

Community Development Department
Monthly Status Report
January – February 2023
Brian Foucht, Community Development Director

Key Topics:

- ATP completed and documents multi-modal network recommended improvements
- ATP Implementation begins with Caltrans Sustainable Communities 350K grant application for multi-modal center; concept receives broad stakeholder support from 17 entities.
- Housing Element RFP issued for 175k budget
- PLHA grant funds 318k for ADU rehabilitation awarded
- SJB Economic Development matures progress re completion of EDCAC committee reports
- Historic Preservation Consultant hired and completes first set of recommendations
- UGB Committee PC and CC members selected; property owner contact completed
- Transportation and Housing programs aligned with future REAP 2.0

A. Community Development Administration

1. Development Review Committee: DRC was relatively quiet the months of January – February, limited to special event review.
2. Grant Administration –
 - ATP Program The Active Transportation Project (ATP) closed in February with approval by the City Council on February 21, 2023. Final Invoicing to Caltrans will occur at the end of March.

Upon approval of the ATP, staff and CivicWell (as sub-applicant), prepared and submitted an application for a \$350,000 grant under the Sustainable Transportation Planning grant funds, under the Sustainable Communities Grant Subgrant program for a “*multi-modal transportation center integrated plan*” near the intersection of 156/The Alameda/Fourth Street. 17 letters of support were received from diverse segments of the community, including the Mission San Juan Bautista, Aromas – San Juan School District and State Parks, each of which will play a vital role in developing a rural scale center intended to provide a range of transportation and visitor – oriented services at the SJB gateway. The plan will be integrated with the City’s planning for Third Street, the School District site development plan and program, and State Historical Park Master Plan. The overall schedule for grant submission, review, funding and project implementation is as follows:

March 9, 2023 – Grant application deadline

Spring 2023 – Application evaluation and management approval of grant recommendations

Summer 2023 – Grant announcements

Fall 2023 – Grant recipients begin project activities

Winter-Summer 2026 – Grant projects are completed, and grant funds expire (expiration dates depend on grant recipient and fund-type)

- *A new round of REAP funding is on the horizon via REAP 2.0.*

REAP 2.0 provides funds to accelerate housing production and facilitate compliance with the 6th Cycle of the housing element, including RHNA allocations and advance the State’s sustainable communities strategy. The REAP 2.0 objectives are: accelerate infill development that facilitates housing supply, choice and affordability and affirmatively furthering fair housing VMT reduction (*especially transit/multimodal project elements*). The City’s intention for multi-modal network improvements to reduce VMTs, especially give SJBs high percentage of commuters, will be eligible for \$125,000 in non-competitive funds and will also align competitively with the REAP 2.0 objectives.

The next steps for the REAP 2.0 program are as follows:

- HCD finalizes review of AMBAG’s final application (March 2023)
 - Finalize draft guidelines for both grant programs and release for public review (March – April 2023)
 - AMBAG Board approves final guidelines and directs staff to issue Notice of Funding Availability (May – June 2023)
- On August 17 HCD issued a NOFA Permanent Local Housing Allocation (PLHA) Program. The City received notice that \$499,000 in grant funds over 5 years. The City Council has approved the use of these funds for ADU health and safety improvements (first three years) and homeless services (second and third years). The grant application was submitted prior to November 30, 2022. Allocation, award and expenditure deadlines are as follows:

Allocation Years	Appropriation Date	Application Deadline	Award Deadline	Expenditure Deadline
Year 1 (2019)	7/1/2019	Fall 2022	April 2023	4/30/2024
Year 2 (2020)	7/1/2020	Fall 2023	April 2024	4/30/2025
Year 3 (2021)	7/1/2021	Fall 2024	April 2025	4/30/2026
Year 4 (2022)	7/1/2022	Fall 2025	April 2026	4/30/2027
Year 5 (2023)	7/1/2023	Fall 2026	April 2027	4/30/2028

The California Department of Housing and Community Development (Department) notified the City on February 15, 2023 that SJB has been awarded a Permanent Local Housing Allocation (PLHA) program award in the amount of \$312,828. This letter

constitutes notice of the designation of PLHA program funds for use in San Benito County for the following activities:

- Rehabilitation of Accessory Dwelling Units
- Five Percent (5%) Administrative Costs

The Community Development Dept will develop administrative programming and begin marketing the program in March, 2023.

- Housing Element : The City has issued an RFP for completion of the 6th Cycle Housing Element. Proposals are due March 31, 2023, and the HE is to be completed before December 31, 2023. \$175,000 has been budgeted for this exercise.
- Code Enforcement
 - a. Progress was made on various issues associated with 451 San Juan Hollister Rd.. A Public Nuisance Declaration has been posted, the property owner has submitted an application for Development Permit to remedy the violation. Staff will contract for planning assistance to process the application and monitor compliance. A temporary use permit is being considered that would allow the owner to operate a trucking business while City and Responsible Agency Permits are being completed.
 - b. Staff continues to work to develop a one- stop permit process related to plan checking, encroachment permits and building permits. Our objective is to simplify and streamline communication. Staff is also working with IWORQ to enhance the current system to incorporate a module specifically related to the City Engineer and to make improvements to the Planning Permit module.
 - c. A weekly Building Permit Activity report has been prepared in IWORQ to enable monitoring of building dept permit information. This will help ensure that simple things are resolved simply.
 - d. The Fire Dept has added an inspector (Captain Bettencourt) and continues to improve responsiveness and reporting.
 - e. The following are active Compliance Orders and red-tag/stop work orders:
 - 451 San Juan Hollister Rd. (Compliance Order & Notice of Violation - Orozco)
 - f. Short Term Rental Permit - Staff continues to monitor Granicus has executed a contract with Granicus to begin address identification for Short Term Rental enforcement. A kick off meeting was held in February and short term rentals are monitored monthly for payment of the transient occupancy tax.

- **Community Development and Planning Program**

Community Plan: Meetings with property owners within the area mapped by the UGB committee as Sphere of Influence and Greenbelt have been concluded, and the UGB committee has is now repopulated with new Planning Commission and City Council members, and one at large member will be selected at the March 21 City Council meeting. Meetings are tentatively scheduled to occur in April, enabling a public review draft plan to move forward to Planning Commission and City Council hearings during the third quarter of 2023.

- **Economic Development Program**

The EDCAC, a “standing subcommittee” of the City Council (rather than an ad hoc committee that is established for a specific purpose, not subject to the Brown Act and effectively dissolved when that purpose is achieved) has formed three subcommittees: Outreach, Business Development and Retention and Community Relations and Resources. Each of these committees has now completed a individual reports summarizing findings. These reports will be compiled and presented to the EDCAC in April and then transmitted to the City Council for consideration and any budget considerations.

The City has contributed \$6,000 to support the SBC EDC (corporation). The EDC will began the CEDS process in November by appointing a broad-based steering committee and will pull membership from the EDCAC. There will be three steering committee meetings to occur in November, December 2022 and January 2023.

The EDCAC meetings continue to content – rich as the EDCAC continues to learn the local and the regional ED landscape, participate in the CERF REACH program via Uplift Central Coast, and other SBC ED organizations, including the SBC EDC (Committee) new standing committee established earlier this summer. The Community Relations and Resources Subcommittee held a visioning meeting in October, with more to follow – focused on recreation resources.

The Governor’s Office Of Business Development, Central Coast Region (GoBiz) and the SBC EDC (corporation) are consistent contributors to the EDCAC; for example, during the August EDCAC meeting, the GoBiz Central Coast Region provide a comprehensive summary of resources available to assist small businesses.

Update of San Benito County’s Five-Year *Comprehensive Economic Development Strategy (CEDS)*: The third and final CEDS Strategy Committee meeting took place on February 22nd, and a draft of the CEDS is about 70% complete, with the CEDS Consultants reporting they have completed the vision statement, the SWOT analysis, an economic analysis, all surveys and Interviews, a list of community projects², and a resiliency strategy (related to energy, water, climate, earthquake, fire, and flooding).

It's expected that SBC EDC will have a final draft of the CEDS document by the end of March, at which time it will begin a thorough review by the EDC staff/board, as well as CEDS Strategy Committee members, which includes the EDCAC.

Once finalized, the CEDS will then be presented to the public for a 30-day review period before being submitted to the County Board of Supervisors and the Economic Development Administration for final approval.

Update on CERF

The Uplift Central Coast Coalition – led by REACH, the Ventura EDC, and Monterey Bay Economic Partnership – will officially kick off the CERF Planning Phase process at a virtual gathering on March 10th from 10am and 11am. The Planning Phase consists of a two-year economic development planning process with the goal of creating an inclusive economic development plan for the six Central Coast counties, which includes San Benito County. Attendees of the virtual gathering will receive an update on the planning process, meet the CERF team, and learn about opportunities to engage in the work ahead. Here is the link to register [CLICK HERE TO REGISTER](#).

GO-Biz Updates

The California Competes Tax Credit application period is currently open until March 20th, with at least \$99.7 million in available tax credits. This program is an income tax credit available to businesses that want to locate in California or stay and grow in California. Businesses of any industry, size, or location can apply. GO-Biz will be hosting informational webinars on March 8th and 16th to provide an overview of the application process. Here is a link to the Cal Competes web page on the GO-Biz website with the registration links for the webinar [California Competes](#). - GO-Biz recently released an updated version of their California Business Investment Guide, which provides a comprehensive overview of relevant state funding programs. A link to the guide can be found here [California Business Investment Guide 2023](#).

Staff continues to facilitate the EDCAC meetings including agendas, minutes, resources and subcommittee support. The EDCAC is an essential standing committee with a robust agenda that is busier and more engaged than any other City committee or commission.

Changes to the San Benito County Economic Development Advisory Committee and the Economic Development Partnership:

At the last San Benito County Economic Development Advisory Committee (SEE NOTE) meeting both Supervisors (Chairman Mindy Sotelo and Angela Curro) and the Hollister Mayor (Mia Casey) suggested (and everyone agreed) that rather than having two separate economic development ad hoc committees that both the City of Hollister and San Benito County join

forces and combine resources—insuring that the City of San Juan Bautista is also represented on the Committee—to increase the collaborative efforts in bringing economic development to our communities in a single place—through the San Benito County Economic Development Advisory Committee.

(NOTE: The *San Benito County Economic Development Advisory Committee* includes representation by two County Supervisors (Mindy Sotelo and Angela Curro); County staff (Ray Espinosa, Dulce Alonso, Gracie Rodriguez, and Ramon Aban); the City of Hollister (Mayor Casey); the City of San Juan Bautista (Mayor Jordan and Brian Foucht); the San Juan Bautista EDCAC (Fran Fitzharris); the San Juan Committee (Jill Pagaran); the Economic Development Corporation of San Benito County (Renee Wells and Amy Paris); the San Benito County Business Council (Jim Gillio and Kristina Chavez Wyatt); the San Benito County Chamber of Commerce (Shawn Herrera); the Hollister Downtown Association (Omar Rosa); and the San Benito County Workforce Development Board (Lizz Turner).)

Since representation on this Committee includes those making up the *Economic Development Partnership* (EDP)—which is overseen by the Economic Development Corporation of San Benito

County (EDC)—after polling the members of the EDP, it was determined by the EDC that the EDP should be disbanded and that the group’s members should take part in the monthly meetings of the *San Benito County Economic Development Advisory Committee*.

Meetings of the *San Benito County Economic Development Advisory Committee* are open to the

public and held in person and via zoom on the fourth Thursday of every month between 12:00-

1:00 p.m. in Board Chambers (County Administration Building, 482 4th Street, Hollister, CA).

Meeting agendas are distributed by Gracie Rodriguez (GRodriguez@cosb.us) of the County Administration’s Office and also posted in advance on the County’s website (<https://www.cosb.us/>).

- Historic Preservation, Landscapes, Trees

The City Council has contracted with a qualified Architectural Historian to provide essential guidance to staff, applicants and stakeholders, including the Historical Society, regarding all facets of Historic Preservation programs. Meg Clovis has been contracted to provide this support and has completed an initial evaluation of program documents, has advised City staff on development applications and meets with the SJB Historical Society. The following are recommendations regarding Historic Preservation Documents:

Historic Preservation Ordinance

San Juan Bautista’s Historic Preservation Ordinance was first adopted in 1981 and then amended and incorporated into the City’s Zoning Ordinance sometime after 2006. The City’s ordinance contains most of the sections recommended by the California Office of Historic Preservation in their Technical Assistance Bulletin #14. Following are some observations that would clarify the ordinance and strengthen the City’s historic preservation program.

Recommendations

11-06-040 Powers and Duties

One of the HRB's powers and duties is public outreach. Both the Historical Society and the City have links to certain documents but there is no single site where all documents can be accessed. San Juan Bautista residents should be able to retrieve information about historic properties from review requirements to design guidelines. All properties identified in the 1981 and 2006 surveys should be combined in a Master List, as well as all properties currently included in the City's Register of Historic Resources.

11-06-070 Systematic Inventory and Identification of Historic Resources

An on-going effort to survey a community's resources is essential to identifying and preserving its historic assets, however the survey process, especially an intensive survey, is extremely expensive. More and more communities are updating their historic context statements in order to establish eligibility criteria and integrity thresholds for potential historic properties. Rather than conducting a static survey, a Context Statement that identifies Significant Themes, Associated Property Types and establishes Registration Requirements will give a jurisdiction much more flexibility and continuity in the management of their historic preservation program.

11-06-120 C Design Review

A resource does not need to have been identified previously either through listing or survey to be considered significant under CEQA. In addition to assessing whether historic resources potentially impacted by a proposed project are listed or have been identified in a survey process, lead agencies have a responsibility to evaluate them against the California Register criteria prior to making a finding as to the proposed project's impacts to historical resources (PRC Section 21084.1, 14 CCR Section 15064.5(3)). The review of un-surveyed or registered properties should be included in 11-06-120.

11-06-090 Procedures for Listing a Historic Resource

Listing requirements should require the submittal of applicable DPR forms to maintain consistency with the current inventories.

11-06-120 Design Review

The format and content for Phase Two (Design Review) reports should be specified (see City Of Monterey, County of Monterey, City of Carmel, or City of Pacific Grove for examples).

1981 and 2006 Context Statements and Surveys

Both the 1981 and 2006 Context Statements and Surveys generated valuable historical information about San Juan Bautista and recorded many properties on DPR forms. The current context statements do not, however, provide a framework for determining eligibility

or integrity thresholds for potential historic properties. The California Office of Historic Preservation explains:

“Historic contexts statements are intended to provide an analytical framework for identifying and evaluating resources by focusing on and concisely explaining *what* aspects of geography, history, and culture significantly shaped the physical development of the community or region’s land use patterns and built environment over time, *what* important property types were associated with those developments, *why* they are important, and *what* characteristics they need to have to be considered an important representation of their type and context.

By focusing on property types rather than individual buildings or architectural styles, and providing clear criteria for evaluating significance and integrity, a good context provides a template for identifying, evaluating, and developing plans for the treatment of historical resources even in the absence of complete knowledge of individual properties. “Property types” is the concept that links history with the built environment.”

Good examples of the referenced analytical framework are included in Pacific Grove’s Context Statement and the Pebble Beach Context Statement, among others.

The San Juan Bautista Historical Society has suggested updating the City’s current context statement with the addition of property types related to the automobile including gas stations, garages and auto tourism businesses.

Funding Sources

The California Office of Historic Preservation offers grant opportunities to Certified Local Governments (CLG). These grants focus on generating planning documents that support historic

preservation efforts such as Context Statements, National Register nominations, and Design Guidelines. San Juan Bautista received CLG grants to prepare the 2006 Context Statement and Survey and to complete the Third Street National Register nomination. The CLG grants require a 50% match which can be met through volunteer hours and staff time. It is recommended to include at least \$10,000 of City funds in the match to insure responses to an RFP.

There are no grant funds available for owners of registered historic properties. Preservation incentives are available through Federal Tax Credits (for income producing properties only), the Mills Act, and the new California Historic Rehabilitation Tax Credit (SB451).

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

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February 15, 2023

Don Reynolds, City Manager
City of San Juan Bautista
311 Second Street - P.O. Box 1420
San Juan Bautista, CA 95045

Dear Don Reynolds:

**RE: Award Announcement – Permanent Local Housing Allocation Program
Round 3, Notice of Funding Availability, Fiscal Year 2022/2023
City of San Juan Bautista
Contract No. 22-PLHA-17665**

The California Department of Housing and Community Development (Department) is pleased to announce that the City of San Juan Bautista has been awarded a Permanent Local Housing Allocation (PLHA) program award in the amount of \$312,828. This letter constitutes notice of the designation of PLHA program funds for use in San Benito County for the following activities:

- Rehabilitation of Accessory Dwelling Units
- Five Percent (5%) Administrative Costs

The City of San Juan Bautista will be required to enter into a Standard Agreement that will set forth conditions for funding and milestones that are required to be met. Reimbursement of eligible expenses are subject to the terms outlined in Section 304(d) of the PLHA adopted program guidelines.

Congratulations on your successful application. For further information, please contact Doniell Cummings, PLHA Program Manager, Program Design and Implementation Branch, at (916) 695-9006 or Doniell.Cummings@hcd.ca.gov.

Sincerely,

Jennifer Seeger
Deputy Director
Division of State Financial Assistance



SAN JUAN BAUTISTA ACCESSORY DWELLING UNIT (ADU) COMPLIANCE PROGRAM



FIND OUT IF YOU'RE ELIGIBLE

- Owner must live on property
- Unit must be available for affordable housing for five years after repairs
- Must have:
 - Deed
 - Full title report
 - As-built plans
 - Cost-estimate for repairs



GET UP TO 15K IN GRANT FUNDING

Get up to \$15,000 for eligible health and safety repairs to bring your unit into compliance.



SUPPORTS LOW-INCOME RESIDENTS

Helps low-income homeowners and provides more affordable housing.

APPLY: WWW.SAN-JUAN-BAUTISTA.CA.US/ADU

311 Second St. – PO Box 1420, San Juan Bautista, CA 95045

CONTACT: BRIAN FOUCHT, 831-623-4661