



# City of San Juan Bautista

The “City of History”

[www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

## AGENDA

### REGULAR PLANNING COMMISSION MEETING

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

**TUESDAY ~ OCTOBER 2, 2018**

*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 City Council 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**  
**Roll Call**

**6:00 PM**

**2. Public Comment**

**3. Informal Project Review**

Any potential and/or future project applicant may present his 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.

**4. Consent Agenda**

- A. Approve Affidavit of Posting Agenda**
- B. Approve Affidavit of Posting Public Hearing Item**
- C. Approve Minutes for May 1, 2018 Meeting**

**5. Public Hearing Items**

- A. 10, 11 and 17 Franklin Street. Applicants: Robert and Martha Fernandez**
  - i. Consider Approval of Resolution 2018-XX Approving a City-initiated Zone Change/General Plan Amendment for four parcels located on Franklin Street. APN 002-490-002, 002-340-006, 002-340-007, and 002-340-003. Proposed change from Public Facility (PF) to Mixed-Use (MU).**

- ii. Consider Approval of Resolution 2018-XX Approving a Major Historic Alteration for a property located at 11 Franklin Street – APN 002-340-006 and APN 002-340-007. Proposal is to allow the property owner to reconstruct and restore an accessory building into its original state as well as update and make interior changes within the main building and outdoor features. Additionally, proposed Lot Merge as required to comply with current Planning, Building, and Engineering requirements. The subject property is indicated in the City of San Juan Bautista Inventory of Historic Resources.**

**6. Action Items**

**A. Consider Resolution 2018-XX Approving a Minor Historic Alteration for the Installation of Solar Panels on the roof of a house located at 505 Third Street. The house is listed in the City's Historic Inventory.**

**B. Consider Resolution 2018-XX Approving a Design Review for two signs to be installed at San Juan Bautista Fire Department at 24 Polk Street and 311 Second Street.**

This item was heard at the hearing on June 12, 2018. No action was taken because further review and corrections needed to be made. This item is now being moved forward.

**C. Review and Consider the Proposed Amendments to the San Juan Bautista Historic Downtown Guidelines.**

This item was discussed at the Historic Resources Board Hearing on September 4, 2018. Staff is taking this item forward as an action item.

**7. Discussion Items**

**A. Report from Planner on Current and Upcoming Projects**

**B. Recognize Rescheduling of November Planning Commission Meeting Due to Conflict with General Election**

**8. Comments**

**A. Planning Commissioners**

**B. City Planner**

**C. City Manager**

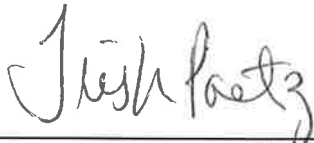
**9. Adjournment**

**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 27<sup>th</sup> DAY OF SEPTEMBER 2018, 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 27<sup>th</sup> DAY OF SEPTEMBER 2018.



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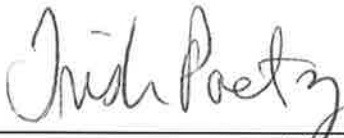
TRISH PAETZ, DEPUTY CITY CLERK

### 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 PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 21<sup>st</sup> DAY OF SEPTEMBER 2018, 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 21<sup>st</sup> DAY OF SEPTEMBER 2018.



TRISH PAETZ, DEPUTY CITY CLERK

## **NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA**

Pursuant to Government Code Section 65090, the Planning Commission of the City of San Juan Bautista gives notice of a public hearing on **October 2, 2018** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Consider a City-initiated Zone Change/General Plan Amendment that will cover four parcels located on Franklin Street -- 10 Franklin Street – APN 002-490-002, 11 Franklin Street – APN 002-340-006 and 002-340-007, and 17 Franklin Street – APN 002-340-003. Proposed change from Public Facility (PF) to Mixed-Use (MU). Applicants: Robert and Martha Fernandez.
- Consider a proposed Major Historic Alteration for a property located at 11 Franklin Street – APN 002-340-006 and APN 002-340-007. Proposal is to allow the property owner to reconstruct and restore an accessory building into its original state as well as update and make interior changes within the main building and outdoor features. Additionally, proposed Lot Merge as required to comply with current Planning, Building, and Engineering requirements. The subject property is indicated in the City of San Juan Bautista Inventory of Historic Resources.

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **September 26, 2018**. All members of the public are encouraged to attend the meeting and may address the Planning Commission on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to [cityplanning@san-juan-bautista.ca.us](mailto:cityplanning@san-juan-bautista.ca.us), not later than **5:00 p.m., October 2, 2018**.

If a challenge is made on the action of the proposed project, pursuant to Government Code Section 65009 court testimony may be limited to only those issues raised at the public hearing described in this notice or in written correspondence delivered to the City at or prior to the public hearing.

**Posted: September 21, 2018**



**C. Consider Resolution 2018-06 Approving Selection of Commercial Structure for Preservation Month**

A motion was made by Commissioner Medeiros and seconded by Commissioner Franco to approve Resolution 2018-06 selecting the Texas Lodge and the renovations thereto as a commercial structure to honor during Historic Preservation Month. The motion passed unanimously, 4-0.

**D. Reschedule June Meeting (Currently Conflicts with Primary Election)**

The June meeting was rescheduled to June 12 at 6:00 p.m.

**E. Approve Planning Process for the Sesquicentennial Celebration**

City Manager LaForge reminded Commissioners and the public that San Juan Bautista will celebrate its 150 years of existence in September 2019 and plans are being made for a Sesquicentennial Celebration. Volunteers are needed for the event. Chairperson Boyd commented that the Strategic Plan Committee has a business promoter as a member, Maria Elena Madrigal and she would be helpful in planning the event.

This item was continued to the next meeting for further discussion.

**6. DISCUSSION ITEMS**

**A. Timeline for Past amendments to the General Plan**

Associate Planner Kennedy provided a report. There was discussion. Commissioner Franco suggested keeping this as an on-going item to future agendas.

**B. Report from Planner on Current and Upcoming Projects**

Associate Planner Kenned provided a report. There was discussion.

**C. Report from City Manager**

**i. Address Signs for Fire Department**

**ii. Locations for Electric Vehicle Charging Stations**

**iii. Update on Capital Plan Projects**

**iv. Public Parking During Events**

City Manager LaForge provided a report on each item. There was discussion and public comment was received.

**D. Parks Strategic Plan Report**

Staff provided a report. There was discussion and public comment was received.

**7. COMMENTS & REPORTS**

**A. Planning Commissioners**

Commissioner Freels asked that the roundabout planned for the Rancho Vista development come back to the Planning Commission for review.

**B. City Planner**

No comments were received.

**C. City Manager**

No comments were received.

**8. ADJOURNMENT**

The meeting adjourned at 7:57 p.m.



# CITY OF SAN JUAN BAUTISTA

## PLANNING COMMISSION MEETING

### STAFF REPORT

**DATE:** October 2, 2018

**ITEM:** City Initiated General Plan/Zoning Amendment

**DISCUSSION:** This item is being prepared per previous discussion staff had with the Planning Commission on June 12, 2018. The proposal includes a General Plan Amendment/Zone Change to four parcels located on Franklin Street. The addresses and parcel numbers for the affected properties are as follows.

11 Franklin Street (Faultline Restaurant) - APN 002-340-006 and 002-340-007

17 Franklin Street (Lavagnino House) – APN 002-340-003

10 Franklin Street (existing cottages and multi-family building under construction) – APN 002-490-002

These parcels are currently zoned Public Facility (PF) and the new Zone Change is proposed to change the zoning from PF to Mixed-Use (MU). The current zoning took effect on February 16, 2016 when the General Plan was updated. Prior to the update, the previous zoning was MU. Therefore, this change is only reconverting the subject parcels back to the original zoning.

**BACKGROUND:** This City-Initiated Zone Change is being moved forward in response to several factors. The most recent factor is the anticipation of the Faultline Restaurant to be reopened. The current PF zoning does not permit restaurants. MU zoning does allow restaurants as a permitted use.

Another factor is the non-conforming status of the residential properties located at 10 and 17 Franklin. The construction project at 10 Franklin is a proposed multi-family unit building. It was approved in 2015 prior to when the current zoning took effect. The MU zoning was still in effect. The Zone Change to PF made these properties non-conforming and limits their usage.

Another factor is the flexibility of the setbacks and development standards. The setbacks in the MU zone can be reviewed and set forth by Planning Commission. For 11 Franklin, the setbacks will need to be reviewed because the main building and the accessory building are close to the property lines. This matter can be solved as part of the Zone Change.

Furthermore, a Lot Merge will need to take place prior to the reopening of the Faultline Restaurant. Currently on the site there are two parcels (APN 002-340-006 and 002-340-007). The parcel line bisects the accessory building and no buildings can cross property lines per building code and zoning development standards. Also, parcel 002-340-007 is unbuildable. Therefore, staff believes a lot merge would be beneficial for both the property owner and the city together.

**ACTION:**

Recommend Approval to the City Council of this City-Initiated Zone Change and General Plan Amendment

**Attachments:**

Resolution  
Zoning Map Showing the existing zoning classification  
Zoning Map Showing the proposed zoning classification  
Parcel Maps  
Letters of Support  
Photos of the subject properties  
General Plan Map 2016  
General Plan Map 1998

## RESOLUTION 2018 - xx

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA RECOMMENDING TO THE CITY COUNCIL TO APPROVE A ZONE CHANGE AND GENERAL PLAN AMENDMENT FROM PUBLIC FACILITY (PF) TO MIXED-USE (MU) FOR PARCELS 002-340-006, 002-340-007, 002-490-002, AND 002-340-003 IN SAN JUAN BAUTISTA

**WHEREAS**, the Historic Resources Board conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

**WHEREAS**, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

**WHEREAS**, the Historic Resources Board acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

**WHEREAS**, the Historic Resources Board reviewed the staff report for the project together with findings that the proposed Zone Change and General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

**WHEREAS**, the Historic Resources Board made a recommendation of approval of the proposed Zone Change and General Plan Amendment to the Planning Commission, and

**WHEREAS**, the Planning Commission conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

**WHEREAS**, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

**WHEREAS**, the Planning Commission acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

**WHEREAS**, the Planning Commission reviewed the staff report for the project together with findings that the proposed Zone Change and

General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of San Juan Bautista hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15305, 15061, and 15378 and a Zone Change and General Plan Amendment attached herewith and made a part hereof subject to the following conditions.

1. The proposed Zone Change and General Plan Amendment will cover only the parcels indicated as Assessor's Parcel Numbers 002-490-002, 002-340-003, 002-340-006, and 002-340-007 from Public Facility to Mixed-Use.
2. Any future alterations on those parcels shall comply with applicable zoning standards and requirements.

**PASSED AND ADOPTED** by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Darlene Boyd, Chairperson

ATTEST:

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Trish Paetz, Deputy City Clerk

## CITY OF SAN JUAN BAUTISTA

### PLANNING COMMISSION MEETING

#### STAFF REPORT

**DATE:** October 2, 2018

**SUBJECT:** Major Historic Alteration

**APPLICANT:** Robert and Martha Fernandez represented by Salvador Munoz

**APN:** 002-340-006 and 002-340-007

**LOCATION:** 11 Franklin Street

**LOT SIZE:** 10,630 square feet in total

**GENERAL PLAN:** PF – Public Facility

**ZONING:** PF – Public Facility

#### DETAILS:

This case is a request for a Major Historic Alteration for a property located at 11 Franklin Street. The current Zoning Classification and General Plan Designation are Public Facility. The existing land use is a vacant building that previously was a restaurant. Also, there is an existing gazebo onsite and the building footprint and remaining walls of a previous accessory building that was used as a garage.

The purpose of this request is to obtain approval to grant the construction of the accessory building onsite in its original footprint and design. The subject site is listed in the City's Inventory of Historic Properties. Per Section 11-06 of the City Municipal Code, demolition and new construction on a property that has been identified in the inventory must go through the Major Historic Alteration process before any permits can be issued from the City. The accessory building was previously demolished. Staff has been told that the demolition took place as a result of a tree branch falling down and impacting the roof of the garage. As required, an Architectural Historians Report was turned into staff. The report discusses the garage and the outdoor features.

The subject site currently has two parcels (APN 002-340-006 and 002-340-007). As proposed and as was previously built, the garage bisects a property line onsite. City Staff including Engineering and Building have been involved with this review. A lot merge is required as part of this project. After the lot merge is complete, the issue of the building encroaching across the property line will be solved. City Council will hear and decide on the lot merge application as per Section 10-2-1405 of the City Municipal Code.

A Zone Change/General Plan Amendment is required in order for the proposed use to take place onsite and for the proposed garage to be built as shown. The PF zone requires larger setbacks than both the proposed garage and the existing restaurant would be able to meet. The zoning designation that would suite the subject site most effectively would be Mixed-Use (MU). The reasons for that are because the subject was previously zoned MU prior to 2016 when the current General Plan and Zoning Classification took effect, the MU zone allows for greater flexibility of uses, and allows for setbacks to be reviewed by Planning Commission based on the site design and building layout. Furthermore, based on previous conversations and correspondence with the applicants, the intended use on site is to reopen as a restaurant or a wine tasting room, but it appears that decision is still pending and nothing else in that regard was discussed. The MU zone allows for both of those uses by right. If any other uses are proposed onsite, Mixed-Use Zoning Standards and processes will be required.

**CEQA:** Every project is required to be analyzed to determine potential environmental effects on the surrounding area and environment. Staff reviewed the project and cross checked it with the guidelines from the California Environmental Quality Act (CEQA). It was concluded from the review that the project can be categorically exempt from CEQA review. The project meets the guidelines for exemption under CEQA, Article 19, Sections 15302, 15303, 15311, 15315, 15331, and 15332.

**Findings:**

1. The proposed project would reconstruct an accessory building to match the design, architecture, and building materials of the previous accessory building that existed.
2. The proposed project would restore a property in the City's Inventory of Historic Resources.
3. The proposed project is consistent with the standards and requirements of the San Juan Bautista Municipal Code contingent on the approval of the proposed City-Initiated Zone Change and General Plan Amendment.
4. The proposed project is contingent on the Council approval and finalizing of the required lot merge of the parcels onsite.

5. The proposed project would not adversely affect the surrounding neighborhood and would not be detrimental to the health and welfare of the residents living and working in the area, because no additional development is proposed with this project.

**Action:**

1. Planning Commission open and conduct the Public Hearing
2. Received Oral comments, written communications, electronic communications and public input and testimony.
3. Close the Public Hearing
4. Planning Commission discuss the project
5. Planning Commission deliberate and make the determination to deny, modify, approve or continue the application to a date certain.
6. Consider adoption of Resolution 2018-xx, a resolution of the Planning Commission of the City of San Juan Bautista approving the Major Historic Alteration.

**Attachments:**

Proposed Planning Commission Resolution  
Major Alteration Application  
Plan Set  
Letters of Support  
Architectural Historians Report  
Historic Inventory Statement  
Historic Documentation on the Site  
Lot Merge Documents

## RESOLUTION 2018 - xxx

**A RESOLUTION OF THE HISTORIC RESOURCES BOARD/PLANNING  
COMMISSION OF THE CITY OF SAN  
JUAN BAUTISTA APPROVING A MAJOR HISTORIC ALTERATION TO A  
PROPERTY LOCATED AT 11 FRANKLIN STREET, SAN JUAN BAUTISTA, CA 95045  
(APN 002-340-006 AND 002-340-007)**

**WHEREAS**, the Historic Resources Board conducted a public hearing on October 2, 2018 to review the proposed Major Historic Alteration, and

**WHEREAS**, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

**WHEREAS**, the Historic Resources Board acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

**WHEREAS**, the Historic Resources Board reviewed the staff report for the project together with findings that the proposed Major Historic Alteration is categorically exempt from CEQA (California Environmental Quality Act) review, and

**WHEREAS**, the Historic Resources Board made a recommendation of approval of the proposed Major Historic Alteration to the Planning Commission, and

**WHEREAS**, the Planning Commission conducted a public hearing on October 2, 2018 to review the proposed Major Historic Alteration, and

**WHEREAS**, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

**WHEREAS**, the Planning Commission acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

**WHEREAS**, the Planning Commission reviewed the staff report for the project together with findings that the proposed parcel map is categorically exempt from CEQA (California Environmental Quality Act) review, and



**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of San Juan Bautista hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15302, 15303, and 15315 and a Major Historic Alteration attached herewith and made a part hereof subject to the following conditions.

1. The proposed Major Historic Alteration is approved contingent upon the approval of a City-Initiated Zone Change and General Plan Amendment from the existing Public Facility (PF) zone to the proposed Mixed-Use (MU) zone.
2. The proposed Major Historic Alteration is approved contingent upon the approval and finalizing of the required Lot Merge process to combine parcels 002-340-006 and 002-340-007 into one lot.
3. The setbacks shown on the submitted plans are approved as shown for the proposed reconstruction of the accessory building and all other buildings indicated on the plans of the subject site all contingent upon the approval of the City-Initiated Zone Change and General Plan Amendment and Lot Merge.
4. The proposed scope of work indicated on the submitted plans for this Major Historic Alteration is subject to all applicable Planning, Building, and Engineering Codes and Standards.
5. The proposed accessory building shall be constructed with the design and building materials of the previous accessory building.
6. Any proposed use or accessory uses onsite shall be subject to the requirements and standards of the Mixed-Use Zone contingent upon approval.

**PASSED AND ADOPTED** by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Darlene Boyd, Chairperson

ATTEST:

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Trish Paetz, Deputy City Clerk

## CITY OF SAN JUAN BAUTISTA

### PLANNING COMMISSION MEETING

#### STAFF REPORT

**DATE:** October 2, 2018

**Item 6A:** Proposed scope of work that includes the installation of a roof mounted solar system on an existing house that is listed in the City Historic Resources Inventory

**Location:** 505 3<sup>rd</sup> Street, San Juan Bautista, CA 95045  
APN #002-530-007

**Proposal:** To review and consider a proposed Minor Historic Alteration that includes the installation of a roof mounted solar system on an existing single-family residential house that is listed in the City's Inventory of Historic Properties.

#### DISCUSSION:

This item is a proposed Minor Historic Alteration for a proposed rooftop solar system onto an existing house. No other alterations are proposed at this property besides this solar system. This item is being presented to the HRB/Planning Commission because the subject site is identified and listed in the City's Inventory of Historic Properties. Per Section 10-7-030 of the City Municipal Code a proposed solar system does need to be reviewed by Planning Staff and be reviewed by the HRB/Planning Commission prior to filing a Building Permit Application if the subject site is listed in the Historic Inventory.

There are no issues with this proposal as shown. The solar panels will be located towards the rear of the house and do not appear to be visible from the Public Right-of-Way. There does not appear to be any issues related to glare or blockage as well. Staff believes this is an improvement to this property and recommends the HRB/Planning Commission move to approve this proposal. No conditions are necessary.

**ACTION:**

Historic Resources Board and Planning Commission to consider this item for approval. There are no issues or any significant changes to the site identified by staff with this proposal.

**ATTACHED:**

Minor Historic Review Application Submittal  
Images of the proposed scope of work  
Photos of the subject site  
U.S. Secretary of the Interior Standards for Rehabilitation  
Historic Resource Inventory Statement

## RESOLUTION 2018 - xxx

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MINOR HISTORIC ALTERATION FOR THE INSTALLATION OF A ROOFMOUNTED SOLAR SYSTEM LOCATED AT 505 THIRD STREET, SAN JUAN BAUTISTA, CALIFORNIA

**WHEREAS**, the Historic Resources Board has reviewed the proposed solar system for the residence located 505 Third Street within the Third Street Historic District and listed in the City Inventory of Historic Properties and forwarded a recommendation to the Planning Commission, and

**WHEREAS**, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to approve the Minor Historic Alteration request.

1. That the proposed Minor Historic Alteration request is compatible with the historic context of the Historic District and that it does not have any impacts on the historic character of the existing residence and property.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of San Juan Bautista hereby approves the Minor Historic Alteration located at 505 Third Street, San Juan Bautista, California.

**PASSED AND ADOPTED** by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Darlene Boyd, Chairperson

ATTEST:

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Trish Paetz, Deputy City Clerk

# CITY OF SAN JUAN BAUTISTA

## PLANNING COMMISSION

### STAFF REPORT

**Date:** October 2, 2018

**To:** Planning Commission

**Through:** Captain Greg Bettencourt, Hollister Fire Department

**Through:** Michaele LaForge, City Manager

**From:** Todd Kennedy, Associate Planner

**Subject:** **New Sign Package Installation/Replacement Proposal for Fire Station 4**

#### **BACKGROUND:**

This case is a proposal to install a new sign package consisting of two wall signs located at Fire Station 4. The station is located at 24 Polk Street and 311 2<sup>nd</sup> Street next to City Hall.

The 311 2<sup>nd</sup> Street location is proposed to have a wall sign labeling the "San Juan Bautista Fire Department" and will be placed above the engine bay doors. The 24 Polk Street is proposed to have a wall sign located on left hand side when looking at the two engine bays from the street. There are two designs proposed for review at the 24 Polk Street location. The proposed design shown at the bottom both images included in the packet is the preferred design. The reasons include the design has a shape that matches the existing roof tiles and has a cost savings as well.

This new proposal is a replacement of a previous sign "Volunteer Fire Department", which was removed when Hollister Fire assumed the fire protective service.

This case is being presented to both Planning Commission and Historic Resources Board for two reasons.

1. This location is within the Historic District Area of the City and this has been determined as a Minor Alteration per staff review. Staff determined this case be presented to the Historic Resources Board and the Planning Commission.
  
2. It was brought to staff's attention that previous sign and/or design reviews of similar nature were a concern and Planning Commission requested these types of reviews be heard for discussion and decision. Also, there is no sign for Station 4 currently.

**ANALYSIS:**

This proposed sign package would follow the character of the building and have a design that compliments the theme of the community and design guidelines. The signs would not encroach beyond the roof line at both locations, have the same location roughly as the previous sign at 24 Polk, and colors and design appear to be compatible with the City Design Guidelines.

Per Section 11-10-070 of the Municipal Code, the maximum square footage is 12 square feet in area for identification signs located on public buildings. The proposed wall sign at the 24 Polk Street location is proposed to be roughly 15 square feet maximum. This is a deviation from the sign code. With the 311 2<sup>nd</sup> Street location, there does not appear to be a deviation of the maximum square footage. However, per Section 11-10-130 of the Municipal Code, Planning Commission does have the authority to grant exceptions to maximum standards. In this instance, staff is recommending this deviation along with the sign package be approved.

If approved, the sign would be required to comply with applicable building codes during the installation process.

**ACTION:**

Staff recommends the Planning Commission and Historic Resources Board approve the proposed sign.

**ATTACHMENTS:**

Draft Resolution  
Sign Package material  
Previous Sign Photo

**RESOLUTION 2018 - xxx**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING THE SIGN DESIGN REVIEW A SIGN PACKAGE FOR FIRE STATION 4 LOCATED AT BOTH 24 POLK STREET AND 311 2<sup>ND</sup> STREET, SAN JUAN BAUTISTA, CALIFORNIA**

**WHEREAS**, the Historic Resources Board has reviewed the proposed sign for Fire Station 4 at 311 2<sup>nd</sup> Street and 24 Polk Street within the Historic District and forwarded a recommendation to the Planning Commission, and

**WHEREAS**, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to approve the Sign Design Review request.

1. That the proposed Sign Design Review request is compatible with the historic context of the downtown area Historic District and that it complies with the Sign Design Guidelines and the historic context of the Historic District and the character of the community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of San Juan Bautista hereby approves the Sign Design Review for Fire Station 4 located at both 24 Polk Street and 311 2<sup>nd</sup> Street, San Juan Bautista, California.

**PASSED AND ADOPTED** by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Darlene Boyd, Chairperson

ATTEST:

---

Trish Paetz, Deputy City Clerk



# CITY OF SAN JUAN BAUTISTA

## HISTORIC RESOURCES BOARD/PLANNING COMMISSION

### STAFF MEMO

**DATE:** October 2, 2018

**ITEM:** San Juan Bautista Historic Downtown Streetscape Guidelines

**DISCUSSION:** This item is being presented per discussions staff has had with the San Juan Bautista Historical Society and members of the Historic Resources Board/Planning Commission. This item includes an amendment to the Streetscape Guidelines in the Historic Downtown Area.

**BACKGROUND:** This amendment was reviewed and approved by the Historic Resources Board at both the April 5, 2016 and May 3, 2016 Board Meetings. After those hearings it appears the item did not proceed any further. The purpose of bringing this item back to the HRB is to restart the process of review and to make any edits where necessary.

### **ACTION:**

Approve the item and make a recommendation to City Council of approval of this text amendment.

### **Attachments:**

1. Resolution #2004-09 that adopted the City Design Guidelines
2. Table of Contents of the Design Guidelines
3. Draft Document of the San Juan Bautista Historic Downtown Streetscape Guidelines

## RESOLUTION 2018 - xx

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA RECOMMENDING APPROVAL A TEXT AMENDMENT TO THE CITY DESIGN GUIDELINES FOR THE CITY OF SAN JUAN BAUTISTA

**WHEREAS**, in 2004 the San Juan Bautista City Council passed a resolution adopting Design Guidelines per Resolution 2004-09, and

**WHEREAS**, the Historic Resources Board reviewed the proposed amendment at their previous hearings in both April and May of 2016 and forwarded a recommendation to the Planning Commission, and

**WHEREAS**, the Historic Resources Board has reviewed the proposed amendment and forwarded a recommendation to the Planning Commission, and

**WHEREAS**, the Planning Commission has considered the recommendation from the Historic Resources Board and makes the following finding to recommend approval to the City Council.

1. The proposed text amendment will further improve the City Design Guidelines.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of San Juan Bautista hereby recommends approval the proposed text amendment to the City Design Guidelines for the City of San Juan Bautista, California.

**PASSED AND ADOPTED** by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Darlene Boyd, Chairperson

ATTEST:

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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)
	<b>Building/Planning</b>						
1	Casa Rosa	Project not Approved - Violation issued due to work on the interior of the structure without permits or plans. <b>Contact has been made with the property owner. City Staff had a meeting with the owner on 7/30/18. He described the situation and how it evolved into the situation right now. Staff stressed the importance of getting the building back into compliance. Further review is taking place and fines are being assessed. (8/13/18).</b>	Project was approved by HRB as minor alteration (4/4/17). Scope of work indicates major alteration.	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved.	building violation issued - Stop Work Order - work commenced without building permit. Building Official would like to inspect current condition of the building. Mandatory inspection needed.	Staff has contacted the architect and internal discussions were discussed about the integrity of the building. Planning met with Historic Society. Staff has been in contact with the applicant. Further discussion is anticipated. <b>Staff did inspections at the site and found serious concerns related to the integrity of the building. Staff wants the sidewalk back open and the building put back into the original state (8/13/18).</b>	Unknown. Work is on hold because project needs an architect to draft plans
2	Fault Line Restaurant	Project has not started due to the required work having to go through the Historical Resources Board. Garage was damaged by a tree fall in 2/17. Further building review is needed for the demolished garage. Historic review is required per City Code that references the inventory. <b>The applicant turned in an Architectural Historians Report. It was reviewed by staff, but further information may need to be included to make it valid.</b>	Historical Evaluation is required. Staff met with the architect.	Project is on hold due to historic and building review.	none	Staff is working with the applicant to finish the accessory building and reopen the restaurant. HRB deemed initial work as major alteration and will need HRB approval. <b>The application components have been submitted. Fees have been paid and a revised architectural report was turned in. The components for the lot merge are still pending and the plans need to be updated per the check-off list. A complete set of plans have been submitted as of 9/24/18. Lot merge material is still pending, but is expected on 9/24/18. Staff report is being drafted .</b>	scheduled for 10/2 PC/HRB hearing and 10/16 CC hearing.
3	10 Franklin existing construction and demolition	approved per permit in 2015. construction has been ongoing. <b>A new address was assigned from the existing structures to the large multi-family structure in June of 2018.</b>	phase 1 for the multi-unit building construction	yes. For the large multi-family building and a remodel for one of the existing homes onsite	none	It is anticipated to demolish at least one of the other buildings onsite. Addresses have been assigned. <b>The property is included in the rezoning proposal with 11 Franklin. The property owner has given the ok to include his property in that change.</b>	possibly by the end of 2018 per the applicant.
4	Harvey's Lockup	progress is being made on the frontage & right-of-way improvements. Interior sprinklers are not approved by Hollister Fire. Permits to be pulled for Sprinklers.	frontage work is in progress. Fire sprinkler work to be completed when frontage work is complete.	No active building permits. Encroachment permit to be pulled as needed.		requirements of conditions of approval are in progress.	no-ETA. Owner is reaching out to Hollister Fire.
5	Rancho Vista Subdivision	<b>37 active permits, 6 permits ready to be issued</b>	Under Construction	<b>37 permits issued, 6 approved pending final map</b>	none	<b>Mylar copies of the final map showing phases 5-7 were turned in on July 12, 2018. All necessary staff has signed off on the Mylars. The applicant has taken them to the County Recorder's Office. 6 permits are being held back until the final map is received from the recorder.</b>	To be Determined - Estimate of Early 2019
6	Copperleaf Subdivision	20 permits issued as of 6-15-18	Under Construction	Permits have been issued	<b>Work has been stopped on the entire subdivision due to fire prevention concerns. Stop Work Anticipated to be lifted the week of 8-20.</b>	Applicant has been granted the deferring of two Impact fees pending agreement with city. Traffic and Park development fee held until approved agreement or Final Inspection on each project.	To be Determined - Estimate of Winter 2019

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)
7	Building Department activity.	Work continues on both subdivisions while smaller projects take place inside the city. No other notable projects at this time.	n/a	n/a	none	Code Enforcement is making regular rounds to check for work being done without permits.	n/a
8	Well 3 and 6 exchange/Minor subdivision on Mission Vineyard and Old San Juan Road	NOE has been recorded and sent to the State. Resolution is awaiting signature from Deputy City Clerk to make official.	minor subdivision approved by Commission. Engineering working on recording.	no permits issued	none	NOE has been recorded. Commission approved and now to get map recorded.	August of 2018 for the the completion of the exchange process that includes map recording
9	70 Muckelemi-No Project name	Applicant wishes to demolish residence that is inside the historical inventory to make way for future projects. The process is being reviewed and staff is coming up with options for the applicant. The intention is to come up with an alternative instead of demolition.	applicant is inquiring about the process involved in demolition.	no	In September of 2017 it was anticipated to hear the case about abating the nuisance by City Council. The item did not make the agenda.	Staff did a field inspection at the site on Monday, July 9, 2018. Discovered the structure is in exceedingly poor condition. <b>Staff got a response from OHP, they are not sure if the building can be salvaged. Staff met the property owner on 8/2/18. Discussed options and ideas of how to move forward with the building. Property owner indicated he is willing to incorporate the old house into the development. Staff spoke with Howard on 9/19. He seemed agreeable to incorporate the old house into the development. Staff to follow up on 9/24/18.</b>	No-ETA yet.
10	Brewery	Project is showing activity towards deed to perfect and continuation of project towards to completion. Weed cleanup direction has been given to the property owner.	no applications yet, working with owner for first submittal.	No permits issued	none	<b>The prospective tenant/buyer indicated he is no longer interested. Appears there were differences. Owner representative and builder met with staff on 8/22. Staff provided a copy of the resolution revoking the project from Council. They need to reapply from scratch in order to reactivate the site. Staff spoke with their architect on 9/20/18. Sent him the revocation resolution. 9/24/18.</b>	no-ETA yet
11	General Plan Timeline	General Plan was updated and adopted in 2/16. Staff has been gathering information about the General Plan and the city limits. Adjustments to move city limits to property lines are being discussed. The housing element is being reviewed to track and turn in our housing numbers. We need to do so per State requirement.	n/a	n/a	n/a	Staff is working on getting the Housing Element squared away for the State. Staff met with Lafco on 8/16/18 and went over the areas where property lines are bisected by city limits. There does not appear to be any pressing issues to make any changes because that area is mostly agricultural (8/17/18)	n/a
<b>New Development</b>							
1	D'Ambrosia	First Phase Approved	Phase 1 completed	Council Approval of Phase 1. Permits have been previously issued in 10/16, but no construction has taken place. Permits have expired. (permits have a lifespan of 6 months).	none	<b>Staff contacted the developer on 8/28/18. Provided information on the requirements for building permit applications.</b>	The developer has met with staff. Eager to continue with the project

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)
2	Loazza (957 First Street - 4 Parcel Minor Subdivision)	Review has started. Waiting for application payment. Applicants need to be notified they need to pay their application fees all upfront. Staff and City Manager discussed and that was the decision made.	CEQA review completed. Staff is starting review. Working out payment options.	No permits issued	none	Awating the \$5,000 payment at this time. <b>One of the commissioners called in stating there is construction activity taking place. Staff reviewed this. The property owner claims they are cleaning out the existing building and doing some repair work. Staff met with them on 8/15/18. They are working on getting the agreement documents per the roundabout squared away before they proceed with their project. Staff also briefed them about the public records request from the neighboring property owner.</b>	unknown
3	Gas Station to be located along The Alameda and Hwy 156	project was proposed, but now on hold due to possible litigation	on hold	no permits have been issued	none	Planning Commission directed staff to review and see if the project can be reserected perhaps. Staff work to be done on this matter.	Active litigation is taking place.
4	Long Building/lumber yard next to Velero Gas Station at 50 Monterey Street	Buildings are on site and visible activity is taking place. It is unclear of the type of activity onsite whether it would be residential or if there is a commercial use taking place.	Under investigation	no permits have been issued.	Code compliance is investigating the site. Activity appears to be taking place without necessary City clearances.	<b>Staff had a meeting on 8/13/18. It is discussed that the site be rezoned to Mixed Use instead of its existing zoning of commercial. (8/13/18)</b>	Staff will inspect the site and report back to higher-ups with more information.
5	Midnight Express	Approved by Commission Resolution	Applicant is currently working on bringing utilties to site.	Permit issued for main electrical service.	none	Staff is coordinating with the applicant to discuss cost estimates of roadway improvements. <b>The building permit application plans have been submitted. Staff is reviewing them and should have them complete by 9/28/18.</b>	staff is reviewing plans.
<b>Infrastructure</b>							
	Traffic Circle						
	Parking						
	Signage						