



**CODE ENFORCEMENT APPEALS  
BOARD REGULAR MEETING**

**OCTOBER 23, 2025**



**BOARD MEMBERS**

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

**6:00 PM**

**HYBRID MEETING**  
[www.Cityofvallejo.net](http://www.Cityofvallejo.net)

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

<p><b>NOTICE:</b> 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><b>PUBLIC COMMENT:</b> Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (<a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a>), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, <a href="http://www.cityofvallejo.net/publiccomment">www.cityofvallejo.net/publiccomment</a></p>
<p><b>VIEW THE MEETING:</b> There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> <li>• In Person</li> <li>• Watch Vallejo local channel 28</li> <li>• Stream from the City website: <a href="http://www.cityofvallejo.net/Streaming">www.cityofvallejo.net/Streaming</a> Join the Zoom webinar: <a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a></li> </ul>	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p><b>Hybrid Options are available for members of the public to participate. To participate remotely</b></p>	
<p><b><u>Option to Join by Computer</u></b> From your browser go to <a href="https://ZoomRegular.CityofVallejo.net">https://ZoomRegular.CityofVallejo.net</a> to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><b><u>Option to Join by Phone</u></b> 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>
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	<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 PLEDGE OF ALLEGIANCE

3 ROLL CALL

4 CONSENT CALENDAR AND APPROVAL OF AGENDA & MINUTES

**APPROVAL OF OCTOBER 23, 2025 REGULAR MEETING AGENDA AND  
JULY 24, 2025 REGULAR MEETING MINUTES**

Recommendation:

Contact: Dong Yoo Staff Secretary (707) 648-4389

[Dong.Yoo@cityofvallejo.net](mailto:Dong.Yoo@cityofvallejo.net)

5 REPORT OF THE CITY COUNCIL LIAISON

6 COMMUNITY FORUM

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7 PRESENTATIONS AND COMMENDATIONS

**TOBACCO RETAIL LICENSING PROGRAM UPDATE**

**CODE ENFORCEMENT MANAGEMENT UPDATE**

**REMINDER: BOARDS & COMMISSIONS APPRECIATION DINNER -  
THURSDAY, OCTOBER 30, 2025 AT 5:00 PM**

8 OLD BUSINESS

9 NEW/UNFINISHED BUSINESS

10 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD

11 FUTURE AGENDA ITEMS

**FUTURE MEETINGS: NO MEETINGS IN NOVEMBER OR DECEMBER 2025;  
NEXT REGULAR MEETING ON JANUARY 22, 2026**

12 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](http://www.cityofvallejo.net/subscribe))
- Sign up for emergency alerts at: [alertsolano.com](http://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  
Kevin Tennyson  
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 3:00 PM, October 17, 2025.

Dated: October 17, 2025

*Kristin Pollot*

Kristin Pollot, Board Staff



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BOARD REGULAR MEETING**

**OCTOBER 23, 2025**



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Edward Taylor  
Kevin Tennyson  
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 3:00 PM, October 16, 2025.

Dated: October 16, 2025

*Kristin Pollot*

Kristin Pollot, Board Staff



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

Thursday, July 24, 2025  
6:00 p.m.

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

**CITY COUNCIL CHAMBERS**  
555 Santa Clara Street, Vallejo, California

1. **CALL TO ORDER:** The meeting was called to order at 6:00 p.m., by Chairperson (Chair) Tennyson

2. **PLEDGE OF ALLEGIANCE:** Led by Chair Tennyson

3. **ROLL CALL:**

Present: Board Members: Cavalli, Schultz, Taylor, Tennyson, Ureta

Absent: Gaddies (Excused)

Staff: Administrative Analyst Ang, Senior Code Enforcement Officer Burciaga, Code Enforcement Officer O'Brien, Code Enforcement Manager Yoo, Assistant City Attorney Zagaroli

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

**A. APPROVAL OF AGENDA:** Boardmember Cavalli motioned to approve the agenda. The motion was seconded by Boardmember Taylor and was carried unanimously.

**B. APPROVAL OF MINUTES JUNE 26, 2025 Regular Meeting:** Boardmember Cavalli motioned to approve the minutes from the June 16, 2025 Regular Meeting. The motion was seconded by Vice Chair Schultz and was carried unanimously.

5. **REPORT OF THE CITY COUNCIL LIASION:** None

6. **COMMUNITY FORUM:** None

7. **PRESENTATIONS AND COMMENDATIONS:** None

8. **OLD BUSINESS:** None

9. **NEW/UNFINISHED BUSINESS:**

**A. HOLD A PUBLIC HEARING ON THE APPEAL OF THE SECOND ADMINISTRATIVE CITATION RELATING TO CASE #CE24-1677 AT 709 ADMIRAL CALLAGHAN LANE, APN 0069340130**

Recommendation: Based on the evidence presented, staff recommends that the Board uphold the Second Administrative Citation and direct continued enforcement until the appellant complies with Vallejo Municipal Code Section 7.54.030 F, P, and S.

Action: Vice Chair Schultz motioned to uphold the Staff Recommendation and deny the appeal, which was seconded by Boardmember Taylor and was carried unanimously.

Contact: Dong Yoo, Staff Secretary (707) 648-4389

[Dong.Yoo@cityofvallejo.net](mailto:Dong.Yoo@cityofvallejo.net)

**B. HOLD A PUBLIC HEARING ON THE APPEAL OF THE SECOND ADMINISTRATIVE CITATION RELATING TO CASE #CE24-2208 AT 711 ADMIRAL CALLAGHAN LANE, APN 0069340150**

Recommendation: Based on the evidence presented, staff recommends that the Board uphold the Second Administrative Citation and direct continued enforcement until the appellant complies with Vallejo Municipal Code Section 7.54.030 F, P, and S.

**MINUTES**  
**City of Vallejo Code Enforcement Appeals Board**

Action: Vice Chair Schultz motioned to uphold Staff Recommendation and deny the appeal, which was seconded by Boardmember Cavalli and was carried unanimously.

Contact: Dong Yoo, Staff Secretary (707) 648-4389

[Dong.Yoo@cityofvallejo.net](mailto:Dong.Yoo@cityofvallejo.net)

**10. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD:** None

**11. FUTURE AGENDA ITEMS**

A. No Regular Meeting in August; Next Regular Meeting: September 25, 2025

**12. ADJOURNMENT**

Chair Tennyson adjourned the meeting at 7:41 p.m.

\_\_\_\_\_  
KEVIN TENNYSON, CHAIRPERSON

ATTEST:

\_\_\_\_\_  
DONG YOO  
CODE ENFORCEMENT MANAGER (BOARD STAFF SECRETARY)

# Tobacco Ordinance

*Effective February 7, 2025*



## Tobacco Retailers Must Not:

- Sell tobacco products through self-service displays
- Sell tobacco products via mobile vending, vending machines and including internet sales
- Sell any type of flavored tobacco products
- Sell electronic smoking devices and products (including but not limited to, e-cigarettes, e-cigars, e-pipes, vape pens, or e-hookahs)
- Offer or accept coupons or provide free or discounted tobacco products
- Sell any little cigar unless it is sold in a package of at least 10; or any cigar unless it is sold in a package of at least 10 cigars
- Sell cigarettes at a price that is less than \$10.00 per package of 20 cigarettes, including all applicable taxes and fees; -OR-
- Sell little cigars at a price that is less than \$10.00 per package, including all applicable taxes and fees; -OR-
- Sell cigars at a price that is less than \$50.00 per package, or \$10.00 per cigar, including all applicable taxes and fees

**These regulations will be actively enforced  
by the City of Vallejo Code Enforcement  
Division.**



## **TOBACCO RETAILER LICENSE REQUIRED PLEASE TAKE NOTICE**

March 6, 2025

Dear Business Owner:

You are being contacted because our research indicates you currently operate a business within the City of Vallejo as a tobacco retailer. On December 10, 2024, the Vallejo City Council adopted a new program, incorporated into the Vallejo Municipal Code (VMC) Chapter 5.10 as the Tobacco Retail Licensing Ordinance, which went into effect February 7, 2025. The ordinance requires all existing tobacco retailers to obtain a Tobacco Retailer License within 180 days of the effective date of the new ordinance; however, complete applications must be filed within 90 days (no later than May 8, 2025), in order to qualify for temporary exemptions related to new density and location proximity requirements.

In order to receive a license for your existing business (which might otherwise be ineligible) you must do the following:

1. Submit a complete application for a license within 90 calendar days of the effective date of the ordinance (no later than May 8, 2025). A complete application must include:
  - a. Proof that the location for the license has been issued all necessary state licenses for the sale of tobacco products.
  - b. Proof that any required land use entitlements/permits required under VMC Title 16 have been issued or applied for, and that the business was operating lawfully when established, and at all times thereafter.
2. Pay appropriate initial application filing fees in the amount of \$2,500.00, as required by the City Council Resolution No. 24-211.

If you have any questions about the license process, you may contact the Planning & Development Services Department by calling (707) 648-4326; visiting 555 Santa Clara St., Vallejo, CA. 94590 during normal business hours; or e-mailing: [planning@cityofvallejo.net](mailto:planning@cityofvallejo.net) (please insert the following as your email subject: "Tobacco Retail License"). Additionally, you can also visit the City's website at <https://shorturl.at/YdGZy> for more information.

### **Consequences of non-compliance by 05/08/2025**

*Failure to submit a complete application for a tobacco retailer license on or before May 8, 2025, will result in a requirement that the tobacco retailer comply with all density and location requirements set forth in subsections D. through G of VMC section 5.10.050. In the event that the location of the tobacco retail store does not comply with such location and density requirements and has not obtained such tobacco retail license on or before the 180-calendar day period, such retailer shall immediately cease the sale of any and all tobacco products. For more information, see VMC Chapter 5.10.050.H.*



555 Santa Clara Street · Vallejo · CA · 94590

October 1, 2025

Re: NOTICE TO CEASE SALE OF TOBACCO PRODUCTS – NO VALID TOBACCO RETAILER LICENSE

Dear Retail Operator,

On behalf of the City of Vallejo, this letter serves as formal notice that your business appears to be engaging in the sale of tobacco products without a valid Tobacco Retailer License (TRL) as required under Chapter 5.10 of the Vallejo Municipal Code (VMC).

The City of Vallejo TRL Ordinance, which became effective on February 7, 2025, mandates that no person or business may sell, offer for sale, or permit the sale of tobacco products within the City without first obtaining and maintaining a valid TRL.

VMC Section 5.10.050.G, limits the total number of TRLs that can be issued within the city based on the total population of inhabitants. As of July 31, 2025, all available TRLs have been issued, and the application window has closed with no more licenses available. As such, you are hereby directed to:

- 1. Immediately cease all sales of tobacco products at your business location.**
- 2. Remove all tobacco products, advertisements, and displays from the sales floor.**

Failure to comply with this directive constitutes a violation of the VMC and will result in enforcement action, including but not limited to fines, penalties, possible seizure and forfeiture of tobacco products pursuant to VMC Section 5.10.150, and any further legal remedies available to the City.

Please be advised that a TRL is required before any tobacco sales can resume. Licenses cannot be transferred to another person or location and any change in ownership or business location requires the submission of a new license application (VMC 5.10.090).

If you have questions regarding this notice or compliance requirements, please contact the Planning and Development Services Department at (707) 648-4326 or [Tobacco@cityofvallejo.net](mailto:Tobacco@cityofvallejo.net).

Thank you for your cooperation and compliance with the City's Tobacco Retailer Licensing Ordinance.

Sincerely,

Kristin Pollot, AICP  
Planning and Development Services Director



VMC – Chapter 5.10 -TRL Ordinance