

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 27, 2021**

**6:30 P.M.**

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

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#### **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](mailto:clerk@suisun.com) OR 707 421-7302.*

#### **ZOOM MEETING INFORMATION:**

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

**MEETING ID: 883 7280 5488**

**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](mailto: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. PC 21-04)**

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

**PRESENTATIONS:**

2. Suisun Marsh History of Protection and Permitting Policies.

**CONSENT CALENDAR**

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

3. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on March 9, 2021 - (Pock: [dpock@suisun.com](mailto: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**

4. Zoning Code Update Workshop - (Kearns: [jkearns@suisun.com](mailto:jkearns@suisun.com)).
5. Discussion and Direction: Good Neighbor Policy – (Kearns: [jkearns@suisun.com](mailto: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 27, 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., MARCH 9, 2021**

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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: 881 9756 8574  
CALL IN PHONE NUMBER: (707) 438-1720

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

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

*Next Resolution No. PC21-02*

**CALL TO ORDER**

Chairperson Garry Rowe Called Meeting to order at 6:00 p.m.

**ROLL CALL**

Commissioners Present:

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

Pledge of Allegiance was led by Chairperson Rowe

Invocation was given by Senior Planner Kearns

**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.)*

**REPORTS (Informational Items Only)**

1. City Manager/Staff  
City Manager Folsom reported that on March 10, 2021 Solano County will be back in Red Tier.  
March 15, 2021 Suisun City Hall will be open to the public.

**PRESENTATION/APPOINTMENTS****CONSENT CALENDAR**

2. Approval of Planning Commission Agenda of March 9, 2021.  
Commissioner Zeiss suggested adding Agenda Item 7: Agenda Forecast; and Agenda Item 8: Future Agenda Items to the agenda.  
Motion by Commissioner Zeiss and seconded by Commissioner Adams to approve agenda with the addition of Agenda Item 7: Agenda Forecast; and Agenda Item 8: Future Agenda Items to the agenda.

**AYES:** Borja, Pooni, Tewari, Theriault, Zeiss, Adams, Rowe

**NOES:** None

**PUBLIC COMMENT**

*(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 City 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.)*

Steve Olry commented his concern regarding affordable, low income, apartments as opposed to bringing in businesses with jobs and revenue.

**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.*

**GENERAL BUSINESS**

3. Accept Annual Progress Report Suisun City General Plan/Housing Element.  
John Kearns explained that this meeting is for reporting on the progress of the Suisun City General Plan/Housing Element since 2015 on the current Housing Element cycle.  
The meeting was opened for public comment:  
George Guynn commented there has been a problem with Sunset Apartments, grants are a one-time thing. the City should focus on projects that bring money and not issues.

Motion by Vice Chair Adams and seconded by Commissioner Tewari to accept the Annual Progress Report Suisun City General Plan/Housing Element.

**AYES:** Borja, Pooni, Tewari, Theriault, Zeiss, Adams, Rowe

**NOES:** None

4. Commission Consideration and Adoption of Resolution PC21-03; Amending the Planning Commission Bylaws.

Senior Planner Kearns presented the proposed revisions. Commissioners commented on revisions and suggested additional edits. Senior Planner updated Bylaws at the meeting with the Commissions suggested wording.

Motion by Commissioner Zeiss and seconded by Commissioner Theriault to Adopt Resolution PC21-03, Planning Commission Bylaws with changes as shown.

**AYES:** Borja, Pooni, Tewari, Theriault, Zeiss, Adams, Rowe

**NOES:** None

#### **REPORTS (Informational Items Only)**

5. Commission Members: No reports were given from Commissioners.

6. Commission Chairperson: No report was given from Chairperson Rowe.

7. Agenda Forecast

Senior Planner Kearns commented a couple of developments projects will be ready late April, early May, and there will be a presentation from Suisun Resource Conservation District.

Commissioner Zeiss asked which development projects might come first, and possible presentation from previous City Planner in Fairfield regarding Urban Growth Limits.

Senior Planner Kearns responded a couple of residential projects may be ready, there is some Ordinance work updating our Zoning Code, and SB 2 may be ready in May or June.

Commissioner Theriault asked if there had been past discussion on SB 35.

8. Future Items

Senior Planner Kearns suggested that we do not have the March 23, 2021 meeting. The intended agenda items are not ready. The next meeting is April 13, 2021.

#### **ADJOURNMENT**

Chairperson Rowe adjourned the meeting at 7:50 pm.

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## Planning Commission Agenda Report

Meeting Date 4/27/2021

DATE:	4/27/2021	Files:
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, <a href="mailto:jkearns@suisun.com">jkearns@suisun.com</a> )	
RE:	Zoning Code Update Workshop	

### BACKGROUND/DISCUSSION

Mr. Gary Price, Planning Consultant, has prepared a PowerPoint presentation to kick-off an update to Title 18 “Zoning” of the Suisun City Municipal Code. Mr. Price has provided some background on “Zoning” in general, as well as a more specific workshop discussion. He has laid out an approach which covers a manageable scope then would build towards a more comprehensive update in the coming years. This workshop provides the Commission an opportunity to review bigger picture needs for a more comprehensive update so staff can eventually scope this work for a future project (if and when funding and priorities are determined by the City). This could also be an opportunity to establish an annual Commission review of the Zoning Code, including the Zoning Interpretation and Procedures Manual. Staff will continue seeking future grant opportunities to fund a larger future code update.

### CEQA Review

The Zoning Code Update itself will be subject to CEQA and staff will complete the appropriate environmental review for the project.

### Next Steps

This workshop is a “kick-off” of sorts and just the beginning of the update process. Depending on the direction of the Planning Commission, there could be future workshops at Planning Commission meetings. The Commission may also deem it important and necessary to form a committee of Commissioners to work on this project.

### 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

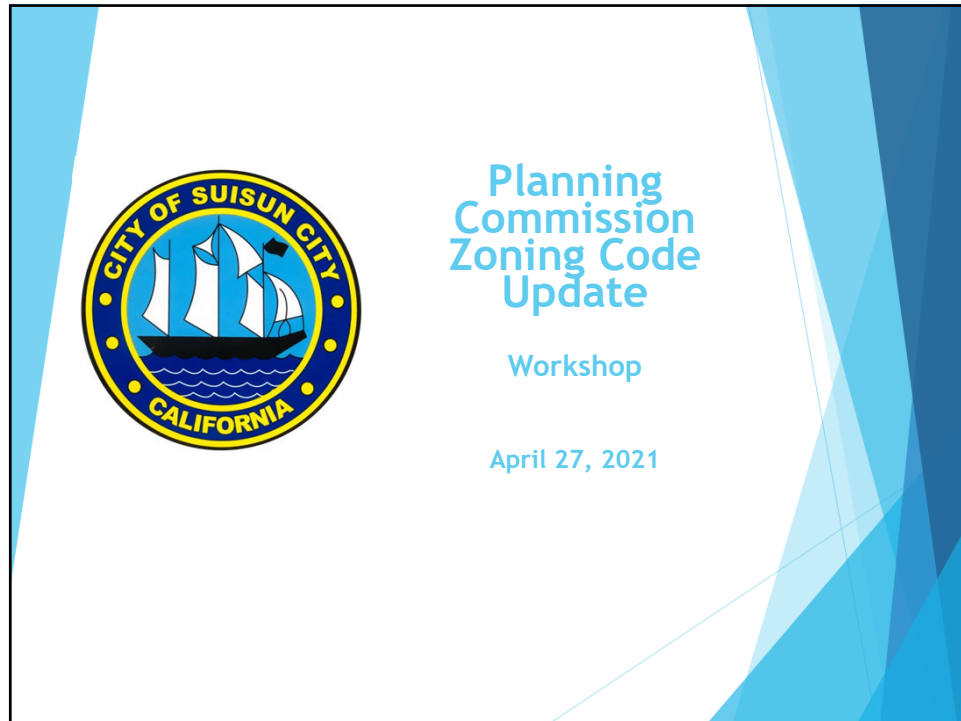
- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns

External

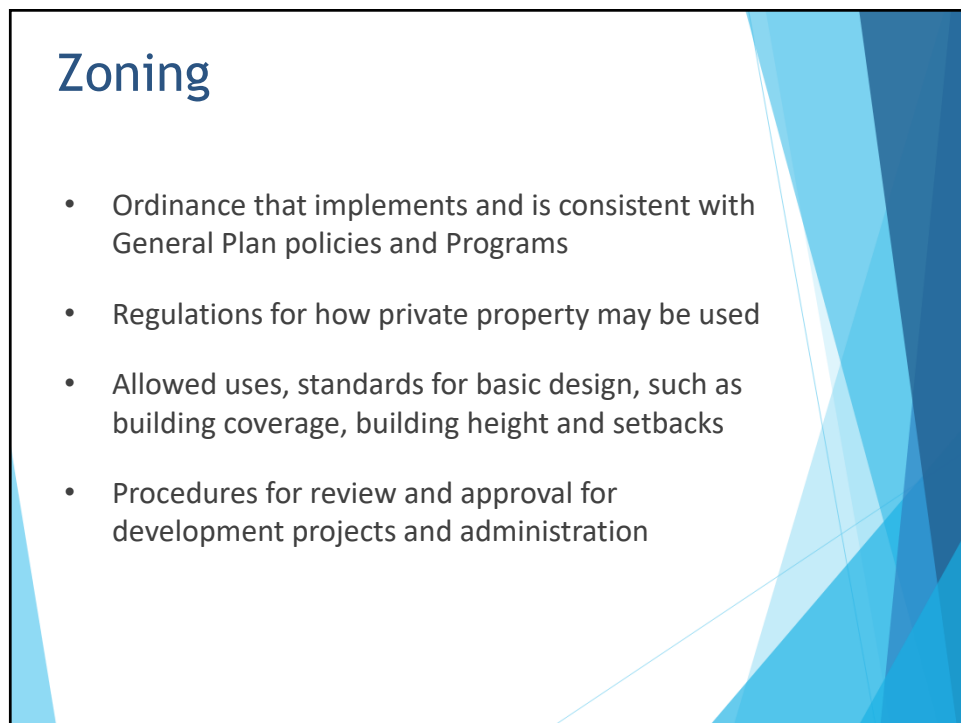
- City Website <https://www.suisun.com/planning-commission/>

**ATTACHMENTS**

1. Zoning Code Update PowerPoint



1



2

## Purpose of Zoning Code Update

- Help implement many programs from the 2035 General Plan
- Address a number of newer State Housing Laws to bring into compliance.
- Minor amendments not intended to restructure the Current Code.
- Opportunity to identify bigger picture issues and/or needs that may need to be considered for a more comprehensive Zoning Code Update Program.

3

## Key Questions on Zoning Code Adequacy

- Is the format and structure of the current Zoning Code adequate to the extent that minor revisions can be made to satisfy current conditions in the short-term (for next 2 to 5 years) before a complete update is conducted?
- Are there incomplete standards or cross-referencing in the Zoning Code that make it difficult to understand and administer?
- Are there unclear permit requirements and/or procedures in the Zoning Code that need to be changed?
- Is the Zoning Code in compliance with current State regulations, such as more recent housing codes?

4

## Two Levels of Review of the Current Zoning Code

- **Level 1:** Fine Tune current Zoning Code to meet more immediate needs. For example, how can we make the Code easier to implement to create more streamline review to improve development predictability. Also, how can we fold in some improved tools into the current code that can improve this, such as creating enabling provisions to create a universal set of development standards and guidelines.

5

## Two Levels of Review of the Current Zoning Code

- **Level 2:** Review bigger picture issues pertaining to longer term goals and objectives of the City and General Plan (looking at what needs will be needed for a comprehensive Code Update in the long term). What things are we looking for in terms a future Zoning Code document and Zoning Map that might more closely align with the vision of the General Plan? For example, looking at the various zoning districts the City has and looking at ways to increase effectiveness and possibly consolidate some to simplify things. Also, looking at the General Plan Land Use and Zoning Maps, are there areas that we need to look at in terms of changing land uses? Perhaps we need to look at rezoning some properties for more residential.

6

## Current Evaluation of the Zoning Code

- Preliminary review of the Zoning Ordinance by the staff/consultant team have determined that, with exception of a need to fully update the City's Development Review Guidelines, the current Zoning Ordinance document format, organization, and approach is adequate for addressing the current needs of the City and for implementation of the current General Plan.
- Fine tuning of the Zoning Code document should be completed periodically to address continuing changes to State planning laws and administrative needs of staff from day to day implementation.
- Build in certain programs that can be implemented later, such as update of Development Review Guidelines.

7

## Relationship with the General Plan

- The General Plan is the City's guiding plan for community development in Suisun City.
- The General Plan establishes goals, objectives, policies and programs addressing future growth and development.
- The Zoning Ordinance is an integral component for successful implementation of the General Plan.
- All amendments to the Zoning Ordinance must be consistent with the General Plan.

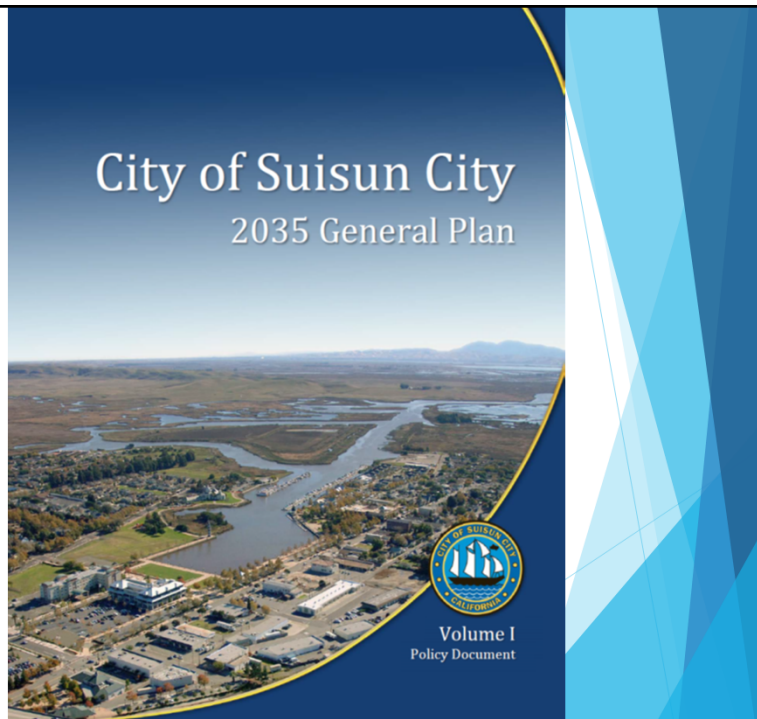
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## Can Zoning Effectuate Community Changes Envisioned in the General Plan?

- The Zoning Code can help achieve a long term vision of the General Plan.
- The Zoning Code, however, is somewhat limited in its ability to effectuate a change because it is a regulatory tool. It is one of many parts of the solution. Other, more important components are needed to effectuate change, such as economic and social conditions and private investment into the community.
- Zoning, can, however, be used to improve predictability in the development review process, such as streamlining project reviews, providing examples of community design expectations, and maintaining a record of positive development outcomes, to enhance private investment into the community.

9

## City of Suisun City 2035 General Plan



10

## Community Character General Plan Guiding Principals

- Preserve and restore historic resources and utilize design review to ensure compatibility with existing development.
- Focus higher density development and mixed-use projects in areas adjacent to the train/intermodal depot.

11

## Downtown General Plan Guiding Principals

- Develop the Downtown as the social and cultural heart of the community.
- Provide convenient linkages from the train depot and other regional connectors to bring patrons to the Downtown.
- Ensure safe and efficient walking, biking, driving, and parking in the Downtown.
- Strategically develop the Priority Development Area to provide convenient, attractive housing, shopping, services, and employment in the Downtown neighborhood.

12



## Economic Viability General Plan Guiding Principals

- Encourage a mix of uses that sustains a tax base that will allow the City to provide public services to the residents, businesses and visitors of the community.
- Strategically develop vacant, under-utilized, and infill land throughout the City, and especially in the Downtown.
- Retain and attract new businesses to support the tax base and provide jobs and services for the community.

13

## Neighborhood Viability General Plan Guiding Principals

- Maintain complete, well-designed, and walkable neighborhoods, with places together, nearby services, and multi-modal access to jobs, recreation, and other community and regional services.
- Create policies and programs to maintain the character and vitality of neighborhoods.
- Foster transit-oriented development around the train/intermodal depot.

14

## Sustainability General Plan Guiding Principals

- Utilize sustainable development and land use practices that provide for today's residents and businesses while preserving choices for the community in the future.
- Preserve and enhance natural resources and minimize negative environmental impacts.

15

## CODE CONSIDERATIONS

Planning Commission Workshop  
Session II

16

## General Plan Goals:

**Goal CCD-1** Maintain and Strengthen the Character of Suisun City through Changes in the Built Environment.

### **Zoning Implementation:**

- Add Design Review enabling regulations to the Zoning Code to address all of the policies and programs under this goal (Immediately).
- Prioritize update of the City's Development Review Guidelines (limited to the Water Front District Specific Plan Area) to apply to all areas of the City (Next 2-3 years pending funding availability).

17

## General Plan Goals:

### **Zoning Implementation:**

- Prioritize focused design guidelines for specific opportunity areas (next 3 to 5 years pending funding availability):
  - 1) Northwest Downtown. The Northwest Downtown Opportunity Area is located in the northwestern portion of the Downtown area. This includes the Suisun City's train station.
  - 2) Northeast Downtown. The Northeast Downtown Opportunity Area is located north and northeast of Downtown. Much of the area is bordered by the railroad, and the area has easy access to SR 12.

18

## General Plan Goals:

### Zoning Implementation:

- Prioritize focused design guidelines for specific opportunity areas:
  - 3) Downtown Marina. The Downtown Marina area is located at the southern end of the Downtown area directly adjacent to the water on the eastern side of Suisun Slough.
  - 4) South Sunset Avenue. This area is near the intersection of SR 12 and Sunset Avenue. Part is located south of SR 12 between existing residential developments, and part is located on an existing shopping center north of the highway.

19

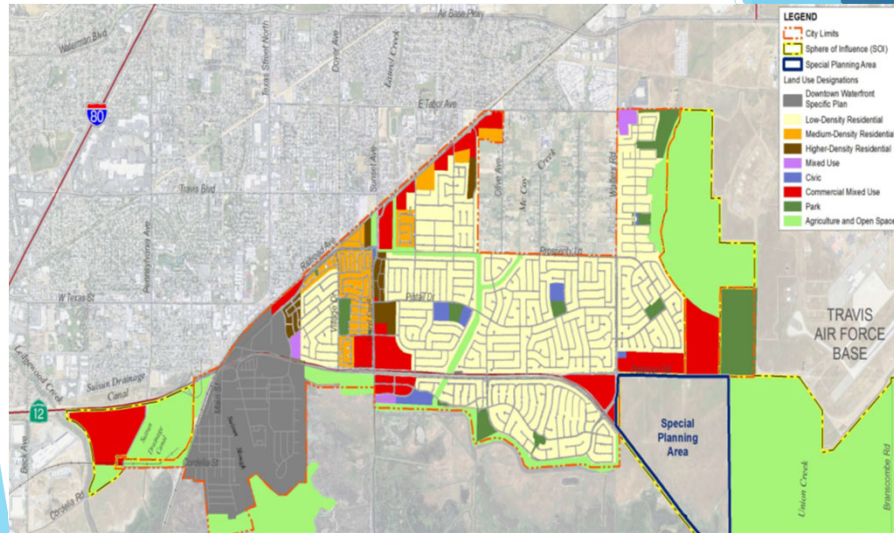
## General Plan Goals

### Zoning Implementation:

- Realign General Plan Land Use designations to new Zoning Code Districts (Comprehensive Zoning Code Update within 5 years pending funding availability).

20

# General Plan Land Use Map



21

## Related Policies/Programs

- **Program LU-3.2** Development Review Process in Opportunity Areas. The City will explore a variety of incentives intended to induce development consistent with the General Plan in Opportunity Areas, which may include streamlined entitlement and environmental review, priority permitting, public/private partnerships, fee structures that create incentives for infill and compact development, reduced parking requirements, design flexibility, and other feasible approaches.

22

## Related Policies/Programs

### **Zoning Implementation:**

- Reduce development review constraints by streamlining this process (immediately).
  - a. Create uniform administrative use permit process for staff approval for special uses that include performance standards.
  - b. Identify special uses that require more careful review, such as drive-through services, vacation rentals, tobacco products, cargo Containers; beyond personal storage units, recycling facilities, including donation boxes.

23

## General Plan Goals

**Goal T-7** Maintain an adequate supply of parking and avoid oversupply of parking that would unnecessarily increase urban water runoff, require expensive construction and maintenance, and discourage alternatives to vehicular travel

### **Zoning Implementation:**

- Amend City's Off-Street Parking regulations to meet General Plan recommendations (next 2 to 3 years pending funding availability to be completed in conjunction with new Design Guidelines).

24

## State Law Compliance

- Address more recent State housing laws to bring the Zoning Code into compliance.
  - a. New Streamlined Housing Review process.
  - b. Low Barrier Navigations Centers.
  - c. Reduced parking standards to limit off-street parking requirements for qualifying lower income housing projects.

25

## State Law Compliance

- Address more recent State housing laws to bring the Zoning Code into compliance.
  - d. New density bonus requirements.
  - e. New allowances for large family day care homes.

26

## Improving Ease of Administration

- Expanding terms and definitions, including consolidating terms to one section of the Code.
- Establishing interpretation of Zoning with new Zoning Interpretation and Procedures Manual.
- Integration of other components of the City's Municipal Code into the Zoning Code, such as transportation management and water efficient landscaping regulation.

27

## Improving Ease of Administration

- Relocate and amend various other uses spread out throughout the Code to a single chapter such as:
  - a. Live Work Units
  - b. Manufactured and Mobile Home
  - c. Mobile Food Vendors
  - d. Mobile Living Units

28



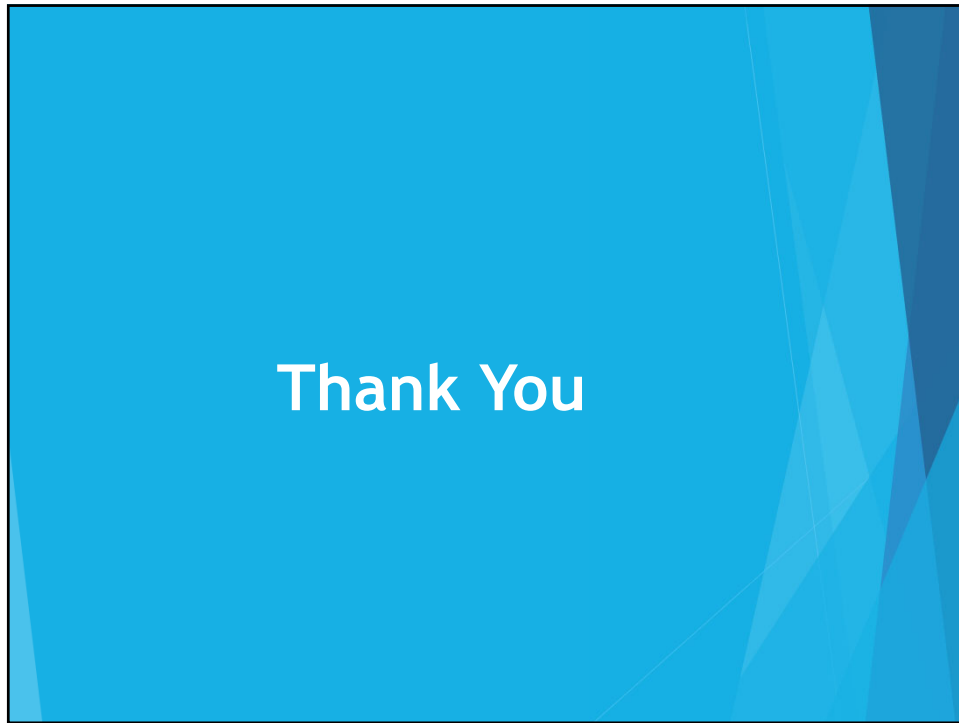
## Process and Next Steps

- Review Zoning Code with Planning Commission/Public to identify issues and concerns (April/May, 2021)
- Assemble public draft of Zoning Ordinance Amendments and circulate for Commission public comment (June/July, 2021)
- 2nd Public Workshop with Planning Commission (July, 2021)
- Public Hearing with Planning Commission for approval (August, 2021)
- Adoption by City Council (September/October, 2021)

29

## Conclusions & Questions

30



31



## Planning Commission Agenda Report

Meeting Date 4/27/2021

DATE: 4/27/2021

TO: PLANNING COMMISSION

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

RE: Discussion and Direction: Good Neighbor Policy

Files:

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**SUMMARY**

Staff has prepared a draft “Good Neighbor Policy” to discuss with the Planning Commission. The draft policy sets a framework of what such a policy is and when it would apply. It also provides set conditions that would apply to such uses.

**Recommendation:** Planning staff recommends that the Commission provide direction to the staff relating to the Good Neighbor Policy so staff can bring back the item for a formal Planning Commission recommendation to the City Council.

**BACKGROUND/DISCUSSION/ANALYSIS**

On December 3, 2019, the City Council directed staff to modify the City’s Public Hearing/Notification procedures. This included expanding notification for public hearings from 300 to 600 feet, notifying neighbors at least two weeks in advance of the public hearing, and additional measures to assure residents were aware of upcoming public hearings. Additionally, there was interest to have the applicant/developer reach out to adjacent neighbors early on in the process. A similar procedure exists in the City’s Cannabis Request for Applications (RFA) procedures.

Twice last summer (June 24 and August 26), staff held “Good Neighbor Policy and Use Permit” workshops. The workshops were held at City Hall and via Zoom. Although the participation was not overwhelming, those who participated seemed to share similar perspectives of getting project information out publicly early in the development process.

Staff has drafted a policy for discussion with the Planning Commission (Attachment 1). It was drafted to be easily understood by any applicant. The policy provides two situations in which the policy would apply: (1) Use Permit is required; or (2) New construction, expansion or major remodel of a commercial property which is within 600 feet of existing residential uses. Staff has also provided some information from the public workshops last month as reference for the Commission as well as the “Request for Applications Guidelines and Procedures” for storefront retail application submittals.

Staff is requesting the Planning Commission discuss the item and provide staff direction on any revisions. Staff can then return to the Commission for a formal recommendation to the City Council for adoption.

**CEQA Review**

This discussion and direction item is not a project under the California Environmental Quality Act. Once it is adopted, it will act as part of the City's development application processing procedures.

**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. Draft Good Neighbor Policy.

## **City of Suisun City Good Neighbor Policy**

### **What is a Good Neighbor Policy?**

A Good Neighbor Policy makes certain there are procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. It is the City's policy to require applicants reach out to all property owners within 600 feet of the project. This matches the City's public hearing notification policy.

### **When Does the Good Neighbor Policy Apply?**

- Use Permits are required; or
- New construction, expansion or major remodel of a commercial property which is within 600 feet of existing residential uses.

### **When Does the Good Neighbor Policy Need to Take Place?**

The Good Neighbor Policy should take place prior to submittal of any development application for a potential project. Evidence of such meeting taking place must be provided as part of the development application. Information on when the meeting(s) was/were held and notes or minutes from the meeting(s) are to be included. If possible, the meeting shall be recorded so those unable to attend may be able to review.

There shall be procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. Such conditions shall include, but are not limited to, the following:

1. Notices shall be prominently displayed from the establishment urging patrons to call or email the establishment if they have any questions, pursuant to the City of Suisun City noticing procedure.
2. The applicant/operator must comply with Sections 8.12 ("Public Nuisances") and 15.04 ("Permits-Uniform Code") of the Suisun City Municipal Code.
3. The establishment shall implement other conditions and/or management practices necessary to ensure that management and/or patrons of the establishments maintain the quiet, safety and cleanliness of the premises and the vicinity of the use, and do not block driveways of neighboring residents or businesses.
4. The establishment shall provide a cell phone number to all interested neighbors that will be answered during business hours by a manager or other responsible person who has the authority to adjust volume and respond to other complaints whenever needed.
5. In addition, an emergency contact name and number shall be provided to the City to allow for police and emergency personnel or other City personnel to contact that person concerning incidents.

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CITY COUNCIL  
Lori Wilson, Mayor  
Wanda Williams, Mayor Pro-Tem  
Anthony Adams  
Jane Day  
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### GOOD NEIGHBOR POLICY AND USE PERMIT WORKSHOP

WEDNESDAY, AUGUST 26, 2020

6:00 P.M.

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

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*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.*

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

**ZOOM Link:** <https://us02web.zoom.us/j/88258904435>  
**Meeting ID:** 882 5890 4435  
**Call in Phone:** 707-438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING BY EMAILING [JKEARNS@SUISUN.COM](mailto:JKEARNS@SUISUN.COM)

1. **INTRODUCTIONS**
2. **PURPOSE OF WORKSHOP**
3. **JUNE 24 WORKSHOP RECAP**
4. **GOOD NEIGHBOR POLICY**
  - a. WHAT IS A “GOOD NEIGHBOR POLICY” AND HOW COULD IT BE EFFECTIVE?
  - b. WHAT TYPES OF PROJECTS COULD IT APPLY TO?
5. **CONDITIONAL USE PERMIT**
  - a. WHAT IS A CONDITIONAL USE PERMIT?
  - b. WHAT USES SHOULD BE CONSIDERED CONDITIONAL?
6. **PUBLIC INPUT**
7. **NEXT STEPS**
8. **ADJOURNMENT**

# GOOD NEIGHBOR POLICY



## When is the Good Neighbor Policy applicable?

The Good Neighbor Policy applies when...

- Use Permits are required
- Any business within 600ft from residential uses
- New construction within 600ft from residential uses

### Application

During the application period it will be disclosed the good neighbor policy will be put into effect.

### Public Notice

It will be disclosed in the public notice that the conditional use will be subject to the Good Neighbor Policy.

### Planning Commission Meeting

At the Planning Commission meeting the Commission can add any condition deemed necessary.

The Good Neighbor Policy makes certain there are procedures in place that are reasonably calculated to insure that the quiet, safety and cleanliness of the premises and vicinity are maintained.

If you have any questions or would like to start the process of obtaining a Conditional Use Permit, please contact Senior Planner, John Kearns [jkearns@suisun.com](mailto:jkearns@suisun.com)



# Use Permits & Good Neighbor Policy

August 26, 2020



01

# 02

# Discussion Points

## Overview

Introduction

Priorities

Ground Rules

Overview

Presentation

- What is a Use Permit? When is it applicable?
- What is the Use Permit Process?
- When is the Good Neighbor Policy applicable?

Group Exercise

- Ideas for uses to be added to the Use Permit Table.
- Determine what uses will be subject to the Good Neighbor Policy.

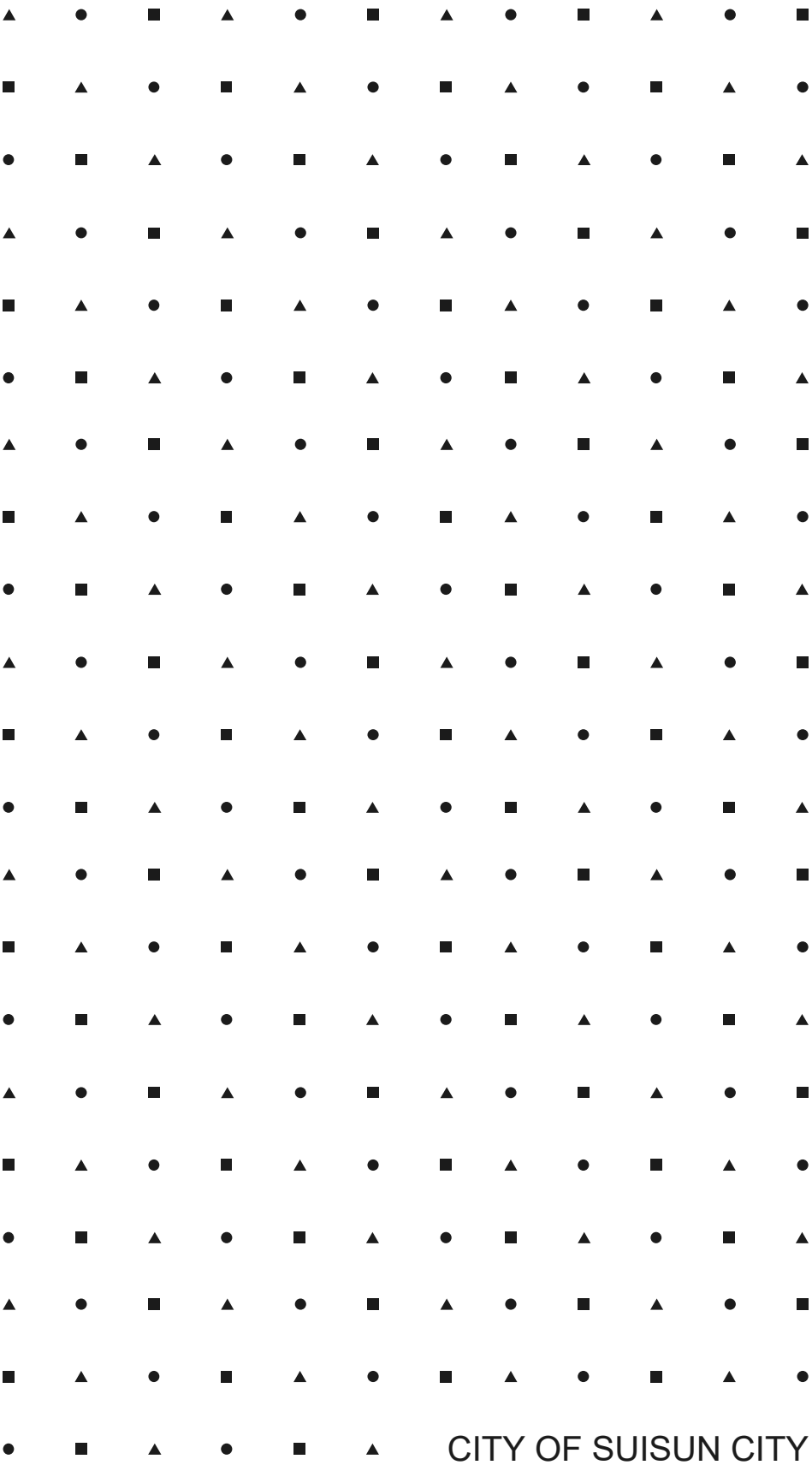
# Introductions

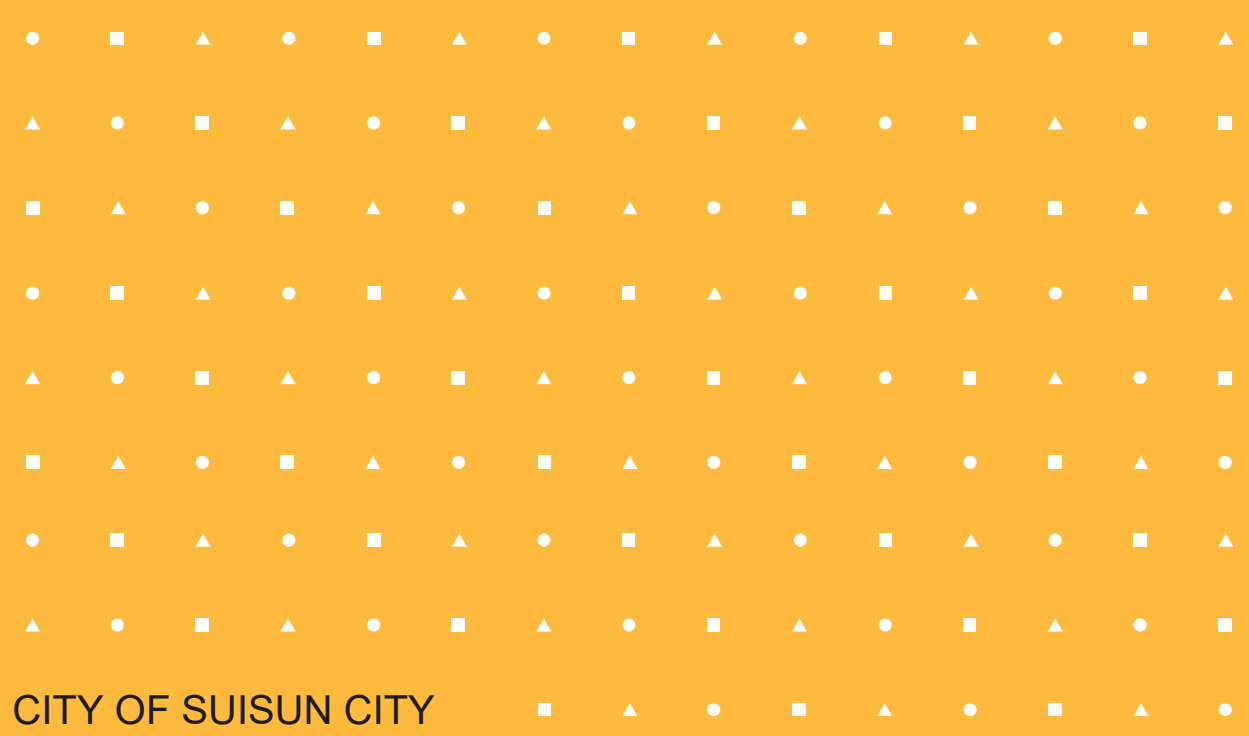
Greg Folsom

City Manager

John Kearns

Senor Planner





# Priorities & Ground Rules

## Priorities

Come out of this meeting educated on the process and the city hears what the residents of Suisun City concerns are and want addressed.

## Ground Rules

- If you have something to say, please raise your hand from the audience both in person and on ZOOM.
- Please keep remarks short, to the point and on topic.
- Only one person talks at a time.
- I will ask for a “show of hands” from the audience both in person and on ZOOM. If you support a particular point of discussion or if you disagree.
- If you have a detailed question, please wait till the end for the Q+ A.

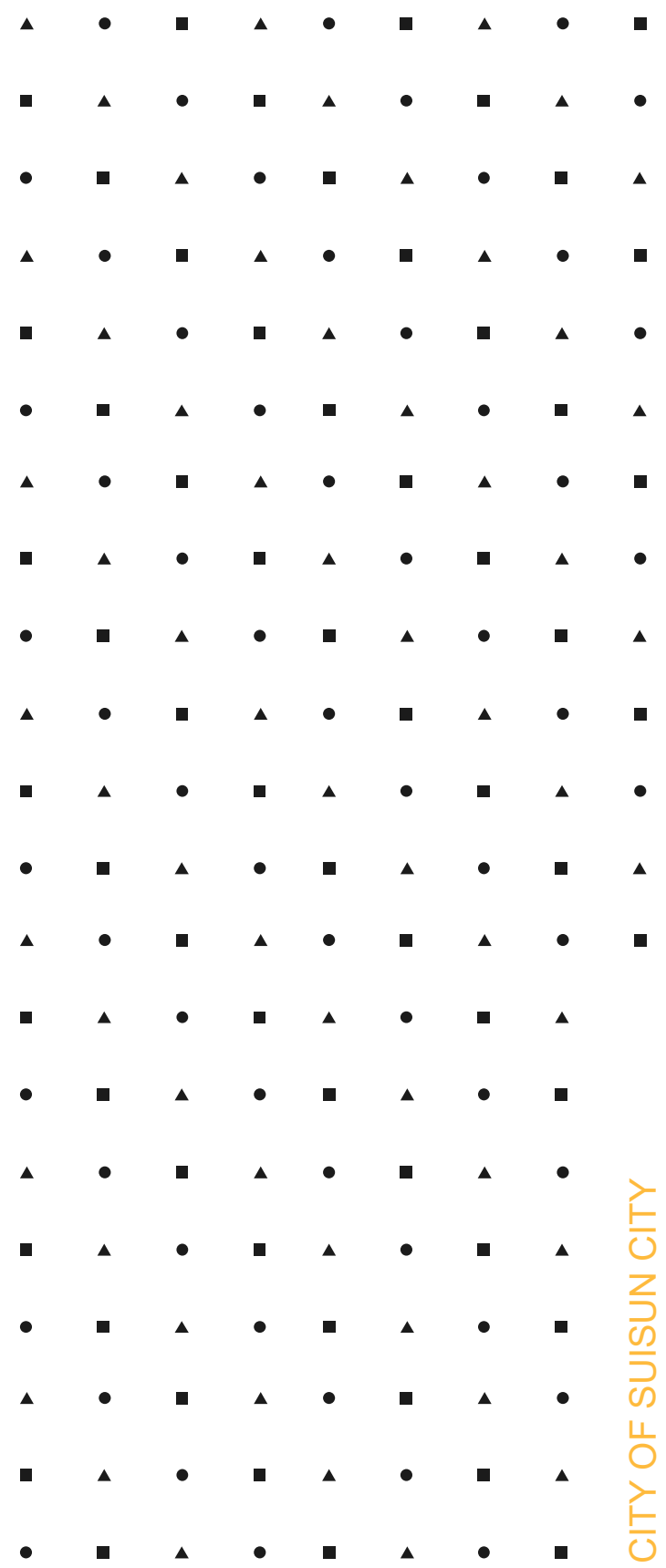
# Overview

0 1      What is a Use Permit? When is it applicable?

0 2      What is the Use Permit Process?

0 3      When is the Good Neighbor Policy applicable?

0 4      Group Exercise

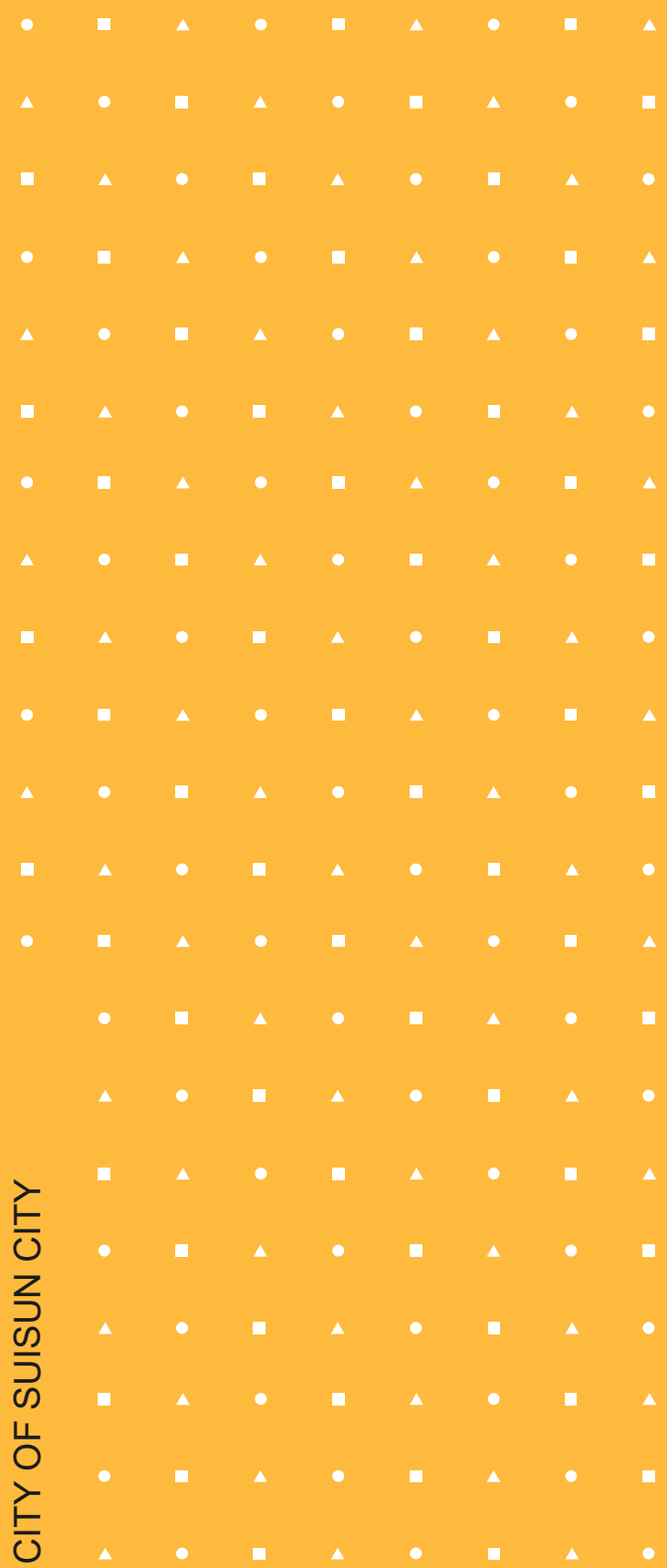


Handout 1

Conditional Use Permit  
Infographic.

Please turn to handout 1.

CITY OF SUISUN CITY

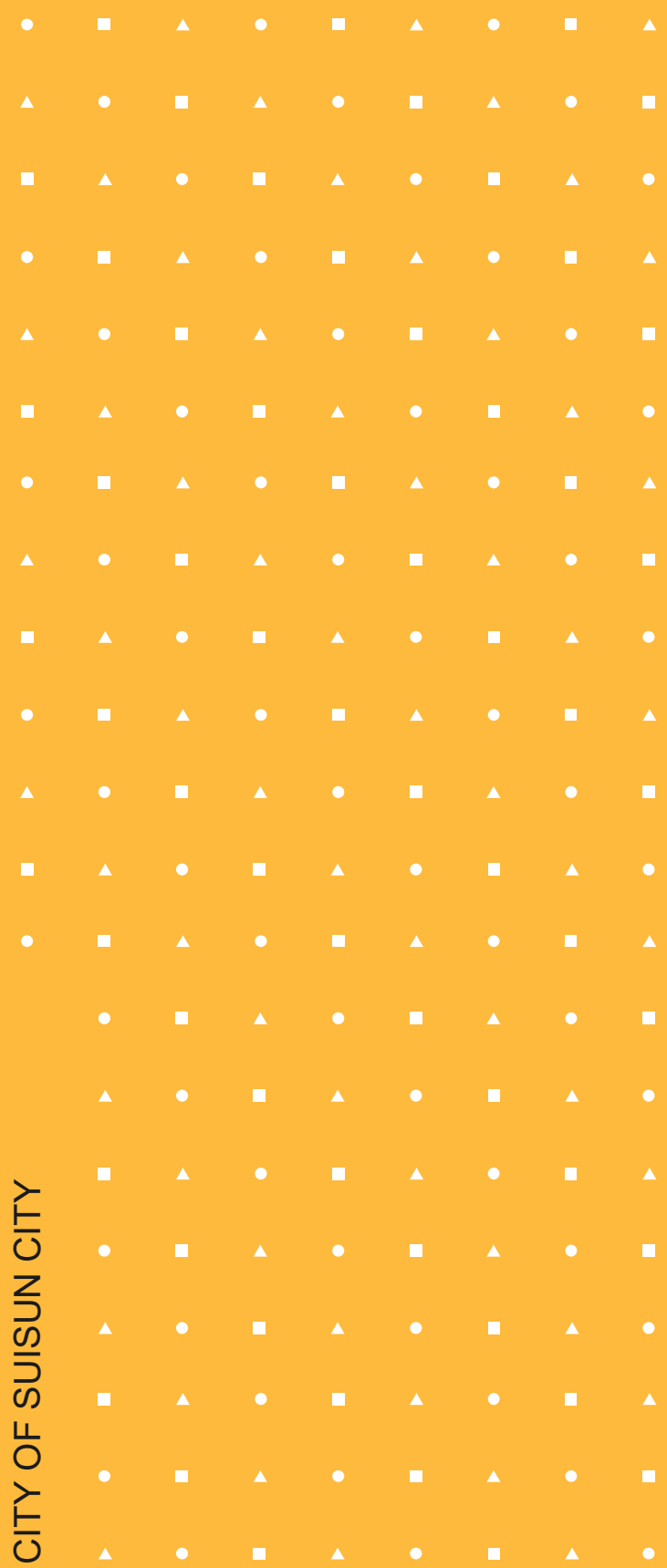


Handout 2

Good Neighbor Policy  
Infographic.

Please turn to handout 2.

CITY OF SUISUN CITY



Handout 3

Group Exercise

CITY OF SUISUN CITY

- Zoning Map
  - Table 18.08.02 Allowable Uses in Residential Zones
  - Table 18.20.02 Allowable Uses in Commercial Zones
- Waterfront District Specific Plan Residential and Commercial Zoning Tables
  - Draft Good Neighbor Policy





Thanks for  
attending!

We're here to support you! Email us at  
[developmentservices@suisun.com](mailto:developmentservices@suisun.com) for comments or  
questions.

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## REQUEST FOR APPLICATIONS GUIDELINES AND PROCEDURES

This document (hereafter the “RFA Guidelines and Procedures”) outlines the application process, required materials and review criteria for the consideration of applications, submitted in response to any “Request for Applications” (“RFA”) process initiated by the City of Suisun City (“City”) pursuant to Suisun City Code (“SCC”) Section 18.49.160(B), for a City-issued commercial cannabis business permit (“CCBP”) to operate as a cannabis storefront retailer/dispensary (“Storefront Retailer”) in the City.

To be considered under the first RFA process initiated by the City pursuant to SCC Section 18.49.160(B) and these RFA Guidelines and procedures, applications must meet the criteria set forth herein, satisfy any and all other applicable requirements as set forth in SCC Chapter 18.49, and be submitted to the City during the RFA application period of **8:00 a.m. July 15, 2020 through 5:00 p.m. September 1, 2020**. Applicants must **schedule an appointment** to submit an application, and applications (with applicable fees) shall be submitted to the Development Services Department located at 701 Civic Center Blvd., Suisun City, CA 94585.

### Application Requirements

Each application shall include the materials and comply with the requirements set forth in these RFA Guidelines and Procedures, as follows (without limitation as to any other applicable requirements set forth in SCC Chapter 18.49 or otherwise established by or pursuant to the authority of the City Council):

1. **Application Submission.** Applicants, by appointment, must hand-deliver five (5) completed and signed copies of their application, including all attachments, along with a flash drive containing one completed and signed copy of the application in PDF format, and payment of the required application fees, to the City’s Development Services Department during the application period. All application contents, as provided above, shall be enclosed in a sealed envelope or container and addressed to the City of Suisun City, Development Services Department, 701 Civic Center Blvd., Suisun City, CA 94585. **Late applications will not be accepted or considered.** No person or entity may submit multiple applications. The applicant shall be the owner(s) of the proposed Storefront Retailer that is the subject of the application.
2. **Application Deposit.** Payment of an initial deposit, in the amount established by resolution of the City Council, toward the Preliminary RFA Application Review Fee is required at the time of application submission, and may be made by a certified check, cashier’s check, or money order made payable to the City. Deposited amounts expended by the City are non-refundable. Deposited amounts remaining unexpended upon the conclusion of the RFA process will be refunded upon request of the fee payor.
3. **Required Application Contents.** Applications must include the following sections, **lettered and in the sequence as noted.**
  - A. **Application Form.** Include a fully completed and signed RFA application form in each set of application materials. The form will be promulgated by the City’s Development Services Department and provided by said department to prospective applicants upon request.
  - B. **Proposed Location.** Include the address, assessor’s parcel number(s), and a detailed description of the proposed location. This section should also describe and generally

characterize all uses within 600 feet of the property line of the proposed location. The proposed site must be located in the Commercial Services and Fabrication (CSF) zone and Commercial Mixed Use (CMU) zone and may not be located within 600 feet of a K-12 school, commercial daycare center, or youth center.

- C. **Site Control.** Provide a statement regarding whether the applicant has legal control of the proposed Storefront Retailer site or location. The City considers site control a requirement in enabling an operator to commence business activities in a timely manner. Demonstration of any legal control through proof of ownership, tenancy, or other legal right or entitlement to control of the site should be included with the application.

Scoring is as follows:

- |                                    |           |
|------------------------------------|-----------|
| - Lease                            | 5 points  |
| - Ownership/Substantial Renovation | 10 points |
| - New Building                     | 20 points |

- D. **Business Plan.** With as much detail as possible, describe:

- The day-to-day operations of the proposed Storefront Retailer, which are to meet industry best practices for Storefront Retailer uses.
- How the proposed use will conform to local and state laws and regulations.
- How cannabis and cannabis products will be tracked and monitored to prevent theft and diversion.
- A schedule for commencement of operation, including a narrative outlining any proposed construction and improvements and a timeline for completion of work.
- A budget for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, and must describe the sources and uses of funds.
- A pro forma for at least three years of operation.

- E. **Compliance with City Regulations.** Describe in detail how the proposed use will comply with SCC Sections 18.49.150 “General Operating Standards and Restrictions” 18.49.160 “Commercial Cannabis Retailer (Storefront and Non-Storefront): Establishment, Operating Standards and Restrictions.”

- F. **Floor Plan/Elevations.** Depict existing and proposed conditions. The floor plan(s), elevations, site layout and vector isometric renderings should be accurate, dimensioned and to-scale (minimum scale of 1/4”). If new building construction is proposed, provide a preliminary site layout and floor plan, preliminary elevations, vector isometric renderings.

- G. **Qualifications of Applicants.** Include information concerning applicant’s past experience with operation of any commercial cannabis businesses, including, but not limited to, Storefront Retailers/Dispensaries. Provide details on all such businesses that have been under the full or partial ownership or management of the applicant, including the full legal name, location, commencement date, and current status of the operation (including date of termination of the business and description of the reason for termination, if applicable). To the extent applicable, disclose and describe: (1) any and

all state or local cannabis permits or licenses currently held by the business or applicant; (2) any administrative order or civil judgment ever entered against the business or applicant for violation of labor standards; (3) any suspension or revocation of a state or local cannabis license or permit ever held by the business or application; and (4) any sanctions for unlicensed/unpermitted commercial cannabis activity ever imposed by a state or local agency against the business or applicant. Describe any special qualifications or licenses of the applicant that would add to the number or quality of services that the proposed Storefront Retailer would provide, especially in areas related to medicinal or scientific applications of cannabis or cannabis products.

- H. **Neighborhood Compatibility.** Address the degree to which the proposed use is compatible with surrounding uses and how the proposed use, including its exterior areas and surrounding public areas, will be managed to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Include a site plan (accurate, dimensioned and to-scale) for the proposed location. Every cannabis business must describe how the business interacts with the neighborhood. You need to meet with your neighbors to get feedback on what to include in your Good Neighbor Policy for your business, they in turn will be added to you conditions of approval.
- I. **Safety and Security Plan.** The application shall include:
- A detailed security plan meeting and confirming ability to comply with the requirements of SCC Section 18.49.150(H) and the Supplemental Security Requirements for Storefront Retailers/Dispensaries adopted by the City Council. This plan should also include a description and detailed schematic of the overall facility security of the proposed use. It should have details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, third party contractor security and delivery security. In particular, applications should address ingress and egress, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. Security plans will not be made public.
  - A detailed fire safety plan. This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation. The plan should reflect compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.
  - A detailed fire evacuation plan. This plan should depict the location of all exits, the primary and secondary evacuation routes, and the distance to all exits. The plan should reflect compliance with all applicable provisions of the California Fire Code and other applicable laws and regulations.
- J. **Community Benefits.** Describe the benefits that the proposed use would provide to the local community, such as community contributions, participation in or support of community organizations, drug abuse awareness education, or other contributions or activities that will benefit the community.
- K. **Labor & Employment.** If applicant is proposing higher wages the application could describe to what extent the Storefront Retailer will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of

employees. Specific practices that are subject to consideration include the following:

- i. Providing a description of proposed payroll practices/use of payroll consultants that document employee compensation.
  - ii. Providing compensation to and opportunities for continuing education and training of employees/staff (include proof of the proposed business' policies and regulations for employees);
  - iii. Providing a "living wage" to the proposed business' staff and employees. The proposed wage scale should be provided in writing for all levels of employment within the business. "Living Wage" shall mean 150% of the minimum wage mandated by California or Federal law, whichever is greater.
  - iv. Describing the extent to which the proposed business will be a locally managed enterprise whose owners reside in or within the vicinity of the City.
- L. **Air Quality/Odor Control Plan.** Describe how interior air circulation, ventilation and filtration systems will minimize impacts to employees' and customers' health and welfare and prevent any odor impacts to surrounding businesses or the public.
- M. **Criminal History Check.** As part of the RFA Process, each owner and manager of the proposed Storefront Retailer must undergo a criminal background check, administered by the Suisun City Police Department using "Live Scan," demonstrating that he or she has not been convicted within the last ten years of a felony substantially related to the qualifications, functions or duties of operation of a Storefront Retailer (such as a felony conviction for distribution of controlled substances, **not including cannabis**, money laundering, racketeering, etc.). All fees and costs associated with completing background checks shall be paid by the applicant. No individual who does not undergo and pass the required background check shall be involved in the operation or ownership of a Storefront Retailer in the City, unless such individual has obtained a certificate of rehabilitation (expungement of felony record) for the applicable transgression(s) under California law or under a similar federal statute or state law where the expungement was granted. The application for the Live Scan and appointment link will be made available on the City's website. Persons who do not meet criminal history eligibility requirements will be disqualified from the RFA process.

#### 4. Application Process

- A. **Application Period.** As noted above, applications under the first RFA process initiated by the City pursuant to SCC Section 18.49.160(B) and these RFA Guidelines and Procedures will be accepted from **8:00 a.m. July 15, 2020 through 5:00 p.m. September 1, 2020.** Late applications will not be accepted.
- B. **Review Process.** After the application period has expired, the Director and/or his/her designees shall open and evaluate all applications received pursuant to the RFA process. The criteria for evaluation are listed in Section 5 below.  
City staff will then prepare a report summarizing its evaluation of the top five ranked applicants and identifying its recommended applicant, which shall be set for the consideration of the full City Council. The City Council will consider the applications, staff's evaluation, and any interviews conducted. Using the criteria listed in Section 5 below, the City Council shall determine whether to tentatively approve one of the applicants as the "recommended operator" for issuance of a CCBP pursuant to SCC Section 18.49.160(B)(4).

If the City Council tentatively approves a recommended operator, City staff will work directly with that applicant (commencing upon payment by the applicant of the required deposit toward the Application Fee as established by resolution of the City Council) to complete the City's review of, and preparation of documentation concerning, all aspects of the proposed use, including but not limited to confirmation of compliance with the Supplemental Security Requirements for Storefront Retailers/Dispensaries, applicable City laws, and regulations and zoning standards, development of draft conditions of approval, and CEQA review of the proposed use. City staff will then present the selection/approval documents to the City Council for consideration of final approval of the applicant as the "recommended operator" pursuant to SCC Section 18.49.160(B)(4).

As provided in SCC Section 18.49.160, final approval of a "recommended operator" pursuant to this RFA process shall constitute approval of issuance of a CCBP to the selected applicant. Prior to commencement of operations, the selected applicant/permittee must make payment of all required fees and comply with all applicable laws, regulations, standards and conditions, as referenced above.

- C. **Withdrawal of Application.** Any applicant may withdraw his/her application at any time by submitting a written request for withdrawal to:

Greg Folsom  
City Manager  
City of Suisun City  
701 Civic Center Boulevard  
Suisun City, CA 94585

Any fees deposited and applied to the City's costs up to the time of submission and processing of the request for withdrawal will not be refunded.

5. **Scoring Criteria for Application Evaluation.** The City will consider the following selection criteria in its evaluation of applications submitted under this RFA and will award up to a maximum of 200 points to each application received.

A. Site Control	(20 points)
B. Business Plan	(30 points)
C. Floor Plan/Elevations	(15 points)
D. Qualification of Applicants	(20 points)
E. Neighborhood Compatibility	(25 points)
F. Safety and Security Plan	(20 points)
G. Community Benefits, Labor, and Employment	(20 points)
H. Air Quality Control Plan	(15 points)
I. <u>Suisun City Resident</u>	(10 points)
J. <u>Tax Revenue</u>	(25 points)
K. <u>Current Suisun City Cannabis Business</u>	(-15 points)

6. **Amendments to the Application.** An applicant will not be allowed to amend or supplement its application, except as otherwise specifically provided for in these procedures or SCC Chapter

18.49, or as authorized in writing by the Director or designee. The City may, at its discretion, request supplemental information to clarify the qualifications of an applicant.

**The City's Reservation of Rights.** The initiation or conducting of an RFA process does not commit the City to approve any application for CCBP issuance or pay any costs related to any application, including but not limited to those costs incurred in the preparation or processing of an application. The City reserves the right to reject all applications submitted in response to any RFA for a Storefront Retailer at any time, with or without any cause or reason. The City may also modify, postpone, or cancel the RFA process at any time with or without cause or reason, and without liability, obligation, or commitment to any party, firm, or organization. After taking such action, the City is not obligated to resume such process or to initiate any new RFA process at any time. The City reserves the right to request and obtain additional information from any candidate submitting a proposal and reserves the right to waive any irregularities in any proposal. Late proposals WILL BE REJECTED. Furthermore, a proposal MAY BE REJECTED, in the Director's (or designee's) sole discretion, if the application or documents submitted are incomplete or not responsive to the requirements of this application procedure.

7. **Definitions.** Except as otherwise defined herein, and to the extent applicable, the terms used in these RFA Guidelines and Procedures shall have the definitions set forth in SCC Chapter 18.49.