

MINUTES

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

November 20, 2025

1. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:32 pm

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

Chair McDonald introduced the newly appointed Commissioner Soto and noted that Commissioner Soto had completed the oath of office swearing in procedure earlier that day with the City Clerk. Commissioner Soto gave a brief introduction of himself to the Commission.

4. ROLL CALL

Present: Chair McDonald, Vice-Chair Hall, Commissioners Adams, Riley, Soto

Absent: Commissioner Chacon

Staff present: Principal Planner Thacker, Senior Planner Busick

5. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

A. APPROVAL OF THE AGENDA

Action: Moved by Commissioner Riley, seconded by Vice Chair Hall, and carried unanimously (Absent – Chacon) to approve the November 20, 2025 – Regular Meeting Agenda.

Vote:

AYES: Chair McDonald, Vice-Chair Hall, Commissioners Adams, Riley, Soto

NOES: None

ABSENT: Commissioner Chacon

ABSTAIN: None

B. APPROVAL OF THE MINUTES

i. March 20, 2025 – Regular Meeting

Action: Moved by Vice Chair Hall, seconded by Commissioner Adams, to approve the March 20, 2025 and April 17, 2025 Regular Meeting Minutes; with the following vote:

Vote:

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AYES: Chair McDonald, Vice Chair Hall, Commissioners Adams and Riley
NOES: None
ABSENT: Commissioner Chacon
ABSTAIN: Commissioner Soto

6. REPORT OF THE CITY COUNCIL LIAISON – None

7. COMMUNITY FORUM – None

8. PUBLIC HEARING

A. 1310 CLUB DRIVE- NEW GUARDHOUSE AND ASSOCIATED IMPROVEMENTS AT TOURO UNIVERSITY - CERTIFICATE OF APPROPRIATENESS (COA24-0004) AND DEVELOPMENT REVIEW (DVR24-0029)

Senior Planner Busick provided an overview of the project. No members of the public gave public testimony on the item. The Commission asked staff and the applicant questions concerning the details of the project. The Commission deliberated the merits of the project, and a motion was made:

Action: moved by Commissioner Riley, seconded by Commissioner Adams, and carried with a 3-2 vote (Ayes – Riley, McDonald, and Adams; Noes: Hall, Soto; Absent – Chacon, to approve the draft resolution.

9. WRITTEN COMMUNICATIONS - None

10. REGULAR REPORTS

A. SECRETARY’S REPORT

Principal Planner Thacker noted there were several spelling errors in the agenda template and that staff will have those errors corrected moving forward. Thacker also noted an upcoming hearing item for a Certificate of Appropriateness located at 602 Georgia Street is scheduled for the December 20, 2025 regular meeting. Thacker thanked Commissioner Soto for his interest in joining the AHLC. Chair McDonald inquired about status of the Herbert House and the Mare Island Flag Pole project and Thacker responded that he was not aware of any updates with either project but that he would follow up and give an update at the next meeting. Chair McDonald provided Commissioner Soto a brief summary of the flag pole project and clarified with Principal Planner Thacker that there were no updates on the project to share with the commission.

B. CITY ATTORNEY’S REPORT – None

C. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

Commissioner Riley gave an update on his knowledge of the recent decisions regarding

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the use of the Herbert House. Commissioner Riley provided an update on his involvement with Mare Island Historic Park Foundation and the desire for the City to install an accessibility ramp to the Quarters A building on Mare Island. Chair McDonald also suggested adding accessible parking and access at the rear of the building.

D. REPORT OF THE SUBCOMMITTEES

i. Records/Resources Subcommittee

Vice-Chair Hall stated her intent to move forward with scanning Water Department historical records and other historical aerial images. Commissioner Riley gave his support to scan the water records due to their usefulness to determine approximate construction date of homes within the City. Chair McDonald stated her support that the public would have access to these digital records when doing research on their homes. Commissioner Soto inquired on whether he was automatically assigned to a subcommittee. Chair McDonald asked if staff can go over the existing subcommittees at the next meeting and discuss who is assigned to each one and what their status currently is. Principal Planner Thacker stated that he will include this as a discussion item at the next hearing. The Commission voted unanimously in favor of including this as a discussion item at the next hearing.

ii. Goal Setting Subcommittee - **None**

iii. Review of Vallejo Municipal Code Chapter 16.614 – Architectural Heritage and Historic Preservation. - **None**

11. ADJOURNMENT

The meeting was adjourned at 7:36 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