



City of San Juan Bautista

The "City of History"

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AGENDA

REGULAR PLANNING COMMISSION MEETING

TUESDAY ~ NOVEMBER 2, 2021 ~ 6:00 P.M.

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Meeting <https://zoom.us/j/89955662115>

or call 1 (669) 900-6833

Meeting ID: 899 5566 2115

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

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

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. Comments from other platforms will not be considered during the meeting. If you would like to participate you **MUST** log in to Zoom.

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., November 2, 2021, and will be read into the record during public comment on the item.

In compliance with the Americans with Disabilities Act, 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.

Click on an item below to jump to that item's first page (if available).

For example, clicking on item 3a will jump to page 3.

Click on the blue circle in the lower right of each page to return to this page.

Planning Commission Meeting

November 2, 2021

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 August 3, 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.

A. No projects to present.

5. Action Items

A. Consider the Recommendation of the Parklet Ad Hoc Committee

i. Regarding Parklet Design Guidelines And The Role Of The Parklet Ad Hoc Committee AND

ii. Adopt a Resolution Recommending that the City Council Adopt Guidelines for Design, Improvement and Use of Temporary Parklet Guidelines And The Role Of The Parklet 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 28th DAY OF OCTOBER 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 28TH DAY OF OCTOBER 2021.



TRISH PAETZ
DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA
PLANNING COMMISSION REGULAR MEETING
AUGUST 3, 2021
DRAFT MINUTES**

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

1. CALL TO ORDER – Chairperson Delgado called the meeting to order at 6:07 p.m.

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

Absent: Commissioners Bains and Matchain

Staff Present: Community Development Director Brian Foucht
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 May 4, 2021 Planning Commission Meeting

Commissioner Medeiros requested a spelling correction be made in the minutes of May 4, 2021. A motion was made by Commissioner Medeiros and seconded by Chairperson Delgado to approve all items on the consent agenda with the correction of the minutes. The motion passed 3-0-0-2 with Commissioners Matchain and Bains absent.

4. INFORMAL PROJECT REVIEW

There were no projects for informal review.

Whereupon, Commissioners Bains arrived to the meeting.

5. ACTION ITEMS

A. Consider a Resolution to Approve a Site and Design Review Permit (Permit No. 126) to allow the development of a new single family residence at APN 002-290-043 (Vacant Lot between 47 and 51 Monterey Street). The applicants are Thomas and Waunita Nino.

Community Development Director Foucht reviewed the project with the Commissioners; the building plans, the site layout of the structures, setbacks, height, exterior elevations, architectural style, density, and design of the overall project in relationship to the surrounding area. Staff determined that the project is Categorically Exempt under Section 15303 of the California Environmental Quality Act (a single family residence in a residential zone). Commissioner Morris Lopez asked for more time to review the project. CD Director

Foucht commented that this is the same project as Mr. Nino built on Seventh Street, and is consistent with Design Standards. During public comment, Heidi Balz was concerned with parking and traffic. Karson Klauer, representing the applicants, addressed parking.

A motion was made by Commissioner Medeiros and seconded by Commissioner Bains to adopt Resolution 2021-07 approving a site and design review application for a new 1,786 square foot single family residence, 488 square foot garage and 54 square foot porch located on a vacant lot between 47 and 51 Monterey Streets. The motion passed 3-0-1-1 with Commissioner Morris Lopez abstaining and Commissioner Matchain absent.

6. COMMENTS & REPORTS

A. Planning Commissioners

Commissioner Bains thanked staff for delivering her meeting packet, and asked if it could be mailed in the future. Commissioner Morris Lopez felt there should have been an Historic Resources Board meeting tonight, and would like her packet mailed as well. Commissioner Medeiros stated he appreciates receiving materials electronically. Chairperson Delgado asked staff for a list of ADU's in the City, and is concerned with new addresses not being made available to emergency services.

Whereupon, Commissioner Morris Lopez left the meeting at 6:45 p.m.

B. City Manager

The City Manager was not present.

C. Community Development Director

Community Development Director Foucht commented that staff will be proposing changes ordinances encompassing TOT's (transient occupancy tax), short term rentals (STR) and accessory dwelling units (ADU).

7. ADJOURNMENT

The meeting adjourned at 7:00 p.m.



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: Consider Recommendation of the Parklet Design Ad Hoc Committee Regarding “Guidelines For Temporary Parklet Design, Improvement and Use”.

MEETING DATE: November 2, 2021

SUBMITTED BY: Brian Foucht, Community Development Director

RECOMMENDED ACTION(S):

Recommend that the Planning Commission adopt a resolution recommending that the City Council:

- 1) Adopt revised “Guidelines for Temporary Parklet Design, Improvement and Use”;
- 2) Direct staff to establish administrative procedures for a Parklet Permit to implement Guidelines; and
- 3) Establish the Ad Hoc Parklet Design Committee as a standing committee to conduct parklet – related inquiries and assist Parklet Permit applicants in the implementation of Guidelines and to recommend to the City Council policy and standards for temporary parklet location and distribution on Third Street.

BACKGROUND INFORMATION:

On March 17, 2020, the City declared a State of Emergency in response to the pandemic caused by the spread of the COVID-19. The State and County Public Health Department issued an immediate “shelter-in-place” order, causing all but essential businesses to close their doors. In April 2020 the City started meeting with its downtown businesses, and these meetings continue to this day with a renewed emphasis on Economic Development and business resilience.

In support of this plan, the City Council adopted Resolution 2020-24 on May 19, 2020, to assist businesses that could remain open, to re-open outdoors onto the public right of way (Third Street) during the Emergency. This was called the Transformation of Third Street, and was approved for a six-month period ending December 31, 2020.

On June 12, 2020, the HRB approved design guidelines for these parklets, resulting in temporary parklets that are generally attractive and add to the ambiance of the downtown.

DISCUSSION

On September 21, 2021 the City Council adopted Resolution 2021-48 extending the life of temporary parklets until March 30, 2021. The purpose of the extension was to allow enough time to consider the experience of the Downtown businesses and the City as a whole with parklets developed under current guidelines, whether guidelines should be amended, circumstances under which additional parklets should be developed, and whether parklets should become permanent.

The topic of parklet permanence is especially significant considering the potential overall effect on the Third Street Historic District and the design of the Third Street streetscape. The subject of permanence involves issues of non-conformity, long term planning and design of the Third Street streetscape, public safety, infrastructure, relationship to buildings, structures and landscaping within the Third Street Historic District. A decision to allow permanent parklets will require a thorough evaluation of these topics and programmed solutions.

While this concept is being explored (A Third Street Master Plan has been budgeted), the Ad Hoc Committee recommends that parklet construction be guided by a simplified, flexible and set of minimum standards that can be adaptively implemented by a variety of businesses and contexts. Proposed modified guidelines address important considerations including structural integrity, fire safety, ADA access, safe operation, and overall appearance. Proposed guidelines anticipate that parklets developed pursuant to these guidelines will be temporary.

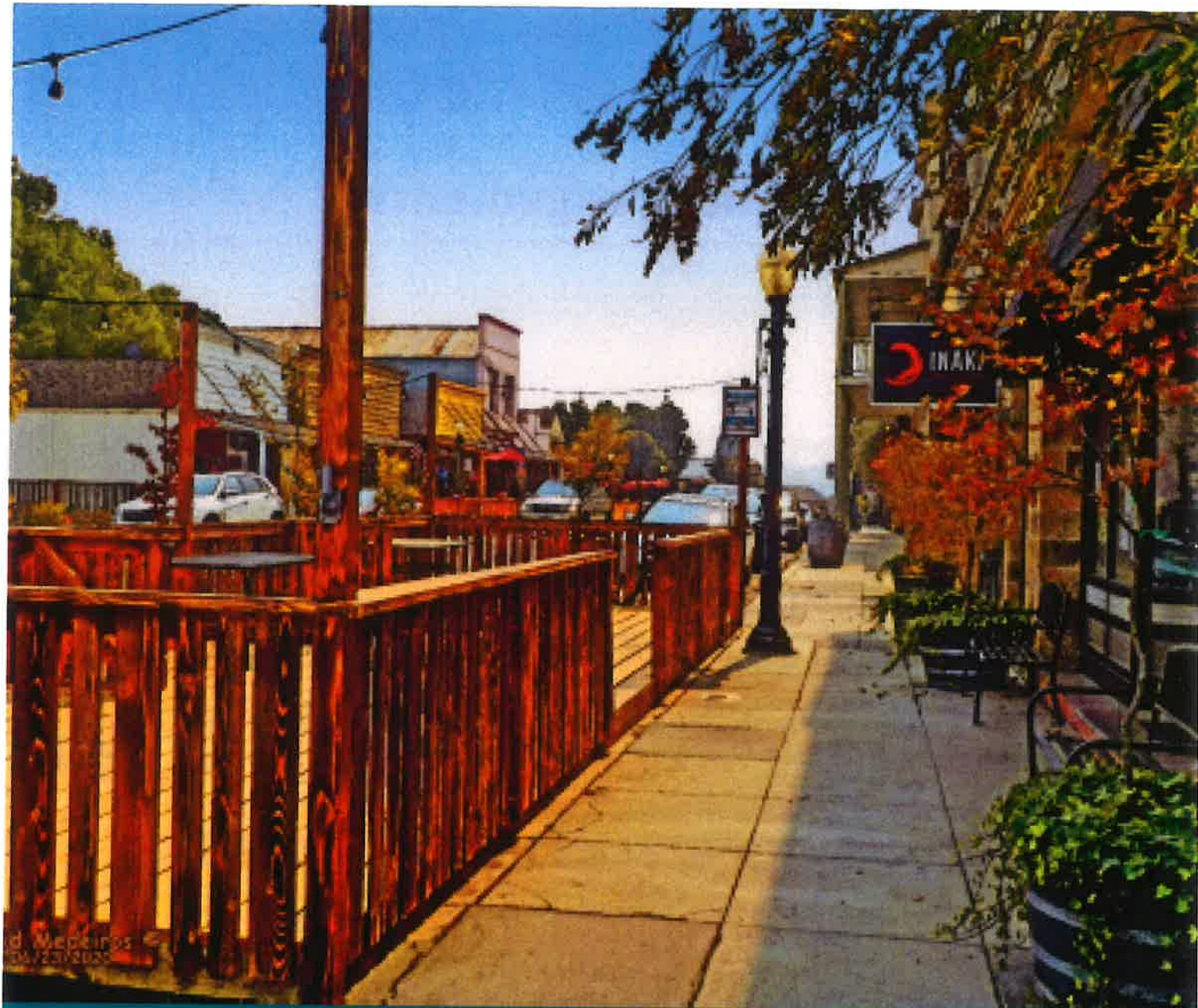
As the work of the committee has progressed, the focus of discussion has evolved toward creating a "Parklet Permit" that encompasses design review, building permit and encroachment permits in addition to a policy for the location, distribution, and overall number of parklets that may be allowed pending completion of a master plan for Third Street. Proposed Guidelines for temporary parklets will provide the basis for review of such a permit.

As the focus of "Guidelines For Temporary Design, Improvement and Use Of Parklets" has evolved, the Ad Hoc committee recommends an expanded Committee role to

- 1) assist Parklet Permit applicants in interpreting and implementing City of San Juan Bautista Design Guidelines and temporary parklet design guidelines;
- 2) recommend a policy to the City Council regarding the overall number, distribution and location of temporary parklets pending completion of a Master Plan for Third Street redesign; and.
- 3) from time to time conduct studies and inquiries related to parklets and the design of Third Street streetscape and, if requested by the City Council, advise the Planning Commission and City Council accordingly.

Attached:

Draft Guidelines for Temporary Parklet Design, Improvement and Use
Planning Commission Resolution



SAN JUAN BAUTISTA

The City of History

GUIDELINES FOR TEMPORARY PARKLET DESIGN, IMPROVEMENT AND USE

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Acknowledgements

City Council

Leslie Jordan, Mayor
Cesar Flores, Vice Mayor
Mary Edge
Scott Freels
John Freeman

Planning Commission and Historic Resources Board

Yolanda Delgado, Chair Person Planning Commission
Luis Matchain, Vice Chair Person Planning Commission
David Medeiros, Chair Person Historic Resources Board
Jackie Morris-Lopez
Mary Bains

Parklet Ad Hoc Committee

Patricia Bains, Mrs. B's Z Place, LLC
Yolanda Delgado
Mary Edge
Francisca Fitzharris, Brewery Twenty Five
Marline Friedman, Vertigo Coffee Roasters
Wanda Guibert, San Juan Bautista Historical Society
Rhonda Io - Inaka Sushi Restaurant
Leslie Jordan
David Medeiros

Staff

Don Reynolds, City Manager
Lizz Sanchez-Turner, Project Community Liaison
Brian Foucht, Community Development Director

Table of Contents

Section	Topic	Page
1	Project Overview	4
2	Permits and Fees	5
3	Overall Design Objectives	6
4	Typical & Required Elements	7-8
5	Design By The Numbers	9-10
6	Streetscape	11
7	Important Regulations	12-13

1. PROJECT OVERVIEW

PURPOSE

Parklets contribute to a safe and vibrant experience of historical, commercial ambience of the Nationally Registered San Juan Bautista Third Street Historic District. This document describes and illustrates how to create parklets that are safe and attractive for restaurant patrons, shoppers, and a respite for visitors to the City's historical districts and sites.

AUTHORITY

These Parklet Design Standards are authorized by City Council Resolution 2004-09. Deviations from these Guidelines may be required by the City Manager or designee on a case by case basis where necessary to protect the public health, safety and general welfare of persons working, residing or traveling through Third Street.

DEFINITION

A parklet is a multi-purpose sidewalk extension, immediately adjacent to, and directly accessible from, the sidewalk fronting a business located along Third Street between Franklin and Muckelemy Streets.

A parklet can provide a venue for art, retail goods, dining, or accommodate an active transportation function involving pedestrian or bicycle parking, staging, or rest.

All parklets are owned by the fronting business, designed for easy installation and removal without damage to the curb or street.

2. Permits and Fees

1. Initial Application-Call City Hall (831) 623-4661

- Request Application Packet including Parklet Standards and Specifications;
- Schedule preliminary site visit with Public Works, Planning and Engineering staff;
- Submit application with required fee; and
- Schedule a site inspection with City Planning, Fire, Public Works, Engineering staff.
- Evidence of consultation with adjacent business owners is required.

2. Entitlements To Build Parklet:

- Administrative (City Manager or Designee) Site and Design Review and Historic Resources Board approval are required.
- ABC approval if needed prior to occupancy (applicant responsibility);
- City Engineer and Building Dept review of an Encroachment Permit are required. A temporary parklet does not require a Building Permit.
- Proof of liability insurance \$1,000,000 in coverage naming The City of San Juan Bautista as Additionally Insured is required.
- Annual inspection and permit renewal is required.

Contact:

- City of San Juan Bautista
- 311 Second Street / P.O. Box 1420
- San Juan Bautista, CA 95045
- (831) 623-4661

3. Fees Parklet Application Fee: See Fee Schedule

2. Parklet Permit Holder Responsibility

Parklet owners shall:

- Maintain parklet surfaces, seating and tables in good repair, and in a safe, sanitary condition at all times;
- Keep parklet plants in a vigorous and healthy condition;
- Close parklet and secure parklet accessories when business is closed;
- Provide seasonal weatherization and protection from elements, as needed;
- Maintain occupancy limits and prohibit gatherings outside of parklet;
- Prohibit amplified sound;
- Create and maintain an overall orderly, inviting, and aesthetically pleasing public space around and within the parklet.

3. Parklet Overall Design Objectives And Requirements

Parklet Designs:

- Are intended to enable a safe, comfortable, structurally delineated outdoor space to enjoy, along with other patrons, the services offered by the fronting host business;
- Maintain continued adequate and safe pedestrian and vehicular travel within other portions of the public right of way;
- Implement San Juan Bautista Design Guidelines in parklet designs in relation to streetscape, pedestrian amenities, lighting, landscaping and signs to the maximum extent possible;
- Integrate historic colors and materials within principal parklet elements. Apply color to parklet seating and amenities to accent main elements and create commercial interest;
- Must be modular and moveable, yet secured to the pavement to ensure stability;
- Shall have pre-approval for material and color for all parklet main and accessory elements. The use of San Juan Bautista Historic Resources Board approved colors & materials is required.
- Lighting shall adhere to the dark sky requirements contained in SJB MC 11-13.
- Exceptions to parklet design requirements may be approved by the Planning Commission where it can be demonstrated that such compliance with these Guidelines is infeasible and alternative designs will protect the public health and safety.
- Existing Parklets must conform to these guidelines if alterations equaling 50% of the parklet body are made.

4. Typical and Required Elements

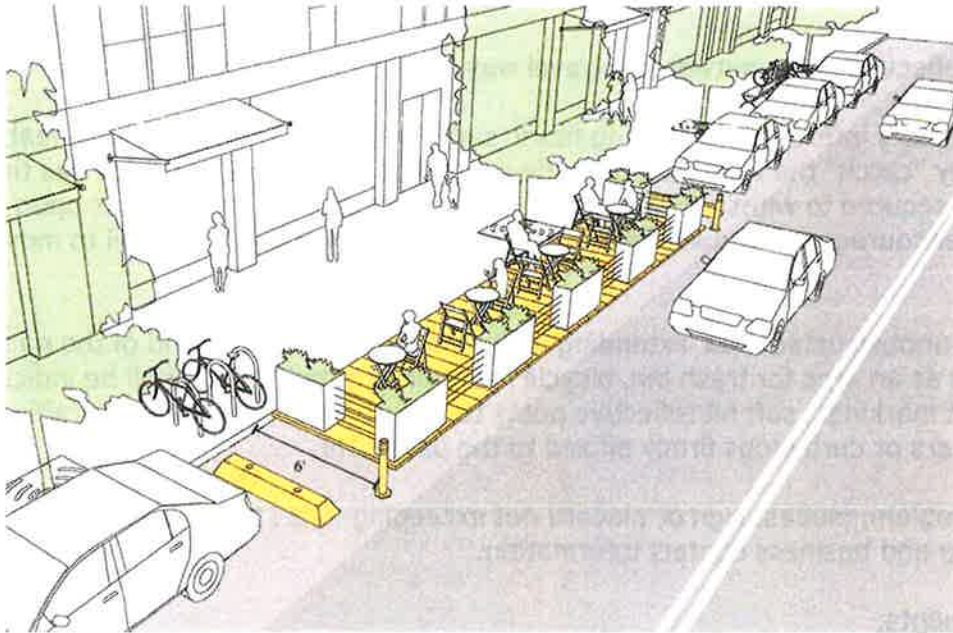
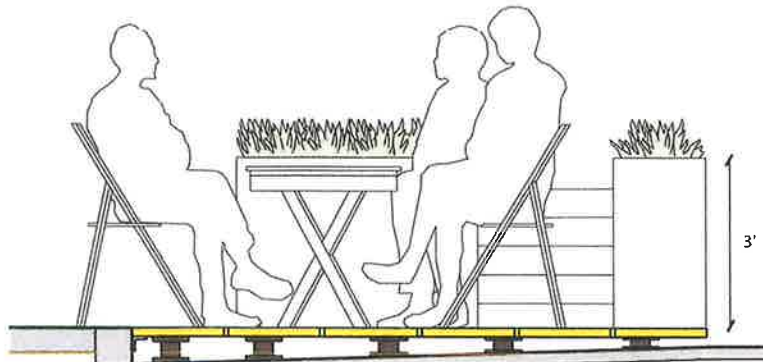
Required Elements:

- Waste receptacle (food services where no wait service is provided);
- Complete enclosure between the parklet interior space and the street right of way;
- ADA accessible entry and interior clearance (see ADA access in Important Regulations;
- A platform with continuous, solid, firm, slip resistant flooring with access that begins at the sidewalk/curb elevation, at the same level throughout (can be modified to fit street characteristics and ADA access. (see ADA access in Important Regulations, below);
- The platform should allow for easy access underneath the platform and allow continuous unimpeded drainage via the gutter;
- Barriers eliminating any potential for casual entry into the vehicle travel way. Barrier elements such as guardrails, posts, fences, planters must be structurally integrated into the parklet design sufficient to establish a cohesive, unified and internally compatible design;
- Soft hit reflective posts outside the travel way, facing the direction of travel;
- Parklet owners interested in utilizing fabric sails, umbrellas, or architectural features which may “catch” the wind must provide proof that the feature or device has the ability or will be secured to withstand any required wind loads. Semi-enclosed or open guard rails are encouraged to reduce the risk of high winds using the guard rail to move the parklet.
- An open, unobstructed area extending a minimum of 4' from the end of the parklet that can serve as an area for trash bin, bicycle racks or to remain open shall be indicated by pavement markings, soft hit reflective posts to ensure visibility to moving traffic and parking cars or curb stops firmly affixed to the pavement.
- Badge, emblem, modest sign or placard not exceeding one (1) sq. ft. indicating parklet ownership and business contact information.

Optional Elements:

- Congregate bicycle parking at specified locations (see Public Facilities: Streetscape).
- Planters, tables, chairs, weather resistant covers, umbrellas or canopies of any color or design or as may be required by the HRB, menu display, heat lamps, or retail items or artistic displays.
- Seasonal climate protection, umbrellas, canopies etc. must be secured and are not allowed to extend into the adjacent vehicle or bicycle travel way.

Conceptual Arrangement of Typical Elements



4.2 Location Standards For Required and Optional Elements

Furniture must allow for ease of pedestrian access and circulation within the parklet, including ADA access (See Section 7 ADA access)

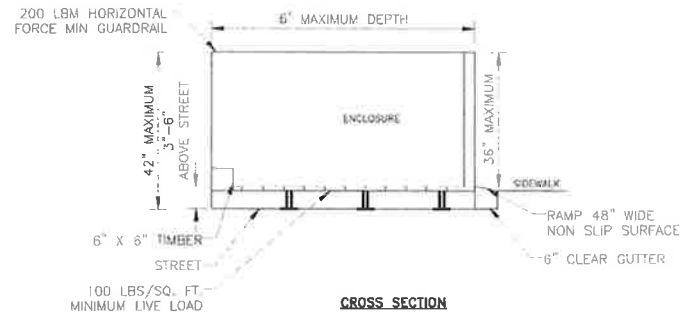
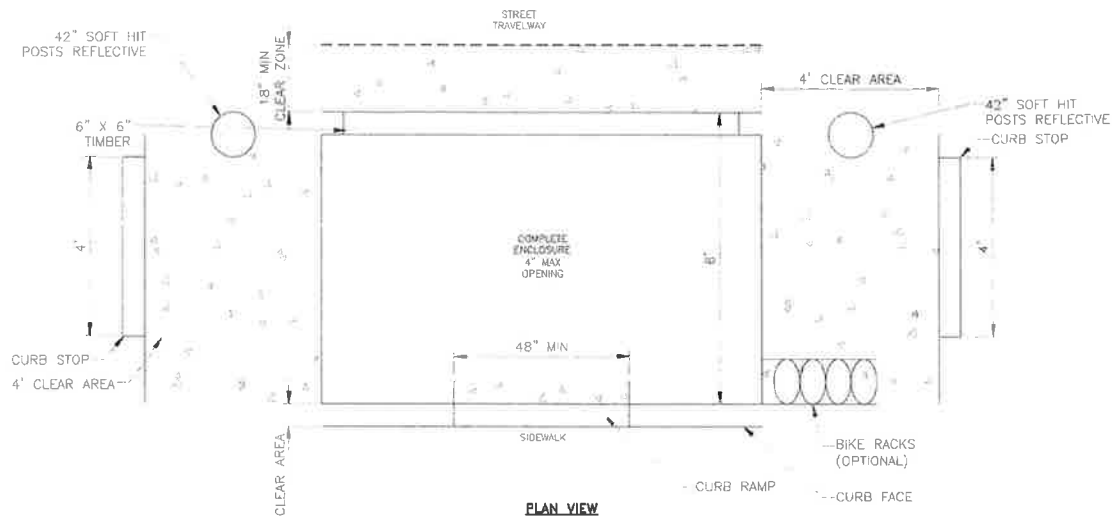
Bicycle Racks, if installed by a business, must be placed either 1) alongside and secured to the exterior side of the parklet in that portion of the street nearest the curb or 2) on the sidewalk located to enable a minimum 4' of clearance for pedestrians.

5. Safe Parklet Design By The Numbers

- The maximum width of the parklet shall be 6' from the curb face; except, where a parklet is located between two existing parklets, the depth shall be established by a string-line between the two existing parklets.
- The parklet platform deck must be sufficient to withstand 100 lbs per sq. ft. of live load.
- The parklet platform edge must be sufficient to support 50 lbs per lineal foot.
- The parklet guardrail design must be sufficient to withstand a minimum of 200 lbs of horizontal force;
- The parklet guardrail height must be 36" from top of platform or 42" from the street;
- The parklet guardrail or other barrier and travel way separation must be at least 12", with 18" preferred;
- The parklet platform and curb face must be flush and may be separated by not more than 1/4";
- The parklet body and the curb face shall be separated by a 6" space;
- The two outside ends of the parklet and any parking or loading space must be separated of at least 4' defined by pavement markings, 'soft hit posts or curb stops;
- Parklet footings may be 4" x 4" steel plates;
- Parklet platform outer edge must be at least 6" above the adjacent street level. A lower outer edge, not less than 3" above the street level, may be allowed if physical conditions of the street or curb dictate;
- The outside edge of the parklet closest to the street must contain a beam of pressure-treated lumber with a cross-section of 6"x6" or equivalent;
- Parklet access from the sidewalk must be a minimum of 48" wide. Consultation with the City of San Juan Bautista Building Department will be required for designs requiring the use of ramps and for overall standards for ADA compliance;
- Where tents are used, each legs must be weighted with a minimum of 40 lbs, or manufacturer minimum standards, whichever is higher;
- Tents require a Fire Department permit if they exceed 700 square feet (25'x30') or greater (Contact City Hall for permit) (ref.)



By The Numbers Diagram



6. Streetscape Considerations

Bicycle racks are considered a public improvement and are a part of the Third Street Streetscape.

Sidewalks between parklets and the fronting business are to be swept, washed as needed, and free of any impediment to pedestrian travel.

Curb painting to designate parking, loading or other access restrictions is allowed subject to City approval.

Trash receptacles are provided by the City Of San Juan Bautista.

Sand - filled wine barrels are placed at each Third Street block face, at each cross street with Third Street (Franklin, Mariposa, Washington, Polk). These barrels are positioned to direct traffic to the Third Street centerline while maintaining an appropriate vehicle turning radius from side streets. Barrels will be placed along crosswalk street markings. Barrels will be designed with reflective tape.

Barrels double as landscape planters decorated primarily with succulents and other drought tolerant plant material.

Parklets located with nearest exposure to block faces are encouraged to decorate with lights, colorful seasonal weather coverings, planters, flowers and succulents.

Block Face The Alameda



Planted Traffic Barrel



Trash & Recycle Barrel

7. Important Regulations For Parklet Elements

Parklet placement, access, circulation, construction, and operation is subject to City of San Juan Baulista review for compliance with applicable City, County and State regulations prior to construction, during construction, upon completion and during operation. Applicable codes and regulations include, and are not limited to the following:

- Smoking is prohibited within parklets at all times; (ORDINANCE 2019-02 Section 5-27-110 Smoking Prohibited). It shall be unlawful to smoke in any of the following places within the City:(A) Restaurants. Smoking is prohibited in every restaurant, including any area which is located outdoors, within 20' of eating establishments.
- Seating arrangements in tents are subject to recommendations of the San Benito County Public Health Officer and the requirements of Chapter 10 of the Fire and Building Codes.

COVERINGS

- All tent coverings are subject to inspection and approval by the Fire Marshall.
- The operation of parklets under the temporary use of tents or other membrane structures must comply with the requirements of the California Code of Regulations, Title 19, Division 1 and Chapters 3 and 31 of the California Fire Code.
- Heating equipment may not be located within 10' of the tent exit. Gas equipment shall be vented to the exterior. If such venting requires a flue, the pipe shall not be installed within 12 inches of the tent fabric.
- All tent material must be treated for flame resistance in accordance with an approved State Fire Marshal method or be of a fabric that is inherently flame resistant.
- Any parklet that is covered with a temporary tent, canopy, shade structure or roof while open to the public must be placed in accordance with San Benito County Dept of Public Health Guidelines.
- All coverings, including umbrellas, must be securely anchored to the parklet body using quality materials. The use rope or tie down devices is recommended. The use of bungee cords is prohibited.

HEATING

Heating equipment subject to Section 3104 of the Fire Code and requires Fire Department approval.

Heating Equipment must be UL Listed and approved. All heaters are subject to Fire Department inspection and have the CA State Fire Marshall Seal of Approval. (ref)

Gas Heaters must adhere to the California Mechanical Code. Electrical heaters shall be installed pursuant to the California Electrical Code.

Candles may only be used in approved and stable candle holders on individual tables in dining establishments. Under no circumstances shall hand held candles be permitted.

Open flame and charcoal cooking devices, and portable or fixed outdoor fireplaces are prohibited within the interior of a parklet.

One serviceable fire extinguisher is required inside the parklet when heaters are used.

ADA Access

Where tables are provided:

At least one table shall meet the following standards:

- Surface 28 - 34 inches high.

Distance between floor and any portion of the bottom of the table at least 27 Inches. Knee clearance at least 19 inches.

- Clear area around each seat = 30 x 48 inches.
- Minimum distance to nearest obstruction = 4 feet.
- The international symbol for Accessibility shall be displayed at the table.
- Accessible path of travel provided.

Where ramps are necessary:

Compliance with California Building Code Chapter 11B. is required. Consultation with the Building Official regarding ramp design is required for all parklets regarding ramp and parklet access requirements.

Business operations, including but not limited to customer seating, umbrellas, lighting, heaters, must not encroach upon a single, continuous, straight, clear path of travel of no less than 4' wide.

RESOLUTION 2021-XX

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN
BAUTISTA RECOMMENDING THAT THE CITY COUNCIL :**

**ADOPT GUIDELINES FOR THE DESIGN, IMPROVEMENT AND USE OF
TEMPORARY PARKLETS**

AND

**ESTABLISH THE PARKLET DESIGN AD HOC COMMITTEE AS A STANDING
COMMITTEE TO ASSIST PARKLET PERMIT APPLICANTS AS NEEDED, TO
RECOMMEND POLICIES AND STANDARDS FOR THE PLACEMENT OF
TEMPORARY PARKLETS PENDING COMPLETION OF A MASTER PLAN
FOR THIRD STREET, AND TO CONDUCT RELATED STUDIES AND
INQUIRIES .**

WHEREAS, in an effort to control the pandemic caused by the COVID-19 Virus, City Council declared a State of Emergency March 17, 2020; and

WHEREAS, the shelter in place health orders that followed the state of emergency closed all but essential businesses; and

WHEREAS, this closure of businesses was harmful to the City's economy and the City, among many other things, initiated the Transformation of Third Street by adopting Resolution 2020-24, on May 19, 2020; and

WHEREAS, to implement the Transformation of Third Street, business owners were offered the opportunity to expand their business onto the public right-of-way and build decks, also known as "parklets," where customers could sit safely and enjoy their services; and

WHEREAS, in an effort to protect the historic nature of the downtown, these parklets have been built in compliance with the City Historic Design Guidelines and, on June 18, 2020, the Historic Resources Board approved design guidelines for this purpose; and

WHEREAS, the parklet program was approved by the City Council for a period of six months ending December 31, 2020, and extended until March 30, 2021 and thereafter on February 16, 2021 and on September 21, 2021 the City Council approved Resolution 2021-08 extending the parklet program to March 30, 2022;

WHEREAS, the Public Health Emergency is ongoing, updated parklet design guidelines by an ad hoc committee have been completed and are recommended for approval and adoption;

WHEREAS, the Planning Commission has considered the Draft "Guidelines For Design,

Improvement And Use Of Temporary Parklets” recommended for adoption by the Ad Hoc Parklet Design Ad Hoc committee, and the work of the Ad Hoc committee over many months to address issues related to parklet design, improvement and use;

NOW THEREFORE, BE IT RESOLVED THAT THE PLANING COMMISSION recommend to the City Council that it approve and adopt Guidelines contained in Attachment 1.

BE IT FURTHER RESOLVED THAT THE PLANNING COMMISSION recommend that the City Council:

1. Establish a Temporary Parklet Permit comprised of a Building Dept review, Fire Dept Review, Encroachment Permit and Minor Design Review by the Historic Resources Board and including administrative procedures and related fees;
2. Establish a standing committee, consisting of current Parklet Ad Hoc Committee members to:
 - a) assist Parklet Permit applicants in interpreting Design Guidelines referenced herein; and
 - b) recommend policies and standards to the City Council regarding the location and distribution of temporary parklets;
 - c) from time to time conduct studies and inquiries related to parklets and the design of Third Street streetscape and, if requested by the City Council, advise the Planning Commission and City Council accordingly.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista the 2nd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Yolanda Delgado, Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

Hi there,

You are invited to a Zoom webinar.

When: Nov 2, 2021 06:00 PM Pacific Time (US and Canada)

Topic: Planning Commission Meeting

Please click the link below to join the webinar:

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