

**CITY OF VALLEJO PLANNING COMMISSION
REGULAR MEETING MINUTES
COUNCIL CHAMBERS
March 17, 2025**

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Blind, Vice-Chair Taylor, Commissioners Madeiros, Standafer, and Douglass, Balbuena and Beasley-Stansberry

Staff present: Assistant City Attorney Zagaroli, Planning and Development Services Director Pollot, and Planning Manager Orozco – Current Development, Principal Planner Thacker, Associate Planner Solomon

4. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF AGENDA

B. APPROVAL OF MINUTES

a. March 3, 2025 – Regular Meeting

C. OTHER CONSENT ITEMS – None

Action: Chair Blind, Second by Vice-chair Taylor, and carried unanimously to approve the agenda with the modification of making item 7B to 7A, continue the March 3, 2025, meeting minutes to next regular scheduled meeting and approval of the consent calendar.

5. REPORT OF THE CITY COUNCIL LIASION

Council Member Matulac thanked the commission for their dedicated time and everything they do, provided an overview of the last appeal that went before council and how the Planning Commission and Economic Development can collaborate and have forward thinking.

6. COMMUNITY FORUM – Daniel B. Susan Nicoles

7. PUBLIC HEARING

B. PROJECT TITLE: Quarters Coffee House – Alcohol Sales

PROJECT NUMBER: Major Use Permit (MJP24-0006)

RECOMMENDATION: Adopt a resolution approving a Major Use Permit (MJP24-0006) to allow alcohol sales of beer and wine for offsite consumption at Quarters Coffee House located at 1015 Walnut Avenue (APN:0066-050-170) after finding the project exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.

Principal Planner Thacker presented the item.

The applicant provided a statement and was available to answer questions.

The commission asked questions and staff, and the applicant responded.

Chair Blind opened the public hearing.

Speakers: Daniel B.

Chair Blind closed the public hearing.

Commissioners deliberated, made comments and asked questions.

Staff presented the item

Action: Moved by Commissioner Beasley-Stansberry, seconded by Commissioner Douglass, and carried unanimously to find the project to meet the requirements of CEQA guidelines Section 15301 and Major Use Permit (MJP24-0006) and, based on the findings provided in the Resolution and subject to the Conditions of Approval provided as Exhibit A to the resolution and amend Condition of Approval #3 to hours of operation of the sale alcoholic beverage shall be from 8 a.m. to 3p.m.

A. **PROJECT TITLE:** General Plan and Housing Element Annual Progress Report for the Calendar Year 2024

RECOMMENDATION: Adopt a resolution accepting, and recommending City Council approval of, the General Plan and Housing Element Annual Progress Report for the Calendar Year 2024.

Associate Planner Solomon presented the item.

The commission asked questions and staff responded.

Chair Blind opened the public hearing.

Speakers: None.

Chair Blind closed the public hearing.

Commissioners deliberated, made comments and asked questions.

Action: Moved by Vice-Chair Taylor, seconded by Commissioner Madeiros, and carried unanimously to adopt a resolution accepting, and recommending City Council approval of, the General Plan and Housing Element Annual Progress Report for the Calendar Year 2024.

8. WRITTEN COMMUNICATIONS

The Planning Division received the four written communications opposing the request of the Major Use Permit for offsite alcohol sales for Quarter Café.

9. REGULAR REPORTS

A. SECRETARY'S REPORT

Planning Manager Orozco called the update project meeting memo attached to the secretary report of upcoming projects that will come before the Planning Commission and create a digital Planning Commissioners binder.

B. CITY ATTORNEY'S REPORT

Assistant Attorney Zagaroli had no update but wanted to ask what Plan B for the commission to receive communications from the staff.

C. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION - None

D. REPORT OF THE SUBCOMMITTEES – None

10. OTHER AGENDA ITEMS

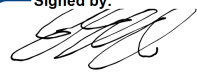
A. INFORMATIONAL ITEM - None

B. DISSCUSSION OF FUTURE AGENDA ITEMS - None

11. ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

ATTEST:

Signed by:


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ERIC BLIND, CHAIR

ATTEST:

DocuSigned by:

Kristin Pollot

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Kristin Pollot, AICP
SECRETARY