



# City of San Juan Bautista

The “City of History”

[www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

**PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY, AUGUST 5, 2025, 6:00 P.M.**

**HYBRID MEETING**  
**City Hall, Council Chambers**  
311 Second Street, San Juan Bautista, California

## AGENDA

### **ZOOM WEBINAR PARTICIPATION**

The meeting can also be accessed by the public in the following methods: Through Zoom (<https://zoom.us/join>) per the instruction stated below, and on Facebook.

*Please note: If all Members are present in person, public participation by Zoom or viewing on Facebook is for convenience only and is not required by law. If the Zoom or Facebook feed is lost for any reason the meeting may be paused while a fix is attempted but the meeting may continue at the discretion of the presiding officer.*

### **JOIN ZOOM WEBINAR TO PARTICIPATE LIVE**

<https://us02web.zoom.us/j/86357637623>

To participate telephonically:  
**call 1 (669) 900-6833**  
**Webinar ID: 863 5763 7623**

#### **1. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

#### **2. GENERAL PUBLIC COMMENT**

*Public comments generally are limited to three minutes per speaker on items that are not on the agenda and are under the City’s subject matter jurisdiction. The Chair may further limit the time for public comments depending on the agenda schedule.*

#### **3. CONSENT**

*All matters listed under the Consent Agenda may be enacted by one motion unless a member of the Planning Commission or the public requests discussion or a separate vote.*

- A. Approve the Affidavit of Posting Agenda.
- B. Approve the Special Meeting Minutes of March 10, 2025.
- C. Approve the Regular Meeting Minutes of April 1, 2025.
- D. Approve the Regular Meeting Minutes of May 6, 2025.

#### 4. ACTION ITEMS

##### A. SolarAPP+ Pilot Program

Recommendation: Receive a presentation, and provide direction to staff on whether to proceed with the implementation of the proposed SolarAPP+ pilot program.

#### 5. INFORMATIONAL ITEMS

##### A. 6th Cycle Housing Element Update

Recommendation: No action. Receive an update on the progress of the Housing Element.

#### 6. FUTURE AGENDA ITEMS

#### 7. COMMENTS

- A. Planning Commissioners
- B. Associate Planner
- C. City Manager

#### 8. ADJOURNMENT

#### AGENDA MATERIAL / ADDENDUM

Any addendums will be posted not later than 72 hours before regular meetings or 24 hours of special meetings and in accordance with Californian Government Code Section 54954.2 and 54956. Planning Commission reports may be viewed at the City of San Juan Bautista City Hall at 311 Second Street San Juan Bautista, and are posted on the City website at [www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us) subject to Staff's ability to post the documents before the meeting, or by emailing [cityclerk@san-juan-bautista.ca.us](mailto:cityclerk@san-juan-bautista.ca.us) or calling Clerk, Elizabeth Soto, at (831) 623-4661 during normal business hours.

In compliance with the Americans with Disabilities Act, and Govt. Code 54953(e)(1)(A), 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 City Clerk a minimum of 48 hours prior to the meeting at (831) 623-4661.

#### PUBLIC COMMENTS PROCEDURES

If you wish to make a general public comment and are attending in person, please fill out a speaker card. If you are attending via Zoom, join the Zoom Webinar, and use the "Raise Hand" or if joining by telephone, press \*9 on your telephone keypad icon.

#### SUBMISSION OF PUBLIC COMMENTS

Written comments may be submitted via mail to the City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to [cityclerk@san-juan-bautista.ca.us](mailto:cityclerk@san-juan-bautista.ca.us) no later than 5:00 p.m. on the day before the meeting. Written comments will be read into the record provided that the reading does not exceed three (3) minutes.

#### PUBLIC NOTIFICATION

This agenda was posted on Thursday, July 1, 2025, on the bulletin board at City Hall, 311 Second Street, the bulletin board at the City Library, 801 Second Street, the bulletin board at the entrance to the United States Post Office, 301 The Alameda, and the City's website. Meetings are streamed live at <https://www.facebook.com/cityofsanjuanbautista/> and televised live on local Channel 17 on the date of the regularly scheduled meeting.

#### DISCLOSURE

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

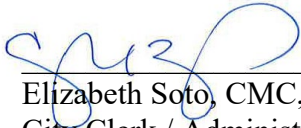
to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

## AFFIDAVIT OF POSTING

I, Elizabeth Soto, Do Now Declare, Under the Penalties of Perjury That I Am the City Clerk / Administrative Services Director in the City of San Juan Bautista and That I Posted Three (3) True Copies of the attached Planning Commission Agenda. I Further Declare That I Posted Said Agenda on the 31st day of July 2025, and in the Following Locations in said City of San Juan Bautista, County of San Benito, California.

1. On The Bulletin Board at City Hall, 311 Second Street.
2. On The Bulletin Board at The City Library, 801 Second Street.
3. On The Bulletin Board at The Entrance to The United States Post Office, 301 The Alameda

Signed at San Juan Bautista, County of San Benito, California, on the 31st day of July 2025.



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Elizabeth Soto, CMC, CPMC  
City Clerk / Administrative Services Director

**CITY OF SAN JUAN BAUTISTA  
PLANNING COMMISSION  
UNOFFICIAL MEETING MINUTES  
MARCH 10, 2025**

**1. CALL TO ORDER**

Chair DeVries called the special meeting to order at 5:03 p.m. in the Council Chambers at 311 Second Street, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

Commissioner Brentnall led the pledge of allegiance.

**ROLL CALL**

Present:

Commissioner Elise Brentnall  
Commissioner Iraida Pisano (*via teleconference*)  
Vice Chair Eddie Sanchez  
Chair Dan DeVries

Absent:

Commissioner Chris Martorana

Staff Present:

Ashley Collick, Interim City Manager  
Jon R. Giffen, City Attorney  
Ilse Lopez-Narvaez, Associate Planner  
Elizabeth Soto, CMC, CPMC, City Clerk

Also Present:

Pursuant to AB 2449 Commissioner Pisano attended via teleconference under “just cause”. Commissioner Pisano announced that she contagious illness; (c) a need related to a physical or mental disability that is not otherwise accommodated; or (d) travel while on official business. The bill also limits a member to participating remotely under this provision to two meetings per calendar year.

**2. CONSENT**

- A. Approve the Affidavit of Posting Agenda.
- B. Approve the Regular Meeting Minutes of February 4, 2025.

No public comment.

**MOTION:**

Upon motion by Commissioner Brentnall, second by Commissioner Sanchez, the consent agenda, was approved.

AYES: Commissioners: Brentnall, Pisano, Sanchez, and Chair DeVries; NOES: None; ABSENT: Commissioner Martorana; None ABSTAIN: None

### 3. ACTION ITEMS

#### A. General Plan Annual Progress Report

Ilse Lopez-Narvaez, Associate Planner, presented the 2024 General Plan Annual Progress Report for the City of San Juan Bautista, detailing compliance, updates, planning activities, and accomplishments related to the city's General Plan implementation.

Commissioner Pisano expressed concerns about the broad nature of some policies, such as fostering coordination among city stakeholders, and questioned how success could be measured. She suggested that the goals should be more specific and measurable to ensure accountability.

Commissioner Pisano raised concerns about the absence of an Economic Development Department, noting its importance for a city striving for growth and addressing business challenges. She questioned whether the city could claim compliance with the General Plan without such a department.

Commissioner Pisano asked for clarification on the status of the environmental study for the gas station project and expressed concerns about the vagueness of the timeline and progress.

Chair DeVries emphasized the importance of the infill study, which examines the city's capacity for housing within its limits. He noted that the study is crucial for planning and preserving the city's character while meeting housing obligations.

No public comment.

#### **MOTION:**

Upon motion by Commissioner Sanchez, second by Commissioner Brentnall, the Planning Commission accepted the General Plan Annual Progress Report and recommended the City approve the Report.

AYES: Commissioners: Brentnall, Sanchez, and Chair DeVries; NOES: None; ABSENT: Commissioner Martorana; None ABSTAIN: Commissioner Pisano

#### B. Housing Element Annual Progress Report

Ilse Lopez-Narvaez, Associate Planner, presented the Housing Element APR for 2024, summarizing building permits, housing applications, and compliance with state housing requirements. Five building permits were received in 2024, including four for accessory dwelling units (ADUs) and one for two duplexes. Of the five permits, one was approved, and four are pending approval. Two projects were identified as infill development, creating a total of five housing units. No applications were submitted under state streamlining provisions such as SB 9 or AB 2011.

Chair DeVries emphasized the need to understand the city’s housing capacity within its current boundaries to avoid unnecessary sprawl into agricultural lands.

Commissioner Pisano raised questions about the ease of obtaining building permits and whether the process could be streamlined to encourage more housing development. Staff noted that the city is working to improve its permit processing timelines and ensure compliance with state housing laws.

Chair DeVries also inquired about the status of the infill study conducted by EMC Planning Group. Staff confirmed that the study is complete and will be presented to the Planning Commission in the coming months to help guide future housing and development decisions.

No public comment.

**MOTION:**

Upon motion by Commissioner Pisano, second by Commissioner Sanchez, the Planning Commission accepted the General Plan Annual Progress Report and recommended the City approve the Report.

AYES: Commissioners: Brentnall, Pisano, Sanchez, and Chair DeVries; NOES: None; ABSENT: Commissioner Martorana; None ABSTAIN: None

Chair DeVries emphasized the need for measurable goals in city policies and encouraged staff to prioritize the infill study in upcoming meetings.

Commissioner Sanchez highlighted the importance of balancing housing development with infrastructure capacity, including water and fire services.

Commissioner Brentnall noted that the city’s small size allows for a more hands-on approach to planning, but stressed the need for long-term strategies to address growth.

**4. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Pisano, second by Commissioner Brentnall. All in favor.

There being no other business, Chair DeVries adjourned the meeting at 7:12 p.m.

**APPROVED:**

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Dan DeVries, Chair

**ATTEST:**

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Elizabeth Soto, City Clerk

**CITY OF SAN JUAN BAUTISTA  
PLANNING COMMISSION  
UNOFFICIAL MEETING MINUTES  
MARCH 4, 2025**

**1. CALL TO ORDER**

Chair DeVries called the meeting to order at 7:29 p.m., in the Council Chambers in the Council Chambers at 311 Second Street, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

Commissioner Sanchez led the pledge of allegiance

**ROLL CALL**

Present:

Commissioner Elise Brentnall (*via Teleconference*) – left 8:37 pm  
Commissioner Chris Martorana  
Commissioner Iraidia Pisano  
Vice Chair Eddie Sanchez  
Chair Dan DeVries

Absent:

Staff Present:

Ashley Collick, Interim City Manager  
Jon R. Giffen, City Attorney  
Elizabeth Soto, CMC, CPMC, City Clerk  
Ilse Lopez-Narvaez, Associate Planner

Also Present:

**2. PUBLIC COMMENT**

No public comment.

**3. CONSENT**

A. Approve the Affidavit of Posting Agenda.

B. Certified Local Governments (CLG) - Annual Report 2023-2024

Recommendation: Approve the Certified Local Governments (CLG) Annual Report for 2023/2024.

C. Approve the Regular Meeting Minutes of March 4, 2025.

No public comment.

**MOTION:**

Upon motion by Commissioner Brentnall, second by Commissioner Martorana, the consent agenda was approved.

AYES: Commissioners: Brentnall, Martorana, Sanchez, Pisano, and Chair DeVries; NOES: None; ABSENT: None ABSTAIN: None

**4. PUBLIC HEARING**

A. Major Historic Resources Design Review Permit (HRB-298) for 507 Third Street (APN 021300010).

Ilse Lopez-Narvaez, Associate Planner presented the Major Historic Resources Design Review Permit (HRB25-298) for the change of exterior paint color on a historic property located at 507 Third Street. The project involves changing the building's color from deep brown to white with burgundy trim. The property has a historic status code of 5SR, indicating local historical significance.

The project was initiated after a code violation complaint regarding unapproved exterior paint changes. Following the complaint, the applicant, Dante Bains, submitted the required permit application and commissioned Rincon Consultants to conduct a Historic Resource Evaluation and Impact Report. The report confirmed that the project complies with the Secretary of the Interior’s Standards for Rehabilitation and the City’s Design Guidelines, with no adverse impacts on historic resources.

The project is categorically exempt from environmental review under CEQA Section 15331, which pertains to historical resource restoration/rehabilitation. Staff determined the project aligns with the City’s General Plan and Historic Preservation goals, including maintaining the architectural heritage and small-town character of San Juan Bautista.

No public comments.

**MOTION:**

Upon motion by Commissioner Brentnall, second by Commissioner Sanchez, the Resolution Approving the Historic Resources Design Review Permit (HRB25-298) For Major Modifications Consisting of a Change of Exterior Paint Color on the Building Frontage of a Historic Property Located on 507 Third Street (APN 021300010); and 2) Determine this Project Categorically Exempt from the California Environmental Quality Act (c) Pursuant to CEQA Guidelines Section 15331, was approved.

AYES: Commissioners: Brentnall, Martorana, Sanchez, Pisano, and Chair DeVries; NOES: None; ABSENT: None ABSTAIN: None

**5. ACTION ITEMS**

A. Appointment to the Urban Growth Boundary Ad Hoc Committee

Commissioners DeVries and Martorana were reappointed to serve on the Urban Growth/Sphere of Influence Ad Hoc Committee.

Commissioner Martorana expressed gratitude for being reappointed to the Urban Growth Boundary Ad Hoc Committee.

Commissioner Pisano highlighted the importance of prioritizing projects and ensuring deadlines are met for funding opportunities.

Commissioner Sanchez emphasized the need to monitor county developments, particularly regarding homelessness.

No public comments were received.

**MOTION:**

Upon motion by Commissioner Sanchez, second by Commissioner Pisano, Commissioner Martorana and Chair DeVries were appointed to the Urban Growth Boundary/Sphere of Influence Ad Hoc Committee, was approved.

AYES: Commissioners: Brentnall, Martorana, Sanchez, Pisano, and Chair DeVries; NOES: None; ABSENT: None ABSTAIN: None

**6. INFORMATIONAL ITEMS**

- A. Association of Monterey Bay Area Governments (AMBAG) Connect Monterey Bay 2050: Public Meetings and Surveys.

Heather damson, Director of Planning at AMBAG provided an overview of AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS).

The Associate Planner provided an overview of the Association of Monterey Bay Area Governments (AMBAG) and its efforts related to the Connect Monterey Bay 2050 plan. AMBAG is the Metropolitan Planning Organization (MPO) for the San Benito region, responsible for preparing a Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) to ensure eligibility for transportation funding. This is the latest long-range transportation plan for the Monterey Bay region, updated every four years. It identifies regional transportation needs, investment priorities, and expected funding sources.

AMBAG is hosting five public meetings in April to gather input on transportation needs over the next 25 years. The closest meeting to San Juan Bautista is scheduled for April 8 at the Community Foundation Epicenter in Hollister. Two virtual meetings will also be held on April 2 and April 3, 2025. A bilingual survey is available for residents to provide input on transportation, land use, housing, and greenhouse gas reduction strategies. The survey takes approximately 15 minutes to complete and is open until April 17.

Commissioner Pisano asked for clarification on the AMBAG meeting schedule and expressed

interest in understanding the transportation needs over the next 25 years. She also mentioned the relevance of local companies like Joby Aviation, which is working on personal drone transportation, and wondered if such innovations would be discussed at AMBAG meetings.

Chair DeVries expressed curiosity about whether AMBAG would discuss futuristic transportation technologies, such as personal drones or helicopters, and their potential impact within the 25-year planning window.

No public comments were received.

No public comments were received.

#### B. Permanent Local Housing Allocation (PLHA) and Regional Early Action Planning (REAP) Grants.

Associate Planner Ilse Lopez-Narvaez the Associate Planner explained that the city received \$312,828 in PLHA funds to support affordable housing projects, including ADUs. While \$75,999 was successfully used for homelessness assistance in 2019, \$114,549 from 2020 reverted to the state due to missed deadlines and lack of an eligible plan. Efforts to use funds for ADU outreach were unsuccessful, with only two applications received. The city is now working with the state to utilize \$122,280 in 2021 funds and may need to resubmit a revised plan for approval. The planner emphasized the city's commitment to ensuring future funds are used effectively. The city missed the 2020 deadline due to timing issues and lack of an eligible plan. Commissioner Pisano asked for clarification on the status of the \$122,280 in 2021 funds and whether the city had a plan to utilize them effectively, and inquired about the unmet housing needs and homelessness statistics in the city, noting the lack of specific data. Commissioner Pisano emphasized the importance of meeting deadlines to avoid losing funds and suggested asking for help if needed.

Commissioner Brentnall expressed frustration over the loss of funds and emphasized that it is unacceptable for funds to revert to the state. She suggested revisiting the plan for using the funds and exploring alternative uses, such as acquiring foreclosed properties for city use.

Commissioner Brentnall proposed making a motion to assist staff in requesting to use the funds in a manner more appropriate to the city's needs.

Chair DeVries supported Commissioner Brentnall's suggestion to prioritize the use of funds and ensure deadlines are met, and encouraged collaboration among commissioners to assist staff in addressing housing challenges.

No public comments were received.

#### C. Revisions to the General Plan Annual Progress Report and Housing Element Annual Progress Report

Associate Planner Ilse Lopez-Narvaez explained that the city received \$312,828 in PLHA funds

to support affordable housing projects, including ADUs. While \$75,999 was successfully used for homelessness assistance in 2019, \$114,549 from 2020 reverted to the state due to missed deadlines and lack of an eligible plan. Efforts to use funds for ADU outreach were unsuccessful, with only two applications received. The city is now working with the state to utilize \$122,280 in 2021 funds and may need to resubmit a revised plan for approval. Ms. Lopez-Narvaez emphasized the city's commitment to ensuring future funds are used effectively. Total remaining RHNA units adjusted from 81 to 82.

Commissioner Martorana suggested that it would be helpful to provide clear examples of income levels (e.g., low-income, very low-income, moderate-income) and how these translate into monthly rent figures. He noted that the public often misunderstands these terms and that providing concrete examples would clarify discussions about housing projects.

Commissioner Martorana expressed that it is disheartening to see how high the rent figures are, even for low-income housing, but emphasized the importance of understanding these numbers for planning purposes.

Commissioner Martorana mentioned the importance of understanding the benefits developers receive for including low-income housing in their projects, such as concessions allowed under state law. He referenced the La Casa Rosa project as an example, where the developer was able to build an extra unit due to such concessions.

Commissioner Martorana suggested that the city should consider tightening loopholes related to housing requirements, such as the option for developers to pay in-lieu fees instead of building low-income housing. He noted that these fees are often too low to incentivize developers to build affordable units.

Commissioner Brentnall emphasized the importance of maintaining the historic character of buildings while accommodating growth and low-income housing. She expressed concern about ensuring that historic properties are used in ways that align with their original purpose, citing La Casa Rosa as an example.

The following members of the public commented on the report:  
Cara Vonk

## **7. Future Agenda Items**

Commissioner Pisano requested updates on project pipelines and suggested prioritizing tasks to support city planning efforts.

No public comments were received.

**8. COMMENTS**

**A. Planning Commissioners**

Commissioner Bren They emphasized the importance of utilizing available funds and maintaining the city's historic character.

**B. Associate Planner**

No comments.

**C. City Manager**

City Manager Ashley Collick highlighted ongoing efforts to manage contracts, address budget concerns, and conduct an income survey to qualify for grants.

**9. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Sanchez, second by Commissioner Martorana. All in favor.

There being no other business, Chair DeVries adjourned the meeting at 8:16 p.m.

**APPROVED:**

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Dan DeVries, Chair

**ATTEST:**

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Elizabeth Soto, City Clerk

**CITY OF SAN JUAN BAUTISTA  
PLANNING COMMISSION  
UNOFFICIAL MEETING MINUTES  
MAY 6, 2025**

**1. CALL TO ORDER**

Chair DeVries called the meeting to order at 6:50 p.m., in the Council Chambers in the Council Chambers at 311 Second Street, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

Commissioner Sanchez led the Pledge of Allegiance

**ROLL CALL**

Present:

Commissioner Elise Brentnall  
Commissioner Chris Martorana  
Commissioner Iraidia Pisano  
Vice Chair Eddie Sanchez  
Chair Dan DeVries

Absent:

Staff Present:

Ashley Collick, Interim City Manager  
Jon R. Giffen, City Attorney  
Elizabeth Soto, CMC, CPMC, City Clerk  
Ilse Lopez-Narvaez, Associate Planner

**2. PUBLIC COMMENT**

No public comment.

**3. CONSENT**

- A. Approve the Affidavit of Posting Agenda.
- B. Approve the Regular Meeting Minutes of April 1, 2025 (*Tabled*)

Consent item B is tabled to the next meeting.

No public comment.

**MOTION:**

Upon motion by Commissioner Brentnall, seconded by Commissioner Martorana, the Affidavit of Posting was approved.

AYES: Commissioners: Brentnall, Martorana, Sanchez, Pisano, and Chair DeVries; NOES: None; ABSENT: None ABSTAIN: None

#### 4. PUBLIC HEARING

- A. Adoption of the Initial Study/Mitigated Negative Declaration and Approval of the Mitigation Monitoring and Reporting Program for the Proposed State Route 156 and The Alameda East-Bound Right-Turn Lane Project.

Associate Planner Ilse Lopez-Narvaez provided the report on the Initial Study/Mitigated Negative Declaration (IS/MND) and the Mitigation Monitoring and Reporting Program (MMRP) for the proposed State Route 156 and The Alameda Eastbound Right-Turn Lane Project. The project involves constructing a 450-foot right-turn lane with a 120-foot bay taper, a Class II bike lane, and a paved shoulder to improve traffic flow and safety at the intersection. Additional improvements include pavement striping, traffic signal upgrades, and storm drainage facilities. Construction is expected to last approximately 60 working days.

The purpose of the right-turn lane project is to improve traffic flow and safety at the intersection of State Route 156 and The Alameda. Specifically, the lane will accommodate vehicle deceleration and right turns onto southbound The Alameda, ensuring adequate traffic operations at the intersection. This improvement fulfills a condition of approval from a previously adopted Initial Study/Mitigated Negative Declaration (IS/MND) related to a gas station and commercial development at the southeast corner of SR 156 and The Alameda.

The project fulfills a condition of approval from a previously adopted IS/MND related to a gas station and commercial development at the southeast corner of SR 156 and The Alameda. The Supplemental IS/MND finds that the project will not create significant environmental impacts with mitigation measures incorporated. Key mitigation measures address biological resources, cultural resources, air quality, noise, and hydrology, ensuring compliance through inspections and reporting.

The city conducted public notice and tribal consultation, but no requests for consultation were received. The developer, SJB Alameda Enterprises, LLC, will bear all costs, including \$200,000 for construction, with no fiscal impact on the City's General Fund.

*Chair DeVries opened the public hearing.*

The following members of the public commented on the report:  
Shawna Freels expressed concerns about the proximity of the turn lane to the Benjamin Wilcox House

*Chair DeVries closed the public hearing.*

#### **MOTION:**

Upon motion by Commissioner Pisano, seconded by Commissioner Sanchez, the Planning Commission approved:

1. Adopt the Initial Study/Mitigated Negative Declaration for the State Route 156 and The Alameda East-Bound Right-Turn Lane Project in accordance with CEQA Guidelines Section 15074, finding on the basis of the whole record that there is no substantial evidence the Project will have a significant effect on the environment with mitigation incorporated; and
2. Adopt the Mitigation Monitoring and Reporting Program (MMRP) attached hereto as Exhibit A, as required by CEQA Guidelines Section 15097, to ensure the mitigation measures identified in the IS/MND are implemented; and
3. Find that the documents and materials constituting the record of proceedings upon which this decision is based are located in the office of the San Juan Bautista Planning Department at 311 Second Street, San Juan Bautista, CA 95045, and are in the custody of the Associate Planner; and
4. Authorize staff to file the Notice of Determination with the State Clearinghouse and the County Clerk in accordance with CEQA requirements.

AYES: Commissioners: Brentnall, Martorana, Sanchez, Pisano, and Chair DeVries; NOES: None; ABSENT: None ABSTAIN: None

## **5. INFORMAL PROJECT REVIEW**

### **A. Rozas House, 31 Polk Street – Exterior Modifications**

Shawna Freels presented an informal project review for the Roza's House, a historic building in San Juan Bautista built in 1856. The house, which is on the National Register of Historic Places, has significant historical value tied to the Roza family. Ms. Freels outlined the building's history, structural details, and current condition, emphasizing its unique construction with redwood boards and its lack of a foundation.

The focus is on restoring the facade, including replacing dilapidated fascia boards and stabilizing the porch with new 4x4 supports. The roof and walkway, though sound, require maintenance. Ms. Freels proposed replacing the wooden walkway with stamped concrete designed to mimic wood, citing safety concerns and reduced maintenance as primary reasons. The family is seeking grants and other funding sources to support the project. Full restoration, including adding a foundation, is cost-prohibitive. Ms. Freels expressed a desire to preserve the building's historical integrity while addressing safety and liability concerns.

Commissioner Pisano expressed concern about the lack of a foundation and suggested that adding one might prevent future deterioration. However, she acknowledged the financial challenges and clarified that she was not suggesting the foundation work be prioritized over the proposed facade restoration.

Commissioner Martorana voiced concerns about replacing the wooden walkway with stamped concrete, stating it might not align with the historical preservation of the building. He suggested exploring community support for maintaining the wooden walkway.

Commissioner Sanchez highlighted the importance of public safety, emphasizing that the current condition of the wooden walkway poses a liability risk, especially during high-traffic events like Halloween.

Commissioner Brentnall supported the restoration efforts and argued against requiring a foundation as a prerequisite for the facade work. She appreciated the historical significance of the building and suggested collaboration with the city to address the walkway issue. Elise also expressed interest in preserving the wooden walkway but understood the liability concerns.

Chair DeVries encouraged Ms. Freels to proceed with the restoration and expressed confidence in the contractor's expertise. He wished her success and offered support for the project.

No public comments were received.

## **6. FUTURE AGENDA ITEMS**

Commissioner Brentnall suggested discussing the possibility of waiving fees to motivate owners of historic buildings along Third Street to repair and restore their properties. This idea resonated with other Commissioners, and it was agreed to add this topic to the agenda for the next Planning Commission meeting.

No public comments were received.

## **7. COMMENTS**

### **A. Planning Commissioners**

Commissioner Pisano raised concerns about noise issues from events held on a property behind Rancho Vista, owned by Christopher Ranch. She asked if this matter fell under the Planning Commission's jurisdiction. It was clarified that this issue would typically be handled by county code enforcement.

Commissioner Brentnall suggested adding a discussion about waiving fees for historic building repairs to a future agenda to encourage restoration efforts along Third Street.

Chair DeVries expressed support for Commissioner Brentnall's suggestion regarding fee waivers and noted that it aligns with past discussions by the Planning Commission and Historic Resources Board.

Associate Planner Lopez Narvaez clarified that the Planning Commission could discuss fee waivers and provide a recommendation to the City Council, which would then decide on the matter through a resolution or ordinance.

### **B. Associate Planner**

No comments.

C. City Manager  
No comments.

**8. ADJOURNMENT**

Motion to adjourn the meeting by Commissioner Pisano, second by Commissioner Brentnall.  
All in favor.

There being no other business, Chair DeVries adjourned the meeting at 7:59 p.m.

**APPROVED:**

\_\_\_\_\_  
Dan DeVries, Chair

**ATTEST:**

\_\_\_\_\_  
Elizabeth Soto, City Clerk



## CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

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**DATE:** AUGUST 5, 2025

**DEPARTMENT:** PLANNING DEPARTMENT

**FROM:** ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER

**TITLE:** SOLARAPP+ PILOT PROGRAM

### RECOMMENDED MOTION:

Receive report; and provide direction to staff on whether to proceed with the implementation of the proposed SolarApp+ pilot program

### RECOMMENATION:

Staff recommends the Planning Commission receive an overview of the proposed pilot program utilizing SolarAPP+ to streamline the residential solar permitting process; and provide direction to staff on whether to proceed with the implementation of the proposed pilot program.

Adopting SolarAPP+ for Rancho Vista and Copperleaf offers substantial benefits aligned with City goals. Staff recommends Planning Commission feedback and direction on proceeding with the pilot.

### EXECUTIVE SUMMARY

The City of San Juan Bautista is experiencing a growing demand for residential solar installations, with solar permits making up approximately 25–40% of the City’s total annual building permits in recent years. Currently, the review and approval of these permits rely heavily on outside consultants, resulting in high costs, extended processing times, and inconsistent customer service. As the City moves towards bringing building department services in-house, there is an opportunity to adopt innovative solutions that support this transition.

Staff proposes implementing SolarAPP+—a free, web-based permitting tool developed by the U.S. Department of Energy—as a pilot program to streamline the permitting process for standard residential solar systems. SolarAPP+ automates plan reviews, ensures code compliance, and can issue instant permits along with a tailored inspection checklist for eligible projects.

The pilot program is recommended to be limited to the Rancho Vista and Copperleaf developments, which are not subject to the City’s Historic Preservation Ordinance. This targeted

approach allows the City to evaluate SolarAPP+ while preserving the integrity of historic properties.

The anticipated benefits include:

- Cost savings of approximately \$7,350 annually
- Staff time savings of 21–63 hours per year
- Faster permit processing and improved customer service

Staff recommends the Planning Commission receive this report and provide direction on whether to proceed with the proposed pilot program, which aligns with the City’s sustainability goals, operational efficiency, and commitment to bringing services in-house.

## BACKGROUND

In recent years, the City of San Juan Bautista has experienced a significant increase in residential solar permit applications. Approximately 40% of all building permits issued over the past three years have been for residential solar systems, with an average of 21 solar permits processed annually—accounting for over 25% of total permit volume.

Currently, the City relies on outside consultants (4Leaf) for building permit intake, plan review, and approval services, including residential solar permits. This reliance results in increased costs, extended review timelines, and inconsistent customer service. As the City moves toward bringing building department services in-house, there is an opportunity to leverage technology to improve efficiency, reduce costs, and enhance service delivery.

To support this transition, staff proposes implementing a pilot program using SolarAPP+—an online automated permitting tool developed by the U.S. Department of Energy—to streamline the permitting process for standard residential solar projects.

### **Existing Conditions & Challenges**

- Total building permits per year: ~81
- Residential solar permits per year: ~21 permits (~25% of total volume)
- Average review time: 14–21+ business days (can extend to months)
- Consultant cost per permit: ~\$300–\$600

Challenges include manual reviews, delayed processing, high consultant costs, and limited customer service.

### **Proposed Solution: Solarapp+ Overview**

SolarAPP+ is a free, web-based tool designed to automate code compliance checks and issue instant permits for qualifying residential solar systems.

#### Key Benefits:

- Instant permit approvals
- Code compliance assurance
- Cost savings
- Staff time savings
- Better customer service
- Dedicated customer service support for installers provided by SolarAPP+

#### **Pilot Program Details**

The pilot program is recommended for the Rancho Vista and Copperleaf developments, which are not subject to the Historic Preservation Ordinance as they are less than 40 years of age since they were first built. This approach allows the City to test SolarAPP+ without impacting the historic character of the community.

#### Pilot Duration and Reporting

The proposed pilot program is structured for a 12-month duration, beginning upon formal launch and configuration of SolarAPP+ for the City. Key milestones include:

- Month 0–1: System setup, staff training, and outreach.
- Month 2–3: Launch permitting through SolarAPP+ in Rancho Vista and Copperleaf only.
- Month 4–5: Ongoing SolarAPP+ pilot program in Rancho Vista and Copperleaf only. City staff to continue conducting outreach to these communities.
- Month 6: Mid-pilot check-in report presented to Planning Commission.
- Month 7-10: Ongoing SolarAPP+ pilot program in Rancho Vista and Copperleaf to continue upon direction from the Planning Commission. City staff to continue conducting outreach to these communities.
- Month 11–12: Final program evaluation and preparation of a formal recommendation to the Planning Commission.

Staff will return to the Planning Commission (and subsequently to the City Council, if directed) with a comprehensive evaluation of the pilot results and a recommendation on whether to expand or sunset the program.

#### Program Evaluation Metrics

To assess the effectiveness of SolarAPP+, the City will track the following Key Performance Indicators (KPIs):

- Average Permit Turnaround Time: Compare baseline (currently 14–21+ business days) with post-implementation metrics.
- Total Number of Permits Issued via SolarAPP+: Quantify use and adoption rates.
- Cost Savings: Estimated based on \$300–\$600 per permit reduction in consultant fees.

- Staff Time Reallocation: Monitor hours freed for core City services.
- Installer and Customer Satisfaction: Conduct short surveys and collect anecdotal feedback.
- Permit Accuracy and Inspection Outcomes: Track instances of correction notices or inspection failures linked to SolarAPP+ issued permits.

These metrics will be documented in the six-month and final reports.

### **Public Engagement and Outreach Plan**

To ensure transparency and encourage adoption, the City will launch a targeted outreach effort focused on three key groups:

#### a. Rancho Vista and Copperleaf Residents

- Mailers: Direct notices explaining the pilot scope, eligibility, and benefits.
- Website Updates: FAQ page and point-of-contact information.

#### b. Local Solar Installers

- Installer Webinar: Partner with SolarAPP+ support team to offer a live training/demo.
- Email Outreach: Notify contractors already active in San Juan Bautista with instructions for using SolarAPP+.
- Onboarding Support: Leverage SolarAPP+ customer service to assist local contractors in onboarding and certification.

#### c. General Public and Stakeholders

- Community Info Session: Hold a public Q&A meeting (in-person or virtual) to explain the purpose and benefits of the pilot.
- Planning Commission Updates: Regular status briefings and meeting presentations will be open to the public.

A staff contact will be designated to respond to all program inquiries, and a feedback mechanism will be included on the City's website.

### **Alignment With City Goals And General Plan**

The program supports energy efficiency and renewable energy goals outlined in the General Plan's Conservation Element and offers potential for future guidelines addressing solar installations on historic properties.

### **Implementation Plan**

Steps include signing up, coordinating setup, reviewing policies, configuring intake, setting up payment, training staff, and going live. Setup can be completed within one to two days and requires minimal staff hours.

### **Risks & Mitigations**

Risks include system qualification limits, staff unfamiliarity, and inspection concerns. Mitigation involves retaining traditional reviews, providing training, and aligning inspection practices.

### **Legal Review Summary**

The City Attorney has been consulted to assess the legal implications of adopting SolarAPP+ for residential solar permitting. The review addressed the following areas:

- **City Liability Exposure:** The use of SolarAPP+, as a third-party automated platform, does not transfer liability for permitting decisions. The City remains the Authority Having Jurisdiction (AHJ) and retains all legal responsibility for the accuracy, completeness, and legality of permits issued. To mitigate risk, staff will continue to verify application completeness and coordinate inspection protocols aligned with SolarAPP+ checklists.
- **Distinction Between SolarAPP+ and City Authority:** SolarAPP+ functions strictly as a code compliance tool for standardized residential systems. It performs automated plan checks for applicable California Building Standards Code and National Electrical Code (NEC) requirements. However, it does not replace the City's discretion in site-specific issues or inspection enforcement. The City retains final oversight authority for all permitting decisions.
- **Statutory and Local Code Compliance:** SolarAPP+ has been vetted for alignment with California Senate Bill 379 and related state solar permitting mandates. Staff has reviewed local amendments to ensure that the platform's compliance engine is appropriately tailored to San Juan Bautista's municipal code. No conflicts were identified. A final legal memorandum is pending and will be appended to the full implementation report.

#### FISCAL IMPACT

SolarAPP+ is free for jurisdictions to use. The City could save approximately \$7,350 annually while improving service and efficiency.

#### ATTACHMENTS

1. Attachment A: SolarAPP+ CA FAQ
2. Attachment B: Map of Rancho Vista and Copperleaf (Proposed Pilot Area)
3. Attachment C: Sample SolarAPP+ Permit Workflow



# SolarAPP+ for California | FAQs

*Save staff time, increase code compliance, and lower energy costs for residents.*

California cities, towns, and counties can now adopt Solar Automated Permit Processing Plus (SolarAPP+) — a free, online automated permitting platform for local governments that standardizes, and streamlines, the residential solar permitting process to ensure code compliance, save municipal staff time, and lower energy costs for communities.

## What is SolarAPP+?

SolarAPP+ is an online web platform that standardizes and automates permit submission, plan review, and issuance. The tool is designed for qualified contractors to install code-compliant residential photovoltaic (PV) systems with or without energy storage (ST). Based on model building, electrical, and fire codes, SolarAPP+ automatically performs a compliance check on inputs supplied by a licensed contractor to ensure the proposed system is safe and code-compliant. Installation practices, workmanship, and adherence to the approved design are then verified by the Authority Having Jurisdiction (AHJ) through the inspection process.

## How does SolarAPP+ work?

Installers answer standardized questions; SolarAPP+ auto-verifies 250-300 code compliance datapoints, using equipment lists and code checks. It also verifies the contractor's business licensure and confirms that the project address falls within the AHJ. If the system meets all criteria, the applicant can proceed to payment and permit issuance.

## How much does it cost to implement SolarAPP+?

SolarAPP+ is free to use for jurisdictions. SolarAPP+ also offers hands-on support for implementing SolarAPP+ free of charge.

## By the Numbers

**\$0** for Jurisdictions

Live in **300+** Jurisdictions

Across **17** States

**98,000+** Permits Processed

**29%** Reduction in Initial

Installation Failures

## How long does it take to implement SolarAPP+?

AHJs interested in SolarAPP+ can go from their initial consultation to live with the platform in as little as one week. A dedicated support specialist will quickly help you assess how to best apply SolarAPP+ into your existing workflows and configure your local codes and requirements into the system.

## Can we keep our current permit systems?

Yes. SolarAPP+ works alongside existing systems, offering both standalone and govtech-compatible options.

## What model building code years does SolarAPP+ support?

SolarAPP+ supports 2017, 2020, and 2023 NEC, 2018 and 2021 I-Codes, and California Title 24. It adapts to local code amendments and future updates, ensuring compatibility with your jurisdiction's requirements. Support for the 2024 I-Codes will be available by January 1, 2026.

Jurisdictions that have not yet adopted these code editions can still permit projects under SolarAPP+ using the supported model codes. See our [FAQs](#) for more details.

## Is SolarAPP+ another new system my staff will have to learn?

No. SolarAPP+ operates separately. Your jurisdiction simply posts a link to the SolarAPP+ portal and accepts completed permits submitted through it. Staff continue using your existing systems for permit tracking and inspection scheduling.

## Are installers required to use SolarAPP+ for all projects?

No. SolarAPP+ is optional. It's designed for the most common, straightforward residential solar projects. Installers can still choose to submit through your regular permitting process if they prefer. Though SolarAPP+ provides free installer training to communities where SolarAPP+ is implemented so they can benefit from faster permit times and better inspection approval rates.

## Get Started With SolarAPP+

[Book a call](#) with the

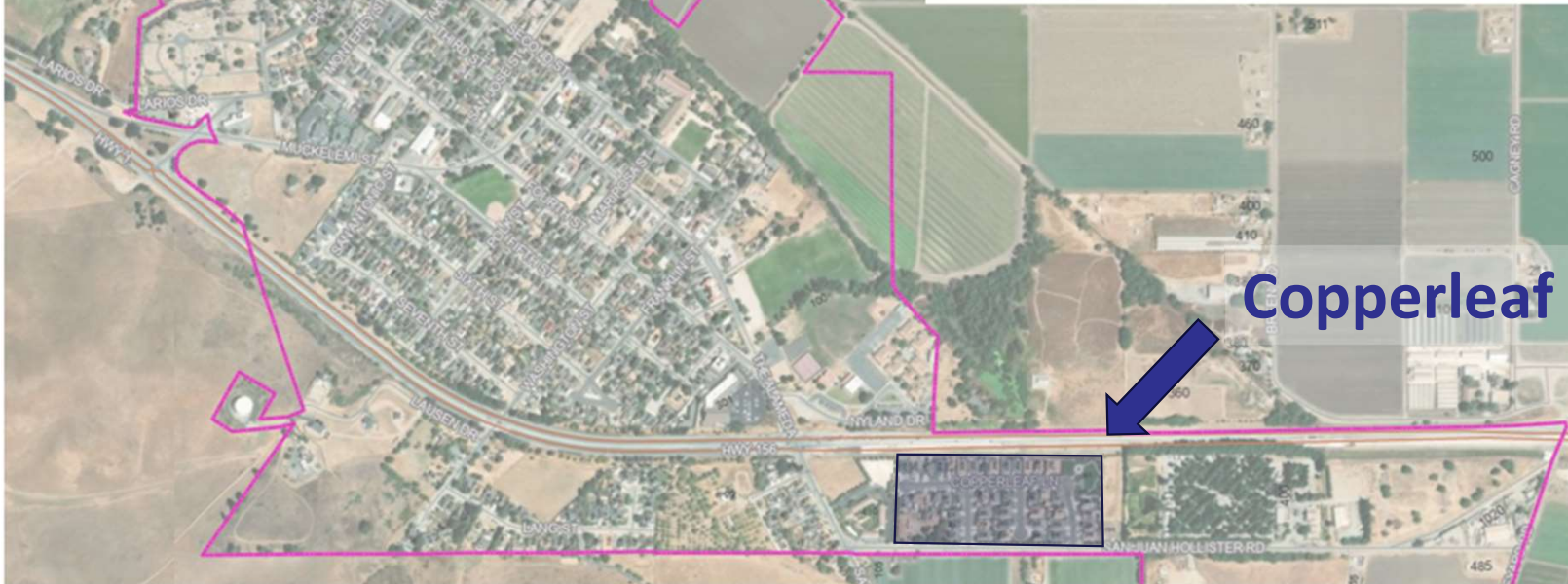
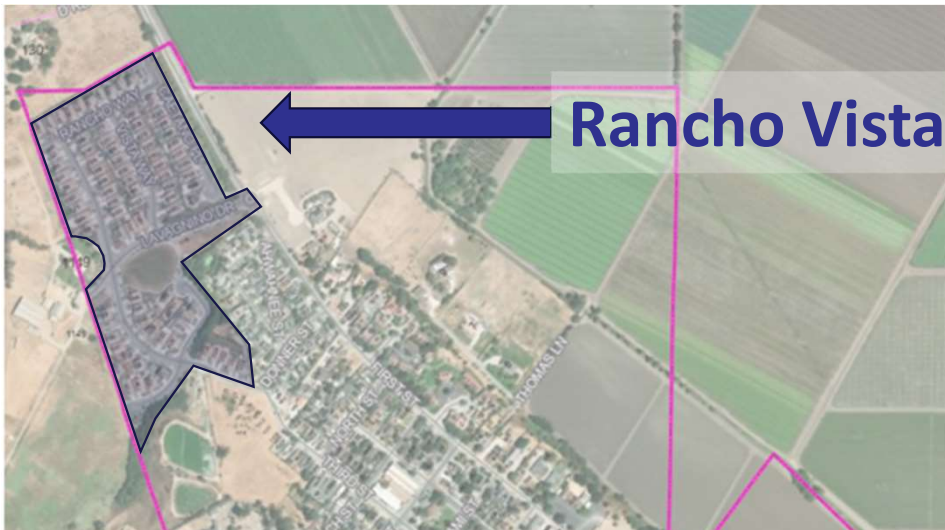
SolarAPP team

to learn more.

***“When regulations make it unnecessarily difficult for people to quickly install solar and storage systems, it hurts everyone. It hurts those who want to install solar. And it hurts communities across California, which are being negatively impacted by climate change. We need to make it easier for people to use renewable energy – that’s just a no-brainer. Expediting solar permitting is something we can do to make this a reality.”***

– Scott Wiener  
California State Senator

# Proposed Pilot Program Areas



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Customer/Homeowner contacts a Solar Contractor for solar installation.**
- **Contractor conducts:**
  - Site evaluation
  - System design based on local codes and utility requirements
- **Contractor collects:**
  - Property information
  - Electrical details
  - System specs (panels, inverters, storage, etc.)

**SolarAPP+  
Workflow  
Sample**



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Contractor uploads the following information to SolarAPP+:**
  - Local Licenses
  - State Licenses
- **SolarAPP+ team verifies licenses submitted**

**SolarAPP+  
Workflow  
Sample**



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- **Contractor logs into SolarAPP+ Portal and enters:**
  - System design specifications
  - Electrical details
  - Equipment details and spec sheets
- **SolarAPP+ automatically checks:**
  - Compliance with all applicable codes including the NEC, I-codes, and any local amendments
  - Include setbacks as part of code functionality
  - Size is capped at 38.4 kw and do not review per utility requirements
- **If compliant, SolarAPP+ generates:**
  - Approved Inspection Checklist
  - Permit Job Card
- **If non-compliant:**
  - SolarAPP+ flags errors → Contractor revises → Resubmits

SolarAPP+  
Workflow  
Sample



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- **Contractor submits the following information to the Building Department:**
  - SolarAPP+ Approved Inspection Checklist
  - Any local jurisdiction forms
- City Permit Fees are collected via Stripe within the SolarAPP+ application
- City Permit Fees are distributed directly into City account

# SolarAPP+ Workflow Sample



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- Contractor installs the system per the approved design
- In the event of a field change, contractors can submit three (3) free revisions directly to SolarAPP+ when applicable

# SolarAPP+ Workflow Sample



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- Contractor schedules inspection with City's Building Department.
- Building Inspector receives:
  - Approved Inspection Checklist
  - Equipment Spec Sheets
- Inspector verifies:
  - Installation matches approved design
  - Safe and code-compliant workmanship

# SolarAPP+ Workflow Sample



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Once inspection passes:**
  - The Building Department issues Final Approval/Certificate of Completion.
- **Contractor submits completion documents to Utility for interconnection (if required).**
- **Upon utility approval, the solar system is activated.**
- **Homeowner begins receiving solar power and potential bill savings.**

# SolarAPP+ Workflow Sample





**SAN JUAN BAUTISTA**  
*The City of History*

# Planning Commission

*Regular Meeting*

*Tuesday, August 5, 2025*



**SAN JUAN BAUTISTA**  
*The City of History*

# Item 4.A

## Action Items

*Proposed SolarAPP+ Pilot Program*

# Background

---

- 40% of all building permits over past 3 years were residential solar
- Average 21 solar permits annually (~25% of total)
- Current process relies on consultants with high costs and long review times
- City moving toward in-house building services



# What is SolarAPP+



- Free online permitting tool developed by the U.S. Department of Energy
- Automates code compliance checks
- Issues instant permits for standard, compliant residential rooftop solar and energy storage systems
- Supports City sustainability and efficiency goals

SolarAPP+ For Jurisdictions For Installers About SolarAPP+™ Solar TRACE Sign in Register

Permitting authorities use SolarAPP+™'s standardized plan review software to work more efficiently

As cities and counties across the United States make bold commitments to curb emissions and deploy more renewable energy resources, SolarAPP+™ will help accelerate this transition.

### Easy to get started

The growing solar market has increased workload on permitting offices nationwide, but typical solar panel systems have also become more common and consistent. SolarAPP+™ is able to streamline this process through an automated and standardized approval process.

### Free for jurisdictions

SolarAPP+™ will always be offered to city and county permitting departments at no cost. After initial setup, jurisdictions are able to spend less time with common residential solar panel systems and can devote their resources to other critical needs.

### Full support

After the initial onboarding, the system will operate without additional support from your team. SolarAPP+™ will continue to improve, and NREL will provide no-cost updates for code revisions and new technology as they come online.



# Benefits of SolarAPP+

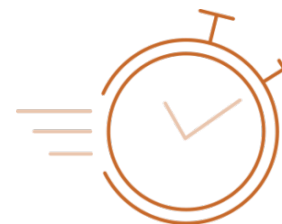
- Cost savings: ~\$7,350 annually
- Staff time savings: ~21-63 hours/year
- Faster permit processing
- Enhanced customer service
- Consistent code compliance

## SolarAPP+ | BENEFITS



### SHORTER Project Timelines

A typical SolarAPP+ project is permitted, installed, and inspected around 14.5 business days sooner than traditional permitted projects.  
*Based on differences in median duration.*



### Staff Time SAVINGS

NREL estimates SolarAPP+ saved around 15,400 hours of AHJ staff time through automated permit reviews in 2023.



### FEWER permitting delays

SolarAPP+ projects have eliminated over 150,000 business days in permitting-related delays.

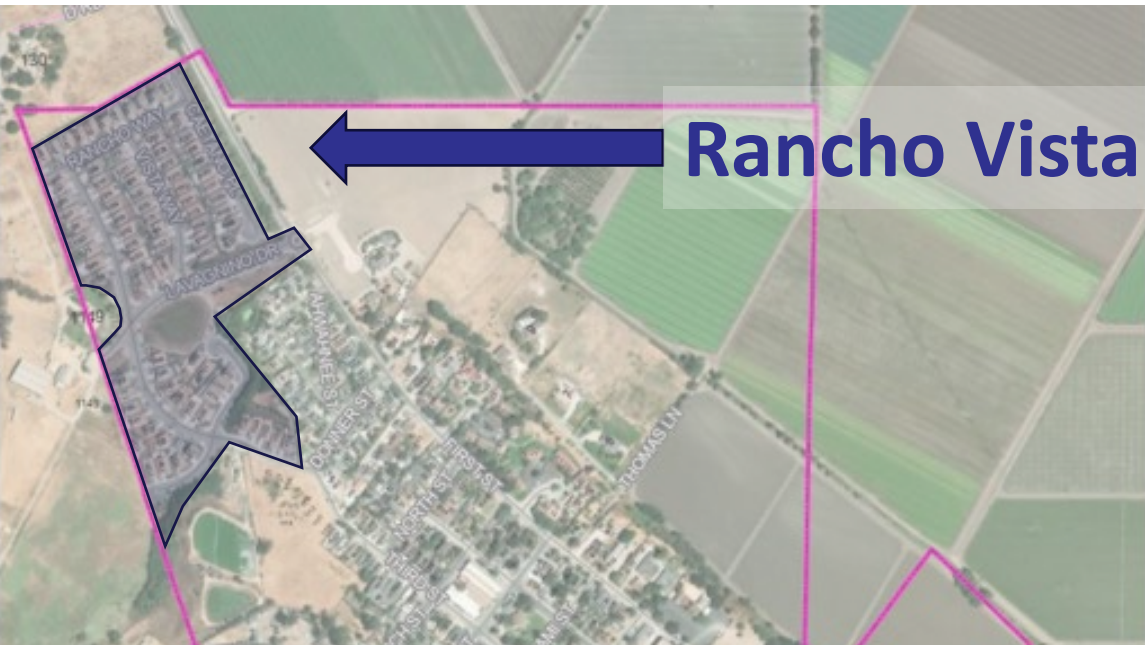


# Proposed Pilot Program

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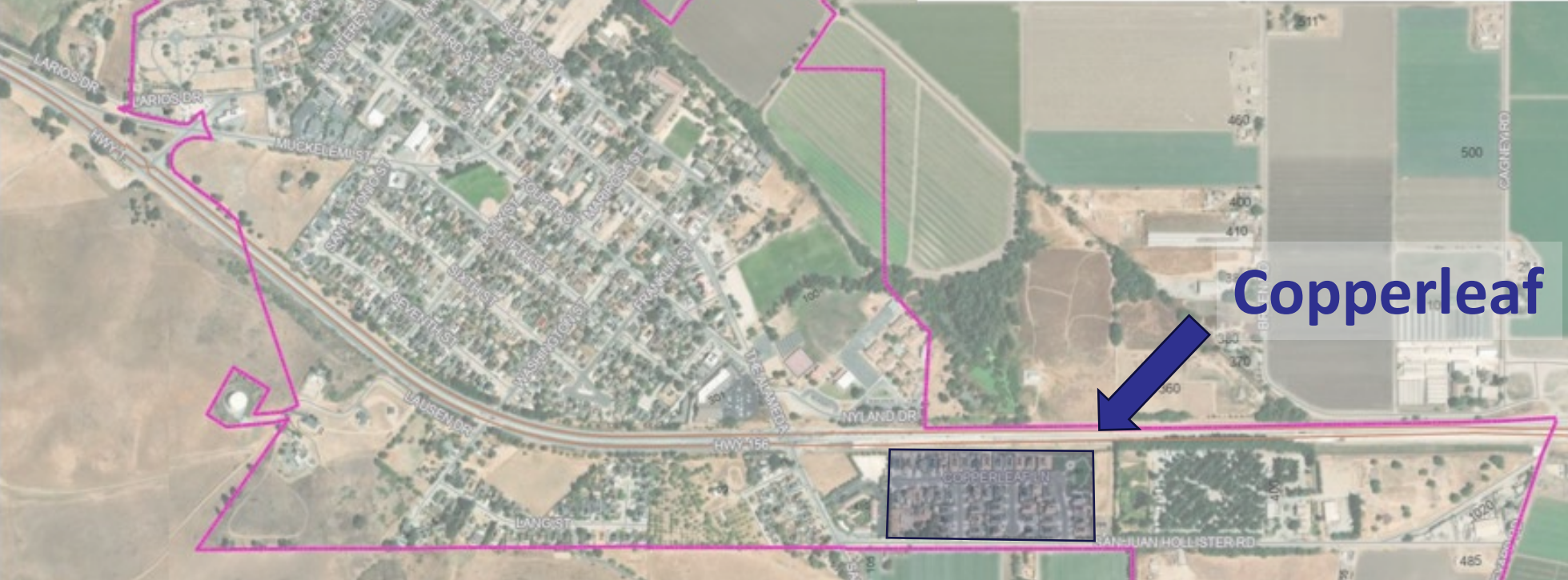
- Limited to Rancho Vista and Copperleaf developments
  - These areas not currently subject to Historic Preservation Ordinance
- Setup can be completed within one to two days and requires minimal staff hours.
- **Goal: Provide a streamlined, consistent and effective solar permit process to property owners**





**Rancho Vista**

# Proposed Pilot Program Areas



**Copperleaf**



# Next Steps

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- Obtain direction from Planning Commission
  - If pilot program is approved:
    - Complete setup and staff training
    - Notify contractors and community
    - Launch pilot program
    - Monitor outcomes and report back to Planning Commission
  - If pilot program is not approved:
    - Staff would no longer pursue this pilot program





## CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

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**DATE:** AUGUST 5, 2025  
**DEPARTMENT:** PLANNING DEPARTMENT  
**FROM:** ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER  
**TITLE:** 6TH CYCLE HOUSING ELEMENT UPDATE

### RECOMMENDED MOTION:

No action. Receive update on the progress of the 6th Cycle Housing Element.

### RECOMMENDED MOTION:

Staff recommends the Planning Commission to receive this report as an informational update on the City's progress toward adoption of a State-compliant 6th Cycle Housing Element. No formal action is required at this time.

### EXECUTIVE SUMMARY

The City of San Juan Bautista continues to make progress toward adopting a compliant 6th Cycle Housing Element (2023–2031), as required by State law. The third draft of the Housing Element was formally submitted to the California Department of Housing and Community Development (HCD) on July 3, 2025. HCD has a 60-day statutory review period and is expected to issue comments by August 26, 2025.

Prior to submission, the City conducted a public comment period from June 18 to June 25, 2025, to ensure transparency and public engagement. Outreach efforts included an email blast, public notices, and physical draft availability at City Hall and the Public Library. Additionally, the City's website was updated with dedicated subpages to provide comprehensive information about the Housing Element, including background on RHNA, a project timeline, public engagement opportunities, and access to relevant documents and housing resources.

This report is informational and is intended to keep the Planning Commission apprised of the City's status in the Housing Element update process. No action is required at this time.

### BACKGROUND

The City of San Juan Bautista is required by State law to update its Housing Element for the 6th Planning Cycle (2023–2031). This document must demonstrate how the City will accommodate

its Regional Housing Needs Allocation (RHNA) across all income levels and comply with fair housing, zoning, and permitting requirements.

**Regional Housing Needs Allocation (RHNA) Overview**

As part of the 6th Cycle Housing Element Update (2023–2031), the City of San Juan Bautista has been assigned a RHNA of 88 units across various income levels. These preliminary figures are as follows (rounded):

**Table 1-1: San Juan Bautista’s Share of Regional Housing Needs 2023-2031**

<b>Income Category</b>	<b>Annual Median Income (AMI)</b>	<b>Required Number of Units per</b>	<b>Percent of Total Units per RHNA</b>
Extremely Low Income	<30%*	8	9%
Very Low	0-50%	10	11%
Low	51-80%	14	16%
Moderate	81-120%	18	20%
Above Moderate	>120%	38	43%
<b>Total</b>		<b>88</b>	<b>100%</b>

*Source: California Department of Housing and Community Development, 2023-2031*

This summary helps illustrate the scale and income diversity of housing that the City is planning to accommodate.

**Implementation Tools**

Following Housing Element adoption, the City may explore a range of implementation strategies to facilitate housing production and compliance. These may include:

- Zoning updates to encourage residential development in strategic areas,
- Streamlined permitting for Accessory Dwelling Units (ADUs),
- Parking or height adjustments to improve feasibility,
- Partnerships with affordable housing developers.

These strategies will be explored through future discussions and implementation efforts but are not committed or finalized at this time.

**Constraints and Housing Challenges**

The Housing Element acknowledges that the City faces several development constraints, including:

- Small parcel sizes that limit the scale of new development,
- Aging infrastructure and limited-service capacity in some areas,
- Historic preservation policies, which restrict major changes in the Historic District and require context-sensitive infill solutions.

These factors are important context for understanding the City's housing capacity and feasibility landscape.

### **Fair Housing Compliance**

The draft Housing Element addresses the requirement to Affirmatively Further Fair Housing (AFFH) by identifying strategies that promote geographic equity, expand access to opportunity, and ensure inclusive community engagement. These commitments are consistent with State law and regional fair housing goals.

### **Current Status**

- **Third Draft Submission to HCD**  
The third draft of the 6th Cycle Housing Element was formally submitted to the California Department of Housing and Community Development (HCD) on July 3, 2025. This submission follows two previous rounds of feedback and revisions.
- **HCD Review Timeline**  
Per Government Code §65585(b)(4), HCD has 60 days to review the draft. Their comments are expected no later than August 26, 2025.
- **Public Comment Period**  
Prior to submitting the draft to HCD, the City held a seven-day public comment period from June 18 to June 25, 2025, consistent with public participation requirements:
  - The draft was made available at City Hall and the San Juan Bautista Public Library.
  - Notice of availability was disseminated via email blast, public noticing, and postings on the City's website.
- **Community Outreach and Website Updates**  
The City's website has been an active platform for public engagement and transparency. The Housing Element Update section includes:
  - Background and RHNA – Explanation of housing law, RHNA targets, and requirements;
  - Project Timeline – Milestones from preparation through adoption;
  - Get Involved – Opportunities for community input and outreach events;
  - Documents and Resources – Links to drafts, public comments, and related materials;
  - Housing Resources – Supportive information and links for residents, developers, and other stakeholders.

### **Tentative Timeline For Adoption**

Staff anticipates returning to the Planning Commission and City Council for formal adoption of the Housing Element in late September or October 2025, following HCD's comment period and any required revisions.

### **County Mou Coordination**

In early 2025, the City and San Benito County adopted a Memorandum of Understanding (MOU) to support collaborative planning efforts within San Juan Bautista's Sphere of Influence (SOI). As part of implementation coordination:

- A follow-up meeting is scheduled for late August or early September 2025 to discuss shared priorities for housing, infrastructure, and land use.
- This MOU supports alignment between the City's Housing Element and broader regional planning goals, especially in areas where City and County jurisdictions interface.

This collaboration helps ensure consistency across jurisdictional boundaries and supports regional housing and infrastructure coordination.

### **Next Steps**

- Await HCD's comments, anticipated by August 26, 2025.
- Review and incorporate any necessary revisions to achieve State certification.
- Present the final Housing Element for Planning Commission recommendation and City Council adoption thereafter.

### **Conclusion**

The City continues to advance steadily through the Housing Element update process. Staff will keep the Planning Commission informed of HCD's forthcoming review and will return with a revised draft if additional modifications are required.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with submitting the Housing Element to HCD. All outreach and website updates were completed by staff without incurring additional consultant costs.



**SAN JUAN BAUTISTA**  
*The City of History*

# Planning Commission

*Regular Meeting*

*Tuesday, August 5, 2025*



**SAN JUAN BAUTISTA**  
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# Item 4.A

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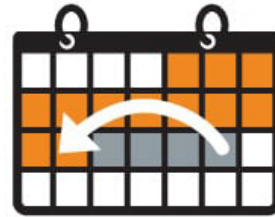
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# Benefits of SolarAPP+

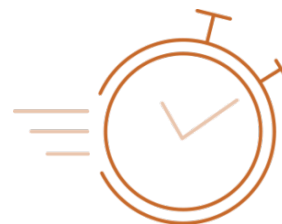
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- Consistent code compliance

## BENEFITS



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### Staff Time **SAVINGS**

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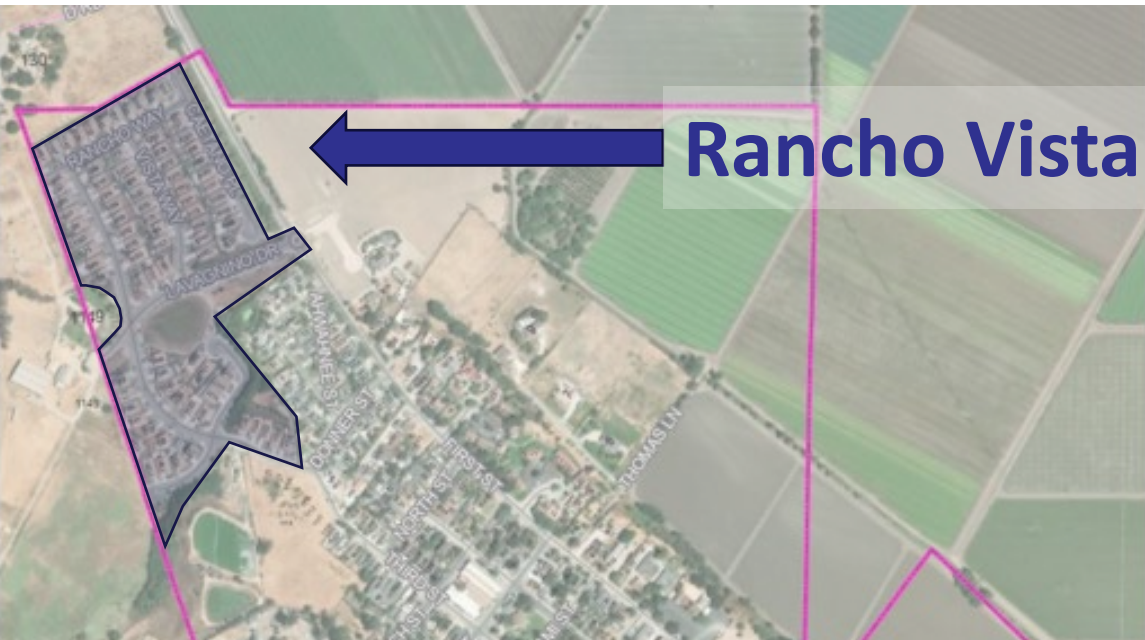


# Proposed Pilot Program

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- Setup can be completed within one to two days and requires minimal staff hours.
- **Goal: Provide a streamlined, consistent and effective solar permit process to property owners**





**Rancho Vista**

# Proposed Pilot Program Areas



**Copperleaf**



# Next Steps

---

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  - If pilot program is approved:
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**SAN JUAN BAUTISTA**  
*The City of History*

## Item 5.A

# Informational Items

*Housing Element Update – 6<sup>th</sup> Cycle*

# Housing Element Update

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- **3<sup>rd</sup> Draft Officially Submitted to HCD on July 3, 2025**
- 60-day HCD Comment Period
  - **HCD Comments Expected by August 26, 2025**



# Housing Element Update

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- City staff revised and prepared 3<sup>rd</sup> official draft between April through June 2025
- Public Comment Period began on June 18, 2025 and ended on June 25, 2025



# Housing Element Update

## City website updates on Housing Element

[https://www.san-juan-bautista.ca.us/departments/planning/2023-2031\\_6th\\_housing\\_element\\_fair\\_housing\\_analysis.php](https://www.san-juan-bautista.ca.us/departments/planning/2023-2031_6th_housing_element_fair_housing_analysis.php)

**Planning**

- Housing Element Update & Fair Housing Analysis
- Request for Proposals
- Projects of Community Interest
- Approved Projects
- Planning Documents
- Planning & Building Applications
- Planning & Building Fee Schedules
- San Juan Bautista State Park Master Plan
- Sanitary Sewer Force Main to Hollister Project
- Food Vending
- Zoning & GIS (Geographical Information Systems) Map

### HOUSING ELEMENT UPDATE

Home / Departments / Planning / Housing Element Update & Fair Housing Analysis

## 2023–2031 Housing Element Update

*Información en Español en Continuación*

The City of San Juan Bautista Draft 6th Cycle Housing Element is now available for public review and comment through June 25, 2025. Physical copies of the Draft Housing Element are available at the following locations:

**City of San Juan Bautista Website:** Housing Element Update Webpage

**City Hall – Planning Department**  
311 Second Street, San Juan Bautista, CA 95045  
Office hours: Monday–Friday, 9:00 AM to 5:00 PM

**San Juan Bautista Public Library**  
801 Second Street, San Juan Bautista, CA 95045  
Monday – Friday, 11:00 AM – 5:00PM  
Saturday, 11:00 AM – 2:00PM  
Sunday, Closed

Members of the public are encouraged to provide written comments during the review period. Comments may be submitted by:

**Email:** [planning@san-juan-bautista.ca.us](mailto:planning@san-juan-bautista.ca.us)

**Mail or In-Person:**  
City Hall – Planning Department  
Physical Location: 311 Second Street, San Juan Bautista, CA 95045  
Mailing Address: P.O. Box 1420, San Juan Bautista, CA 95045



# Housing Element Update

## City website updates on Housing Element

[https://www.san-juan-bautista.ca.us/departments/planning/2023-2031\\_6th\\_housing\\_element\\_fair\\_housing\\_analysis.php](https://www.san-juan-bautista.ca.us/departments/planning/2023-2031_6th_housing_element_fair_housing_analysis.php)

The screenshot shows a website page with a dark blue navigation menu on the left. The menu items are: Planning, Housing Element Update & Fair Housing Analysis (highlighted with a yellow border), Request for Proposals, Projects of Community Interest, Approved Projects, and Planning Documents. The main content area has a white background with a dark blue header that reads "HOUSING ELEMENT UPDATE". Below the header is a breadcrumb trail: "Home / Departments / Planning / Housing Element Update & Fair Housing Analysis". The main heading is "Housing Element Update" followed by the sub-heading "Información en Español en Continuación". The main text states: "San Juan Bautista Draft 6th Cycle Housing Element is now available for public review and comment through June 25, 2023. Copies of the Draft Housing Element are available at the following locations: City of San Juan Bautista Website: Housing Element Update Webpage".



# Project Pipeline – Project Status & Active Permits

01/01/2024 – 05/05/2025							
Permit #	Permit Date	Permit Type	Main Status	Planning Permit #	Project Description	Parcel #	Parcel Address
248	1/19/2024	CONDITIONAL USE PERMIT - AMENDMENT	DEEMED INCOMPLETE	CUP2024-01	CUP Amendment for 404-408 The Alameda SDR2014-11, CUP2014-11 Reso. 2016-47, Reso. 2016-48	0025200120	0 THE ALAMEDA
250	1/22/2024	SIGN PERMIT		SDR2024-01	Sign Program for 404-408 The Alameda SDR2014-11, CUP2014-11 Reso. 2016-47, Reso. 2016-48	0025200120	0 THE ALAMEDA
259	5/10/2024	PLANNED UNIT DEVELOPMENT	INCOMPLETE	PUD2024-01	San Benito Health Foundation Two-phase mixed-use project: Phase 1: Two story 4,055 sq. ft. each, with a 10,910 sq. ft. patio Phase 2: Multifamily 60 apartment complex for work force housing		Across from Valero
264	6/20/2024	HOME OCCUPATION PERMIT	IN REVIEW	HOP2024-01	Online sales of printed graphics, design, pictures on shirts, mugs and tumblers: made-to-order		
274	10/17/2024	HISTORIC RESOURCE DESIGN REVIEW - MAJOR	IN REVIEW	HRB24-274	Cultiva Restaurant Sign Round 36" black letters white background; materials plywood painted, oak tree	0021900010	215 THIRD ST



# Project Pipeline – Project Status & Active Permits

01/01/2024 – 05/05/2025

Permit #	Permit Date	Permit Type	Main Status	Planning Permit #	Project Description	Parcel #	Parcel Address
294	1/13/2025	ZONING CLEARANCE	COMMENTS OUT TO APPLICANT	ZC25-294	Zoning clearance for a home occupation business license No on-site clients or production space - only admin/remote work. All clients and productions will be held off-site	0022600330	1108 THIRD ST
296	1/29/2025	SIGN PERMIT	IN REVIEW	SGN25-296	Sign Permit to re-brand existing Valero to Chevron Proposed changes include branding decals, canopy ACM fascia and signs. All existing dispensers, fueling and underground piping to remain.	0023200020	63 MUCKELEMI ST
310	4/24/2025	INFORMAL PROJECT REVIEW	IN REVIEW	IPR25-310	Informal Project Review - 31 Polk Street Location: 31 Polk Street; Historic Status: National Register of Historic Places Scope of Project: Replace front exterior face boards, replace front wooden sidewalk with colored concrete sidewalk and reset front overhang to become a level roof.		31 POLK STREET



# Current Status of Items from 2024

Items Discussed	Status
Minor Site Design Review for 609 Third Street for a studio addition/conversion	<b>Approved and Underway</b>
City's Certified Local Government Annual Report	<b>Submitted/Completed</b>
Entitlements for Gas Station at 404-408 The Alameda	<b>Approved and Underway</b>
Major Historic Resource Design Review for 411 The Alameda	<b>Approved and Underway</b>
Historic Resources Preservation Code Update(s)	<b>Underway</b> <i>Staff working with Rincon to bring this forward</i>
D'Ambrosio Vista Project, Phase II <i>Informal Project Review</i>	<b>Underway</b> <i>Applicant submitted PUD for development – pending permit payment</i>
Zoning Code Amendments for Chapter 11-04 – Temporary Use of Land	<b>Stalled</b> <i>Comments received but no updates/revisions have occurred. In Queue</i>



# Current Status of Items from 2024

Items Discussed	Status
Draft Housing Element and Fair Housing Analysis	<b>Underway</b> <i>City submitted 3<sup>rd</sup> draft for HCD review on July 3, 2025</i>
Sign Ordinance Update	<b>Stalled</b> <i>Comments received but no updates/revisions have occurred. In Queue</i>
Golf Cart/Neighborhood Electric Vehicle (NEV) Plan	<b>Stalled</b> <i>CC did not want to hire a consultant</i>
Zoning Code Amendments for Chapter 11-16 Mobile Food Truck Vending Ordinance	<b>Stalled</b> <i>Comments received but no updates/revisions have occurred. In Queue</i>



# Future Agenda Items

Agenda Item	Status
Project Status of Active Permits & Major Projects	Ongoing – April 2025
Current Status of Items from 2024	Ongoing – April 2025
Overview of Permanent Local Housing Allocation (PLHA)	Completed – April 2025
Overview of Regional Early Action Planning (REAP 2.0) Grants	Scheduled – June 2025
Affordable Housing Options	
Site Design Review Permit Process <ul style="list-style-type: none"> <li>• Minor Projects</li> <li>• Major Projects</li> </ul>	
Code Amendments	
Overview of CEQA Basics	
Design Standards for Downtown Street Lighting	
Building Permit Process	
Brown Act Training	
Engage and Educate with the Public on the Permit Processes	
Downtown Improvement Committee	



# 2025 PC Calendar

- January 7, 2025 – **Canceled – No Quorum**
- February 4, 2025 – **Completed**
- March 4, 2025 – **Completed**
- March 10, 2020 – *Special Meeting - Completed*
- April 1, 2025 - **Completed**
- May 6, 2025 – **Completed**
- May 13, 2025 – *Special Joint CC/PC Meeting - Scheduled*
- June 3, 2025
- July 1, 2025 – **Cancelled – Summer Recess**
- August 5, 2025
- September 2, 2025
- October 7, 2025
- November 4, 2025
- December 2, 2025

**JANUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**MARCH**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JUNE**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**JULY**

SUN	MON	TUE	WED	THU	FRI	SAT
		X	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**AUGUST**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**SEPTEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**OCTOBER**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**NOVEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**DECEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Historic Resources Board and Planning Commission Meeting

 Proposed City Council Meeting

 Observed Holiday

**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Customer/Homeowner contacts a Solar Contractor for solar installation.**
- **Contractor conducts:**
  - Site evaluation
  - System design based on local codes and utility requirements
- **Contractor collects:**
  - Property information
  - Electrical details
  - System specs (panels, inverters, storage, etc.)

# SolarAPP+ Workflow Sample



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Contractor uploads the following information to SolarAPP+:**
  - Local Licenses
  - State Licenses
- **SolarAPP+ automatically verifies licenses submitted**

**SolarAPP+  
Workflow  
Sample**



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- **Contractor logs into SolarAPP+ Portal and enters:**
  - System design specifications
  - Electrical details
  - Equipment details and spec sheets
- **SolarAPP+ automatically checks:**
  - Compliance with all applicable codes including the NEC, I-codes, and any local amendments
  - Include setbacks as part of code functionality
  - Size is capped at 38.4 kw and do not review per utility requirements
- **If compliant, SolarAPP+ generates:**
  - Approved Inspection Checklist
  - Permit Job Card
- **If non-compliant:**
  - SolarAPP+ flags errors → Contractor revises → Resubmits

SolarAPP+  
Workflow  
Sample



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- **Contractor submits the following information to the Building Department:**
  - SolarAPP+ Approved Inspection Checklist
  - Any local jurisdiction forms
- City Permit Fees are collected via Stripe within the SolarAPP+ application
- City Permit Fees are distributed directly into City account

# SolarAPP+ Workflow Sample



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- Contractor installs the system per the approved design
- In the event of a field change, contractors can submit three (3) free revisions directly to SolarAPP+ when applicable

# SolarAPP+ Workflow Sample



Pre-Application Preparation



Contractor Uploads Local and State Licenses for Verification by SolarAPP+



Check Compliance with SolarAPP+ Plan Review



Submit Completed Permit to City



Installation of Solar



Schedule Inspection



Final Approval

- Contractor schedules inspection with City's Building Department.
- Building Inspector receives:
  - Approved Inspection Checklist
  - Equipment Spec Sheets
- Inspector verifies:
  - Installation matches approved design
  - Safe and code-compliant workmanship

# SolarAPP+ Workflow Sample



**Pre-Application Preparation**



**Contractor Uploads Local and State Licenses for Verification by SolarAPP+**



**Check Compliance with SolarAPP+ Plan Review**



**Submit Completed Permit to City**



**Installation of Solar**



**Schedule Inspection**



**Final Approval**

- **Once inspection passes:**
  - The Building Department issues Final Approval/Certificate of Completion.
- **Contractor submits completion documents to Utility for interconnection (if required).**
- **Upon utility approval, the solar system is activated.**
- **Homeowner begins receiving solar power and potential bill savings.**

# SolarAPP+ Workflow Sample

