

MINUTES

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION REGULAR MEETING – 6:30 P.M.

March 20, 2025

1. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:39 pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair McDonald, Vice-Chair Hall, Commissioners Adams, Riley, and Chacon

Absent: Commissioners Quismorio and Sosa

Staff present: Assistant City Attorney Zagaroli, Principal Planner Thacker, Associate Planner Solomon

4. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

A. APPROVAL OF THE AGENDA

Action: Moved by Chair McDonald, seconded by Commissioner Riley, and carried unanimously (Absent – Sosa, Quismorio) to approve the March 20, 2025 – Regular Meeting Agenda.

Vote:

AYES: Chair McDonald, Vice-Chair Hall, Commissioners Adams, Riley, and Chacon

NOES: None

ABSENT: Commissioners Sosa and Quismorio

ABSTAIN:

B. APPROVAL OF THE MINUTES

i. March 20, 2025 – Regular Meeting

Action: Moved by Commissioner Adams, seconded by Vice-Chair Hall, to approve the March 20, 2025 - regular meeting minutes; with the following vote:

Vote:

AYES: Chair McDonald, Commissioners Adams, Riley, and Chacon

NOES: None

ABSENT: Commissioners Sosa and Quismorio

ABSTAIN: Vice-Chair Hall

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C. APPROVAL OF THE CONSENT CALENDAR

i. Herbert House – Summary of Comments Previously Provided

The Commission discussed the summary of comments. Commissioner Riley asked if there was an update on the Herbert House and staff responded that they had not received an update since the previous meeting. Commissioner Adams asked staff if there was date that the Herbert House would be discussed by City Council and staff responded that staff is unaware when Herbert House will be discussed by the City Council. A motion was made.

Action: Moved by Chair McDonald, seconded by Commissioner Riley, to approve the Herbert House – Summary of Comments Previously Provided; with the following vote:

Vote:

AYES: Chair McDonald, Vice-Chair Hall, Commissioners Adams, Riley, and Chacon
NOES: None
ABSENT: Commissioners Sosa and Quismorio
ABSTAIN:

5. REPORT OF THE CITY COUNCIL LIAISON – None

6. COMMUNITY FORM – None

7. PUBLIC HEARING

A. 247 OHIO STREET - NEW SINGLE-FAMILY RESIDENCE - CERTIFICATE OF APPROPRIATENESS (COA23-0007) AND DEVELOPMENT REVIEW (DVR23-0041)

Associate Planner Solomon provided an overview of the project. Assistant City Attorney Zagaroli provided the Commission an update on case law that the City was recently made aware of regarding the Housing Accountability Act, and stated that the Commission could deny a project based on subjective design standards. Commissioners asked questions of staff. The project architect introduced himself and answered questions of the Commission. Chair McDonald opened up the item for public comment and public comment was received by Carrie Swing. The Commission deliberated the merits of the project, and a motion was made:

8. Action: moved by Commissioner Chacon, seconded by Commissioner Riley and Vice-Chair Hall, and carried with a 5-0 vote (Ayes – McDonald, Hall, Chacon, Adams, and Riley; Absent – Sosa, Quismorio) to continue the item to the April 17, 2025 regular meeting and to allow the applicant time to provide a street view rendering of the proposed residence for consideration by the Commission.

9. WRITTEN COMMUNICATIONS - None

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10. REGULAR REPORTS

A. SECRETARY'S REPORT

Principal Planner Thacker informed the Commission that a Commissioners Appreciation Survey was sent out to each of the members soliciting their input on how they would like the City to be recognized for their efforts. He stated that beyond the item that was continued from this evening's meeting to the April 17th regular meeting, no other items are currently scheduled to go before the Commission.

B. CITY ATTORNEY'S REPORT – None

C. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

Chair McDonald shared a flyer for the California Preservation Conference and Awards Ceremony. Commissioner Riley inquired about the current budget for the AHLC, and if there is money in the budget, does it need to be spent before funding goes away? Chair McDonald requested a budget update be provided at the next meeting. Commissioner Riley asked that the Herbert House be kept as a standing agenda item for each meeting as it is an important item for the Commission. Chair McDonald reminded the Commission to submit the Form 700 annual reporting form. Commissioner Chacon stated his interest in seeing plaques installed in the Historic Districts. Chair McDonald recalled a previous goal setting meeting of the Commission and stated one of the goals was to add street sign toppers at street intersections within a historic district. The Chair pursuing a standard process for reviewing buildings more than 50 years old for determining eligibility for listing as a historic resource. Chair McDonald stated that Commissioner Adams will likely need to be excused from the next regularly scheduled meeting in May due to scheduling conflicts and inquired about that process. Assistant City Attorney Zagaroli stated that the Commissioner will need to inform the Secretary in advance of the meeting if they are not going to be able to attend the meeting. Chair McDonald shared concerns about the potential for the Commission not to have a quorum due to continued absences from some Commissioners. Commissioner Chacon requested that Commissioner Sosa be removed from the Commission. Assistant City Attorney Zagaroli stated the Municipal Code section relating to excused and unexcused absences for Commissioners and enforcement procedures if a Commissioner violates the attendance policy. Chair McDonald asked that staff move forward on this process with a current Commissioner who has exceeded the number of allowed unexcused absences. Mayor Sorce stated that the City Council has prioritized a review of the Boards and Commissions and welcomes input and concerns to help facilitate the success of the Commission, including how it relates to Commission attendance and making quorum.

D. REPORT OF THE SUBCOMMITTEES

i. Records/Resources Subcommittee

Vice-Chair Hall stated she is going to follow up with the Water Department staff and will provide an update once that is completed.

ii. Goal Setting Subcommittee

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- iii. Review of Vallejo Municipal Code Chapter 16.614 – Architectural Heritage and Historic Preservation.

11. OTHER AGENDA ITEMS

A. Potential Formation of Additional Subcommittees

- i. Possible AHLC workplan/budget request
- ii. Review of the Secretary of the Interior's Standards
- iii. Create a ministerial process for non-contributing homes.

B. Future Agenda Items

- i. Future Presentations

12. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

Signed by:

Angela McDonald

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ANGELA MCDONALD, CHAIR

ATTEST:

Signed by:

Robby Thacker

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ROBBY THACKER, SECRETARY