

Community Development Monthly Status Report  
Brian Foucht, Community Development Director  
October 13, 2021

A. Community Development Administration

1) Development Review Committee (DRC) during the month of September was fairly quiet and included: DRC continues to be an indispensable aspect of our administrative review process. The following items were actively discussed during the two DRC meetings in August:

1. Establish a path to secure historic resource monitoring for Casa Rosa renovation
2. JJ Burger Design Review (ongoing)
3. 10 Franklin Street – deferred improvement and building permits (review ongoing)
4. Kulta Farms Cannabis Land Use Permit – project options discussion with applicants
5. Midnight Express: third extension request denied; building permit expired 9/6
6. ADU ordinance and project for 45 Washington – ongoing discussion with applicant
7. Hwy 156 and The Alameda gas station project – ongoing improvement and encroachment permit with Caltrans
8. Business License and inspection/sign off process (develop step by step guide) - ongoing
9. Building Permit process (develop a package of information for applicants) – ongoing
10. Special Events Permits: Arts/Crafts, Rib Cook off; 10 mile run (see email, Jason Williams) outreach and permits (underway).
11. Short Term Rental Permit procedures (draft)

Building Dept., IWORQs and planning staff continue to update 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.

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.)

- 2) Short Term Rentals: Supplemental procedures are on the October 19 City Council Agenda.
- 3) Accessory Dwelling Unit: Work on the ADU ordinance progressed, and Planning Commission review was scheduled and completed. The ordinance was discussed at the September 21 City Council meeting. A slightly modified ordinance will be before the City Council again on October 19.

## B. Community Development and Planning Program

- 4) 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. This week, EMC Planning Group submitted an updated scope of work, incorporating provisions for collaboration and coordination with other City planning programs and a definitive community engagement program.
  
- 5) LEAP Grants: the City has received \$60,000 to update the City’s Accessory Dwelling Unit and Inclusionary Housing Ordinance.
  - a) ADU Ordinance – see above.
  
  - b) Inclusionary Housing Ordinance – Staff and our consultant continue to review of the ordinance currently in effect. Key topics include the manner in which the inclusionary requirement is determined, and the tenure of units to be subject to the ordinance.
  
- 6) 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. An RFP has been sent to prospective consultants and the deadline for responses is November 5. The selection process is expected to conclude in early December.
  
- 7) I have reached out to members of UGB committee advising the committee that we are beginning to re-energize this program. A kick off meeting has not yet been scheduled. Staff met with the LAFCO Executive Officer Bill Nicholson in August 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

- 8) Throughout the summer, the City Manager 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 continue to formulate approaches to this important topic including local organization, staffing, and San Benito County economic development interests, including maintaining a strong relationship with Marc Fontes, San Benito County EDC executive director. On September 21, the City Council authorized a \$5,000 contribution toward matching funds to support preparation of an updated Comprehensive Economic Development Strategy:

<https://www.bing.com/search?q=san+benito+cound+comprehensive+economic+develo+pent+strategy&cvd=4a318e6416e946879353c278a5e29487&aqs=edge..69i57.19285j0j9&FORM=ANAB01&PC=DCTS>

San Benito County EDC staff have started attending business forum meetings and will continue efforts to create a resource-based bridge to the local business community.

- 9) As the economy continues to evolve in response to viral threats and vaccination rates, vaccination rates, the City Manager and I have discussed various ways to strengthen our resilience. A comprehensive, multifaceted local approach will be able to build upon the organized approaches developed at the outset of the pandemic.

On September 21 Mayor Jordan requested that staff place an item for discussion on the October 19 agenda regarding selection of broad based standing Citizens Advisory Committee to the City Council for matters related to economic and business development.

- 10) A final draft parklet design guideline will be completed in October and forwarded to the Planning Commission and City Council in November.