



City of San Juan Bautista

The “City of History”

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AGENDA

REGULAR PLANNING COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS
311 Second Street
San Juan Bautista, California

TUESDAY ~ MAY 7, 2019

In compliance with the American with Disabilities Act, if you need special assistance to attend or participate in the meeting, please call the City Clerk’s Office at (831) 623-4661, extension 13 at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk’s office located at City Hall, 311 Second Street, San Juan Bautista, California during normal business hours.

1. **Call to Order** **6:00 PM**
Roll Call
2. **Public Comment**
3. **Presentation by Mary Gilbert, Executive Director of San Benito County Council of Governments**
4. **Informal Project Review**
Any potential and/or future project applicant may present their project to the Commission during Informal Project Review for the purpose of gaining information as preliminary feedback only. No formal application is required and no action will be taken by the Commission on any item at this time.
5. **Action Items**
 - A. **Approve Affidavit of Posting Agenda**
 - B. **Approve Minutes of April 2, 2019 Meeting**
 - C. **Consider Resolution 2018-xx Approving Selection of a Residential Structure for Preservation Month**
 - D. **Consider Resolution 2018-xx Approving Selection of a Commercial Structure for Preservation Month**
6. **Discussion Items**
 - A. **Report from Planner on Current and Upcoming Projects**
7. **Comments**
 - A. **Planning Commissioners**
 - B. **City Planner**
 - C. **City Manager**
8. **Adjournment**

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK IN THE CITY OF SAN JUAN BAUTISTA AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED PLANNING COMMISSION AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 1ST DAY OF MAY 2019, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 1ST DAY OF MAY 2019.



TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA
REGULAR PLANNING COMMISSION MEETING
APRIL 2, 2019
DRAFT MINUTES**

1. CALL TO ORDER –Chairperson Freels called the meeting to order at 7:03 P.M.

ROLL CALL Present: Chairperson Freels, Vice Chairperson Matchain,
Commissioners Brewer, Delgado and Medeiros

Staff Present: Interim City Manager Tewes, City Clerk Cent, Associate
Planner Kennedy

2. PUBLIC COMMENT

There was no public comment.

3. INFORMAL PROJECT REVIEW

Associate Planner Kennedy reported there were no projects at this time.

4. ACTION ITEMS

A. Approve Affidavit of Posting Agenda

Commissioner Brewer made a motion to approve the affidavit of posting the agenda.
Second by Commissioner Medeiros. Motion passed 5-0.

**B. Consider a Recommendation by the Historic Resources Board for a Sign
Permit for 312A Third Street. Applicant is Jeremy VanderKraats with Signs by
Van.**

There was no public comment. Commissioner Medeiros made a motion to Approve
Resolution 2019-10 Approving a Sign Review for a New Retail Business Located at
312A Third Street, San Juan Bautista, APN 022-170-001, for the larger 60” x 30” sign.
Second by Commissioner Delgado. Motion passed 5-0.

5. DISCUSSION ITEMS

A. Report from Planner on Current and Upcoming Projects

Associate Planner Kennedy reviewed his report. Commissioners asked questions on
items on the report and staff responded. Public comment was received from Cara Vonk
regarding the Housing Element Update, requesting to see the draft before it went to the
State. Commissioners continued to question staff about projects in the report.

6. COMMENTS

A. Planning Commissioners

Commissioner Brewer asked about the 500-foot recusal buffer as the map she had
received had only 300 feet marked. Staff will supply the correct map to the
Commissioners. Chairperson Freels asked about the Wastewater Treatment Plant
capacity and where the City was at the present. Chairperson Freels reported on the Arts
& Crafts Festival the previous weekend. There were no other comments received.

B. City Planner

Associate Planner Kennedy reported on a conference about CEQA he recently attended.

C. City Manager

No comments received.

7. ADJOURNMENT

The meeting was adjourned at 7:30 P.M.

Scott Freels, Chairman

ATTEST:

Laura Cent, City Clerk

RESOLUTION 2019-XX

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF SAN JUAN BAUTISTA RECOGNIZING GEORGANA GULARTE
DURING NATIONAL PRESERVATION MONTH AND RECOMMEND
TO THE CITY COUNCIL**

WHEREAS, the month of May is National Preservation Month, and historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability, and

WHEREAS, the City of San Juan Bautista supports the Secretary of the Interior's Standards for the Treatment of Historic Properties, "intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources," and

WHEREAS, the function of the Planning Commission is to guide the orderly development of the City in accordance with the General Plan and other policy documents, and

WHEREAS, the Planning Commission wishes to recognize a property owner whose rehabilitation of a residence reflects the City's goals to maintain its historical ambiance by preserving and rehabilitating the structure at 1 Second Street: the Gardella House

- Consulting with Kent Seavey, Historical Architect and Historic Preservation Consultant
- Submitting plans for design review and approval by the Historic Resources Board and Planning Commission
- Engaging local craftsmen
- Preserving the character-defining features of a contributing structure within the City's designated historic district
- Maintaining a welcoming and inviting appearance to one of the gateways to the nationally-registered San Juan Bautista Plaza Historic District
- Extending the economic life of the structure
- Modeling responsible stewardship of an historic building.

NOW, THEREFORE, BE IT RESOLVED, at its meeting on May 7, 2019, the Planning Commission of the City of San Juan Bautista, on behalf of its residents, acted to recognize the efforts of Georgana Gularte in renewing an existing resource at 1 Second Street and energizing the local economy, and thanks her for being a responsible steward.

PASSED AND ADOPTED, by the Planning Commission on the 7st day of May 2019 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Scott Freels, Chairperson

Trish Paetz, Deputy City Clerk

RESOLUTION 2019-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA RECOGNIZING THE 18th BARREL TASTING ROOM DURING NATIONAL PRESERVATION MONTH AND RECOMMEND TO THE CITY COUNCIL

WHEREAS, the month of May is National Preservation Month, and historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability, and

WHEREAS, the City of San Juan Bautista supports the Secretary of the Interior's Standards for the Treatment of Historic Properties, "intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources," and

WHEREAS, the function of the Planning Commission is to guide the orderly development of the City in accordance with the General Plan and other policy documents, and

WHEREAS, the Planning Commission wishes to recognize a property owner whose rehabilitation of a public building reflects the City's goals to maintain its historical ambiance by preserving and rehabilitating the structure at 322 Third Street: 18th Barrel Tasting Room.

- Submitting plans for design review and approval by the Historic Resources Board and Planning Commission
- Using a lively and attractive three-toned color palette to accentuate the building's architectural features and revitalize the historic downtown
- Preserving the character-defining features of the concrete commercial building
- Maintaining a welcoming and inviting appearance to the highly visited and nationally-registered San Juan Bautista Plaza Historic District, Mission San Juan Bautista, and the San Juan Bautista State Historic Park
- Extending the economic life of the structure and enhancing the patio area
- Modeling responsible stewardship of an historic building.

NOW, THEREFORE, BE IT RESOLVED, at its meeting on May 7, 2019, the Planning Commission of the City of San Juan Bautista, on behalf of its residents, acted to recognize the efforts of the owners of 18th Barrel Tasting Room in renewing an existing resource at 322 Third Street and energizing the local economy, and thanks them for being responsible stewards.

PASSED AND ADOPTED, by the Planning Commission on the 7th day of May 2019 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Freels, Chairman

ATTEST:

Trish Paetz, Deputy City Clerk

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
	Building/Planning						
1	Casa Rosa	Plans came in from the structural engineer to address the balcony. Staff has approved and new posts to support the balcony. (5/1/19)	Support posts have been installed for the balcony	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved. Structural improvements for the balcony were submitted and approved for the balcony.	Building has been tagged as an unsafe structure. Violations of the Municipal Code include Section 5-8-110 and Section 5-8-190.	Structural Plans have been submitted to the city for review. They have been approved and posts have been installed making the balcony safe. (5/1/19)	Abatement process to begin shortly. After repairs are completed, the right-of-way will be reopened.
2	Fault Line Restaurant	Revised plans have been submitted addressing planning comments. Three full submittals are required to move onto building and engineering review. Awaiting one more submittal from the applicant (5/1/19)	Zoning classification onsite is Mixed-Use. Awaiting revised plans that meet building and engineering comments.	Permits are required for the garage reconstruction. Permits have been filed, but need more information per building, engineering, and planning before issuance can take place.	demolition was done without permit issuance	Revised plans have been submitted addressing planning comments. Three full submittals are required to move onto building and engineering review. Awaiting one more submittal from the applicant (5/1/19)	Revised permit plans
3	10 Franklin existing construction, alteration, and demolition	Approved per permit issuance by Permit Number 2017149 in 2015. Construction has been ongoing. Building Official reviewed the plans and permit material. Determined it as valid and may continue as approved. Property owner must apply for the zone change through application process and initiate the CEQA review. The property owner has been notified and will be in touch with city staff. No response of 5/1/19.	phase 1 for the multi-unit building construction is currently underway.	yes	none	It is anticipated to demolish at least one of the other buildings onsite. The property owner has given the ok to include his property in that change. Property owner must move forward with zone change by their application if they wish to change the zone from Public Facility to Mixed - Use. Further CEQA review is required as part of the process. Property owner will be in touch with city staff. No response of 5/1/19	Property owner has been notified of the City's position. Awaiting response on the next steps.
4	Harvey's Lockup	progress is being made on the frontage & right-of-way improvements. Interior sprinklers have been installed in one area of the building, but need to cover the entire building per Fire Code. Fire Alarm and smoke detectors have been installed. Agreement is being met. (5/1/19)	Frontage work is in progress. Fire sprinkler work and prevention system to be completed in all phases. Applicant is ahead of schedule.	No active building permits. Encroachment permit to be pulled as needed.	n/a	Requirements of conditions of approval are in progress. After checking in, the applicants are working towards inspections. A final inspection for the fire alarm system has been scheduled for 3/6/19. The inspection took place on March 6, 2019 and it passed per the Fire Marshall. Progress is being made to meet the entire agreement (5/1/19)	Owner is working with his contractor to install heat and smoke detection systems.
5	Rancho Vista Subdivision	42 homes have received Occupancy and 3 applications are undergoing plan review. (4-9-2019)	Under Construction	42 completed homes and 3 applications being reviewed. (4-9-2019)	none	Construction on new homes has begun again with 3 new permit applications being reviewed. (4-9-2019)	To be Determined - Permit issuance has slowed down

City of San Juan Bautista City Building/Planning Projects

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
6	Copperleaf Subdivision	20 permits issued as of 3/27/19. Several new permits have been reviewed and signed off by Planning as of 4/10/19.	Under Construction	Permits have been issued	n/a	Traffic and Park development fee held until approved agreement or Final Inspection on each project. Several new permit applications have been submitted to the City for review. Passed Planning Review (4/10/19)	To be Determined - Estimate of Winter 2019
7	Building Department and code enforcement activity.	Work continues on both subdivisions while smaller projects take place inside the city. Notable Projects include Midnight Express Warehouse undergoing plan check and Hillside Vista (D'Ambrosia) Phase 2 is being discussed. Code Enforcement is making regular rounds of the city, looking for work taking place without permits, parking violations, and other nuisances. (5/1/19)	n/a	n/a	none	None at this time. (5/1/19)	n/a
8	70 Muckelemi	Applicant wishes to either demolish or alter the Chalmers House onsite that is in bad condition. He wishes to develop the site with a mix of uses and housing units. Discussion is underway with the property owner and interest on the neighboring parcel has been noted. Both parties met with city staff and met each other for the first time. Discussions continue. (5/1/19)	Staff has reviewed past documents onsite from 2006. It was determined the applicant should start with brand new documents because of the age and how the circumstances have changed.	no	No violations. There was a notice of nuisance because of the condition of the old chalmers house.	Property owner presented an informal project review to Planning Commission on 2/5/19. General response was positive and are looking forward to reviewing plans. Adjacent Parcel has interest. Parties met with city staff (5/1/19).	No-ETA yet, but discussion is continuing.
9	Brewery	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal as of 4/19/19. (5/1/19)	no applications yet, working with owner for submittal.	No permits issued	none	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal as of 4/19/19. (5/1/19)	no-ETA yet
10	General Plan Timeline	Draft Housing Element has been completed and was turned into the State HCD on 4/4/19. Currently under the 60-day review. (5/1/19)	n/a	n/a	n/a	Staff is working on getting the Housing Element squared away for the State. Housing element has been submitted to the State for 60-day review on 4/4/19. (5/1/19)	end of 2019
New Development							
1	Hillside Vistas	First Phase Approved for first 8 lots. Master set is under review for design. No construction has started. Phase 2 is anticipated. Higher density residential development may be done on phase 2. Awaiting further response (5/1/19)	Phase 1 completed and anticipated to be built out. Phase 2 to come.	No permits have been issued.	none	Staff has followed up with them and met with them on 2/7/19. Plan revisions are taking place. Phase 2 may be redone with a higher density residential development. (5/1/19)	The developer has met with staff. Eager to continue with the project

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
2	Loazza (957 First Street - 4 Parcel Minor Subdivision)	Review has started. Waiting for application payment. Staff met with the applicants on 3/22/19. Anticipated to get their complete application for 4 parcel minor subdivision during the week of 4/29/19 or so. (5/1/19)	CEQA review completed. Staff is starting review.	No permits issued	none	Awaiting the \$5,000 payment at this time. Roundabout adjacent to Rancho Vista was discussed. Anticipated to receive minor subdivision application during the week of 4/29/19. (5/1/19)	unknown
3	Gas Station to be located along The Alameda and Hwy 156	Staff is working with the applicant to help move the project forward. Awaiting plan submittal. (5/1/19)	can move forward.	no permits have been issued	none	Applicant is revising plans. A deceleration lane would need to be installed along Hwy 156. Awaiting plan submittal. (5/1/19)	Court ruled in favor of the project
6	404 and 406 Third Street - Proposed Vietnamese Bistro and residential unit expansion	Staff followed up with the applicant on the status. The applicant has decided to cancel the project due to the costs. (5/1/19)	Minor Alteration approved by Commission	A health permit has been issued previously. Awaiting plan updates to accommodate fire and building requirements.	n/a	Applicant has decided to cancel the project due to the high costs involved (5/1/19).	Case was approved by Planning Commission
7	Midnight Express	Approved by Commission Resolution. Applicant reduced the size of their project and would like to do it in phases. A temporary Use Permit was approved by Staff in December of 2018.	Awaiting applicant response.	No permits have been issued.	n/a	Applicants would like to reduce the intensity of the project scope by reducing the size of the building from 15,000 square feet to 5,000 square feet and do the project in phases. They submitted a letter to City Staff making that formal request. City Staff signed that letter. A temporary project is taking place right now as part of that letter. Parking of trucks and trailers is taking place in two different locations onsite. Temporary use expires on 6/14/19. Reapplication is required to continue. (5/1/19)	staff has issued first round of comments after review.
Infrastructure							
	Traffic Circle	Roundabout is under review. Street classifications for the First Street Segment has been determined (4/10/19)	under review	n/a	n/a	Street classification for First Street has been determined. Further information is anticipated to follow (4/10/19).	progress can continue, but final product needs to be determined
	Signage	Monument signs have been discussed. There is an interest in putting in monument signs in gateway locations. More review and planning needs to be discussed. No further activity has taken place as of 4/10/19.	further consideration is needed	n/a	n/a	Staff and San Juan Committee Member met with a sign contractor to discuss possible signs and monument signs. Locations, designs, and logo will need to be reviewed with Planning Commission. No further activity has taken place as of 4/10/19.	No ETA at this time