



**VALLEJO PLANNING COMMISSION
REGULAR MEETING 7:00 PM**



FEBRUARY 18, 2026

COMMISSIONERS

Anthony Taylor, (Chair)
Donald Douglass, (Vice-Chair)
Phillip Balbuena
Eric Blind
Tara Beasley-Stansberry
Wanda Madeiros
Chris White

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><u>VIEW THE MEETING:</u> 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 align="center">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 Commission 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 Commission Secretary</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Staff Secretary’s office by contacting via email Dalia.Vidor@cityofvallejo.net or via telephone at (707) 648-4326 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 THE AGENDA

Consent Calendar items appear below, with the Secretary's or City Attorney's designation as such. Members of the public wishing to address the Commission on Consent Calendar items are asked to address the Secretary and submit a completed speaker card prior to the approval of the agenda. Such requests shall be granted, and items will be addressed in the order in which they appear in the agenda. After making any changes to the agenda, the agenda shall be approved. All matters are approved under one motion unless requested to be removed for discussion by a commissioner or any member of the public.

A. APPROVAL OF THE AGENDA

B. APPROVAL OF THE MINUTES

Recommendation: By motion, approve the January 21, 2026 - Regular Meeting and January 29, 2026 - Special Meeting minutes.

5. REPORT OF THE CITY COUNCIL LIAISON

6. COMMUNITY FORUM

Anyone wishing to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his/her name and address for the record. The conduct of the community forum shall follow those as the City Council and shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300. The Commission may take information but may not take action on any item not on the agenda.

7. PUBLIC HEARING

A. ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO SUBDIVIDE ONE PARCEL INTO THREE PARCELS AT THE SOUTHEAST CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL DEVELOPMENT (APN: 0069-480-040), AFTER FINDING THE PROJECT EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES SECTION 15315 - "MINOR LAND DIVISION"

Project Summary: The project consists of the subdivision of an undeveloped 3.29-acre parcel, associated with the Fairview at Northgate commercial development, into three (3) parcels. Parcel A would have an overall area of 1.17 acres, Parcel B would have an overall area of 0.83 acres, and Parcel C would have an overall area of 1.29 acres. No additional development is proposed as part of the subdivision.

Location: Southeast Corner of Admiral Callaghan Lane and Turner Parkway / APN: 0069-480-040

Applicant: Kier + Wright c/o Danny Luu

Owner: Vallejo-Fairview Developers, LLC

General Plan Land Use Designation: Retail/Entertainment

Zoning District: Regional Commercial – Vested Planned Development ("Fairview at Northgate Planned Development")

CEQA: The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15315 (Class 15 – Minor Land Division), as it involves the division of property in an urbanized area zoned for commercial use into four or fewer parcels and is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels are available, the property was not involved in a division of a larger parcel within the previous two years, and the property does not have an average slope greater than 20 percent.

- 8. WRITTEN COMMUNICATIONS**
- 9. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION**
 - A. SECRETARY'S REPORT
 - B. CITY ATTORNEY'S REPORT
 - C. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION
 - D. REPORT OF THE ADHOC SUBCOMMITTEES
- 10. OTHER**
 - A. DISCUSS THE "BOARDS, COMMISSIONS, AND COMMITTEES ASSESSMENT REPORT" AND PROVIDE FEEDBACK TO STAFF
 - B. DISCUSS AND CONSIDER AGENDIZING THE CREATION OF A WORK PLAN AD-HOC SUBCOMMITTEE
- 11. 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: alertsolan.com

I, Dalia Vidor, Staff Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Anthony Taylor, (Chair)
Donald Douglass, (Vice-Chair)
Phillip Balbuena
Eric Blind
Tara Beasley-Stansberry
Wanda Madeiros
Chris White,

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 2:00 PM, February 11. 2026.

Dated: February 11. 2026

Dalia Vidor

Dalia Vidor, Staff Secretary

**CITY OF VALLEJO PLANNING COMMISSION
REGULAR MEETING MINUTES
COUNCIL CHAMBERS
January 21, 2026**

1. CALL TO ORDER

The meeting was called to order at 7:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Taylor, Vice-Chair Douglass, Commissioners Madeiros, Beasley-Stansberry, Balbuena, White

Absent: Commissioner Blind

Staff present: Assistant City Attorney Zagaroli, Planning and Development Services Director Pollot, Planning Manager Orozco.

4. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF THE AGENDA

B. APPROVAL OF Minutes

Action: Vice-Chair Douglass, second by Commissioner Madieros, approved the agenda and the November 15, 2025 – regular meeting minutes by the following vote:

AYES: Douglass, Madeiros, Beasley-Stansberry, Balbuena, White

NOES: None

ABSTAIN: Taylor

ABSCENT: Blind

5. REPORT OF THE CITY COUNCIL LIASION

Vice-Mayor Matulac reminded the commission about the opportunity of creating a work plan and encouraged the commission to make public appearances.

6. COMMUNITY FORUM – None

7. PUBLIC HEARING

A.

PROJECT TITLE:

By-Right Housing Overlay District Ordinance

RECOMMENDATION:

Continue the public hearing to consider adopting a resolution

recommending the City Council adopt an ordinance amending the Vallejo Municipal by adding a new Chapter 16.216 to Title 16 (Zoning) and amending the zoning map to establish a By-Right Housing Overlay District for Housing Element inventory sites: #41 (APN:0052110140); #42 (APN:0051250230) and #55 (APN0069032240) to implement Housing Element programs A1.1.6 and A1.1.7.

Action: Moved by Chair Taylor, Second by Commissioner Madieros, to continue the the public hearing to consider adopting a resolution recommending the City Council adopt an ordinance amending the Vallejo Municipal by adding a new Chapter 16.216 to Title 16 (Zoning) and amending the zoning map to establish a By-Right Housing Overlay District for Housing Element inventory sites: #41 (APN:0052110140); #42 (APN:0051250230) and #55 (APN0069032240) to implement Housing Element programs A1.1.6 and A1.1.7. to February 18, 2026 – Regular Planning Commission Meeting, by the following vote:

AYES: Taylor, Douglass, Madeiros, Beasley-Stansberry, White
NOES: Balbuena
ABSENT: Blind
ABSTAIN: None

B.

PROJECT TITLE: Vista Cove Subdivision

RECOMMENDATION: Continue the public hearing to consider a resolution recommending the City Council approve a Tentative Map (TM23-0001), Planned Development (PD24-0001), Development Review (DVR23-0017), Design Review (DR23-0006), and Landscape Review (LR23-0013) for the development of 51 single-family residences)"Vista Cove Subdivision") at Shady Land and Wildflower Avenue (APNs:0079-171-170 & 0079-120-100) to January 21, 2026 at 7:00 p.m.

Planning Manager Orozco presented the item.

The applicant provided a presentation.

Members of the Commission asked questions and staff and the applicant

responded.

Chair Taylor opened the public hearing.

Speakers: Christina G., Carol M., Debbie S., Rosanna S., and Vallejo56

Chair Taylor Closed the public hearing.

Commissioners deliberated, made comments and asked questions.

Action: Moved by Taylor, second by Commissioner White, to adopt a resolution recommending City Council to adopt a Subsequent Mitigated Negative Declaration to the certified EIR for General Plan 2040, and Mitigation Monitoring and Reporting Program (MMRP) after making findings pursuant to CEQA guidelines Sections 15162 and public resources code 21166, by the following vote:

AYES: Taylor, Douglass, White and Beasley-Stansberry
NOES: Madeiros and Balbuena
ABSENT: Blind
ABSTAIN: None

Action: Moved by Taylor, second by Douglass, to adopt a resolution recommending City Council approve Tentative Map (TM23-0001), Planned Development (PD24-0001), Development Review (DVR23-0017), Design Review (DR23-0006), and Landscape Review (LR23-0002) for the development of 51 single-family residences ("Vista Cove Subdivision"), subject to the conditions of approval as Exhibit A to the Resolution for the project, and directing staff to work with Public Works revise condition of approval #C.19 by the following vote:

AYES: Taylor, Douglass, White and Beasley-Stansberry
NOES: Madeiros and Balbuena
ABSENT: Blind
ABSTAIN: None

8. WRITTEN COMMUNICATIONS - NONE

9. REGULAR REPORTS

A. SECRETARY'S REPORT

Planning Manager Orozco noticed the secretary report, city attorney report, reminded the commission about a special joint meeting happening on January 29 with the Architectural Heritage and Landmark Commission and a few of the commissioners' received emails regarding a W-9 and DE 542

B. CITY ATTORNEY'S REPORT - NONE

C. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION

Commissioner Madeiros mentioned issued regarding her outlook email and requested to agendize a discussion regarding a work plan.

D. REPORT OF THE SUBCOMMITTEES – None

10. ADJOURNMENT

The meeting was adjourned at 9:28 p.m.

ATTEST:

ANTHONY TAYLOR, CHAIR

ATTEST:

KRISTIN POLLOT, AICP
SECRETARY

DRAFT

**CITY OF VALLEJO PLANNING COMMISSION &
ARCHITECTURAL HERITAGE AND LANDMARK COMMISSION
SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
January 29, 2026**

1. CALL TO ORDER

The meeting was called to order at 7:12 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Vice-Chair Douglass, Commissioners Madeiros, Blind, and White

Absent: Chair Taylor, Commissioners Beasley-Stansberry and Balbuena

Staff present: Assistant City Attorney Zagaroli, Planning and Development Services Director Pollot, Planning Manager Orozco and Associate Planner Salomon.

4. PUBLIC HEARING

A.

PROJECT TITLE:

823 Marin Street – Event Center

RECOMMENDATION:

Hold a joint special public hearing between the Planning Commission and the Architectural Heritage and Landmarks Commission to consider adopting: 1) a resolution, by the Architectural Heritage and Landmarks Commission, approving a Certificate of Appropriateness (COA23-0005); and 2) a resolution, by the Planning Commission, approving a Use Permit (UP18-0002), Development Review and Landscape Review, (PLN25-0103), for an event center in the former federal building located at 823 Marin Street (APN: 0056-161-040)

Associate Planner Solomon presented the item.

The applicant provided a presentation.

Members of the Commissions asked questions and staff and the applicant

responded.

Vice-Chair Douglass opened the public hearing.

Speakers: Mary W., Barbra L., Jennifer B., David A., Madeline R., Micheal R., Jean D., Mario S., and Luis D.

Vice-Chair Douglass closed the public hearing.

Commissioners deliberated, made comments and asked questions.

Action: Moved by Vice-Chair Douglass, Second by Commissioner White, and carried unanimously, find the project exempt from CEQA pursuant to CEQA Guidelines Section 15303 (Class 3 “New Construction or Conversion of Small Structures”) and Section 15331 (Class 31 “Historic Resource Restoration/Rehabilitation”), and approve a Use Permit, Development Review, and Landscape Review (UP18-0002, PLN25-0103) subject to conditions of approval provided as Exhibit A to the Resolution, modified as follows: interior noise should not exceed 98 dBA and no more than 54 dBA at the corners of the property. The applicant must keep a log during any function and record the decibels for every hour throughout the event. The applicant shall obtain a Type 2 sound level meter to record these decibels. The log will be accessible and available to city staff and neighbors upon request. Install sound-mitigation features (such as interior noise curtains) if needed to affect the reduction of sound. And, hours of operation from Sunday to Thursday will be 8:00 am to 11:00 pm and on Fridays and Saturdays will be 8:00 am to midnight.

5. ADJOURNMENT

The meeting was adjourned at 10:29 p.m.

ATTEST:

DONALD DOUGLASS, VICE-CHAIR

ATTEST:

KRISTIN POLLOT, AICP
SECRETARY



**STAFF REPORT – PLANNING
CITY OF VALLEJO
PLANNING COMMISSION**

DATE: February 18, 2026
TO: Planning Commission
FROM: Robert Busick, AICP, Senior Planner
SUBJECT: **ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO SUBDIVIDE ONE PARCEL INTO THREE PARCELS AT THE SOUTHEAST CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL DEVELOPMENT (APN: 0069-480-040), AFTER FINDING THE PROJECT EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES SECTION 15315 - "MINOR LAND DIVISION"**

PROJECT INFORMATION

Project Summary: The project consists of the subdivision of an undeveloped 3.29-acre parcel, associated with the Fairview at Northgate commercial development, into three (3) parcels. Parcel A would have an overall area of 1.17 acres, Parcel B would have an overall area of 0.83 acres, and Parcel C would have an overall area of 1.29 acres. No additional development is proposed as part of the subdivision.

Location: Southeast Corner of Admiral Callaghan Lane and Turner Parkway / APN: 0069-480-040

Applicant: Kier + Wright c/o Danny Luu

Owner: Vallejo-Fairview Developers, LLC

General Plan Land Use Designation: Retail/Entertainment

Zoning District: Regional Commercial – Vested Planned Development ("Fairview at Northgate Planned Development")

CEQA: The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15315 (Class 15 – Minor Land Division), as it involves the division of property in an urbanized area zoned for commercial use into four or fewer parcels and is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels are available, the property was not involved in a division of a larger parcel within the previous two years, and the property does not have an average slope greater than 20 percent.

RECOMMENDATION

Staff recommend that the Planning Commission adopt a Resolution approving a Tentative Map (TM24-0003) to subdivide one parcel into three parcels at the southeast corner of Admiral Calahan Lane and Turner Parkway for the Fairview at Northgate Commercial Development (APN: 0069-480-040), after finding the project exempt from environmental review pursuant to CEQA Guidelines Section 15315 – "Minor Land Division."

Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO SUBDIVIDE ONE PARCEL INTO THREE PARCELS AT THE SOUTHEAST CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL DEVELOPMENT (APN: 0069-480-040), AFTER FINDING THE PROJECT EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES SECTION 15315 - "MINOR LAND DIVISION"

ATTACHMENTS

1.	Staff Report
2.	Recommended Resolution
3.	Tentative Map

CONTACT

Robert Busick, AICP, Senior Planner
Robert.Busick@cityofvallejo.net
(707) 648-5422

**Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO
SUBDIVIDE A PARCEL INTO THREE PARCELS AT THE SOUTHEAST
CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY
FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL
DEVELOPMENT (APN: 0069-480-040)**

BACKGROUND AND DISCUSSION

Background

On June 9, 2020, the Vallejo City Council adopted a Zoning Map Amendment, Planned Development, and a Vesting Tentative Map, to rezone the subject site from Pedestrian Shopping and Service (CP) to Mixed Used Planned Development for a mixed-use development, known as the “Fairview at Northgate Master Plan,” (“Master Plan”) on a vacant 51.3-acre (2,234,628 square feet) site, off Admiral Callaghan Lane and Turner Parkway (northeast Vallejo). The main components of that project included: a 152,138 square-foot Costco store with a tire center, gasoline sales and 774 surface parking spaces; a commercial center with four buildings totaling 27,500 square feet, including a drive-through restaurant and 188 surface parking spaces; 178 two-story single family dwellings; a central open space buffer including protected wetlands between the commercial and residential portions of the project; and widening of Admiral Callaghan Lane from two to four lanes with a new traffic signal at the main Costco driveway.

On June 22, 2021, the City of Vallejo Council adopted a new Zoning Code and Zoning Map that rezoned the proposed project from Mixed Used Planned Development to Regional Commercial.

On March 27, 2024, the applicant, Kier + Wright, on behalf of Vallejo-Fairview Developers, LLC, the property owner, submitted an application for a Lot Line Adjustment (LLA24-0001) to adjust the property line between Parcel 1 and Parcel 2 of the Fairview at Northgate-Phase 1 Final Map. The lot line adjustment transferred approximately 1.25 acres from Parcel 2 to Parcel 1, resulting in Parcel 1 measuring approximately 18.58 acres and Parcel 2 measuring approximately 3.29 acres. This adjustment was approved by the Planning and Development Services Director on October 15, 2024, and recorded with the Solano County Recorder on December 23, 2024.

On July 29, 2024, the applicant formally submitted an application for a Tentative Map to subdivide the vacant 3.29-acre Parcel 2 into three new parcels: Parcel A measuring approximately 1.17 acres, Parcel B measuring approximately 0.83 acres, and Parcel C measuring approximately 1.29 acres.

Location and Land Use Context

The project site consists of a 3.29-acre vacant parcel located at the southeast corner of Turner Parkway and Admiral Callaghan Lane, directly across from Interstate 80 (I-80). The site is elevated and sits approximately 15-20 feet above the existing Admiral Callaghan Lane grade to the west, sloping down to meet the Turner Parkway grade to the north. Along with the adjacent undeveloped parcels to the south and east, the site was included in the Fairview at Northgate Master Plan approved in June 2020 and consisting of a multi-tenant retail shopping center along Admiral Callaghan Lane, with open space and residential uses to the east.

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The immediate vicinity of the project site is characterized by existing commercial uses along Admiral Callaghan Lane and I-80, with established low-density residential uses further east. The Target Center multi-tenant commercial development anchored by Target is located immediately to the north of the site across Turner Parkway. The area immediately south of the site is slated to become a Costco shopping center, which will share access and parking with the subject site. Further south along Admiral Callaghan Lane is the existing Honda of Vallejo automotive dealership. The north/eastbound travel lanes for I-80 are located west of the project site, across Admiral Callaghan Lane. Newell’s Mobile City mobile home park is located across I-80 from the project site (See Figure 1).

Figure 1 – Vicinity Map



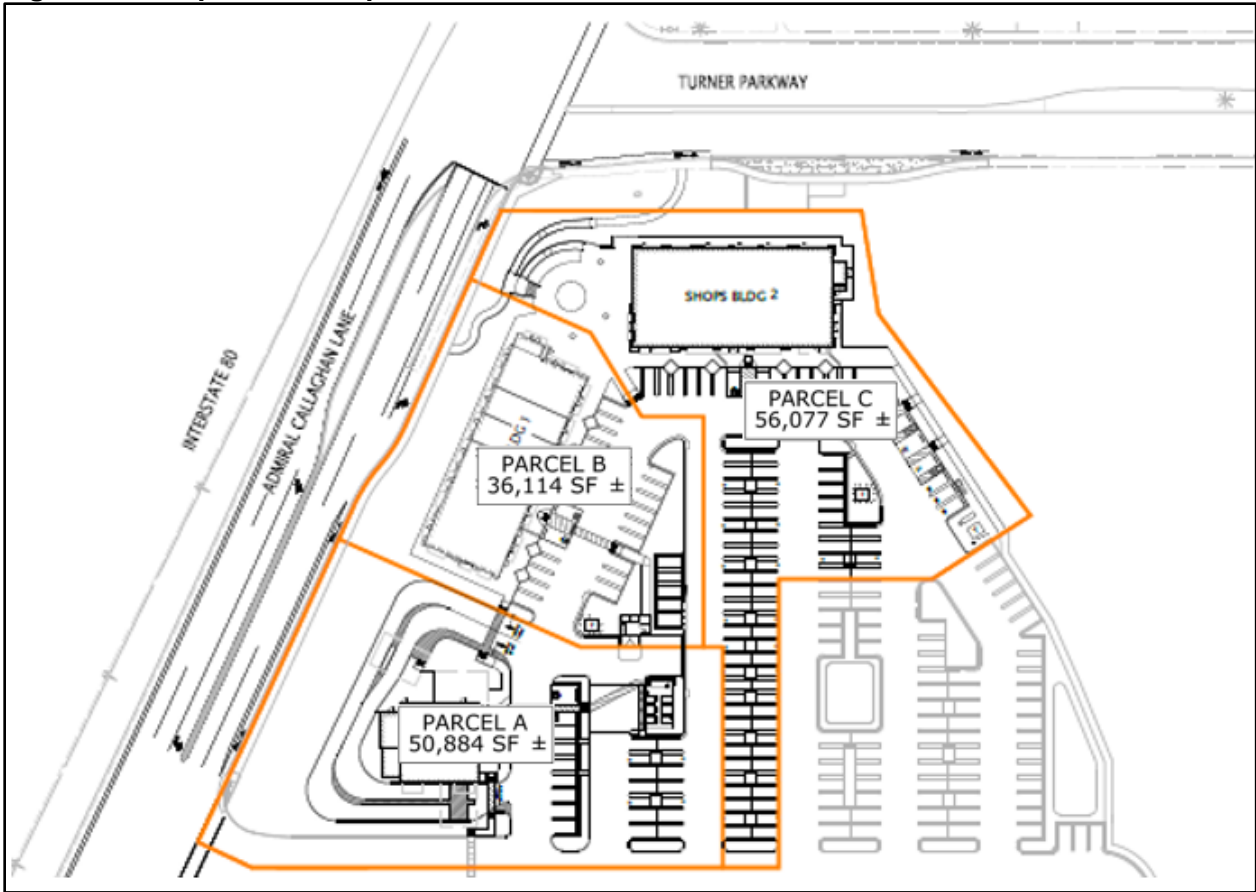
Project Description

The proposed project consists of a Tentative Map to further subdivide the vacant 3.29-acre Parcel 2 of the original Final Map into three (3) parcels. The parcel measurements are as follows (see Table 1 and Figure 2):

Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO SUBDIVIDE A PARCEL INTO THREE PARCELS AT THE SOUTHEAST CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL DEVELOPMENT (APN: 0069-480-040)

Table 1 – Proposed Parcel Sizes		
Parcel	Size in Square Feet	Size in Acres
A	50,884	1.17
B	36,114	0.83
C	56,077	1.29

Figure 2 – Proposed Lot Split



This division will help facilitate the efficient development, leasing, and long-term operation of the individual commercial buildings approved with the Fairview at Northgate Master Plan. Having each building on its own parcel supports a clearer allocation of maintenance responsibilities, insurance, taxes, and utilities, allowing for more efficient management of the property over the long-term. Each parcel will be subject to the covenants, conditions, and restrictions (CC&Rs) for the Fairview at Northgate commercial center established by the developer and codifying more

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specific property management and maintenance standards than those outlined in the Vallejo Municipal Code.

As the proposal will create three new lots in addition to the four lots created from the original Vesting Tentative Map approved in 2020, the additional subdivision must be approved through the Tentative Map process due to the same property owner owning the properties.

Required Entitlements & Findings

The Planning Commission is requested to review and take action on a Tentative Map for the subdivision of a parcel into five or more parcels, in accordance with Vallejo Municipal Code (VMC) 15.08.040.

California Government Code Section 66426 requires a tentative map and a final map for all subdivisions creating five or more parcels, except in limited circumstances which do not pertain to the subject parcel. As the land containing the proposed subdivision has already previously been subdivided into three (3) parcels, this application for a further subdivision creating three (3) additional parcels brings the total number of parcels created from the prior original parcel to six (6). Since the number of parcels proposed to be created from the prior original parcel exceeds five (5) parcels, the applicant has filed this Tentative Map application.

A. Tentative Map Findings

Vallejo Municipal Code Section 15.08.050 (Required Findings) requires the review authority to make the following findings:

1. The tentative map is consistent with the goals and policies of the Vallejo General Plan and any applicable specific plans;
2. The tentative map conforms with this title and the zoning ordinance; and
3. The tentative map conforms with the Subdivision Map Act.

STAFF ANALYSIS

Staff believe all applicable Tentative Map findings listed above can be made for the proposed project. A summary of staff's analysis associated with each required finding is included in the attached Resolution.

Code Compliance:

I. General Plan Consistency

The General Plan 2040 Land Use Designation for the subject parcel is Retail/Entertainment (RE). The General Plan characterizes this designation as follows:

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The RE designation provides for general retail, services, and entertainment for local residents as well as consumers and visitors from the wider region. Permitted land uses include shopping centers, auto sales, amusement parks, hotels, restaurants, service stations, marine-related operations, offices, general retail, personal and business services, and similar commercial uses. The maximum permitted FAR [floor area ratio] in the RE designation is 1.5.

The project is consistent with the RE land use designation in that it facilitates the development of the Fairview at Northgate multi-tenant shopping center. The proposed parcels and future development meet the maximum permitted FAR in the RE land use designation as detailed below (see Tables 3, 4, and 5). Additionally, the project is consistent with applicable General Plan 2040 policies and actions. Key policies and actions relevant to the project are shown in **bold**, followed by staff’s analysis in *italic*:

Table 2 – General Plan 2040 Policies and Actions	
Policies and Actions	Staff’s Analysis
<p>Policy NBE2.5: Regional Retail and Entertainment. Support a thriving mix of regional retail and entertainment uses near Interstate 80.</p>	<p><i>This Tentative Map would facilitate the development of additional retail and restaurant options adjacent to Interstate 80.</i></p>
<p>Action NBE2.5A: Work with property owners in the Northgate Area to retain and attract businesses that cater both to local residents and regional shoppers, including through circulation and wayfinding improvements.</p>	<p><i>This Tentative Map would facilitate the development of additional retail and restaurant options in the Northgate Area, allowing for the establishment of businesses that cater to both local residents and regional shoppers.</i></p>
<p>Policy NBE2.8: Infill Development. Promote infill development targets vacant and underutilized sites for community-desired and enhancing uses that is compatible with surrounding uses.</p>	<p><i>This Tentative Map would promote infill development of the existing vacant site along Interstate 80 with additional community-desired retail and restaurant options compatible with the adjacent commercial land use.</i></p>
<p>Policy EET2.1: Economic Diversification.</p>	<p><i>This Tentative Map would facilitate the development of additional retail and restaurant</i></p>

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Attract employment- and tax-generating businesses that support the economic diversity of the city.	<i>options which would create employment within and generate tax revenue for the City of Vallejo.</i>
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II. Zoning & Master Plan Consistency

The subject parcel is located within the Regional Commercial (RC) zoning district; however, it is still subject to the previously approved and vested Fairview at Northgate Master Plan (City Council Resolution 20-065 N.C.). As demonstrated in Tables 4, 5, and 6, below, the proposed subdivision is consistent with applicable development standards of the RC Zoning District, as well as Section 5 of the Fairview at Northgate Master Plan, which includes development standards for the commercial area of the original Fairview at Northgate project.

Table 3 – PARCEL “A” Consistency Analysis			
Development Standard		Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	50,884 square feet	Yes
Minimum Lot Width	No Standard	155.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.05	Yes
Minimum Setbacks	Front: 15 feet	71.5 feet	Yes
	Interior Side: 15 feet	26.73 feet and 59.06 feet	Yes
	Rear: 15 feet	157.08 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	50,884 square feet	Yes
Minimum Lot Width	100 feet	155.50 feet	Yes
Maximum Non-Residential	1.5	0.05	Yes

**Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO
 SUBDIVIDE A PARCEL INTO THREE PARCELS AT THE SOUTHEAST
 CORNER OF ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY
 FOR THE FAIRVIEW AT NORTHGATE COMMERCIAL
 DEVELOPMENT (APN: 0069-480-040)**

Floor Area Ratio			
Minimum Setbacks	Front: 0; 10 where abutting Residential District	71.5 feet	Yes
	Interior Side: 5; 10 where abutting Residential District	26.73 feet and 59.06 feet	Yes
	Rear: 5; 10 where abutting Residential District	157.08 feet	Yes

Table 4 – PARCEL “B” Consistency Analysis			
	Development Standard	Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	36,114 square feet	Yes
Minimum Lot Width	No Standard	177.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.22	Yes
Minimum Setbacks	Front: 15 feet	37.94 feet	Yes
	Interior Side: 15 feet	15.5 feet (both sides)	Yes
	Rear: 15 feet	80.85 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	36,114 square feet	Yes
Minimum Lot Width	100 feet	177.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	1.5	0.22	Yes
Minimum Setbacks	Front: 0; 10 where abutting Residential District	37.94 feet	Yes

**Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO
SUBDIVIDE A PARCEL INTO THREE PARCELS AT THE SOUTHEAST
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DEVELOPMENT (APN: 0069-480-040)**

	Interior Side: 5; 10 where abutting Residential District	15.5 feet (both sides)	Yes
	Rear: 5; 10 where abutting Residential District	80.85 feet	Yes

Table 5 – PARCEL “C” Consistency Analysis			
Development Standard		Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	56,077 square feet	Yes
Minimum Lot Width	No Standard	199.90 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.15	Yes
Minimum Setbacks	Front: 15 feet	87.04 feet	Yes
	Interior Side: 15 feet	22.50 feet, 15.70 feet	Yes
	Rear: 15 feet	15.17 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	56,077 square feet	Yes
Minimum Lot Width	100 feet	199.90 feet	Yes
Maximum Non-Residential Floor Area Ratio	1.5	0.15	Yes
Minimum Setbacks	Front: 0; 10 where abutting Residential District	87.04 feet	Yes
	Interior Side: 5; 10 where abutting Residential District	22.50 feet, 15.70 feet	Yes
	Rear: 5; 10 where abutting Residential District	15.17 feet	Yes

**Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO
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DEVELOPMENT (APN: 0069-480-040)**

The project, as proposed, meets all applicable development standards of the RC zoning district and the vested Fairview at Northgate Master Plan.

III. Subdivision Map Act Consistency

The California Subdivision Map Act (SMA) governs the division of land into smaller parcels, ensures orderly development and the provision of adequate infrastructure for new subdivisions. The SMA requires developers to submit maps showing how the land will be divided and ensures adequate access to utilities, drainage, and compliance with zoning and environmental regulations, thereby promoting public health, safety, and welfare.

California Government Code Section 66426 requires a tentative map and a final map for all subdivisions creating five or more parcels, except in limited circumstances which do not pertain to the subject parcel. As the land containing the proposed subdivision has already been subdivided into three (3) parcels, this application for a further subdivision creating three (3) additional parcels brings the total number of parcels created from the prior original parcel to six (6). Since the number of parcels proposed to be created from the prior original parcel exceeds five (5) parcels, the applicant has filed this Tentative Map application.

City of Vallejo staff have analyzed the proposal based on the requirements for Tentative Map applications pursuant to the Subdivision Map Act, particularly Government Code Sections 66451 related to Map procedures and 66452 specifically pertaining to Tentative Map applications. As permitted within the Act, the City is authorized to process and review this proposal to ensure consistency with applicable local ordinances including VMC Chapters 15 and 16, and the Fairview at Northgate Master Plan; more detail regarding this analysis is provided in the above "Zoning & Master Plan Consistency" section.

ENVIRONMENTAL REVIEW

Under the California Environmental Quality Act (CEQA), the state has identified a list of classes of projects which have been determined to not have significant effect on the environment and are therefore exempt from the requirements of CEQA. This project is categorically exempt from the provisions of the CEQA Public Resources Code §21000, et seq. and California Code of Regulations, Title 14, §15000, et seq.) pursuant to Section 15315 (Class 15 – Minor Land Divisions), due to:

1. The division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division

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of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent. The subject parcel was last divided over two years ago on April 7, 2023, and the average slope of the parcel is 15.7 percent, therefore no further environmental review is required.

2. The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
3. The proposed development occurs within city limits on a project site of 3.29 acres, not exceeding five acres substantially surrounded by urban uses.
4. The project site has no value as habitat for endangered, rare, or threatened species.
5. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
6. The site can be adequately served by all required utilities and public services.

Moreover, none of the exceptions listed in CEQA Guidelines, Section 15300.2 apply, in that: (a) the site is not located in an environmentally sensitive area, (b) there are no cumulative impacts, (c) there are no significant effects due to unusual circumstances, (d) the project is not located near a scenic highway, (e) the project site is not located on a hazardous waste site pursuant to Government Code Section 65962.5, and (f) the project would not adversely affect any historical resource. Therefore, no further environmental review is required.

NOTICE AND COMMENTS

On February 3, 2026, pursuant to VMC Section 15.08.040 (D), a notice of the public hearing was published in the Times Herald, mailed to all active neighborhood groups and all property owners within 500 feet of the subject parcel, as well as electronically mailed to members of the Planning Commission, the applicant, property owner, and any interested parties at least 10 working days before the public hearing.

As of the writing of this report, staff have not received any comments.

CONCLUSION

Based on the analysis contained in this staff report, staff recommends that the Planning Commission adopt a resolution finding the project exempt from environmental review pursuant to CEQA Guidelines Section 15315 (Class 15, "Minor Land Divisions") and approving Tentative Map (TM24-0003), subject to the Conditions of Approval provided as Exhibit A to the Resolution.

EXPIRATION

Date: February 18, 2026

**Subject: ADOPT A RESOLUTION APPROVING A TENTATIVE MAP (TM24-0003) TO
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Pursuant to VMC Section 15.08.110, approval of a Tentative Map (TM24-0003) shall automatically expire 36 months after its approval (February 18, 2029; if approved at this meeting and not appealed). However, if the subdivider is subject to a requirement of one hundred thousand dollars or more to construct, improve or finance the construction or improvement of public improvements outside the boundaries of the tentative map, each filing of a final map shall extend the expiration of the approved tentative map by 36 months from the date of its expiration as provided in this section, or the date of the previously filed final map, whichever is later. The extensions shall not extend the tentative map more than ten years from its approval or conditional approval. However, a tentative map on property subject to a development agreement may be extended for the period of time provided for in the agreement, but not beyond the duration of the agreement.

APPEAL PROCEDURE

The applicant, or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendering of the decision of the Planning Commission appeal in writing to the City Council by filing a written appeal with a fee as prescribed in the Master Fee Schedule with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the Planning Commission. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Planning Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

Notice of the appeal, including the date and time of the City Council's consideration of the appeal, shall be sent by the City Clerk to all property owners within five hundred feet of the project boundary. The Council may affirm, reverse, or modify any decision of the Planning Commission that is appealed.

LEVINE ACT

This item is subject to the Levine Act. City elected and appointed officials, including candidates for City elected office, (City Officers) who have received a campaign contribution of more than \$500 within 12 months prior from a party, participant, or their representatives involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; OR (2) return the portion of the contribution that exceeds \$500 within 30 days from the time the elected official knew or should have known about the contribution and participate in the proceeding. All parties, participants, and their representatives must disclose on the record of this proceeding any contribution of more than \$500 made to the City Officers, such as the Mayor and/or Councilmembers, within 12 months prior to the date of the proceeding. City Officers are prohibited from accepting, soliciting, or directing a contribution of more than \$500 from a party, participant, or their representatives during a proceeding and for 12 months following the date a final decision is rendered.

CITY OF VALLEJO PLANNING COMMISSION

RESOLUTION NO. PC 26-XX

A RESOLUTION OF THE PLANNING COMMISSION APPROVING A TENTATIVE MAP (TM24-0003) TO SUBDIVIDE A VACANT 3.29-ACRE SITE AT THE SOUTHEAST CORNER OF TURNER PARKWAY AND ADMIRAL CALLAGHAN LANE INTO THREE PARCELS AND FINDING THE PROJECT EXEMPT FROM CEQA PURSUANT TO CEQA GUIDELINES SECTION 15315

(APN: 0069-480-040)

WHEREAS, on August 29, 2017, the City of Vallejo City Council adopted General Plan 2040; and

WHEREAS, on June 9, 2020, the City of Vallejo City Council adopted Resolution 20-065 N.C. approving a Zoning Map Amendment, Planned Development, and a Vesting Tentative Map, to rezone the subject site from Pedestrian Shopping and Service (CP) to Mixed Used Planned Development for a mixed-use development, known as the “Fairview at Northgate Master Plan,” (“Master Plan”) on a vacant 51.3-acre (2,234,628 square feet) site, off Admiral Callaghan Lane and Turner Parkway (northeast Vallejo). The main components of that project included: a 152,138 square-foot Costco store with a tire center, gasoline sales and 774 surface parking spaces; a commercial center with four buildings totaling 27,500 square feet, including a drive-through restaurant and 188 surface parking spaces; 178 two-story single family dwellings; a central open space buffer including protected wetlands between the commercial and residential portions of the project; and widening of Admiral Callaghan Lane from two to four lanes with a new traffic signal at the main Costco driveway; and

WHEREAS, on June 22, 2021, the City of Vallejo Council adopted the new Zoning Code and Zoning Map; and

WHEREAS, on March 28, 2023, the City of Vallejo City Council adopted Resolution 23-031 to approve the Fairview at Northgate-Phase 1 Final Map creating three (3) parcels on the 51.3-acre site: Parcel 1 measuring 17.34 acres, Parcel 2 measuring 4.53 acres, and the Designated Remainder Parcel measuring 29.43 acres, plus public street dedications; and

WHEREAS, on March 27, 2024, an application was filed for a Lot Line Adjustment (“LLA24-0001”) to adjust the property line between Parcel 1 and Parcel 2 of the Fairview at Northgate-Phase 1 Final Map. The lot line adjustment included a transfer of approximately 1.25 acres from Parcel 2 to Parcel 1, resulting in Parcel 1 measuring approximately 18.58 acres and Parcel 2 measuring approximately 3.29 acres; and

WHEREAS, on July 29, 2024, the project applicant, Kier + Wright, on behalf of Vallejo-Fairview Developers, LLC, the property owner, formally submitted an application for a Tentative Map (TM24-0003) to subdivide the 3.29-acre Parcel 2, located at the southeast corner of Turner Parkway and Admiral Callaghan Lane (APN: 0069-480-040), into three new parcels: Parcel A measuring approximately 1.17 acres, Parcel B measuring approximately 0.83 acres, and Parcel C measuring approximately 1.29 acres (the “Project”); and

WHEREAS, on October 15, 2024, the Planning and Development Services Director approved the Lot Line Adjustment application (LLA24-0001); and

WHEREAS, on December 23, 2024, the approved Lot Line Adjustment (LLA24-0001) was recorded with the Solano County Recorder; and

WHEREAS, on February 27, 2025, the Project was determined to be complete for processing; and

WHEREAS, on February 3, 2026, pursuant to Vallejo Municipal Code (VMC) Section 15.08.040(D), notice of this hearing was published in the Times Herald and mailed to all active neighborhood groups and property owners within 500 feet of the subject property and electronically mailed to the members of the Planning Commission, the applicant and interested parties; and

WHEREAS, on February 18, 2026, the City of Vallejo Planning Commission, after giving all public notices required by State law and the City of Vallejo Municipal Code, conducted a duly noticed public hearing.

NOW, THEREFORE, LET IT BE RESOLVED that the Planning Commission hereby finds, determines, and resolves, as follows:

Section 1. Recitals.

The foregoing recitals are true and correct, and the same as incorporated herein by reference.

Section 2. Record.

The Record of Proceedings ("Record") upon which the Planning Commission bases its decision includes, but is not limited to: (a) the application, including all designs, plans, studies, data and correspondence submitted to the City in connection with the Project; (b) all staff reports, other documentation and information produced by or on behalf of the City in connection with the Project; (c) all documentary and oral evidence received at the public hearings regarding the Project; (d) all matters of common knowledge and all official enactments and acts of the City, including without limitation: (i) the City of Vallejo General Plan 2040 and its related EIR; (ii) the 2021 Zoning Code and its Initial Study and Mitigated Negative Declaration; (iii) the Vallejo Municipal Code; (iv) all designs, plans, studies, data and correspondence submitted to the City in connection with the Project; (v) all documentary and oral evidence received at the public hearing regarding the Project; (vi) other applicable City of Vallejo policies and regulations; and (vii) all applicable state and federal laws, rules, regulations, reports, records and projections related to development within the City of Vallejo and its surrounding areas.

The Custodian of Record is the Director of the Planning and Development Services of the City of Vallejo, 555 Santa Clara Street, Vallejo, California 94590.

Section 3. California Environmental Quality Act Findings.

Under the California Environmental Quality Act (CEQA), the State has identified a list of classes of projects which have been determined to not have a significant effect on the environment and are therefore exempt from the requirements of CEQA. Section 15315 - Class 15 "Minor Land Divisions" of the CEQA Guidelines provides an exemption for "the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent." Based on the following facts in support, the Planning Commission finds that the Project is exempt pursuant to Section 15315 of the CEQA Guidelines.

Facts in Support: The proposed project includes subdivision of an undeveloped 3.29-acre parcel, located in an urbanized area zoned Regional Commercial, into three (3) new parcels with no

additional development proposed beyond what was previously entitled for the site. As described in Section 4 below, the proposal is in conformance with the General Plan and zoning, and no variances or exceptions are required to facilitate the subdivision. The site can be adequately served by all required utilities and public services, and approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. Lastly, the parcel was last divided more than two years ago, on April 7, 2023, and the average slope of the parcel is 15.7 percent, which is under the 20 percent threshold for the exemption.

Moreover, none of the exceptions in CEQA Guidelines Section 15300.2 apply, in that: a) the site is not located in an environmentally sensitive area, (b) there are no cumulative impacts, (c) there are no significant effects due to unusual circumstances, (d) the project is not located near a scenic highway, (e) the project site is not located on a hazardous waste site pursuant to Government Code Section 65962.5, and (f) the project would not adversely affect any historical resource. Therefore, no further environmental review is required.

Section 4. Tentative Map Findings.

Vallejo Municipal Code Section 15.08.050 (Required Findings) requires the review authority to make the following findings, that the tentative map:

- 1. Is consistent with the goals and policies of the Vallejo general plan and any applicable specific plans; and**

Facts in Support: *The subject parcel has a General Plan Land Use Designation of Retail/Entertainment (RE). The RE designation provides for general retail, services, and entertainment for local residents as well as consumers and visitors from the wider region with a maximum floor area ratio (FAR) of 1.5. Subdivision of the parcel will help to facilitate the efficient development, leasing, and long-term operation of the Fairview at Northgate multi-tenant commercial shopping center that is consistent with the RE land use designation. Having each building on its own parcel supports a clearer allocation of maintenance responsibilities, insurance, taxes, and utilities, allowing for more efficient management of the property over the long-term. Also, this project is consistent with the following General Plan policies and actions, as described in Table 1:*

Table 1 – General Plan 2040 Policies and Actions	
Policies and Actions	Staff’s Analysis
<p>Policy NBE2.5: Regional Retail and Entertainment. Support a thriving mix of regional retail and entertainment uses near Interstate 80.</p>	<p><i>This Tentative Map would facilitate the development of additional retail and restaurant options adjacent to Interstate 80.</i></p>
<p>Action NBE2.5A: Work with property owners in the Northgate Area to retain and attract businesses that cater both to local residents and regional shoppers, including through circulation and wayfinding improvements.</p>	<p><i>This Tentative Map would facilitate the development of additional retail and restaurant options in the Northgate Area, allowing for the establishment of businesses that cater to both local residents and regional shoppers.</i></p>
<p>Policy NBE2.8: Infill Development. Promote infill development targets vacant and underutilized sites for community-</p>	<p><i>This Tentative Map would promote infill development of the existing vacant site along Interstate 80 with additional community-desired retail and restaurant</i></p>

desired and enhancing uses that is compatible with surrounding uses.	<i>options compatible with the adjacent commercial land use.</i>
Policy EET2.1: Economic Diversification. Attract employment- and tax-generating businesses that support the economic diversity of the city.	<i>This Tentative Map would facilitate the development of additional retail and restaurant options which will create employment within and generate tax revenue for the City of Vallejo.</i>

There is no Specific Plan applicable to the project site.

As shown in Table 2 below, the Project will meet applicable development standards within the vested Fairview at Northgate Master Plan.

2. Conforms with this title and the zoning ordinance; and

Facts in Support: *The proposed subdivision conforms with the subdivision ordinance (VMC Chapter 15) and zoning ordinance (VMC Chapter 16) for the applicable Regional Commercial (RC) zoning district, as well as the vested Fairview at Northgate Master Plan (see below Tables 2, 3, and 4). The relevant standards reviewed for the Tentative Map include setbacks of the previously approved commercial structures from the proposed parcel lines, the floor area ratio (FAR) of previously approved structures compared to the size of each new parcel, and minimum standards for lot size and lot width.*

Table 2 – PARCEL “A” Consistency Analysis			
Development Standard		Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	50,884 square feet	Yes
Minimum Lot Width	No Standard	155.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.05	Yes
Minimum Setbacks	Front: 15 feet	71.5 feet	Yes
	Interior Side: 15 feet	26.73 feet and 59.06 feet	Yes
	Rear: 15 feet	157.08 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	50,884 square feet	Yes
Minimum Lot Width	100 feet	155.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	1.5	0.05	Yes
Minimum Setbacks	Front: 0; 10 where abutting Residential District	71.5 feet	Yes

	Interior Side: 5; 10 where abutting Residential District	26.73 feet and 59.06 feet	Yes
	Rear: 5; 10 where abutting Residential District	157.08 feet	Yes

Table 3 – PARCEL “B” Consistency Analysis			
Development Standard		Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	36,114 square feet	Yes
Minimum Lot Width	No Standard	177.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.22	Yes
Minimum Setbacks	Front: 15 feet	37.94 feet	Yes
	Interior Side: 15 feet	15.5 feet (both sides)	Yes
	Rear: 15 feet	80.85 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	36,114 square feet	Yes
Minimum Lot Width	100 feet	177.50 feet	Yes
Maximum Non-Residential Floor Area Ratio	1.5	0.22	Yes
Minimum Setbacks	Front: 0; 10 where abutting Residential District	37.94 feet	Yes
	Interior Side: 5; 10 where abutting Residential District	15.5 feet (both sides)	Yes
	Rear: 5; 10 where abutting Residential District	80.85 feet	Yes

Table 4 – PARCEL “C” Consistency Analysis			
Development Standard		Proposal	Compliant
Commercial Site Development Standards (Fairview at Northgate Master Plan Section 5.1.4)			
Minimum Lot Size	No Standard	56,077 square feet	Yes

Minimum Lot Width	No Standard	199.90 feet	Yes
Maximum Non-Residential Floor Area Ratio	0.85	0.15	Yes
Minimum Setbacks	Front: 15 feet	87.04 feet	Yes
	Interior Side: 15 feet	22.50 feet, 15.70 feet	Yes
	Rear: 15 feet	15.17 feet	Yes
RC Zoning District (VMC 16.204.02)			
Minimum Lot Size	5,000 square feet	56,077 square feet	Yes
Minimum Lot Width	100 feet	199.90 feet	Yes
Maximum Non-Residential Floor Area Ratio	1.5	0.15	Yes
Minimum Setbacks	Front: 0; 10 where abutting Residential District	87.04 feet	Yes
	Interior Side: 5; 10 where abutting Residential District	22.50 feet, 15.70 feet	Yes
	Rear: 5; 10 where abutting Residential District	15.17 feet	Yes

3. Conforms with the Subdivision Map Act.

Facts in Support: California Government Code Section 66426 requires a tentative map and a final map for all subdivisions creating five or more parcels, except in limited circumstances which do not pertain to the subject parcel. As the land containing the parcel proposed to be subdivided was part of a previous subdivision, , this application for a further subdivision creating three (3) additional parcels brings the total number of parcels created from the prior original parcel to six (6). Since the number of parcels proposed to be created from the prior original parcel exceeds five (5) parcels, the applicant has filed this Tentative Map application.

City of Vallejo staff have analyzed the proposal based on the requirements for Tentative Map applications pursuant to the Subdivision Map Act, particularly Government Code Sections 66451 related to Map procedures and 66452 specifically pertaining to Tentative Map applications. As permitted within the Act, the City is authorized to process and review this proposal to ensure consistency with applicable local ordinances including VMC Titles 15 and 16, as well as the vested Fairview at Northgate Master Plan (City Council Resolution 20-065 N.C.).

Therefore, the proposal conforms with the requirements for Tentative Map applications within the Subdivision Map Act.

Section 5. Decision.

BE IT FURTHER RESOLVED that the Planning Commission hereby approves Tentative Map (TM24-0003) based on the above findings and subject to the Conditions of Approval set forth in Exhibit A, and the time limitations and indemnity below.

Section 6. Time Limitations & Indemnity.

- a) Applicant shall defend, indemnify, and hold harmless the City and its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against the City or its agents, officers, attorneys, or employees to attack, set aside, void, or annul the action(s) at issue herein. This indemnification shall include damages or fees awarded against the City, if any, costs of suit, attorneys' fees, and other costs and expenses incurred in connection with such action whether incurred by the Applicant, the City, and/or parties initiating or bringing such action.
- b) Applicant shall defend, indemnify, and hold harmless the City and its agents, officers, attorneys, and employees for all costs incurred in additional investigation of or study of, or for supplementing, preparing, redrafting, revising, or amending any document, if made necessary by said legal action and the Applicant desires to pursue securing such approvals, after initiation of such litigation, which are conditioned on the approval of such documents in a form and under conditions approved by the City Attorney.
- c) In the event that a claim, action, or proceeding described in paragraphs a. or b. above is brought, the City shall promptly notify the Applicant of the existence of the claim, action, or proceeding, and the City will cooperate fully in the defense of such claim, action, or proceeding. Nothing herein shall prohibit the City from participating in the defense of any claim, action, or proceeding; the City shall retain the right to: (1) approve the counsel to so defend the City; (ii) approve all significant decisions concerning the manner in which the defense is conducted; and (iii) approve any and all settlements, which approval shall not be unreasonably withheld. The City shall also have the right not to participate in said defense, except that the City agrees to cooperate with the Applicant in the defense of said claim, action, or proceeding. If the City chooses to have counsel of its own to defend any claim, action, or proceeding where the Applicant has already retained counsel to defend the City in such matters, the fees and expenses of the counsel selected by the City shall be paid by the City. Notwithstanding the immediately preceding sentence, if the City Attorney's Office participates in the defense, all City Attorney fees and expenses shall be paid by the Applicant.
- d) The Applicant, property owner and/or any successor(s) in interest, whether in whole or in part, to either of them, indemnifies the City for the City's costs, fees, and damages which the City incurs in enforcing the above indemnification provisions.
- e) Pursuant to VMC Section 15.08.08, the Applicant, or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendering of the decision of the Planning Commission, appeal in writing to the City Council by filing a written appeal with a fee as prescribed in the Master Fee Schedule with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the Planning Commission. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Planning Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Vallejo, State of California, on the 18th day of February 2026 by the following vote, to-wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

ANTHONY TAYLOR, CHAIRPERSON
City of Vallejo Planning Commission

Attest:

Kristin Pollot, AICP, SECRETARY
City of Vallejo Planning Commission

Exhibits:

A. Conditions of Approval

**EXHIBIT A
CONDITIONS OF APPROVAL
TENTATIVE MAP (TM24-0003)
VACANT SITE AT SOUTHEAST CORNER OF TURNER PARKWAY AND ADMIRAL
CALLAGHAN LANE
(APN: 0069-480-040)**

A. PLANNING DIVISION

General Requirements

1. This project approval shall automatically expire within thirty-six months of the effective date (February 18, 2029, if approved), unless exercised or extended.
2. Amendment of a tentative map after approval by the Planning Commission may be initiated by the subdivider. The Planning and Development Services Director will determine whether the amendment is minor and can be approved by the Planning Division, or is significant enough to change the nature or character of the approved project and will require a decision by the Planning Commission. If the Planning and Development Services Director determines the amendment is major, a new notice of hearing shall be set in the manner and for the time required in Section 15.08.040(C) as is appropriate, and the subdivider shall pay the fee fixed therefore.
3. Applicant shall indemnify, hold harmless, and defend City, its officers, officials, directors, employees, agents, volunteers and affiliates and each of them from any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, applicant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with Applicant's operations, or any subcontractor's operations, to be performed under this agreement for Applicant's or subcontractor's tort negligence including active or passive, or strict negligence, including but not limited to personal injury including, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons and/or damage to property of anyone, including loss of use thereof, caused or alleged to be caused by any act or omission of Applicant, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for the full period of time allowed by the law, regardless to any limitation by insurance, with the exception of the sole negligence or willful misconduct of the City. No modification of the project, any application, permit, certification, condition, environmental determination, other approval, change in applicable laws and regulations, or change in processing methods shall alter the Applicant's indemnity obligation.

B. BUILDING DIVISION

1. For any building permits request, plans and permits will be required for building, mechanical, plumbing, and electrical work per California Code of Regulations, Title 24 and applicable City Ordinance in effect at the time of the completed Building Permit application date and required fees shall be paid at the time of application.

C. WATER DEPARTMENT

1. The joint utility agreement must be approved by the Water Department prior to any water service installation, final sign off, or occupancy. Approval of TM24-0003 is contingent on the acceptance and approval of the City of Vallejo Water Department.

D. VALLEJO FLOOD AND WASTEWATER DISTRICT

Project-Specific Conditions of Approval

1. Concurrent with the Final Parcel Map recording, the Applicant shall also file reciprocal use and maintenance easement agreements for the private sewer and storm drainage facilities located on Parcels 1, 2 and 3 for the benefit of Parcels 1, 2 and 3. The Final Parcel Map shall make reference to these easement agreements and note that onsite sewer and storm drainage facilities are privately owned.
2. Conditions of Approval for this development, as part of the entitlement for Fairview at Northgate are still applicable. The Applicant shall consider all and confirm compliance to each condition.
3. Concurrent with the building permit approval, the Applicant shall be required to install a trash capture device at the commercial drainage outlet (P36 SDJB) that meet the State's requirements for trash capture and prevent trash from entering the green space.
4. Prior to building permit approval, a separate grease interceptor will be required for each property that is required to have one in accordance with VFWD Standards. Parcel A, the drive through restaurant, will be required to have a grease interceptor. The Applicant is required to submit a pre-treatment questionnaire for each property prior to issuance of a building permit.
5. This property is within the Sears Point Pump Station sewer shed shall pay a supplemental fee to Vallejo Flood and Wastewater District, prior to building permit issuance, that represents the project's fair share contribution towards wastewater capacity improvements that are needed to facilitate development of the project.
6. For Project Improvement Plans, the Applicant shall clearly label what is private and what is public and show private storm drain and sewer lines as different line types from public lines.
7. Prior to building permit issuance, the Applicant shall minimize stormwater pollutants of concern in urban runoff through measures that include plumbing of the following discharges to the sanitary sewer for all covered trash enclosures and dumpster drips from covered trash, food waste, and compactor enclosures in accordance with VFWD and the City of Vallejo's Municipal Regional Stormwater NPDES Permit.
8. Prior to beginning construction of public improvements, the Developer or his contractor shall obtain all necessary permits from the VFWD for work on the public and private storm drainage and sanitary sewer systems. All storm drainage and sanitary sewer outside of building footprints shall be reviewed and inspected by VFWD.
9. To obtain a VFWD permit, the Applicant shall submit complete improvement plans and support documentation, for proposed sanitary sewage and storm drainage work, to VFWD for review and approval. VFWD shall review the design of all improvements during the plan check process and those plans shall be revised, as needed, at the discretion of VFWD.
10. Prior to building permit issuance, a VFWD Connection Permit / Encroachment Permit is required. The Applicant shall pay all applicable review and connection fees prior to issuance of any permit.

Storm Drainage and Sanitary System Design

11. Future public improvements shall be designed and constructed to current VFWD Standards. If Conditions of Approval from VFWD, City of Vallejo or County of Solano call for differing standards of development, the higher standard shall apply. Future improvement plans shall conform to the following:
 - a. Submit complete improvement plans and support documentation, for proposed on-site sanitary sewage and storm drainage work, to VFWD for review and approval. VFWD and the City shall review the design of all improvements during the plan check process and those plans shall be revised, as needed, at the discretion of VFWD and the City.
 - b. Provide design details for the connection points to existing storm drain and sewer pipes and manholes.
 - c. Verify adequate vertical separation between on-site sewer and storm drain.
 - d. Submit a pre-treatment questionnaire for each property / building prior to issuance of a building permit.
 - e. A separate grease interceptor is required for each property that is required to have one in accordance with VFWD Standards.
 - f. Provide a standard VFWD cleanout at the right-of-way/easement line for each lot per VFWD standards and a two-way cleanout at the building per the U.P.C.
 - g. The Applicant shall coordinate civil design with adjacent projects on all sides of new development.
 - h. All sanitary sewer and storm drainage facilities shall be designated as either private or public to distinguish ownership of the facilities. Onsite sanitary sewer and storm drainage lines will be privately maintained unless approved by VFWD.
 - i. Refer to VFWD Standards, Section 5.2.8 Backflow Prevention Devices, which may apply to some sanitary sewer laterals.
12. Prior to building permit issuance, submit grading and erosion control plans to VFWD for review. Do not block drainage from adjacent lands.
13. Prior to building permit issuance, the Applicant shall submit a drainage report. The cover of the drainage report shall include a statement signed by the Applicant's engineer stating, "I am familiar with the Engineering Design Standards and Policies of the VFWD. These hydrology/hydraulic calculations have been prepared by me, or under my direction, and have been prepared in accordance with said Standards and Policies of VFWD. These calculations verify that a storm drain collection system, designed and constructed in accordance with these calculations, will meet the requirements of said Standards and Policies of VFWD."
14. In accordance with VFWD standards, the size the storm drain pipe systems shall convey the peak 15-year, 24-hour design storm flows with the hydraulic grade line (HGL) at least 1.0 feet below the gutter flow lines and maintenance hole rims.
15. In accordance with VFWD standards, building pads shall be at least 1.0 foot above the 100-year, 24-hour design storm water surface elevations (WSEs).
16. In accordance with VFWD standards, the 100-year storm overland release shall be shown on the grading plans. Provide a secondary (surface flow) drainage system to handle flows more than the capacity of the primary system (piped or channelized). The proposed

building locations shall avoid this secondary path. Also, determine the 100-year storm tributary area. This may differ from the 15-year tributary area.

17. Prior to building permit issuance, the Applicant shall test and repair sanitary sewer laterals per Resolution No. 89-4210.
18. Sanitary sewer and/or storm drain easements shall be confirmed and conform to VFWD standards outside the public right of way. The easements shall be indicated on the plans and all recorded maps.
19. No trees or other permanent structures will be allowed within a VFWD easement area without prior written approval.

Stormwater Quality

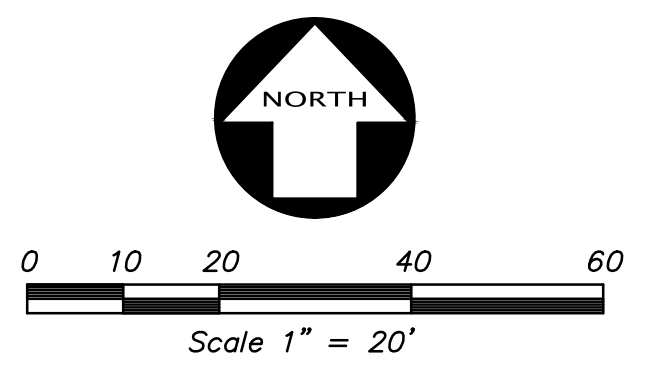
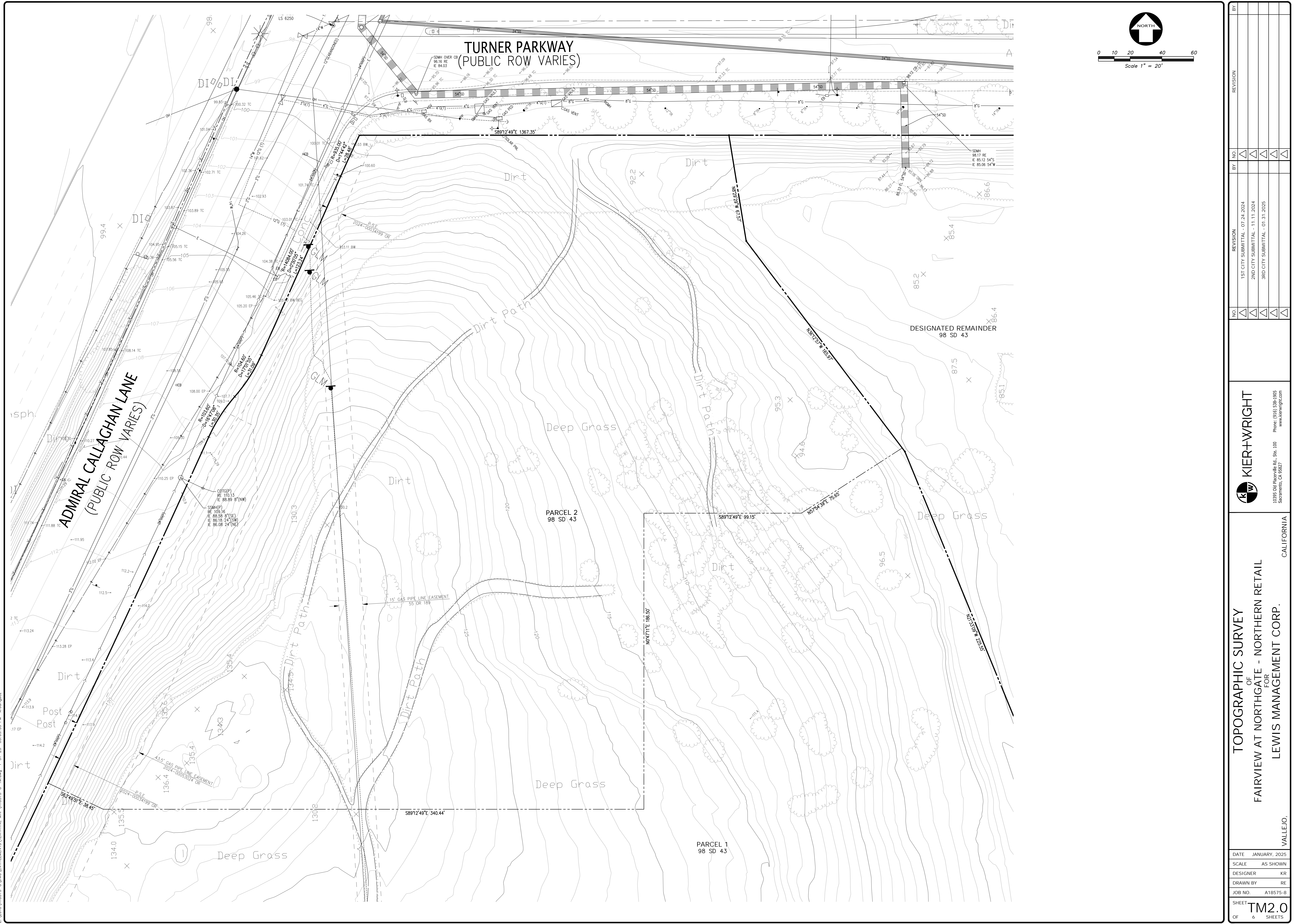
20. Bioretention/water quality basins shall not be owned, operated nor maintained by VFWD. Future Improvement Plans shall identify ownership and maintenance responsibilities of these facilities.
21. Prior to building or grading permit approval, VFWD requires a maintenance manual/agreement that describes what is needed to maintain the improvements and whom will do it. When parcels are sold to new ownership, post construction storm water pollution prevention guidelines shall be given to new owners. These guidelines shall be submitted with the improvement plans for review and acceptance for distribution as part of the improvement process.
22. Prior to building or grading permit approval, the Applicant shall provide pretreatment of storm drainage water runoff for the Project; storm drainage runoff shall be conveyed over landscaped areas or otherwise treated, as feasible, before discharging into the public system.
23. "No dumping drains to bay" markings per VFWD's requirements shall be installed at each new storm water drain inlet.
24. Prior to building or grading permit approval, the Applicant shall submit proof of NOI, Storm Water Pollution Prevention Plan, and Post Construction Best Management Practice Design Plan (see current VFWD Storm Water Management Plan Appendix 4B).
25. Grading and improvement plans shall include storm water pollution prevention plans for use during site development and building construction to mitigate impacts of this development. This plan shall include calculations, measures related to debris, refueling areas, disposal of excess materials, site cleanup; hazardous substance containment, street cleaning, catch basin cleaning, and other similar measures (see current VFWD Storm Water Management Plan Section 4.4.5).

Permits and Construction

26. Prior to issuance of a City of Vallejo building permit or grading permit, the Applicant or his contractor shall obtain all necessary permits from the VFWD for work on the public and private storm drainage and sanitary sewer systems. All storm drainage and sanitary sewer outside of building footprints shall be reviewed and inspected by VFWD.
27. To obtain a VFWD permit, the Applicant shall submit complete improvement plans and support documentation, for proposed sanitary sewage and storm drainage work, to VFWD for review and approval. VFWD shall review the design of all improvements during the plan check process and those plans shall be revised, as needed, at the discretion of VFWD.

The Applicant shall pay all applicable review and connection fees to VFWD prior to issuance of a VFWD permit.

28. Existing public facilities damaged during the course of construction shall be repaired by the Applicant, at his sole expense, to the satisfaction of VFWD.
29. In the event any claim, action or proceeding is commenced naming VFWD or its agents, officers, and employees as defendant, respondent or cross defendant arising or alleged to arise from VFWD's approval of the project, the project Applicant shall defend, indemnify, and hold harmless VFWD or its agents, officers and employees, from liability, damages, penalties, costs or expense in any such claim, action, or proceeding to attach, set aside, void, or annul an approval of the City of Vallejo, or any advisory agency to the City. The Applicant shall defend such action at Applicant's sole cost and expense which includes court costs and attorney fees. VFWD shall promptly notify the Applicant of any such claim, action, or proceeding and shall cooperate fully in the defense. Nothing in this condition shall be construed to prohibit the VFWD from participating in the defense of any claim, action, or proceeding, if VFWD bears its own attorney fees and cost, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the Applicant in good faith approves the settlement, and the settlement imposes no direct or indirect cost on VFWD, or its agents, officers, and employees.
30. VFWD may use a consultant to provide plan review for new development. The Applicant shall be responsible for all costs associated with consultant's review.
31. Approval of improvement plans shall include design details for the connection points to existing (private or VFWD) sanitary sewer and storm drainage facilities.
32. The Applicant shall provide, to VFWD, Final Design Drawings for public sewer and drainage infrastructure, in AutoCAD, prior to permit issuance.
33. The Applicant shall contact VFWD prior to beginning construction, for a preconstruction meeting.
34. Existing public and private VFWD facilities damaged during construction shall be repaired by the Applicant, at his/her sole expense, to the satisfaction of VFWD.
35. The conditions as set forth in this document are not all inclusive. The Applicant shall thoroughly review all VFWD, City, State, and Federal planning documents associated with this map and comply with all regulations, mitigations, and conditions set forth.
36. If a grading permit is required, the grading and erosion control plans shall be submitted to VFWD for review and comment.



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**TURNER PARKWAY
(PUBLIC ROW VARIES)**

**ADMIRAL CALLAGHAN LANE
(PUBLIC ROW VARIES)**

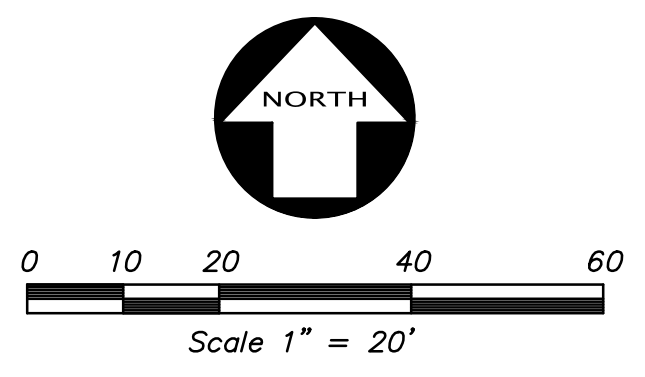
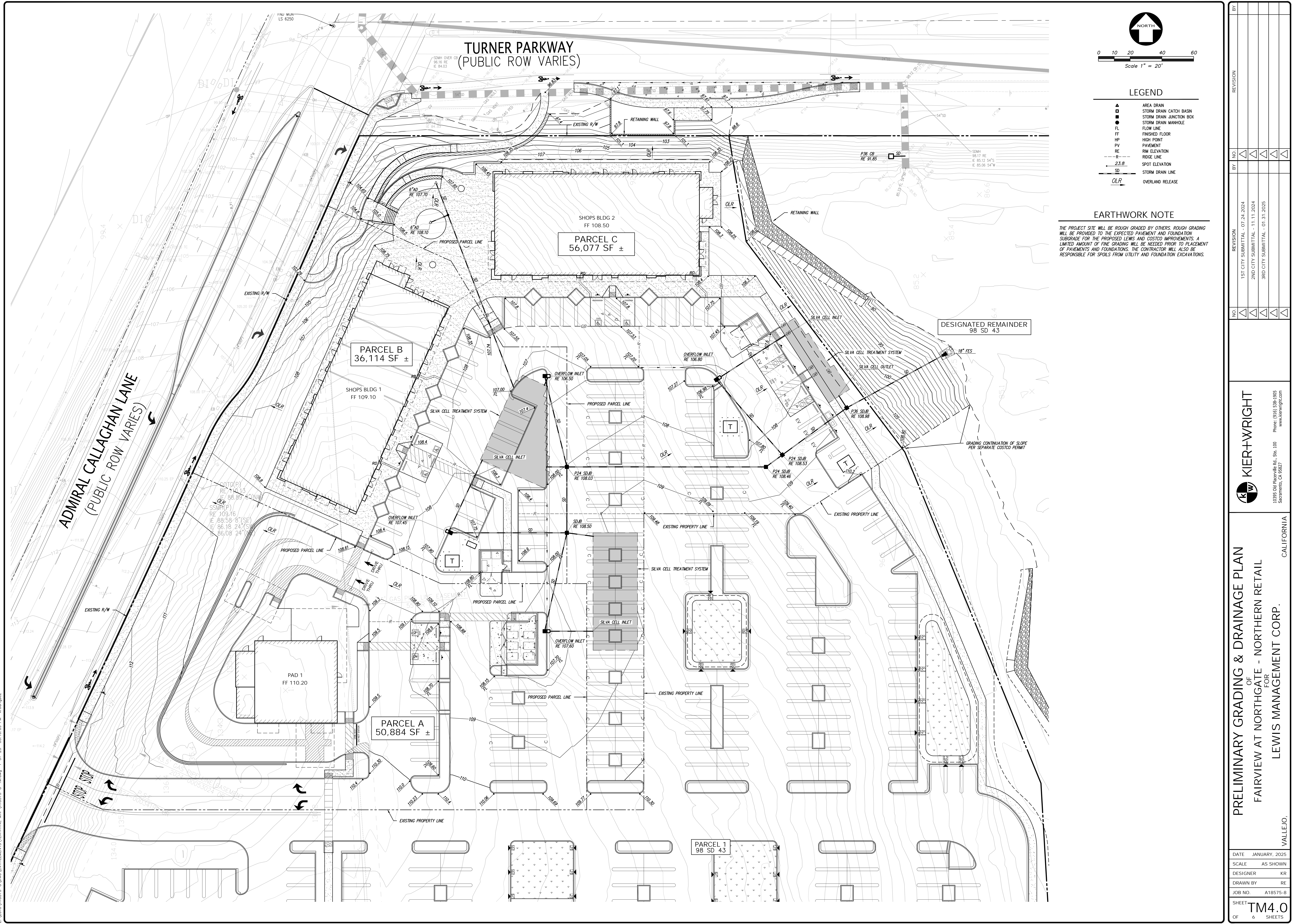
NO.	REVISION	BY	NO.
1	1ST CITY SUBMITTAL - 07.24.2024		1
2	2ND CITY SUBMITTAL - 11.11.2024		2
3	3RD CITY SUBMITTAL - 01.31.2025		3

DATE	JANUARY, 2025
SCALE	AS SHOWN
DESIGNER	KR
DRAWN BY	RE
JOB NO.	A18575-8
SHEET	TM2.0
OF	6 SHEETS

TOPOGRAPHIC SURVEY
OF
FAIRVIEW AT NORTHGATE - NORTHERN RETAIL
FOR
LEWIS MANAGEMENT CORP.

VALLEJO, CALIFORNIA

KIER+WRIGHT
10395 Old Placerville Rd., Ste. 100
Sacramento, CA 95827
Phone: (916) 538-1905
www.kierwright.com



LEGEND

▲	AREA DRAIN
■	STORM DRAIN CATCH BASIN
□	STORM DRAIN JUNCTION BOX
○	STORM DRAIN MANHOLE
—	FLOW LINE
—	FINISHED FLOOR
HP	HIGH POINT
PV	PAVEMENT
RE	RIM ELEVATION
—	RIDGE LINE
23.8	SPOT ELEVATION
—	STORM DRAIN LINE
OLR	OVERLAND RELEASE

EARTHWORK NOTE

THE PROJECT SITE WILL BE ROUGH GRADED BY OTHERS. ROUGH GRADING WILL BE PROVIDED TO THE EXPECTED PAVEMENT AND FOUNDATION SUBGRADE FOR THE PROPOSED LEWS AND COSTCO IMPROVEMENTS. A LIMITED AMOUNT OF FINE GRADING WILL BE NEEDED PRIOR TO PLACEMENT OF PAVEMENTS AND SPOOLS. THE CONTRACTOR WILL ALSO BE RESPONSIBLE FOR SPOOLS FROM UTILITY AND FOUNDATION EXCAVATIONS.

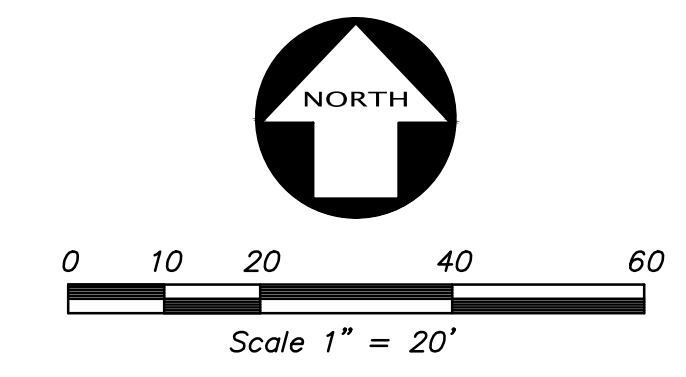
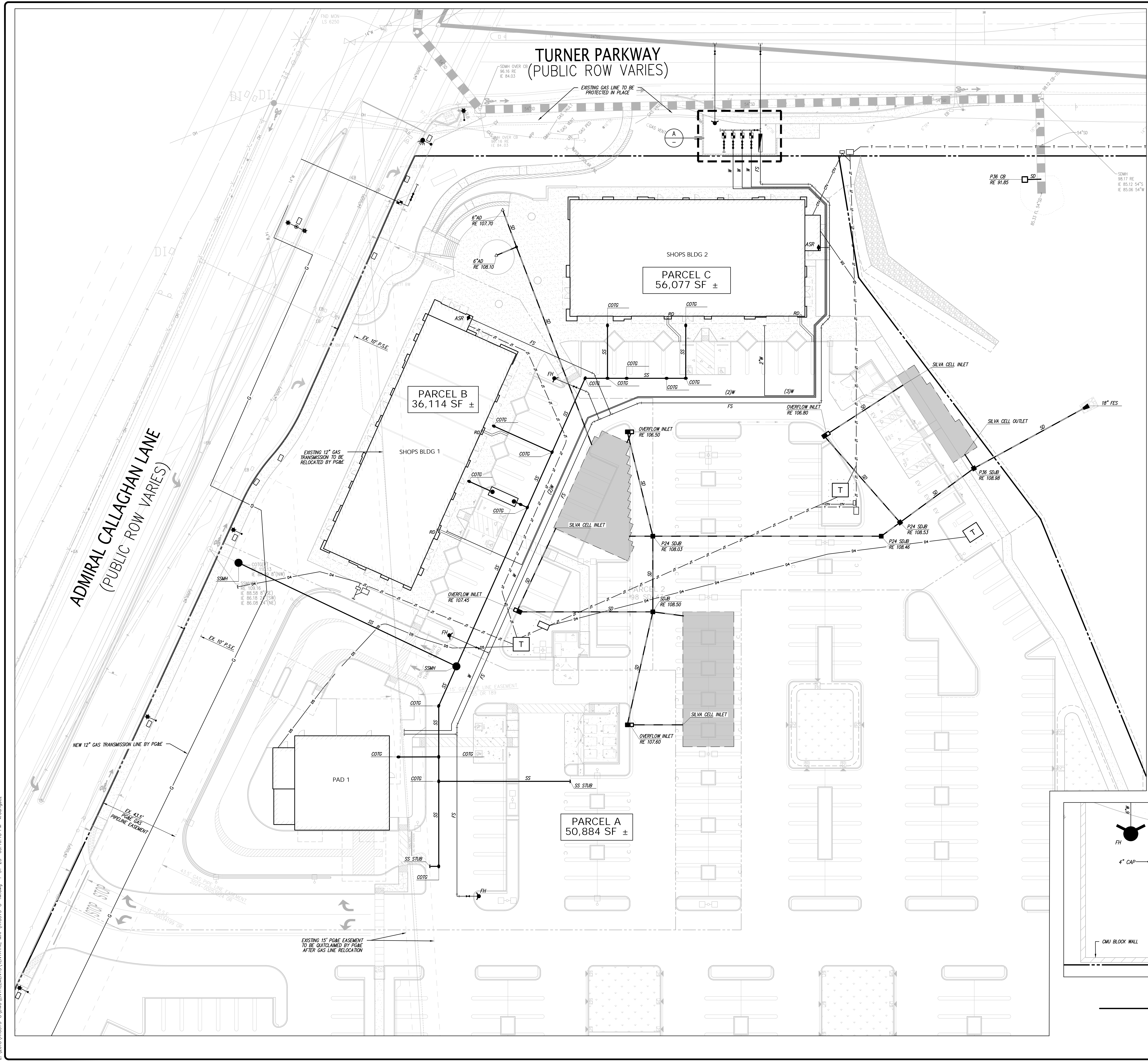
NO.	BY	NO.	REVISION
1		1	1ST CITY SUBMITTAL - 07.24.2024
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3		3	3RD CITY SUBMITTAL - 01.31.2025

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PRELIMINARY GRADING & DRAINAGE PLAN
 OF
FAIRVIEW AT NORTHGATE - NORTHERN RETAIL
 FOR
LEWIS MANAGEMENT CORP.
 VALLEJO, CALIFORNIA

DATE	JANUARY, 2025
SCALE	AS SHOWN
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OF	6 SHEETS

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LEGEND

DDCV	DOUBLE DETECTOR CHECK VALVE
RE	RIM ELEVATION
TC	TOP OF CURB
WS	WATER SERVICE
E	ELECTRIC SERVICE
FS	FIRE SERVICE
SS	SANITARY SEWER
COTG	CLEANOUT TO GRADE
SD	STORM DRAIN LINE
ASD	AREA DRAIN
SDCB	STORM DRAIN CATCH BASIN
SDJ	STORM DRAIN JUNCTION BOX
SDM	STORM DRAIN MANHOLE
BFP	BACK FLOW PREVENTION DEVICE
FDC	FIRE DEPARTMENT CONNECTION
FHV	FIRE HYDRANT & VALVE
PIV	POST INDICATOR VALVE
SSMH	SANITARY SEWER MANHOLE
SCV	SINGLE CHECK VALVE
SDM	STORM DRAIN MANHOLE
WM	WATER METER

NOTE

SHARED UTILITIES THAT CROSS PARCELS WILL BE MAINTAINED UNDER A SEPARATE "CONSTRUCTION, OPERATION AND RECIPROCAL EASEMENT AGREEMENT" FROM LEWIS MANAGEMENT CORP. NO PRIVATE EASEMENTS ARE PROPOSED WITH THIS TENTATIVE PARCEL MAP.

NO.	BY	NO.	REVISION
1		1	1ST CITY SUBMITTAL - 07.24.2024
2		2	2ND CITY SUBMITTAL - 11.11.2024
3		3	3RD CITY SUBMITTAL - 01.31.2025

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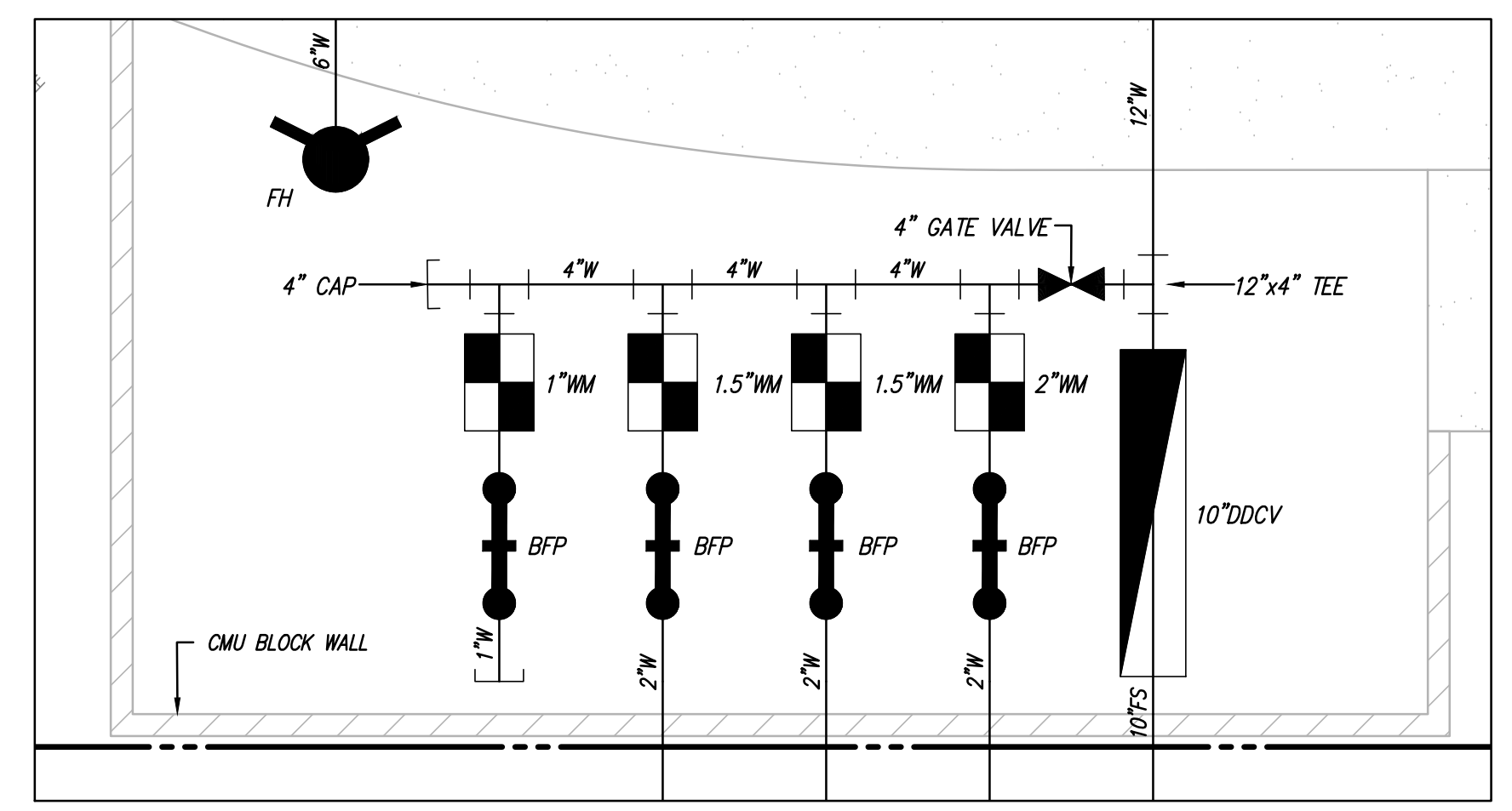
10395 Old Placerville Rd., Ste. 100
Sacramento, CA 95827

Phone: (916) 538-1905
www.kierwright.com

CALIFORNIA

PRELIMINARY UTILITY PLAN
OF
FAIRVIEW AT NORTHGATE - NORTHERN RETAIL
FOR
LEWIS MANAGEMENT CORP.

DATE	JANUARY, 2025
SCALE	AS SHOWN
DESIGNER	KR
DRAWN BY	RE
JOB NO.	A18575-8
SHEET	TM5.0
OF	6 SHEETS



DETAIL
SCALE: 1" = 5"

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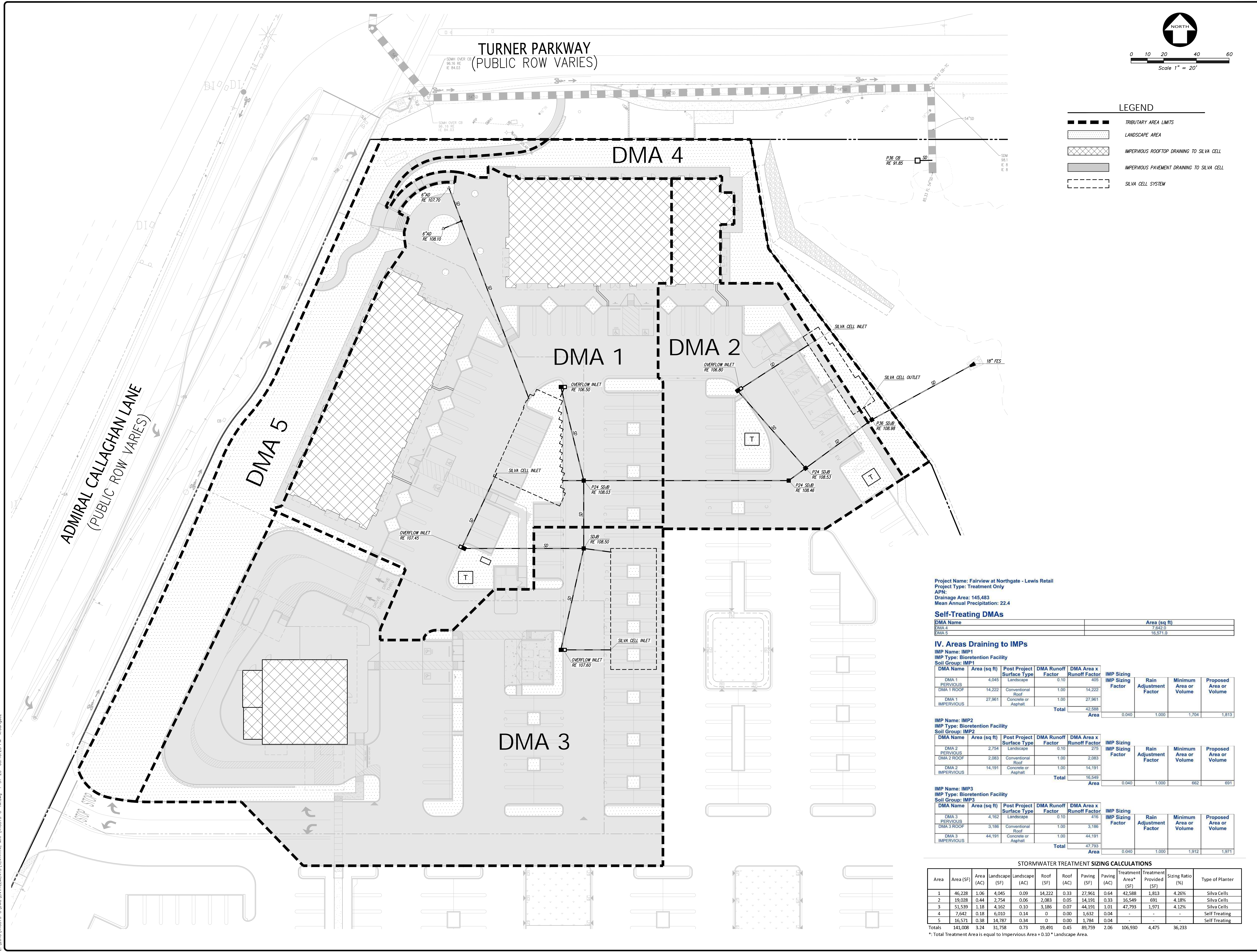
0 10 20 40 60
Scale 1" = 20'

TURNER PARKWAY
(PUBLIC ROW VARIES)

ADMIRAL CALLAGHAN LANE
(PUBLIC ROW VARIES)

LEGEND

	TRIBUTARY AREA LIMITS
	LANDSCAPE AREA
	IMPERVIOUS ROOFTOP DRAINING TO SILVA CELL
	IMPERVIOUS PAVEMENT DRAINING TO SILVA CELL
	SILVA CELL SYSTEM



Project Name: Fairview at Northgate - Lewis Retail
Project Type: Treatment Only
APN:
Drainage Area: 145,483
Mean Annual Precipitation: 22.4

Self-Treating DMAs

DMA Name	Area (sq ft)
DMA 4	7,842.0
DMA 5	16,571.0

IV. Areas Draining to IMPs

IMP Name: IMP1
IMP Type: Bioretention Facility
Soil Group: IMP1

DMA Name	Area (sq ft)	Post Project Surface Type	DMA Runoff Factor	DMA Area x Runoff Factor	IMP Sizing Factor	Rain Adjustment Factor	Minimum Area or Volume	Proposed Area or Volume
DMA 1 PERVIOUS	4,045	Landscape	0.10	405	0.040	1.000	1,704	1,813
DMA 1 ROOF	14,222	Conventional Roof	1.00	14,222				
DMA 1 IMPERVIOUS	27,961	Concrete or Asphalt	1.00	27,961				
Total	42,588	Area						

IMP Name: IMP2
IMP Type: Bioretention Facility
Soil Group: IMP2

DMA Name	Area (sq ft)	Post Project Surface Type	DMA Runoff Factor	DMA Area x Runoff Factor	IMP Sizing Factor	Rain Adjustment Factor	Minimum Area or Volume	Proposed Area or Volume
DMA 2 PERVIOUS	2,754	Landscape	0.10	275	0.040	1.000	662	691
DMA 2 ROOF	2,063	Conventional Roof	1.00	2,063				
DMA 2 IMPERVIOUS	14,191	Concrete or Asphalt	1.00	14,191				
Total	16,549	Area						

IMP Name: IMP3
IMP Type: Bioretention Facility
Soil Group: IMP3

DMA Name	Area (sq ft)	Post Project Surface Type	DMA Runoff Factor	DMA Area x Runoff Factor	IMP Sizing Factor	Rain Adjustment Factor	Minimum Area or Volume	Proposed Area or Volume
DMA 3 PERVIOUS	4,162	Landscape	0.10	416	0.040	1.000	1,912	1,971
DMA 3 ROOF	3,186	Conventional Roof	1.00	3,186				
DMA 3 IMPERVIOUS	44,191	Concrete or Asphalt	1.00	44,191				
Total	47,793	Area						

STORMWATER TREATMENT SIZING CALCULATIONS

Area	Area (SF)	Area (AC)	Landscape (SF)	Landscape (AC)	Roof (SF)	Roof (AC)	Paving (SF)	Paving (AC)	Treatment Area* (SF)	Treatment Provided (SF)	Sizing Ratio (%)	Type of Planter
1	46,228	1.06	4,045	0.09	14,222	0.33	27,961	0.64	42,588	1,813	4.26%	Silva Cells
2	19,028	0.44	2,754	0.06	2,063	0.05	14,191	0.33	16,549	691	4.18%	Silva Cells
3	51,539	1.18	4,162	0.10	3,186	0.07	44,191	1.01	47,793	1,971	4.12%	Silva Cells
4	7,642	0.18	6,010	0.14	0	0.00	1,632	0.04	-	-	-	Self Treating
5	16,571	0.38	14,787	0.34	0	0.00	1,784	0.04	-	-	-	Self Treating
Totals	141,008	3.24	31,758	0.73	19,491	0.45	89,759	2.06	106,930	4,475	36.23%	

*: Total Treatment Area is equal to Impervious Area + 0.10 * Landscape Area.

BY				
REVISION				
NO.	NO.	NO.	NO.	NO.
1ST CITY SUBMITTAL - 07.24.2024	NO.	NO.	NO.	NO.
2ND CITY SUBMITTAL - 11.11.2024	NO.	NO.	NO.	NO.
3RD CITY SUBMITTAL - 01.31.2025	NO.	NO.	NO.	NO.

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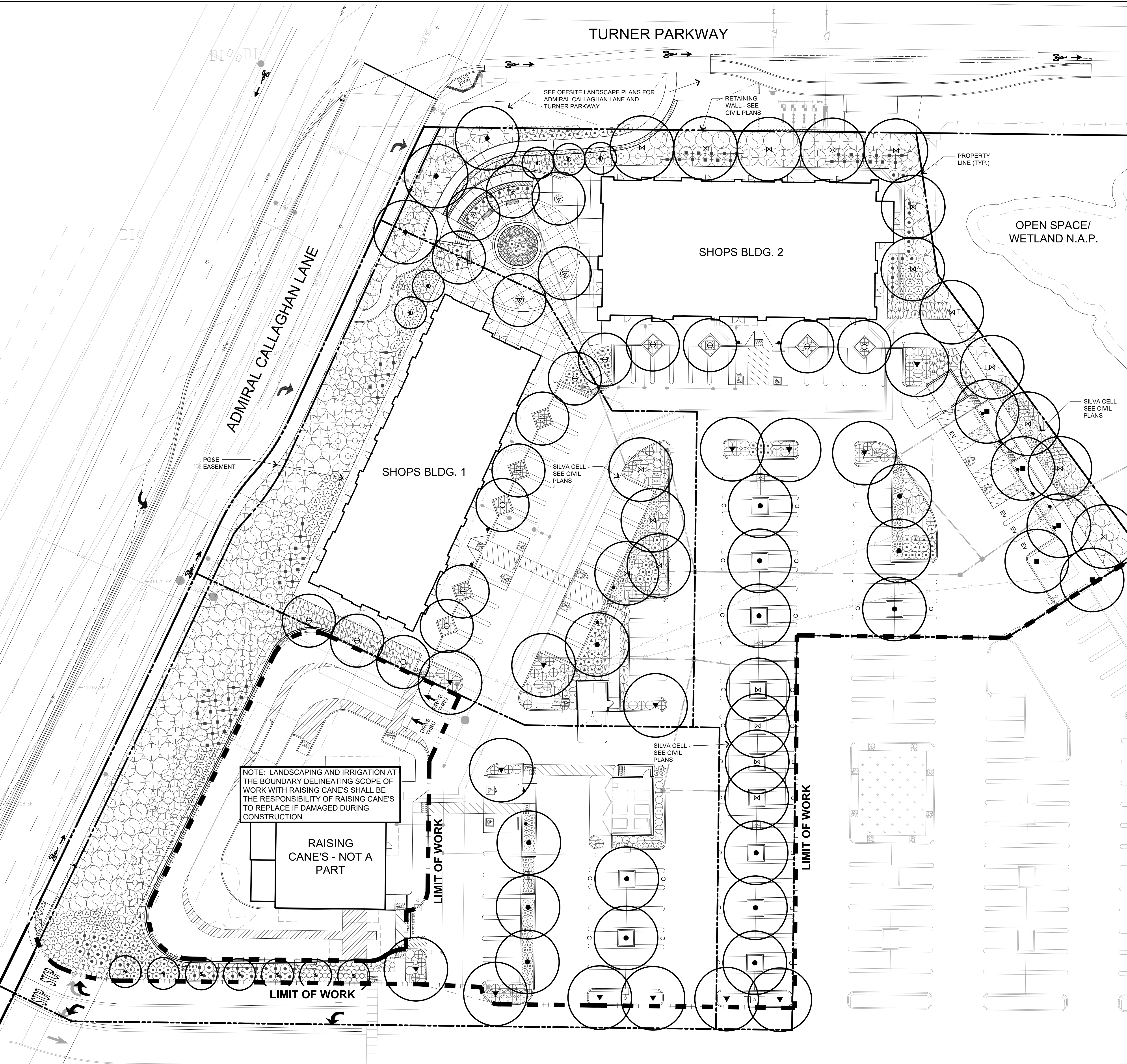
CALIFORNIA

STORMWATER CONTROL PLAN
OF
FAIRVIEW AT NORTHGATE - NORTHERN RETAIL
FOR
LEWIS MANAGEMENT CORP.

VALLEJO, CALIFORNIA

DATE: JANUARY, 2025
SCALE: AS SHOWN
DESIGNER: KR
DRAWN BY: RE
JOB NO.: A18575-8
SHEET: **TM6.0**
OF 6 SHEETS

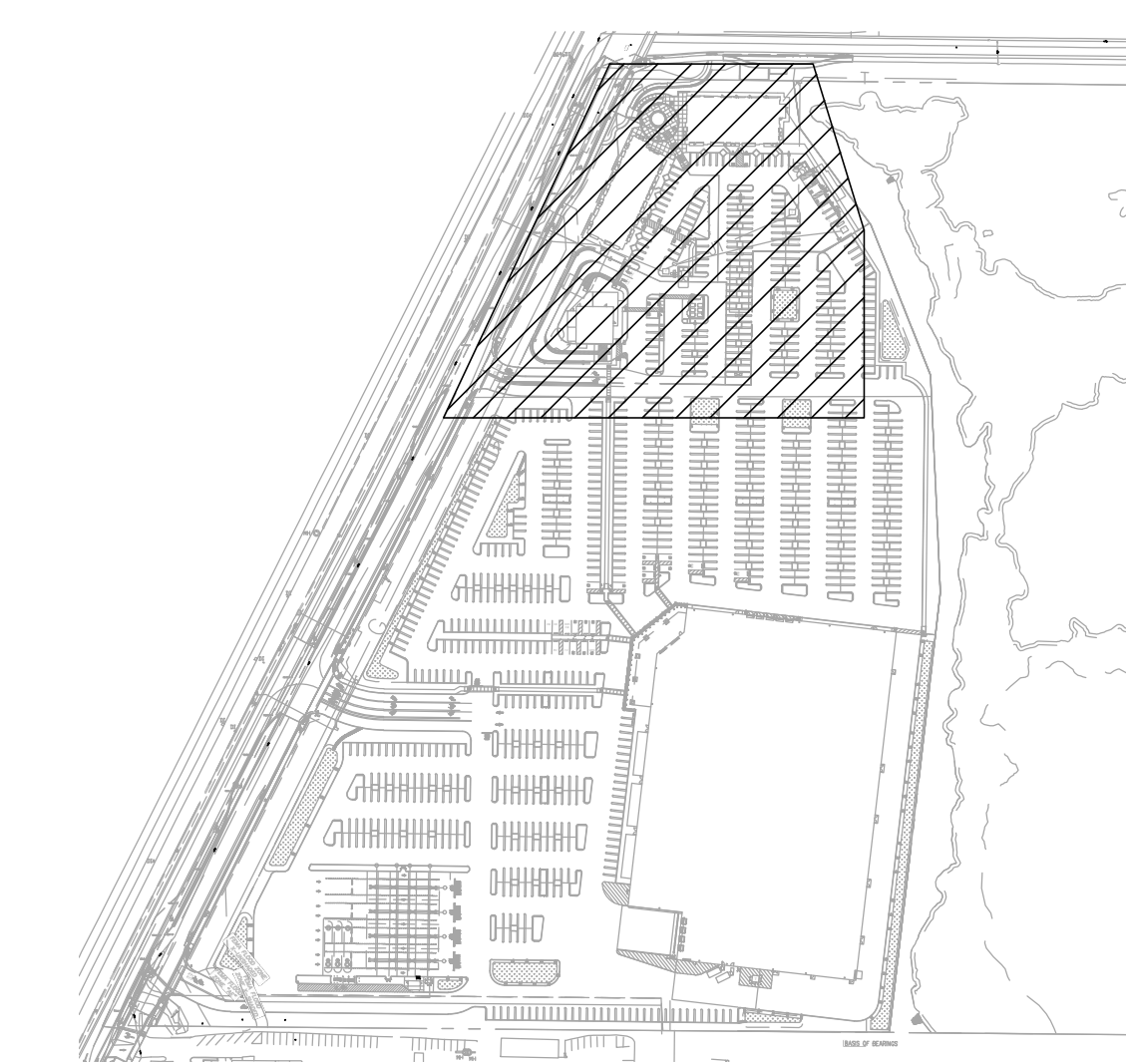
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PLANT LEGEND

SYMBOL	BOTANICAL NAME (COMMON NAME)	SIZE	WUCOLS	COMMENTS
TREES				
○	CERCIS CANADENSIS 'FOREST PANSY' / FOREST PANSY EASTERN REDBUD	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
○	LAGERSTROEMIA HYB. 'MUSKOGEE' / MUSKOGEE CRAPE MYRTLE	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
⊗	LAURUS NOBILIS 'SARATOGA' / SARATOGA LAUREL	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
◇	QUERCUS LOBATA / VALLEY OAK	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
■	QUERCUS RUBRA / RED OAK	24" BOX	M	MATCHED STANDARDS. SPACING AS SHOWN.
▽	QUERCUS SHUMARDII / SHUMARD RED OAK	24" BOX	M	MATCHED STANDARDS. SPACING AS SHOWN.
⊙	TRISTANIA LAURINA 'ELEGANT' / ELEGANT WATER GUM	24" BOX	M	MATCHED STANDARDS. SPACING AS SHOWN.
●	ULMUS PARVIFOLIA 'DYNASTY' / DYNASTY CHINESE EVERGREEN ELM	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
▽	ULMUS PROPINQUA 'JFS-BIEBERICH' / EMERALD SUNSHINE ELM	24" BOX	L	MATCHED STANDARDS. SPACING AS SHOWN.
SHRUBS & PERENNIALS				
⊕	CALLISTEMON V. 'LITTLE JOHN' / LITTLE JOHN DWARF BOTTLEBRUSH	5 GAL.	L	SPACING AT 4'-6" O.C. OR AS SHOWN. HOLD PLANT 2'-6" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	CEANOTHUS 'JULIA PHELPS' / CALIFORNIA WILD LILAC	15 GAL.	L	SPACING AT 5'-0" O.C. OR AS SHOWN. HOLD PLANT 2'-6" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	DIETES GRANDIFLORA 'VARIEGATA' / STRIPED FORTNIGHT LILY	5 GAL.	L	SPACING AT 3'-6" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	ECHINACEA 'SENSATION PINK' / SENSATION PINK CONEFLOWER	1 GAL.	L	SPACING AT 15" O.C. OR AS SHOWN. HOLD PLANT 12" FROM BACK OF WALL.
⊕	FRANGULA C. 'MOUND SAN BRUNO' / MOUND SAN BRUNO COFFEEBERRY	15 GAL.	L	SPACING AT 8'-0" O.C. OR AS SHOWN. HOLD PLANT 3'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	LAVANDULA 'SUPER BLUE' / SUPER BLUE DWARF LAVENDER	1 GAL.	L	SPACING AT 15" O.C. OR AS SHOWN. HOLD PLANT 12" FROM BACK OF WALL.
⊕	PHLOMIS FRUITICOSA / JERUSALEM SAGE	5 GAL.	L	SPACING AT 4'-0" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	ROSA 'MEIDIFLORA' / CORAL DRIFT ROSE	2 GAL.	M	SPACING AT 2'-6" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	SALVIA LEUCANTHA 'SANTA BARBARA' / SANTA BARBARA SAGE	5 GAL.	L	SPACING AT 3'-6" O.C. OR AS SHOWN. HOLD PLANT 1'-6" FROM EDGE OF PAVEMENT AND BACK OF CURB.
ORNAMENTAL GRASSES				
⊕	FESTUCA MAIREI / ATLAS FESCUE	1 GAL.	L	SPACING AT 2'-6" O.C. OR AS SHOWN. HOLD PLANT 1'-6" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	LOMANDRA LONGIFOLIA 'BREEZE' / BREEZE MAT RUSH	5 GAL.	L	SPACING AT 4'-0" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	MUHLENBERGIA CAPILLARIS 'REGAL MIST' / REGAL MIST MUHLY GRASS	1 GAL.	L	SPACING AT 4'-0" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	MUHLENBERGIA RIGENS / DEER GRASS	1 GAL.	L	SPACING AT 4'-0" O.C. OR AS SHOWN. HOLD PLANT 2'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
GROUND COVERS				
⊕	COTONEASTER DAMMERI 'LOWFAST' / LOWFAST BEARBERRY COTONEASTER	5 GAL.	L	SPACING AT 8'-0" O.C. OR AS SHOWN. HOLD PLANT 4'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	JUNIPERUS HORIZONTALIS 'BUFFALO' / BUFFALO JUNIPER	5 GAL.	L	SPACING AT 8'-0" O.C. OR AS SHOWN. HOLD PLANT 4'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
⊕	ROSMARINUS O. 'HUNTINGTON CARPET' / HUNTINGTON CARPET ROSEMARY	5 GAL.	L	SPACING AT 6'-0" O.C. OR AS SHOWN. HOLD PLANT 3'-0" FROM EDGE OF PAVEMENT AND BACK OF CURB.
SCREENING SHRUB				
⊕	PODOCARPUS ELONGATUS 'MONMAL' / ICEE BLUE PODOCARPUS	15 GAL.	L	SPACING AT 3'-6" O.C. OR AS SHOWN. HOLD PLANT 1'-6" FROM BACK OF WALL.

NOTE: ALL LANDSCAPE AREAS SHALL RECEIVE 2"-4" ROCK MULCH



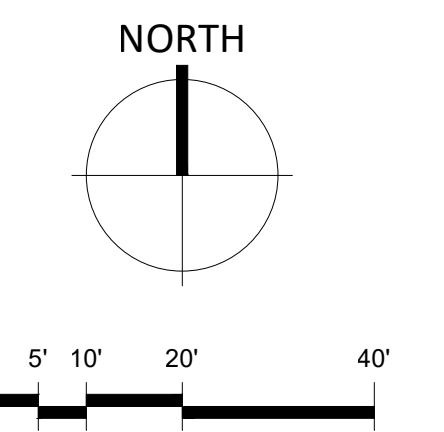
KEY PLAN
N.T.S.



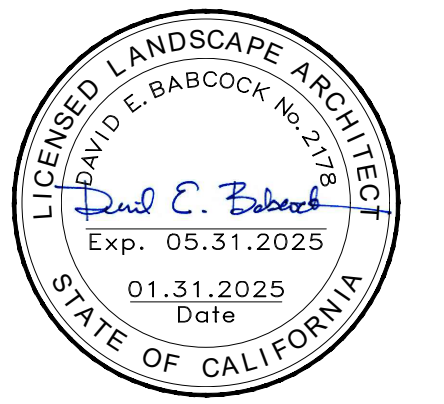
DAVID BARCOCK + ASSOCIATES
ARCHITECTURE PLANNING LANDSCAPE
3391 MI. DIABLO BLVD., SUITE 235
LAFAYETTE, CALIFORNIA 94549
T: 925.283.5070

Lewis Group Of Companies
9216 KIEFER BOULEVARD
SACRAMENTO, CA 95826
(916) 403-1713

FAIRVIEW AT NORTHGATE
LEWIS RETAIL CENTERS
VALLEJO, CA



REV	DATE	DESCRIPTION
△	04/30/24	1ST CITY SUBMITTAL
△	01/31/25	2ND CITY SUBMITTAL



DB+A PROJECT NO:
2313
ISSUE DATE: 04.30.2024
SCALE: 1"=20'-0"
PM: JB
DRAWN: CC
LANDSCAPE PLANTING PLAN

L1

FAIRVIEW AT NORTHGATE

SITE DEVELOPMENT

ADMIRAL CALLAGHAN LANE AND TURNER PARKWAY
VALLEJO, CA 94591

Client:
VALLEJO-FAIRVIEW DEVELOPERS, LLC
 9216 KIEFER BOULEVARD
 SACRAMENTO, CA 95826
 Phone: (916) 403-1713

Revisions:
 PLAN CHECK COMMENTS 01.24.25

No. Description Date
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 Drawn By: KP
 Reviewed By: GHP
 Scale: AS NOTED
 Date:
 Filename: --
 Sheet Title:

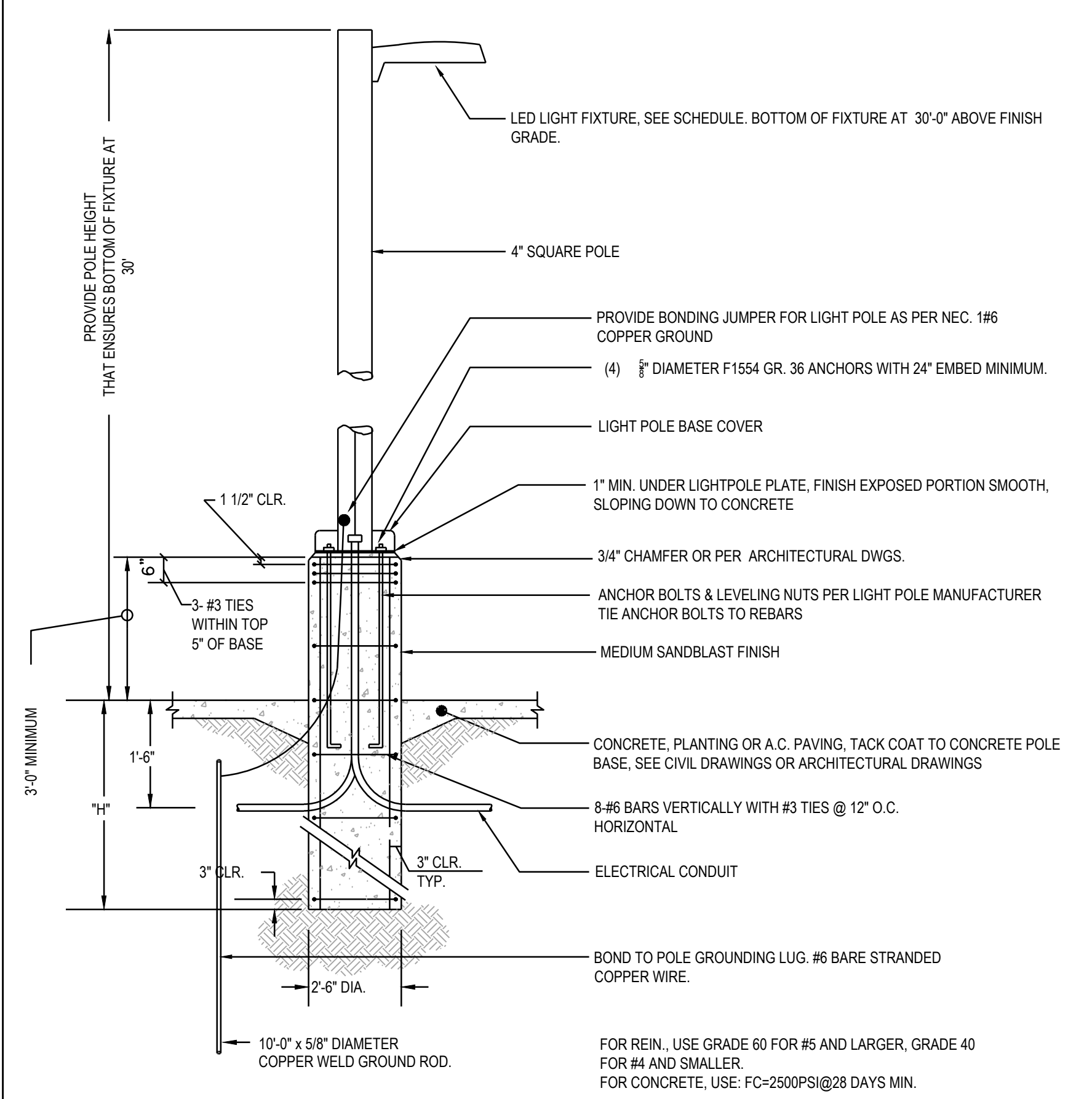
**ELECTRICAL SITE
 PHOTOMETRIC PLAN**

Sheet #:
EP1.0

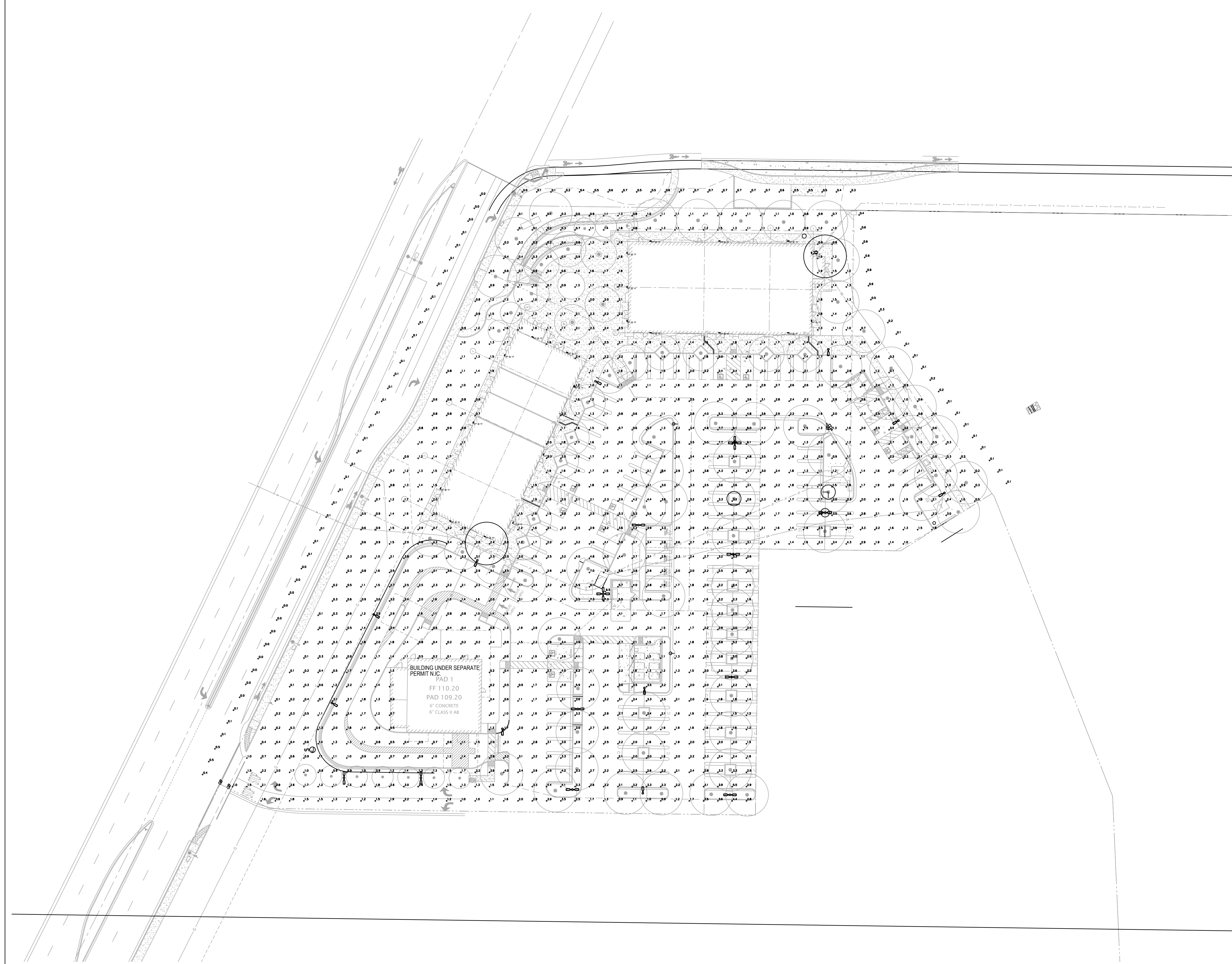
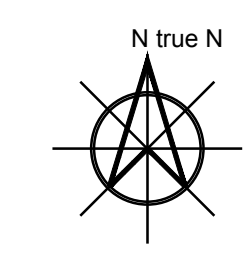
Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	2.8 fc	9.8 fc	0.0 fc	N/A	N/A
EAST SPILLAGE	+	0.4 fc	1.2 fc	0.0 fc	N/A	N/A
NORTH SPILLAGE	+	0.7 fc	1.0 fc	0.0 fc	N/A	N/A
SOUTH SPILLAGE	+	1.7 fc	4.6 fc	0.0 fc	N/A	N/A
WEST SPILLAGE	+	0.2 fc	0.5 fc	0.0 fc	N/A	N/A

Schedule									
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
WP	WP	21	Limona Lighting	DSKW1 LED 100 1000 40K 1M MVCL1 FS	DSKW1 LED WITH (1) 10 LED LIGHT ENGINE, TYPE 1M OPTIC 4000K @ 1000mA WITH HOUSE-SIDE SHIELDS	1	2900	0.91	38.6
S	S	2	COOPER LIGHTING SOLUTIONS - MCGRAW EDISON (FORMERLY EATON)	GLEON-SA1D-740-U-AFL-JSS	GALLEON AREA AND ROADWAY LUMINAIRE (1) 70 CR1 4000K 1200mA LIGHTSQUARE WITH 16 LEADS AND AUTOMATIC FRONTLINE OPTICS WITH HOUSE SIDE SHIELD. PROVIDE WITH MOTION SENSORS	16	416	0.91	67
S1	S1	11	COOPER LIGHTING SOLUTIONS - MCGRAW EDISON (FORMERLY EATON)	GLEON-SA2D-740-U-14W-HSS	GALLEON AREA AND ROADWAY LUMINAIRE (2) 70 CR1 4000K 1200mA LIGHTSQUARES WITH 16 LEADS EACH AND TYPE IV WIDE OPTICS WITH HOUSE SIDE SHIELD. PROVIDE WITH MOTION SENSORS	32	359	0.91	120
S2	S2	7	COOPER LIGHTING SOLUTIONS - MCGRAW EDISON (FORMERLY EATON)	GLEON-SA2D-740-U-14W-HSS	GALLEON AREA AND ROADWAY LUMINAIRE (2) 70 CR1 4000K 1200mA LIGHTSQUARES WITH 16 LEADS EACH AND TYPE IV WIDE OPTICS WITH HOUSE SIDE SHIELD. PROVIDE WITH MOTION SENSORS	32	359	0.91	256
S4	S4	2	COOPER LIGHTING SOLUTIONS - MCGRAW EDISON (FORMERLY EATON)	GLEON-SA2D-740-U-14W-HSS	GALLEON AREA AND ROADWAY LUMINAIRE (2) 70 CR1 4000K 1200mA LIGHTSQUARES WITH 16 LEADS EACH AND TYPE IV WIDE OPTICS WITH HOUSE SIDE SHIELD. PROVIDE WITH MOTION SENSORS	32	359	0.91	516

SCHEDULES SCALE N.T.S. 2



HEIGHT OF POLE ABOVE BASE	"H" WHERE CONCRETE PAVING OCCURS AT BASE	"H" WHERE A.C. PAVING OR PLANTING OCCURS AT BASE
40' - 44'	9'-0"	7'-6"
36' - 40'	6'-0"	7'-0"
31' - 35'	5'-6"	6'-6"
25' - 30'	5'-0"	6'-0"
20' - 24'	4'-6"	5'-6"
16' - 19'	4'-0"	5'-6"
14' - 15'	4'-0"	5'-0"
10' - 13'	4'-0"	4'-6"



SITE PHOTOMETRIC PLAN SCALE 1/32"=1'-0" 1

POLE DETAIL SCALE N.T.S. 3



**STAFF REPORT – PLANNING
CITY OF VALLEJO
PLANNING COMMISSION**

DATE: February 18, 2026
TO: Planning Commission
FROM: Cesar Orozco, Planning Manager
SUBJECT: **DISCUSS THE "BOARDS, COMMISSIONS, AND COMMITTEES ASSESSMENT REPORT" AND PROVIDE FEEDBACK TO STAFF**

PROJECT INFORMATION

RECOMMENDATION

Staff recommends the Board review and discuss the attached "Boards, Commissions, and Committees Assessment Report" prepared March 25, 2024, and revised August 25, 2025, and provide feedback to staff.

BACKGROUND

In early 2024, the City contracted with Municipal Resource Group (MRG) to perform a review of City Boards, Commissions and Committees (BCCs), make suggestions as to best practices, and review existing BCCs for potential consolidation. The report from MRG (attached) was presented to City Council. Staff has been instructed to receive feedback directly from members of existing BCCs to include as additional data with the final report/recommendations.

To facilitate collection of this additional feedback/data, staff requests the Board review the report and provide responses (as a group) to the five questions included in the attached questionnaire.

ATTACHMENTS

1.	Boards, Commissions and Committees - Questions
2.	Vallejo Boards, Commissions, and Committees Assessment Report

CONTACT

Cesar Orozco
Planning Manager
707.648.5436
cesar.orozco@cityofvallejo.net

Questions to facilitate discussion with BCCs members:

Name of Board, Commission, Committee: _____

Date of Meeting: _____

1. Do you believe you have the necessary training and tools to help you be effective in your role?

1.b. What, if anything, could make you more effective?

2. Do you feel the topic(s) your (Board / Commission / Committee) oversees is easily understandable, focused, and reflects the work you do?

3. Do you believe having defined goals and a work plan would help your (Board / Commission / Committee) be more effective?

4. Do you feel your recommendations, if any, flow through to City Council well?

5. Do you feel consolidation of Boards, Commissions or Committees with overlapping focuses would be a positive step?

5.b. If so, do any specifically come to mind?



City of Vallejo

Boards, Commissions, and Committees Assessment Report

March 25, 2024

Revised August 25, 2025

Prepared by
Ashwini Kantak
MRG, LLC
March 25, 2024
Revised August 25, 2025



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I. EXECUTIVE SUMMARY

The City of Vallejo (City) is located in Northern California and is one of the most diverse cities in California, with a population of over 123,500 residents. Vallejo is a charter city with a Council-Manager form of government in which the City Manager makes program, policy, and budget priorities recommendations and the City Council develops legislation and adopts policies. The City charter provides that the City Council may create Boards, Commissions, and Committees (BCCs) which could serve as advisory, policy, appellate and/or rule making bodies.

BCCs serve a valuable role as conduit between the City and the community providing expertise, oversight, and opportunities for community engagement and participation. They can also prepare members to take on additional leadership roles in the community. The City currently has nineteen (19) active Council appointed Boards, Commissions, and Committees (BCCs). The City Clerk administers the appointment process for BCCs and the City Council interviews and makes appointments to the BCCs. Each BCC is supported by an assigned staff secretary from the relevant department and a staff person from the City Attorney's office.

Recruiting for and supporting the BCCs requires a significant amount of time commitment from the Council and staff. Additionally, the City has been having challenges retaining and attracting Commissioners. The City has hired MRG, LLC consultants, to conduct a thorough assessment of current BCCs along with associated practices, policies, and procedures, and to develop recommendations based on a combination of interviews, surveys, document review, and benchmarking. The desired outcome is to identify opportunities for consolidation and recommend best practices to maximize effective community service while ensuring efficient use of City Council and staff time.

MRG solicited input on several aspects of BCCs through Mayor, Councilmember, and executive staff interviews, and a staff survey. MRG also reviewed existing policies and procedures for BCCs in Vallejo and six other cities across three counties: El Cerrito, Fairfield, Milpitas, Palo Alto, Richmond, and Sunnyvale.

Based on the interviews, surveys, document review, and practices from other cities, MRG has developed recommendations across six key areas: recruitment process, membership and terms, potential changes to the number and roles of BCCs, workplans and budgets, staff functions and time commitment, training and resources, as well as a miscellaneous category covering various items.

In order to ensure a smooth implementation, MRG recommends conducting a Council Study Session to discuss the purpose and role of each BCC as an immediate next step. This study session could also serve as a public forum to solicit input from the community. MRG recommends implementing changes in two phases with the first phase focused on developing resources and training to enable staff and Commissioners to be more effective and making process improvements. The second phase should be focused on implementing changes to the



BCCs that could include refining the purpose and roles of BCCs or potential consolidation and/or elimination of BCCs over the next 12 to 18 months.

Based on the findings thus far, MRG is recommending reducing the number of BCCs from 19 to 14. These recommendations could be further informed by community input and Council discussion at the Study Session. Any material changes to the BCCs should ideally be implemented in a manner that allows time for Commissioners on BCCs slated to be either consolidated or eliminated, to transition to another BCC where possible or to serve for up to a 12-month period of their current BCC term.



Annual Commissioner Recognition Event

II. BACKGROUND AND OVERVIEW

The City of Vallejo is located in Northern California and is one of the most diverse cities in California, with a population of over 123,500 residents. The City’s charter provides for a Council-Manager form of government in which the City Manager makes program, policy, and budget priorities recommendations and the City Council develops legislation and adopts policies.

The City of Vallejo’s charter also provides that the City Council may create, by ordinance, boards and commissions. These boards and commissions may serve as advisory, policy, appellate and/or rule making. The enabling ordinance for each board and commission is codified in the Vallejo Municipal Code, Title 2. The City Council may also, by resolution, establish advisory committees to advise the Council on various issues. Advisory bodies serve a valuable role as conduit between the City and the community. They can also prepare members to take on additional leadership roles in the community. For the purpose of this report, Boards, Commissions, and Committees will collectively be referenced as BCCs.

Active Boards, Commissions, and Committees

The City currently has nineteen Council appointed BCCs. Of the nineteen BCCs, fourteen BCCs have 7 members, four have 5 members, and one has 11 members. Two BCCs have two and three alternates, adding up to a total of 134 Commissioner seats. The City Clerk administers the appointment process for all BCCs, including advertising vacancies and receiving applications, which are forwarded to the City Council for their consideration. The City Council interviews and makes appointments to the BCCs.

The nineteen active BCCs are listed below. See **Appendix A** for detailed information on each of the BCCs.

- | | |
|---|---|
| • Architectural Heritage and Landmarks Commission | • Marina Advisory Committee |
| • Building Standards Code Appeal Board | • McCune Collection Commission |
| • Beautification Commission | • Measure P Oversight Committee |
| • Civil Service Commission | • Participatory Budgeting Steering Committee |
| • Code Enforcement Appeals Board | • Police Oversight and Accountability Commission |
| • Commission on Culture and Arts | • Planning Commission |
| • Design Review Board | • Sister City Commission |
| • Economic Vitality Commission | • Surveillance Advisory Board |
| • Housing and Community Development Commission | • Vallejo Tourism Business Improvement Advisory Board |
| • Human Relations Commission | |



Of the nineteen BCCs, five BCCs are quasi-judicial: Architectural Heritage and Landmarks Commission, Building Standards Code Appeal Board, Civil Service Commission, Code Enforcement Appeals Board, and the Planning Commission; all other BCCs act as advisory bodies on specific topic areas. Quasi-judicial bodies render decisions that are binding whereas the role of advisory bodies is to advise and make recommendations that the City Council may consider. Each BCC is supported by an assigned staff secretary from the relevant department and a staff person from the City Attorney's office.

Prior Work Related to Boards, Commissions, and Committees

In March 2015, the City Council created an Ad-Hoc Committee on Commissions (AHCC), comprised of then Councilmembers McConnell, Miessner, and Sampayan and was supported by the Assistant City Manager and City Clerk. The AHCC met from June – December 2015.

On January 12 and April 26, 2016, the City Council discussed the AHCC report and recommendations. Based on the AHCC recommendations, the City Council eliminated three advisory bodies, re-established two advisory bodies, changed the name of one advisory body, and broadened membership of another advisory body. The Council did not take action on other recommendations including the elimination or consolidation of four advisory bodies. See **Appendix B** for a summary of AHCC's recommendations and a link to the full report. Since 2016, six (6) additional BCCs have been established.

Project Background and Scope

Based on our benchmark analysis, the number of active BCCs appears to be relatively high compared to other cities. Recruiting Commissioners and supporting the BCCs requires a significant amount of Council and staff time including posting vacancies, reviewing applications, and conducting Commissioner interviews as well as developing agendas, minutes, and following up on Commissioner requests. The recruiting efforts are further exacerbated by an ongoing high number of resignations, and it has been challenging for the City to attract qualified applicants. Additionally, over time, the original purpose of some of the advisory BCCs has evolved and led to inadvertent scope overlap between the BCCs. Although BCCs play a very important role in community engagement and provide future community leadership opportunities, the City wants to ensure that BCCs are being used in an effective and efficient manner.

The City has hired MRG, LLC consultants (MRG) to conduct a thorough assessment of current BCCs along with associated practices, policies, and procedures, and the development of recommendations based on a combination of interviews, surveys, document review, and benchmarking. For the purposes of this assessment, only BCCs comprised of community members were included, Council subcommittees or committees comprised of staff were not part of the assessment scope.



The desired outcome is to identify opportunities for consolidation and recommend best practices to maximize effective community service while ensuring efficient use of City Council and staff time.

III. ASSESSMENT METHODOLOGY

Ashwini Katak of MRG, LLC, solicited input on several aspects of BCCs through two (2) individual interviews, five (5) group interviews, and a staff survey. See **Appendix C** for interview and survey questions.

The Mayor, Vice Mayor, five (5) Councilmembers, the City Manager, Assistant City Manager, Assistant to the City Manager, City Clerk, City Attorney, and the Senior Leadership Team members were interviewed in January and February 2024. A survey was sent to the secretaries of the BCCs on February 9, 2024, and with additional subsequent reminders sent to all survey recipients. The survey was closed on February 16, 2024, and had a 66% response.

Interviews were conducted with the Mayor and members of the Council in groups of 2 or 3 between February 19-23, 2024. No Commissioners nor members of the community were interviewed or surveyed.

The existing City policies and procedures for BCCs were reviewed. A similar effort was undertaken for six other cities across three counties – El Cerrito, Fairfield, Milpitas, Palo Alto, Richmond, and Sunnyvale.

IV. KEY TAKEAWAYS FROM INTERVIEWS AND SURVEY

The takeaways below were compiled based on input provided to MRG during the interviews and through the BCC staff secretary survey. The Mayor and Councilmembers provided robust feedback during the interviews about current challenges and potential opportunities for improvement. Almost all the current members of the City Council have previously served on an advisory body and provided insight both as former Commissioners and current members of the Council. They recognize the important role of the advisory bodies and would like to see improvements that maximize the effectiveness of the BCCs, honor the roles of the Commissioners, and use Council and staff time efficiently.

The interviews and survey responses from staff provided valuable insight into the functioning of the BCCs, the level of staff support needed, and suggestions for improvements in several areas.

Recruitment Process

Mayor and Council: The City Council spends a considerable amount of time interviewing candidates for the BCCs. With the current high rate of turnover on the BCCs, ongoing recruitments and interviews are not an efficient use of Council and staff time. The Mayor and



City Council offered suggestions to improve the recruitment process including keeping lists active for a period of time, ensuring that applicants understand the role and commitment required from a Commissioner, and leveraging the City Council’s social media channels to advertise vacancies by providing them with materials in jpeg and pdf formats.

Staff: As noted earlier in the report, the City Clerk’s office posts vacancies, accepts and reviews applications, and provides information to the City Council for interviews and appointments of Commissioners. Currently, recruitments occur throughout the year and require a significant amount of staff resources to ensure positions are filled in a timely manner. Staff suggestions included conducting recruitments twice a year to make the process more efficient and reducing the number of Commissioners in each BCC to address the issue of a lack of interested candidates.

Membership and Terms

Mayor and Council: Some members of the Council suggested including alternate Commissioner seats for some advisory BCCs to ensure the BCC is able to meet quorum despite vacancies and absences. Another area of suggested change was to disallow Commissioners from applying for another BCC until they have completed their term on the BCC they were currently serving on.

Staff: Given current challenges in recruiting, some staff commented that adding alternate Commissioner seats on BCCs will not add much value. Some staff suggested shortening the terms of service to encourage more applicants.

Potential Changes to Number and Roles of BCCs

Mayor and Council: The Mayor and Councilmembers were generally supportive of some BCC consolidation or elimination and acknowledged that any changes would need to be planned and implemented in a thoughtful manner. Members of the Council suggested various criteria for evaluating the BCCs for changes, including role of the BCC (advisory versus quasi-judicial), purpose of the BCC and scope overlap with other BCCs, and number of meeting cancellations due to a lack of quorum. BCCs suggested for evaluation and potential changes included: Beautification Commission, Design Review Board, Human Relations Commission, McCune Collection Commission, Marina Advisory Committee, Participatory Budgeting Steering Committee, and Sister City Commission.

Staff: Feedback received through the interviews and survey indicates overlap between some of the BCCs as well as a lack of clarity of purpose for some BCCs. This offers opportunities for both, further refinement of the purpose and duties of BCCs as well as potential consolidation of BCCs with overlapping scope.



There was strong staff support for decreasing number of BCC's, and only one suggestion to add a BCC related to homelessness. Staff suggested the following for potential changes to BCCs

- Incorporate Design Review Board into Planning Commission
- Explore consolidating Surveillance Advisory Board with Police Oversight and Accountability Commission; (subsequent staff feedback indicates that this may not be advisable, given the differences between the two bodies).
- Incorporate Commission on Culture and Arts and Marina Advisory Commission into the Economic Vitality Commission (subsequently renamed to Economic Development Commission)
- Eliminate McCune Collection Commission; eliminate Sister City Commission, appoint a Council liaison to the Sister City Association
- Evaluate scope and meeting frequency of the Human Relations Commission; evaluate scope of Beautification Commission; evaluate the purpose of the Vallejo Tourism Business Improvement Board

Workplans and Budget

Mayor and Council: The Mayor and Council expressed unanimous support for requiring a workplan for each BCC. It was suggested that either the Council liaison or the Commission Chair take the lead on developing the workplan for each BCC. They also expressed a desire to have the Commissioners present the workplan to the City Council on an annual basis and were open to the idea of establishing a budget for each BCC, based on their workplans.

Staff: There was mixed support from staff regarding mandatory workplans for each BCC, this was related to concerns that mandatory workplans could potentially increase staff workload. However, staff acknowledged that if budgets were to be provided to the BCCs, workplans would have to be mandated.

Staff Functions and Time Commitment

Staff: The primary functions performed by the BCC secretaries are preparing agendas and reviewing them with the City Attorney and BCC Chair, publishing agendas, attending BCC meetings, preparing meeting minutes and bookmarking the agenda video, and following up on Commissioner inquiries, including doing research and preparing responses. The staff secretary role is filled by a wide variety of job classifications.

Survey respondents typically spend between 8 to 10 hours performing a variety of functions to support BCCs, however, depending on the type of BCC, the time spent can be upwards of 20 hours. Some staff support multiple BCCs, thus the cumulative time spent on supporting BCCs could be as high as 30-40 hours a month.



Training and Resources

Commissioners are provided with the code of ethics and code of conduct and have to acknowledge receipt of both documents. The BCCs use Rosenberg’s Rules of Order, the City Clerk and City Attorney are currently developing related training for Commissioners. Training is provided to the staff secretaries, however, there are no standard templates for agendas and minutes available for use¹. There is also no comprehensive reference guide for BCC members and staff such as a BCC Handbook.

Staff: The majority of staff acknowledged that the training currently provided is inadequate; this was especially a key challenge for staff who are new in their role supporting a BCC. Staff expressed the need for a centralized repository of information and resources related to BCCs, potentially with the dedicated web page. Staff also requested standard templates for agendas and minutes.

Miscellaneous

Mayor and Council: In addition to the areas noted above, it was noted that Councilmembers need to serve on various regional boards and committees and time commitment related to these regional bodies should be taken into account while evaluating the number of City BCCs, which also require their time as Council liaisons. There was a suggestion that stipends be considered for Commissioners that serve on BCCs that require a significant time commitment. Currently, stipends are only provided for Commissioners serving on three quasi-judicial BCCs.

Staff: Several staff provided input that the purpose of certain BCCs was not clear. One of the challenges encountered was the inability to schedule meetings because of inadequate meeting space. Some staff supported Commissioners taking on administrative tasks to decrease the workload for staff while others did not. Some staff also suggested that any applicants for BCCs should be required to attend BCC meetings before applying so that expectations and roles were clearly understood.

V. POLICIES AND PROCEDURES REVIEW

The City’s Municipal Code is the governing document for all except one of the BCCs. See Appendix A for a complete listing of all BCCs with links to their governing documents. Although the purpose and duties are described for each BCC in the Vallejo Municipal Code and in some instances, in Council resolutions, these documents are broad and only provide general direction on the scope of work for each BCC. As stated earlier, there is no Handbook that provides comprehensive information on the purpose of the BCCs, roles of Commissioners, relevant City policies and procedures, and meeting frequencies and protocols.

¹ Subsequent to the completion of the original report in March 2024, the City implemented a new agenda management system which provides templates for meeting materials

Each staff secretary is responsible for coordinating the BCC agenda with the City Attorney's office, Commission chair and other relevant staff. There are no standard templates for agendas and minutes, which results in a lack of consistency across BCCs. Also, on occasion, agenda coordination with the City Attorney is not done in a timely manner, which results in the removal or deferral of agenda items after the agenda has been posted. Additionally, since BCCs are not required to do workplans, managing roles and purview of advisory BCCs can be challenging for the staff secretaries, especially those that are relatively new to supporting BCCs.

VI. BENCHMARKING

The policies and practices for Boards, Commissions, and Committees in six cities across three counties were reviewed: El Cerrito, Fairfield, Milpitas, Palo Alto, Richmond, and Sunnyvale. See **Appendix D** for a detailed summary.

The six cities varied in size in terms of population and the number of BCCs. The city of Fairfield, with a population of about 120,000, has the fewest number of BCCs at seven (7). The city of Richmond, with a population of about 116,000, has the highest number of BCCs at 24. The other four cities have standing BCCs ranging from eight (8) to thirteen (13). Five of the six cities either have a Handbook or a Council policy that provides comprehensive information on all the BCCs. Three of the six cities require annual workplans for all BCCs, two cities require annual workplans for some BCCs, and one city makes workplans optional. Commissioner appointments are made by the City Council, however in only two of the six cities are the applicants interviewed by the City Council.

VII. RECOMMENDATIONS

Based on the review of the City's policies and procedures and those of the six benchmarked cities, Mayor, Councilmember, and executive staff interviews, and the staff survey, MRG is recommending improvements in seven categories, including a miscellaneous category which captures various improvements.

Recruitment Process

1. Conduct Commissioner recruitments twice a year.
2. Keep the list of candidates interviewed and found to be acceptable by City Council for a specific BCC, active for a period of six months or until next recruitment period, whichever is sooner; do not require candidates to apply and interview again if a vacancy opens up on that BCC.
3. Consider the use of alternate Commissioner seats to allow a longer period of time to fill vacancies.
4. Provide annual attendance records to Council to help inform the selection process.



5. Leverage City, Mayor, and Councilmembers’ social media channels; provide promotional material to member of the Council in user friendly formats.
6. Leverage City events to promote BCC accomplishments and service opportunities.
7. Require Commissioners to complete their terms on a BCC before considering them for a vacant position on another BCC.

Membership and Terms

1. Reduce number of Commissioners on all advisory BCCs from seven members to five members and 2 alternates.
2. Solicit input from the community about whether shortening terms to 3 years will encourage more applicants.

Potential Changes to BCCs

Consider reducing number of BCCs from 19 to 14 over a period of 12 to 18 months as outlined in this section. However, before finalizing any changes to existing BCCs, the City Council could conduct a Study Session to review the purpose of each of the Boards, Commissions, and Committees in order to validate the proposed recommended changes. If the City wished to conduct this review in phases, the first phase could include the BCCs recommended for elimination or consolidation with another BCC including the Marina Advisory Committee, Design Review Board, Sister City Commission, and the McCune Collection Commission. Clarifying the purpose of the Beautification Commission, Human Relations Commission, and the Vallejo Tourism Business Improvement District Board would also be beneficial to include in the first phase of review. It is important to note that this report did not incorporate feedback from the community. Soliciting community input at the Council Study Session could provide useful insight and help further refine the proposed plan.

Recommended Changes

1. **Rename Economic Vitality Commission to Economic Development Commission (EDC)², incorporate the functions of Marina Advisory Committee into the EDC**

The purpose of the Economic Vitality Commission (EVC) is to advise the City Council on issues that can enhance job growth, increase private investment, assist with business retention and attraction activities, and assist with the implementation of the economic development element of the General Plan. This Commission recommends policies that can incentivize job growth and investment by businesses and maintains relationships



² This change has been implemented since the draft report was submitted

with the Chamber of Commerce and regional and state economic development organizations. Since the main focus of this Commission is economic development, changing its name to Economic Development Commission better aligns with the purpose of the Commission.

The purpose of the Marina Advisory Committee (MAC) is to advise the City Council on all matters related to the Marina and to help enhance occupancy and stimulate growth at the Marina. Since the overall purpose of this Committee is to also support a thriving economy in a vital part of the City, including it under the umbrella of the Economic Development Commission is recommended.

The EVC has 7 members that are either residents or employees/owners of businesses. MAC also has 7 members, 4 of which are berthers at the Marina, and 3 are residents. If the MAC were to be incorporated into the proposed EDC, the City could consider having a berther be one of the 7 members, to ensure direct representation from the Marina.

2. Explore consolidation of the Surveillance Advisory Board with Police Oversight and Accountability Commission in the future

The Surveillance Advisory Board (SAB) advises the City Council and staff about the acquisition, deployment, and use of surveillance technology within the City. Commissioners must demonstrate interest and experience in civil and privacy rights.

The purpose of the Police Oversight and Accountability Commission (POAC) is to improve relations between law enforcement and the community and to foster good relations between the police and the diverse community they serve. Since both BCCs are focused on ensuring the public interest related to law enforcement, there may be some merit in combining these two BCCs in the future³.

3. Incorporate Design Review Board into Planning Commission

The Design Review Board (DRB) acts as an advisory body to the Planning Commission (PC) on topics related to architectural design, landscape design, and urban design. The



³ Subsequent to the initial staff engagement, concerns have been raised about this consolidation due to the significant differences between the two advisory bodies.

DRB also conducts design review and approves or denies plans for projects in downtown and other districts related to the waterfront design guidelines.

The PC is responsible for adopting a comprehensive long-term General Plan and for approving or making recommendations to the Council on development projects, zoning code, and other policies related to long term planning. Since the DRB advises the PC on elements of projects that the PC ultimately has to act upon, it is recommended that the role of the DRB be incorporated into the duties of the PC.

The DRB has 5 members that must have demonstrated competence and interest in architecture, landscape architecture, or urban design. While incorporating the DRB into the PC, the City could consider changing the criteria for Planning Commissioners and requiring one or two seats to be filled by Commissions with competence and interest in architecture, landscape architecture, or urban design.

4. Eliminate Sister City Commission, appoint a Council liaison to the Vallejo Sister City Association

The City has long-standing relationships with six Sister Cities. The Sister City Commission (SCC) plans and recommends to the City Council a Sister City program and helps stimulate and sustain participation and community support for the program. The SCC acts as a liaison with Sister Cities International and promotes events to foster friendly relationships between Vallejo and its sister cities.

Vallejo Sister City Association is a volunteer community group that has been involved with Sister Cities International since 1971. This group works closely with the Mayor, Council, and staff, through the SSC, to support relationships with six Sister Cities and three Friendship Cities. Since the purpose and mission of this group is very closely aligned with the SSC, it is recommended that the SSC be eliminated, and a Council Liaison be appointed to the Board of the Vallejo Sister City Association. This will ensure continued collaboration and support from the City while minimizing duplication of efforts on two bodies with a similar purpose and mission.

5. Eliminate McCune Collection Commission (MCC), explore partnership with Library and Naval Historical Museum

The McCune Collection Commission advises the Council and City Manager on matters related to the McCune Collection facilities, properties, and the endowment fund. The MCC also investigates and makes advisory reports related to the McCune Collection.



The City Attorney’s Office is currently researching archived documents to determine if there are any legal obligations related to the endowment that requires the City to keep this Commission active. Based on the review of available documents, and contingent upon the findings from the legal review, it is recommended that this Commission be eliminated. If the MCC were to be eliminated, the City could explore partnerships with the Library and/or the Naval Historical Museum to act as a steward for the McCune Collection, as suggested by some members of the Council.

6. Clarify purpose and role of Beautification Commission and Human Relations Commission; evaluate purpose and scope of Vallejo Tourism Business Improvement Board

The purpose of the Beautification Commission (BC) is to support the beautiful appearance of public properties and public right of way. The BC is supposed to advise the Council on policies and programs and engage the community in supporting departmental efforts to enhance the appearance of infrastructure and landscaping. The scope of the BC is broad and general and does not provide adequate guidance to the Commissioners or staff. It is recommended that a workplan with actionable goals be developed so that the BC can focus on one or more specific projects or programs that will enhance the appearance of public properties and the public right of way.

The purpose of the Human Relations Commission (HRC) is to promote equal treatment of all individuals, eliminate discrimination, make recommendations to alleviate tension and conflict in the community, and advise on issues involving relationships between law enforcement, the justice system, and the community. The HRC is also supposed to make recommendations to staff, labor groups, Civil Service Commission, and the City Council, to promote equal employment opportunities and fair contracting practices. The scope of this Commission is extremely broad and does not provide specific guidance in terms of areas of focus for this Commission. It is recommended that the purpose and scope of this Commission be re-evaluated and more narrowly defined. Using an example from the City of Sunnyvale, the role of the HRC could be modified as follows:

- Should focus on policy issues and not interfere with City operations
- Study, evaluate, and advise the Council on policies and programs related to diversity, equity, access, and inclusion
- Celebrate and encourage Vallejo’s rich cultural diversity
- Promote regular, civil, and authentic engagement with diverse groups of residents



- Advise on increasing accessibility and transparency of local government policies, programs and services

In addition to re-defining the scope, an annual workplan should include specific events or programs that this Commission would be leading or supporting.

The purpose of the Vallejo Tourism Business Improvement District Advisory Board is to make recommendations to the City Council on the expenditure of revenues derived from the levy of assessments within the Vallejo Tourism Business Improvement District. Since this BCC does not meet on a regular basis, the City may want to evaluate its purpose and scope to ensure its effectiveness. Since this BCC was created by a statute, any desired changes will need to be closely coordinated with the City Attorney's Office.

7. Youth Involvement

Some members of the City Council expressed a strong interest in resurrecting the Youth Commission, which is currently suspended. If the City does not wish to add another Commission that would require additional staff support, the City could consider a model for youth involvement that is being used in the city of Milpitas. A non-voting youth commissioner seat for students in grades 9-12 could be added to all advisory BCCs. This would not only allow several opportunities for high school students to get involved in BCCs and become familiar with a variety of topic areas that support local government but would also facilitate youth representation on all advisory BCCs.

Workplans and Budgets

1. Require workplans and annual reports for every BCC. This may require a change to the City's municipal code.
2. Provide Commission Chairs with the opportunity to present workplans to the Council on an annual basis. The City may want to consider adding two special sessions a year, specifically focused on discussing BCC work plans and reports.
3. Provide templates for workplans and reports, require consistency in format and content across BCCs.
4. Workplans should have a maximum of 3-5 goals with specific deliverables and lead Commissioners for each goal identified.
5. Goals should be aligned with adopted Council and community priorities.
6. Consider a modest annual budget of \$1,000 for each BCC, exceptions could be made for any BCCs with significant workplan items. This may require a change to existing Council Policy 2024-01



7. Eligible and ineligible uses of the budget should be in accordance with Council Policy 2024-01.

Staff Functions and Time Commitment

1. Staff should continue to prepare agenda and minutes, in coordination with the BCC Chair, City Attorney, and other staff; Commissioners should not be taking on this role. The City's Municipal Code may need to be revised to codify this change.
2. The City should evaluate the appropriate level of staff supporting the BCCs. The role of the staff secretary is not administrative; staff secretaries should be well versed in the programmatic areas under the BCC's purview. They should also be able to appropriately guide Commissioners on meeting protocols and Commissioner roles, ensure agenda topics align with the BCC's purpose and scope, and communicate Council and community priorities.
3. Use of standard document templates, centralized resources, ongoing training, and potentially fewer BCCs will allow staff to be more efficient in supporting BCCs; all BCC resources should be easily accessible through the City's website and intranet.

Training and Resources

1. Develop a BCC Handbook and Commissioner Onboarding packet, links to examples from other cities are included in **Appendix C**.
2. Commissioner Onboarding packet should include requirements related to ethics, sexual harassment, code of conduct, Rosenberg's Rules of Order trainings, and a BCC Handbook.
3. Link to Handbook and other BCC resources to be available on a dedicated BCC webpage.
4. City Clerk and City Attorney to develop training for Commissioners, provide live training once a year, with the recording available for viewing anytime.
5. CMO/City Clerk to develop templates for agendas, minutes, workplans, and annual reports⁴.



⁴ The City has subsequently implemented an agenda management system that has addressed this recommendation.

VIII. IMPLEMENTATION

Implementation should be phased in to allow for adequate time to develop training resources and to allow consolidation through attrition and transition of commissioners from BCCs that may be slated for consolidation or elimination, to other BCCs.

Phase I (approximately 3 months)

1. Develop templates for meeting agendas, minutes⁵, workplans, annual reports, and powerpoint templates.
2. Develop a BCC Handbook and Commissioner Onboarding packet.
3. Develop a training program for Commissioners and staff secretaries, including an annual live training that can be recorded for viewing by new Commissioners and staff as well as any Commissioners or staff needing a refresher.
4. Hold a Council Study Session to discuss the role and purpose of each Commission, solicit input from the community at the same Study Session.

Phase II (approximately 12-15 months)

1. Develop a phased implementation plan for changes to existing BCCs based on Council discussion and direction.
2. Provide existing Commissioners of a BCC slated for consolidation or elimination, the opportunity to fill vacancies on another BCC, if eligible to serve on that BCC.
3. Commissioners on BCCs that may be incorporated into another BCC or eliminated, should be allowed to serve for up to a 12-month period of their current BCC term. Alternatively, they could choose to transition to another BCC, provided they meet eligibility requirements of that BCC.



⁵ The City has since implemented an Agenda Management system that addresses templates for meeting agendas and minutes.

IX. APPENDICES

Appendix A	Vallejo Boards, Commissions, and Committees Summary Report
Appendix B	2015-2016 Ad-Hoc Committee on Commissions (AHCC)
Appendix C	Interview and Survey Questions
Appendix D	Summary Report of Benchmarked Cities



Appendix A

Appendix A - Vallejo Boards, Commissions, and Committees Summary

Name	Membership	Purpose	Duties and Powers	Reference Documents	Meeting Frequency & Location	Council Liaison	Secretary
Architectural Heritage and Landmarks Commission	7 members appointed by Council, related background required	Preserve, protect, support economic value, foster civic pride, continued private ownership of historic structures	Conduct design review and hold public hearings, survey older buildings to identify historic structures, make policy recommendations to Council	Chapter 2.48 of Municipal Code	Monthly, 3rd Thursday at 6:30 pm in Council Chambers	Peter Bregenzer	Margaret Kavanaugh-Lynch (Planning)
Beautification Commission	7 members appointed by Council	Support the beautiful appearance of public properties and right of way	To promote and improve the quality of life, support departmental efforts through community involvement, advise the Council on policies and program, support programs that enhance the appearance of infrastructure and landscaping	Chapter 2.39 of Municipal Code	Every other month, 1st Wednesday of even months at 6:00 pm in Council Chambers	Verder-Aliga	Shelee Loughmiller (Community and Volunteer Coordinator)
Building Standards Code Appeal Board	5 members nominated by staff and appointed by Council	Hear and decide appeals of orders, decisions, or determinations made by the chief building official or fire code official relative to the application and interpretation of the California Building Standards Codes	Hear appeals as described in Chapter 2.75 and Chapter 12	Chapter 2.75 of Municipal Code	Meet as needed		
Civil Service Commission	5 members and appointed by the Council	Provide for the standardization and classification of all positions and employment in the classified service; competitive tests, rules and regulations - purpose is a little unclear	No specific duties and powers called out, rule making and appellate body	Chapter 2.43 of the Municipal Code	2nd Monday of the month as needed, 5:15 pm in Council Chambers; at least one regular meeting to be held every two months.	Diosdado "JR" Matulac	Pleshetta Dauzart (Executive Secretary)
Code Enforcement Appeals Board	7 members appointed by Council	Act as and exercise duties, functions, powers of the "code enforcement appeals board" and as "hearing officer" and "abandoned vehicle hearing board"	Act as hearing officer, hear appeals and hearings about special assessments for administrative citations - property maintenance, vacant buildings, abandoned vehicles, abandoned shopping carts, weed and rubbish abatement; render report to the Council	Chapter 2.49 of Municipal Code	4th Thursday of each month, 6-8 pm in Council Chambers	Diosdado "JR" Matulac	Dong Yoo, Sr. Code Enf. Officer, Sgt. Richard Wanzie
Commission on Culture and the Arts	7 members appointed by Council, shall represent cross-section of community interests and organizations	Serve as the official voice for the arts, serve as an advisory board in making referrals to appropriate groups and coordinating arts projects, identify problems experienced by local arts organizations and suggest solutions	Promote visual and performing arts groups, participate in publication and distribution of an events calendar, assist related groups, advise the City Council on public art projects, record decisions	Chapter 2.32 of the Municipal Code	4th Monday of each month at 6:00 pm in Council Chambers	Tina Arriola	Annette Taylor, Sr. Community Development Analyst

Appendix A - Vallejo Boards, Commissions, and Committees Summary

Name	Membership	Purpose	Duties and Powers	Reference Documents	Meeting Frequency & Location	Council Liaison	Secretary
Design Review Board	5 members appointed by Council, all members have to have their primary residence (min. 4) or employment in the city; demonstrated competence and interest in architecture, landscape arch., or urban design	Acts as an advisory body to the Planning Commission and others related to matters of architectural design, landscape design, and urban design	Advises the Planning Commission when requested or when required by an ordinance, conduct design review and approve/deny plans for project in Downtown and other districts related to the Waterfront Design Guidelines; review and comment on other projects including site development plan applications, that may be referred to them; advise on the Design Guidelines themselves <small>recommend to Council policies that</small>	Chapter 2.59 of the Municipal Code	2nd Thursday of each month at 7:00 pm in Council Chambers	Charles Palmares	Margaret Kavanaugh-Lynch, Planning Manager
Economic Vitality Commission (renamed to Economic Development Commission since initial report was prepared)	7 members appointed by Council, shall be a resident of the city or an employee/owner of a business with a city business license	Advise the Council on issues that can enhance job growth and increase private investment, assist with implementation of econ. Dev. Element of the General Plan, assist with business retention and attraction activities	can incentivize job growth and business investment, plan and conduct business retention and attraction programs, maintain relationships with Chamber, regional and state ED orgs., make recommendations about website and	Chapter 2.36 of the Municipal Code	2nd Wednesday of even months at 6:00 pm in Council Chambers	Mina Loera-Diaz	Ivette Iraheta, Econ. Dev. Program Manager
Housing and Community Development Commission	7 members	Serves various functions in both, housing and community development	Review and make recommendations on all matters to come before the Housing Authority (except emergency matters) and on all agreements related to affordable housing that go to the Authority or Council. May perform advisory and appellate functions as may be delegated by the Council. Hold hearings related to mobile home parks rent control. Hold hearings related to CDBG and HOME program applications, recommend to the Council adoption of a 3 or 5 year comm. dev. plan, annual housing and community development program, hold hearings to assess progress and performance, and serve in an advisory capacity on implementation of various projects.	Chapter 2.46 of the Municipal Code	1st Thursday of each month at 7:00 pm in Council Chambers	Peter Bregenzer	Chari Barrera, Administrative Manager

Appendix A - Vallejo Boards, Commissions, and Committees Summary

Name	Membership	Purpose	Duties and Powers	Reference Documents	Meeting Frequency & Location	Council Liaison	Secretary
Human Relations Commission	7 members appointed by the Council, individuals with strong commitment to good human relations, fairness, ethnic diversity and group will reflect ethnic and other diversity of the community	Promote equal treatment of all individuals, prohibit discrimination based on race, color, national origin, religion, sex, disability, age, genetic info, marital status, sexual or gender orientation an identity, medial condition, political activities, military or veteran status, domestic violence victim, etc.	Inform and consult with Council to alleviate tension and conflict, consider issues involving relationships between police, justice system, community; make recommendations to staff, labor groups, civil service commission and City Council to promote equal employment opportunity and fair contracting practices	Chapter 2.40 of the Municipal Code	4th Wednesday of Jan, Apr, July, Oct (if agenda items) at 6:00 pm in Council Chambers	Diosdado "JR" Matulac	Shawn Hadnot, Employee and Labor Relations Officer
Marina Advisory Committee	7 members, 4 (berthers from the Marina), 3 at-large; appointed by the Mayor; at-large members have to be residents	Make recommendations to the City Council on all policy matters related to the Marina, support communication between staff and berthers, stimulate growth and occupancy rates at the Marina	Make recommendations to Council and staff, assist staff in prioritizing projects in CIP, work with staff and community to enhance occupancy , improve communications, and develop solutions to address issues	Resolution No. 02-362 N.C.	1st Thursday of the month, quarterly at 5:00 pm in City Hall, PW Conf. Room	Tina Arriola	Marina Walker
McCune Collection Commission	7 members appointed by the Council	Advise Council and City Manager on policy and other matters related to McCune Collection facilities and property, investigate and make advisory reports; advise on the Endowment Fund	Advise Council and City Manager on matters related to McCune, investigate and make reports	Ordinance No. 1729 N.C.	1st Monday, bi-monthly at 4:30 pm at City Hall	Charles Palmares	Annette Taylor, Sr. Community Development Analyst
Measure P Oversight Committee	7 members to be appointed by each member of the Council (1 each), members shall be residents and appointed by Councilmembers to represent their respective districts. Member appointed by the Mayor may reside anywhere in the city	Act as a citizen oversight committee for Measure P (transaction and use tax measure)	Review and report on the City's proposed and actual expenditures from the Measure P tax and also on the required independent annual audit; report shall be discussed publicly	Chapter 3.09.150 of the Municipal Code	At least twice each calendar year at a TBD time, in City Hall	TBD	Debbie Martir, Public Works Administrative Manager
Participatory Budgeting Steering Committee	11 members and 3 alternates, 1 from African American Alliance, 1 from NAACP, 1 from NCBW, 8 at-large;	Ensure that budget process is transparent, fair, and inclusive	Facilitate the budget (PB) process including recommending program rules, planning public meetings, and conducting outreach with diverse communities			Tina Arriola, Peter Bregenzer	
Planning Commission	7 members appointed by the Council, no member can serve more than 8 years	Responsible for adopting a comprehensive long-term general plan	Such powers and duties as prescribed by law and governed by the procedures provided by law	Chapter 2.44 of the Municipal Code	1st and 3rd Monday of each month at 7:00 pm in Council Chambers	Charles Palmares	Margaret Kavanaugh-Lynch, Planning Manager

Appendix A - Vallejo Boards, Commissions, and Committees Summary

Name	Membership	Purpose	Duties and Powers	Reference Documents	Meeting Frequency & Location	Council Liaison	Secretary
Police Oversight and Accountability Commission	7 members and 2 alternates (youth and community member) appointed by the Council, each Councilmember appoints 1 from their District, Mayor appoints 1 from any District, various eligibility criteria	Promote the health, safety and well being of all residents by utilizing the best possible practices and policies while ensuring effective, efficient, trustworthy, and just law enforcement. Improve relations between law enforcement and the community and foster good relations.	Review Independent Investigative reports and Internal Affairs reports and supporting evidence and opine on findings and conclusions and recommend further investigation if needed. Advise Mayor, Council, City Manager, and Chief of Police on police community relations issues. Conduct public outreach. See ordinance for additional duties and powers.	Chapter 18.03 of the Municipal Code, ___	TBD	TBD	TBD
Sister City Commission	7 members appointed by the Council	Plan and recommend to the Council a sister city program and stimulate and sustain participation and community support for the program	Conduct research, act as liaison with Sister Cities international, promote events, tour groups, formal and friendly relationships between groups in both cities, maintain a translation committee, make recommendations on existing sister cities	Chapter 2.38 of the Municipal Code	3rd Monday - bi-monthly at 5:30 pm in the Library	Rozzana Verder-Aliga	Erik Rzomp, Executive Assistant to the Mayor
Surveillance Advisory Board	7 members, 1 resident appointed by each member of the Council and Mayor - District specific when appointed by Councilmembers, members must demonstrate interest and experience in civil and privacy rights	Provide advice to the Council, City Manager, and departments about the acquisition, deployment and use of surveillance technology within the city	Advise the Council and staff on best practices to protect the safety, privacy, and civil rights of residents related to surveillance technology, conduct public meetings, and submit reports with findings and recommendations to the Council; review and respond to requests from staff on equipment or policies related to surveillance technology; may work with City Attorney to recommend model legislation related to surveillance technology	Ordinance No. 1859 N.C.	3rd Thursday, bi-monthly, time TBD, in Council Chambers	Tina Arriola	Naveed Ashraf, IT Director/Chief Information Officer
Vallejo Tourism Business Improvement District Advisory Board	5 members appointed by the Council - chair and vice chair of the Vallejo convention and visitors' bureau board, 3 members who are owners or business managers of businesses being assessed	Make recommendations to the Council on expenditure of revenues derived from the levy of assessments with the tourism BID	Advisory body related to the tourism BID assessment expenditures	Chapter 2.41 of the Municipal Code	Annually, Time TBA, in the Ferry Building	N/A	Annette Taylor, Sr. Community Development Analyst

Appendix B

CITY OF VALLEJO

2016 Boards, Commissions, and Committees Assessment Summary

(Excerpts from 1/12/16 and 4/26/16 City Council agenda reports)

Consultant – Ashwini Kantak

March 2024



In March 2015, the City Council created an Ad-Hoc Committee on Commissions (AHCC), comprised of then Councilmembers McConnell, Miessner, and Sampayan and was supported by the Assistant City Manager and City Clerk. The AHCC met from June – December 2015.

The AHCC provided recommendations on the following topics related to Commissions:

- Number of Commissions/Changes to Commission roles
- Work plans of Commissions
- Procedure for Selecting Commissioners
- Recognition/Commissioner Appreciation
- Term Limits
- Education and Training
- Attendance Policy for Commissioners
- Commissioner Orientation
- Role of City Councilmember Liaisons to Commissions
- Role of City Councilmember to non-Commission Agencies
- Fund-raising by Commissions
- Broadcast and Access to Commission Meeting
- City Council Review of Commission Structure

On January 12 and April 26, 2016, the City Council discussed the AHCC report and recommendations. Based on the AHCC recommendations, the City Council eliminated three advisory bodies, re-established two advisory bodies, changed the name of one advisory body, and broadened membership of another advisory body, as listed below.

1. No changes to three (3) BCC bodies - Architectural and Landmarks Commission, Code Enforcement Appeals Board, Human Relations Commission, and Planning Commission.
2. Eliminated three (3) BCC bodies - the Commission on Aging, the Library Board, Mobile Home Rent Review Board.
3. Re-created a stand-alone Design review Board as advisory to the Planning Commission and re-established a Beautification Commission.
4. Changed the name of the Housing and Redevelopment Commission to Housing and Community Development Commission.
5. Broadened membership of the Vallejo Tourism Business Improvement District Board.

The City Council did not act on the following AHCC recommendations:

1. Continue suspension of the Commission on Culture and the Arts
2. Various changes related to the Economic Vitality Commission
3. Eliminate Marina Advisory Committee and instead establish an ad-hoc citizens committee when needed.

APPENDIX B

4. Consolidate Sister City Commission with Sister City Association and appoint a City Council liaison.
5. Eliminate Youth Commission

The AHCC also made recommendations on the various topics mentioned earlier, however, the City Council chose to only accept a subset of the recommendations.

Appendix C

CITY OF VALLEJO INTERVIEWS (Mayor and Council) Boards, Commissions, and Committees Assessment

Consultant – Ashwini Kantak

February 2024



Project Scope: perform a comprehensive assessment of current Boards and Commissions along with associated practices, policies, and procedures, and develop recommendations based on a combination of interviews, surveys, document review, and benchmarking.

- 1. Before we begin with the interview do you have any questions or thoughts about the scope of the project?**
- 2. Have you served on any Commissions prior to being elected to the Council? If so, which Commissions and how long did you serve as Commissioner?**
- 3. Follow up if response to Q2 is yes. What drew you to serve as a Commissioner and did that experience help you decide to run for Council?**
- 4. Are you familiar with the Ad Hoc Committee's work on Boards and Commissions and the recommendations made to Council in 2016? If so, are there any lessons learned from that effort that we should be taking into consideration?**
- 5. The current recruiting process for Boards and Commissions can be time consuming and at times challenging due to a lack of applicants. Do you have any input on potential improvements to the current process?**
- 6. Boards and Commissions are currently not required to prepare annual workplans or reports. What are your thoughts on requiring annual workplans and reports?**
- 7. Based on your observations, do you see any opportunities for consolidation of any of the Boards and Commissions? Follow up question – do you have any insight of how consolidations could be successfully implemented?**
- 8. Are you aware of any best practices for Boards and Commissions that the City might want to evaluate as part of this assessment process?**
- 9. What else do we need to know to complete an effective assessment of the Boards and Commissions and make actionable recommendations?**

CITY OF VALLEJO INTERVIEWS (Executive Staff) Boards, Commissions, and Committees Assessment

Consultant – Ashwini Kantak

February 2024



Project Scope: perform a comprehensive assessment of current Boards and Commissions along with associated practices, policies, and procedures, and develop recommendations based on a combination of interviews, surveys, document review, and benchmarking.

- 1. What is your role with respect to Boards and Commissions?**
- 2. What challenges do you typically encounter in your current role as it pertains to Boards and Commissions?**
- 3. Are you aware of any best practices for Boards and Commissions that the City might want to evaluate as part of this assessment process?**
- 4. Are you familiar with the selection process for Boards and Commissions and if so, do you have any input on potential improvements to the current process?**
- 5. Are you aware of any issues related to Boards and Commissions not meeting quorum? If so, do you have input on how this issue could be addressed, including potential changes to the attendance policy and inclusion of alternates?**
- 6. Based on your observations and your role as it relates to Boards and Commissions, do you see any opportunities for consolidation of any of the Boards and Commissions?**
- 7. Boards and Commissions are currently not required to prepare annual workplans or reports. What pros and cons do you foresee if annual workplans and reports were to be mandated?**
- 8. Are you familiar with the training provided to the Board and Commission members and if so, do you have any suggestions for improvements?**
- 9. Are you familiar with the Ad Hoc Committee's work on Boards and Commissions and the recommendations made to Council in 2016? If so, are there any lessons learned from that effort that we should be taking into consideration?**

APPENDIX C

- 10. Based on your experience as it relates to the Boards and Commissions, do you think the current structure and process for Boards and Commissions serves the City Council and the Vallejo community effectively?**

- 11. What else do we need to know to complete an effective assessment of the Boards and Commissions and make actionable recommendations?**

CITY OF VALLEJO STAFF SECRETARIES SURVEY
Boards, Commissions, and Committees Assessment

Consultant – Ashwini Kantak
February 2024



You have been selected to participate in this survey because of your role as staff secretary for one or more of the Boards and Commissions in the City of Vallejo.

MRG has been retained to conduct a thorough assessment of current Boards and Commissions and to develop recommendations based on a combination of interviews, surveys, document review, and benchmarking. The desired outcome is to identify opportunities for consolidation and recommend best practices to maximize effective community service while ensuring efficient use of City Council and staff time.

Your input and observations are extremely valuable given your direct involvement with a Board and/or Commission.

Individual survey responses will not be shared with anyone, the results be presented in summary form. The survey will take 15-20 minutes to complete. We kindly request that you complete the survey no later than February 16, 2024.

If you have any questions regarding the survey, please contact Ashwini Kantak, MRG Consultant, at akantak@klarityconsulting.net.

Thank you for your feedback.

- 1. Do you serve as staff secretary for a City of Vallejo Board or Commission?**
 - a. Yes
 - b. No

For a Yes response, please provide name(s) of Boards and/or Commissions you support. This information is optional and may be provided at your discretion.

If the response is No, do not proceed with the rest of the survey

- 2. Please provide the name of your department and job title** (This information is optional and may be provided at your discretion).
- 3. How long have you been in the role of staff secretary for a Board and/or Commission?**
 - a. Less than one year
 - b. Between one and five years
 - c. More than five years
 - d. Not sure

APPENDIX C

- 4. We are interested in learning about the key functions you perform as a staff secretary. For each Board or Commission you support, please provide a description of up to five key functions (a major task or regularly performed activity) that take up the most amount of your time, number of hours worked on each function in a month, and departments or divisions you work with for each function, if applicable).**

- 5. Are there any challenges you typically face in your role as staff secretary?**
 - a. Yes
 - b. No
 - c. Not sure

- 6. If response to question 5 above was yes, please select all that apply.**
 - a. I find it challenging to be familiar with all the rules and procedures associated with the Board/Commission I support
 - b. I do not have standard templates to prepare agendas and minutes
 - c. I am not able to meet the required timelines for Board/Commission agenda preparation and staff review due to workload issues
 - d. The Board or Commission I support does not have a clear understanding of its scope
 - e. Due to high turnover on the Board or Commission I support it is challenging to onboard and train new members on an ongoing basis
 - f. Other

If Other, please provide additional details

- 7. Have you had to cancel a Board or Commission meeting due to a lack of quorum in the past two years?**
 - a. Yes
 - b. No
 - c. Not sure

If yes, please provide number of cancellations

- 8. Annual workplans and reports are not currently required for any Board or Commission. Do you think requiring these will make the Board/Commission more effective?**
 - a. Yes

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- b. No
- c. Not sure

For a Yes or No response, please include an explanation

9. Based on your observations and your role as it relates to Boards and Commissions, do you see any opportunities for consolidation of any of the Boards and Commissions?

- a. Yes
- b. No
- c. Not sure

For a Yes response, please describe potential opportunities

10. Are you familiar with the Ad Hoc Committee's work on Boards and Commissions and the recommendations made to Council in 2016?

- a. Yes
- b. No
- c. Not sure

For a Yes response, please include any lessons learned that we should take into consideration.

11. Based on your experience as it relates to the Boards and Commissions, do you think the current structure and process for Boards and Commissions serves the City Council and the Vallejo community effectively?

- a. Yes
- b. No
- c. Not sure

For a Yes or No response, please include an explanation

12. Are you aware of any best practices for Boards and Commissions that the City might want to evaluate as part of this assessment process?

- a. Yes
- b. No
- c. Not sure

APPENDIX C

For a Yes response, please list best practices

13. What else do we need to know to complete an effective assessment of the Boards and Commissions and make actionable recommendations?

Thank you for taking the survey. We appreciate your time!

Appendix D

Appendix D - Summary Report of Benchmarked Cities

City	Population	No. of Standing Boards/Commissions	Board/Commission/Committee Names	Membership	Term	Meeting Frequency	Recruitment Process	Workplans
El Cerrito	26,000	13	Arts and Culture, Citizens Street Oversight Committee, Civil Service Commission, Committee on Aging, Crime Prevention Committee, Design Review Board, Economic Development Committee, Environmental Quality Committee, Financial Advisory Board, Human Relations Commission, Park and Recreation Commission, Planning Commission, Urban Forest Committee.	ACC, HRC, PRC, PC (7), CSOC, CSC, DRB, FAB, (5), COA, CPC, EDC, EQC, UFC (15)	Four year terms, Board, Commission, and CSOC limited to two consecutive full terms on each body. Committees - 3 consecutive terms on each Committee. Term of individual seat is fixed. Staggered terms.	11 BCCs meet monthly, one BCC meets three times a year, one BCC meets as needed	Terms commence on March 1. City Clerk manages the application process. Council interviews in a public meeting.	Workplan templates provided but workplans not required for every BCC
Fairfield	120,000	7	CDBG Advisory Committee, Golf Advisory Board, Landscape Oversight Committee, Measure P Oversight Committee, Planning Commission, Rockville Citizen Advisory Committee, Youth Commission	CDBG (5 + 1 PC and 1 YC rep), GAB (7), LOC (7), PC (7), Measure P OC (5), RHRPCAC (7)	YC - 3 years, GAB, PC, RHRPCAC - 4 years, LOC, Measure P - 5 years	One BCC meets twice a month, one BCC meets monthly, 3 BCCs meet quarterly, frequency for two BCCs varies and is as needed	Quarterly recruitments for YC,	No workplans required except for YC
Milpitas	84,000	13	Arts, Community Advisory, Economic Development and Trade, Energy and Environmental Sustainability, Library and Education Advisory, Measure F Oversight, Parks, Recreation & Cultural Resources, Planning, Public Safety and Emergency Preparedness, Science, Technology and Innovation, Senior Advisory, Veterans, Youth Advisory	Planning (7), and PRCC (9 and 2 alternates), Youth (7 and 2 alternates), Arts (7, 2 alternates, 2 non voting youth members) all other Commissions (7 members, 2 alternates, 1 non-voting youth member)	3 year terms, no term limits	One BCC meets twice a month, six BCCs meet monthly, one BCC meets 4 times a year, four BCCs meet 5 times a year, one BCC meets quarterly	Applications are accepted throughout the year, appointments are made by Council in public meeting but no interviews.	Annual workplans and reports required to be presented to the City Council
Palo Alto	67,000	8	Architectural Review Board (5 members SMEs), Historic Resources Board, Human Relations Commission (5 members), Parks and Recreation Commission, Planning and Transportation Commission, Public Art Commission, Storm Water Management Oversight Committee, Utility Advisory Commission	ARB, HRC, PAC (5 members); HRB, PRC, PTC, SWMOC, UAC (7 members)	Max. 2 or 3 successive terms on the same board/commission; 2 year break before being appointed to same body	Three BCCs meet twice a month, five BCCs meet monthly	New appointments only once a year in spring; other appointments due to vacancies, as needed	Annual workplans due in June, up to 3 priorities. Chair presents workplan to Council - could be 1 year or 2 year workplans, status update to be presented on prior work; template for workplan provided

Appendix D - Summary Report of Benchmarked Cities

City	Population	No. of Standing Boards/Commissions	Board/Commission/Committee Names	Membership	Term	Meeting Frequency	Recruitment Process	Workplans
Richmond	116,000	24	Arts and Culture Commission, Community Police Review Commission, Commission on Aging, Design Review Board, Environmental Community Investment Agreement Transportation Oversight, Economic Development Commission, General Pension Board, Historic Preservation Commission, Housing Advisory Commission, Human Rights and Human Relations Commission, Library Commission, Personnel Board, Planning Commission, Police & Firemen's Pension Board, Recreation and Parks Commission, Reimagining Public Safety Community Task Force, Richmond Fund for Children and Youth Oversight Board, Richmond Rent Board, Shimida Friendship Commission, Urban forest Advisory Committee, Workforce Development Board, Youth Council, Zhoushan Friendship Commission	ACC, SFC, ZFC (11), CPRC, HRHRC, RPC (9), COA (13), DRB, HPC, HAC, PC (7), ECIATO, GPB, LC, PB, RRB (5), EDC (15), PFPB (4), PAAC (507), RPSCTF (21), RFCYOB (15), UFAC (7-11), WDB (35), YC (5-11)	Terms vary widely	Seventeen BCCs meet monthly, three meet once in two months, one BCC meets twice a month, three BCCs meet as needed	Ongoing recruitment	Optional yearly work program or goals statement, may be done in conjunction with the development of the relevant departmental work plan.
Sunnyvale	152,000	10	Arts Commission, Bicycle and Pedestrian Advisory Commission, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Human relations Commission, Parks and Recreation Commission, Personnel Board, Planning Commission, Sustainability Commission	AC, BLT, HRC, PRC, PB (5); BPAC, HPC, HHSC, PC, SC (7)	Max, 2 consecutive 4 year terms	One BCC meets twice a month, eight BCCs meets monthly, one BCC meets every other month	Annual recruitment, appointments by Council but no interviews	Each BCC creates an annual workplan, advises Council on study issues and budget