

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN
CITY PLANNING COMMISSION
7:00 P.M., MARCH 10, 2020

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC20-02

1. CALL TO ORDER.

2. ROLL CALL:

Chairperson Ramos
Vice-Chair Rowe
Commissioner Borja
Commissioner Clemente
Commissioner Holzwarth
Commissioner Pal
Commissioner Thomas

Pledge of Allegiance

3. APPROVAL OF AGENDA:

Approval of Planning Commission agenda of March 10, 2020

4. APPROVAL OF MINUTES:

Approval of Planning Commission minutes of February 25, 2020

5. PUBLIC COMMENT:

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

CONFLICT OF INTEREST NOTIFICATION

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

6. CONSENT CALENDAR:

- A. Resolution PC20 - ____; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws to Change the Time of Regular Planning Commission Meetings from 7PM to 6PM.

7. CONTINUED ITEMS:

8. 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 No. PC20-___, A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.

9. GENERAL BUSINESS:

- A. Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Adopting Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

10. INFORMATIONAL ITEM:

11. REPORTS BY STAFF AND PLANNING COMMISSION:

- A. Staff
- B. Planning Commission

12. AGENDA FORECAST / FUTURE AGENDA ITEMS.

13. ADJOURNMENT.

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN
CITY PLANNING COMMISSION
7:00 P.M., FEBRUARY 25, 2020

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC20-02

1. ROLL CALL:

Chairperson Ramos
Vice-Chair Rowe
Commissioner Borja
Commissioner Clemente
Commissioner Holzwarth
Commissioner Pal
Commissioner Thomas

2. APPROVAL OF AGENDA:

Commissioner Rowe motioned for the approval of Planning Commission agenda of February 25, 2020. Commissioner Holzwarth seconded the motion. Motion passed 5 aye (Ramos, Rowe, Borja, Holzwarth, Pal) and 2 nay (Thomas, Clemente)

3. APPROVAL OF MINUTES:

Commissioner Clemente motioned for the approval of Planning Commission minutes of January 21, 2020. Commissioner Borja seconded the motion. Motion passed 7-0.

4. PUBLIC COMMENT:

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

None.

5. CONSENT CALENDAR:

None

6. CONTINUED ITEMS:

None

7. PUBLIC HEARINGS:

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

- A. Resolution No. PC20- , A Resolution of the Planning Commission of the City of Suisun City Recommending City Council Adoption of Ordinance No. __ : An Ordinance of the City Council of the City of Suisun City, California Repealing and Replacing Section 18.30.170 and Adding a Definition of “Accessory Dwelling Unit” Under Section 18.04 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units on Residential Properties (Staff Recommendation to Continue to March 10, 2020 Planning Commission Meeting).

Chairperson Ramos opened the public hearing, and kept the hearing open.

Commissioner Clemente motioned to continue the item to date certain, March 10, 2020. Commissioner Borja seconded the motion. Motion passed 7-0.

8. GENERAL BUSINESS:

- A. Discussion and Direction Regarding the Replacement of Existing Windows in the Historic Residential District of the Waterfront District Specific Plan.

Senior Planner John Kearns stated with a presentation to the public about the background on the topic. He showed the Waterfront Specific Plan Code and gave his interpretation of the Code. Stating that wood framed windows need to be replaced with wood framed windows. He then asked the Commissioners for their input. Chairperson Ramos asked Mr. and Mrs. George to come up and give input on how this situation affects them.

Resident Mr. and Mrs. George want the option of replacing wood trim windows to vinyl windows.

Commissioner Pal asked the residents the price of wood versus vinyl. The applicant responded by saying it's about a \$2,500 per window difference.

Commissioner Rowe thanked the residents for up keeping their home and making renovations. He went on to ask if the vinyl windows will match the historical nature of their home. The residents responded by saying the only change will be a thin trim around the window. The resident went on to speak about how much they pay for electricity during the winter, they gave an approximation of \$500 a month.

Commissioner Ramos asked what brand of windows the resident bought, the resident responded by saying 'Milguard'.

Commissioner Pal stated that the Planning Commission are not experts in historical architecture, he then recommended an AdHoc be created to get their thoughts to create a criteria.

Commissioner Ramos stated that an idea could be, if the home is not registered, then the home doesn't have to meet the criteria currently set in place.

Commissioner Rowe suggested applicants submit current pictures and proposed changes, and the decision goes through Staff approval.

Commissioner Clemente wanted to keep the rule as they are and have the resident before them change their windows to wood.

Commissioner Holzwarth stated if the appearance isn't changes and the efficiency in the new windows are better, to take each application case by case, but with the current resident before them he is ok with the vinyl windows.

Commissioner Borja agreed with Commissioner Rowe's suggestion, applicants submit current pictures and proposed changes, and the decision goes through Staff approval.

Commissioner Thomas wanted drawn up examples of what specifically is acceptable and what is disallowed.

Commissioner Rowe moved to create illustrated examples of what is allowed and disallowed, and the applicant will apply for a design review that would be approved by staff. It was seconded by Commissioner Thomas. Motion passed 5 (Ramos, Rowe, Borja, Holzwarth, Pal) – 2 (Thomas, Clemente)

9. INFORMATIONAL ITEM:

A. Update on Accessory Dwelling Units (ADU's).

Assistant Planner Joann Martinez presented to the public a brief overview of the State mandated changes on ADUs.

10. REPORTS BY STAFF AND PLANNING COMMISSION:

A. Staff

- a. SB 2 Grant Update.
- b. Train Depot Lighting and Windscreen Project.

B. Planning Commission

11. AGENDA FORECAST / FUTURE AGENDA ITEMS.

12. ADJOURNMENT.

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DATE: 3/10/2020	Files:
TO: PLANNING COMMISSION	
FROM: John Kearns, Senior Planner (707.421.7337, jkearns@suisun.com)	
RE: Proposed Amendment of Planning Commission Bylaws Changing Meeting Time of Regular Planning Commission Meetings from 7PM to 6PM. Resolution PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws to change the Time of Regular Planning Commission Meetings from 7PM to 6PM.	

SUMMARY

Staff is requesting the Planning Commission consider adoption of a resolution amending their bylaws to allow for a change in the meeting for regular meeting from 7PM to 6PM. If the resolution is adopted, City Council would review the proposed change and the change would be effective in April unless Council disagrees with the change.

Recommendation: Adopt Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws to Change the Time of Regular Planning Commission Meetings from 7PM to 6PM.

Proposed Motion: I move that the Planning Commission adopt Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws to change the time of regular Planning Commission Meetings from 7PM to 6PM.

BACKGROUND/DISCUSSION/ANALYSIS

The Planning Commission formally adopted the current bylaws in July 2019. Staff is requesting the Commission review the applicable sections of their bylaws and consider a change in time from 7PM to 6PM. No change in day of the week or time of the month is a part of this request. According to Section 5.2 of the City of Suisun City Planning Commission Bylaws 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 Development Services Director in consultation with the Commission Chair.” However, the same bylaws to allow for amendments per Section 2. Section 2 of the City of Suisun City Planning Commission Bylaws Adoption and Amendment of Bylaws says “**These bylaws shall be adopted 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.”

*As an aside, the City Council changed the meeting time for their regular meetings in 2019 and staff is requesting the Planning Commission consider a change as well.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION

Internal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns
- Assistant Planner Joann Martinez

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws to change the time of regular Planning Commission Meetings from 7PM to 6PM.
2. City of Suisun City Planning Commission Bylaws (redlined)

RESOLUTION NO. PC20-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
AMENDING THE BYLAWS TO CHANGE THE TIME OF REGULAR PLANNING
COMMISSION MEETINGS FROM
7PM TO 6PM**

WHEREAS, the Planning Commission directed staff at their April 14, 2015 regular meeting to complete revisions to the draft Planning Commission Bylaws and prepare the document for Commission adoption; and

WHEREAS, the Planning Commission at a regular meeting on May 26, 2015 did complete its review and recommend approval of Planning Commission Bylaws; however, the bylaws were never forwarded to the City Council for adoption; and

WHEREAS, the Planning Commission at a regular meeting on April 23, 2019 completed its review of the Planning Commission Bylaws; and

WHEREAS, the Planning Commission did recommend the City Council adopt Planning Commission Bylaws (Exhibit A) and rescind the 1997 Planning Commission Rules of Procedure.

WHEREAS, the City Council amended the Planning Commission Bylaws and the Planning Commission concurred with the changes on July 9, 2019; and

WHEREAS, the Planning Commission did amend their bylaws to modify the starting time of regular meetings from 7PM to 6PM on March 10, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC20-__; A Resolution of the City of Suisun City Planning Commission amending the Planning Commission Bylaws to change the time of regular Planning Commission meetings from 7PM to 6PM.

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 10th day of March 2020.

Joann Martinez
Commission Secretary

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CITY OF SUISUN CITY PLANNING COMMISSION BYLAWS

1. 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.

2. 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.

3. Adoption of Parliamentary Procedure

The Suisun City Planning Commission shall conduct meetings consistent with the spirit of 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.

4. Duties and Powers of Commissioners

4.1 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.

4.2 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.

4.3 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.

4.4 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. Communication with the press should be reported to staff.

4.5 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 the Development Services Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date

of the meeting. The Development Services Director 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.

4.6 Officers

Selection

The officers 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 5 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 no more than two consecutive 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.

4.7 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.

4.8 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.

4.9 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.

5. Meetings

5.1 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.

5.2 Regular Meetings

Regular meetings shall be held on the second and fourth Tuesday of the month, at ~~7~~6:00 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Development Services Director 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 the Development Services Director in consultation with the Commission Chair.

5.3 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.

5.4 Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chair, the Development Services 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.

5.5 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.

5.6 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.

5.7 Agendas

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

The agenda shall be approved at the beginning of each meeting. 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 on future meeting agendas of the Commission.

5.8 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.

5.9 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.

5.10 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

5.11 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.

5.12 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.

6. 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.

6.1 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)
- Consent Calendar
- Continued Items
- Public Hearings
- Regular Agenda Items
- Reports By Staff And Planning Commission
- Agenda Forecast/Future Agenda Items
- Adjournment

6.2 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.

6.3 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 determines the matter or continues the matter to another date and time certain.

6.4 Rules of Testimony

- Persons presenting testimony to the Commission are requested to give their name and address for the record; although not required.
- 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.

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DATE: 3/10/2020	Files: PC20-
TO: PLANNING COMMISSION	
FROM: Joann Martinez, Assistant Planner (707.421.7307, jmmartinez@suisun.com)	
RE: Proposed Accessory Dwelling Unit Ordinance	

Resolution No. PC 20-___: A Resolution of the City of Suisun City Planning Commission Recommending the City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.

SUMMARY

Planning Division staff is bringing forward a recommendation repealing and replacing Section 18.30.170 of the Suisun City Code; adding a definition of ‘Accessory Dwelling Unit’ under Section 18.04 and amending the Waterfront District Specific Plan relating to regulations for accessory dwelling units on residential properties. The State of California has passed multiple laws to increase housing, including Accessory Dwelling Units. The proposed changes are consistent with state law.

Recommendation: Planning staff recommends approval of Resolution PC20-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.

Proposed Motion: I move that the Planning Commission approve Resolution PC20-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.

BACKGROUND/DISCUSSION

The state legislature updated Accessory Dwelling Unit (ADU) law effective January 1, 2020 to clarify and improve various provisions in order to promote the development of ADUs and junior accessory dwelling units (JADUs). These include allowing ADUs and JADUs to be built concurrently with a single-family dwelling; opening areas where ADUs can be created to include all

zoning districts that allow single-family and multi-family uses; limited exemptions or reductions in impact fees; and reduced parking requirements. Staff held two informational workshops for the public one on May 1, 2019 and the other on June 8, 2019. Staff made a presentation to the Commission on February 25, 2020, updating them of the State mandated changes.

ANALYSIS

Staff is recommending the approval of the changes to the Zoning Ordinance and Specific Plan. A complete red-line of the proposed amendments to the ordinance is included as Attachment 1 and 2. Below is a high-level summary of the significant proposed amendments:

Junior Accessory Dwelling Unit (JADU)

JADUs are allowed to be created within the walls of a proposed or existing single-family residence and shall contain no more than 500 square feet. They may share central systems, contain a basic kitchen utilizing small plug-in appliances, and may share a bathroom with the primary dwelling, all to reduce development costs. JADUs present no additional stress on utility services or infrastructure because they simply repurpose existing space within the residence and do not expand the dwelling's planned occupancy.

Other

- Added a purpose to the Accessory Dwelling Unit section.
- ADUs are created through the conversion of a garage, carport or covered parking structure; replacement off-street parking spaces cannot be required.
- Reduces the maximum ADU and JADU application review time from 120 days to 60 days.
- Reduces the maximum size of ADU's to 1000 square feet from 1200 square feet.
- Section 18.31 Standards for Residential Districts, Table 18.31.01 Development Standards in Residential Zones, changed to meet minimum standards for rear and side setbacks to 4 feet.
- Requires accessory dwelling unit to be constructed on a permanent foundation.
- Added a rental section, stating that the rented unit shall not be leased for any period less than 30 days.
- Updated the Recordation of Deed restriction section legalizing the rental section.

Waterfront District Specific Plan

- Main Street Mixed Use (MSMU) table; added "secondary dwellings"
- Downtown Mixed Use (DMU); added "secondary dwellings"
- Changed wording in Section 6.2 at the bottom of the page from "Ch. 18.44.150" to "Ch. 18.31.01"
- Table 6.1 Secondary Dwelling – Side Setback; changed from 0' to 4'. Change the building maximum height from 20' to 16' and in the notes under #6.

Planning Commission Recommendation

It is recommended that the Planning Commission open the public hearing, take any public comments and approve Resolution PC20-___; A Resolution of the City of Suisun City Planning

Commission Recommending City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.

Next Steps

As stated previously, the Planning Commission is the recommending body for the subject ordinance. Since the ordinance and amendments are within Title 18 “Zoning,” the Planning Commission has the authority to make the recommendation to the City Council. Following Planning Commission action, the Solano County Airport Land Use Commission will conduct a meeting to determine the consistency of the proposed ordinance with the Travis Air Force Base Land Use Compatibility Plan before the ordinance ultimately goes to the City Council at a future public hearing for consideration.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION

Internal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns
- Assistant Planner Joann Martinez

External

- City Website <https://www.suisun.com/planning-commission/>
- Workshops:
 - May 1st, 2019
 - June 8th, 2019

ATTACHMENTS

1. Resolution PC20-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of an Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties.
 - a. Exhibit A: Ordinance No. 2020-___; An Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties. – (Draft, Redlines)
2. Waterfront District Specific Plan – Redlines
3. Power Point Presentation

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RESOLUTION NO. PC 20-__

A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION RECOMMENDING CITY COUNCIL ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY, CALIFORNIA, REPEALING AND REPLACING SECTION 18.30.170 OF TITLE 18 OF THE SUISUN CITY CODE AND AMENDING THE WATERFRONT DISTRICT SPECIFIC PLAN, RELATING TO REGULATIONS FOR ACCESSORY DWELLING UNITS IN RESIDENTIAL PROPERTIES.

WHEREAS, the City of Suisun City is updating its Accessory Dwelling Unit Ordinance (ADU) to comply with Chapter 653, Statutes of 2019 (Senate Bill 13); Chapter 655, Statutes of 2019 (Assembly Bill 68); Chapter 657, Statutes of 2019 (Assembly Bill 587); Chapter 178, Statutes of 2019 (Assembly Bill 670); Chapter 658, Statutes of 2019 (Assembly Bill 671); Chapter 659, Statutes of 2019 (Assembly Bill 881); and

WHEREAS, new legislation for ADUs took effect on January 1, 2020 that necessitates revisions to the Suisun City Municipal Code for consistency with State housing law; and

WHEREAS, the City of Suisun City Planning Commission opened the Public Hearing on February 25, 2020, took public comment, and continued the item to a date certain of March 10, 2020; and

WHEREAS, the City of Suisun City Planning Commission discussed the proposed ordinance, took additional public comment, and chose to recommend City Council adoption of the proposed ordinance; and

WHEREAS, the Ordinance is exempt from review under the California Environmental Quality Act ("CEQA"), pursuant to Section 26055(h) of the Business & Professions Code and Section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, the proposed ordinance, attached hereto as Exhibit "A" and "B" (the "Ordinance" and "Waterfront Specific Plan [WSP]"), is intended, consistent with the local, state and federal laws, to protect the public health, safety, and welfare of the public; and

WHEREAS, nothing in the Ordinance shall be construed to allow any person to engage in conduct that endangers others or causes a public nuisance.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY, CALIFORNIA DOES HEREBY RESOLVE AND RECOMMEND AS FOLLOWS:

- A. The Planning Commission finds and determines that the recitals above are true and correct.
- B. The Planning Commission recommends, based on the following findings, that the City Council find and determine that the Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to:

1. Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Finding. The proposed Ordinance would merely amend the Suisun City Code to allow for the submission and review of applications for accessory dwelling units, which would be subject to CEQA review prior to approval by the City Council. Therefore, it can be seen with certainty that the proposed Ordinance will not have a significant effect on the environment.

- C. The Planning Commission recommends, based on the following findings, that the City Council adopt the Ordinance, which is attached hereto as Exhibit “A” and “B” amending Chapter 18.30.170 Title 18 of the Suisun City Code, and Waterfront District Specific Plan relating to regulations for accessory dwelling units in residential properties, among other text changes within the City of Suisun City.

Finding. The proposed Ordinance is consistent with the City’s General Plan and is in compliance with all applicable provisions of the City’s Zoning Plan and other ordinances and regulations of the City. The proposed ordinance provides that Accessory Dwelling Units which seek to be built in the City must secure a Building Permit, which must be approved by City Staff only upon, among other things, a finding that the proposed Accessory Dwelling Unit is consistent with the goals, objectives and policies of the City’s General Plan and any specific plans.

Finding. The proposed Ordinance will protect and promote the public health, safety and welfare of the City. The proposed Ordinance contains extensive regulatory criteria specific to the build and renting the dwelling unit. Such criteria are in addition to compliance with extensive state regulations that the City must satisfy. These regulations will enable the City to ensure that affordable housing options are available in a manner that does not adversely affect public health, safety or welfare. Instead, such housing will bring high quality housing opportunities to the City and will stimulate further residential development in the City.

Finding. The proposed Ordinance is consistent with State law. The proposed Ordinance imposes a state mandate in accordance with the local control possessed by all cities to regulate accessory dwelling units.

Finding. The Ordinance will not adversely affect property values or be detrimental to any area or neighborhood of the City. The Ordinance provides that no Accessory Dwelling Unit shall be allowed anywhere in the City other than in a zone that includes single family and multi-family residential uses.

Finding. The Ordinance establishes that only one cannabis storefront retailer (dispensary) may be operated within Suisun City and that such dispensary may only be operated within certain zoning districts. The ordinance further establishes

criteria for evaluation of applications for cannabis dispensaries that ensure the operation of such dispensary will not adversely impact adjacent uses.

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 10th day of March 2020

Joann Martinez
Commission Secretary

Exhibit A: Ordinance No. 2020-___; An Ordinance of the City Council of the City of Suisun City, California, Repealing and Replacing Section 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties. – (Draft, Redlines)

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ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY,
CALIFORNIA, REPEALING AND REPLACING SECTION 18.30.170 OF TITLE 18
OF THE SUISUN CITY CODE AND AMENDING THE WATERFRONT DISTRICT
SPECIFIC PLAN, RELATING TO REGULATIONS FOR ACCESSORY DWELLING
UNITS IN RESIDENTIAL PROPERTIES**

18.04 Definitions
Amending 18.04 Definitions

Accessory Dwelling Unit. An attached or a detached residential dwelling unit that provides complete, independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions in accordance to California state building code for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit and a manufactured home, but does not include trailers.

a. Attached Accessory Dwelling Unit. An accessory dwelling unit that shares at least one common wall with the primary dwelling and is not fully contained within the existing space of the primary dwelling or an accessory structure.

b. Detached Accessory Dwelling Unit. An accessory dwelling unit that does not share a common wall with the primary dwelling and is not fully contained within the existing space of an accessory structure.

c. Internal Accessory Dwelling Unit. An accessory dwelling unit that is fully contained within the existing space of the primary dwelling or an accessory structure.

d. Junior Accessory Dwelling Unit. A unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

18.30.170 Accessory Dwelling Units

Purpose. This section is intended to achieve the goals of the C53

ity's housing element and of the California Government Code by permitting accessory dwelling units, thereby increasing housing opportunities for the community through use of existing housing resources and infrastructure.

The following regulations shall apply to all accessory dwelling units in a residential zoning district:

~~**A. Ministerial consideration**~~

~~1. New Construction. If the director of development services receives an application to construct an accessory dwelling unit (by either adding on to an existing structure, or constructing a new detached structure), and the proposal meets all of the requirements of the Municipal Code, then within 120 days of receipt of a complete application for the accessory dwelling unit, the director of development services shall ministerially~~

1 ~~approve the application without a hearing.~~

2 ~~2. No Expansion. If the applicant will not be adding floor area, and instead has submitted~~
3 ~~a complete application for an accessory dwelling unit entirely within the existing space~~
4 ~~of a single family residence or accessory structure, then the director shall, without a~~
5 ~~hearing, ministerially approve a complete application for a building permit to create an~~
6 ~~accessory dwelling unit if all of the following apply:~~

7 ~~a. The unit is contained entirely within the existing space of a single family residence~~
8 ~~or accessory structure (without adding floor area to the existing residence or~~
9 ~~accessory structure).~~

10 ~~b. The unit is on a lot zoned R-M (Medium Density Residential), R-H1 or RH2 (High-~~
11 ~~Density Residential).~~

12 ~~c. There will be only one accessory dwelling unit on the lot.~~

13 ~~d. The unit has independent exterior access from the existing residence.~~

14 ~~e. The side and rear setbacks are sufficient for fire safety as determined by the Fire~~
15 ~~Marshal.~~

16 ~~f. Fire sprinklers are provided to the same extent that they are required for the primary~~
17 ~~residence.~~

18 B.A. An accessory dwelling unit may be established on any residentially zoned parcels, in
19 any district where single-family or multi-family dwellings are a permitted use; and on
20 any lot with an existing or proposed single-family or multi-family dwelling, which
21 permits single family dwellings containing an existing single family dwelling.

22 C.B. Accessory dwelling units shall not exceed the allowable density for the lot upon which
23 the accessory dwelling unit is located.

24 C. Accessory dwelling units are a residential use that shall be consistent with the existing
25 general plan and zoning designation for the lot.

26 ~~3.~~ D. There will be only up to one accessory dwelling unit and one junior accessory dwelling
27 unit per lot.

28 ~~D.~~ D. ~~An applicant must be both an owner and the current resident of the property for which~~
~~an accessory dwelling unit is proposed.~~

E. The accessory dwelling unit can either be attached to and designed to be located within
the living area of the existing dwelling or detached from and no less than ~~ten~~ 5 feet from
the existing single family dwelling, ~~and such unit shall be architecturally integrated into~~
~~the existing building design.~~

F. The proposed increase in gross floor area of an attached or detached accessory dwelling
unit shall not exceed 50 percent of the existing living area up to a maximum of ~~twelve~~
~~hundred~~ 1000 square feet.

G. ~~A~~ A ~~Detached~~ accessory dwelling units shall be located no closer than ~~five~~ 4 feet from any
side or rear property lines, be on the rear 50% of the lot and must meet the requirements
of Section 18.31 Standards for Residential Districts, Table 18.31.01 Development
Standards in Residential Zones.

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H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks.

G.I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress.

H.J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.

K. The accessory dwelling unit shall be architecturally integrated into the existing building design.

L. Foundation. An accessory dwelling unit shall be constructed on a permanent foundation.

4.M. The accessory dwelling unit shall not be placed on top of any easements.

~~I. As part of any such building permit application, the applicant shall submit a copy of the deed to the property including a full and complete set of any conditions, covenants and restrictions.~~

J.N. Connection Fees. A local agency is prohibited from requiring a new or separate utility connection for an accessory dwelling unit if contained within the existing space of a single-family residence or accessory structure (in accordance with Government Code Section 65852.2(f)).

O. Parking

a. Maximum of one space per unit or one space per bedroom. Tandem parking on an existing driveway is allowed, which may be within setback areas.

b. No additional parking for accessory dwelling units can be required when:

a. An accessory dwelling unit is located:

- 1. Within one-half mile walking distance of public transit;
- 2. Within an architecturally and historically significant historic district;
- 3. Within an existing primary residence or an existing accessory structure;
- 4. Within an area where off-street parking is required, but no permit is offered to the occupant of the accessory dwelling unit;
- 5. Within one block of a car share vehicle.

c. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking stalls are not required for the demolished parking structure.

P. Rental

a. An accessory dwelling unit may be rented but shall not be sold or otherwise

1 conveyed separately from the primary dwelling.

2 b. The rented unit shall not be leased for any period less than 30 days.

3 Q. Recordation of Deed Restriction: An executed deed restriction, on a form provided by
4 the city, shall be submitted to the city prior to issuance of a building permit and shall be
5 recorded prior to final occupancy. The deed restriction shall stipulate all of the
6 following:

7 a. That the rented unit shall not be rented for any period less than 30 days at a time;
8 and

9 b. That the accessory dwelling shall not be sold separately from the primary
10 dwelling.

11 c. For junior accessory dwelling units, restrictions on size and attributes in
12 conformance with this section.

13 ~~Maximum of one space per unit or one space per bedroom. Tandem parking on~~
14 ~~an existing driveway is allowed, which may be within setback areas.~~

15 ~~No additional parking for accessory dwelling units can be required when:~~

16 ~~— An accessory dwelling unit is located:~~

17 ~~— Within one half mile of public transit;~~

18 ~~— Within an architecturally and historically significant historic~~
19 ~~district;~~

20 ~~— Within an existing primary residence or an existing accessory~~
21 ~~structure;~~

22 ~~— On street parking permits are required but not offered to the occupant~~
23 ~~of the accessory dwelling unit; or~~

24 ~~— There is a car share vehicle located within one block of the accessory~~
25 ~~dwelling unit.~~

26 **R. Ministerial consideration**

27 1. New Construction. If the Development Services Department receives an application to
28 construct an accessory dwelling unit (by either adding on to an existing structure, or
1 constructing a new detached structure), and the proposal meets all of the requirements
2 of the Municipal Code as determined by Section 18.30.170 Accessory Dwelling Units,
3 then within 60 days of receipt of a complete application for the accessory dwelling unit,
4 the Development Services Department staff shall ministerially approve the application
5 without a hearing.

6 2. No Expansion. If the applicant will not be adding floor area, and instead has submitted
7 a complete application for an accessory dwelling unit entirely within the existing space
8 of a single-family residence or accessory structure, then the director shall, without a
9 hearing, ministerially approve a complete application for a building permit to create an
10 accessory dwelling unit if all of the following apply:

11 a. The unit is contained entirely within the existing space of a single-family residence

or accessory structure (without adding floor area to the existing residence or accessory structure) and doesn't exceed 50 percent of the existing primary dwelling.

b. The unit is in any district where single-family or multi-family dwellings are a permitted use.

c. On any lot with an existing or proposed single-family or multi-family dwelling.

d. The unit has independent exterior access from the existing residence.

~~5~~.e. Fire sprinklers are provided to the same extent that they are required for the primary residence.

18.31 Standards for Residential Districts

Amend Section 18.31 Standards for Residential Districts

Table 18.31.01 Development Standards in Residential Zones					
Development Standards	RL	RM	RH1	RH2	RMU
Lot Size					
Setback					
Accessory Dwelling Unit 7.					
New Construction, Conversion and Replacing 8. 10.					
Minimum Side Setback, interior	4	4	4	4	4
Minimum Side Setback, street	4	4	4	4	4
Minimum Rear Setback	4	4	4	4	4
Maximum Height of stand-alone unit	16	16	16	16	16

1	Maximum	Attached	1000 sq. ft.
2	Floor Area 9.	Detached	1000 sq. ft.
3		Internal	50 percent of the existing primary dwelling.
4		Junior	500 sq. ft.
5	Front	Must be in the rear 50% of the lot	
6	Building	A minimum 5-foot [JMM1][JMM2] distance shall be maintained between a	
7	Separation	detached accessory dwelling unit the primary building on the site. A	
8		detached accessory structure shall be set back from other structures on the	
9		site as required by the building code.	

Notes:

7. For Junior Accessory Dwelling Units and Internal ADUs, no setbacks and height required, other than that of the primary dwelling.

8. Conversion and replacing applies only to existing, permitted accessory dwelling units.

9. The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area.

10. Please refer to section 18.30.170 - H., I., J.”

- **H.** An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks;
- **I.** If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall ministerially permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress;
- **J.** If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.

~~a. Maximum of one space per unit or one space per bedroom. Tandem parking on an existing driveway is allowed, which may be within setback areas.~~

~~b.a. No additional parking for accessory dwelling units can be required when:~~

~~a. An accessory dwelling unit is located:~~

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- ~~1. Within one half mile of public transit;~~
- ~~2.1. Within an architecturally and historically significant historic district;~~
- ~~3.1. Within an existing primary residence or an existing accessory structure;~~
- ~~b.a. On street parking permits are required but not offered to the occupant of the accessory dwelling unit; or~~
- ~~c.a. There is a car share vehicle located within one block of the accessory dwelling unit.~~

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TABLE 3.5: MAIN STREET MIXED USE ZONE ALLOWED USES

Permitted Uses ¹	Administrative Review and Conditionally Permitted Uses
<ul style="list-style-type: none"> ▪ Art, modeling, music, and/or dance studio (U) ▪ Artist studios; art supply stores ▪ Bed and breakfast inn ▪ Business services (U) ▪ Commercial services ▪ Communication services ▪ Community social services ▪ Eating and drinking places ▪ Educational services ▪ Finance, insurance, and real estate offices ▪ General merchandise and hardware store ▪ Movie theater ▪ Optical shop or optometrist ▪ Personal services ▪ Professional or medical offices (U) ▪ Specialty retail shops³ • Secondary Dwellings 	<p>Administrative Review:</p> <ul style="list-style-type: none"> ▪ Food and grocery stores ▪ Medical health care facility ▪ Public/quasi-public use (e.g., community center, school, fire station, library, church) <p>Conditionally Permitted:</p> <ul style="list-style-type: none"> ▪ Commercial amusement or entertainment ▪ Drive-through facilities (only north of Driftwood Drive) ▪ Entertainment (i.e., nightclub and bar/lounge) ▪ Furniture stores ▪ Reupholstery and furniture repair; antique refinishing ▪ Residential dwellings² ▪ Convenience market ▪ Shops selling age-restricted goods or providing age-restricted services
<p>▪ Any other retail, service, or public/quasi-public uses that are similar in nature, function, and operations to the permitted, administrative review clearance, and conditionally permitted uses listed above.</p>	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Where a “U” is denoted next to a particular use, that use is permitted on the upper floor(s) of a building. 2. Permits the same type of residential dwellings as the RHD zone. 3. Specialty retail shops are defined as small retail stores with distinctive, one-of-a-kind merchandise, often supplied locally, not including sale of age-restricted goods or providing age-restricted services. 	

B. Commercial/Office/Residential (C/O/R) Zone

The C/O/R zone is envisioned to be developed with a mix of uses, including business/professional offices, retail commercial, dining, and entertainment uses. Offices and a hotel have already been established in this zone. Residential uses are also permitted to be developed as a “stand alone” development or as an integrated part of a commercial/office development (e.g., on upper floors over ground floor commercial uses). Because of the unique character of the site and its strategic location, any proposed uses and development for all or any portion of the site must be approved through the Planned Unit Development process, as described in Chapter 7 of this Specific Plan.

Generally, permitted and conditional uses allowed in this zone are the same as those specified in the MSMU zone, described above, and in

D. Downtown Mixed Use (DMU) Zone

This DMU zone is proposed as a new commercial mixed-use zone, intended to replace the General Commercial and Commercial Service zone designations that are proposed to be phased out in both the General Plan Update, adopted in 2015 and the Zoning Code Update, planned for adoption in 2016. This zone allows a mix of retail, commercial service, civic, office, and other complementary non-residential uses, as well as higher-density residential development. Allowed uses permitted within the DMU zone are indicated in Table 3.7.

TABLE 3.7: DOWNTOWN MIXED USE ZONE ALLOWED USES

Permitted Uses	Administrative Review and Conditionally Permitted Uses
<ul style="list-style-type: none"> ▪ Antique shop ▪ Art, modeling, music, and/or dance studio ▪ Artist studios; art supply stores ▪ Bed and breakfast inn ▪ Business services ▪ Clothing and costume stores ▪ Commercial services ▪ Communication services ▪ Community social services ▪ Eating and drinking places ▪ Educational services ▪ Finance, insurance, and real estate offices ▪ Food and grocery stores ▪ General merchandise and hardware store ▪ Medical health care facility ▪ Theater (i.e., motion picture or live) ▪ Optical shop or optometrist ▪ Personal services ▪ Professional or medical offices ▪ Specialty retail shops¹ ▪ Residential dwellings² • Secondary Dwellings 	<p>Administrative Review:</p> <ul style="list-style-type: none"> ▪ Public/quasi-public use (e.g., community center, school, fire station, library, church) <p>Conditionally Permitted:</p> <ul style="list-style-type: none"> ▪ Commercial amusement or entertainment ▪ Commercial retail or services greater than 40,000 square feet ▪ Drive-through facilities (only north of Driftwood Drive) ▪ Entertainment (i.e., nightclub and bar/lounge) ▪ Furniture stores ▪ Hospital ▪ Reupholstery and furniture repair; antique refinishing ▪ Convenience market ▪ Shops selling age-restricted goods or providing age-restricted services
<p>Any other retail, service, public/quasi-public, or residential uses that are similar in nature, function, and operations to the permitted, administrative review clearance, and conditionally permitted uses listed above.</p>	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Specialty retail shops are defined as small retail stores with distinctive merchandise, often supplied locally or with a local theme, not including sale of age-restricted goods or providing age-restricted services. 2. Permits the same type of residential dwellings permitted in the RHD zone. 	

6.2 Residential Development Standards + Design Guidelines

6.2.1 Intent



Old Town Suisun City has a traditional Downtown character, with small blocks and lots and a gridded street pattern.

Residential development standards and design guidelines focus on developing a traditional downtown setting that fosters community activities, social interaction, and a strong cohesive image for the Downtown Waterfront District. Design guidelines are intended to support a pedestrian-oriented design environment, where the fundamental intent is to reduce the impact of the automobile by encouraging narrower streets, smaller lots accessed by alleys and with opportunities for on-street parking and less off-street parking than allowed under conventional zoning standards. Old Town Suisun City is an inspiration for new residential development in the WDSP, with its smaller blocks and lots, grid pattern of streets, diverse architectural styles, and variety of housing types and sizes.

6.2.2 Residential Development Standards



Building heights above the first two stories are encouraged to be stepped back to respect the heights of existing adjacent development.

Development standards for residential uses within the Planning Area are summarized in Table 6.1. Existing uses and structures in established residential neighborhoods that are not in compliance with some of the development standards and design guidelines in this chapter shall be allowed to continue, but subject to the standards for nonconforming uses and structures described in Chapter 7.5.

- New residential lots shall be the minimum lot sizes and setbacks indicated in Table 6.1, except porches, stoops, bay windows, balconies, and eaves and overhangs may encroach into setback areas, as indicated in the table below.

ENCROACHMENTS INTO SETBACKS

(i.e., porches, stoops, bay windows, balconies, and overhangs)

1. Front Setback	6' max, where applicable
2. Side Setback	3' max
3. Rear Setback	3' max, where applicable



Secondary dwelling unit attached to the garage of a single-family home.

- Building heights above the first two stories are encouraged to step back to respect the heights of existing adjacent development, particularly along Lotz Way.
- The height of a new development shall be limited to building heights, as measured from grade to the peak of the roof.
- Guesthouses and secondary dwelling units shall be subject to the land use and development standards in Table 6-1 and regulations in Chapter ~~18.44.150~~ of the City's Zoning Code.

Chapter 18.31.01

**Table 6.1: Residential Development Standards**

Land Use District	Residential Low Density (RLD)	Residential Medium Density (RMD)	Residential High Density (RHD)	Historic Residential (HR)
A. LOT / SITE DESIGN				
1. Lot Coverage ¹	70% max	80% max	80% max	70% max
2. Density ²	4-10 du/gross ac (5-12 du/net ac)	10.1-20 du/gross ac (12.1-24 du/net ac)	20.1-45 du/gross ac (24.1-54 du/net ac)	5-15 du/gross ac (6-18 du/net ac)
3. Floor Area Ratio	N/A	N/A	N/A	N/A
4. Lot Area	3,000 sf min	1,500 sf min	N/A	2,500 sf min
5. Lot Width	40' min	25' min	none	40' min
6. Lot Depth	65' min	55' min	none	60' min
B. BUILDING PLACEMENT AND HEIGHT				
Primary Building Setback³				
1. Front Setback	7.5' min-20' max ⁴	5' min-15' max ⁴	0' min-15' max ⁴	10' min-15' max ⁴
2. Side Setback (street)	7.5' min-20' max	5' min-15' max	70% min ⁵	5' min-15' max
3. Side Setback (interior)	5' min (1-2 stories) 15' min (3 stories)	5' min (1-2 stories) for 1 side, 3.5' min for other side in addition to any encroachment; 15' min (3 stories)	0' min-15' max	5' min (1-2 stories) 15' min (3 stories)
4. Rear Setback ⁵	5' min	5' min	5' min (1-2 stories) 15' min (3+ stories)	5' min
5. Height Limit	35' max	35' max	55' max	35' max
Secondary Dwelling Setback				
1. Front Setback	15' min or equal to primary building setback			
2. Side Setback (street)	10' min	10' min	10' min	10' min
3. Side Setback (interior)	0' min 4' min	0' min 4' min	0' min 4' min	0' min 4' min
4. Rear Setback	5' min	5' min	5' min	5' min
5. Height Limit ⁶	20' max	20' max	20' max	20' max

Notes:

du/ac = dwelling units per gross acre; min = minimum; max = maximum; sf = gross square feet

¹ Lot coverage includes primary buildings, accessory buildings, covered parking, and covered patios.

² Density bonuses or increases may be allowed for the provision of affordable housing and project amenities, such as day care facilities and additional open space, as addressed in the Suisun City Zoning Code, Chapter 18.47 for residential density bonuses.

³ Yards and setback areas shall be landscaped in accordance with water-efficient landscaping standards, addressed in Title 20 of the Suisun City Zoning Code and in the State Model Water Efficient Landscape Ordinance (MWELO), as applicable.

⁴ Front setbacks shall be consistent with the setbacks of adjacent buildings on the street. Garage shall be no closer than 18 feet from the back of the sidewalk.

⁵ Rear garage setback shall be a minimum of 3 feet from the rear property line.

⁶ A secondary dwelling shall not exceed ~~20 feet in height~~, except when attached to the primary unit, the maximum height shall be that established for the primary dwelling.

16 feet in height



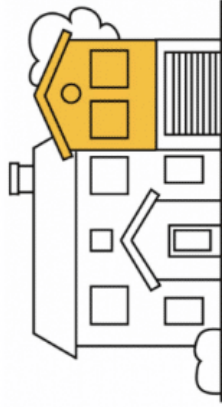
Accessory Dwelling Units

March 10, 2020



Definitions

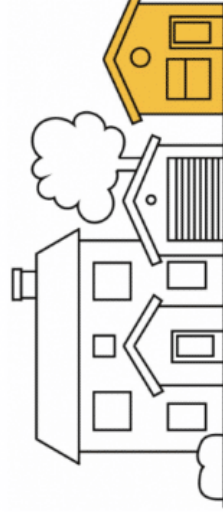
Accessory Dwelling Units (ADUs) have been known by many names: granny flats, in-law units, backyard cottages, secondary units and more. No matter what you call them, ADUs are an innovative, affordable, effective option for adding in needed housing in California.



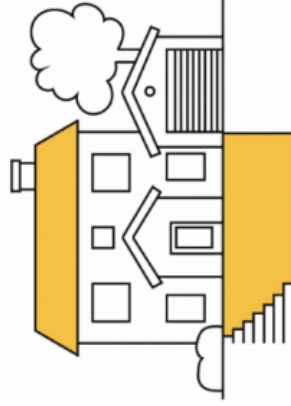
Over the Garage



Garage Conversion



Stand-Alone Unit



Basement or Attic Conversion



New laws effective January 1, 2020

- Our code is currently out of compliance with State Law.
- The Legislature further updated ADU and JADU law effective January 1, 2020 to clarify and improve various provisions in order to promote the development of ADUs and junior accessory dwelling units (JADUs). These include allowing ADUs and JADUs to be built concurrently with a single-family dwelling, opening areas where ADUs can be created to include all zoning districts that allow single-family and multifamily uses, modifying fees from utilities such as special districts and water corporations, limited exemptions or reductions in impact fees, and reduced parking requirements.



Sections to be Amended

- 18.04 Definitions
- 18.30.170 Accessory Dwelling Units
- 18.31 Standards for Residential Districts - Table 18.31.01 Development Standards in Residential Zones
- Waterfront District Specific Plan
 - Table 3.5 Main Street Mixed Use Zone Allowed Uses
 - Table 3.7 Downtown Mixed Use Zone Allowed Uses
 - Section 6.2.2
 - Table 6.1 Residential Development Standards



Definitions

Amending Section 18.04

There currently doesn't exist a definition for Accessory Dwelling Units



Accessory Dwelling Unit:

An attached or a detached residential dwelling unit that provides complete, independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions in accordance to California state building code for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit and a manufactured home, but does not include trailers.



Definitions

Amending Section 18.04

Continued...



Accessory Dwelling Unit:

- a. Attached Accessory Dwelling Unit. An accessory dwelling unit that shares at least one common wall with the primary dwelling and is not fully contained within the existing space of the primary dwelling or an accessory structure.
- b. Detached Accessory Dwelling Unit. An accessory dwelling unit that does not share a common wall with the primary dwelling and is not fully contained within the existing space of an accessory structure.
- c. Internal Accessory Dwelling Unit. An accessory dwelling unit that is fully contained within the existing space of the primary dwelling or an accessory structure.
- d. Junior Accessory Dwelling Unit. A unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.



18.30.170

Accessory Dwelling Units



Added a purpose to the Accessory Dwelling Unit section.

ADUs are created through the conversion of a garage, carport or covered parking structure, replacement off-street parking spaces cannot be required.

Reduces the maximum ADU and JADU application review time from 120 days to 60 days.

Reduces the maximum size of ADU's to 1000 square feet from 1200 square feet.

Section 18.31 Standards for Residential Districts, Table 18.31.01 Development Standards in Residential Zones, changed to meet minimum standards for rear and side setbacks to 4 feet.

Requires accessory dwelling unit to be constructed on a permanent foundation.

Added a rental section, stating that the rented unit shall not be leased for any period less than 30 days.

Updated the Recordation of Deed restriction section legalizing the rental section.



Section 18.31 Table 18.31.01



Table 18.31.01 Development Standards in Residential Zones					
Development Standards	RL	RM	RH1	RH2	RMU
Lot Size					
Setback					
Accessory Dwelling Unit 7.					
New Construction, Conversion and Replacing 8. 10.					
Minimum Side Setback, interior	4	4	4	4	4
Minimum Side Setback, street	4	4	4	4	4
Minimum Rear Setback	4	4	4	4	4
Maximum Height of stand-alone unit	16	16	16	16	16
Maximum Floor Area 9.	Attached	1000 sq. ft.			
	Detached	1000 sq. ft.			
	Internal Junior	50 percent of the existing primary dwelling. 500 sq. ft.			
Front Building Separation	Must be in the rear 50% of the lot				
	A minimum 5-foot distance shall be maintained between a detached accessory dwelling unit the primary building on the site. A detached accessory structure shall be set back from other structures on the site as required by the building code.				
Notes:					
7. For Junior Accessory Dwelling Units and Internal ADUs, no setbacks and height required, other than that of the primary dwelling.					
8. Conversion and replacing applies only to existing, permitted accessory dwelling units.					
9. The proposed increase in gross floor area of an attached or detached accessory dwelling unit shall not exceed 50 percent of the existing living area.					
10. Please refer to section 18.30.170 - H., I., J.”					
<ul style="list-style-type: none"> • H. An internal ADU may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks; • I. If an internal ADU is proposed to be constructed within an existing accessory structure, the city shall minimally permit an expansion of the existing accessory structure by up to 150 square feet for the purpose of accommodating ingress and egress; • J. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure. 					



Waterfront District Specific Plan

Table 3.5 Main Street Mixed Use Zone Allowed Uses

Table 3.7 Downtown Mixed Use Zone Allowed Uses

Section 6.2.2

Table 6.1 Residential Development Standards



3.1 Proposed Land Use Zones



TABLE 3.1: MAIN STREET MIXED USE ZONE ALLOWED USES

Permitted Uses 1	Administrative Review and Conditionally Permitted Uses
<ul style="list-style-type: none"> • Art, modeling, music, and/or dance studio (U) • Artist studios; art supply stores • Bed and breakfast inn • Business services (U) • Commercial services • Communication services • Community social services • Eating and drinking places • Educational services • Finance, insurance, and real estate offices • General merchandise and hardware store • Movie theater • Optical shop or optometrist • Personal services • Professional or medical offices (U) • Specialty retail shops? • Secondary Dwellings 	<ul style="list-style-type: none"> • Food and grocery stores • Medical health care facility • Public/quasi-public use (e.g., community center, school, fire station, library, church) <p>Conditionally Permitted:</p> <ul style="list-style-type: none"> • Commercial amusement or entertainment • Drive-through facilities (only north of Driftwood Drive) • Entertainment (i.e., nightclub and bar/lounge) • Furniture stores • Repair/alter and furniture repair; antique refinishing • Residential dwellings? • Convenience market • Shops selling age-restricted goods or providing age-restricted services
<p>Notes:</p> <ol style="list-style-type: none"> 1. Where a "U" is denoted next to a particular use, that use is permitted on the upper floor(s) of a building. 2. Permits the same type of residential dwellings as the RH-D zone. 3. Specialty retail shops are defined as small retail stores with distinctive, one-of-a-kind merchandise, often supplied locally, not including sale of age-restricted goods or providing age-restricted services. 	
<p>B. Commercial/Office/Residential (C/O/R) Zone</p> <p>The C/O/R zone is envisioned to be developed with a mix of uses, including business/professional offices, retail commercial, dining and entertainment uses. Offices and a hotel have already been established in this zone. Residential uses are also permitted to be developed as a "stand alone" development or as an integrated part of a commercial/office development (e.g., on upper floors over ground floor commercial uses). Because of the unique character of the site and its strategic location, any proposed uses and development for all or any portion of the site must be approved through the Planned Unit Development process, as described in Chapter 7 of this Specific Plan.</p> <p>Generally, permitted and conditional uses allowed in this zone are the same as those specified in the MSMU zone, described above, and in</p>	



D. Downtown Mixed Use (DMU) Zone

This DMU zone is proposed as a new commercial mixed-use zone, intended to replace the General Commercial and Commercial Service zone designations that are proposed to be phased out in both the General Plan Update, adopted in 2015 and the Zoning Code Update, planned for adoption in 2016. This zone allows a mix of retail, commercial service, civic, office, and other complementary non-residential uses, as well as higher-density residential development. Allowed uses permitted within the DMU zone are indicated in Table 3.7.

TABLE 3.7: DOWNTOWN MIXED USE ZONE ALLOWED USES	
Permitted Uses	Administrative Review and Conditionally Permitted Uses
<ul style="list-style-type: none"> • Antique shop • Art, modeling, music, and/or dance studio • Artist studios; art supply stores • Bed and breakfast inn • Business services • Clothing and costume stores • Commercial services • Communication services • Community social services • Eating and drinking places • Educational services • Finance, insurance, and real estate offices • Food and grocery stores • General merchandise and hardware store • Medical health care facility • Theater (i.e., motion picture or live) • Optical shop or optometrist • Personal services • Professional or medical offices • Specialty retail shops¹ • Residential dwellings² • Secondary Dwellings 	<ul style="list-style-type: none"> • Public/quasi-public use (e.g., community center, school, fire station, library, church) • Conditionally Permitted: <ul style="list-style-type: none"> • Commercial amusement or entertainment • Commercial retail or services greater than 40,000 square feet • Drive-through facilities (only north of Driftwood Drive) • Entertainment (i.e., nightclub and bar/lounge) • Furniture stores • Hospital • Reupholstery and furniture repair; antique refinishing • Convenience market • Shops selling age-restricted goods or providing age-restricted services
<p>No test</p> <ol style="list-style-type: none"> 1. Specialty retail shops are defined as small retail stores with distinctive merchandise, often supplied locally or with a local theme, not including sale of age-restricted goods or providing age-restricted services. 2. Permits the same type of residential dwellings permitted in the RHD zone. 	<ul style="list-style-type: none"> • Any other retail, service, public/quasi-public, or residential uses that are similar in nature, function, and operations to the permitted, administrative review clearance, and conditionally permitted uses listed above.



6.2 Residential Development Standards + Design Guidelines

6.2.1 Intent

Residential development standards and design guidelines focus on developing a traditional downtown setting that fosters community activities, social interaction, and a strong cohesive image for the Downtown Waterfront District. Design guidelines are intended to support a pedestrian-oriented design environment, where the fundamental intent is to reduce the impact of the automobile by encouraging narrower streets, smaller lots accessed by alleys and with opportunities for on-street parking and less off-street parking than allowed under conventional zoning standards. Old Town Suisun City is an inspiration for new residential development in the WDSP, with its smaller blocks and low, grid pattern of streets, diverse architectural styles, and variety of housing types and sizes.



Old Town Suisun City has a traditional Downtown character, with small blocks and lots and a gridded street pattern.

6.2.2 Residential Development Standards

Development standards for residential uses within the Planning Area are summarized in Table 6.1. Existing uses and structures in established residential neighborhoods that are not in compliance with some of the development standards and design guidelines in this chapter shall be allowed to continue, but subject to the standards for nonconforming uses and structures described in Chapter 7.5.

- New residential lots shall be the minimum lot sizes and setbacks indicated in Table 6.1, except porches, stoops, bay windows, balconies, and eaves and overhangs may encroach into setback areas, as indicated in the table below.

ENCROACHMENTS INTO SETBACKS

(I.e., porches, stoops, bay windows, balconies, and overhangs)

1. Front Setback	6' max, where applicable
2. Side Setback	3' max
3. Rear Setback	3' max, where applicable

- Building heights above the first two stories are encouraged to step back to respect the heights of existing adjacent development, particularly along Lozz Way.
- The height of a new development shall be limited to building heights, as measured from grade to the peak of the roof.
- Guesthouses and secondary dwelling units shall be subject to the land use and development standards in Table 6-1 and regulations in ~~Chapter 18.44-150~~ of the City's Zoning Code.



Building heights above the first two stories are encouraged to be stepped back to respect the heights of existing adjacent development.



Secondary dwelling unit attached to the garage of a single-family home.

Chapter 18.31.01



Table 6.1: Residential Development Standards

Land Use District	Residential Low Density (RLD)	Residential Medium Density (RMD)	Residential High Density (RHD)	Historic Residential (HR)
A. LOT / SITE DESIGN				
1. Lot Coverage ¹	70% max	80% max	80% max	70% max
2. Density ¹	4-10 du/gross ac (5-12 du/net ac)	10-20 du/gross ac (12-1-24 du/net ac)	20-45 du/gross ac (24-1-54 du/net ac)	5-15 du/gross ac (6-18 du/net ac)
3. Floor Area Ratio	N/A	N/A	N/A	N/A
4. Lot Area	3,000 sf min	1,500 sf min	N/A	2,500 sf min
5. Lot Width	40' min	25' min	none	40' min
6. Lot Depth	65' min	55' min	none	60' min
B. BUILDING PLACEMENT AND HEIGHT				
Primary Building Setback¹				
1. Front Setback	7.5' min-20' max ⁴	5' min-15' max ⁴	0' min-15' max ⁴	10' min-15' max ⁴
2. Side Setback (street)	7.5' min-20' max	5' min-15' max	70% min ⁵	5' min-15' max
3. Side Setback (interior)	5' min (1-2 stories) 15' min (3 stories)	5' min (1-2 stories) for 1 side, 3.5' min for other side in addition to any encroachment; 15' min (3 stories)	0' min-15' max	5' min (1-2 stories) 15' min (3 stories)
4. Rear Setback ²	5' min	5' min	5' min (1-2 stories) 15' min (3+ stories)	5' min
5. Height Limit	35' max	35' max	55' max	35' max
Secondary Dwelling Setback				
1. Front Setback	15' min or equal to primary building setback			
2. Side Setback (street)	10' min	10' min	10' min	10' min
3. Side Setback (interior)	6' min-4' min	6' min-4' min	6' min-4' min	6' min-4' min
4. Rear Setback	5' min	5' min	5' min	5' min
5. Height Limit ⁴	20' max	20' max	20' max	20' max

Notes:

- ¹ du/ac = dwelling units per gross acre; min = minimum; max = maximum; sf = gross square feet
- ² Lot coverage includes primary buildings, accessory buildings, covered parking, and covered patios.
- ³ Density bonuses or increases may be allowed for the provision of affordable housing and project amenities such as day care facilities and additional open space, as addressed in the Suisun City Zoning Code, Chapter 18.47 for residential density bonuses.
- ⁴ Yards and setbacks shall be landscaped in accordance with water-efficient landscaping standards addressed in Title 20 of the Suisun City Zoning Code and in the State Model Water Efficient Landscape Ordinance (MWELO), as applicable.
- ⁵ Front setbacks shall be consistent with the setbacks of adjacent buildings on the street. Garages shall be no closer than 18 feet from the back of the sidewalk.
- ⁶ Rear garage setback shall be a minimum of 3 feet from the rear property line.
- ⁷ A secondary dwelling shall not exceed ~~20 feet in height~~, except when attached to the primary unit, the maximum height shall be that established for the primary dwelling.

16 feet in height

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DATE: 3/10/2020	Files:
TO: PLANNING COMMISSION	
FROM: John Kearns, Senior Planner (707.421.7337, jkearns@suisun.com)	

RE: Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Adopting Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

SUMMARY

Staff brought forward a discussion and direction item at the February 25, 2020 meeting regarding proposed window replacements and the proper procedure in processing such requests. Staff took that direction and, in coordination with a brochure document prepared by staff almost 20 years ago, is bringing forward proposed design guidelines for the Commission to consider.

Recommendation: Adopt Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Adopting Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

Proposed Motion: I move that the Planning Commission adopt Resolution No. PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Adopting Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

BACKGROUND/DISCUSSION

At the last meeting, the Commission held a discussion and direction item regarding window replacements in the Specific Plan area. The Commission took staff’s presentation and public comment before ultimately asking staff to come back at the next meeting with a resolution to adopt. The Commission also asked staff to post information on www.suisun.com which staff did on February 28.

Sometime in the early 2000’s staff held a discussion and prepared a brochure regarding window replacements in the Specific Plan area. After reviewing the documentation, including meeting minutes from the dates this issue was discussed, it is unclear what action the Commission took

some many years ago. However, staff was able to locate the draft brochure (**Exhibit A of Attachment 1**) and prepared only minor changes to it to reflect the proper name of the Specific Plan and the name of the department (Community Development to Development Services).

ANALYSIS

In reviewing the brochure previously prepared, there is a lot of information and guidance for staff. The brochure uses visuals, as well as text, to explain the parameters of replacing windows. The guidance takes much of the subjectivity out of the review process. As usual, staff can always refer an item to the Commission if the request is unique or the guidelines do not provide sufficient assistance for staff. The Commission is asked to review the draft guidelines and adopt the guidelines either as they are or with appropriate changes. Once the guidelines are adopted, staff can begin implementing them in the review of such projects.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION

Internal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns
- Assistant Planner Joann Martinez

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Resolution PC20 - ___; A Resolution of the Planning Commission of the City of Suisun City Adopting Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.
Exhibit A: Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.
2. February 25, 2020 Planning Commission Staff Report.
3. PowerPoint Presentation.

RESOLUTION NO. PC20-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
ADOPTING DESIGN GUIDELINES FOR WINDOW REPLACEMENT ON
COMMERCIAL AND RESIDENTIAL BUILDINGS IN THE WATERFRONT
DISTRICT SPECIFIC PLAN AREA.**

WHEREAS, the Planning Commission at their regular meeting of March 10, 2020, did review the guidelines for the replacement of windows on commercial and residential buildings in the Waterfront District Specific Plan; and

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

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

WHEREAS, this project is categorically exempt under section 15305 of the California Environmental Quality Act (CEQA), as a minor alteration in land use limitations; and

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

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area, subject to the following Findings and all other Suisun City Codes and Ordinances:

FINDINGS:

1. That the proposed window replacement guidelines, when subject to the conditions will not conflict with the Goals, Objectives and Policies of the Waterfront District Specific Plan.
2. That the proposed guidelines 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.
3. That the proposed guidelines have been considered by the Planning Commission as required by Suisun Zoning Ordinance and the Waterfront District Specific Plan.

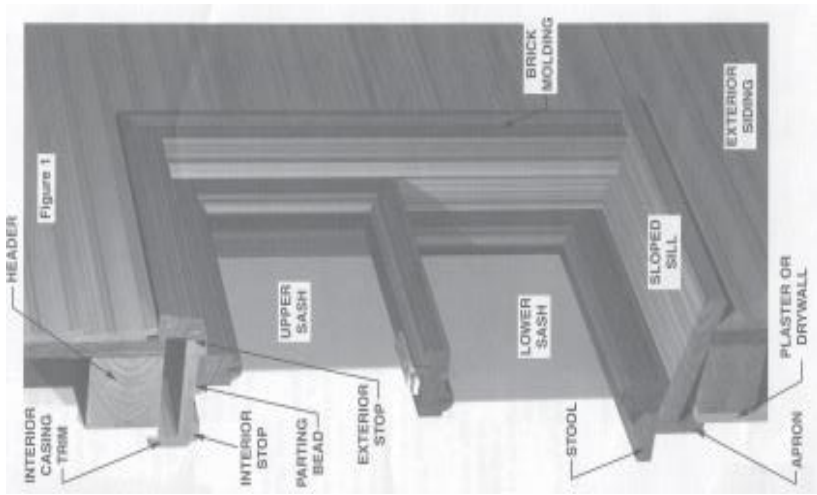
The forgoing motion was made by Commissioner _____ and seconded by Commissioner _____ and carried by the following vote:

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

WITNESS my hand and the seal of said City this 10th day of March 2020.

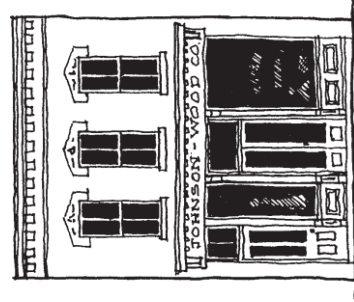
Joann Martinez
Commission Secretary

Examples of acceptable window replacements



CITY OF SUISUN CITY

DESIGN GUIDELINES
for window replacement
on commercial and residential buildings
in the Waterfront District Specific Plan
area



*Windows should be vertical
and upper floor windows
should have special treat-
ment at the head*

Development Services Department
701 Civic Center Blvd.
Suisun City, CA 94585
(707) 421-7335

Buildings located in the Historic Downtown and Historic Residential areas of Old Town Suisun are rich with history. The preservation of these structures is important to the City as a whole, as well as the property owners. Special care must be taken to preserve these historic homes and commercial buildings so that future generations can maintain a link to the historic past of Suisun City. It is hoped that those who own these historic buildings take pride in their ownership of this legacy, and are understanding of the special requirements that apply to their properties.

According to the Waterfront District Specific Plan, Planning Commission approval (Site Plan/Architectural Review Application) is required for any construction, improvements or alterations in the Historic Residential Zone, Historic Limited Commercial Zone, and the other Commercial Districts in the Downtown area.

If an alteration or improvement to a window in any of these districts is performed in accordance with the following guidelines, an “over the counter” review and possible approval from the Community Development Department may be issued in lieu of a Site Plan/Architectural Review Permit, as a part of the building permit issuance.

For any window replacement or repair, if the original wood window frame is in good condition, it should be saved. A wood replacement sash that matches the original window configuration should be used. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.

A wood sash replacement kit for windows (where the original frame is in good condition) is one of the most cost effective methods of window repair and is widely available. Ask the Community Development Department for more information.

Guidelines for New and Replacement Windows:

Commercial Buildings (new):

- Windows should be organized in multiple bays
- Directional expression of windows should be vertical, though several vertical elements may be combined to form horizontal openings.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**
- Vinyl, clad, or composite windows are permitted, but only the high quality type that appear to be constructed from wood.
- False muntins or sash bars that are inserted between the panes of glass are not permitted, only external sash bars that separate panes are acceptable.
- Inoperable windows are discouraged.

Commercial Buildings (old):

- Windows should be replaced with wood framed window reproduced exactly as the original.
- If the original window frame is in good condition it should be saved. A wood replacement sash that matches the original window configuration would be required. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**

- If a window is replaced with a vinyl frame, it must be a high quality vinyl frame that matches the original frame and sash in all dimensions and has the appearance of a wood frame.
- The dimensions of the original window size cannot be drastically changed.
- The size of an original window’s glass panes cannot be changed, and original sash bars must be replaced in the same configuration.
- Inoperable windows are discouraged.

Residential Buildings:

- Windows should be replaced with wood framed windows reproduced exactly as the original.
- If the original window frame is in good condition it should be saved. A wood replacement sash that matches the original window configuration would be required. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**
- If a window is replaced with a vinyl frame, it must be a high quality vinyl frame that matches the original frame and sash in all dimensions and has the appearance of a wood frame.
- The dimensions of the original window size cannot be drastically changed.
- The size of an original window’s glass panes cannot be changed, and original sash bars must be replaced in the same configuration.
- Inoperable windows are discouraged.



DATE: 2/25/2020	Files:
TO: PLANNING COMMISSION	
FROM: John Kearns, Senior Planner (707.421.7337, jkearns@suisun.com)	
RE: Discussion and Direction on Exterior Improvements in the Historic Residential District of the Waterfront District Specific Plan.	

SUMMARY

Staff has recently received an inquiry to replace redwood encased windows with a vinyl product. The code is not entirely clear how this situation should be resolved, so staff is requesting the Planning Commission provide direction regarding how to permit/approve these types of requests. Staff has provided reference to two sections of the Waterfront District Specific Plan for guidance determining how to process such requests.

Recommendation: Provide staff direction on how to permit/approve exterior improvements in the Historic Residential (HR) District of the Waterfront District Specific Plan.

Proposed Motion: I move that the Planning Commission direct staff to _____ regarding exterior improvements in the Historic Residential (HR) District of the Waterfront District Specific Plan.

BACKGROUND/DISCUSSION

The Waterfront District (formerly Downtown Waterfront) Specific Plan Specific Plan (“Plan”) was first created to implement the 1979 General Plan. For the past 40 years it has provided guidance on use classification, design guidelines, and the growth of the area. One of the most significant items the Plan addresses is the treatment of the Old Town residential area. The treatment of this area is contained in Appendix A of the Plan (contained as **Attachment 1**). Appendix A Section A.3 “Criteria” is broken into four subsections: (1) For Demolitions and Removals; (2) For New Improvements; (3) For Alterations, Additions, or Enlargements of Existing Structures; and (4) Maintenance of Structures and Premises.

ANALYSIS

In reviewing the existing code section relative to improvements in the HR District, referred to under the Background/Discussion section of this report, the use of “like materials” is used often. Per the Plan, **“Like Materials shall mean same or similar quality materials to those being replaced. Any deviation from the original shall be reviewed by and may be referred to the**

Planning Commission.” Below are the standards/principles found in Appendix A Section A.3.3 that the Development Services staff or Planning Commission are to consider when reviewing a permit. Staff has bolded and underlined the points that appear to be most relevant to the discussion.

- Every reasonable effort shall be made to provide a compatible use for property that requires minimal alteration of the building structure or site and its environment or use a property for its originally intended purpose.
- **The distinguishing original qualities or character of a building, structure, or site and its environmental shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided.**
- **All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historic basis and/or seek to create an earlier or later appearance shall be discouraged.**
- Changes that may have taken place over the course of time, are evidence of the history and development of a building, structure, or site and its environment. If the Development Services Department staff or Planning Commission finds that these changes have acquired significance in their own right, this significance shall be recognized and respected.
- **Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.** Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site, shall be treated with sensitivity.
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage older building materials shall not be undertaken, without prior approval of the Development Services Department.
- Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction project.

The subject request that has led staff to request direction from the Planning Commission this evening is the replacement of redwood encased windows to a vinyl product in the HR District. Accompanying the homeowners request, the homeowners have provided five points that they believe support the use of the vinyl windows (and have attached a letter included as **Attachment 4)**:

1. **Energy efficiency.** New vinyl windows will improve energy efficiency.
2. **Cost.** In considering vinyl windows, the cost of the windows themselves is approximately half the price.
3. **Historic Appeal.** Custom vinyl windows will not change the outer appearance of the windows except from a thin strip of exposed vinyl.
4. **Other historic homes.** Several homes in the Old Town area have installed vinyl windows. Staff conducted a survey of the homes in the district and found approximately fifty percent were using vinyl.

5. **Carbon footprint.** The use of vinyl windows will allow the homeowner to reduce their carbon footprint.

For additional reference, staff has provided Section 7.4 “Conflict and Interpretation” (**Attachment 2**) of the Waterfront District Specific Plan. This section provides the process of interpreting code sections that are unclear or vague.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION

Internal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns
- Assistant Planner Joann Martinez

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Appendix A of Waterfront District Specific Plan.
2. Section 7.4 “Conflict and Interpretation” of the Waterfront District Specific Plan.
3. PowerPoint Presentation.
4. Letter dated February 20, 2020 from Aleta and David George

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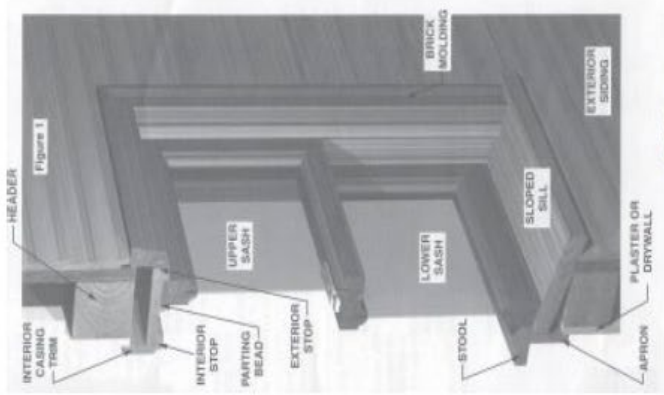
Planning Commission Direction on Exterior Improvements in the WDSP Area

Planning Commission

March 10, 2020

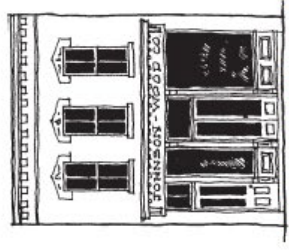


Examples of acceptable window replacements



CITY OF SUISUN CITY

DESIGN GUIDELINES
for window replacement
on commercial and residential buildings
in the Waterfront District Specific Plan
area



*Windows should be vertical
and upper floor windows
should have special treat-
ment at the head*

Development Services Department
701 Civic Center Blvd.
Suisun City, CA 94585
(707) 421-7335



Buildings located in the Historic Downtown and Historic Residential areas of Old Town Suisun are rich with history. The preservation of these structures is important to the City as a whole, as well as the property owners. Special care must be taken to preserve these historic homes and commercial buildings so that future generations can maintain a link to the historic past of Suisun City. It is hoped that those who own these historic buildings take pride in their ownership of this legacy, and are understanding of the special requirements that apply to their properties.

According to the Waterfront District Specific Plan, Planning Commission approval (Site Plan/Architectural Review Application) is required for any construction, improvements or alterations in the Historic Residential Zone, Historic Limited Commercial Zone, and the other Commercial Districts in the Downtown area.

If an alteration or improvement to a window in any of these districts is performed in accordance with the following guidelines, an “over the counter” review and possible approval from the Community Development Department may be issued in lieu of a Site Plan/Architectural Review Permit, as a part of the building permit issuance.

For any window replacement or repair, if the original wood window frame is in good condition, it should be saved. A wood replacement sash that matches the original window configuration should be used. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.

A wood sash replacement kit for windows (where the original frame is in good condition) is one of the most cost effective methods of window repair and is widely available. Ask the Community Development Department for more information.

Guidelines for New and Replacement Windows:

Commercial Buildings (new):

- Windows should be organized in multiple bays
- Directional expression of windows should be vertical, though several vertical elements may be combined to form horizontal openings.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**
- Vinyl, clad, or composite windows are permitted, but only the high quality type that appear to be constructed from wood.
- False muntins or sash bars that are inserted between the panes of glass are not permitted, only external sash bars that separate panes are acceptable.
- Inoperable windows are discouraged.

Commercial Buildings (old):

- Windows should be replaced with wood framed window reproduced exactly as the original
- If the original window frame is in good condition it should be saved. A wood replacement sash that matches the original window configuration would be required. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**

- If a window is replaced with a vinyl frame, it must be a high quality vinyl frame that matches the original frame and sash in all dimensions and has the appearance of a wood frame.
- The dimensions of the original window size cannot be drastically changed.
- The size of an original window’s glass panes cannot be changed, and original sash bars must be replaced in the same configuration.
- Inoperable windows are discouraged.

Residential Buildings:

- Windows should be replaced with wood framed windows reproduced exactly as the original.
- If the original window frame is in good condition it should be saved. A wood replacement sash that matches the original window configuration would be required. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.
- **Inexpensive vinyl windows with plain flat moldings are not permitted.**
- If a window is replaced with a vinyl frame, it must be a high quality vinyl frame that matches the original frame and sash in all dimensions and has the appearance of a wood frame.
- The dimensions of the original window size cannot be drastically changed.
- The size of an original window’s glass panes cannot be changed, and original sash bars must be replaced in the same configuration.
- Inoperable windows are discouraged.



Planning Commission Direction on Exterior Improvements in the HR District

Planning Commission

February 25, 2020



Summary of Issue and Recommendation

- Staff has recently received an inquiry to replace redwood encased windows with a vinyl product.
- It is not entirely clear how this situation should be resolved, so staff is requesting the Planning Commission provide direction regarding how to permit/approve these types of requests.
- Two sections of the WDSP are provided in the staff report for reference.
- **Provide staff direction on how to permit/approve exterior improvements in the Historic Residential (HR) District of the Waterfront District Specific Plan.**



Background

- Appendix A “Architectural Review, Demolition + Review Procedures in the Historic Residential and Historic Limited Commercial Zones (Attachment 1).
- Section 7.4 “Conflicts and Interpretation” (Attachment 2).



Analysis

- “Like Materials” .
- Standards/Principles to consider when reviewing a permit.
- Recent request from homeowner.



Planning Commission Discussion and Questions?

