

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., APRIL 28, 2015

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-08

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Pal
Commissioner Adeva
Commissioner Holzwarth
Commissioner Osborne
Commissioner Ramos
Commissioner Smith

Pledge of Allegiance
Invocation

2. ANNOUNCEMENTS:

None

3. AUDIENCE COMMUNICATIONS:

This is a time for public comments for items that are not listed on this agenda. Comments should be brief. If you have an item that will require extended discussion, please request the item be scheduled on a future agenda.

CONFLICT OF INTEREST NOTIFICATION

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

4. GENERAL BUSINESS: Action to be taken where appropriate.

- A. Resolution No. PC15-___; A Resolution of the Planning Commission of the City of Suisun City Approving Application No. AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (formerly Zephyr Estates).
- B. Resolution No. PC15-___; A Resolution of the Planning Commission of the City of Suisun City Adopting Planning Commission Bylaws and Rescinding the 1997 Planning Commission Rules of Procedure.

5. PUBLIC HEARINGS:

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

- A. Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP14/5-005 for Establishment of a Childcare Center at 1101 Anderson Drive, Suite 100, APN 0173-670-320.
- Adoption of Resolution No. PC15-___-.
- B. 2015-2023 Housing Element Update
 - a. Resolution No. PC15-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of the Initial Study/Negative Declaration for the 2015-2023 Housing Element Update.
 - b. Resolution No. PC15-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of the 2015-2013 Housing Element Update.

6. COMMUNICATION:

- A. Staff
- B. Commissioners
- C. Agenda Forecast

7. ADJOURN.

a&m/150428.pca

AGENDA TRANSMITTAL

MEETING DATE: April 28, 2015

PLANNING COMMISSION AGENDA ITEM: Resolution No. PC15-___; A Resolution of the Planning Commission of the City of Suisun City Approving Application No. AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (formerly Zephyr Estates).

BACKGROUND: In September of 2014 the project formerly referred to as “Zephyr Estates” was approved for 59 single-family houses and 1.5 acres of commercial. The project has since sold, and the builder (applicant) of the project has proposed revisions to architecture and floor plans for the project to align with market demand. As a result of applicant’s submittal and subsequent communication with staff, it is appropriate from staff perspective to bring forward an item for Planning Commission consideration.

STAFF REPORT: When the project was approved, it was important the aesthetics and mass of the project keep the nearby residences of the Peterson Ranch Subdivision in mind as to create a relatively seamless transition between the two subdivisions.

Over the past 4-6 weeks, staff has been working closely with the applicant regarding the proposed architecture for the Jubilee project. In response to the initial submittal in March, staff requested the following:

- Provide windows on the garage doors.
- Provide more architectural “depth” to the Plan 3.
- Include a location for the AC unit for Plan 2.
- Focus on window treatment around street facing windows.

The applicant has responded by providing the attached package of Plans (1-4 with three elevations and an alternate for Plan 1 which has three elevations) which includes:

- A Master Plot Plan.
- Elevations.
- Floor Plans.
- Sample Color palette and materials for the architecture.

Staff believes that the applicant has made a conscious effort in responding to the requests of staff and taking the nearby residential subdivision into account when designing their project.

PREPARED BY:

John Kearns, Associate Planner

APPROVED BY:

Jason Garben, Development Services Director

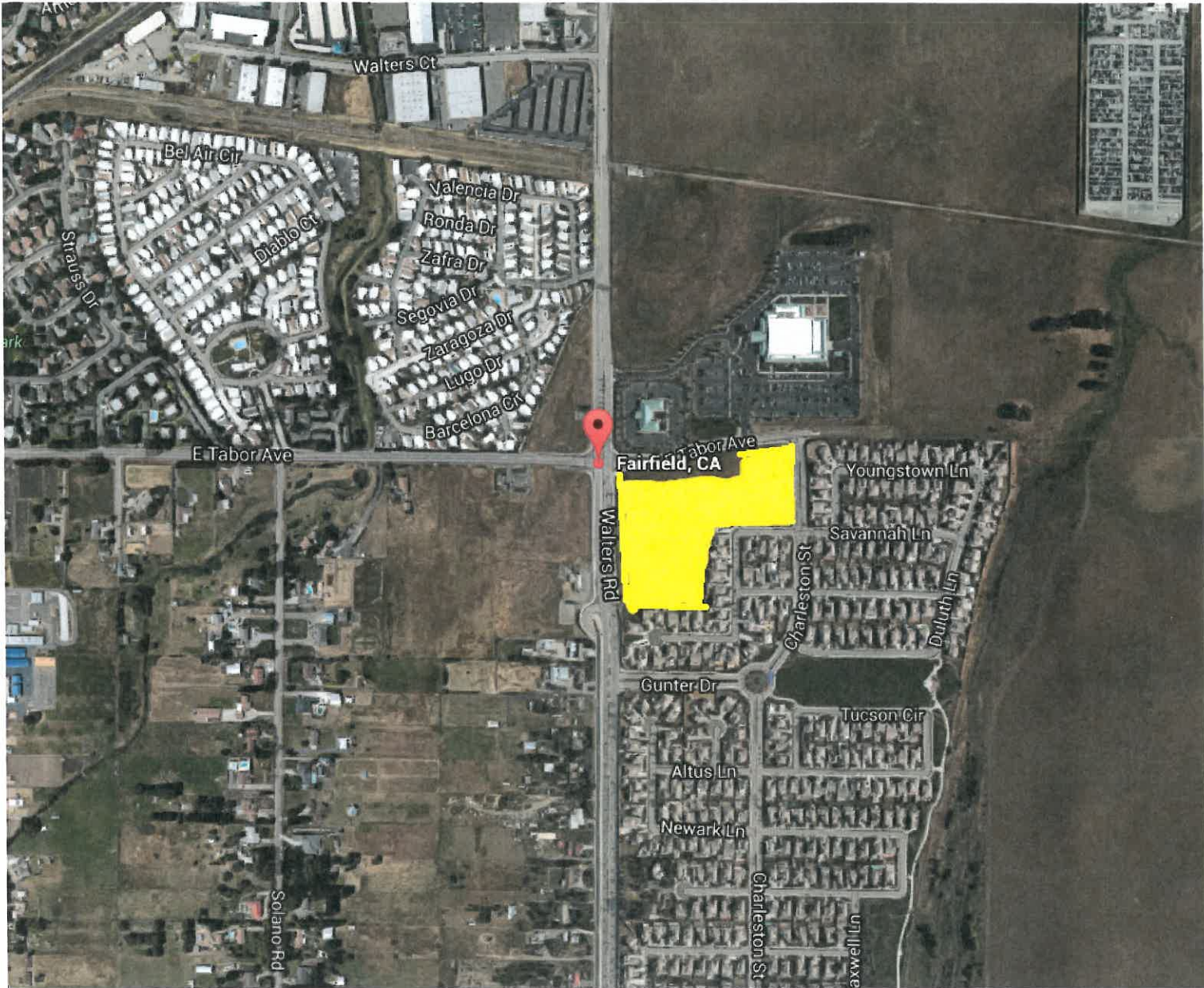
STAFF RECOMMENDATION: Staff recommends that the Planning Commission:

Adopt Resolution No. PC 15 - ____; A Resolution of the Planning Commission of the City of Suisun City Approving Application No. AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (formerly Zephyr Estates).

ATTACHMENTS:

1. Location Map
2. Resolution No. PC 15 - ____; A Resolution of the Planning Commission of the City of Suisun City Approving Application No. AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (formerly Zephyr Estates).
 - a. Architecture and Floor Plans included as Exhibit A

Jubilee (Formerly Zephyr Estates) Location Map



RESOLUTION NO. PC15-

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY
APPROVING APPLICATION NO. AR 14/5-006 REGARDING THE FINAL
ARCHITECTURE AND FLOOR PLANS FOR THE JUBILEE SUBDIVISION
(FORMERLY ZEPHYR ESTATES).**

WHEREAS, the Planning Commission at a regular meeting on April 28, 2015 reviewed Application AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (Formerly Zephyr Estates); and

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

WHEREAS, the applicant and members of the public were present to speak on the application; and

WHEREAS, The Conditional Use Permit application is exempt from the analysis required by the State of California Environmental Quality Act (CEQA) under Section 15301 Existing Facilities; and

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

In order for the Planning Commission to approve the subject application the following findings must be made:

1. That the proposed project, when subject to the conditions will not conflict with the Goals, Objectives, and Policies of the General Plan or the purposes of the zoning district in which the site is located, because the original project was approved and found consistent with both the General Plan and Zoning Ordinance.
2. That the proposed use, when subject to the conditions, will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity, or to the general welfare of the City, because the applicant has taken necessary precautions to diminish any concerns through the project design.
3. That the proposed project has been considered through an Architectural Review process as required by the Suisun Zoning Ordinance and an item was considered by the Planning Commission on April 28th and testimony and materials were considered by the Planning Commission prior to adoption of the resolution.
4. A Mitigated Negative Declaration (MND) was adopted and found to be the appropriate environmental document for the project. A Notice of Determination was filed in September 2014.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC15- ; A Resolution of the Planning Commission of the City of Suisun City Approving Application No. AR 14/5-006 Regarding the Final Architecture and Floor Plans for the Jubilee Subdivision (formerly Zephyr Estates).

1. Any deviation to the approved plans must be submitted to the Development Services Department before construction. If in the opinion of the Development Services Department the changes warrant Planning Commission consideration, then an item will be agendaized on the first available Planning Commission agenda.

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 28th day of April 2015

Anita Skinner
Commission Secretary

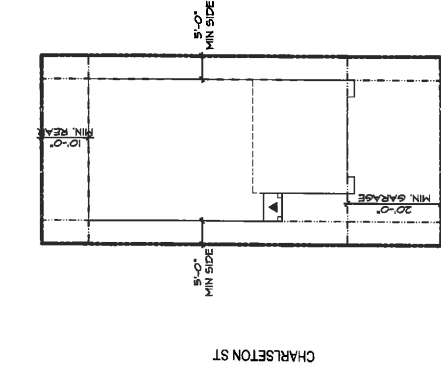


JUBILEE

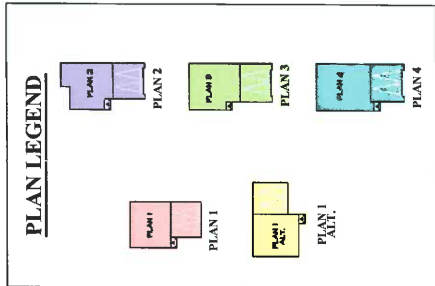
SEECON HOMES, INC.
SUISUN, CA



Date 03/12/15
Revised Date 04/08/15
Per Planning Comments



TYP. LOT COVERAGE
N.T.S.
MAXIMUM LOT COVERAGE = 70%



JUBILEE
SUISUN, CA
DISCOVERY
DESIGN
GROUP, LLC
Date 03/12/15

CONCEPTUAL MASTER PLOT PLAN

N.T.S.
MASTER PLOTTING PLAN TO BE MODIFIED AT THE DISCRETION OF THE
BUILDER, DURING THE COURSE OF CONSTRUCTION.



VICINITY MAP
N.T.S.





Elevation A



Elevation C

MATERIAL LEGEND

- A** FLAT CONCRETE TILE ROOFING
GABLE & HIP ROOFS
STUCCO BODY
STUCCO TRIM
LAP SIDING
WOOD TRIM
HOCK SHUTTERS
ROLL-UP GARAGE DOORS
W/ OPTIONAL LITES

- B** CONCRETE VILLA ROOFING
GABLE & HIP ROOFS
STUCCO BODY
STUCCO TRIM
DECORATIVE TILE
DECORATIVE METAL CROSS BARS
ROLL-UP GARAGE DOORS
W/ OPTIONAL LITES

- C** FLAT CONCRETE TILE ROOFING
GABLE ROOFS
STUCCO BODY
STUCCO TRIM
LAP SIDING
WOOD TRIM
HOCK SHUTTERS
ROLL-UP GARAGE DOORS
W/ OPTIONAL LITES



Elevation B

**Front Elevations
Plan 1**



JUBILEE

SUISUN, CA



DISCOVERY
DESIGN
GROUP, LLC

Date 03/12/15

MATERIAL LEGEND

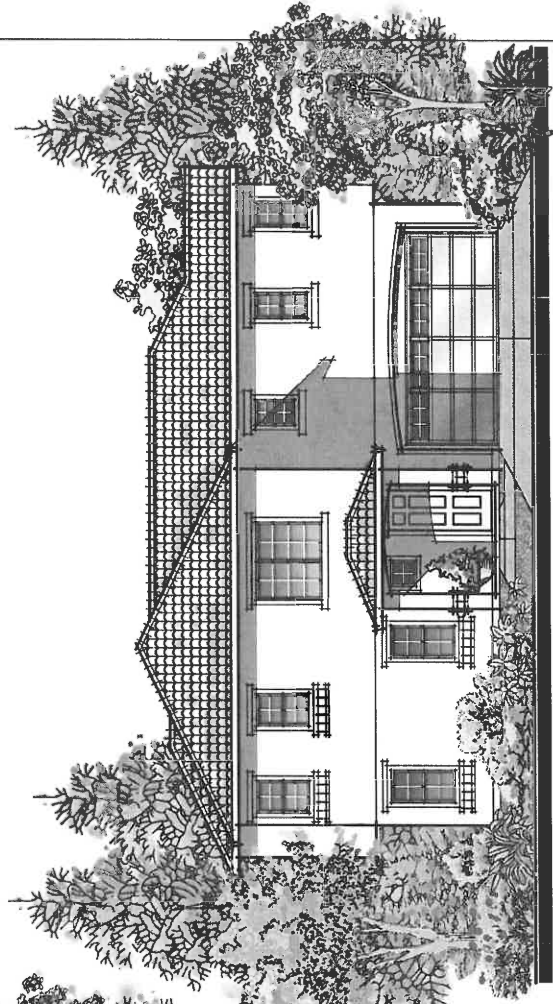
- A** FLAT CONCRETE TILE ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 WOOD TRIM
 WOOD SHUTTERS
 ROLL-UP GARAGE DOORS
 N/ OPTIONAL LITES

- B** CONCRETE VILLA ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 DECORATIVE TILE
 ROLL-UP GARAGE DOORS
 N/ OPTIONAL LITES

- C** FLAT CONCRETE TILE ROOFING
 GABLE ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 WOOD TRIM
 WOOD SHUTTERS
 ROLL-UP GARAGE DOORS
 N/ OPTIONAL LITES



Elevation A



Elevation B

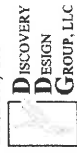


Elevation C

Front Elevations Plan 1 Alt.

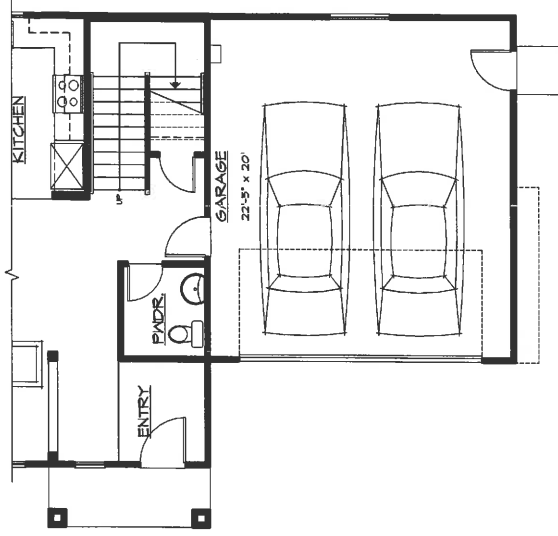


JUBILEE
 SUISUN, CA



**DISCOVERY
 DESIGN
 GROUP, LLC**

Date 03/12/15



Alt. Side Load Garage

PLAN 1

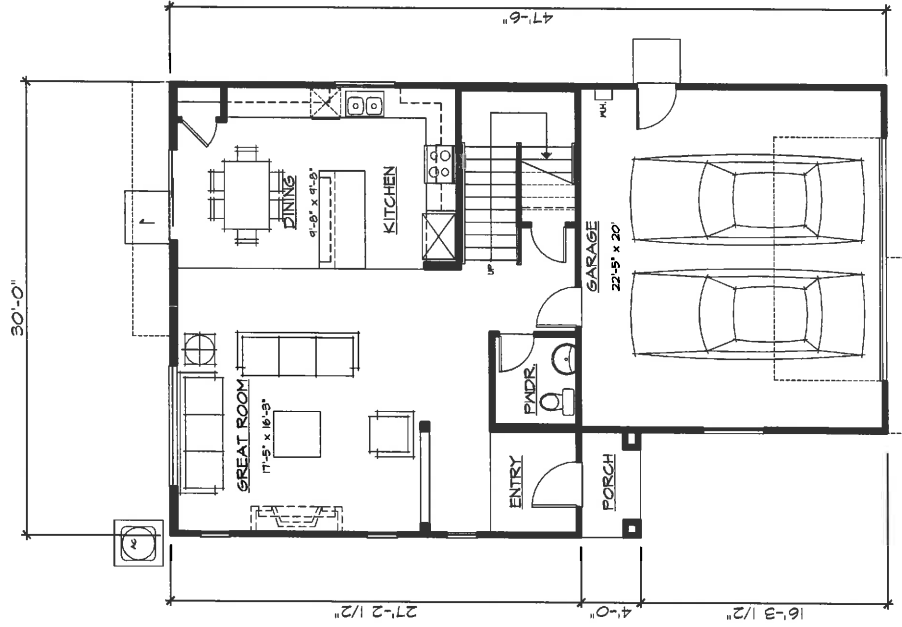
SQUARE FOOTAGE	
FIRST FLOOR	916 SF
SECOND FLOOR	1264 SF
TOTAL LIVING AREA	2085 SF
GARAGE	467 SF



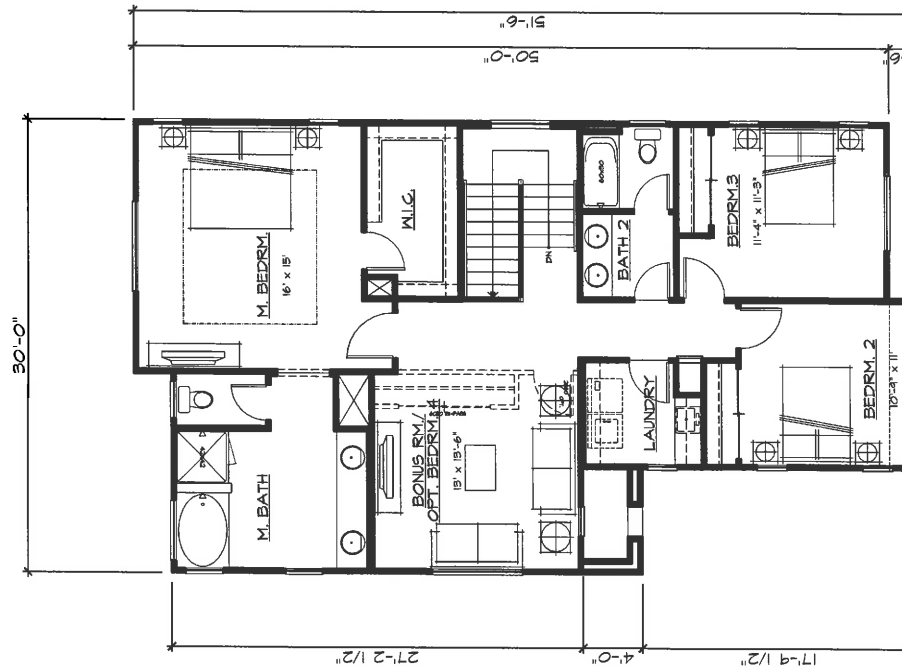
JUBILEE
SUISUN, CA



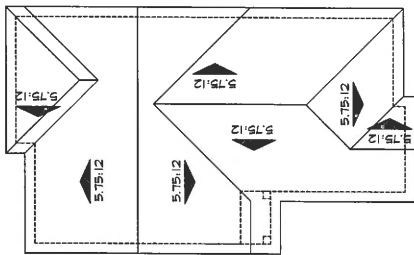
Date 03/12/15



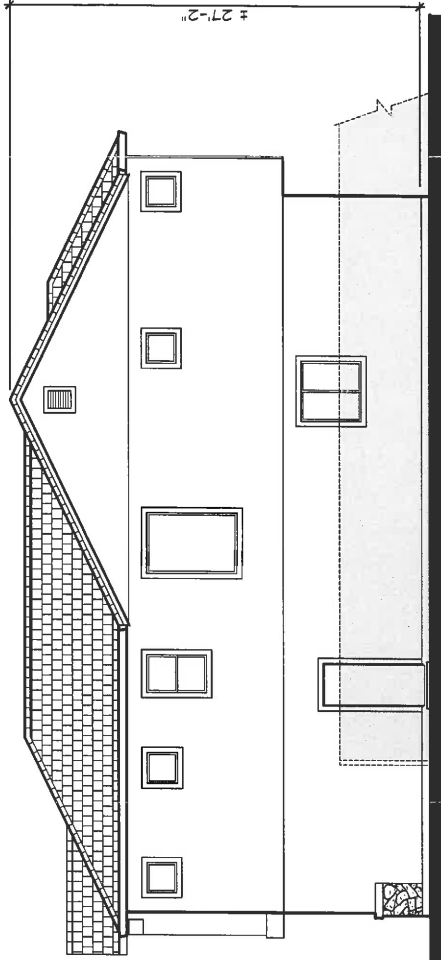
First Floor Plan



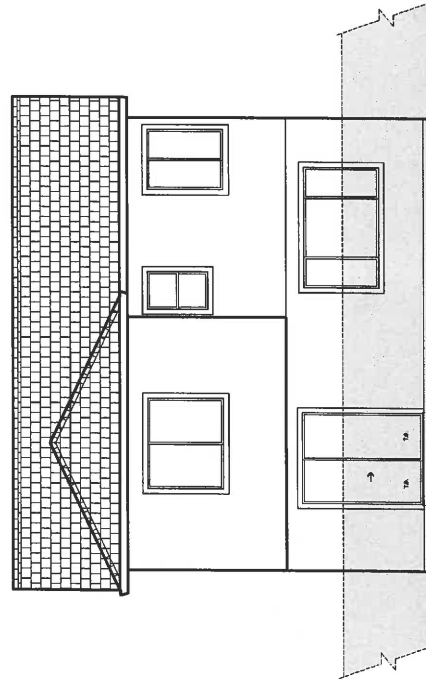
Second Floor Plan



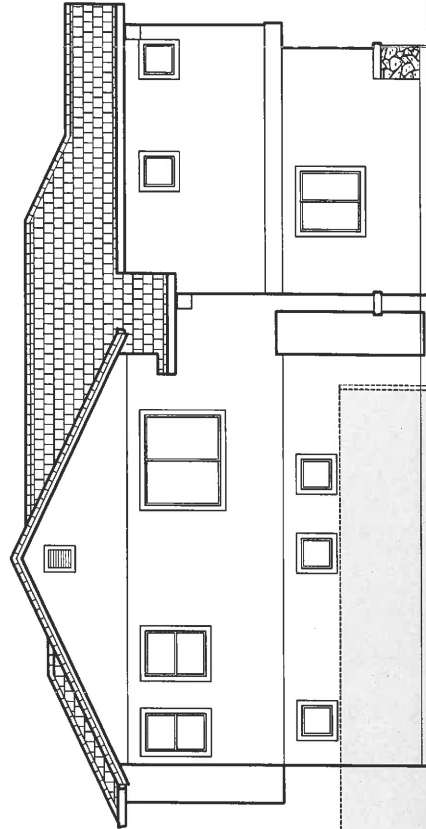
Roof Plan 'A'



Right

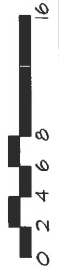


Rear



Left

Plan 1
Elevations 'A'





Elevation A



Elevation C

MATERIAL LEGEND

A FLAT CONCRETE TILE ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 WOOD TRIM
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

B CONCRETE VILLA ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 DECORATIVE TILE
 DECORATIVE METAL CROSS BARS
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

C FLAT CONCRETE TILE ROOFING
 GABLE ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 WOOD TRIM
 ACCENT VENTS
 SIMULATED STONE VENEER
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES



Elevation B

**Front Elevations
 Plan 2**



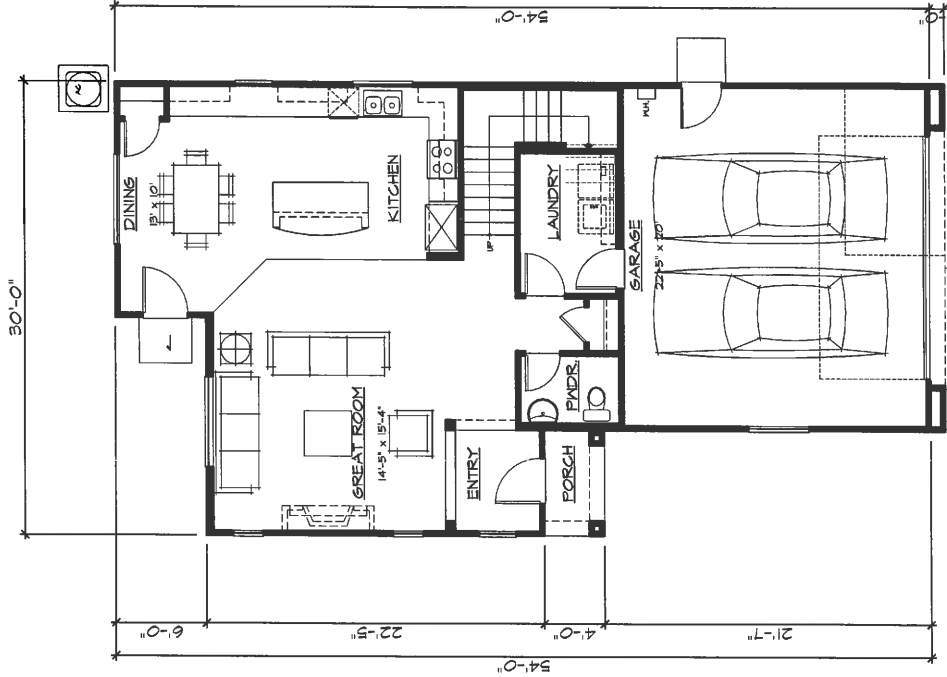
JUBILEE

SUISUN, CA



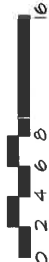
DISCOVERY
 DESIGN
 GROUP, LLC

Date 03/12/15

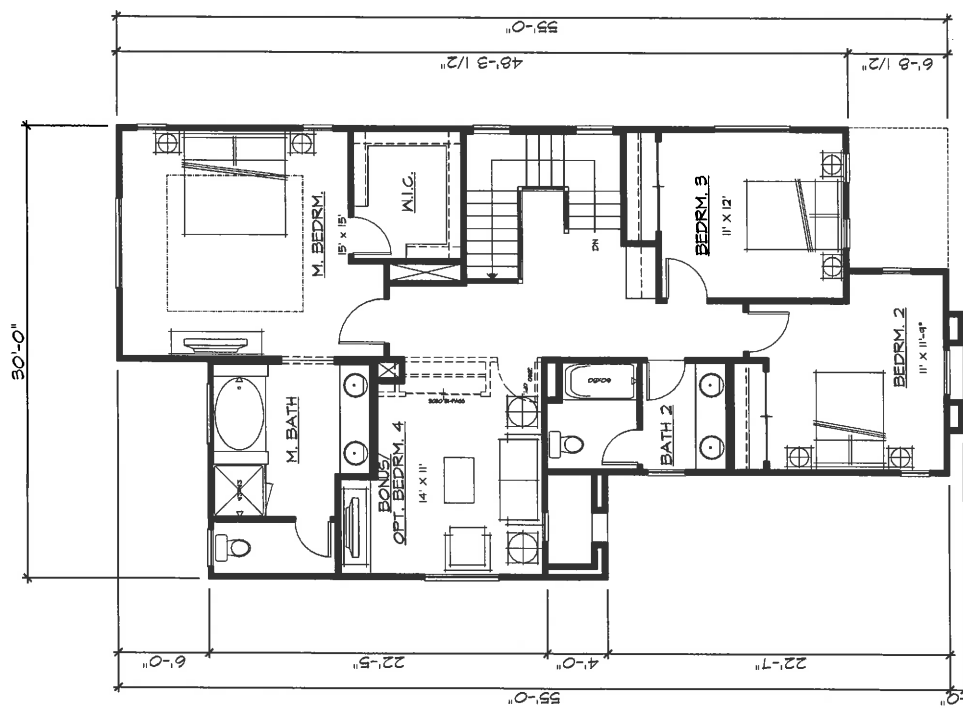


PLAN 2

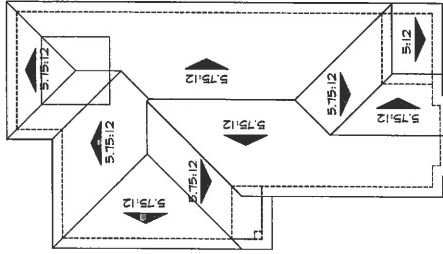
SQUARE FOOTAGE	
FIRST FLOOR	840 SF
SECOND FLOOR	1247 SF
TOTAL LIVING AREA	2137 SF
GARAGE	
	467 SF



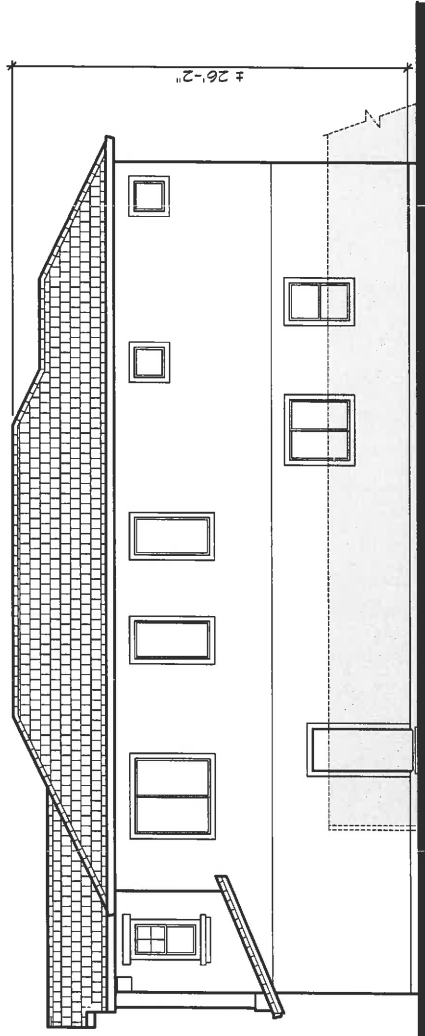
First Floor Plan



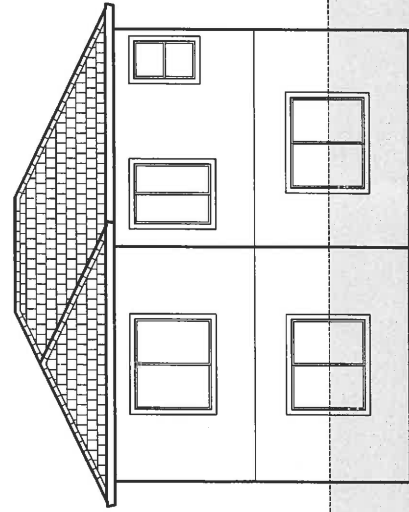
Second Floor Plan



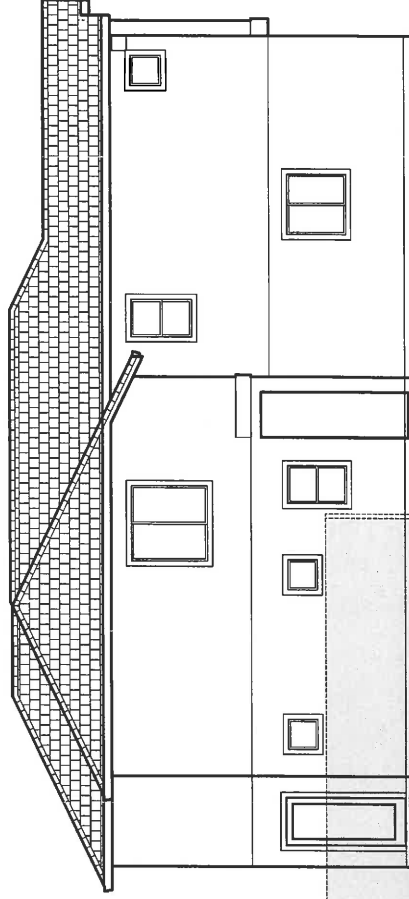
Roof Plan 'A'



Right



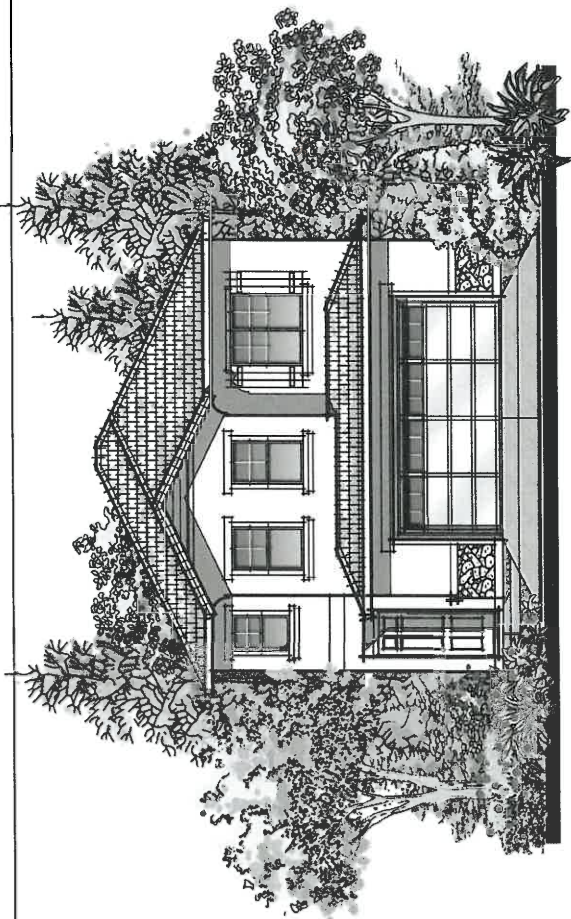
Rear



Left

**Plan 2
Elevations - 'A'**





Elevation A



Elevation C

MATERIAL LEGEND

- A** FLAT CONCRETE TILE ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 MOOD TRIM
 MOCK SHUTTERS
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

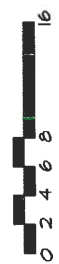
- B** CONCRETE VILLA ROOFING
 HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 DECORATIVE TILE
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

- C** FLAT CONCRETE TILE ROOFING
 GABLE ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 MOOD TRIM
 ACCENT VENTS
 MOCK SHUTTERS
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES



Elevation B

**Front Elevations
 Plan 3**

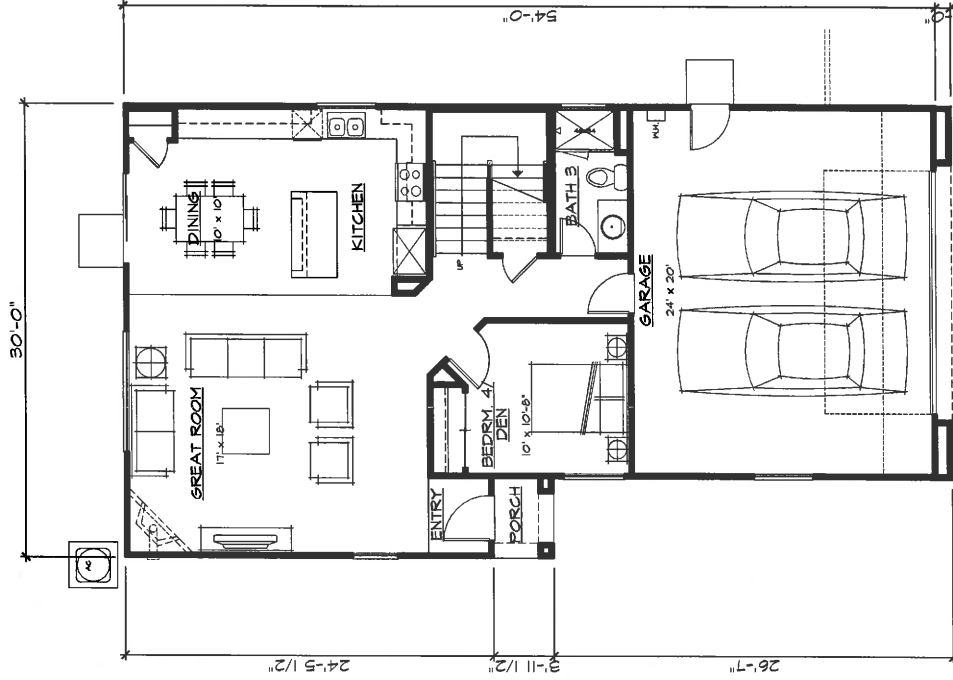


JUBILEE

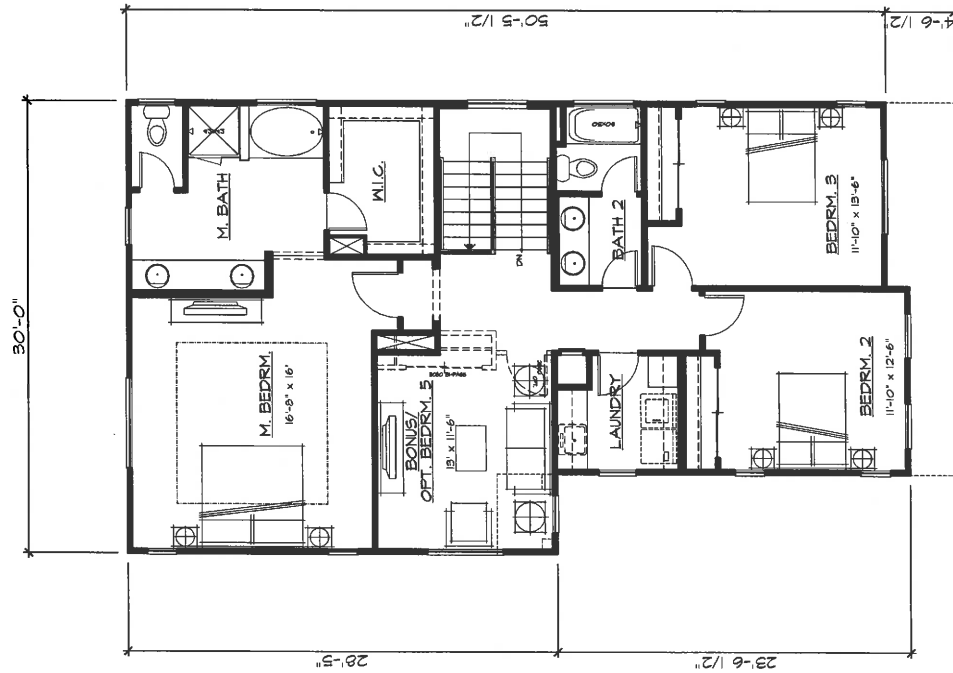
SUISUN, CA

DISCOVERY
 DESIGN
 GROUP, LLC

Date 03/12/15



First Floor Plan

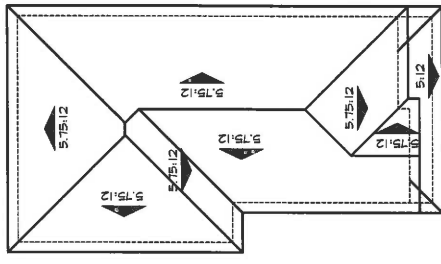


Second Floor Plan

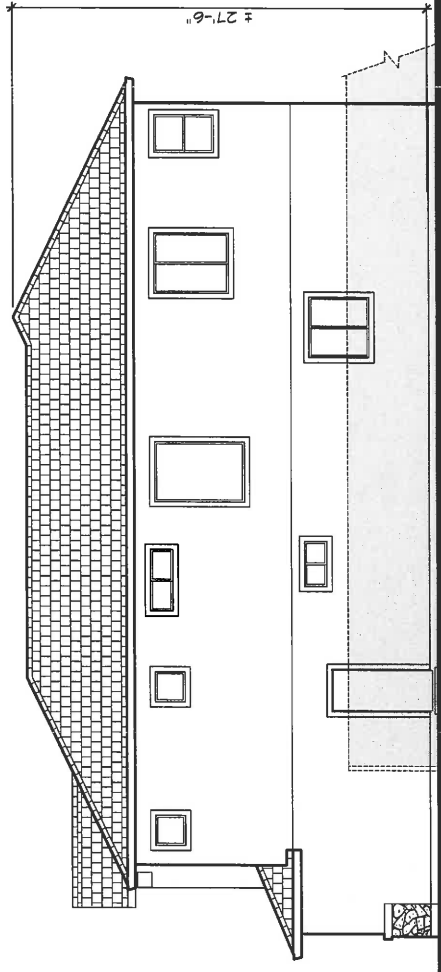
PLAN 3

SQUARE FOOTAGE	
FIRST FLOOR	462 SF
SECOND FLOOR	1947 SF
TOTAL LIVING AREA	2309 SF
GARAGE	
	501 SF

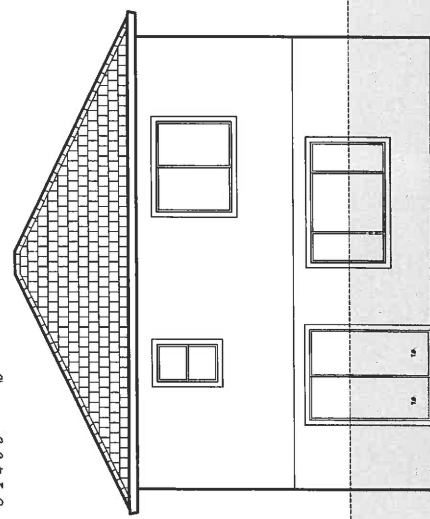




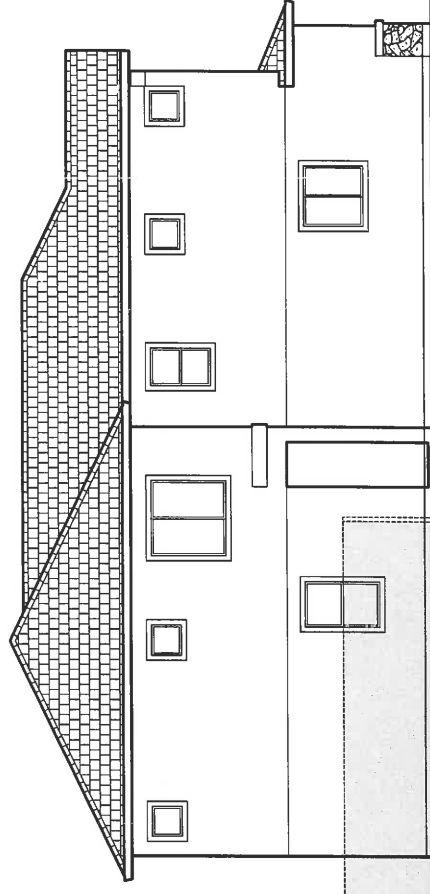
Roof Plan 'A'



Right



Rear



Left

**Plan 3
Elevations 'A'**





Elevation A



Elevation C

MATERIAL LEGEND

- A** FLAT CONCRETE TILE ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 HOOK SHUTTERS
 LAP SIDING
 MOOD TRIM
 SHALATED STONE VENEER
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

- B** CONCRETE VILLA ROOFING
 GABLE & HIP ROOFS
 STUCCO BODY
 STUCCO TRIM
 DECORATIVE TILE
 DECORATIVE METAL CROSS BARS
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES

- C** FLAT CONCRETE TILE ROOFING
 GABLE ROOFS
 STUCCO BODY
 STUCCO TRIM
 LAP SIDING
 MOOD TRIM
 ACCENT VENTS
 HOOK SHUTTERS
 ROLL-UP GARAGE DOORS
 W/ OPTIONAL LITES



Elevation B

**Front Elevations
 Plan 4**



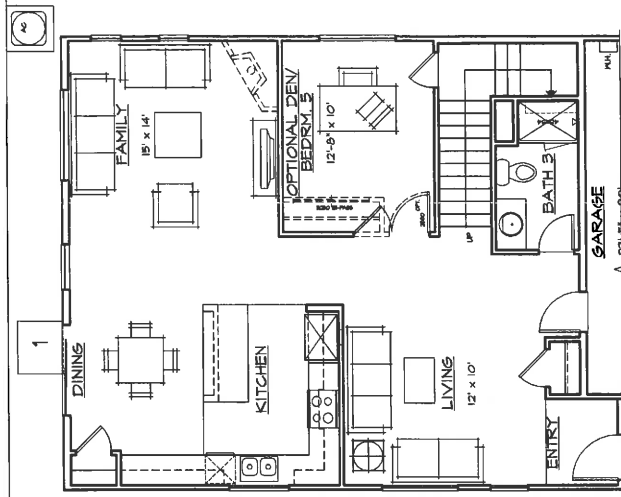
JUBILEE

SUISUN, CA



DISCOVERY
 DESIGN
 GROUP, LLC

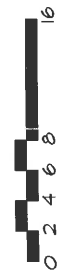
Date 03/12/15



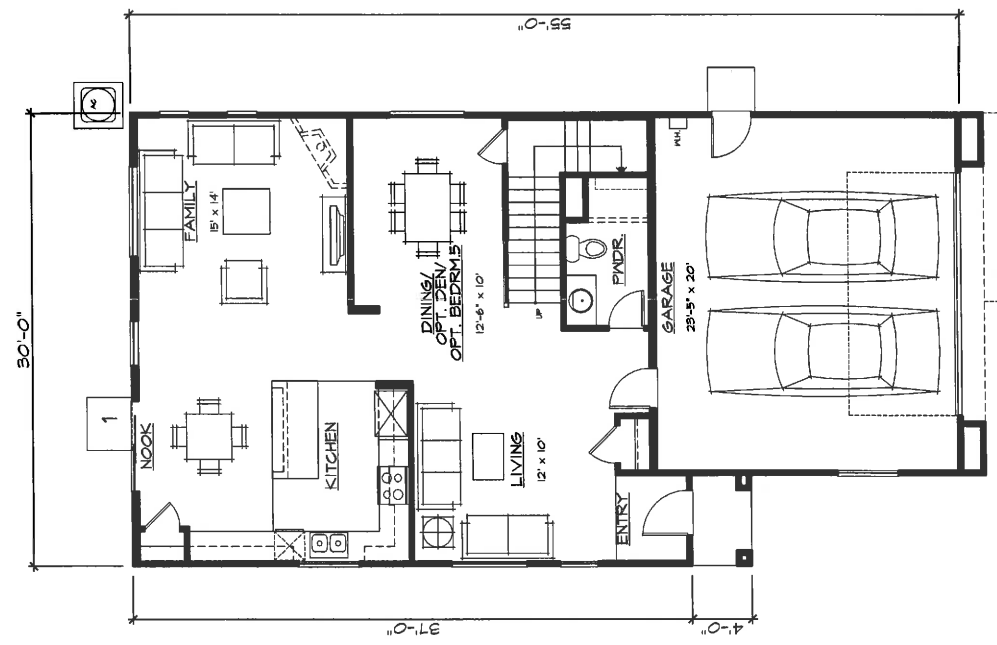
Optional Den/ Bedrm. 5

PLAN 4

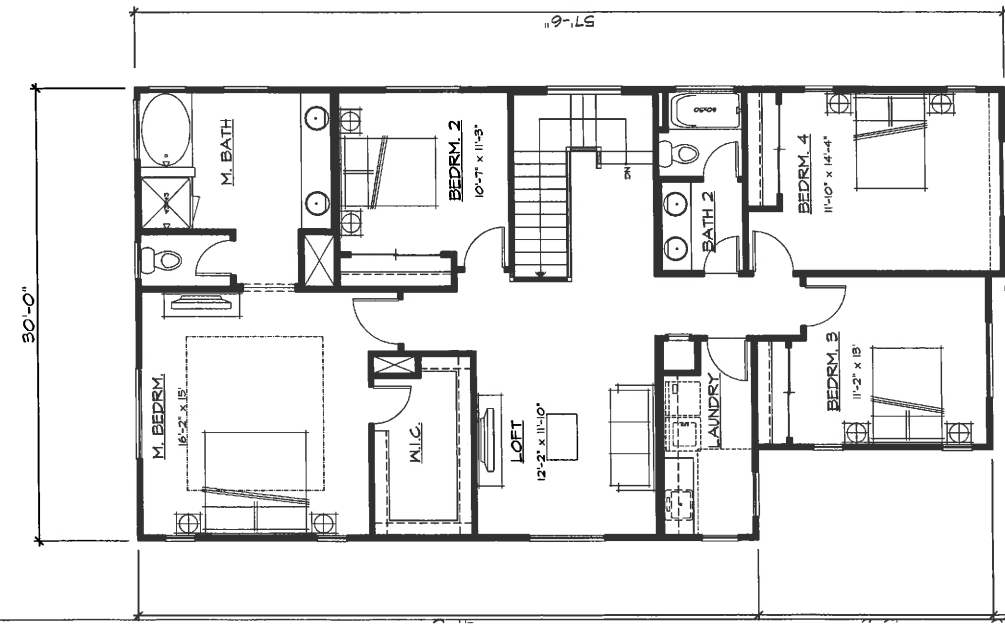
SQUARE FOOTAGE	
FIRST FLOOR	1055 SF
SECOND FLOOR	1547 SF
TOTAL LIVING AREA	2602 SF
GARAGE	487 SF



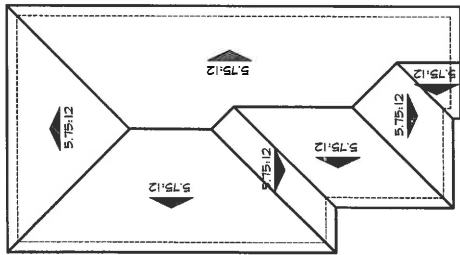
JUBILEE
 SUISUN, CA
 DISCOVERY
 DESIGN
 GROUP, LLC
 Date 03/12/15



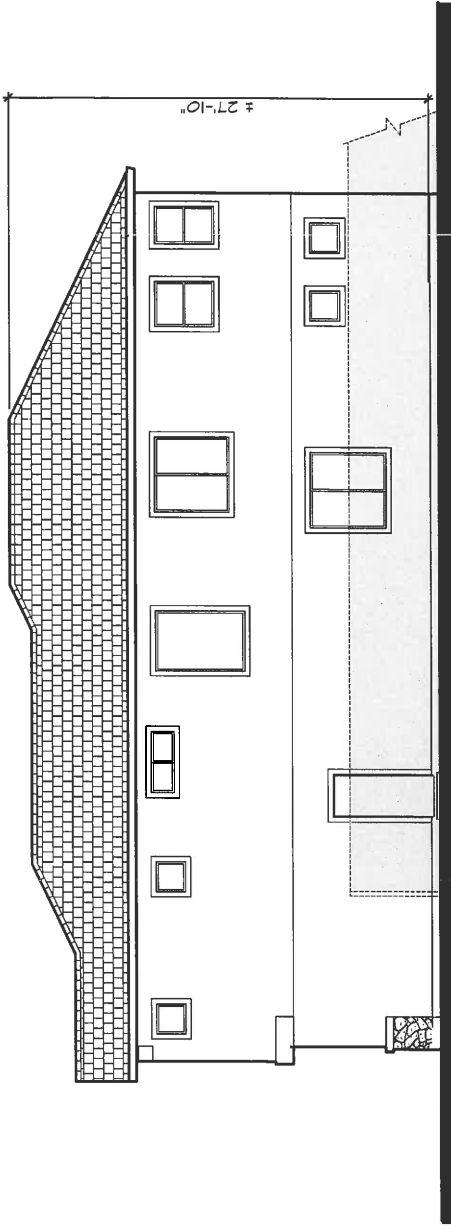
First Floor Plan



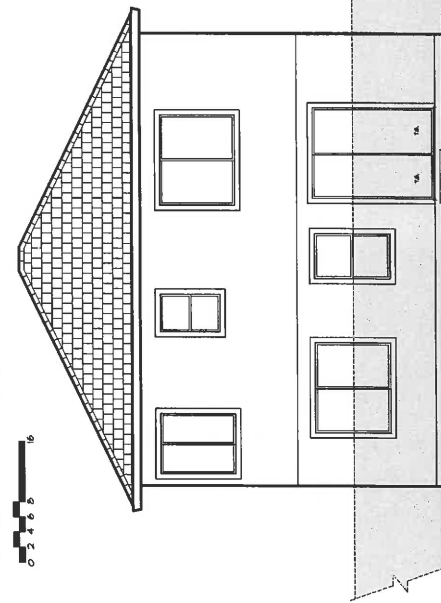
Second Floor Plan



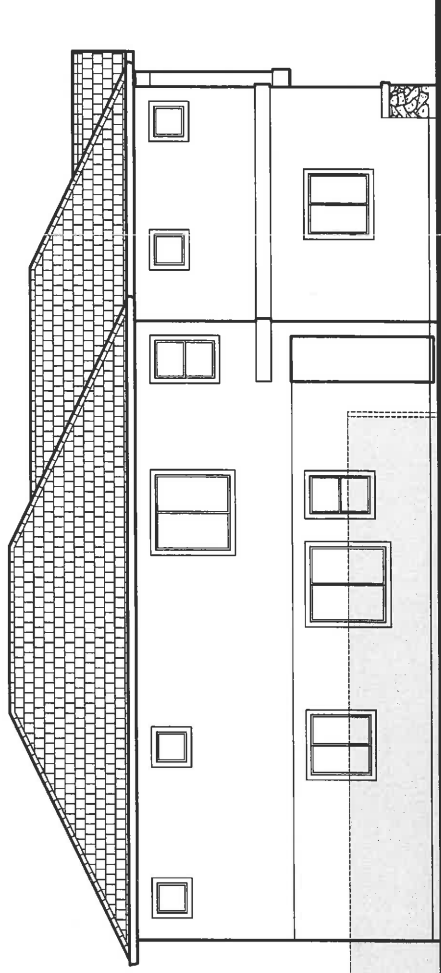
Roof Plan 'A'



Right

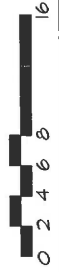


Rear



Left

**Plan 4
Elevations 'A'**



JUBILEE
SUISUN, CA
Secon Homes, Inc.

03/12/2015

	BODY 1	BODY 2	TRIM/ FASCIA/GARAGE DOOR	ACCENT/ENTRY DOOR	DECORATIVE CERAMIC TILE	STONE (El Dorado/Cultured Stone®)	S ROOF TILE (Boral/Eagle®)	FLAT ROOF TILE (Boral/Eagle®)
1	HL4281-2 CANTERBURY CATHEDRAL	HL4291-1 ADOBE WHITE	HL4281-2 LIND RUSH BONE	KM4964-3 CREME DE CHAMBL	SOL 10 CERAMIC MEXICAN TILE (6x6)	RUSTIC LEAF - CASCADE CHUDSPINAY COUNTRY LEDGESTONE®	CAMINO BLEND IVCS3163 2699 PEPPER BRONZE BLEND®	CHARCOAL BROWN BLEND IVCS1132 4689 BROWN RANGE®
2	HL4281-3 TRAIL DUST	OW4281-1 WISH BONE	KAG5964-3 WOVEN WILLOW	KM4964-3 MAPLE SUGAR	SOL 10 CERAMIC MEXICAN TILE (6x6)	ADJUSTABLE LEAF - BUCKSIN CAMEL COUNTRY LEDGESTONE®	BROWN BLEND IVCS3233 2699 BROWN RANGE®	BROWN BLEND IVCS3233 4689 BROWN RANGE®
3	HL4291-1 ADOBE WHITE	290 GRAN STONE	KM4946-2 TROPICAL TAN	KM4964-3 SANDALWOOD TAN	SOL 10 CERAMIC MEXICAN TILE (6x6)	ADJUSTABLE LEAF - INTERROOT BUCKS COUNTRY LEDGESTONE®	MARBLED TERRA COTTA IVCS4039 2321 TERRA COTTA FLASHED®	NEWPORT IVCS4039 4671 TERRA COTTA BLEND®
4	KM4790-3 KISS THE BLANNEY STONE	KM4791-3 CRICKET'S CROSS	KM4964-1 DESERT PALM	KM4964-1 TOPHAT	SOL 10 CERAMIC MEXICAN TILE (6x6)	STACKED STONE - SANTA FE HUDSON BAY COUNTRY LEDGESTONE®	BROWN BLEND IVCS3233 2699 BROWN RANGE®	BROWN BLEND IVCS3233 4689 BROWN RANGE®
5	OW4281-1 CIRC	KM4974-3 HIGHLAND GLASS	KM4791-3 CRICKET'S CROSS	KM4790-3 KISS THE BLANNEY STONE	SOL 10 CERAMIC MEXICAN TILE (6x6)	HILLSTONE - BERGAMO ASPEN WEDGED FIELDSTONE®	DONES TAN IVCS3008 2349 SANTA PAULY®	CEDAR BLEND IVCS3298 3357 LIVE OAK®

The perfect color may vary from actual colors and appearance.
The color of the paint may vary from actual colors and appearance.

Color Choices

Paint: Kelly Moore

Roofing: Boral OR Eagle®

Stone/Brick: El Dorado OR Cultured Stone®

JUBILEE
SUISUN, CA
Secon Homes, Inc.

03/12/2015

	BODY 1	BODY 2	TRIM/ FASCIAGARAGE DOOR	ACCENT/ENTRY DOOR	DECORATIVE CERAMIC TILE	STONE (El Dorado/Cultured Stone*)	S ROOF TILE (Boral/Eagle*)	FLAT ROOF TILE (Boral/Eagle*)
6	KN6946-1 JUTE	211 CHADWICK	27 BONE	KN6296-5 CRANBERRY CRAZE	D-401 CORALIT CERAMIC MEXICAN TILE (660)	RUSTIC LEVIG - CASCADUE CHARDONNAY COUNTRY LEDGESTONE*	BROWN BLEND IVCS223 2609 BROWN BLEND*	DUNESTAN IFC0146 351 ORO VALLEY*
7	MISSION TAN LRV7	21 SOFT WHITE	KN0943-3 CREAM DE CARAMEL	KN4276-1 CLIPPERSHIP TWILL	D-401 CORALIT CERAMIC MEXICAN TILE (660)	BLUFFSTONE - LA PLATA ASPEN COUNTRY LEDGESTONE*	GOLDENROD IVCS616 STUNNERS BLEND 244*	CHARCOAL BROWN BLEND IFCAS111 4609 BROWN BLEND*
8	171 SAND PEBBLE	KN4406-5 ROYAL CROWN	21 SOFT WHITE	KN4296-5 CRANBERRY CRAZE	D-401 CORALIT CERAMIC MEXICAN TILE (660)	CLIFFSTONE - MESQUITE ECHO BOUNTY COUNTRY LEDGESTONE*	GULFSTREAM IVCS496 2601 LOS PALMES BLEND*	NEWPORT SUN IFC5693 4671 VILLAGE BLEND*
9	301 OAKWOOD	412 CARGO	35 NAVALO WHITE	KN4296-5 CRANBERRY CRAZE	D-401 CORALIT CERAMIC MEXICAN TILE (660)	BLUFFSTONE - BODEGA BUCKS COUNTY COUNTRY LEDGESTONE*	GULFSTREAM IVCS496 2601 LOS PALMES BLEND*	CHARCOAL BROWN BLEND IFCAS111 4609 BROWN BLEND*
10	41 WISE OWL	KN4276-1 CLIPPERSHIP TWILL	KN4296-5 CRANBERRY CRAZE	KN4296-5 CRANBERRY CRAZE	D-401 CORALIT CERAMIC MEXICAN TILE (660)	FIELDLEDGE - VENEZO BUCK COUNTY DRESSED FIELDSTONE*	DUNESTAN IFC0146 351 ORO VALLEY*	NEWPORT SUN IFC5693 4671 VILLAGE BLEND*

The picture samples may vary from actual color and appearance.

Discovery Builders Inc. reserves the right to substitute like color, styles and/or change product brand.

Color Chart Key

Paint: Kelly Moore

Roofing: Boral OR Eagle*

Stone/Brick: El Dorado OR Cultured Stone*

AGENDA TRANSMITTAL

MEETING DATE: April 28, 2015

PLANNING COMMISSION AGENDA ITEM: Resolution No. PC15-___; A Resolution of the Planning Commission of the City of Suisun City Adopting Planning Commission Bylaws and Rescinding the 1997 Planning Commission Rules of Procedure.

BACKGROUND: At the January 13, 2015 Planning Commission meeting, the Commission asked staff to bring back an item for discussion regarding bylaws for the Planning Commission. Staff performed some cursory research and has assembled information relating to bylaws from other Commissions in California for reference.

At the February 10, 2015 Planning Commission meeting, staff provided information for the Commission to consider when considering establishing bylaws. The Commission asked staff to take a look at other Solano County jurisdictions had in the way of bylaws or rules of procedure.

At the February 24, 2015 Planning Commission meeting, the Commission considered examples from other local jurisdictions that staff provided and ultimately chose to form a sub-committee consisting of Commissioners Pal and Smith.

At the April 14, 2015 Planning Commission meeting, the Commission discussed draft bylaws and provided staff direction to complete some administrative changes to the draft document (including formatting) and bring the bylaws back for formal adoption.

STAFF REPORT: During the past several weeks, staff and the sub-committee worked closely in developing draft bylaws for the Commission. While collaborating with the sub-committee on development of bylaws, staff discovered Rules of Procedure that were adopted by the Planning Commission on January 28, 1997. There was no resolution adopting Rules of Procedure, however they were adopted by minute action, providing for a lack of clear record. Using the information from 1997 document and the significant research and input of the sub-committee, a set of bylaws are provided for the Planning Commission for consideration.

With adoption of the bylaws the Commission will be rescinding the 1997 Rules of Procedure. Moving forward, the bylaws may be amended by Commission resolution.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission: **Adopt** Resolution No. PC15-___: A Resolution of the City of Suisun City Planning Commission Adopting Planning Commission Bylaws and Rescinding the 1997 Planning Commission Rules of Procedure.

PREPARED BY:

John Kearns, Associate Planner

APPROVED BY:

Jason Garben, Development Services Director

ATTACHMENTS:

1. Resolution No. PC15-___: A Resolution of the City of Suisun City Planning Commission Adopting Planning Commission Bylaws and Rescinding the 1997 Planning Commission Rules of Procedure.
 - a. Planning Commission Bylaws

RESOLUTION NO. PC15-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
ADOPTING PLANNING COMMISSION BYLAWS AND RESCINDING THE 1997 PLANNING
COMMISSION RULES OF PROCEDURE**

WHEREAS, the Planning Commission at a regular meeting on April 28, 2015 reviewed the Planning Commission Bylaws; and

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, adoption of the Planning Commission bylaws (Exhibit A) would rescind the 1997 Planning Commission Rules of Procedure.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC15- ; A Resolution of the City of Suisun City Planning Commission Adopting Planning Commission Bylaws, and rescinding the 1997 Planning Commission Rules of Procedure.

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 28th day of April 2015

Anita Skinner
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 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.

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. 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.

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 Planning Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the

meeting. The Planning 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 two-thirds 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 any number of 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.

Residents and staff of Suisun City may, at the discretion of the Chair, be appointed 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 7:00 p.m. in the Council Chambers of the City Hall unless otherwise determined by the Planning Commission or the Planning 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 Planning 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 Planning 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, when 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

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 mater
- 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

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

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)
- Communications & Petitions
- 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.
- 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 determine the matter or continue 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.
- 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 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.

AGENDA TRANSMITTAL

MEETING DATE: April 28, 2015

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-005 for Establishment of a Childcare Center at 1101 Anderson Drive, Suite 100, APN 0173-670-320.

ENVIRONMENTAL REVIEW: This project is categorically exempt from the California Environmental Quality Act (CEQA), under Section 15301, Existing Facilities.

BACKGROUND: In April 2014, the Planning Commission approved a Conditional Use Permit for a preschool at this location. The maximum capacity was for fourteen children. The operator chose not to move forward with the use and thus the unit has remained vacant. The other suite in the main building is occupied by an insurance company.

STAFF REPORT: The applicant has requested consideration of a childcare center that offers preschool: Pre-Kindergarten Readiness with a toddler session. Below are details about the proposed operation, as submitted by the applicant:

- Between 14 and 20 children are expected to attend.
- Children will range from 30 months to pre-Kindergarten age.
- There will be three employees.
- Facility will be operated between 6:30am and 6:00pm.
- Indoor area totals 1,200 square feet.
- Per State of California Community Care Licensing regulations, there must be 75 square feet of outdoor activity area per child. The applicant has provided dimensions of the improved/paved area that she would like to have fenced to meet the state regulations. Bark or rubber mulch will be placed on the ground which is also a requirement of Community Care Licensing. Staff is recommending a condition that the Development Services Department be authorized to approve the fencing plan.
- The site has a total of 22 parking spaces available. Per the Suisun City Municipal Code Section 18.52.040.B.8.a, preschools are required to provide parking space for each employee as well as one space for every five children. This would be a total of 7 spaces. Staff also believes that (except for the parking for employees) the other spaces will not be used for more than a short period at a time due to the "pick-up/drop-off" nature of the operation.

This use is not specifically listed within the General Commercial Zoning District, but Section 18.28.030(K) reads "Generally. Any other retail, service, public or quasipublic use which is similar in nature, function or operation to the listed conditional uses" shall be considered a conditional use. It is staff's opinion that the childcare center use is similar in nature, function or operation to a group care home except the proposed use would not be used for overnight accommodations or living quarters. Additionally, the Planning Commission has previously approved a similar use (less capacity) at this location.

PREPARED BY:

John Kearns, Associate Planner

REVIEWED/APPROVED BY:

Jason Garben, Development Services Director

Proposed Findings for Planning Commission Consideration

1. Notice has been given in the time and in the manner required by State Law and City Code because a public notice was published on April 18, 2015 in the *Daily Republic* newspaper and mailed to surrounding property owners within a 300 foot radius on April 16, 2015.
2. That the proposed project, when subject to the conditions will not conflict with the Goals, Objectives, and Policies of the General Plan, the purposes of the zoning district in which the site is located, and the regulations within the Lawler Ranch Commercial Design Guidelines because the General Commercial General Plan designation and General Commercial Zoning classification as well as the Lawler Ranch Commercial Design Guidelines either permit or conditionally permit these types of uses in this area and the proposed improvements meet the purpose of the zoning district.
3. That the proposed use, when subject to the conditions, will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity, or to the general welfare of the City, because the applicant has taken necessary precautions to diminish any concerns through the project description.
4. That the proposed project has been considered through a Conditional Use Permit process as required by the Suisun Zoning Ordinance as the public hearing took place on April 28th and testimony and materials were considered by the Planning Commission prior to adoption of the resolution.
5. The project is exempt from the California Environmental Quality Act (CEQA) per Section 15301: Existing Facilities because the building was approved in 2007 and 2012 by the Planning Commission and only safety improvements (e.g. exterior fencing) will be installed within public view.

STAFF RECOMMENDATION: Adopt Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-005 for Establishment of a Childcare Center at 1101 Anderson Drive Suite 100.

ATTACHMENTS:

1. Location Map
2. Resolution PC15-___; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit No. UP 14/5-005 for Establishment of a Childcare Center at 1101 Anderson Drive Suite 100.
3. Application Materials

1101 Anderson Dr.



RESOLUTION NO. PC15-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
APPROVING CONDITIONAL USE PERMIT APPLICATION NO. UP14/5-005
ESTABLISHING A CHILDCARE CENTER AT 1101 ANDERSON DRIVE, SUITE 100,
APN 0173-670-320.**

WHEREAS, the Planning Commission at a regular meeting on April 28, 2015 did review Conditional Use Permit Application No. UP14/5-005 establishing a childcare center at 1101 Anderson Drive, Suite 100; and

WHEREAS, the public notice was published in the Daily Republic on April 18, 2015 and a notice was mailed to surrounding property owners located within a 300 foot radius of this site; and

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

WHEREAS, the applicant and members of the public were present to speak on the application; and

WHEREAS, The Conditional Use Permit application is exempt from the analysis required by the State of California Environmental Quality Act (CEQA) under Section 15301 Existing Facilities; and

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

In order for the Planning Commission to approve the conditional use permit the following findings must be made:

1. Notice has been given in the time and in the manner required by State Law and City Code because a public notice was published on April 18, 2015 in the *Daily Republic* newspaper and mailed to surrounding property owners within a 300 foot radius on April 16, 2015.
2. That the proposed project, when subject to the conditions will not conflict with the Goals, Objectives, and Policies of the General Plan, the purposes of the zoning district in which the site is located, and the regulations within the Lawler Ranch Commercial Design Guidelines because the General Commercial General Plan designation and General Commercial Zoning classification as well as the Lawler Ranch Commercial Design Guidelines either permit or conditionally permit these types of uses in this area and the proposed improvements meet the purpose of the zoning district.
3. That the proposed use, when subject to the conditions, will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity, or to the general welfare of the City, because the applicant has taken necessary precautions to diminish any concerns through the project description.
4. That the proposed project has been considered through a Conditional Use Permit process as required by the Suisun Zoning Ordinance as the public hearing took place on April 28th and testimony and materials were considered by the Planning Commission prior to adoption of the resolution.

5. The project is exempt from the California Environmental Quality Act (CEQA) per Section 15301: Existing Facilities because the building was approved in 2007 and 2012 by the Planning Commission and only safety improvements (e.g. exterior fencing) will be installed within public view.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC15- ; A Resolution of the City of Suisun City Planning Commission Approving Conditional Use Permit Application No. UP14/5-005 Establishing a Childcare Center at 1101 Anderson Drive, Suite 100 subject to the following Conditions and all other applicable Suisun City Codes and Ordinances:

1. The applicant must apply for and receive appropriate licensing from State of California Community Care Licensing.
2. The applicant must apply for and receive a building permit for any improvements requiring so.
3. To the extent possible, drop-offs and pick-ups shall be done on the eastern portion of the parking lot.
4. Use of the outdoor play area must not begin until after 9am.

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 28th day of April 2015

Anita Skinner
Commission Secretary

Use Permit

Summary Project Description

submitted by: LaTasha Freeman Wilson

Project Name: The Learning Tree Child Development Center

Property Address: 1101 Anderson Drive Suite: 100

Suisun City, CA 94585

Use: Child Development Center that offers Preschool, Pre-kindergarten Readiness with a Toddler Session.

Services:

Children ages: All children must be potty trained prior to enrollment

Toddlers: 30months to 36months

Preschool Pre-Kindergarten: 36months to pre-kindergarten age

Number of Students: 14 to 20 children

Number of Employees: 3 employees

Staff includes myself and 2 Fully Qualified Teachers; once at maximum enrollment; (1 full-time and 1 part-time.)

Hours of Operation: 6:30 am to 6:00 pm; Monday thru Friday.

Meals/Snacks

Kitchenette Area will have a refrigerator, cabinets/storage, microwave oven and single sink.

Light healthy snacks will be provided per class session.

No cooked meals/foods will be provided or offered. Roof access is in this area also.

Inside Classroom and Outside Play Area

The inside entrance door will have a buzzer attached so that each time the door is open staff will be alerted. The square footage for the inside area is 1200 sq. ft

RESTROOM: There are 2 restrooms. One restroom is for children enrolled in the center and the other is for the staff and parents.

Outside Play Area:

The outside play area will be surrounded by a fence, which will be a minimum of 6ft, with a doubled locked gate. The second lock will be placed at the top out of children reach. A distinctive buzzer will sound on the inside classroom during the hours of operation if the gate is open. The gate will be locked after hours and on weekends.

Outside play schedule will be posted to ensure the number of kids, with a fully qualified teacher, do not exceed 75 square feet per child per licensing requirements.

Outside square footage for play:

The paver bricks will be removed; bark or rubber mulch will be placed on the ground.

Length: 42ft (from the door to the edge of paved court)

Width: 30'4" (the widest area)

Width: 25'6" (the middle area)

Width: 19ft (the narrowest section)

Traffic

Clients will drop off and pick-up according to the session they enrolled their child/ children in. The hours will not conflict or add additional traffic with that of the Crescent Elementary School parents drop off and pick up schedule.

Parking

Parking is available on the property for parents/clients for dropping off & pick up Also any potential deliveries.

Number of Parking spaces: 22 - there are 2 handicapped parking spaces.

Refuse

Refuse pick-Up will be schedule by Republic Services. An enclosed structure is on the property for refuse storage until pick up. Means of access is appropriate for Republic Services truck for picking up.

Office/Staff Area

Designated for staff and other office materials & hardware.

Additional Information:

Smoke detectors will be installed where needed

No known prior property use description is available at this time.

The dimensions of this property are based on measurements given by the owner except the outside area. You can verify with the property owner if you have questions.

1101 Anderson Ste 100

