

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., FEBRUARY 9, 2016

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC16-01

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Pal
Commissioner Adeva
Commissioner Holzwarth
Commissioner Osborne
Commissioner Ramos
Commissioner Smith

Pledge of Allegiance
Invocation

2. ELECTION OF CHAIR AND VICE-CHAIR

3. ANNOUNCEMENTS:

None

4. MINUTES:

Approval of Planning Commission Special Meeting minutes of December 17, 2015.

5. 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.

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Commissioner should be identified at this time.)

6. PRESENTATIONS

A. Alcohol Use Presentation by the ATOD Prevention Coalition.

7. PUBLIC HEARINGS:

For each of the following items, the public will be given an opportunity to speak. After a Staff Report, the Chair will open the Public Hearing. At that time, the applicant will be allowed to make a presentation. Members of the public will then be allowed to speak. After all have spoken, the applicant is allowed to respond to issues raised by the public, after which the Public Hearing is normally closed. Comments should be brief and to the point. The Chair reserves the right to limit repetitious or non-related comments. The public is reminded that all decisions of the Planning Commission are appealable to the City Council by filing a written Notice of Appeal with the City Clerk within ten (10) calendar days.

A. A Resolution of the City of Suisun City Planning Commission Regarding Review of Conditional Use Permit No. 14/15-003, Including Conditions of Approval for the Blue Devils Bingo Center, 601 Marina Center APN 0032-440-030.

- **Adoption of Resolution No. PC16-___-.**

8. GENERAL BUSINESS

A. Discussion and Direction Regarding Zoning Policies Relating to Specialty Signs for the Zoning Ordinance Update Project.

9. COMMUNICATION:

- A. Staff**
- B. Commissioners**
- C. Agenda Forecast**

10. ADJOURN.

MINUTES
SPECIAL MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., DECEMBER 17, 2015

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-22

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Pal
Commissioner Adeva
Commissioner Holzwarth
Commissioner Osborne
Commissioner Ramos
Commissioner Smith

Pledge of Allegiance
Invocation

2. ANNOUNCEMENTS:

None

3. MINUTES:

Vice-Chair Pal moved to approve the minutes of November 10, 2015. Commissioner Ramos seconded the motion. Motion passed 7-0.

Commissioner Holzwarth moved to approve the minutes of December 8, 2015. Commissioner Osborne seconded the motion. Motion passed 7-0.

4. AUDIENCE COMMUNICATIONS:

None

CONFLICT OF INTEREST NOTIFICATION

None

5. PUBLIC HEARINGS:

A. A Resolution of the City of Suisun City Planning Commission Recommending the City Council to Adopt an Ordinance Repealing Chapter 18.47 in its Entirety and Adding 18.47 of the Suisun City Code Relating to Regulation on Medical Marijuana

Katrina Lapira gave a brief background on Assembly Bills AB 266, AB 243 and AB 643 explaining that these bills were designed to impose additional regulatory mechanisms related to medical marijuana. Ms. Lapira further explained there would be a dual licensing structure which requires a state and local license or permit in order to cultivate, dispense or transport medical marijuana. However, legislation allows cities that wish to ban these land use activities to continue to do so but there were critical time constraints. Ms. Lapira stated the city must adopt a land use ordinance on or before January 29, 2016 to become effective by March 1, 2016 in order for the City to maintain local authority concerning the regulation of medical marijuana within city limits.

Ms. Lapira further explained that the City's Municipal Code currently prohibits marijuana dispensaries, but does not expressly prohibit deliveries, mobile deliveries, or cultivation; however, delivery is permitted with a State license unless the city adopts an express prohibition on delivery.

After explaining current deficiencies in the municipal code, Ms. Lapira described the changes, contrived by staff, to address the cultivation and delivery of medical marijuana within city limits, further maintaining the City's local authority. These changes included terms have been added to include and clarify various commercial cannabis activities recognized by the State.

The Commission briefly discussed the new Assembly Bills. The Commission asked Police Chief Mattos how they can effectively be enforced. Chief Mattos stated that the new changes and adoption of the ordinance would definitely give the Department more control and ability to enforcement. Staff also explained that it did not affect those currently holding medical cards.

Chairperson Clemente opened the Public Hearing. Hearing no comments he closed the Public Hearing.

Commissioner Adeva moved to adopt Resolution No. PC 15-22. Commissioner Smith seconded the motion. Motion passed 7-0 by a roll call vote.

The Commission thanked Chief Mattos for attending and providing information.

7. COMMUNICATION:

Mr. Garben stated that there would not be a meeting on January 12, 2016.

Mr. Garben reported on the following projects:

- Jubilee houses would be going up soon
- Gray Hawk is under construction
- Camran Nojoomi has entered into an Exclusive Right to Negotiate for the 8 acre site behind the Post Office

8. ADJOURN.

There being no further business, the meeting was adjourned at 7:37 pm.

Anita Skinner, Commission Secretary

a&m/151217.pcm

AGENDA TRANSMITTAL

MEETING DATE: February 9, 2016

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: Review of Conditional Use Permit No. UP14/15-003:

Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Regarding Review of Conditional Use Permit No. 14/15-003, Including Conditions of Approval for the Blue Devils Bingo Center, 601 Marina Center APN 0032-440-030.

APPLICANT: Blue Devils
4065 Nelson Avenue
Concord, CA 94520

OWNER: Pellarin Enterprises
1520 Main Street
Redwood City, CA 94063

SITE DATA:

- (1) General Plan/Specific Plan: Downtown Waterfront (DW)/General Commercial (GC)
- (2) Project Configuration: 9,100 square foot tenant space within Marina Shopping Center
- (3) Surrounding Land Use:
 - North- Vacant (CS)
 - South- Residential (RL)
 - West- Mobile Home Park (GC)
 - East- Vacant (GC)

ENVIRONMENTAL REVIEW: This project is categorically exempt from the California Environmental Quality Act (CEQA), under Section 15301, Existing Facilities.

BACKGROUND: On July 24, 2012, the Planning Commission approved Resolution No. PC12-05, which granted a Conditional Use Permit (CUP) for a bingo center to be established at 600 Marina Center, which is within the Marina Shopping Center. Further on May 21, 2013, the City Council adopted Resolution 2013-29 that granted the Blue Devils a Bingo License, which was also a condition of approval (Condition No. 4) of the CUP.

At the January 13, 2015 meeting, the Planning Commission voted unanimously to amend Condition No. 17 of the resolution to read:

Session bingo shall be prohibited within the facility between the hours of 1:00 A.M. and 10:00 A.M. and drop-in bingo shall be prohibited within the facility between the hours of 11:00 P.M. and 8:00 A.M. The Development Services Director or his/her designee may, on a case by case

PREPARED BY:
REVIEWED BY:

John Kearns, Associate Planner
Jason Garben, Development Services Director

basis, extend the hours of operation of session or drop-in bingo for special events, such as New Year's Eve.

STAFF REPORT: Per the adopted conditions of approval (specifically Condition No. 18), “An annual review by Planning Commission of the CUP is required and shall be conducted in compliance with the provisions of Chapter 18.66. Additional review by the Planning Commission may be required in the event the facility fails to conform to the conditions of approval or complaints regarding the facility operation are received.” The CUP was last reviewed on January 13, 2015 and thus the permit was due for its annual review and staff scheduled the item.

As with each Conditional Use Permit review, Development Services worked in close coordination with the Police Department regarding an analysis of the any impacts on emergency services as a result of the bingo operation. The outcome of that coordination was that there have been very few calls for service since the last review. With that said, staff recommends that the Planning Commission adopt the resolution stating that a review had been conducted and uses Resolution PC15-01 as an exhibit.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission:

- Take staff's presentation;
- Take Public comment;
- Close Public Hearing;
- Adopt Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Regarding Review of Conditional Use Permit No. 14/15-003, Including Conditions of Approval for the Blue Devils Bingo Center, 601 Marina Center APN 0032-440-030.

ATTACHMENTS:

1. Adopt Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Regarding Review of Conditional Use Permit No. 14/15-003, Including Conditions of Approval for the Blue Devils Bingo Center, 601 Marina Center APN 0032-440-030.

RESOLUTION NO. PC16-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
REGARDING REVIEW OF CONDITIONAL USE PERMIT NO. 14/15-003, INCLUDING
CONDITIONS OF APPROVAL FOR THE BLUE DEVILS BINGO CENTER, 601
MARINA CENTER APN 0032-440-030.**

WHEREAS, the Planning Commission conducted a review of Conditional Use Permit No. UP14/15-003 at their regular meeting of February 9, 2016; and

WHEREAS, Conditional Use Permit No. UP14/15-003 (which amended UP11/12-009) was approved by the Planning Commission at a regular meeting of January 13, 2015 (Exhibit A); and

WHEREAS, Conditional Use Permit No. UP11/12-009 was approved by the Planning Commission at a regular meeting of July 24, 2012; and

WHEREAS, a report by the City Staff was presented and made a part of the record of the February 9, 2016 meeting; and

WHEREAS, based on evidence presented at the meeting by City Staff, the applicant, the public and Commissioners, the following Findings are hereby made:

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC16- ; A Resolution of the City of Suisun City Planning Commission Regarding Review of Conditional Use Permit No. 14/15-003, Including Conditions of Approval for the Blue Devils Bingo Center, 601 Marina Center APN 0032-440-030.

The forgoing motion was made by Commissioner ____ and seconded by Commissioner ____ and carried by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

WITNESS my hand and the seal of said City this 9th day of February 2016

Anita Skinner
Commission Secretary

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RESOLUTION NO. PC15-01

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
APPROVING CONDITIONAL USE PERMIT NO. 14/15-003 BY AMENDING
CONDITIONAL USE PERMIT NO. 11/12-009 TO ALLOW FOR EXPANDED HOURS OF
OPERATION AT 601 MARINA CENTER FOR THE BLUE DEVILS BINGO CENTER,
APN 0032-440-030.**

WHEREAS, the Planning Commission at a regular meeting on January 13, 2015, did review Conditional Use Permit Application No. 14/15-003 to allow for expanded hours of operation at 601 Marina Center for the Blue Devils Bingo Center and conducted the annual review per condition No. 18 of Resolution PC12-05;

WHEREAS, the Planning Commission at a special meeting on December 22, 2014, did continue consideration of Conditional Use Permit Application No. 14/15-003 to allow for expanded hours of operation at 601 Marina Center for the Blue Devils Bingo Center until the outcome of a Suisun City Police Department investigation;

WHEREAS, the public notice was published in the Daily Republic on December 12, 2014; and

WHEREAS, a report by the City Staff was presented and made a part of the recommendations of said meeting; and

WHEREAS, the applicant and members of the public were present to speak on the application; and

WHEREAS, the Conditional Use Permit application is exempt from the analysis required by the State of California Environmental Quality Act (CEQA) under Section 15301: Existing Facilities; and

WHEREAS, based on evidence presented at the Public Hearing by City Staff, the applicant, the public and Commissioners, the following Findings are hereby made:

1. The proposed location of the use is consistent with the Goals, Objectives and Policies of the City's Zoning Ordinance and the purposes of the zoning district in which the site is located since it is a commercial location that allows amusement uses with the approval of a CUP.
2. The proposed location of the Conditional Use and the proposed conditions under which it would be operated and maintained are consistent with the General Plan in that the policies of the General Plan provide for commercial uses such as this within the City and the Downtown Waterfront designation.
3. The proposed use will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity, or to the general welfare of the City since the use is contemplated in the City's Zoning Ordinance, the location is within a commercial shopping center, and a variety of conditions are being imposed to address any concerns.

4. The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15301: Existing Facilities.
5. The conditions of approval will be effective and efficient when placed on this use at this location because they address concerns raised by police, fire, and other city staff, prevent impacts on neighboring property, and provide for security and safety for patrons.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC14- ; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. 14/15-003 by Amending Conditional Use Permit No. 11/12-009 to Allow for Expanded Hours of Operation at 601 Marina Center for the Blue Devils Bingo Center, APN 0032-440-030, subject to the following Conditions and all other Suisun City Codes and Ordinances, state and federal law:

Conformity:

- 1) This Conditional Use Permit (CUP) approval shall be exercised in conformance with the requirements of the City of Suisun City Municipal Code.
- 2) The CUP is approved in conformance with the application and submittal materials provided. All exhibits are made a part of the CUP. No deviation from the submitted documents, plans, maps, or any other exhibit shall be made without written approval from the Development Services Director or his/her designee or Planning Commission.
- 3) Operation of the facility shall be in conformance with all federal, state, and local laws and regulations.
- 4) This Use Permit is conditioned upon the issuance by the City of Suisun City of both a Business Tax License and a Bingo License for the proposed bingo operation; and, unless both are issued within 12 months of the date of Planning Commission approval, this Use Permit shall be deemed null and void.

Prior to the Issuance of Building Permits:

- 5) Building permit plans shall comply with all applicable building code requirements, including the Americans with Disabilities Act, and all State- and Federally-mandated requirements in effect at the time of submittal for building permits.
- 6) Any roof-mounted equipment shall be shown on building plans. Equipment shall be painted to match the roof to the satisfaction of the Development Services Director or his/her designee.

During Construction and Prior to the Issuance of Occupancy Permits:

- 7) A building permit shall be obtained prior to initiation of any construction.

- 8) Construction shall occur only within the hours permitted by the City of Suisun City Municipal Code.
- 9) Exterior signage design shall be in conformance with an approved Marina Center Sign Program and shall be submitted to the Development Services Director or his/her designee for review and approval prior to installation.
- 10) Fire Department- prior to the issuance of a certificate of occupancy:
 - i) A facility evacuation plan shall be submitted to and approved by the Fire Chief (or his or her designee) and made a part of the CUP.
 - ii) Applicant shall install a Knox box on-site.
- 11) Police Department – prior to the issuance of a certificate of occupancy:
 - i) A facility operation plan shall be submitted to and approved by both the Development Services Director or his/her designee and the Police Chief (or his or her designees) and made a part of the CUP. Minor modifications may be approved by mutual agreement from time to time. Such facility operation plan shall be consistent with the floor plan submitted as an exhibit to the CUP application.
 - ii) A facility security plan shall be submitted to and approved by both the Development Services Director and the Police Chief (or their designees) and made a part of the CUP. Minor modifications may be approved by mutual agreement from time to time. Such facility security plan shall be consistent with the floor plan submitted as an exhibit to the CUP application and with all building plans submitted. At a minimum, security shall include:
 - (1) The presence of a uniformed security guard during Session Bingo;
 - (2) Outdoor lighting sufficient to provide safe ingress and egress from the building, as well as access to the parking area and outdoor smoking area shall be provided.
 - (3) Security cameras, equal to or better than the model shown in Applicant's submittal materials, shall be mounted at the following locations:
 - (a) Each entrance/exit, mounted in a manner that provides a full facial view of each patron entering and leaving the facility;
 - (b) Each cashier counter, mounted in a manner that provides a full facial view of each counter patron, as well as a view of the monetary transaction occurring;
 - (c) Any safe or vault
 - (d) Any ATM
 - iii) In the event of excessive calls for service or complaints regarding the facility, the Police Department shall notify the Development Services Director or his/her designee for consideration of Planning Commission review, modification, and/or revocation of the CUP.

Operation:

- 12) No alcoholic beverages shall be sold, gifted, or consumed on the premises.
- 13) An outdoor smoking area, approved by the Development Services Director or his/her designee, Fire Chief, and Police Chief (or his or her designee), shall be provided and maintained in an attractive and functional manner.

- 14) The Use Permit does not include approval for a commercial kitchen. All food service shall conform to Solano County Health Department regulations.
- 15) Parking shall be in conformance with the parking plan submitted and which is made a part of this CUP.
- 16) No outdoor activities shall be permitted.
- 17) Session bingo shall be prohibited within the facility between the hours of 1:00 A.M. and 10:00 A.M. and drop-in bingo shall be prohibited within the facility between the hours of 11:00 P.M. and 8:00 A.M. The Development Services Director or his/her designee may, on a case by case basis, extend the hours of operation of session or drop-in bingo for special events, such as New Year's Eve.

Review:

- 18) An annual review by Planning Commission of the CUP is required and shall be conducted in compliance with the provisions of Chapter 18.66. Additional review by the Planning Commission may be required in the event the facility fails to conform to the conditions of approval or complaints regarding the facility operation are received.

The forgoing motion was made by Commissioner Holzwarth and seconded by Commissioner Harris and carried by the following vote:

AYES:	Commissioners:	Adeva, Clemente, Harris, Holzwarth, Mirador, Ramos, Wade
NOES:	Commissioners:	None
ABSENT:	Commissioners:	None
ABSTAIN:	Commissioners:	None

WITNESS my hand and the seal of said City this 13th day of January 2015.



 Anita Skinner
 Commission Secretary

AGENDA TRANSMITTAL

MEETING DATE: February 9, 2016

PLANNING COMMISSION AGENDA ITEM: Discussion and Direction Regarding Zoning Policies Relating to Specialty Signs for the Zoning Ordinance Update Project.

BACKGROUND: In the spring of 2010, the City Council authorized a contract with AECOM to complete both an update of the General Plan, as well as an update of Title 18 “Zoning” of the Suisun City Code to ensure consistency with the new General Plan, as required by state law. The City Council adopted the General Plan in May 2015, which has allowed staff and the consultant time to focus on completing the Zoning Ordinance Update.

By way of background, a Zoning Ordinance consists of two parts: (1) a map (or series of maps), and (2) text (or policies). The zoning map shows how the community is divided into different use districts or zones. Zoning districts common to most ordinances include residential, commercial, industrial, and agricultural. The zoning map must show precise boundaries for each district. Consequently, most zoning maps rely on street or property lines as district boundaries.

The zoning text serves two important functions. First, it explains the zoning rules that apply in each zoning district. These rules typically establish a list of land uses permitted in each district plus a series of specific standards governing lot size, building height, and required yard and setback provisions. Second, the text sets forth a series of procedures for administering and applying the zoning ordinance. What is proposed in the update of Title 18 “Zoning” is consistent with each of the above points.

On November 10, 2015, the Planning Commission conducted a discussion and direction item, in which the Commission provided staff with recommendations to forward to the City Council for consideration.

The City Council discussed the Planning Commission’s recommendations on zoning policies at their January 12 meeting and asked that staff bring back an item to the Planning Commission regarding “Specialty Signs” as the Commission was not asked to provide direction at their November 10, 2015 meeting.

STAFF REPORT: An issue that staff has identified in the existing Zoning Ordinance is that there are minimal definitions and thus it is difficult to classify certain types of signs. Often the lack of definitions means that staff must classify signs into general categories which may not be the preferred approach. Given the difficulty in regulating signage within the City, staff has provided the following types of signs, all of which are not included in the existing Zoning Ordinance for review and consideration of the Planning Commission. Further, staff has provided an attachment which includes many definitions that is intended to assist the Planning Commission in their consideration:

PREPARED BY:
REVIEWED BY:

John Kearns, Associate Planner
Jason Garben, Development Services Director

- Inflatable Signs.
- Figurative Sign.
- Marquee Sign.
- Mobile Billboard.
- Pennant.
- Roof Sign.

Further, Table A (below) provides staff recommendations on how each of the aforementioned signs should be treated, addressing the time-frame in which they may be permitted, respectively, for Planning Commission Consideration. Staff has made these recommendations by keeping past experience in mind, as well as taking a look at how other cities typically handle such signs.

Table A			
Specialty Signs: Definitions in Attachment 1.			
Type	Temporary	Permanent	Not Allowed
Inflatable Signs	X		
Figurative Sign		X	
Marquee Sign		X	
Mobile Billboard Sign			X
Pennant	X		
Roof Sign		X	

Staff will be able to take the input provided from the Commission and complete preparation of the draft zoning ordinance which will then come before the Planning Commission and City Council for review of the entire document.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission:

- Receive Staff Presentation; and
- Take any Public Comments; and
- Provide Staff with input regarding specialty signs.

ATTACHMENTS:

1. Draft Zoning Code Definitions: Specialty Signs

**Draft Zoning Code Definitions
Selection of Specialty Sign Types**

Balloon Sign. A flexible bag made of a material such as rubber, latex, polychloroprene, or a nylon fabric that is filled with a gas such as helium, hydrogen, nitrous oxide, or air. A balloon qualifies as a “sign” when it is larger than 8 cubic feet in volume or is stationed at or above 10 feet above the ground.

Figurative Sign. A sign that comprises a three-dimensional object that graphically or iconically brands an establishment or development (e.g., provides a representational message rather text messages). Such signs may be used as either building-attached or freestanding signs.

Inflatable Sign. Any sign which is inflated, floats, is tethered in the air, or is activated by air or moving gas, whether located in the air, on the ground, or on a building.

Marquee Sign. Any sign attached to, in any manner, or made a part of a marquee.

Mobile Billboard Sign. An off-site, outdoor advertising sign on which space is leased or rented and is attached to a wheeled, mobile, non-motorized vehicle that carries, pulls, or transports a sign or billboard. A vehicle which advertises the company of its primary use is not considered a mobile billboard.

Pennant. Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, attached to a rope, wire, or string, usually in a series, designed to move in the wind and attract attention.

Roof Sign. A sign placed upon, projecting from, or above the eaves of the roof or the roof itself. A sign hanging from and below a roof eave is not a roof sign.