission may wish to direct the ad hoc committee to invite people with such interests, or others, to join with committee members in completing the task summarized above.

The ad hoc committee will disband upon completion of the assigned task. Such an ad hoc committee may meet informally and as frequently as time allows, and the committee is not subject to Brown Act meeting notice or agenda posting requirements.

Another alternative to an ad hoc committee is that any individual Planning Commission member(s) may conduct separate, independent review and, as part of that review conduct any inquiry or evaluation, provided that individual members avoid any communication with ad hoc committee members or each other during their review.



PUBLIC NOTICE

City of San Juan Bautista Seeks Interested Persons to Serve on the Accessory Dwelling Unit* (ADU) Ordinance Review Ad Hoc Committee

The City of San Juan Bautista Planning Commission desires to form an ad hoc committee of not more than two (2) Planning Commissioners and at large public members selected by the Planning Commission to evaluate and recommend to the Planning Commission regulations and any guidelines that may apply to the development of Accessory Dwelling Units (ADUs), in addition to those required by the State of California.

The ad-hoc ADU Ordinance Review Committee will expire upon completion of review of the current draft ordinance or July 22, 2021, whichever occurs first.

* **Accessory Dwelling Units (ADUs are defined as** additional dwelling units located on the same lot as an existing, primary residence that provide a complete and separate living arrangement that is attached, detached, or entirely contained within an existing building. ADUs are commonly known as granny flats, in-law units, backyard cottages, secondary units or other terms.

Any resident of the City of San Juan Bautista interested in participating can obtain an application to serve on the committee by contacting either Deputy City Clerk Trish Paetz at deputycityclerk@san-juan-bautista.ca.us, or by calling 831-623-4661, extension 13, or from the City website at www.san-juan-bautista.ca.us.

The deadline to submit an application is July 2, 2021. The Planning Commission will appoint members to the ad hoc ADU Ordinance Review Committee during their meeting of July 6, 2021.

City of San Juan Bautista
311 Second Street
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(831) 623-4661