

**AGENDA**  
**REGULAR MEETING OF THE CITY OF SUISUN**  
**CITY PLANNING COMMISSION**  
**6:00 P.M., May 12, 2020**

---

COUNCIL CHAMBERS  
701 CIVIC CENTER BOULEVARD  
SUISUN CITY, CALIFORNIA 94585

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED  
TO ATTEND THE PLANNING COMMISSION MEETING VIA THE APPLICATION, ZOOM.  
ZOOM MEETING INFORMATION:*

*WEBSITE: <https://zoom.us/join>  
MEETING ID: 873 2841 4598  
CALL IN PHONE NUMBER: (707) 438-1720*

*TO VIEW THE MEETING ON THE SUISUN CITY WEBSITE, LIVESTREAM  
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE PLANNING COMMISSION MEETING  
BY EMAILING [JKEARNS@SUISUN.COM](mailto:JKEARNS@SUISUN.COM) (PRIOR TO 5:30PM) OR  
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

*Next Resolution No. PC20-04*

**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 May 12, 2020.

**4. APPROVAL OF MINUTES:**

Approval of Planning Commission minutes of March 10, 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:****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 Planning Commission of the City of Suisun City Approving Addition of Parking Stalls and Temporary Storage Containers on Property Located at 621 Railroad Avenue (APN 0037-090-060).

**9. GENERAL BUSINESS:**

- A. Resolution No. PC20 - \_\_\_; A Resolution of the Planning Commission of the City of Suisun City Adopting an Administrative Interpretation Regarding Window Replacement and Repair for Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

**10. INFORMATIONAL ITEMS:****11. REPORTS BY STAFF AND PLANNING COMMISSION:**

- A. Staff
- B. Planning Commission

**12. AGENDA FORECAST / FUTURE AGENDA ITEMS.****13. ADJOURNMENT.**

**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**

**1. ROLL CALL:**

Chairperson Ramos

Commissioner Borja

Commissioner Holzwarth

Commissioner Pal

Commissioner Thomas

**Excused**

Vice-Chair Rowe

**Absent**

Commissioner Clemente

**2. APPROVAL OF AGENDA:**

Commissioner Pal motioned for the approval of Planning Commission agenda of March 10, 2020. Commissioner Holzwarth seconded the motion. Motion passed 5 aye (Ramos, Thomas, Borja, Holzwarth, Pal)

**3. APPROVAL OF MINUTES:**

Commissioner Holzwarth motioned for the approval of Planning Commission minutes with the changes asked by Chairperson Borja of February 25, 2020. Commissioner Borja seconded the motion. Motion passed 4 aye (Ramos, Thomas, Borja, Holzwarth) and 1 abstain (Pal)

**5. PUBLIC COMMENT:**

None.

**CONFLICT OF INTEREST NOTIFICATION**

None.

**6. CONSENT CALENDAR:**

A. Resolution PC20-02; 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.

Commissioner Holzwarth motioned to approve the amendments to the Planning Commission Bylaws. Commissioner Pal seconded the motion. Motion passed 5-0.

**7. CONTINUED ITEMS:**

None.

**8. PUBLIC HEARINGS:**

A. Resolution No. PC20-03, 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.

Assistant Planner Joann Martinez gave a brief presentation on the section to be amended. Ms. Martinez went through each change and asked the Commission if they had any questions.

Mr. Folsom made a correction on the wording of the code in the 'Accessory Dwelling Units' section, right underneath the Purpose to "when ADU's are created".

Resident Leslie Smith asked if the 'Rental' portion was to disallow AirBnb's and VRBO's. Staff responded that the City and State are looking for more 'long-term housing' and not 'short-term housing'.

Chairperson Pal asked if the definitions in the WDSP need to include "ADUs" in the definition of "Secondary Dwelling Units"

Commissioner Pal asked about Fire clearance and if it is in compliance with Fire Code the setback proposed. Additionally, he asked that the Fire Department give their input on the setback. Ms. Martinez responded by saying that ADU's have to be in compliance with California Building Code which in turn will be in compliance with California fire code. The 5ft distance from the main house would require a fire rated wall. The setback of 5ft was chosen to match that of the fence setback requirement. He went on to ask to change the rental section to mandate 60 day minimum instead of 30 day that is proposed, to protect renter rights.

Mr. Folsom clarified to the Commission why AirBnb's and TOT business will be effected by this code, when a business has a person stay less that 30 days they are charged Transient Occupancy Tax and will cause short term living situations.

Chairperson Ramos opened the Public Hearing.

Resident Leslie Smith, talked about the upsides of AirBnb's and how it's a good source of supplemental income for the homeowner. But a lot of communities are having issues with strangers coming into close knit communities. Ms. Smith also spoke of the large upfront costs of building an ADU.

Ms. Martinez informed the resident that based on new State law, impact fees will be reduced. And offered the resident to go over a workbook made by staff to figure out if an ADU is possible on their lot.

Commissioner Borja asked if the workbook is available to the public. Staff responded by saying that until the changes are approved by the City Council the workbook wouldn't be available.

Closed Public Hearing.

Commissioner Borja moved to approve without changes the Resolution No. PC20-03, 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. Commissioner Holzwarth seconded the motion. Motion passed 4 aye (Ramos, Thomas, Borja, Holzwarth) and 1 nay (Pal); Commissioner Pal asked to reflect in the minutes that he didn't approve the motion due to the minimal renter protection.

## **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.

Assistant Planner Joann Martinez started with a presentation showcasing a pamphlet found in the archives, describing design guidelines on replacing windows in the Historical District. No resolution was found that the pamphlet was passed. Ms. Martinez focused her presentation on the Residential standards and asked the Commission for clarifying questions.

Chairperson Ramos opened the questions by clarifying if the pamphlet was only for residential homes. Ms. Martinez clarified that the pamphlet also included commercial buildings.

Commissioner Pal wanted clarification on what inoperable windows meant. Ms. Martinez gave an example, that if a window can open and the applicant is replacing the window it must be with a window that can open and not with an inoperable (not openable) window.

Commissioner Borja asked for a definition of inexpensive windows. Ms. Martinez answered by saying that it is subjective and that the Commission can clarify it further for Staff if the Commission wishes. Commissioner Borja went on to ask if the people within the district are told about the restrictions on their home from the City, Ms. Martinez responded that they typically wouldn't, that the realtor usually is the one that gives that information.

Chairperson Ramos opened the public hearing.

Residents David and Alita George stated the benefits of having vinyl, went on to state if wood is required they wouldn't have the means to replace their windows. They suggested the language in the pamphlet be made easier for residents to replace their windows. They concluded by stating when they bought

their house in 1984, the improvements have never been historically accurate, and their recent improvements have been to improve the historical nature.

Resident Oliver Beaudry handed a set of plans submitted and approved to the City years back, he got a permit for wood windows but was for the option of putting vinyl windows for energy efficiency and cost. He also did a small survey of three streets in the Historic District and came to the conclusion that most of the houses already have vinyl. He concluded with, given the fact that most of the houses have vinyl and are keeping the look of historic feel, it should be allowed.

Resident Leslie Smith, stated single pane wood windows keep the rooms too cold. She wants the commission to include in the pamphlet: Keep with the historical theme and be energy efficient.

Residents Charles and Marsha Bouget submitted an email to be read into the minutes, staff read the letter, they stated their situation, how they replaced their wood windows to vinyl, each home should be considered on an individual basis.

Closed the Public Hearing.

Commissioner Holzwarth, wanted clarification on the wording of the pamphlet and how it effects the applicants who are trying to get a window permit, and help they get the vinyl windows they desire.

Commissioner Pal, agreed that vinyl would be acceptable but keep in mind quality and if staff can look at wording or possibly brands that are acceptable.

Chairperson Ramos stated the wording "looks like wood" be looked at by staff to be more relaxed. He then asked staff to clarify if the Department is still called 'Community Development', Ms. Martinez clarified that the department is now called 'Development Services' and that can be an edit the Commission can put into the pamphlet. Chairperson Ramos then asked to put the item on another agenda and approve the sign permit the residents have brought forward. City Manager Greg Folsom clarified that the applicants were not on the agenda, we tried to save them money in just making a change and adopting the pamphlet that would in turn help Staff approve their sign permit.

Commissioner Borja stated he drove around old town, and as the resident who spoke stated there were many homes that already had vinyl. He went on to say he thinks vinyl is an acceptable material and that the material is affordable, energy efficient, and a sustainable material compared to wood. Asked that the verbiage be changed to "inexpensive windows of any make or material..." "no aluminum and fiberglass" take out flat molding part, and "of good quality" instead of "of great quality". He went to the section where the Specific Plan is referenced Appendix A, and if a note can be added to reference the pamphlet.

Mr. Folsom suggested to the commission that an Administrative interpretation be done, based on the guidance the Planning Commission gives Staff will come back to the Commission with the changed document to approve. In the meantime, staff can assist the residents' with a permit given the guidance provided by the Commission.

Chairperson Ramos asked Staff if the wording "that matches sash in all dimensions" could become more relaxed. Mr. Folsom suggested "must remain high quality vinyl that generally matches the original frame and sash". Mr. Ramos went on to propose that the wording "muttons and sash bars..." section be taken out.

Mr. Folsom asked for consensus that aluminum windows not be allowed. There was a consensus, Commissioner Pal went on to ask, that Staff look at each application case by case depending on the type of window being replaced. Chairperson Ramos gave an example of a home that has predominately aluminum windows and want to replace with aluminum. Mr. Folsom clarified and stated that aluminum windows are to be looked at case by case basis, not outright disallowed. There was consensus.

Ms. Martinez did role call for consensus on all the points requested to be changed by staff and brought to the next Commission Meeting. All aye.

**10. INFORMATIONAL ITEM:**

None.

**11. REPORTS BY STAFF AND PLANNING COMMISSION:**

A. Staff

None.

B. Planning Commission

None.

**12. AGENDA FORECAST / FUTURE AGENDA ITEMS.**

Next meeting scheduled March 24<sup>th</sup> 2020.

**13. ADJOURNMENT.**

THIS PAGE INTENTIONALLY LEFT BLANK





DATE:	5/12/2020	Files: AR 19-0-009
TO:	PLANNING COMMISSION	CUP 19-0-002
FROM:	John Kearns, Senior Planner (707.421.7337, <a href="mailto:jkearns@suisun.com">jkearns@suisun.com</a> )	
RE:	Conditional Use Permit and Site Plan/Architectural Review Application to Add Parking Stalls and Temporary Storage Containers on Property Located at 605/621 Railroad Avenue (APN 0037-090-060).	

## SUMMARY

Planning Division staff is bringing forward a request to Approve a Conditional Use Permit and Site Plan/Architectural Review to add parking stalls and temporary storage containers on property located at 605/621 Railroad Avenue (APN 0037-090-060). The project proposes 44 new parking spaces as well as the addition of 13 temporary storage containers as an ancillary use for existing commercial tenants.

**Recommendation:** Planning staff recommends adoption of Resolution No. PC20-\_\_\_; A Resolution of the Planning Commission of the City of Suisun City Approving the Addition of Parking Stalls and Temporary Storage Containers on Property Located at 621 Railroad Avenue (APN 0037-090-060).

**Proposed Motion:** I move that the Planning Commission adopt Resolution No. PC20-\_\_\_, A Resolution of the Planning Commission of the City of Suisun City Approving the Addition of Parking Stalls and Temporary Storage Containers on Property Located at 621 Railroad Avenue (APN 0037-090-060).

## BACKGROUND/DISCUSSION

The subject property is located at the southeast corner of Railroad Avenue and Worley Road and is designated as Commercial Services and Fabricating (CSF) in the Suisun City Zoning Code. It was purchased within the last couple of years and since that time the owner and his representatives have met with city staff on several occasions to discuss potential improvements to the subject property. Presently, the property consists of an existing multi-tenant light industrial building and self-storage buildings. The property takes access from Railroad Avenue and is surrounded on the frontage by wrought iron fencing.

On October 29, 2019, the Planning Commission received a presentation and report from staff regarding outdoor vehicle storage and how to properly classify the use in the CSF Zoning District. Ultimately, the Commission determined that the use would be considered “conditional” and thus would require a conditional use permit subject to approval of the Commission.

## ANALYSIS

Staff took the action of the Commission as it related to outdoor storage and began working with the applicant to prepare a complete entitlement application. On February 24, 2020, staff received the subject entitlement application and routed the plans to all city departments as well as the Solano Irrigation District (SID) and Fairfield Suisun Sewer District (FSSD) and ultimately found the application complete on April 10, 2020. The proposed project includes the following scope of work:

- Addition of 13 temporary storage containers as ancillary storage use for existing commercial tenants.
- Modification of ingress and egress into the site including new emergency vehicle access at the northeast of the site.
- Addition of 44 net new parking stalls for vehicle storage.
- Addition of landscape screening along frontage to mitigate views of the existing facility and new parking stalls.
- Hours of operation will not change. Monday, Tuesday, Thursday, Friday, and Saturday 9am to 5pm. Closed on Wednesdays and Sundays.

Attached to the draft resolution, you will find conditions of approval from Planning, Public Works, and the Fire Department. These conditions have been discussed with the applicant in advance of this agenda being distributed.

### CEQA Review

The City of Suisun City Development Services Department has found the project is exempt from the California Environmental Quality Act per Sections 15301 – Existing facilities and 15303 New Construction or Conversion of Small Structures. The project is in compliance with the City's General Plan and Zoning Ordinance and the structures on the site are accessory to the primary use on-site.

### **Planning Commission Options**

The Planning Commission has several options in considering the subject entitlement application. Actions that the Planning Commission may take at this meeting include:

- Approve the project, as submitted;
- Approve the project, with modifications;
- Deny the project; or
- Continue the item for further discussion.

It is important that no matter what action is taken, that the proper findings are made by the Commission to support the decision.

### **Next Steps**

If the entitlement application is approved by the Planning Commission, the applicant will work with staff to complete all documents to allow for construction to begin.

## **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. PC 20-\_\_ : A Resolution of the Planning Commission of the City of Suisun City Approving the Addition of Parking Stalls and Temporary Storage Containers on Property Located at 621 Railroad Avenue (APN 0037-090-060).  
EXHBIIT A: Conditions of Approval.
2. Draft Notice of Exemption.
3. Resolution PC19-10
4. PowerPoint Presentation.

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. PC 20-****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY APPROVING THE ADDITION OF PARKING STALLS AND TEMPORARY STORAGE CONTAINERS ON PROPERTY LOCATED AT 621 RAILROAD AVENUE (APN 0037-090-060)**

**WHEREAS**, Cubix Asset Management, (hereinafter referred to as Applicant) filed an application with the City of Suisun City for a Conditional Use Permit and Site Plan/Architectural Review for an addition of 44 parking stalls and 13 temporary storage containers on-site on property located at 621 Railroad Avenue (APN 0037-090-060); and

**WHEREAS**, the public notice was published in the Daily Republic on April 30, 2020; and

**WHEREAS**, the applicant has met all applicable requirements under State law and City ordinances related to this development plan; and

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

**WHEREAS**, the Planning Commission is required to make a determination for final action on this Project; and

**WHEREAS**, the Planning Commission of the City of Suisun City did conduct on May 12, 2020, a properly noticed public hearing pursuant to Government Code Section 65090 and has considered all written and verbal testimony presented during the hearing; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Planning Commission of the City of Suisun City does hereby approve the addition of parking stalls and temporary storage containers on property located at 621 Railroad Avenue (APN 0037-090-060) subject to the following Findings and all other Suisun City Codes and Ordinances:

- A. The City of Suisun City Development Services Department has found the project is exempt from the California Environmental Quality Act per Sections 15301 – Existing facilities and 15303 New Construction or Conversion of Small Structures. The project is in compliance with the City's General Plan and Zoning Ordinance and the structures on the site are accessory to the primary use on-site.
- B. The Planning Commission approves the Conditional Use Permit and Site Plan/Architectural Review consisting of the application materials submitted and considered by the Planning Commission on May 12, 2020 and subject to Conditions of Approval attached as Exhibit A to this Resolution:
  1. That the establishment, maintenance or operation of a use or building applied for are in conformity to the General Plan for the City with regard to circulation, population densities and distribution, design, and/or other aspects of the General Plan considered by the Development Services Director to be pertinent;
  2. That adequate utilities, access roads, pedestrian and bicycle access, drainage, parking, and/or other necessary facilities have been or are being provided;

- 3. That the applicant exhibits proof that such use will not, under the circumstances of the particular case, constitute a nuisance or be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in or passing through the neighborhood of such proposed use, or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city, provided that if any proposed building or use is necessary for the public health, safety or general welfare, the finding shall be to that effect.
- 4. That the proposed use conforms with all relevant federal, state, and local laws and regulations.

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 12<sup>th</sup> day of May 2020.

\_\_\_\_\_  
 Joann Martinez, Commission Secretary

**Exhibit A: Conditions of Approval 621 Railroad Avenue****FIRE**

- F-1 Water Supply- the existing fire hydrants will be inadequate for the facility. The measured distances to the furthest access of the facility exceed 400 feet (*CFC 507.5.1 Where required*). Based on information provided, building B will require two (2) additional on-site hydrants and building C will require three (3) additional on-site hydrants (*CFC 507.5 Fire Hydrant Systems*). Refer to attachment for fire department recommended locations.
- F-2 Bollard's- On-site fire hydrants shall be protected with vehicle impact protection (CFC 312; 507.5.6)
- F-3 Emergency Vehicle Access- Fire apparatus access road shall be provided for every facility or building at 20 feet minimum and including the minimum turning radius according to attached specifications. Be sure minimum turning radius considers shoulders or curbs. (*CFC 503 Fire Apparatus Access Roads; 503.2.2; 503.2.3; 503.2.4*).
- F-4 Markings – The fire department reserves the final approval for any location requiring the words NO PARKING – FIRE LANE to prohibit obstructions for fire vehicle access (CFC 503.3).
- F-5 Security Gate- The security gate shall allow 20 feet minimum, unobstructed emergency vehicle access. The new and existing security gate shall have an approved means of emergency operations, including Public Safety Power Shutoff (PSPS) PG&E events (*CFC 503.6 Security Gates*).
- F-6 Key Box / Keyed Entry – The security gates shall have an approved key box or keyed entry system to allow for emergency access (CFC 506.1).

**PLANNING**

- P-1 Provide design and specifications for site ingress/egress gates for approval of Development Services Department.
- P-2 The applicant or applicants successor in interest shall indemnify, defend and hold harmless the City of Suisun City it's agents, officers, and employees from any and all claims, actions or proceedings against the City of Suisun City, its agents, officers, and employees to attach, set aside, void or annul, any approval by the City of Suisun City and its advisory agency, appeal board, or legislative body concerning this application which action is brought within applicable statutes of limitations. The City of Suisun City shall promptly notify the applicant or applicant's successor in interest of any claim or proceedings and shall cooperate fully in the defense. If the City fails to do so, the applicant or applicant's successor in interest shall not

thereafter be responsible to defend, indemnify or hold the City harmless. This condition may be placed on any plans, or other documents pertaining to this application.

- P-3 The use shall be constructed in accordance with the information presented (except as otherwise identified in the Conditions of Approval) and shall conform to all requirements of the City of the Suisun City Code.
- P-4 Approval of this permit will be effective, provided no appeals are received within 10 calendar days of the Planning Commission meeting date of May 12, 2020 and that the property owner and the applicant signatures are obtained affirming that they have read and understand the Conditions of Approval for all entitlements and agree to comply with the conditions.
- P-5 The applicant shall comply with all applicable Federal, State, and local codes including, but not limited to, the Uniform Building Code, and Fire Code.
- P-6 All the proposed improvements, including landscape installation shall be completed prior to issuance of any business license or Certificate of Occupancy.
- P-7 The applicant is to provide a final landscape plan (including appropriate site screening) for the review and approval of the Development Services Director (or his/her designee).
- P-8 Transformers, telephone switching boxes, utility poles, fire valves, trash enclosures, service areas as well as other utility or service functions shall be screened with landscape. The emphasis shall be on reducing or eliminating negative visual impacts on major public areas, high priority buildings, prominent architecture elements, and along primary roadways.
- P-9 The final color scheme of the portable storage units must be approved by Development Services Director (or his/her designee).
- P-10 Final architectural plans, responding to any comments raised at the May 12, 2020 Planning Commission meeting, need to be submitted and approved by the Development Services Director (or his/her designee).
- P-11 A final photometric/lighting plan shall be submitted and approved by the Development Services Director (or his/her designee) before occupancy.
- P-12 All exterior lighting shall be downcast.
- P-13 Construction of the project and use of the property shall be in substantial conformance with the approved plans including the project description. Any deviation will need to be submitted to the Development Services Director to determine whether further Planning Commission consideration is necessary.
- P-14 The temporary storage containers are to be used only as ancillary storage for the commercial tenants.



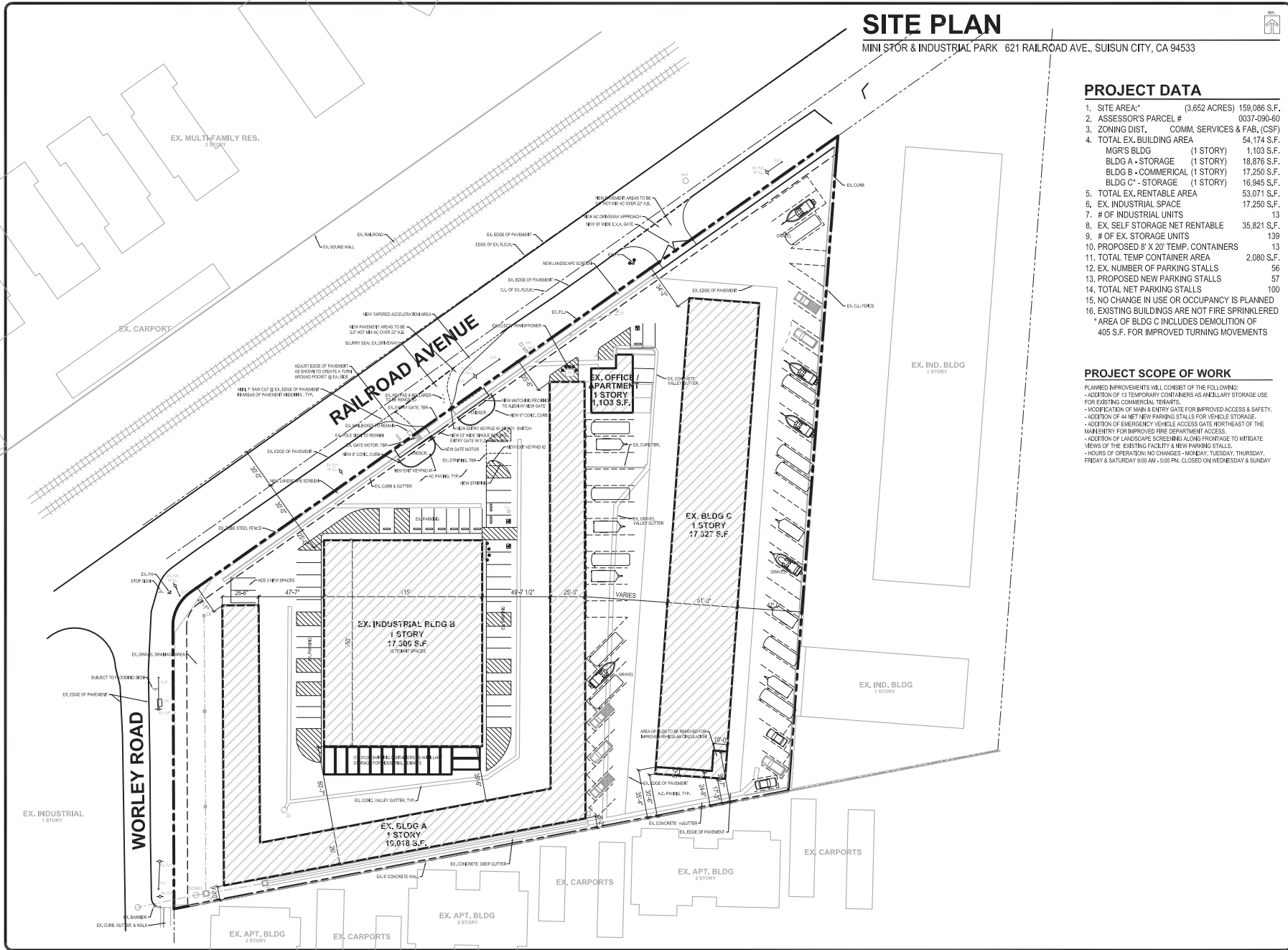
**PUBLIC WORKS**

- PW-1 All work performed shall conform to these conditions as well as to all City ordinances, rules, standard specifications and details, design standards, and any special requirements imposed by the City Engineer. The Public Works Department will provide inspection to ensure conformance. Any deviation from the aforementioned documents shall require review and written approval by the City Engineer. Deviations or exceptions to the design requirements in the listed documents for private improvements must be identified in the design guidelines, or submitted to the City Engineer for approval.
- PW-2 The Improvement Plans shall include a General Note that any revisions to the approved Improvement Plans and/or City Standards, including those due to field conditions, shall require review and written approval by the City Engineer. The Applicant shall have the revised plans prepared by the Project Professional Designer and shall have the revised plans submitted for review and approval by the City Engineer. Any revisions to the Improvement Plans resulting from these or other conditions contained herein shall be subject to written approval of the City Engineer.
- PW-3 The Improvement Plans shall include a Site Improvement Plan prepared by a registered Civil Engineer and shall comply with the requirements of the soils report for the project.
- PW-4 The Applicant shall designate a design professional as the main point of contact in submitting plans, reports and other documents to the City during the design and plan review phase. Submittals from any other person will not be accepted by the City.
- PW-5 The City Engineer may approve and/or negotiate minor changes or exceptions to Public Works Department conditions of approval.
- PW-6 The Improvement Plans shall include and demonstrate successful turning movements for all City fire trucks.
- PW-7 The Applicant shall pay all Public Works and Suisun-Solano Water Authority (SSWA) fees, including plan review and inspection fees, as established by the City Public Works Fee Schedule at the time of submittal of Improvement Plans.
- PW-8 All work within the public right-of-way, which is to be performed by the Applicant, the general contractor, and all subcontractors shall be included within a single City Encroachment Permit issued by the City Public Works Department. Issuance of the Encroachment Permit and payment of all appropriate fees shall be completed prior to commencement of work, and all work under the permit shall be completed prior to issuance of occupancy permit.
- PW-9 The Applicant shall obtain all necessary permits from all applicable agencies prior to start of construction.

- PW-10 The Applicant shall have a superintendent present at all times at the job site. Superintendent shall provide the quality control for the Applicant; respond to the City's concerns; coordinate inspections with the City Inspector; make construction decisions on behalf of the Applicant; and coordinate work of the Applicant's subcontractors.
- PW-11 If any archaeological resources are found during the grading of the site or during performance of any work, work shall be halted, the City Engineer shall be notified and a certified archaeological firm shall be consulted for advice at Applicant's expense.
- PW-12 Any relocation or modification of any existing facilities necessary to accommodate subject project shall be at the Applicant's expense. It shall be the responsibility of the Applicant to coordinate all necessary utility relocations with the appropriate utility company.
- PW-13 During construction, all utility poles along the frontage shall be protected as required by the City Engineer.
- PW-14 Visual obstructions over three feet in height will not be allowed within the driver's sight triangle near driveways and corners in order to allow an unobstructed view of oncoming traffic. Improvements at driveways and corners are subject to the review and approval of the City Engineer.
- PW-15 Dumpsters to be used on this project shall be dumpsters supplied by Republic Services. This is pursuant to the agreement between the City and Republic Services for all areas within Suisun City. Dumpsters shall be screened from public view by a City-approved method and shall be covered at all times after work hours.
- PW-16 The project shall comply with the requirements of the most current Municipal Regional Permit (MRP) issued to the Fairfield-Suisun Urban Runoff Management Program and to the City's Stormwater C.3 Guidebook. This includes, but is not limited to, obtaining necessary permits for storm water discharges; entering into a Stormwater Operations and Maintenance Agreement for the existing post-construction stormwater facility located at the southwest corner of the project parcel; and preparing a long-term maintenance plan for the Applicant's maintenance of the post-construction stormwater facility.
- PW-17 Dust control shall be in conformance with City Standards and Ordinances. Vehicles hauling dirt or other construction debris from the site shall cover any open load with a tarpaulin or other secure covering to minimize dust emissions.
- PW-18 The Improvement Plans shall show the installation of any necessary street signage and pavement markings and striping along the frontage of the development. All pavement markings and striping shall be thermoplastic or as required by City Engineer. No Parking Any Time signs shall be placed on Worley Road and Railroad Avenue as required by the City Engineer.
- PW-19 The landscaping and irrigation shall comply with the City's water efficient landscaping ordinance. New landscaping shall include automatic irrigation system.

- PW-20 No structures such as trees and building foundations shall be installed within easements. Civil and landscape plan sheets shall show the easements.
- PW-21 Street sweeping shall be performed on a daily basis or more frequently as necessary such that no evidence of tracking dirt shall be present on the public street.
- PW-22 The bollards around the existing fire hydrants fronting the project site shall be painted yellow and nighttime reflective tape placed around them.
- PW-23 Access to the site shall be provided with conforming acceleration and deceleration approaches/transitions in conformance with the Caltrans Highway Design Manual and as required by the City Engineer. All new pavement section details shall comply with the City Standards. The new edge of pavement in the pavement widening areas shall include 3 feet of 6" shoulder backing.
- PW-24 Commercial driveway shall be constructed for truck turnaround access around entrance gate keypad and in front of the property gates as required by the City Engineer. Gate must be a roll gate or open into the property. Gate shall not open towards Railroad Avenue.
- PW-25 Improvements shall include a new Emergency Vehicle Access (EVA) gate along Railroad Avenue. EVA gate design shall be coordinated with the Suisun Fire Department. Gate must open into the property and not towards Railroad Avenue.
- PW-26 Improvements shall include landscape screen along Railroad Avenue.

THIS PAGE INTENTIONALLY LEFT BLANK



# SITE PLAN

MINI STOR & INDUSTRIAL PARK 621 RAILROAD AVE., SUISUN CITY, CA 94533

## PROJECT DATA

1. SITE AREA*	(3.652 ACRES)	159,086 S.F.
2. ASSESSOR'S PARCEL #		0037-090-60
3. ZONING DIST.	COMM. SERVICES & FAB, (CSF)	
4. TOTAL EX. BUILDING AREA		54,174 S.F.
MGR'S BLDG	(1 STORY)	1,103 S.F.
BLDG A - STORAGE	(1 STORY)	18,876 S.F.
BLDG B - COMMERCIAL	(1 STORY)	17,250 S.F.
BLDG C - STORAGE	(1 STORY)	16,945 S.F.
5. TOTAL EX. RENTABLE AREA		53,071 S.F.
6. EX. INDUSTRIAL SPACE		17,250 S.F.
7. # OF INDUSTRIAL UNITS		13
8. EX. SELF STORAGE NET RENTABLE		35,821 S.F.
9. # OF EX. STORAGE UNITS		139
10. PROPOSED 8' X 20' TEMP. CONTAINERS		13
11. TOTAL TEMP. CONTAINER AREA		2,080 S.F.
12. EX. NUMBER OF PARKING STALLS		57
13. PROPOSED NEW PARKING STALLS		57
14. TOTAL NET PARKING STALLS		100
15. NO CHANGE IN USE OR OCCUPANCY IS PLANNED		
16. EXISTING BUILDINGS ARE NOT FIRE SPRINKLERED		

\* AREA OF BLDG C INCLUDES DEMOLITION OF 405 S.F. FOR IMPROVED TURNING MOVEMENTS

## PROJECT SCOPE OF WORK

- PLANNED IMPROVEMENTS WILL CONSIST OF THE FOLLOWING:
- ADDITION OF 13 TEMPORARY CONTAINERS AS ANKLLARY STORAGE USE FOR EXISTING COMMERCIAL TENANTS.
  - MODIFICATION OF MAIN & ENTRY GATE FOR IMPROVED ACCESS & SAFETY.
  - ADDITION OF 44 NEW PARKING STALLS FOR VEHICLE STORAGE.
  - ADDITION OF EMERGENCY VEHICLE ACCESS GATE NORTHEAST OF THE MAIN ENTRY FOR IMPROVED FIRE DEPARTMENT ACCESS.
  - ADDITION OF LANDSCAPE SCREENING ALONG FRONTAGE TO MITIGATE VIEWS OF THE EXISTING FACILITY & NEW PARKING STALLS.
  - HOURS OF OPERATION: NO CHANGES - MONDAY, TUESDAY, THURSDAY, FRIDAY & SATURDAY 9:00 AM - 6:00 PM. CLOSED ON WEDNESDAY & SUNDAY.

Revisions	Date

OWNER / DEVELOPER:  
VINCENT SCHWAB  
750 BATTERY ST., 5TH FLOOR  
SAN FRANCISCO, CA 94111  
PHONE: (415) 828-4372



Cubix Construction Company  
5 Metcalfebrook Ln  
Suisun City, CA 94526, USA  
Phone (925) 314-0770 FAX (925) 314-0771  
License No. 144402



MINI STOR & IND. PARK  
621 RAILROAD AVE.  
SUISUN CITY, CA  
SITE PLAN

Drawn By  
E. B. TB  
Date  
1/2/20  
Scale  
1" = 30'  
File Name  
144402.dwg  
Planning File Numbers

Sheet Number  
**1**

NOTE: SITE BOUNDARY, EXISTING FEATURES, AND DIMENSIONS TO BE VERIFIED BY A C.E.M. ENGINEER.



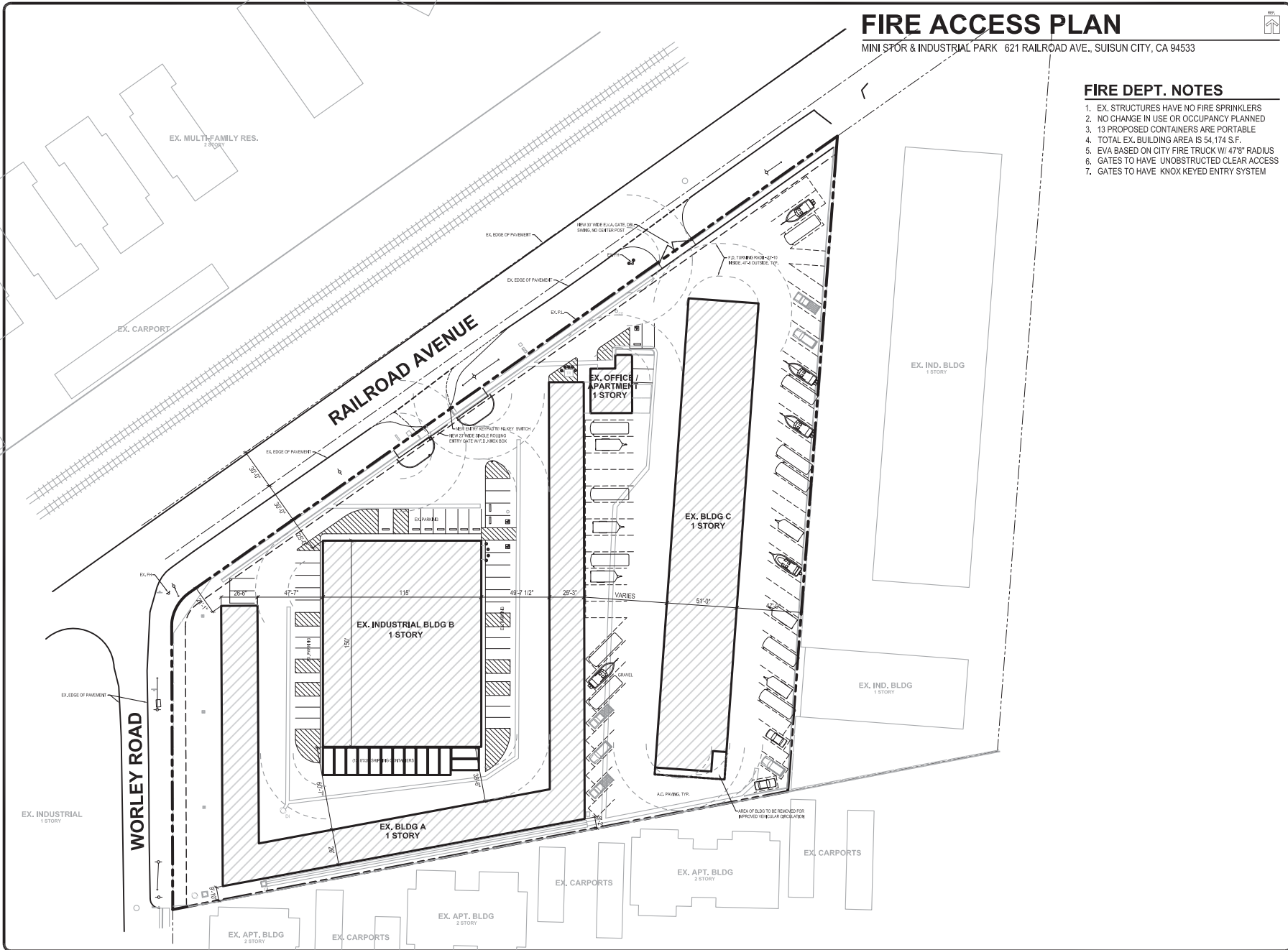
# FIRE ACCESS PLAN



MINI STOR & INDUSTRIAL PARK 621 RAILROAD AVE., SUISUN CITY, CA 94533

## FIRE DEPT. NOTES

1. EX. STRUCTURES HAVE NO FIRE SPRINKLERS
2. NO CHANGE IN USE OR OCCUPANCY PLANNED
3. 13 PROPOSED CONTAINERS ARE PORTABLE
4. TOTAL EX. BUILDING AREA IS 54,174 S.F.
5. EVA BASED ON CITY FIRE TRUCK W/ 478" RADIUS
6. GATES TO HAVE UNOBSTRUCTED CLEAR ACCESS
7. GATES TO HAVE KNOX KEYED ENTRY SYSTEM



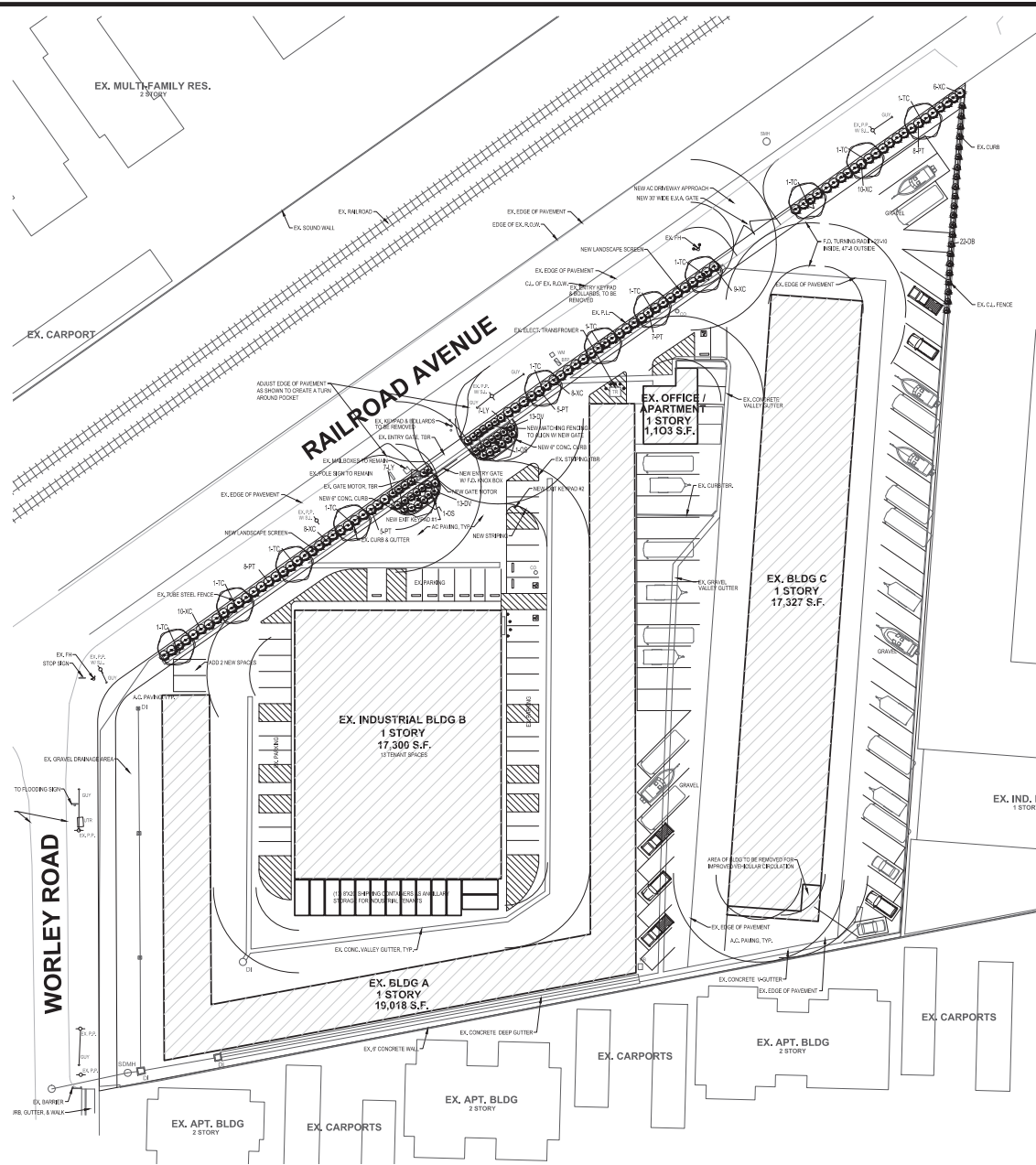
Revisions	Date



**Cubix Construction Company**  
 License No. 144402  
 5 Metcalerbrook Ln. #10526, U.S.A.  
 Phone: (925) 314-0770 FAX: (925) 314-0771

**MINI STOR & IND. PARK**  
 621 RAILROAD AVE.  
 SUISUN CITY, CA  
**FIRE ACCESS PLAN**

Drawn By	E. B. TB
Date	1/22/20
Scale	1" = 30'
File Name	467.dwg
Planning File Numbers	
Sheet Number	3



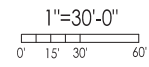
**Plant Legend**

KEY	SIZE	DEE	WATER	BOTANICAL NAME	COMMON NAME
TREES					
TC	11	15	MED	<i>Lagotisramon conferta</i> ( <i>Tibania conferta</i> )	Wabione Box
CS	2	15	LOW	<i>Celastrum</i>	Swain Hill
TALL SHRUBS					
XC	51	5	LOW	<i>Nyktoma congestum</i>	
PT	33	5	LOW	<i>Pithecolobium</i>	tabaco
WINES					
CR	22	5	MED	<i>Distichlis buccinatoria</i>	Blood Red Trumpet Vine
GROUND COVER					
LY	14	1	LOW	<i>Lantana Spreading Sunshine</i>	
DV	26	1	LOW	<i>Dielsia vegeta</i>	Fortnight Lily

**Plant Notes**

- 1) Final landscape construction plans will include detailed irrigation plans, details, and specs, along with W&O notes and calculation.
- 2) Exact location of plants on site to be adjusted so as to best coordinate with sprinkler head locations, lights, drainage features, and peds.
- 3) Use 2 inch deep walk on bark top dress mulch in all planting areas. Do not chip dark brown mulch from. Provide optional bands and prices to owner for different types of mulch. Factors should be types of mulch that don't easily blow away and hold in place. Avoid using 'Cool to Hot' mulch if possible. The top dress mulch materials to be approved by the City and the Fire Department prior to final contract and installation. Metaphony (dark brown) colored Wonder Mulch from Vision Recycling in Fremont is OK to use also.
- 4) Install plants for all plant circles shown on the plan even if they aren't labeled. Call for clarification. For bidding purposes, if no one is available to answer questions, assume that any plant circle scales from 8" wide x 3 gal size and any circle scales larger is 24" box size.
- 5) If the plan is schematic, don't install plants too close to edges of paving or buildings.
- 6) All landscaping shall be maintained in a live and healthy condition free of weeds. See irrigation plan in construction drawings for notes for other minimal required maintenance.
- 7) Locate trees at least 10 feet from sewer breaks and street lights and at least 5 feet from water tanks, gas tanks, fire hydrant, driveway aprons, and telephone/cable/electrical junction boxes and outdoor lights.
- 8) As soon as is practical and you know the soil that will be used in the landscape areas, do a soil fertility test to determine soil texture and separation. See the landscape specifications for soil fertility test requirements. Give the contractor a copy of the soil test so they can determine the best soil preparation for the particular plants and any plants that might have problems.
- 9) The landscape has been designed to meet the requirements of the State Water Efficient Landscape Ordinance.

**PLANTING PLAN**



Revisions	Date

OWNER / DEVELOPER:  
VINCENT SCHWAB  
750 BATTERY ST. 5TH FLOOR  
SAN FRANCISCO, CA 94111  
PHONE: (415) 828-4372



Gregory Lewis  
Landscape  
Architect  
#21876  
736 Park Way  
Santa Cruz, CA 95065  
(831) 359-0960  
lewislandscape@abcglobal.net

MINI STOR & IND. PARK  
821 RAILROAD AVE.,  
SUISUN CITY, CA

PLANTING PLAN

Drawn By  
GS  
Date  
09/10/20  
Scale  
1"=30'  
File Name  
Planning File Numbers  
Sheet Number  
**L1**





**Example Container Images**  
(8'x20')



THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. PC19-10**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY CLARIFYING THAT RECREATIONAL VEHICLES/BOATS/VEHICLE STORAGE BE A CONDITIONAL USE IN THE COMMERCIAL SERVICES AND FABRICATING (CSF) ZONING DISTRICT**

**WHEREAS**, the Planning Commission has been granted the authority by the City Council to grant Conditional Use Permits for uses not specifically provided for in Title 18 “Zoning” of the Municipal Code; and

**WHEREAS**, the Planning Commission at a regular meeting on October 29, 2019 considered how to classify the use of outdoor vehicles storage in the CSF Zoning District; and

**WHEREAS**, the Planning Commission did consider the staff report and additional information provided by staff and members of the public in making their determination; and

**WHEREAS**, the Planning Commission did conclude that the use of outdoor vehicle storage in the CSF Zoning District shall be classified as a Conditional Use.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Planning Commission of the City of Suisun City does hereby adopt Resolution PC19-10; A Resolution of the Planning Commission of the City of Suisun City Clarifying that Recreational Vehicles/Boats/Vehicle Storage be a Conditional Use in the Commercial Services and Fabricating (CSF) Zoning District.

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

AYES: Commissioners: Clemente, Ramos, Borja, Holzwarth, Pal, Rowe, Thomas  
 NOES: Commissioners:  
 ABSENT: Commissioners:  
 ABSTAIN: Commissioners:

**WITNESS** my hand and the seal of said City this 29th day of October 2019.

  
 \_\_\_\_\_  
 Joann Martinez  
 Commission Secretary

THIS PAGE INTENTIONALLY LEFT BLANK



# 605/621 Railroad Avenue Planning Commission Meeting

---

MAY 12, 2020



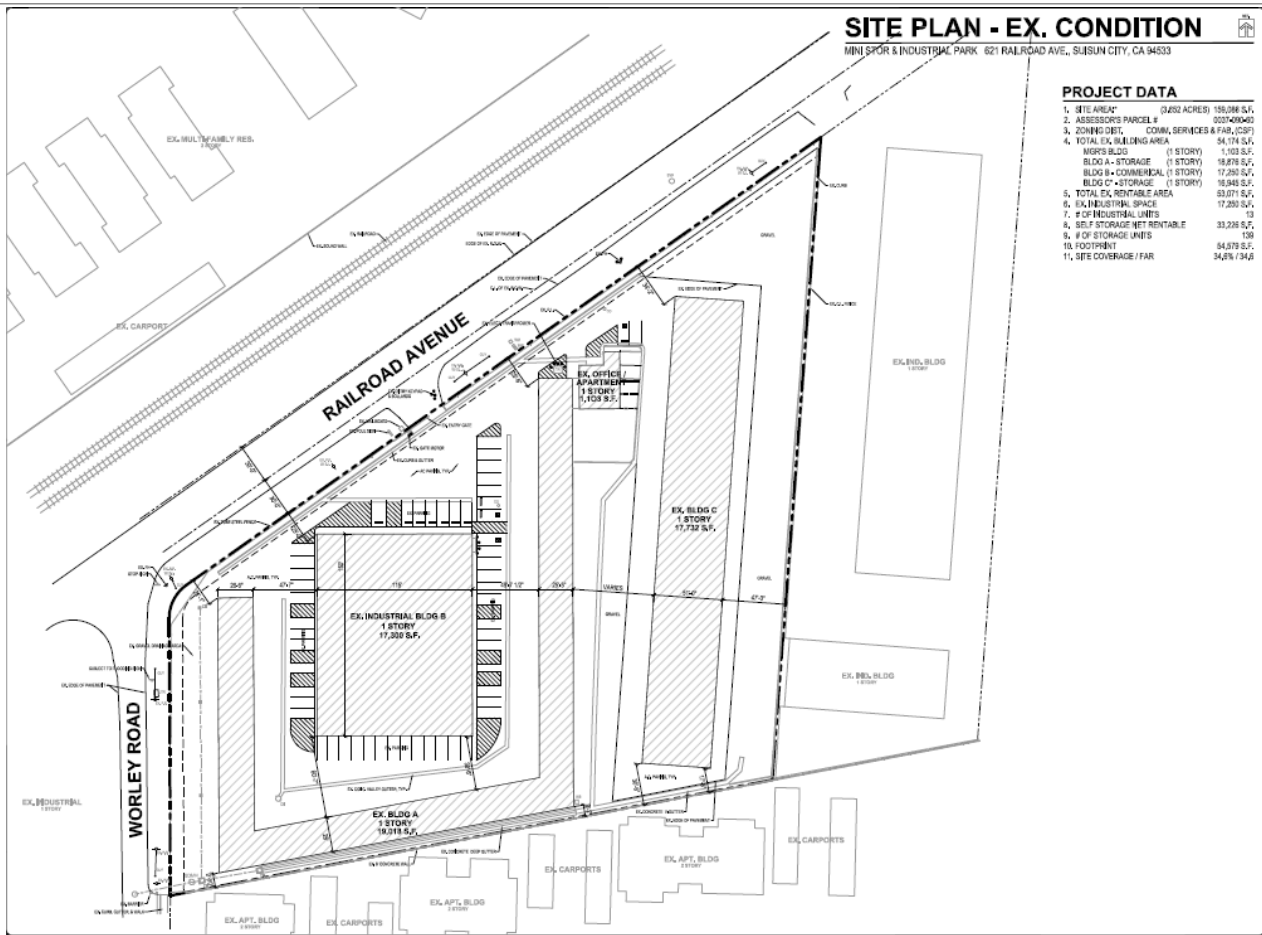
# Presentation Agenda

---

- Project Request and Summary.
  - Staff Recommendation.
  - Proposed Motion.
- Background/Discussion.
- Analysis.
  - CEQA Review.
- Planning Commission Options and Next Steps.



# Existing Site Plan



Revision	Date

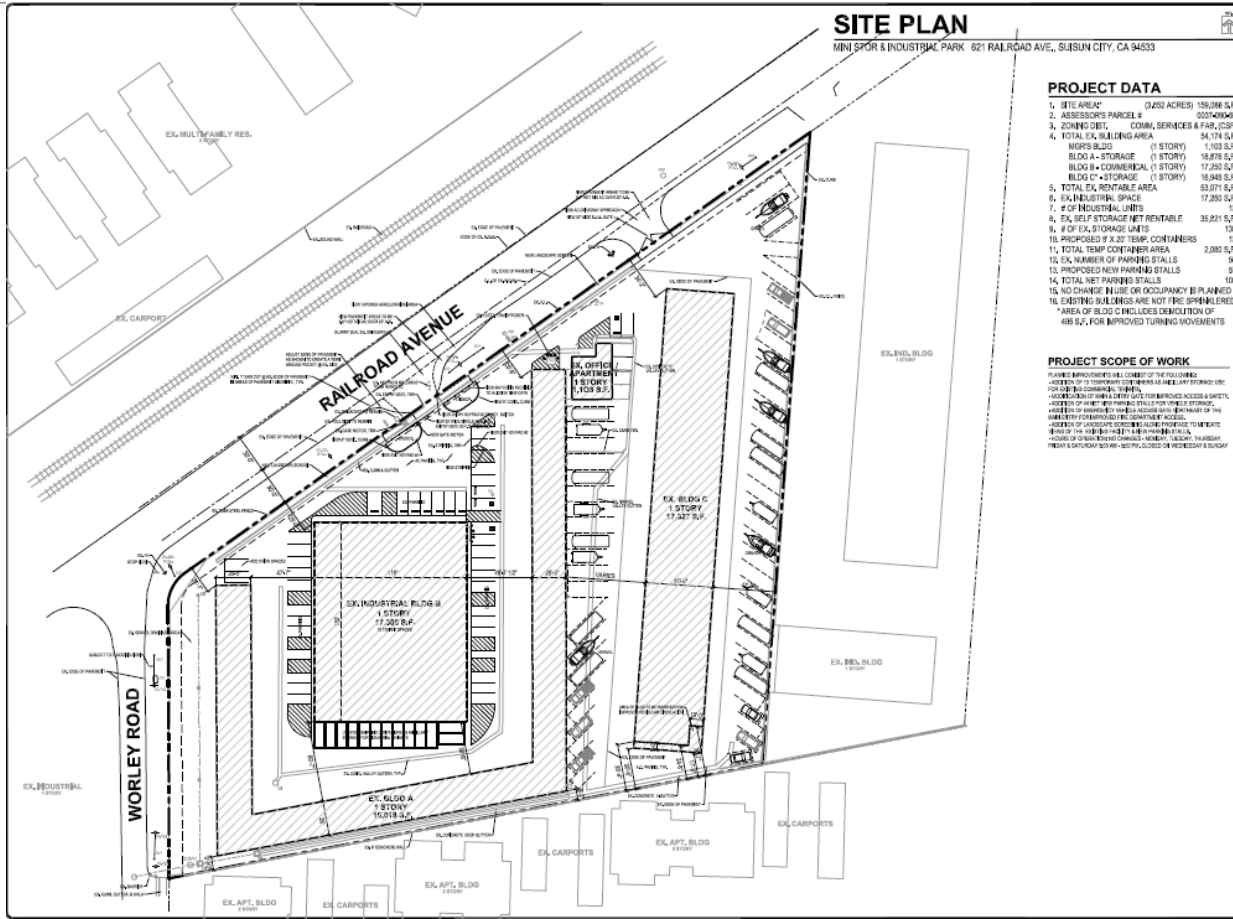
**Cubix Construction Company**  
 License No. 14480  
 License State: CA, USA  
 Address: 10000 Wilshire Blvd, Suite 400, Beverly Hills, CA 90210  
 Phone: (310) 344-0770 Fax: (310) 344-0771

**MINI STOR & IND. PARK**  
 621 RAILROAD AVE.,  
 SUISUN CITY, CA  
**SITE PLAN - EX. CONDITION**

Drawn By: [ ]  
 Check By: [ ]  
 Date: [ ]  
 Scale: [ ]  
 Project No: [ ]  
 Sheet No: **2**



# Proposed Site Plan



## SITE PLAN

MINI STOR & INDUSTRIAL PARK 621 RAILROAD AVE., SUISUN CITY, CA 94533

### PROJECT DATA

1. SITE AREA<sup>1</sup> (5282 ACRES) 159,006 S.F.
2. ASSESSORS PARCEL # 020400069
3. ZONING DBT COMM SERVICES & FAB, (CSF)
4. TOTAL EX. BUILDING AREA 54,174 S.F.  
 EX. BLDG (1 STORY) 1,103 S.F.  
 BLDG A - STORAGE (1 STORY) 19,978 S.F.  
 BLDG B - COMMERCIAL (1 STORY) 17,285 S.F.  
 BLDG C - STORAGE (1 STORY) 16,948 S.F.
5. TOTAL EX. RENTABLE AREA 33,071 S.F.
6. EX. INDUSTRIAL SPACE 17,285 S.F.
7. # OF INDUSTRIAL UNITS 13
8. EX. SELF STORAGE NET RENTABLE 35,821 S.F.
9. # OF EX. STORAGE UNITS 109
10. PROPOSED 8' X 20' TEMP. CONTAINERS 13
11. TOTAL TEMP CONTAINER AREA 2,080 S.F.
12. EX. NUMBER OF PARKING STALLS 88
13. PROPOSED NEW PARKING STALLS 87
14. TOTAL NET PARKING STALLS 100
15. NO CHANGE IN USE OR OCCUPANCY IS PLANNED
16. EXISTING BUILDINGS ARE NOT FIRE SPRINKLED  
 \*AREA OF BLDG C INCLUDES DEMOLITION OF 406 S.F. FOR IMPROVED TURNING MOVEMENTS

### PROJECT SCOPE OF WORK

PLANNED IMPROVEMENTS WILL BE LIMITED TO THE FOLLOWING:  
 -REMOVAL OF 13 TEMPORARY CONTAINERS AS NEARLY ZEROED USE FOR EXISTING BUILDINGS  
 -REMOVAL OF AREA & SELF-GATE FOR IMPROVED ACCESS & SAFETY  
 -REMOVAL OF 406 S.F. OF EXISTING BLDG C FOR IMPROVED ACCESS  
 -REMOVAL OF 406 S.F. OF EXISTING BLDG C FOR IMPROVED ACCESS  
 -REMOVAL OF EXISTING DRIVE ALONG PARALLEL TO STREET  
 -REMOVAL OF EXISTING DRIVE ALONG PARALLEL TO STREET  
 -REMOVAL OF EXISTING DRIVE ALONG PARALLEL TO STREET  
 -REMOVAL OF EXISTING DRIVE ALONG PARALLEL TO STREET

Revision	Date

OWNER/DEVELOPER:  
**VINCENT SCHWAB**  
 750 BATTERY ST. 5TH FLOOR  
 SAN FRANCISCO, CA 94111  
 PHONE: (415) 858-4172



**Cubic Construction Company**  
 License No. 164822  
 3 Mendocino Blvd  
 Ukiah, CA 95584  
 Phone: (707) 535-7771 Fax: (707) 534-7771



**MINI STOR & IND. PARK**  
 621 RAILROAD AVE.  
 SUISUN CITY, CA  
 PROJECT NO. 2017-001  
**SITE PLAN**

Drawn by





DATE: 5/12/2020	Files:
TO: PLANNING COMMISSION	
FROM: John Kearns, Senior Planner (707.421.7337, <a href="mailto:jkearns@suisun.com">jkearns@suisun.com</a> )	
RE: Administrative Interpretation Regarding Window Replacement and Repair for Commercial and Residential Buildings in the Waterfront District Specific Plan.	

## SUMMARY

Planning Division staff is bringing forward an administrative interpretation discussing the guidelines in which staff is to consult when reviewing an application for window replacement and repair in the Waterfront District Specific Plan area. If adopted, the guidance will take effect immediately.

**Recommendation:** Planning staff recommends adoption of Resolution No. PC20-\_\_\_; A Resolution of the Planning Commission of the City of Suisun City Adopting an Administrative Interpretation Regarding Window Replacement and Repair for 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 an Administrative Interpretation Regarding Window Replacement and Repair for Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

## BACKGROUND/DISCUSSION

Staff brought forward a discussion and direction item at the February 25, 2020 Planning Commission meeting specifically to discuss window replacement within the Waterfront District Specific Plan area. At the conclusion of that meeting, the Commission requested staff come back with draft guidance regarding window replacement and repair. At the March 10, 2020 meeting, staff discussed the draft guidance with the Commission. The Commission discussed the matter and took public comment from those in attendance. At the conclusion of that meeting, the Commission directed certain changes to be reflected in the guidance brochure including some areas that needed clarification as well as relaxing the guidance in other areas. Staff is now ready for the Commission to consider the draft final guidance document coupled with formal written interpretation.

## ANALYSIS

As a result of the discussions at the February 25, 2020 and March 10, 2020 Planning Commission meetings, staff prepared an Administrative Interpretation to be adopted by the Planning Commission. Further, staff has revised the “Design Guidelines for Window Replacement on

Commercial and Residential Buildings in the Waterfront District Specific Plan Area” brochure to reflect the direction of the Planning Commission. The brochure will remain an attachment to this interpretation and, if approved, will serve as the guidance staff will use in considering such applications.

The brochure discusses three scenarios a property may fall into: (1) Commercial Buildings (new); (2) Commercial Buildings (old); and (3) Residential Buildings. Each has specific guidance staff is to follow when reviewing a submittal. Historically, the most common request for window replacement has been in the Historic Residential District. Staff has observed that many of the homes have transitioned to a vinyl window over the years; however, some homes have retained the original frame material. If the Development Services Department is uncomfortable approving a submittal, they are to forward the request to the Planning Commission for consideration. Staff has suggested modifications to the commercial building scenarios. These are shown with ~~striketthrough~~ and **bold underline**.

#### CEQA Review

The City of Suisun City Development Services Department has found the project is exempt from the California Environmental Quality Act under Section 15061 of the California Environmental Quality Act (CEQA), “General Rule” exemption.

#### **Planning Commission Options**

The Planning Commission has several options in considering the administrative interpretation. Actions that the Planning Commission may take at this meeting include:

- Approve the resolution including the administrative interpretation.
- Approve the resolution including the administrative interpretation.
- Disapprove the resolution including the administrative interpretation and direct next steps for staff.
- Continue the item for further discussion.

#### **Next Steps**

If adopted by the Planning Commission, the guidance will be enacted immediately by staff.

#### **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. PC 20-\_\_ : A Resolution of the Planning Commission of the City of Suisun City Adopting an Administrative Interpretation Regarding Window Replacement and Repair for Commercial and Residential Buildings in the Waterfront District Specific Plan Area.
2. Administrative Interpretation No. 1: Window Replacement and Repair in the Waterfront District Specific Plan Area.
  - a. Design Guidelines for Window Replacement and Repair on Commercial and Residential Buildings in the Waterfront District Specific Plan Area.

THIS PAGE INTENTIONALLY LEFT BLANK

**RESOLUTION NO. PC20-****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY ADOPTING AN ADMINISTRATIVE INTERPRETATION REGARDING WINDOW REPLACEMENT AND REPAIR FOR COMMERCIAL AND RESIDENTIAL BUILDINGS IN THE WATERFRONT DISTRICT SPECIFIC PLAN AREA.**

**WHEREAS**, the Planning Commission at their regular meeting of February 25, 2020, did discuss window replacement procedure in the Waterfront District Specific Plan; and

**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**, the Planning Commission at their regular meeting of May 12, 2020, did review Administrative Interpretation No. 1 prepared by City Staff memorializing procedures for considering window replacement and repair applications 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 15061 of the California Environmental Quality Act (CEQA), "General Rule" exemption; 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 an administrative interpretation regarding window replacement and repair for 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 administrative interpretation 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 administrative interpretation has 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 12<sup>th</sup> day of May 2020.

\_\_\_\_\_  
Joann Martinez  
Commission Secretary

**INTERPRETATION NO. 1****DATE:** May 12, 2020**SUBJECT:** Window Replacement in the Waterfront District Specific Plan Area.

**INTERPRETATION/PROCEDURE:** As a result of the discussions at the February 25, 2020 and March 10, 2020 Planning Commission meetings, staff prepared an Administrative Interpretation to be adopted by the Planning Commission. Further, staff has revised the “Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area” brochure to reflect the direction of the Planning Commission. The brochure will remain an attachment to this interpretation and, if approved, will serve as the guidance staff will use in considering such applications.

The brochure discusses three scenarios a property may fall into: (1) Commercial Buildings (new); (2) Commercial Buildings (old); and (3) Residential Buildings. Each has specific guidance staff is to follow when reviewing a submittal. Historically, the most common request for window replacement has been in the Historic Residential District. Staff has observed that many of the homes have transitioned to a vinyl window over the years; however, some homes have retained the original frame material. If the Development Services Department is uncomfortable approving a submittal, they are to forward the request to the Planning Commission for consideration.

Below is the guidance staff will consider in reviewing applications for window replacement and repair:

**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 windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.
- Vinyl, clad, or composite windows are permitted, but only the high-quality type that appear to be constructed from wood.
- ~~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 windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.

- 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.~~ Changing from operable to inoperable windows is discouraged.

**Residential Buildings:**

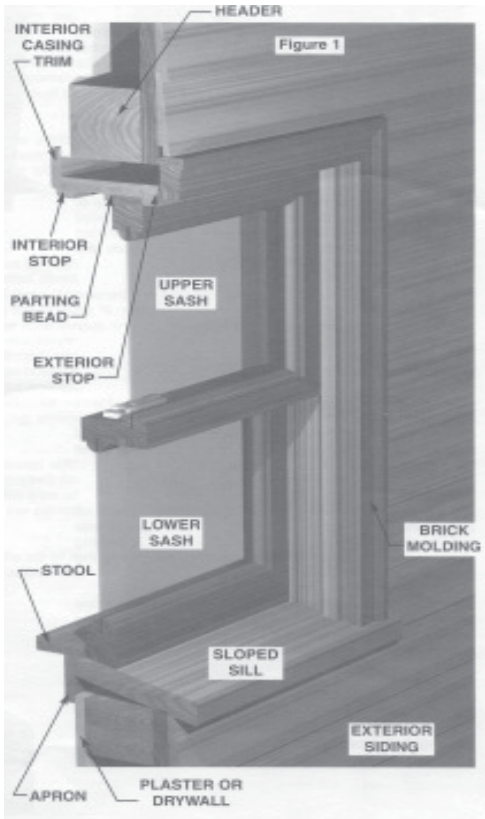
- Windows should be replaced with wood framed windows reproduced exactly as the original.
- If the original window frame is in good condition it should be saved. A wood replacement sash that matches the original window configuration would be required. Original configuration includes, single hung, double hung, muntin or sash bars, and original window size.
- Inexpensive windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.
- If a window is replaced with a vinyl frame, it must be of a good quality vinyl frame that generally matches the original frame and sash.
- The dimensions of the original window size and openings cannot be 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.

**Attachment:**

Design Guidelines for Window Replacement on Commercial and Residential Buildings in the Waterfront District Specific Plan Area - Brochure



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 treatment at the head*

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

Buildings <sup>42</sup> 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 Development Services 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 Development Services 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 windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.
- Vinyl, clad, or composite windows are permitted, but only the high-quality type that appear to be constructed from wood.
- ~~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 windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.
- If a window is replaced with a vinyl frame,

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.~~  
**Changing operable to inoperable windows is 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 windows of any material are not permitted. Aluminum windows to be reviewed on a case by case basis.
- If a window is replaced with a vinyl frame, it must be of a good quality vinyl frame that generally matches the original frame and sash.
- The dimensions of the original window size and openings cannot be 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.