

**AGENDA**  
**REGULAR MEETING OF THE CITY OF SUISUN CITY**  
**PLANNING COMMISSION**  
**7:00 P.M., SEPTEMBER 13, 2016**

COUNCIL CHAMBERS  
701 CIVIC CENTER BOULEVARD  
SUISUN CITY, CALIFORNIA 94585

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*Next Resolution No. PC16-05*

**1. ROLL CALL:**

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

Pledge of Allegiance  
Invocation

**2. ANNOUNCEMENTS:**

Introduction of New Development Services Department Staff

**3. MINUTES:**

Approval of Planning Commission minutes of July 28, 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. 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. Request for Establishment of a Child Daycare Center (Conditional Use Permit No. UP15-6-007 and Architectural Review No. AR15-6-005) at 1241 Anderson Drive. (CONTINUED TO SEPTEMBER 27, 2016).**

**7. COMMUNICATION:**

- A. Staff**
- Projects Updates

**B. Commissioners**

**C. Agenda Forecast**

**8. ADJOURN.**

*a&m/160913.pca*

**MINUTES**  
**SPECIAL MEETING OF THE CITY OF SUISUN CITY**  
**PLANNING COMMISSION**  
**7:00 P.M., JULY 28, 2016**

COUNCIL CHAMBERS  
701 CIVIC CENTER BOULEVARD  
SUISUN CITY, CALIFORNIA 94585

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*Next Resolution No. PC16-03*

**1. ROLL CALL:**

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

Pledge of Allegiance  
Invocation

**2. ANNOUNCEMENTS:**

John Kearns introduced Robert Thomas, Sr. as the new Planning Commissioner. Commissioner Thomas stated that he was looking forward to being on the Commission and moving Suisun forward

**3. MINUTES:**

Commissioner Smith moved to approve the Planning Commission minutes of March 29, 2016. Vice-Chair Osborne seconded the motion. Motion carried by 7-0.

**4. AUDIENCE COMMUNICATIONS:**

Albert Enault, 508 Wood Duck Drive thanked the Commission for all their hard work. He commented that he is a current planner with the City of Vacaville and lives in an area by the Kroc Center which he feels is an amazing building. Mr. Enault stated that he likes the downtown area, the new Wal-Mart, recent public improvements and pathways along Highway 12.

Mr. Enault stated that he had attended the Crystal School site workshop and urged the Commission to take a closer look at the parking; number of homes; architecture isn't reflective of the old town area.

Commissioner Smith stated that she too had attended the workshop and wanted to thank staff for working with the developers early in the approval process.

Mr. Kearns stated that no formal application had been submitted but the project would come before the Commission for approvals.

**CONFLICT OF INTEREST NOTIFICATION**

Commissioner Ramos excused himself on Public Hearing Item A due to a conflict of interest.

**5. PUBLIC HEARINGS:**

**A. Request for Establishment of a Gift/Linen Shop at 1125 Park Lane.**

Commissioner Ramos excused himself from the dais.

Mr. Kearns presented the staff report. The applicant is proposing the sale of gift baskets which may include local products such as wine, beer, candy and olive oil. Other items to be sold are linens, potted plants and postcards. Mr. Kearns also stated that the applicant was in the process of applying for an ABC license for the sale of alcohol.

Chairperson Pal opened the Public Hearing

Mr. Enault stated that he thought it was a great mixed use. He asked if the applicant wished to add a wine tasting room would that require Planning Commission approval. Mr. Kearns stated that it would.

Sylvia Dominguez, applicant, stated they would not be doing any wine tasting. The only concern Ms. Dominguez had was with the homeless population in the immediate area and she would be meeting with the Police Chief.

Mike Moore spoke in favor of the proposed project.

Hearing no further comments Chairperson Pal closed the Public Hearing.

Commissioner Smith asked what other businesses were nearby. She also asked how Ms. Dominguez planned to advertise.

Ms. Dominguez stated there were a few small businesses but none were for merchandise sales. She also stated that she would depend mostly on foot traffic.

Commission Holzwarth stated that he thought it was a great business.

Commission Clemente moved to approved Resolution No. PC16-03. A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 15-6-008 for Establishment of a Gift/Linen Shop at 1125 Park Lane (APN 0032-172-280). Commissioner Smith seconded the motion. Motion passed by roll call vote 6-0-1 with Commissioner Ramos abstaining.

Commissioner Ramos rejoined the Commission

## **B. Workshop on Draft Waterfront District Specific Plan**

Mr. Kearns presented the staff report and the Specific Plan Update Timeline leading up to this workshop. Mr. Kearns stated that the workshop was to solicit comments from the Public and for the Commission to provide comments on the public review draft. He also stated the City Council would hold a workshop on August 16<sup>th</sup>.

Chairperson Pal opened the Public Hearing.

Dr. Raymond Kline had the following comments:

- Inconsistencies from Figures 1-3 and Figure 2-1
- Applaud the architectural elements in the Historic Residential Zone in Part D and Chapter 6
- The Crystal School project does not meet the goals of the HR Zone
- Parking study not comprehensive enough
- Colors for parking in the study are different on page 6 vs. page 2, 12 and 14
- Vacant parcel map does not include all vacant parcels
- Additional houses on Crystal site and additional vehicles and how that will be handled on garbage pickup

There being no further comments Chairperson Pal closed the Public Hearing.

## **6. GENERAL BUSINESS:**

### **A. General Plan Conformity for City Owned Property at the Northeast Corner of Marina Boulevard and Driftwood Drive.**

Mr. Kearns explained the property at the Northeast Corner of Marina Boulevard and Driftwood Drive has been vacant since its existence. He stated that it is the City's intent to sell the real property to a developer to allow for construction of single-family homes on the developable part of the property. He further explained that the Planning Commission must find the proposed future use is in conformity with the City's General Plan.

Chairperson Pal opened the Public Hearing.

Mr. Moore stated that parking needed to be addressed for any housing development for those parcels.

There being no further comments the Public Hearing was closed.

Commissioner Ramos moved to approved Resolution No. PC16-04, A Resolution of the City of Suisun City Planning Commission Making a Finding of General Plan Conformity for the Proposed Future Sale of City-Owned Real Property Located at the Northeast Corner of Marina Boulevard and Driftwood Drive. Commissioner Holzwarth seconded the motion. Motion passed by roll call vote 7-0.

Chairperson Pal apologized for not getting Commissioner Clemente's comments earlier on the Waterfront District Specific Plan

Commissioner Clemente wanted to insure that architecture design for the Crystal Middle School site would be consistent with the HR District.

Commissioner Ramos asked if comments submitted over the internet would be shared with the Commission. Mr. Kearns stated that all comments would be made available to the Commission.

Commissioner Smith asked if the Commission would have another opportunity to review the Plan. Mr. Kearns stated they would and the Commission would make a recommendation to the City Council.

Commissioner Holzwarth stated that he would like to see a parking garage placed in the downtown area of at least 8 stories.

Vice-Chair Osborne stated that he would like WIFI areas for the public along the waterfront.

Commissioner Smith stated that she would be meeting with Mr. Kearns to do editorial corrections on the document.

## **8. COMMUNICATION:**

### **A. Staff**

Mr. Kearns reminded the Commission that National Night Out would be held on Tuesday, August 2<sup>nd</sup>. Mr. Kearns stated that Katrina Lapira, Planning Specialist has left to pursue her Masters at UCLA and we are in the process of hiring a UC Davis grad who would be starting on August 8<sup>th</sup>.

**B. Commissioners**

Commissioner Holzwarth stated that Mr. Kearns and staff had done a great job in putting together the Specific Plan Update.

Commissioner Smith stated that the F-S School District was looking for Measure J Oversight Members. She also stated that she would be running for a seat on the School Board.

**C. Agenda Forecast**

Mr. Kearns stated that the Planning Commission still has a meeting schedule of the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. He further stated that there would be future projects. There will not be a meeting on August 9<sup>th</sup> but possibly August 23<sup>rd</sup> or August 30<sup>th</sup>

**9. ADJOURN.**

There being no further business the meeting was adjourned at 8:45 p.m.

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Anita Skinner, Commission Secretary

*a&m/160728.pca*

## AGENDA TRANSMITTAL

**MEETING DATE:** September 13, 2016

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**PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING:** Request for Establishment of a Child Daycare Center (Conditional Use Permit No. UP15-6-007 and Architectural Review No. AR15-6-005) at 1241 Anderson Drive. **(CONTINUED TO SEPTEMBER 27, 2016).**

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**STAFF REPORT:** The Public Hearing item scheduled for 1241 Anderson Drive is being requested to be continued to the September 27 meeting due to conflicting information within the application materials. The information in the use permit description relative to maximum capacity and staffing differs from what is reflected in the site plan as it relates to parking. The added time will allow the applicant team to determine what site planning changes can be made in order to bring the plans into conformance with the use permit request.

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**STAFF RECOMMENDATION:** It is recommended that the Chairperson open the public hearing, take all public comments, and continue the hearing to September 27, thus leaving the hearing open.

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**PREPARED BY:**  
**REVIEWED BY:**

John Kearns, Associate Planner  
Jason Garben, Development Services Director



## MEMORANDUM

**DATE:** September 13, 2016  
**TO:** Planning Commission  
**FROM:** John Kearns, Associate Planner  
**SUBJECT:** Projects Update

### **Waterfront District Specific Plan Update**

Staff is preparing the final documents and will be scheduling a Planning Commission Public Hearing to consider a recommendation to the City Council on September 27. The City Council would then consider the final plan in October with tentative adoption scheduled for November. On September 8 the Solano County Airport Land Use Commission found the Waterfront District Specific Plan consistent with the Travis Air Force Base Land Use Compatibility Plan. The final plan will be adopted by the City Council by ordinance and will take effect 30 days after adoption.

### **Zoning Ordinance**

Staff is tentatively scheduled to release the draft Zoning Ordinance in September. Both the Planning Commission and City Council will be provided an opportunity to comment on the draft ordinance (as well as the Public). The intent is for the City Council to adopt the Ordinance by the end of the year.

### **Sunset Center Pylon Sign**

The owner of the Sunset Shopping Center continues to work with its tenants to move forward with the 60-foot pylon sign that both the Planning Commission and City Council approved in several months ago. The project will include the removal/demolition of the existing 30-foot pylon. A building permit will be issued once plans are submitted and in accordance with the Building Code and approved conditions of approval. Staff has communicated with the owner and they are continuing to pursue development of the sign. It has just taken longer than they anticipated to move it forward.

### **Zephyr Estates (Jubilee)**

This project is located at the southeast corner of Walters Road and E. Tabor and consists of 59 residential units and 1.5 acres of commercial. The builder continues to move ahead with building out the residential portion and 37 building permits have been issued. No application has been submitted for a particular project on the commercial parcel, but the City continues to receive interest.

### **Suisun Commerce and Logistics Center**

This a commercial/industrial project east of Walters Road which would include a request to annex into Suisun City. The project is being processed by our contract planner, Paul Junker. This request constitutes a very large project and because of this a great deal of assistance will be required in order to process the project. The City Council found the project consistent with the General Plan Special Planning Area on September 6. Additionally, the City Council authorized the City Manager to execute professional services contracts with First Carbon Solutions (EIR) and Remy, Moose, and Manley and Nossaman (Legal services) on September 6.

### **Main Street West**

The Successor Agency approved Final Development Plans for Parcel 13 (waterfront parcel north of City Hall) and Parcel 14 (Crystal Middle School Property) pursuant to the terms of the DDA. This was a step required by the former redevelopment agency to ensure the projects were consistent with the former redevelopment plan. This action did not provide any formal approvals for the projects, but will form the basis for application materials that will be considered by the Planning Commission and City Council later this year. Applications are expected by the end of this month.

### **Other**

The following projects have been submitted for processing and is anticipated to come before the Planning Commission in the short term:

- Harbor Breeze Apartments Manager's Unit – Owner of Harbor Breeze Apartments has submitted for consideration of a modular manager's unit. Staff has sent a second letter of application incompleteness to the applicant and is awaiting a resubmittal.
- 113 Sunset Avenue – Staff has received a request to expand the market space at the Chevron Station north of Highway 12. Item is tentative scheduled for September 27.
- 207 Marina Center Church – Staff received a conditional use permit proposal to expand an existing church in the Marina Shopping Center. Item is tentatively scheduled for September 27.