

Community Development Monthly Status Report
Brian Foucht
Community Development Director
July 7, 2021

A. Community Development Administration

- 1) **Development Review:** In June, I initiated a refreshed Development Review Committee (DRC) consisting of key members of contract Planning, Building and Engineering Building Dept. staff and me. The objective is to ensure a streamlined and efficient communication and processing of ministerial, discretionary permits and entitlements. The committee starting meeting in early June and meets every two weeks to discuss new applications, applications under review, and approved projects that are under condition compliance.

As part of this effort Building Dept., IWORQs and planning staff are updating the City's permit management system (IWORQ) to better reflect standard and legally required procedures for accepting, reviewing, and implementing entitlements for development and use of land and buildings. (see attached permit status report)

- 2) **Home Occupation:** In June, I refreshed the Home Occupation Permit (HOP) requirement in accordance with Section 11-7 of the Municipal Code. A few permits have been issued in tandem with Business License renewals. This process will continue. Staff will propose a change to the City's permit fee schedule to amend the HOP fee to establish a nominal HOP fee for businesses that adhere to standards in the ordinance without the need for a Conditional Use Permit.

In addition, I will propose a Zoning Ordinance amendment that eliminates the need for a Conditional Use Permit for large and small family day care uses and residential care homes in accordance with Health and Safety Code amendments that occurred in 2020 and earlier (HSC Sections 1597.40; 1597.42; 1597.45(b); and 1568.0831.)

- 3) **Short Term Rentals:** In July, I will put forth a set of administration procedures to implement the City's Short Term Rental Ordinance in accordance with Municipal Code Section 3-9. These procedures will involve registration, payment of a Transient Occupancy Tax (TOT), health and safety inspection, and annual self- certification. There will be extensive outreach to operators and rental platforms to ensure compliance. There will be a reasonable "grace" period to comply with requirements; however, there is no provision for "grandfathering" of current Short-Term Rental uses. The City's fee resolution will be amended to require a processing/certification/self-certification review.

- 4) Accessory Dwelling Unit: the Planning Commission has met three times (May 4, June 22, and July 6) to address topics related to an ordinance that would repeal Municipal Code Section 11-04-050 (Secondary Dwelling Units) and add a Zoning Ordinance chapter that conforms with Government Code Section 65852.2 (Accessory Dwelling Units). I will facilitate a community workshop in late July to explain the ordinance and address community questions and concerns.

B. Community Development and Planning Program

- 5) SB2 Grant: the City has received \$160,000 to update the 2000 Specific Plan that identifies specific development objectives for the “The Alameda” corridor between Highway 156 and the De-Anza Trail. This contract was executed in July of this year. Don and I conducted a kick – off meeting with consultants, EMC Planning, on July 6, 2021. EMC will submit an updated scope of work during the last week of July to incorporate provisions for collaboration and coordination with other City planning programs and a definitive community engagement program.
- 6) LEAP Grants: the City has received \$60,000 to update the City’s Accessory Dwelling Unit and Inclusionary Housing Ordinance. Harris and Associates is under contract to complete both products. Work is well underway on an ADU ordinance. A final Planning Commission meeting is scheduled for August, after which the ordinance will proceed to the City Council for review.
- 7) Cal-Trans Sustainable Cities Grant, \$183,000 to develop an Active Transportation Plan (pedestrian /bicycle trail) through the City to the De Anza Trail that connects its history and public amenities for those traveling by foot or bike. Grant conditions have been satisfied, and staff met with Local Government Council (LGC) on July 7 to review the scope of work, timeline and budget. Staff has emphasized close collaboration and coordination of tasks and timeline with the SB-2 Grant (South of 156 Specific Plan) project. A contract with LGC will be forwarded to the City Council for approval in August.
- 8) Don and I met with David Mack of Harris and Associates regarding the Urban Growth Boundary (UGB) program on July 6. Brian has also reached out to members of UGB committee advising the committee that we are beginning to re-energize this program. Staff will meet with the LAFCO Executive Officer Bill Nicholson on July 15 or 16 to refresh our conversation about the potential for development beyond the incorporated boundaries, the need for a tax sharing agreement, and a Municipal Services Report. The SB-2 Grant specific plan, the City’s water supply project, RHNA determination, the Housing Element, transportation improvements and community character will be considerations in determining an appropriate boundary.

C. Economic Development Program

During the month of June, City Manager and I have initiated an effort to piece together a “whole cloth” San Juan Bautista economic development program anticipated to have ongoing program and funding ties to the following:

US EDA ([Resources | U.S. Economic Development Administration \(eda.gov\)](#)),

USDA (especially the Rural Placemaking program)

US DOT (INFRA 2022?)

California Association of Local Economic Development (CALED),

State Parks Dept.,

The California Preservation Foundation

State Office of Historic Preservation

San Benito County EDC,

San Benito County Chamber of Commerce & Visitors Bureau,

San Juan Bautista Business Community Focus Group

We have established a productive and informative connection with Marc Fontes, San Benito County EDC executive director. Mr. Fontes has been an excellent resource in this effort. I have also been fortunate throughout June to have the invaluable assistance of Lizz Turner, our Community Liaison. Lizz has been instrumental in introducing me to the business community, important local resources and connections.

I believe that economic development involves a strong sense of local community, a healthy community, the ability to safely express values, and a well-defined, resilient, protected and enhanced local context. To achieve this goal staff has discussed the importance of strong connectivity among varied elements of the community. Establishing a strong sense of community is a bridge to a vibrant local economy, and this requires a concerted and ongoing effort. City management is reflecting on this relationship as we continue to formulate a robust economic development program, including staffing.

EARCH RESULTS

Select View ▾

Permit Date	Property Address	San Juan Bautista Permit #	Permit Status	Job/Event/Project Address	Permit Type	Project Description	Home Occupancy Permit	Conditional Use Permit Type	Assigned To	Status	Edit/View
07/06/2021			Approved	607 Third Street	Home Occupancy Permit	Massage Therapy	Yes		Brian Foucht, AICP	Approved	
05/27/2021	103 THE ALAMEDA		Approved	103 The Alameda San Juan Bautista, CA 95045	Special Events Permit	Horse & Carriage ride on Wedding day			David Mack	Approved	
05/24/2021	0 MONTEREY ST	126	Applied	SDR Minor	Site and Design Review Permit	New Single Family Residence			David Mack	Complete	
05/07/2021		123	Approved	206 Fourth St	Site and Design Review Permit	minor projects			David Mack	Approved	
04/15/2021	507 THIRD ST		Approved	507 Third St (Rear)	Conditional Use Permit	CUP Amendment -Brewery 25 - Moving & Expanding Brewery 25 Tasting Room	No	Major	David Mack	Approved	
03/04/2021	34 PEARCE ST			34 Pearce St & Corner of Alameda & Pearce	Conditional Use Permit	On the Alameda Mixed Use Building	No	Major	David Mack	Incomplete	
01/25/2021			Approved	300 Third Street	Historic Resource Design Review Permit	Tear off Shake and Reroof with Comp				Approved	
12/07/2020	313 FOURTH ST		Applied	313 FOURTH STREET	Site and Design Review Permit	NEW DETACHED ADU WITH GARAGE	No		David Mack	Approved	
12/03/2020			Applied	300 Third Street	Conditional Use Permit	ABC 41Lic- Beer & Wine Sales along with existing restaurant	No	Major	David Mack	Approved	
09/28/2020	103 THE ALAMEDA		Applied	103 The Alameda	Site and Design Review Permit	ADU	No			Incomplete	
09/28/2020	53 FRANKLIN ST		Applied		Site and Design Review Permit					Approved	

Permit Date	Property Address	San Juan Bautista Permit #	Permit Status	Job/Event/Project Address	Permit Type	Project Description	Home Occupancy Permit	Conditional Use Permit Type	Assigned To	Status	Edit/View
08/31/2020	401 THIRD ST		Applied	Bluebird Builiding Exterior Paint	Historic Resource Design Review Permit	Repaint Building Exterior Like				Approved	
05/18/2020	404 The Alameda		Approved	404 The Alameda	Site and Design Review Permit	Gas Station - New Construction of a Gas Station and convenience store on a vacant parcel	No	Major		Approved	
02/21/2020	99 LANG ST		Applied	The Orchards	Site and Design Review Permit	The Orchards - New Major Subdivision for 17 lots	No			In Review	
01/30/2020	302 SEVENTH ST		Applied	302 Seventh Street	Site and Design Review Permit	Nimo Development - New Single-Family Residence Construction	No		David Mack	Approved	
03/22/2017		2017-33	Approved	18th Barrel	Conditional Use Permit	Tasting Room for Beer and Wine with courtyard for private events		Minor		Approved	

Records 1 to 16 (of 16)