

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., SEPTEMBER 25, 2018

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC18-15

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Osborne
Commissioner Borja
Commissioner Holzwarth
Commissioner Pal
Commissioner Ramos
Commissioner Thomas

Pledge of Allegiance
Invocation

2. ANNOUNCEMENTS:

3. MINUTES:

Approval of Planning Commission minutes of August 28, 2018.

4. 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.)

5. GENERAL BUSINESS:

6. 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. A Variance Request to Incorporate Four (4) Additional Units to the Two Existing Buildings, Two (2) Studio Units to Each Building, Without Adding Additional Parking Spaces at 320 and 322 Merganser Drive (APN 0173-010-220 & APN 0173-010-210).**

Resolution PC18-___; A Resolution of the City of Suisun City Planning Commission Approving a Variance Request for the Senior Apartments at 320 and 322 Merganser Drive Allowing for an Overall Parking Reduction with the Addition of Four (4) New Units (APN 0173-010-220 & APN 0173-010-210).

7. COMMUNICATION:

- A. Staff**
- a. Update of Development Activity**
 - b. Legislative Update**
- B. Commissioners**
- C. Agenda Forecast**

8. ADJOURN.

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., AUGUST 28, 2018

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC18-12

1. ROLL CALL:

Vice-Chair Osborne
Commissioner Borja
Commissioner Holzwarth
Commissioner Ramos
Commissioner Thomas

ABSENT:

Chairperson Clemente
Commissioner Pal

Pledge of Allegiance
Invocation

2. ANNOUNCEMENTS:

None.

3. MINUTES:

Commissioner Ramos moved to approve the Planning Commission minutes of June 11, 2018.
Commissioner Borja seconded the motion. Motion passed 5-0 by roll call vote.

4. AUDIENCE COMMUNICATIONS:

None.

CONFLICT OF INTEREST NOTIFICATION

None.

5. GENERAL BUSINESS:

None.

6. PUBLIC HEARINGS:

- A. A Request to Subdivide the Property at 201 Solano Street from One to Two Parcels (APN 0032-114-010).

Resolution PC18-___; A Resolution of the City of Suisun City Planning Commission Approving Tentative Parcel Map Application No. TPM18/19-001: A Request to Subdivide the Property at 201 Solano Street from One to Two Parcels (APN 0032-114-010).

John Kearns, Senior Planner, provided a back background of the property and property owner's request. Mr. Kearns described the property is located at the southeast corner of Solano Street and West Street within the Historic Residential (HR) District in the Waterfront District Specific Plan. The property owner inquired with the Development Services Department staff about the possibility to "split" the parcel into two separate lots. Presently, there are two units on-site and each is habitable. In order to accomplish the property owner's desired goal, the first action needed was to have an exceptions permit granted in which the Planning Commission adopted a resolution at a Public Hearing of June 11, 2018. With the Exceptions Permit granted, the next step for the applicant was to apply for a Tentative Parcel Map.

Mr. Kearns concluded his presentation with staff recommendation.

Commissioner Holzwarth asked why the applicant has to remove the shed on the property.

Mr. Kearns explained that the shed bisects the property line and that the shed is not meeting setback requirements. Commissioner Borja went on to ask if staff has received any complaints from the surrounding residents. Mr. Kearns confirmed that staff has not received any complaints.

Commissioner Holzwarth moved to adopt Resolution No. PC18-12 as is. Commissioner Borja seconded the motion. Motion passed by a roll call vote 5-0.

B. Proposed Amendments to Suisun City General Plan and Waterfront District Specific Plan.

Adoption of Resolution No. PC18-____; A Resolution of the Planning Commission of the City of Suisun City Recommending City Council Adoption of Amendments to Suisun City General Plan.

Adoption of Resolution No. PC18-____; A Resolution of the Planning Commission of the City of Suisun City Recommending City Council Adoption of Amendments to Suisun City Waterfront District Specific Plan.

Senior Planner John Kearns introduced the item and provided a background of each of the long-range planning documents adopted by the City. This included the General Plan (May 2015), Waterfront District Specific Plan "WDSP" (November 2016) and finally Title 18 "Zoning" of the Suisun City Code (March 2017). Staff came back to the Planning Commission and City Council earlier in 2018 to adopt minor amendments to the Zoning Code to become consistent with the other documents. Now, it has become time to do the same for both the General Plan and WDSP. Staff is also providing for proposed amendments to transportation diagrams and in a single case cleanup of a land use mapping error. With the proposed changes, clear connections between the three documents will allow for better use by the reader and better implementation by City Staff.

Mr. Kearns provided a list and showcased in the presentation the amendments to the general plan and specific plan. The proposed General Plan Amendments were as follows:

- Corrected references to the name of the specific plan area from Downtown Waterfront Specific Plan to Waterfront District Specific Plan.
- Removal of policy CCD 1.14 which reads “The City will not allow drive-thru features within the Downtown Waterfront Specific Plan area or Priority Development Area.” Based on past direction this has not been discussed by City Council, and the specific plan has language that talks about drive throughs’ possibly being appropriate north of Driftwood Drive.
- Revision to Exhibit 4.4 to remove the connection between Civic Center Boulevard and Whispering Bay/Marina Boulevard.

The proposed Specific Plan Amendments are as follows:

- Corrections to internal and external (Zoning Code) references.
- Correction of mapping error for parcel along the north basin (APN 0032-091-220) from “Public Facility” to “Commercial/Office/Residential.”
- Revised language in Section 3.3.3 “Whispering Bay.”
- Revision to Figure 4.1 “Vehicular Circulation Network” to remove Civic Center Boulevard and Whispering Bay Lane/Marina Boulevard connection and Buena Vista Avenue eastern extension into northwest Marina/SR 12 property.
- Revisions to Section 4.1.3 “Planned Vehicular Circulation Improvements.”
- Removal of Figure 4.4 “Collector Street on 30-Acre Property (Buena Vista Avenue)”
- Removal of language in Section 6.2.4 (c) regarding fencing regulations along certain streets.
- Clarifying the need for Design Review for awnings along Main Street.

Mr. Kearns concluded his presentation with staff recommendation.

Commissioner Ramos started by asking for clarification on proposed Specific Plan amendments verbiage. Specifically, page 6-12 paragraph 5, he asked why stop at awnings, and why not add balconies and other protrusions He also wondered if design review at the staff level was adequate.

Mr. Kearns responded by being open to adding verbiage that would encompass protrusions on a building. He went on to explain that this change was done to the Specific plan relative to commercial buildings on Main Street. He talked about staff’s process of design reviews and that under the most likely considerations its most likely going to come to the Planning commission. Commissioner Ramos motioned to add “balconies, canopies, and porches although encouraged are subject to design review.” He also added that “mansard roofs” be struck out.

Commissioner Osborne followed by asking about an engineering staff memo that was referenced in the packet but was not included in the Packet.

Mr. Kearns was aware of the mistake and summarized the memo to the whole Planning Commission and emailed a copy of the letter to the Commissioners the next day.

Commissioner Borja asked about a mapping error that needed to be rectified in the Specific Plan update. He asked to make sure that Public Open Space wasn’t being covered. Mr. Kearns responded by reiterating

that it was a mapping error made on the last Specific Plan update and that the parcel was C/O/R for the past 25+ years or so. Commissioner Borja went on to ask about the removal of street extension on page 4-4 connecting Fairfield to Suisun, asking why that was done. Mr. Kearns responded by saying that was a staff error and will need to be unstruck. Commissioner Borja motioned to edit the verbiage to: “~~Extension of Buena Vista Avenue as an east-west commercial main street, with~~ An at-grade crossing of the railroad tracks, to connect with Clay Street in Fairfield (Figure 4-4).”

Commissioner Thomas moved to adopt Resolution No. PC18-13 and PC18-14 with the following edits:

- Commissioner Ramos motioned to add to pg 6-12 paragraph 5 “Protrusions such as balconies, canopies, and porches although encouraged are subject to design review.” He also added that “mansard roofs” be struck out.
- Commissioner Borja motioned to edit the verbiage on page 4-4 to: “~~Extension of Buena Vista Avenue as an east-west commercial main street, with~~ An at-grade crossing of the railroad tracks, to connect with Clay Street in Fairfield (Figure 4-4).”

Commissioner Borja seconded the motion. Motion passed by a roll call vote 5-0.

7. COMMUNICATION:

A. Staff

Senior Planner John Kearns proposed regularly scheduled meetings at least once a month, starting September 25th. He also reminded the commissioners that there will a Commissioners training in Vallejo this coming Thursday August 30, 2018.

B. Commissioners

None.

C. Agenda Forecast

Senior Planner John Kearns let the Planning Commission know that there will be regular meeting on September 25th, 2018. He also announced there will be a groundbreaking soon for the Holiday Inn Express.

8. ADJOURN.

AGENDA TRANSMITTAL

MEETING DATE: September 25, 2018

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: A Variance Request to Incorporate Four (4) Additional Units to the Two Existing Buildings, Two (2) Studio Units to Each Building, Without Adding Additional Parking Spaces at 320 and 322 Merganser Drive (APN 0173-010-220 & APN 0173-010-210).

Resolution PC18-___; A Resolution of the City of Suisun City Planning Commission Approving a Variance Request for the Senior Apartments at 320 and 322 Merganser Drive Allowing for an Overall Parking Reduction with the Addition of Four (4) New Units (APN 0173-010-220 & APN 0173-010-210).

ENVIRONMENTAL REVIEW: The proposed project is exempt from CEQA under State CEQA Guidelines Section 15061(b)(3). This exemption applies to activities covered by the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

BACKGROUND: The property is located at 320 and 322 Merganser Drive within the High Density Residential (RH1) District in the City of Suisun City Zoning Ordinance. Casa de Suisun, one-bedroom age restricted senior housing, was built in 1989 on 3.18 acres of land. Casa de Suisun has two access points, 102 designated parking spots, an on-site manager and the benefit of residing right next door to the Suisun City Senior Center. Casa de Suisun is built as two identical two-story buildings with 52 units in each building. The property owner of Casa de Suisun would like to now add two (2) new studio apartments in each of the buildings. For this to happen the first action needed is to have a variance application granted.

STAFF REPORT: The applicant is requesting to add up to two (2) studio units per building, for a total of up to 54 units per building, without adding additional parking spaces.

Application Materials:

Per the applicant the proposal is to add up to two (2) studio units per building for a total of up to 54 units per building. Building stats are as follows:

- 320 Merganser Drive: Existing 52 units + 2 proposed new units = 54 units
- 322 Merganser Drive: Existing 52 units + 2 proposed new units = 54 units
- Total units: = 108 units

PREPARED BY:

Joann Martinez, Assistant Planner

APPROVED BY:

Tim McNamara, Development Services Director

The number of existing parking spaces on the site totals 102 spaces or .98 spaces per unit (102/104 = .98). When the new units are added to the project the number of spaces per unit is .94 (102/108 = .94). This change is not significant.

Reference: The current City of Suisun’s parking standard is 1.25 spaces per unit. This is broken into two components: one (1) space per studio and one-bedroom apartments and .25 spaces per unit for guest parking. This current standard would require 135 total parking spaces (108 units X 1.25 = 135 total spaces). Of the 135 spaces, 108 would be for tenants and 27 for guests. Staff believes this ratio at this location is not necessary to provide adequate parking to support the project.

Observations:

- The Owner and staff at Casa de Suisun state that the existing parking lot is never full, and is actually parked at 65%-70% of capacity.
- The proximity of public transportation (a bus stop exists in front of the Senior Center) to Casa de Suisun will decrease the load/demand on parking.
- Daily needs retailers and the Post Office are across the street from Casa de Suisun.
- The owner and staff have indicated Many of the tenants do not drive and do not have cars.
- Casa de Suisun provides van transportation.
- Casa de Suisun has two buildings on the site (plus the adjoining Senior Center) with shared parking as indicated on the site plan.
- Based on the existing site layout configuration adding more parking to support the new units is not possible.

Variance: The applicant has prepared and submitted materials to support his application for Variance Request to incorporate four (4) additional units to their two (2) existing buildings, two (2) studio units to each building without adding additional parking spaces. These documents are included in the staff report as Attachment 2 “Application Materials”.

Analysis: Planning Staff made several site visits to witness/observe the parking lots during different parts of the day. We concur with Casa de Suisun’s observations that the parking lot is generally 65%-70% full. The following table explains the existing parking situation and what is proposed:

	CURRENT	PROPOSED
UNITS	104	108
PARKING SPACES	102	102
SPACES PER UNIT	.98	.94
CURRENT CITY STANDARD		
CURRENT PARKING STANDARD (1.25) NEEDED	130	135
MISSING PARKING	28	33

Title 18 “Zoning”:

In reviewing these types of requests, staff refers to both the Subdivision and Zoning Ordinances to analyze the request. In particular, Section 18.80 “Variances” is used in evaluating such a proposal.

Applicant Request:

Again, the applicant is requesting a variance request in which the result would be to incorporate four (4) additional units to their two existing buildings, two (2) studio units to each building without adding additional parking spaces. The proposal does not include any additional square footage. These documents are included in the staff report as Attachment 2 “Application Materials”.

Planning Commission Options:

In considering the subject request, the Planning Commission, staff believes the Planning Commission has the following options:

1. Adopt a resolution granting approval of the variance request;
2. Deny the variance request with specific findings; or
3. Continue the item to a future Planning Commission and ask staff to provide more information.

If the Planning Commission were to approve the variance request, the next steps for the applicant are the preparation of construction drawings and the pursuit of a building permit.

RECOMMENDATION: Adopt Resolution PC18-___; A Resolution of the City of Suisun City Planning Commission Approving a Variance Request for the Senior Apartments at 320 and 322 Merganser Drive Allowing for an Overall Parking Reduction with the Addition of Four (4) New Units (APN 0173-010-220 & APN 0173-010-210).

ATTACHMENTS:

1. Resolution PC18-___; A Resolution of the City of Suisun City Planning Commission Approving a Variance Request for the Senior Apartments at 320 and 322 Merganser Drive Allowing for an Overall Parking Reduction with the Addition of Four (4) New Units (APN 0173-010-220 & APN 0173-010-210).
2. Application Materials.

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RESOLUTION NO. PC18-__

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
APPROVING A VARIANCE REQUEST FOR THE SENIOR APARTMENTS AT 320 AND
322 MERGANSER DRIVE ALLOWING FOR AN OVERALL PARKING REDUCTION
WITH THE ADDITION OF FOUR (4) NEW UNITS (APN 0173-010-220 & APN 0173-010-
210).**

WHEREAS, the Planning Commission conducted a review of the applicable application at their regular meeting of September 25, 2018; 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, this project is exempt from CEQA under State CEQA Guidelines Section 15061(b)(3). This exemption applies to activities covered by the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.; and

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

1. The variance request is consistent with the City Zoning Code.
2. The resulting units will not adversely impact existing or planned uses of the properties.
3. The proposal is consistent with the Suisun City General Plan.
4. As determined by the foregoing findings, this project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15061 (b) (3) Minor Alterations to Land Use Limitations; and the project will not be detrimental to the public health, safety, and general welfare.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby approve the Variance Request No. VR18-03, for an Overall Parking Reduction with the Addition of Four (4) New Units (APN 0173-010-220 & APN 0173-010-210) subject to the following Conditions and all other local, state, and federal requirements:

1. Prior to renovation, the property owner or contractor is to apply for a building permit.

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 25th day of September 2018.

Joann Martinez

Joann Martinez
Commission Secretary

Casa de Suisun - Variance Narrative

1. Project Background:

The Owner, TCC Properties of Davis would like to optimize the number of units in the existing two buildings: 320 and 322 (on separate parcels) Merganser Drive. Both of the two story buildings are identical in size and number of units - 52 exist in each building.

The proposal is to add up to 2 studio units per building for a total of up to 54 units per building.

Building stats are as follows:

- 320: 52 units + 2 new units = 54 units
- 322: 52 units + 2 new units = 54 units
- Total Units: 108 units

The number of existing parking spaces on the site totals 110 spaces or 1.06 spaces per unit. When the new units are added to the project the number of spaces per unit is: 1.02. This change is not significant.

The City of Suisun's parking standard currently is 1.25 spaces per unit. It is our feeling that this ratio at this location is not necessary to provide adequate parking to support the project.

2. Observations:

- Based on the existing site layout and configuration adding more parking to support the new units is not possible.
- The Owner and staff at Casa de Suisun observed over time that the existing parking lot is never full, actually never more than 65-70% full; this observation what suggest additional parking capacity exist on-site without added more stalls to support the proposed increase in units.
- The proximity of public transportation (a bus stop exists in front of the Senior Center) to Casa de Suisun will decrease the load/demand on parking.
- Services are in close proximity to Casa de Suisun, actually across the street with the shopping center and the post office - all within walking distance.
- Many of the tenants do not drive.
- Casa de Suisun provides van transportation.

3. Special Circumstances:

There are a number of circumstances that make this project unique when compared the similar properties in the vicinity, they are:

- The property in questions has two buildings on the site (plus the adjoining Senior Center) and shared parking as indicated on the site plan. The numbers of buildings, parking and circulation for the parking makes the site inefficient and impossible to increase the amount of on-site parking. Many of the other buildings in the area have a single building on-site which is a more efficient site layout.
- When considering the density of the property, the frontage along Merganser is very small (and has a turn out for drop off) which make creates minimal opportunities for on-street parking.

We feel that our variance request is very reasonable when considering the type of project and use that is under consideration. The existing parking is never near capacity as outlined above and the proposed ratio of 1.05 spaces/unit is adequate to support additional units.

Should you have any questions or comments, please feel free to call me at any time.



Rob Henley, AIA
A2R Architects



CONSULTANTS

APPROVALS

PROJECT

CASA DE SUISUN STUDIO UNITS

320 + 322 MERGANSER DR
SUISUN CITY, CA 94585

TCC PROPERTIES
P.O. BOX 38
DAVIS, CA 95817

ISSUE

DESCRIPTION	DATE	MARK
		1
		2
		3

PROJECT NO: 17082.00
DATE: 08/07/18

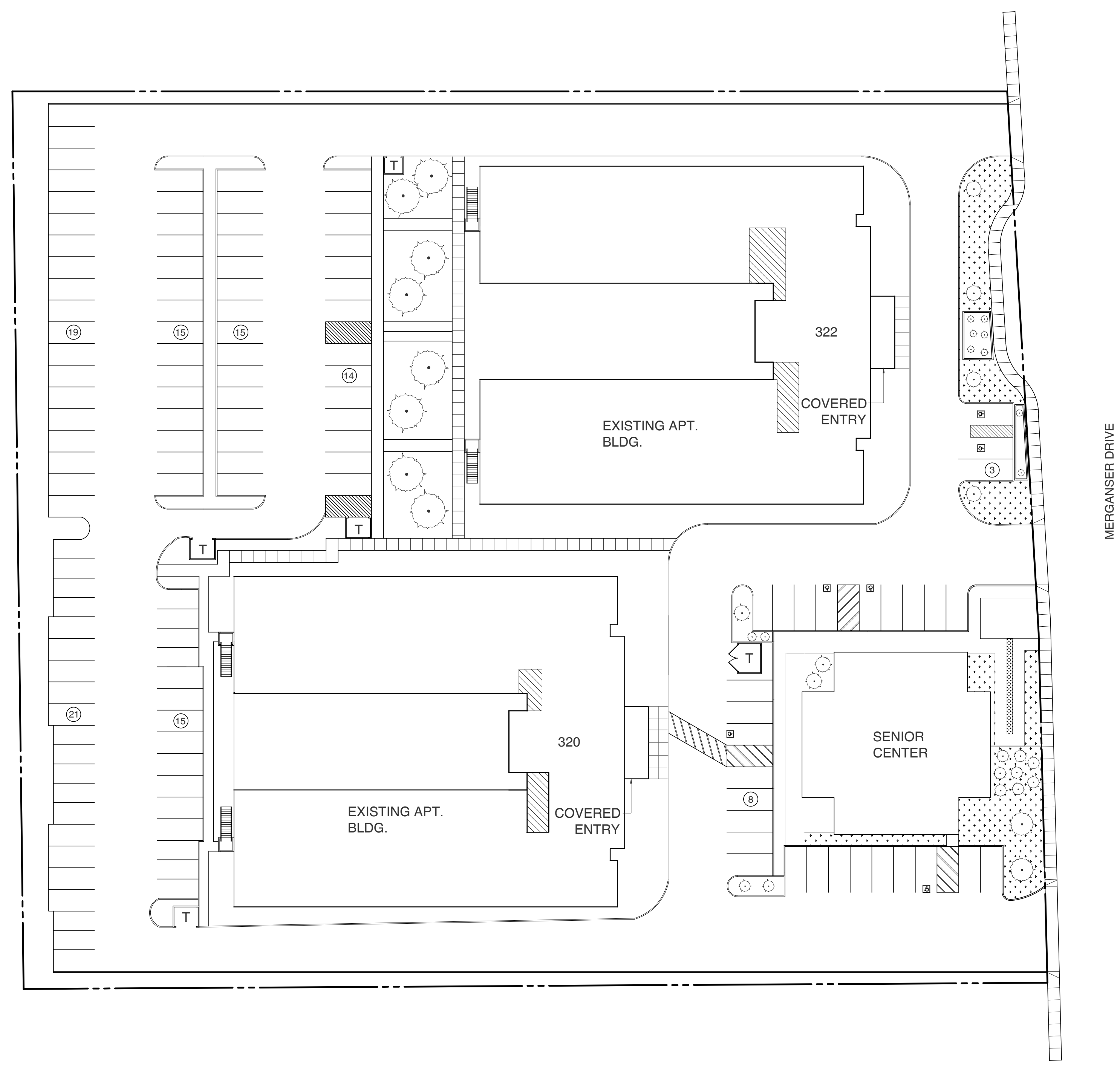
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CHECKED BY: R.L.H.

SHEET TITLE

SITE PLAN

SHEET NO

A100



B3 SITE PLAN

1" = 30'-0"

GENERAL NOTES

- 320 MERGANSER DR. = 52 UNITS, EXISTING
2 UNITS, NEW - STUDIOS
- 322 MERGANSER DR. = 52 UNITS, EXISTING
2 UNITS, NEW - STUDIOS
- TOTAL UNITS = 108 UNITS
- PARKING PROVIDED = 102 SPACES
- PROPOSED PKG. RATIO = 0.94 SPACE / UNIT

A5 PROJECT STATS - PKG. RATIO



CONSULTANTS

APPROVALS

PROJECT

CASA DE SUISUN STUDIO UNITS

320 + 322 MERGANSER DR
SUISUN CITY, CA 94585

TCC PROPERTIES
P.O. BOX 38
DAVIS, CA 95817

ISSUE

DESCRIPTION	DATE	MARK
		1
		2
		3

PROJECT NO: 17082.00
DATE: 08/07/18

DRAWN BY: D.B.
CHECKED BY: R.L.H.

SHEET TITLE

NEW FIRST + SECOND FLOOR

SHEET NO

A110

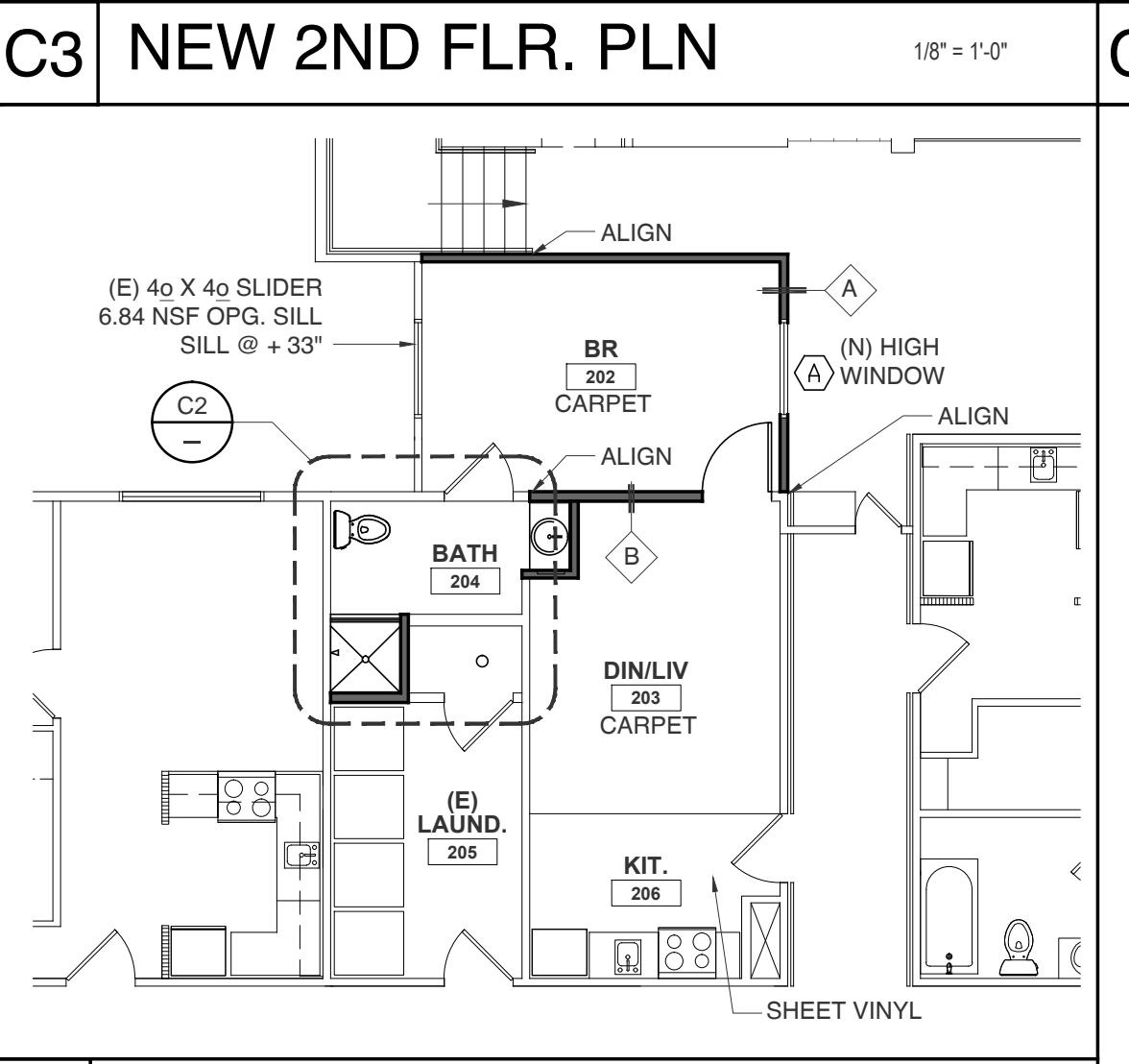
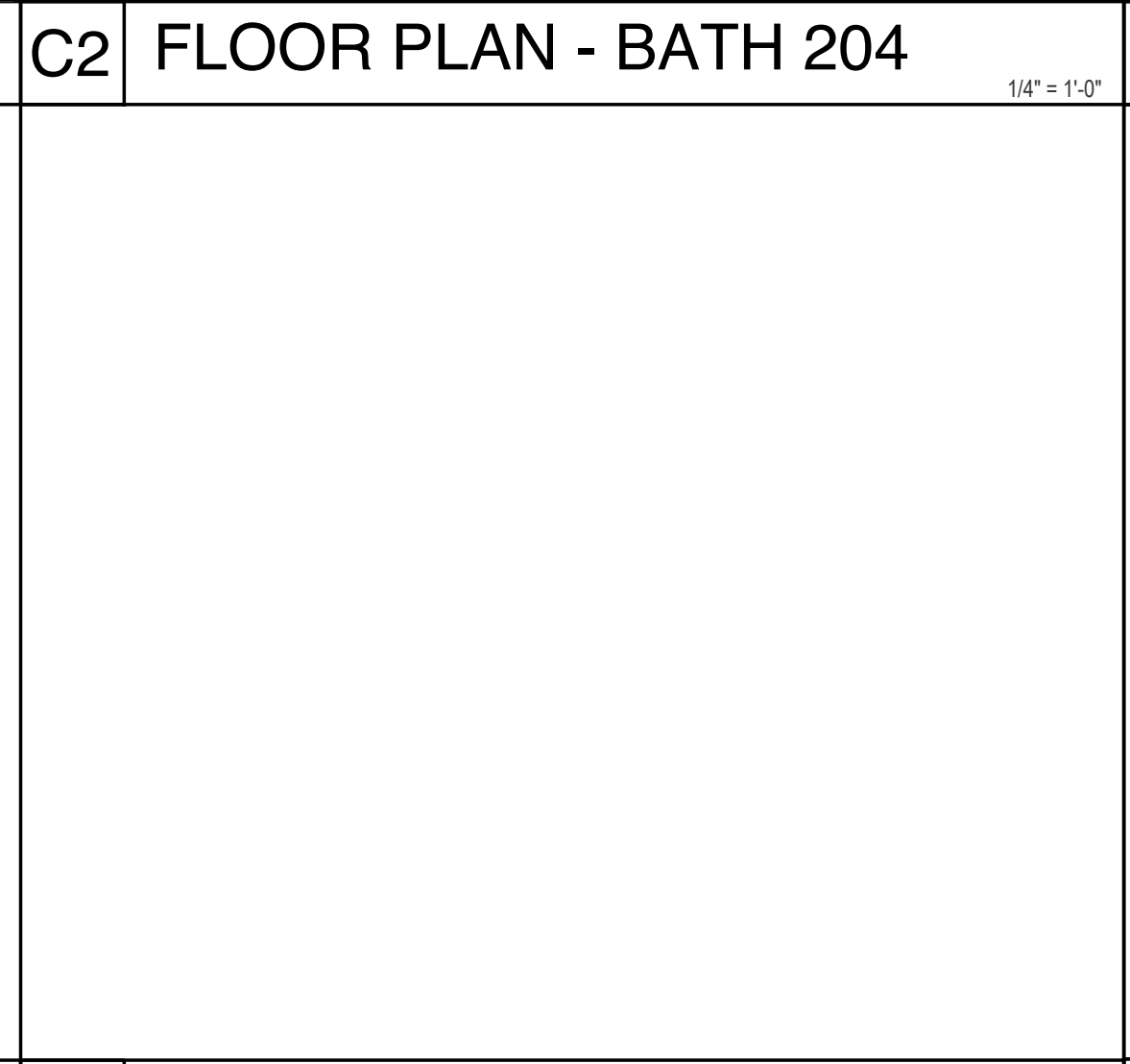
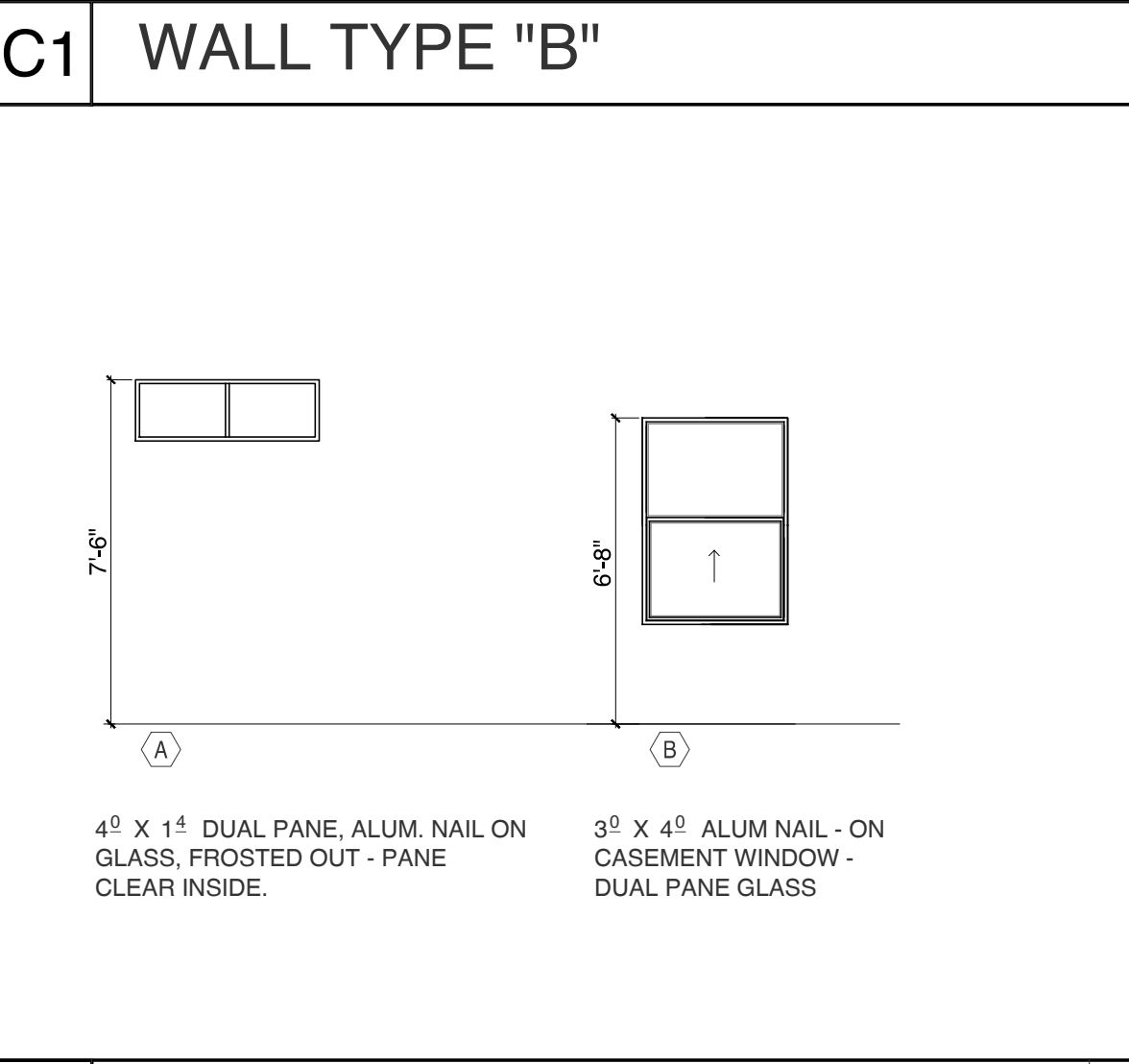
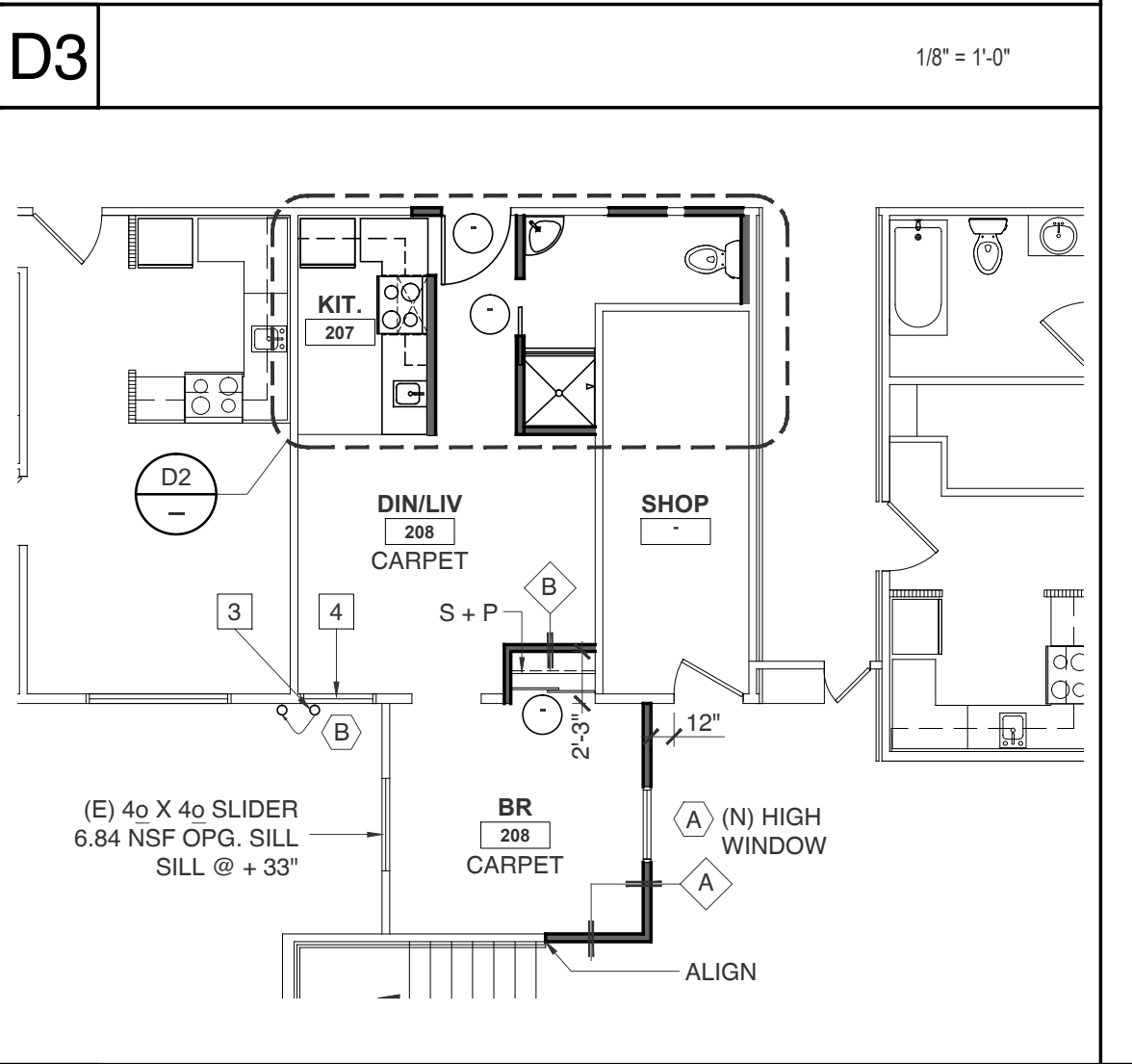
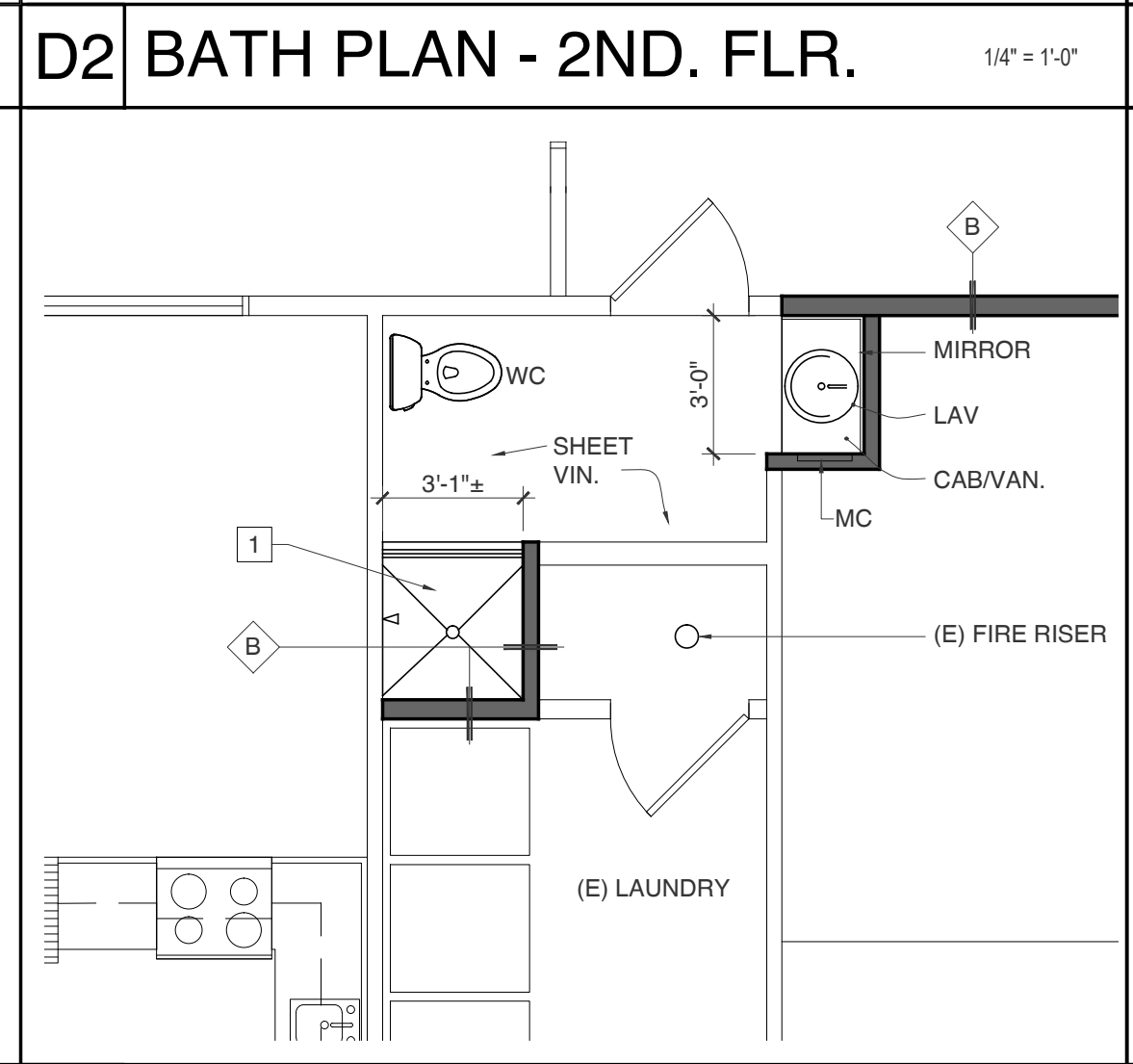
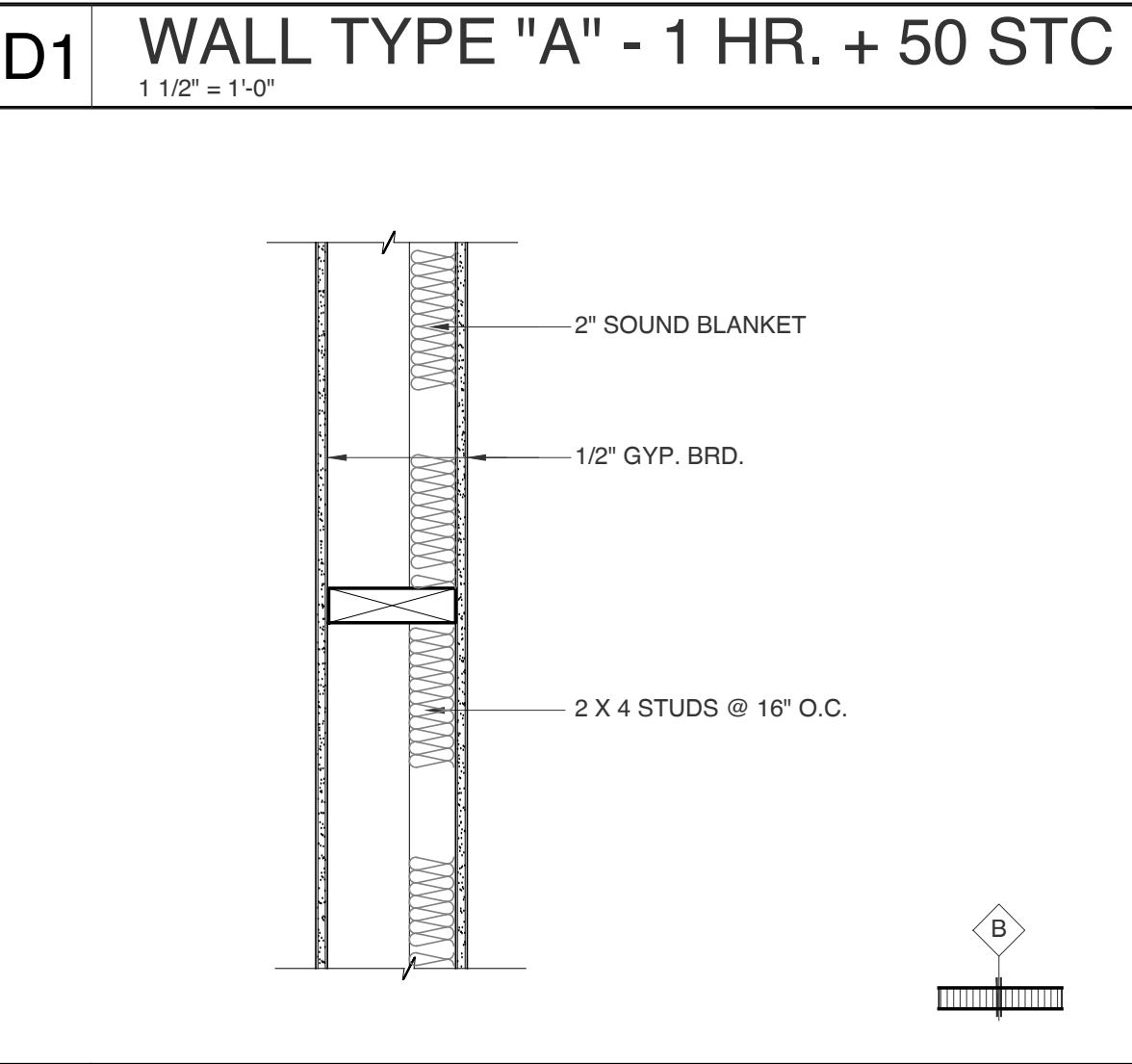
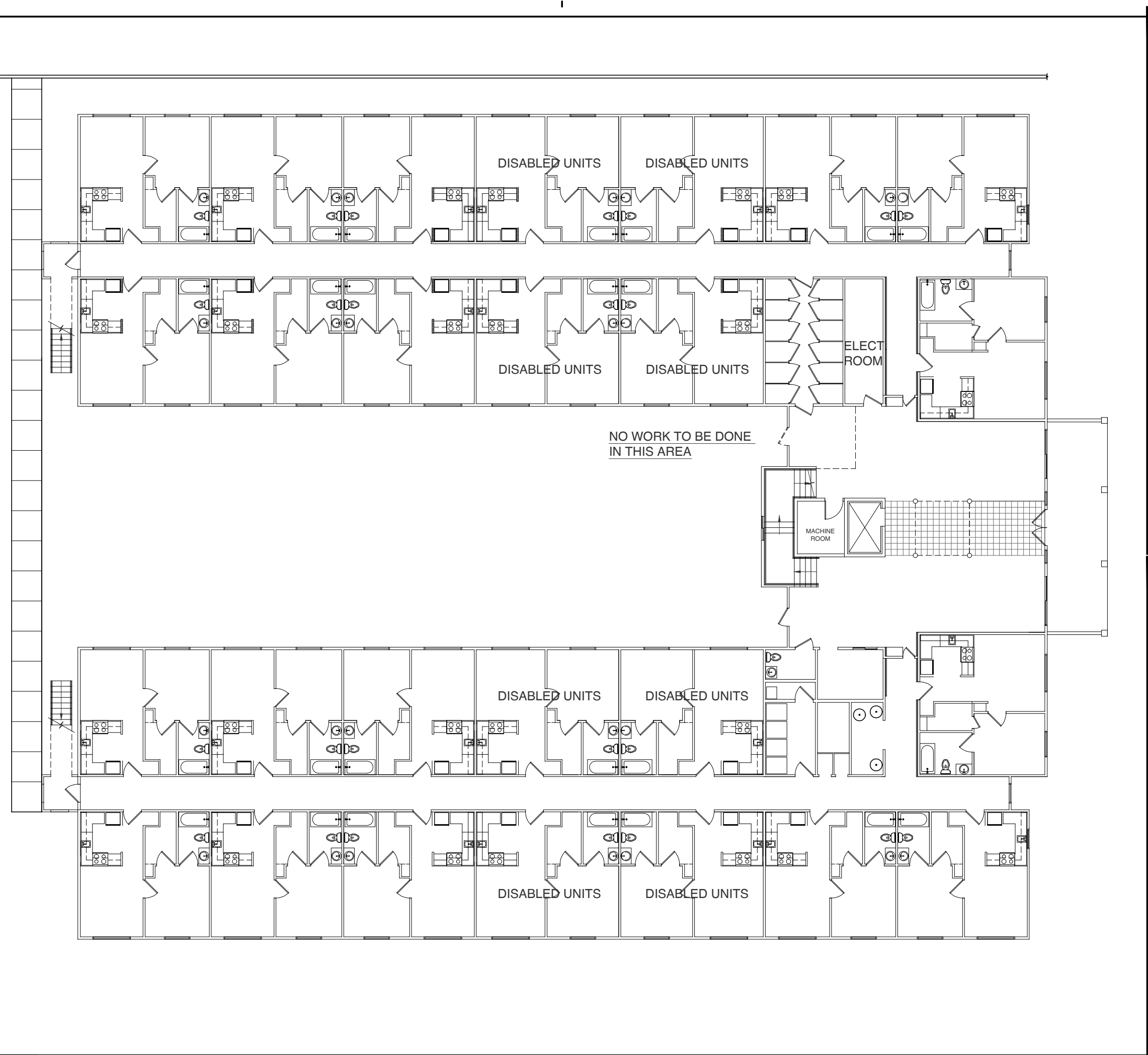
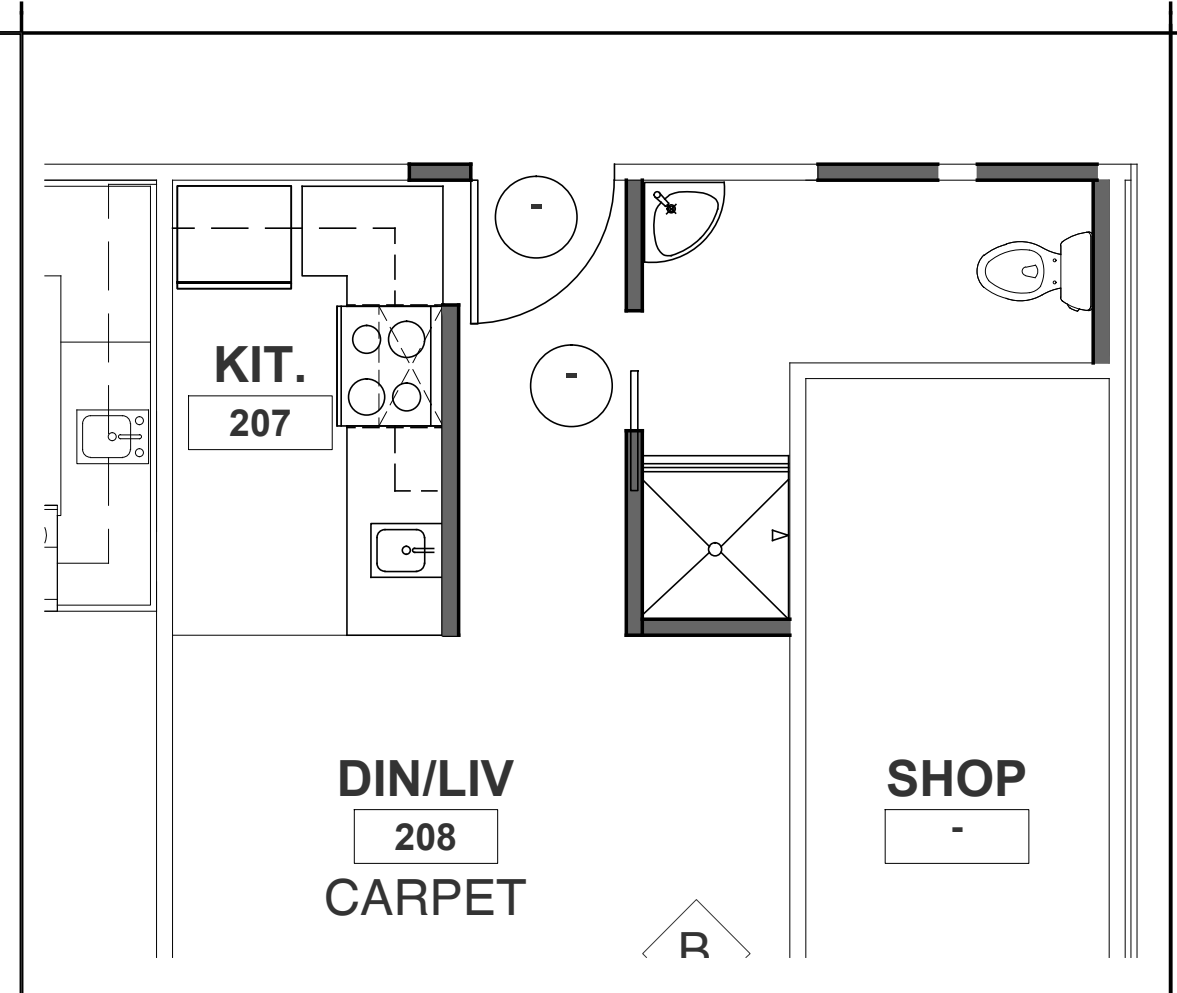
GYPSUM WALLBOARD, RESILIENT CHANNELS, MINERAL OR GLASS FIBER INSULATION, WOOD STUDS

RESILIENT CHANNELS 24" O.C. ATTACHED AT RIGHT ANGLES TO ONE SIDE OF 2x4 WOOD STUDS 24" O.C. WITH 1 1/4" TYPE S DRYWALL SCREWS. ONE LAYER 5/8" TYPE "X" GYPSUM WALLBOARD OR GYPSUM VENEER BASE APPLIED AT RIGHT ANGLES TO CHANNELS WITH 1" TYPE "S" DRYWALL SCREWS 8" O.C. WITH VERTICAL JOISTS LOCATED MIDWAY BETWEEN STUDS. 3" MINERAL OR GLASS FIBER INSULATION IN STUD SPACE. OPPOSITE SIDE, ONE LAYER 5/8" TYPE "X" GYPSUM WALLBOARD OR GYPSUM VENEER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO STUDS WITH 6D CEMENT COATED NAILS, 1 7/8" LONG, 0.0915" SHANK, 15/64" HEADS, 7" O.C. VERTICAL JOISTS STAGGERED 24" ON OPPOSITE SIDES (LOAD BEARING).

THICKNESS: 5 3/8"
FIRE TEST: BASED ON UL R14196, 05NK05371, 2-15-05, UL DESIGN U305
SOUND TEST: NRCC TL-93-118, IRC-IR-761, 3-98

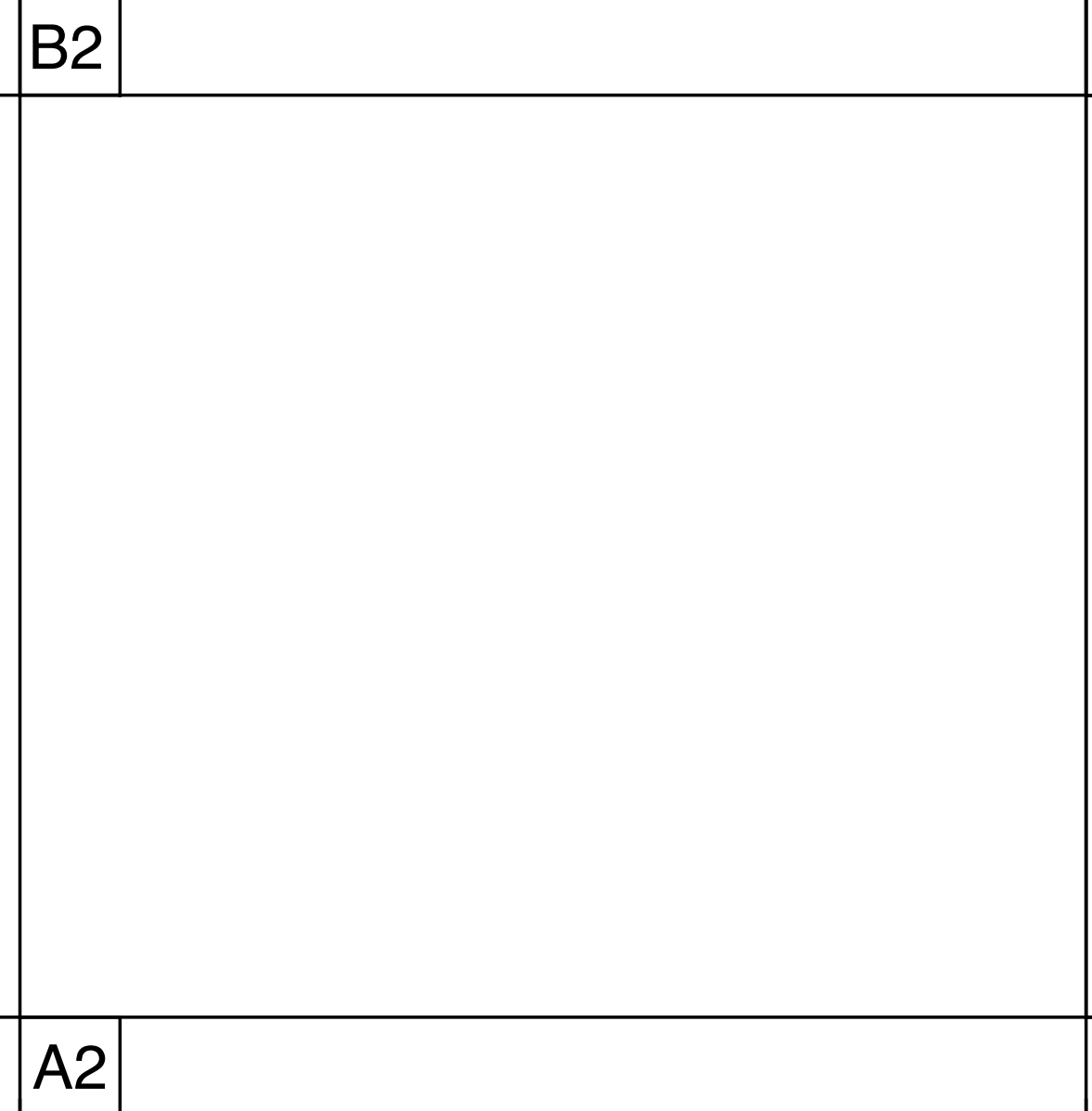
GA FILE NO. WP 3243

NOTE: FIRE BLOCK CONCEALED SPACES (VERTICAL & HORIZONTAL) @ 10'-0" MAX., CBC 718.2.1



B1 WINDOW TYPES 1/4" = 1'-0"

- (N) FIBERGLASS SHOWER PAN / ENCLOSURE
- (N) 2 X 6 NON - BEARING WALL - SEE M110
- RELO (E) D.S.
- (N) 30 x 40 ALUM. CASEMENT WINDOW WITH 10.4 SF OF NET. OPENING AREA. TRIM WITH MATCHING MATERIAL FINISH.
- ELECT. RANGE / OVEN W/ MICROWAVE + HOOD OVER



B3 NEW 2ND FLR. PLN 1/8" = 1'-0"

(E) DOOR
(N) DOOR
NEW INTERIOR WALL - SEE DETAIL
EXISTING WALL TO REMAIN

