

PLANNING COMMISSION
Anthony Adams, Chair
Angel Borja
Jessie Pooni
Vinay Tewari
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, AUGUST 10, 2021

6:30 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 Angel Borja, Jessie Pooni, Vinay Tewari, Michael Zeiss and Chair Anthony Adams. 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: 993 1964 9013

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. PC 21-09)

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 Commissioners should be identified at this time.)

REPORTS: (Informational items only.)

1. City Manager/Staff

PRESENTATIONS/APPOINTMENTS:**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 July 27, 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. Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).
4. Discussion and Update on Senate Bill 2 Grant - (Kearns: jkearns@suisun.com).

REPORTS: (Informational items only.)

5. 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 August 10, 2021 was posted and available for review, in compliance with the Brown Act.

PLANNING COMMISSION
 Anthony Adams, Chair
 Angel Borja
 Jessie Pooni
 Vinay Tewari
 Michael Zeiss



PLANNING COMMISSION MEETING

Second and Fourth Tuesday
 Every Month

MINUTES

REGULAR MEETING OF THE CITY OF SUISUN CITY

PLANNING COMMISSION

TUESDAY, JULY 27, 2021

6:30 P.M.

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

NOTICE

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(Next Resolution No. PC 21-08)

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

Chair Adams called the meeting to order at 6:30 p.m. with the following Planning Commissioners present:

Present: Pooni, Tewari, Zeiss, Adams

Absent: Borja

Pledge of Allegiance was led by Commissioner Tewari.

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 Commissioners should be identified at this time.)

REPORTS: (Informational items only.)

1. City Manager/Staff

Senior Planner Kearns reported the Holiday Inn Express Grand Opening is Friday at 6:00 pm. The Shrine Group, Authentic 707 Dispensary at 521 Railroad Avenue will have their Grand Opening August 7th.

PRESENTATIONS/APPOINTMENTS:

2. Election of Vice Chairperson – (Kearns: jkearns@suisun.com).

Motioned by Commissioner Zeiss and seconded by Commissioner Tewari to continue to future agenda. Motion passed by the following roll call vote:

AYES: Pooni, Tewari, Zeiss, Adams

ABSENT: Borja

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 June 15, 2021 - (Pock: dpock@suisun.com).

Motioned by Commissioner Zeiss and seconded by Commissioner Tewari to approve the minutes of the June 15, 2021 Planning Commission meeting with amendment. Motion passed by the following roll call vote:

AYES: Pooni, Tewari, Zeiss, Adams

ABSENT: Borja

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.)

Steve Olry commented on the apartment complex, Planning Commission should take a more active role on development, and the ongoing issue with the apartments on Blossom and Railroad Avenue. We should be looking at something that produces sales tax revenue.

PUBLIC HEARING NONE

GENERAL BUSINESS:

4. Resolution PC21-08; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy – (Kearns: jkearns@suisun.com).

George Guynn commented on not wanting to delay projects unnecessarily.

Following Commission discussion consensus is:

- Page 9: Projects that are very impactful or regional in nature that staff has ability to extend the radius of neighborhood notifications.
- Page 11 - Project site map with required notification radius, **600-foot or greater**.
- Page 12: ~~Attendees should be requested to sign in~~ Attendees shall have the option to **sign in**
- Page 12: ~~and be able to respond~~ and shall respond
- Page 13: Housing Projects: ~~shall not delay or make infeasible housing~~ **shall not unreasonably delay**.

Motioned by Commissioner Zeiss and seconded by Commissioner Tewari to approve Resolution PC21-08 as modified. Motion passed by the following roll call vote:

AYES: Pooni, Tewari, Zeiss, Adams

ABSENT: Borja

5. Resolution PC21-___; A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).

Steve Olry commented we are micro-managing, we are pretty much built out with major developments, bring projects that are good for everybody.

Motioned by Chairperson Adams and seconded by Commissioner Zeiss to continue item to next meeting. Motion passed by the following roll call vote:

AYES: Pooni, Tewari, Zeiss, Adams

ABSENT: Borja

REPORTS: (Informational items only.)

6. a. Commission Members

Commissioner Pooni reported there is a Homeless Outreach Partnership Engagement (HOPE) Event tomorrow at the Train Depot from 8:00 am – 12 Noon.

Commissioner Zeiss requested items for future agendas: pre-application policy; and preparation of the next Housing Element by Place Works. Would like Planning Commission to have input on draft prior to moving forward with each item.

b. Commission Chairperson

Chair Adams reported Solano County is the only county in the state to do a sub-regional allocation for REHNA, only one in nation and world. There was a Suisun City Team Clean event last weekend and adopt-a-Neighborhood event. Suisun City has a new Public Works Director Nouae Vue.

Senior Planner Kearns commented the next meeting of the Planning Commission is August 10th.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:12pm.

Donna Pock
Deputy City Clerk



Planning Commission Agenda Report

Meeting Date 8/10/2021

DATE: 8/10/2021

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 relative to Section 4.5 “Anticipated Absence.” If adopted, the new language would be consistent with the adopted Council Norms and Procedures.

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

On April 13, 2021, the Planning Commission amended their bylaws and, subsequently, the City Council approved the changes at their April 20, 2021 meeting. Following adoption, it was discovered that the procedure for reporting an absence for a Commission meeting was inconsistent with the adopted Section 5.7 of the Council Norms and Procedures (Attachment 3). Staff has inserted the relevant language into Section 4.5 “Anticipated Absence” of the Planning Commission Bylaws document for consideration of the Commission (see below).

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~~ **should** notify the **Mayor and** Development Services ~~Director~~ **staff** ~~at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of~~ **in advance of missing** 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.~~

A Commissioner whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified by the City Manager prior to any actions taken.

The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken.

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

At the July 27, 2021, Commission meeting, the Commission asked staff to survey other nearby cities regarding their policies for Planning Commission attendance. Staff heard back from the Cities of Fairfield and Benicia. Their policies are included as Attachment 4.

CEQA Review

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

Next Steps

If the amendments are 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.
3. Council Norms and Procedures.
4. Fairfield and Benicia Commission Attendance Policies.

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; and

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

WHEREAS, the Planning Commission adopted certain amendments to the Planning Commission Bylaws at their August 10, 2021 meeting including amendments to Section 4.5 "Anticipated Absences."

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 10th day of August 2021.

Donna Pock
Commission Secretary

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
Amended April 13, 2021
Amended August 10, 2021 (Proposed)

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City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
Amended April 13, 2021
Amended August 10, 2021 (Proposed)

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.

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
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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.

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

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Amended August 10, 2021 (Proposed)

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~~ should notify the Mayor and Development Services Director staff ~~at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of~~ in advance of missing 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.~~

A commissioner whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified by the City Manager prior to any actions taken.

The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken.

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

City of Suisun City Planning Commission Bylaws

Amended March 9, 2021

Amended April 13, 2021

Amended August 10, 2021 (Proposed)

nomination and voting process will be repeated until a candidate receives a majority vote of those Commissioners present.

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

A member of the Planning Commission may serve in the same office of the Planning Commission for no more than two consecutive terms.

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

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

4.7 Duties and Responsibilities of the Chair

Preside at all meetings of the Commission.

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

Sign documents of the Commission.

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

4.8 Duties and Responsibilities of the Vice-Chair

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

4.9 Subcommittees

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

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.

City of Suisun City Planning Commission Bylaws
Amended March 9, 2021
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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 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Development Services Director in consultation with the Commission Chair.

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

5.3 Adjourned Meetings

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

5.4 Special Meetings

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

5.5 Study Sessions/Workshops

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

5.6 Establishing a Quorum

A quorum of at least four (4) members of the Planning Commission must be present for the Commission to conduct normal business. If the body has less than a quorum of members present, it cannot legally transact business. If the body has a quorum to begin

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the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

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

5.7 Agendas

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

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

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

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

5.8 Minutes and Record of the Meeting

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

5.9 Motions, Debates, and Voting

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

5.10 Conflicts of Interest/Disclosures

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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

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 and have the reason therefor entered in the minutes. Such dissent may be made orally on the record, 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.

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Amended April 13, 2021

Amended August 10, 2021 (Proposed)

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

- Conflicts of Interest
- Reports
- 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.
- Public Hearings
- Business
- Reports (informational Items Only)
- 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 would

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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, the Chair may request them to select a spokesperson to speak for the entire group.
- 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.



COUNCIL

Norms & Procedures

SUISUN CITY COUNCIL:

Mayor Lori Wilson
Mayor Pro Tem Michael Segala
Councilmember Jane Day
Councilmember Wanda Williams
Councilmember Anthony Adams

ORIGINAL ADOPTION:

July 30, 2019

AMENDED:

OCTOBER 6, 2020

FEBRUARY 18, 2020

SUISUN CITY COUNCIL NORMS & PROCEDURES

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SUISUN CITY COUNCIL NORMS & PROCEDURES

Section 1. GENERAL

1.1 Purpose.

The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Suisun City.

In the interest of promoting best practices in our local government as Municipal Legislators, this document will include operational procedures, policies, and practices.

1.2 Code of Conduct.

The residents and businesses of Suisun City are entitled to have a fair, ethical and accountable local government, which has earned the public's full confidence for integrity. The effective function of our democratic government requires that:

- Our public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Our public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, and not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

1.3 Decorum.

All Council Members shall practice a high degree of decorum and courtesy. Respect for each Council Member's interpersonal style will be the standard of operation. Courtesy and respect for individual points of view will be practiced at all times.

All Council Members shall respect each other's right to disagree. Council Members shall commit to avoiding personal attacks, using language that is demeaning, or using words or phrases that tend to "shut others down."

When addressing the public in any way, all Council Members shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Council Member or the City.

This subject is expanded in Section 11.

1.4 Overview of Council responsibilities.

Suisun City is a California General Law city with a council/manager form of government. The City Council, which is elected directly by city voters, is assisted by a number of appointed and

separately elected officials to provide services for City residents. The City Council has the following duties and responsibilities:

(a) Appointment of the City Manager and City Attorney. The City Council shall appoint the City Manager and the City Attorney. The City Manager shall implement City Council policy and run day-to-day operations of Suisun City. The City Attorney shall provide legal advice and act as counsel to elected officials and city staff in adherence to all federal, state and local laws pertaining to city operations and public policy. There should be an annual review for the City Manager and the City Attorney.

The City Manager's annual review shall follow closely the format included in the City Manager's contract and include goals for the next period. Less formal evaluations may take place quarterly or every six months at the pleasure of the Council. A separate procedure will be established for this evaluation.

The City Attorney's annual review shall be at a format proposed by the Mayor and agreed upon by the Council informally.

The Mayor at his/her discretion may annually create an ad hoc to oversee annual review process and prepare a summary evaluation.

(b) Establishment of boards and appointment of members. With the consent of the Council, the Mayor may establish Boards, Commissions, and Committees, and make appointments of members of all Boards, Commissions, and Committees. The Mayor may, from time to time, cede this authority by resolution of the Council.

(c) Legislative decisions. The Council is the legislative body; its members are the community's decision makers. Power is centralized in the elected City Council collectively and not in individual members of the Council. The City Council approves the budget and determines the public services. It focuses on the community's goals, major projects and such long term considerations as community growth, financing and strategic planning. The City Council hires a professional City Manager to carry out administrative responsibilities and they collectively supervise the City Manager's performance.

1.5 Overview of City Manager responsibilities.

The City Manager is hired to serve the City Council and the community and to bring the benefits of education, training and experience in administering the City's projects, programs, and public services on behalf of the City Council. The City Manager follows the direction of the entire City Council and not individual members of the Council or the public, and serves at the sole discretion of the Council.

As the City's Chief Executive Officer, the City Manager oversees:

- Department heads and department operations
- Budget development and fiscal management

- Policy implementation
- Personnel administration and human resources
- Labor relations
- Intergovernmental relations
- Service delivery
- Elected official support
- A variety of special projects and assignments

The City Manager appoints, removes, promotes, and demotes any and all officers and employees of the city except the City Clerk, City Attorney, and City Treasurer. Appointment, removal, promotion, or demotion of department heads shall require prior approval of the City Council. (Ord § 2.08.110)

Among the chief duties, the City Manager will implement the Council's policies, projects, programs, and public services in an effective and efficient manner, providing professional advice on policy matters, intergovernmental affairs, economic development, and environmental issues.

1.6 Annual Review.

The City Council shall conduct a review of this document annually within three months prior to the start of a new fiscal year, or whenever Council deems necessary, to assist Council Members in being more productive in management of the business of the City.

1.7 Ralph M. Brown Act.

All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with the Ralph M. Brown Act.

SECTION 2. COUNCIL REORGANIZATION

2.1 Mayor Pro Tem Selection Process.

In December of each year, the Mayor shall select and appoint a Mayor Pro Tem, with consent of the City Council, from among the members of the Council. Selection and appointment shall be at the first meeting of a new term following each General Municipal Election or at the first meeting in December during non-election years. For all intents and purposes, the title Mayor Pro Tem and Vice Mayor are used interchangeably. The term of the appointment shall be for a 12-month period commencing on January 1st of each year, unless otherwise provided for by majority vote of the Council.

2.2 Duties of the Mayor Pro Tem/Vice Mayor

The Vice Mayor remains as one member of the City Council and has no rights or authority different from any other member of the Council. The Vice Mayor is the designated individual to represent the Mayor and perform any duties as required when the Mayor is unavailable. If the Mayor will be unavailable for an extended period of time, the Mayor shall provide notification to the Vice Mayor, City Manager, and City Clerk, in addition to outlining any additional duties.

2.3 Appointment of a Council Vacancy.

In the event of a vacancy of office or the death or resignation of any Council Member, the Mayor shall appoint a new Council Member, with the consent of the Council, within sixty (60) days after a vacancy or death or resignation becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Mayor, with the consent of the Council, shall determine by resolution the process for appointment prior to the application process and in accordance with State law.

SECTION 3. ADMINISTRATIVE MATTERS

3.1 Attendance.

City Council Members acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Council Members shall make a good faith effort to attend all such meetings unless unable. Council Members will notify the Mayor, City Manager, and City Clerk, if they will be absent from a meeting.

Per Gov Code §36513, “if a city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy.”

3.2 Correspondence.

With some exceptions, proposed correspondence (including electronic) from individual Council Members/Mayor on City stationery shall be reviewed by the Council in draft form prior to release.

On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League’s position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (e.g., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council.

The City will provide stationary designated as “The Office of” for each member of the Council to use for correspondence as it relates to your elected position (e.g., thank you notes, letters of recommendation, direct communication to residents or businesses, etc). This letterhead will have the same information as provided on your business card. Any views expressed in this correspondence (including electronic) are solely your own and do not represent the views of the City or the Council.

E-mails from Council Members should be respectful and professional. This form of correspondence is a public record subject to disclosure under the California Public Records Act.

3.3 Regional Boards, Committees and Ad Hocs

The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Suisun City is appropriate on some boards; this is generally the case when other local governments have their own representation. The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact Suisun City. If an issue should arise that is specific to Suisun City and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with a majority of the Council's position.

Council representatives to such various boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council during properly posted Council meetings.

Council Members shall make a good faith effort to attend all regional meetings to which they are assigned. Attendance should not be less than 75% of all annual scheduled meetings and all absences should be reported to the Mayor. If a Council Member is unable to attend, the Council Member shall notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

A list of these assignments are maintained by the Deputy City Clerk and will be distributed to the Council when updated.

3.4 Distribution of Information.

It is essential that every member of the City Council have the same information from which to form decisions and actions. Any information distributed to one Council Member shall also be distributed to all Council Members.

The Mayor, by virtue of the position, may receive information in advance of other members of the Council in order for the City Manager to effectively proceed with the day-to-day operation of the City. The City Manager will make every effort to disseminate this information to the remaining members of the Council in a timely manner, whether through the City Manager Report or Council Member/Manager 1:1.

3.5 Reimbursement.

Every effort shall be made to limit the need to reimburse Council Members for expenses. City Council Members may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Council Member. The reimbursement of expenses is limited in the following manner: Members shall be reimbursed subject to the Administrative Directive related to travel expense (AD1.) Any additional expenses that fall outside the scope of this policy may be reimbursed only if approved by the City Council, at a public meeting, before the expenses are incurred. Any request for reimbursement of expenses shall be accompanied by an expense form and receipts to document the expenditure. These documents are public records subject to disclosure under the California Public Records Act.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting.

3.6 Ethics and Sexual Harassment Prevention & Education Training.

Any member of the City Council and commissions, or advisory committees formed by the City Council, shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years, as mandated by AB 1234, and at least two hours of sexual harassment prevention training, as mandated by AB 1661. New members must receive this training within their first year of service for ethics and six months for sexual harassment prevention training and education, and file a certificate of completion with the City Clerk. Members shall attend training sessions that are offered through the League of California Cities or locally in the immediate vicinity of Solano County, or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of each training every two years to satisfy this requirement for all applicable public service positions. If the City offers either course, the City will use a course that has been reviewed and approved by the Fair Political Practices Commission and the California Secretary of State.

The City Clerk is required to keep ethics training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

3.7 City Seal.

The City Seal is an important symbol of Suisun City. No change to the City Seal shall be made without Council approval. Individual Council Members shall be careful in use of the City Seal so as not to create an appearance that the Council Member is acting on behalf of or with official endorsement of Suisun City.

3.8 Use of City Email and Social Media.

Except for emergencies, public officials who are not City employees (“public officials”) conducting City business should not create any “public record” (as that term is defined in California Government Code § 6253(e)) by using any email account that is not a City email account, or by using any non-City-controlled social media account. Instead, public officials should use a City email or City-controlled social media account.

In an emergency, a public official may send an email on a non-City email account, but only if a copy of any public record that is created as a result is contemporaneously copied to the City email account of that same public official, or a hard copy is provided to the City for retention in City records.

Practically speaking, this means that public officials should rarely, if ever, use a personal email account to conduct City business, and should never use personal social media accounts to conduct City business. Nothing in this policy is intended to limit a public official’s use of private email and social media accounts for non-City business such as personal communications and

campaign related activities. Nor is this policy intended to require public officials to provide privileged communications or documents to the City, or to waive any applicable privileges which may apply to documents purely because they have been turned over to the City in compliance with this policy.

For purposes of this policy “City-controlled social media account” is an account on a social media platform (e.g. Facebook, Instagram, Twitter) that is created and used by the City (e.g. the City’s official Facebook page, if any).

Use of City Electronic Devices. In general, when creating or modifying public records in the conduct of City business on an electronic device that can create and modify public records (e.g. computers, mobile phones, tablets), public officials should only use City-issued devices. There are two exceptions:

Exception: Using City Accounts. Public officials may use non-City electronic devices when accessing an official City account (e.g. City email address, City-controlled social media account).

Exception: Contemporaneous Copying. If, in a given situation, using a City electronic device is clearly impractical or if a public official has not been issued or does not have in the public official’s possession a City electronic device, a public official may use a non-City device, but only if a copy of each affected public record is contemporaneously copied to a City account of that same public official, or to the related City-controlled social media account, or a hard copy is provided to the City for retention in City records.

Texting Only on City Devices. Except for emergencies or when communicating with the City Attorney’s Office, public officials conducting City business shall not send or receive texts on any device other than a City owned device. In an emergency, a public official may use a non-City device to text, but only if a copy of any public record that is created as a result is contemporaneously copied to a City account of that same public official, or a hard copy is provided to the City for retention in City records. Practically speaking, this means that public officials should rarely, if ever, use a non-City owned device to text in the conduct of City business.

Provide Copies to City. If a public official has possession of a public record that is not in the possession of the City, the public official shall promptly provide a copy of the record to the City, and take reasonable precautions to prevent this from occurring again. For example, if a public official receives an email regarding City business on a non-City email account, and the email was not sent to or from a City email account (i.e. the City doesn’t already have a copy), the public official shall promptly forward a copy of the email to the public official’s City email account, or provide a hard copy to the City for retention in City records, and should request that the sender send future correspondence to a City controlled email account.

3.9 Compensation.

Council members are compensated in accordance with California Government Code Sections 36516 and 36516.5. The amount is memorialized in the City’s Municipal Code.

SECTION 4. COUNCIL RELATIONSHIP WITH STAFF

Note: The foundation of a healthy and productive relationship between City Council and all City Staff is based on staying within the chain of command.

4.1 City Manager.

City Council Members are always free to go to the City Manager to discuss City business. Issues concerning the performance of a Department or any employee must be directed to the City Manager. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Council Members. The City Manager may delegate this responsibility to Department Heads.

4.2 Agenda Item Questions.

If a Council Member has a question on an agenda item, the Council Member should contact the City Manager, if at all possible, prior to any meeting at which the item may be discussed. This does not restrict Council Members from asking questions during a Council meeting.

4.3 Interaction of City Council with Staff.

The Council shall treat staff with respect and shall not abuse staff, nor embarrass staff in public. The City Council Members are welcome to have contact with any city employee. However, the Council are to work through the City Manager or City Attorney on all issues, concerns and questions. This is to allow the senior professional staff, with the proper education, training, experience and knowledge of issues, laws and City Council's policies to coordinate a full and complete response and reduce error or misunderstanding by staff members not necessarily knowledgeable on all issues. This can provide a better overall response, allow any new issues to properly be considered and avoid unintended redirection of staff efforts.

Council Members are free to speak to Department Heads and may ask for information related to their department or agenda items. However, at no point is it acceptable to provide direction. All direction should be given to the City Manager, and the City Manager should be informed of contacts made with Department Heads. This informal system of direct communication is not to be abused.

City Council Members shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy.

4.4 Individual Council Member's Requests.

Council Members shall make their requests for information to the City Manager and not directly to individual members of staff. The use of City staff, including the City Manager, to respond to an individual Council Member's request for any purpose that exceeds more than one hour of total staff time must be approved by the majority vote of the full Council. The individual City Council Member may make his/her request orally or in writing to the City Manager. The City Manager shall provide an estimate of the cost and how the request affects the Council's Goals and Objectives. This request will then be considered by the City Council at the next possible City

Council meeting. Irrespective of the amount of staff time required to respond to each Council Member's request, individual Council Member's requests should be limited to no more than three to five requests per week.

SECTION 5. PROCEDURES FOR APPOINTMENTS TO BOARDS/COMMISSIONS/COMMITTEES

5.1 Definitions.

- (a) **Task Force:** A temporary grouping of individuals and resources for the accomplishment of a specific objective.
- (b) **Committee:** A group of people officially delegated to perform a function, such as investigating, considering reporting, or acting on a matter.
- (c) **Ad Hoc:** Committees established for a specific purpose. Formed for or concerned with one specific purpose (e.g. ad hoc compensation committee); for the particular end or case at hand without consideration of wider application; formed or used for specific or immediate problems or needs; often improvised or impromptu; contrived purely for the purpose in hand rather than carefully planned in advance.
- (d) **Commission:** A group of people officially authorized to perform certain duties or functions with certain powers or authority granted; the act of granting certain powers or the authority to carry out a particular task or duty; the rank and powers so conferred.
- (e) **Board:** A group of persons having managerial, supervisory, or advisory powers. In parliamentary law, a board is a form of deliberative assembly and is distinct from a committee, which is usually subordinate to a board or other deliberative assembly – in having greater autonomy and authority.

5.2 Recruitment Process.

- (a) On or before December 31st of each year, the City Clerk shall prepare and post a list of all Council-appointed board, commission and committee terms that expire during the next calendar year in compliance with the Maddy Act (Government Code Section 54972).
- (b) The City Clerk shall annually advertise in a newspaper and on the City's website for applicants wishing to be considered for appointment to boards, commissions and committees.
- (c) Although there may be multiple applicants, the Mayor is not required to choose from the pool of applicants and may nominate his/her own appointee, provided the appointee qualifies. This applies to individual Council Members where the Mayor has ceded his/her authority.

- (d) All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk as set forth in Section 5.6. Applications shall be kept on file for two years in the City Clerk's office and vacancies may be considered from applications on file, as well as new applications.
- (e) If an unscheduled board or commission vacancy occurs during the year, the following steps should be taken to publicize vacancies on boards, commissions and committees:
 - 1. Public announcement of the vacancy at a Council meeting.
 - 2. A newspaper advertisement announcing the vacancy.
 - 3. A recruitment period of at least ten (10) days.
 - 4. A vacancy notice posted at City Hall, the Nelson Center, and on the City's website for at least 20 days.
 - 5. Announcements in the local media, such as press releases, online news outlets and free weekly sales papers.
 - 6. Distribution to appropriate professional and community organizations and all groups that have requested notification.

5.3 Requirement for Appointment.

- (a) All persons appointed to City boards, commissions and committees shall be residents of the City of Suisun City at the time of their appointment and shall remain so throughout their term of appointment. Should any person so appointed move from the City during their term of office, such office shall be forfeited. The Mayor with the consent of the Council shall, upon forfeiture, make a new appointment to fill the unexpired term.
- (b) All persons appointed to City boards, commissions and committees shall complete and submit an application form to the City Clerk as set forth in Section 5.6.
- (c) Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City board, committee or commission.

5.4 Council Notification.

By October 1 of each year, the City Clerk will notify the Mayor of expiring terms for members of those City boards, commissions, and committees.

5.5 Incumbents.

- (a) At the end of the first term, the incumbent board, commission or committee member may, at the discretion of the Mayor, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission or committee member shall submit to the City Clerk a letter of interest in re-appointment 60 days prior to the expiration of the member's first term.
- (b) Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section 5.6.

5.6 Application.

Except as set forth in Section 5.5, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk by the required deadline.

5.7 Attendance.

- (a) Board, commission and committee members are expected to regularly attend and participate on their respective boards, committees and commissions.
- (b) All absences should be reported to the Mayor in advance of missing the meeting.
- (c) A board, commission or committee member whose attendance is less than seventy-five percent (75%) of the required meetings over a period of a year may be subject to removal at the discretion of the Mayor. Council will be notified by the City Manager prior to any actions taken.
- (d) The Council may grant an approved leave of absence for a board, commission or committee member for such reasons as the Mayor determines appropriate. Council will be notified of any actions taken

5.8 Norms and Procedures and Conflicts of Interest.

- (a) Board, committee and commission members shall be expected to adhere to the Council Norms and Procedures.
- (b) Board, committee and commission members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by state law or by the City's Conflict of Interest Code.
- (c) Members of City boards, commissions or committees may not use their board, commission or committee position title for political endorsements.

5.9 Conflicts with Federal, State or Local Law.

In case of a conflict between this section of the Norms and Procedure policy with federal, state or local law, such federal, state or local law shall be the controlling factor.

SECTION 6. MEETINGS

6.1 Open to Public.

All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.

6.2 Broadcasting of City Council Meetings.

All regular Council meetings shall be scheduled in the Council Chambers to allow for web streaming, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor.

6.3 Regular Meetings.

At the first regular meeting in January, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor from calling additional meetings pursuant to Section 6.5, if necessary.

The City Council shall convene its regular City Council meetings at 6:30 p.m. on the first and third Tuesday of each month.

The City Council hopes to conclude its public business at Regular Meetings by 10:00 p.m. Ordinarily, at the discretion of the Mayor, no new items will be taken up after the 10:00 p.m. cutoff and any items remaining will be agendized for the next meeting.

6.4 Cancelling Meetings.

Pursuant to Government Code Section 36805, City Council shall hold a Regular Meeting at least once each month. Outside of this provision, the Mayor may cancel no more than four (4) Regular Meetings at his/her discretion no less than 7 days before the planned meeting. The Mayor may cancel a meeting at any time in the case of an emergency or when a majority of members have confirmed their unavailability to attend a meeting.

6.5 Special Meetings.

A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Council Members the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

6.6 Closed Sessions.

The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or any three Council Members may call closed session meetings at any time.

6.7 Quorum.

Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If fewer than three Council Members appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Council Member in the absence of the Mayor and Vice Mayor, or in the absence of all Council Members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

6.8 Minutes.

The City Clerk shall prepare minutes of all public meetings of the City Council. Electronic copies will be distributed to the Council for review one (1) week following the meeting. Council Members will have one (1) week to provide feedback to the City Clerk for corrections or clarifications. The City Clerk will provide the corrected minutes to the City Manager one (1) week before the meeting to ensure inclusion in the Agenda Packet.

6.9 Adjourned Meetings.

The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

SECTION 7. POSTING NOTICE AND AGENDA

7.1 Posting of Notice and Agenda.

For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to law.

7.2 Location of Posting.

The notice and agenda shall be posted at City Hall in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

Although not required, additional posting places have been identified to increase civic engagement:

- Joseph Nelson Center
- Senior Center
- Harbor Master Building
- City Controlled Social Media
- Non-City Partnership Buildings

SECTION 8. AGENDA CONTENTS

8.1 Mayor's Responsibility.

The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, shall organize the agenda and agenda forecast. The agenda forecast will be distributed with the City Manager's report.

8.2 Description of Matters.

All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

As stated in Section 4.2, if a Council Member has a question on a subject, the Council Member should contact the City Manager prior to any meeting at which the subject may be discussed.

8.3 Availability to the Public.

The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.

8.4 Limitation to Act Only on Items on the Agenda.

No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

(a) Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or

(b) Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.

8.5 "Timing" of Agenda.

The Mayor may "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.

8.6 Order of Agenda – Regular Meeting.

The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Roll Call, Pledge of Allegiance, Invocation, Public Comments on Items not on the Agenda, Conflict of Interest Notification, Informational Reports Consent Calendar, Presentations/Appointments, Public Hearings, General Business Items, City Council Reports, Mayor Report, City Manager/Executive Staff Reports, Public Comments, and Adjournment.

8.7 Order of Agenda – Closed Session.

The prescribed order of the agenda for a Special Meeting – Closed Session of the Council will be as follows: Roll Call, Conflict of Interest Notification, Closed Session, Closed Session Announcement, and Adjournment.

8.8 Change in Order of Business.

The Mayor may decide to take matters listed on the agenda out of the prescribed order. Council Members shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.

8.9 Agenda Request Policy.

Requests for placement of items on the agenda can be submitted to the Mayor or City Manager at any time. The Mayor and City Manager will review the request and determine appropriate timing to bring the item forth.

Also, any member of the Council may request that an item be placed on a future agenda by indicating their desire to do so under the Council Member Report portion of the City Council agenda. The request will require the consensus of the Council to have the item brought back at a certain time versus at the pleasure of the Mayor or City Manager.

8.10 Presentations.

Presentations are put on the agenda with concurrence of the Mayor or City Manager. The Mayor or City Manager will use their best judgment on scheduling presentations and recognitions. Time limits shall normally be 5 minutes. Presentations may be extended by special circumstances as needed. Exceptions can be made at the Mayor's discretion.

To promote a proactive policy concerning state, regional and federal legislative issues, presentations shall include a periodic legislative update by the City Manager (or City Manager designee), to include information on important legislative issues and/or those matters that the City has a stated a position on during the Legislative Session

8.11 Proclamations.

Requests for proclamations can be submitted to the Mayor at any time. Proclamations or Special Recognition are created at the Mayor's full discretion.

The agenda will include Proclamations presented during the council meetings and a list provided of those for information purposes or presented outside of the meeting.

8.12 Redress.

Agenda items for redress or reconsideration are expanded in Section 9.8.

SECTION 9. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

9.1 Role of Mayor.

(a) The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Council Members and among Council, staff and public. The Mayor shall intervene when a Council Member, staff or other meeting participant is being verbally or otherwise attacked by a member of the public.

(b) Communication with Council Members:

1. Council Members shall request the floor from the Mayor before speaking.
2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.

(c) Communication with members of the public addressing the Council on agendized items:

1. The Mayor shall open the floor for public comment as appropriate.
2. Council Members may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak in order to gain additional information. At no point should Council Members engage in additional back and forth with members of the public.
3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Council Members and among Council Members and members of the public.
4. Members of the public shall direct their questions and comments to the Council.
5. The City Clerk shall receive and file all e-mail comments. E-mail comments shall be read aloud at the meeting by the City Clerk by highlighting and summarizing key points, and will be added to and made a part of the item's record. However, any member of the public may read from a written statement during their public comment period and within the time limit of that public comment period.

9.2 Rules of Order.

The City Council shall follow the "spirit" of *Rosenberg's Rules of Order* as a guide for the conduct of meetings, with the following modifications:

(a) A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.

(b) All motions require a second.

(c) A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.

(d) A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting.

9.3 Appeal Procedures.

Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

9.4 Applicants.

Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Council Members. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

9.5 Staff and Consultant Reports.

In general, staff and consultant reports should be clear, brief and concise. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

9.6 Public Comment.

- (a) Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
- (b) The limit for speakers will be up to 3 minutes, depending on the number of speakers. Speakers are not allowed to delegate their time to another speaker. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.
- (c) Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.

- (d) After the speaker has completed their remarks, the Mayor may direct the City Manager or City Attorney to briefly address the issues brought forth by the speaker. Council Members shall be respectful of the speakers and shall not enter into a debate with any member of the public nor discuss amongst themselves.
- (e) All Council Members shall listen to all public discussion as part of the Council's community responsibility. Individual Council Members should remain open-minded to informational comments made by the public.
- (f) The Mayor has the right to ask a member of the public to step down if over the allotted time or if the speaker's comments are not within the city's jurisdiction.
- (g) Public comments received by e-mail shall be read aloud at the meeting by the City Clerk by highlighting and summarizing key points, and shall be received and filed as part of the consent calendar. However, any member of the public may read from a written statement during their public comment period and within the time limit of that public comment period.

9.7 Motions.

It will be the practice of the City Council for the Mayor to provide Council Members an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Council Member may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Council Member recognized by the Mayor. Customarily, the Mayor will take the floor after all other Council Members have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Council Member may request the Mayor or moving party divide the motion into separate motions to provide Council Members an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter. If a tie vote results at a time when fewer than all members of the Council, who may legally participate in the matter are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

9.8 Reconsideration.

- (a) Request for reconsideration.
 - 1. Request by a member of the public. Notwithstanding *Rosenberg's Rules of Order*, a request for reconsideration may be made by a member of the public to the City

Council at the next regular meeting of the City Council or at any intervening special meeting of the City Council.

2. Request by a member of the City Council. Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or at the next regular meeting of the City Council or at any intervening special meeting of the City Council.
3. The member of the public or City Council Member making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

(b) Motion to reconsider any Council action.

1. Reconsideration at the same meeting. A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action taken by the City Council may be made only by a Council Member who voted on the prevailing side, but may be seconded by any Council Member and is debatable. The motion must be approved by a majority of the entire City Council.
2. Reconsideration at a subsequent meeting. If an intent to request a motion for reconsideration is communicated to the City Council prior to the deadline for posting the City Council meeting agenda, then the request for reconsideration may be agendized if support for said action exists in accordance with the *Council Norms* Section 10.8. Otherwise, no City Council discussion or action on a possible reconsideration may occur unless the item is appropriately added to the agenda pursuant to Government Code section 54954.2(b), which addresses adding items that are not listed on a posted agenda (urgency agenda item). At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

(c) Effect of approval of motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall

be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

9.9 Discussion.

(a) The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Council Members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Council Members should disclose any ex parte communication prior to discussion on an item. Ex parte communications are those made in private between an interested party and an official in a decision making process.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

(b) Obtaining the floor for discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should make their comments clear, brief and concise.

(c) Speaking more than once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Council Member has already spoken, other Council Members wishing to speak shall then be recognized. No Council Member shall be allowed to speak a second time until after all other Council Members have had an opportunity to speak.

(d) Relevancy of discussion.

All discussion must be relevant to the issue before the City Council. A Council Member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Council Members shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Council Member who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible. It is the responsibility of each Council Member to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all City Council Members to speak or give their viewpoints if another Council Member has already addressed their concerns. Although issues with potential to be litigated or otherwise appealed should have comments by each Council Member on the record.

(e) Mayor's duties during discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Council Member who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

9.10 Council Member Respect.

At all times, Council Members in the minority on an issue shall respect the decision and authority of the majority.

9.11 Council and Staff Reports and Directions on Future Agenda Items.

Council and staff reports at the end of Council meetings shall be limited to announcing Mayor-appointed Regional Board activities on which Council Members serve, City and City-sponsored activities and items which directly affect the City. Community groups may announce their activities during Public Comments at the beginning of Council meetings. Council Members should refrain from making personal comments, stating personal activities, or items that do not impact their role as a Council Member.

SECTION 10. CLOSED SESSIONS

10.1 Purpose.

It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Suisun City financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the Mayor shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Council Members shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised.

No mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager, except where authorized by a majority of the City Council.

10.2 Rule of Confidentiality.

The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Council Members and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

10.3 Breach of Rule of Confidentiality.

No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

10.4 Agenda.

The City Council agenda will contain a brief general description of the items to be discussed at the closed session, as required by law.

10.5 Permissible Topics.

All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

10.6 Rules of Decorum.

- (a) The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Council Members to disagree. Council Members shall strive to make each other feel comfortable and safe to express their points of view. All Council Members have the right to insist upon strict adherence to this rule.
- (b) Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Council Members.
- (c) The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

10.7 Conduct of Meeting.

- (a)** The Mayor will call the closed session to order promptly at its scheduled time.
- (b)** The Mayor will keep discussion focused on the permissible topics.
- (c)** The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- (d)** If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Council Member, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

10.8 Public Disclosure After Final Action.

- (a)** The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, at a publicly noticed meeting as follows:
 - 1.** Real Estate negotiations: After the agreement is final and accepted by the other party;
 - 2.** Litigation: After approval to defend or appeal a lawsuit or to initiate a lawsuit;
 - 3.** Settlement: After final settlement of litigation or claims;
 - 4.** Employees: Action taken to appoint or dismiss a Council-appointed employee;
 - 5.** Labor relations: After the Memorandum of Understanding is final and has been accepted by both parties.
- (b)** The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

SECTION 11. DECORUM

11.1 Council Members.

Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. The City Manager or his/her designee shall act as the sergeant-at-arms.

11.2 City Employees.

Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Council Members and members of the public.

11.3 Public.

Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. These Norms and Procedures shall apply to all City Council Meetings.

11.4 Noise in the Chambers.

Noise emanating from the audience, whether expressing opposition or support within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cell phones and other electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

11.5 Removal.

Any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers by the Police Chief, or his/her designee, and may be barred from further attendance before the Council during that meeting.

Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the Police Chief, or his/her designee, to remove such offenders from the room.

11.6 Dangerous Instruments.

No person may enter the chambers of a legislative body as defined in Section 54852 of the Government Code of the State of California or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.

11.7 Prosecution.

Aggravated cases shall be prosecuted on appropriate complaint signed by the Mayor/Presiding Officer.

SECTION 12. ENFORCEMENT OF DECORUM

In extreme cases, such as when a meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals as provided for in this Policy, the Mayor/Presiding Officer may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session.

Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this Section. Nothing in this Section shall prohibit the City Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

SECTION 13. PUBLIC RELATIONS

13.1 City Spokesperson.

The Mayor will serve as the general spokesperson for the City. When Council has not taken a position on an issue, neither the Mayor nor any Council Member will speak on behalf of the Council. In these situations, the Mayor or Council Member will use a phrase such as, "Council has not taken an official position, personally I think..."

13.2 Press Release.

Any proposed Press Release may only use the City Seal and picture of the Council Member issuing such release if the subject matter pertains to official government business of Suisun City.

The group picture of the Council may only be used on a Press Release if the release is being issued on behalf of the entire Council.

SECTION 14. MAYOR'S OFFICE

The opportunity to meet with a member of the public is an honor. It also creates an opportunity for our citizens to know that their elected officials are willing to listen and willing to act. There is a place for meeting over coffee or food, as some discussions are best had when "breaking bread." However, some discussions should happen in a professional environment, free from distractions allowing for private discussion.

To help facilitate meetings with members of the public as a Council Member, the Mayor's office is listed as a Resource Room in Outlook for advance scheduling.

Reach out to the Deputy City Clerk if you have questions regarding scheduling.

SECTION 15. VIOLATIONS OF PROCEDURES

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by resolution of the City Council.

CITY OF FAIRFIELD

ORDINANCE NO. 2021-06

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD AMENDING ARTICLE V OF CHAPTER 2
OF THE FAIRFIELD MUNICIPAL CODE TO ESTABLISH AN ATTENDANCE STANDARD FOR THE PLANNING
COMMISSION**

THE CITY COUNCIL OF THE CITY OF FAIRFIELD DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2.24.1 is added to Chapter 2, Article V. Planning Commission as follows:

2.24.1 Failure to attend meetings.

Any Planning Commissioner who fails to attend three (3) consecutive regular meetings or five (5) regular meetings in any twelve-month period, without consent of the Planning Commission, will be subject to removal by the City Council. Absences due to medical or family emergency shall be exempt from this Section, pending a review and approval by the Planning Commission.

SECTION 2. This Ordinance shall be effective 30 days following its adoption by the City Council. A summary of this Ordinance shall, within fifteen (15) days after passage, be published in accordance with Section 36933 of the Government Code of the State of California with the names of the City Councilmembers voting for and against it.

INTRODUCED at a regular meeting of the City Council of the City of Fairfield on the 6th day of April, 2021, and

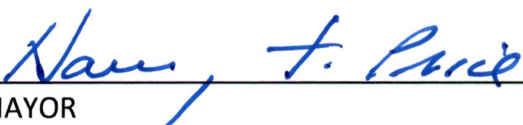
PASSED AND ADOPTED this 20th day of April, 2021, by the following vote:

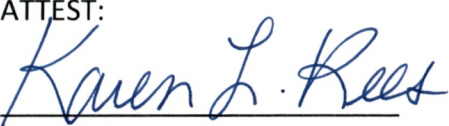
AYES: Councilmembers: PRICE / BERTANI / MOY / PANDURO / TIMM / TONNESEN / VACCARO

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None


MAYOR

ATTEST:

CITY CLERK

Chapter 2.60

ADVISORY BODIES

Sections:

2.60.010 Purpose.

2.60.020 Eligibility.

2.60.030 Term of office.

2.60.040 Appointments, reappointments, and vacancies.

2.60.050 Attendance.

2.60.060 Quorum.

2.60.070 Rules of procedure.

2.60.080 Support staff.

2.60.090 Compensation.

2.60.100 Statement of economic interest.

2.60.110 Removal.

2.60.120 Application.

2.60.050 Attendance.

A. All members must be active participants in order for an advisory body to function effectively and accomplish its goals. This means all members must be present unless excused from attending a meeting by the chair. If a member is absent without cause from three successive regular meetings, the office becomes automatically vacant. The chair shall immediately notify the city council of the vacancy.

B. A member is not absent without cause if his or her absence is:

1. Due to illness; or

2. Unavoidable and the member gives the secretary of the advisory body written notice before the day of the meeting that he or she will be absent and giving the reason for the absence. (Ord.

08-05 § 1).



Planning Commission Agenda Report

Meeting Date 8/10/2021

DATE:	8/10/2021	Files:
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)	
RE:	Discussion and Update on Senate Bill 2 Grant.	

BACKGROUND/DISCUSSION

Mr. Matthew Gerken, AECOM Technical Services Inc., has prepared a PowerPoint presentation to provide an update to the city's SB2 Grant work in which work began earlier this year. Mr. Gerken outlines the scope of work he and his team are undertaking through this grant and focuses in one of the initial tasks related to housing feasibility in the Waterfront District Specific Plan/Priority Development Area (PDA).

CEQA Review

The end result of the scoped work will be subject to CEQA and staff will complete the appropriate environmental review for the project.

Next Steps

This discussion will be one of a handful of discussions with the Planning Commission over the coming months. Due to the timeline of the grant, the project will be moving swiftly with a lot of information being presented along the way.

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. Waterfront District Specific Plan Update.
2. Housing Feasibility Study.

Waterfront District Specific Plan Update

City of Suisun City
Planning Commission



Overview

- Housing Study
- Specific Plan Update to Facilitate Housing
- Environmental Review
- Storm Drain System Study
- Parking Study



Housing Yield and Feasibility Analysis

- Evaluate feasibility of additional housing in the Specific Plan Area
- Identify key assets and opportunities
- Outline important constraints to address
- Assess market conditions
- Highlight feasible densities



Specific Plan Update to Facilitate Housing

- Development standards
- Allowable uses
- Objective standards
- Streamlined approvals
- Circulation



Environmental Review

- Streamlined review for the existing Specific Plan
- Minor revisions for this Update
- Efficiencies for future projects consistent with the Specific Plan



Storm Drain System Capacity Study

- Evaluate constraints
- Study future demand
- Identify capacity limits



Fee Study for Parking In-Lieu Fees

- Examine alternatives of on-site parking for new development
- Update previous Specific Plan parking study
- Compare parking demand and public supply
- Develop assumptions regarding use of in-lieu fee
- Prepare example fee allocation



Key-Findings of the Housing Study

- Strong demand for multi-family housing development
- Additional job growth could increase demand
- Some parcel assembly could be needed Downtown
- Allowable densities are appropriate for moderately higher density multi-family development

Possible Housing Concept



Option 1		
Assumptions		
Avg. Unit Size (Gross)	1,000 SQFT	
Parking Space Size	300 SQFT	
(Street) Parallel Parking Length	25 FT	
Development Program		
Site Area	7.87 AC	
Units	417	
Gross Density	53 DU/ AC	
Gross FAR	1.22	
Parking Provided	309	
Surface Parking	286	
Street Parking	23	
Actual Parking Ratio (Parking Space : Unit)	0.74 : 1	

- LEGEND**
- Site Boundary
 - Vehicular Access
 - Landscape Buffer

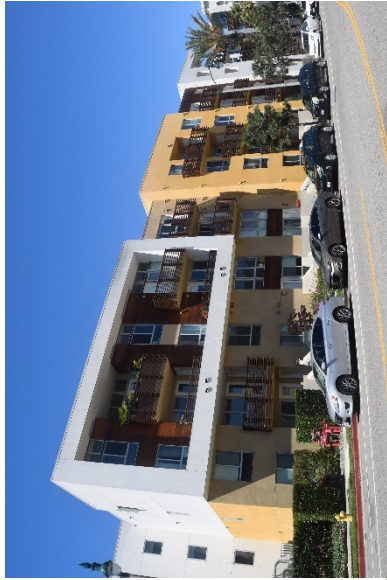
- LAND USE**
- Residential
 - Open Space
 - Surface Parking
 - Internal Road



SUISUN CITY Housing Study

Item 4
Attachment 1

Possible Housing Concept



Option 1

Assumptions

Avg. Unit Size (Gross)	1,000 SQFT
Parking Space Size (Street) Parallel Parking Length	300 SQFT 25 FT

Development Program

Site Area	7.87 AC
Units	417
Gross Density	53 DU/AC
Gross FAR	1.22
Parking Provided	309
Surface Parking	286
Street Parking	23
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Item 4
Attachment 1

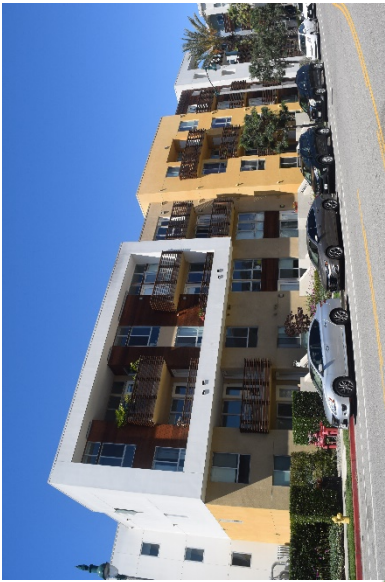
- LEGEND**
- Site Boundary
 - Vehicular Access
 - Landscape Buffer
- LAND USE**
- Residential
 - Open Space
 - Surface Parking
 - Internal Road

SUISUN CITY
Housing Study



0 100 200 FT

Possible Housing Concept



Option 2		
Assumptions		
Avg. Unit Size (Gross)	1,000 SQFT	
Parking Space Size	300 SQFT	
(Street) Parallel Parking Length	25 FT	
Development Program		
Site Area	7.87 AC	
Units	387	
Gross Density	49 DU / AC	
Gross FAR	1.13	
Parking Provided	203	
Surface Parking	180	
Street Parking	23	
Actual Parking Ratio (Parking Space : Unit)	0.53 : 1	

- LEGEND**
- Site Boundary
 - Vehicular Access
 - Landscape Buffer

- LAND USE**
- Residential
 - Open Space
 - Surface Parking
 - Internal Road



Possible Housing Concept

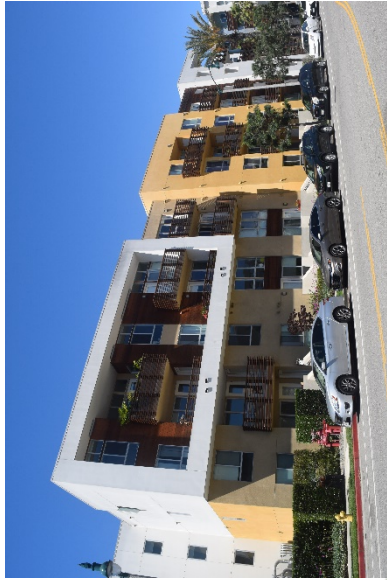
Option 2

Assumptions

Avg. Unit Size (Gross)	1,000 SQFT
Parking Space Size (Street) Parallel Parking Length	300 SQFT 25 FT

Development Program

Site Area	7.87 AC
Units	387
Gross Density	49 DU/AC
Gross FAR	1.13
Parking Provided	203
Surface Parking	180
Street Parking	23
Actual Parking Ratio (Parking Space : Unit)	0.53 : 1



LEGEND

- Site Boundary
- Vehicular Access
- Landscape Buffer

LAND USE

- Residential
- Open Space
- Surface Parking
- Internal Road

**SUISUN CITY
Housing Study**



Engagement

- Seeking individuals and organizations we should engage.
- Review concepts for additional higher-density housing.
- Vet ideas for Specific Plan revisions.
- Including electronic surveys.

[illegible]

Next Steps

- Identify potential Specific Plan revisions
- Prepare revised Specific Plan
- Evaluate parking demand and supply



City of Suisun City

Housing Yield and Feasibility Analysis and
Recommendations

Prepared for: Suisun City, California

July 2021

City of Suisun City

Housing Yield and Feasibility Analysis and Recommendations

Prepared for:
Suisun City, California

Prepared by:
AECOM
2020 L Street, Suite 400
Sacramento, CA 95811

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1. Introduction

1.1 Key Findings

There is opportunity for additional housing development, including multifamily housing development in Downtown Suisun City. This area has many of the amenities sought by multifamily developers and residents, including parks and open space, nearby retail and services, and public transit.

Plan Bay Area 2050 has identified critical manufacturing and light-industrial clusters as official Priority Production Areas that have significant operations or have potential to increase or add to their employment and production output. There are three Priority Production Areas within immediate vicinity of Suisun City that could affect residential demand in Suisun City and create local career pathways for youth and current residents.

Significant increases in rents signal strong market support for additional multi-family development. Over the last 10 years, the average rent per square foot for multifamily units increased in Suisun City by 70 percent, compared to 49 percent for Fairfield and 44 percent for Solano County as a whole. On per-unit basis, multifamily rents increased by 63 percent since 2011. Capitalization rates have been on a downward trend, as well, further signaling market support for multifamily housing in Suisun City.

The size, shape, location, and ownership characteristics of certain properties, and the allowable densities may represent an impediment to housing development in some locations within the Waterfront District Specific Plan Area. While there are many properties, including both vacant and underutilized properties, of sufficient size to accommodate multifamily developments, in other cases, property assembly and coordination among different property owners may be required to support feasible multifamily development. At the end of this report, we present a conceptual plan for multifamily development that could occur in the northwestern portion of the Specific Plan Area, if properties could be assembled.

Finally, regarding density, the existing Specific Plan allows densities of up to 45 dwelling units per gross acre or 54 dwelling units per net acre. This is sufficient for lower-scale multifamily residential development with surface parking, but for higher-density multifamily development with underground parking, 50-60 units per acre is likely the minimum range that could support relatively more expensive types of construction.

1.2 Background

The Waterfront District Specific Plan (WDSP) was adopted by Suisun City in 1983 (it was previously called the “Downtown Waterfront Specific Plan”). The actual Specific Plan document indicates that the “creation of a specific plan for this WDSP Area (Planning Area) was proposed as an implementation action in the 1979 Suisun City General Plan, which called for special treatment of the historic downtown and waterfront through preparation and adoption of a Specific Plan for Old Town and the waterfront.” The General Plan was comprehensively revised in 2015 and establishes an updated set of policies, guidelines, and standards that impact urban development and quality of life. Throughout this memo “Planning Area”, “WDSP Area”, “Downtown Suisun City”, and “Downtown” are used interchangeably.

In 2008, the Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG, and other regional partners (regional agencies), launched the Priority Development Area (PDA) grant program. PDAs are nominated and adopted by cities or counties to facilitate growth and infill development near fixed transportation facilities. Suisun City harnessed the Suisun Train Depot as a Downtown asset and nominated the WDSP Planning Area as a PDA, officially becoming one in 2008. PDAs are opportunity areas in any of the nine ABAG counties that are designed to provide housing, community amenities, and services for residents in a pedestrian-friendly, transit-rich environment.

In 2014, the City received grant funding from the Solano Transportation Authority to prepare an update to the WDSP – that update was also an implementation program in the City’s 2035 General Plan. The update addressed the Planning Area, which expands on the previous Specific Plan boundaries to include the properties north of Highway 12

– at the northwest corner of Marina Boulevard and Highway 12 and the properties between Main Street and Highway 12, including the “Denver Curve” property in the northwest of the Planning Area. The expanded WDSP boundary allowed the City to better leverage the assets of the Suisun Train Depot to encourage infill development and establish a gateway entrance into the Planning Area on both sides of Highway 12.

In 2020, the City received grant funding through the State’s SB 2 Planning Grant program to update the WDSP and conduct other technical and community outreach work to accelerate the production of housing.

1.3 Purpose

The purpose of this study is to evaluate the state of the housing market in and the residential development potential of the Planning Area. The key findings from this memo will inform decisionmakers about what level and types of development are reasonable to expect in Downtown Suisun City. The 2035 General Plan and WDSP both include a Higher-Density Residential (HDR) land use zone designation along with several mixed-use and complementary land use designations that allow for residential development at higher densities and in proximity to public transit and high-quality pedestrian and bicycle facilities.

Rising housing costs in urban centers and near major employment centers in the Bay Area have made these communities increasingly unaffordable. In previous decades, these market conditions pushed housing demand inland, where the availability of land was able to accommodate new single-family residential development and low-density multifamily development. Over the last two decades, there has been growing support for, and interest in higher-density residential projects across California as a solution to deal with the state’s housing crisis.

The momentum for higher-density residential development has extended to communities such as Suisun City, and the City has identified areas like Downtown Suisun City as appropriate for accommodating residential development at densities that are higher than those of its previous development patterns. At the same time, the Suisun Train Depot is recognized as an asset for both Suisun City and the city of Fairfield. The WDSP specifically aims to capture the potential of that asset by positioning the train station as the centerpiece of a vibrant mixed-use and intermodal neighborhood.

This study evaluates market fundamentals and other conditions that can have an influence on development, providing an understanding of the potential market support for residential development.

1.4 Methodology

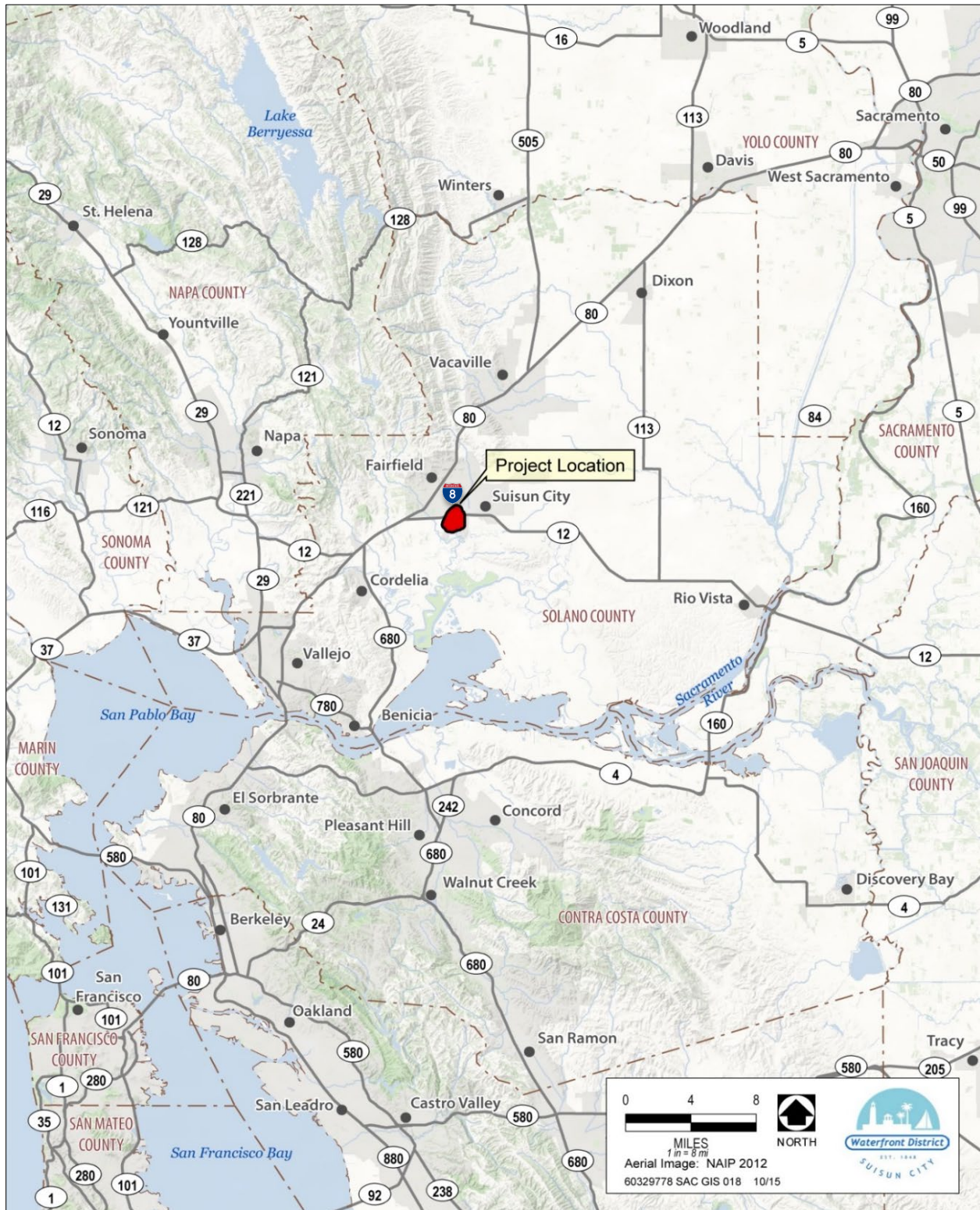
AECOM prepared an assessment of existing conditions in the WDSP Area, socioeconomic trends and data, and market conditions underlying the residential market opportunity in Downtown Suisun City. Facilitating higher-density residential development is identified as a part of the WDSP’s Vision, and facilitating residential development in the Downtown area will promote the Specific Plan Vision and Goals for a vibrant Downtown; both daytime and nighttime activities; convenient and attractive shopping, services, and employment; additional dining, entertainment, hospitality, and tourism; a place that attracts businesses, diners, and shoppers; and strengthened economic viability.¹

The assessment draws upon findings and underlying data presented in several prior documents, including the City of Suisun City’s 2035 General Plan and the Waterfront District Specific Plan (WDSP). Additional data was obtained from sources including the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, Longitudinal Employer-Household Dynamics (LEHD), CoStar, Zillow, the California Department of Finance, and the Association of Bay Area Governments (ABAG).

The primary geographic unit of focus for potential infill development and reinvestment is the WDSP Area. Although the Specific Plan Area is distinct from the rest of Suisun City in both its issues and its assets, many data sources do not make available such granular detail of a relatively small geography. When and where data permits, information on Suisun City will be compared to other geographies, namely Solano County as a whole, and at times three jurisdictions that are important to the micro-regional economy of Suisun City. This includes neighboring city of Fairfield, nearby Vacaville, and Vallejo.

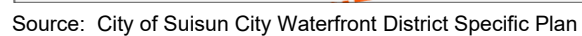
¹ Please see the Waterfront District Specific Plan, Pages 1-5 through 1-12, for more details.

Figure 1. Solano County and Suisun City



Source: City of Suisun City Waterfront District Specific Plan

Item 4
Attachment 2



2. Existing Conditions

AECOM analyzed the neighborhood characteristics, access, and residential development capacity under current conditions and land use designations. These attributes frame the development context of Downtown Suisun City in relation to citywide and regional growth and mobility. Opportunity sites are also identified where higher-density residential development is allowed but has not yet occurred.

2.1 Location and Access

Suisun City is in central Solano County, midway between the cities of Sacramento and San Francisco (**Figure 1**). The City is bounded by the city of Fairfield to the north and west, Travis Air Force Base to the east, and Suisun Marsh to the south. The City is adjacent to and bisected by State Highway 12, a vital trucking route and is approximately two miles east of Interstate 80. Suisun Slough, a major tidal waterway, connects Suisun City to Suisun Bay and provides access to water sports, recreation, boating, fishing, and bird watching. The adjoining Suisun Marsh is the largest brackish estuary west of the Mississippi River and borders the south and east sides of the City's Planning Area. The Planning Area straddles both sides of Highway 12 and is located southeast of the Union Pacific Railway tracks and west of the Suisun Channel and Marina Boulevard (**Figure 2**).

The WDSP Area is in the southeastern edge of the City's Planning Area. State Highway 12 cuts through the northern portion of the Planning Area, providing direct access to Downtown Suisun City and connecting it with the western portions of the city of Fairfield and I-80 to the west.

The WDSP boasts two additional regional transportation facilities. The Suisun Train Depot serves as the Suisun-Fairfield stop on the Capitol Corridor regional passenger rail service. The Capitol Corridor has 17 stops on its run from the Sacramento region to San Jose and is the fourth busiest route in the Amtrak system in terms of ridership. The Train Depot's location in Downtown Suisun City is a true asset that represents a key potential driver for development within the WDSP Area due to its connections to several major cities and their services, employment opportunities, talent pools, and institutions across northern California. The other regional connector is the Suisun Slough, which offers access to estuaries, wildlife areas, and rivers on the way to the San Pablo and San Francisco Bays.

These regional connections provide high-quality access to employment centers, shopping, and recreational activities. The WDSP Area—located at the conflux of these connections—is well positioned to take advantage of their benefits. This is potentially a major draw for those seeking housing within commuting distance to employment and urban amenities.

Locally, Main Street, Civic Center Drive, and Marina Boulevard serve as the north-south spines that help to organize the WDSP's circulation and connections to other parts of the city. Cordelia Street provides east-west access to the southern portion of the Planning Area and an alternative connection to the city of Fairfield's western neighborhoods.

2.1.1 Site Characteristics

According to the Waterfront District Specific Plan Vision, "The WDSP Area draws on the area's unique mix of characteristics—a recreational waterfront, a historic main street, well-preserved residential historic architecture, established neighborhoods, direct highway access, regional commuter rail service, a rich natural environment, and a location that is in the path of regional growth."

The Specific Plan Area encompasses eight districts, each with their own character, history, and types and levels of development.

The Downtown Core (District 3) and Historic Suisun (District 4) are comprised of older diverse building stock, an intimately-scaled street grid, and small lot sizes that together preserve their historic charm. These two districts are peppered with small vacant properties, parking lots, and properties with low utilization that represent promising

opportunity sites for infill development. Much larger potential opportunity sites can be found around the Train Depot (District 2) and Western Marina Boulevard and Highway 12 (District 1), where large swaths of unimproved land, parking lots, and larger contiguous properties of underutilized land seem ripe for development.

The WDSP identifies waterfront development opportunities on the Southern Waterfront (District 7) on the site of a parking lot and underutilized boating-related uses as well as a development opportunity area to the east of Suisun Slough in Civic Center/Whispering Bay Waterfront. Cordelia Gateway (District 6) and the Harbor Village/Victorian Harbor Neighborhood (District 5) are mostly composed of single-family residential blocks that were designated in the Specific Plan as areas of stability that are unlikely to see high levels of redevelopment.

2.1.2 Previous Development Capacity Estimates

Based on existing land use designations from the Suisun City 2035 General Plan and the Waterfront District Specific Plan adopted in 1983 and updated in 2016, AECOM previously estimated the additional residential development capacity within the WDSP Planning Area to be approximately 1,215 units, as shown in Table 1. These additional units would be spread across the eight districts according to estimated site capacity, previously identified market trends, and density guidelines per individual zone and district.

Figure 3 illustrates the existing Specific Plan's development capacity estimates, including areas that are likely to have sites that can support higher-density residential development. Potential site issues that may prevent, slow, or otherwise complicate the development of higher-density residential units on these opportunity sites include:

- small or irregularly configured lots that may make it difficult to efficiently build the types of residential units demanded by the market, while achieving desired higher densities;
- sites that may require some sort of remediation;
- site availability, site acquisition, and site assembly that can be expensive, unpredictable, and time-consuming; and
- environmental impacts or permitting requirements for development opportunities on the City's edges and waterfronts.

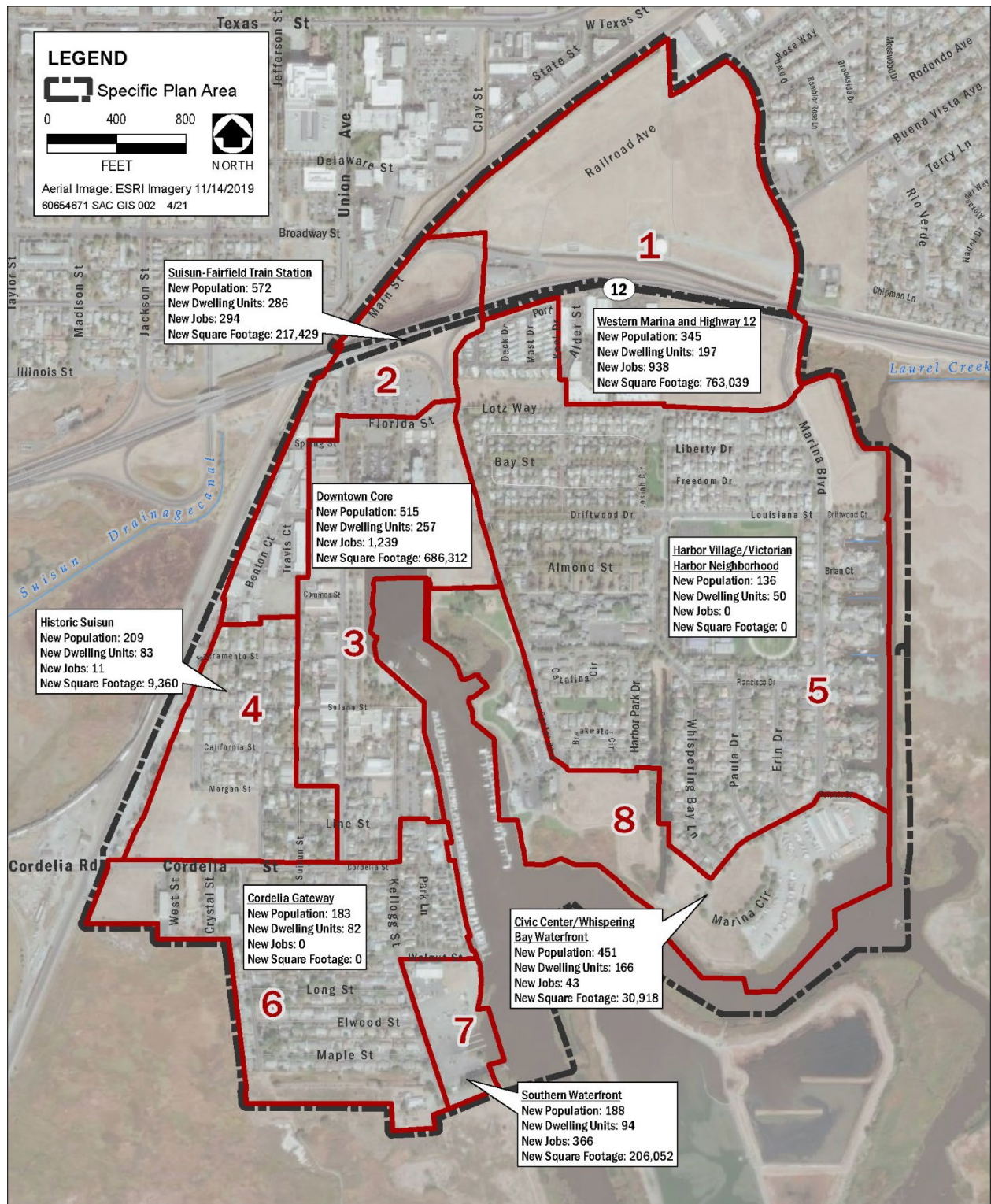
Table 1. Previous Development Capacity Estimates

LAND SUE CHANGE BY DISTRICT

District Number and Name		New Development			
		# Units	Population	Jobs	Sq. Ft.
1	Western Marina and Highway	197	345	938	763,039
2	Suisun-Fairfield Train Station	286	572	294	217,429
3	Downtown Core	257	515	1,239	686,312
4	Historic Suisun	83	209	11	9,360
5	Harbor Village/Victorian Harbor Neighborhood	50	136	0	0
6	Cordelia Gateway	82	183	0	0
7	Southern Waterfront	94	188	366	206,052
8	Civic Center/Whispering Bay Waterfront	166	451	43	30,918
Total Specific Plan Area		1,215	2,599	2,891	1,913,110

Source: City of Suisun City, AECOM

Figure 3. Waterfront District Specific Plan Planning Districts



Source: AECOM

3. Socio-Economic Trends

AECOM analyzed the demographic and socio-economic trends and forecasts. These estimates and projections are key inputs of the current and future demand for residential development and employment.

3.1 Population

3.1.1 Historical Trends

Suisun City is a small contributor to both the populations of Solano County and the Bay Area Region, as shown in Table 2. On a population basis, Suisun's 28,838 residents (as of 2021) made up 6.7 percent of Solano County.

Suisun City shows a positive annual percentage population growth rate of 0.25 percent in for the 10-year period between 2010-2021, which is less than half the growth rate for Solano County as a whole. For the same time period, the cities of Fairfield and Vacaville grew three to four times as much as Suisun City.

The rate of growth for Suisun City has also slowed over the last ten years, with its five-year growth rate dips just below zero and the three-year growth rate measured a loss of 0.22 percent. This deceleration into negative population growth in Suisun City is a trend that also appears in data for Vallejo. All jurisdictions in Table 2 experienced slowing in population growth rates. However, only Suisun City and Vallejo recorded negative 3-year average annual growth rates.

Table 2. Population Trends and Household Growth 2010-2021

HISTORICAL POPULATION GROWTH

					Overall Growth			Annual Percentage Growth Rate		
	2010	2016	2018	2021	10 year 2010- 2021	5 year 2016- 2021	3 year 2018- 2021	10 year 2010- 2021	5 year 2016- 2021	3 year 2018- 2021
Suisun City	28,067	28,860	29,033	28,838	771	-22	-195	0.25%	(0.02%)	(0.22%)
Fairfield	102,832	110,521	113,423	115,748	12,916	5,227	2,325	1.14%	0.95%	0.68%
Vacaville	84,406	88,810	90,869	92,647	8,241	3,837	1,778	0.89%	0.86%	0.65%
Vallejo	114,279	116,536	116,753	116,148	1,869	-388	-605	0.15%	(0.07%)	(0.17%)
Solano County	400,892	419,071	425,499	428,962	28,070	9,891	3,463	0.64%	0.47%	0.27%

Source: California Department of Finance

3.1.2 Growth Forecasts

The Association of Bay Area Governments (ABAG) forecast indicates that the Suisun City will add 2,675 residents over the next 20 years. Table 3 shows that annual growth rate for Suisun City to be 0.63 percent, a slower rate than the 0.96 percent for Solano County as a whole.

The development capacity estimate for the existing WDSP is 1,215 units and 2,599 new residents. While this is not expected to happen, theoretically, all of the forecast population for Suisun City identified by ABAG could be accommodated within the Specific Plan Area based on the previous Specific Plan's development capacity estimate.

Table 3. Population and Housing Unit Forecast 2020-2050

TOTAL POPULATION AND TOTAL HOUSING UNIT PROJECTIONS TO 2040

Jurisdiction	Projection Year					Avg. Annual% Growth Rate		
	2020	2025	2030	2035	2040	2020-30	2030-40	2020-40
Suisun City								
Population	28,130	28,995	29,745	30,845	31,670	0.57%	0.65%	0.63%
Single-Family Units	8,148	8,145	8,145	8,190	8,190	0.00%	0.06%	0.03%
Multifamily Units	972	990	1,000	1,290	1,685	0.26%	6.85%	3.64%
Total Units	9,120	9,135	9,145	9,480	9,875	0.03%	0.80%	0.41%
Fairfield								
Population	106,815	111,485	119,980	122,010	126,900	1.23%	0.58%	0.94%
Single-Family Units	26,900	27,215	28,745	29,510	30,680	0.69%	0.67%	0.70%
Multifamily Units	7,755	7,985	8,170	8,210	8,500	0.54%	0.40%	0.48%
Total Units	34,655	35,200	36,915	37,720	39,180	0.65%	0.61%	0.65%
Vacaville								
Population	92,735	96,050	101,160	101,950	105,065	0.91%	0.39%	0.66%
Single-Family Units	23,840	23,840	23,885	23,920	24,315	0.02%	0.18%	0.10%
Multifamily Units	6,425	6,450	7,095	7,100	7,625	1.04%	0.75%	0.93%
Total Units	30,265	30,290	30,980	31,020	31,940	0.24%	0.31%	0.28%
Vallejo								
Population	122,225	125,140	128,625	132,215	139,160	0.52%	0.82%	0.69%
Single-Family Units	28,870	28,870	29,015	29,930	31,360	0.05%	0.81%	0.43%
Multifamily Units	13,165	13,410	13,635	13,755	14,335	0.36%	0.51%	0.44%
Total Units	42,035	42,280	42,650	43,685	45,695	0.15%	0.71%	0.44%
Solano County Total								
Population	428,305	449,890	470,495	486,840	510,660	0.99%	0.85%	0.96%
Single-Family Units	111,500	114,575	116,335	121,325	126,885	0.43%	0.91%	0.69%
Multifamily Units	33,450	31,160	35,385	35,905	38,190	0.58%	0.79%	0.71%
Total Units	144,950	148,735	151,720	157,230	165,075	0.47%	0.88%	0.69%

Source: ABAG Projections 2040, AECOM

3.2 Employment and Income

3.2.1 Suisun City Jobs in Place

The total number of jobs in place (primary jobs) in Suisun City had been decreasing annually since a few years before the Great Recession. The number of jobs continued on this downward trajectory until it bottomed out around 2013 and has grown slowly since then to 2,903 jobs in 2018, as shown in Table 4.

A small number of industries account for most of the jobs in Suisun City. The top four industries for jobs in Suisun City in 2018 were construction, retail, education, and accommodation/food services, which collectively accounted for over 62 percent of all primary jobs in the city. The employment profile of Suisun City residents is much more diverse than the jobs available in the City, indicating a gap between jobs of residents and jobs available locally. Only 3.5 percent of residents held primary jobs in Suisun City in 2018, with the vast majority of Suisun City residents commuting to other locations in the region for work. The top four industries for primary jobs of Suisun City residents in 2018 were healthcare and social assistance, retail, manufacturing, and accommodation/food service, and collectively accounted for approximately 45 percent of the residents' jobs.

Table 4. Suisun City Employment by NAICS Sector (201)

SUISUN CITY HISTORICAL PRIMARY EMPLOYMENT (2008-2018)

	2008	2010	2012	2014	2016	2018
Total Primary Jobs in Suisun City	2,758	2,464	2,256	2,275	2,547	2,903
Share of Total Primary Jobs by NAICS Industry Sector	2008	2010	2012	2014	2016	2018
Agriculture, Forestry, Fishing and Hunting	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Mining, Quarrying, and Oil and Gas Extraction	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilities	0.0%	0.9%	0.5%	0.1%	0.0%	0.7%
Construction	13.4%	8.3%	10.9%	10.8%	10.7%	22.2%
Manufacturing	0.9%	1.7%	2.3%	1.3%	1.2%	1.3%
Wholesale Trade	0.2%	2.2%	1.8%	0.7%	0.0%	1.3%
Retail Trade	23.3%	17.1%	18.0%	17.3%	25.4%	16.4%
Transportation and Warehousing	2.4%	3.4%	1.7%	1.2%	1.9%	2.2%
Information	0.1%	0.2%	0.5%	0.7%	0.2%	0.1%
Finance and Insurance	1.0%	4.8%	2.3%	1.8%	1.2%	0.6%
Real Estate and Rental and Leasing	0.6%	0.9%	0.8%	1.0%	0.6%	1.3%
Professional, Scientific, and Technical Services	3.6%	4.1%	4.6%	5.1%	3.7%	3.6%
Management of Companies and Enterprises	0.3%	1.4%	1.1%	0.6%	0.0%	1.5%
Administration & Support, Waste Management and Remediation	3.9%	5.1%	4.9%	5.7%	4.0%	4.3%
Educational Services	11.2%	11.6%	10.7%	10.8%	12.4%	11.6%
Health Care and Social Assistance	12.6%	7.4%	6.6%	12.0%	11.7%	6.7%
Arts, Entertainment, and Recreation	1.3%	0.2%	1.8%	2.1%	1.6%	0.2%
Accommodation and Food Services	14.8%	16.5%	15.7%	17.7%	14.5%	12.0%
Other Services (excluding Public Administration)	3.6%	8.7%	9.5%	2.8%	3.5%	8.4%
Public Administration	6.5%	5.4%	6.2%	8.3%	7.4%	5.8%
Total Primary Jobs	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Source: LEHD

3.2.2 Jobs to Households Ratio

The ratio of jobs to households in an area can indicate the degree to which it functions as a commuter community or as an employment center. Plan Bay Area 2050 has identified jobs-to-households ratios of incorporated cities throughout the nine-county Bay Area region, as illustrated in a map from that planning document provided in Figure 4. Suisun City had a ratio of less than 0.5 jobs for every household, which is the lowest of six tiers of jobs-to-housing

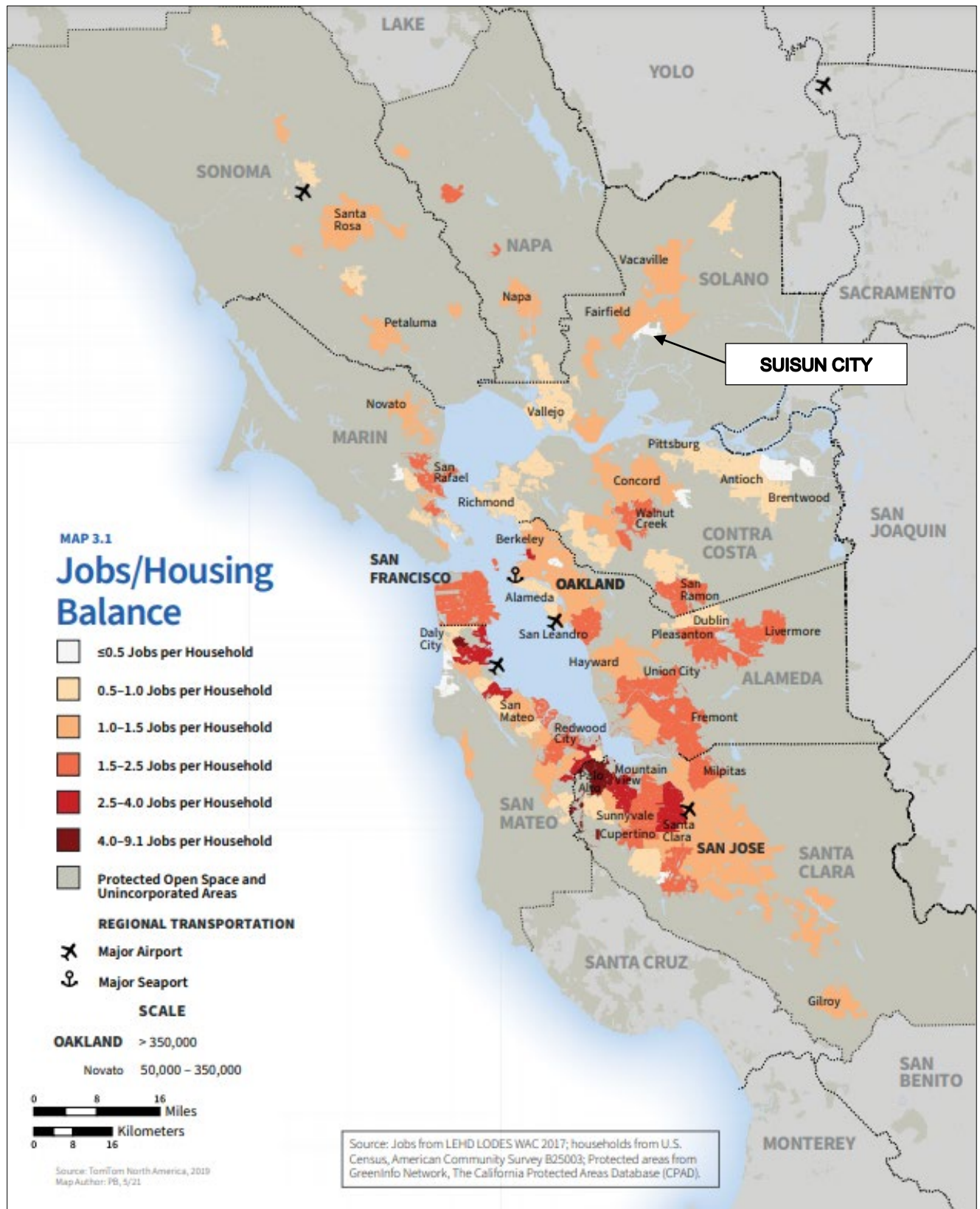
ratios identified. This indicates that Suisun City, relative to the Region, exports workers and functions primarily as a commuter community. Neighboring Fairfield and nearby Vacaville have higher ratios – between 1.0-1.5 jobs per household.

3.2.3 Regional Employment Concentrations

Commuting patterns to and from Suisun City can also be explained by the City's relationship to other regional job concentrations. These regional concentrations are somewhat related to the jobs-to-households ratios. Generally speaking, Marin, San Francisco, San Mateo, and Santa Clara Counties have more jobs than households, so it is not surprising that the major regional employment concentrations are located in these counties. The higher jobs-to-households ratios depicted by the deeper colors in Figure 4 help to illustrate where some of these regional job clusters are located.

The Suisun City workforce mainly migrates out of the City for work, with the mega-regional employment concentrations in San Francisco and Oakland being among the top job destinations. However, job concentrations within Solano County play an important role for Suisun City workers, as well. The cities of Fairfield and Vacaville account for more than 25 percent of the jobs held by Suisun City resident-commuters. The Sacramento area represents another regional employment concentration to which some Suisun residents commute. Commute patterns from Suisun City to these regional employment centers are discussed in further detail in a later section.

Figure 4. Jobs to Households Ratios



Source: Plan Bay Area 2050, May 26, 2021 DRAFT

3.2.3.1 Priority Production Areas

Plan Bay Area 2050 has identified critical manufacturing and light-industrial clusters as official Priority Production Areas (PPA). Similar to Plan Bay Area 2050's Priority Development Areas, PPAs either already have significant operations or have potential to increase or add to their employment and production output. There are Priority Production Areas just west of Downtown within the City's Planning Area, just west of the City's Planning area in Fairfield, and in the eastern portion of the City's Planning Area. Additionally, a cluster of PPAs in Vacaville as well as PPAs in the East Bay will be within easy access of Downtown Suisun.

Proximity to well-paid manufacturing and light industrial jobs can have an impact on residential demand in Suisun City, as well as create local career pathways for youth and current residents.

3.2.3.2 Employment Inflows and Outflows

Employment inflows and outflows further illustrate the dynamic of worker commutes to and from Suisun City. As shown in Table 5, in 2018, just 3.5 percent of Suisun's workforce, totaling 447, stayed in Suisun City to work, while the remaining 96.5 percent, totaling 12,438, commuted out.

People who live outside Suisun City and work in Suisun (in-commuters), totaling 2,044, occupied 83 percent of Suisun's jobs. In 2018, this resulted in a net outflow of 9,982 and a day population at 19,051 that falls by 34 percent from the residential population of 29,033. This decline further illustrates Suisun City's commuter suburb orientation.

Table 5. Historical Suisun City Employment Inflow/Outflow and Day Population

	<u>2010</u>	<u>2014</u>	<u>2018</u>
Residential Population	28,532	28,532	29,033
Suisun City Jobs in Place	2,464	2,275	2,903
Labor Force	10,905	11,181	12,885
Labor Force who work outside Suisun City	10,485	10,834	12,438
<i>Share of Labor Force</i>	<i>96.1%</i>	<i>96.9%</i>	<i>96.5%</i>
Labor Force who work inside Suisun City	420	347	447
<i>Share of Labor Force</i>	<i>3.9%</i>	<i>3.1%</i>	<i>3.5%</i>
Jobs in Place Filled by In-commuters	2,044	1,928	2,456
<i>Share of Jobs in Place</i>	<i>83%</i>	<i>85%</i>	<i>85%</i>
Net Inflow/Outflow	-8,441	-8,906	-9,982
Day Population	20,091	19,626	19,051
<i>Day Population increase/decrease as Share of Res. Pop.</i>	<i>-30%</i>	<i>-31%</i>	<i>-34%</i>

Source: LEHD, California Department of Finance Population Estimates, US Census Bureau, AECOM

3.2.4 Suisun City Commute Patterns

Job locations of the Suisun City workforce are distributed throughout Solano County and beyond, with significant portions of the workforce commuting to major employment centers throughout the Bay Area, as well as the Central Valley. The largest portion works in the neighboring city of Fairfield which accounts for nearly 20 percent of the Suisun City workers, followed by Vacaville, San Francisco, and Vallejo. Only 3.5 percent of the Suisun City workforce have their primary jobs located in Suisun City. The remainder of residents' jobs are generally distributed in small numbers throughout the region, as shown in Table 6.

Many of the other larger communities (i.e., incorporated cities) in Solano County are located along Interstates 80 and 680, which provides residents with better access to major employment, services, and shopping centers to the southwest towards San Francisco and the East Bay, or northeast towards Sacramento. However, Suisun City, is uniquely positioned in its connection to these same regional centers by Amtrak's Capitol Corridor service, which stops

at the Suisun Train Depot in Downtown Suisun City. Additionally, California Route 12 runs through Suisun City, connecting its residents to I-5 far to the east, I-80 to the west, and Napa Valley further west.

Table 6. Where Workers Who Live in Suisun City Work, 2018

Geography	Workers	% of Total
Fairfield	2,504	19.4%
Vacaville	891	6.9%
San Francisco	740	5.7%
Vallejo	544	4.2%
Napa	448	3.5%
Suisun City	447	3.5%
Oakland	431	3.3%
Concord	375	2.9%
Benicia	334	2.6%
Sacramento	316	2.5%
All Other Locations	5,855	45.4%
Total	12,885	100%

Source: LEHD, AECOM

3.2.5 Incomes

The median household income for Suisun City was \$83,320, which was similar to the median income for Fairfield. Solano County as a whole had a lower median income, whereas Vacaville's was slightly higher than Suisun City's, as shown in Table 7.

Table 7. Household Incomes (2019)

Geography	Household Incomes	
	Median	Mean
Suisun City	\$83,320	\$93,529
Fairfield	\$84,557	\$104,505
Vacaville	\$87,823	\$103,428
Vallejo	\$69,405	\$84,480
Solano County	\$81,472	\$98,406

Source: US Census Bureau, ACS

3.3 Socio-Economic Trends Summary

Population growth and housing production lag far behind the growth of regional, County, and other local jurisdictions. Part of that can be explained by the small size of the community and the lack of large vacant properties to accommodate housing production. Suisun is a commuter community, with the vast majority of its employed residents traveling out of the City for work and one of the lowest job-to-housing ratios of incorporated cities in the ABAG region. However, top destinations for workers include Fairfield and Vacaville. Robust jobs and specific industry-sector growth in these locations can have a significant impact on the future opportunities for current Suisun residents, as well as the demographics of new residents associated with proposed development. For example, Vacaville has shown its commitment to advanced manufacturing and biotechnology sectors, expanding its California Biomanufacturing Center zone by approximately 300 acres. Proximity to Travis Air Force Base provides plenty of job and business

opportunities in Fairfield, as well as Suisun City. Fairfield also plans to expand logistics facilities, as well as grow its specialized manufacturing sector, such as its emerging food and beverage manufacturing cluster.

4. Residential Market Opportunity

AECOM analyzed recent trends in the residential market including age, ownership, and tenure. The characteristics of the residential market demonstrate the prevalence of mostly single-family residential development over the past decades and offer insight to the potential demand for higher-density residential development, particularly near the Train Depot. Recently completed multifamily projects in Solano County representing a range of types, styles, and densities of have been identified as potential prototypes that can be used as a reference tool to help the public, decisionmakers, and the planning and development communities gain basic understanding of what future higher-density multifamily residential might look like in Suisun City. This process allows for residential development prototypes that the market is currently and will likely continue to deliver in the near future.

4.1.1 Inventory and Historic Trends

As of 2021, Suisun's housing inventory totaled 9,563 total units, according to the California Department of Finance estimates. Historical housing inventory information for Suisun City, Solano County, and select jurisdictions in Solano County are compiled in the following series of three tables. Table 8 shows figures for all units, Table 9 includes counts for single-family residential units, and Table 10 gathers the same information as the others but for multifamily residential units that are part of properties with five or more units.

In the eleven-year period from 2010 to 2021, Suisun City added 109 total units for an annual growth rate of 0.10 percent, which was much slower than the 0.52 percent annual growth rate recorded for Solano County as a whole. Over that period, neighboring Fairfield and nearby Vacaville grew even faster at 0.81 percent and 0.90 percent per year, respectively.

Table 8. Historical Housing Inventory – Total Housing Units

HISTORICAL RESIDENTIAL INVENTORY - TOTAL UNITS

Geography	2010	2016	2018	2021	# of Units Growth			Annual Percentage Growth Rate		
					10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021	10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021
Suisun City	9,454	9,493	9,549	9,563	109	70	14	0.10%	0.15%	0.05%
Fairfield	37,184	38,682	39,599	40,477	3,293	1,795	878	0.81%	0.93%	0.74%
Vacaville	32,814	34,006	34,884	36,053	3,239	2,047	1,169	0.90%	1.20%	1.12%
Vallejo	44,433	44,656	44,725	44,832	399	176	107	0.08%	0.08%	0.08%
Solano County Total	152,698	156,375	158,786	161,371	8,673	4,996	2,585	0.52%	0.64%	0.54%

Source: California Department of Finance

Table 9. Historical Housing Inventory – Single Family Residential

HISTORICAL RESIDENTIAL INVENTORY - SINGLE FAMILY

	2010	2016	2018	2021	# of Units Growth			Annual Percentage Growth Rate		
					10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021	10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021
Suisun City	8,110	8,149	8,205	8,209	99	60	4	0.11%	0.15%	0.02%
Fairfield	28,084	29,582	30,182	31,060	2,976	1,478	878	0.96%	1.00%	0.97%
Vacaville	24,542	25,417	26,067	26,911	2,369	1,494	844	0.88%	1.18%	1.08%
Vallejo	31,181	31,304	31,367	31,470	289	166	103	0.08%	0.11%	0.11%
Solano County Total	115,651	118,785	120,580	122,770	7,119	3,985	2,190	0.56%	0.67%	0.61%

Source: California Department of Finance

Table 10. Historical Housing Inventory – Multifamily (5-units or more)

HISTORICAL RESIDENTIAL INVENTORY - MULTIFAMILY

	2010	2016	2018	2021	# of Units Growth			Annual Percentage Growth Rate		
					10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021	10 Year 2010- 2021	5 Year 2016- 2021	3 Year 2018- 2021
Suisun City	778	778	778	788	10	10	10	0.12%	0.26%	0.43%
Fairfield	6,086	6,086	6,403	6,403	317	317	0	0.47%	1.04%	0.00%
Vacaville	4,879	5,196	5,424	5,747	868	551	323	1.62%	2.12%	1.99%
Vallejo	7,045	7,141	7,141	7,141	96	0	0	0.12%	0.00%	0.00%
Solano County Total	21,252	21,737	22,336	22,669	1,417	932	333	0.61%	0.86%	0.50%

Source: California Department of Finance

In addition to the recently completed projects, the City has several approved multifamily and compact single-family residential projects that have not yet been constructed, and several other potential applications for multifamily development where the City has held pre-application meetings and expects an application.

Suisun City's mix of housing is predominantly single-family residential units, which made up 83 percent of the City's total housing units. Table 11 shows that Suisun City's housing stock is even more heavily weighted towards single-family residential products than nearby cities, as well as the County as a whole.

While multifamily development in the Downtown area might be expected to primarily attract individuals and smaller households, the City also recognizes in the Housing Element the need to provide for larger households by, for example, encouraging multifamily rental developments to include three- and four-bedroom dwelling units.² However, most large households in the City were homeowners rather than renters, but this may partly be because there were no multifamily units with four or more bedrooms as of the writing of the City's Housing Element.

² Please see the City's Housing Element, including Program 3.A.5 and a discussion of large household needs starting on page 54, for more detail: <https://www.suisun.com/departments/development-services/planning/general-plan/housing-element/>.

Table 11. Historical Composition of Multifamily Housing

HISTORICAL HOUSING INVENTORY COMPOSITION

	2010		2015		2020	
	% SFR ¹	% MFR ²	% SFR ¹	% MFR ²	% SFR ¹	% MFR ²
Suisun City	86%	14%	83%	17%	83%	17%
Fairfield	76%	24%	70%	30%	70%	30%
Vacaville	75%	25%	72%	28%	72%	28%
Vallejo	70%	30%	67%	33%	67%	33%
Solano County	76%	24%	72%	28%	72%	28%

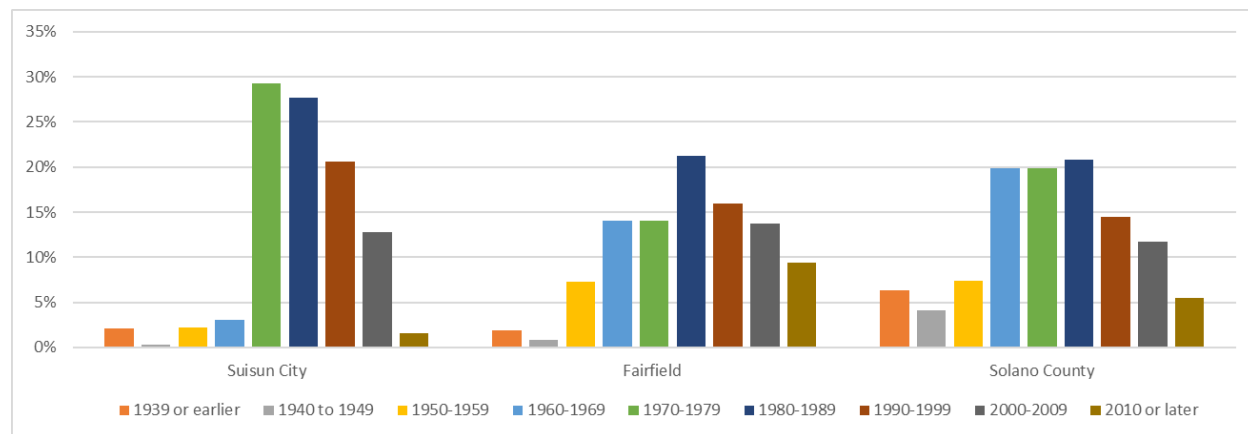
Source: California Department of Finance, AECOM

¹ Single-Family Residential includes both attached and detached garage homes.

² Multifamily residential includes all other housing tot included in single-family.

Suisun City's existing housing stock was primarily built in the 1970s, 1980s and 1990s. More than half of the City's current residential inventory was built in just two decades, 1970s and 1980s. As seen in Figure 5, Suisun City's housing stock is generally older than that of the city of Fairfield and the whole of Solano County. Both Fairfield and Solano County show a more even distribution across the last 70 years. Both have higher proportions of their housing stock that date back to the initial post-WWII residential development boom during the 1950s and 1960s. Interestingly enough, both Solano County and Fairfield also have higher percentages of their housing stock built after 2010 than Suisun City's. This indicates that these two places were more effective at attracting or accommodating new housing development after 2010 and the relative lack of developable land for residential development. As with most communities, the Great Recession had a dramatic downward effect on new housing.

Figure 5. Age of Housing Stock

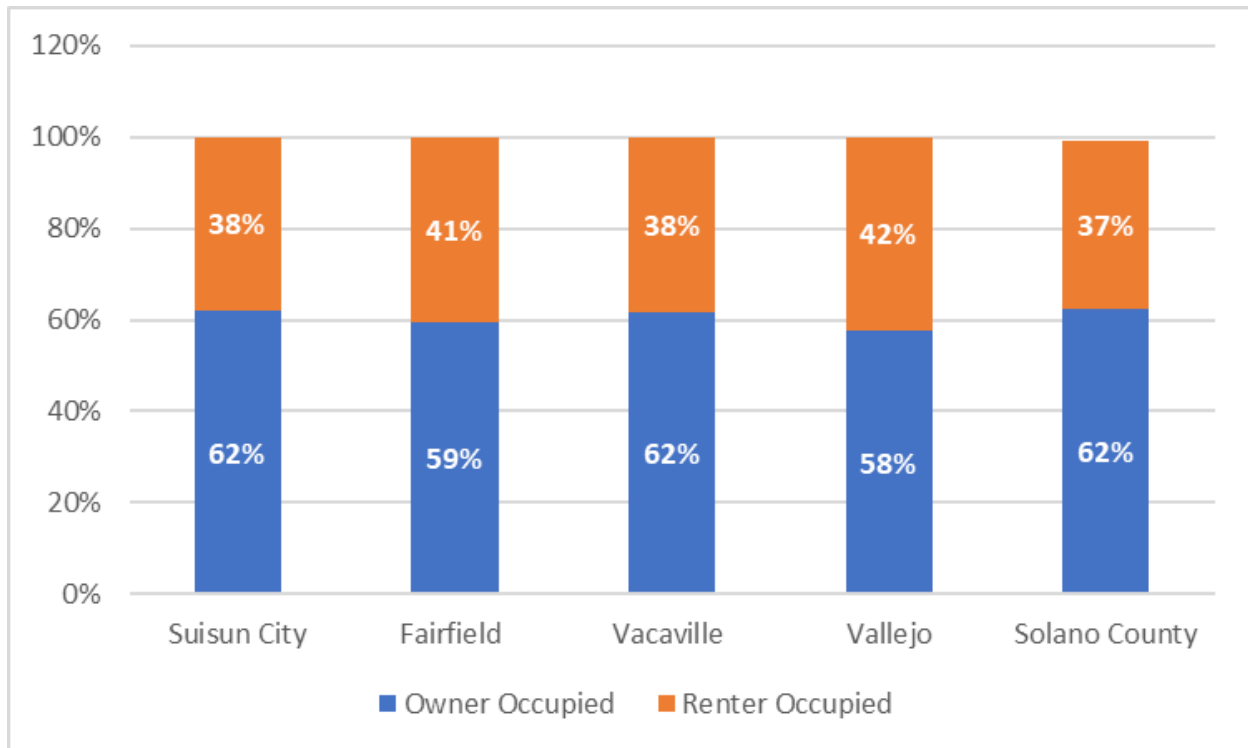


Source: U.S. Census Bureau

4.1.2 Home Ownership

Owner-occupied units make up a larger share of all residential units in Suisun City than the comparison communities in Figure 6. Solano County and the city of Vacaville held the same percentage of owner-occupied units, with 62 percent in Suisun City compared to 51 percent in the region.

Figure 6. Tenure of Occupied Units



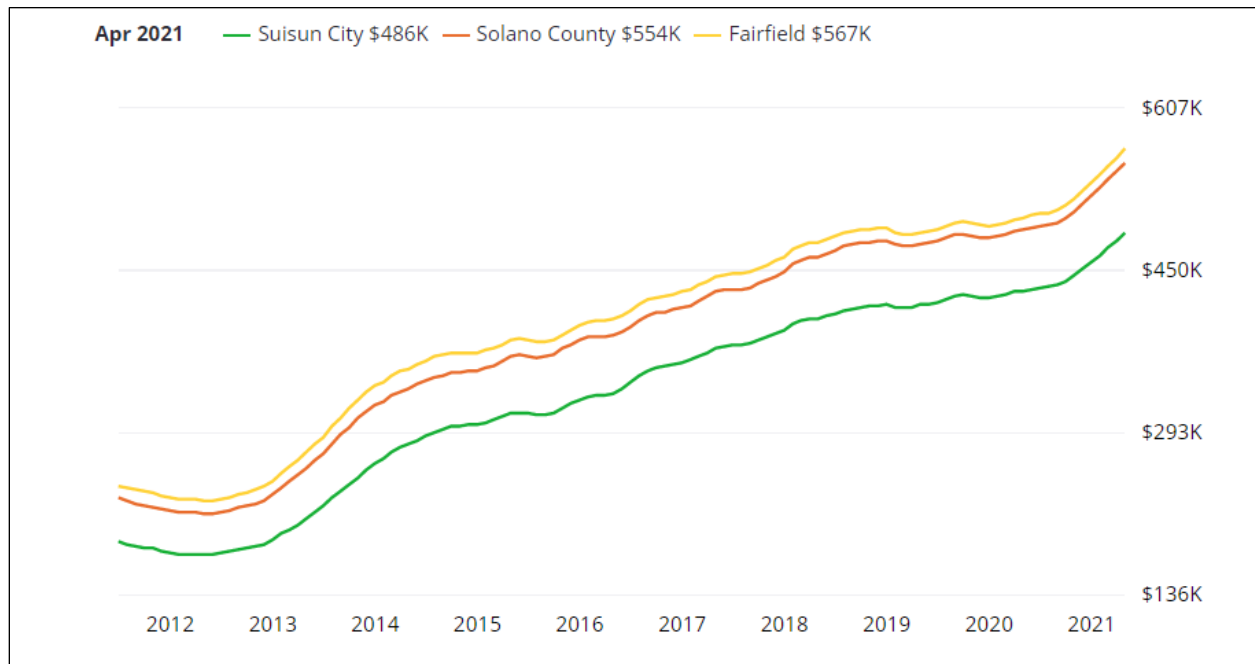
*To be classified as owner-occupied the owner must be living in the unit. Renter-occupied units consist of both single-family and multifamily units.

Source: U.S. Census Bureau

4.1.3 Single-Family Market Indicators

Suisun City's housing stock primarily features single-family, owner-occupied homes. As shown in Figure 7, these home values have shown positive growth since the Great Recession. These rates of growth are similar to those for the neighboring City of Fairfield and Solano County. Based on recent sales transactions recorded by Zillow Research, median home values in Suisun City are \$486,000, which is roughly 12 percent and 14 percent lower than estimated median home prices for Solano County as a whole and the City of Fairfield, respectively.

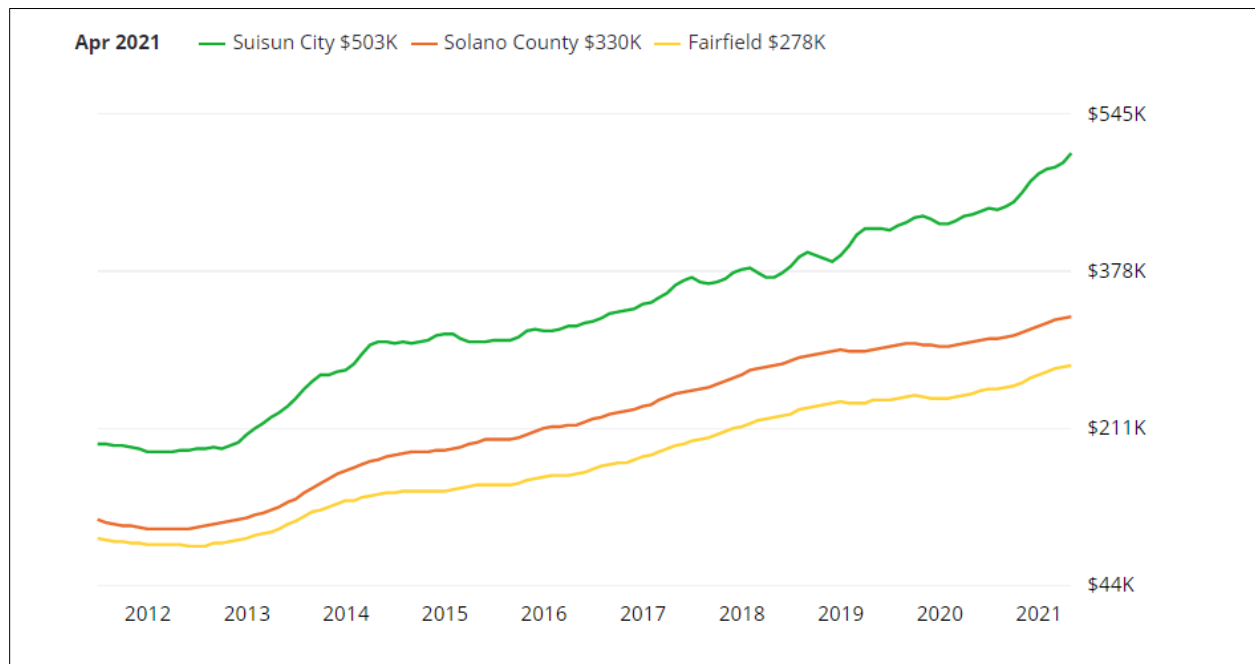
Figure 7. Nominal Median Single-Family Home Value



Source: Zillow Research, AECOM

Zillow Research also collects market data from residential sales transactions for condominium and coop-ownership models. Although Suisun City's median single-family price estimate trailed behind Solano County and Fairfield, the estimated median home value for condos and coops in Suisun City are significantly higher than the median values for Fairfield and Solano County. The values for these homes also appreciated since the Great Recession at similar rates.

Figure 8. Nominal Median Home Value (Condo and Co-Op Only)



Source: Zillow Research, AECOM

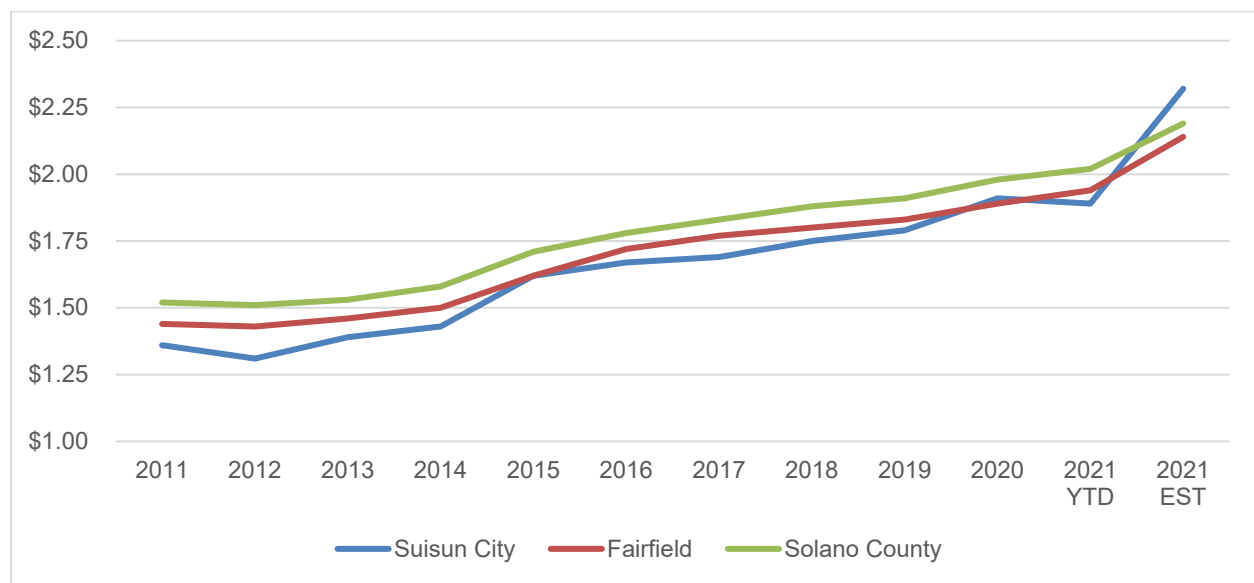
4.1.4 Multifamily Market Indicators

According to the California Department of Finance, in 2021 Suisun City had 1,170 multifamily residential units, which is 3.4 percent of the total multifamily supply of Solano County. Approximately one third of the Suisun multifamily inventory range in size from 2-4 units. The remainder of the multifamily stock are categorized as projects containing having 5 or more units. Inventory has practically remained static since 2010, with only 10 multifamily units added in Suisun City between 2010 and 2021.

According to Costar, multifamily rents on a square foot basis in the region have grown steadily and quickly over the last 10 years, as shown in Figure 9. Based on year to date data for 2021, Suisun City rents average \$1.89 per square foot, a 70-percent increase over average rents compared to 10 years ago. Fairfield and Solano County experienced high rent growth over the same period, but at much lower rates of 48.6 percent and 44.1 percent, respectively. Fairfield average rents are 2.6 percent higher than Suisun City's, whereas the average for all of Solano County is close to 7 percent higher than Suisun City's. Although the greater Bay Area has become notorious for skyrocketing housing costs, the small multifamily inventory and limited lease signings may be skewing the data for Suisun City.

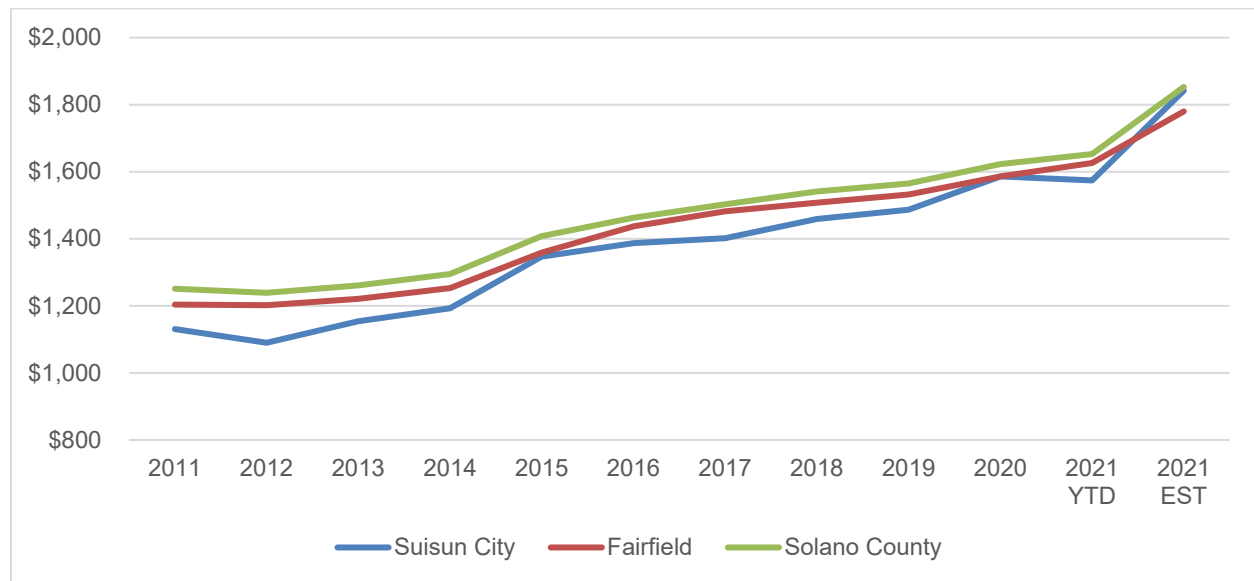
Figure 10 shows that a similar pattern holds for multifamily rents on a per-unit basis, with Suisun City monthly rents averaging \$1,574, an increase of nearly 63 percent since 2011. Rent growth on a per unit basis for multifamily units in Fairfield and Solano County were similar to how rents have grown in these comparison communities on a per-square footage basis during this time period.

Figure 9. Multifamily Residential (MFR) Market-rate Rent Trends (Per Square Foot)



Source: CoStar, AECOM

Figure 10. Multifamily Rent Trends (Per Unit)

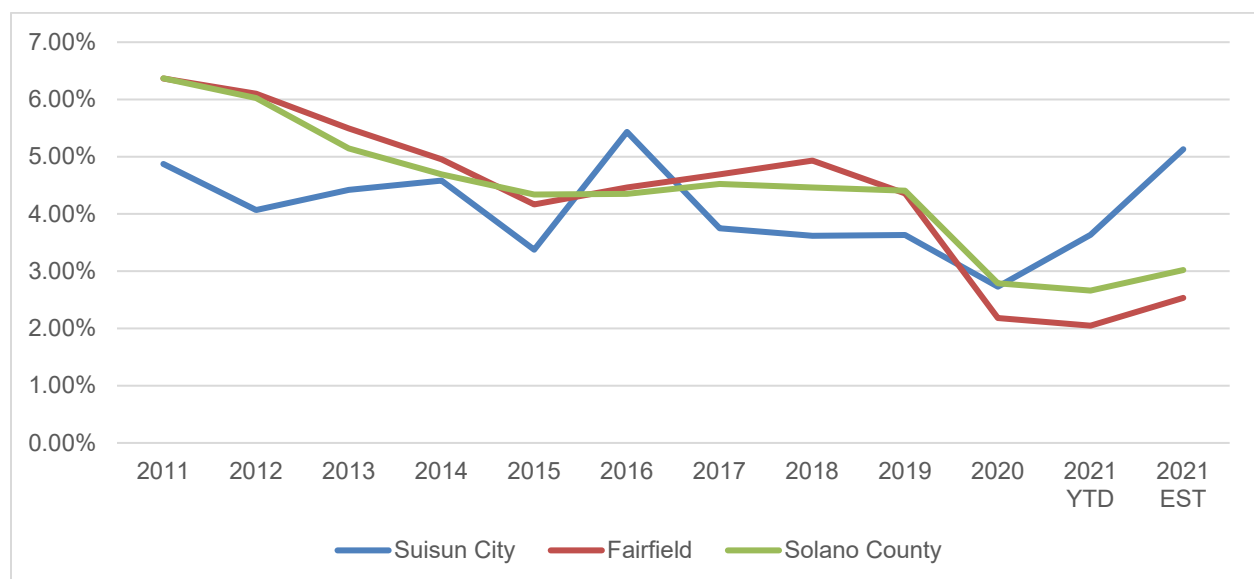


Source: CoStar, AECOM

Multifamily vacancy rates have generally trended downward after the Great Recession, as seen in Figure 11. California's housing shortage has had a major role in pushing vacancy rates even below that which a healthy market could typically bear. As a result of the global pandemic, multifamily rental properties experienced rises in vacancy rates during and after the pandemic and economic closures. While high overall demand for housing, along with projected housing production numbers that unfortunately fall short of total housing needs, will keep vacancy rates at manageable (albeit abnormal for California markets) rates, the longevity of COVID-19's impact on vacancy rates for multifamily products is uncertain.

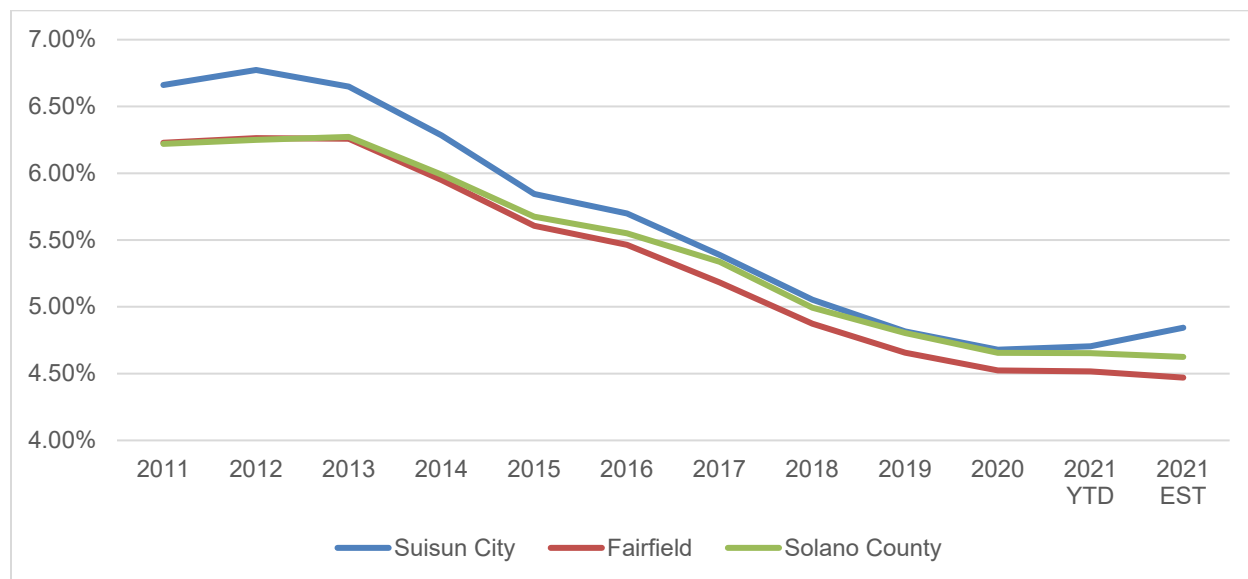
Market capitalization rates (cap rates) are in indication of the relative risk associated with income-generating properties. A higher cap rate indicates a riskier investment and results in a lower valuation for a property, whereas a lower cap rate is recognized as being a more stable investment. The market cap rates for the last 10 years for Suisun City, Fairfield, and Solano County are shown in Figure 12. All three cap rates follow a general downward trend, which is called cap rate compression. Cap rate compression is a signal of an improving market, which appears to be the case for the Solano County region as all three cap rates shown are below 5 percent for year-to-date 2021.

Figure 11. Multifamily Vacancy Trends



Source: CoStar, AECOM

Figure 12. Multifamily Market Capitalization Rate



Source: CoStar

4.1.5 Recent Development Trends and Considerations

Compared to other communities in the region, Suisun City has had relatively little development activity over the last 20 years. However, there are several trends that point to increasing market support for multifamily residential development.

4.1.5.1 Recent Multifamily Development

Recent multifamily development projects across Solano County are further indications of what can be achieved in Suisun City. These are projects built in the last 5 years and have 5 or more units, with densities that span 11 to 50 dwelling units per acre. These projects represent market-proven feasible development types likely to resemble near-term future development. Recently completed and proposed multifamily projects in Solano County are summarized in Table 12.

Table 12. Recent Multifamily Projects in Solano County

RECENT OR PIPELINE MULTIFAMILY RESIDENTIAL DEVELOPMENTS IN SOLANO COUNTY

Project and Address	City	Year Built	Affordability	# Units	Land (ac.)	DU/AC
Verdant at Green Valley, 3900 Business Center Drive	Fairfield	2017	Market-rate	286	12.23	23
Vines On 80, 3950 Business Center Drive	Fairfield	2017	Affordable Units	63	5.67	11
Sunrise Residences, 2750 North Texas Street	Fairfield	2017	-	78	3.76	21
Fair Haven Commons, 1700 Santa Monica Street	Fairfield	2020	Rent-restricted	76	3.51	22
Villas at North Village, 300 Crescent Drive	Vacaville	2016	-	228	9.99	23
Rocky Hill Veterans Housing, 582 Rocky Hill Road	Vacaville	2019	Rent-restricted	39	1.42	27
Strada 1200, 1200 Allison Drive	Vacaville	2020	-	245	12.64	19
Pony Express Senior Apartments, 220 Aegean Way	Vacaville	2022	Rent-restricted	59	1.82	32
1700 Fairgrounds Drive	Vallejo	2022	-	47	0.94	50
1225 McCoy Creek Way	Suisun City	2018	-	10	0.3	33

Source: CoStar

4.1.5.2 Construction Costs and Feasibility

Over the last decade, it has been difficult for market-rate, multifamily projects on the fringes of the Bay Area and in some areas of the Central Valley to reach financial feasibility thresholds without public subsidy. A large part of this reason is because the cost of materials and labor are similar in these areas as they are in more expensive submarkets in the Bay Area and have increased recently. At the same time, projects in places such as Suisun City are not able to achieve the premium rents found in the more expensive submarkets. This has created a development environment where the cost of construction is relatively similar across the vast region, yet large rent disparities across the submarkets makes financial feasibility more difficult in less expensive submarkets. This environment may have made full market-rate, multifamily development difficult at desired higher densities in Downtown Suisun City.

4.1.5.3 Comparing Renting vs. Home Ownership

Another important consideration are the housing options available to certain household incomes. It is helpful to understand the cost of homeownership relative to the pricing of rental units. In general, the rental market is capped at asking rents that are less than the cost of owning a home. The closer asking rents are to mortgage payments, the more attractive owning a home looks to potential buyers. Table 13 shows the average asking rents for recent multifamily projects in Vacaville and Fairfield. The average of all five properties amounts to \$2.51/per square foot, which is \$2,201 per month for an 878-square foot unit. An annual income of approximately \$88,000 is needed to afford this rent.

Table 13. Income Needed to Support Average Rents in Solano County

Project and Address	City	Year Built	Avg. Asking Rent/Sq. Ft	Avg. Unit Size
Verdant at Green Valley, 3900 Business Center Drive	Fairfield	2017	\$2.24	958
Vines On 80, 3950 Business Center Drive	Fairfield	2017	\$2.25	998
Sunrise Residences, 2750 N Texas Street	Fairfield	2017	\$2.82	582
Villas at North Village, 300 Crescent Drive	Vacaville	2016	\$2.18	1034
Strada 1200, 1200 Allison Drive	Vacaville	2020	\$3.04	819
Average			\$2.51	878
Asking Rent/Unit			\$2,201	
Income Needed to Afford Rent¹			\$88,031	

Source: CoStar, AECOM

(1) Assumes 30% of gross annual income allocated for housing.

The median home price in Suisun City is \$486,000. Purchasing a home of this price with a 5-percent down payment and a 3 percent mortgage interest rate results in a monthly mortgage payment of \$1,947. Property taxes and homeowner's insurance bring the total monthly housing cost to \$2,475. An income of \$98,990 is needed to be able to afford a home at this, as demonstrated in Table 14. The estimated monthly cost of owning a home in Suisun is \$358 more per month than the \$2,201 average rent for new development in Solano County. This estimated monthly cost of homeownership is only 16.2 percent more than the average rent price. However, purchasing a home at the median home value of \$486,000 with a traditional 20-percent down payment results in a total housing cost (mortgage, taxes, insurance) of about \$2,250, which is only slightly more than the current \$2,201 average rent for new development.

According to Zillow's Rent vs. Buy Calculator, the cost of buying an average priced home in Suisun City will become cheaper than renting after 2 years and 7 months. This represents the breakeven horizon—the point at which the cost of buying equals the cost of renting. Table 15 shows that Suisun City's breakeven horizon to be slightly lower than its Solano County neighbors, suggesting a lower barrier to entry for homeownership in Suisun City. The difference in breakeven horizons is more stark in more expensive housing markets outside of Solano County, such as Berkeley and Oakland. Rental units will be more attractive housing options in markets with higher breakeven horizons, as a longer-term investment is required to realize the cost-savings and value gains of home ownership.

Multifamily rental developers will be sensitive to pricing units so they are competitive with nearby homebuying options. This may influence the types of multifamily housing developers consider since achievable rents must be able to support total development costs. Achieving higher residential densities (50 units per acre and higher) are likely to require building taller or providing structured or underground parking, solutions which drive total development costs up considerably more than the cost of constructing garden-style or similar moderately higher-density types of multifamily units, and which may not in the short term be supported by achievable market rents.

Table 14. Income Supporting Home Ownership in Suisun City

Median Home Price in Suisun City¹		\$486,000
Down Payment	5%	\$24,300
Mortgage Needed		\$461,700
Interest Rate	3.00%	
Estimated Monthly Mortgage Payment		\$1,947
Property Tax ²	1.10%	\$5,346
Homeowners Insurance ³		\$987
Annual Housing Cost		\$29,697
Monthly Housing Cost		\$2,475
Income Needed to Support Housing Cost		\$98,990

Source: Zillow, AECOM

¹ Zillow Home Value Index

² Based on Sale Price

³ California Department of Insurance, https://interactive.web.insurance.ca.gov/apex_extprd/f?p=111:20.

Table 15. Homeownership Breakeven Horizon

Jurisdiction	Breakeven Horizon	Total Months
Suisun City	2 years, 7 months	31
Fairfield	2 years, 9 months	33
Vacaville	2 years, 10 months	34
Solano County	2 years, 9 months	33
Berkeley	6 years, 4 months	76
Oakland	3 years, 7 months	43
Martinez	2 years, 11 months	35
Pittsburg	3 years, 4 months	40

Source: Zillow Rent vs. Buy Calculator; AECOM.

4.1.5.4 Regional Housing Needs Assessment (RHNA)

In compliance with State Housing Law, Solano County has proposed its allocations for the 6th Cycle of the Regional Housing Needs Assessment (RHNA) which covers the next 8-year planning period from 2023-2031. Table 15 summarizes these allocations by jurisdiction and by income tier. Suisun City's housing need is 629 total units, with 359 units (57 percent) designated for households with very low, low, or moderate incomes. The Specific Plan Area is a suitable place to accommodate these future housing needs, given its availability and diversity of sites and the zoning allowed under WDSP. Development that triggers density bonus incentives might make higher-density residential development more feasible if projects were allowed at densities higher than the current maximums of 45 dwelling units per gross acre and 54 units per net acre.

Table 16. Proposed Solano County RHNA Allocations

SOLANO COUNTY SUBREGION PROPOSED RHNA ALLOCATION BY INCOME TIER										
	Very Low (<50% of AMI)		Low (50-80% of AMI)		Moderate (80-120% of AMI)		Above Moderate (>120% of AMI)		Total Housing Units	
Jurisdiction	Housing Units	%	Housing Units	%	Housing Units	%	Housing Units	%	Total	% of County
Benicia	200	28.1%	121	17.0%	117	16.5%	273	38.4%	711	6.5%
Dixon	116	27.0%	64	14.9%	65	15.2%	184	42.9%	429	3.9%
Fairfield	774	25.9%	453	15.1%	525	17.6%	1,239	41.4%	2,991	27.2%
Rio Vista	90	24.4%	46	12.5%	56	15.2%	177	48.0%	369	3.4%
Suisun City	162	25.8%	97	15.4%	100	15.9%	270	42.9%	629	5.7%
Vacaville	685	26.1%	410	15.6%	413	15.7%	1,118	42.6%	2,626	23.9%
Vallejo	695	23.8%	371	12.7%	501	17.2%	1,354	46.4%	2,921	26.6%
Unincorporated Solano	81	25.8%	49	15.6%	55	17.5%	129	41.1%	314	2.9%
Solano County Requirement	2,803	25.9%	1,612	14.9%	1,832	16.5%	4,745	42.6%	10,992	100.0%

Source: Solano County SubRegion 6th Cycle RHNA Proposed Methodology

4.1.6 Recommended Higher-Density Residential Prototypes

The density of multifamily development affects the feasibility of multifamily development projects. While this is a dynamic environment where the most favored densities and housing types for the development industry can change based on prevailing rents, labor costs, land costs, and changes to the building code, there can be a coalescing around certain housing types and density based on relative returns. For example, projects at a density of 40 dwelling units/acre are difficult to find because achieving such a density would likely not yield enough of a financial return to justify more expensive construction methods for such a project over the less expensive construction that are generally required for projects at 30 dwelling units/acre.

Figure 11 explains recommended density prototypes based on the developments found in the multifamily market research process. These prototypes are not recommendations for actual projects but rather serve as a tool for visualizing, understanding, and discussing density. These prototypes can serve as a basis for more in-depth financial feasibility and physical yield analyses of these multifamily development prototypes, as well as others.

Figure 13. Recent Multifamily Projects in Solano County



Prototype 1.
20-25 DU/AC
A "flexible townhome style" product that can be owner or renter-occupied; provides new home ownership opportunities at higher densities than single-family homes.



Prototype 2.
25-30 DU/AC
A mixed-use project that provides residential units at high densities as well as commercial space and/or community space.



Prototype 3.
30-35 DU/AC
This represents the highest density likely to be pursued before having to use more expensive construction types and design solutions (e.g. underground parking) to achieve on-site density.



Prototype 4.
50-60 DU/AC
This represents the lowest density that is feasible while using more expensive construction types or design solutions, such as building higher or creating underground parking.

4.2 Residential Opportunities Summary

Suisun City's residential housing stock, although older with little new activity, has seen significant rent growth for multifamily products as well as steady increases in single family-home values. The current housing stock is heavily weighted towards single-family development. Access to well-paid jobs in the Bay Area's regional employment centers, as well as local manufacturing and light industrial jobs within and around Solano County present career opportunities for current younger households and residents, but can also allow the City to better position itself as a home offering more affordable access to housing, as well as connections with open space and recreational opportunities.

Based on recently completed and proposed multifamily projects found throughout Solano County, AECOM identified four higher-density residential prototypes to help understand and visualize density and serve as the basis for more in-depth financial feasibility and physical yield analyses of these multifamily development prototypes as well as others.

4.3 Example Multifamily Development Concept with Parcel Assembly

The City identified an area with the potential for land use transition during buildout of the Specific Plan Area west of Main Street and south of the Suisun Train Depot.

This almost eight-acre potential development site is currently in 15 separate parcels, some vacant, and some with low-scale buildings. The Specific Plan Land Use Zone for this area is Downtown Mixed Use, which allows a mix of retail, commercial service, civic, office, and other complementary non-residential uses, as well as higher-density residential development. This Land Use Zone would allow residential development of up to 45 dwelling units per gross acre or 54 dwelling units per net acre and non-residential development with a floor area ratio up to 3.0.

The example concept shown below in Figures 14 through 17 could occur with all or only some portion of the properties – in general, in order to efficiently manage new multifamily construction, a current rule of thumb is a minimum of 120 to 150 units in a single development. These development concepts depict 387 to 417 total dwelling units in four-story buildings with an average dwelling unit size of 1,000 square feet. The gross density of these examples would be between 49 and 53 units per acre, which would exceed that currently allowed by the Specific Plan in this Land Use Zone.

The images incorporated here illustrate different design approaches with four stories and similar densities.



Figure 14. Example Multifamily Development Concept 1

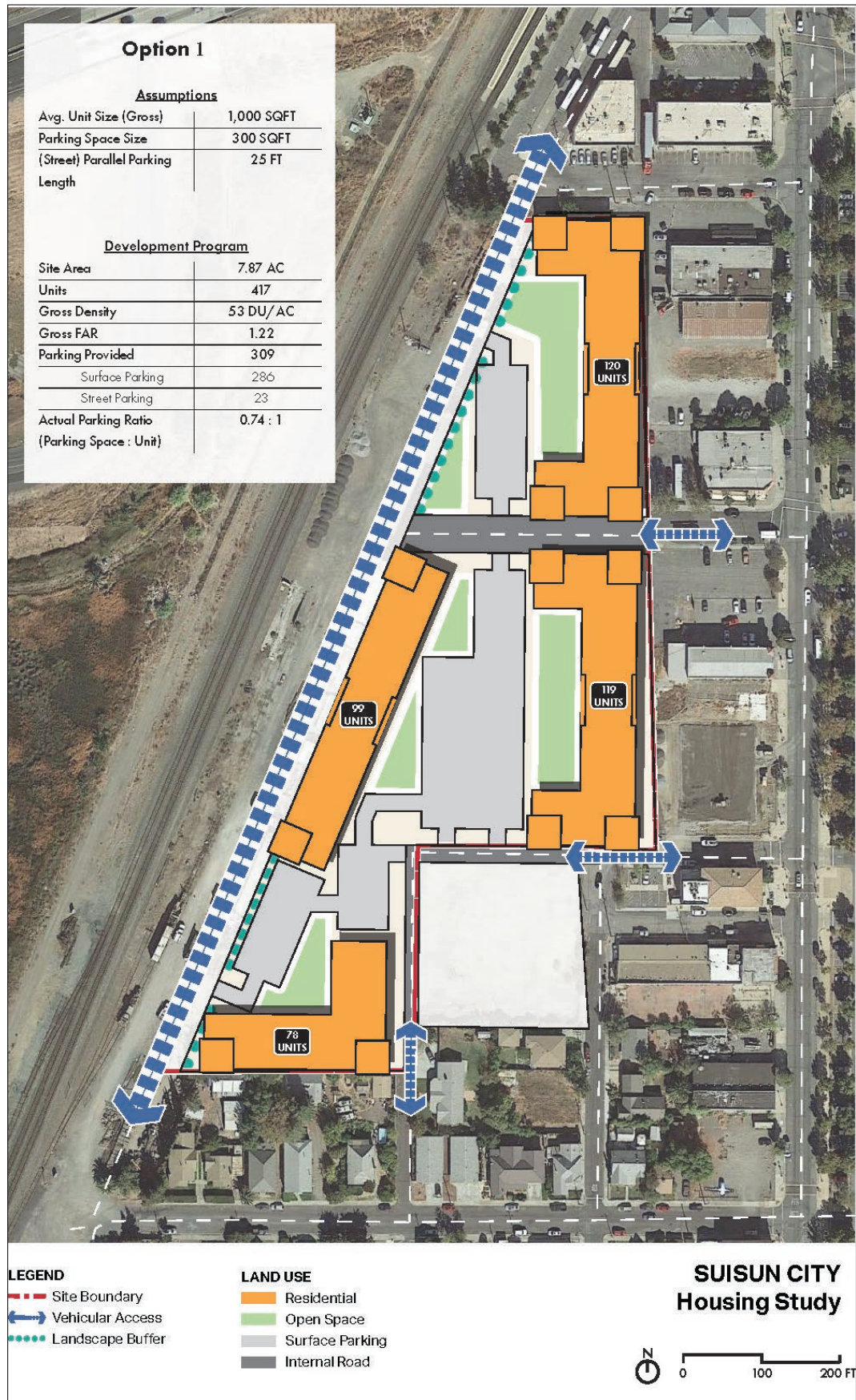


Figure 15. Example Multifamily Development Concept 1 (with Existing Property Lines)

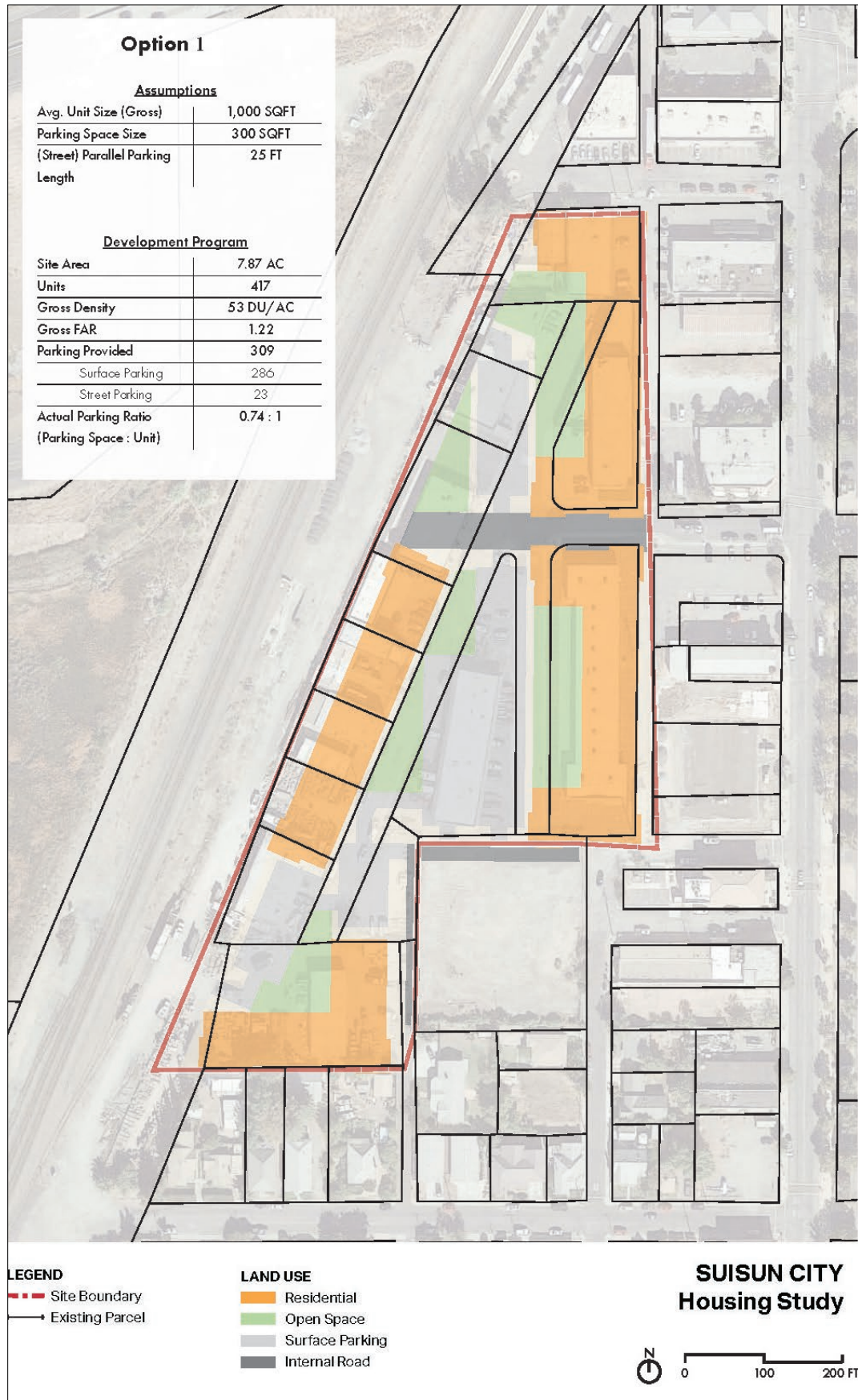


Figure 16. Example Multifamily Development Concept 2

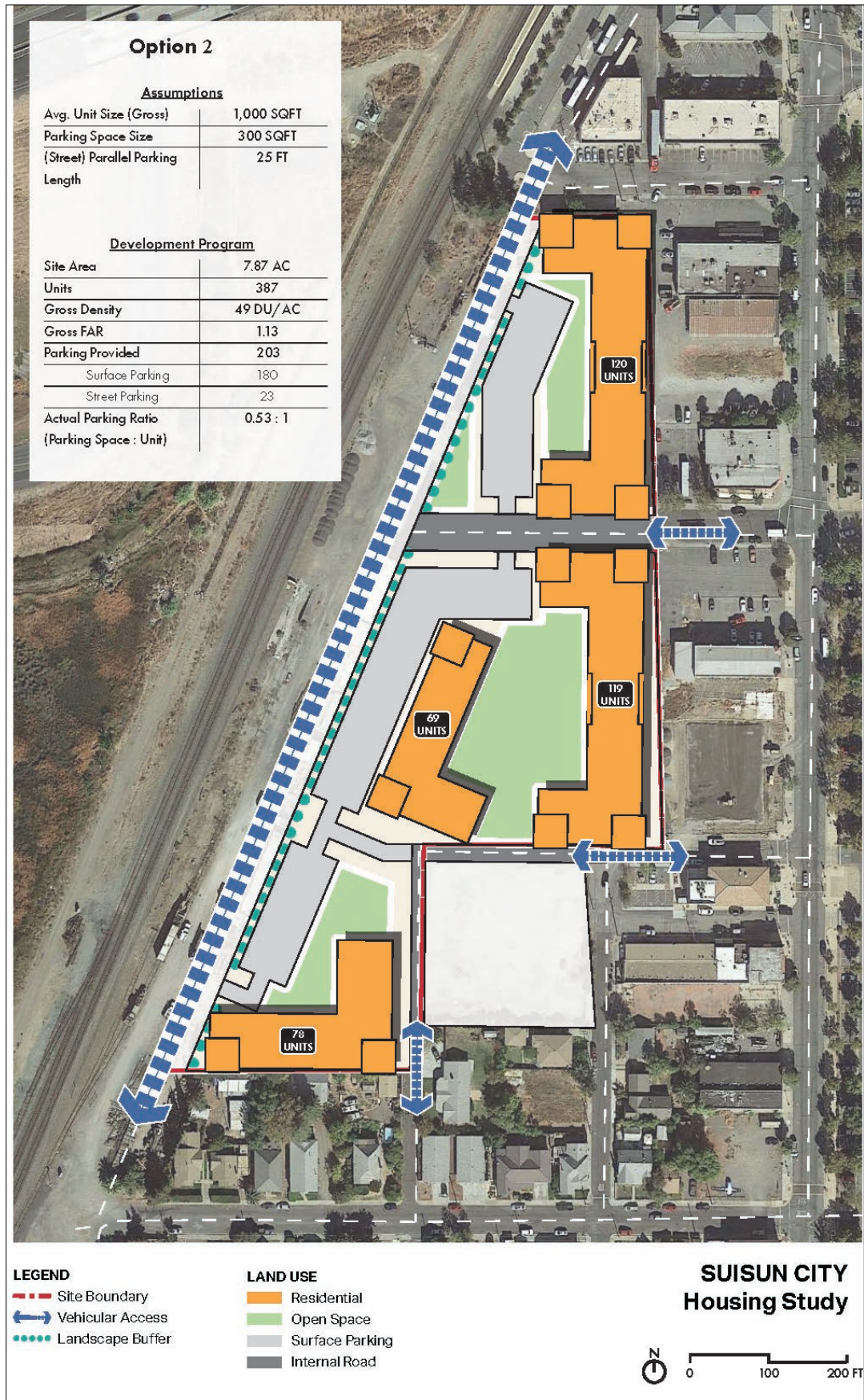
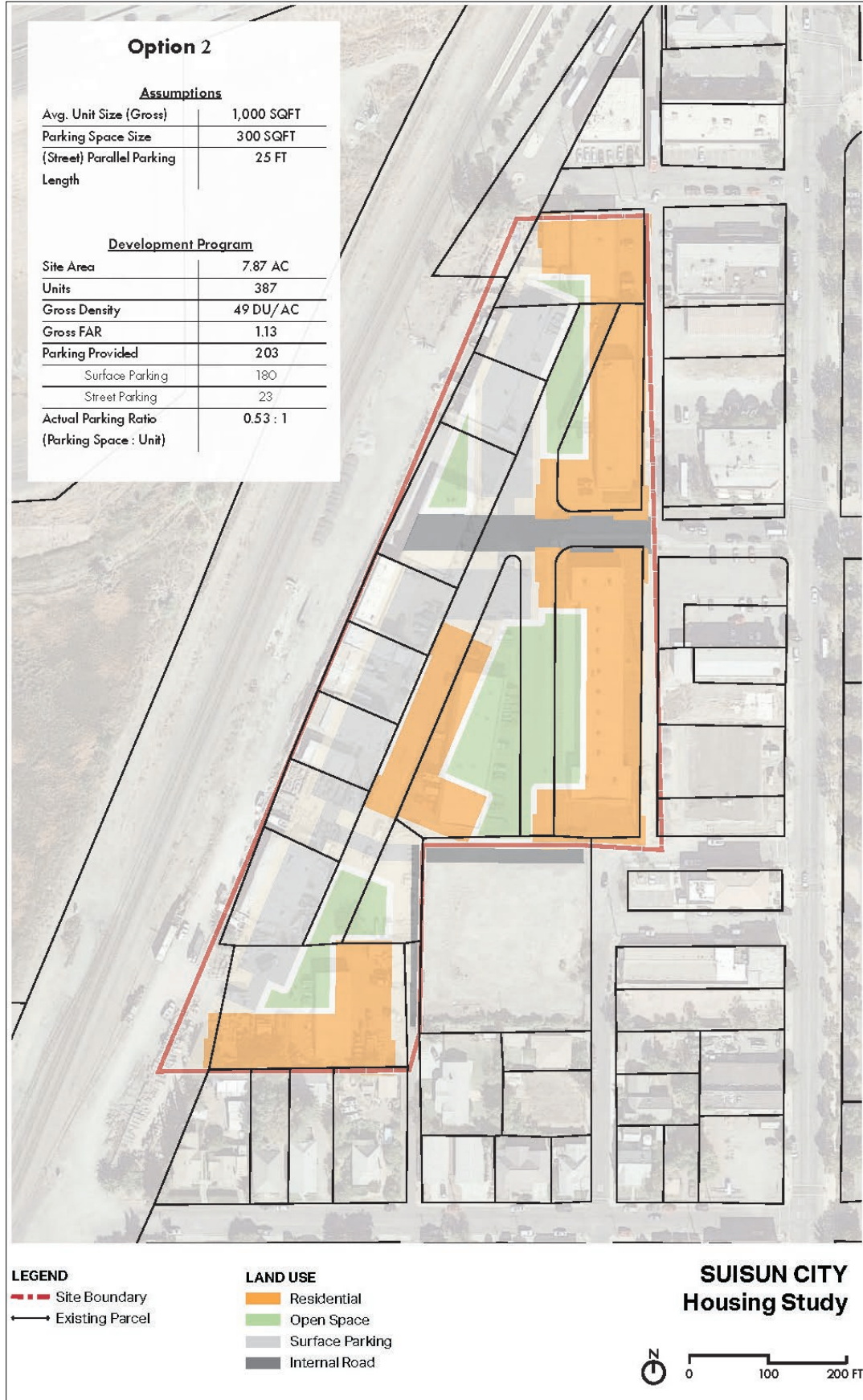


Figure 17. Example Multifamily Development Concept 2 (with Existing Property Lines)



5. Limitations

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