

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., APRIL 14, 2015

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-07

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:

Approval of March 30, 2015, Planning Commission Minutes.

4. AUDIENCE COMMUNICATIONS:

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

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. **Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-002 for Establishment of a Senior Assisted Care Facility for up to 30 Clients at 405 Kings Way, APN 0037-231-030**
 - **Adoption of Resolution No. PC15-___-.**
- B. **Workshop on Downtown Waterfront Specific Plan Update “Vision” and “Land Use Alternatives”**
 - **Adoption of Resolution No. PC15-___-.**

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

- A. **Discussion and Direction: Draft Planning Commission Bylaws.**

7. COMMUNICATION:

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

8. ADJOURN.

MINUTES
SPECIAL MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:30 P.M., MARCH 30, 2015

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-04

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:

Commissioner Holzwarth moved to approve the February 24, 2015, Planning Commission Minutes. Commissioner Smith seconded the motion. Motion passed 7-0.

4. AUDIENCE COMMUNICATIONS:

None

CONFLICT OF INTEREST NOTIFICATION

None

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

A Resolution of the City of Suisun City Planning Commission Making a Finding of General Plan Conformity for the Proposed Future Sale of Real Property Owned by City of Fairfield (APN 0032-281-100).

John Kearns presented the staff report. Mr. Kearns explained that this piece of property is owned by the City of Fairfield and is a remainder piece as a result of the Highway 12 project. Mr. Kearns further explained that it is the City of Fairfield's intent to sell excess real property that they cannot use. The property is being sold to remain consistent with the City of Suisun City's General Plan. Mr. Kearns stated that any future development of the site will be subject to the standards for land uses and policies set forth in the Downtown Waterfront Specific Plan.

Commissioner Holzwarth asked if the City of Fairfield was requesting the City of Suisun City buy the piece of property. Mr. Kearns explained the City of Fairfield wanted to sell and prior to the sale the property must be found consistent with the local General Plan and that this was not a transaction between Fairfield and Suisun City. Commissioner Pal asked if future sales tax would go to the City of Suisun City. Mr. Kearns stated that it would as the property is within the city limits.

Commissioner Clemente asked about the mixed use designated that had been discussed for that area. Mr. Kearns stated that designation was part of the preferred land use alternative of the General Plan Update and the impact analysis of the EIR.

Commissioner Ramos moved to adopt Resolution No. PC15-04. Commissioner Adeva seconded the motion. Motion passed 7-0.

6. PUBLIC HEARINGS:

2035 General Plan Update and Environmental Impact Report

Mr. Kearns presented the staff report. Mr. Kearns went through the accomplishments of the General Plan process which started in April 2010 to the current Final Environmental Impact Report and the Comprehensive Update of the General Plan.

Mr. Kearns explained that a General Plan is the local government's long-term blueprint for the community's vision of future growth and the Environmental Impact Report is to provide the public and decision-makers with detailed information about a project's environmental effects, ways to minimize the project's environmental effects and reasonable alternatives to the project.

Matthew Gerken, consultant with AECOM gave a brief presentation. Mr. Gerken explained the General Plan document is a future look to 2035 which is a consensus vision of what the community will look like by writing policies and providing guidance, both on the development side as well as the conservation side to achieve the consensus vision for the future.

Mr. Gerken stated that the guiding principles included:

- Community Character
- Infrastructure Safety and Emergency Preparedness
- Downtown
- Transportation
- Neighborhood Vitality
- Destination Tourism and Entertainment
- Sustainability
- Economic Vitality
- Quality of Community Life

Mr. Kearns stated that the Zoning Ordinance and Specific Plan Updates were two means of implementing the General Plan.

Commissioner Osborne asked about the special planning area. Mr. Kearns explained that the area is currently outside the city limits but within our sphere of influence the General Plan has to provide a land use designation for vacant parcels.

Chairperson Clemente asked if there was a process in which future elected officials wished to change General Plan designation. Mr. Kearns explained that the General Plan allows for four (4) amendments per year.

Commissioner Holzwarth commended Mr. Kearns and all staff that worked on the General Plan Update. He stated that they had done a great job and thanked them for all their efforts.

Chairperson Clemente opened the Public Hearing.

Commissioner Adeva asked why the General Plan document went to year 2035. Mr. Kearns stated that the industry standard is to look forward 20 years.

Chairperson Clemente asked how the plan provides for new jobs and eliminating traffic.

Mr. Kearns stated that an economic element had been created which we did not have before.

Hearing no further comments Chairperson Clemente closed the Public Hearing.

Commissioner Ramos moved to adopt Resolution No. PC15-05 A Resolution of the Planning Commission of the City of Suisun City Recommending City Council Certification of the Final Environmental Impact Report, including the Mitigation Monitoring and Reporting Program and Adopt Findings of Fact and a Statement of Overriding Considerations.

Commissioner Osborne seconded the motion. Motion passed 7-0.

Commissioner Ramos moved to adopt Resolution No. PC15-06 A Resolution of the Planning Commission of the City of Suisun City Recommending City Council Adoption of a Comprehensive Update of the Suisun City General Plan.

Commissioner Osborne seconded the motion. Motion passed 7-0.

7. COMMUNICATION:

Mr. Kearns reported on the following:

- Two Commission meetings were planned for April 14 & April 28.
- Wal-Mart is now open
- A public meeting for the Specific Plan Update was scheduled for April 6th at 7:00 pm at the Harbor Theater, 720 Main Street.
- Development of the bylaws were on the fast track and have made good progress and hoped to have draft bylaws at the next meeting

8. ADJOURN.

There being no further business the meeting was adjourned at 8:10 pm.

Anita Skinner, Commission Secretary

a&m/150330.pca

AGENDA TRANSMITTAL

MEETING DATE: April 7, 2015

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: Request for Establishment of a Senior Assisted Care Facility for Up to 30 Clients at 405 Kings Way.

Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-002 for Establishment of a Senior Assisted Care Facility for up to 30 Clients at 405 Kings Way, APN 0037-231-030.

ENVIRONMENTAL REVIEW: This project is categorically exempt from the California Environmental Quality Act (CEQA), under Section 15301, Existing Facilities. A Notice of Exemption will be filed with the Solano County Clerk following Planning Commission action.

BACKGROUND: The subject property at 405 Kings Way was entitled in the mid 1980's as a state licensed facility for care of the elderly with an approved conditional use permit. The operation of that use ceased in 2007. A Conditional Use Permit application for a foster care home was submitted and considered by the Planning Commission in 2008. The application was denied by the Commission on October 28, 2008 on the grounds that the proposed use would likely result in a significant increase in Police calls for service. Additionally, staff was unable to recommend any conditions of approval that would allow the use to be found consistent with the neighborhood and underlying zoning district. The decision of the Commission was appealed to the City Council and heard on December 16, 2008. As a result of hearing the appeal, the Council upheld the Planning Commission decision. Most recently, the Planning Commission considered a Conditional Use Permit application for a mental health facility (up to 28 clients) on June 12, 2014. At the conclusion of the hearing, the Commission adopted a resolution to deny the request because of public safety concerns.

STAFF REPORT: Staff has included information (found below) that the applicant provided as well as analysis of the proposal by using Title 18 "Zoning" of the Suisun City Municipal Code.

Description of Application – The applicant has applied to operate a senior assisted care facility for up to 30 clients in the 15-bedroom facility. The facility proposes to target residents between the ages of 65 to 100 years old whom are non-violent, ambulatory, and need assistance with daily living activities.

American Assisted Living, Inc. is a for-profit business whose clients are with them on a full-time, live-in basis. The facility will be fully staffed in compliance with State of California Community Care Licensing requirements. Additional information contained in the proposal includes:

- Total of 8 staff including at least 3 staff on-site at any given time.
- Staff will consist of: (1) A Director of Nursing/Administrator whom has experience managing several facilities including pertinent Acute Hospitals, Skilled Nursing Facilities and behavioral facilities. In addition, the director has managed Home Health and Hospice Company.

PREPARED BY:

John Kearns, Associate Planner

REVIEWED/APPROVED BY:

Jason Garben, Development Services Director

- A move-in of a total of 30 clients.
- Clients are referred by hospitals, skilled nursing facilities, and other healthcare providers.
- All activities (such as bingo, baking, gardening, and grilling) will be supervised by highly trained/qualified staff. Many of the activities will be off-site activities.
- Visitation between the hours of 10:00am and 8:00pm daily with special circumstances approved by management.
- On-site parking for 8 vehicles, which will be for employees and guests only. One company van will be housed and used by the facility.

A typical day would include:

7:00am-9:00am – Wake up, medication, shower, and breakfast.

9:30 am to noon. – Clients choice: Indoor activity such as bingo, baking, morning stretch or exercise at Ray Kroc Center.

Noon to 1:30pm – Lunch.

2:00pm to 3:30pm – Afternoon nap.

4:00 to 6:00pm – Reading current events, social tea, indoor movies.

6:30 to 8:00pm – Dinner, Medication.

8:00pm to 9:00pm – Preparing for bed.

9:30pm – Lights out.

Weekends: Clients choice: watch TV, church, game boards, arts/crafts, or spend time with family visitors.

As a result of the June 2014 public hearing, the Commission asked for any future applicant at this property to outreach to the neighborhood before the Planning Commission action. It is staff's understanding that the applicant has outreached to the neighborhood over the course of the past couple of months.

Physical Characteristics of Proposed Use – Below are descriptions of the interior and exterior site characteristics, as well as parking and outdoor lighting.

- **Site Characteristics-Interior** - The existing dwelling of approximately 7,000 square feet contains 15 bedrooms, common living room/recreation area, a kitchen and four bathrooms.
- **Site Characteristics-Exterior** - The property is currently improved with a dwelling unit and is fenced along the entire front yard, side yard and directly behind the dwelling unit. The side yards are landscaped providing screening from the neighbors. The rear yard property line does not contain mature landscaping.
- **Parking** - The applicant is planning to comply with the zoning code by providing 8 off-street parking spaces.
- **Outdoor Lighting** - No additional outdoor lighting is proposed at this time.

Licensing Requirements - The applicant seeks to operate a residential care facility for senior assisted care in an existing structure in a Residential Single-Family zoning district in Suisun City that would accommodate up to 30 live-in clients. The applicant would be required to obtain a State of California license from Community Care Licensing (staff understands this has happened except a

specific location for the license needs to be confirmed). As part of the licensing process with the state, the city Fire Marshall, in this case the City of Suisun City Building Department, would conduct the safety inspection prior to being able to begin operation. However, the first step in the process is for the applicant to obtain a conditional use permit. The two specific steps involved in order to ultimately operate a residential care facility of this nature include:

1. The first step in the application process to operate a residential care facility is to obtain any required land use approval from the jurisdiction in which they are proposing to operate; in this case, Suisun City.
2. The second step is to submit an application to the California Department of Social Services (CDSS). CDSS requires that the applicant obtain the appropriate permits required by the local jurisdiction prior to being licensed by the state.

Zoning Regulations (Suisun City Municipal Code) – There are several sections of the Municipal Code the Commission should consider in the process of reviewing the proposal (below):

Staff has provided the definition of a care facility as it is provided in the municipal code for reference. Section 18.04.205.C. “Care Facilities–Residential care homes”: *State licensed residential care including adult, elderly, group and youth homes which may provide care and/or supervision on more than a twenty-four-hour basis...*

The proposed use has been deemed to be consistent with Section 18.08 G. R-S One-Family Residential District “Conditional Uses” – *General day care facilities and residential care homes, as defined in Chapter 18.04, which provide care for more than six persons.*

From a parking point-of-view, staff believes that the proposed use would have a similar impact as a convalescent or nursing home. Section 18.52.040.B.4.a “Health Uses” states *Convalescent and nursing homes, rest homes, children's homes and sanitariums, one for every four beds in accordance with the resident capacity of the home as listed on the required license or permit.* Applying this requirement on the subject proposal means that 8 off-street parking spaces are required. The site currently has parking spaces designated along the right hand side of the driveway, two covered spaces in the garage and opportunities for parking directly in front of the garage. Potential solutions may require that the existing courtyard patio area be contracted to allow for appropriate clearances. Staff asks that the Commission consider a condition requiring that the Planning Department in coordination with the Building Department and Fire Department be authorized to approve a parking plan for the proposal.

Section 18.66.550 “Revocation through noncompliance, lapse in use” states *Under the following circumstances a use permit may be revoked, modified or extended by the planning commission. Prior to consideration by the planning commission, the item shall be set for public hearing in the manner prescribed by law:*

A. In the case where the conditions of a use permit have not been or are not being complied with,

B. In the case where the use permit has been exercised and that use has ceased or been discontinued for a consecutive period of twelve months.

Police Department Review – During the course of staff's review of the proposed project, the Police Chief participated in meetings with the applicant to fully understand the proposed operation. The interest was to make sure that by allowing the proposed use in this location, the Police Department would not be burdened by calls for service. Additionally, how the proposed use would fit into the neighborhood (from a law enforcement perspective) was of vital importance.

Proposed Conditions – Staff has prepared draft conditions of approval which can be found in the resolution recommending approval of the Conditional Use Permit application. Staff wanted to provide a listing of the conditions for the benefit of the Commission:

- Any change of use must be first brought to the Development Services Department. The Department will determine whether there is a change of use or not and whether Planning Commission consideration is required.
- The permit shall be scheduled for a Public Hearing before the Planning Commission if the Suisun City Police Department experiences a significant increase in calls for service as a result of the use.
- Operator shall provide proof that the all safety testing has been completed prior to occupancy. This includes the alarm system as well as the fire sprinkler system.
- Operator shall install a knox box in coordination with the Fire Department.
- Operator shall submit a parking plan to the city for approval of the Planning, Building, and Fire Departments. Furthermore, necessary improvements must be installed prior to occupancy. This may require that the existing patio area be contracted and existing landscaping be maintained.
- Evacuation plan is to be reviewed and approved by the Fire Chief and Fire Marshall.
- Landscaping is to be added around the perimeter of the property to screen from adjacent residents. This is to be reviewed and approved by the Development Services Department.
- Operator shall work with the Police Department to install security cameras in the agreed upon locations.
- Adequate lighting shall be provided in the off-street parking area approved by the Development Services and Building Departments.
- The applicant shall comply with all conditions of the approved resolution. If it is determined that any conditions are being violated or the operator is out of compliance with the approved conditions, a Public Hearing shall be scheduled and procedures shall be consistent with Section 18.66.550 of the Suisun City Municipal Code.

Proposed Findings for Planning Commission Consideration- In order for the Planning Commission to approve a Conditional Use Permit, very specific findings must be made. Proposed draft findings can be found below:

1. Notice has been given in the time and in the manner required by State Law and City Code because a public notice was published on April 14, 2015 in the *Daily Republic* newspaper and mailed to surrounding property owners on April 4, 2015.
2. That the proposed project, when subject to the conditions will not conflict with the Goals, Objectives, and Policies of the General Plan or the purposes of the zoning district in which the site is located, because the Residential Low Density General Plan

designation and Residential Single-Family Zoning classification allow for similar uses through a conditionally permit process.

3. That the proposed use, when subject to the conditions, 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, because the applicant has taken necessary precautions to diminish any concerns through the project description.
4. That the proposed project has been considered through a Conditional Use Permit process as required by the Suisun Zoning Ordinance as the public hearing took place on April 14, 2015 and testimony and materials were considered by the Planning Commission prior to adoption of the resolution.
5. The project is exempt from the California Environmental Quality Act (CEQA) per Section 15301: Existing Facilities as the structure was approved in the mid-1980's as a care facility and it operated as a care facility for approximately 20 years.

Based on the information regarding the proposed operation, and the thorough review conducted in conjunction with the Building, Fire, and Police Departments, staff is recommending approval of the conditional use permit.

STAFF RECOMMENDATION: Adopt Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-002 for Establishment of a Senior Assisted Care Facility for Up to 30 Clients at 405 Kings Way, APN 0037-231-030.

ATTACHMENTS:

1. Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-002 for Establishment of a Senior Assisted Care Facility for Up to 30 Clients at 405 Kings Way, APN 0037-231-030.
2. Location Map
3. Application Materials

RESOLUTION NO. PC15-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
APPROVING CONDITIONAL USE PERMIT APPLICATION NO. UP14/5-002
FOR ESTABLISHMENT OF A SENIOR ASSISTED CARE FACILITY FOR UP TO 30 CLIENTS
AT 405 KINGS WAY, APN 0037-231-030**

WHEREAS, the Planning Commission at a regular meeting on April 14, 2015 did review Conditional Use Permit Application No. UP14/5-002 for Establishment of a Senior Assisted Care Facility for Up to 30 Clients at 405 Kings Way, APN 0037-231-030; and

WHEREAS, the public notice was published in the Daily Republic on April 4, 2015; 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:

In order for the Planning Commission to approve the conditional use permit the following findings must be made:

1. Notice has been given in the time and in the manner required by State Law and City Code because a public notice was published on April 4, 2015 in the *Daily Republic* newspaper and mailed to surrounding property owners on April 2, 2015.
2. That the proposed project, when subject to the conditions will not conflict with the Goals, Objectives, and Policies of the General Plan or the purposes of the zoning district in which the site is located, because the Residential Low Density General Plan designation and Residential Single-Family Zoning classification allow for similar uses through a conditionally permit process.
3. That the proposed use, when subject to the conditions, 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, because the applicant has taken necessary precautions to diminish any concerns through the project description.
4. That the proposed project has been considered through a Conditional Use Permit process as required by the Suisun Zoning Ordinance as the public hearing took place on April 14, 2015 and testimony and materials were considered by the Planning Commission prior to adoption of the resolution.
5. The project is exempt from the California Environmental Quality Act (CEQA) per Section 15301: Existing Facilities as the structure was approved in the mid-1980's as a care facility and it operated as a care facility for approximately 20 years.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC15- ; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-005 for Establishment of a Senior Assisted Care Facility for Up to 30 Clients at 405 Kings Way, APN 0037-231-030, subject to the following Conditions and all other applicable Suisun City Codes and Ordinances:

1. Any change of use must be first brought to the Development Services Department. The Department will determine whether there is a change of use or not and whether Planning Commission consideration is required.
2. The permit shall be scheduled for a Public Hearing before the Planning Commission if the Suisun City Police Department experiences a significant increase in calls for service as a result of the use.
3. Operator shall provide proof that the all safety testing has been completed prior to occupancy. This includes the alarm system as well as the fire sprinkler system.
4. Operator shall install a knox box in coordination with the Fire Department.
5. Operator shall submit a parking plan to the city for approval of the Planning, Building, and Fire Departments. Furthermore, necessary improvements must be installed prior to occupancy. This may require that the existing patio area be contracted and existing landscaping be maintained.
6. Evacuation plan is to be reviewed and approved by the Fire Chief and Fire Marshall.
7. Landscaping is to be added around the perimeter of the property to screen from adjacent residents. This is to be reviewed and approved by the Development Services Department.
8. Operator shall work with the Police Department to install security cameras in the agreed upon locations.
9. Adequate lighting shall be provided in the off-street parking area approved by the Development Services and Building Departments.
10. The applicant shall comply with all conditions of the approved resolution. If it is determined that any conditions are being violated or the operator is out of compliance with the approved conditions, a Public Hearing shall be scheduled and procedures shall be consistent with Section 18.66.550 of the Suisun City Municipal Code.

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 14th day of April 2015

Anita Skinner
Commission Secretary

City of Suisun City

405 Kings Way in Suisun City

APN: 037-231-030



**405 Kings Way
Suisun City, Ca.**

1. Proposed Services

--small residential care facility to provide non institutional home based services to dependent care groups specifically for elderly population. Provide assistance with all daily living activities such as bathing, dressing, toileting, urinary or bowel incontinent care.

2. Brief Description of operation including hours of operation, number of employees in total and at this location at any one time, number of clients/customers at any one time, other pertinent information

--24 hours operation

--total of 4 employees daily

--clients to provide a safe, comfortable and dignified environment for clients who need help intermittently throughout the day and night

3. Outdoor activities including work, storage, display and services

--gardening, holidays outdoor decorations

4. Type of vehicle traffic involved including means of access, available parking-drop off/pick up, truck deliveries

--personal vehicles from the employees : approximately about 2 cars

5. Brief description of prior use of property:

- a. Prior use of property was Assisted Living – the same as what we would like to do.

**405 Kings Way
Suisun City, Ca.**

6. Additional written information, as deemed necessary by the Zoning Administrator:
 - a. Use of this property would be for Assisted Living as it was designed for by the prior owner which was approved by the City of Suisun, California and approved by the Department of Social Services of California.
 - b. Our team will consist of:
 - i. Dr. Sandhu – to look over the patients to ensure they are doing well in accordance to the laws.
 - ii. Eunice Terry – a registered nurse as a coordinator for the facility to run the day to day operations.
 - iii. Sukhjit Sandhu – Business Manager to manage all aspects of running the facility.

USE PERMIT APPLICATION CITY OF SUISUN

405 Kings Way, Suisun City

APPLICANT:

American Assisted Living Inc

1. The facility at 405 Kings Way set up for our purposes being single story with 7000 square ft of space, 15 bedrooms, 4 bathrooms including communal showers and toilets, large pantry for plenty of storage, good sized kitchen where meals will be prepared efficiently, spacious office, laundry and additional storage in garage. We will maximize the use of facility and structure and planning to provide quality care to a maximum number of 30 adult clients.
2. Our primary concern is the safety of our clients. Our proposed use of the property is to serve the 65 yrs old to 100 yrs old, non violent, no support at home, ambulatory/needs assistance with their Activity Daily Living (such as, bathing, preparing meals, Doctors appointment, medications management) and limited use of wheelchair. We are not going to allow use of personal transportation while our clients are under our care. American Assisted Living Incorporated is a for profit business whose clients are with them on a full time, live in basis. If the application is successful, this facility will operate on the same basis as our existing smaller residences and will be staffed with professional care assistants on a 24 hour shift basis. Family members and visitors shall be subject to the same house rules for our clients. Our placement program will be based upon community referrals such as, hospitals, skilled nursing facilities and other healthcare providers.
3. Our facility and its management recognize the positive mental and emotional effect of our client's time with family and friends. However, we will imposed a visiting hours between 10:00 am and 8:00 pm. Special circumstances shall be on a case to case basis

- where visitors will be granted beyond the specified time but only with prior approval from the management.
4. American Assisted Living Incorporated is a for profit business and clients will pay privately and not expecting to receive state or local funding assistance. If changes will occur in the future, our company will inform regulatory boards.
 5. Daily Schedule:
 - 0700-900 am: Wake up, Medication, Shower , Breakfast
 - 0930-1200pm: Clients choice: Indoor activity such as Bingo, Baking, Morning Stretch or Exercise at Ray Croc Center
 - 1200-1330- Lunch
 - 1400-1530- Afternoon Nap
 - 1600-1800- Reading Current Events, Social Tea, Indoor Movies
 - 1830-2000- Dinner, Medication
 - 2000-2100- Preparing for bed
 - 2130: Lights out
 - Weekends: Clients Choice: watch TV, church, game boards, arts/crafts, or spend time with family visitors.
 6. We will have a total of 8 revolving staff, with no less than 3 staff on the site at any one time.
 7. No on site security. All staff will be trained annually or as needed on how to address confrontational situation among our clients
 8. Outdoor activities such as gardening, grilling will be supervised by highly trained/qualified staff at all times. Most of the activities will be off site activities.
 9. There is an onsite parking for 8 vehicles, which will be for employees and guests only. One company van will be housed and used by the facility.
 - 10 Our organization has a vast experience in healthcare industry. We are structured with seasoned and highly skilled healthcare professionals. Our Director of Nursing/Administrator has managed several facilities including pertinent Acute Hospitals, Skilled Nursing Facilities and behavioral facilities. In addition, our Director of Nursing/Administrator managed Home Health and Hospice Company.

USE PERMIT APPLICATION CITY OF SUISUN

405 Kings Way, Suisun City

APPLICANT:

American Assisted Living Inc

(1) What is the process of accepting or not accepting patients?

American Assisted Living Inc,. will not discriminate on the basis of race, religion, creed or color. The home provides care and supervision to seniors who are in need of non medical care and supervision.

Pre Admission Assessment Process:

Prior to admission, the administrator will determine whether the possible resident is suitable for the facility by obtaining or completing the following:

- An interview and evaluation of the prospective client
- The resident and responsible party tours the home to learn about the facility capabilities and service
- Interview or contact the appropriate referral source (hospital, community agencies, Skilled Nursing facilities, placement agencies) to discuss resident's condition and care requirements
- Obtain a completed pre admission appraisal form
- Obtain a prospective resident's current physician report and medical assessment
- Obtain an emergency information sheet
- Plan for the resident's admission agreement.

Persons acceptable for admission and /or retention:

- Capable of administering their own medications
- Receiving medical care or treatment from an outside facility or who are receiving or medical care from a visiting nurse
- Need to be reminded or need assistance to take medication usually prescribed for self administration
- Individuals that are forgetful (mild cognitive impairment)
- Require assistance with activities of daily living (toileting, showering/bathing)
- Require assistance with toileting

- Needs social stimulation and interaction with others
- Able to feed with themselves but needs minimal assistance
- Able to understand and follow basic facility rules
- Able to cooperate with staff and other residents
- Bedridden residents

Persons unacceptable for admission and or retention include individuals that:

- Active communicable tuberculosis
- Serious infections
- Require 24 hours skilled nursing care
- Primary needs for care is a result from a mental disorder that is not related directly to dementia
- Require gastrostomy tube
- Require nasal gastric tube
- Require a tracheostomy
- Wounds/pressure sores: stage 3 and 4

Restricted health conditions and incidental medical services (ims)

- The administrator realizes that the fluctuating health conditions of elderly residents will require the facility to provide varying levels of incidental medical services (ims)

Allowing for certain restricted health conditions within the facility give elderly residents the opportunity to “age in place” minimizing the need to relocate to a higher level of care.

Each of the following restricted health conditions can be an allowable health condition provided that the facility meets the regulatory requirements.

- Foley catheter care
- Colostomy/ileostomy care
- Contractures
- Wound care, Stage 1 and 2 pressures sores
- Diabetes care
- Enemas/suppositories/fecal impaction
- Incontinence bowel/bladder
- IPPB machine (Bipap, Cpap, nebulizer)
- Oxygen administration
- Injections

During the pre admissions process, the administrator will assess whether the resident has any restricted health conditions and what requirements must be met if the

resident is to be accepted. At that point, the administrator will determine whether the facility can meet the needs of the resident and consider admissions.

Allowable Health Conditions:

This facility is prepared to meet the regulatory requirements for a resident with a restricted health conditions provided that:

- The administrator is willing and able to monitor the resident's ability to self care for a restricted condition
- The administrator maintains proper records of care for the resident and all required documentation
- The administrator monitors the (ASP) appropriate skilled professional that is required for the care of the resident and has all the accurate contract information for the ASP
- Both the administrator and staff have received any required and necessary training to monitor and oversee a resident with restricted condition and have been instructed when it is necessary to contact the ASP or physician
- The administrator ensures that the resident is in the appropriate resident room that will meet the needs of the person with a restricted condition
- The administrator and staff understand any and all therapeutic interventions that may be required such as exercise, activities of daily living or as specified by the ASP or Physician

State License Requirements:

- American Assisted Living Inc, in the process of applying for
Residential Care Facilities for the Elderly (RCFE) License through
California Department of Social Services Community Care Licensing
Division

FACILITY SKETCH (Yard)

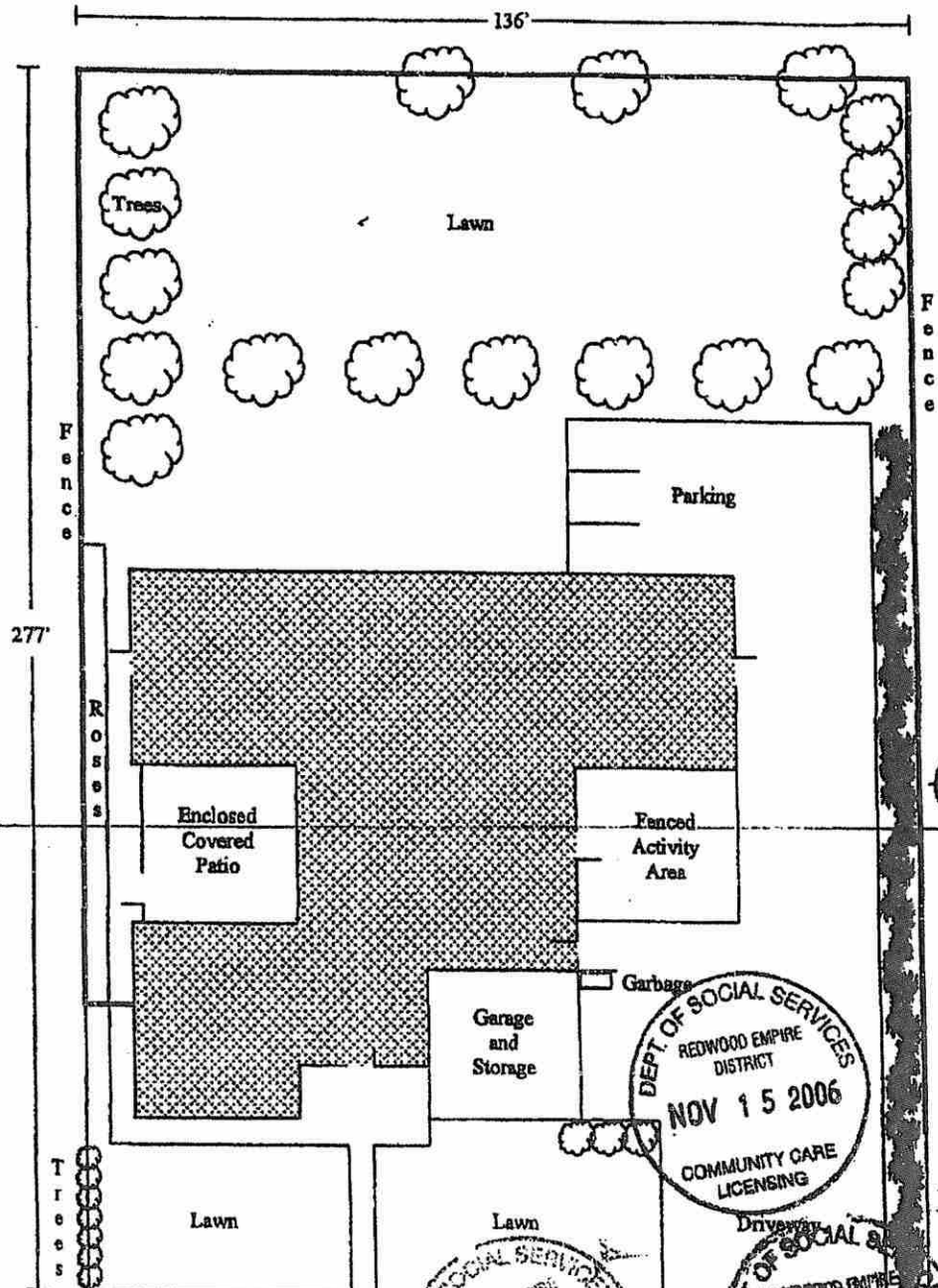
The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Show any potential hazardous area such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

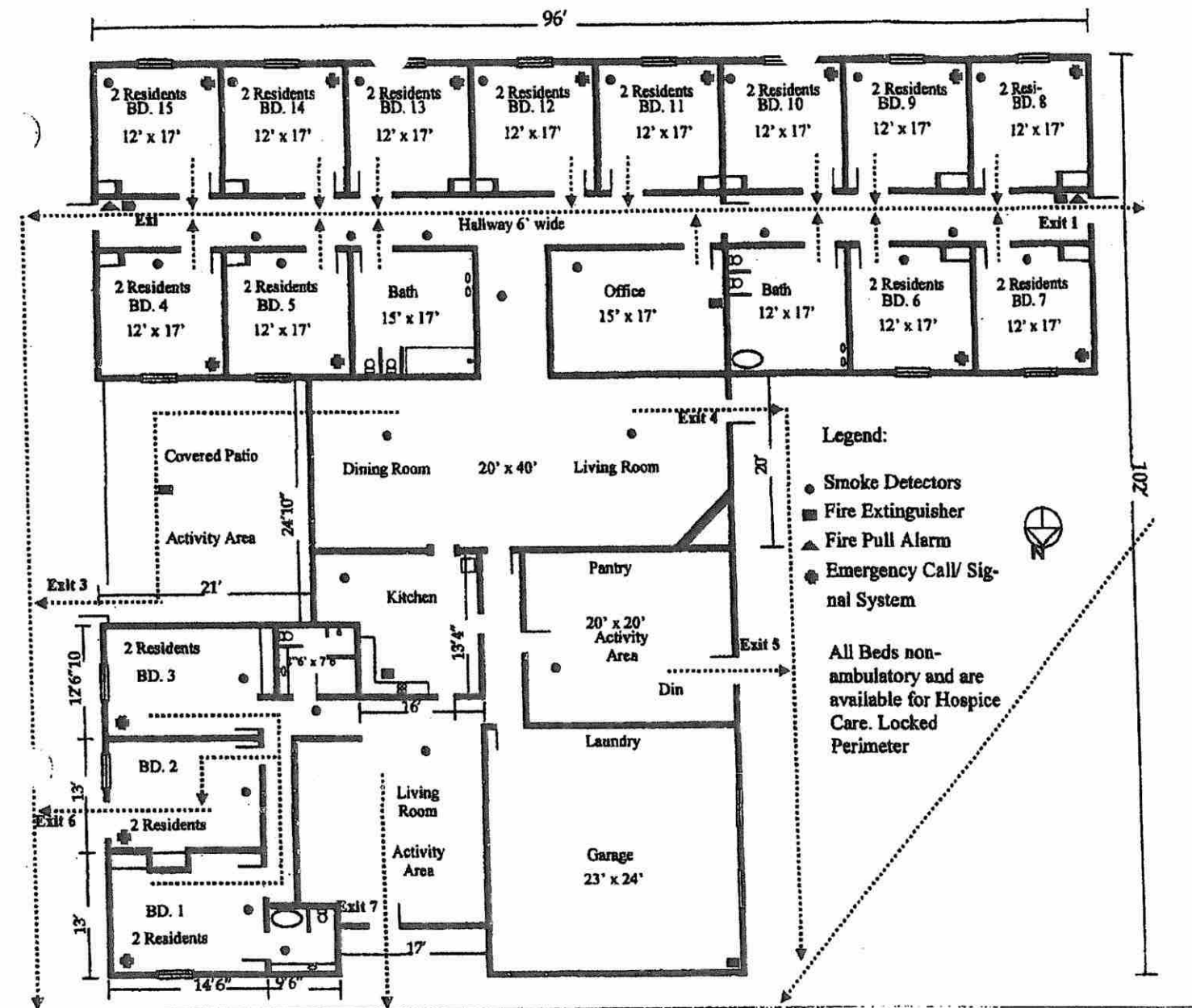
FACILITY NAME:

Sans Souci Assisted Living

ADDRESS:

405 Kings Way, Suisun, CA 94585

Former State License



Sans Souci Assisted Living
405 Kings Way, Suisun, CA 94585
Evacuation Plan



AGENDA TRANSMITTAL

MEETING DATE: April 14, 2015

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: Workshop on Downtown Waterfront Specific Plan Update “Vision” and “Land Use Alternatives”

BACKGROUND: The Downtown Waterfront Specific Plan was last comprehensively amended in 1999 after initially being referenced as an implementation measure of the 1979 General Plan and subsequently being created in 1983. The 1979 General Plan realized the need for special treatment of the Historic Downtown and Waterfront.

The Plan currently provides more detailed level of planning for the area generally south of Highway 12, Hill Slough to the east, the Union Pacific Railroad to the west and Peytonia Ecological Reserve and Pierce Island to the south.

On November 13, 2014, staff held a Community Involvement Meeting at the Suisun Harbor Theater to solicit input on updates of the General Plan and Downtown Waterfront Specific Plans. Notes taken by staff from this meeting have been included as an attachment. This meeting acted as the kick-off for the Specific Plan Update project.

On April 6, 2015, staff held a second Community Involvement Meeting at the Suisun Harbor Theater to discuss the progress of the project as well as to conduct an exercise with the attendees regarding land use alternatives in the Downtown Waterfront Specific Plan area.

STAFF REPORT: The update of the Downtown Waterfront Specific Plan is intended to retain its current core structure. However, there is a need for clarification and further detailed planning in the Plan. A goal of the update is to increase both the function and user-friendliness of the Plan.

Vision

At this stage, staff has prepared a draft vision (see below) which builds off of the existing “Specific Plan Concepts” and incorporates input received from the Public, Planning Commission, and City Council from earlier in the project.

1. Downtown Suisun City is a unique waterfront community with a marina; traditional Downtown commercial main street and historic residential neighborhoods within “Old Town,” and a South Waterfront district under development, west of the marina; and a civic center area and the Whispering Bay and Victorian Harbor residential neighborhoods, east of the marina.
2. Downtown Suisun is pleasant to live in and at the same time serves as a local and regional destination, supporting shopping, entertainment, hospitality, tourism, and recreation. The changes in the region around Suisun City have created the opportunity for the Downtown

PREPARED BY:

John Kearns, Associate Planner

APPROVED BY:

Jason Garben, Development Services Director

to evolve and develop into a place that attracts new residents, jobs, businesses, and shoppers.

3. The entire Downtown needs to be focused on maximizing waterfront access on the Suisun Channel, which is its major and central feature and on improving public access to the train depot, another key asset in Downtown Suisun.
4. The Waterfront should maintain its extraordinary mix of natural wetlands and urban edge.
5. The historic Suisun train depot and Amtrak station, on the north end of Main Street, should serve as a transit gateway into Downtown Suisun City.
6. The circulation system should be enhanced to support safer and more convenient access between homes and destinations and between Downtown Suisun City and Downtown Fairfield – for pedestrians, cyclists, transit users, and motorists.
7. The Downtown needs a cohesive Open Space system that enhances the pedestrian experience and supports community access.
8. Gateways to the Downtown Waterfront area, including from Highway 12 and from the Amtrak station should be enhanced to ensure a positive visual first impression.
9. Development adjacent to the historic residential area should be compatible in scale and architectural themes.
10. Where feasible and consistent with building codes, existing buildings should be repurposed with more economically viable uses that contribute to Downtown vibrancy.

Land Use Alternatives

At the April 6 Community Involvement Meeting, Development Services staff asked community participants to provide input for each of the eight districts (as divided by staff simply for purposes of the exercise) of the Downtown. Requested input included 10 land use categories and five categories relating to transportation, pedestrian, and bicycle issues. The participants were split into three tables to brainstorm changes or suggestions regarding preferred land uses and transportation, pedestrian, and bicycle issues for each district. Each table was facilitated by a member of the team working on the Specific Plan Update. At the conclusion of the exercise, each table selected a person to report their findings to the rest of the group. A summary of the results from the workshop is provided as Attachment 1. Staff is seeking additional input from the Planning Commission and members of the public, taking into account the input from the workshop. Ultimately, staff will take the input, discussion, and direction from the Planning Commission, and provide the information to the City Council.

Next Steps

The next step is to discuss the “Vision” and “Land Use Alternatives” with the City Council on April 14. Staff will take all the information received (including information provided at the Planning Commission hearing) and present those to the Council. The Public will also be encouraged to provide comments and feedback at the Council meeting. Following the City Council hearing, staff will put together all of the information and begin the process of developing the Draft Downtown Waterfront Specific Plan Update.

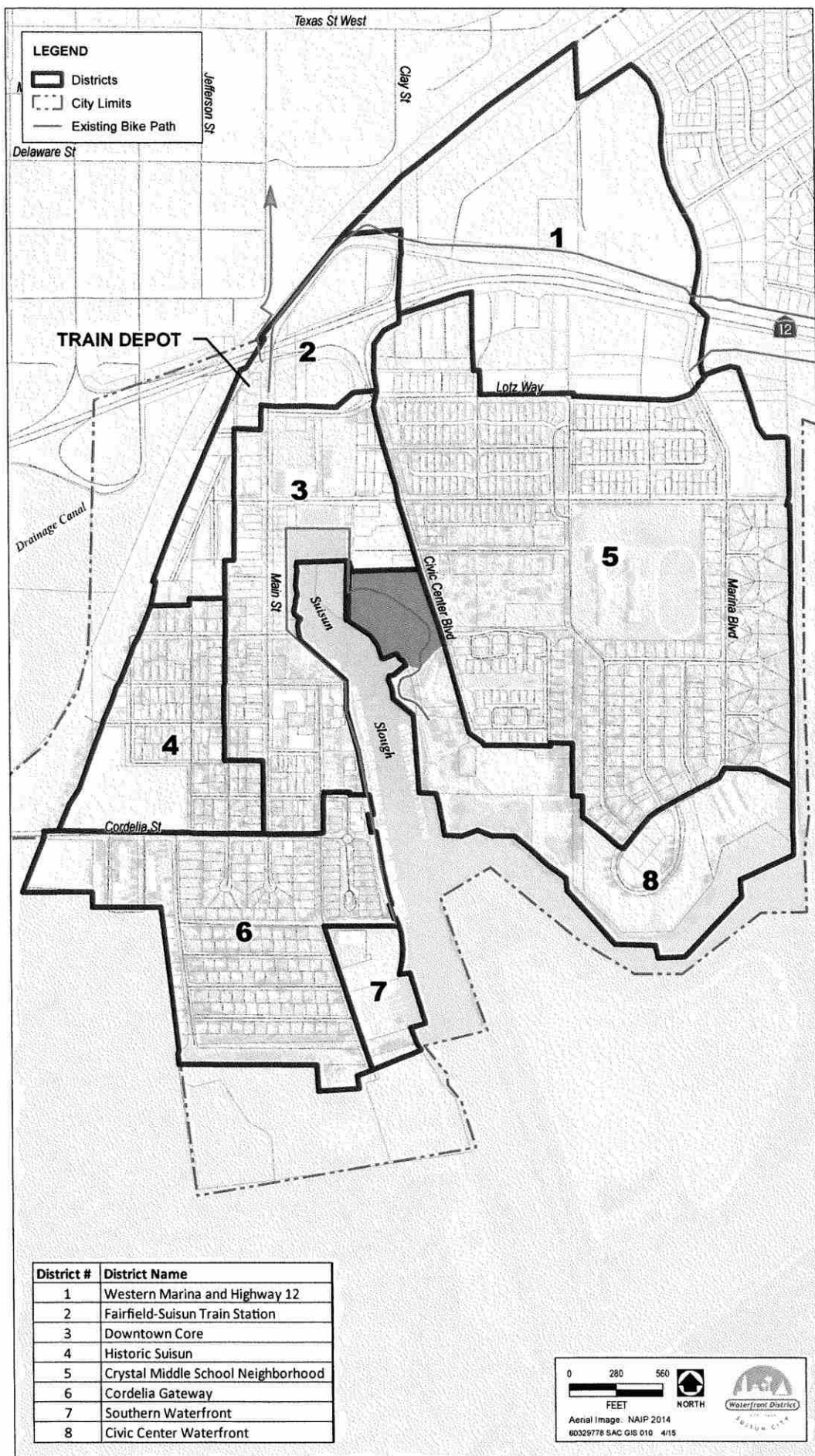
STAFF RECOMMENDATION: Staff recommends that the Planning Commission:

- Receive Staff Presentation; and
- Open the Public Hearing; and

- Take any Public Comments; and
- Close Public Hearing; and
- Provide Staff with Discussion, Direction, and Comments.

ATTACHMENTS:

1. Specific Plan Boundary Map with Districts Used for Workshop Exercise
2. Community Workshop 2 Land Use and Transportation Results

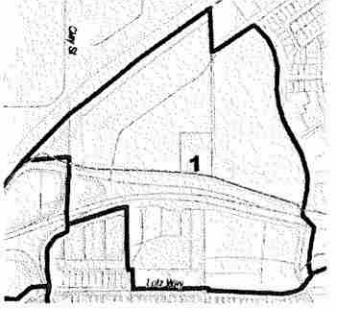



Source: City of Suisun City

Downtown Waterfront Planning Districts

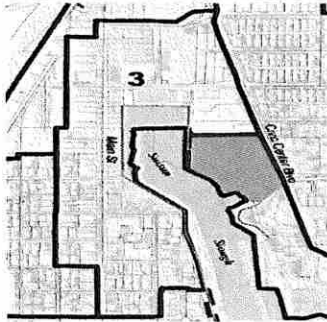
City of Suisun City
Waterfront Specific Plan Community Workshop 2
Land Use and Transportation/Pedestrian/Bicycle Results From Mapping Exercise
April 6, 2015

"*" – Indicates amount of tables interested

<p>District 1 - Western Marina and Highway 12</p> 	<p>Land-use Outcomes</p> <ul style="list-style-type: none"> • Apartments • Condos/Townhouses • Senior Housing (open to 3 or 6 stories) • Mixed use with retail and/or office (high end offices) on the bottom floors and residential on top • Outdoor bistro dining • Variety of food options • Grocery Store: such as Whole Foods or Trader Joe's • Movie Theatre** • City Urgent Care Facility <p>Transportation/Pedestrian/Bicycle Outcomes</p> <ul style="list-style-type: none"> • Walking paths in proposed neighborhoods to link to existing surrounding neighborhoods • Pedestrian improvements along Lotz Way • Railroad Ave connection for bicycles • Walking paths for proposed residential developments to existing neighborhoods • Extend Railroad Ave into Main St.
<p>District 2 – Fairfield-Suisun Train Station</p> 	<p>Land-use Outcomes</p> <ul style="list-style-type: none"> • Structured/mixed use Parking Structure with office/business/residential uses on top of parking** • Outdoor dining to businesses that have the rear viewable to train riders • Small businesses • Artisan specialty shops and boutiques and/services; such as custom cabinetry, craft wine/beer, and art galleries*** • Farmer's Market near Train Depot • More fitness and wellness amenities such as a rocknadium or crossfit gym • Family oriented mini park with amenities such as a rest area for bicyclists and a carousel <p>Transportation/Pedestrian/Bicycle Outcomes</p> <ul style="list-style-type: none"> • Pedestrian lighting needed on Pedestrian Bridge to Fairfield • Improve pedestrian connection of Pedestrian Path from Fairfield to Marina Promenade • Vehicle/Road connection from Main St in Suisun City to Union Ave in Fairfield

City of Suisun City
Waterfront Specific Plan Community Workshop 2
Land Use and Transportation/Pedestrian/Bicycle Results From Mapping Exercise
April 6, 2015

District 3- Downtown Core



Land-use Outcomes

- Commercial condos on Main St near existing hotel
- Commercial condos near Train Depot (6 stories) with rooftop uses and a water view
- More outdoor dining
- Boutique Retail
- Staging area for water recreational activities such as Stand-up Paddleboarding (SUP); kayak rentals; sailing and rowing***
- Floating Water Recreational Center to complement existing and proposed hotel areas.
- Covered art structure for outdoor family activities such as the Saturday Night Movies on the Waterfront event.
- Gathering space to include arts and culture to draw in tourism
- Dog Park west side of Main St.
- Waterfront Farmer's Market
- Rehab old buildings and take advantage of historic charm in architecture

Transportation/Pedestrian/Bicycle Outcomes

- School pedestrian connections
- Better lighting along Marina Promenade
- Pedestrian Bridge from district 3 to district 8
- Fitness course
- More seating for Main St. bus stops to accommodate families

District 4 – Historic Suisun




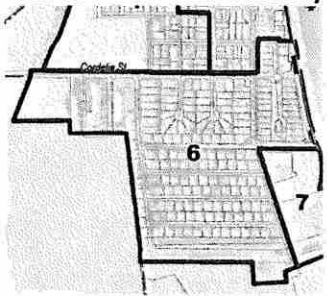
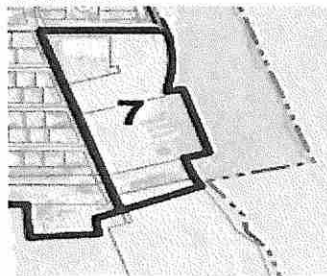
Land-use Outcomes

- Keep old Crystal Middle School site as residential**
- Housing on old Crystal Middle School site should be single family to mimic Harbor Park subdivision

Transportation/Pedestrian/Bicycle Outcomes

- Cordelia St. should be developed as a grand entrance to the Downtown*
- Landscaping should be attractive to traffic on Cordelia St.

City of Suisun City
Waterfront Specific Plan Community Workshop 2
Land Use and Transportation/Pedestrian/Bicycle Results From Mapping Exercise
April 6, 2015

<p>District 5 – Crystal Middle School Neighborhood</p> 	<p>Land-use Outcomes</p> <ul style="list-style-type: none"> • Marina Blvd and Driftwood Dr. parcel keep as residential; one table suggested 4,000 to 5,000 square foot lots. ** <p>Transportation/Pedestrian/Bicycle Outcomes</p> <ul style="list-style-type: none"> • More bike connections on Marina Blvd. • Grand entrance on Marina Blvd to downtown
<p>District 6 – Cordelia Gateway</p> 	<p>Land-use Outcomes</p> <ul style="list-style-type: none"> • Vacant parcel south of Cordelia St as single family housing similar to Harbor Park subdivision which would complement a proposed neighborhood in district 4 (across the street-old Crystal Middle School site) • Vacant parcel south of Cordelia St. as a nice entry way into downtown • Vacant parcel south of Cordelia St. as a public space for local artists, school children playground and/or promote railroad safety <p>Transportation/Pedestrian/Bicycle Outcomes</p> <ul style="list-style-type: none"> • More bike safety on Cordelia St. ** • Improve pedestrian safety on Cordelia St.
<p>District 7 – Southern Waterfront</p> 	<p>Land-use Outcomes</p> <ul style="list-style-type: none"> • Seafood restaurant and or sandwich shop for boat users • Improvements for water related uses*** • Water Recreation Center near boat launch for sailing/rowing school or kayak or Stand-up Paddleboard (SUP) rentals <p>Transportation/Pedestrian/Bicycle Outcomes</p> <ul style="list-style-type: none"> • Extend Marina Promenade to Boat Launch Ramp

City of Suisun City
Waterfront Specific Plan Community Workshop 2
Land Use and Transportation/Pedestrian/Bicycle Results From Mapping Exercise
April 6, 2015

**District 8 – Civic Center
Waterfront**



Land-use Outcomes

- 3 story housing with water views
- Single family housing setback away from delta edge to allow for a public bike/walking path
- Small food markets
- Pop-up snack shop for fishing/boating users
- Staging area for water recreational activities such as Stand-up Paddleboarding (SUP); kayak rentals; sailing and rowing

Transportation/Pedestrian/Bicycle Outcomes

- Pedestrian walking path to lead east of the channel/delta
- Walking/Biking path for river views***

AGENDA TRANSMITTAL

MEETING DATE: April 14, 2015

PLANNING COMMISSION AGENDA ITEM: Discussion and Direction: Draft Planning Commission Bylaws.

BACKGROUND: At the January 13, 2015 Planning Commission meeting, the Commission asked staff to bring back an item for discussion regarding bylaws for the Planning Commission. Staff performed some cursory research and has assembled information relating to bylaws from other Commissions in California for reference.

At the February 10, 2015 Planning Commission meeting, staff provided information for the Commission to consider when considering establishing bylaws. The Commission asked staff to take a look at other Solano County jurisdictions had in the way of bylaws or rules of procedure.

At the February 24, 2015 Planning Commission meeting, the Commission considered examples from other local jurisdictions that staff provided and ultimately chose to form a sub-committee consisting of Commissioners Pal and Smith.

STAFF REPORT: During the past several weeks, staff and the sub-committee worked closely in developing draft bylaws for the Commission. While collaborating with the sub-committee on development of bylaws, staff discovered Rules of Procedure that were adopted by the Planning Commission on January 28, 1997. There was no resolution adopting Rules of Procedure, however they were adopted by minute action, providing for a lack of clear record. Using the the information from 1997 document and the significant research and input of the sub-committee, a set of draft bylaws are provided for the Planning Commission for discussion. The draft document is organized into six sections:

- Preface.
- Adoption and Amendment of Bylaws
- Adoption of Parliamentary Procedure
- Duties and Powers of Commissioners
- Meetings
- Conducting a Meeting

Once the Commission is comfortable with the bylaws, the Commission will be asked to adopt a resolution approving the bylaws. The bylaws shall be adopted by and may be amended by resolution of a majority of the Commissioners present at any Suisun City Planning Commission meeting attended by no less than five members of the Commission. Following Commission

PREPARED BY:

John Kearns, Associate Planner

APPROVED BY:

Jason Garben, Development Services Director

action, the City Council will be given the opportunity to review the bylaws and may, at its sole discretion, overturn approval of these Bylaws and direct the Commission to incorporate amendments as determined appropriate.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission provide discussion and direction on Draft Planning Commission bylaws.

ATTACHMENTS:

1. City of Suisun City Planning Commission Bylaws (Draft)
2. Rules of Procedure, Adopted by the Planning Commission on January 28, 1997

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Adoption of Parliamentary Procedure

Duties and Powers of Commissioners

Meetings

Conducting a Meeting

DRAFT

CITY OF SUISUN CITY PLANNING COMMISSION BYLAWS

Preface

Title 2, Administration and Personnel, of the Suisun City Municipal Code establishes the Planning Commission of Suisun City. The duties and authorities of the Planning Commission are those conferred upon it by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto, and those identified in Title 18, Zoning, of the Suisun City Municipal Code. These Planning Commission Bylaws provide guidance to the Planning Commission, project applicants and members of the public on how the Planning Commission will execute its duties. If a conflict arises between these Bylaws and the Suisun City Municipal Code, the Code shall control.

Adoption and Amendment of Bylaws

These bylaws shall be adopted by and may be amended by resolution of a majority of the Commissioners present at any Suisun City Planning Commission meeting attended by no less than five members of the Commission.

Upon adoption or amendment by the Planning Commission, such bylaws shall be submitted to the City Council for review. The City Council may, at its sole discretion, overturn approval of these Bylaws and direct the Commission to incorporate amendments as determined appropriate.

Adoption of Parliamentary Procedure

The Suisun City Planning Commission shall conduct meetings consistent with the guidelines established under Rosenberg's Rules of Order, Revised 2011, and as amended. Where these Rules of Order are found to be inconsistent with State law or regulations adopted by the City Council of Suisun City, such State or local regulations shall prevail.

Duties and Powers of Commissioners

Responsibilities of Each Planning Commissioner

Commission members serve the City as a whole and represent no special group or interest.

The Planning Commission shall have the power to recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of the General Plan or any Specific Plan, or any part thereof, for the physical development of the City.

The Planning Commission shall exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by the Suisun City Code.

The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities. All reports and recommendations of the Commission to the City Council shall be in writing and presented to the City Council by the Development Services Department on behalf of the Commission.

Commissioner Preparation

Each of the Commission members shall have the responsibility to keep himself or herself up to date on planning matters. In addition each member should attempt to take advantage of the various educational and training opportunities offered by such organizations as the League of California Cities, University and/or College classes, programs or seminars.

Addressing Commissioners and Members of the Public

The appropriate title should be used when acknowledging a meeting participant, such as "Mr.", "Ms.", "Commissioner", "Chair", "Vice-Chair", etc. This shows respect, professionalism and avoids the appearance of favoritism.

Communications with the Press

When speaking to the press, Commissioners should be very specific in stating that they are speaking for themselves only and not for the Commission as a whole.

Anticipated Absence

Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission shall notify Staff at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. Staff shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.

Officers

Selection

The offices of the Planning Commission shall consist of Chairperson and Vice Chairperson, elected by the general membership of the Planning Commission.

The election of officers shall generally occur at the Planning Commission's second meeting in January or as otherwise determined necessary by the Planning Commission. A minimum of two-thirds of the current membership must be present for the election to take place.

Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held. Nominations must be seconded by another member of the Commission. Nominations and elections for Chairperson and Vice-Chairperson shall be completed separately, beginning with Chairperson.

Once nominations are complete, a roll call vote of the Commission for all nominated candidates will be called. A nominee must receive a majority of the votes from Commissioners present to be elected. If no candidate receives a majority vote, the nomination and voting process will be repeated until a candidate receives a majority vote of those Commissioners present.

All terms of office shall be for one year or until the time of the next election of officers.

A member of the Planning Commission may serve in the same office of the Planning Commission for any number of terms.

The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.

In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a chair shall be elected from the members present to preside.

Duties and Responsibilities of the Chair

Preside at all meetings of the Commission.

Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.

Sign documents of the Commission

When so directed by the Commission, represent the Planning Commission at City Council, County Planning Commission and other meetings as the Planning Commission's representative.

Duties and Responsibilities of the Vice-Chair

During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Subcommittees

When desirable or necessary, the Chair, with the approval of the Planning Commission, shall appoint standing committees and special committees.

Residents and staff of Suisun City may, at the discretion of the Chair, be appointed to serve on Planning Commission Subcommittees.

Each subcommittee of the Planning Commission shall include no more than three members of the Planning Commission.

Special committees shall be discharged at the end of their assignment.

Meetings

Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedure.

Regular Meetings

Regular meetings shall be held on the second and fourth Tuesday of the month, at 7:00 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Staff in consultation with the Commission Chair.

Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion adopted by the Planning Commission or Staff in consultation with the Commission Chair.

Adjourned Meetings

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chair, Staff, or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours' notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

Study Sessions/Workshops

The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.

Establishing a Quorum

A quorum of at least four (4) members of the Planning Commission must be present for the Commission to conduct normal business. If the body has less than a quorum of members present, it cannot legally transact business. If the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The only action which may be taken at a meeting attended by less than a quorum is to open the meeting and adjourn the meeting to a time certain. In such event all items on the agenda, including action items and public hearings, shall be continued to the next scheduled meeting and agendas shall be posted as required subject to Gov't Code Section 54955.

Agendas

Agendas shall be prepared by the staff of the Suisun City Development Services Department and shall be posted consistent with City policies and state law.

The agenda shall be approved at the beginning of each meeting, when the Planning Commission may choose to change the order of items to be heard in order to better serve the Community and the Commission.

The Planning Commission may add items to the agenda if , by an affirmative vote of at least five (5) members, the Commission determines that an emergency exists or that there is need to take action and that such need came to the attention of the City after the meeting agenda was posted.

Before the close of each meeting the Commission shall discuss future agenda items and may, by an affirmative vote of three members of the Commission, direct staff to include items and future meeting agendas of the Commission.

Minutes and Record of the Meeting

At each meeting of the Commission, the minutes of the prior meeting shall be presented for approval. Commissioners shall identify any corrections or clarifications prior to approval of the minutes.

Motions, Debates, and Voting

As noted above, the Commission has adopted Rosenberg's Rules of Order that establishes the processes for conducting meetings, including but not limited to how motions are made and amended, how debate of items shall be conducted and how voting on items is accomplished.

Conflicts of Interest

In situations where a Commissioner may have conflict of interest under the Political Reform Act, the Open Government Ordinance or other conflict laws, members of the Planning Commission are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed

Declare the conflict of interest

State the basis of the conflict of interest

Do not discuss or vote on the matter

Step down from the podium and leave the room until the item is completed or unless the Political Reform Act allows the member to remain in the room.

Voting

To be passed, all motions and resolutions must receive the affirmative votes of no less than the majority of the voting members constituting a quorum. The abstention of voting by any member shall not break the quorum.

Newly appointed members may vote on items immediately after appointment provided they have reviewed the record, including tapes, minutes, reports and files on the item upon which they are voting.

Dissents and Protests

Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer and have the reason therefore entered in the minutes.

Such dissent shall be in writing, couched in respectful terms and presented to the Commission not later than the next regular meeting following the date of said action.

Conducting a Meeting

Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth, and any regularly adopted agenda therefore.

Order of Business within a Meeting

- Call to Order
- Pledge of Allegiance, Invocation & Roll Call
- Approval of Agenda
- Approval of Minutes
- Public Comment (Items not on the Agenda)
- Communications & Petitions
- Consent Calendar
- Continued Items
- Public Hearings
- Regular Agenda Items
- Reports By Staff And Planning Commission
- Agenda Forecast/Future Agenda Items
- Adjournment

Order for Presentation or Hearing of Proposals

- The Chair shall announce the subject of the public hearing, as advertised.
- If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a specific time and date. If no specific date and time is set, the continued public hearing shall be re-noticed.
- The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.

Order of Testimony

- Presentation of Applicant's statement – The applicant's presentation shall be limited to fifteen (15) minutes.
- Public Comments – Those who wish to speak on the matter, either for or against, shall be limited five (5) minutes or as otherwise permitted by the Chair.
- If necessary, a rebuttal from the applicant
- Public hearing closed
- The Commission shall then deliberate and either determine the matter or continue the matter to another date and time certain.

Rules of Testimony

- Persons presenting testimony to the Commission are requested to give their name and address for the record.
- If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be selected to speak for the entire group. The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- No person shall address the Commission without first securing the permission of the Chair to do so.
- All remarks shall be addressed to the Commission as a body and not to any member thereof.
- No questions shall be asked of the Commission or member of the staff except through the Presiding Officer.
- No person, other than the Commissioners and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer.
- No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.

CITY OF SUISUN CITY PLANNING COMMISSION



RULES OF PROCEDURE

Adopted by the Planning Commission on January 28, 1997

ORGANIZATION AND OFFICERS

A. Organization

The Planning Commission shall consist of five regular members and shall be organized and exercise such powers as prescribed by the Suisun City Code and any applicable state regulations.

B. Officers

1. Selection

- a. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the first meeting in July to serve at the pleasure of the Commission.
- b. The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.
- c. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a chair shall be elected from the members present to preside.

2. Responsibilities

The responsibilities and powers of the officers of the Planning Commission shall be as follows:

a. Chair

- (1) Preside at all meetings of the Commission.
- (2) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.

- (3) Sign documents of the Commission.
- (4) See that all actions of the Commission are properly taken.
- (5) Assist staff in determining agenda items.
- (6) The Chair shall be an ex officio member of the all committees with voice but not vote.

b. Vice-Chair

During the absence, disability, or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

C. Duties and Powers

1. The Planning Commission shall have the power to recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of the General Plan or any Specific Plan, or any part thereof, for the physical development of the City.
2. The Planning Commission shall exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by the Suisun City Code.
3. The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.
4. If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.

D. Rules of Order

Except as otherwise provided in these Rules of Procedure, "Robert's Rules of Order, Newly Revised," shall be used as a guide to the conduct of the meetings of the Planning Commission provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

MEETINGS

A. Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedure.

B. Regular Meetings

1. Regular meetings shall be held on the second and fourth Tuesday of the month, at 7:00 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Planning Director in consultation with the Commission Chair.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion adopted by the Planning Commission or the Planning Director in consultation with the Commission Chair.

C. Adjourned Meetings

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chair, the Planning Director, or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions/Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. Such meetings shall be open to the public.

F. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Planning Director with the cooperation and approval of the Chair or in his/her absence, the Vice-Chair.
2. There shall be attached to each agenda a report of matters pending further action by the Commission.

3. A copy of the agenda shall be posted in the City Hall for a period of three full calendar days not counting the day of meeting or the day of posting except for Special Meetings which require a minimum 24 hour posting consistent with D above.

G. Order of Meetings

1. The Order of Business Shall Be as Follows:

- a. The Chair shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
- b. The Roll Call of Members present and absent shall be recorded and the establishment of a quorum shall be determined.
- c. Announcements are made. Any revisions to the agenda will be noted.
- d. The minutes of any preceding meeting shall be submitted for approval.
- e. Any member of the audience may comment on any matter which is not listed on the agenda.
- f. The public shall be advised of the procedures to be followed in the meeting.
- g. The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing, together with such other matters of business and report as the Commission or Planning Director finds to require Commission consideration.
- h. Adjournment.

2. Presentation or Hearing of Proposals

The following shall be the order of procedure for public hearings concerning planning and zoning matters:

- a. The Chair shall announce the subject of the public hearing, as advertised.
- b. If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date. If no specific date and time is set, the continued public hearing shall be renoticed.
- c. The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.
- d. **Order of Testimony.** The order of testimony shall be as follows:

- (1) Applicant's statement
- (2) Public Comments
- (3) If necessary, a rebuttal from the applicant
- (4) Public hearing closed
- (5) The Commission shall then deliberate and either determine the matter or continue the matter to another date and time certain.

e. **Rules of Testimony.** The rules of testimony shall be as follows:

- (1) Persons presenting testimony to the Commission are requested to give their name and address for the record.
- (2) If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be selected to speak for the entire group. The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- (3) To avoid unnecessary repetitive evidence, the Chair may limit the number of witnesses or the time of testimony on a particular issue.
- (4) Irrelevant and off-the-subject comments will be ruled out of order.
- (5) The Chair will not permit any complaints regarding the staff or individual commissioners during a public hearing.
- (6) No person shall address the Commission without first securing the permission of the Chair to do so.
- (7) All comments shall be addressed to the Commission. All questions shall be placed through the Chair.

H. Motions

1. A motion to adjourn shall always be in order except during roll call.
2. The Chair of the Commission, or other presiding officer, may make and second motions and debate from the Chair, subject only to such limitations of debate as are imposed on all members of the Commission.

I. Voting

1. Voting Requirements

- a. A quorum shall consist of three members eligible to vote on an item. Members abstaining due to a conflict of interest shall not be counted as part of the quorum.
- b. When a member of the Commission abstains from voting on any matter before it because of a potential conflict of interest, the abstention shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered.
- c. Unless otherwise specified by law, where the affirmative vote out numbers the negative vote, the motion passes.

2. Voting Order

The order of voting will be rotated each meeting except that the Chair shall vote last.

3. Recording of Votes

The minutes of the Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

4. Disqualification from Voting

A member shall disqualify himself/herself from voting in accordance with the Planning Commission Conflict of Interest Code. When a person disqualifies himself/herself, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying himself/herself due to a possible conflict of interest and shall then leave the voting area.

Review and Amendments Procedure

A. These Rules of Procedure may be reviewed in July of each year by a subcommittee appointed by the Chair with the general agreement of the Commission. The review subcommittee shall present their recommendation for amending, or not amending, these rules.

B. In addition, these Rules of Procedure may be amended at any meeting of the Planning Commission by a majority of the membership of the Commission provided that notice of the proposed amendment is received by each commissioner not less than 5 days prior to said meeting.

Selection and Responsibilities of Chair and Vice Chair

Being Chair is a rewarding experience but involves a number of responsibilities in addition to running the Commission meetings. Normally, a lot of extra time is spent both preparing for such meetings and working with the Planning Director and others on various matters such as those noted below.

Those Planning Commissioners who have not served as Chair might discuss the responsibilities with the present or former chairperson to get a better idea of what is involved.

It has been the Commission's practice for Commission members to take turns being the Chair and the Vice-Chair. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, consideration should be given to a member's ability and effectiveness as chair in making the selection. Of course, sometimes individual Commission members prefer not to be the Vice-Chair and/or the Chair and that should be respected.

The following is a list of many of the Planning Commission Chair's responsibilities. A number of these can fall on the Vice-Chair in the Chair's absence.

- A. Preside at all meetings of the Commission.
- B. Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
- C. Sign documents of the Commission.
- D. See that all actions of the Commission are proper.
- E. Assist staff in determining agenda items.
- F. Appoint committees as necessary.
- G. Assist staff in determining whether certain matters can be handled administratively or should come to the Planning Commission.
- H. Attend certain City Council, County Planning Commission and other meetings as the Planning Commission's representative.
- I. Communicate informally as necessary with the Mayor, City Councilmembers, and City Manager on certain Planning Commission matters.
- J. Assist in the orientation and education of new Planning Commission members.

- K. Write and approve letters on behalf of the Planning Commission.

Procedures for Chairing Meetings

The following steps are normally appropriate for regular Planning Commission meetings:

- A. **Call the meeting to order** promptly at the appointed hour (if a quorum exists).
- B. **Roll Call.** Ask the staff to call the roll.
- C. **Update Agenda.** Ask whether staff or commissioners have any proposed changes to the agenda and indicate when and how those new items will be considered.
- D. **Minutes.** Note the minutes on the agenda and, unless changes are necessary, ask for a motion to approve them. Voice vote is sufficient.
- E. **Communications.** Announce that this is the time on the agenda that any member of the audience may comment on any matter which is not listed on the agenda.
- F. Announce to the audience certain Planning Commission procedures:

The Planning Commission normally ends its meetings at 11:00 p.m. even if it necessitates carrying items over to another meeting. The Planning Commission will not consider a new item on the agenda after 11:00 p.m., except under unusual circumstances.

In order to assist in completing the agenda items, please be brief and to the point; preferably 2 to 5 minutes. The maximum time limit is 10 minutes unless prior arrangements have been made.

Please use the microphone and write your name and address on the speakers card and turn them into staff so that we have the information for the record.

G. **Regular Agenda Items:**

- 1. **Announce** the item.
- 2. Ask the staff to present the **staff report**.
- 3. Ask the Planning Commission if they have **any questions** for the staff.
- 4. **Open** the public hearing. If it is necessary to continue the public hearing, make sure that the hearing is opened (and not closed) and continued to a specific time and date.

5. Invite the **applicant** to speak.
6. Invite **others who have an interest in** the application to speak.

Instructions to audience: If you decide to speak, please start by giving your name and address and completing the sign-up sheet at the podium. Then tell the Commission your concerns. We want your views; don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.

7. Ask the staff if any **written communications** have been re-received and, if so, have them either read into the record or summarized as appropriate.
8. Allow, if necessary, the applicant to make a **rebuttal** statement. This must be brief and limited to a rebuttal of comments made by those in opposition.
9. **Close** the public hearing.
10. Ask the Planning Commission if they have **any questions** for the staff or public hearing speakers.
11. Turn the item over to the Planning Commission for **discussion**. It may be appropriate to focus or structure the discussion regarding certain issues or questions. If the Commissioners do not volunteer comments, it may be necessary to ask individual Commissioners what they think about specific points. Normally, the Commission should first discuss land use and zoning issues, and then deliberate on specific conditions and details rather than mixing the two or beginning with details.
12. After a motion and second are made, **restate the motion** or at least get confirmation from the Planning Commission that everyone is clear on the motion prior to voting if necessary.
13. Call for **the question** (vote). **Roll call vote** may be used when necessary.
14. Following the voting, **announce** the Planning Commission's **action to the audience**. Indicate whether the action is final or whether it is a recommendation to the City Council as well as the appeal procedure, if applicable. Indicate when the City Council is scheduled to consider the matter and encourage participation. Indicate, **if there are any questions** regarding this action, possible appeal procedures, etc., that the Planning Department should be contacted for assistance.

- I. **Adjournment:** Prior to adjourning the meeting, ask staff whether the meeting needs to be adjourned to a specific time and date.

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