

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
6:00 P.M., MARCH 9, 2021

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

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

WEBSITE: <https://zoom.us/join>
MEETING ID: 881 9756 8574
CALL IN PHONE NUMBER: (707) 438-1720

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

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

Next Resolution No. PC21-02

CALL TO ORDER

ROLL CALL

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

Pledge of Allegiance
Invocation

CONFLICT OF INTEREST NOTIFICATION

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

REPORTS (Informational Items Only)

1. City Manager/Staff

PRESENTATION/APPOINTMENTS

CONSENT CALENDAR

2. Approval of Planning Commission Agenda of March 9, 2021.

PUBLIC COMMENT

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

PUBLIC HEARINGS: NONE

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

GENERAL BUSINESS

3. Accept Annual Progress Report Suisun City General Plan/Housing Element.
4. Commission Consideration and Adoption of Resolution PC21-___; Amending the Planning Commission Bylaws.

REPORTS (Informational Items Only)

5. Commission Members
6. Commission Chair Person

ADJOURNMENT



Planning Commission Agenda Report

Meeting Date 3/9/2021

DATE: 3/9/2021

TO: PLANNING COMMISSION

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

RE: Annual Progress Report Suisun City General Plan/Housing Element

Files:

SUMMARY

Recommendation: Planning staff recommends that the Commission accept staff's presentation on the 2020 Annual Progress Report.

Proposed Motion: I move that the Planning Commission accept staff's presentation on the 2020 Annual Progress Report.

BACKGROUND/DISCUSSION

The Annual Report on the General Plan has been prepared in response to the California Government Code, which requires that the planning agency shall: "Provide an annual report each year, to the legislative body, the Office of Planning and Research, and the Department of Housing and Community Development regarding the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs."

ANALYSIS

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states, "the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs..."

The General Plan represents Suisun City's future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City's progress in implementing the policies and programs of the General Plan, as well as the City's progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City's General Plan Elements.

The Annual Report informs the Planning Commission, the City Council, and State agencies about the progress in implementing the Suisun City General Plan during the calendar year 2020. This report is the 6th annual report since the City Council adopted the 2035 General Plan Update and 2015-2023 Housing Element, respectively in May 2015.

Projects implementing the General Plan during 2020 included:

- **Community Character and Design Element**
 - Began implementation of the Suisun City Strategic Plan.
 - Established committees for important specific issues in the City.
 - Continued implementation of revised public noticing requirements, as well as drafting of Good Neighbor Policy.
- **Land Use Element**
 - Adopted Noise Ordinance.
 - Adopted “Parking and Paving” Ordinance.
 - Adopted Accessory Dwelling Unit Ordinance.
 - Permitted 7-Eleven project.
 - Permitted Heritage Park Pylon Sign project.
- **Transportation**
 - Adopted Vehicle Miles Traveled (VMT) thresholds to comply with SB 743.
 - Began design work for the McCoy Creek Trail – Phase 2 Project.
 - Repaved Civic Center Boulevard from Lotz Way to Driftwood Drive.
 - HSIP Rectangular Rapid Flashing Beacons Project.
- **Economic Development**
 - Permitted Zip-Thru Carwash project.
 - Permitted 7-Eleven project.
 - Permitted Heritage Park Pylon Sign project.
 - Processed entitlements for Shryne Group Cannabis Business Zone.
 - Selected two operators to operate retail cannabis businesses in the City.
 - Permitted the Solano Transportation Authority (STA) office building on the 400 block of Main Street.
 - Continued to work on sale of City/Successor Agency/Housing Authority properties for development.
 - Suisun Logistics.
 - Highway 12 Logistics.
- **Housing Element**
 - Received grant award for SB 2 and LEAP applications from Department of Housing and Community Development.
 - Received development application for an affordable housing project at the southeast corner of Marina Boulevard and Buena Vista Drive.
 - Received development application for a multi-family apartment project at the southeast corner of Railroad Avenue and Blossom Avenue.
 - Participated in a countywide effort to solicit a Housing Element consultant.
- **Open Space and Conservation**
 - Continued to stay in contact with the Solano County Water Agency regarding the Habitat Conservation Plan (HCP).

- **Community Facilities and Services**
 - Civic Center Blvd. waterline project.
 - Electric vehicle charging stations.
 - Public streetlight retrofit project.
 - McCoy Creek Trail – Phase 2 Project.
 - Engie project.
 - City Hall, Police Department, and Fire Department Security Upgrades.
 - Police Department Electrical Upgrades for Radio Room.
 - Suisun-Fairfield Train Depot Fire Monitoring System.
- **Public Health and Safety**
 - Completed annual flood control projects.
 - Fire Alarm Panel Replacement at Suisun City Hall and Police Department Project.
 - Safety personnel.

As required by State law, staff also prepared the Annual Report in the Housing Element for submission to HCD. The report summarized progress toward the goals and policies of the 2015-2023 Housing Element.

CEQA Review

The Annual Review is not a “project” subject to review under the California Environmental Quality Act (CEQA).

Next Steps

The annual report will be on the next agenda of the City Council for acceptance.

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. Annual Progress Report CY 2020.
2. Annual Housing Progress Report CY 2020 (Due to size of attachment the document is available for review in the City Clerk’s Office.

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2020 ANNUAL GENERAL PLAN

PROGRESS REPORT

City or County Name:

City of Suisun City

Mailing Address:

701 Civic Center Boulevard
Suisun City, CA 94585

Contact Person:

John Kearns
Senior Planner

Phone:

(707)-421-7335

Fax:

(707)-429-3758

E-mail:

jkearns@suisun.com

Reporting Period by Calendar Year:

From January 1, 2020 to December 31, 2020

Submitted to:

Governor's Office of Planning and Research
P.O. Box 3044

INTRODUCTION AND PURPOSE OF THE ANNUAL REPORT

An Annual Report is required for all General Plans by California Government Code Section 65400(b), which states “the planning agency shall provide an annual report to the legislative body on the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs....”

The General Plan represents Suisun City’s future vision of the City in the year 2035. The Plan identifies the general location for future land uses, including residential, commercial, and industrial areas, and desired population and building densities throughout the community. The Plan states future goals for Community Character and Design, Land Use, Transportation, Economic Development, Housing, Open Space and Conservation, Community Facilities and Services, and Public Health and Safety.

The report describes the City’s progress in implementing the policies and programs of the General Plan, as well as the City’s progress on providing its share of the Regional Housing Needs Allocation. The report is divided into topic areas based on the City’s General Plan Elements.

This is the 6th Annual Report prepared by the Development Services Department since the adoption of the 2035 General Plan in 2015. For further information or additional copies of the Report, please contact:

John Kearns, Senior Planner
City of Suisun City
Development Services Department
701 Civic Center Blvd.
Suisun City, CA 94585
707-421-7335
jkearns@suisun.com

Below is a brief description of projects that the City has begun or completed during CY 2020 that assisted in implementing both the 2035 General Plan and 2015-2023 Housing Element:

Community Character and Design Element

Began Implementation of Suisun City Strategic Plan. The Suisun City Council adopted the 2020-2025 Strategic Plan on October 22, 2019. Each City Council agenda item now ties back to how it relates to the adopted strategic plan.

Continued Holding Committee Meetings for Specific Issues. In 2019, the City Council created three committees to address important issues in the City: Lighting and Landscaping Districts, Public Safety, and Environment and Climate. These committees are made up of city residents appointed by the City Council.

Continued Implementation of Revised Public Notification Requirements and Drafting of Good Neighbor Policy. The City updated its public noticing requirements and procedures in 2019. Noticing for development projects now includes mailings sent to all property owners within 600 feet of a project and placing a sign visible on the site displaying project information. Full use of the City's social media and website has been implemented in order to get the word out. In 2021, the City Council will be considering a "Good Neighbor" Policy.

Land Use Element

Adopted Noise Ordinance. Adopted the City's first noise ordinance which provides noise standards related to animals, construction, and vehicles among others.

Adopted "Parking and Paving" Ordinance. Following two moratoriums, the City adopted amendments to Title 18 of the Suisun City Code which specifically regulates activities in front, side and rear yards. It also provides definitions which will be helpful for enforcement.

Adopted Accessory Dwelling Unit Ordinance. The City amended its accessory dwelling unit (ADU) standards to come into compliance with recent state law.

Permitted 7-Eleven Development Project. A development project at the northeast corner of Highway 12 and Walters Road was approved by the Planning Commission in December 2019. The project includes subdividing the land into four parcels with three separate land uses including a convenience market and gasoline dispensing station. The service station and convenience market were permitted in 2020 and are both under construction (and expected to open) in 2021.

Permitted Heritage Park Pylon Sign Project. The City approved a 60' pylon sign (with multiple tenant positions) at the Heritage Park Shopping Center fronting Highway 12. The sign received a building permit in 2020 and finished construction later in the year.

Transportation

Adopted Vehicle Miles Traveled (VMT) Thresholds. The City adopted Vehicle Miles Traveled (VMT) standards which are compliant with SB 743 which became effective July 1, 2020.

McCoy Creek Trail Phase II. Plans, specifications, and cost estimates for this project are anticipated to be completed in April 2021, and construction is anticipated to begin in late summer.

Repaved Civic Center Boulevard from Lotz Way to Driftwood Drive. Civic Center Boulevard from Lotz Way to Driftwood Drive has been repaved.

HSIP Rectangular Rapid Flashing Beacons Project. Design work has begun to replace the existing in-roadway lighted crosswalk systems with Rectangular Rapid Flashing Beacons (RRFBs) on Merganser Drive fronting the Senior Center and on Pintail Drive at Scoter Way fronting the library. This project will include installing a new high visibility crosswalk with RRFBs on Lawler Ranch Parkway at the existing pathway to Falls Park. Construction is anticipated to begin this summer.

Economic Development

Permitted Zip-Thru Carwash Project. The City permitted a 6,100 square foot carwash in the Lawler Commercial area south of Highway 12.

Permitted 7-Eleven Project. A development project at the northeast corner of Highway 12 and Walters Road was approved by the Planning Commission in December 2019. The project includes subdividing the land into four parcels with three separate land uses including a convenience market and gasoline dispensing station. The service station and convenience market were permitted in 2020 and are both under construction (and expected to open) in 2021.

Permitted Heritage Park Pylon Sign Project. The City approved a 60' pylon sign (with multiple tenant positions) at the Heritage Park Shopping Center fronting Highway 12. The sign received a building permit in 2020 and finished construction later in the year.

Processed Entitlements for Shryne Group Cannabis Business Zone. The City approved a Cannabis Business Zone (CBZ) and issued a Commercial Cannabis Business Permit (CCBP) for the property located at 521 Railroad Avenue.

Selected Two Operators to Operate Retail Cannabis Businesses in the City. Following the release and close of the second Request for Applications (RFA) process in late 2020, the City Council directed staff to work the second and third retail cannabis operators. These projects are expected to complete the entitlement process in 2021.

Permitted the Solano Transportation Authority (STA) Office Building on the 400 Block of Main Street. The City issued a permit for the construction of the future Solano Transportation Authority Office Building with a rooftop terrace.

Continued to Work on Sale of City/Successor Agency/Housing Authority Properties for Development. Staff continued to work with buyers/developers to purchase City/Agency/Housing Authority real property assets. Several of these properties are expected to be sold in 2021.

Suisun Logistics. The City received a development application and annexation request for 167 acres within the City's eastern Sphere of Influence. The project, as proposed, would include over 2 million square feet of High-Cube Industrial space. Entitlements are expected in late 2021/early 2022.

Highway 12 Logistics. The City received a development application and annexation request for property west of the Suisun City downtown, adjacent to Pennsylvania Avenue and south of Highway 12 within the City's western Sphere of Influence. The project, as proposed, would include approximately 1.28 million square feet of High-Cube Industrial space. Entitlements are expected in 2022.

Housing Element

SB 2 and LEAP Grants. The City received grant awards for these two grants in 2020. The SB 2 work is focused on removing barriers to developing in the downtown including a focused effort in providing development solutions for the vacant property located at the northwest corner of Highway 12 and Marina Boulevard. The LEAP grant is focused on updating the City's Housing Element.

Affordable Housing Project at the Southeast Corner of Marina Boulevard and Buena Vista Drive. A 160-unit affordable housing project was submitted to the City in late 2020 at the southeast corner of Marina Boulevard and Buena Vista Drive.

Multi-Family Apartment Project at the Southeast Corner of Railroad Avenue and Blossom Avenue. The City received a development application for a market-rate apartment project located at the southeast corner of Railroad Avenue and Blossom Avenue. Entitlements are expected to be considered in late spring 2021.

Participated in a Countywide Effort to Solicit Housing Element Consultant. The cities of Benicia, Dixon, Rio Vista, Suisun City, Vallejo and Solano County with the assistance of the Solano Transportation Authority (STA) worked jointly the second half of 2020 to release a Request for Proposals to ultimately select a single firm to complete each jurisdictions housing element. Work on the housing element itself will begin in 2021 and is due to be complete by January 2023.

Open Space and Conservation

Habitat Conservation Plan (HCP). The City of Suisun City continues to be a participant of the HCP.

Suisun Marsh Protection Plan. The City participated in the Suisun Marsh Protection Plan Policy Review and the Local Protection Program review for the City.

Community Facilities and Services

Civic Center Waterline Project. This SID project replaced the old waterline on Civic Center Boulevard from Lotz Way to Driftwood Drive. This project was coordinated with and was completed with the above City project.

Electric Vehicle Charging Stations. New dual-paddle electric vehicle charging stations have been installed at the Park-n-Ride lot, the North Basin parking lot, the Driftwood Drive parking lot located west of Civic Center Boulevard, and at the parking lot behind the police station.

Public Streetlight Retrofit Project. All public streetlights and lights in City-owned buildings have been replaced with LED lights.

McCoy Creek Trail Phase II. Plans, specifications, and cost estimates for this project are anticipated to be completed in April 2021, and construction is anticipated to begin in late summer through the end of fall 2022.

Engie Project. Completed installation of photovoltaic carports for City Hall/Police Department, Fire Station, Joseph Nelson Community Center, Lambrecht Sports Complex, and Harbormaster Building.

City Hall, Police Department, and Fire Department Security Upgrades. Replaced and upgraded the security doors in these facilities to a prox card system from a push button system for added safety. This wireless computer system also makes it easier to issue ID prox cards, keep track of issued cards that as well makes it easier to make changes to the system wirelessly.

Police Department Electrical Upgrades for Radio Room. The Police Department radio room needed essential electrical upgrades to accommodate the new Motorola radios. This project included running electrical lines to the radio room; adding a mini HVAC split system to keep the servers and radios functioning; and upgrades to the main electrical panel.

Suisun-Fairfield Train Depot Fire Monitoring System. The City added a fire sprinkler monitoring system to the Train Depot. Previously the Depot only had an alarm bell outside attached to an exterior wall. This system monitors the fire sprinklers, fire alarm panel, and water flow system. This system will send an alarm signal to the monitoring company which will contact Police Dispatch.

Public Health and Safety

Flood control projects (Annual). Staff completed routine removal of vegetation to ensure proper functioning and operation of channel runoff, existing water control facilities, or other structures necessary for public health, safety and benefit. The following activities took place in 2020: spraying, mowing/weed eating, debris removal, and limb pruning.

Fire Alarm Panel Replacement at Suisun City Hall and Police Department Project. The original fire panel installed in 1989 at the City Hall and Police Department Campus had a catastrophic failure and needed to be replaced. The installation of the new fire panel system included an upgraded panel in the electrical room; two fully functional attenuators - one in the Police Dispatch Center & the City Hall Lobby; ADA compliant fire alarms & strobes in the bathrooms; and added the correct amount of fire alarms per Code throughout the campus. The system is monitored by our Dispatch Center.

Fire Department Personnel. The City identified a lack of fire personnel during the FY 19/20 Budget process. This was in comparison to both state law as well as best operational practices. The City has continued bringing the staffing up to an appropriate level in the last calendar year.



Planning Commission Agenda Report

Meeting Date 3/9/2021

DATE: 3/9/2021

TO: PLANNING COMMISSION

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

RE: Planning Commission Bylaws

Files:

SUMMARY

Staff is requesting the Planning Commission consider adoption of a resolution amending their bylaws to address various sections and subsections. If the resolution is adopted, City Council would review the proposed amendments and the amendments would be effective in April unless Council disagrees with the amendments.

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

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

BACKGROUND/DISCUSSION/ANALYSIS

The Planning Commission formally adopted their current bylaws in July 2019. The Bylaws were further amended to include a change meeting time in March 2020. At the February 23, 2021 Planning Commission meeting, the Commission held a discussion and direction item on the Planning Commission Bylaws. During the meeting, the Commission directed staff to come back at a future Commission meeting with amendments to the bylaws. Staff is requesting the Commission review the bylaws and consider any amendments found to be necessary to provide better clarification and to operate more efficiently.

Below (and included as Attachment 2) are proposed amendments from the February 23 Planning Commission meeting. The proposed amendments are shown in **bold underline** and ~~strikethrough~~.

Cover Sheet (above Table of Contents): Add **“City of Suisun City Planning Commission Bylaws, Amended [DATE] ___”**

Section 4.1: 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...**

Section 4.9:

- Residents and staff of Suisun City may, at the discretion of the Chair, may be appointed to **The Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City** to serve on Planning Commission Subcommittees.

Section 5.10:

- Add **“Disclosures”** to “Conflicts of Interest” Heading.
- Add **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 long as the Commissioner complies with the Brown Act and does not express an opinion.**

Section 6.1:

- Add **“Conflicts of Interest/Disclosures”** after “Public Comment” and before “Consent Calendar.”
- Add **“Agenda Forecast by Staff” and “Future Agenda Items”** after “Reports by Staff and Planning Commission and before “Adjournment.”

Section 6.3: The Commission asked staff about whether it would be possible for the Commission to ask clarifying questions of an applicant or prior speaker for a public hearing item after the hearing was closed. Staff discussed this with the City Attorney responded that the public hearing needs to be reopened and that if the commission does not receive the answer then and there, then they could continue. Otherwise, the hearing would be closed again. If reopened, the speaker would be limited to responding to the clarifying question.

Section 6.4:

- If there are numerous people in the audience who wish to participate on the issue, and its known that all represent the same opinion, ~~a spokesperson should be selected~~ **the chair may instruct them to select a spokesperson** to speak for the entire group. ~~The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.~~

CEQA Review

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

Next Steps

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

PUBLIC CONTACT

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

DISTRIBUTIONInternal

- 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.

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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 amend their bylaws to modify the starting time of regular meetings from 7PM to 6PM on March 10, 2020 and the City Council upheld the amendment at their March 17, 2020 meeting; 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.

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 9th day of March 2021.

Donna Pock
Commission Secretary

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CITY OF SUISUN CITY PLANNING COMMISSION BYLAWS

1. Preface

Title 2, Administration and Personnel, of the Suisun City Municipal Code establishes the Planning Commission of Suisun City. The duties and authorities of the Planning Commission are those conferred upon it by the provisions of Title 7 of the Government Code of California, and any other laws of the state applicable thereto, and those identified in Title 18, Zoning, of the Suisun City Municipal Code. These Planning Commission Bylaws provide guidance to the Planning Commission, project applicants and members of the public on how the Planning Commission will execute its duties. If a conflict arises between these Bylaws and the Suisun City Municipal Code, the Code shall control.

2. Adoption and Amendment of Bylaws

These bylaws shall be adopted by and may be amended by resolution of a majority of the Commissioners present at any Suisun City Planning Commission meeting attended by no less than five members of the Commission.

Upon adoption or amendment by the Planning Commission, such bylaws shall be submitted to the City Council for review. The City Council may, at its sole discretion, overturn approval of these Bylaws and direct the Commission to incorporate amendments as determined appropriate.

3. Adoption of Parliamentary Procedure

The Suisun City Planning Commission shall conduct meetings consistent with the spirit of the guidelines established under Rosenberg's Rules of Order, Revised 2011, and as amended. Where these Rules of Order are found to be inconsistent with State law or regulations adopted by the City Council of Suisun City, such State or local regulations shall prevail.

City of Suisun City Planning Commission Bylaws
Amended [DATE]

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.

4.5 Anticipated Absence

Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission shall notify the Development Services

City of Suisun City Planning Commission Bylaws
Amended [DATE]

Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Development Services Director shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

If any commissioner is absent for three consecutive regular meetings of the Planning Commission without permission of the Commission expressed in its official minutes, he/she shall relinquish his/her seat on the Commission.

4.6 Officers

Selection

The officers of the Planning Commission shall consist of Chairperson and Vice Chairperson, elected by the general membership of the Planning Commission.

The election of officers shall generally occur at the Planning Commission's second meeting in January or as otherwise determined necessary by the Planning Commission. A minimum of 5 of the current membership must be present for the election to take place.

Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held. Nominations must be seconded by another member of the Commission. Nominations and elections for Chairperson and Vice-Chairperson shall be completed separately, beginning with Chairperson.

Once nominations are complete, a roll call vote of the Commission for all nominated candidates will be called. A nominee must receive a majority of the votes from Commissioners present to be elected. If no candidate receives a majority vote, the nomination and voting process will be repeated until a candidate receives a majority vote of those Commissioners present.

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

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

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

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

4.7 Duties and Responsibilities of the Chair

Preside at all meetings of the Commission.

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

Sign documents of the Commission

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

4.8 Duties and Responsibilities of the Vice-Chair

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

4.9 Subcommittees

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

~~Residents and staff of Suisun City may, at the discretion of the Chair, may be appointed to~~ **The Chair, with the approval of the Planning Commission, may appoint residents and staff of Suisun City to** serve on Planning Commission Subcommittees.

Each subcommittee of the Planning Commission shall include no more than three members of the Planning Commission.

Special committees shall be discharged at the end of their assignment.

5. Meetings

5.1 Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedure.

5.2 Regular Meetings

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

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

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5.3 Adjourned Meetings

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

5.4 Special Meetings

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

5.5 Study Sessions/Workshops

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

5.6 Establishing a Quorum

A quorum of at least four (4) members of the Planning Commission must be present for the Commission to conduct normal business. If the body has less than a quorum of members present, it cannot legally transact business. If the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

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

5.7 Agendas

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

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

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

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

5.8 Minutes and Record of the Meeting

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

5.9 Motions, Debates, and Voting

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

5.10 Conflicts of Interest/Disclosures

In situations where a Commissioner may have conflict of interest under the Political Reform Act, the Open Government Ordinance or other conflict laws, members of the Planning Commission are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed:

- Declare the conflict of interest
- State the basis of the conflict of interest
- Do not discuss or vote on the matter
- Step down from the podium and leave the room until the item is completed or unless the Political Reform Act allows the member to remain in the room

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.

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Newly appointed members may vote on items immediately after appointment provided they have reviewed the record, including tapes, minutes, reports and files on the item upon which they are voting.

5.12 Dissents and Protests

Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer and have the reason therefore entered in the minutes. Such dissent shall be in writing, couched in respectful terms and presented to the Commission not later than the next regular meeting following the date of said action.

6. Conducting a Meeting

Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth, and any regularly adopted agenda therefore.

6.1 Order of Business within a Meeting

- Call to Order
- Pledge of Allegiance, Invocation & Roll Call
- Approval of Agenda
- Approval of Minutes
- Public Comment (Items not on the Agenda)
- **Conflicts of Interest/Disclosures**
- Consent Calendar
- Continued Items
- Public Hearings
- Regular Agenda Items
- Reports By Staff And Planning Commission
- **Agenda Forecast**
- **Future Agenda Items**
- Adjournment

6.2 Order for Presentation or Hearing of Proposals

- The Chair shall announce the subject of the public hearing, as advertised.

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- If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a specific time and date. If no specific date and time is set, the continued public hearing shall be re-noticed.
- The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.

6.3 Order of Testimony

- Presentation of Applicant's statement – The applicant's presentation shall be limited to fifteen (15) minutes.
- Public Comments – Those who wish to speak on the matter, either for or against, shall be limited five (5) minutes or as otherwise permitted by the Chair.
- If necessary, a rebuttal from the applicant
- Public hearing closed
- The Commission shall then deliberate and either determines the matter or continues the matter to another date and time certain.

6.4 Rules of Testimony

- Persons presenting testimony to the Commission are requested to give their name and address for the record; although not required.
- If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, ~~a spokesperson should be selected~~ **the chair may instruct them to select a spokesperson** to speak for the entire group. ~~The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.~~
- No person shall address the Commission without first securing the permission of the Chair to do so.
- All remarks shall be addressed to the Commission as a body and not to any member thereof.
- No questions shall be asked of the Commission or member of the staff except through the Presiding Officer.
- No person, other than the Commissioners and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer.
- No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.