

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., MAY 10, 2010

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC11-07

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Wade
Commissioner Adeva
Commissioner Harris
Commissioner Holzwarth
Commissioner Mirador
Commissioner Ramos

2. ANNOUNCEMENTS:

None

3. MINUTES:

Approval of January 25, 2011 and April 12, 2011 Planning Commission Minutes.

4. AUDIENCE COMMUNICATIONS:

This is a time for public comments for items that are not listed on this agenda. Comments should be brief. If you have an item that will require extended discussion, please request the item be scheduled on a future agenda.

5. PUBLIC HEARINGS:

None

6. WORKSHOP

General Plan Update: Land Use and Circulation Alternatives Workshop

7. COMMUNICATIONS:

- A. Staff:
 - a. Discussion of Section 18.54 "Signs" of the Suisun City Municipal Code
 - b. Update on Ordinance amending Section 18.66 "Use Permits" of the Suisun City Municipal Code
- B. Commissioners
- C. Agenda Forecast

8. ADJOURN.

a&m/110510.pca

***AGENDA PACKET WILL BE POSTED ON LINE NO LATER THAN**
10 AM ON MONDAY, MAY 9, 2011

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., JANUARY 25, 2011

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC11-01

1. INTRODUCTION OF NEW COMMISSIONERS (By Community Development Director)

Community Development Director Wooden called the meeting to order and introduced the two new Planning Commissioners, Rudy Mirador and Jack Harris. The new commissioners each made a brief statement and introduced themselves.

2. ROLL CALL:

Commissioner Adeva
Commissioner Clemente
Commissioner Harris
Commissioner Holzwarth
Commissioner Mirador
Commissioner Ramos
Commissioner Wade

3. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON (Facilitated by Community Development Director)

April Wooden opened nominations for the position of Chairperson.

Commissioner Wade nominated Commissioner Clemente for Chair. Commissioner Clemente made a motion to nominate Commissioner Wade for Vice Chair. Commissioner Wade amended motion to nominate Commissioner Clemente for Chair and Commissioner Wade for Vice-Chair. Commissioner Holzwarth moved to close nominations. Commissioner Adeva seconded the motion. Motion passed 7-0.

April Wooden thanked Commissioner Clemente and Commissioner Wade for willing to service in leadership positions on the Planning Commission.

4. ANNOUNCEMENTS:

None

5. MINUTES:

Commissioner Adeva moved to approve December 14, 2010, Planning Commission Minutes. Commissioner Wade seconded the motion. Motion passed 7-0.

6. AUDIENCE COMMUNICATIONS:

Former Commissioner Don Spring thanked the Planning Commission for serving and wished all of them good luck.

7. PUBLIC HEARINGS:

A. A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit Application No. UP 10/1-003 for the Establishment of an Auto Repair Business at 96 Railroad Avenue, Unit A (0032-420-260).

John Kearns presented the staff report. He explained the background of the building was always contemplated as an auto type use. Each suite has rollup doors and lifts, typical things you find with auto type uses. The last use was for an auto body repair shop that left in late 2009. Because of the way code is structured it indicates that a lapse in use of more than 12 months needs to come back to the Planning Commission for approval.

The applicant is proposing what is a typical auto repair shop. The hours of operation will be 8-5 and may have limited hours on the weekends. The zoning is service commercial, same general plan designation and staff has provided the five specific findings, standard with all conditional use permits.

Chairperson Clemente opened the Public Hearing.

No one spoke.

Chairperson Clement closed the Public Hearing.

Chairperson Clement asked the commissioners if they had any questions.

The Commissioners asked questions of the applicant regarding the number of stalls; adequate customer and employee parking; and storage and disposal of hazardous waste materials. John Kearns and Raphael Escobar, applicant, responded to questions.

Commissioner Holzwarth moved to approve Resolution No. PC11-01. Commissioner Ramos seconded the motion. Motion passed 7-0.

B. A Resolution of the City of Suisun City Planning Commission Approving Temporary Use Permit Application No. UP 10/1-004 for the Placement of a Temporary Sales Office in the Sunset Shopping Center (APN 0173-390-150).

John Kearns presented the staff report. The applicant is requesting to locate a temporary trailer along Highway 12, between the Black Bear Diner and McDonalds. The temporary sales trailer that would supplement the near term use of the facility at 106 Sunset Ave, formerly housing the Albertsons Grocery Store. The intent is while the applicant pursues tenant improvements plans inside the retail space this temporary sales trailer would be open to anyone interested in pursuing a membership with this fitness facility. Proposed operating hours are 9-7 pm Monday thru Friday, 9-5 Saturday, and Sunday hours ranging from 9-3. The estimated foot traffic is 10 customers per day. The municipal code requires this type of facility get a temporary use permit and because it is being proposed for longer than 45 days the Planning Commission has jurisdiction over approval.

Sandra Stephenson, representing applicant R&R Development Company, stated they are in agreement with the staff report as written and is here to answer any questions.

Chairperson Clement asked the commissioners if they had any questions. The Commissioners asked questions of the applicant regarding adequate parking in conjunction with Black Bear Diner and McDonalds; length of time temporary sales office will be in place; size of trailer sitting on parking spaces; safety of people entering and exiting trailer into path of traffic; signs facing Highway 12 may cause traffic accidents; if we received written consent from McDonalds and Black Bear;

pedestrian pathway; use of vacant space within center for temporary sales office; and if a lease has been signed. Ms. Stevenson responded to Commission questions.

Chairperson Clemente opened the Public Hearing.
No one spoke.
Chairperson Clement closed the Public Hearing.

Commissioner Adeva moved to approve Resolution No. PC11-02. Commissioner Mirador seconded the motion. Motion passed 6-1 with Commissioner Harris voting no.

8. COMMUNICATIONS:

A. Staff

April Wooden announced we submitted an application to ABAG for FOCUS Grant for technical assistance for our priority development area. Suisun City was selected to receive \$60,000 for technical assistance. They will be looking at the feasibility of doing development in our priority development areas.

B. Commissioners

Chair Clemente asked about the progress of Wal-Mart and the Iconic Sign.
Chair Clemente recognized audience member Tina Norman for her service as Vice Chair and Planning Commissioner for six years.

C. Agenda Forecast

None

9. ADJOURN.

There being no further business the meeting was adjourned at 8:06 pm.

Donna Pock, Secretary to the City Manager/Deputy City Clerk

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., APRIL 12, 2011

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC11-05

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Wade
Commissioner Adeva
Commissioner Harris
Commissioner Holzwarth
Commissioner Mirador
Commissioner Ramos

Staff: April Wooden
Stephanie Hagar

2. ANNOUNCEMENTS:

Community Development Director - John had a family emergency and will not be here this evening.

3. MINUTES:

Commissioner Holzwarth moved to approve the February 22, 2011 Planning Commission Minutes. Commissioner Wade seconded the motion. Motion passed 7-0.

Ms. Wooden stated that the January 28 minutes have been completed and will be on the next agenda for approval.

4. AUDIENCE COMMUNICATIONS:

None

5. PUBLIC HEARINGS:

A Resolution of the Suisun City Planning Commission Approving Temporary Use Permit Application UP 10/1-006: A Modification to Temporary Use Permit Application UP 10/1-004 for the Placement of a Temporary Sales Office in the Sunset Shopping Center to allow the installation of temporary utilities (APN 0173-390-150). R & R Development Company LLC, applicant and WRI Golden State LLC, property owner.

Ms. Wooden presented the staff report. Ms. Wooden stated that the applicant had received approval to locate and operate a temporary sales office in the Sunset Shopping Center for In-Shape. At that time, applicant believed that all utilities were in close proximity to the sales trailer, but that has turned out not to be the case. The applicant is proposing a modification to the permit that would allow the installation of temporary utilities, including running overhead wires from the main building to the trailer. The clearance height of 18" would accommodate emergency response vehicles and is consistent with minimum Public Works standards. Staff believes that, since this is a temporary situation, the wires, cables and poles will not create a long term aesthetic problem and recommends approval.

Chairperson Clemente opened the Public Hearing.

Sandra Homen and Rod Ferrens spoke on behalf of In-Shape and answered Commission questions. The Commission had concerns as to whether the other shopping center tenants had been notified of In-Shape coming into the center. Mr. Wooden stated that legal notification is generally done for property owners but that in this case the center tenants had, in fact, been notified.

Hearing no further comments, Chairperson Clemente closed the Public Hearing.

Commissioner Adeva moved to approve Resolution No. PC11-05. Commissioner Ramos seconded the motion. Motion passed 6-1 with Commissioner Harris voting No.

B. Resolution of the Suisun City Planning Commission approving Conditional Use Permit Application No. UP 10/1-005 for the establishment of an Auto Repair Business at 605 Railroad Avenue, Unit J (0037-090-060). Muhammad Malik, applicant and Oku Properties, property owner.

Stephanie Hagar presented the staff report. Ms. Hagar stated that in conjunction with the automobile repair service the applicant intends to conduct automobile sales at the same location. She explained that the applicants intention was to sell one vehicle at a time. Ms. Hagar stated that all vehicles to be repaired would be stored inside the building and one of the 4 outside parking spaces would be used for the car being sold. The parking available exceeds the minimum required.

Commissioner Clemente opened the Public Hearing

Muhammad Malik, owner/applicant, stated that this was a very small business doing minor vehicle repairs and that he would be selling one vehicle at a time. Mr. Malik explained to the Commission that he would obtain all necessary state licensing once he receives his use permit. He further explained the state licensing was costly, so he wanted to wait for approvals.

After a brief discussion, Chairperson Clemente closed the Public Hearing

Commissioner Holzwarth moved to approve corrected Resolution No. PC11-06. Commissioner Wade seconded the motion. Motion passed 7-0.

6. GENERAL BUSINESS: Action to be taken where appropriate.

General Plan Update: Ms. Wooden stated that John Kearns would present an update at the next meeting.

7. COMMUNICATIONS:

A. Staff: Ms. Wooden stated that the first reading of the ordinance on the Condition Use Permit extension had gone before the City Council and that the Council had included a minor modification that would provide for extending both existing and lapsed CUPs.

B. Commissioners: Commissioner Clemente asked about the “coming soon” fish and chips sign in the window of a tenant space at the Sunset Shopping Center. Ms. Wooden stated that she did not believe an application had been submitted but would check into it. Commission Clemente inquired about abandoned houses and who was responsible for the upkeep. Ms. Wooden explained the program that was in place and how the banks were required to register the homes. She further explained that the Code Enforcement Department was down to one person which makes it difficult to keep up with all of the complaints. She stated that if a home became a safety hazard issue that the Fire Department would do weed abatement and place liens on the property. Commissioner Clemente again asked about the garbage can issue. Ms. Wooden explained that Code Enforcement at this time issued courtesy notices as a reminder. She stated that she would speak with the City Manager about a future article in the Discovery newsletter.

C. Agenda Forecast: Ms. Wooden stated that there would be a meeting on May 10th.

8. ADJOURN.

There being no further business the meeting was adjourned at 8:03 pm.



COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF SUISUN CITY
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CA 94585

(707) 421-7335 PHONE
(707) 429-3758 FAX

MEMORANDUM

DATE: May 10, 2011
TO: Planning Commission
FROM: John Kearns, Associate Planner
SUBJECT: General Plan Update Workshop on Land Use and Circulation Alternatives

Attached you will find the PowerPoint presentation that was provided to the City Council on May 3rd as well as a map identifying vacant parcels within the city. The map also differentiates between those vacant parcels for which an entitlement has been granted and those which are unentitled at this time. The intent of the presentation was to summarize what has been accomplished to date, general plan tasks scheduled in the near-term, and other critical items which will occur moving forward. Staff made an effort to explain the Land Use and Circulation Alternatives process and, specifically, its importance in moving forward with the CEQA process.

The intent of the public workshops is to solicit public input regarding the future of development in and near Suisun City. Specifically, staff has identified three focus areas for public input:

- 1) vacant land;
- 2) area within the Sphere of Influence; and
- 3) Connection to the regional transportation network.

The two workshops will be held as follows:

May 10th @ Regular Suisun City Planning Commission Meeting, 7pm
May 12th @ Suisun City Library, 6pm

At the conclusion of the public workshops, staff will gather all input provided and prepare land use and circulation alternatives for the Planning Commission (May/June) and City Council (July) to consider. Once the alternatives have been adopted by the Council, staff can then move forward with issuing a Notice of Preparation (NOP) for the CEQA document.

General Plan Update

John Kearns
Associate Planner
Suisun City

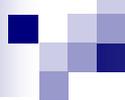
May 3, 2011



Accomplished To Date

- **April 2010: Council Authorizes contract with AECOM**
- **June 2010: Council and Planning Commission joint workshop to kick-off General Plan Update**
- **August 2010: Guiding Principle discussion with Council**
- **August 2010-January 2011: Technical Advisory Committee (TAC) meetings**
- **December 2010: Public Meeting with Tolenas residents**





TAC Membership

- Suisun City Departments
- Fairfield-Suisun Sewer District
- Solano Irrigation District
- Fairfield-Suisun School District
- Travis Air Force Base
- City of Fairfield
- Solano County
- Fish and Game
- Bay Conservation and Development Commission
- Suisun Resource Conservation District
- Solano County Water Agency
- Solano County LAFCo
- Solano Transportation Authority
- Association of Bay Area Governments

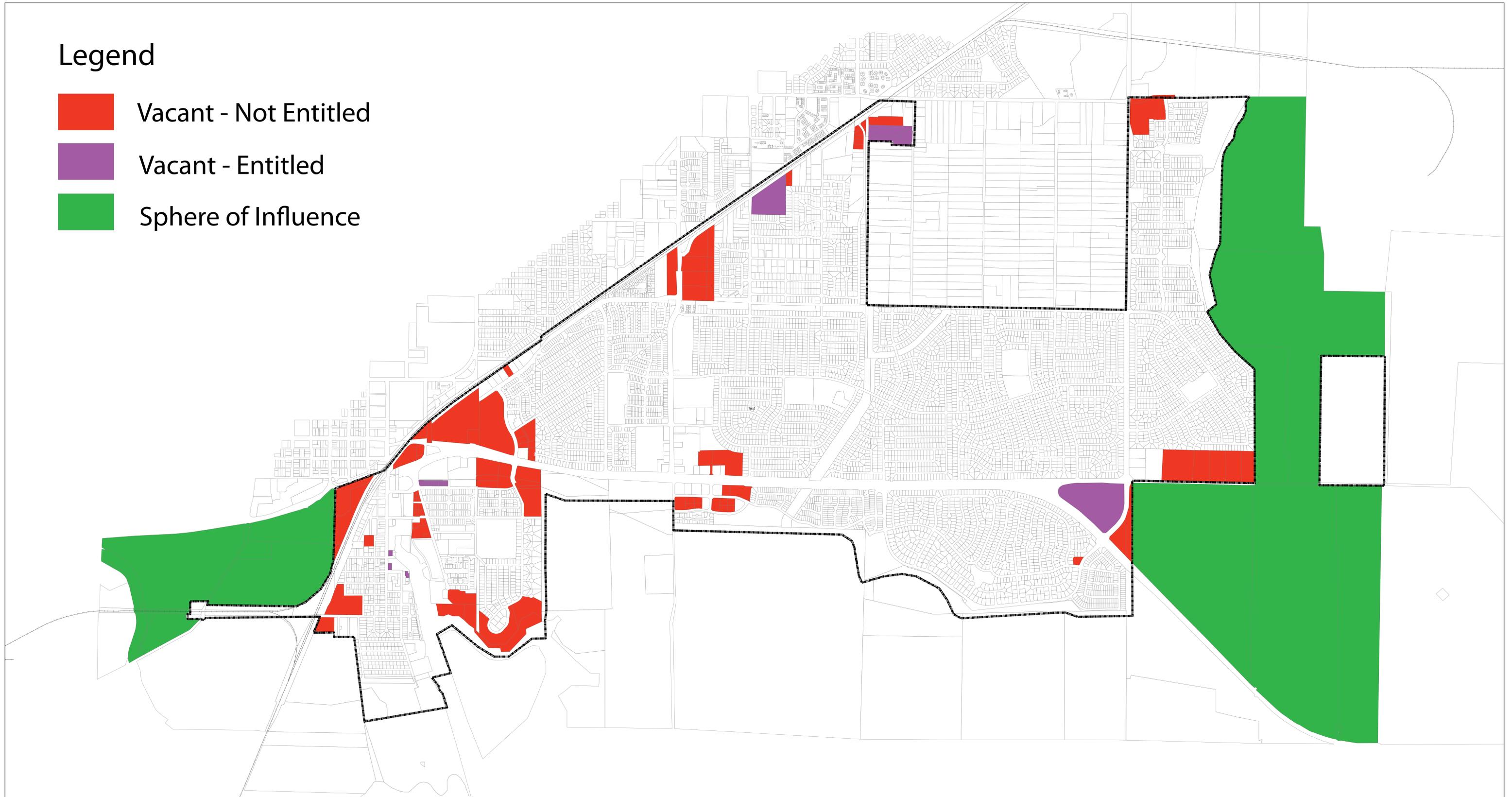
Next Steps

- **Public Outreach**
 - **May 10, 2011: Public Workshop @ Regular Planning Commission Meeting**
 - **May 12, 2011: Public Workshop @ Suisun City Library**
- **Land Use Circulation Alternatives**
 - **Vacant Property**
 - **Sphere of Influence**
 - **Regional Transportation Strategy**
- **Presentation/Adoption**
 - **May/June 2011: Planning Commission Recommendation of Land Use/Circulation Alternatives**
 - **July 2011: City Council adoption of Land Use/ Circulation Alternatives**
 - **Summer 2011: Notice of Preparation of General Plan Environmental Impact Report issued**



Legend

-  Vacant - Not Entitled
-  Vacant - Entitled
-  Sphere of Influence



SUISUN CITY

