

AGENDA
SPECIAL MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., MARCH 29, 2016

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC16-02

1. ROLL CALL:

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

Pledge of Allegiance
Invocation

2. ANNOUNCEMENTS:

None

3. MINUTES:

Approval of Planning Commission minutes of February 9, 2016.

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.

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.)

5. GENERAL BUSINESS:

A. A Resolution of the City of Suisun City Planning Commission Recommending City Council Acceptance of the 2015 Annual Report of the Suisun City General Plan.

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

6. REPORTS

Recap of League of California Cities Planning Commissioners Academy.

7. COMMUNICATION:

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

8. ADJOURN.

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

Pledge of Allegiance
Invocation

2. ELECTION OF CHAIR AND VICE-CHAIR

Commissioner Holzwarth nominated Vice-Chair Pal as Chairperson and Commissioner Osborne as Vice-Chair. Commissioner Smith seconded the motion. Motion passed 7-0 by roll call vote.

3. ANNOUNCEMENTS:

None

4. MINUTES:

Commissioner Ramos moved to approve the Planning Commission Special Meeting minutes of December 17, 2015. Commissioner Adeva seconded the motion. Motion passed 7-0 by roll call vote.

5. AUDIENCE COMMUNICATIONS:

None

CONFLICT OF INTEREST NOTIFICATION

None

6. PRESENTATIONS

A. Alcohol Use Presentation by the ATOD Prevention Coalition.

Cathy Radar gave a presentation about the goals and mission of the Coalition in reducing the Alcohol, Tobacco, and Other Drugs (ATOD) among youth in Solano County. They are urging the City to join other communities in adopting a conditional use permit to regulate the operation and locations of alcohol and tobacco retailers. Russell Flores, President, Friday Night Live and Timothy Finney, student, also spoke.

Chairperson Pal thanked Cathy and the ATOD team for their presentation.

7. PUBLIC HEARINGS:

- 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.**

Mr. Kearns presented the staff report. He gave a brief background on the Center indicating that Condition of Approval #18 requires an annual review by the Planning Commission. Mr. Kearns stated that staff had worked closely with the Police Department regarding an analysis of any impact on emergency services as a result of the bingo operation and there have been very few calls for service since the last review.

Chairperson Pal opened the Public Hearing. Hearing no comments the Public Hearing was closed.

Commissioner Clemente moved to approve Resolution No. PC16-01. Commissioner Ramos seconded the motion. Motion passed 7-0 by roll call vote.

8. GENERAL BUSINESS

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

Mr. Kearns gave a brief background on the Zoning Ordinance Update. He stated that at the City Council January 12, 2016 meeting staff was asked to bring back an item to the Planning Commission regarding “specialty signs” as the Commission was not asked to provide direction at previous meetings.

Mr. Kearns explained that the existing Zoning Ordinance provided minimal definitions and made it difficult to classify certain types of signs.

The Commission discussed briefly inflatable signs including roof top balloon signs, feather signs, pennant signs, signs that make noise, billboard signs and sign shakers. Mr. Kearns stated that regulations and provisions for all signs would be provided in the new code. He also stated that existing signage would be grandfathered but any new sign applications would fall subject to new codes.

9. COMMUNICATION:

A. Staff

Mr. Kearns provided the Commission copies of the approved Olive Tree, Blossom, and Zephyr projects.

B. Commissioners

Chairperson Pal announced the birth of his son. The Commission extended their congratulations.

C. Agenda Forecast

10. ADJOURN.

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

Anita Skinner, Commission Secretary

AGENDA TRANSMITTAL

MEETING DATE: March 29, 2016

PLANNING COMMISSION AGENDA ITEM: Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Acceptance of the 2015 Annual Report of the Suisun City General Plan.

ENVIRONMENTAL REVIEW: The Annual Review is not a “project” subject to review under the California Environmental Quality Act (CEQA).

BACKGROUND: The Annual Report on the General Plan has been prepared in response to the California Government Code, which requires that the planning agency shall: “Provide an annual report each year, to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development regarding the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs.”

STAFF REPORT: An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

The Annual Report informs the Planning Commission, the City Council, and State agencies about the progress in implementing the Suisun City General Plan during calendar year 2015. This report is the 1st annual report since the City Council adopted the 2035 General Plan Update and 2015-2023 Housing Element, respectively in May 2015.

Projects implementing the General Plan during 2015 included:

- **Community Character and Design Element**
 - Downtown Waterfront Specific Plan Update.

PREPARED BY:
REVIEWED BY:

John Kearns, Associate Planner
Jason Garben, Development Services Director

- Title 18 “Zoning” comprehensive update.
- **Land Use Element**
 - Downtown Waterfront Specific Plan Update.
 - Title 18 “Zoning” comprehensive update.
- **Transportation**
 - Improvements to Highway 12 and Walters Road.
 - Improvements to Walters Road and Pintail Drive.
 - Railroad Avenue Extension planning.
 - Peterson Road Improvements.
- **Economic Development**
 - Walmart opening.
 - Downtown Waterfront Specific Plan Update.
 - Moving Solano Forward (MSF).
- **Housing Element**
 - New Housing Element adopted and certified, May 2015.
- **Open Space and Conservation**
 - Habitat Conservation Plan (HCP) DEIR issued for review.
- **Community Facilities and Services**
 - Lawler Ranch Park Phase II.
 - Train Depot Renovation.
- **Public Health and Safety**
 - Local Hazard Mitigation Plan.
 - Travis Airport Land Use Compatibility Plan.
 - Flood control projects.

As required by State law, staff also prepared the Annual Report in the Housing Element for submission to HCD. The report summarized progress toward the goals and policies of the 2015-2023 Housing Element.

STAFF RECOMMENDATION: Staff recommends that the Commission adopt Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Acceptance of the 2015 Annual Report of the Suisun City General Plan.

ATTACHMENTS:

1. Resolution PC16-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Acceptance of the 2015 Annual Report of the Suisun City General Plan.
 - a. Annual Progress Report CY 2015.

RESOLUTION NO. PC16-____

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
RECOMMENDING CITY COUNCIL ACCEPTANCE OF THE 2015 ANNUAL REPORT
OF THE SUISUN CITY GENERAL PLAN.**

THE CITY OF SUISUN CITY PLANNING COMMISSION HEREBY RECITES, FINDS, DETERMINES, ORDERS, AND RESOLVES AS FOLLOWS:

Section 1. On May 5, 2015, the City Council adopted the 2035 General Plan Update and on May 19, 2015, the City Council adopted the 2015-2023 Housing Element; and

Section 2. An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”; and

Section 3. Staff has presented the Annual Report on the General Plan for 2015 to the Planning Commission, and the Planning Commission has reviewed said Annual Report; and

Section 4. The Annual Report is not considered a project under the provisions of the California Environmental Quality Act (CEQA); and

Section 5. Based on its review, the Planning Commission recommends that the City Council accept the 2015 Annual Report on the General Plan. The attached Exhibit A contains the 2015 Annual Report on the General Plan.

Section 6. The record of proceedings shall be located at the City’s Development Services Department and the Planning Commission Secretary shall be the custodian of such documents.

PASSED AND ADOPTED by the following vote at a regular meeting of the City of Suisun City Planning Commission duly held on the 29th day of March 2016:

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

WITNESS my hand and the seal of said City this 29th day of March 2016.

Anita Skinner
Commission Secretary

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City of Suisun City
2015 Annual Report of the General Plan
January 1, 2015 – December 31, 2015

INTRODUCTION AND PURPOSE OF THE ANNUAL REPORT

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs...”

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

This is the 1st Annual Report prepared by the Development Services Department since the adoption of the 2035 General Plan in 2015. For further information or additional copies of the Report, please contact:

John Kearns, Associate Planner
City of Suisun City
Development Services Department
701 Civic Center Blvd.
Suisun City, CA 94585
707-421-7335
jkearns@suisun.com

The Annual Report is also available on the City of Suisun City homepage at www.suisun.com under Development Services Department.

Development in 2015

The highlights of development in 2015 include:

- Facilitation of the Zephyr Estates Development Project located at the southeast corner of Walters Road and East Tabor Avenue.
- Approval of revisions to the Grey Hawk Development Project.
- Opening of the Super Walmart located at northwest corner of Highway 12 and Walters Road.
- Derting Self-Storage, 513 Railroad Avenue.

Community Character and Design Element

Downtown Waterfront Specific Plan Update. Staff and the consulting team continued to work on updating the Downtown Waterfront Specific Plan. As a part of this plan, the design guidelines will be updated for both the commercial and residential land uses.

Title 18 “Zoning” Comprehensive Update. Staff and the consulting team continued to work on updating Title 18 “Zoning”. The update will improve the many aspects of the planning process including better direction on urban design to the Public.

Land Use Element

Downtown Waterfront Specific Plan Update. Staff and the consulting team continued to work on an update to the 1999 Downtown Waterfront Specific Plan. This includes community workshops and public outreach. This update is expected to improve land use compatibility as well as react to the demographics of the region.

Title 18 “Zoning” Comprehensive Update. Following the May 2015 adoptions of both the 2035 General Plan and 2015-2023 Housing Elements, staff and the consulting team began to work on comprehensive revisions to Title 18 “Zoning” to make it consistent with the other applicable documents and also to make it more user-friendly.

Transportation

Improvements to Highway 12 and Walters Road. Work completed in 2015 included extending the inner left eastbound turn pocket, lane configuration changes to Lawler Ranch Parkway and Highway 12 and traffic signal modifications to improve circulation.

Improvements to Walters Road and Pintail Drive. In general, the project includes installing a traffic signal system, replacing concrete curb, gutter, sidewalk and pedestrian ramps; providing pavement striping and marking; installing signs; overlaying the pavement, and other various items of work.

Railroad Avenue Extension. Staff and the consultant continued to plan and undertake environmental work on the Railroad Avenue Extension (Marina Boulevard to Main Street) project. The project will increase connectivity to the downtown area as well as improving circulation in the area.

Peterson Road Improvements. From Fulmar Drive to Walters Road the roadway was widened and the existing pavement received an overlay. Landscaping and soundwalls were installed on both the north and south sides.

From Walters to Travis Air Force Base South Gate. Roadway was widened and pavement was reconstructed. A Class I bikeway was installed on north side of roadway from Four Seasons Self Storage to Lambrecht Sports Complex. As a result of the roadway widening a truck stacking lane was created on the south side.

Economic Development

Walmart Opening. Approved by the City Council in 2008, the grand opening for the project took place in March 2015. The project consists of 180,000 square feet of retail space as well as a site for a pad building to the west.

Downtown Waterfront Specific Plan Update. Staff continued working on the Downtown Waterfront Specific Plan Update which includes programs to strengthen the economic viability of the area. A major addition to the 1999 Plan is the inclusion of the property at the northeast corner of Highway 12 and Marina Boulevard which is seen as a key economic development opportunity to the City.

Moving Solano Forward (MSF). As part of an ongoing strategy to grow and diversify Solano County's economy, Solano County accessed federal sources to fund Moving Solano Forward, Phase I and Moving Solano Forward, Phase II, which focuses on implementing recommendations from Phase I. The Solano Economic Development Corporation will lead Phase II. Coordination and collaboration has already begun in 2016.

Housing Element

New Housing Element adopted and certified, May 2015. In May 2015, the City adopted a new Housing Element for 2014-2022. The Housing Element is the City's overall policy guide for housing development, including affordable and special needs housing. The new Housing Element includes a new Regional Housing Needs Allocation (RHNA) developed in cooperation with other Solano County jurisdictions. The 2014-2022 RHNA is a slight decrease of the past 2007-2014 RHNA reflecting the increased emphasis on infill development near job centers in the central Bay Area. The California Department of Housing and Community Development (HCD) certified the element.

Open Space and Conservation

Habitat Conservation Plan (HCP) DEIR issued for review. The Solano County Water Agency (SCWA) is the lead agency for this multi-jurisdiction habitat conservation plan. The City's partners include Fairfield, Vallejo, Vacaville, U.S. Fish and Wildlife, and California Department of Fish and Wildlife.

During 2015, work continued on the EIR/EIS, with submittal of the draft to the federal government in late 2015. The U.S. Fish and Wildlife staff is currently reviewing the draft EIR/EIS. Completion is anticipated in 2016.

Community Facilities and Services

Lawler Ranch Phase II. The City's contractor began work in late 2015. The project improvements include constructing a basketball court (half court), dog areas, and concrete pathways, mow band and seatwall; installing site furnishings, sail shades, drinking fountains, decomposed granite paving, plastic header boards, rubberized play area surfacing, drinking fountains, chain link fencing, metal fencing and gates, street lighting, and irrigation; hydroseeding turfgrass; and planting trees and shrubs; as well as completing the incidentals which include but are not limited to construction surveys, clearing and grubbing, grading and providing erosion control measures. Work is expected to be completed in Spring 2016.

Train Depot Renovation. The design consultant under the leadership of the Building/Public Works Department prepared construction drawings for renovations to the Train Depot as well as access improvements. Construction is expected to be completed in Spring 2016.

Public Health and Safety

Local Hazard Mitigation Plan. Staff and the consulting team have continued to work on the Local Hazard Mitigation Plan. State, tribal, and local governments engage in hazard mitigation planning to identify natural hazards that impact them, identify strategies and activities to reduce any losses from those hazards, and establish a coordinated approach to implementing the plan, taking advantage of a wide range of resources. Developing hazard mitigation plans enables state, tribal, and local governments to:

- Increase education and awareness around threats, hazards, and vulnerabilities;
- Identify long-term strategies for risk reduction that are agreed upon by stakeholders and the public;
- Identify cost effective mitigation actions, focusing resources on the greatest risks and vulnerabilities;

Ultimately, hazard mitigation planning enables action to reduce loss of life and property, lessening the impact of disasters.

Travis Air Force Base Land Use Compatibility Plan. City staff participated in the update to the Travis Air Force Base Land Use Compatibility Plan in 2015. The plan was updated in late 2015. New additions to the updated plan include Wildlife Hazard Areas and more specific standards on alternative energy (wind turbines and solar energy).

Flood Control Projects. Staff completed routine removal of vegetation to ensure proper functioning and operation of channel runoff, existing water control facilities, or other structures necessary for public health, safety and benefit. The following activities took place in 2015: Spraying, Mowing/Weed Eating, Debris Removal, and Limbing.

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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name:

City of Suisun City

Mailing Address:

701 Civic Center Boulevard
Suisun City, CA 94585

Contact Person:

John Kearns
Associate Planner

Phone:

(707)-421-7335

Fax:

(707)-429-3758

E-mail:

jkearns@suisun.com

Reporting Period by Calendar Year:

From January 1, 2015 to December 31, 2015

Submitted to:

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction Suisun City
Reporting Period 1-Jan-15 - 31-Dec-15

Table A
Annual Building Activity Report
Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income		See Instructions	See Instructions	
			0	0	0	0	0			
			0	0	0	0	0			
-----			0	0	0	0	0			
(9) Total of Above Moderate from Table A2 ▶▶▶▶▶▶▶▶						0	0			
(10) Total by income units (Field 5) Table A ▶▶▶							0			

Table A2
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	Single Family	2 – 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	8	0	0	0	0	8

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	147	0	0	0	0	0	0	0	0	0	147
	Non-deed Restricted											
Low	Deed Restricted	57	0	0	0	0	0	0	0	0	0	57
	Non-deed Restricted											
Moderate	Deed Restricted	60	0	0	0	0	0	0	0	0	0	60
	Non-deed Restricted											
Above Moderate		241	0	8	0	0	0	0	0	0	8	233
Total RHNA by COG. Enter allocation number:		505									8	497
Total Units ▶ ▶ ▶			0	8	0	0	0	0	0	0		

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
GOAL 1: Provide housing opportunities for all segments of the community to meet current and future needs.				
<p>POLICY 1.A: Ensure that there are sites available to accommodate the City's housing needs.</p>	<p>Program 1.A.1: Plan for the construction of new housing according to ABAG's Regional Share. Continue to plan for and facilitate private construction of 505 dwelling units with the allocation shown in Table 1.A and the 108-unit shortfall from the 4th cycle Housing Element. To provide for the development of the City's allocation of 505 dwelling units and the 108-unit shortfall from the 4th cycle Housing Element, the City will complete the following actions:</p> <ul style="list-style-type: none"> • The City will rezone one site to Mixed Use [APNs 0032-081-310, -050, -060, -070, and -320 and 0032-082-140] and one site to High Density Residential [APNs 0032-411-070, -080, -090, -100, and -110] to accommodate the 108-unit unaccommodated need from the 4th cycle Housing Element and 204-unit shortfall. The sites will allow a minimum of 20 and up to 45 units per acre by right. The City will also amend its R-H zone to require a minimum density of 20 units per acre by right without discretionary review. • The City will rezone one site to Mixed Use [APNs 0032-042-120, -130, and -640] and one site to High Density Residential [APNs 0032-281-060, -130, and -110] to accommodate the 204-unit shortfall for this cycle as part of the Downtown/Waterfront Specific Plan update process currently under way. • To help facilitate the development of small lots, the City will offer a lot consolidation program that offers progressively higher densities/intensities (above 30 units per acre) as an incentive to consolidate lots listed in Tables 33 and 39. The City will annually meet with local developers to discuss development opportunities and 	Community Development Department	The rezone of two sites [APNs 0032-081-310, -050, -060, -070, and -320, 0032-082-140, and 0032-411-070, -080, -090, -100, and -110] to accommodate the 4 th cycle shortfall will be completed by January 31, 2016. The rezone of two sites [APNs 0032-042-120, -130, and -640, and 0032-281-060, -130, and -110] to meet the 5 th cycle shortfall will be completed by May 31, 2016.	Ongoing. Both the Zoning Ordinance and Downtown Waterfront Specific Plan are to be updated in 2016.

Suisun City Annual Housing Report
 April 1, 2016

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
	<p>incentives for lot consolidation to accommodate affordable housing units. As developers/owners approach the City interested in lot consolidation for the development of affordable housing, the City will offer the following incentives on a project-by-project basis:</p> <ul style="list-style-type: none"> • Allow affordable projects to exceed the maximum height limits; • Decrease setbacks; and/or • Reduce parking requirements. • The City will also consider deferring fees (when financially feasible) and concurrent/fast tracking of project application reviews to developers who provide affordable housing. The City has identified two groups of small sites that are suitable for consolidation. • The City will also provide regulatory and financial incentives listed in Program 1.C.1. including but not limited to financial assistance (based on availability of federal, state, local, and private housing funds), expedited development review, streamlined development application processing, modification of development requirements such as reduced parking standards for seniors, assisted care, and special needs housing on a case-by-case basis, and other incentives to be determined. 			

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
<p>POLICY 1.A: Ensure that there are sites available to accommodate the City's housing needs.</p>	<p>Program 1.A.2: The City will continue to work with Caltrans to ensure the transfer of the property or air-rights of the Caltrans park and ride site (site 3) to the City, by completing the following actions:</p> <ul style="list-style-type: none"> • The City will send a formal letter following up on conversations to Caltrans stating their formal interest in the development of the site as part of satisfying the City's lower-income RHNA. • The City will meet and negotiate with Caltrans regarding the acquisition of the property. • The City will amend the Downtown Waterfront Specific Plan to rezone the site to Mixed-Use and allow for the development of residential uses above parking. 	<p>Community Development Department</p>	<p>The City will send a formal letter of interest to Caltrans by July 2015 and will negotiate with Caltrans on the transfer of the property and amend the Downtown/ Waterfront Specific Plan by May 31, 2016 or Program 1.A.3 will take effect.</p>	<p>The City has prepared a letter and will be engaging the State of California in the short-term.</p>
<p>POLICY 1.A: Ensure that there are sites available to accommodate the City's housing needs.</p>	<p>Program 1.A.3: To ensure that adequate sites are available through the planning period to meet the City's Regional Housing Needs Allocation (RHNA), the City will continue to maintain an inventory of sites available and appropriate for residential development for households at all income levels. In keeping with state "no net loss" provisions (Government Code Section 65863), if development projects are approved at densities lower than anticipated in the sites inventory, the City will evaluate the availability of sites appropriate for lower-income housing and, if necessary, shall rezone sufficient sites to accommodate the RHNA.</p>	<p>Community Development Department</p>	<p>Ongoing, as projects are proposed.</p>	<p>This program is on-going and the City expects the Zoning Ordinance and Downtown Waterfront Specific Plan to be updated in 2016.</p>
<p>POLICY 1.B: Encourage the construction of new housing units that offer a wide range of housing types to ensure that an adequate supply is</p>	<p>Program 1.B.1: As part of the process of assessing a proposed residential development, evaluate the potential to incorporate other uses within the project or in conjunction with the project, including but not limited to project-serving retail, job centers, or services such as child care.</p>	<p>Community Development Department</p>	<p>Ongoing</p>	<p>This program is on-going.</p>

Suisun City Annual Housing Report
 April 1, 2016

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
<p>available to meet existing and future needs, and where appropriate, to encourage mixed-use development that brings housing together with retail opportunities, jobs, and services.</p>				
<p>POLICY 1.C: The provision of a balanced inventory of housing in terms of unit type (e.g., single-family, multi-family), cost, and style will allow the City to fulfill a variety of housing needs.</p>	<p>PROGRAM 1.C.1: Annually review and update the City's inventory of properties that are suitable for redevelopment/reuse and continue to identify the potential number of additional dwelling units on such sites based on the age, condition, and density of existing land uses in relation to zoning or specific plan requirements. The City will continue to make the inventory available to interested residential developers via the City's website and through predevelopment meetings.</p>	<p>Community Development Department</p>	<p>Post the Housing Element on the City's website as soon as it is adopted (January 2015) and contact affordable housing developers annually to provide them with a list of vacant and underutilized sites for the development of affordable housing (also see Program 1.E.1).</p>	<p>The Housing Element has been posted on the website and the City will continue to engage affordable housing developers.</p>
<p>POLICY 1.C: The provision of a balanced inventory of housing in terms of unit type (e.g., single-family, multi-family), cost, and style will allow the City to fulfill a variety of</p>	<p>PROGRAM 1.C.2: Continue to provide regulatory and financial incentives to increase the probability that residences will be constructed in commercial zones, either as single-use projects or in mixed-use developments, particularly within the Downtown/Waterfront Specific Plan area. The City will offer the following regulatory and financial incentives including but not limited to assisting developers with securing additional financing (based on availability of federal, state, local, and private</p>	<p>Community Development Department</p>	<p>The City will continue to work with developers to provide regulatory incentives including fee deferments and flexible development standards as projects are submitted to the</p>	<p>This program is on-going.</p>

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
housing needs.	housing funds), expedited development review, streamlined development application processing, modification of development requirements, such as reduced parking standards for seniors, assisted care, and special needs housing on a case-by-case basis, and other incentives to be determined.		Community Development Department. The City will assist developers with securing additional financing as projects are submitted to the Community Development Department and funds are available.	
POLICY 1.D: Establish affordable housing goals for new development for the production of extremely low-, very low-, low-, moderate-, and above moderate-income housing in the city.	PROGRAM 1.D.1: Review and adopt, as appropriate a program requiring developers of residential development to either: (a) provide a percentage of their unit at a below-market rent or price; (b) pay a fee; or (c) propose alternative measure to meet their affordable housing requirements determined by an ordinance that will be drafted.	Community Development Department	The City will review and adopt, as appropriate an inclusionary housing ordinance within one year of adoption of Housing Element.	This program is on-going.
Policy 1.E: Apply for state, federal, and other programs for which the City would be the applicant, or a co-sponsor, and work with nonprofit and for-profit developers to make use of those programs directed to homebuilders.	PROGRAM 1.E.1: Provide financial incentives to make construction of affordable housing for extremely low-, very low-, low-, and moderate-income households economically feasible by applying for state and federal subsidies. The City will make use of all available programs for which it is eligible to apply and for which eligible projects have been identified. The City will assist nonprofit housing corporations and for-profit developers in applying for state and federal funds for eligible projects (i.e., HOME Program and Community Block Development Grants).	Community Development, Housing Authority	Apply for additional funding as Notices of Funding Available (NOFAs) are released by the state. The City will post the Housing Element on the City's website as soon as it is adopted and contact affordable housing developers annually to provide them with a list of vacant and	This program is on-going. The City will seek opportunities to apply for available funding.

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			underutilized sites for the development of affordable housing (also see Program 1.C.1).	
<p>Policy 1.E: Apply for state, federal, and other programs for which the City would be the applicant, or a co-sponsor, and work with nonprofit and for-profit developers to make use of those programs directed to homebuilders.</p>	<p>Program 1.E.2 Continue to seek interested nonprofit housing sponsors/developers to make use of available financing techniques for affordable housing projects for extremely low-, very low-, low-, and moderate-income households. The City will identify for-profit and nonprofit housing developers interested in developing affordable housing in Suisun City.</p>	Community Development, Housing Authority	Develop a list of for-profit and nonprofit housing developers by July 2015 and contact, annually or as funding for sites, potential projects, and funding is available.	This program has been completed.
<p>Policy 1.E: Apply for state, federal, and other programs for which the City would be the applicant, or a co-sponsor, and work with nonprofit and for-profit developers to make use of those programs directed to homebuilders.</p>	<p>Program 1.E.3 Annually meet with representatives of Solano County, Vallejo, Fairfield, Vacaville, and/or other jurisdictions to determine interest in, and feasibility of, applying for a mortgage revenue bond or mortgage credit certificate allocation. The City will investigate at least one allocation and either issue bonds or mortgage credit certificates, depending on the financial feasibility of issuing bonds. If the use of the first allocation is successful, the City will apply for a second allocation.</p> <p>To implement this program, the City will:</p> <ul style="list-style-type: none"> • Reach an agreement on the City's financial participation if a bond or certificate issuance is determined to be feasible. • Promote the availability of the bond financing within the local development 	Community Development, Housing Authority	Annually meet representatives from the County and representatives from the other cities in the county to discuss interest in apply for mortgage revenues bonds or mortgage credit certificates. If feasible, apply for the first allocation in 2016. If the program is successful, the City will apply for the second allocation in 2017.	This program is on-going.

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	<p>community to generate interest in using this resource to develop affordable housing units meeting bond program requirements.</p> <ul style="list-style-type: none"> Refer interested developers to the administering agency for participation in the program. 			
<p>Policy 1.F Continue to allow second units and other alternative types of housing.</p>	<p>Program 1.F.1 Continue to implement the second dwelling unit ordinance that follows the requirements of state law (Government Code Section 65852.1) in allowing second dwelling units on any residential lot subject to ministerial review (or Planning Commission review, as applicable). The second dwelling unit ordinance has the following requirements:</p> <ul style="list-style-type: none"> A second unit may be established on any residentially zoned parcel that permits single-family dwellings containing an existing single-family dwelling. An applicant must be both an owner and the current resident of the property for which a second unit is proposed. The second unit can either be attached to and designed to be located within the living area of the existing dwelling or detached from and no less than 10 feet from the existing single-family dwelling, and such unit shall be architecturally integrated into the existing building design. The proposed increase in gross floor area of an attached or detached second unit shall not exceed: <ol style="list-style-type: none"> Eight hundred (800) square feet for lots smaller than ten thousand (10,000) square feet in size. One thousand (1,000) square feet for lots equal to or larger than ten thousand (10,000) square feet in 	<p>Community Development Department</p>	<p>The City will amend the Zoning Ordinance to include the state law language that was passed in 2005 which removes discretionary review by 2016.</p>	<p>This program will be satisfied by the revisions to the Zoning Ordinance in 2016.</p>

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	<p>size.</p> <ul style="list-style-type: none"> Detached second units shall be located no closer than 5 feet from any side or rear property lines. As part of any such building permit application, the applicant shall submit a copy of the deed to the property including a full and complete set of any conditions, covenants, and restrictions. 			
<p>Policy 1.F Continue to allow second units and other alternative types of housing.</p>	<p>Program 1.F.2 Continue to allow construction of duplexes on corner lots and other flexible housing designs according to City design guidelines.</p>	Community Development Department	2015–2023, as projects are received through the Community Development Department	This program is on-going, but the City has not yet had an opportunity to implement.
<p>Policy 1.G Continue to implement design guidelines for new residential construction to ensure a maximum level of housing design quality.</p>	<p>Program 1.G.1 Evaluate development proposals based on development standards, the distinctiveness of design, and compatibility with existing residential development in the vicinity of the proposal. The City will evaluate the compatibility with the physical and environmental characteristics of the area in which a development proposal is to be located, and by using the specific plan and planned unit development processes, the City will encourage the distinctiveness of new residential neighborhoods.</p>	Community Development Department	2015–2023, as projects are received through the Community Development Department	This program is on-going.
<p>Policy 1.H Encourage the planned unit development (PUD) zoning in medium- and high-density residential zones.</p>	<p>Program 1.H.1 Continue to use PUD zoning to offer greater housing choice for residents and greater flexibility for developers than in conventional zone districts. The PUD zone enables developers to provide a great range of housing units that can accommodate a variety of needs.</p>	Community Development Department	2015–2023. Consider using PUD zoning where appropriate and as projects are submitted to the Community Development Department.	The City has continued to emphasize the benefits of PUD zoning.
<p>Policy 1.I Evaluate the City's progress in achieving its</p>	<p>Program 1.I.1 As required by state law (Government Code Section 65400), annually review and evaluate the City's progress in meeting Housing Element</p>	Community Development Department	Submit annual reports starting April 2015, and	The City has continued to report annually on the Housing Element.

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Housing Element goals.	objectives and prepare a report to the City Council on annual achievements. The City will alter existing housing strategies or develop new strategies as needed to meet changing City needs. In addition, as required by state law, the City will forward its adopted Housing Element to local water and sewer providers.		annually thereafter. The City will submit its adopted Housing Element to local water and sewer providers upon adoption of this Housing Element.	
Goal 2: Preserve the Stock of Existing Housing				
Policy 2.A Preserve existing housing, in particular housing affordable to low- and moderate-income households.	Program 2.A.2 Assist nonprofit housing corporations seeking to acquire and maintain privately owned, government-subsidized housing developments that could convert to market-rate housing under state or federal loan agreements. Acquisition will be by negotiated sale. Note: At present, there are three “at-risk” assisted rental housing projects in Suisun City. The City will continue the following activities during the eight-year period of the Housing Element to maintain affordability of these units. The Community Development Department will implement these efforts. Funding sources to support the implementation of these efforts are specified where appropriate. The efforts listed below represent a varied strategy to mitigate potential loss of at-risk units due to conversion to market-rate units. These local efforts utilize existing City and local resources. They include efforts to secure additional resources from the public and private sectors should they become available. <ul style="list-style-type: none"> • Administer an Acquisition and Rehabilitation Program to assist for-profit and nonprofit developers in acquiring and rehabilitating housing units that preserve affordability in rental projects that are at risk of converting to market rents. • Monitor owners of at-risk projects on an 	Community Development Department, Housing Authority	2015-2023	This program is on-going.

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	<p>ongoing basis, at least every six months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating, or continuing participation in a subsidy program.</p> <ul style="list-style-type: none"> • Maintain and annually update the inventory of at-risk projects through the use of existing databases (e.g., HUD, HCD, and California Tax Credit Allocation Committee). • Take all necessary steps to ensure that a project remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications. • Biannually coordinate with HUD to monitor projects approved to convert to ensure that any required assistance (or assistance that the owner has agreed to provide) to displaced tenants is carried out in a timely manner. Ensure projects are monitored to see if they are subject to other state or local requirements regarding the provision of assistance to displaced tenants. • Annually monitor local investment in projects that have been acquired by nonprofit or for-profit entities to ensure that properties are well managed and maintained and are being operated in accordance with the City's property rehabilitation standards. • Work with owners, tenants, and nonprofit organizations to assist in the nonprofit acquisition of at-risk projects to ensure long-term affordability of the 			

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
	<p>development. Annually contact property owners, gauge interest and identify nonprofit partners, and pursue funding and preservation strategy on a project-by-project basis.</p> <ul style="list-style-type: none"> • Annually meet with stakeholders and housing interests to participate and support, through letters, meetings, and technical assistance, local legislators in federal, state, or local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities). • Use available financial resources to restructure federally assisted preservation projects, where feasible, in order to preserve and/or extend affordability. • Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, state, or local levels to preserve at-risk units on a project-by-project basis. • Continue to assist owners or purchasers of existing Mortgage Revenue Bond (MRB) projects to refund their bonds in exchange for augmented and/or extended affordability controls. Annually contact property owners to gauge interest, provide list of resources available for refund, and negotiate terms on a project-by-project basis. 			

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Policy 2.B Create additional affordable housing opportunities within the city's existing stock of housing.	Program 2.B.1 The Suisun City Housing Authority will continue to seek additional Section 8 vouchers for its very low-income residents to reduce the number of such households paying more than 30 percent of their incomes for housing expenses when funding for additional vouchers becomes available and the Authority is able to apply for such funding.	Housing Authority	2015-2023	This program is on-going and Housing Authority will continue to seek additional vouchers.
Goal 3: Plan and encourage the development of housing to meet the housing needs of special population groups.				
Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.	Program 3.A.1 Amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5.	Community Development Department	December 2015	This program will be satisfied through the update of the Zoning Ordinance.
Policy 3.A Address the needs of population groups with special characteristics.	Program 3.A.2 Provide information on state and federal fair housing laws, and refer discrimination complaints to the Fair Employment and Housing Commission. The City will continue to make available, at City Hall and on the City's website,	Community Development Department	Referrals will occur on an as needed basis and information on the website will be ongoing.	This program has been satisfied and information posted on the City website.

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<p>These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>	<p>and distribute information on state and federal fair housing laws to rental property owners, lenders, and real estate agents in the city.</p>		<p>Information will be distributed to rental property owners, lenders and real estate agents annually.</p>	
<p>Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>	<p>Program 3.A.3 Cooperate with nonprofit housing corporations and for-profit developers specializing in housing for adults 55 years of age and above to accommodate housing that meets the needs of this age group. This will include actions by both the Community Development Department and the Housing Authority. The City will undertake the following specific actions:</p> <ul style="list-style-type: none"> • Use density bonus and the Planned Unit Development (PUD) process to facilitate the development of housing for older adults at sufficient density to make such projects financially feasible. • Assist developers in locating suitable sites, depending on the type of housing proposed. Examples include rental apartments with common areas designed specifically for social events of interest to older adults, housing which includes common dining facilities and limited health care services, and 	<p>Community Development Department, Housing Authority</p>	<p>Use density bonus and the Planned Unit Development (PUD) process to facilitate the development of housing for older adults, as projects are proposed. Assist developers in locating sites and converting or retrofitting existing residential buildings annually. Provide rehabilitation assistant to older, low-income homeowners annually. Assist in the funding of affordable housing</p>	<p>This program is on-going and City will continue to seek opportunities.</p>

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	congregate care housing with 24-hour full health care services. <ul style="list-style-type: none"> • Provide assistance to older, low-income homeowners to rehabilitate their homes. • Assist developers interested in converting or retrofitting existing residential buildings to meet the needs of older adults. This could include technical assistance in applying for state and federal funding, local financial assistance and waiver of certain fees and/or development requirements to increase the financial feasibility of providing such housing. • Assist in the funding of affordable housing for older adults, including application for state and federal funds, and/or the issuance of tax-exempt bonds to provide low-cost financing. 		for older adults annually or as projects are proposed.	
Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including	Program 3.A.4 Cooperate with Travis Air Force Base officials to identify any unmet needs among military personnel for affordable housing in Suisun City.	Community Development Department	Annually meet with representatives of Travis Air Force Base to determine whether unmet housing needs exist.	This program is on-going and staff will meet with representatives of Travis Air Force Base.

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
developmental disabilities.				
<p>Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>	<p>Program 3.A.5 The City will encourage affordable rental housing developments for low- and moderate-income households to contain an appropriate percentage of three- and four-bedroom dwelling units. The City will undertake the following specific actions:</p> <ul style="list-style-type: none"> • Assist developers in applying for available state and federal programs if available, to provide development subsidies (low-cost financing, land write-down, or other incentives)). • Provide density bonuses for developers who include large family units in rental housing developments. 	Community Development Department	2015-2023	This program is on-going.
<p>Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military</p>	<p>Program 3.A.6 Continue to comply with Americans with Disabilities Act (ADA) requirements for accessibility and adaptability of new residential buildings to meet the needs of mobility-impaired persons.</p>	Community Development Department, Chief Building Official	2015-2023	This program is on-going.

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<p>personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>				
<p>Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>	<p>Program 3.A.7 Cooperate with, and provide assistance to, organizations seeking to develop or convert residential buildings for use as group homes for persons with disabilities that prevent them from using conventionally designed housing. The City will take the following specific actions:</p> <ul style="list-style-type: none"> • Assist in identifying sites; review planning and zoning documents for modifications that could increase the feasibility of such housing. • Assist developers in applying for available state and federal programs, if available, to provide development subsidies (low-cost financing, land write-down, or other incentives). 	<p>Community Development Department</p>	<p>Identify locations within the city by December 2015 Apply for funding, as developments are proposed.</p>	<p>This program is on-going, but City has not yet had a chance to implement program.</p>

Policy	Program	Responsible Agency/Dept.	Time Frame	Accomplishments
<p>Policy 3.A Address the needs of population groups with special characteristics. These groups include homeless individuals, minorities facing discrimination, female-headed households, older adults, military personnel and their families, large families, mobility-impaired individuals, and persons with disabilities, including developmental disabilities.</p>	<p>Program 3.A.8 Work with housing providers to address special housing needs for seniors, large families, female-headed households, single-parent households with children, persons with physical disabilities and developmental disabilities, farmworkers, and homeless individuals and families. The City may seek funding under the federal Housing Opportunities for Persons with AIDS program, California Child Care Facility Financing Program, and other state and federal programs designated specifically for special needs groups such as seniors, persons with physical and developmental disabilities, and persons at risk for homelessness.</p>	<p>Community Development Department</p>	<p>One time during the planning period or as appropriate development comes forth.</p>	<p>The City will continue to seek opportunities.</p>
<p>GOAL 4: Encourage energy conservation</p>				
<p>Policy 4.A Encourage energy conservation in new development design and construction and in the rehabilitation of existing housing.</p>	<p>Program 4.A.1 Continue to check building plans for compliance with state energy conservation standards for new residential buildings.</p>	<p>Building Department</p>	<p>2015-2023</p>	<p>The City will continue to comply with applicable codes and regulations.</p>

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<p>Policy 4.A Encourage energy conservation in new development design and construction and in the rehabilitation of existing housing.</p>	<p>Program 4.A.2 The state energy conservation requirements address energy conservation in the construction of dwelling units. Additional energy conservation can be obtained from development patterns that encourage conservation. The City will continue to implement design guidelines for site development that encourage energy conservation. These guidelines will address the use of landscaping to reduce energy use, the orientation and configuration of buildings on a site, and other site design factors affecting energy use and will become part of the City's overall development standards.</p>	<p>Community Development Department</p>	<p>2015-2023</p>	<p>This program is on-going.</p>
<p>Policy 4.A Encourage energy conservation in new development design and construction and in the rehabilitation of existing housing.</p>	<p>Program 4.A.3 Substantial energy conservation and reduced utility payments can be realized from weatherizing and insulating older dwelling units. Many low-income homeowners, and owners of rental units whose occupants are low-income, lack the financial resources to undertake such home improvements. The City will continue to help low-income homeowners apply for assistance from other agencies to make energy conservation improvements. In addition, the City will conduct an outreach effort targeted toward lower-income households that includes website updates, flyers and pamphlets containing eligible energy conservation savings programs, participating agencies (i.e., PG&E), and contact information.</p>	<p>Community Development Department</p>	<p>January 2016</p>	<p>The City will continue to assist in facilitating this program.</p>