



# Solano County

675 Texas Street  
Fairfield, California 94533  
[www.solanocounty.com](http://www.solanocounty.com)

## Meeting Minutes Planning Commission

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Thursday, March 20, 2025

6:00 PM

Board of Supervisors Chambers

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### CALL TO ORDER

The Solano County Planning Commission met on March 20, 2025 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 6:04 p.m.

### SALUTE TO THE FLAG

### ROLL CALL

Present were Commissioners Paula Bauer, Loretta Gaddies, and Jonathan Richardson

Late: Commissioner Kay Cayler and Chair Hector De La Rosa

Solano County staff members present were Resource Management Director, James Bezek, Planning Manager, Allan Calder, County Surveyor, Chris Ferrucci, Deputy County Counsel, Holly Tokar and Clerks Marianne Richardson and Priscilla Olney.

On motion by Vice Chair Gaddies, seconded by Commissioner Richardson, the Commission continued the meeting to 6:30 p.m. for the delayed arrival of Chair De La Rosa and Commissioner Kay Cayler.

Chair De La Rosa was present at 6:13 p.m. and Commissioner Cayler was present at 6:30 p.m. The Meeting was called to order at 6:30 p.m.

### APPROVAL OF AGENDA

The agenda was approved by affirmation.

### APPROVAL OF THE MINUTES

- 1      [PC 25-004](#)      Approve the minutes of the Planning Commission meeting of February 20, 2025

Attachments:      [February 20, 2025 Minutes - Draft](#)

The minutes of February 20, 2025 were approved by affirmation.

**ITEMS FROM THE PUBLIC:**

Chairperson De La Rosa invited members of the public to speak on items not on the agenda. There were no speakers.

**REGULAR CALENDAR**

- 2**      [PC 25-005](#)      Public Hearing to consider zone text amendment ZT-25-01, which would amend Chapter 28 (Zoning Regulations) of the Solano County Code to revise and update sections pertaining to Office of County Surveyor review, private road maintenance agreements, agricultural accessory buildings, and farm stands in the unincorporated Solano County; the project is exempt from the California Environmental Quality Act (CEQA) pursuant to §15061(b)(3) of the CEQA Guidelines

Attachments:      [A - Resolution with Draft Ordinance \(Clean\)](#)  
                                 [B - Draft Ordinance \(Redline\)](#)  
                                 [C - Public Notice](#)  
                                 [D - Draft Solano County Rd Improvement Standards relating to Private Road](#)  
                                 [E - Civil Code Section 845](#)

Planning Manager Allan Calder and County Surveyor Chris Ferrucci discussed the 4 proposed updates to the Zoning Regulations: County Surveyor review, private road maintenance agreements, agricultural accessory buildings, and farm stands. Planning Manager Allan Calder presented an errata sheet with a few typographical corrections to the update regarding private road maintenance agreements, and one additional staff recommendation regarding the update to farm stand regulations. Commissioner De La Rosa noted one additional typographical error to correct in the errata sheet.

Regarding the update to the private road maintenance agreement requirement, Commissioner Richardson suggested referencing Civil Code 845 in the amendment so that it is clear the County is deferring to State law rather than language developed by the Commission. Mr. Ferrucci stated he would discuss with Counsel to ensure that the same parameters are being used in State law and the County Road Standards for consistency.

Regarding the update to the private road maintenance agreement requirement, Chair De La Rosa noted that the Good Neighbor Policy is a recommendation and not a requirement. He stated that he would rather have outreach under the Good Neighbor Policy be a requirement when a project is accessed by a shared private road.

Regarding the update to farm stand regulations, Chair De La Rosa asked for clarification on how this farm stand update relates to the amendments that were presented to the Board of Supervisors in January. Ms. Tokar confirmed that the Board of Supervisors approved the prior updates to the farm stand regulations, and the proposed amendments before the Commissioners today are in response to feedback received at the Board of

Supervisor's meeting.

Chair De La Rosa opened the public hearing regarding this item.

1. Aaron McAllister, property owner, commented regarding the private road maintenance agreement amendment.

Chair De La Rosa closed the public hearing. Mr. Ferrucci and Mr. Bezek responded to additional questions from the Commissioners regarding private road maintenance agreements.

On motion of Commissioner Richardson, seconded by Commissioner Gaddies, the Commission adopted a resolution recommending that the Board of Supervisors adopt the proposed zoning text amendment along with the changes presented in the errata sheet .

### 3 [PC 25-006](#)

Conduct a public hearing to consider an amendment to Sections 3.01, 3.09, and 3.11 of the Planning Commission Rules of Order and Procedure regarding the regular meeting start time and time limits for public comment; under CEQA Guidelines Section 15378(b)(2) and (b)(5), amending the Rules of Order is not a "project" subject to the California Environmental Quality Act as an organizational or administrative activity that will not result in direct or indirect physical changes to the environment

Attachments:     [A - Draft Resolution](#)  
                             [B - Draft Redline Edits PC Rules & Procedure](#)

Planning Manager Allan Calder discussed the Planning Commission's Rules of Order, and the proposed change to a 3-minute time limit on public comments, and implementation of a 6:00 p.m. start time.

Commissioner Richardson noted that some of the Commissioners were impacted by the 6:00 p.m. start time today, and that the new start time created unpredictability.

Chair De La Rosa invited members of the public to comment. There were no speakers.

On motion of Commissioner Bauer, seconded by Commissioner Cayler, the Commission adopted a resolution amending the Planning Commission's Rules of Order to implement a 3-minute time limit on public comment and a regular meeting start time of 6:00 p.m.

## ANNOUNCEMENTS AND REPORTS

Mr. Calder mentioned to the Commission about a County mobility program for seniors and persons with disabilities. He also mentioned that Placeworks has an upcoming Planning Commissioner training scheduled for May 19, 2025. Mr. Calder also stated that staff anticipated the April 3rd Planning Commission meeting would be cancelled for lack of agenda items

**ADJOURN**

This meeting of the Solano County Planning Commission adjourned at 8:05 p.m. The April 3, 2025 meeting is cancelled due to lack of items on the agenda. The next regular meeting is scheduled for April 17, 2025 at 6:00 p.m.