



**COUNTY OF SAN BENITO**  
**RESOURCE MANAGEMENT AGENCY**  
**PLANNING AND BUILDING INSPECTION SERVICES**

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TO: Planning Commissioners  
FROM: Taven M. Kinison Brown  
DATE: August 21, 2019  
RE: **Discussion of Discussion Items**

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**Summary:**

At the July 17, 2019 Planning Commissioner Gibson, requested that the Commission have a discussion of how to give RMA planning staff assignments and tasks to complete. Through Chairman Rodriguez, a motion was made by the Commission to set this discussion of "Discussion Items" for the next meeting of the Planning Commission, August 21, 2019. Staff met with Chairman Rodriguez August 7, 2019 for guidance in preparation for this item.

**Recommendation:**

Staff recommends that the Planning Commission receive a brief introduction to the matter from staff (see Discussion below) before engaging in deliberation.

**Discussion:**

Only meeting once a month, and reviewing one or several development review items each month, the Planning Commission may not be aware of the ongoing and progressive work of the Planning Division within the Resource Management Agency. What is staff working on? What are staff's priorities? As the Commission enters into this discussion, staff wanted to inform the Commission about the work we do daily and monthly that is not necessarily visible during an evening public hearing review of a given project.

In addition to introducing the *major projects presently under review*, staff will share the *administrative, programmatic, and functional improvements* that we are presently working on. Staff then will recommend a selection of *General Plan Subject Matters* that we may report progress back to the Commission on, suggesting that staff present on a quarterly basis.

***Major Projects Presently Under Review:***

<b>US 101 Commercial Nodes</b>	Private property owners have paid to have the County process implementation of General Plan elements and objectives. The collective project is the development of a new C-3 Commercial Regional Zoning Designation to be applied to several intersection of Hwy 101 within San Benito County. Scheduled for BOS deliberation and action in September. Staff assistance and environmental work under contract with EMC Planning Group.
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<b>Riverside II</b>	A new Affordable Housing Proposal at the old hospital site adjacent to the City yard on Southside Road.
<b>Wynn / Coates Development within Ridgemark</b>	A proposal to construct 190 homes and commercial facilities, including a hotel on former golf course areas within the Ridgemark Community. General Plan Amendment, Zoning Contract Amendment, Zoning Code Amendment, Major Subdivision Proposal, Use Permit, Housing and Design considerations. EIR under contract with EMC Planning Group.
<b>Lico Subdivision Proposal of ~150 Lots</b>	Proposal to subdivide. Applicant wishes to enter a Development Agreement with the County to assure some housing is affordable to teachers, law enforcement officers and others within the San Benito Community.
<b>Lima Specific Plan Proposal for ~1,300 units south of Ridgemark</b>	The Richland group has proposed a Specific Plan to eventually entitle approximately ~1,300 new units south of Ridgemark, and north of the Granite Rock Quarry. Issues of access from Highway 25 and Vineyard Estates, water source and supply, wastewater treatment, traffic and other issues are being engaged. EIR under Contract with Rincon Consultants, Inc.
<b>Saunders Use Permit for RV Camping at Panoche Valley Inn</b>	A proposal to provide formal hookups and pads for RV Camping at the Panoche Valley Inn. Biology remains an outstanding issue, and the CEQA Initial Study is being written in-house.
<b>Chen Day Care / Montessori proposal</b>	Applicants have proposed a day care facility at an existing Tudor-styled home in a well-established neighborhood for fourteen children 2-6 years of age. Applicants intend to offer a Montessori-styled program. Applicants presently operate larger facilities in the San Jose area.
<b>Javid Assisted Care Facility at Ridgemark</b>	150 unit senior assisted care facility off of Hwy 25 at Ridgemark. CEQA Initial Study under contract with EMC Planning Group.
<b>Sunnyslope Christian Church Expansion on Santana Valley Road</b>	The subject property currently is the site of a church with related facilities, including gathering spaces, a children's day care and preschool, a pastor's residence, and parking. The applicant proposes to add to this by constructing a new 12,437 square-foot sanctuary building toward the rear of the property and 12,827 square feet of additional parking. CEQA Initial Study under contract with SWCA.
<b>Roth/Caldwell subdivision at Cole and Ricardo, Aromas</b>	A request to subdivide a 37.43-acre property into six residential parcels plus one remainder parcel, all lots are 5 to 6 acres in area, in addition to building access drives and infrastructure to serve the lots, Aromas area. CEQA Initial Study prepared by DDA Denise Duffy and Associates.
<b>Bray / Culler 10-lot Subdivision at Sunnyslope / Brigrantino</b>	A request to rezone a four-acre parcel from Agricultural Productive (AP) to Single-family Residential (R1) and subdivide the site into 11 lots, including 10 between 6,000 and 7,600 square feet for residential use plus one lot for public utility use, together with a SSCWD water line, a City of Hollister sewer line, approximately 700 feet of additional length to Mojave Way and Fulton Way, and earthmoving for the street extension and building sites. The CEQA Initial Study was written in-house.

<b>Floriani Ranch Proposals – Formerly for a new town, now for Autonomous Vehicle Testing.</b>	Over 4 square miles of development proposal, adjacent to and south of Hwy 25 and west of Pajaro River.
<b>Giacialone / Christopher Proposal at Fairview and Hwy 156</b>	For Autonomous Vehicle Testing and to include local trade school opportunities for job training.
<b><i>Major Administrative Functions:</i></b>	
<b>Public Counter and telephone inquiries</b>	Staff regularly rotates responsibility for assisting our walk-in customers and telephone calls. Counter engagement varies from just a few minutes to over an hour in many cases.
<b>Monitoring Major and Minor Projects under construction</b>	Ongoing construction at Santana Ranch, 200 homes within Brigantino / Sunnyside, 84 homes at Bennet Ranch, others too.
<b>Lot Line Adjustments / Special Plan Reviews/ Minor Use Permits</b>	Numerous lot line adjustments, large barns and garages and accessory structures, cellular towers and ministerial reviews.
<b>PRA – Public Records Act Requests</b>	Staff is responsible for retrieving and assembling project and query information requested under the State law for public records disclosure. Staff is obligated to produce responsive records within 10 days. Generally includes ALL submitted materials, e-mail records, transactions and other “public records.”
<b>COG and Regional Meetings</b>	Growth Management and Projections / New alignments for Hwy 152 in the North County area, Support for the ALUC Airport Land Use Commission / Frazier Lake Airport CLUP.
<b>Public Works Department Assistance</b>	
<b>Code Enforcement Assistance</b>	
<b>Building Department Assistance</b>	
<b>Integrated Waste Management and LAFCo Assistance</b>	
<b>Parks Facility Rentals</b>	
<b>Second units / mobile homes</b>	
<b>Seasonal items</b>	Pumpkin Patches and Christmas Tree Sales

*Programmatic and Function Improvements we are working on.*

<b>RMA Cannabis Program Implementation</b>	From review and tracking of zoning verification forms, to engaging use permits for facility construction
<b>SMARA – State Mining and Reclamation Act Compliance for 18 Surface mines in SBC.</b>	Centralize Files, Update Files, Visit all Mines, Photographic Records, Verification of Payments through Accounting, more. RFP currently on the street for a new consultant contractor.
<b>Acella Automation and Permit Tracking Systems</b>	Daily procedures and increased use and utility. Developing the Citizen Access portal.
<b>Zoning Code Update</b>	Updating for changed State laws; updating for common sense; updating as required for General Plan Implementation.
<b>Procedures Manual</b>	Recording procedures for basic and specific functions of the department. Format and form; Centralized access; certified as official or with current practice dates
<b>InterAgency Review Committee / DRC</b>	Conduct monthly meetings as needed to review complex projects and to collaborate across agencies for improved interactions.
<b>Housing Element and Housing in General</b>	Providing support to the Housing Coordinator as well as engaging ad hoc committee in pursuit of a suite of options to more effectuate the construction of affordable housing in SBC, including impact fee reductions.
<b>Web Site Improvements</b>	Site needs a complete makeover.
<b>Support of the Planning Commission</b>	Meeting minutes, packets and electronic media, training, memberships and reporting
<b>Fee Ordinance Repair</b>	Consultation with other Departments, Finding other County Code Sections that have Fees written into them and are severely outdated, CEQA Fees, Create a new Fee for Condition Compliance and MMRP Review; close out deposit projects up to the Public Hearing; create and add conditions of approval to make this happen.
<b>Contract Management Assistance</b>	Broadly across numerous projects; consultant billings and verification of work performed. Going to a rotational CEQA and Planning Services list of qualified firms. Will revise practice of needing to go to BOS for contracts NOT involving County expenditures.
<b>Team meetings and individual one-to-one staff meetings</b>	To better effectuate project management and information sharing.  Coordination of tasks and calendars
<b>New Literature and Improvements to the practice</b>	As we can, we try to read new periodicals and reports of planning projects and improved procedures, attend regional meetings with our professional associates and sometimes, even attend a conference.

***General Plan Subject Matters to prioritize (Some may need additional County funding):***

- Zoning Code Consistency and Update. Subdivision Ordinance, Building and Engineering Regulations, Land Use and Environmental Regulations, and Traffic Regulations. (2035 GP Program AD-H, LU-K)
- Housing. ADUs Accessory Dwelling Units, senior units, farmworker housing, labor camps, mobile homes, tiny houses, ADU construction on site, in-lieu fees. (State Law changes, Zoning Code, fee structure, processing)
- Economic Development: Economic Development Strategy, Staff Resources, Marketing Program, Commercial and industrial Sites Database, Wine/Hospitality Combining District, Tourist Promotion Program, Signage and Wayfinding Program, New and Existing Business Support, Economic Development and Revenue Agreement. (2035 GP Section 4)

See the attached Administrative Element of the General Plan

***Reporting to PC and Engaging in Discussion***

RMA staff received the notes from Administrative Analyst, Dulce Alonso who spoke candidly with each of the Planning Commissioners who expressed their concerns. Interestingly, across the Commission, the concerns seemed to focus on:

- Housing
- Commercial business permit processing
- General Plan Updates / Changes
- San Benito County Planning Processes
- Impact Fees
- Planning associations / seminars / training

To staff, it would appear that if the Commission helped prioritize the next level of **General Plan Subject Matters** (above), that would go a long way to meeting the information and leadership needs of the Planning Commission. Staff could present progress and direction at quarterly intervals. Either:

**Suggestion**

Staff suggests that the Planning Commission engage in discussion on these matters, open public testimony and then deliberate a recommendation for staff, through the Chairman, to bring back a single **General Plan Subject Matter** to the Planning Commission to help fulfill our General Plan and community obligations.

- Working to fix and update the Zoning Code and associated regulations for consistency with state law
- Modernizing our approach to housing in the Community, and
- Implementing components of the Economic Development Element

Staff anticipates that a quarterly interval would allow enough constructive and demonstrable progress for most matters. Some may require additional financial resources from the County.