



PLANNING COMMISSION
Garry Rowe, Chair
Anthony Adams, Vice Chair
Angel Borja
Jessie Pooni
Vinay Tewari
Emi Theriault
Michael Zeiss

PLANNING COMMISSION MEETING

Second and Fourth Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE CITY OF SUISUN CITY

PLANNING COMMISSION

TUESDAY, APRIL 13, 2021

6:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Planning Commission meeting may include teleconference participation by: Commissioners Anthony Adams, Angel Borja, Jessie Pooni, Vinay Tewari, Emi Theriault, Michael Zeiss and Chair Garry Rowe. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE PLANNING COMMISSION HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 861 4348 7677

CALL IN PHONE NUMBER: (707) 438-1720

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

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE PLANNING COMMISSION MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Resolution No. 21-03)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Planning Commissioners
Pledge of Allegiance
Invocation

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS: (Informational items only.)

1. City Manager/Staff

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

2. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on February 23, 2021 - (Pock: dpock@suisun.com).

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

PUBLIC HEARING NONE**GENERAL BUSINESS**

3. Scoping Meeting for Highway 12 Logistics Project Environmental Impact Report - (Kearns: jkearns@suisun.com).
4. Planning Commission Adoption of Resolution PC21-__: A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street – (Kearns: jkearns@suisun.com).
5. Planning Commission Adoption of Resolution PC21-__: A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).

REPORTS: (Informational items only.)

6. a. Commission Members
b. Commission Chairperson

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council/Commissions, are available for public review at least 72 hours prior to a Council /Agency/Authority/Commission Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a

Council/Agency/Authority/Commission meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority/Commission hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of April 13, 2021 was posted and available for review, in compliance with the Brown Act.

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MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
6:00 P.M., FEBRUARY 23, 2021

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: 839 5181 4472
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 (PRIOR TO 5:30PM) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

Next Resolution No. PC21-02

1. CALL TO ORDER.

2. ROLL CALL:

Commissioners Present:

Chairperson Rowe
Vice-Chairperson Adams
Commissioner Borja
Commissioner Pooni
Commissioner Tewari
Commissioner Theriault
Commissioner Zeiss

Commissioners Absent:

None

Pledge of Allegiance
Invocation

3. APPROVAL OF AGENDA:

Approval of Planning Commission agenda of February 23, 2021.

Commissioner Adams motioned to approve the Agenda, Commissioner Zeiss seconded the motion. Motion passed by the following vote:

Ayes- Adams, Borja, Pooni, Rowe, Tewari, Theriault, Zeiss

Noes: None

4. APPROVAL OF MINUTES:

Approval of Planning Commission minutes of February 9, 2021.

Commissioner Adams motioned to approve the minutes as proposed with the noted corrections and additions, Commissioner Theriault seconded the motion. Motion passed by the following vote:

Ayes- Adams, Borja, Pooni, Rowe, Tewari, Theriault, Zeiss

Noes: None

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.

George Guynn commented on hearing disabilities in meetings, no bathroom in Fairfield Train Station, and Brown Act requirements, and nepotism could have adverse effect.

6. CONFLICT OF INTEREST NOTIFICATION: NONE

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

7. CONSENT CALENDAR: NONE

8. CONTINUED ITEMS: NONE

9. PUBLIC HEARINGS: NONE

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.

10. INFORMATIONAL ITEMS:

A. Nuts and Bolts of Planning and Environmental Review Workshop.

City Manager Folsom introduced Gary Price, Contract Planner. Gary Price a long-time Planner, Gary did the Housing Element Update for the City of Clear Lake, Managed the General Plan Update, the WalMart expansion project and bringing in cannabis to Clear Lake. Suisun City has ramped up on our development projects and we have brought Gary on to help and to talk about the Nuts and Bolts of being a Planning Commissioner.

Gary Price presented a Planning Commission Workshop: Session 1, Nuts & Bolts of Planning and responded to Commissioner comments and questions.

Meeting was recessed at 6:53 pm for a 5-minute break.

Meeting was reconvened at 7:00 pm for the

Gary Price continued with the Planning Commission Workshop with Session II, Environmental Review, and responded to Commissioner comments and questions.

B. Projects Update.

Senior Planner Kearns gave an update on projects within the City and responded to Commissioner questions.

George Guynn commented affordable housing project or subsidized housing.

Steve Olry commented on affordable housing and impact on police department, logistics center and loss of shopping dollars to Fairfield and Vacaville.

11. GENERAL BUSINESS:

Discussion and Direction: Planning Commission Bylaws.

Senior Planner Kearns gave a brief background on the bylaws. After discussion and recommendations Chair Rowe called for a consensus on each recommended change.

Commissioner Zeiss suggested amendments

Table of Contents: Show Title and Amended Date on Table of Contents

Ayes- Adams, Borja, Pooni, Rowe, Tewari, Theriault, Zeiss

Noes: None

Consensus to include in amended Bylaws

Section 4.1: "human activities, and concern for the surrounding environment."

Ayes- Zeiss

Noes: Adams, Borja, Pooni, Rowe, Tewari

Abstain: Theriault

There was no consensus to include in amended Bylaws

Section 4.9: *, "the Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City to serve on Planning Commission Subcommittees."

Ayes- Adams, Borja, Pooni, Rowe, Tewari, Theriault, Zeiss

Noes: None

Consensus to include in amended Bylaws

Section 5.4: "to the press and public".

Change withdrawn by Commissioner Zeiss

Section 6.1: Add a second Public Comment Period to the agenda
Change withdrawn by Commissioner Zeiss

Section 6.4: (1st bullet) Dropping “requested to give their name and address for the record;”
Ayes- None

Noes: Borja, Pooni, Tewari, Theriault, Zeiss, Adams, Rowe

There was no consensus to include in amended Bylaws

Section 6.4: (2nd bullet) “ ~~a spokesperson should be selected to speak for the entire group~~ the Chair may request them to select a spokesperson to speak for the entire group.”

Ayes- Adams, Borja, Pooni, Rowe, Tewari, Theriault, Zeiss

Noes: None

Consensus is to include in amended Bylaws

Section 6.4: (last bullet) Limit how many times the same person and speak on the same topic. “No person shall be allowed to speak twice ~~until~~ if others desiring to do so have not had the opportunity to speak.”

No Vote was taken

Commissioner Borja suggested amendments

Section 5.2: Keep Regular Meeting time at 6:00 p.m.

Ayes- Adams, Pooni, Rowe, Zeiss

Noes: Borja, Tewari, Theriault

The consensus was to keep the meeting time at 6:00 p.m.

Commissioner Adams suggested amendments

Section 6.3: (2nd bullet) Public Comments – “shall be limited to ~~five (5)~~ three (3) minutes.” - to be consistent with Council

Ayes- Theriault, Adams, Rowe

Noes: Borja, Pooni, Tewari, Zeiss

There was no consensus to change the public comment time to three (3) minutes

Commissioner Theriault suggested amendments

Section 4.1: clarification and comments regarding Section 4.1 motion and vote.

Staff to look at Section and come back to Commission with language that provides more clarification for discussion.

Section 6.1: Add bullet point to include Conflict of Interest/Disclosures.

Ayes- Theriault, Adams, Rowe

Noes: Borja, Pooni, Tewari, Zeiss

There was no consensus to include in amended Bylaws

12. REPORTS BY STAFF AND PLANNING COMMISSION:

A. Staff

City Manager Folsom: - March 2 City Council meeting invites commission to listen. Topic will be on Updating the Strategic Plan. Conducted an internet survey, received over 400 responses, highlights on survey will be provided at the meeting.

B. Planning Commission

Commissioner Zeiss commented last meeting there was consensus to have training on 3 topics. Zeiss looked into Training on Urban Growth Boundaries and reported Shawn Quinn is willing to conduct training.

Suisun Marsh Protection Plan Steve Chappell is willing to conduct training, proposed March 23rd, 2021. Invites commission/staff to meet up with Steve before the meeting; J. Kearns agrees to participate in pre training discussion.

Fairfield is revising their General Plan, there have been several public meetings and an online questionnaire Zeiss encourages members of the commission to review what is being done.

Commissioner Theriault asked about the city's involvement in Earth Day. Staff had no information to provide at that time.

Commissioner Adams – Advised that there is a Facebook group for Suisun city clean up, there will be earth day and green month events.

13. AGENDA FORECAST / FUTURE AGENDA ITEMS.

A. Staff

Senior Planner Kearns commented March 9th meeting will be the progress report on the Housing Element and 3/23 meeting will have at least one training have not decided which one.

B. Planning Commission

Commissioner Zeiss suggested that the City Council members be invited to the Urban Growth Training.

14. ADJOURNMENT.

The meeting was adjourned at 9:19 pm

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Planning Commission Agenda Report

Meeting Date 4/13/2021

DATE:	4/13/2021	Files:
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)	
RE:	Notice of Preparation Scoping Meeting – Highway 12 Logistics Project	

SUMMARY

The City has received a development application and annexation request for the Highway 12 Logistics Project, a 1.28 million square foot high-cube industrial project within the City's western Sphere of Influence. This is a meeting that is to take place within the 30-day Notice of Preparation (NOP) review period where comments are accepted regarding what should be studied in the Environmental Impact Report (EIR).

Recommendation: Hold Scoping Meeting and take all public comments. Waive time limitations on public comment for this item.

BACKGROUND/DISCUSSION/ANALYSIS

The City has retained the services of AECOM Technical Services Inc as the environmental consultant for the project. They prepared the NOP and a PowerPoint for the Scoping Meeting. Both have been attached to this staff report. As included in the presentation, the three objectives of the scoping meeting are (1) Notify responsible & trustee agencies, and other parties; (2) Provide information on the proposed project; and (3) Invite public and agency input on the scope and approach to analysis of the EIR.

CEQA Review Only

This meeting is a part of the Notice of Preparation and ultimate development of an Environmental Impact Report (EIR) for the project.

No Consideration of Project Merits

The Planning Commission is not being asked to consider the merits of the project, to approve or deny any permits for the project, or to certify an EIR for the project at this time. The Planning Commission and City Council will be considering the project and associated environmental document at a later date.

Next Steps

The environmental consultant will collect all comments received during the NOP period, including during this scoping meeting, and will begin development of the Draft EIR.

If necessary, the City will schedule additional scoping meetings, but these additional meetings would not occur during a Planning Commission meeting.

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.

DISTRIBUTIONInternal

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns

External

- City Website <https://www.suisun.com/planning-commission/>
- Notice of Preparation can be found at <https://www.suisun.com/departments/development-services/planning/>

ATTACHMENTS

1. City of Suisun City Notice of Preparation and Notice of Public Scoping Meeting Highway 12 Logistics Center Environmental Impact Report.
2. Public Scoping Meeting PowerPoint.



City of Suisun City
Notice of Preparation and Notice of Public Scoping Meeting
Highway 12 Logistics Center Environmental Impact Report

Date: April 1, 2021
To: Public Agencies, Organizations, and Interested Parties
From: John Kearns, Senior Planner, City of Suisun City
Subject: Notice of Preparation of an Environmental Impact Report and Public Scoping

The City of Suisun City (the City) will be the lead agency and will prepare an Environmental Impact Report (EIR) compliant with the California Environmental Quality Act (CEQA) for the proposed Highway 12 Logistics Center Project (also referred to as “the project”). An Initial Study will not be prepared (CEQA Guidelines Section 15063[a]). In accordance with Section 15082 of the CEQA Guidelines, this Notice of Preparation (NOP) provides a project description, location, and the potential environmental effects of the proposed project.

The purpose of this NOP is to provide an opportunity to comment on the scope and proposed content of the EIR. The City will rely on responsible and trustee agencies to provide information relevant to the analysis of resources falling within the jurisdiction of such agencies. Specifically, input is requested on:

- (1) **Scope of Environmental Analysis** – guidance on the scope of analysis for this EIR, including identification of specific issues that will require closer study due to the location, scale, and character of the project;
- (2) **Mitigation Measures** – ideas for feasible mitigation, including mitigation that would avoid, eliminate, or reduce potentially significant or significant impacts; and
- (3) **Alternatives** – suggestions for alternatives to the proposed Project that could potentially reduce or avoid potentially significant or significant impacts.

As outlined in CEQA Guidelines Section 15082(b), each responsible and trustee agency must identify specific environmental issues, alternatives, and mitigation measures that should be explored in the EIR. If there is no response within 30 days, the City will assume that there are no specific environmental issues, alternatives, or mitigation measures that should be incorporated into the EIR.

WRITTEN COMMENTS

Please provide your written comments before Monday, May 3, 2021. Comments, along with the name and contact information of the appropriate person in your organization, should be addressed to:

John Kearns, Senior Planner
City of Suisun City
701 Civic Center Boulevard
Suisun City, CA 94585
Phone: (707) 421-7337
Email: jkearns@suisun.com

Documents related to this project will be available for review on the City’s website at:

<https://www.suisun.com/departments/development-services/planning/>

PUBLIC SCOPING MEETING

A virtual and in-person public scoping meeting will be held at 6:00 p.m. Tuesday, April 13, 2021 at a regular Planning Commission meeting. Public agencies, organizations, and members of the public will be able to review the proposed project and provide comments on the scope of the environmental review process. The in-person meeting is at City Hall, 701 Civic Center Boulevard. The virtual meeting can be accessed at the following link:

<https://us02web.zoom.us/j/86143487677>

Or by Telephone at: (707) 438-1720

The webinar ID number is: 861 4348 7677

PROJECT SUMMARY

The applicant, Buzz Oates Construction, Inc., is proposing to annex and pre-zone 129 acres of the approximately 482-acre project site into the City of Suisun City and develop 1.28 million square feet of warehouse and logistics uses on approximately 93 acres (referred to as the “development area”). The remaining 36 acres of the 129-acre annexation area would be in managed open space. The 353 acres of the 482-acre project site not proposed for annexation is outside the City’s Sphere of Influence (SOI), is not proposed for any SOI change or annexation, and would remain in managed open space within the unincorporated County. In total, 389 acres would be proposed for managed open space for environmental mitigation and conservation purposes – 36 acres in the proposed annexation area and 353 acres that would remain in the unincorporated County.

The project will require an amendment to the City’s General Plan Land Use Diagram so that the proposed development and conservation areas are consistent with the General Plan’s land use designations.

PROJECT LOCATION

The 482-acre project site is located in unincorporated Solano County, California, within the City of Suisun City Sphere of Influence. See Exhibit 1 for the project site’s location within the region, and Exhibit 2 for a more detailed depiction of the project site within the local vicinity.

The project site is bounded to the east by the Union Pacific Railroad and to the north by State Highway 12. The western perimeter of the project site is bounded by Ledgewood Creek in the northern portion of the site and Orehr Road in the southern portion of the project site. To the south, the project site meets the Suisun Marsh.

The California Northern Railroad is oriented west to east, horizontally dividing the project area and meeting with the Union Pacific Railroad tracks at the western perimeter of the project site. Pennsylvania Avenue is located in the northern portion of the project site, from the California Northern Railroad line to and north of Highway 12.

As noted in the project summary, approximately 389 acres of the 482-acre site is proposed as open space for resource conservation purposes. The proposed 93-acre development area would be located in the northwestern portion of the project site, bounded by Highway 12 to the north, Cordelia Road to the south, Ledgewood Creek to the west, and Pennsylvania Avenue to the east. Exhibit 3 provides a site map distinguishing the open space and proposed development areas of the project site.

EXISTING CONDITIONS

LAND USE DESIGNATIONS AND ZONING

The project site is located within unincorporated Solano County. Per the Solano County General Plan, the portion of the project site north of the California Northern Railroad is designated as Urban Industrial, and the southern portion of the Project site is designated as Public/Quasi-Public with a Resource Conservation Overlay. Per the Solano County Zoning Ordinance, the northern portion of the site is zoned “Exclusive Agriculture 40 Acres” (A-40) and the northern portion is zoned as “Marsh Preservation.” The City’s General Plan designates the areas of the project site west of Pennsylvania Avenue and north of the California Northern Railroad line as Commercial Mixed Use and the remainder is designated as Agriculture and Open Space. The southern portion of the project site is within the Primary Management Area of the Suisun Marsh Protection Plan and a small portion of the southwestern extremity of the project site is within the Secondary Management Area of the Suisun Marsh Protection Plan. All portions of the project site that are in the Primary Management Area and Secondary Management Area of the Suisun Marsh Protection Plan are proposed for open space.

The project site is currently agricultural grazing land and undeveloped open space. Cattle graze throughout the northern portion of the project site. Various utilities (e.g., telephone, power, natural gas lines) exist along Pennsylvania Avenue and Cordelia Road, but there are no known utility improvements or irrigation within the project site.

There are two commercial businesses currently operating within the proposed project site, near the intersection of Pennsylvania Avenue and the California Northern Railroad tracks running east-west. A homeless encampment exists within the northeastern corner of the project site, within a five-acre parcel that is within the city limits of Suisun City. Substantial trash has been accumulating in the surrounding creeks and drainages.

The City of Fairfield southern city limit is on the opposite side of State Highway 12 north of the project site. Existing uses in this portion of Fairfield include single-family residences, offices, and light industrial uses. East of the Union Pacific Railroad tracks is Downtown Suisun City and the Suisun City waterfront, which is developed with a variety of commercial, residential, assembly, repair, and retail land uses. To the west of the project site, across Ledgewood Creek, are industrial warehouse and office uses. Undeveloped land is to the west and south of the project site, including Suisun Marsh to the south.

The project site is within Zone D of the Travis Airport Land Use Compatibility Plan (ALUCP), which has few restrictions on land use or development. However, the project will be required to demonstrate consistency with ALUCP provisions related to any proposed commercial scale solar facilities and bird strike hazards. The EIR will summarize how the project proposes consistency with the ALUCP.

PROJECT OBJECTIVES

The City has identified Project Objectives to guide planning for the project site, as well as the analysis included within the EIR:

1. Further the goals and policies of the City of Suisun City General Plan by developing land contemplated to support urban development.
2. Promote economic growth through new capital investment, expansion of the tax base, and creation of new employment opportunities.
3. Improve the City of Suisun City’s jobs-to-housing ratio by locating employment land uses on historically underutilized land near existing infrastructure, transportation corridors, and residential areas.

4. Capitalize on the existing Interstate 80 and State Highway 12 transportation corridor, the existing rail facilities that can provide direct rail service unique to this logistics market area, and the increased demand for warehouse and distribution services in the City and region.
5. Create a master planned complex of buildings to accommodate the current and future need for warehouse and distribution uses in an economically viable project with coordinated infrastructure and landscaping.
6. Create opportunities to generate jobs and attract new employment-creating industries to Suisun City that generate new tax revenue and minimize demands on City services.
7. Continue the orderly development of the western gateway of Suisun City and provide a visual environment that gives visitors an immediate positive first impression of Suisun City with attractive building facades and landscaping.
8. Preserve and manage areas of the project site with concentrations of wetlands and other sensitive habitat for permanent open space to mitigate impacts and further regional habitat and species preservation goals.
9. Implement a range of sustainability measures aimed at conserving resources, decreasing energy and water consumption, and reducing air and water pollution.
10. Install circulation improvements along Pennsylvania Avenue and Cordelia Road that provide efficient ingress and egress to the proposed project, while also ensuring these facilities operate at acceptable levels.
11. Design internal circulation to provide efficient ingress and egress while ensuring facilities operate at acceptable levels.
12. Offer a project with the scale, location, amenities, and sustainability features necessary to create competitive advantages in attracting and retaining a variety of reputable warehousing and logistics users.

PROJECT OVERVIEW

PROPOSED LAND USE

The project proposes development of approximately 1.28 million square feet of building space on approximately 93 acres of land area (development area) and approximately 389 acres of permanently preserved open space (see Table 1). The development area would encompass three separate sites (A, B, C) and consist of seven buildings. Site A, 18.6 acres, would be bounded by the California Northern Railroad tracks to the south and Pennsylvania Avenue to the west. Site B, 13.13 acres, would be bounded by Cordelia Street to the south and southwest and by the Southern Pacific Railroad tracks to the north. Site C, 10.77 acres, would be east of Pennsylvania Avenue, somewhat centrally located along the eastern perimeter of site A, with undeveloped land surrounding the site to the north, east, and south. Exhibit 3 depicts the proposed land use designations for the project site, which include Commercial Mixed Use for the proposed development area and Agriculture and Open Space for the proposed managed open space conservation area.

OPEN SPACE PRESERVATION

The project would permanently preserve approximately 389 acres of the project site as open space. This open space could be planned and managed to offset impacts of on-site development, serve as mitigation for other projects, and/or preserve and avoid impacts to covered species consistent with the City of Suisun City's General Plan and the *Solano County Multispecies Habitat Conservation Plan*, once adopted. The project will include ongoing land management requirements for preserved open space and will include features to avoid environmental degradation, such as improvements and a management regime to capture and remove solid waste that historically has been accumulating in area drainages. Grazing on the project site will be planned and managed consistent with the project's habitat conservation strategy and mitigation requirements.

Table 1. Highway 12 Logistics Center Site and Building Summary

Site	Site Acreage	Building	Proposed Building Square Footage
A		A	152,305
		B/C	710,489
		D	56,880
		E	56,880
B		F	172,380
C		G	127,303

ACCESS ROADWAYS & ROADWAY IMPROVEMENTS

Access to the project site would be provided in four locations along Pennsylvania Avenue to both Site A and Site C, and at three occurrences along Cordelia Street to Site B. Some access roadways will include semi-truck access lanes. The project may require other on- and off-site transportation improvements, which will be determined as a part of the overall analysis of the project initiated through this NOP.

The project site has direct access to an existing rail spur, and the project applicant will coordinate with the Southern Pacific Railroad, which merged with Union Pacific Railroad in 1996, regarding access to this existing railroad spur for proposed on-site uses.

STORM DRAINAGE

The project's drainage plan will provide on-site stormwater detention and treatment to ensure that post-project peak flows shall be limited to pre-development levels or less. The area primarily drains to the southeast into Peytonia Slough, with the exception of the southern portion of the proposed development area south of Southern Pacific Railroad, which drains to Ledgeewood Creek.

All stormwater runoff from impervious surfaces (roofs and paving) will be routed through a specially designed water quality detention and treatment basin. Additionally, on-site detention will be provided to meet local and regional standards.

UTILITIES & SERVICE SYSTEMS

The proposed project will require installation of supporting underground utilities, including water, wastewater, electricity, natural gas, and telecommunications. The EIR Project Description will include detailed descriptions of the planned infrastructure improvements that will be required to serve demand resulting from the project. Infrastructure will comply with relevant design standards of service agencies and will be consistent with the public facilities and infrastructure policies of the City.

Water

Water for the project would be supplied by Solano Irrigation District and delivered by facilities owned by either the Suisun-Solano Water Authority or the City of Fairfield. The project applicant will coordinate water supply with the City of Suisun City, as well as the City of Fairfield, to determine the best option to service the project's operational water and irrigation needs. The City of Fairfield has existing operational water transmission lines in

Pennsylvania Avenue adjacent to the project site. Other options, such as groundwater wells, will also be explored. Solano Irrigation District (SID) has commissioned a water supply assessment for the project, the findings of which will be summarized in the EIR in relation to project water demand and water supply under a variety of scenarios.

Wastewater

The project site is within the Fairfield-Suisun Sewer District. The Fairfield-Suisun Sewer District is in the process of modeling projected demands associated with the proposed project. Sewer connection is planned to allow flows from the entire site to be served by one primary system that would tie into the existing 27-inch sewer main west of Beck Avenue at the southern end of the proposed project development area.

Electricity & Natural Gas

Electricity and natural gas service would be provided by PG&E. Service laterals would be extended to project buildings from existing facilities along Pennsylvania Avenue and Cordelia Road.

OFF-SITE IMPROVEMENTS

The City anticipates the need for off-site improvements, such transportation facility improvements and utility connections. These details will be determined by site-specific planning and engineering studies. The EIR will include analysis and mitigation, as needed, to comprehensively address potential impacts related to construction and operation of off-site improvements.

REQUIRED APPROVALS

The proposed project requires the following discretionary approvals from the City of Suisun City:

- General Plan Amendment
- Pre-zoning
- Planned Unit Development
- Tentative Parcel Map
- Use Permit
- Site Plan / Architectural Review

Additional approvals required for the proposed project may include, but are not necessarily limited to:

- Bay Area Air Quality Management District
- California Department of Fish and Wildlife
- Suisun-Solano Water Authority
- Fairfield-Suisun Sewer District
- San Francisco Regional Water Quality Control Board
- Solano Local Agency Formation Commission
- Solano County Airport Land Use Commission
- United States Army Corps of Engineers

Other local, State, or federal approvals or permits may be necessary for subsequent land use entitlements, pursuant to applicable laws and regulations.

ENVIRONMENTAL REVIEW

As required by CEQA, the EIR will describe existing conditions and evaluate the potential environmental effects of the proposed Highway 12 Logistics Center and a reasonable range of alternatives, including the no-project alternative. It will address direct, reasonably foreseeable indirect, cumulative, and growth inducing effects. The EIR will identify feasible mitigation measures, if available, to reduce significant and potentially significant impacts.

POTENTIAL ENVIRONMENTAL EFFECTS

The following environmental topic areas are preliminarily anticipated to be evaluated in the EIR:

- **Aesthetics, Light and Glare**—The EIR will evaluate existing visual conditions and will evaluate the potential impacts on scenic vistas, scenic resources, and visual character that may result from development of the project and off-site improvement areas, as well as impacts related to light and glare. While there are no State-designated scenic highways in the vicinity of the project site, Solano County has identified a portion of Highway 12 as a Scenic Roadway. This designation applies east of the project site, starting at the overpass of Highway 12 over the railroad line, and then east to the County line.
- **Agriculture and Forestry Resources**—The EIR will describe existing agricultural resources and evaluate potential direct and indirect impacts from conflicts with existing zoning or Williamson Act contracts, and from conversion to urban uses of lands designated as Prime Farmland, Unique Farmland, or Farmland of Statewide Importance. The project site is designated by the California Department of Conservation and the Solano County General Plan as Grazing Land and Urban and Built-Up Land, which does not fall under the Important Farmland umbrella. The project site is not encumbered by an active Williamson Act contract. The project site would be pre-zoned Commercial Services and Fabricating (CSF) as part of the annexation process, which would eliminate any conflicts with the existing agricultural zoning. This section will also document that no forest land resources are present.
- **Air Quality**—The EIR will discuss the regional and local air quality setting and quantify air pollutant emissions for construction and subsequent operation of proposed uses and off-site improvement areas. The emissions estimates will be derived in consideration of recommended methods and significance thresholds developed by the Bay Area Air Quality Management District, and the EIR will explain how methods and thresholds are designed to assess potential human health effects.
- **Biological Resources**—The EIR will define the biological resources in the project area and surrounding habitats and evaluate the project's potential effects on wetlands, other sensitive natural communities, and special-status species (e.g., raptors and other migratory birds).
- **Cultural and Tribal Cultural Resources**—The EIR will describe existing cultural and Tribal Cultural Resources and evaluate potential impacts on those resources, including the potential to affect undiscovered resources during excavation and grading. The EIR will also include consultation with California Native American tribes to assess potential impacts on Tribal Cultural Resources. The City has requested a Native American Heritage Commission search of the Sacred Lands File as well as a list of tribal representatives that may have an interest in the project area. The City will use this list, along with a list of Native American Tribal representatives that have requested notification to invite consultation.

- **Energy**—The EIR will describe the project’s energy consumption, consistency with energy conservation standards and whether the project would lead to wasteful or inefficient use of energy or affect local or regional energy supplies.
- **Geology, Soils, Minerals, and Paleontology**—The EIR will describe the geological setting and potential environmental effects related to geologic and soils hazards, mineral resources, and unique paleontological (fossil) resources. This section will outline design measures and best management practices to minimize impacts on people or structures from seismic activity. The EIR will also identify any potential impacts from loss of mineral resources and on undiscovered fossils.
- **Greenhouse Gas Emissions**—The EIR will include a description of the current science surrounding climate change. The existing setting section will also include a summary of the applicable regulatory framework. The EIR will quantify greenhouse gas (GHG) emissions for construction and subsequent operation based on the proposed uses and assumptions related to off-site improvement areas. Emissions estimates will be evaluated for consistency with the State legislative framework for reducing GHG emissions reductions.
- **Hazards, Hazardous Materials, and Wildfire**—The EIR will identify potential impacts from the transport, use, or disposal of hazardous materials; releases of hazardous materials; emissions of hazardous or acutely hazardous materials, substances, or waste near a school; location on a hazardous materials site; location within an airport land use plan or in the vicinity of a private airstrip; impairment of an adopted emergency response or evacuation plan; and exposure to wildland fires. There are no Very High Fire Risk Severity Zones in the Local Responsibility Area in Solano County, though portions of the project site appear to be designated High Fire Risk, which will be discussed in the EIR.
- **Hydrology and Water Quality**—The EIR will evaluate hydrologic and water quality conditions and potential short-term construction-related effects on water quality from stormwater runoff, as well as longer-term effects on stormwater drainage and maintenance effects on water quality. This section will also evaluate potential impacts on groundwater recharge and sustainability, and on surface water hydrology from the addition of impervious surfaces associated with future development. The potential for the project to impede or redirect flood flows will also be evaluated in this section. The design features and stormwater retention features required to minimize hydrology and water quality effects will be outlined in this section, based on detailed project drainage plans.
- **Land Use and Planning, Population, and Housing**—The EIR will describe existing land uses and evaluate the potential for the proposed project to divide an existing community or conflict with existing, adopted land use and natural resource plans or regulations that were adopted with the purpose of reducing or avoiding environmental effects. The EIR will evaluate the potential of the proposed project to induce substantial population growth or displace substantial numbers of housing units or people that could lead to potentially significant physical environmental effects.
- **Noise and Vibration**—The EIR will describe existing noise and vibration conditions and the potential impacts of construction of the proposed land uses and off-site improvements. Noise levels from construction and operation of proposed uses will be estimated and compared with existing ambient noise levels and City noise policies.

- **Public Services and Recreation**—The EIR will analyze existing public services and potential increases in demand, and will evaluate whether those demands would require new facilities (e.g., fire protection, law enforcement) that could result in potentially significant environmental impacts. Since the proposed project would not result in population growth, the City does not anticipate any impact related to recreation.
- **Transportation**—The EIR will identify existing conditions, existing plus project conditions, cumulative no-project conditions, and cumulative plus project conditions. An analysis of commuter vehicle miles traveled (VMT) per employee for operations of the proposed project will be conducted using the City of Fairfield travel demand model. Consistent with the City’s adopted VMT evaluation methodology, the EIR will not include a focus on warehousing/logistics related truck VMT. The proposed project site plan will be evaluated for access and on-site circulation, including interface with the public roadway network, emergency vehicle access and circulation, and pedestrian and bicycle access and circulation within and adjacent to the site. The EIR will include an evaluation of the project’s consistency the City’s multi-modal transportation policies.
- **Utilities and Service Systems**—The EIR will evaluate physical environmental impacts related to the on- and off-site expansion and extension of utility systems, such as those that are required for water supply, stormwater drainage, wastewater treatment, and solid waste disposal.

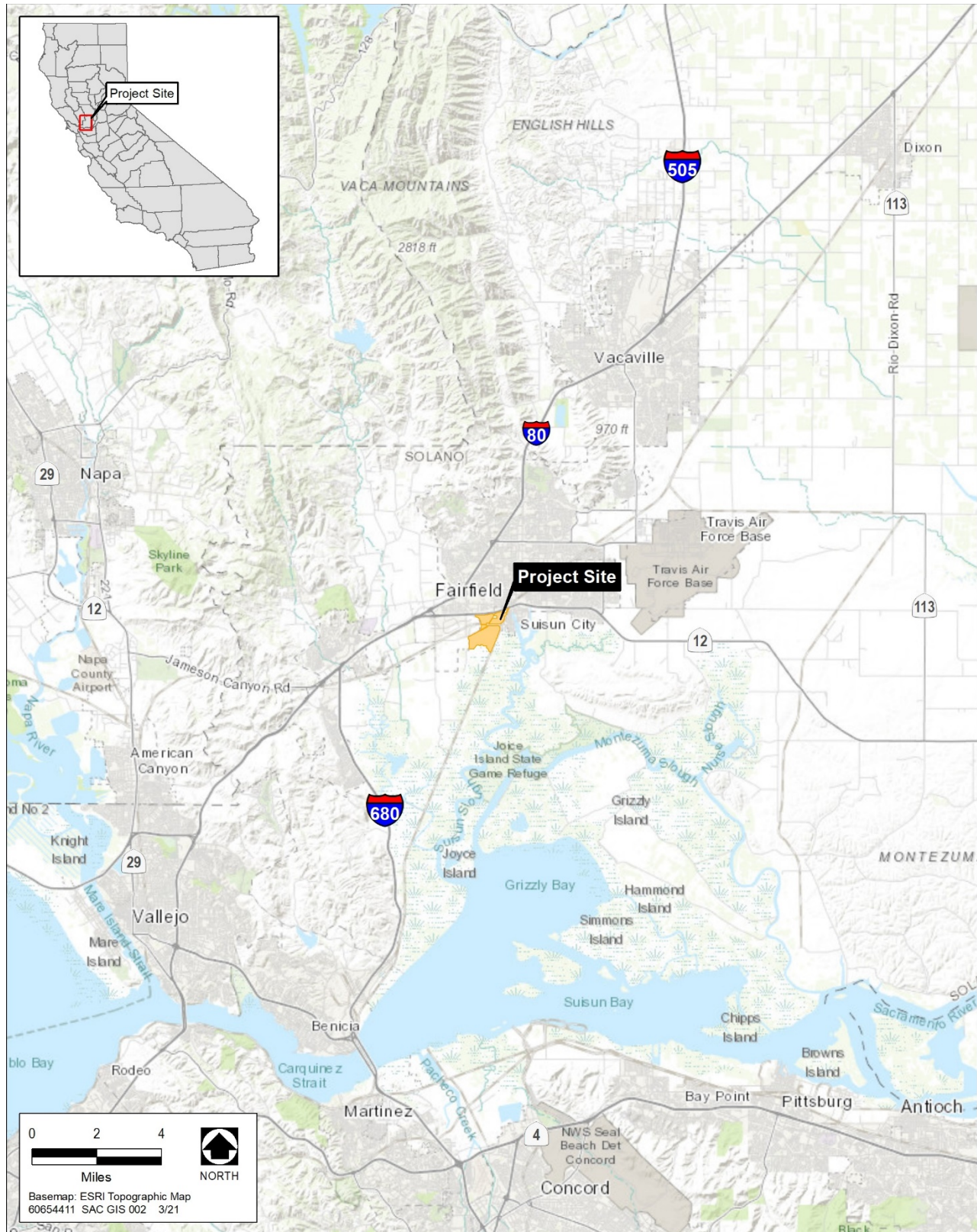


Exhibit 1. Regional Location

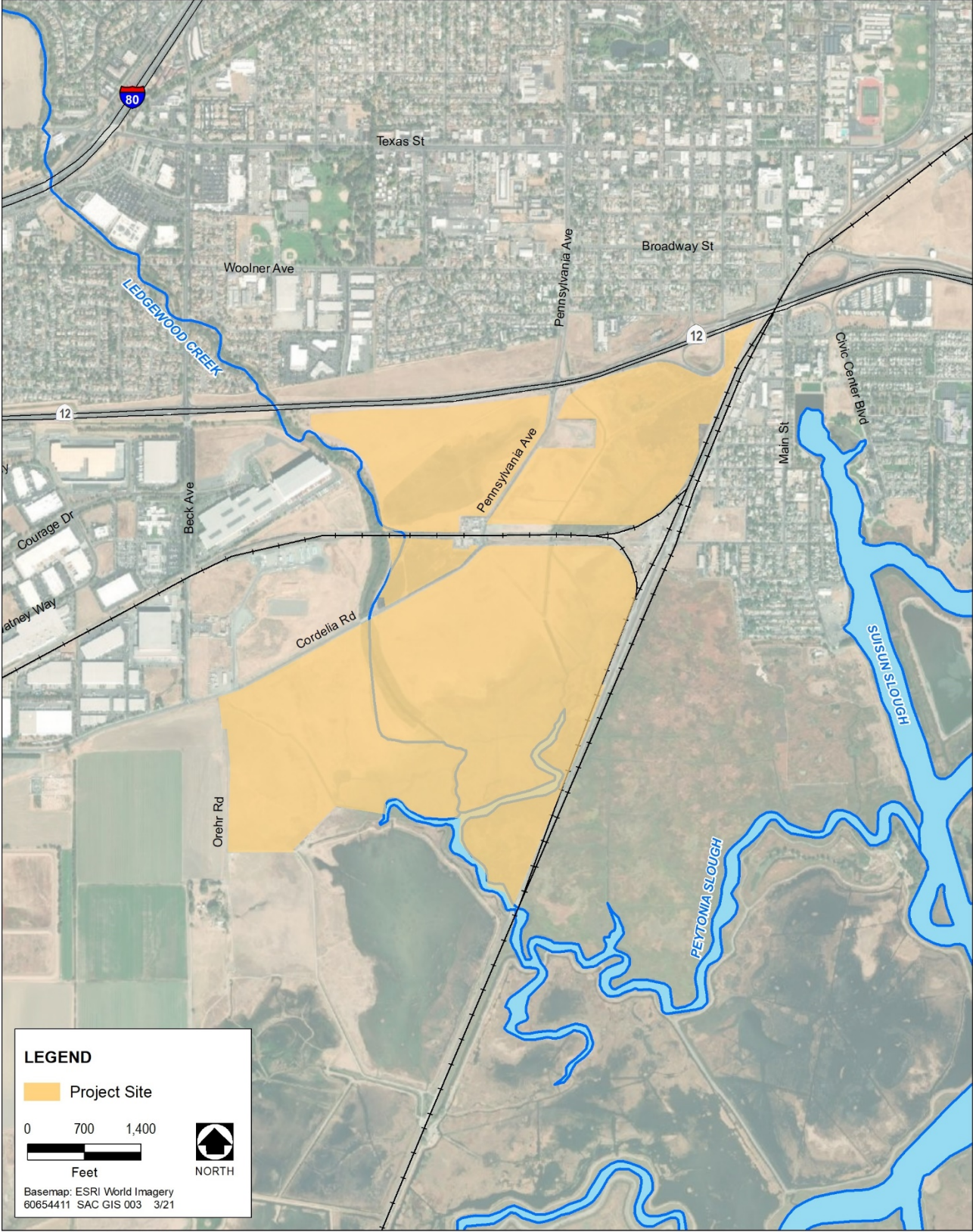
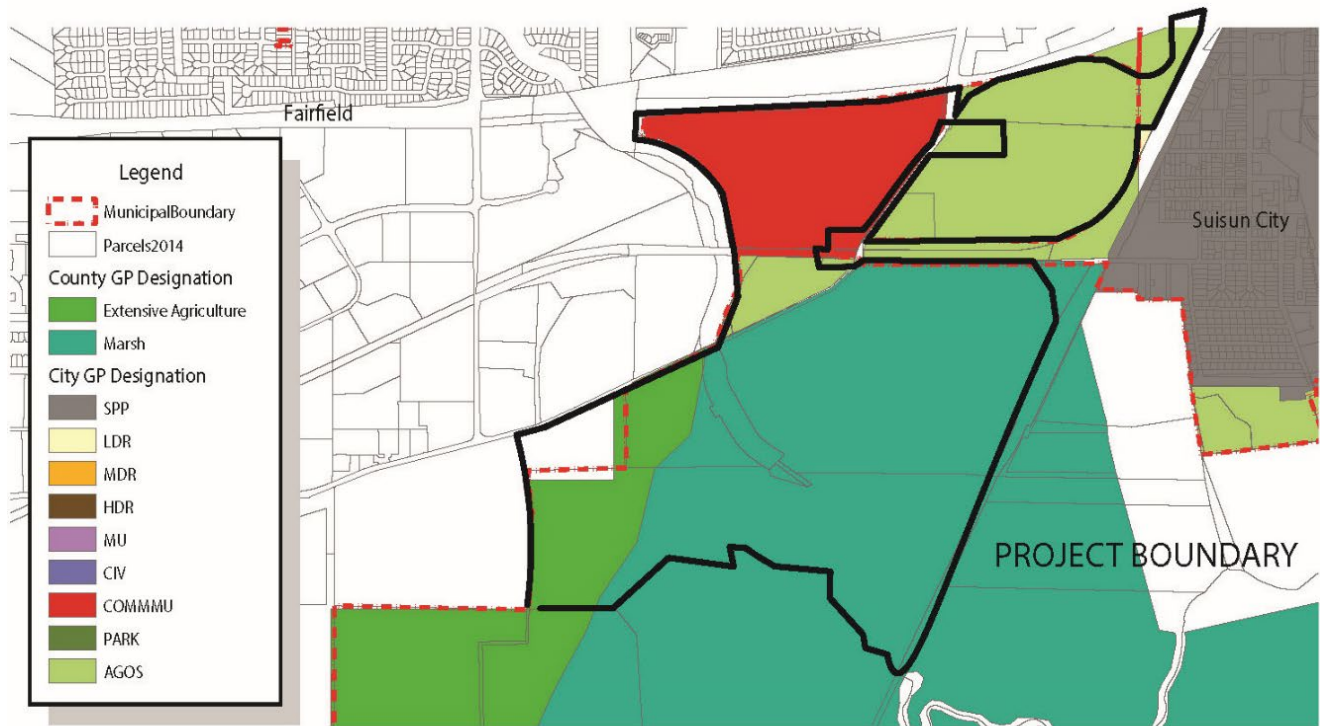
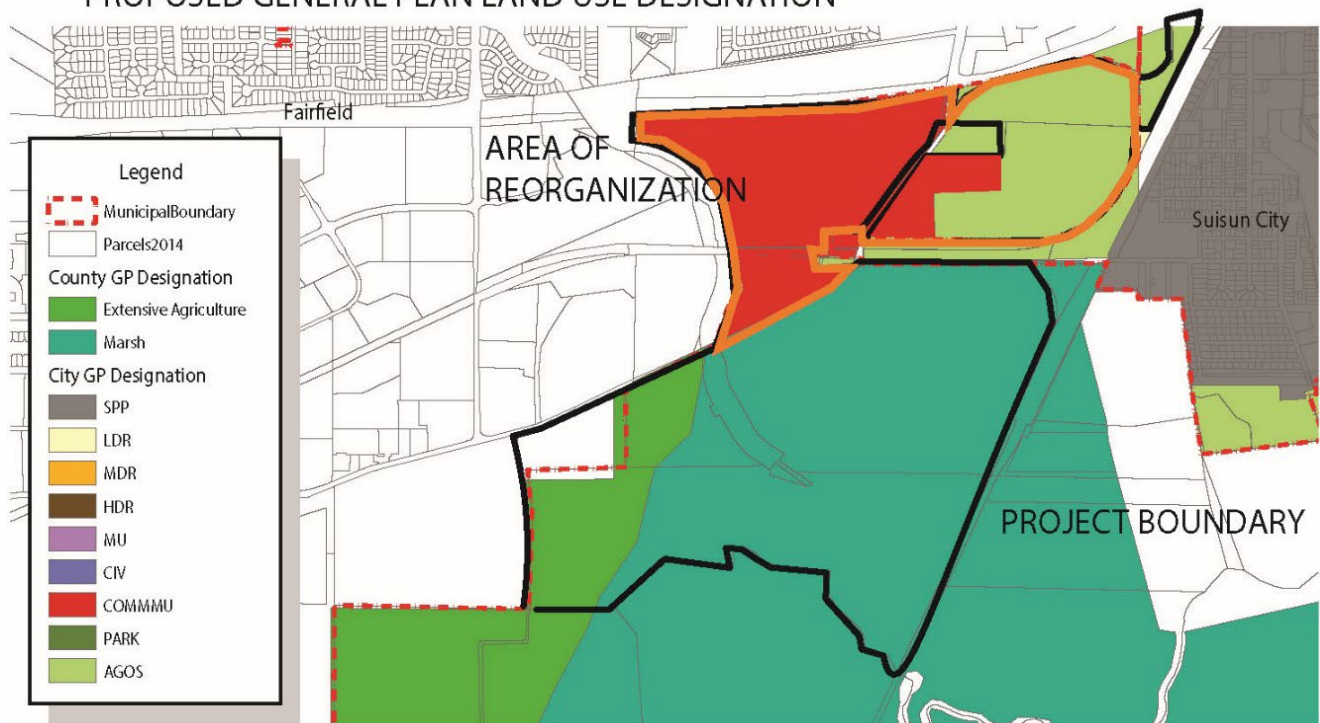


Exhibit 2. Project Site

CURRENT GENERAL PLAN LAND USE DESIGNATION



PROPOSED GENERAL PLAN LAND USE DESIGNATION



Source: Wade Associates, 2021

Exhibit 3. Proposed General Plan Land Use Designations



Public Scoping Meeting

Environmental Impact Report
Highway 12 Logistics Center



Objectives

- Notify responsible & trustee agencies, and other parties
- Provide information on the proposed project
- Invite input on the scope and approach to analysis of the EIR

Overview



Type of environmental document



Project description



Probable environmental effects



Environmental review process

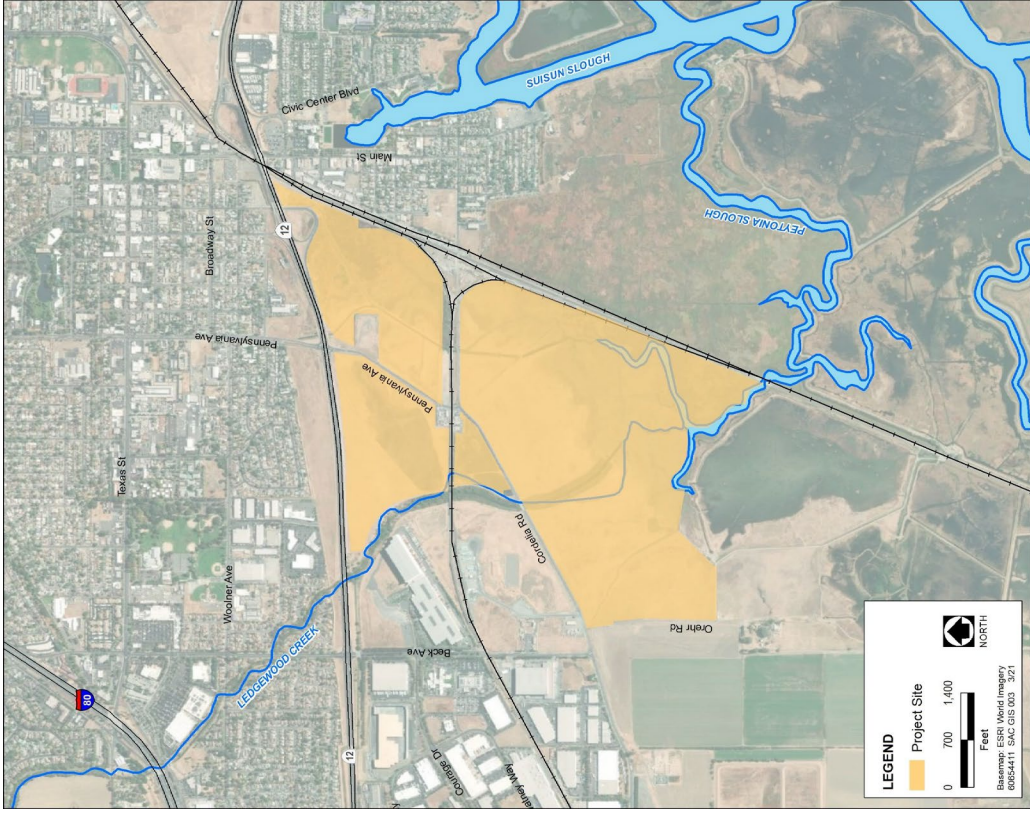


How to provide input

Type of CEQA Document

- Environmental Impact Report (EIR)
- Focus on potentially significant adverse physical effects
- Identify measures to reduce or avoid potential impacts
- Analysis of alternatives to the proposed project
- No Initial Study

Project Location

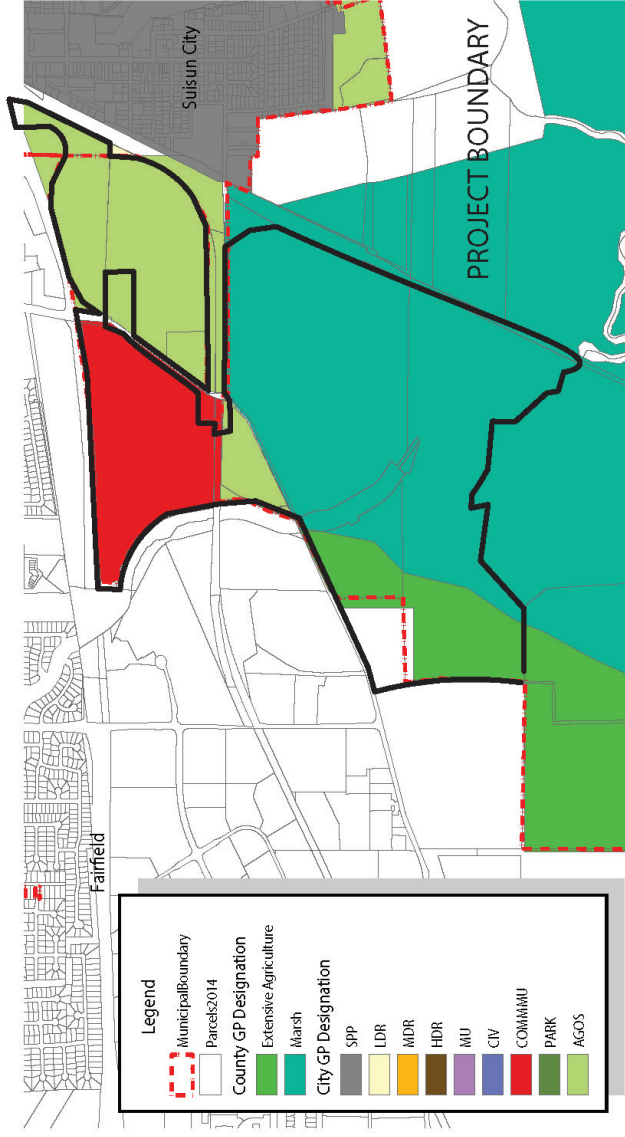


- Within the City of Suisun City Sphere of Influence
- Outside the current city limits
- Bounded by:
 - North: State Highway 12
 - East: UPRR and Downtown Suisun City
 - West: Ledgewood Creek and Orehr Road
 - South: Suisun Marsh
- Currently grazing land and open space
- Two commercial businesses operate near the intersection of Pennsylvania Avenue and the California Northern Railroad tracks

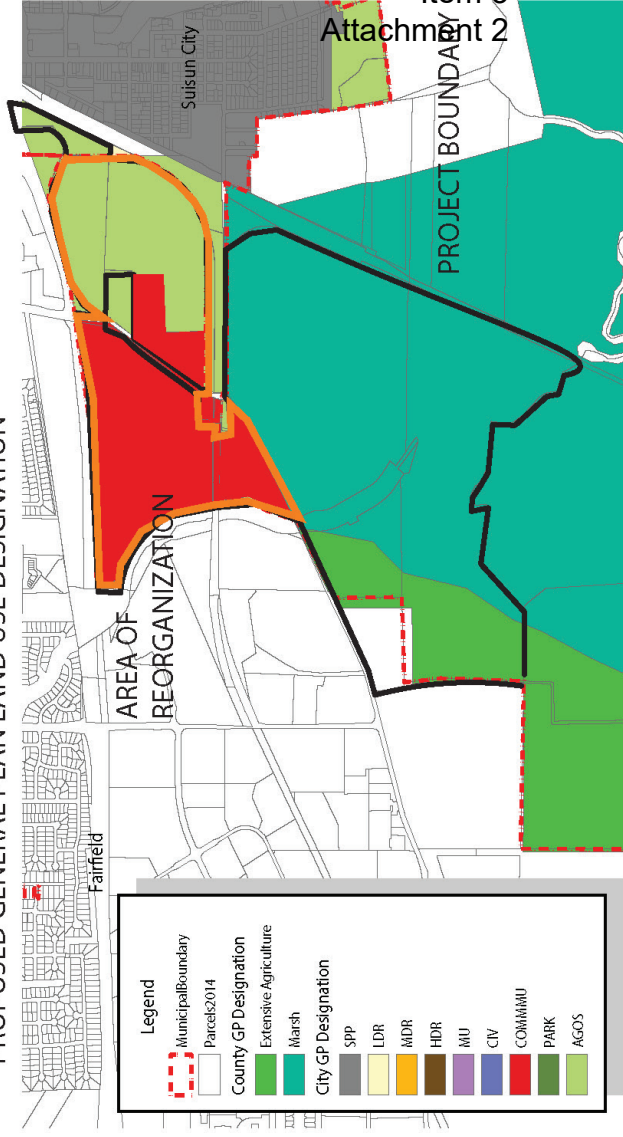
Project Description

- 492 acres
- Preserved open space on 389 acres
- Development of 1.28 million square feet of warehouse and logistics uses on 93 acres of land area (development area)
- On- and off-site infrastructure
- Annexation
- Amend General Plan Land Use Diagram

CURRENT GENERAL PLAN LAND USE DESIGNATION



PROPOSED GENERAL PLAN LAND USE DESIGNATION



Source: Wade & Associates, 2021

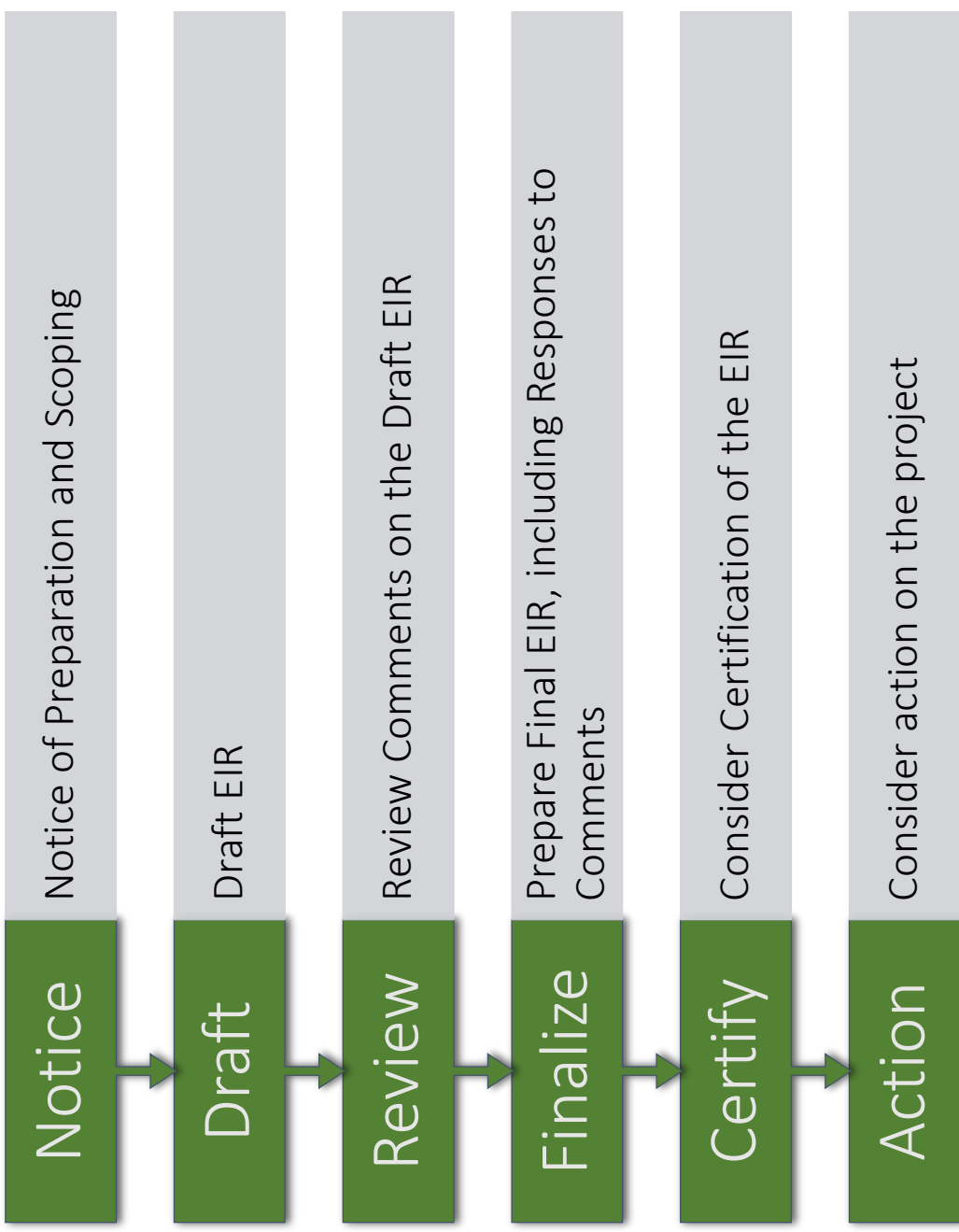
Project Objectives

- Further the goals and policies of the City of Suisun City General Plan
- Promote economic growth
- Improve the City of Suisun City's jobs-to-housing ratio
- Capitalize on existing transportation facilities
- Generate jobs
- Provide a visual environment
- Preserve and manage open space
- Implement sustainability measures
- Install circulation improvements
- Provide efficient ingress and egress
- Create competitive advantages in attracting and retaining a variety of reputable warehousing and logistics users

Potential Environmental Effects

- Aesthetics
- Agricultural Resources
- Air Quality
- Biological Resources
- Cultural and Tribal Cultural Resources
- Energy
- Geology, Soils, Minerals, and Paleontological Resources
- Greenhouse Gases Emissions
- Hazards, Hazardous Materials, and Wildfire
- Hydrology and Water Quality
- Land Use and Planning, Population, and Housing
- Noise and Vibration
- Public Services and Recreation
- Transportation
- Utilities and Service Systems

Environmental Review Process



Your Input

Scope of Environmental Analysis. What should we study?

Mitigation Measures. What mitigation should be used?

Alternatives. What alternatives should we study?

Interested Parties. Who should we reach out to for input?

Your Input

Before May 3rd, send to:

John Kearns, Senior Planner

City of Suisun City

701 Civic Center Boulevard

Suisun City, CA 94585

Phone: (707) 421-7337

Email: jkearns@suisun.com

Documents related to this project will be available for review on the City's website at: <https://www.suisun.com/departments/development-services/planning/>



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Planning Commission Agenda Report

Meeting Date 4/13/2021

DATE: 4/13/2021

TO: PLANNING COMMISSION

FROM: John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)

RE: 325 Main Street (La Cabaña Patio Cover)

Files:

SUMMARY

Staff is requesting the Planning Commission consider adoption of a resolution approving a request for a 1,096 square foot patio cover on the south side of the existing restaurant facing Driftwood Drive and replacement of a front awning for the property located at 325 Main Street (La Cabaña).

Recommendation: Planning staff recommends that the Commission adopt Resolution PC21-___; A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street.

Proposed Motion: I move that the Planning Commission adopt Resolution PC21-___; A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street.

BACKGROUND/DISCUSSION/ANALYSIS

Specific Request

Add patio cover (18' x 52') to side of restaurant over existing enclosed patio area and replace front entrance awning. The proposed colors would be brown for exterior trim, posts and beams and sand for the interior ceiling.

In late February, the City received a building permit application for a 1,096 square foot patio cover on the side and replacement of a front awning for the La Cabaña restaurant located at 325 Main Street which is within the Main Street Mixed Use District (MSMU) of the Waterfront District Specific Plan. The proposed area is currently enclosed with metal fencing and the patio cover would not encroach past the fencing and would remain on private property. The site plan (Attachment 2) and examples of the proposed patio cover (Attachment 3) have been included to this staff report. Most often, requests of this nature are reviewed and approved by staff so long as the request is found consistent with the applicable regulations and design guidelines (in this case the Waterfront District Specific Plan). However, Section 6.3.3(C.4) of the Plan includes language which discourages **“mansard, free form, geometric form awnings or other sidewalk covers.”** That section continues by explaining that **“care should be taken in choosing the size, type, location, configuration, and color of awnings to ensure compatibility with the building’s**

architecture and the character of adjacent structures.” Staff has included this section as Attachment 4 of this staff report for the Planning Commission’s reference. Due to this language, staff felt it most appropriate for the item to be reviewed and considered by the Planning Commission.

The obvious benefits for the restaurant include allowing customers an expansive covered outdoor area to dine. Staff’s view is that the Planning Commission should consider, the location of the property (toward the far north end of Main Street) and the architecture of the existing restaurant (a single-story flat roof building). Any addition to any building within the MSMU district should take into account the provisions stated previously and in Section 6.3.3(C.4).

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 proposed structures on the site are accessory to the primary use on-site.

Next Steps

If approved, staff would process the existing building permit application.

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

External

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

ATTACHMENTS

1. Resolution PC21-___; A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street.
2. Site Plan.
3. Example Images.
4. Section 6.3.3(C.4) of the Waterfront District Specific Plan.

RESOLUTION NO. PC21-

A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION APPROVING A REQUEST FOR A PATIO COVER ON THE SOUTH SIDE OF THE EXISTING RESTAURANT FACING DRIFTWOOD DRIVE AND REPLACEMENT OF A FRONT AWNING FOR THE PROPERTY LOCATED AT 325 MAIN STREET.

WHEREAS, the Planning Commission considered and reviewed Site Plan/Architectural Review No. AR20-1-003 at its regular meeting of April 13, 2021; and

WHEREAS, a report by City staff was presented and made a part of the record of the April 13, 2021 meeting; and

WHEREAS, based on evidence presented at the meeting by City staff, the applicant, the Public and Commissioners, the following Findings are hereby made:

1. That the proposed project is consistent with the Goals, Policies and Objectives of the Suisun City General Plan;
2. That the proposed project is consistent with the Goals, Policies and Objectives of the Waterfront District Specific Plan as well as the existing and surrounding properties;
3. That the proposed project 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.
4. The proposed project is exempt from the California Environmental Quality Act per Sections 15301 – Existing facilities and 15303 New Construction or Conversion of Small Structures. The proposed structures on the site are accessory to the primary use on-site.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-__; A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street.

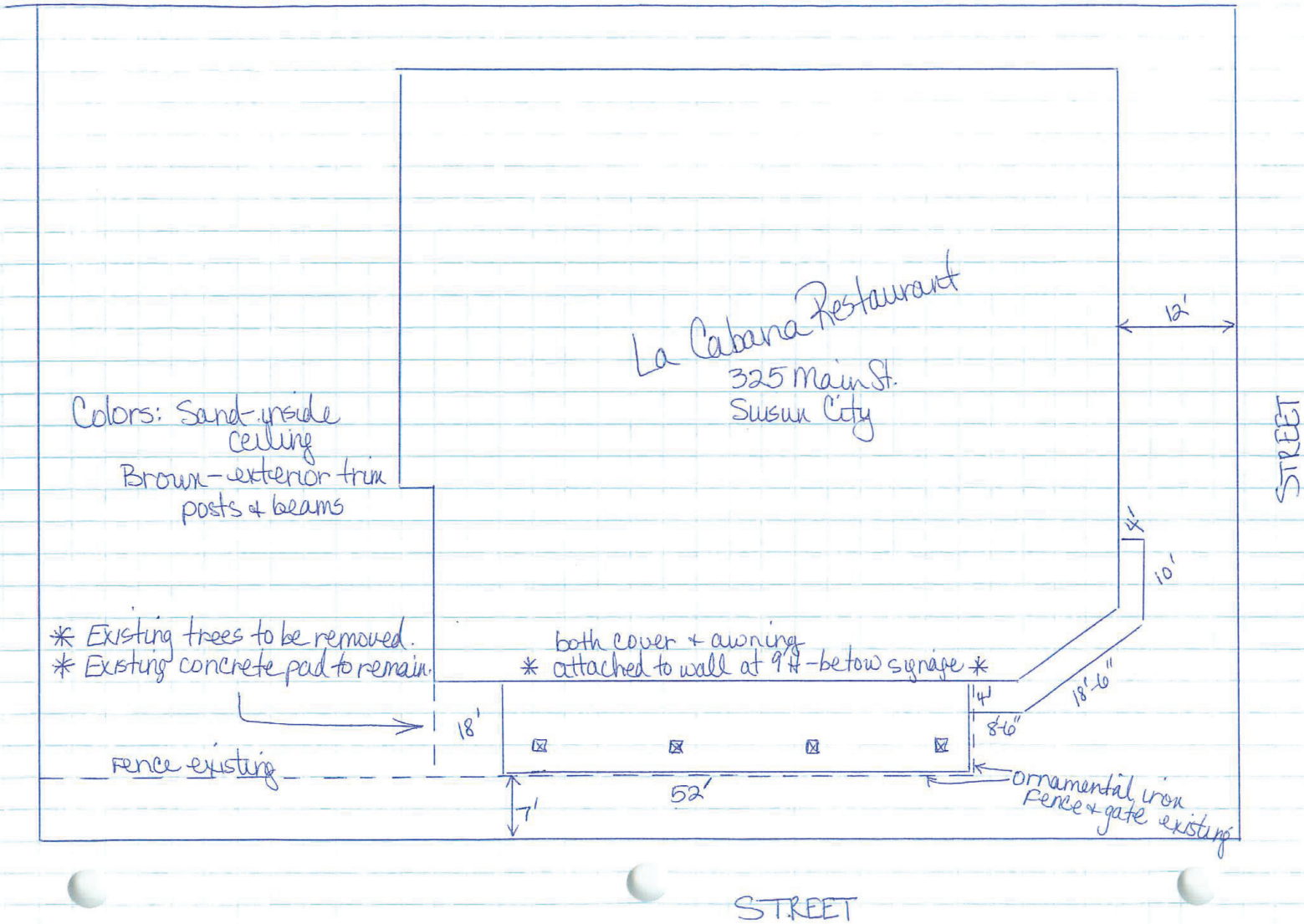
The forgoing motion was made by Commissioner ____ and seconded by Commissioner ____ and carried by the following vote:

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

WITNESS my hand and the seal of said City this 13th day of April 2021.

Donna Pock
Commission Secretary

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NOTICE
THE FOLLOWING INFORMATION
IS FOR YOUR INFORMATION ONLY
AND IS NOT A CONTRACT.
A LICENSED ALCOHOL BEVERAGE
VENDOR HAS BEEN OBTAINED
FOR THE RESTAURANT.
PLEASE SEE THE SIGNAGE
FOR MORE INFORMATION.

PLEASE VIEW
A HAZARD
FREE

PLEASE
VIEW
A HAZARD
FREE

PLEASE
VIEW
A HAZARD
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La Cabaña
EXIT ONLY



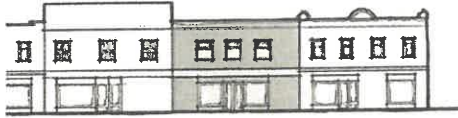




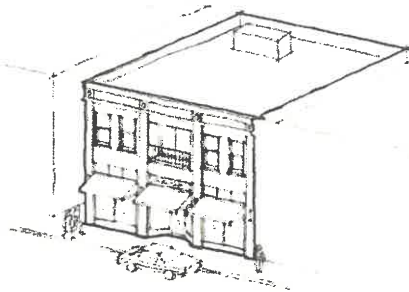




Downtown commercial structures are typically rectilinear and built to the edge of the sidewalk.



Where building heights differ between adjacent properties, the height of adjacent major façade elements shall be related.



The scale of new infill construction shall be harmonious with that of adjacent buildings of historic interest.

6.3.3 Main Street Mixed Use and Downtown Mixed Use Zones in the Downtown Core

The following design guidelines apply to the Main Street Mixed Use and Downtown Mixed Use Zones, particularly within the Downtown Core Planning District. This District consists primarily of commercial buildings typically built up to the sidewalk edge, rectilinear in form, with large storefronts on the ground floor facade. Where residential structures exist on the west side of Main Street, the residential standards and guidelines in Section 6.1 shall govern. Refer to Chapter 4 for street and streetscape design guidelines for Main Street and other Downtown commercial and residential areas.

A. Building Height, Placement, and Setbacks

1. The height of new street-facing facades should be greater than sixteen (16) feet but no more than fifty (50) feet, as measured from the sidewalk to the top of the cornice.
2. Along Main Street, building facades shall be a minimum of 16 feet in height and appear as a two (2) story building, if not two (2) stories or greater in height.
3. Where building heights differ between adjacent properties, the adjacent heights of major facade elements, such as storefronts, ground floors, upper floors, sill lines and strong horizontal features, such as belt courses and cornices shall be related.
4. Buildings and facades shall be constructed to the back of the sidewalk of the adjacent street(s). Only entries and flanking display windows may be recessed from the property line. Doorways should be designed to focus on the street to create more activity along the sidewalk.

B. Building Form and Style

1. Like the historic buildings on Main Street, building forms shall be primarily rectilinear and parallel to existing nearby streets or buildings. Oblique, polygonal, and circular-shaped buildings are prohibited.
2. Unique architectural features of buildings shall be maintained and respected in any renovation or remodeling work.
3. The scale of new construction should be harmonious with that of adjacent buildings. The scale of various design and construction elements should be consistent with adjacent buildings of historic interest.
4. When a new building is proposed to replace a historic structure, key architectural elements of the original building should be used in the construction of the new building.
5. The architectural character of new construction and rehabilitation shall reflect the traditional building forms of



historic Suisun City by containing design elements that produce a similar visual image. Highly contemporary and articulated building forms are not permitted. "Wild West" themes typified by false front architecture, embellished with gingerbread-style detail, board- and- batten siding, and bright colors are not an appropriate or acceptable building motif.

C. Exterior Walls

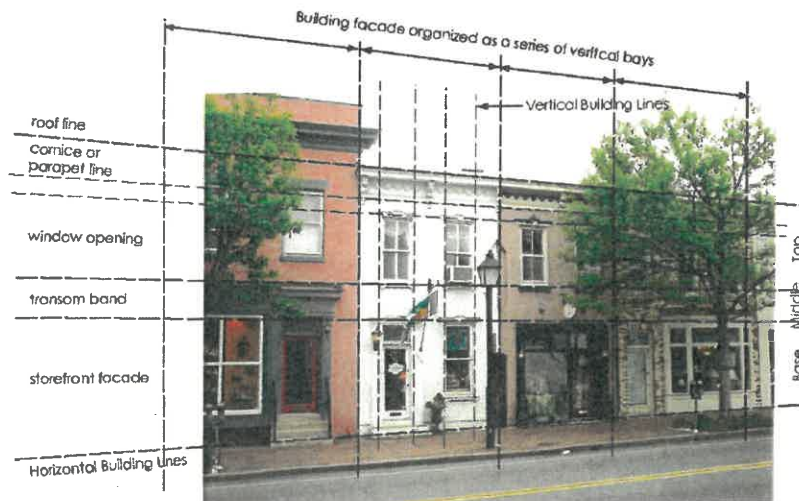
1. Exterior walls should usually be designed with brick, wood, painted or architectural metal (such as cast iron and pressed metal with anodized finish or painted).
2. Except in limited amounts and in locations other than along Main Street, exterior wall materials not normally permitted include concrete, concrete block, stone veneer, stucco, granite, modern metal applications, large expanses of glass, tile, or plastic.
3. New storefronts along Main Street should approximate the rectangular shape, proportions, and character of adjacent buildings of historic character. Storefronts with recessed entries are encouraged and should be divided into three bands with a base, middle, and top, including a transom band, a band of display windows, and a small spandrel or paneled band under the display windows. One-story buildings should have a solid wall space above the storefront and a cornice, with or without a parapet. Two story buildings should usually have a horizontal band and a second floor with windows and cornice. All of the above bands should align with those of adjacent buildings to the extent possible.



Exterior walls should be designed with brick, wood, and painted or anodized finish metal.



New storefronts along Main Street should approximate the rectangular form, proportions, and character of adjacent buildings of historic interest.



Storefronts along Main Street should be designed as three bands that include a base, middle, and top.



Canvas awnings attached above street level storefronts and windows are encouraged.



Traditional design features, such as wooden balconies, canopies, and porches are encouraged.

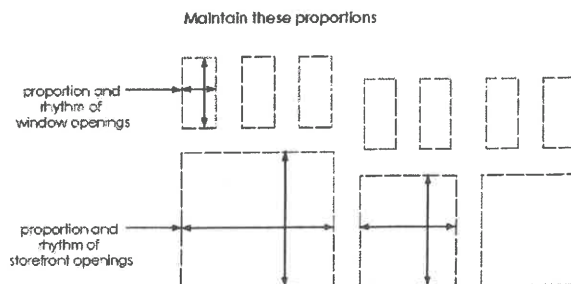


Buildings at key intersections, such as Main Street and Driftwood Drive should be designed to mark the corner.

4. If provided, awnings should be regularly cleaned and maintained. Metal and glass awnings are discouraged. Mansard, free form, and geometric form awnings or other sidewalk covers are discouraged. Care should be taken in choosing the size, type, location, configuration, and color of awnings to ensure compatibility with the building's architecture and the character of adjacent structures. Awnings or canopies that obscure transom windows or that are used primarily for signage rather than cover are not permitted.
5. Wooden balconies, canopies, and porches are traditional to some types of buildings and are encouraged, where appropriate. The creation of such elements should be carefully considered to ensure compatibility with the style of historic structures along Main Street. Other important architectural features should not be obscured or destroyed in the building of these features.
6. Retail continuity along Main Street's west side is essential. Storefronts should be varied in design and character, but continuous where possible along each block. Storefronts should wrap around corners to create a sense of transparency and activity at intersections.
7. Buildings at key intersections (such as Main Street and Driftwood Drive) should be designed to "mark the corner" with such architectural features as a tower or a cupola. Such features may be erected to a greater height than fifty (50) feet, provided the design is in keeping with the overall character of the structure and surroundings.
8. The backs and sides of buildings that are visible from public streets should incorporate window and door openings, where possible. For new construction, backs and sides should be as carefully designed as front facades. On existing buildings, original openings should be restored or compatible new ones provided where feasible. Interesting details, awnings, painting, and landscaping should also be used to add visual interest to these areas.



Windows should be organized vertically, in multiple bays, although several vertical elements may be combined to form a horizontal opening.





D. Windows and Doors

1. Except on narrow building fronts, windows should be organized in multiple bays, in coordination with ground-level storefronts. The directional expression of windows and doors should be vertical, although several vertical elements may be combined to form a horizontal opening.
2. Fenestration should be heavy wood rectilinear assemblies. Metal window assemblies or metal window frames are discouraged. Fenestration should be well proportioned and compatible with the dimensions of a given wall.
3. Glass in windows, doors, and transoms should primarily be kept clear. Plastic materials should not be used in place of glass.
4. Upper floor facades should be composed as solid surfaces with punched openings for individual windows or discrete sets of windows. The openings may be highlighted with special treatment at the head, sill, and/or sides, such as special brick coursing, arched heads, or other accents.
5. Large areas of blank wall with few openings or enriching details should be avoided on street facades. New and substantially rehabilitated buildings should have wall to window area ratios and proportions that are similar to the traditional Downtown buildings. For minor rehabilitated buildings, existing window openings, which have been boarded up, stuccoed, or painted over should be restored and reglazed.
6. Original or existing storefront areas and window openings should not be filled in or covered up from either the interior or exterior of the building. Where buildings with retail storefront display areas have been converted to non-retail uses, such as offices, the storefront glazing should not be covered over or permanently obscured. Removable interior window coverings may be used to provide some degree of privacy, but visual contact with the street should be maintained to the maximum extent feasible.



Upper floor facades should be composed of solid surfaces with punched openings for individual or sets of windows.



False fronts or parapet walls should conceal pitched or flat roofs.

E. Roofs

1. Building roofs should reflect the historic styles in the Downtown Core and should be either gable, gambrel, hip, or shed. False fronts or parapet walls should conceal pitched or flat roofs from view along Main Street. Mansard, free form, and geometric roof shapes are discouraged. Flashings should be unobtrusive.
2. Pitched roofs should usually be dark asphalt shingles. Roofing materials not normally allowed include weathered wood shingles, concrete, plastic tile, or fabric.



Exterior colors should complement the color of neighboring buildings or storefronts and the overall Downtown landscape character.



Complementary colors should be selected for signs and awnings of individual shops within the same building.

F. Color

1. Choice for building exteriors may express individual taste, but should always contribute to the historical character of the area. Exterior colors should harmonize with other colors on the same building and on the streetscape.
2. Exterior colors should complement the colors of neighboring buildings or storefronts and should be selected to be mutually supportive and beneficial to the overall character of the streetscape.
3. Where brick has been painted, repainting is appropriate. Where brick was unpainted and remains unpainted, use of paint on the exterior is prohibited.
4. Colors for building walls and storefronts should be uniform for a shop, which occupy multiple storefront buildings.
5. The use of different colors to mark individual shops within a building can be visually disruptive and obscure the overall composition of the facade. Where existing buildings have been painted in this manner, they should be repainted complementing colors when rehabilitation or change in tenancy occurs.
6. A range of complimentary colors may be selected for signs and awnings of individual shops within the same building. The sign and awning color of individual businesses should be coordinated wherever possible. Patterned or multi-colored awnings should be used with care and in consideration of the color(s) of adjacent awnings.

6.3.4 Historic Limited Commercial Zone

The Historic Limited Commercial Land Use Zone occurs in both the Downtown Core Planning District and Historic Suisun Planning District.

The buildings that front on Main Street between Morgan Street and Cordelia Street and the areas within the HLC zone are predominantly residential in design and character. These structures are expected to convert to retail or limited commercial uses over time. The following sections address these “transitional” buildings and provide standards and guidelines for their renovation for commercial use. These guidelines also apply to the design of new commercial structures so that residential elements are incorporated and are compatible with the existing structures in which they adjoin.

A. Building Height, Placement, and Setbacks

1. The maximum height of any new building or addition to an existing building shall be thirty-five (35) feet. The maximum height limitation matches that specified for the adjacent residential district. It will allow for an appropriate transition in scale between commercial and residential zones.



Additions to existing structures shall be a height and scale that does not overwhelm the original building.

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Planning Commission Agenda Report

Meeting Date 4/13/2021

DATE: 4/13/2021

TO: PLANNING COMMISSION

FROM: John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)

RE: Planning Commission Bylaws

Files:

SUMMARY

Staff is requesting the Planning Commission consider adoption of a resolution amending their bylaws to include such items as: (1) when “Public Comment” is listed on the agenda; (2) language for “protests” in Section 5.12; and (3) a change in meeting time from 6PM to 6:30PM.

Recommendation: Planning staff recommends that the Commission adopt Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.

Proposed Motion: I move that the Planning Commission adopt Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.

BACKGROUND/DISCUSSION/ANALYSIS

The Planning Commission discussed their bylaws on February 23 and formally adopted bylaw amendments at their March 9 meeting. According to Section 2.20.055 of the Suisun City Code, “The Planning Commission is authorized and directed to prepare and adopt such bylaws as it determines appropriate to guide the conduct of commission business. **Such bylaws shall be adopted by a majority of the planning commission and shall be forwarded to the city council for approval. City** council may at any time, by a majority vote of the city council, direct revisions to the planning commission bylaws as determined necessary and appropriate by the city council. Lacking any such direction the planning commission bylaws shall be considered valid and in effect.” At the City Council’s April 6 meeting, staff was directed to bring three changes back to the Planning Commission for adoption (1) when “Public Comment” is listed on the agenda; (2) language for “protests” in Section 5.12; and (3) a change in meeting time from 6PM to 6:30PM.

Staff has reflected the changes directed by the City Council in **red bold underline** for additions and ~~red strikethrough~~ for deletions.

CEQA Review

The bylaws are not a “project” subject to review under the California Environmental Quality Act (CEQA).

Next Steps

If adopted, the bylaws would be forwarded to the City Council for approval.

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

External

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

ATTACHMENTS

1. Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws.
2. PC Bylaws

RESOLUTION NO. PC21-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
AMENDING THE PLANNING COMMISSION BYLAWS**

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 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 discuss several amendments to the bylaws at their February 23, 2021 meeting and again at their March 9, 2021 meeting and voted for adoption.

WHEREAS, the City Council directed certain changes to the Planning Commission Bylaws at their April 6, 2021 meeting; and

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their April 13, 2021 meeting.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-__; A Resolution of the City of Suisun City Planning Commission Amending the Planning Commission Bylaws.

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 13th day of April 2021.

Donna Pock
Commission Secretary

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Amended March 9, 2021
Amended April 13, 2021

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.

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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. **This shall include consideration of the City's impacts on adjacent municipalities and unincorporated areas.** 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.

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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.

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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, may be appointed to~~ **The Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City 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 **6:30** ~~6:00~~ p.m. in the Council Chambers of the City Hall unless otherwise determined by the

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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.

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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/Disclosures

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

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If a Planning Commissioner has had a meeting with an applicant at a project site, for example, the Commissioner is to publicly disclose the meeting. A disclosure is different from a conflict of interest and would not require recusal from an item so as long as the Commissioner complies with the Brown Act and does not express an opinion.

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

Dissent shall mean to differ in sentiment or opinion from the majority. Any Commissioner shall have the right to dissent from any action of the Commission ~~or ruling of presiding officer~~ and have the reason therefor entered in the minutes. Such dissent **may be made orally on the record, shall or** 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. **A Commissioner's dissent will follow their vote contrary to the majority.**

Protest shall mean an objection or disapproval of all or part of an action. Any Commissioner shall have the right to protest a ruling of the Presiding Officer or discrete portions of an action by the Commission, and have the reason therefor entered in the minutes. A protest may be made irrespective of whether a vote occurs, or how the Commissioner votes.

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

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- ~~Public Comment (Items not on the Agenda). Those who wish to speak on items not on the agenda shall be limited to three (3) minutes or as otherwise permitted by the Chair.~~
- **Conflicts of Interest/Disclosures**
- Consent Calendar
- ~~Public Comment (Items not on the Agenda). Those who wish to speak on items not on the agenda shall be limited to three (3) minutes or as otherwise permitted by the Chair.~~
- 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 to 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.
- **The Commission may re-open the public hearing during its deliberations to ask clarifying questions of an applicant or prior speaker. If re-opened, the speaker**

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would be limited to responding to the clarifying question and the public hearing portion of the item would then be closed again to ensure clarity of the process for meeting agendas.

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~~ **the Chair may request them to select a spokesperson** 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.