



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

CITY COUNCIL MEETING

First and Third Tuesday  
Every Month

## A G E N D A

### ECONOMIC PANDEMIC IMPACT CITIZEN ADVISORY COMMITTEE

MONDAY, JUNE 29, 2020

6:00 P.M.

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

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#### **NOTICE**

*Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the Economic Pandemic Impact Citizen Advisory Committee includes participation via the application, Zoom.*

#### *ZOOM MEETING INFORMATION:*

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

*WEBINAR ID: 810 5150 4748*

*CALL IN PHONE NUMBER: (707) 438-1720*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING BY EMAILING [CLERK@SUISUN.COM](mailto:CLERK@SUISUN.COM)  
(PRIOR TO 3:00 PM DAY OF MEETING), OR VIA WEBSITE OR PHONE APPLICATION, ZOOM*

#### **ROLL CALL**

#### **PUBLIC COMMENT**

*(Oral participation from the audience is limited to 3 minutes to each speaker).*

#### **GENERAL BUSINESS**

1. Update on City Council Emergency Directive to Allow Restaurants/Retail Space to Provide Outdoor/Sidewalk Dining and Retail Activities – (Greg Folsom).
2. Business License Contact List Update, Presentation by Cecilia Ochoa and Khaleemah Rashid, Asian Pacific Islander American Public Affairs (APAPA) Interns - (Zen Hunter-Ishikawa).
3. Chamber of Commerce Updates – (Alma Hernandez, Jonicon George, Andrea Garcia).
4. Future Shutdown Protocols to Protect Local Economy/Businesses and Utilize Local Chamber Resources (Alma Hernandez, Jonicon George).
5. Items for Future Economic Pandemic Impact Citizen Advisory Committee for Consideration as Requested by Members of the Committee.
6. Date and Time of Next Economic Pandemic Impact Committee Meeting.

#### **ADJOURNMENT**

Agenda related writings or documents provided to a majority of the Committee less than 72 hours prior to a Committee meeting will be made available for public inspection during normal business hours. An agenda packet located at the entrance to the Council Chambers during the meeting for public review. Assistive listening devices may be obtained at the meeting.

DEPARTMENTS: AREA CODE (707)

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

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**CITY OF SUISUN CITY**

701 Civic Center Blvd.  
Suisun City, California 94585  
Incorporated October 9, 1868

**PRESS RELEASE  
FOR IMMEDIATE RELEASE**

Contact: City Manager Greg Folsom 707-421-7300

**LOCAL EMERGENCY DIRECTIVE – OUTDOOR DINING AND RETAIL**

**Suisun City, CA – June 19<sup>th</sup>, 2020**

The Suisun City Economic Pandemic Impact Citizen Advisory Committee (EPIC Committee) met on June 15, 2020 and collectively expressed support to loosen requirements for outdoor commercial activities during the health order. The Suisun City Municipal Code has a section of the zoning code Section 18.64 “Sidewalk Cafes” which provides provisions relative to outdoor commercial activities. To be more flexible and allow businesses with challenging social distancing requirements to continue to operate, the City Manager, acting as the Director of Emergency Services, has determined that allowing outdoor use of sidewalks, streets, and parking spaces would help to offset the loss (or limitation) of use of interior spaces for the same activities and has issued an Emergency Directive authorizing amended procedures.

In addition to waiving the application fee, the Directive calls for an expedited process to allow for outdoor dining or outdoor retail adjacent to an existing place of business. Interested business owners are encouraged to contact the Development Services Department with any questions they might have at [developmentsservices@suisun.com](mailto:developmentsservices@suisun.com) or (707) 421-7335.

City Manager Greg Folsom stated, “It is critical that Suisun City businesses be able to accommodate customers in order to generate enough revenue to stay in business given current business operating guidelines under COVID. This Directive will help expedite the process of allowing outdoor dining or retail displays in Suisun City.”

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## RESOLUTION NO. 2020-79

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY  
RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' LOCAL  
EMERGENCY DIRECTIVE TO ALLOW LIMITED ENCROACHMENT ON  
SIDEWALKS, STREETS, AND PARKING LOTS FOR OUTDOOR DINING AND  
RETAIL ACTIVITIES**

**WHEREAS**, in December, 2019, an outbreak of illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China; and

**WHEREAS**, on March 3, 2020, Governor Newsom declared the existence of a state of emergency for the State of California; and,

**WHEREAS**, on March 11, 2020, the Director-General for the World Health Organization declared that COVID-19 can be characterized as a “pandemic”; and

**WHEREAS**, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

**WHEREAS**, on March 16, 2020, the City’s Director of Emergency Services declared a local emergency pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that that conditions of extreme peril to the safety of persons and property have arisen within the City of Suisun City and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Suisun City; and,

**WHEREAS**, on March 17, 2020, the City Council of the City of Suisun City adopted Resolution No. 2020-40, ratifying the Director of Emergency Services’ declaration of local emergency; and

**WHEREAS**, based on the public health threat caused by COVID-19, the City’s businesses have been shut down (except in some limited capacity) for almost three months. As a result, businesses have lost a great deal of revenue. The economic devastation affects the City’s health, safety, and welfare.

**WHEREAS**, the County of Solano is now allowing certain businesses to reopen with certain restrictions. The guidelines for these businesses are provided by Cal-OSHA/CDPH’s COVID-19 *Industry Guidance: Dine-In Restaurants* (found here: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>), and *COVID-19 Industry Guidance: Retail* (found here: <https://covid19.ca.gov/pdf/guidance-retail.pdf>) (collectively, *Industry Guidance*); and

**WHEREAS**, on June 19, 2020, the Director of Emergency Services issued additional directives under his authority pursuant to Section 2.32.070(A) of the Suisun City Municipal Code to temporarily allow encroachment onto sidewalks, streets, and parking lots for retail activities and for outdoor dining for existing restaurants; and

**WHEREAS**, the Mayor and City Council of the City of Suisun City find that the social distancing limitations restrict the number of customers that can be served by restaurants and retail businesses. In order to allow these businesses to serve more customers and increase revenue at a time when economic recovery is critically important, expansion of retail and

1 dining areas into sidewalks, streets, and parking areas is desirable, as this can provide  
2 additional space where customers can be served in compliance with the *Industry Guidance*;  
and

3 **WHEREAS**, after consideration of all facts reasonably available presently for review  
4 and all items, the City Council now desires to ratify the Director of Emergency Services' June  
5 18, 2020 directive allowing temporary encroachment permits for existing restaurants and  
retail businesses to allow outside retail activities and dining on sidewalks, streets, and parking  
lots.

6 **NOW, THEREFORE**, the City Council of the City of Suisun City does resolve and  
7 order as follows:

8 1. The above recitals are true and correct and are incorporated herein by  
reference.

9 2. The Director of Emergency Services has the authority to issue directives as  
10 deemed necessary for the protection of the public health during the existence of the local  
emergency.

11 3. Effective immediately, and for the duration of the local emergency, or for as  
12 long as Cal-OSHA/CDPH's *COVID-19 Industry Guidance: Dine-In Restaurants* and *COVID-*  
13 *19 Industry Guidance: Retail* apply, whichever ends first, temporary encroachment permits  
for outdoor dining and retail activities may be obtained by existing restaurants.

14 4. Restaurants and retail businesses wishing to temporarily expand their dining  
15 areas pursuant to Section 1, above, shall be required to obtain temporary encroachment  
permits. Permit fees shall be waived.

16 6. Effective immediately, and while this resolution is in effect, enforcement of the  
17 following provisions of the Suisun City Municipal Code (SCMC) shall be modified as  
follows:

18 a. A temporary encroachment permit application pursuant to this resolution shall  
19 comply with the requirements of Section 18.64.030, except that the application shall require  
one set of proposed plans, not two.

20 b. Section 18.64.020 (Applicability) of Chapter 18.64 (Sidewalk Cafés) currently  
21 provides in relevant part that a "sidewalk café area must be located adjacent to the restaurant  
22 and may be located along a street, within a pedestrian mall or plaza, or alley." Sidewalk cafés  
23 shall be additionally permitted in all City-designated outdoor spaces, which may include  
sidewalks, streets, and parking lots, provided the use can be accommodated without undue  
interference with pedestrian and vehicular traffic.

24 c. Enforcement of parking ratios for existing retail or restaurant businesses, as  
25 provided in Table 18.42.02 of the SCMC, is temporarily suspended.

26 d. Perimeter barriers, as required by Section 18.64.050, shall not be required for  
27 temporary encroachments on sidewalks, but shall be required for temporary encroachments on  
parking lots and streets.

28 e. Section 18.64.060(G), allowing restaurant furnishings to be left outside  
overnight shall not apply to temporary encroachment permits issued pursuant to this

1 resolution. All retail businesses and restaurants that obtain a temporary encroachment permit  
2 must bring all their furnishings inside every evening after closing.

3 7. The temporary encroachment permits issued pursuant to this resolution shall  
4 expire upon the sooner of the lifting of the *Industry Guidelines* or the local state of  
5 emergency, unless revoked sooner. Upon expiration or revocation of its temporary  
6 encroachment permit, the establishment shall immediately comply with all applicable  
7 municipal code provisions.

8 8. A temporary encroachment permit issued under this resolution may be revoked  
9 by the City for failure to comply with all applicable SCMC provisions, or for noncompliance  
10 with this resolution.

11 9. Notwithstanding anything to the contrary, this resolution may be rescinded or  
12 amended by the City Council for any reason prior to the lifting of the local state of emergency  
13 or of the *Industry Standards*.

14 10. Violation of or failure to comply with this resolution, any directives of the  
15 Director of Emergency Services, or the Solano County Shelter at Home health order is a  
16 misdemeanor punishable by fine, imprisonment, or both (Health and Safety Code § 120275, et  
17 seq.; Penal Code §§ 69,148(a)(1).)

18 11. During the existence of the local emergency, the Director of Emergency  
19 Services has the authority to issue additional directives as needed to address the effects of  
20 COVID 19.

21 12. This Resolution shall take effect immediately. This Resolution and its contents  
22 will be published and promulgated in as widespread a manner as is reasonable feasible under  
23 the conditions prevailing during this local emergency.

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1 The foregoing resolution was adopted by the City Council of the City of Suisun City at a  
2 regular meeting thereof held on the 23<sup>rd</sup> day of June, 2020.

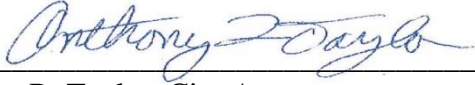
3 **AYES:** Councilmembers: Adams, Day, Segala, Williams, Mayor Wilson  
4 **NOES:** Councilmembers: None  
5 **ABSENT:** Councilmembers: None  
6 **ABSTAIN:** Councilmembers: None

7 \_\_\_\_\_  
Lori D. Wilson, Mayor

8 ATTEST:

9 \_\_\_\_\_  
Donna Pock, CMC, Deputy City Clerk

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11 APPROVED AS TO FORM:

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13 By:   
14 Anthony R. Taylor, City Attorney  
15 Aleshire & Wynder, LLP  
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## CITY OF SUISUN CITY

701 Civic Center Blvd.  
Suisun City, California 94585  
Incorporated October 9, 1868

June 19, 2020

### **LOCAL EMERGENCY DIRECTIVE TO ALLOW LIMITED ENCROACHMENT ON SIDEWALKS, STREETS, AND PARKING LOTS FOR OUTDOOR DINING AND RETAIL ACTIVITIES**

On March 16, 2020, in my capacity as Director of Emergency Services and pursuant to the authority vested in that position by Chapter 2.32 of the Suisun City Municipal Code, I declared a state of local emergency related to the rapidly evolving public health threat caused by Coronavirus (COVID-19). That declaration was ratified on March 17, 2020 by City Council Resolution No. 2020-40.

As provided by the declaration of local emergency, and by Resolution No. 2020-40, as Director of Emergency Services I have the authority to issue directives as deemed necessary for the protection of the public health.

Based on the public health threat caused by COVID-19, the City's businesses were shut down (except in some limited capacity) for almost three months. As a result, businesses have lost a great deal of revenue. The economic devastation affects the City's health, safety, and welfare. In the recent weeks, the County of Solano has moved towards allowing certain businesses to reopen with certain conditions, including restaurants and retail businesses. The guidelines for these businesses are provided by Cal-OSHA/CDPH's *COVID-19 Industry Guidance: Dine-In Restaurants* (found here: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>), and *COVID-19 Industry Guidance: Retail* (found here: <https://covid19.ca.gov/pdf/guidance-retail.pdf>) (collectively, *Industry Guidance*). Among other things, *Industry Guidance* requires that restaurants and retail businesses maintain social distancing between patrons, and that restaurants prioritize outdoor seating.

The above limitations restrict how many customers can be served. In order to allow restaurants and retail businesses to serve more customers and increase their revenue at a time when economic recovery is critically important, expansion of dining areas and shopping areas into sidewalks, streets, and parking areas is desirable as this can provide additional space where customers can be served in compliance with the *Industry Guidance* and other applicable orders to protect the health and safety.

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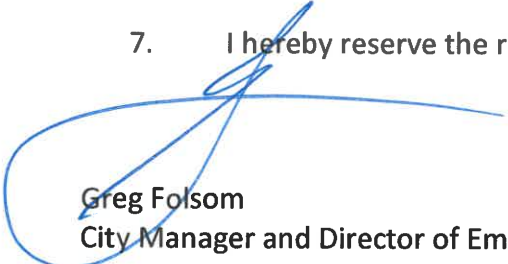
DEPARTMENTS: AREA CODE (707)  
ADMINISTRATION 421-7300 • DEVELOPMENT SERVICES 421-7335 • BUILDING 421-7310 • FINANCE 421-7320  
FIRE 425-9133 • RECREATION & COMMUNITY SERVICES 421-7200 • POLICE 421-7373 • PUBLIC WORKS 421-7340  
SUCCESSOR AGENCY 421-7309 FAX 421-7366

I, therefore, hereby authorize the following pursuant to Section 2.32.070(A) of the Suisun City Municipal Code, to be ratified by the City Council within the earliest practicable time:

1. Effective immediately, and for the duration of the local emergency, or for as long as *COVID-19 Industry Guidance: Dine-In Restaurants* and *COVID-19 Industry Guidance: Retail* apply, whichever ends first, temporary encroachment permits for outdoor dining and retail activities may be obtained by existing restaurants and retail businesses.
2. Restaurants and retail businesses wishing to temporarily expand their dining and retail areas pursuant to Section 1, above, shall be required to obtain temporary encroachment permits. Permit fees shall be waived.
3. Effective immediately, and for the duration of this directive, enforcement of the following provisions of the Suisun City Municipal Code (SCMC) shall be modified as follows:
  - a. A temporary encroachment permit application pursuant to this directive shall comply with the requirements of Section 18.64.030, except that the application shall require one set of proposed plans, not two.
  - b. Section 18.64.020 (Applicability) of Chapter 18.64 (Sidewalk Cafés) currently provides in relevant part that a “sidewalk café area must be located adjacent to the restaurant and may be located along a street, within a pedestrian mall or plaza, or alley.” Sidewalk cafés shall be additionally permitted in all City-designated outdoor spaces, which may include sidewalks, streets, and parking lots, provided the use can be accommodated without undue interference with pedestrian and vehicular traffic.
  - c. Enforcement of parking ratios for existing retail or restaurant businesses, as provided in Table 18.42.02 of the SCMC, is suspended.
  - d. Perimeter barriers, as required by Section 18.64.050, shall not be required for temporary encroachments on sidewalks, but shall be required for temporary encroachments on parking lots and streets.
  - e. Section 18.64.060(G), allowing restaurant furnishings to be left outside overnight shall not apply to temporary encroachment permits issued pursuant to this directive; all restaurants and retail businesses that obtain a temporary encroachment permit must bring all their furnishings inside every evening after closing.
4. The temporary encroachment permits issued pursuant to this directive shall expire upon the earlier of the lifting of the *Industry Guidelines* or the local state of

emergency, unless revoked sooner. Upon expiration or revocation of its temporary encroachment permit, the establishment shall immediately comply with all applicable municipal code provisions.

5. A temporary encroachment permit issued under this directive may be revoked by the City for failure to comply with all applicable SCMC provisions, or for noncompliance with this directive.
6. Notwithstanding anything to the contrary, this directive may be rescinded or amended by the Director of Emergency Services or by the City Council for any reason prior to the lifting of the local state of emergency or of the *Industry Standards*.
7. I hereby reserve the right to issue additional directives as needed.



Greg Folsom  
City Manager and Director of Emergency Services

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**Economic Pandemic Impact Citizen's Advisory Committee**

**Future Agenda Items / Committee Assignment**

1. Future Shutdown protocols to protect local economy/businesses and utilize local chamber resources (Alma Hernandez, Jonicon George) (June 29, 2020)
2. Business License Contact list with APAPA Interns (Zen Hunter-Ishikawa) (June 29, 2020)
3. Business/sales model suggestions for local businesses. External messaging for Suisun and consumers (Zen Hunter-Ishikawa, Michael Ndah)
4. Grants/Stimulus funds available for small businesses (Laura Cole-Rowe)
5. "We're Open for Business/Shop Local" Campaign (Jonicon George)

**Repeat Items:**

1. Business License Update (Zen Hunter-Ishikawa)
2. Chamber Update (Alma Hernandez, Jonicon George, Andrea Garcia)

**Past Items:**

1. Emergency Expansion for restaurants/retail space for outdoor/sidewalk dining (Laura Cole-Rowe, James Berg)