



**CODE ENFORCEMENT APPEALS
BOARD REGULAR MEETING**

MAY 22, 2025



BOARD MEMBERS

Kevin Tennyson (Chair)
Nikia Schultz (Vice-Chair)
Fred Cavalli, Jr.
Loretta Gaddies
Edward Taylor
Edgar Ureta

6:00 PM

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p>PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p>
<p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p>Hybrid Options are available for members of the public to participate. To participate remotely</p>	
<p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Board less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Board Secretary.</p>	
	<p>Vallejo City Council Chambers ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk’s office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof</p>

AGENDA

- 1 **CALL TO ORDER**
- 2 **OATH OF OFFICE - Boardmember Edgar Ureta**
- 3 **PLEDGE OF ALLEGIANCE**
- 4 **ROLL CALL**
- 5 **CONSENT CALENDAR AND APPROVAL OF AGENDA AND MINUTES**
 - A **JANUARY 23, 2025 REGULAR MEETING MINUTES**
 - B **MAY 22, 2025 REGULAR MEETING AGENDA**
- 6 **REPORT OF THE CITY COUNCIL LIAISON**
- 7 **COMMUNITY FORUM**

Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Board to resolve, is requested to submit a completed speaker card to the Board Staff Secretary. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.
- 8 **PRESENTATIONS AND COMMENDATIONS**
 - A **PLANNING & DEVELOPMENT SERVICES QUARTERLY REPORT - Q1 2025**
 - B **SPECIAL ASSESSMENTS HEARING INFORMATION**
- 9 **OLD BUSINESS**
- 10 **NEW/UNFINISHED BUSINESS**
- 11 **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**
- 12 **FUTURE AGENDA ITEMS**
 - A **JUNE 26, 2025 - ANNUAL SPECIAL ASSESSMENTS HEARING**
- 13 **ADJOURNMENT**

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolano.com

I, Kristin Pollot, Board staff do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Kevin Tennyson (Chair)
Nikia Schultz (Vice-Chair)
Fred Cavalli, Jr.
Loretta Gaddies
Edward Taylor
Edgar Ureta

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 12:00 PM, May 19, 2025.

Dated: May 19, 2025

Kristin Pollot

Kristin Pollot, Board Staff



**CITY OF VALLEJO
CODE ENFORCEMENT APPEALS BOARD
MINUTES**

Thursday, January 23, 2025
6:00 p.m.

CITY COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California

Kevin Tennyson, Chair
Nikia Schultz,
Vice Chair
Fred Cavalli, Jr.
Loretta Gaddies
Edward Taylor
VACANT
VACANT

1. **CALL TO ORDER:** The meeting was called to order at 6:02 p.m., by Board Member Tennyson

2. **PLEDGE OF ALLEGIANCE:** Led by Board Member Tennyson

3. **ROLL CALL:**

Present: Board Members: Cavalli, Gaddies, Schultz, Taylor, and Tennyson

Absent: None

Staff: Code Enforcement Manager Yoo, Senior Code Enforcement Officer Burciaga,
City Attorney Nebb, Code Enforcement Officer Valenti

4. **ELECTION OF NEW CHAIRPERSON AND VICE CHAIRPERSON**

Board Member Tennyson was unanimously elected as Chairperson
Board Member Schultz was unanimously elected as Vice-Chairperson

5. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

A. APPROVAL OF AGENDA: Vice Chairperson Schulz motioned to approve the agenda. The motion was seconded by Board Member Gaddies and was carried unanimously.

B. APPROVAL OF MINUTES JUNE 27th, 2024 AND OCTOBER 24th, 2024 Regular Meetings: Board Member Gaddies motioned to approve the minutes for the June 27th, 2024 and October 24th, 2024 Regular Meetings. The motion was seconded by Board Member Taylor and was carried unanimously.

6. **REPORT OF THE CITY COUNCIL LIASION:**

Newly appointed liaison Councilmember Matias shared his excitement in being able to still work closely with the Board. He reported on two things: a) reminded the Board to develop a work plan and b) at the City Council Meeting on Tuesday, January 21, 2025, he requested an update from Director Pollot regarding the 4LEAF report that was promised to this Board in 2023 and requested for the item to be placed onto the next Regular Meeting agenda.

7. **COMMUNITY FORUM:** None

8. **PRESENTATIONS AND COMMENDATIONS:** None

9. **OLD BUSINESS:** None

**a) Code Enforcement Appeals Hearing (I. Magallanes c/o Attorney Thomas L. Gill)
Hearing on First Administrative Citation for Case #VA24-0102
Vacant Lot on Illinois Street, APN 0056026120**

Recommendation: Originally the recommendation was to uphold the First Administrative Citation and direct continued enforcement until the appellant fully complies with Vallejo Municipal Code Section 8.24.010 R. within 30 days from the date of this hearing; however, City Attorney Nebb informed the Board that the incorrect section was referenced on the citation and recommended that the Board waive/withdraw both citations for this and the next case, #VA24-0103.

Action: Board Member Cavalli recused himself from this item due to conflict of interest. No actions were taken

MINUTES

City of Vallejo Code Enforcement Appeals Board

since the citation was being withdrawn and vacated by the City of Vallejo.

Contact: Sophia Valenti, Code Enforcement Officer 707-648-2629

Sophia.Valenti@cityofvallejo.net

b) Code Enforcement Appeals Hearing (I. Magallanes c/o Attorney Thomas L. Gill)

Hearing on First Administrative Citation for Case #VA24-0103

Vacant Lot on Illinois Street, APN 0056026130

Recommendation: Originally the recommendation was to uphold the First Administrative Citation and direct continued enforcement until the appellant fully complies with Vallejo Municipal Code Section 8.24.010 R. within 30 days from the date of this hearing; however, City Attorney Nebb informed the Board that the incorrect section was referenced on the citation and recommended that the Board waive/withdraw both citations for this and the next case, #VA24-0103.

Action: Board Member Cavalli recused himself from this item due to conflict of interest. No actions were taken since the citation was being withdrawn and vacated by the City of Vallejo.

Contact: Sophia Valenti, Code Enforcement Officer 707-648-2629

Sophia.Valenti@cityofvallejo.net

c) Code Enforcement Appeals Hearing (W.P. Hunt)

Hearing on First Administrative Citation for Case #CE24-0603

1109 Kentucky Street, APN 0056151010

Recommendation: Uphold the First Administrative Citation for violations of Vallejo Municipal Code Section 7.54.030 D and S.

Action: Vice Chairperson Schultz motioned to uphold the First Administrative Citation, seconded by Board Member Gaddies and was carried unanimously.

Contact: Sophia Valenti, Code Enforcement Officer 707-648-2629

Sophia.Valenti@cityofvallejo.net

d) Code Enforcement Appeals Hearing (W.P. Hunt)

Hearing on First Administrative Citation for Case #VA24-0206

1109 Kentucky Street, APN 0056151010

Recommendation: Uphold the First Administrative Citation for violation of Vallejo Municipal Code Section 7.64.010.

Action: No actions were taken because the case was not heard.

Contact: Sophia Valenti, Code Enforcement Officer 707-648-2629

Sophia.Valenti@cityofvallejo.net

10. NEW BUSINESS: None

11. REGULAR REPORTS:

A. SECRETARY’S REPORT: None

B. CITY ATTORNEY’S REPORT: None

C. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CODE ENFORCEMENT APPEALS BOARD: None

D. REPORT OF THE SUBCOMMITTEES: None

12. FUTURE AGENDA ITEMS

- A. Next Regular Meeting: February 27, 2025
- B. Workplan Development
- C. 4LEAF Report

13. ADJOURNMENT

Chair Tennyson adjourned the meeting at 6:49 p.m.

MINUTES
City of Vallejo Code Enforcement Appeals Board

KEVIN TENNYSON, CHAIRPERSON

ATTEST:

DONG YOO
CODE ENFORCEMENT MANAGER



Economic Development and Planning & Development Services

Q1 2025 (Jan-March) Update

City Council Presentation
May 13, 2025

- Gillian Hayes, Assistant City Manager/Interim Economic Development Director
- Kristin Pollot, AICP, Planning & Development Services Director





Economic Development



Economic Development Department

How Are We Doing?

Vallejo Indicators

Population	121,558
Employment (Number of jobs in Vallejo)	52,739
Unemployment rate	5.1%
Taxable sales (2024)	\$402,780,464
Median household income	\$89,496
Median home value	\$537,000
Retail vacancies	
➤ For lease	32.8%
➤ For sale	23.69%
Office vacancies	
➤ For lease	20.67%
➤ For sale	31.8%



How Are We Doing (Continued)

- **Vallejo Indicators**
- Business attraction prospects – grocery, restaurants, energy (Green Hydrogen Plant research underway)
- Business retentions visits – 6 visits with EDC, 15 staff visits
- Active business – 6,776
- Hotel occupancy – 53.5%
- Hotel average daily rate - \$98.74



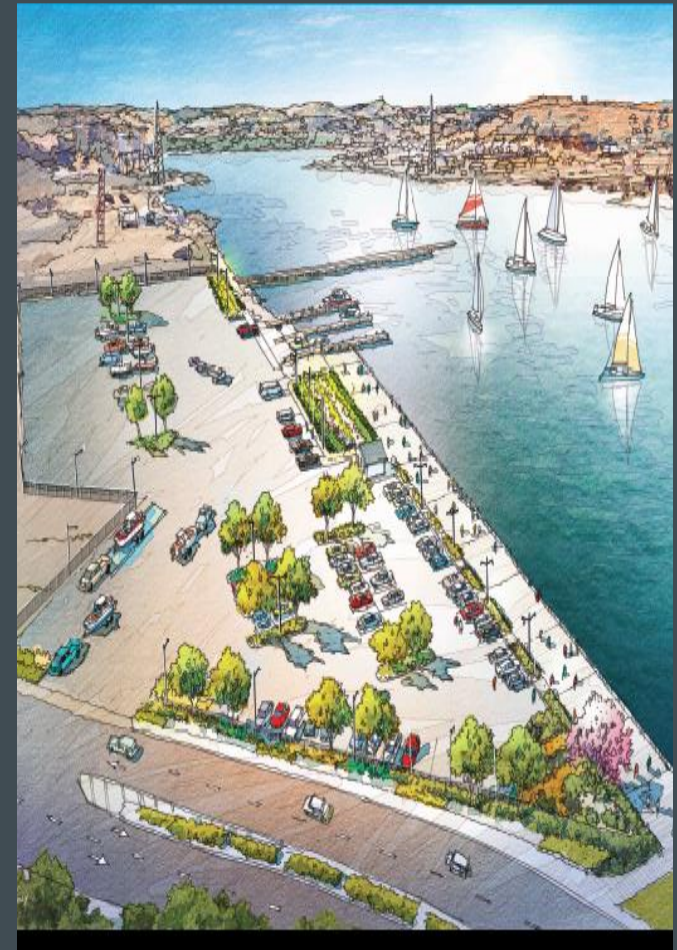
Economic Development Strategic Plan

- Completed community outreach in 2023
- Held 3 events across town and collected surveys in 2023
- Hosted town hall meeting on November 21, 2024, to discuss draft initiatives and vision
- Adopted on December 17, 2024, by City Council
- Research ways to fund initiatives – Cycle 1



Development Projects – Southern Waterfront

- PG&E (Manufacture Gas Plant) Clean Up
 - Completion of remediation, 2-year monitoring initiated
 - Boat Launch Parking Lot Development Entitlement process completed in Fall 2024
 - Design completed in 2024 and approved by Planning Commission which will include boat launch parking, EVC chargers, landscaping, lighting, public bathroom
 - Paving of 2-acre sites completed in December 2024
 - Expected opening date of Boat Launch and parking lot to public end of Summer 2025



Development Projects – Blue Rock Springs

- New fleet of 130 golf carts by EZ GO delivered to Blue Rock Springs Golf Course on October 10, 2024
- Blue Rock Springs Redevelopment Participation and Performance Agreement between City of Vallejo and Blue Rock Springs LLC approved by City Council on December 17, 2024
- The Lewis Group continued public outreach with stakeholder meetings held on July 30, 2024, September 5, 2024, October 3, 2024, and October 31, 2024, with the collaboration team consisting of a representative from the golfing community, GVRD, City of Vallejo, and two members at large
- The Lewis Group and collaboration team will hold community meetings to present the community with the opportunity to learn more about the updated and proposed project concepts, ask questions, and provide comments
- Draft Golf Concept Plan expected Q2 2025



Development Projects – Cooke/Fairview

- Groundbreaking on June 4, 2024
- Developers requesting an amendment to project to increase residential component of the project from 178 two-story single-family residences to 245-units with 119 detached single-family residence and 126 cluster type single-family detached homes



Development Projects – Mare Island

- Island Energy Gas and Electric Operations Agreement
 - 20-year agreements expired March 1, 2025; City Council approved one-year extension
 - City of Pittsburgh (Island Energy) approved extension amendments March 17, 2025
- Mare Island Company North Mare Island Disposition and Development Agreement (DDA)
 - Mare Island Specific Plan
 - MIC submitted to City on October 10, 2024
 - Staff currently reviewing, anticipates sending MIC a consolidated set of comments by the end of April 2025





Development Projects – Mare Island (Cont.)

- NMI DDA (continued)
 - Beautification Plan
 - MIC submitted preliminary plan to City in June 2023 and detailed design drawings in April 2024. Plan is subject to timing of completion of remaining Navy cleanup project on North Mare Island
 - Connolly Corridor
 - MIC submitted a Preliminary Review application to the city for Phase in September 2024
 - Phase I includes mix of food and beverage, retail and open space along the waterfront promenade and coal sheds area
- Environmental Cleanup
 - Staff oversees Lennar Mare Island (LMI) and Navy environmental cleanup projects focusing on property to be conveyed or leased to the City
 - LMI estimates the completion of the remaining sites by Fall 2025
 - Navy has ~ 17 remaining cleanup sites in various stages of cleanup covering ~ 800 acres on Mare Island plus ~ 400 acres of submerged lands. Anticipated completion is 2030

Green Empowerment Zone (GEZ)

- Presented Green Empowerment Zone Resolution to allow City of Vallejo to occupy one seat on the GEZ Board, with one alternate, adopted by City Council on October 22, 2024
 - The Green Empowerment Zone builds upon the comparative advantage provided by the regional concentration of highly skilled energy industry workers by prioritizing access to tax incentives, grants, loan programs, workforce training programs, and private sector investment in the renewable energy sector.



Grant Implementation

- U.S. Economic Development Administration (EDA) Mare Island Infrastructure Assessment (MIIA) project
 - Awarded EDA grant increase of \$555,927 plus \$26,365 (MI) local match; \$2,082,292 secured for project to date
 - Community presentation on initial findings - September 2024 on Mare Island
 - Expended \$1,646,334 through end of June 2024 (combination of EDA/Mare Island Co)
 - MIIA – Expected completion December 2025



Grant Implementation (Continued)

- U.S. Environmental Protection Agency (EPA)
\$600,000 Brownfield Cleanup Grant
 - Completed environmental assessments of 22 properties to date
 - Expended \$432,883 through December 2024
 - Expected completion of all grant activities October 2025
- U.S. National Park Service (NPS) Quarter's A Rehabilitation Project
 - \$1,500,000 secured (City and NPS)
 - Approved by City Council on June 11, 2024, as a CIP project
 - RFP release to procure A&E firm in December 2024
 - Four RFPs received for project in March 2025
 - RFP Panel to meet in May 2025 for firm selection



Grant Implementation (Continued)

- Quarters A/Mare Island Chapel upgrades HUD Grant
 - \$1.2M government earmark to MIHPF
 - City executed subrecipient grant agreement with MIHPF July 1, 2024
- City of Vallejo Hardening Grant
 - City Council approved \$60,000 of American Rescue Act (ARPA) Funds
 - Grant reimbursed small businesses with receipts for security improvement items
 - 31 local small businesses who suffered negative impacts from COVID-19 awarded up to \$3,000
 - City Council allocated \$125,000 of General Funds dollars for Round 3 at mid-year.



Land Disposition and Acquisition

- Phase I Surplus Land Action disposition
 - 485 Santa Clara Street
 - Former parking lot located on Broadway near Tennessee Street
 - 4.2-acre portion of a larger site located off of Columbus Parkway
 - Identify development for surplus lands and deploy additional sites (Phase II)
 - Declare 3 Successor Agency owned parcels located between Solano Ave and Ryder St as exempt surplus land
 - Declare city-owned parcel at 5 Midway St as surplus land
- MIC Facility Agreement term sheet
 - To detail ownership of certain properties on Mare Island the city currently leases






Commissions and Boards

- Economic Development Commission (EDC)
 - Completed the implementation of their January 2022 City Council approved work plan
 - Instrumental in the development of Vallejo Main Street
 - Provided business highlights articles for Vallejo Weekly
 - Participated in Business Retention and Expansion visits with city staff
 - Working on new Work Plan to present to City Council late Spring
 - Commission on Culture and the Arts
 - Continue to work on their July 2023 City Council approved work plan
 - Prepared draft Loan Policy
 - Prepared draft Gift Policy
 - Worked on draft Long-Term Citywide Arts and Culture Strategy
 - Held goals and work plan meeting April 24, 2025
- 



COMMISSIONS AND BOARDS (CONTINUED)

- McCune Collection Commission
 - Open McCune Room on first and third Tuesdays for public access to the McCune Collection
 - Open McCune Room on 2nd Friday art walk for public access to the McCune Collection
 - Host monthly Sunday events featuring various speakers relating to the McCune Collection
 - Fine tuning goals and work plan established in October 2024
 - Prior to presenting to City Council
 - Remediation Advisory Board (RAB)
 - City representative at quarterly meetings
- 




ECONOMIC DEVELOPMENT PARTNERS

- Solano County Economic Development Corporation (EDC) Board
 - Two-year contract for Revolving Loan Fund for Vallejo small businesses
 - Attend monthly meetings and participate in various EDC events
- Solano/Napa Small Business Development Center (SBDC)
 - Partner with SBDC through an agreement to assist Vallejo small businesses and entrepreneurs
 - ❖ Provided one-on-one advising to 294 clients and 134 webinars in 2024
- Vallejo Chamber of Commerce
 - Attend monthly Government Affairs Committee (GAC) meetings
 - Attend monthly Economic Development Committee meetings
 - Attend monthly networking events
 - Assistance and support as needed
- Vallejo Convention & Visitors' Bureau (Visit Vallejo)
 - Partner with Visit Vallejo to promote tourism



OTHER SPECIAL ASSIGNMENTS

- Inclusionary housing ordinance
 - Development impact fee study
 - Data brokerage and tracking
 - Coordinate Navy license agreements
 - Prepare Mare Island budgets
 - Manage city's Mare Island contracts including agreements with Mare Island Co, State Lands, Navy, Weston, Lennar Mare Island, and Island Energy
 - Work with Congressman representatives on proposed legislation
 - Maintain and update Mare Island GIS data
 - Manage reimbursement accounts
 - Mare Island Co North Mare Island DDA
 - PG&E
 - HUD Grant
 - Work with Navy and Mare Island Historic Park Foundation on review of Navy artifacts
 - Existing business support and resources
 - Attendance of community events
- 



Planning & Development Services

2025 Q1 (Jan-March) Update

May 13, 2025



- 2024 Review (Summary)
- 2025 Q1 Progress Report
- 2025 Goals/Work Program
- Questions



2024 Review

- Staffing Challenges (across all divisions)
- Completed Front Counter Renovation/Relocation
- Code Enforcement Fees Updated
- Symbium Launched for Instant Solar Permitting
- Initial Draft “Mare Island Specific Plan” Submitted
- 6th Cycle Housing Element Adopted & Certified by end of year

TOTAL Activity:

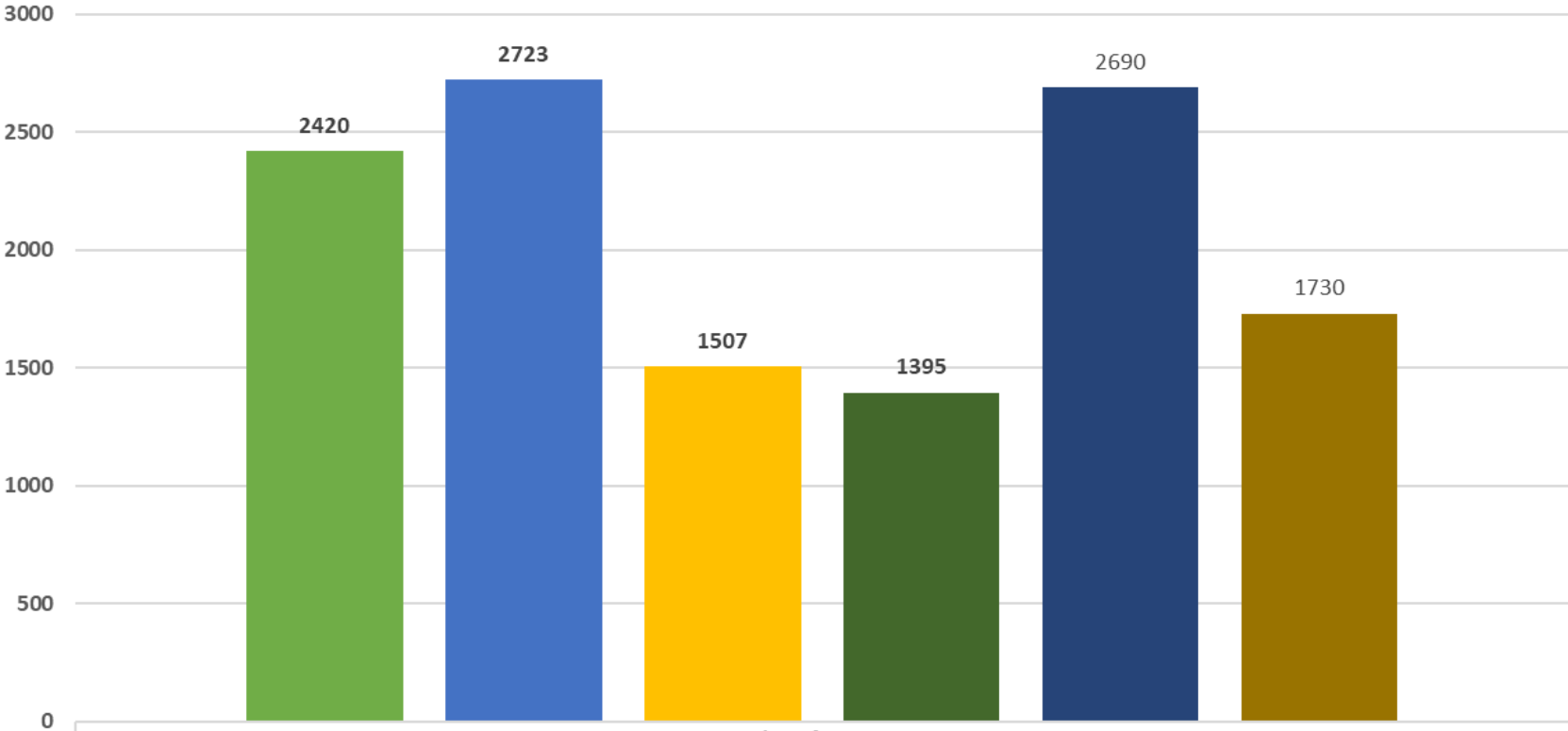
- 3,260 Code Enforcement Cases Opened with 3,215 cases resolved
- 4,518 Building Permits issued (total job valuation of over \$131M)
- 196 Planning Applications approved



Code Enforcement: 2025 Q1 Progress Report (Jan-March)



Historical Code Enforcement Cases Comparison (by Fiscal Year)

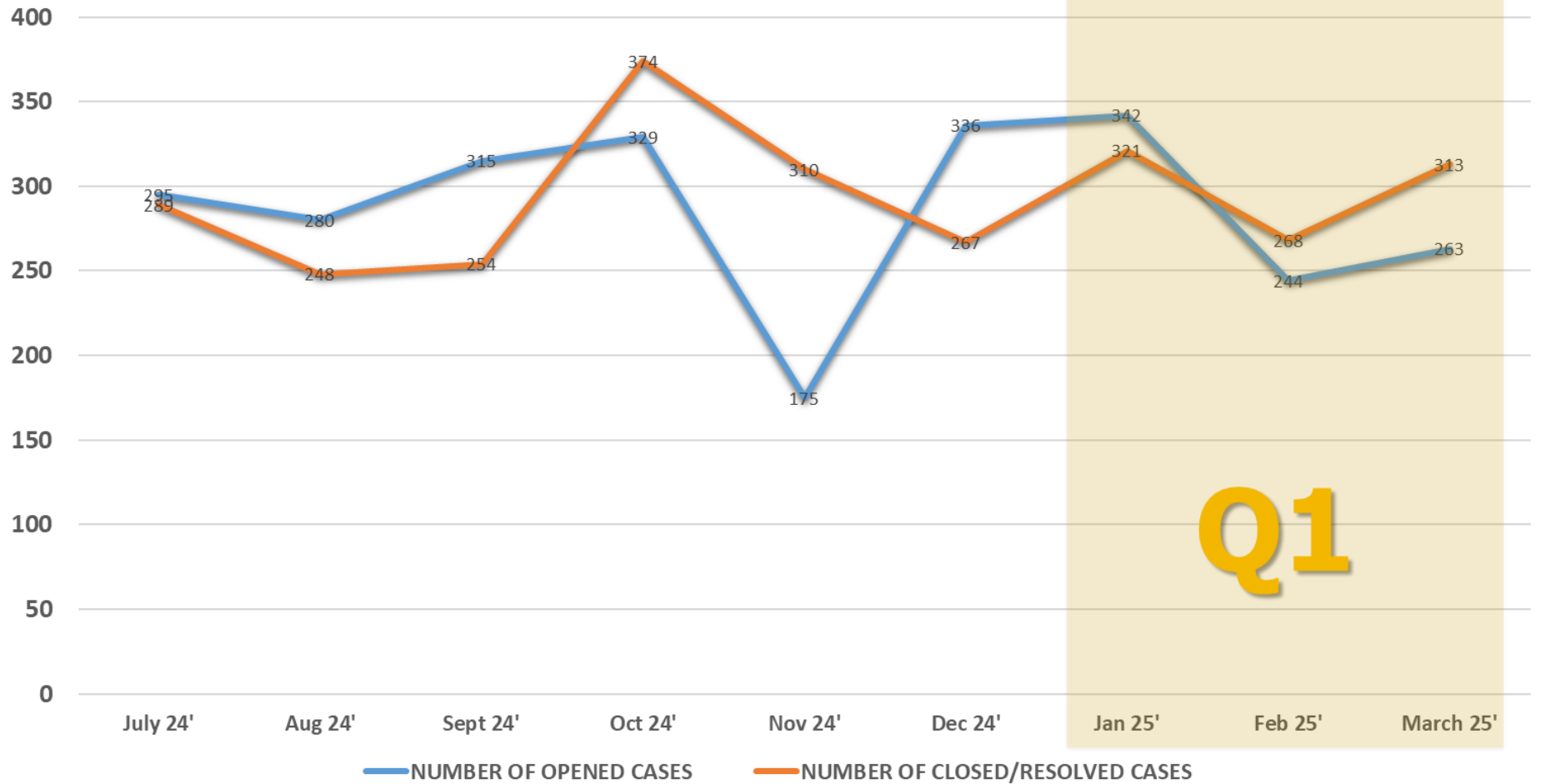


	Code Enforcement
FY 19-20	2420
FY 20-21	2723
FY 21-22	1507
FY 22-23	1395
FY 23-24	2690
2024 (Q3/Q4)	1730

FY 19-20 FY 20-21 FY 21-22 FY 22-23 FY 23-24 2024 (Q3/Q4)

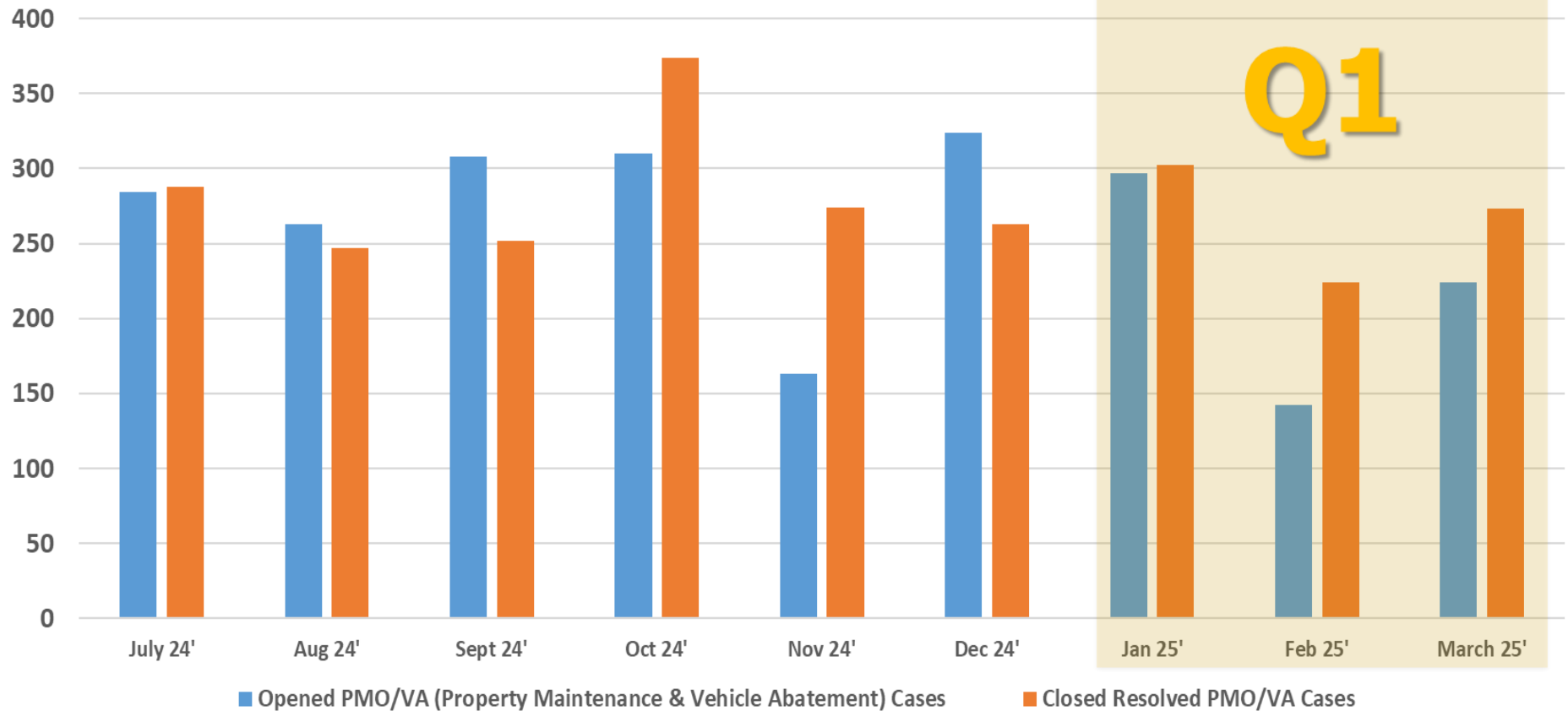


Total Cases by Month

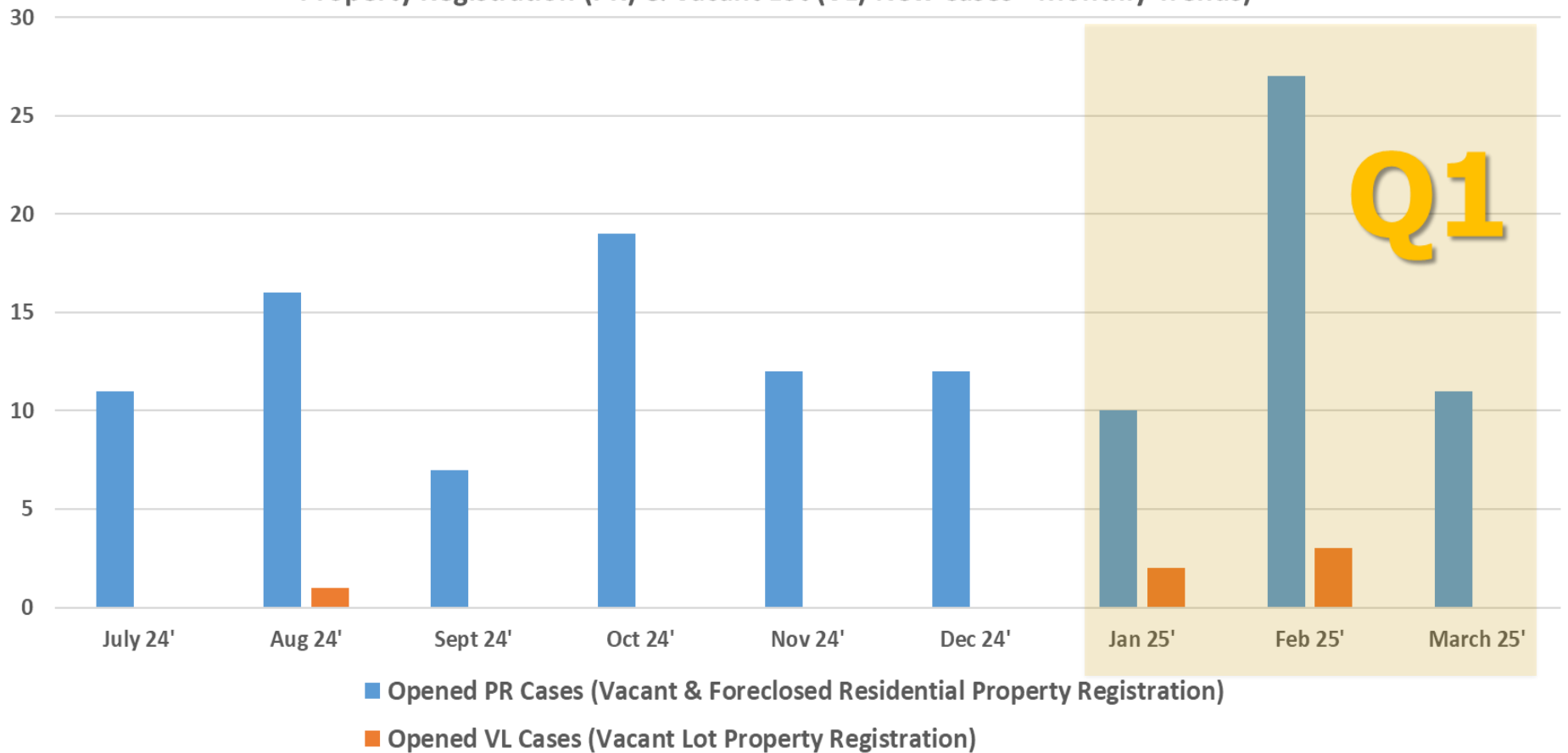


2,579 Total Cases Opened for FY 24-25 TO DATE

Property Maintenance (PMO) & Vehicle Abatement (VA) Cases Monthly Trends

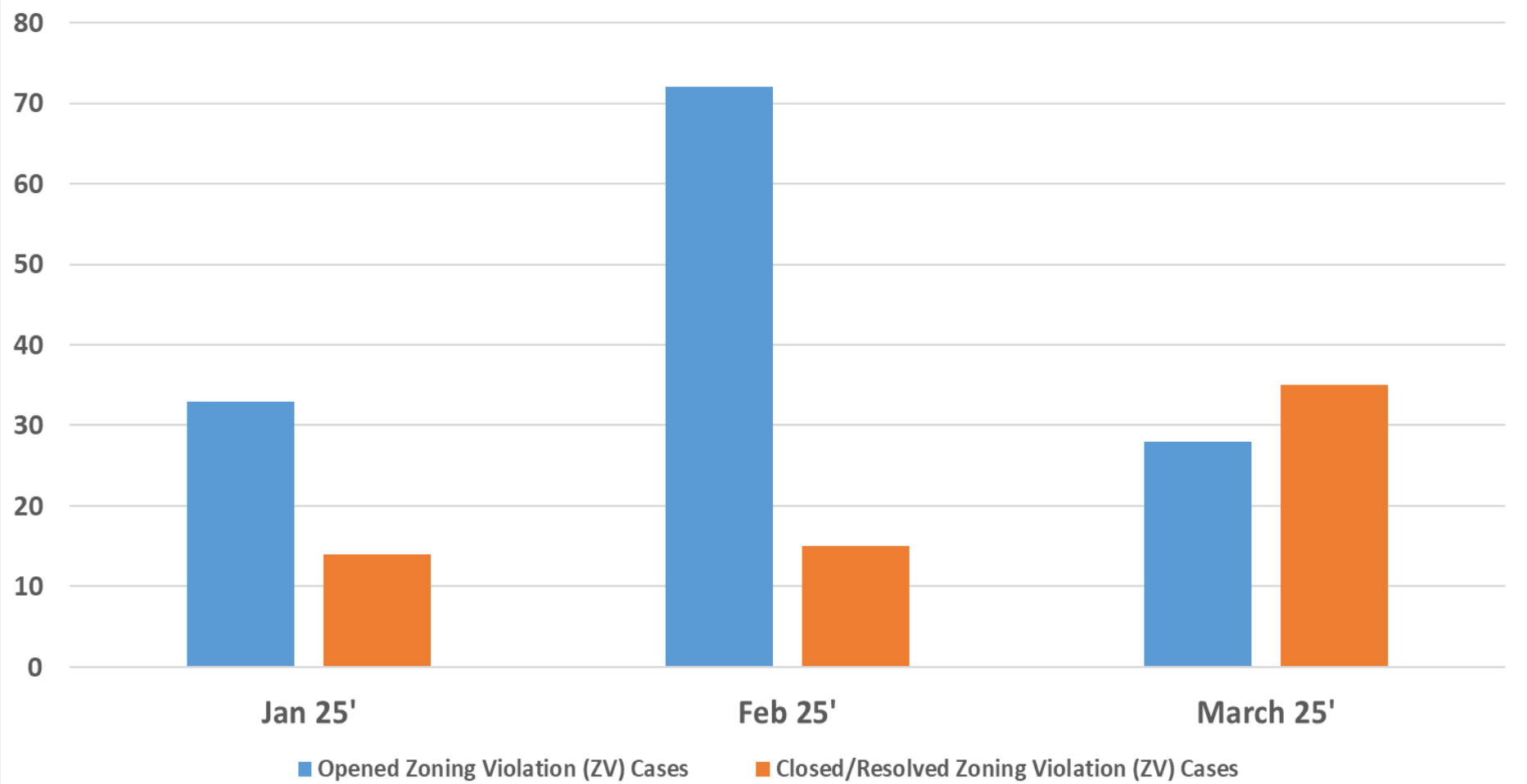


Property Registration (PR) & Vacant Lot (VL) New Cases - Monthly Trends



Note: Vacant Real Property Program Enforcement has restarted this year & Vacant Commercial Property Registration starting in 2025

New! Zoning Violation Cases



Note: Zoning Violation cases started Q4 2024, and Zoning Violation Enforcement started in Q1 2025

1948 Broadway Trespassing Encampment

(Before & After)



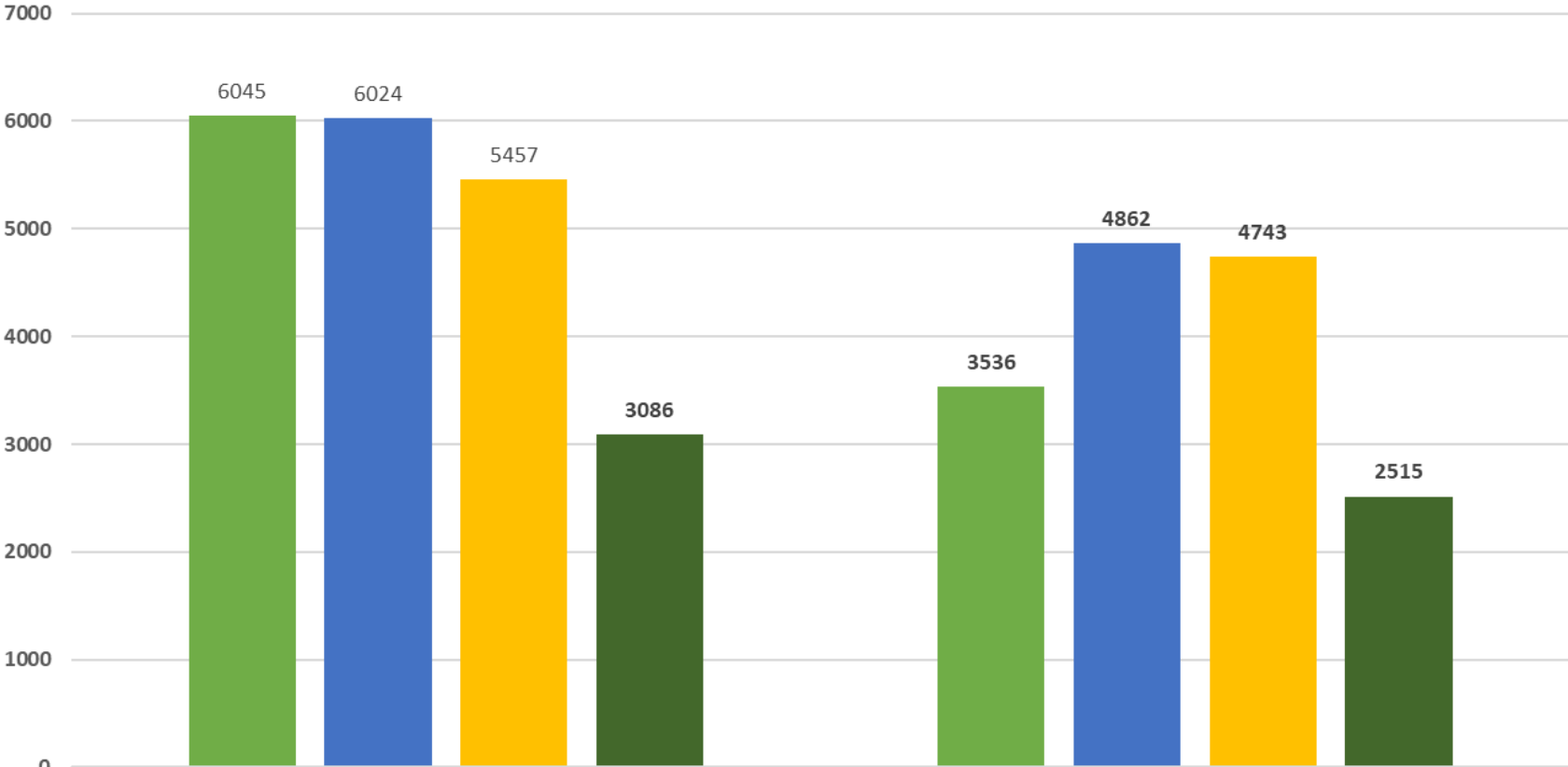


Building Division:

2025 Q1 Progress Report (Jan-March)



Historical Building Permit Comparisons by Fiscal Year



	Building (Applied)	Building (Issued)
FY 21-22	6045	3536
FY 22-23	6024	4862
FY 23-24	5457	4743
2024 (Q3/Q4)	3086	2515

■ FY 21-22 ■ FY 22-23 ■ FY 23-24 ■ 2024 (Q3/Q4)

Building Activity Summary

2025 Q1 Totals

BUILDING PERMIT SUMMARY	JAN 2025 TOTALS	FEB 2025 TOTALS	MARCH 2025 TOTALS	2025 YTD TOTALS*
OVERALL BUILDING PERMITS ISSUED	353	310	337	1000
SINGLE-FAMILY PERMITS ISSUED	92	96	86	274
SINGLE-FAMILY PERMITS FINALED	93	66	67	226
ADU PERMITS ISSUED	2	1	1	4
SOLAR PERMITS ISSUED	62	35	65	162
TOTAL FEES COLLECTED ISSUED	\$756,622	\$191,242	\$965,545	\$1,913,409
JOB VALUATION ISSUED	\$10,683,988	\$7,769,573	\$12,745,463	\$31,199,024
INSPECTIONS COMPLETED	1020	878	980	2,878

*As of 3/31/25

- Recruitment Efforts Ongoing
- User Fee Study Initiated
- Major Development Projects:
 - Costco (Grading Permits Issued / Building in Plan Check)
 - 961 Porter Street (Plan Check)
 - Panda Express (Permits Issued)
 - Navigation Center (CofO Issued!)




Planning Division:
2025 Q1 Progress Report
(Jan-March)

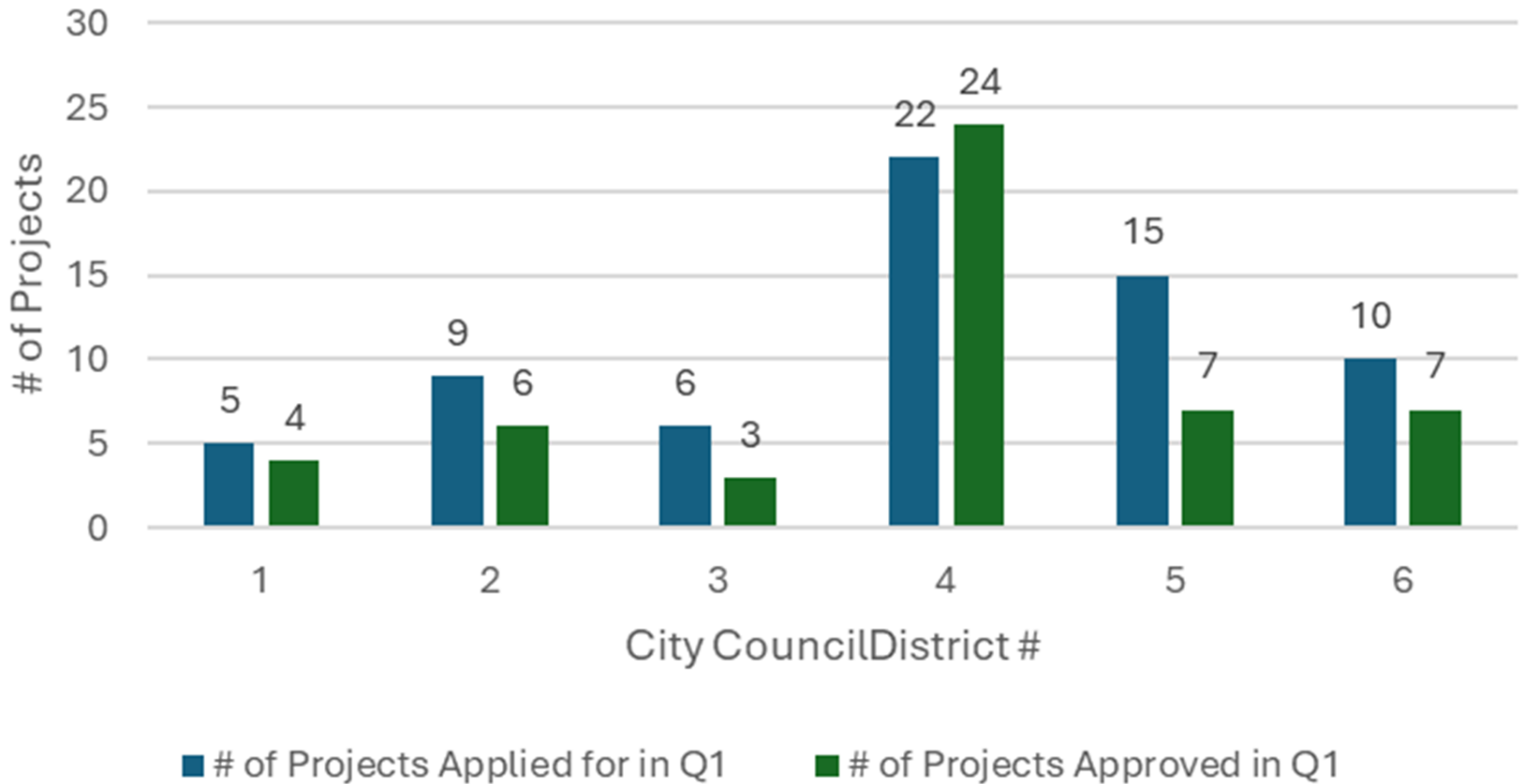


2025 Work (In Progress)



- Q1 Planning Approvals Issued for:
 - Skyzone
 - New Hyundai Dealership
 - Quarters Café Beer & Wine Sales
 - 5180 Sonoma Blvd Unit Count Reduction (418 to 343 units)
- Completed CC Level Appeals for 2 projects
- Completed “Phase 1” Zoning Updates
- Completed General Plan & Housing Element 2024 APR Review 
- Launched new Tobacco Retail License Program
- Initiated User Fee Study

of Projects Applied for vs. Approved in Q1



Q1 TOTALS:

67 Projects Applied For & 51 Project Approved

“VALUE” List Highlights

Current Planning Project Pipeline

- 96 Room Hotel on Sonoma Blvd (formerly “La Quinta”) – District 2
- Fairview at Northgate Housing (increase from 178 to 245 units) – District 1
- Borges Ranch (418 units) – District 2
- Vista Cove (51 units) – District 6
- Rollingwood Subdivision (130 units) – District 6
- 759 Sonoma Blvd (78 affordable units) - District 6
- 720 Sonoma Blvd (20 affordable units) – District 6

Full VALUE Lists Available here: planning.cityofvallejo.net

Housing Production Status

(6th Cycle RHNA, 2023-2031)

Income Level:	RHNA Allocation:	Projection Period:	2023:	2024:	Total to Date:	Remaining:
Very Low	690	4	10	10	20	670
Low	369	0	12	10	22	347
Moderate	495	0	9	7	16	479
Above Moderate	1,346	144	94	41	279	1,067
Total Units:	2,900	148	121	68	337	2,563

1,947 units currently in the Planning pipeline (total includes approved units, but not yet constructed, and units currently in development review)

Long Range Planning Activity Report

- Started Drafting MISP EIR RFP
 - RFP Released on April 16th with proposals due by May 20th and selection expected to occur by end of June 2025
- Work continued on Downtown & Waterfront PDA Plans
 - Formal CC grant acceptance coming soon
 - Work will include proposed anti-displacement policies (HE Program F.1.1.3)
- Began 6th Cycle HE Implementation Tracking
- Restarted EJ/Safety Element Update
- Drafted ADU Updates to comply with new State Laws
- Continued work on VMT Guidelines Update
- Restarted work on Inclusionary Housing Ordinance




2025 Upcoming Goals /Work Program:



- Continue Recruitment Efforts
- Continue Improving Cross-Departmental Coordination
 - Planning ↔ Economic Development
 - Code Enforcement ↔ Building/Planning/VPD
- Complete Planning and Building Fee Studies
- Continue work with Finance on Dev. Impact Fee Study
- Adopt New 2025 Building Code by EOY
- Initiate TRL Ord. Enforcement Work
- Initiate Sidewalk Vendor Ord. Enforcement/Education

-
- Continue Ramping-Up Vacant Property Registration Program Enrollments/Monitoring
 - Restart Programing for Community Clean-Up Events

- 
- Continue Development Permit-Streaming Efforts
 - Update Standard Conditions of Approval
 - Initiate “Phase 2” Zoning Update Work
 - Pursue Additional ‘Instant Permitting’ Options in the Building Division
 - Complete ADU Ordinance Updates
 - Continue work on Waterfront and Downtown Specific Plans
 - Continue Inclusionary Housing Ordinance Work
 - Initiate New Housing Element Programs, as appropriate
 - Continue EJ/Safety Element Update Project
 - Create Mills Act Auditing Process



CONTACT(S)

Gillian Haen, Assistant City Manager/Interim
Economic Development Director

Gillian.Haen@cityofvallejo.net

Kristin Pollot, AICP, Planning &
Development Services Director

Kristin.Pollot@cityofvallejo.net



SPECIAL ASSESSMENTS HEARING INFORMATION



Karen Ang, Administrative Analyst
Code Enforcement



SPECIAL ASSESSMENTS HEARING INFORMATION


- ❖ Property Owner Notification Process (Flowchart Overview)
- ❖ What are Special Assessments?
- ❖ About the Special Assessments Hearing
- ❖ Special Assessments Process
- ❖ Code Enforcement Fee Schedules
 - Link to Past & Current Schedules, Current Fiscal Year 2022-2023 Code Enforcement Fee Schedule
- ❖ Contact Information





PROPERTY OWNER NOTIFICATION PROCESS

DEFINITION OF PROPERTY OWNER

- Per ***Section 7.54.020 E*** of the Vallejo Municipal Code (VMC), “Property owner” shall mean the owner or owners of record of real property as shown on the latest equalized assessment roll of Solano County, or as otherwise known to the code enforcement supervisor or other city official by virtue of more recent and reliable information.
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PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview)

**What type of violation of the Vallejo
Municipal Code (VMC) has been
reported?**



**Property Maintenance
Ordinance (PMO)**

[Section 7.54 only – Example:
overgrown vegetation on private
property]

Most sections of the VMC

[Example: Section 7.64
Inoperative/Unregistered
Vehicle on Private Property]

The Code Enforcement (CE) Officer performs an inspection. If there are no violations present, then the case is closed as unfounded. If violation(s) is/are valid, the CE Officer will then issue a notice based on the type of code violation observed.

PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview, continued)

Property Maintenance Ordinance (PMO) Violation [Section 7.54 only]



Warning Notice
Sent to the Property Owner(s) via regular and certified mail. No fine amount is associated with this notice.

If violation(s) still exist(s) after 30 days, or no response received from owner/occupants...



PROPERTY OWNER NOTIFICATION PROCESS

(Flowchart Overview, continued)

PMO Violation (continued)



Notice of Violation (NOV)

Encompasses all PMO violations under one fine. Sent to the Property Owner(s) via regular and certified mail; posted on property as a courtesy.

NOV may be appealed within 30 days of issuance. This appeal fee is non-refundable but can be waived by applying for an Appeal Fee Waiver.

After 30 days...



PROPERTY OWNER NOTIFICATION PROCESS (continued)



PMO Violation (continued)

After 30 days...



If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **First Administrative Citation (C1)** is issued at the re-inspection.



If violation is corrected, then case is closed.



(Continue to **Administrative Citation** Process)



PAYMENTS

If the fine is paid, any lien(s) against the property is/are released.

If the NOV was not paid, it is then invoiced/liened

PROPERTY OWNER NOTIFICATION PROCESS (continued)

PMO Violation (continued)

If violation(s) still exist after 30 days, or no appeal/response received from owner/occupants...

Administrative Citation

Issued per violation. Sent to the Property Owner(s) via regular and certified mail. Posted onto the property as a courtesy.

(Same process repeats for C2-C5 every 30 days).

Citations may be appealed within 30 days of issuance. This appeal fee is a refundable deposit equal to the amount of the citation but can be waived by applying for an Appeal Fee Waiver.

In the same case file, property owners may receive multiple concurrent citations for each ordinance category. For instance, an NOV may be issued to a property owner for overgrown weeds (PMO violation) while a C1 may simultaneously be issued for an inoperative vehicle (Zoning violation).

PROPERTY OWNER NOTIFICATION PROCESS (continued)

PMO Violation (continued)

After 30 days...

If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **Second Administrative Citation (C2)** is issued at the re-inspection.

(Continue with **Administrative Citation** Process until compliance or the C5 or \$10k cap is reached, whatever comes first)

If violation is corrected, then case is closed.

PAYMENTS

If the fine is paid, no lien(s) are recorded against the property.

If the citation was not paid, then a late fee penalty is issued and all monies are invoiced and **liened**.

PROPERTY OWNER NOTIFICATION PROCESS (continued)

Violation of most sections of the VMC

[e.g. Section 7.64 Inoperative/Unregistered
Vehicle on Private Property]

**Start
Here**

Administrative Notice

Sent to the Property Owner(s) via
regular and certified mail. No fine
amount is associated with this
notice.

If violation(s) still exist(s) after 30 days, or no
response received from owner/occupants...



PROPERTY OWNER NOTIFICATION PROCESS (continued)



Violations of most sections of the VMC
[e.g. Section 7.64 Inoperative Vehicle on
Private Property]

If violation(s) still exist after 30 days, or no response received from owner/occupants...

Administrative Citation
Issued per violation. Sent to the
Property Owner(s) via regular and
certified mail. Posted onto the
property as a courtesy.
(Same process repeats for **C2-C5** every 30 days).



Citations may be appealed within
30 days of issuance. This appeal
fee is a refundable deposit equal
to the amount of the citation but
can be waived by applying for an
Appeal Fee Waiver.

PROPERTY OWNER NOTIFICATION PROCESS (continued)

Violations of most sections of the VMC

After 30 days...

If violation still exists (is not corrected), the notice is not appealed, or no response has been received from the owner/occupants, then a **Second Administrative Citation (C2)** is issued at the re-inspection.

If violation is corrected, then case is closed.

(Continue with **Administrative Citation** Process until compliance or the C5 or \$10k cap is reached, whatever comes first)

PAYMENTS


If the fine is paid, any lien(s) against the property is/are released.

If the cite was not paid, it is then invoiced/liened along with the cite late fee penalty.



WHAT ARE SPECIAL ASSESSMENTS?

If a property owner has an overdue and unpaid fine amount (meaning they have passed the 30 day payment period indicated on the notice), this amount, along with any late fees, gets placed onto the Solano County Tax Roll as a **Special Assessment** on the owner's property taxes. In order for a fine to be placed onto the Special Assessments list, the fine is first invoiced and lienied.




As a practice, each case is capped off at \$10k – this includes any additional fees such as late fees, abatement costs, administrative charges, etc.



ABOUT THE SPECIAL ASSESSMENTS HEARING

At this hearing, the Code Enforcement Appeals Board (Board) will listen to any testimony and accept evidence regarding discrepancies relating to the amount of the special assessment, e.g. payment receipt, amounts printed on the notices, citations, and/or liens they received, etc.

The time for a regular appeals hearing has expired, therefore the Board will not receive testimony or evidence related to the validity of the underlying violation.



The Board will only be reviewing the cost accounting of the assessments and making sure that the figures are correct.

THE SPECIAL ASSESSMENTS PROCESS

- **February/March:** Code Enforcement compiles a list of properties/cases with outstanding fines to be placed on the Special Assessments List.
- **April:** the fine(s) is(are) invoiced and a lien(s) is(are) placed against the property.
- **May:** a Special Assessments Hearing Notice and Appeal/Objection Forms are mailed to the property owner/responsible party. If no response is received by **May 31st**, the amount is automatically placed on the list. If someone submits an Objection Form, they may appear at the Special Assessments Hearing. If they respond after the May 31st deadline, they may only appear at the hearing during the open community forum and speak for a 3-minute limit.

THE SPECIAL ASSESSMENTS PROCESS

- **June:** the CEAB holds its annual Special Assessments Hearing on the 4th Thursday. At the hearing, appellants are reminded that they can only discuss/appeal the **amount** of the fines (due to administrative or clerical error, for example if they have a receipt or if the payment was mistakenly applied to an incorrect case #, etc.), however, they **cannot** discuss/appeal the actual validity of the violation since that appeal period has already passed. The CEAB then reviews the calculations, makes any necessary modifications/amendments to the list, then votes to submit the approved list and total to staff.
- **July:** Staff forwards the approved list to the Finance Department (last minute payments may be accepted at this time).
- **August:** After receiving updates to the list from Code Enforcement Staff, Finance sends the amended and finalized list to the Solano County Tax Collector by the annual August deadline.

FEE SCHEDULE INFORMATION

- **Link to current and past Fee Schedules:**
https://www.cityofvallejo.net/our_city/departments_divisions/finance_department/finance_document_library
- **Current Code Enforcement Fee Schedule for Fiscal Year 2022-2023**
 (Page 15 - Effective Jan 1, 2023):

City of Vallejo Master Fee Schedule FY 2022-2023				
Code Enforcement Fees				
Line No.	Service Name	Fee Description	FY 2022-23 Current Fee	Footnotes
Fees				
1	Warrant Processing Fee	Flat	\$ 1,476	
2	Warrant Lien Process Admin. Charge	Flat	\$ 494	
3	Notice of Violations Appeals Fees	Flat	\$ 509	
4	Administrative Citation Fine Per Code Section Violated - 1st Citation	Per Violation	\$ 283	
5	Administrative Citation Fine Per Code Section Violated - 2nd Citation	Per Violation	\$ 566	
6	Administrative Citation Fine Per Code Section Violated - 3rd and All Subsequent Citations	Per Violation	\$ 850	
7	Administrative Citation Lien Processing and Late Payment Penalty	Per Citation	\$ 503	
8	Notice of Violation Admin. Charge	Flat	\$ 409	
9	Vacant Buildings Annual Registration Fee	Flat	\$ 453	



CONTACT(S)

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