



**DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING SERVICES APPLICATION FORM**

(707) 784-6765 Phone
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675 Texas Street Suite 5500, Fairfield, CA 94533

www.solanocounty.com

- Application Type: New Extension (maps) Minor Revision Map Modification
- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Permit (AD) | <input type="checkbox"/> Minor Use Permit (MU) | <input type="checkbox"/> Sign Permit (SGN) |
| <input type="checkbox"/> Architectural Review (AR) | <input type="checkbox"/> Mobilehome Storage Permit (MH) | <input checked="" type="checkbox"/> Use Permit (U) |
| <input type="checkbox"/> General Plan Amendment (G) | <input type="checkbox"/> Mutual Agreement (MA) | <input type="checkbox"/> Variance (V) |
| <input type="checkbox"/> Major Subdivision (S) | <input type="checkbox"/> Performance Standards (PS) | <input type="checkbox"/> Waiver (WA) |
| <input type="checkbox"/> Marsh Development Permit (MD) | <input type="checkbox"/> Policy Plan Overlay (PP) | <input type="checkbox"/> Zone Text Amendment (ZT) |
| <input type="checkbox"/> Minor Subdivision (MS) | <input type="checkbox"/> Rezone (Z) | |

FOR OFFICE USE ONLY

Application No:	MR#	Hrg: AD ZA PC BOS	Date Filed:	Plnr:
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Project Name: MONROE RANCH Barn/Event Center

Subject Site Information

Site Address: 4400 Suisun Valley Road City: Fairfield State: CA Zip: 94534

Assessor's Parcel Number (s): 0027-020-020 and 0027-020-030 Size (sq. ft/acre): 26.02 acres and 1.322 acres

Preferred Property Access by Staff: OK to access Call applicant before access Call owner before access

Contact Information

Property Owner Name: Gary & Ying Bacon

Contact Name: Gary Bacon Phone: (203) 550-9349 Email: Gary@MonroeRanch.com

Mailing Address: 4400 Suisun Valley Road City: Fairfield State: CA Zip: 94534

Architect/Engineer/Land Surveyor Company Name: PDF Designs, Inc.

Contact Name: Paul D. Friend Phone: (707) 864-6986 Email: Paul@PDFDesigns.com

Mailing Address: 4171 Suisun Valley Road City: Fairfield State: CA Zip: 94534

Applicant/Company Name: MONROE RANCH, LLC

Contact Name: Gary Bacon Phone: (707) 864-3153 Email: Gary@MonroeRanch.com

Mailing Address: 4400 Suisun Valley Road City: Fairfield State: CA Zip: 94534

Other Contacts: Foulk Civil Engineering

Name: Brad D. Foulk Phone: (707) 864-0784 Email: Brad@FoulkCE.com

Mailing Address: 4777 Mangels Boulevard City: Fairfield State: CA Zip: 94534

1 Project Narrative

Describe the type of development, proposed uses/business, phases, changes or alterations to the property or building and intent or purpose of your proposal clearly. Attach additional sheets as necessary.

The Suisun Valley Inn at Monroe Ranch is a 5-room Bed and Breakfast Inn operating under Administrative Permit No. AD-17-01 issued by The Planning Services Division on March 30, 2017. The Inn caters primarily to groups of friends or families who visit wine country for 2-4 days, usually on weekends. We are developing some corporate retreat business during the week and have begun serving individual travelers for last minute reservations as available. We do not serve food, however, groups who rent the entire Inn are welcome to use our chef's kitchen or hire a local private chef to cook.

The south wing of the house contains two bedrooms and two bathrooms which currently serves as the owner's residence and office. There are six additional bedrooms in the house, but one does not have a private bath and currently is used for storage. We recently upgraded one of the guestrooms with private bathroom to be ADA compliant. This Phase 1 of the project is complete.

Phase 2 will address fire department accessibility to the property as well as the potential need to upgrade the area where our driveway meets Suisun Valley Road. We understand there may be a requirement to widen our driveway to 20 feet to meet fire department requirements and change our entranceway to meet transportation department requirements. This work may also require removal or transplanting 29 large magnolia trees that line the southern side of the existing driveway, and the possible relocation of one or two primary power poles on Suisun Valley Road by PG&E. A possible alternative to this work is to reopen the driveway on the south side of the property (4370 Suisun Valley Road) eliminating the need to move the trees and widen it to 20 feet. As there is substantial engineering cost to either of these solutions, we would like to get the Use Permit with a Resort designation conditionally approved, subject to satisfactorily completing this portion of the work.

Phase 3 is the construction of a barn/event center to host weddings, corporate meetings and charitable events. The barn would have a footprint of 4000 square feet and be located south of the main house on land which has been withdrawn from The Williamson Act for this purpose. The Notice of Non-renewal was filed February 27, 2017. Initially we would rely on outside catering for food service, however, we expect to add a commercial kitchen in the barn at a future date which would be Phase 4.

This project meets objectives set out in the County's Suisun Valley Strategic Plan, will draw and accommodate tourists within the valley, and generate additional income for other Suisun Valley businesses. Our isolated location, set back 1/3 mile from the main road, provides privacy for our guests and insures our neighbors are not disturbed.

2 General Plan, Zoning and Utilities:

General Plan, Zoning or Williamson Act Contract information is available at our offices or can be obtained by visiting www.solanocounty.com. Click on the "Interactive Map" icon, then search by address or assessor parcel number.

Current General Plan Designation: A-SV20

Current Zoning: A-SV-20

Proposed General Plan Designation:

Proposed Zoning: Resort

Current Water Provider: Private well

Current Sewage Disposal: Private septic

Proposed Water Provider: No proposed changes

Proposed Sewage Disposal: New private septic

3 Williamson Act Contract

- A. Is any portion of the property under Williamson Act Contract? Yes No

If yes, Land Conservation Contract No. 1109 [Click here](#) or see pages 14-19 for Part 1.
[Click here](#) or see page 20 for Part 2.

- If yes, has a Notice of Non-Renewal been filed? Yes No

If yes, please provide a copy. [Click here](#) or see pages 21-23.

- B. Are there any agricultural conservation, open space or similar easements affecting the use of the project site?
(such easements do not include Williamson Act contracts)

Yes No *if yes, please list and provide a copy.*

4 Additional Background Information

- A. Does the proposal propose the demolition or alteration of any existing structures on the subject site?

Yes No *If yes, please describe in the project narrative.*

- B. List any permits that are required from Solano County and/or other local, state, federal agencies (i.e. building permit, Department of Fish and Game permits, etc.)

Land Use Permit, Building Permit, Engineered Septic Permit

- C. List any known previously approved projects located on the property (i.e. Use Permit, Parcel Maps, etc). Identify the project name, type of project and date of approval.

Building Permits, Septic Permit, Well Permit for existing residences 2002-2004
Administrative Permit for Suisun Valley Inn 2017, 2018 Housing Permit for Suisun Valley Inn 2017, 2018

- D. List any known professionally prepared reports for the project (i.e. biological survey, traffic study, geologic, hazardous materials, etc.)

Topographical Survey October 2016 Foulk Civil Engineering. [Click here](#) or see page 24.

- E. Does the project involve Housing and Urban Development (HUD) federal funding? Yes No
Is HUD funding anticipated? Yes No

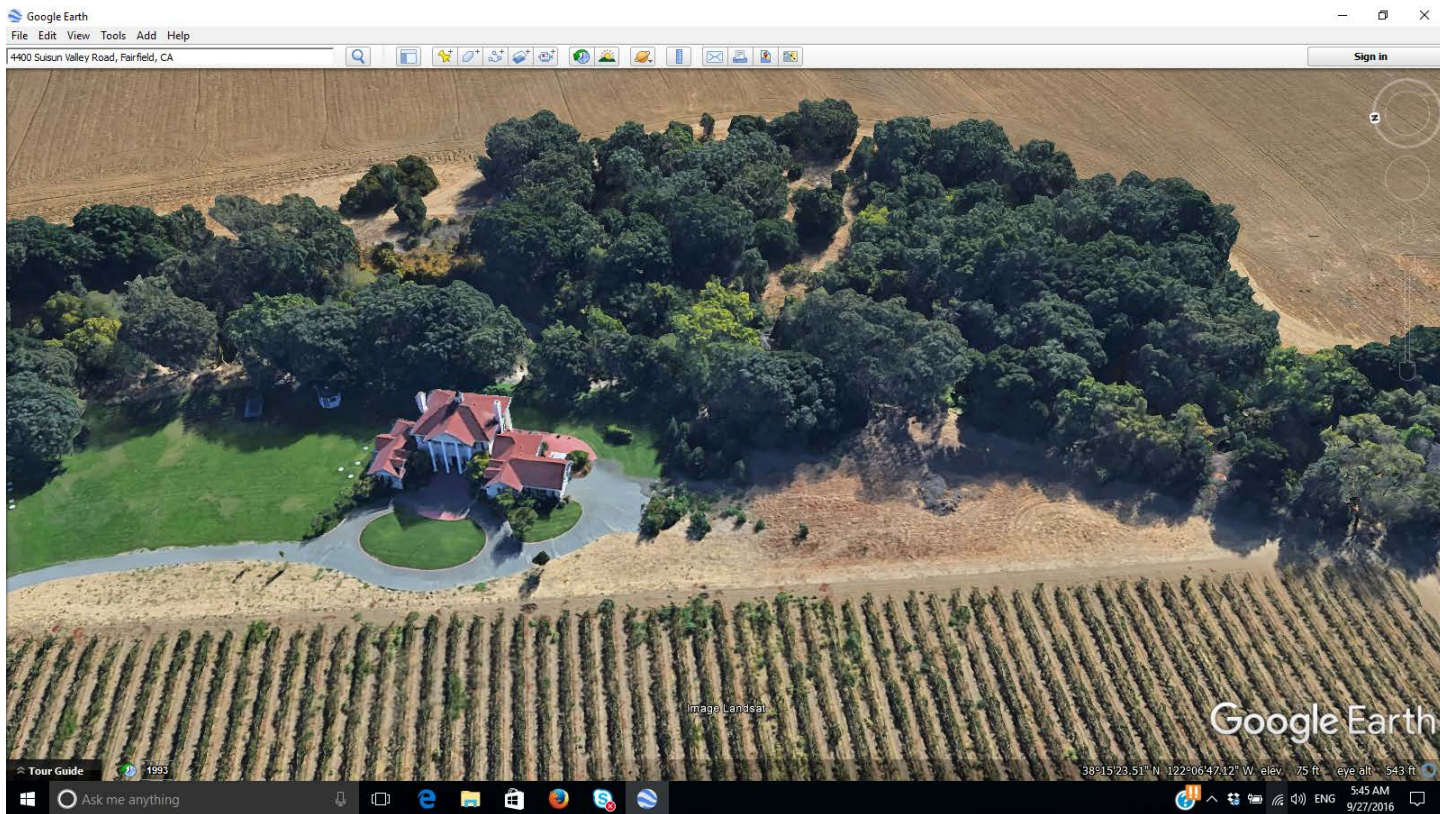
If yes, indicate the type of funding (i.e. CDBG grant, HOME, Investment Partnership Program, etc), funding amount, whether awarded or application pending and fiscal year of award or application request.

H. Is this part of a larger project? If yes, please explain. Yes No

5 Existing Conditions

Describe in general the project site and surrounding properties as they presently exist; including but not limited to, information on existing land uses, unique physical and topographic features, soil stability, plants and animals, cultural, historical, or scenic aspects, and any other information which would assist the Department in understanding the project's environmental setting. Clear, representative color photographs may be submitted to show the project area. Draw in property boundaries on the photographs.

A. Project site:



The proposed site of the barn is an open field about an acre in size located 250 feet south of the Inn. This site is set back 1/3 mile from Suisun Valley Road making it very private. The closest house, other than our own is Villa De Madre, a half mile south. The Suisun Creek winds through our property just east of the barn site. The creek is covered with a canopy of trees, principally oak and walnut. No trees will need to be removed to make way for the barn. The woods are a habitat for several small mammals including squirrels, rabbits, skunks and an occasional coyote. Many species of birds live in the woods. The land where the barn will sit is flat and has never been in agricultural production. Our vineyard begins about 40 feet west of the barn, adding to the picturesque setting of the structure.

In the late 1800's Monroe Ranch, together with The Hatch Ranch to the north was the site of a large Chinese settlement know as 'Big Camp'. As many as 1,000 Chinese agricultural workers lived and worked here tending the fruit orchards in Suisun Valley. Researching and preserving the Chinese history of the land is important to us.

B. Surrounding properties:



Monroe Ranch, outlined in red, is surrounded on all sides by farmland. In this photograph, Willis Johnson’s Villa de Mar is in the lower right and Larry’s Produce is in the upper left. Only one of the five parcels that are contiguous to our own has a house on it but no one lives there and it has recently been boarded up. In addition to our own home, we have a 1350 square foot caretaker’s home on our property which is rented on an annual basis.

C. Existing use of land:

The site of the barn is vacant land that has never been cultivated. Our ranch includes approximately five acres of wine grapes, eighteen acres of seasonal vegetables, two acres of forest along Suisun Creek, an acre of landscaping around the two homes, and an acre of land reserved for the barn.

D. Describe number and type of existing structures:

	Type/Number	Square Feet
Residential	Main House 1/Caretaker’s House 1	3980 sq ft/1350 sq ft
Agricultural		
Commercial		
Industrial		
Other	Well pump house 1	150 sq ft

E. Describe existing vegetation on site, including number and type of existing trees.

The site of the barn has no vegetation other than weeds and grass. There are no trees.

F. If in agricultural use, describe type of use or crop (cattle, sheep, hay, vegetables, fruit, etc).

Roughly 90% of our land is in agricultural use, principally seasonal vegetables, wine grapes & forest.

G. Slope of property:

Flat or sloping (0 - 6% slope) all 27 acres
 Rolling (7 - 15% slope) _____ acres
 Hilly (16 - 24% slope) _____ acres
 Steep (> 24% slope) _____ acres

H. Describe existing drainage conditions on site. Indicate direction of surface flows, adjacent parcels affected.

Surface drains southeast to Suisun Creek. No changes anticipated.

I. Describe land uses on adjacent parcels (specify types of crops if agricultural).

North	Wheat or similar crop	South	Grape Vines
East	Grape Vines	West	Grape Vines

J. Distance to nearest residence(s) or other adjacent use(s): ½ mile to nearest neighbor, other than self.

K. Describe and indicate location of any power lines, water mains, pipelines or other transmission lines which are located on or adjacent to the property.

Power lines run along Suisun Valley Road and down our driveway. SID water lines are located in the southwest corner of our property. Both are far away from the project site.

L. Describe number and location of natural creeks or water courses through or adjacent to the property. Specify names (if any). Indicate whether ephemeral (brief flows following rains), intermittent (seasonal flows during wet season), or perennial (year-round flows).

Suisun Creek is perennial although it oftentimes dries up in summer. Wilson Creek is shown on parcel maps as cutting through our property well west of the proposed site, but it is ephemeral.

M. Describe number and location of man-made drainage channels through or adjacent to the property.

Drainage canals are located on both sides of Suisun Valley Road.

N. Identify and describe any on-site or adjacent marshes, wetlands, vernal pools, wet meadows, riparian (i.e. dependant on water bodies) vegetation, etc.:

Suisun Creek runs north to south and is bordered by large oak and walnut trees.

O. Are there any unique, sensitive, rare, threatened, or endangered animals, plants, or habitats on the project site or located in close proximity which may be affected by the project?

Yes _____ No X Don't Know _____ If yes, please list:

P. Describe existing vehicle access(s) to property:

There is a paved driveway, 12 feet in width with one 18-foot wide turnout which runs along the north border of the property for about 1700 feet from Suisun Valley Road to the residences and project site. The driveway is lined on both sides with 58 Southern Magnolia trees, planted 10 years ago.

- Q. List and describe the nature and location of all existing easements serving or affecting the property, including access, utility, and other public or private easements (see deed or recent preliminary title report).

[Click here](#) for Preliminary Title Report of 1/7/2016 or see pages 25-31. No easements near the site of the barn.

- R. List and describe any freestanding and attached signage on the property. Describe the dimensions, area and height. Include the location on the site plan.

Temporary sign at entrance to property at Suisun Valley Road measures 31"X48" and stands 7 feet high. Sign shows Suisun Valley Inn, street address and Monroe Ranch, Member of Suisun Valley Vintners & Growers Association. Temporary sign faces south only. Permanent sign will be larger and face both directions.

6 Proposed Changes to the Site

- A. Topography and grading (attach copy of grading plan showing existing and proposed topography and drainage patterns.)

i. Percent of site previously graded: .01 %.

ii. Project area (area to be graded or otherwise disturbed): 1/2 acre.

iii. Estimate amount of soil to be moved (cut and/or fill):

 Less than 50 cubic yds³ X More than 50 cubic yds³ More than 1000 cubic yds³

iv. Estimate amount of soil to be:

Imported 500 yd³ Exported yd³ Used on site 500 yd³.

- B. Number, size and type of trees, and type and quantity of vegetation to be removed. (size of trees = diameter at 4ft. above grade)

Phase 2 may require the removal or relocation of 29 4" Magnolia trees on the south side of the driveway. Additional phases do not require trees or vegetation to be removed.

- C. Number, type and use of existing structures to be removed, and removal schedule:

No existing structures will be removed.

- D. Describe proposed fencing and/or visual screening (landscaping):

No fencing is anticipated. Visual screening to hide storage container and water tanks. Landscape plan pending.

- E. Proposed access to project site (road name, driveway location, etc.):

Paved driveway along north border of property from Suisun Valley Road or gravel driveway along south border of the property from Suisun Valley Road.

- F. Proposed source and method of water supply:

Existing private well to supply new water tanks large enough to handle fire flow of barn. Probably 10,000 gallons.

- G. Proposed method of sewage disposal (specify agency if public sewer):

Engineered private septic system, separate from two existing systems serving the residences.

H. Provisions for solid/hazardous waste disposal (specify company or agency if applicable):

Solano Garbage/Republic Services

I. List hazardous materials or wastes handled on-site:

None

J. Duration of construction and/or anticipated phasing:

Phase 2, 10-15 months. Phase 3, 6-9 months. Phase 4, 4 months.

K. Will the proposed use be affected by or sensitive to existing noise in the vicinity? If so, describe source (e.g. freeway, industrial) and distance to noise source.

No

7 Proposed Site Utilization

A. RESIDENTIAL PROJECTS

1. Number of structures: Single Family: _____ Multi-family: _____ Accessory: _____

If multi-family, number of units: _____ Maximum height: _____

2. Signage: Freestanding: _____ Dimension(s): _____ Area: _____ (sq.ft)
Attached/Wall: _____ Dimensions(s): _____ Area: _____ (sq.ft)

B. NON-RESIDENTIAL PROJECTS (Commercial, Industrial, Agricultural, Other)

1. Lot coverage:

Building coverage: _____ 4000 (sq.ft) Surfaced area: _____ 6200 (sq.ft)

Landscaped or open space: _____ 9000 (sq.ft)

2. Total floor area: _____ 4000 (sq.ft)

3. Number of stories: _____ one _____ Maximum height: _____ <30 (ft.)

4. Proposed hours of operation:

Days: Mostly weekends and holidays. Limited use on weekdays. _____

From: _____ 9:00 a.m. to _____ 11:00 p.m

Year round: Yes No

Months of operation: from January through December.

5. Proposed construction schedule:
 Daily construction schedule: from 7:00 a.m. to 4:00 p.m.
 Days of construction: Monday-Friday_____
6. Will this project be constructed in phases? Describe:
 Yes. We expect to complete construction of Phase 2 (driveway) 10-15 months after approval of the plans. Phase 3 (barn) will follow and is expected to take 6-9 months & Phase 4 (kitchen) will not begin for two years after completion of phase 3 and should take 4 months.
7. Maximum number of people using facilities:
 At any one time: Usually up to 132. Larger events 3-4 times a year. Throughout day: 150_____
8. Total number of employees: None initially, but we will add employees as demand increases.
 Expected maximum number of employees on site: 5
 During a shift: 5_____ During day: 5_____
9. Number of parking spaces proposed: 61 on site. Written agreement with Solano College for up to 100 additional spaces as needed. [Click here](#) or see page 32.
10. Maximum number of vehicles expected to arrive at site:
 At any one time: 61_____ day: 68_____
11. Radius of service area: unknown_____
12. Type of loading/unloading facilities:
 None.
13. Type of exterior lighting proposed:
 Exterior lighting will be directed towards the building and along walkways and patio areas. Landscape plan will detail exterior lighting.
14. Describe all anticipated noise-generating operations, vehicles or equipment on-site.
 Music during events until 11:00 PM
15. Describe all proposed uses which may emit odors detectable on or off-site.
 BBQ. No offensive odors anticipated.
16. Describe all proposed freestanding and wall signage. Include the dimensions, area and height.
 Sign at entrance to property on Suisun Valley Road will be 48"X96" and 8' in height. Sign will face both north and south.

8 Environmental Checklist

Indicate the following items applicable to the project or its effects. Discuss in Section 9 all items checked "Yes" or "Maybe". **Attach additional sheets as necessary.**

	YES	MAYBE	NO
A. Change in existing natural features including any bays, tidelands, lakes, streams, beaches, natural landforms or vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Change in scenic views or vistas from existing residential areas, public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Change in scale, pattern or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Increased amounts of solid waste or litter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Dust, ash, smoke, fumes or odors on site or in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Change in ground water quality or quantity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Alteration of existing drainage patterns, or change in surface water quantity or quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H. Change in existing noise or vibration levels.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I. Construction on filled land or construction or grading on slopes of 25% or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J. Storage, use or disposal of materials potentially hazardous to man or wildlife, including gasoline and diesel fuel. (See Environmental Health Division for assistance or information).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. Increase in demand for public services (police, fire, water, sewer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. Increase in fossil fuel consumption (electricity, natural gas, oil, etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Change in use of or access to an existing recreational area or navigable stream.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
N. Change in traffic or vehicular noise on road system in immediate vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
O. Increased hazards for vehicles, bicycles or pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P. Removal of agricultural or grazing lands from production.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Q. Relocation of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9 Additional Information by Applicant

In order to make this application COMPLETE, please submit any additional data, information or special study reports that may be necessary to determine whether the project may have significant effect on the environment or to evaluate any adverse impacts, and to determine how they may be mitigated. Add additional pages as necessary.

Environmental Checklist Explanations

D. Events will no doubt create additional solid waste or litter. We will arrange with the local garbage company for a dumpster of adequate size to handle the anticipated waste.

H. Events will also usually have music. Although we are in a remote area and the nearest home is half a mile away, we are knowledgeable of the Solano County Noise Ordinance and will require event organizers to comply with the ordinance.

L. The barn will also use power. We may consider a solar array in the future if it is economically feasible.

Frequency of Events

Demand for a rustic site to hold events as we propose is strong. The number of events we arrange each year must be sufficient enough to justify the investment we contemplate. We estimate that ninety percent of the events will be held on weekends and since we require customers to rent the entire Inn for a 2-night minimum in order to hold an event, only one event can be held each weekend. Under these circumstances, the maximum number of events per year would be 52. However, the wedding business is also seasonal with little happening in winter. Regardless of the number of events, the fact that most will be held on weekends insures there would be no disruption in commuter or school traffic which takes place during the week along Suisun Valley Road.

We do expect to develop some corporate meeting business during the week, however, business retreats of this nature generally have 6-8 attendees, are generally held in the common space of the Inn and do not add significant traffic. Mid-week use of the barn for larger groups may only be 4-6 times per year.

[Click here](#) for PDF Designs Site Development Plans, Floorplans and Elevation Plans for Monroe Ranch Barn Project or see pages 33-35.

[Click here](#) for Assessor's Parcel Map or see page 36.

10 Information Verification - Signed by Owner and Applicant

Owner and Applicant must sign below certifying that all information is to the best of his/her knowledge true and correct.

If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes. **This certification acknowledges that if the project exceeds double that of the application fee, applicants are subject to the hourly billing rate of staff time. You will be notified if the project is approaching this threshold.**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Owner signature: _____ Date: _____

PRINTED NAME: Gary D. Bacon

Applicant signature: _____ Date: _____

PRINTED NAME: Gary D. Bacon, Partner, Monroe Ranch, LLC

For Office Use Only

Planning Permit Fee(s)	Environmental Review Fees
____ - ____ - ____ \$ _____	Initial Study \$ _____
____ - ____ - ____ \$ _____	Archaeological Study (Sonoma State NWIC) \$ _____
____ - ____ - ____ \$ _____	Negative Declaration \$ _____
____ - ____ - ____ \$ _____	CA Fish and Games (ND or EIR) \$ _____
	Initiate EIR \$ _____
	Mitigation Monitoring Plan \$ _____
Total Fees Paid \$ _____	
Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge/Debit <input type="checkbox"/>	Receipt No.: _____ DATE: _____

Staff verify: Zoning: _____ GP Land Use & Consistency: _____

Comments: _____ Staff/Date: _____

T:\PLANNING\Planning Templates\Front Counter Application and Instruction Forms\COUNTER FORMS - (O-R-I-G-I-N-A-L-S)\Land Use Permit\Permit Application & Instructions\Land Use Permit - Application.doc(November 22, 2013)

