



City of San Juan Bautista

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AGENDA

SPECIAL PLANNING COMMISSION MEETING

TUESDAY ~ FEBRUARY 8, 2022 ~ 6:00 P.M.

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Meeting <https://zoom.us/j/89241072419>

or call 1 (669) 900-6833

Meeting ID: 892 4107 2419

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., February 8, 2022, 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.

**Planning Commission Meeting
February 8, 2022**

- 1. Call to Order**
Roll Call
Pledge of Allegiance
- 2. Action Items**
 - A. Approve Affidavit of Posting Agenda**
 - B. Review the Recommendation of the Urban Growth Boundary (UGB) Committee and Recommend to the City Council Approval of a Sphere of Influence Study Program *(This item was continued from the February 1, 2022 Planning Commission Meeting)***
- 3. 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 FEBRUARY 2022, 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 FEBRUARY 2022.



TRISH PAETZ
DEPUTY CITY CLERK



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: Sphere of Influence Study

MEETING DATE: February 8, 2022

SUBMITTED BY: Brian Foucht, Community Development Director

RECOMMENDED ACTION:

Staff recommends that

- 1) the Planning Commission review the recommendation of the Urban Growth Boundary Committee; and
- 2) recommend that the City Council Review the recommendation of the Urban Growth Boundary Committee and approve a contract with EMC Planning Group to develop a Sphere of Influence proposal for presentation to San Benito County and San Benito County LAFCO, as contained in attachment 1.

BACKGROUND INFORMATION:

The Urban Growth Boundary (UGB) Committee (Scott Freels, Mary Edge, E.J. Sabathia, Luis Matchain, Jackie Morris - Lopez) reached consensus on a preliminary Sphere of Influence for San Juan Bautista, shown on the attached map. The concept of an Urban Growth Boundary is represented as a two-tiered SOL.

- The first of the two tiers (orange) are parcels generally adjacent to the existing City Boundary and represent logical areas for planned residential and commercial/industrial employment-generating land uses, including areas that are currently configured for a residential a Specific Plan. Some of these areas are subject to Williamson Act contracts. Note that these areas establish important concepts of contiguity, concentric growth around the City's commercial core, land use compatibility, circulation and open space objectives.
- The second tier (yellow) are areas wherein land uses would likely affect the viability of planning within the first tier and where resource conservation (e.g. agriculture, watershed, natural resource protection, and recreation) is key to the character of the City or to the protection of resources relied upon by the City. The City may wish to pre-designate open space or other existing land uses and limit the expansion of existing development until tier urban

development potential is exhausted. The City may wish to include parcels that contain uses that are served by the City (e.g. True Leaf and Coke Farms) .

The attached graphic is established for the purpose of evaluation by the City, considering the current SJB General Plan, population growth and rate, jobs/housing balance, and anticipated municipal service capacity. (The bright green line delineates separate APNs owned by the same person or entity. Purple areas are those not considered within the proposed SOI.) This process may result in reconfiguration of the shape or extent of the tiers. In preparation for this evaluation, the map includes reference to typical land use constraints (Williamson Act, FEMA flood zone, fault rupture zone).

An interactive map has also been prepared which can be accessed at the link: <https://cosb.maps.arcgis.com/apps/View/index.html?appid=72dd937b3ddf40098583ead9062fc89b>. Open the link and click on any parcel in the prospective SOI. A window will open up with information about the parcel including Ag Preserve (Williamson Act) Flood Hazard Zone (FEMA) and the Fault Rupture Hazard zone (Alquist Priolo Act Zone) in addition to GP/Zoning and size, etc.)

2. Sphere of Influence

A sphere of influence is a planning boundary outside of an agency's legal boundary (such as the city limit line) that designates the agency's probable future boundary and service area. Factors considered in a sphere of influence review focus on the current and future land use, the current and future need and capacity for service, and any relevant communities of interest. With the passage of the CKH Act, spheres for all cities and special districts are reviewed every five years.

The purpose of the sphere of influence is to ensure the provision of efficient services while discouraging urban sprawl and the premature conversion of agricultural and open space lands by preventing overlapping jurisdictions and duplication of services. On a regional level, LAFCOs coordinate the orderly development of a community through reconciling differences between agency plans so that the most efficient urban service arrangements are created for the benefit of area residents and property owners.

Factors that LAFCO must consider in determining the sphere of influence of each governmental agency are:

- a) The maximum possible service area of the agency is based upon present and possible service capabilities of the agency.
- b) The range of services the agency is providing or could provide.
- c) The projected future population growth of the area.
- d) The type of development occurring or planned for the area, including, but not limited to, residential, commercial, and industrial development.
- e) The present and probable future service needs of the area.
- f) Local governmental agencies presently providing services to such area and the present level, range and adequacy of services provided by such existing local governmental agencies.

- g) The existence of social and economic interdependence and interaction between the areas within the boundaries of a local governmental agency and the area which surrounds it and which could be considered within the agency's sphere of influence.
- h) The existence of agricultural preserves in the area which could be considered within the agency's sphere of influence and the effect on maintaining the physical and economic integrity of such preserves in the event that such preserves are within a sphere of influence of a local governmental agency.

To begin the interagency coordination necessary to establish a SOI, the City is required to meet with the County prior to submitting an application to LAFCO under GC section 56425(b). If the two parties reach agreement, then the City submits the SOI update to LAFCO and the Commission is to place "great weight" on this agreement to the extent it is consistent with Commission policies. If the Commission's final action is consistent with the agreement, the City and County shall adopt their agreement at a noticed public hearing, and future decisions within the sphere shall be consistent with the agreement. The City will need to conduct a planning exercise at the General Plan level to conclude this overall process (see attached scope of work).

In recent discussions with the Commission about San Juan Bautista's MSR/SOI, the following steps have been identified:

- 1) City finish work on identifying the proposed SOI as outlined in the attached scope of work:
 - a. Discuss with San Benito County a prospective boundary with text, figures and acreages for various land use designations. The map would be accompanied by prospective land use designations, calibrated for 1.9% population growth over the life of the General Plan (2035), basic employment and services assumptions;
 - b. The City would pre-adopt GP designations and pre-zone the map to include new text, figures and acreages for the various land use designations;
 - c. City will adopt a related CEQA document to address these changes. As for CEQA, the General Plan has a fairly recent EIR, so it will be necessary to prepare a supplemental or subsequent EIR to address transport VMT requirements and various housing policies that may not have been addressed earlier will need to be addressed.
- 2) Once adopted by the City Council, the City will request that LAFCO process a SOI update and accompanying MSR update with corresponding processing fees. If the City goes after additional planning grant funding, it may be advisable to include these processing costs in the application.
- 3) The Commission will decide the final SOI boundary and contents of the MSR which may or may not match what was requested by the City. For this reason, it is good to keep LAFCO informed during the process so important issues can be addressed before final City Council action, if possible.

3. Municipal Service Review (MSR)

Government Code section 56430(a) states that the Commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the Commission in order to update a sphere of influence under Government Code section 56425. An updated MSR is required prior to adoption of a revised Sphere of Influence. The only MSR for San Juan Bautista was completed in 2007.

The MSR update relationship to the proposed SOI is to evaluate 7 factors (identified in the Government Code section) that have to do with:

- growth and population projections relying on General Plan growth projections and any related COG information;
- the location of any disadvantaged communities around the agency (and this would also include the agency "City" itself);
- the present and planned capacity of public facilities and related needs and deficiencies;
- the financial ability of the agency to provide those services;
- status and opportunity for shared facilities - such as the proposed sewer and water system connections and opportunities for shared fire and police services;
- accountability for community service needs including government structure (which has more to do with special districts); and
- any other matter related to effective and efficient service the Commission identifies by their own policy.

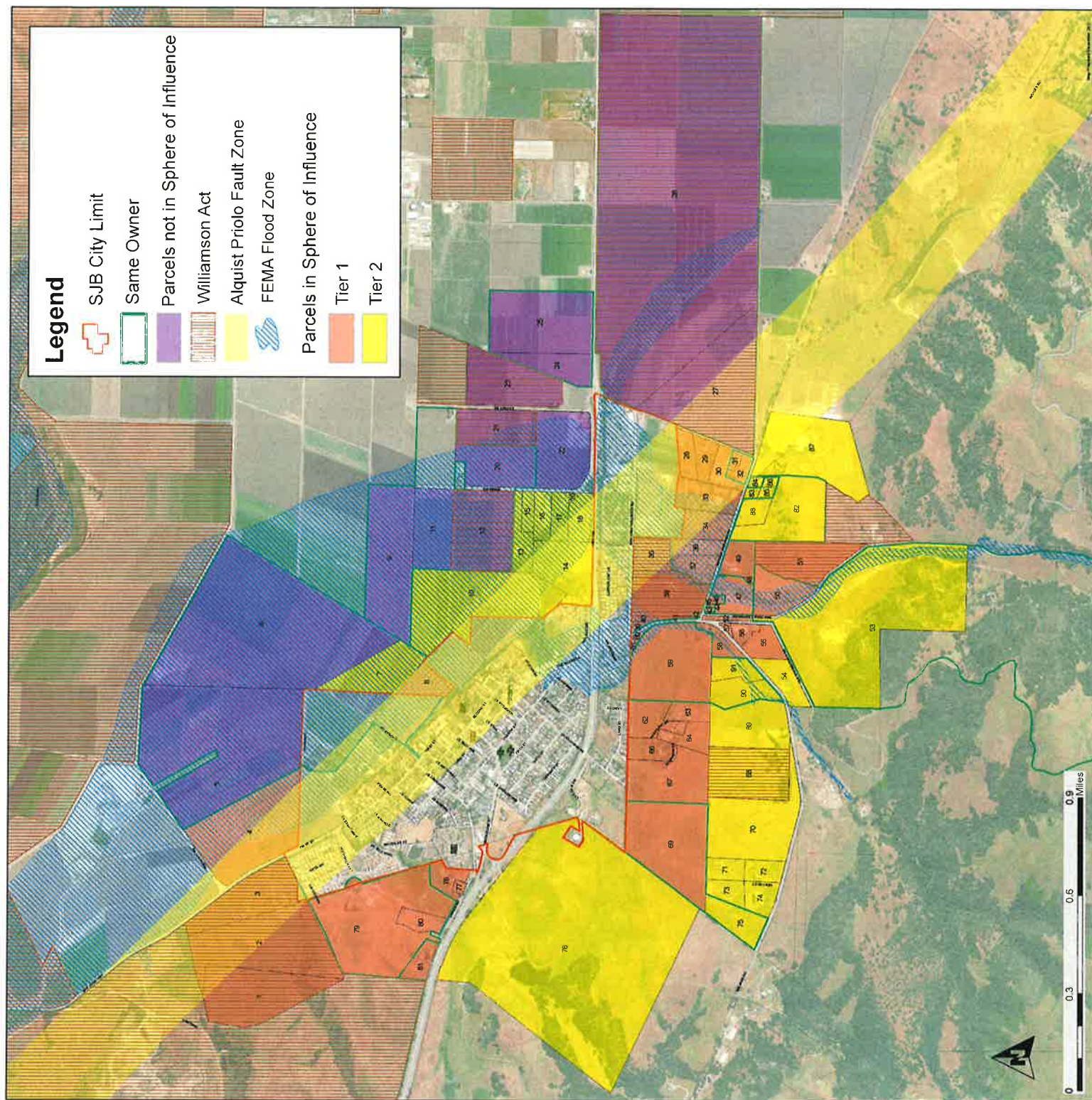
4. Tax Sharing Agreement

Regarding the tax sharing agreement, this is not a requirement at the SOI stage. It is required for future annexations under Revenue and Taxation Code section 99. But typically a city and county would want to know how revenues are split as they discuss SOI agreements. Revenue-generating development becomes attractive to both a city and county and good land use planning and efficient service delivery often becomes secondary to going after the tax revenues.

In San Juan Bautista's case there is a tax sharing agreement in place, but the terms probably lead to the need for a Mello-Roos District or other special funding measure to adequately cover City service costs for a typical project. For comparison, the City of Hollister reached a new revenue sharing agreement for residential projects which splits County's share of property taxes 50/50 with the City. Commercial and Industrial projects are negotiated on a project-by-project basis. LAFCO does not play a direct role, but can be a valuable resource in understanding implications of LAFCO annexation boundary and service issues that may impact assumptions built into an agreement.

Attachments:

1. Preliminary Map – Sphere of Influence
2. Proposal – Sphere of Influence Study (EMC – January 2022)





Planning for Success.

January 12, 2022

Brian Foucht, AICP
Assistant City Manager and Director of Community Development
311 2nd Street
P.O. Box 1420
San Juan Bautista, CA 95045

Re: Community Plan- incorporating the South San Juan Area (3rd Revision)

Dear Brian:

Per our most recent phone conversation (12-23-21), EMC Planning Group has prepared a scope of work and budget for a San Juan Bautista Community Plan, intended to incorporate the current City work effort on the "Urban Growth Boundary or City Sphere of Influence", the "Active Transportation Plan", and the planning effort for the "South San Juan area". It is intended that the South side planning effort provide the City with additional residential development area to assist in meeting the City's RHNA Allocation. We propose to team with Dan Burden and the Built Environment Team at Blue Zones, LLC who would lead the public participation effort, collaborate on design guidelines, and ensure that a strong emphasis is placed on creating a healthy, livable environment in the new City growth areas and connection those new growth areas to the communities urban corp. The team has expertise in building collaboration through community-informed processes, and bringing together diverse stakeholders to embrace healthy community design principles. *In the work program presented below, tasks that include Blue Zones participation are in blue lettering.* We also propose to bring in AMBG Consulting, a Colorado firm that specializes in online engagement, to lead the online engagement effort. In our current and ongoing pandemic environment, this online engagement piece has become essential.

Using the guidance provided in San Juan Bautista's SB2 Grant application, EMC Planning Group has developed a Phase 1 scope of work that would: 1) revise the *City of San Juan Bautista 2035 General Plan* to accommodate new growth boundaries and ensure consistency between the new potential growth areas and the General Plan; 2) identify

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land use designations and zoning districts, with wide acceptance from the community that help create the General Plan Amendment and inform the Community Planning effort; 3) utilize technical existing documentation on water and sewer services, biological resources, flooding and fire hazards, and protection of prime agricultural lands to support land use changes; 4) develop design guidelines for the South San Juan area that are consistent with Blue Zones community design principles; and 5) prepare a Community Plan document, that incorporated the City's updated Sphere of Influence boundary, the Active Transportation Plan effort, and the approximately 585-acre area located south of Highway 156, known as the South San Juan area.

Completion of this Phase 1 scope of work would create the necessary foundation for work to be undertaken in a subsequent phase to complete a Municipal Services Review (MSR), pre-zone the Community Plan potential growth areas, conduct environmental documentation for the Community Plan, including the South San Juan area and undertake the LAFCO Sphere of Influence update, property tax transfer agreement, and annexation process, which would be required by LAFCO to "plan for services" and a "fiscal impact study." Below, EMC Planning Group provides a statement regarding its understanding of the project and then sets forth its work program, schedule, and budget.

PROJECT UNDERSTANDING

The proposed boundaries of the South San Juan area encompass approximately 90 acres of undeveloped land that lie immediately south of the existing city limits but within the planning area and sphere of influence established by the *City of San Juan Bautista 2035 General Plan*.

The EMC Planning Group understands that the City of San Juan Bautista desires to create a Community Plan that provides a "General Plan level" planning document for those areas outside the City's current City Limits and incorporates the City's updated Urban Growth Boundary or City Sphere of Influence, the Active Transportation Plan and the South San Juan area. This Community Plan document will establish the land use framework for future City growth, agricultural preservation, and identification of future residential growth areas to achieve compliance with the City RHNA allocation. This framework, in the form of a Community Plan, will set the direction for pre-zoning lands outside the City limits, preparation of an MSR, CEQA document, and proceedings with LAFCO for a Sphere of Influence update and eventual annexation of lands to the City boundary.

The Area Plan area includes the following San Juan Bautista General Plan land use designations:

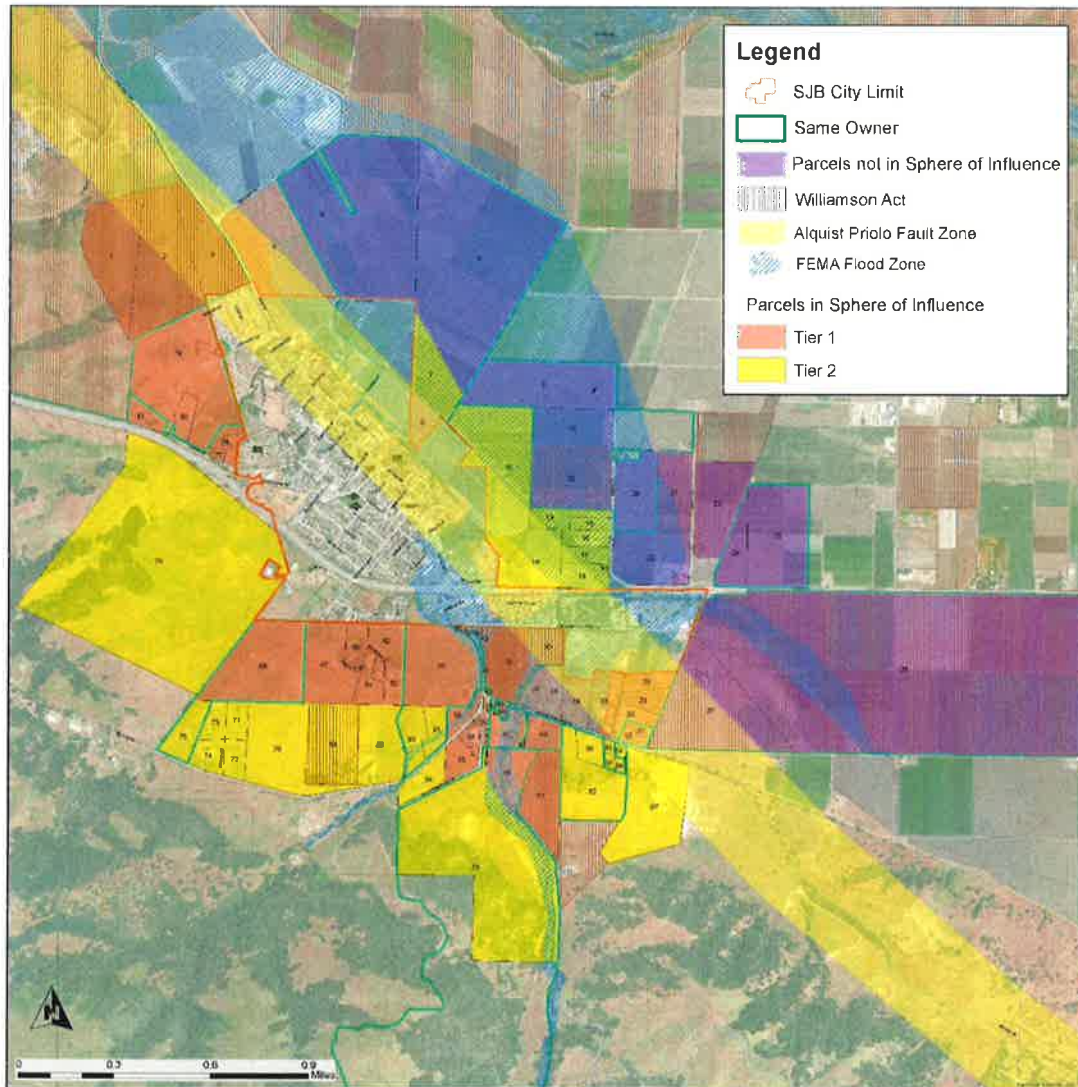
- Low-Density Residential (12.4 acres),
- Medium-Density Residential (3.6 acres),
- High-Density Residential (5.3 acres),
- Industrial (7.3 acres), and
- Undesignated (62.7 acres)

Per anticipated development densities in General Plan Table 6.4, (four units per acre for low density, 16 units per acre for medium density and 24 units per acre for high density), new residential development within the Area Plan would be expected to yield about 50 low-density residential units, 58 medium-density residential units, and about 127 high-density residential units.

The goal of planning for this area is to re-configure land uses to increase housing potential in the area and explore the potential for achieving some of the desired housing units through a mix of uses or a well-planned combination of residential and commercial uses. The south side area is constrained by the San Andreas Fault and Federal Emergency Management Agency designated flood zones, and these constraints will affect the number of residential units actually realized within the South San Juan area. Overall, planning for this South Side of San Juan Bautista is expected to significantly increase the potential for housing development in the community.

Figure 1 shows the area identified by the Urban Growth Boundary Committee (UGB) for the future City Sphere of Influence boundary changes, including the South San Juan area. The Tier 1 and Tier 2, shown in this figure have an approximate land area of 796 acres on the south side of Highway 156, and Tier 1 and Tier 2 land area north of Highway 156 consists of approximately 342 acres.

Figure 1: Study Area



WORK PROGRAM

This section sets forth the team's proposed scope of work for the project.

Task 1 Communications and Administration

- 1.1 **Project Kick-off Meeting.** Discuss project goals, issues, availability of reference materials, work product expectations, communications protocols, and public outreach logistics. Blue Zones will attend the kick-off meeting remotely. AMBG

will also attend the meeting to understand the broader needs and approach for virtual engagement tools to serve the community. The team will also want to utilize previous public engagement outputs that were realized by preparation of the recent Housing Element, the Urban Growth Boundary Committee (UGB), and the parallel track Active Transportation Plan (ATP), expected to kick-off in February 2022. Access and coordination to information from all these entities can help prevent duplication and assist the community plan team structure their community outreach approach.

- 1.2 Meetings with City Staff and Stakeholders.** Meet with City staff, other agencies' staff, health and community-based organizations, and public officials to gather information, strategize on solving problems, and to present information as it is developed. (limit to 4 meetings- assumed as virtual meetings).
- 1.3 Progress Teleconferences.** Once a month, participate in a check-in call to report on progress and 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 half-hour of preparation and summary time for each.
- 1.4 Project Management.** EMC Planning Group will act as overall project manager for the effort and be responsible for overseeing and coordinating the project team. This management responsibility includes coordinating closely with Blue Zones as it develops and provides leadership for the public participation effort and ensuring that City Staff, EMC Planning Group, and Blue Zones communicate effectively throughout the process. EMC Planning Group will be the first point of contact for City Staff.
- 1.5 Management of Online Presence.** EMC Planning Group, in coordination with AMBG Consulting (<https://www.ambgconsulting.com/>) will be responsible for developing, operating, and coordinating the content of the online platform/website to be used throughout the process to involve the public in area plan preparation. AMBG Consulting will develop the website with two revisions, using the Bang the Table Engagement HQ. EMC Planning Group/AMBG Consulting will be responsible for posting content on the online platform Engagement HQ website, including existing and available information from the Urban Growth Committee, Blue Zones work on ATP, and other appropriate and relevant information to support the Community Plan effort. EMC Planning Group/AMBG will not be responsible for developing content for or about any of these related projects. Additionally, *the City will be responsible for procuring a domain name associated with the project, as well as paying for any licensure needed through Bang the Table. If it is seen as an asset, AMBG can*

create a final toolkit or video instructions for City to manage a long-term Engagement HQ Website.

AMBG Consulting will also lead in synthesizing data collected from online surveys, maps, and other website-based engagement tools into an accessible format (i.e., infographics, graphs, etc.) and display this data on the website on an ongoing basis.

- 1.6 General Administration.** This task includes opening and managing project files, background research, invoicing, and similar project administration tasks.

Task 2 Public Outreach and Input

- 2.1 Outreach.** Work with City staff to confirm a list of stakeholder and organizations to coordinate with during the plan preparation process and to include in workshop invitations. This effort will include outreach to tribal representatives, as the project is intended to result in a General Plan Amendment. It will also include contacting organizations and persons on the list developed with City staff to solicit input on the plan preparation process. AMBG will work with the rest of the Consulting Team to identify potential stakeholders to include in the process.
- 2.2 Community engagement strategy and program management.** Blue Zones will lead in developing the community engagement strategy, overseeing the onsite engagement processes, and supporting the development of the online engagement forum to ensure integration of feedback into plan development.
- 2.3 In-Person Charrettes with Virtual engagement complement.** There will be collaborative multiday charrettes to gather community feedback and discuss plan development and design. Portions of the public participation effort will be conducted through *Bang the Table*, an online engagement forum. The project team will coordinate with concurrent related projects (e.g. Urban Growth Boundary committee, Active Transportation Plan, etc.), working with partners to achieve complementary scheduling with engagement related to those projects.

On-Site Activities: Led by Blue Zones and attended and assisted by EMC Planning Group, the initial on-site events will include:

- a. **First On-Site Community Charrette:** The first public engagements will serve to both inform the public of the Community Plan effort, and to actively listen to comments, concerns, and suggestions, to include the following activities over two days:

- Presentation of the Engagement Plan to showcase both in-person and interactive methods that will be used for collecting stakeholder input throughout plan development;
 - Community presentation on the overview of project and process, healthy land use planning concepts, to include principles and best practices;
 - Receive input from the Urban Growth Committee on specific direction to City staff and principles and objectives to the considered for the Community Plan;
 - Receive input from the ATP Team regarding progress and input to date;
 - Interactive mapping opportunities to identify opportunities, challenges and concerns;
 - Meetings with key stakeholders to discuss key issues; and
 - The first Planning Commission/City Council joint study session, as further described in Task 2.4.
- b. **Second On-Site Community Charrette:** At the second public set of events, Blue Zones, with assistance from EMC Planning Group will present emerging findings and recommendations to the public, City and County staff, and key stakeholders. This two-day event will provide an opportunity to review and comment on input and ideas to date that will inform the draft plan elements, to include:
- Community presentation on the emerging opportunities, plan development progress, plan principles, and industry best practices;
 - Meetings with key stakeholders to discuss emerging issues;
 - An open-house for residents, elected officials, city and county staff, organizational representatives, and other key stakeholders to provide comment on input and ideas that will inform the draft plan elements; and
 - The second Planning Commission/City Council joint study session, as further described in Task 2.4.

On-site activities will be complemented with virtual technologies, managed by AMBG and EMC Planning Group.

2.4 Planning Commission/City Council Study Sessions. This task includes preparing for and attending two (2) joint study sessions with the Planning Commission and City Council to discuss healthy, walkable, compact neighborhood design, Smart Growth principles, their application and other planning concepts to be applied in the areas outside the City limits, and how those principles and concepts can be coordinated and connect with the current City urban framework.

These sessions will include:

- a. An overview of healthy, walkable, compact, community-development concepts, including,
 - Presentation of the Engagement Plan to showcase both in-person and interactive methods that will be used for collecting stakeholder input throughout plan development, ensuring inclusive, community-centered engagement;
 - A foundational focus on community health, equity, locational efficiency, and relevant design tools; and
 - Inclusion of Smart Growth principles, applying the right scale and patterns, mix of uses, affordable housing, livable streets, greening, and other relevant tools aligned with the context.
- b. Reviewing stakeholder feedback and plan development; and
- c. Offering interactive opportunities with the Commission and Council to identify priorities, concerns, opportunities, and to gather feedback.

Task 3 Technical Input and Land Use Update

- 3.1 Technical Input.** Provide technical input on biological resources and fire and flooding hazards to support land use changes.
- 3.2 Integration of Walkable, Healthy, Smart Growth Principles.** Blue Zones, LLC, will review the Community Plan development to identify opportunities to integrate walkable community, Smart Growth principles, and transportation elements to shape land use changes.

3.3 Land Use and Zoning Designations. Prepare maps and text describing revised land use designations and zoning based on the analysis undertaken in previous tasks and subtasks.

3.4 Land Use Diagram Amendment. Prepare draft amendments to the 2015 General Plan Land Use Diagram to achieve consistency with proposed Community Plan changes. This would include revised land use designations and urban growth area boundaries, including a proposed Sphere of Influence (SOI) and Urban Service Area Boundary. This could likely be the Tier 1 Urban Service Boundary and Tier 2 SOI boundary.

Task 4. Urban Design, Development Standard, and Design Guideline Support

4.1 Administrative Draft Design Guidelines. Blue Zones will guide efforts to integrate community input, walkable community and Smart Growth principles, and staff insights into the design guidelines.

4.2 Public Review Draft Design Guidelines. Revise Administrative Draft Design Guidelines based on comments from City Staff.

Task 5 Draft Community Plan Document and General Plan Amendments

5.1 Community Plan Document Overview. An area plan document will be prepared that compiles all the work undertaken in previous tasks. The Community Plan is intended to plan for a new Urban Growth Boundary, provide land use designations for these proposed City expansion areas, integrate walkable community and smart growth principles, incorporate the Active Transportation Plan work, and provide a focus to City expansion and uses in South San Juan Bautista, the plan will also include planning for employment to assure a balanced approach to jobs-housing. The Community Plan document would contain the following main chapters (as may be modified in coordination with City staff):

- a. Introduction, background, and purpose;
- b. Land use, development standards, and design guidelines;
- c. Mobility (block form, street connectivity, complete streets planning, street sections and vehicular access, non- motorized mode planning, transit planning, etc.);
- d. Parks, open spaces and trails;

- e. Plan level infrastructure and public facilities (water, sewer, and storm drainage) (this task assumes the City Engineer would provide inputs on both existing services and services needed for Community Plan buildout); and
- f. Plan Implementation (plan amendments, subsequent approvals, etc.).

Blue Zones will review chapters, collaborate with the EMC Planning Group, and ensure stakeholder feedback is integrated, advising on any recommendations and concepts specifically in the following sections:

- a. Land Use, Development Standards, and Design Guidelines;
- b. Mobility;
- c. Parks, Open Space and Trails; and
- d. Plan Implementation.

5.2 Administrative Draft Area Plan. Prepare an Administrative Draft Community Plan document that is organized as outlined above.

Deliverable: Three (3) hardcopies and one electronic copy of the Administrative Draft Community Plan will be submitted to the City for review and comment. It is assumed that City comments will be consolidated into one set, with internal consistency of comments verified before delivery to the EMC Planning Group team. The Blue Zones team will review this document and provide comment.

5.3 Proof Draft Area Plan. Prepare a Proof Draft Community Plan document that incorporates the City's feedback. This version will again be reviewed by City staff to verify its concurrence with the modifications made in response to the City's set of consolidated comments.

Deliverable: Three (3) hardcopies and one electronic copy of the Proof Draft Community Plan will be submitted to the City for review and comment. It is assumed that City comments will be consolidated into one set, with internal consistency of comments verified before delivery to the EMC Planning Group team.

NOTE: It is possible, with City Staff approval, that this task (5.3) could be eliminated to create a cost savings.

5.4 Final Public Review Draft Community Plan. Prepare a Final Public Review Draft Community Plan document that incorporates comments on the Proof

Draft Community Plan received from the City. This is the version of the Community Plan that will be made available for public review and that will be studied by the Planning Commission and City Council.

Deliverables: Three (3) hard copies of the public review Community Plan and one electronic copy. City staff will be responsible for posting the document online for public access, and it will also be responsible for making hard copies/CDs for public distribution, if it chooses to provide more than a downloadable file online.

Task 6 Conceptual Acceptance by the Planning Commission and City Council of the Community Plan

This task includes preparing for and attending two (2) joint public hearings with the Planning Commission and City Council to discuss the Draft Community Plan. The purpose of this task is to obtain approval in concept or acceptance of the Community Plan document as it has been presented. This would result in the stable project description needed for the CEQA analysis to be undertaken in Phase II (not part of this scope of work), as well as future tasks as follows:

- County of San Benito Agreement with Plan boundaries;
- Municipal Services Review (MSR);
- Pre-zoning lands for annexation;
- Revise or update the property tax transfer agreement;
- Prepare a Plan for Services;
- Prepare a Fiscal Impact Analysis; and
- Prepare and apply to LAFCO for a SOI Amendment and Annexation of Areas within the City's proposed Urban Service Boundary (the above bullet points are future tasks and not a part of this scope of work and budget.

The Conceptual approval hearings anticipated for this step in accepting the Community Plan are as follows:

- 6.1 Public Hearings.** Prepare for and attend two (2) joint public hearings with the Planning Commission and City Council to discuss the Public Review Draft Community Plan. The Blue Zones team will assist in the development of these presentations and will take part in these meetings.

Deliverables: One staff report for the first joint Planning Commission/City Council; one supplemental memo for the second meeting describing changes suggested by the Planning Commission and incorporating City Council changes for acceptance of the Community Plan; and PowerPoint presentation for the initial meeting.

- 6.2 Final Community Plan.** Prepare a Final Community Plan document that incorporates agreed upon revisions to the Draft Community Plan as directed by the Planning Commission and City Council.

Deliverables: Community Plan.

SCHEDULE

The proposed scope of work is estimated to take approximately 9 months to deliver. It is understood by the City and EMC Planning Group Team that this is a shortened and constrained schedule, primarily due to grant deadline, and that both parties will do what they can to meet this deadline. Table 1 outlines the rough timeframe within which the scope of work would be delivered to the City.

Table 1: Project Schedule

Task	Timeframe
Task 1: Communications and Administration	February 2022 – October 2022
Task 2: Public Engagement Plan	February 2022 – May 2022
Task 3: Technical Analysis and Land Use Update	February 2022 -- June 2022
Task 4: Design Guidelines	June 2022 -- July 2022
Task 5: Draft Area Plan Document	June 2022 -- September 2022
Task 6: Conceptual Approval	September 2022 – October 2022

COMPENSATION

The following budget reflects the scope items described herein. Costs not included in the budget include: Fees for the Bang the Table platform, City costs, as well as fees of other agencies; Federal, state, regional and local agency permits, permit processing, or associated technical reports required; other technical reports that may be required, and are not include herein, including a formal Plan for Services, a Fiscal Impact Assessment and an updated MSR; assistance with LAFCO annexation proceedings; CEQA documentation; costs for City staff time; costs for consultants retained by the City; and other costs not expressly included in this scope and budget.

Project Costs

The total proposed budget to deliver the scope of work outlined above is \$259,457, and this includes \$72,420 for Blue Zones, LLC and \$34,230 for AMBG. Table 2 shows the budget details, and Table 3 shows a breakdown of the Blue Zones budget.

Table 2: Project Budget

San Juan Bautista Community Plan Budget (Includes South San Juan area)									
Task	EMC Planning Group Inc.							Total Hours	Total Cost
Staff	Senior Principal	Principal	Principal Planner	Senior Biologist	Associate Planner	Graphics	Admin/ Production		
Billing Rate (Per Hour)	\$250.00	\$225.00	\$200.00	\$190.00	\$150.00	\$125.00	\$125.00		
Task 1: Communications and Administration	16.0	24.0	17.0	0.0	0.0	7.0	5.0	69.0	\$14,300.00
Task 2: Public Engagement Plan	12.0	36.0	8.0	0.0	0.0	35.0	2.0	93.0	\$17,325.00
Task 3: Technical Input and Land Use Update	4.0	10.0	45.0	20.0	8.0	15.0	2.0	104.0	\$19,375.00
Task 4: Design Guidelines	5.0	5.0	15.0	0.0	0.0	10.0	4.0	39.0	\$7,125.00
Task 5: Draft Community Plan	15.0	85.0	48.0	10.0	25.0	20.0	50.0	253.0	\$46,875.00
Task 6: Conceptual Acceptance / Prepare Plan*	15.0	30.0	45.0	0.0	0.0	5.0	15.0	110.0	\$22,000.00
Subtotal (Hours)	67.0	190.0	178.0	30.0	33.0	92.0	78.0	Total Hours	Total Cost
Subtotal (Cost)	\$16,750.00	\$42,750.00	\$35,000.00	\$5,700.00	\$4,950.00	\$11,500.00	\$9,750.00	668.0	\$127,800.00

Subconsultants and Other Additional Costs	
Blue Zones	\$72,420.00
Bang the Table**	\$8,000.00
AMBG Consulting	\$34,230.00
Victor Gomez	\$8,000.00
Production Costs	\$2,000.00
Travel Costs	\$1,500.00
Administrative Overhead 5%	\$6,307.50
Total	\$132,457.50

Total Costs	\$259,457.50
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Notes: *Attendance at two (2) hearings, plus prep time

** The City has the option of using this budget to contract with Bang the Table directly

Table 3: Blue Zones Budget Breakdown

Task	Budget
Task 1: Project Kickoff/Project Management	\$3,760
Task 2: Public Engagement Strategy & On-Site Delivery	\$35,168
Task 3: Technical Analysis and Land Use Update	\$6,860
Task 4: Design Guidelines	\$12,020
Task 5: Draft Area Plan Document	\$10,620
Task 6: Plan Hearings	\$3,992
All tasks (Includes direct expenses)	\$72,420


CONCLUSION

We are happy to meet to clarify any scope or budget issues and to facilitate executing contracts. Again, thank you for bringing us on board to help make the project a reality.

Sincerely,



Michael J. Groves, AICP
President



Elizabeth King
Principal Planner

Attachment: Blue Zones Team Qualifications



BLUE ZONES™

BLUE ZONES BUILT ENVIRONMENT TEAM

DAN BURDEN, the Director of Innovation and Inspiration at Blue Zones, has more than 40 years of experience in the built environment and has helped more than 3,500 communities, all 50 states, more than 40 MPOs and 6 Canadian provinces and territories become more livable, bicycle friendly and walkable. Dan's well-rounded work across most built environment disciplines brings a holistic approach to community and transportation planning and urban design. Dan specializes in active transportation, complete streets, healthy streets, walkability studies, bicycle and trails systems planning, safe routes to school, traffic calming, and traffic management. Dan is a trainer for national, regional, state and local courses in context sensitive solutions, traffic calming, bicycling, walkability, urban design and land use development, bicycle/pedestrian law enforcement and safety. Dan's diversity of interests and experiences across many platforms helps bring together the disciplines of engineering, planning, landscape architecture and community development.

DANIELLE SCHAEFFNER, the Director of Planning and Projects at Blue Zones, brings years of active transportation experience and leadership at the local, regional, state, and national level to her work. Danielle is passionate about creating policy, systems, and environmental change to increase access to multimodal options for all ages, races, incomes, and abilities. Danielle's work has included a range of active transportation efforts, including comprehensive and mode-specific planning, Health Impact Assessment (HIA), and built environment policy and project guidance. At Blue Zones she oversees various built environment efforts, develops community-based active transportation strategies, and coordinates and collaborates with diverse partners on projects across the country; she has also contributed to equity and built environment-focused reports and guidance documents.

SARAH BOWMAN, Resource Development Lead, Blue Zones, has twenty years of experience as a public engagement specialist, serving as project manager for efforts in more than 1,200 communities in the United States, Canada, and Ireland. This includes multi-year planning and design efforts, as well as the development of educational tools and resources for the U.S. Department of Transportation, U.S. Environmental Protection Agency, AARP, Federal Highway Administration, Transportation Research Board, Honolulu Department of Transportation Services, the University of Notre Dame, Trinity College Dublin, Dublin City Council, Blue Zones, and others. Sarah served as a Planning Commissioner for the City of Port Townsend, Washington, from 2011 – 2014. Sarah specializes in developing tools and resources to engage seldom-heard populations, such as people with learning disabilities, intellectual disabilities, and cognitive impairment.

TONY HULL, Built Environment Expert for Blue Zones, has over two decades of experience in planning, designing, and evaluating active transportation projects. Tony's nationally recognized work includes leading planning and research studies, facilitating workshops and trainings, and providing technical expertise for wide-ranging active transportation projects. This expertise includes pedestrian and bicycle facility design, accessibility, safety analysis, data collection and evaluation, traffic calming, community engagement, and social equity. Tony is a graduate of the Ohio State University, serves on the TRB Committee on Pedestrians and is a long-time member of the Association of Pedestrian and Bicycle Professionals (APBP).