



Harris & Associates®

August 24, 2020

Don Reynolds
City Manager
San Juan Bautista, CA 95045

Proposal to Conduct a Preliminary Feasibility Study for the Development of a Sphere of Influence for the City of San Juan Bautista - REVISED

Dear Mr. Reynolds:

Harris & Associates (Harris) appreciates the opportunity to support the City of San Juan Bautista (City) in preparing a feasibility study for the development of a Sphere of Influence (SOI) for the City. This proposal includes our understanding of the project and requested services, scope of work, and cost estimate. This proposal has been revised, following the direction and desire of the Urban Growth Boundary Ad Hoc Committee, as discussed and requested during the August 17, 2020 meeting.

PROJECT UNDERSTANDING AND BACKGROUND

The following understanding of the proposed project and requested services is based on numerous emails and personal discussions between Don Reynolds and David Mack, Planning Commission, City Council, and Ad Hoc committee workshops regarding the status of both an Urban Growth Boundary (UGB) and SOI for San Juan Bautista.

Prior to the adoption of the 2035 San Juan Bautista General Plan on November 1, 2015, the City had a UGB surrounding it, as well as an existing SOI. The adopted 2035 General Plan includes a SOI discussion and map (Map 4.2), but it does not include a UGB. Therefore, a UGB is not in place at this time.

An SOI is intended to encourage cooperation between governing bodies/jurisdictions, even though one governing body/jurisdiction has no formal governing power. A city's SOI is adopted by the respective Local Agency Formation Commission (LAFCO) and is "a plan for the probable physical boundaries and service area of a local government agency as determined by the commission".

The City of San Juan Bautista first had a "sphere" boundary established by San Benito County LAFCO in 1985, with approximately 3.7 square miles of unincorporated land outside of the city limits. The original "sphere" was bounded by Lucy Brown Road (to the east), San Justo Road (to the north), Prescott Road (to the northwest), the hills of the Gabilan Range (to the west), and San Juan Canyon Road (to the south).

Since the adoption of the original "sphere", it has been amended and most recently includes a larger stretch of land to the north along San Juan Highway and to the west along SR-156.

In this particular case, the SOI would encourage San Benito County to consult with the City for all development projects and/or activities proposed within the “sphere”. The SOI does not provide the City with any governing powers, as the land remains under the jurisdiction of San Benito County for all permits (land use) and legislative actions.

Unfortunately, although the SOI is shown in Map 4.2 in the 2035 General Plan, it was never formally adopted, approved, and/or recorded with LAFCO, so it is unclear if the “sphere” is adequately and formally accepted by all jurisdictional parties (San Juan Bautista, LAFCO, and San Benito County).

Consequently, the City’s current SOI boundary reverts back to the most recent LAFCO adopted/certified map, which was completed in 1998 (estimated). Until such time that the 2035 General Plan SOI is processed through LAFCO, or a new SOI is identified and processed and approved, the prior SOI will remain on record and in effect.

The overall intent of the SOI is to identify areas outside of the City boundaries that would be prime for annexation in the future. With that in mind, it needs to be noted that the City should be prepared to provide public services (water, sewer, fire, police, road maintenance, etc.) to all areas identified in past and future SOI.

The City desires to re-design and re-adopt a SOI, which requires substantial coordination with the County, LAFCO, and affected private property owners (where the boundaries would be placed). Upon identification of the desired placement of the boundary, a General Plan Amendment (to include the SOI within the General Plan) would be required. The adoption of a SOI is a “project” under CEQA; therefore, preparation of an appropriate CEQA environmental document (EIR or IS/MND) would be required.

This proposal outlines a scope of work to support the City in development of a SOI that meets its needs now and into the future.

Process for Re-Adoption/Re-Establishment of an Urban Growth Boundary

Amending and/or re-implementing a SOI will require coordination between the City, San Benito County LAFCO, and San Benito County, as well as cooperation with affected land owners. This process also frames the scope of work to support the City in development of a new UGB.

Application to re-institute (or change) a SOI is part of a series of tools the City can use to plan for future annexations and determine where development will occur. LAFCO would oversee all jurisdictional boundary changes.

Implementation (and/or future amendments) of a SOI requires a series of actions:

- 1) Identification of where the boundary(ies) shall be placed
- 2) Coordination with San Benito County
- 3) Coordination with San Benito County LAFCO
- 4) General Plan Amendment(s) (potentially multiple sections)
- 5) Re-zoning of applicable properties (if required)
- 6) California Environmental Quality Act (CEQA) compliance
 - a. Initial Study/Mitigated Negative Declaration (IS/MND), or
 - b. Environmental Impact Report (EIR)
 - i. Subsequent or Supplemental EIR or
 - ii. Addendum to prior EIR

The level of environmental review and CEQA documentation will need to be determined at a later date and will depend on the content of the 2035 General Plan EIR and where the proposed SOI is located.

SCOPE OF WORK

Harris will identify and coordinate with various stakeholders and responsible agencies (LAFCO, San Benito County), prepare a Feasibility Study to determine the process for implementation, determine the appropriate level of CEQA review, and identify the process for adoption of a draft Sphere of Influence (SOI) as follows.

Task 1. Project Initiation, Coordination and Management

This task includes a meeting with City staff to review the project and confirm the scope, and it includes ongoing budget and schedule management. David Mack will manage the project with support from Kate Giberson. Michael McCormick will periodically be involved to support the project coordination and management as a Senior Advisor.

Deliverables: Monthly project status report emails in coordination with invoices

Time allocated: 10 hours

Task 2. Facilitation of Ad Hoc Committee and Public Workshop

This task includes supporting the ad hoc committee on development of the SOI strategy by facilitating between 3-5 new ad hoc committee meetings. Harris staff will prepare the meeting agendas, develop the presentations, and work with the ad hoc committee to refine the approach to the SOI. We will also develop materials and facilitate one public workshop, either in person or online, to share initial recommendations of the ad hoc committee. The workshop will be used to inform a recommendation carried forward through the remainder of the process. This task assumes multiple meetings totaling no more than 24 hours, including preparation time.

Deliverables: Agendas and PowerPoint presentations for between 3-5 new ad hoc committee meetings and one public workshop.

Time allocated: 24 hours

Task 3. Coordination with LAFCO, County, Special District Staff

This task includes assisting the City in coordination with LAFCO, County, and special district staff to prepare a literature review, review municipal service reviews, interview staff, and hold monthly coordination meetings to ensure active engagement by County, LAFCO, and special district staff. This task also includes preparing a map with a modified boundary line using appropriate GIS based layers provided by the County and LAFCO. Custom layer development beyond one preliminary and one final SOI layer is not included in this scope.

Deliverables: GIS data layers for UGB and SOI (preliminary and final), agendas, and minutes from monthly calls for up to six meetings

Time allocated: 18 hours

Task 4. CEQA Preliminary Assessment

Harris will assess the various options for CEQA review and documentation, and prepare a memo that identifies the pros/cons and general cost ranges for the different types of documentation. Based on preliminary conversations, as well as our general understanding of the parcels and range of development/SOI options being considered, this project may require either a supplemental General Plan EIR or IS/MND, which is not included in this scope of work. The memo will outline a preliminary scope of work for the preparation of an adequate level of environmental review for the project.

Deliverables: Memo identifying CEQA document options and preliminary scope of work

Time allocated: 20 hours

Task 5. Development of Policies and Staff Reports

Harris will work with the City to develop content for updated policies and general plan language, zoning code, and rezoning of applicable properties. We will prepare an administrative draft, public review draft, and final report with the content and recommendation to the ad hoc committee, Planning Commission, City Council, and LAFCO to support a preferred approach to the SOI. Recent publications by the California Association of Local Agency Formation Commission (CALAFCO) and the Strategic Growth Council will support integration of case study examples and practices found to be successful in other jurisdictions. This task also includes coordination with the County on updates to their GIS layers using the City generated SOI boundaries. Draft and final materials will require coordination with the development of the CEQA document, and timing of delivery is dependent upon the completion and circulation of the CEQA document that is outside this scope of work.

Deliverables: Administrative draft, public draft, and final content to inform the general plan, zoning code, and GIS

Time allocated: 30 hours

Task 6. Project Representation at Meetings

Harris will represent this project at up to six meetings with the City Planning Commission, City Council, and LAFCO. This task includes development of staff reports, presentations, and in person (or virtual) attendance to represent the project. This task also includes one phone call with City staff prior to each meeting to review the staff report, as well as a follow-up call after each meeting.

Deliverables: Calls, staff reports, presentations, and attendance at up to nine meetings

Time allocated: 18 hours

HARRIS STAFF AND COST ESTIMATE

Harris proposes a dedicated team of professionals to implement this project as follows.

Kate Giberson, Project Director, CEQA Advisor and QA/QC (\$240/hr)

David Mack, Project Manager (\$185/hr)

Michael McCormick, Senior Advisor (\$265/hr)

Randy Deodat, GIS Specialist (\$175/hr)

Lindsey Messner, Publications Specialist (\$145/hr)

Other staff as needed (\$140/hr)

The cost estimate for the scope of work described above is \$22,200, based on the estimated 120 hours to complete the tasks at a blended billing rate of \$185/hr.

Please do not hesitate to contact me with questions.

Sincerely,

Harris & Associates, Inc.

A handwritten signature in blue ink, appearing to read "D. J. Mack".

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