



City of San Juan Bautista

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URBAN GROWTH BOUNDARY SPHERE OF INFLUENCE

SPECIAL MEETING
THURSDAY, DECEMBER 7, 2023, 4:00 P.M.

HYBRID MEETING

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

AMENDED AGENDA

Mission Statement:

The mission of the Urban Growth/Sphere of Influence Ad-Hoc Committee is to establish limits to and boundaries for growth that will serve and protect the City of San Juan Bautista now and in the future.

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 Committee 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/83341640938>

To participate telephonically:

call 1 (669) 900-6833

Webinar ID: 833 4164 0938

PUBLIC COMMENT RESTRICTION

Public comments are restricted to items on the special meeting agenda pursuant to California Government Code section § 54954.3(b). Public comments generally are limited to three (3) minutes per speaker; the Mayor may further limit the time for public comments depending on the agenda schedule.

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. REVIEW AND DISCUSS

A. City Council Resolution 2023-71;

- i. Memorandum Of Agreement/Understanding with San Benito County regarding Planning Area; Implementation of Urban Growth Boundary Recommendation;
- ii. Draft Scope of Work; Community Plan - Infill Development Framework; Targeted General Plan Amendment

3. ADJOURNMENT

AGENDA MATERIAL / ADDENDUM

Any addendums will be posted within 72 hours of regular meetings or 24 hours of special meetings, unless otherwise allowed under the Brown Act. City Council 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 www.san-juan-bautista.ca.us subject to Staff's ability to post the documents before the meeting, or by emailing deputycityclerk@san-juan-bautista.ca.us or calling the Deputy Clerk (831) 623-4661 during normal business hours.

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

PUBLIC COMMENT 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 Deputy City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us no later than 3:00 p.m. on the day of 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 Monday, December 4, 2023, 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 may be streamed live at <https://www.facebook.com/cityofsanjuanbautista/>.

RESOLUTION NO. 2023-71

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
STATING THE INTENTION TO UNDERTAKE A TARGETED AMENDMENT OF
THE 2016-2035 GENERAL PLAN TO INCORPORATE, AS IT MAY BE AMENDED
THROUGH THAT PROCESS, THE RECOMMENDATION OF THE URBAN GROWTH
BOUNDARY AD HOC COMMITTEE REGARDING A SPHERE OF INFLUENCE,
URBAN GROWTH BOUNDARY AND PLANNING AREA**

WHEREAS, in June of 2020 the City Council was informed by LAFCO that the proposed Sphere of Influence reference in 2016-2035 General Plan Maps 2.2, 6.1-6.3 had not been submitted by the City for LAFCO approval, resulting in an inconsistency between the adopted Sphere of Influence and the Sphere of Influence represented in the 2016-2035 General Plan; and

WHEREAS, the Area of Concern referenced in General Plan Maps 2.2 and 6.3 has not been implemented and an Urban Growth Boundary referenced in the General Plan has not been delineated; and

WHEREAS, establishment of a Sphere of Influence and implementation of the Area of Concern (Planning Area) are vital to the protection of the City's historical character and setting which underpins the City's cultural and economic well-being and community values; and

WHEREAS, in August of 2020 the City established an Urban Growth Boundary Ad Hoc Committee ("UGB Ad Hoc Committee") to determine the optimal method of protecting the City's historical character by protecting the open space resource values surrounding the City. The Mission of the UGB Committee is stated as follows: *The mission of the Urban Growth/Sphere of Influence Ad-Hoc Committee is to establish limits to, and boundaries for growth that will serve and protect the City of San Juan Bautista now and in the future*; and

WHEREAS, during the period 2021-2023 the UGB Ad Hoc Committee diligently considered two competing perspectives involving the Sphere of Influence and Urban Growth Boundary, Greenbelt, or Planning Area (General Plan Area of Concern) described by the following two perspectives:

- A relatively more expansive Sphere of Influence provides the City with legislative control and influence, enabling creation of an Urban Growth Boundary outside current City Limits that effectively controls the extent of development sufficient to protect the City's historic open space context.
- A more restrictive Sphere of Influence emphasizes the primary role of the Area Of Concern (Planning Area) within which measures agreed upon with San Benito County, to achieve open space resource protection within that delineated area.

WHEREAS, to resolve this question, the UGB Ad Hoc Committee considered a variety of factors, including property owner and community input and resource and

development constraints to determine recommendations for Sphere of Influence, Urban Growth Boundary and Planning Area (coterminous with Area Of Concern); and

WHEREAS, the UGB Ad Hoc Committee has recognized that a recommendation to change the delineation of these areas within the General Plan and which will be formally adopted by LAFCO will require amendment to certain General Plan policies, objectives and programs.

NOW THEREFORE, BE IT RESOLVED, the City Council hereby adopts the following:

- 1) Accept the proposed Sphere of Influence, Urban Growth Boundary and Planning Area boundaries recommended in the maps, as amended, attached as Exhibit A to the Resolution from the UGB Ad Hoc Committee;
- 2) State the intention to Amend the 2035 General Plan targeting only those policies, objectives and programs affected by an amended Sphere of Influence, adoption of an Urban Growth Boundary and adoption of a Planning Area;
- 3) Direct the UGB Ad Hoc Committee to work with San Benito County to establish a Planning Area and related Memorandum of Agreement/Understanding.

PASSED AND APPROVED this 14th day of November 2023, by the following vote:

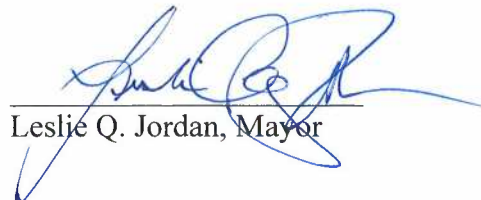
AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:



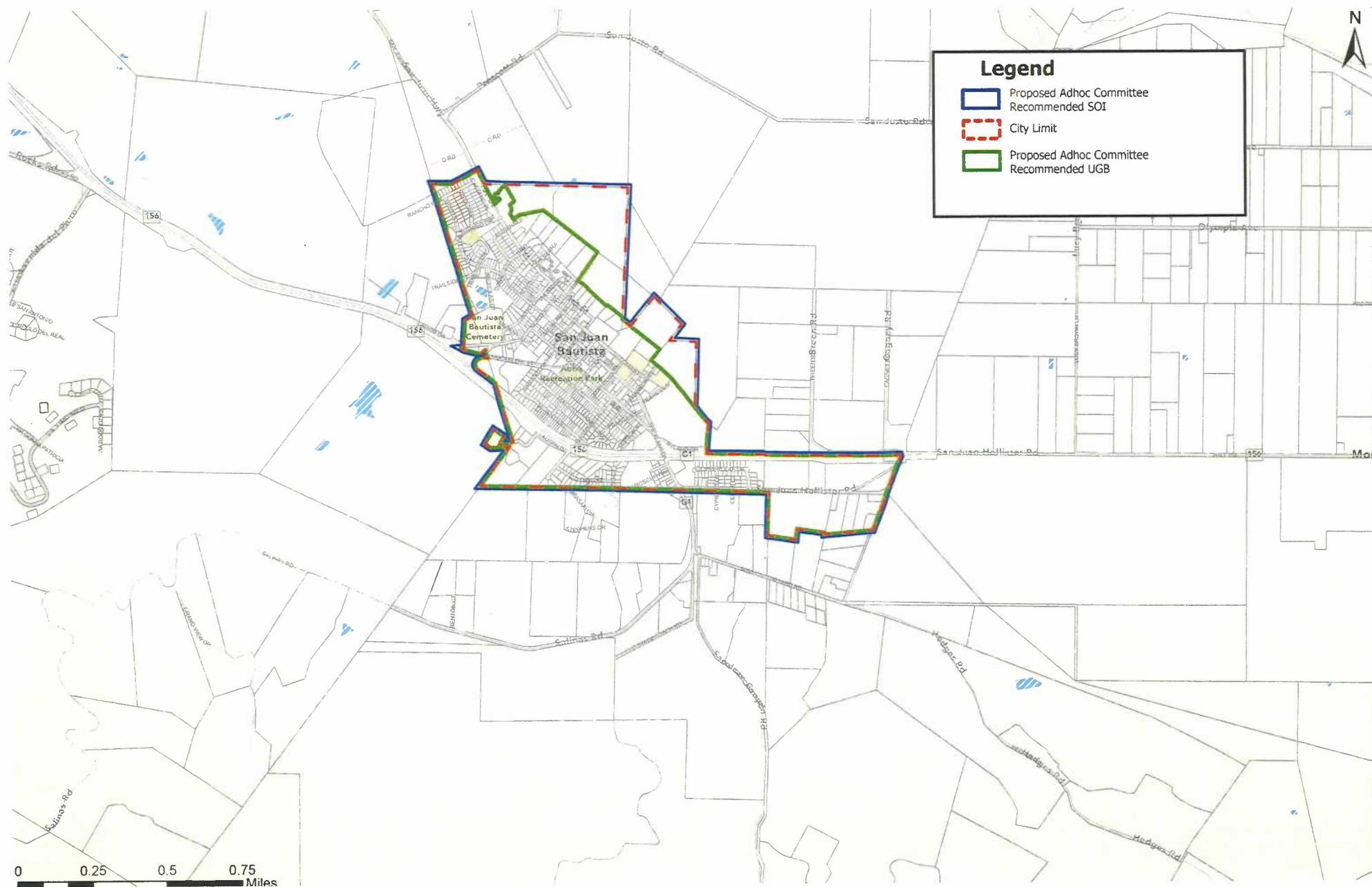
Leslie Q. Jordan, Mayor

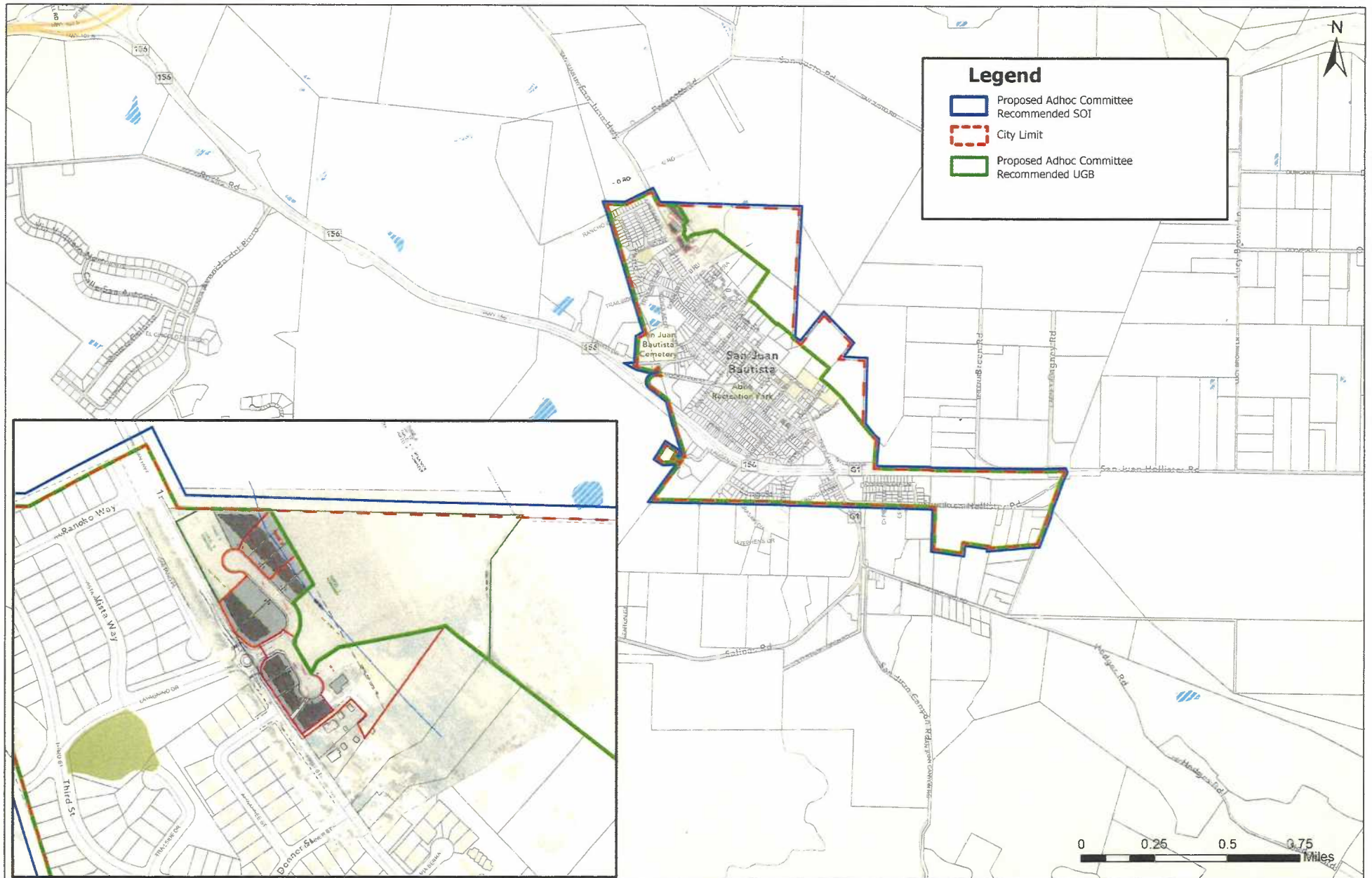
ATTEST:

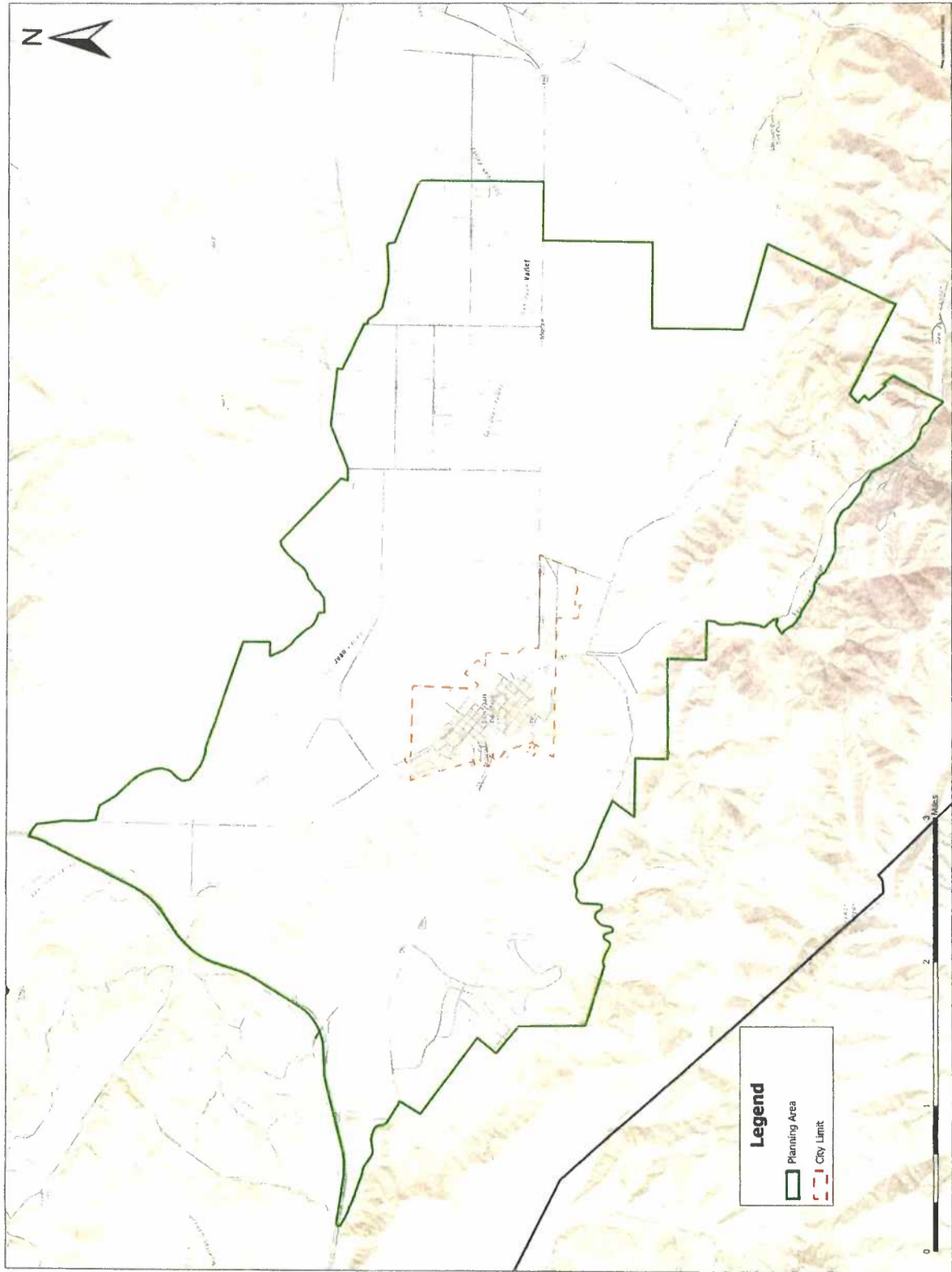


Elizabeth Soto, Deputy City Clerk

Exhibit A- two maps- 1: SOI and UGB, and 2) Planning Area







San Juan Bautista Community Plan

Infill Frame Work & Targeted General Plan Amendment

November 30, 2023

**Prepared by
EMC Planning Group**

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Project Background

EMC Planning Group has recently prepared a draft Community Plan for the City of San Juan Bautista (the “City”) with the purpose of addressing land use and additional housing sites outside of the current City limits, and potentially expanding those limits to support future growth and preservation. The goal of the Community Plan was to provide a thorough review of the available services and generate design guidelines focused on enabling future development while simultaneously supporting conservation of adjacent open space and agricultural lands. The latest effort, including community engagement, exploration of alternative growth limits, generation of land use designations, and the development of a draft Community Plan, took place from February through December, 2022. These efforts focused on formalizing the work of the Urban Growth Committee through amending the City’s 2035 General Plan to incorporate a Community Plan with an adopted Sphere of Influence and Urban Growth Boundary capable of facilitating development consistent with the State Planning Priorities.

The concept of establishing an Urban Growth Boundary had been discussed for a number of years. The city staff began talks with the City Council for re-establishment of an Urban Growth Boundary in early 2020. At that time an ad-HOC Urban Growth Boundary Committee was established to address the implementation of the Urban Growth Boundary and Sphere of Influence and identify where the boundaries should be placed to best serve the Community. The City applied to the Council of San Benito County Governments and the Association of Monterey Bay Area Governments for a grant authorized under the Regional Early Action Planning Grants provisions pursuant to Health and Safety Code Sections 50515 to 50515.05. The grant was to be used for technical assistance, preparation, and adoption of planning documents and process improvements to accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing needs allocation.

In 2022, the City Council initiated a program to create a Community Plan. City staff, community groups, and residents worked with Blue Zones and EMC Planning Group through a community outreach process. Working collaboratively, a series of outreach efforts were conducted to create an Active Transportation Plan (ATP) that promoted circulation and connectedness within the existing City limits and proposed growth area, which were incorporated into the Community

Plan. The events for both the Community Plan and ATP were open to the public and widely noticed. EMC facilitated a series of key stakeholder meetings, workshops, a community design charrette, and City Council/Planning Commission meetings to inform the public and key stakeholders about the Community Plan effort, as well as receive comments, concerns, and suggestions, which were incorporated into the plan. Community engagement activities included the following:

- Community Conversation - Economic Development in San Juan Bautista (May 3rd, 2022);
- Community Conversation - The Future of Growth in San Juan Bautista including a presentation of the LAFCO Executive Officer (May 3rd, 2022);
- Community Conversation - Living, Working & Playing in San Juan Bautista (May 3rd, 2022);
- Community Conversation - Mobility and Transportation in San Juan Bautista (May 4th, 2022);
- Community Design Charrette at San Juan School (May 5th, 2022); and
- Joint City Council/ Planning Commission Workshop (June 13th, 2022).

A draft Community Plan was submitted to the City on December 20th, 2022, and subsequently underwent a thorough review by the Urban Growth Committee.

During the period 2021-2023 the Committee diligently attempted to determine the interplay between the Sphere of Influence and Urban Growth Boundary. In 2023, the Committee considered models from several communities that would put the City in the best position to address future growth potential while influencing land use policy within areas considered essential for open space conservation. This careful review included examples of active interagency agreement and coordination necessary to stabilize urban growth boundaries, achieving mutually beneficial goals of protection of open space for conservation, agriculture and resource production. Based on this review, the Urban Growth Committee recommended a more conservative Sphere of Influence and Urban Growth Boundary aimed at supporting infill development as opposed to future expansion.

In support of the Urban Growth Committees recommendation, the City staff has begun a series of activities and actions initiated by a November 14th, 2023 City Council resolution, stating the City's intention to amend the General Plan. The "targeted" General Plan amendment would focus on infill development potential of existing residential areas and higher density zoning (height, setbacks, FAR) that would be necessary to meet the City's Regional Housing Needs Allocation outline in the 6th Cycle Housing Element. The City has request EMC's assistance in the revision of the draft Community Plan to produce an infill development framework that will allow the City to reach its anticipated growth rate (1.9 percent per year) through the end of the

General Plan planning horizon. The scope of work presented below provides an outline of the necessary tasks that will be required to achieve this goal.

2.0 Scope of Work

Task 1 Project Management and Administration

This task includes the following:

- General contract management and invoicing;
- Subconsultants and project team coordination;
- Consultation and management services for the City; and
- Regular email progress reports to City staff.

Task 2 Review of Relevant Documentation

This task will include a review of relevant documentation necessary to facilitate the development of an Infill Framework and corresponding “targeted” General Plan amendment. The review will consist of the following documents;

- City of San Juan Bautista 2035 General Plan;
- City of San Juan Bautista Municipal Code;
- City of San Juan Bautista Active Transportation Plan;
- San Juan Bautista Community Plan;
- Existing and Supplemental Design Guidelines for San Juan Bautista; and
- City of San Juan Bautista 6th Cycle Housing Element (in-process)

Task 3 Preparation of Draft Infill Development Framework

This task involves the development of a draft Infill Development Framework that incorporates elements of the Community Plan, such as the Design Guidelines, in conjecture with the Urban Growth Committees recommendations. The framework will focus on the infill development of

existing underutilized lots, as well as and higher density zoning (height, setbacks, FAR) that would achieve the City's Regional Housing Needs Allocation outline in the 6th Cycle Housing Element and the anticipated 1.9 percent population growth rate over the life of the General Plan (2035). One (1) electronic draft of the Infill Development Framework will be provided to City Staff for circulation to relevant stakeholder and decision makers for review and comment.

Task 4 Draft General Plan Amendment

This task includes the development of a draft “targeted” General Plan amendment that addresses only the text and policies affected by or in need of revision to implement the Infill Development Framework. One (1) electronic draft of the “targeted” General Plan Amendment will be provided to City Staff for circulation to relevant stakeholders and decision makers for review and comment.

Task 5 Community Engagement

EMC will participate in the following community and stakeholder engagement activities to showcase information outlined in the Infill Development Framework and “targeted” General Plan Amendment and gather community comments, concerns, and suggestions, which will be incorporated into the planning documents.

- One (1) community meeting facilitated by City Staff (Prior to April, 2024);
- Two (2) Planning Commission Meetings facilitated by City Staff (After April, 2024);
- Two (2) City Council Meetings facilitated by City Staff (After April, 2024); and
- Necessary meeting preparation, as needed.

Task 6 Final Infill Development Framework and General Plan Amendment

The final Infill Framework and “targeted” General Plan Amendment will be prepared based upon comments received during engagement activities, as well as input from City staff. One (1) electronic copy will be provided for circulation by City staff to relevant project stakeholders and decision makers.

Task 7 CEQA Compliance

This scope of work assumes that the General Plan Update and Infill Framework (proposed project) would require an initial study and mitigated negative declaration. This assumption will be

reviewed upon completion of the draft General Plan Update and Infill Framework. Therefore, this scope of work and associated budget should be considered preliminary. A budget review will be required prior to initiating Task 7, CEQA Compliance, to both affirm the environmental documentation necessary for City Council action and the appropriate budget associated with the selected type of CEQA compliance, including determining, if any, other technical reports that may be required (e.g., Agricultural Lands Assessment, Biological Assessments, Archeology, and Air Quality, etc.).

Task 7.1 Management and Consultation

This task includes project management tasks, including but not limited to, client consultation, staff and subconsultant management, administration, etc. This task includes eight (8) hours for meetings and telephone conferences.

Task 7.2 Draft Initial Study/Mitigated Negative Declaration

The initial study will address all of the environmental topics included in the initial study checklist. One (1) electronic copy will be provided.

Task 7.3 Public Review Initial Study/Mitigated Negative Declaration

The draft initial study/mitigated negative declaration will be revised based upon comments provided by City staff.

Task 7.4 Noticing

This scope includes preparation of the following CEQA notices: notice of intent, notice of completion, State Clearinghouse summary form, and the notice of determination. City staff will conduct all required distribution.

Task 7.5 Response to Comments

This task includes responding to up to fifteen (15) public comments on the mitigated negative declaration.

Task 7.6 Mitigation Monitoring and Reporting Program

This task includes preparation of a draft and final mitigation monitoring and reporting program.

Optional Tasks

Facilitate necessary LAFCO actions

EMC Planning Group will assist the City in facilitating all necessary LAFCO actions required for the adoption of the appropriate designated boundaries by the City for their Sphere of Influence and Urban Growth Boundary to present to LAFCO.

Prepare Memorandum of Understanding with San Benito County

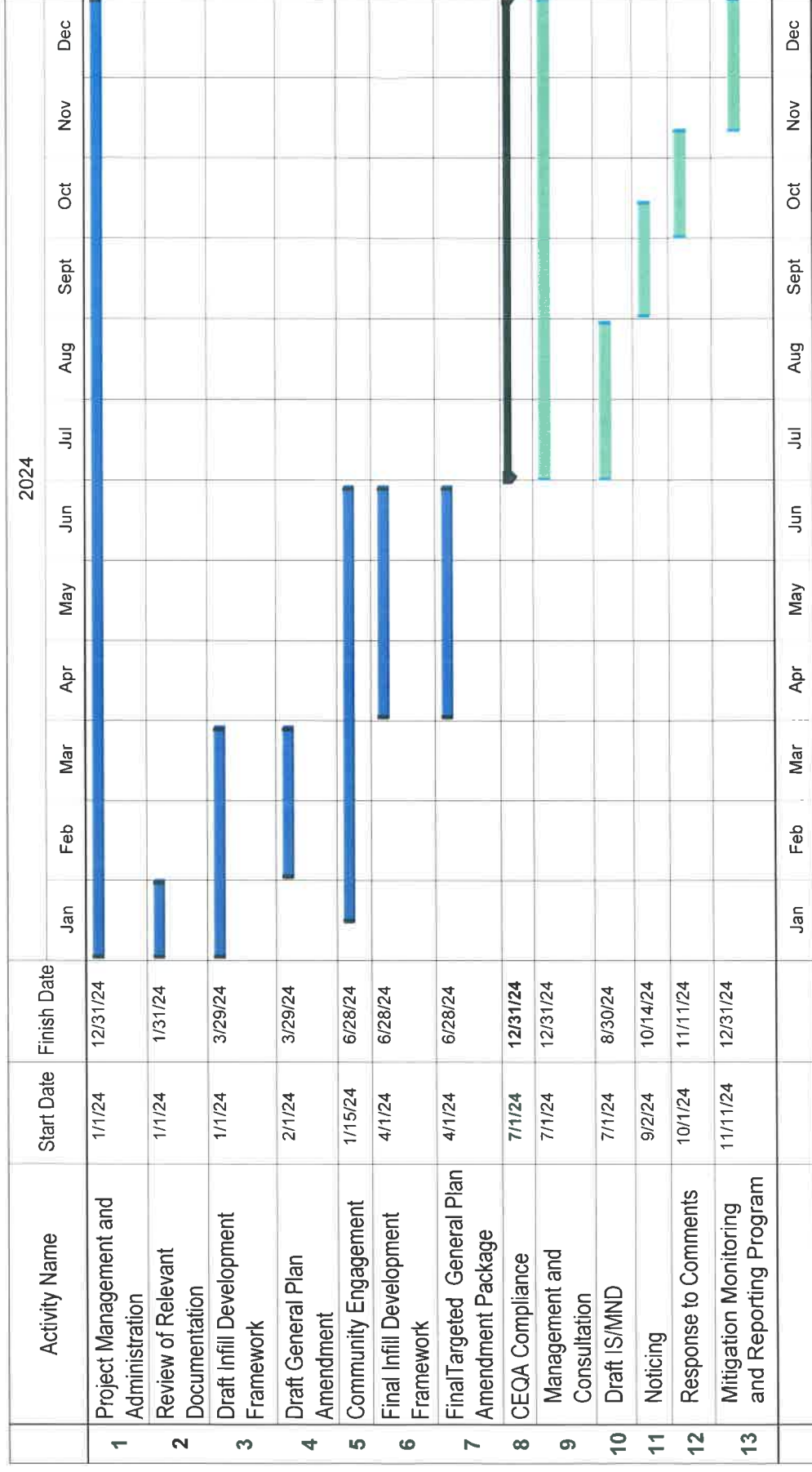
EMC Planning Group will assist City Staff to establish a Planning Area, consistent with the Urban Growth Committees recommendation, and prepare a draft Memorandum of Understanding for consideration by the City Planning Commission to be provided as a recommendation to City Council for adoption by the County Board of Supervisors in San Benito County.

Additional Meetings/Hearings/Scoping Meeting

EMC Planning Group will be available to attending additional meetings and hearings as requested by City staff, and possibly County Staff and LAFCO representatives. A per meeting cost is included in the budget. The budget includes attendance and answering questions, but does not include presentations.

A budget amendment will be required prior to EMC Planning Group conducting optional tasks.

San Juan Bautista Community Plan Infill Framework & Targeted General Plan Amendment



San Juan Bautista Community Plan (Infill Framework & Targeted General Plan Amendment) Contract Amendment No. 3 Budget

Task	EMC Planning Group Inc.														
Staff	Senior Principal	Principal	Principal Planner	Senior Planner	Associate Planner	Reg. Prof. Archaeologist	Principal Biologist	Senior Biologist	Associate Biologist	Desktop Publisher	Graphics	Production Manager	Admin/ Production	Total Hours	Total Cost
Billing Rate (Per Hour)	\$275.00	\$250.00	\$220.00	\$195.00	\$165.00	\$145.00	\$210.00	\$170.00	\$145.00	\$150.00	\$140.00	\$125.00	\$115.00		
Infill Framework and General Plan Amendment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00
1.0 Project Management and Administration	10.0	4.0	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.0	\$7,050.00
2.0 Review of Relevant Documentation	4.0	4.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$3,420.00
3.0 Preparation of Draft Infill Development Framework	6.0	20.0	0.0	10.0	60.0	0.0	0.0	0.0	0.0	0.0	8.0	4.0	2.0	110.0	\$20,350.00
4.0 Draft General Plan Amendment	6.0	20.0	0.0	10.0	40.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0	0.0	96.0	\$17,850.00
5.0 Community Engagement	30.0	0.0	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	6.0	4.0	2.0	72.0	\$14,770.00
6.0 Final Infill Development Framework and General Plan Amendment	6.0	10.0	0.0	8.0	35.0	0.0	0.0	0.0	0.0	0.0	4.0	4.0	2.0	69.0	\$12,775.00
CEQA Compliance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00
7.1 Management and Consultation	12.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.0	\$3,960.00
7.2 Draft IS/MND	8.0	0.0	0.0	0.0	40.0	16.0	16.0	16.0	16.0	0.0	8.0	4.0	2.0	126.0	\$21,370.00
7.3 Public Review IS/MND	2.0	0.0	0.0	0.0	8.0	2.0	2.0	0.0	2.0	0.0	2.0	4.0	0.0	22.0	\$3,650.00
7.4 Noticing	1.0	0.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.0	\$1,265.00
7.5 Response to Comments	4.0	0.0	0.0	0.0	15.0	1.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	24.0	\$4,560.00
7.6 MMRP	1.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	\$605.00
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$0.00
Subtotal (Hours)	90.0	58.0	0.0	28.0	268.0	19.0	22.0	16.0	18.0	0.0	38.0	30.0	8.0	Total Hours	Total Cost
Subtotal (Cost)	\$24,750.00	\$14,500.00	\$0.00	\$5,460.00	\$44,220.00	\$2,755.00	\$4,620.00	\$2,720.00	\$2,610.00	\$0.00	\$5,320.00	\$3,750.00	\$920.00	595.0	\$111,625.00

Additional Costs	
Production Costs	\$0.00
Travel Costs	\$0.00
Postal/Deliverables	\$0.00
Miscellaneous	\$0.00
Administrative Overhead 15%	\$0.00
Total	\$0.00

Subconsultant Fees		
Transportation Consultant (CEQA)		\$25,000.00
Noise Consultant (CEQA)		\$8,000.00
Subconsultant Overhead 15%		\$4,950.00
Total		\$37,950.00

Total Costs	\$149,575.00
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OPTIONAL TASKS		
1 Facilitate necessary LAFCO actions		\$10,000.00
2 Prepare Memorandum of Understanding with San Benito County		\$10,000.00
3 Additional Meetings/Hearings/Scoping Meeting		\$2,500.00

NOTE: This proposal is valid for 90 days